Applying the Condition Report App Articheck to the Operations of the Registrar’s Office at the Evansville Museum of Arts, History and Science, Evansville, IN
WHAT WE WILL DISCUSS

- Overview of the Registrar’s Department at the Evansville Museum
- Overview of Articheck
- Step-by-step instructions on utilizing Articheck
- Highlights of extra features
- Wish list of features
REGISTRAR'S DEPARTMENT

- One full time staff member
- One 20 hour per week volunteer
- Interns are essential: We have 2 – 4 each semester
- 10-13 Art exhibitions per year, registrar also installs all art exhibitions
- Gifts to the collection vary greatly, on average 25-50 gifts per year, some with one item, others number in the hundreds
- Articheck is used for incoming loans, incoming gifts of art, outgoing loans, and spot checks of the permanent art collection
ARTICHECK OVERVIEW
STARTING A NEW REPORT

These are the selections for report options for Articheck. The report can be as complicated or as simple as needed.

Once the Report Type (right image) has been selected it cannot be changed. Customization (left image) can be changed at any time prior to upload.
Each Report Type will give you different page options, but they all give the same first page with the Object’s Details, we utilize the fields we need and leave others blank. Blank field will not print out on the pdf report.
You can take as many images as needed and link them through the system. I take an overall shot, then details of each instance of damage. The first image become the parent image. You can do this within Annotations or by taking images.
After taking the initial image, you can annotate the image with the terminology available through the app. Here note there are six instances of cracking on the back of the chair, each with its own detailed image and a place for explanation if needed.
Here is an example of a more significant loss, notice the defect level of 8 has changed the defect color from green to orange. As you move up the scale, it turns red. This is an easy indicator to visually mark if something can be exhibited. We use this indicator to signal to our curators. If a defect level is red, it needs attention before exhibiting.
To annotate an image, you select the image and click annotate, which takes you to screen 1. Once you are there you can select Annotation in the upper right corner and it takes you to screens 2 and 3. Select your annotation and drawing tool to mark the damage on the piece. The annotation available change depending on what type of report you have selected.
This is the final screen, you are limited to how much text you can type on the General Condition Notes, and we choose to use images for condition more than the text box.

Depending on the type of report selected, and how many selections you choose under customization, the report may have more or less pages than my example.

For example, a framed object would have a page to discuss the details of a frame, a packed object would have packing details, etc.
• PDF of your report: Once loaded, the report can be turned into a PDF which can be shared with others if sending an object out on loan or attached to your CMS.

• Guest User: You can add someone from another museum as a user and they can update your report on the web interface when they CR your loan. You can limit their access so they only see what they need.

• Groups: You can group reports together for easy searchability, we use it for exhibits and collections within the collection.

• Dictation: Use the microphone icon to dictate your text in each field. Can greatly speed up the process.

• Customized Templates: Can be made, there is a per day charge. Useful if you are a larger organization using a lot of reports per year. It can streamline the process.
WISH LIST

• Ability to customize fields: This is currently not available without a customization fee. It would be nice to be able to set parameters for some drop down boxes.

• We utilize this program with interns, it would be nice to have an info button on some on the fields to explain what the term means. IE: for some terminology on the detailed reports

• Note: my wish list was longer, but after having a conversation with Articheck last week it became shorter. I wasn’t using all of the features!
Pricing structure for museums. They offer different rates for museums and commercial businesses.

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