

ARTICHECK

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 Artichек
- Step-by-step instructions on utilizing Artichек
- Highlights of extra features
- Wish list of features

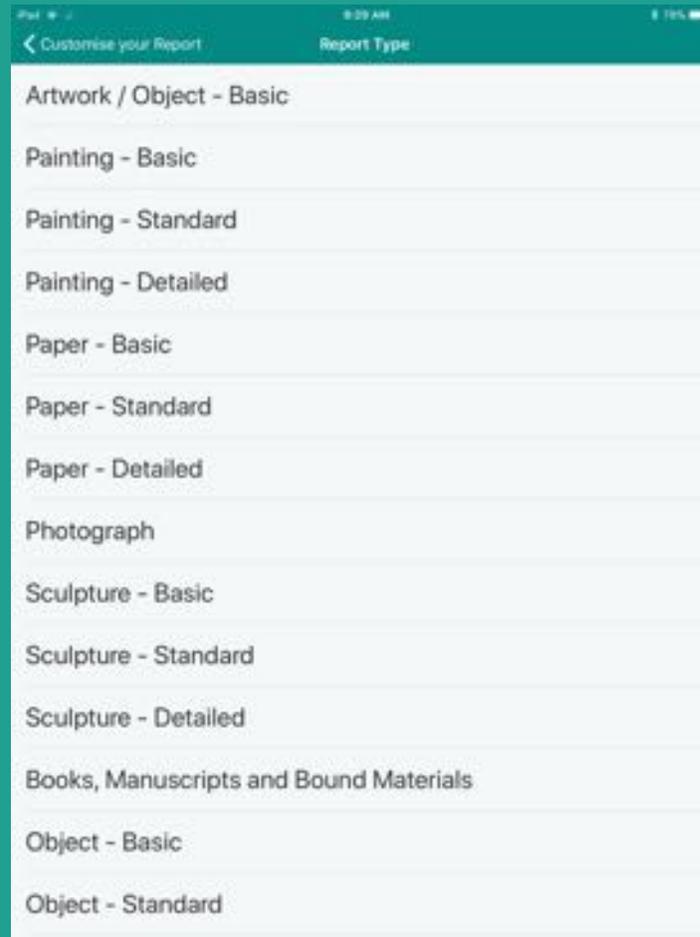
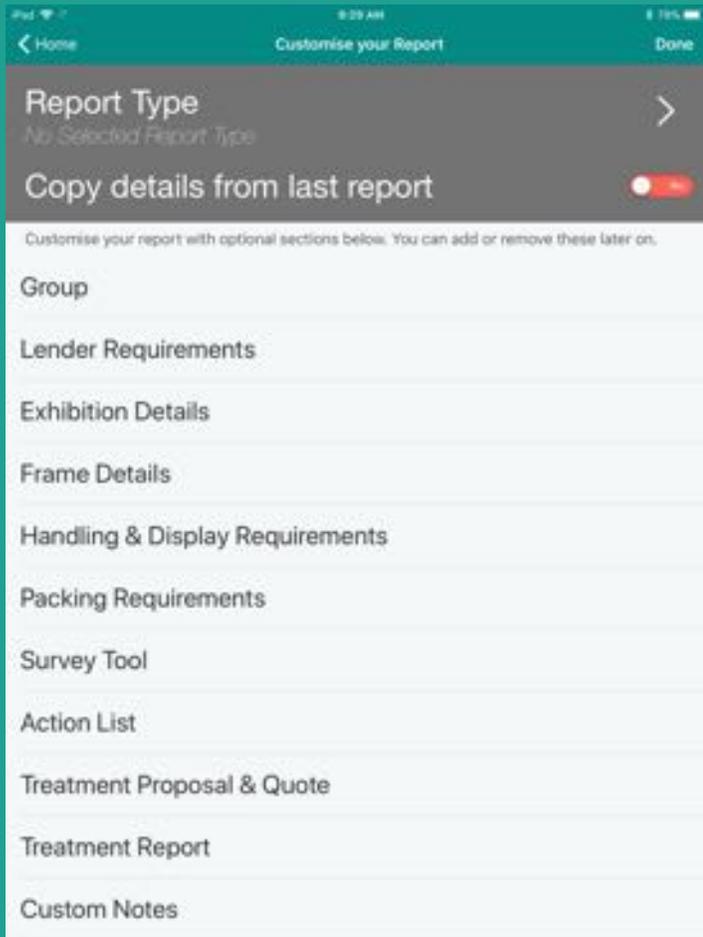
REGISTRAR'S DEPARTMENT

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
- Artichek 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 Artichек. 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.

Pad 9:36 AM 70%

Object's Details

Title
Chair, side

Artist / Maker
Karges furniture

Date of Creation

ID
1987.001.0001

Alt ID

Alt ID2

Alt ID3

Client / Lender

Artist / Maker Marks or Signature
Sewn tag in bottom of chaor reads: "Karges Furniture Company; Manufacturers since 1886; Evansville,

Step 1 of 4 Next

Pad 9:36 AM 70%

Antique - Detailed

Media
Wood/Unknown

Dimensions
Centimeters
97.155 x 53.34 x 52.07
Inches
38 1/4 x 21 x 20 1/2

Given/Measured/Unmeasured
Measured

Dimensions - Notes

Weight of Object

Weight of Plinth or Base

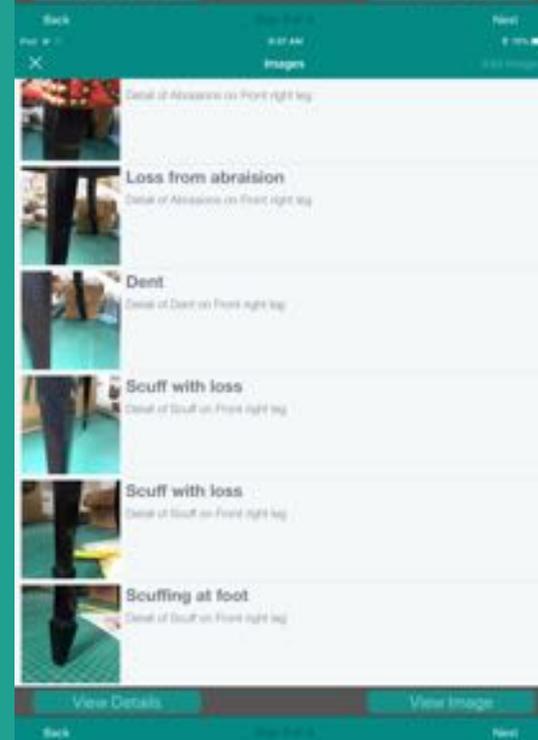
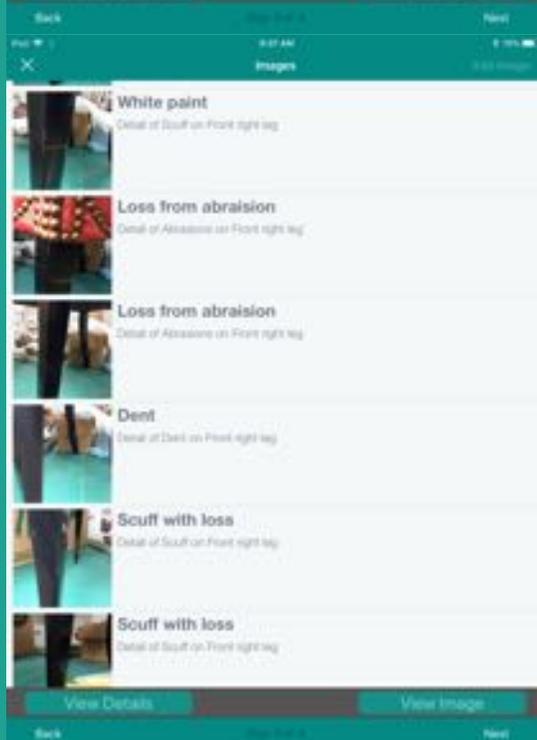
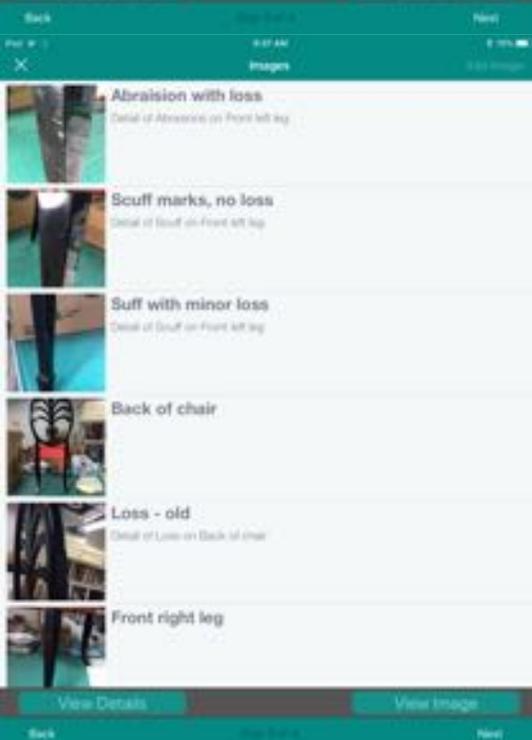
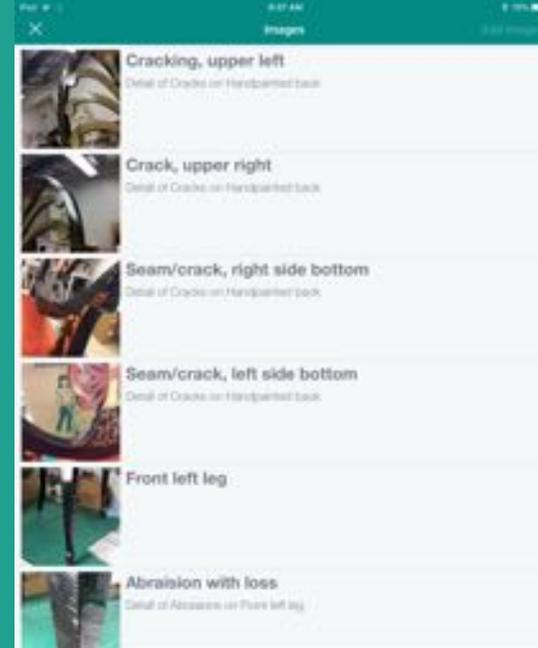
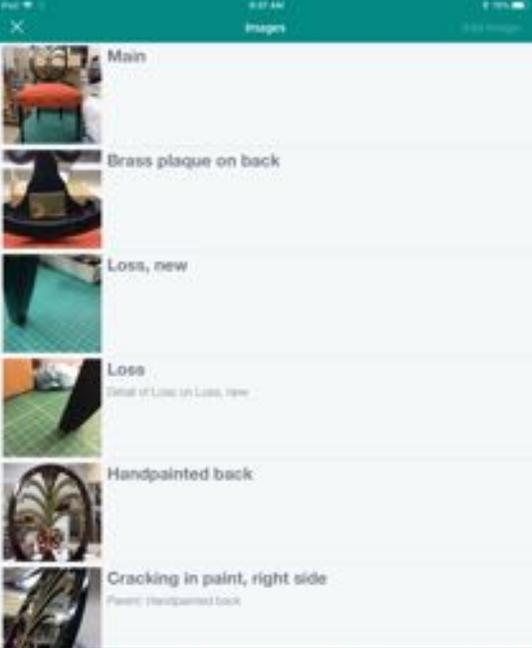
Plinth/Base Details

Multiple Components Not Set No Yes

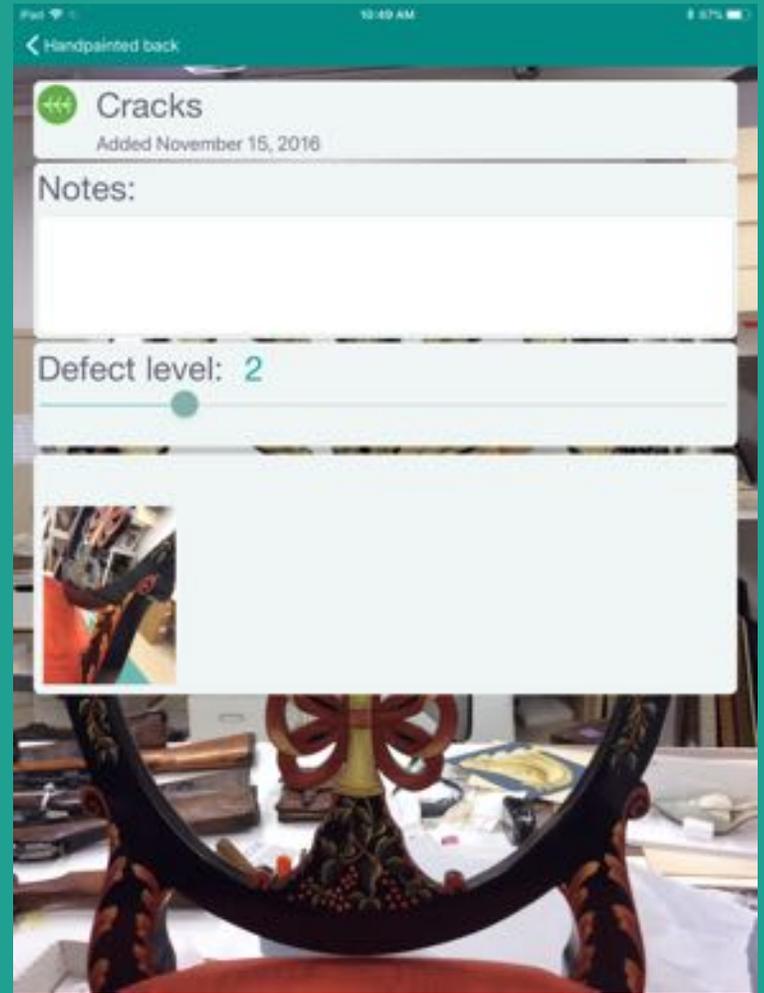
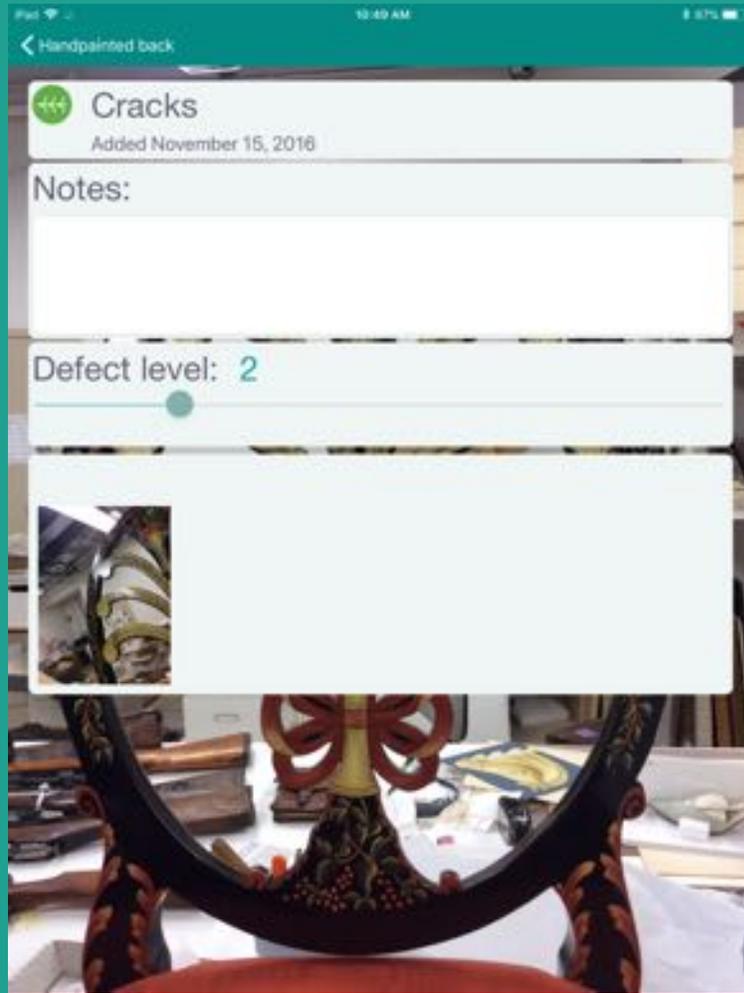
Description

Back Step 2 of 4 Next

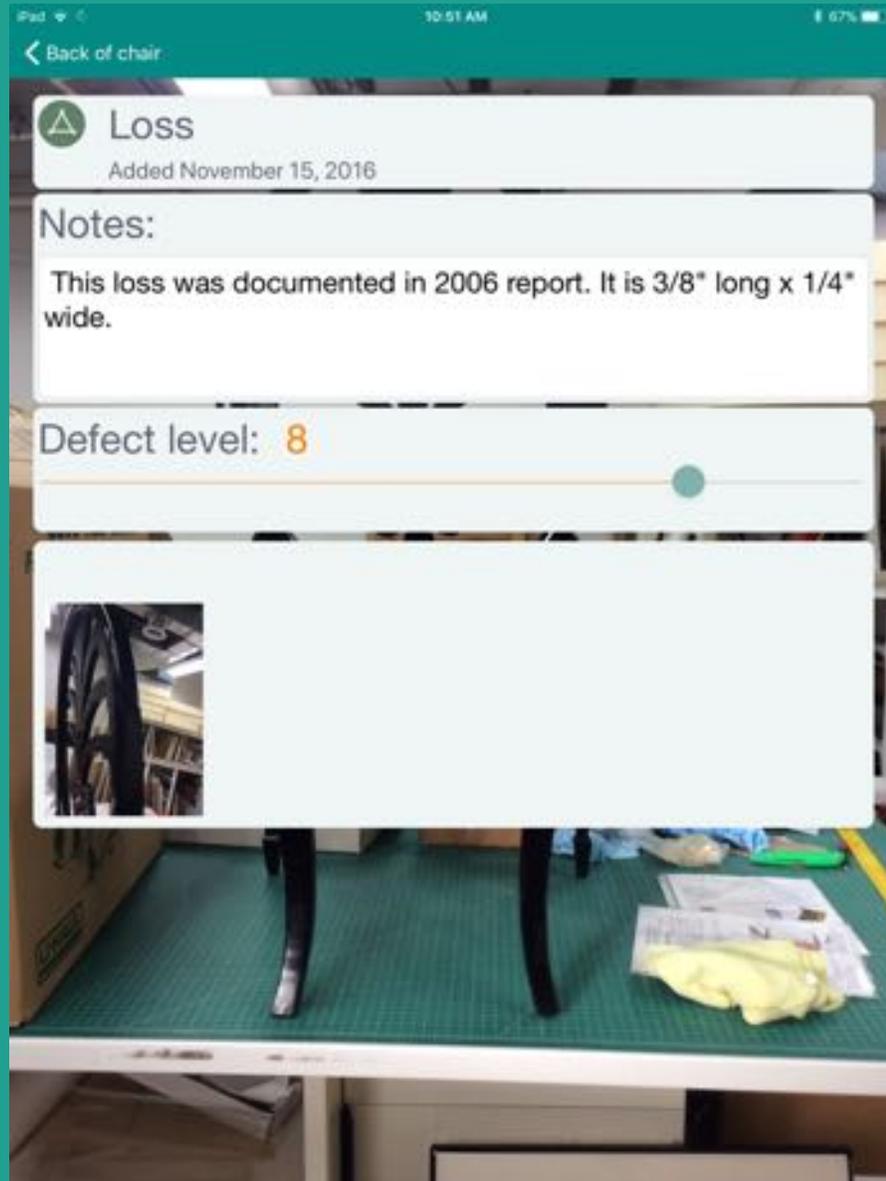
Each Report Type will give you different page options, but they all give the same **first** page with the Object's Details, we utilize the fields we need and leave others blank. Blank field will not print out on the pdf report.



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.



Screen 1



Screen 2



Screen 3

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.

iPad 10:51 AM 68%

✕ Almost Done!

General Condition Notes

In good condition, only minor damage since last report, 08/04/2006. Damage to rear right leg at the base. Appears to have been moved and hit against something. Multiple cracks and loss of surface. Cracking in or under painted surface on the back of chair has been observed, this may be new damage or previously undetected, difficult to see. Some cracking was noticed at seam on the back of the chair where the oval was joined with the back. See images for full damage details

General Condition Category

Very good

Examined By

Fuhrman Bragg, Liz

Examiner Title

Registrar

Examination Location

Exhibition Prep

Date

15-Nov-2016

Back Step 4 of 4 Done

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.

OTHER FEATURES

- 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 of 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!

Commercial Business

Small Business

Museums & Non-profit

For Museums, Public Galleries, Non-Profits, Registered Charities

Try Articheck for free, then choose the subscription that's best for you.

USD

GBP

EUR

INTRODUCTORY	BASIC	STANDARD	PRO
\$ 32	\$ 59	\$ 109	\$ 205
PER MONTH	PER MONTH	PER MONTH	PER MONTH
10 REPORTS / MO. (300/YR)	20 REPORTS / MO. (600/YR)	50 REPORTS / MO. (600/YR)	UNLIMITED REPORTS
1 USER LICENSES	2 USER LICENSES	3 USER LICENSES	3 USER LICENSES
+\$10/MO. PER EXTRA USER	+\$10/MO. PER EXTRA USER	+\$10/MO. PER EXTRA USER	+\$10/MO. PER EXTRA USER
START INTRODUCTORY	START BASIC	START STANDARD	START PRO

Want to try out Articheck before buying?

START OUR 7 DAYS FREE TRIAL



Pricing structure for museums.
They offer different rates for museums and commercial businesses.