GuggenheimMUSEUM
staff intranet

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Staff Logged in

- Jessica Ludwig
- Josh Meehan

TMS Security Structures

Written by Josh Meehan

Overview

All new TMS accounts are created with View-Only Restricted access until the intern or staff member has been trained. After training, the access level will be adjusted for interns and staff that will perform data entry.

TMS security is organized primarily by SRGF department and is often further differentiated by collection or exhibition access. Collection access refers to records created for SRGF accessioned artwork. Exhibition access refers to records created for non-collection artwork that has been loaned or considered for exhibition at Guggenheim museums.

Standard and Protected Data

All users have at least view-only access to standard data. Additional security is defined for protected data within collection artwork records.

Standard data in the Objects module refers primarily to label copy fields: Artist, Title, Date, Medium, Edition, Credit Line, Dimensions. However, it also includes many other object record fields (e.g. Alternate Numbers, Copyright, Catalogue Raissoné, Signatures, Labels, Text entries).

Standard data in the Exhibitions module refers primarily to Exhibition Title, Dates, and Organizers. It also includes view-only access to linked objects and venues.

Protected data in the Objects module refers to:

- Acquisition related information (all artwork under consideration, acquisition tracking fields, provenance, linked documents for deed of gift and/or licensing)
- Conservation surveys and images (including Overall Condition and Materials and Techniques fields)
- Deaccessioning
- Storage locations
- Valuation (purchase price, insurance value, donor stated value, fair market value)

Affiliates

Most SRGF accounts have view-only access to standard collection and exhibition data for Guggenheim affiliates. Likewise, affiliates have view-only access to standard data for SRGF collections and exhibitions.

Security Groups

Please note that the groups below are dependant upon the Department selected on the New/Change User Form.

All Departments

View-Only Restricted	View standard collection and exhibtion data. View Bibliography, Constituents, Exhibitions, and Media records. Print and export standard reports. This is the default access for all new accounts until staff or intern has been trained. This group should be used for all staff and interns that will not perform data entry and do not need access to protected data.
View-Only Unrestricted	View all collection and exhibition data (including protected data). View Bibliography, Constituents, Exhibitions, Loans, and Media records. Print and export standard reports. This access is typically assigned to departmental directors or specialized registration/curatorial positions that will not perform data entry but should have access to all data in the system. **Request must be submitted by Head Registrar.**

Curatorial

Collection Data Entry	View/Edit collection records, including protected data. View/Edit/Add non-collection records. View/Edit/Add Bibliography, Constituents, Loans, and Media records.
Exhibition Data Entry	View-only collection records, including protected data. View/Edit/Add non-collection artwork to the Exhibition Objects department. Includes the ability to View/Edit/Add Bibliography, Constituents, Loans, and Media records.
Intern Data Entry	View standard collection and exhibtion data. View/Edit/Add non-collection records. Includes the ability to View/Edit/Add Bibliography, Constituents, Loans, and Media records.

Registration

Wednesday, 01 September 2010 9:50:59

Search

search...

TMS Procedures

- Bibliography: Creating New Records
- Citrix: Connecting to TMS on a Mac
- Citrix: Connecting to TMS on a PC
- Constituents: Creating a New Record
- Constituents: Linking
- Creating MS Checklists From Word
- Exhibition Management - Curatorial
- Exhibition Mnemonic
- Exhibitions: Creating a New Record
- Exhibitions: Creating Loans and Linked Exhibition Objects
- Exhibitions: Entering Frame Dimensions for Exhibition Objects
- Exhibitions: Viewing and Printing a Checklist
- Loans: Indemnity Instructions
- Loans: Outgoing Loans Procedures
- Media: Linking Documents
- Media: Linking Images
- Objects: Entering Dimensions
- Objects: Linking Options
- Objects: Searching Free-Text Fields
- Reports: Labels
- Reports: Printing and Saving Reports
- Reports: Troubleshooting
- TMS Data Verification Procedures
- TMS General: Keyboard Shortcuts
- TMS Image Share
- TMS Security Structures
- Website Data Entry

Commonly Used forms

Finance

Check Requisition

Invoice Request

Reclass Requests (Multi)

Reclass Request

Paper Stamp

Timesheet (Hourly)

Timesheet (Sackler Educators)

Timesheet (Salary)

Timesheet (Security Facility)

Security Event Cost Sheet

Who Do I Contact When

HR

Emergency Contact Form

Collection Data Entry	View/Edit/Add collection records. View/Edit/Add Bibliography, Constituents, Loans, and Media records.
Exhibition Data Entry	View-only collection records, including protected data. View/Edit/Add exhibition artwork. Includes the ability to View/Edit/Add Bibliography, Constituents, Loans, and Media records.
Outgoing Loans Data Entry	View/Edit collection artwork records, including protected data. View/Edit/Add non-collection artwork records. View/Edit/Add Bibliography, Constituents, Exhibitions, Loans, and Media records. View/Edit/Add Exhibition records for outgoing loans.
Intern Data Entry	View-only standard collection data. View-only access to Consideration and Deaccession departments. View/Edit/Add non-collection artwork records. View/Edit/Add Bibliography, Constituents, Exhibitions, Loans, and Media records.

Conservation

View-Only Restricted	**View standard collection and exhibtion data, *including location data*. View Constituent, Loan, Media, and Bibliography records. Print and export standard reports.**
Departmental Data Entry	**View all collection and exhibtion data including sensitive fields. View/Edit/Add artwork condition data and conservation reports; create object packages. View/Edit/Add Media records.**

ASAP

View-Only Restricted	View standard collection and exhibtion data, *including location data*. View Constituent, Loan, Media, and Bibliography records. Print and export location reports.
Departmental Data Entry	View standard collection and exhibtion data. View/Edit artwork location data; create object packages. View/Edit/Add Media records.

Special Data Entry: Legal, Licensing, Photography; Publications

Copyright Data Entry	View standard collection and exhibtion data. View/Edit copyright/reproduction data.
Media Data Entry	View standard collection and exhibtion data. View/Edit/Add Media records.
Web Data Entry	View standard collection and exhibtion data. View/Edit web-only data.

For any questions regarding TMS security structures, please email jmeehan@guggenheim.org.

Last Updated (Tuesday, 06 October 2009)

Volunteer Request Form

Information Technology

New/Change User Form

Quick User Form

Departing Employee Form

FTP Account Request

New Cell Phone Form

Projector/Laptop For Conference Room

IT Equipment Loaner Form

Helpdesk Requests

Internships

Intern Request Form

Legal

Whistleblower Policy

Publications/Web

Callout Request Form

Web Request Form

Retail

Distributed Materials Form

Retail Product Information Form

Theater

Technical Assistance form

Video Dub Request

Visitor Services

Attendance Summary Snapshot 1992-2009

Conference Dining Form

Executive Dining Form

W&P Conference Dining Form