Events

Records in the Events module contain information about events associated with Objects within our collection, or with events in which AAGM has been involved. Events that can be recorded include Collections Reviews, Educational & Promotional events, Image Reproduction Requests and Social Media activity in accordance with *Spectrum 5.0's* **Use of Collections** section.

Elements of an Events Record

From the TMS homepage click the **Events** icon to open the **Events Query** page.

From here you can search in a number of familiar ways or create a new Events record by selecting **New Entry.**

Key information about the Event

Customisable fields for recording additional information

The **Objects** card in the Event record allows you to link objects (in your collection or on loan) that are associated with an event to the Events record.
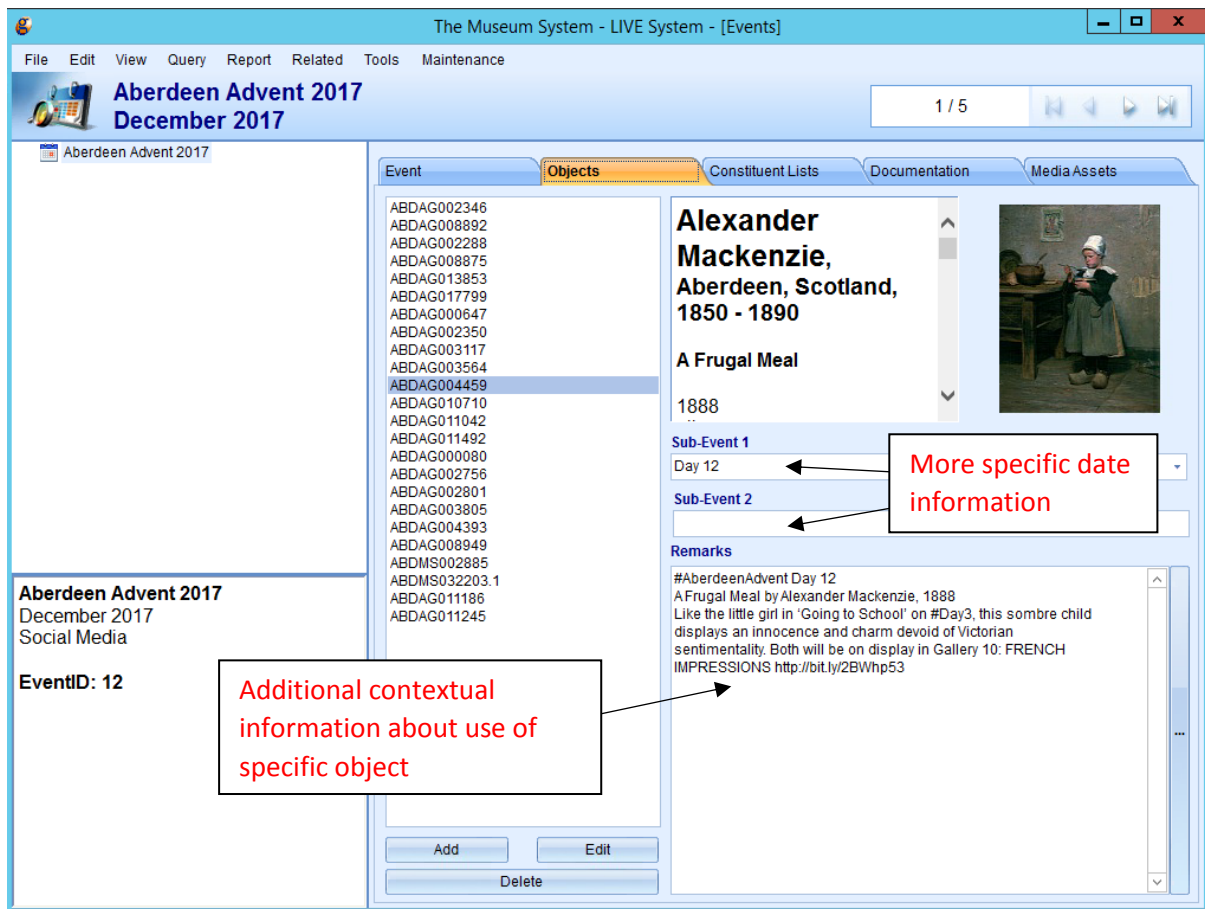

Attach supporting documentation (e.g. Collections Review reports as PDFS) to the Media Assets tab, as per the usual process for uploading media. Store the files in **I:\Events\Year** and name them appropriately: e.g. "**Applied Art Beachwear Review 2019-20 MA**"

The other tabs (Constituent Lists/Documentation) are not currently in use.

Adding a New Events Record

To create a new Events record, either:

- From the Main Menu, click on the Events module icon. Select **New Entry** from the list of options on the Events Query screen.
- From within an existing Events record, go to **File>New>New Event** (upper left corner of data entry screen).
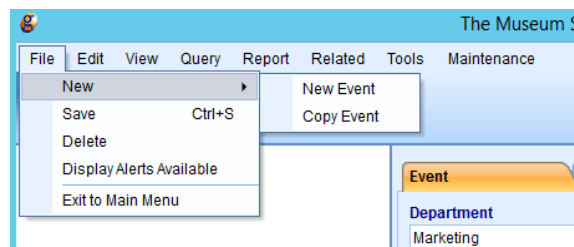
The **Add New Event** tool will open. Complete the provided data fields with the relevant information (this can be edited once the record has been created).

Add New Event

Event Name
Test Event

Department
(not assigned)   ☐ Public Access

Event Type
(not assigned)   ☐ Meeting

Date Label
August 2018

Begin Date and Time   End Date and Time
01-Aug-2018   00:00:00   31/08/2018   00:00:00

[Add]   [Cancel]

Department
(not assigned)
(not assigned)
Collections Access
Education
Marketing

Select the appropriate term from the drop-down boxes

Event Type
(not assigned)
(not assigned)
Digital Reproduction
Engagement and Outreach
Historical
Marketing
Public Event
Social Media

Click **Add** once all fields are complete

Your new Event record will now open, ready to be edited. Add **Description**, **Location**, **Constituents**, **Attributes**, and **Flex Fields** to enhance the record for you and other users.
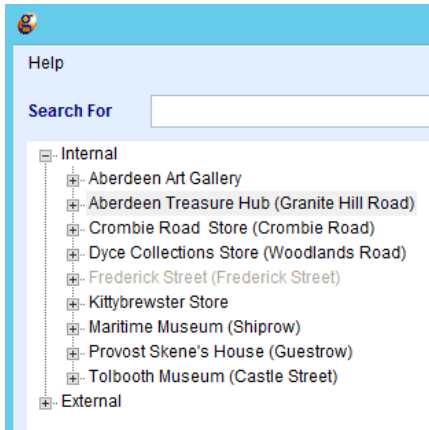

Edit this field to something more concise

Opens the **Add Constituent** tool
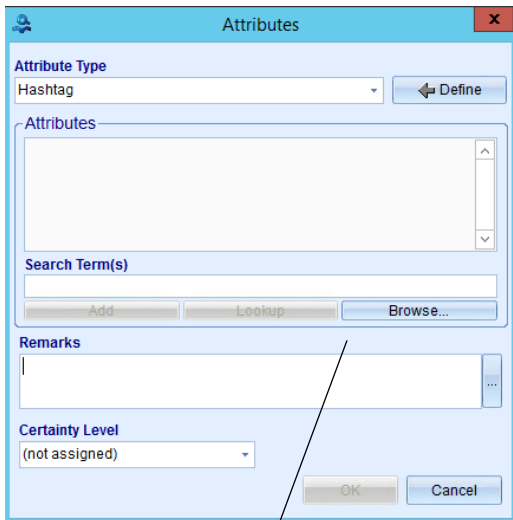
Opens the **Location Authority** tool

Opens the **Add Attributes** tool

Click **Add** to select relevant **Flex Fields** group

Location

Open the hierarchy within the **Location Authority** and select the relevant location.
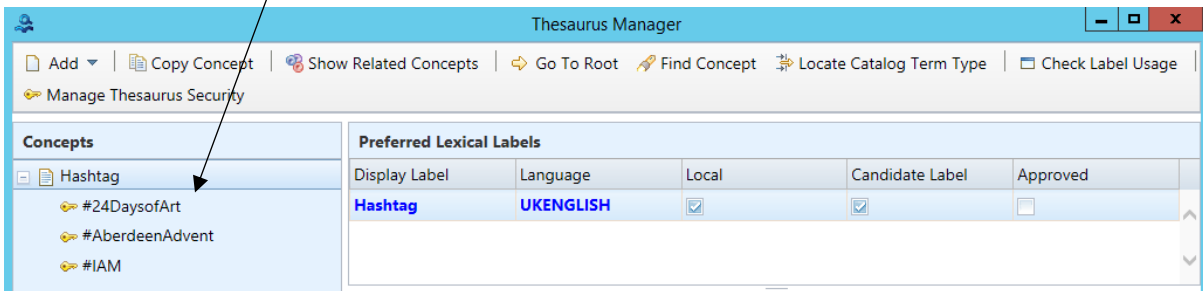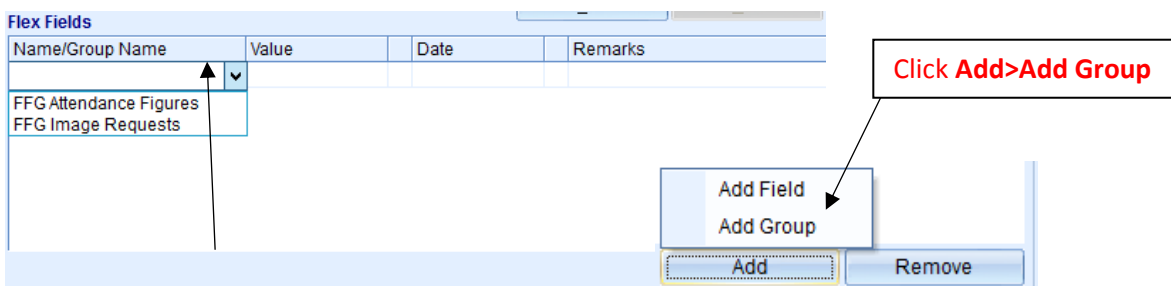

Attributes

Click **Browse** to open the **Thesaurus Manager**, where you can select the appropriate term(s)

The Documentation Officer can add additional terms to the **Thesaurus Manager** on request.

Click **OK** once selection is complete.

Flex Fields

Click **Add>Add Group**

Select relevant group name from drop-down box which will open up additional fields for completing. More groups can be created on request. Discuss your needs with the Documentation Officer.
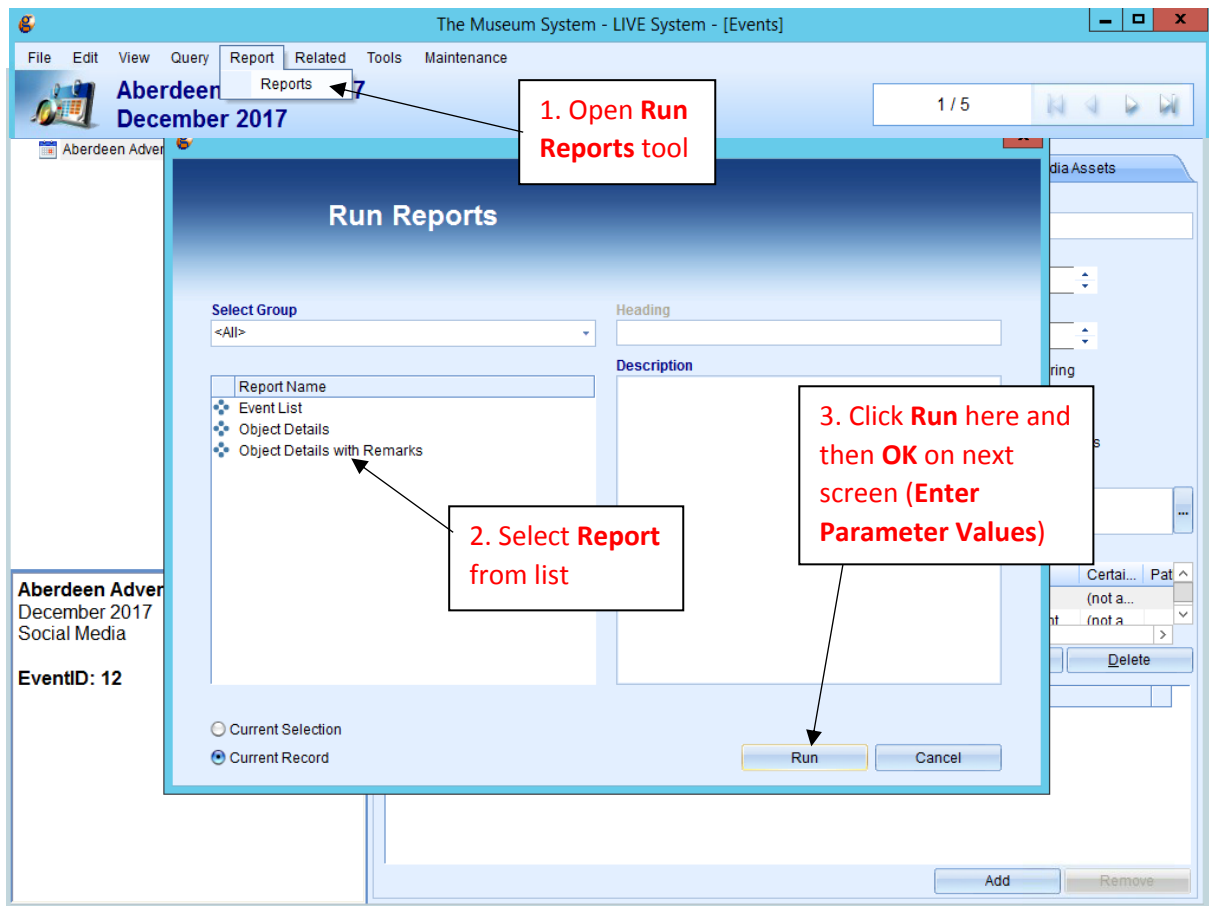
Constituents

Objects

On the Objects tab, click **Add** to open the **Objects Query** search tool. Use your preferred method to search for the relevant object(s) and attach to the Event record.

Reports

The Events module contains a few useful **Reports** that can be used to analyse and share information about Events and their associated objects with others. Access the **Reports** tool from the top of the data entry screen.

1. Open **Run Reports** tool

2. Select **Report** from list

3. Click **Run** here and then **OK** on next screen (**Enter Parameter Values**)

4. Save to **PDF** by clicking here