

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.

Events Query
Please select the query method.

Query Method

- Query Assistant
- Advanced Query
- New Entry
- Restore Last Session
- Package (Favourites)
- Event Name

View

- Label Copy
- Data Entry
- List
- Hierarchy

Set As Default

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

The Museum System - LIVE System - [Events]

File Edit View Query Report Related Tools Maintenance

Image Requests 2018
Jan - Dec 2018

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Event | Objects | Constituent Lists | Documentation | Media Assets

Department: Collections Access
Date Label: Jan - Dec 2018

Event Type: Digital Reproduction
Begin Date and Time: 01-Jan-2018 00:00:00
End Date and Time: 31-Dec-2018 00:00:00

Event Name: Image Requests 2018
Sub-Title:
Event Alpha Sort: Image Requests 2018

Description: Non-commercial requests for digital reproduction of images of objects in the collections 2018.

Event-Related Constituents

Attributes

Type	Value	Certai...	Path

Flex Fields

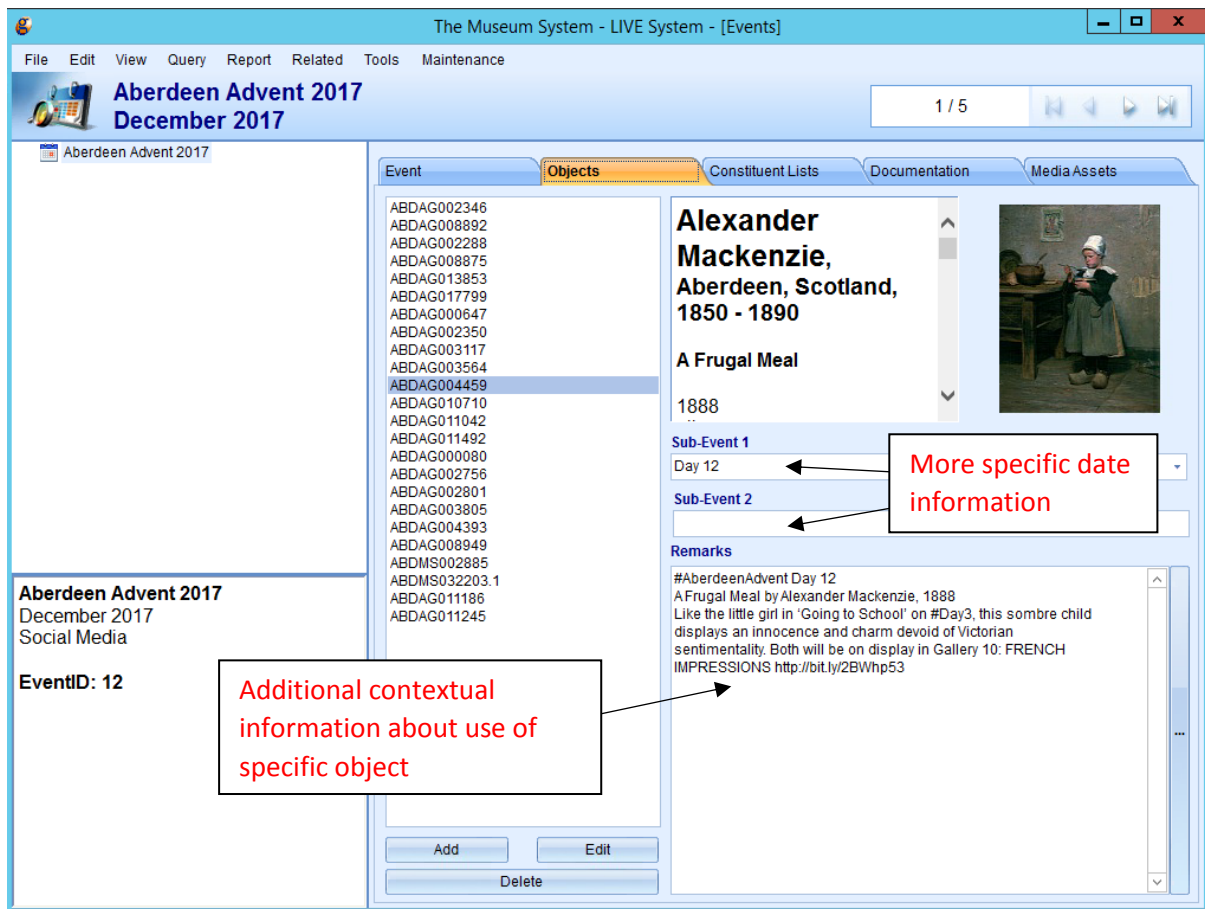
Name/Group Name	Value	Date	Remarks
FFG Image Requests			
Total Number of Requests	12	30-Jul-2018	

Image Requests 2018
Jan - Dec 2018
Non-commercial requests for digital reproduction of images of objects in the collections 2018.
Digital Reproduction

EventID: 11

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.



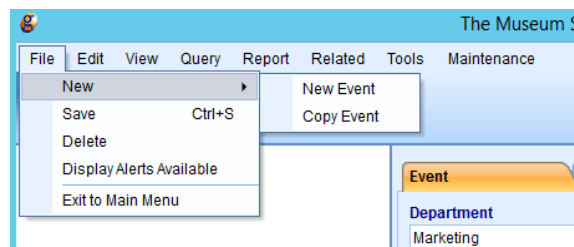
Attach supporting documentation (e.g. Collections Review reports as PDFs) to the Media Assets tab, as per the usual process for uploading media. Store the files in **I:\Events\Year** and name them appropriately: e.g. **“Applied Art Beachwear Review 2019-20 MA”**

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

Department
 Public Access

Event Type
 Meeting

Date Label

Begin Date and Time

End Date and Time

Department

(not assigned) ▾

(not assigned)

Collections Access

Education

Marketing

Event Type

(not assigned) ▾

(not assigned)

Digital Reproduction

Engagement and Outreach

Historical

Marketing

Public Event

Social Media

Select the appropriate term from the drop-down boxes

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.

The Museum System - LIVE System - [Events]

File Edit View Query Report Related Tools Maintenance

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Test Event
August 2018

Test Event

Event | Objects | Constituent Lists | Documentation | Media Assets

Department
Collections Access ▾

Date Label
August 2018

Event Type
Digital Reproduction ▾

Begin Date and Time
01-Aug-2018 ▾ 00:00:00 ▾

Event Name
Test Event

End Date and Time
31-Aug-2018 ▾ 00:00:00 ▾

Sub-Title

Event Alpha Sort
1002018-08-01T00:00:00Test Event

Description

Event-Related Constituents

Location

Attributes

Type	Value	Certai...	Path
Add Edit Delete			

Flex Fields

Name/Group Name	Value	Date	Remarks
Add Remove			

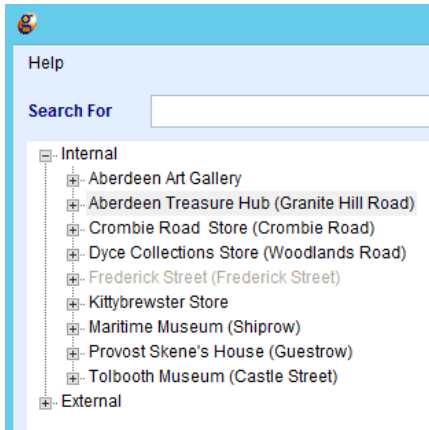
Edit this field to something more concise

Opens the **Location Authority** tool

Opens the **Add Constituent** tool

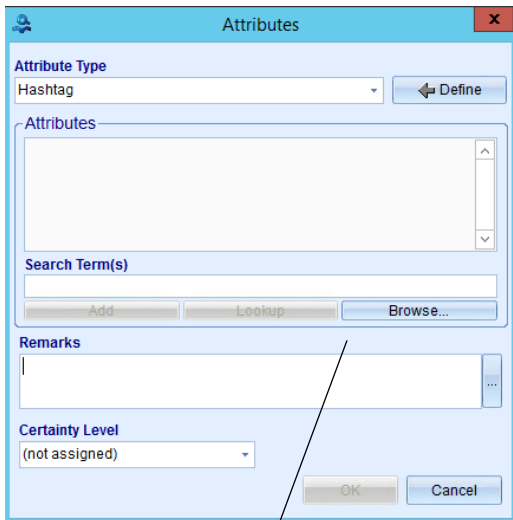
Opens the **Add Attributes** tool

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



Location

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

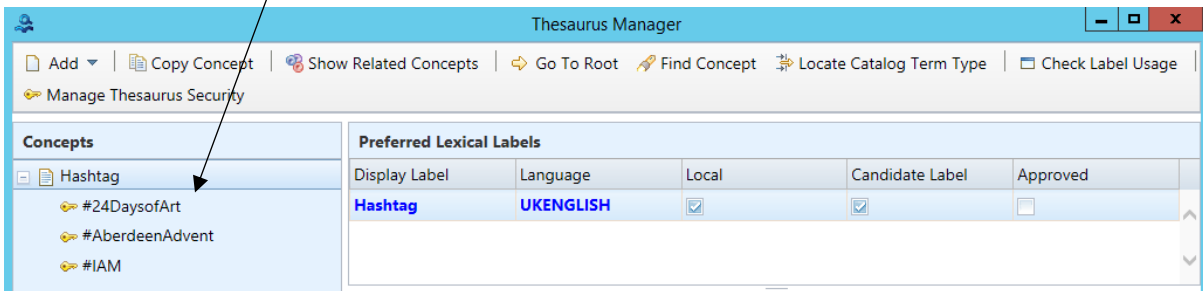


Attributes

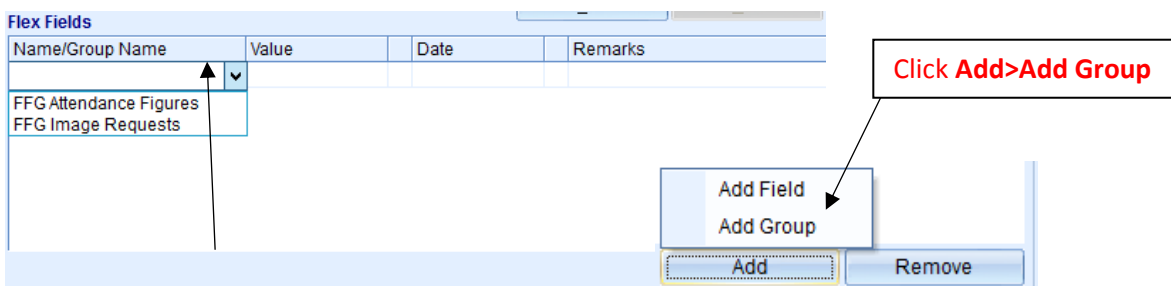
Click **Browse** to open the **Thesaurus Manager**, where you can select the appropriate term(s)

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

Click **OK** once selection is complete.



Flex Fields



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

The screenshot shows the 'Constituent Assistant - Test Event' window. The main area is titled 'Test Event' and 'Facebook'. It displays a table with one row: '1 Social Media Published on Facebook'. Below the table are buttons for 'Add', 'Delete', 'Move Up', 'Move Down', and 'Close'. A 'Cross-Reference Information' panel is open, showing fields for 'Role' (Social Media), 'Prefix' (Published on), 'Suffix', 'Display Order' (1), 'Display Preview' (Published on Facebook), 'Display Date', 'Begin Date' (0), 'End Date' (0), 'Address', 'Name' (Facebook), 'Display Bio' (Default in TMS (is empty)), and 'Amount'. Three callout boxes provide instructions: 1. 'Add a constituent through the Lookup a Constituent tool' (pointing to the 'Add' button), 2. 'Select a Role from the drop-down box' (pointing to the 'Role' dropdown), and 3. 'Click Close once all constituents have been added' (pointing to the 'Close' button).

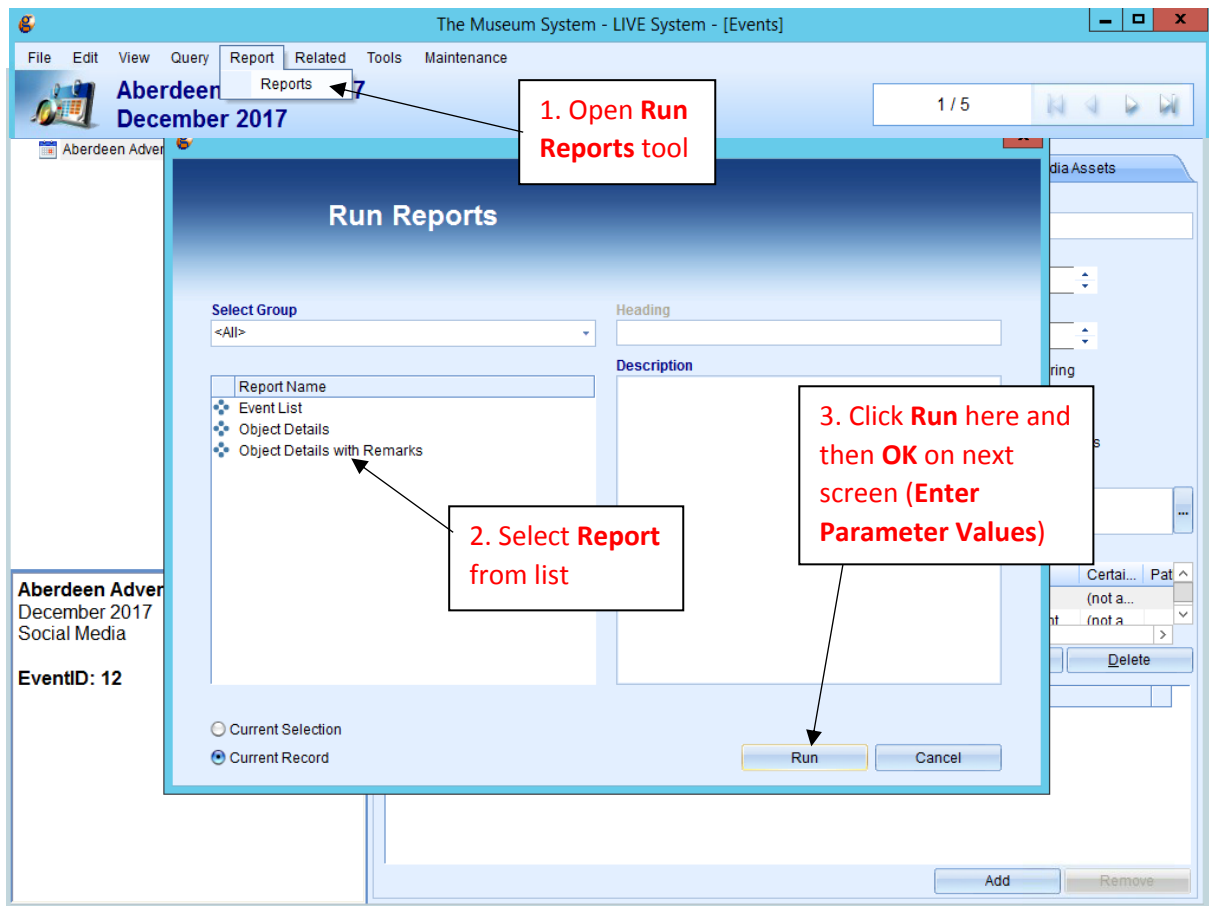
Objects

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.

The screenshot shows the 'The Museum System - LIVE System - [Events]' window. The main area is titled 'Test Event August 2018'. It displays a list of objects, including 'James Cowie, Cuminstown, Aberdeenshire, Scotland, 1886 - 1956' and 'Two Schoolgirls' (1934 - 1935, oil on canvas). Below the list are buttons for 'Add', 'Edit', and 'Delete'. Three callout boxes provide instructions: 1. 'Click Add and search for object(s)' (pointing to the 'Add' button), 2. 'Edit Sub-Event fields with relevant information' (pointing to the 'Sub-Event 1' dropdown), and 3. 'Fill in Remarks field with object specific description/context' (pointing to the 'Remarks' field).

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.



Aberdeen Art Gallery and Museums
Object Details with Remarks

Object Number	Class.	Dept.	Period, Date / Attrib.	Object Name / Title	Sub-Event 1 / Sub-Event 2	Remarks
Aberdeen Advent 2017						December 2017
1. ABDAG000030	Paintings And Drawings	Fine Art	Pieter Brueghel the Younger	The Faithless Shepherd	Day 20	#AberdeenAdvent Day 20 The Faithless Shepherd by Peter Brueghel the Younger, 1600-24 Aberdeen Art Gallery's superb collection includes art from earliest times right up to the present day. Artists' ideas, influences and inspiration will be brought to life
2. ABDAG000647	Applied Art	Applied Art	c.1982 Gordon Bumett	Watch Blue Steel And Gold Pocket Watch	Day 08	#AberdeenAdvent Day 8 Blue Steel and Gold Pocket Watch, Gordon Bumett, c1982 © Gordon Bumett Bumett is a contemporary maker whose work will be on display in Gallery 1: COLLECTING ART. He has also been commissioned to create a new monumental sculpture
3. ABDAG000288	Paintings And Drawings	Fine Art	1882 Jules Bastien-Lepage	Going to School	Day 03	#Aberdeen Advent Day 3 Going to School by Jules Bastien-Lepage, 1882 Seen on the streets of Aberdeen earlier this year as part of Nuart Aberdeen, you will be able to see the real thing in Gallery 10: FRENCH IMPRESSIONS, which is generously supported by

4. Save to PDF by clicking here