

Exhibition EMu workflow - DRAFT

Exhibitions Registration team

- 1) Create “Master Exhibit Event” record in the events module.
 - a. Event 1 Tab

The screenshot shows the EMu Events (1) - Display window. The title bar reads "Events (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area displays the event details for "[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair - Exhibit - Temporary (Dec 2012 - 07 Sep 2014)". The event number is "EX-2013.7", the event type is "Exhibit - Temporary", and the event locality is "Internal". The event details section includes a title, a description, and a credit line. The description text is: "Not only the birthplace of the Juicy Fruit chewing gum and the Ferris Wheel, the World's Fair also marked the triumphant debut of our very own Field Museum. Now, 120 years later, the Museum is opening its hidden collections to display incredible artifacts and specimens that will bring to life one of the most spectacular events in the Windy City's history in Opening the Vaults: Wonders of the 1893 World's Fair. Get a look at objects that have rarely-or never-been on display since they amazed fairgoers over a hundred years ago, including a meteorite so feared it was kept chained in a dungeon. Explore how the fair brought visitors closer than ever to unique wonders like exotic animals, international cultures, and strange new products from all over the world. And see how Field Museum scientists continue to conduct ground-breaking research on the ever-growing collection using new technology. Discover how the fair lives on even today, only at The Field Museum." The related events section shows a master event and a sub event: "1 [A-3611] Opening the Vaults: Wonders of the 1893 World's Fair - Exhibit (Oct 2013 - Sep 2014)". The bottom of the window features a tabbed interface with tabs for Event 1, Event 2, Dates, Venue, Objects, Statistics, Finance, Hierarchy, Tasks, Transactions, and No. The status bar at the bottom indicates "Display Event 1 of 2" and shows the user "mcochrane" and the system "ExhibitsRegistration emutest".

- i. Event Number = EX-2013.7
EX= Exhibits 2013 = Year 7 = Exhibit of the year
- ii. Event Type = ‘Exhibit – Temporary’, ‘Exhibit-Traveling’ or ‘Exhibit – Permanent’
- iii. Event Locality = Internal or External
- iv. Title = Official exhibition title.
- v. Description = Describe the exhibition
- vi. Master/Sub Events = Where the loans/transactions events are listed

b. Event 2 Tab

Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair - Exhibit - Temporary (Dec 2012 - 07 Sep 2014) 847

Event Information

Organisers:

1	Field Museum of Natural History	
2	[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair	
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Funding Associations

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Intended Audience:

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Bibliographic References

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Event 1 Event 2 Dates Venue Objects Statistics Finance Hierarchy Tasks Transactions No

Display Event 1 of 2 mcochran ExhibitsRegistration emutest

- i. Organizers (Row 1) = Attachment to the organization parties record for the home institution of the exhibit.

Parties (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

Field Museum of Natural History 156723

Party Type: Organization Source of Information: FMNH Master

Organisation Details

Organisation: Field Museum of Natural History

Department:

Branch:

Section:

Position:

Name Details

Other Names:

Acronym: FMNH

Organisation Address Roles Associations History Synonymy Notes Multi

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- ii. Organizers (Row 2) = Attachment to the collaboration parties record for the Exhibitions team responsible for the show.

Parties (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair 172822

Party Type: Collaboration

Collaboration Name: [EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair

	Collaborator	Role
1	Shelley R. Paine : Field Museum of Natural History - Anthropology Department - Conservation	Conservator
2	Sloane Whidden : The Field Museum of Natural History	Registrar
3	Susan Phillips : Field Museum of Natural History	Production Manager
4	P. Bucciol : Field Museum of Natural History	Project Manager
5	P. Kohlhaugen : Field Museum of Natural History	Media & Interactives
6	J. Parr : Field Museum of Natural History	Media & Interactives
7	G. Chantell : Field Museum of Natural History	Graphic Designer
8	M. Kennedy : Field Museum of Natural History	3D Designer
9	S. Sargent : Field Museum of Natural History	Exhibition Developer
10	I. Heyward : Field Museum of Natural History	Exhibition Developer
11	J. Haas : Field Museum of Natural History - Anthropology Department	Content Advisor
12	Dr. Rüdiger Bieler : Field Museum of Natural History	Content Advisor
13	C. Niezgoda : Field Museum of Natural History	Content Advisor
14	J. Holstein : Field Museum of Natural History	Content Advisor
15	C. Giannoni : Field Museum of Natural History	Content Advisor
16	M. Alvey : Field Museum of Natural History - Academic Affairs	Content Advisor
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Person Collaboration Notes Multimedia Security Admin

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c. Dates Tab

The screenshot shows a software window titled "Events (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main title bar displays "[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair - Exhibit - Temporary (Dec 2012 - 07 Sep 2014)" and a page number "847".

The window is divided into three main sections:

- Event Commencement Details:** Contains a "Commencement Date:" field with the value "Dec 2012", a "Notification Date:" field, and a "People To Notify:" field with a "*" icon.
- Event Completion Details:** Contains a "Completion Date:" field with the value "07 Sep 2014", a "Notification Date:" field, and a "People To Notify:" field with a "*" icon.
- General Preparation and Venue Requirements:** A large empty rectangular area.

At the bottom, there is a tabbed interface with tabs for "Event 1", "Event 2", "Dates" (which is the active tab), "Venue", "Objects", "Statistics", "Finance", "Hierarchy", "Tasks", "Transactions", and "No". Below the tabs, there is a "Display" button and a status bar showing "Event 1 of 2".

- i. Commencement Date = Project Start Date
- ii. Completion Date = Project End Date

d. Venue Tab

Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair - Exhibit - Temporary (Dec 2012 - 07 Sep 2014) 847

Venue Information

Venue Name: Field Museum of Natural History

Commencement Date: 25 Oct 2013 Notification Date:

Person To Notify:

Completion Date: 07 Sep 2014 Notification Date:

Person To Notify:

Preparation Details:

Venues

Venue Name	Commencement Date	Completion Date
1 Field Museum of Natural History	25 Oct 2013	07 Sep 2014
*		

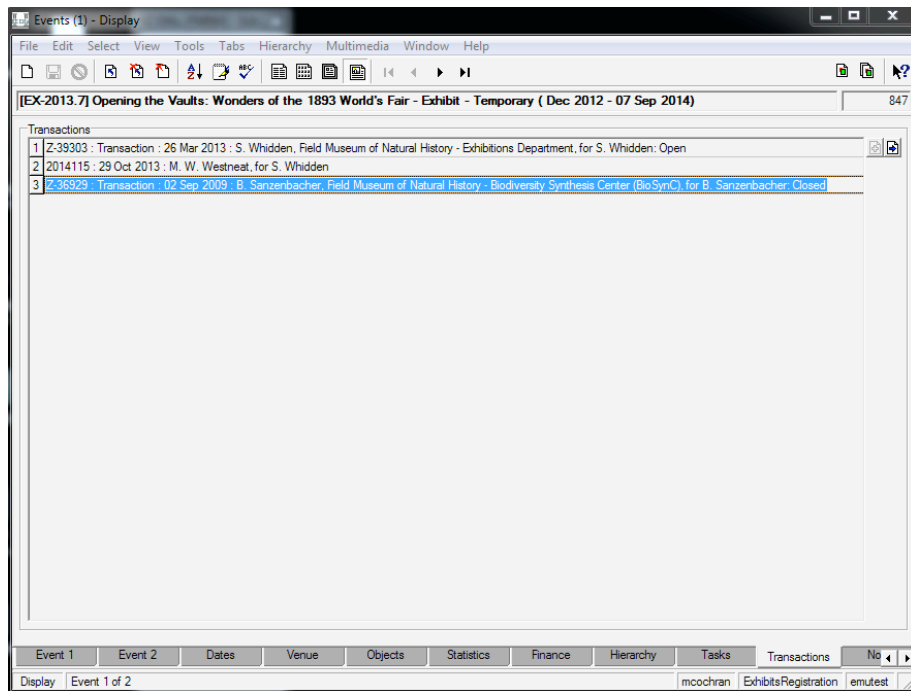
Event 1 Event 2 Dates Venue Objects Statistics Finance Hierarchy Tasks Transactions No

Display | Event 1 of 2 mcochran ExhibitsRegistration emutest

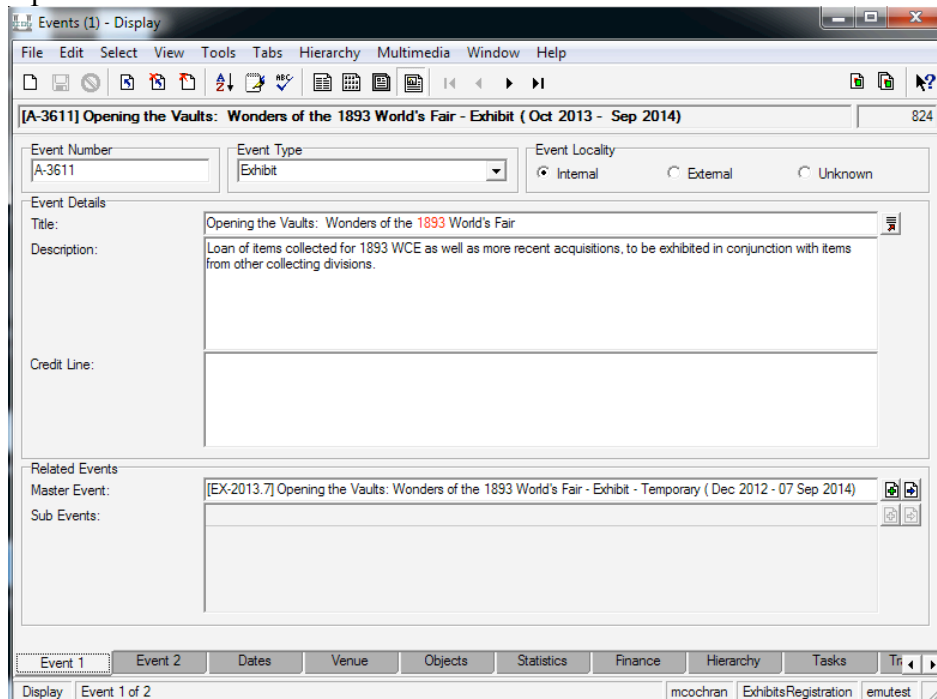
- i. Venue Name = Where is the exhibition to be held? For internal exhibits this is "The Field Museum"
- ii. Commencement Date = Exhibition opening date
- iii. Completion Date = Exhibition close date
- iv. Venues = If the exhibition is to travel to another venue then add rows to this table as necessary.

- e. When steps a-d are complete, inform appropriate collections managers of the event.


- 2) When a sub-event appears in the Related Events table on the Events1 tab (Anthro) or Transactions (Natural Sciences)

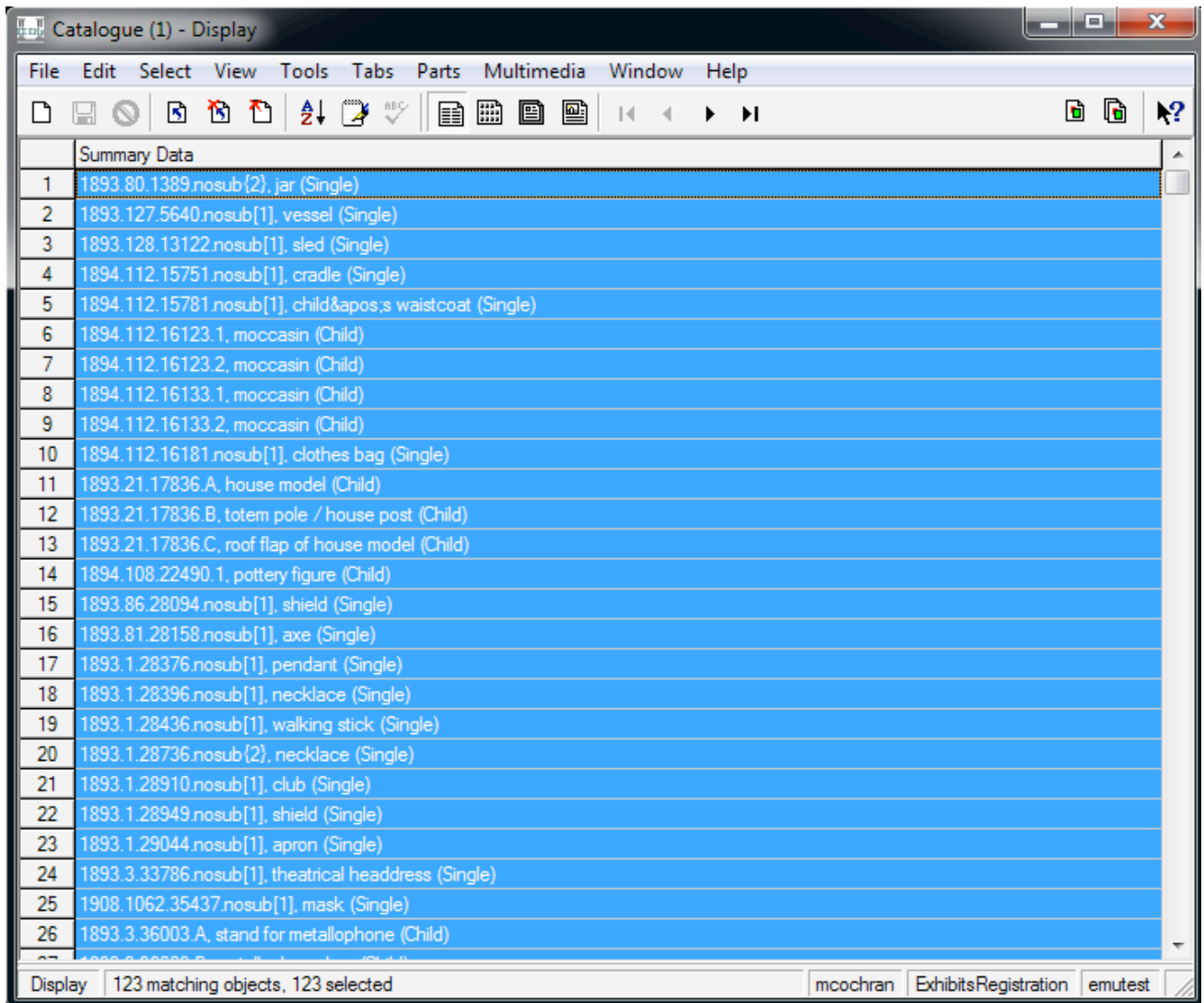



- a. Open the Sub-Event



- b. Click on the Objects tab in the sub-event and highlight all the row in the table.

- c. Click the blue arrow  to the right of the “Objects Associated with Event” table to open the catalogue and select all the records.



- d. Use the “Drag Selected Records” icon  in the top right corner to drag and drop the Objects table into the “Exhibitions Master Event” Objects table.

- e. You can now allocate new numbers to each object, assign it to its Event Section and add notes.

Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

[EX-2013.7] Opening the Vaults: Wonders of the 1893 World's Fair - Exhibit - Temporary (Dec 2012 - 07 Sep 2014) 847

Object Details

Object: 1893.21.17836.C, roof flap of house model (Child)

Event Section: Section 5: Displaying Other Cultures

Location: h5cTG28

Event Catalogue Number: 267

Notes:

Objects Associated With Event

	Object	Event Se...	Location	Event Ca...	Notes
1	1893.80.1389.nosub[2], jar (Single)	Section ...	h5cTG33	358	
2	1893.127.5640.nosub[1], vessel (Single)	Section ...	h5cTG33	203	
3	1893.128.13122.nosub[1], sled (Single)	Section ...	h5cTG29	241	
4	1894.112.15751.nosub[1], cradle (Single)	Section ...	h5cTG30	197	
5	1894.112.15781.nosub[1], child's ...	Section ...	h5cTG30	266	
6	1894.112.16123.1, moccasin (Child)	Section ...	h5cTG30	192	
7	1894.112.16123.2, moccasin (Child)	Section ...	h5cTG30	192	
8	1894.112.16133.1, moccasin (Child)	Section ...	h5cTG30	354	
9	1894.112.16133.2, moccasin (Child)	Section ...	h5cTG30	354	
10	1894.112.16181.nosub[1], clothes bag (S...	Section ...	h5cTG30	195	
11	1893.21.17836.A, house model (Child)	Section ...	h5cTG28	267	
12	1893.21.17836.B, totem pole / house pos...	Section ...	h5cTG28	267	
13	1893.21.17836.C, roof flap of house mod...	Section ...	h5cTG28	267	

Event 1 Event 2 Dates Venue Objects Statistics Finance Hierarchy Tasks Tran

Display Event 1 of 2 mcochrn ExhibitsRegistration emutest

- a) Object - the name and object number assigned by the collections manager
- b) Event Section - Section Number and Name of the thematic section the object is included in
- c) Event Catalog Number – The INV number assigned by collections to all objects/props/loans in the show. Included for consistency with the exhibits database
- d) Location – specific case location of the object

-
The Location fields will look as follows:

h#cTG#

The first part (h#) will indicate which hall it is in.

The second (cTG#) indicate which case it is. Since the cases change with each changing exhibit, we are using the case numbers assigned by the Exhibition Developers in order to be uniform across the entire project. The TG stands for “Temporary Galleries” and will only be used for temporary exhibits. Permanent exhibits will just have the case number (c#).

FOR EXAMPLE:

h8cTG4 - Hall 8, Case 4.