QUICK START GUIDE TO OBJECT CREATION
To begin you will first need to register on SAHRIS.

Click on the login/register.

Your registration will first be reviewed by a SAHRIS content moderator. You will be sent an email confirming your registration.

To create a site hover the mouse over the “Create” menu option then select the “Objects” option.

The general tab is where you will capture all the basic information regarding the object.
“Object code” is a unique identifier for your object, this will generally be the accession number, however this may also be a descriptive name.

“Alternate Code” is for any other code that the object may be known by. For example you may record old accession numbers here.

The “Object Common Name” is where you can enter a basic identifying name based on commonly used terms. For example if the object is an antique desk, you will simply type “desk” into this field.
The “Classified Name” is based on the Chenhall system of classification. This is an auto complete field and will auto populate as you type the appropriate term.

The “object local name” field allows you to input any regionalized or cultural name for an object.

When creating bulk objects please include the number of objects that are within the grouping. For example if you are creating a single recording for a set of 6 glasses, you will need to indicate that the quantity of objects is 6.
The “object description” box allows you to record a basic description of the object.

More detailed items such as inscriptions may be capture by clicking on the “description” tab at the top of the page.

The “parent” field refers to the parent object in a set of objects. For example: A tea set may have been captured as an object, however each item in the tea set is a unique item in its own right, in this case you will need to link the individual items to the parent object.

The “item relationship” field is used to link objects together based on a loose grouping, such as objects that are all part of a single collection. These objects may be part of a single collection but may still be displayed or stored in separate locations.
The owner field links the object to the housing institution or to the legal owner of the object. This is an auto complete field and if the person or organization has been created on SAHRIS it will populate as you type.

If the person or organization has not been created on SAHRIS you will need to create them by clicking on either the “Create People” or “Create Institutions and Organizations” links below the input box.

The admin comments field allows for the input of any additional administrative information related to the object.
Once you have completed all applicable fields, please click save.