



an agency of the  
Department of Arts and Culture



# QUICK START GUIDE TO OBJECT CREATION

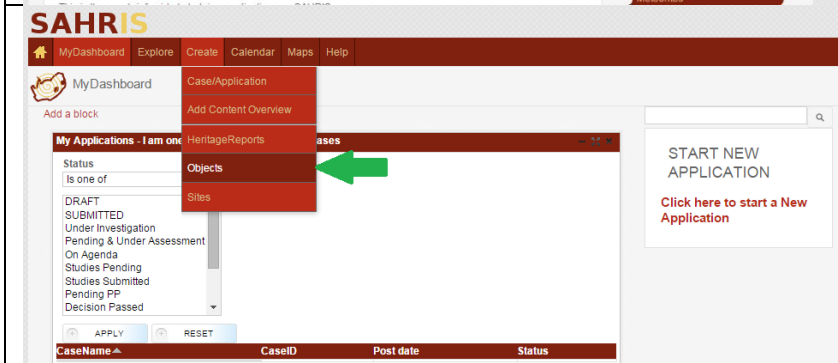
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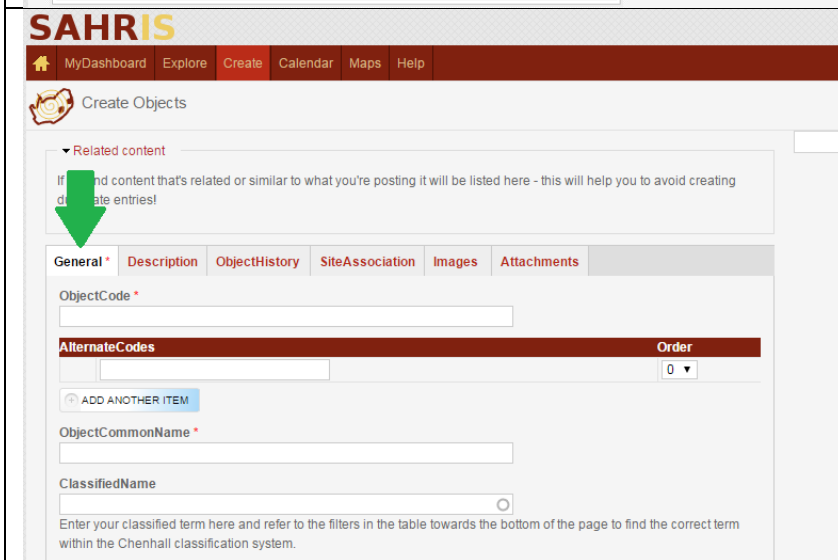
To begin you will first need to register on SAHRIS.

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.

**SAHRIS**

MyDashboard Explore Create Calendar Maps Help

Create Objects

▼ Related content

If we find content that's related or similar to what you're posting it will be listed here - this will help you to avoid creating duplicate entries!

General \* Description ObjectHistory SiteAssociation Images Attachments

ObjectCode \*

AlternateCodes

AlternateCodes	Order
<input type="text"/>	0 ▼

ADD ANOTHER ITEM

ObjectCommonName \*

ClassifiedName

Enter your classified term here and refer to the filters in the table towards the bottom of the page to find the correct term within the Chenhall classification system.

“Object code” is a unique identifier for your object, this will generally be the accession number, however this may also be a descriptive name.

**SAHRIS**

MyDashboard Explore Create Calendar Maps Help

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ClassifiedName

Enter your classified term here and refer to the filters in the table towards the bottom of the page to find the correct term within the Chenhall classification system.

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

**SAHRIS**

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AlternateCodes	Order
<input type="text"/>	0 ▼

ADD ANOTHER ITEM

ObjectCommonName \*

ClassifiedName

Enter your classified term here and refer to the filters in the table towards the bottom of the page to find the correct term within the Chenhall classification system.

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.

**SAHRIS**

MyDashboard Explore Create Calendar Maps Help

Create Objects

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ObjectLocalName 

Quantity

This field is usually = 1 but the entity or object you are describing may refer to a set, collection or a weight (eg 2 kilograms of shell). In those cases the quantity field is used to quantify the object description entry.

ObjectDescription

**B I U ABC** [Rich Text Editor Icons]

Quantity 

This field is usually = 1 but the entity or object you are describing may refer to a set, collection or a weight (eg 2 kilograms of shell). In those cases the quantity field is used to quantify the object description entry.

ObjectDescription

**B I U ABC** [Rich Text Editor Icons]

Path: [Disable rich-text](#)

Text format: Full HTML [More information about text formats](#)

Lines and paragraphs break automatically.  
 You may insert videos with [video:URL]  
 Web page addresses and e-mail addresses turn into links automatically.  
 Empty paragraph killer - multiple returns will not break the site's style.

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.

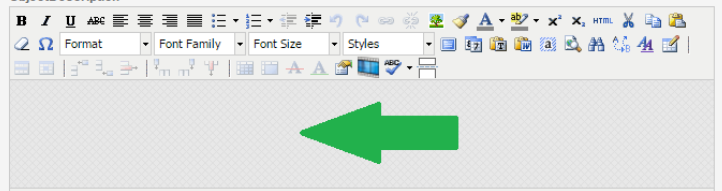
The "object local name" field allows you to input any regionalized or cultural name for an object.

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.

Quantity  
1

This field is usually = 1 but the entity or object you are describing may refer to a set, collection or a weight (eg 2 kilograms of shell). In those cases the quantity field is used to quantify the object description entry.

ObjectDescription



Path:  
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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.

Parent

NB: This field is a management tool related to related entities kept in the SAME location. Use the Item Relationship field where you would like to record collections/sets stored in multiple locations. Enter the parent object to which this object belongs. The parent is typically a collection or a set. A teaspoon (the object) could be part of a set consisting of the teacup and saucer. These in turn could belong to a collection - eg the Green Collection. The Green Collection could in turn belong to a collection of collections and so forth. Only enter one tree level above the object as the subsequent relationships will automatically form.

[+ Create Objects](#)

Item Relationship	Order
<input type="text"/>	0

This field is used to store relationships to other objects or entities such as collections or sets which are not necessarily stored in the same location. Entries in this field DO NOT affect the object movements register.

[ADD ANOTHER ITEM](#)

Owner	Order
<input type="text"/>	0

[Search](#) [+ Create Institutions and Organisations](#) [+ Create People](#)

[ADD ANOTHER ITEM](#)

AdminComments

Please enter any administrative comments here related to maintenance of the information. This is an archival field and it is best to enter revision messages under the Revision log at the bottom 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.

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[+ Create Objects](#)

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[ADD ANOTHER ITEM](#)

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[Search](#) [+ Create Institutions and Organisations](#) [+ Create People](#)

[ADD ANOTHER ITEM](#)

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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.

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+ Create Objects

**Item Relationship** Order

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ADD ANOTHER ITEM

**Owner** Order

Search + Create Institutions and Organisations + Create People

ADD ANOTHER ITEM

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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.

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+ Create Objects

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ADD ANOTHER ITEM

**Owner** Order

Search + Create Institutions and Organisations + Create People

ADD ANOTHER ITEM

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The admin comments field allows for the input of any additional administrative information related to the object.

Groups audience  
There are no groups you can select from.

Group content visibility \*  
Public - accessible to all site users ▼

FeaturedObject?  
Set this to YES to pull through to the Knowledge Featured Objects listing.

SAVE AND ADD ANOTHER SAVE CANCEL



Displaying 1 - 10 of 9559

Parent Level 2 Parent Level 1 Term

Contains Contains Contains

APPLY RESET

CategoryLevel	CategoryLevel
PERSONAL ARTIFACTS	ADORNMENT
COMMUNICATION ARTIFACTS	ADVERTISING MEDIUM
TOOLS & EQUIPMENT FOR MATERIALS	AGRICULTURAL T&E
TOOLS & EQUIPMENT FOR MATERIALS	ANIMAL HUSBANDRY T&E
STRUCTURES	BUILDING
	COMMUNICATION ARTIFACTS
DISTRIBUTION & TRANSPORTATION ARTIFACTS	CONTAINER
	DISTRIBUTION & TRANSPORTATION ARTIFACTS
TOOLS & EQUIPMENT FOR SCIENCE & TECHNOLOGY	ENERGY PRODUCTION T&E
TOOLS & EQUIPMENT FOR MATERIALS	FISHING & TRAPPING T&E

1 2 3 4 5 6 7 8 9 ... next » last »

Once you have completed all applicable fields, please click save.