CollectionSpace: Create a New Object

1. Select CREATE NEW from the top navigation menu

2. Click on OBJECT from the OBJECTS column

3. Click the NUMBER PATTERN icon next inside the IDENTIFICATION NUMBER field:

4. Choose a pattern; the field will fill in automatically

5. In the TITLE field, enter: The Beauty of Ice

6. In the TITLE TRANSLATION field, enter: La belleza de hielo

7. In the TITLE TRANSLATION LANGUAGE field, enter: Spanish

8. Scroll down to the OBJECT PRODUCTION INFORMATION section

9. In the PRODUCTION DATE DISPLAY field, enter: January 2014 and then hit TAB

10. Click anywhere outside the date field

11. In the PRODUCTION PERSON field, enter: Your name

12. When prompted, add your name to the LOCAL PERSON AUTHORITY

13. Select the small PLUS SIGN below the PRODUCTION PERSON field

14. In the PRODUCTION PERSON field, enter: Eleanor Brown

15. Select Eleanor Brown from the list, or if the name is not present, add it to the LOCAL PERSON AUTHORITY

16. At the bottom of the record, select the SAVE button