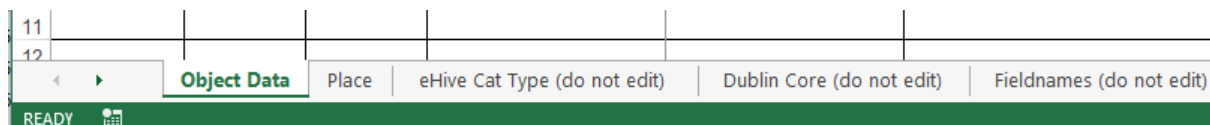


The import spreadsheet contains five different worksheets. Only the first two worksheets (*Object Data* and *Place*) can be edited.

Using the Object Data worksheet

The Object Data worksheet is the primary worksheet. This is where you will record your Object information. Each row in the spreadsheet represents a single Object record in eHive.



| | Object Data | Place | eHive Cat Type (do not edit) | Dublin Core (do not edit) | Fieldnames (do not edit) |
|----|-------------|-------|------------------------------|---------------------------|--------------------------|
| 11 | | | | | |
| 12 | | | | | |

Field Formats

There are four types of eHive field formats represented in the spreadsheet:

- Text fields
- Numeric fields
- Authority controlled fields
- Pre-configured fields

Text fields

Text fields allow you to enter any data you want, in any format, directly into the Object Data worksheet. You can tell which columns of the spreadsheet are for importing into text fields in eHive as they have “(text)” after the field name.

Number Fields

Number fields only allow you to enter numeric data. The Item Count field is restricted to whole numbers, but all other Number fields allow at least 2 decimal places.

Pick list fields

Pick List fields have an associated Pick List that controls what data can be entered in the field. You create your own Pick List terms for use on your records. These must be no longer than 200 characters. If you would like to create a new term, just enter this directly in the appropriate cell. If you have existing terms in your account that you would like to use, please enter the term exactly as it appears in your account.

Pre-Configured Fields

Some fields in the import spreadsheet have a list of preconfigured terms you can select from. These include eHive Catalogue Type, Dublin Core, and Place. You can choose from the drop down list of options in each of these fields.

The terms available for use in the Record Type and Dublin Core fields are fixed, however you can add other terms to the Place list (see Place Worksheet on Page 4 for more information).

Public and Private Fields

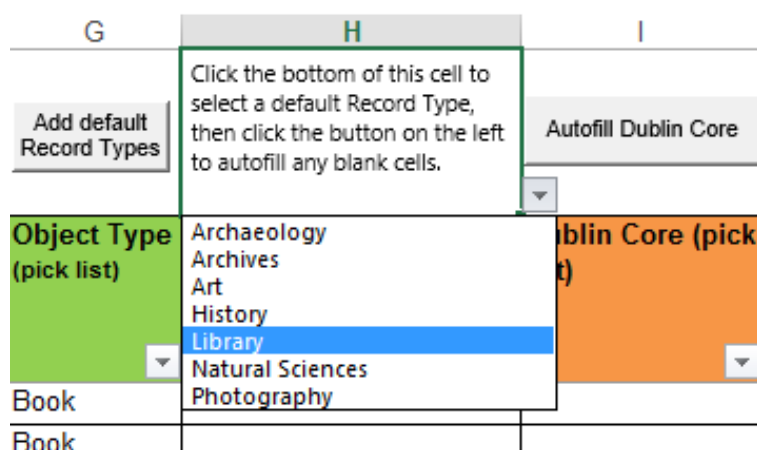
All fields in eHive are categorised as either *public* or *private*. When eHive visitors view your published records, they will only be able to see the information you've entered in public fields. Information you enter in private fields will only be visible to you, when you are logged in to your eHive account. In the import spreadsheet all public fields are indicated with a green heading.

Mandatory fields

There are two fields that must be filled in for each row of data in the spreadsheet: eHive Record Type and Dublin Core. The eHive Record Type determines the type of eHive record the data will be imported into (eg. Archives, Art, History). The Dublin Core field is used to categorise your records, which assists with searching and indexing online. To specify a Record Type and Dublin Core value for a record, click into the cell, and select a term from the dropdown menu.

Record Type and Dublin Core Defaults

If your collection is largely made up of a particular type of item you may want to select a default value for the eHive Record Type. For instance, if you have a collection of books, you could select 'Library' from the dropdown list of Record Types in cell H1.



When you have finished entering all the other information about your records in the spreadsheet, click the 'Add Default Record Types' button. All rows of data with an empty record type field will then be assigned the record type of Library.

Once the eHive Record Type column has been filled in, you can click on the 'Autofill Dublin Core' button. This will automatically fill in any empty Dublin Core cells with a default value based on the Record Type:

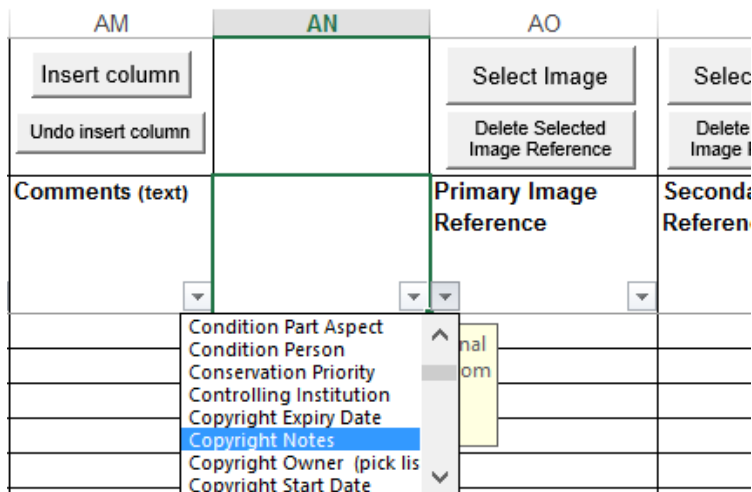
| Record Type | Dublin Core Default |
|------------------|---------------------|
| Archaeology | Physical Object |
| Archives | Text |
| Art | Still Image |
| History | Physical Object |
| Library | Text |
| Natural Sciences | Physical Object |
| Photography | Still Image |



If you decide to use the Autofill button, it's a good idea to review your Dublin Core values afterwards to ensure there aren't any discrepancies. Archives records for example, will be assigned the default Dublin Core value of Text, however you may wish to catalogue a postcard using an Archives record, but with a Dublin Core value of Still Image.

Additional fields

If there is a field in eHive that you'd like to use that doesn't appear in the spreadsheet you can add this in. Just click the Insert Column button located in cell AM1. Once the new column has been inserted you can select the name of the field you'd like to use from the drop down list.



Field Help

If you would like more information about the fields available in the spreadsheet, please see eHive's Online Help. The Field Help section has a short summary of each field's intended purpose as well as the field type, length and whether information entered in this field will be publicly visible on a published record (<http://info.ehive.com/help/field-help/>).

Images

If you would like to import records into eHive with their corresponding images then you need to:

- a) Reference them correctly on the spreadsheet
- b) Send them to us separately (either via Dropbox, WeTransfer, or you can send us a CD or Flash Drive)

To reference your images correctly on the Import Spreadsheet:

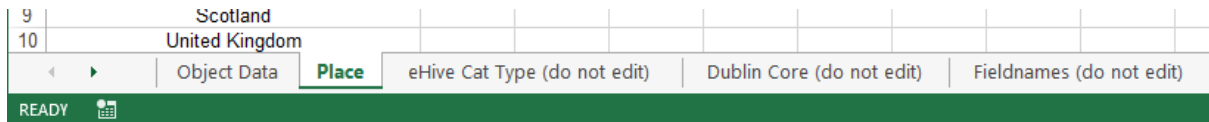
1. Create a folder for your images to organise the image files. You can divide your images up into subfolders as well if necessary.
2. Save individual images under these folders as jpeg, png or tiff format. Keep in mind that if you are capturing images for the first time, you should store your own copy of the original image captured by your camera or scanner in a lossless format (Tiff or PNG).
3. For each record that you enter on the spreadsheet, click on 'Select Image' button
4. This will open up 'My Computer', where you can navigate to where you saved the image.
5. Click the open button. The image filename will then be entered into the image reference field.



This method ensures that the image references on the spreadsheet match the filenames of the images you will send us. If you don't use the button, you will need to ensure that the image references you enter in the spreadsheet are exactly the same as your image filenames, as this is an important part of the import.

Place Worksheet

The Place worksheet comes pre-loaded with terms that can be used in the Place Made field on the Object Data worksheet.



You can add to this list if there are Place terms you'd like to use that aren't already in the list. To add a new Place term, enter it on the Place Worksheet in the next available cell (A229). You can add as many terms as you'd like, each in a separate cell. Once you have finished entering terms, click the Update button. Your new terms will then be available for use in the Place Made field.

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