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Login

To log into the Wilton Historical Society’s “Collective Access” Database, open a web browser (Chrome, Microsoft Edge, Firefox, etc.) and go to the website:

wilton.ctcollections.org

That should bring you to a page that looks like this:

On this page, enter your username and password, and click login

That should bring you to a page that looks similar to the page below:
This is the homepage. If you go to wilton.ctcollections.org and it brings you to this page without having to login, make sure that you are logged in as the appropriate person. You can tell who is logged in at the bottom of the screen. If the name that appears is not you, click “Logout” and that will take you back to the login screen.
Searching for an Object

Searching for an object can be done in two ways.

First, you can use the basic search bar, located at the top right of the homepage:

You can enter an accession number, donor name, keyword, etc. into this box and press enter, and it will bring you a results list that looks something like this:
This example search was for “hats”, which brings up over 100 objects. If you put in something more specific, like a donor name or an accession number, there will be fewer results.

Clicking on any of the objects, highlighted in blue, will bring you to that objects page.

The second way to search for an object is using the “Find” menu, which is also at the top of the home page screen:

Place your cursor over the menu and it will give you a list of things you can find, including objects:

If you click basic search, it brings you to this screen:
This search bar which works the exact same way as the previous search.

**Object Pages**

Below is a sample of what the page looks like when you click on a specific object:
The default page when you click on an object is “Basic Information”. Included on this page is the “object identifier” which is its accession number, it’s “title” or name, any alternate identifiers, such as any “A” numbers, as well as other basic info like it’s description and associated dates.

Descriptions, accession numbers, and titles can simply be typed in, and then click “save” at the top of the screen.

Dates can be entered for a variety of things, including date accepted, date manufactured/created, and date published.

To add/enter a date, click on the plus sign next to “add date” enter the date into the blank space, and identify the type of date using the drop down menu:

As always, click “save” when you are done.
Object Locations

Locations of objects can be changed by clicking on the “Location” menu. It is located in the bottom left corner of the object page. You might have to scroll down to see it.

The location page looks like this:
To change an object location, click on the “Add Relationship” plus sign:

Which will bring up this search bar:

Simply search for the location you wish to move the object too. For example, Betts Kitchen -> North Wall -> Fireplace. Click on the location, make sure the box below the search bar says “is permanently located at”: 
As always, click “Save”!

If a location does not exist in the search bar, make a note of where the object is located, and Nick will create the location for it.

If you’re not sure what the location is, consult the map with room names. (Room name map is forthcoming).

**Object Dimensions**

To add object dimensions, click on the “Physical Characteristics” menu in the lower left hand corner of the object page:
Simply type in dimensions into the corresponding Height, Width, Depth, etc. boxes. If the dimensions are only listed in “Measurement Notes”, please move them into the appropriate boxes (it makes it easier to search later).

**Object Condition Report**

To add edit an object’s condition, click on the “Condition” menu in the lower left hand corner of the object page:
Enter condition notes into the blank box, type your initials into the “Examined by” box, and enter the date that you performed the report. Click “Save”!

Each new condition report should be added by clicking on the plus sign reading “Add Condition Reporting”, and following the steps above.