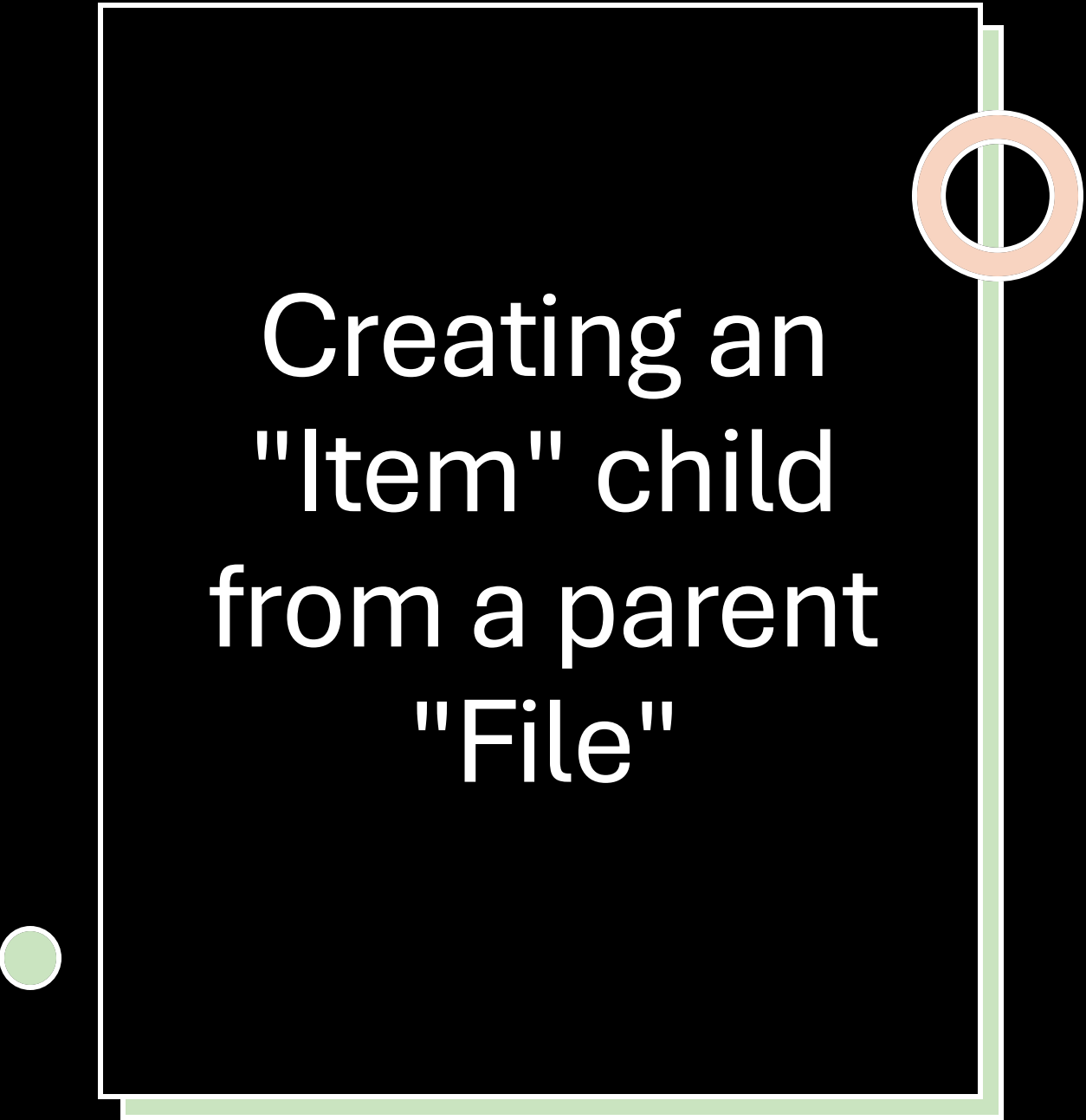


Adding Fashion History Project Data to AtoM

Caleb Domsy, Business Librarian
Shernett Bennett, Archive Technician

We need to get the data from this spreadsheet . . .

→ ... into the AtoM database



Creating an
"Item" child
from a parent
"File"





Series FASHION-FHP-F24 - Fall 2024 (Draft)

I created 8 of the mini exhibits already. Select the mini exhibit your group will be adding Items to by first clicking on it.

Holdings Quick search

▼ Series FASHION-FHP-F24 - Fall 2024 ...

File [FASHION-FHP-F24-AEB - An Everl...](#)

File [FASHION-FHP-F24-TT - Timeless T...](#)

File [FASHION-FHP-F24-GIM - Grace in...](#)

File [FASHION-FHP-F24-TOL - Threads ...](#)

File [FASHION-FHP-F24-EOH - Echos o...](#)

File [FASHION-FHP-F24-EOTP - Echos ...](#)

File [FASHION-FHP-F24-RR - Retro Rad...](#)



An Everlasting Bond



Title and statement of responsibility area



Physical description - This is a mandatory element.

Scroll down to find the Edit button

Holdings Quick search

▼ Series [FASHION-FHP-F24 - Fall 2024](#) (Dr...

File [FASHION-FHP-F24-AEB - An Everl...](#)

File [FASHION-FHP-F24-TT - Timeless T...](#)

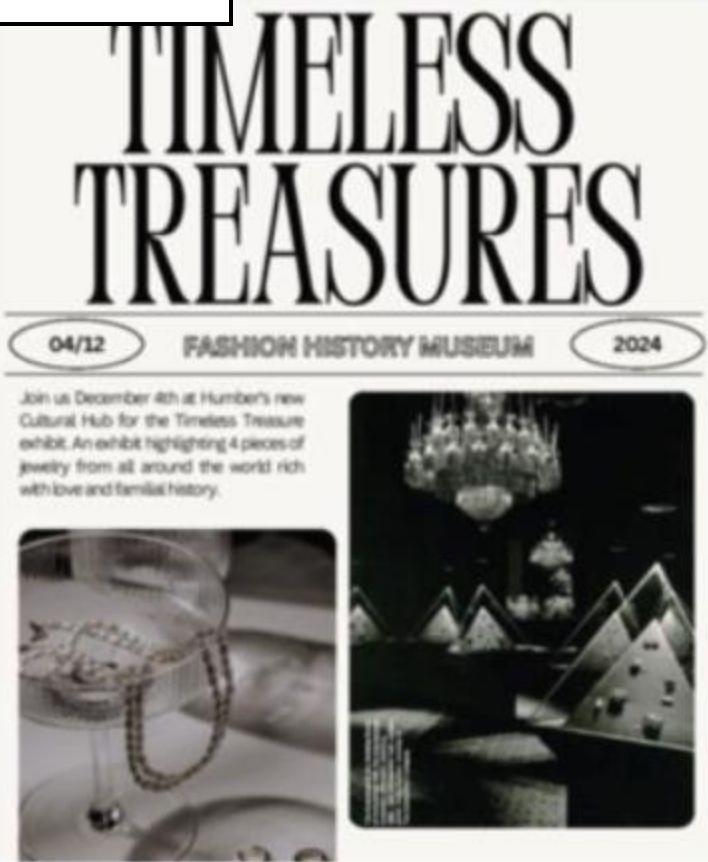
File [FASHION-FHP-F24-GIM - Grace in...](#)

File [FASHION-FHP-F24-TOL - Threads ...](#)

File [FASHION-FHP-F24-EOH - Echos o...](#)

File [FASHION-FHP-F24-EOTP - Echos ...](#)

2 more...



Clipboard

Add

Explore

Reports

Browse as list

Browse digital objects

Export

Dublin Core 1.1 XML

EAD 2002 XML

Finding aid

Generate

Upload

Tasks

Calculate dates

Last run: Never

Title and statement of responsibility area

Title proper Timeless Treasures

Level of description File

[The Fashion History Project](#)

FASHION FASHION-FHP-F24-FASHION-FHP-F24-TT

Dates of creation area

Date(s) • 1900-December 4, 2024 (Creation)

Digital object metadata

Filename exhibit_poster_Ilanna_Dezulinski.pdf

Media type Text

Mime-type application/pdf

Filesize 382.7 KiB

Uploaded February 8, 2025 2:08 PM

Edit

Delete

Add new

Duplicate

Move

More ▲

Click the Edit button



File FASHION-FHP-F24-TT - Timeless Treasures (Draft)

Title and statement of responsibility area

Edition area

Class of material specific details area

Dates of creation area

Description area

Series area

Archival description area

Notes area

Standard number area

Access points

Control area

Administration area

Click, "Title and statement
of responsibility area"

Cancel

Save

Copy the current "Identifier" and paste it into the new child "Identifier" box, then add the item number e.g. 001 (for the first item in the mini exhibit)

It should look something like this:
FASHION-FHP-F24-TT-001

Add new

Repository

Identifier

Reference code

FASHION FASHION-FHP-F24-FASHION-FHP-F24-TT

[Generate identifier](#) [Add alternative identifier\(s\)](#)

Level of description *

File

Set the "Level" to
"Item"

Get the "Title" from the "G" column in
the Excel spreadsheet

Get the "Date"
from the "I"
column

Add new c

Identifier

Level

Title

Date

FASHION-FHP-I

Item



Rolex Vintage Crystal Watch

undated



Add new

Repository

Identifier

FASHION-FHP-F24-TT

[Generate identifier](#) [Add alternative identifier\(s\)](#)

Reference code

FASHION FASHION-FHP-F24-FASHION-FHP-F24-TT

Edition area

Class of material specific data

Dates of creation area

Physical description area

Publisher's series area

Archival description area

Notes area

Standard number area

Access points

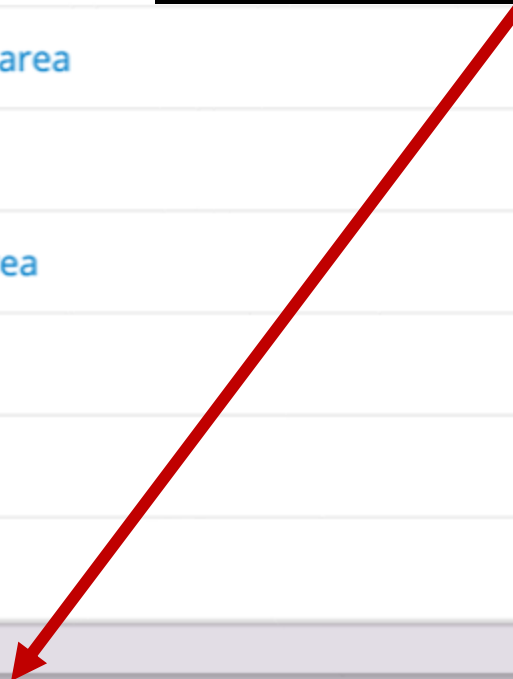
Control area

Administration area

After you enter the following:

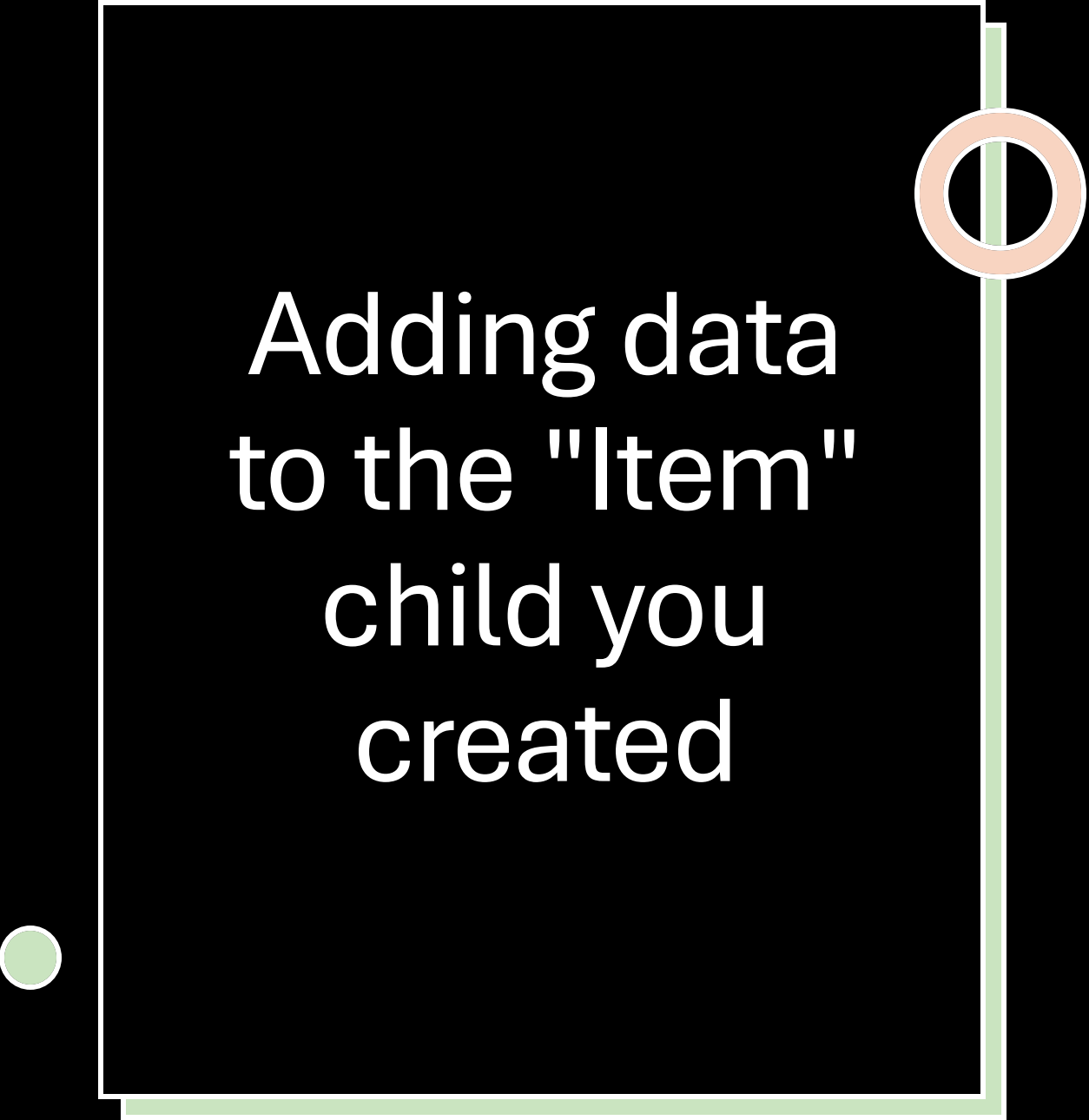
- Identifier
- Level
- Title
- Date

Scroll down and click on "Save"



Cancel

Save



Adding data
to the "Item"
child you
created





File FASHION-FHP-F24-TT - Timeless Treasures (Draft)

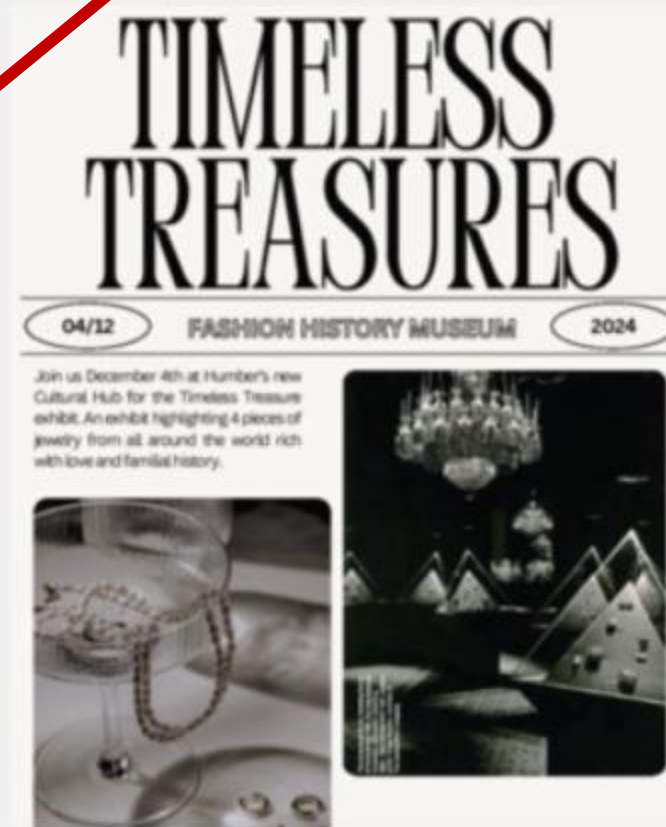
Now click on the "Item" you created
from the menu

Holdings Quick search

▼ Series [FASHION-FHP-F24 - Fall 2024](#) (Dr...

▼ File [FASHION-FHP-F24-TT - Timeless Tre...](#)

Item [FASHION-FHP-F24-TT-001 - Role...](#)



Clipboard

Add

Explore

Reports

Browse as list

Browse digital objects

Export

Dublin Core 1.1 XML

EAD 2002 XML

Finding aid

Generate

Upload

Tasks

Calculate dates

Last run: Never

Item FASHION-FHP-F24-TT-001 - Rolex Vintage Crystal Watch (Draft)

Then click on "Edit" to add more data from the spreadsheet

Title and statement of responsibility area

Title proper	Rolex Vintage Crystal Watch
Level of description	Item
Repository	The Fashion History Project
Reference code	FASHION FASHION-FHP-F24-FASHION-FHP-F24-TT-FASHION-FHP-F24-TT-001

Dates of creation area

Date(s) • undated (Creation)

Edit

Delete

Add new

Duplicate

Move

More ▴

Clipboard

 [Add](#)

Explore

 [Reports](#)

 [Browse as list](#)

Export

 [Dublin Core 1.1 XML](#)

 [EAD 2002 XML](#)

Finding aid

 [Generate](#)

 [Upload](#)

Tasks

 [Calculate dates](#)

Last run: Never



Item FASHION-FHP-F24-TT-001 - Rolex Vintage Crystal Watch (Draft)

Title and statement of responsibility area

Edition area

Class of material specific details area

Dates of creation area

Physical description area

Publisher's series area

Archival description area

Notes area

Standard number area

Access points

Control area

Administration area

Click on each area to add the correct data. Use the "Mapping" document to help you.

Cancel

Save



Item FASHION-FHP-F24-TT-001 - Rolex Vintage Crystal Watch (Draft)

Title and statement of responsibility area

Edition area

Class of material specific details area

Dates of creation area

Physical description area

Publisher's series area

Archival description area

Notes area

Standard number area

Access points

Control area

Administration area

When finished, click on the "Save" button

Cancel

Save

If you have photos to add, scroll down and click on "More" and then click on "Link digital object"

area	
history	Not worn by anybody that i know
Notes area	
Location of originals	Vietnam
Terms governing use, reproduction, and publication	I consent to the use of my material for educational and promotional purposes by Humber College in the future (e.g., brochures, presentations, website).
General note	Not worn by any significance It was gifted to me in 2020 Though this vintage watch does but personally it will always be have ever had the pleasure to c
Access points	
Place access points	• Toronto, Ontario, Canada
<div>EditDeleteAdd newDuplicateMoveMore ▲</div>	

Rename

Update publication status

Link physical storage

Link digital object

Import digital objects

Create new rights

Click on "Choose File" to upload an image, then click on "Create" to save your work

object

-001 - Rolex Vintage Crystal Watch (Draft)

object

File

Choose File

No file chosen

The maximum size of file uploads is 64 MB.

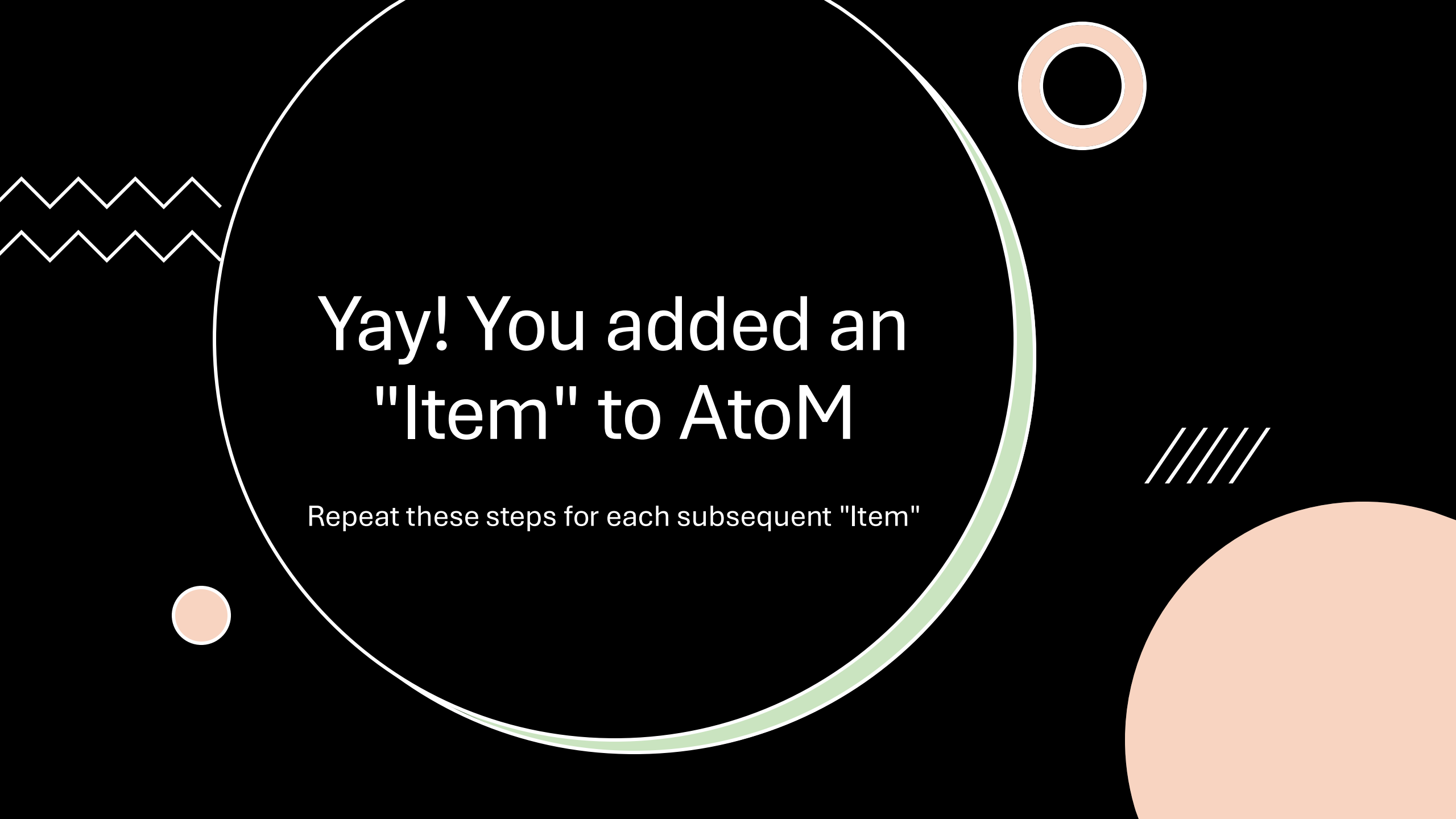
[Link to an external digital object](#)

Url

http://

Cancel

Create



Yay! You added an
"Item" to AtoM

Repeat these steps for each subsequent "Item"