



ENTRÉE ET SORTIE DES SPÉCIMENS
SERVICE SCIENTIFIQUE DU PATRIMOINE



HOW TO
Recording
NEW ENTRY, OUT, and BACK
movements from storages



ID Code



01/09/2014

① Scan RBINS Card or ID Code



② Scan movement ID

(Printed labels available at the entrance of the storage)

or  and goto → ⑤

③ Scan type of movement





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④ Define the objective(s) of the movement



Documentation



Conservation



Valorisation





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⑤ Scan the location ID
(on the left of the column or cabinet)

⑥ Scan the drawer ID
(on the front or on the right of the drawer)

⑦ Scan the specimen ID(s) (If available)
and / or



⑧ End



If other operation(s)
in the same movement
return → ⑤

If other movements
by the same operator
return → ②

