

Overview

Humber Fashion History Project

AtoM Data Entry Guide

How to Add Archival Entries from the Excel Spreadsheet

Series · File · Item

Overview: How the Hierarchy Works

Every entry in AtoM follows a three-level hierarchy. Before you create anything, it helps to understand how the parts map to the Fashion History Project structure:

AtoM Level	Fashion History Project Equivalent	Example
Series	One exhibit	Fall 2025 – Identity → FASHION-FHP-F25
File	One collection (3-4 objects)	Threads of Who We Are → FASHION-FHP-F25-TWW
Item	One individual fashion object	Canada Themed Sweater → FASHION-FHP-F25-TWW-001

- *Each exhibit has numerous collections, and each collection contains 3-4 individual objects. Always create the Series first, then the File, then the Item (in that order).*
- *When you create an entry in AtoM, you always start from the outside in: Collection → Series → File → Item.*
- *All series, files, and items come under **one collection - Humber Fashion Collection (FASHION-FHP)***

AtoM: <https://archives.humber.ca/user/login>

Excel sheet: [Object Archival Entry - Individual.download.xlsx](#)

Creating a Series

Section 1: Creating a Series

A Series represents one exhibit/semester (e.g., "Fall 2025 – Identity"). You only need to create one Series per exhibit. All Files (collections) and Items (objects) from that exhibit will live inside it.

Step 1.1 - Navigate to the Correct Collection

1. Log in to AtoM > Go to **Archival descriptions** under **Browse by**
2. Click on **The Fashion History Project** under **Archival institution**
3. Click on **Humber Fashion Collection** once the results show up
4. Under **Holdings** > Click on **Collection FASHION-FHP - Humber Fashion Collection**
5. Click on **Edit**

Collection FASHION-FHP - Humber Fashion Collection

- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Image carousel

Clipboard
Add

Explore
Reports
Browse as list

Export
Dublin Core 1.1 XML
EAD 2002 XML

Finding aid
Status: Error
Generate
Upload

Tasks
Calculate dates
Last run: Never

Title proper	Humber Fashion Collection
Level of description	Collection
Repository	The Fashion History Project
Reference code	FASHION FASHION-FHP

Edit Delete Add new Duplicate Move More

Step 1.2 - Fill in the Title and statement of responsibility area

- Click on the Title and statement of responsibility area dropdown
- Scroll down to Add new child levels and complete the following fields:

AtoM Field	What to Enter	Example
Identifier	The Series code - format as: FHP-F[YY]	FHP-F25
Level	Select "Series" from the dropdown	Series
Title	The exhibit name - format as: [Season Year] – [Name]	Fall 2025 – Identity

The identifier uses a 2-digit year: F25 = Fall 2025. The full reference code will be built automatically by AtoM as: FASHION-FHP-F25.

Add new child levels

Identifier	Level	Title	Date	
FASHION-FHP-F25	Series	Fall 2025 - Identity		×

+ Add new

Repository

The Fashion History Project

Identifier

FASHION-FHP

+ Add alternative identifier(s) ⚙️ Generate identifier

Reference code

FASHION FASHION-FHP

Step 1.3 - Save the Series

- Make sure the Repository says The Fashion History Project
- Scroll to the bottom of the form and click Save.
- AtoM will confirm the Series has been created and show it in the hierarchy on the left sidebar.

Holdings Quick search

Collection FASHION-FHP - Hum...

Series FASHION-F23-TT - Tran...=

Series FASHION-F23-FGWL - F...=

Series FASHION-FHP-F24 - Fal...=

Series FASHION-FHP-F25 - Fal...=



Transcontinental Treasures

Results 1 to 10 of 48 [Show all](#)

Title and statement of responsibility area

Title proper

Humber Fashion Collection

Creating a File

Section 2: Creating a File

A File represents one student collection - a group of 3-4 related objects submitted together. Each File must be nested inside the correct Series. You will create one File per collection.

Step 2.1 - Open the Parent Series

11. From the left sidebar (Holdings), click on the **Series** you just created (e.g., FASHION-FHP-F25 – Fall 2025 – Identity).

12. On the Series page, click the **Edit** button at the bottom.

Series FASHION-FHP-F25 - Fall 2025 - Identity (Draft)

- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Humber Fashion Collection > Fall 2025 - Identity

Image carousel

Threads of who we are

Title and statement of responsibility area

Title proper	Fall 2025 - Identity
Level of description	Series
Repository	The Fashion History Project
Reference code	FASHION FASHION-FHP-FASHION-FHP-F25

Dates of creation area

Date(s)	Fall 2025 (Creation)
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Clipboard

Add

Explore

- Reports
- Browse as list

Export

- Dublin Core 1.1 XML
- EAD 2002 XML

Finding aid

- Status: Error
- Generate
- Upload

Tasks

- Calculate dates
- Last run: Never

Edit Delete Add new Duplicate Move More -

Step 2.2 - Add a New Child Level for the File

13. Scroll down to the **Add new child levels** section inside the edit form.
14. Fill in the following three fields:

AtoM Field	What to Enter	Example
Identifier	File code - format: FHP-F[YY]-[2–3 letter abbreviation of collection name]	FASHION-FHP-F25-TWW
Level	Select "File" from the dropdown	File
Title	The name of the student collection	Threads of Who We Are

For the 2–3 letter abbreviation, use the initials of the collection name — e.g. "Threads of Who We Are" becomes TWW. Keep it short and consistent with how others in the exhibit are named.

Add new child levels

Identifier	Level	Title	Date	
FASHION-FHP-F25	File	Threads of who we are		x
<input type="button" value="+ Add new"/>				

Repository

The Fashion History Project

Identifier

FASHION-FHP-F25

Reference code

Step 2.3 - Save the File

15. Confirm the **Repository** still shows "The Fashion History Project".
16. Click **Save** at the bottom of the form.
17. The new File will appear in the sidebar nested under its parent Series.

fashion history project

Series FASHION-FHP-F25 - Fall 2025 - Identity (Draft)

- Physical description - This is a mandatory element.
- Scope and content - This is a mandatory element.

Humber Fashion Collection » Fall 2025 - Identity

Image carousel

Clipboard

Explore

Export

Finding aid

Tasks

Title and statement of responsibility area	
Title proper	Fall 2025 - Identity
Level of description	Series
Repository	The Fashion History Project
Reference code	FASHION FASHION-FHP-FASHION-FHP-F25

Dates of creation area	
Date(s)	Fall 2025 (Creation)

Edit Delete Add new Duplicate Move More +

Step 2.4 - Add a Scope and Content Description (Optional but Recommended)

- Click on the newly created File to open it, then click **Edit**.
- Scroll to the **Archival description** area and go to **Scope and content**
- Paste the write-up (collection overview) under the respective collection from the fashion history website: [Threads of Who We Are – The Fashion History Project](#)
- Click **Save**.

If you are unsure what to write here, you can leave it blank for now and come back to it later. It is better to leave it empty than to write something inaccurate

Title and statement of responsibility area

Title proper	Threads of who we are
Level of description	File
Repository	The Fashion History Project
Reference code	FASHION FASHION-FHP-FASHION-FHP-F25-FASHION-FHP-F25-TWW

Dates of creation area

Date(s)	• Fall 2025 (Creation)
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Archival description area

Scope and content	<p>What if the clothes we keep are actually stories we wear? Threads of Who We Are explores how garments and accessories hold memory, identity, and emotional meaning across cultures and generations. Designed for general visitors and fashion enthusiasts alike, this exhibit invites viewers to see clothing not just as material objects, but as markers of who we are becoming. Featuring pieces such as a grandmother's hand-knit sweater and Nigerian ceremonial attire, the exhibit highlights how fashion can express heritage, celebrate milestones, and preserve relationships. Each piece reveals how identity is shaped through love, tradition, and meaningful life transitions. As you move through the exhibit, consider this question: What stories are woven into the things you wear?</p> <p>Read less</p>
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Creating an Item

Section 3: Creating an Item

An Item represents one individual fashion object. Each row in the Excel spreadsheet = one Item. Items must be created inside the correct File. Follow the steps below for each object.

Step 3.1 - Open the Parent File

22. From the left sidebar, click on the **File** you just created. (e.g. FASHION-FHP-F25-TWW)
23. Click the **Edit** button at the bottom of the File page.
24. Scroll down to **Add new child levels**.

The screenshot displays the 'File FASHION-FHP-F25-TWW - Threads of who we are (Draft)' page. On the left sidebar, the 'File FASHION-FHP-F25-TWW - T...' item is highlighted with a red box. The main content area features a title and statement of responsibility area with the following details:

- Title proper: Threads of who we are
- Level of description: File
- Repository: The Fashion History Project
- Reference code: FASHION FASHION-FHP-FASHION-FHP-F25-FASHION-FHP-F25-TWW

Below this is the 'Dates of creation area' with the date 'Fall 2025 (Creation)'. At the bottom, the 'Access Copies' section lists three copies:

- Master file: Filename fall-2025-threads-of-who-we-are.jpg, Media type image, Mime-type image/jpeg, Filesize 705.9 KIB, Uploaded February 13, 2026 1:19 PM
- Reference copy: Filename fall-2025-threads-of-who-we-are_141.jpg, Media type image, Mime-type image/jpeg, Filesize 43.6 KIB, Uploaded February 13, 2026 1:19 PM
- Thumbnail copy: Filename fall-2025-threads-of-who-we-are_142.jpg, Media type image, Mime-type image/jpeg, Filesize 26.7 KIB, Uploaded February 13, 2026 1:19 PM

At the bottom of the page, the 'Edit' button is highlighted with a red box, along with other buttons: 'Delete', 'Add new', 'Duplicate', 'Move', and 'More -'.

Step 3.2 - Add a New Child Level for the Item

25. Fill in the following three fields in the new child level row:

AtoM Field	What to Enter	Example
Identifier	Item code - format: FHP-F[YY]-[FILE]-[3-digit number]. The number is the object's position within the file (001, 002, 003...)	FASHION-FHP-F25-TWW-001
Level	Select "Item" from the dropdown	Item
Title	Object name - taken from Col F of the spreadsheet	Canada Themed Sweater

The first object in a file is -001, the second is -002, and so on. Always use three digits.

26. Click **+ Add new** to add another row if you want to create multiple Items at once, or proceed to Save and fill in the full details afterwards (recommended for accuracy).

27. Click **Save**.

Add new child levels

Identifier	Level	Title	Date	
FASHION-FHP-F25	Item	Canada Themed Sweater		x

+ Add new

Repository

The Fashion History Project

Identifier

FASHION-FHP-F25-TWW

+ Add alternative identifier(s)

Generate identifier

Reference code

FASHION FASHION-FHP-FASHION-FHP-F25-FASHION-FHP-F25-TWW

Step 3.3 - Open the Item to Fill in Full Details

28. Click on the newly created Item in the sidebar to open it.

29. Click **Edit** at the bottom to open the full entry form.

You will now fill in each section of the form using the data from the student's row in the Excel spreadsheet. The table below shows which Excel column maps to which AtoM field.

Excel Spreadsheet → AtoM Field Mapping

The spreadsheet stores student answers in alternating Question/Answer columns. Use only the Answer columns listed below:

Excel Col	What the student entered	AtoM Field	Notes
Col A + B	Last Name + First Name (student)	Statement of responsibility	<i>Format as: created [First] [Last]</i>
Col D	Consent to use material	Terms governing use, reproduction, and publication	<i>Copy as a full sentence in the Notes area</i>
Col F	Name / title of the fashion item	Title proper	<i>Main item title - already entered in Step 3.2</i>
Col H	Year / Season / Date	Date(s)	<i>Enter as written — e.g. Winter 1989</i>
Col J	Materials / Fabrication	Physical description	<i>First part — separate multiple materials with commas</i>
Col L	Dimensions / Measurements	Physical description (cont.)	<i>Add after Col J, separated by a comma</i>
Col N	Colour / Pattern description	Physical description (cont.)	<i>Add after Col L, separated by a comma</i>
Col P	Condition	Physical description (cont.)	<i>Add after Col N, separated by a comma</i>
Col R	Provenance / Ownership history	Custodial history	<i>Enter line by line under Archival description area</i>
Col T + V	Brief description / Designer / Brand	Scope and content	<i>Write as sentences — Cols S–V all feed this field</i>

Col V	Category type / Current location	Scope and content (cont.)	<i>Extra info starting with 'Item' also goes here</i>
Col X	Place of origin	Location of originals	<i>Found under Place access points — not the Notes area</i>
Col Z	Context / Significance / General notes	General note(s)	<i>If unsure, put it in Scope and content instead</i>
Col AB	References/ Sources if applicable	General note(s)	<i>If unsure, put it in Scope and content instead</i>
Col AD	Personal reflection	Other note(s)	<i>Add as a separate paragraph</i>

Step 3.4 - Title and Statement of Responsibility Area

Title proper (Col F)

This was already entered in Step 3.2. Confirm it matches the item name from Column F exactly.

Example: Canada Themed Sweater

Statement of responsibility (Col A + Col B — student name)

Enter the student's name in this format: created [First Name] [Last Name]

Example: created Abigail Keith

This is the name of the student who submitted the object — not the designer or brand.

Identifier (auto-built from child level entry)

This was set in Step 3.2. The full reference code is built automatically by AtoM — confirm it looks like:

*FASHION FASHION-FHP FASHION-FHP-F25 FASHION-FHP-F25-TWW
FASHION-FHP-F25-TWW-001*

Title and statement of responsibility area ^

Title proper *

Canada Themed Sweater

General material designation

Architectural drawing
Cartographic material
Graphic material
Moving images

Parallel titles

Other title information

Statement of responsibility

created Abigail Keith

Title notes

Content	Type	
	Attributions and conjecture	<input type="button" value="x"/>

Step 3.5 - Dates of Creation Area (Col H)

Enter the date or season exactly as written in Column H. Try to be as specific as the student has given.

Example: Winter 1989

Dates of creation area ^

Names and dates

Name	Role/event	Place	Date(s)	
	Creation		Winter 1989	<input type="button" value="edit"/> <input type="button" value="x"/>

Step 3.6 - Physical Description Area (Cols J, L, N, P)

Combine all four columns into a single Physical description field, written in a new line, in this order:

Col	Contains	Example content
J	Materials / Fabrication	Acrylic wool, knitted
L	Dimensions / Measurements	Length: 25 inches, Width: 22 inches, Bust: 44 inches, Waist: 40 inches
N	Colour / Pattern	White and red, repeating pattern of red maple leaves in between red lines
P	Condition	Worn, but still in relatively good condition

Combined entry (Canada Themed Sweater example):

Physical description area ^

Physical description *

Acrylic wool, knitted
Length: 25 inches, Width: 22 inches, Bust: 44 inches, Waist: 40 inches
White and red, repeating pattern of red maple leaves in between red lines
Worn, but still in relatively good condition

Separate each section is written in a new line. Multiple materials within Col J should also be comma-separated.

Step 3.7 - Archival Description Area

Custodial history (Col R — Provenance / Ownership history)

Enter the ownership history from Column R. This field is found under the Archival description area in AtoM.

Example: Sweater was originally owned by Marilyn Beacom (Grandmother) and was handed over to Erin Beacom (Mother)

Scope and content (Cols T + V — Description, Designer/Brand, Category)

Write this as connected sentences. Include the brief description and designer/brand from Col T, and the category type and current location from Col V.

Example: Item was originally gifted in Simcoe, Ontario

Any extra information that starts with the word 'Item' also belongs in Scope and content. Write in full sentences; not as a list. Sometimes you may have to infer info from the excel sheet to write in under the archival description.

Archival description area

Custodial history

Sweater was originally owned by Marilyn Beacom (Grandmother) and was handed over to Erin Beacom (Mother)

Scope and content *

Item was originally gifted in Simcoe, Ontario

Step 3.8 - Notes Area

Terms governing use, reproduction, and publication (Col D)

Copy the student's consent answer from Column D as a full sentence into this field.

Example: Yes, I agree to the use of my material for educational and promotional purposes by Humber Polytechnic in the future (e.g., brochures, presentations, website)

General note(s) (Col Z and AB)

Copy the student's consent answer from Column Z and AB, as a full sentence, into this field.

Col Z example: This sweater was made specifically by my late grandmother for my mother when she was leaving for a semester abroad in Paris...

General note(s)

Content

This sweater was made specifically by my late grandmother for my mother when she was leaving for a semester abroad in Paris. My mother was told to have items that would identify her as Canadian because the treatment and attitudes if you were known as Canadian were more positive than if you were American.

×

×

+ Add new

Other notes (Col AD)

Copy the student's consent answer from Column AD as a full sentence into this field.

Col AD example: This sweater was worn on my parents' first date to a skating rink in 2004. It holds a lot of sentimental value as my grandmother passed 5 years after she made the sweater.

Other notes

Content	Type	
<p>This sweater was worn on my parents first date to a skating rink in 2004. It holds a lot of sentimental value as my grandmother passed 5 years after she made the sweater.</p>	Accompanying material	×
	Accompanying material	×

+ Add new

Step 3.9 - Access Points (Col X - Place of origin) ****Please confirm with Shernett**

If Column X contains a place of origin that is different from the current location, enter it under Location of originals. This is found in the Access points section of AtoM

Example: Simcoe, Ontario

Place access points = current location. Original location from Col X = Location of originals in notes section

Step 3.10 - Save the Item

30. Review all filled fields to make sure nothing is blank that should be filled in.
31. Scroll to the bottom and click **Save**.
32. The completed Item will appear in the sidebar nested under its File and Series.
33. Return to Step 3.1 and repeat for the next object in the spreadsheet.

Holdings Quick search

- ✓ Collection FASHION-FHP - Hum...
- ✓ Series FASHION-FHP-F25 - Fall ...
- ✓ File FASHION-FHP-F25-TWW - T...
- Item FASHION-FHP-F25-TWW... =

• Date(s) - are not consistent with [higher levels](#).

Humber Fashion Collection » Fall 2025 - Identity » Threads of who we are » Canada Themed Sweater

Title and statement of responsibility area

Title proper	Canada Themed Sweater
General material designation	<ul style="list-style-type: none"> • Object
Title statements of responsibility	created Abigail Keith
Level of description	Item
Repository	The Fashion History Project
Reference code	FASHION FASHION-FHP-FASHION-FHP-F25-FASHION-FHP-F25-TWW-FASHION-FHP-F25-TWW-001

Dates of creation area

Date(s)	<ul style="list-style-type: none"> • Winter 1989 (Creation)
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Physical description area

Physical description	Acrylic wool, knitted Length: 25 inches, Width: 22 inches, Bust: 44 inches, Waist: 40 inches White and red, repeating pattern of red maple leaves in between red lines Worn, but still in relatively good condition
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Archival description area

Custodial history	Sweater was originally owned by Marilyn Beacom (Grandmother) and was handed over to Erin Beacom (Mother)
Scope and content	Item was originally gifted in Simcoe, Ontario

Notes area

Terms governing use, reproduction, and publication	Yes, I agree to the use of my material for educational and promotional purposes by Humber Polytechnic in the future (e.g., brochures, presentations, website)
General note	This sweater was made specifically by my late grandmother for my mother when she was leaving for a semester abroad in Paris. My mother was told to have items that would identify her as Canadian because the treatment and attitudes if you were known as Canadian were more positive than if you were American. Read less
Accompanying material	This sweater was worn on my parents first date to a skating rink in 2004. It holds a lot of sentimental value as my grandmother passed 5 years after she made the sweater.

Clipboard

Add

Explore

- Reports
- Browse as list

Export

- Dublin Core 1.1 XML
- EAD 2002 XML

Finding aid

- Status: Error
- Generate
- Upload

Tasks

- Calculate dates
- Last run: Never

Mapping the Excel Spreadsheet to AtoM

Mapping the Excel Spreadsheet to AtoM

Series

Fashion History Objects Spreadsheet	Atom Fields
<i>Title and statement of responsibility area</i>	
e.g. Fall 2024 - Memories	Title Proper
e.g. FHP-F24	Identifier

File

Fashion History Objects Spreadsheet	Atom Fields
<i>Title and statement of responsibility area</i>	
e.g. Timeless Treasures	Title Proper
e.g. FHP-F24-TT	Identifier
<i>Archival description area</i>	
Not in spreadsheet (description of the collection)	Scope and content

Item

Excel Column	Fashion History Objects Spreadsheet	Atom Fields
<i>Title and statement of responsibility area</i>		
G1	Item Name/Title The name or title of the fashion item. This could be the brand's official name for the piece (e.g., "Chanel Tweed Jacket").	Title Proper IMY
C1	Name	Statement of responsibility
	e.g. FHP-F24-TT-001	Identifier - 3 digits
<i>Dates of creation area</i>		
I1	Year/Season/Date of object The year or season when the item was released or shown (e.g., "Fall/Winter 1995," "Spring/Summer 2020"). Try to date object as best you can.	Date(s) ✓ H
<i>Physical description area - line</i>		
O1	<ul style="list-style-type: none"> Materials/Fabrication A description of the materials used to create the item (e.g., "Silk chiffon, lace, wool tweed, leather"). Any unique or innovative 	Physical description J - P

P1	techniques or processes involved in its creation <ul style="list-style-type: none"> • Dimensions/Measurements If applicable, include the measurements of the item (e.g., length, width, bust, waist). Sizing information (e.g., "Size 8"). • Color/Pattern Description of the color and any patterns or motifs present on the item (e.g., "Black with gold embroidery," "Paisley print"). • Condition A description of the item's current condition (e.g., "Excellent, with no visible wear," "Minor fading on fabric"). Any repairs or alterations made to the item. 	- separate with comma
Q1		
S1		
Archival description area - line by line		
R1	Provenance/Ownership History Details about the item's ownership history. This could include previous collectors, notable figures who wore it, or auction history. If worn by a notable person or feature	Custodial history R under archival description
N1	<ul style="list-style-type: none"> • Brief description of the item • Designer/Brand Name of the designer or brand responsible for the creation of the item (e.g., "Chanel," "Alexander McQueen"). • Category Type of item (e.g., "Evening Gown," "Outerwear," "Footwear," "Accessory"). • Location. Current Location 	Scope and content S-V
H1		
M1		
K1		
Notes area → sentences.		
F1	Future Use	Terms governing use, reproduction, and publication
L1	Place of origin. (if different from current location)	Location of originals go to place access points
T1	Context/Significance Historical or cultural significance of the item. This could include: The item's relevance to the fashion world or its impact on trends. Its place in the designer's body of work (e	General note(s)

extra info ←
starts with "Item"

under access points

→ If not sure, write it in Scope & content
 * Place access points → current location
 * Original location → Location of originals in Notes Area

Terms governing use = Consent column

V1 X1	References/Sources If applicable, provide references to catalogues, books, articles, or interviews where the item is mentioned or documented. Or where you obtained period or further object information Personal Reflection: Here add your personal reflection on the piece - share its rich history, and what it personally means to you! Keep this short and sweet. Max. 150 words	=> Follow up General notes / Other notes ->
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Series (Exhibit)
↓
File (collection)
↓
Item (objects)

Accom

Created by Caleb Domsy, caleb.domsy@humber.ca February 2025. Please contact me for updates and errors.