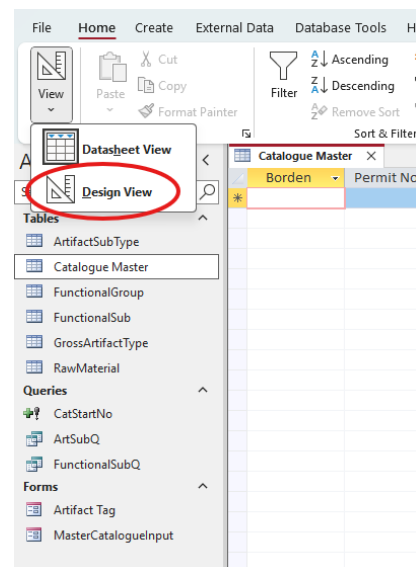
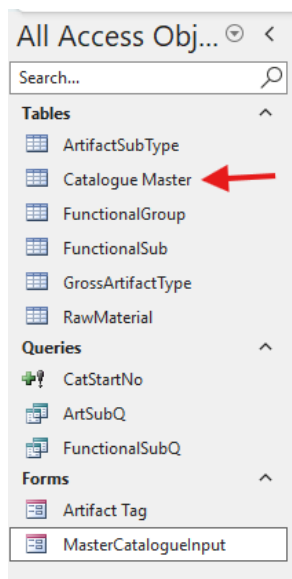


How To:

Access Database Artifact Catalogue

Access Database Artifact Cataloguing Setup

1. Open the Access Catalogue Template
 - a. You will be prompted to save the database. Save accordingly with an appropriate file name.
2. Under the tools banner, a notification will show asking if you would like to enable the data within the template. Click “Enable Content”.
3. Some fields will have a default value such as the Permit No and Borden. To enter a default value in any of the fields, open the “Catalogue Master” table on the left side of the window.
 - a. Change the view of the table to “Design View”.



- b. At the bottom of the screen under “Field Properties” you can enter a “Default Value” for the selected field under the “General” tab.

Field Name	Data Type
Borden	Short Text
Permit No	Short Text
Cat No	AutoNumber
Status	Short Text
Unit/Shovel Test/Find Spot UT	Short Text
Unit/Shovel Test/Find Spot UT	Short Text
Unit/Shovel Test/Find Spot UT	Short Text
Area	Short Text
Unit ID/Shovel Test	Short Text
Quad	Short Text
Occupation Level	Short Text
Stratigraphic Level	Short Text
Depth - Upper (cm bs)	Short Text
Depth - Lower (cm bs)	Short Text
Provenience North (cm)	Short Text
Provenience East (cm)	Short Text
Precontact or Historic	Short Text
Artifact Gross-Type	Short Text
Artifact Sub-Type	Short Text
Artifact Functional Group	Short Text
Artifact Functional Subgroup	Short Text
Artifact Type	Short Text
Diagnostic ID	Short Text
Portion	Short Text
Quantity	Short Text
Raw Material	Short Text
Raw Material Modification	Short Text
Phylum/Class	Short Text
Order/Family	Short Text
Genus/Species	Short Text
Element	Short Text
Side	Short Text
Age	Short Text
Length/Height (mm)	Short Text

General	
Field Size	255
Format	@
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- c. When entering a default value, put the default value in quotation marks (i.e., “AbCd-123”, “A2025-123”, “Area A”, etc.).

General	
Field Size	255
Format	@
Input Mask	
Caption	
Default Value	"AbCd-123"
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- d. Once all the defaults have been set, save the database and return to the “Table View”.

- | Catalogue Master | | | | | | | | | |
|------------------|----------|-----------|--------|--------|-------------|-------------|-------------|--------|--------------|
| | Borden | Permit No | Cat No | Status | Unit/Shovel | Unit/Shovel | Unit/Shovel | Area | Unit ID/Shov |
| * | AbCd-123 | A2025-123 | (New) | | | | | Area A | |

Master Catalogue - Input Form

Borden		AbCd-123	Diagnostic ID
Permit No		A2025-123	Portion
Cat No		(New)	Quantity
Status			Raw Material
Unit/Shovel Test/Find Spot UTM Zone			Raw Material Mod
Unit/Shovel Test/Find Spot UTM Easting			Phylum/Class
Unit/Shovel Test/Find Spot UTM Northing			Order/Family
Area		Area A	Genus/Species
Unit ID/Shovel Test			Element
Quad			Side
Occupation Level			Age

- MasterCatalogueInput X

Master Catalogue - Input Form

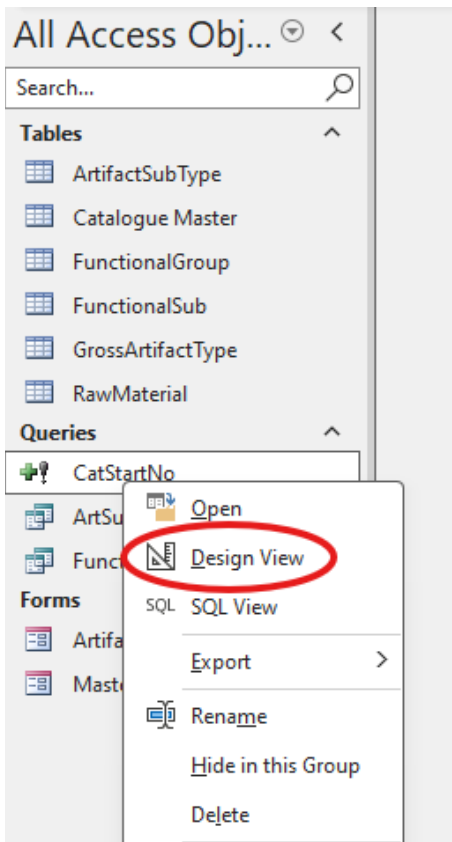
Borden	AbCd-123	Diagnostic ID	
Permit No	A2025-123	Portion	
Cat No	 (New)	Quantity	
Status	 v	Raw Material	 v
Unit/Shovel Test/Find Spot UTM Zone		Raw Material Modification	
Unit/Shovel Test/Find Spot UTM Easting		Phylum/Class	

MasterCatalogueInput x

Master Catalogue - Input Form

Borden	AbCd-123	Diagnostic ID	
Permit No	A2025-123	Portion	
Cat No	1	Quantity	
Status	Collected	Raw Material	
Unit/Shovel Test/Find Spot UTM Zone	13U	Raw Material Modification	
Unit/Shovel Test/Find Spot UTM Easting	123456	Phylum/Class	
Unit/Shovel Test/Find Spot UTM Northing	1234567	Order/Family	

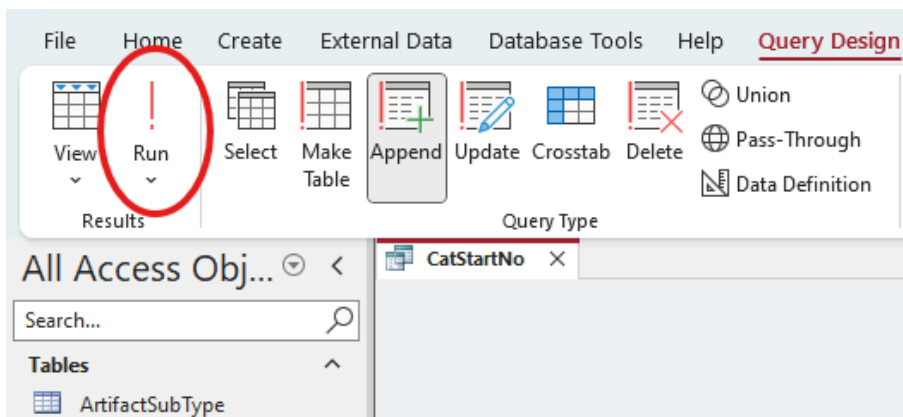
- b. It is important to note that records should not be deleted. **If the record is deleted, the “Cat No” cannot be reused.** Therefore, if an error has been made on a particular record (i.e., catalogue entry), the user should edit the record rather than delete it (i.e., use the record [Catalogue number] for another artifact).
5. If you revisited a site and your catalogue starts at a number other than “1”:
 - a. On the left side of the window, right-click on the “CatStartNo” Query.
 - b. Open the “Design View”.



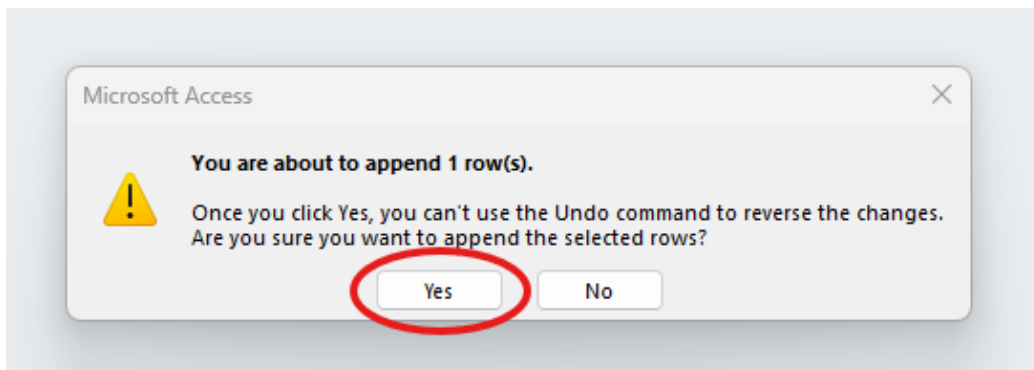
- c. At the bottom of the screen, enter the first catalogue number you will use (ex. 34).

Field:	Cat No: 34	▼
Table:		
Sort:		
Append To:	Cat No	
Criteria:		
or:		

- d. At the top of the screen in the tools ribbon, click “Run”.



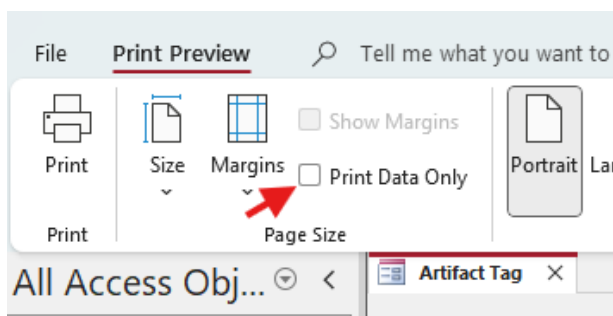
- e. A warning message will appear that states “You are about to append 1 row(s). Click “Yes”.



- f. Close the query and open the “Catalogue Master” table. You will see that the “Cat No” is 34. Open the “MasterCatalogueInput” form and the first record have 34 appear in the “Cat No” field.

The screenshot shows a web application window titled "Master Catalogue - Input Form". It contains several input fields arranged in two columns. The "Cat No" field in the left column is highlighted with a red circle and contains the value "34". Other fields include "Borden" (containing "AbCd-123"), "Permit No" (containing "A2025-123"), "Status" (a dropdown menu), "Unit/Shovel Test/Find Spot UTM Zone", "Unit/Shovel Test/Find Spot UTM Easting", "Diagnostic ID", "Portion", "Quantity", "Raw Material" (a dropdown menu), "Raw Material Modification", and "Phylum/Class".

6. Tables have been linked to certain fields in the Master Catalogue with limited lists of choices (i.e., RawMaterial, FunctionalGroup, FunctionalSub, etc.). If there are options missing from these lists you can edit the tables to fit your cataloguing needs.
7. Artifact Tags currently show the fields that must be present when submitting to the Royal Saskatchewan Museum. You can add more fields if you wish but be mindful about the size of the tags you are printing. They must fit within the artifact bags you are using.
8. To print artifact tags, open the “Artifact Tag” form on the left side of the screen.
 - a. Click “File”>“Print”>“Print Preview”
 - b. In the tools ribbon, make sure “Print Data Only” is deselected.



- c. Click “Page Setup” under “Page Layout”

- d. In the window, make sure the fields are filled as follows:

Page Setup

Print Options Page Columns

Margins (inches)

Top: 0.275

Bottom: 0.3

Left: 0.25

Right: 0.25

☒ Print Data Only

Split Form

☐ Print Form Only

☐ Print Datasheet Only

OK Cancel

- e. Check all the pages to make sure the tags are aligned. Adjust page margins accordingly.
9. To export the “Catalogue Master” table, click the “External Data” tab on the tool ribbon. Under “Export” select “Excel”. Work through the wizard and save accordingly.