

# Archie

## Archaeological Inventory System

### Configuration and Use

#### Site Designation, Permission Groups, Rights Delegation, and Account Creation

The first step in your Archie configuration after initial installation is complete is to enter the details of the site you are working on. To do this click “Manage → Sites”, then click the “Edit” button. From here you can enter whatever details you want to enter for your site. If you do not wish to enter specific data (such as site coordinates) feel free to leave them blank.

Archie comes preinstalled with three groups for permission controls. To examine the preexisting groups, click on “Manage --> Groups”. We recommend leaving the preexisting groups as-is for later examination. However, if your installation requires additional levels of granularity in access control you can create new groups by clicking on the “Create New Group” button. Once a group is created, click the “Add Role” button to add specific rights to the group.

Once you have your groups configured to fit your needs, you can create user accounts. This is under “Manage → User”. Click on “Add User” and then fill in the pertinent information. Keep in mind that “Name” is the display name, while “Username” is the user login name that the user will use to login to the system. Once you create the account, click on “Permissions” to assign the user to a specific group.

#### Materials and Classifications

Archie uses drop-down lists for determining Materials and Classifications. To configure which options are available for these dropdowns, click on “Manage → Materials”. Here materials can be added, disabled, and mapped to specific classifications. Similarly, “Manage → Classifications” will allow for new classifications to be created as well as existing to be deleted. **\*Note\*** - only user accounts granted access through group permissions will be able to modify these fields.

#### General Use

The workflow of Archie is as follows:

- Locus creation (unit/quad/level) →
- Record creation and association with locus (artifacts found) →
- Locus closure (enter excavation notes, attach photos or other media).

Features and krotovina are treated similarly to loci. All aspects of locus record, feature, and krotovina creation are configurable by group permissions (e.g. one group can create locus, while a

second can create a feature, and a third could only create records). The forms for record creation and record editing give different options, with initial creation having a more “stripped down” interface than subsequent editing for quick field cataloging versus laboratory analysis.

**Locus Creation:** Click “New → Level”. Set the correct information and click “Create”. If your site does not use quads leave this field blank. Configuration of Unit and LU dropdown fields through the interface are planned in future versions. If you require customization of these fields, please contact us at [contact@archiedb.com](mailto:contact@archiedb.com) for help.

**Record Creation:** Click “New → Record”. Select the appropriate locus. “User” level accounts will only be able to see loci that they are set as excavators on, while “Administrator” level accounts will see all open loci. If the artifact being mapped is associated with a feature or krotovina, put that information in the pertinent field. Put either northing, easting, and elevation OR RN, but not both. RN stands for “reading number”, and refers to the reading number of a mapping device such as a total station. Once finished, click “Create”. If you wish to create a ticket for the record that was entered, click “Print Ticket”, and then print the ticket. We have had good luck with the DYMO brand label printers using LW Address Labels (1 1/8"x 3.5").

Note: If the artifact was found out of context (e.g. in the screen) leave the provenience information blank.

**Locus Edit:** Click “View → Level” or choose the level from the “Your Open Levels” section of the main Archie page. Click the arrow next to “More” and choose “Edit”. Fill in the notes for the level and attach any relevant media. Attach level photos, and click on “Primary” next to the level photo you want to see on generated reports. Click “Update”.

**Feature or Krotovina Creation:** Features or krotovina can be created by clicking on “New → Feature” or “New → Krotovina”. Fill out the appropriate fields and click “Create”. Once created, click “Add Spatial Point” to add more mapped points. Make sure to take enough points to adequately reconstruct the morphology of the feature/krotovina, and be sure to label each point with pertinent information to aid in later morphological recreation. Currently features and krotovina do not allow for media attachments, however this is planned in a future version. For now, you can get around this by creating a new placeholder record, associating it with a specific feature, and attaching media to the record.

**Locus Closure:** Once the level is done being excavated and all locus information has been entered, open the level and click the red “Close” button. This will perform a check to be sure that a photo has been marked primary, that notes have been entered, and that the user closing the level has the correct permissions to close. Assuming these are all true, click the checkboxes and then click on “Close”. \*NOTE\* These checkboxes will be configurable through the interface in a future version, for now if you need to modify them please contact us at [contact@archiedb.com](mailto:contact@archiedb.com).

**Locus Report Generation:** If spatial data has been input directly as Northing, Easting, and Elevation, you can now generate a level report. If using RN field, please import spatial data before generating a level report (see “Importing Spatial Data”) section. To generate a report, click “View → Level”. Find the level that you wish to generate a report for, click the dropdown

next to “More” and choose “Generate Report”. This will generate a PDF level form that can be saved or printed.

### **Importing Spatial Data**

Mapping data must be in CSV format to import into Archie, and must be in the following format, without a header row:

*“RN, Northing, Easting, Elevation, Notes”*

To import data, click on “Manage → Tools”. Scroll down to “Data Imports” and click on “Select”. Browse to the spatial data that you wish to import select it, then choose “Import”. This should import any valid records.

### **Downloading Data in CSV Format**

To download Archie data, click on “Report”. If the text beside “Site Records” is yellow, click “Rebuild”. Once it is green, click “Download”. Keep in mind that it can take quite awhile to generate a site report depending on the speed of your Archie computer as well as the number of records.