

# The North Carolina Archaeological Collection

## Interactive Online Database

### User Manual

## I. Introduction

The North Carolina Archaeological Collection includes more than seven million specimens from over 7,000 sites and under 2,500 accession numbers. The majority of these are artifacts and ecofacts - ethnobotanical and faunal remains - from archaeological surveys and excavations carried out in North Carolina over the past 70 years. The remaining specimens are from sites in adjacent states and worldwide. The interactive online database allows people from all over the world access to this collection with the click of a mouse. This manual will guide users on how to navigate the site and search the collection.

## II. Public Users

Public users do not require a login to view the collections. Public users on the site are automatically guest users, as shown in Figure 1 below, in the green status bar. Below are explanations on how to navigate each section.

**Home** – This is the main page for the site. It shows the full title of the website at the top and gives an introduction to the North Carolina Archaeological Collection.

**Login** – This page allows professional users to login to the site using an email address and password. This is not required for public users.

**Search Database** – Here is where you can begin searching. By default, there are three fields displayed to use for your search criteria. You can add more fields to the bottom by clicking the **+** and remove fields from the bottom by clicking **-**. You can have a maximum of 15 fields and a minimum of 1 field shown at a time. No matter how many fields you have displayed, you must enter your search criteria at least into the first field in order to search. Using the pull-down menus, you select what information on which you want to search. Once you have selected something, type in the value you want to use for your search criteria. An example of specifying search criteria can be seen to the right. In this example, the first search criteria is looking for 'Orange' in the field County, the second is looking for '1995' in the field Year Acquired, and a third field is being selected. Once you

The North Carolina Archaeological Collection  
An Interactive Online Database of Artifacts at the Research Laboratories of Archaeology  
University of North Carolina at Chapel Hill

Home Login Search Database Help

Guest Logged In

Please enter a search query below.  
Use the plus and minus options below to expand your search query.  
You may neither exceed more than 15 nor less than 1 search criteria menus.  
If you have any questions about searching, please refer to the [Help](#) search field definitions.  
To see an alphabetized list of standardized artifact categories, [click here](#).

County	Orange	+	-
Year Acquired	1995		
Select...			
Accession Number			
Specimen Number			
Primary Context			
Secondary Context			
Artifact Description			
Material Type			
Artifact Category			
Other Information			
Collector			
Year Acquired			
Status			

action done by Andrew Synowicz, Riley Roberts, Monte Evans  
45 with Diane Pozefsky - Software Engineering Lab - Spring 2005

have specified all of your desired search criteria, click the button labeled ‘Submit Search Query’ at the bottom of the page. If you have filled in everything correctly, your search will be processed, and you will be taken to a page showing your search results.

On the next page, your search results and the number of returned matches will be displayed. The maximum number that the site will return is 1000 results. There may be more than 1000 entries in the database that match your criteria, but only the first 1000 are shown on the site. The time it took to find your results is also displayed, which does not take into consideration the time it took to display the results. If you wish to make changes to your search criteria because they returned too many results or the results are not what you were looking for, click the link that says ‘Redefine your search’. This will take you back to the search page where your previous search criteria will already be filled in. You can then add more fields to narrow your search.

The page of search results shows information about each specimen that your query returned. There are 20-entries displayed per page. Clicking the numbers at the top of the page will allow you to view additional records. If you wish to see more about your results, click on the ‘View all information’ link for a particular entry. On the next page, you can view the specimen, accession, and site information for a specific entry. You can click on the ‘Back to search results’ link to go back and look at other entries in your search result. If you wish to begin a completely new search, click the ‘Search Database’ link at the top of the page to bring you back to a fresh search page.

**Help** – This page contains a helpful F.A.Q. as well this user manual document. Here you can find an explanation of the search fields, a document listing all the standardized artifact categories, directions for enabling cookies in your web browser, and other helpful information for you to use while browsing this site. If you have questions that are not answered on the help page or in this manual, please send an email to Steve Davis at [rpsdavis@unc.edu](mailto:rpsdavis@unc.edu).

### III. Professional Users

Professional users have the ability to search on the same fields as a public user. The only differences between public and professional users is that professional users have a login and they can see some specific information about a site that is not available to the public. Below are explanations for each section of the site and how to navigate each section.

**Home** – This is the main page for the site. It shows the full title of the website at the top and gives an introduction to the North Carolina Archaeological Collection.

**Login** – Here you enter your email address and password and click the ‘Login’ button to gain professional access to the site. By logging in, you will be able to view more specific information about the specimens such as UTM and GPS coordinates for the site. If you do not have a login and would like one, please send an email with your first name, last name, email address, desired password, and a reason for requesting a login to Steve Davis at rpsdavis@unc.edu. If you attempt to login only to find that you have forgotten your password, you can click the link on the error page to have your password emailed to you.

**Search Database** – Here is where you can begin searching. By default, there are three fields displayed to use for your search criteria. You can add more fields to the bottom by clicking the **+** and remove fields from the bottom by clicking **-**. You can have a maximum of 15 fields and a minimum of 1 field shown at a time. No matter how many fields you have displayed, you must enter your search criteria at least into the first field in order to search. Using the pull-down menus, you select what information on which you want to search. Once you have selected something, type in the value you want to use for your search criteria. An example of specifying search criteria can be seen to the right. In this example, the first search criteria is looking for ‘Orange’ in the field County, the second is looking for ‘1995’ in the field Year Acquired, and a third field is being selected. Once you have specified all of your desired search criteria, click the button labeled ‘Submit Search Query’ at the bottom of the page. If you have filled in everything correctly, your search will be processed, and you will be taken to a page showing your search results.

The North Carolina Archaeological Collection  
An Interactive Online Database of Artifacts at the Research Laboratories of Archaeology  
University of North Carolina at Chapel Hill

Home Login Search Database Help

Guest Logged In

Please enter a search query below.  
Use the plus and minus options below to expand your search query.  
You may neither exceed more than 15 nor less than 1 search criteria menus.  
If you have any questions about searching, please refer to the [Help](#) search field definitions.  
To see an alphabetized list of standardized artifact categories, [click here](#).

County	Orange	+	-
Year Acquired	1995		
Select...			
Accession Number			
Specimen Number			
Primary Context			
Secondary Context			
Artifact Description			
Material Type			
Artifact Category			
Other Information			
Collector			
Year Acquired			
Status			

action done by Andrew Synowiez, Riley Roberts, Monte Evans  
MS with Diane Pozefsky - Software Engineering Lab - Spring 2005

On the next page, your search results and the number of returned matches will be displayed. The maximum number that the site will return is 1000 results. There may be more than 1000 entries in the database that match your criteria, but only the first 1000 are shown on the site. The time it took to find your results is also displayed, which does not take into consideration the time it took to display the results. If you wish to make changes to your search criteria because they returned too many results or

the results are not what you were looking for, click the link that says 'Redefine your search'. This will take you back to the search page where your previous search criteria will already be filled in. You can then add more fields to narrow your search.

The page of search results shows information about each specimen that your query returned. There are 20-entries displayed per page. Clicking the numbers at the top of the page will allow you to view additional records. If you wish to see more about your results, click on the 'View all information' link for a particular entry. On the next page, you can view the specimen, accession, and site information for a specific entry. You can click on the 'Back to search results' link to go back and look at other entries in your search result. If you wish to begin a completely new search, click the 'Search Database' link at the top of the page to bring you back to a fresh search page.

**Help** – This page contains a helpful F.A.Q. as well this user manual document. Here you can find an explanation of the search fields, a document listing all the standardized artifact categories, directions for enabling cookies in your web browser, and other helpful information for you to use while browsing this site. If you have questions that are not answered on the help page or in this manual, please send an email to Steve Davis at [rpsdavis@unc.edu](mailto:rpsdavis@unc.edu).