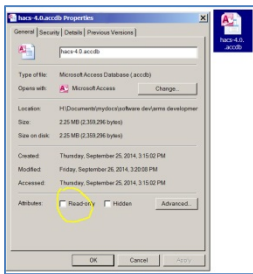


Installing HACS

Pull a copy of hacs-4.0.accdb to your computer or H: drive. In this case, it was pulled to the desktop. Then right-click on the icon on your copy and select **Properties**:



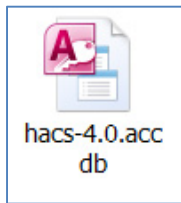
Clear the **Read Only** check box. Your copy is ready to use.

Under no circumstances should you try run the one stored on N:

You will only need one copy of HACS 4.0. It doesn't store your actual catalog data; it only serves as a front end. Your actual catalog data is stored in individual files.

Opening a new catalog in HACS:

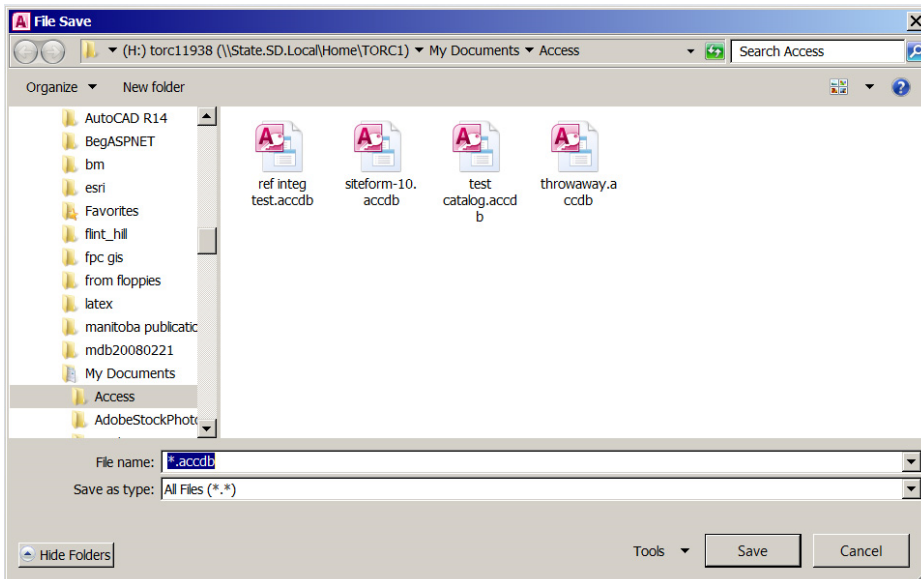
Double click on the icon for **hacs-4.0.accdb**:



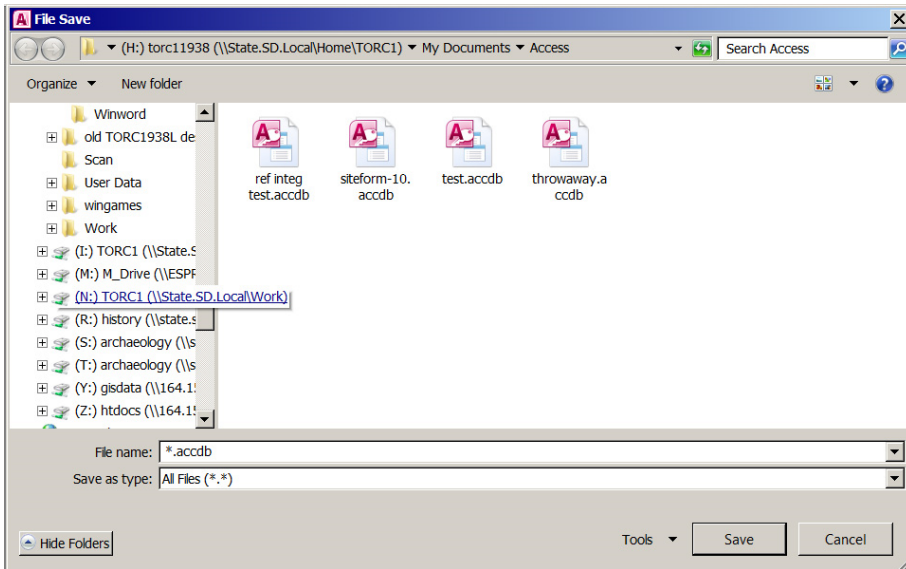
MS Access will open and the following screen will come up:



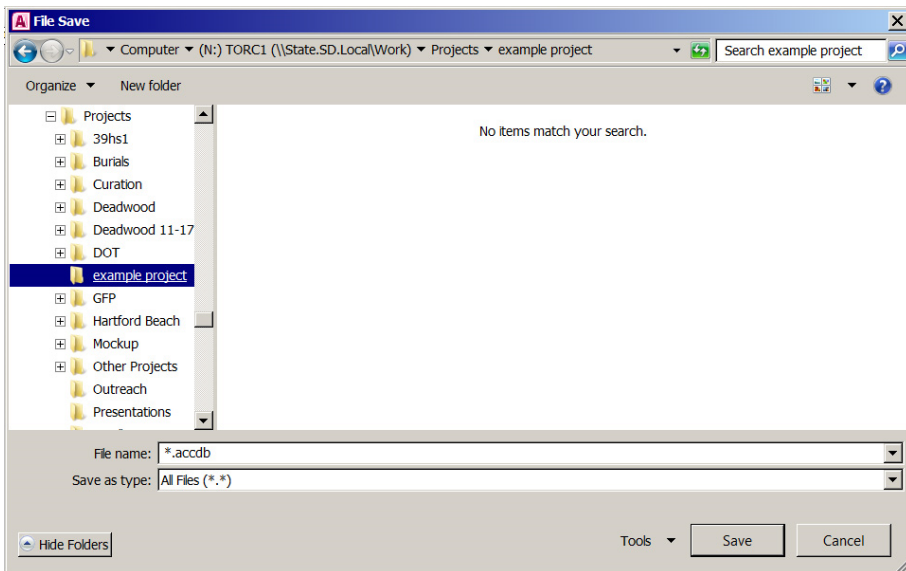
Click on **New Catalog**. The following screen will come up:



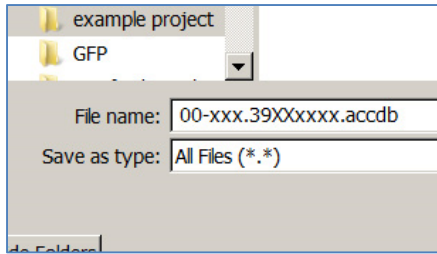
The folder that the screen opens in will vary on each computer. On the left side of the window, scroll to the N: drive



Find the folder where you are working and click on it (in this case, “N:\Projects\example project”):



Next, click in the **File name** box and type in the name you want for the new catalog. The catalog name should include the accession number and site number. For example, the file name for site number 39XXxxx with accession number 00-xxxx should be 00-xxx.39XXxxxx.acbdb (in this example case, that is what we’ve used). After you have entered the desired file name, then click ‘Save’.



After you have entered the desired file name, then click **Save**:

A new catalog will open, as seen below. Data entry may begin.

ARMS: Artifact Catalog

ARMS Catalog Utility

[Close Catalog](#)
[Print](#)

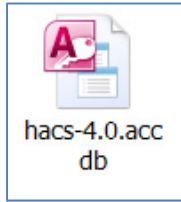
Accession	<input type="text"/>	Catalog	<input type="text"/>
Class	<input type="text"/>		
HACS	Class no	<input type="text"/>	
Material	<input type="text"/>	Count	<input type="text"/>
Unit	<input type="text"/>	Complete	<input checked="" type="checkbox"/>
Level	<input type="text"/>	Disp quality	<input checked="" type="checkbox"/>
Feature	<input type="text"/>		
Prov	<input type="text"/>	Date collected	<input type="text"/>
Comment	<input type="text"/>		
Loan no	<input type="text"/>	Conserv no	<input type="text"/>
Storage no	<input type="text"/>		
Cataloged by	<input type="text"/>	Date cataloged	<input type="text"/>

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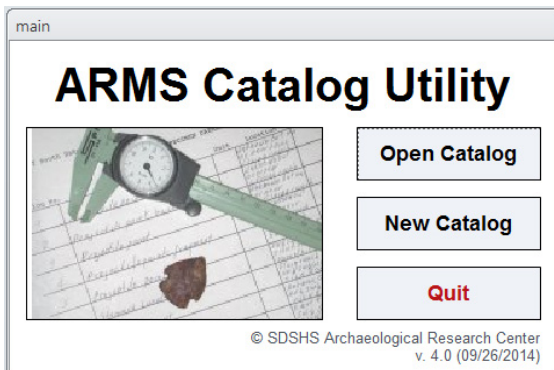
Record: 1 of 1 No Filter Search

Opening an existing catalog in HACS

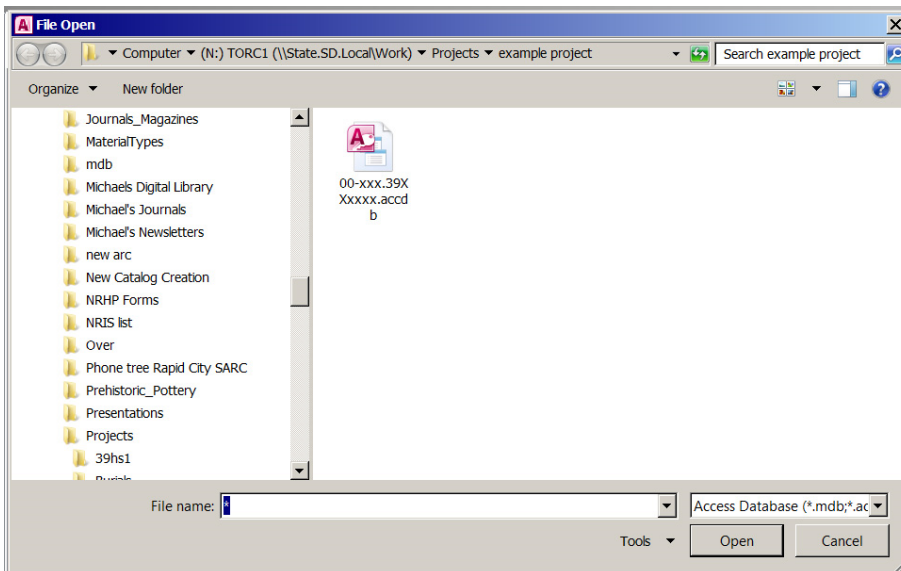
Double click on the icon for **hacs-3.01.accdb**:



MS Access will open and the following screen will come up:

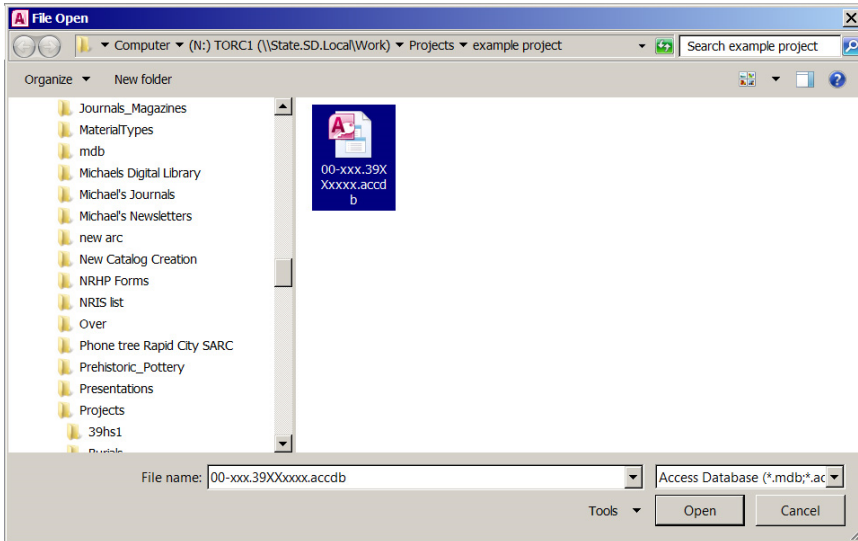


Click on **Open Catalog**. The following screen will come up:

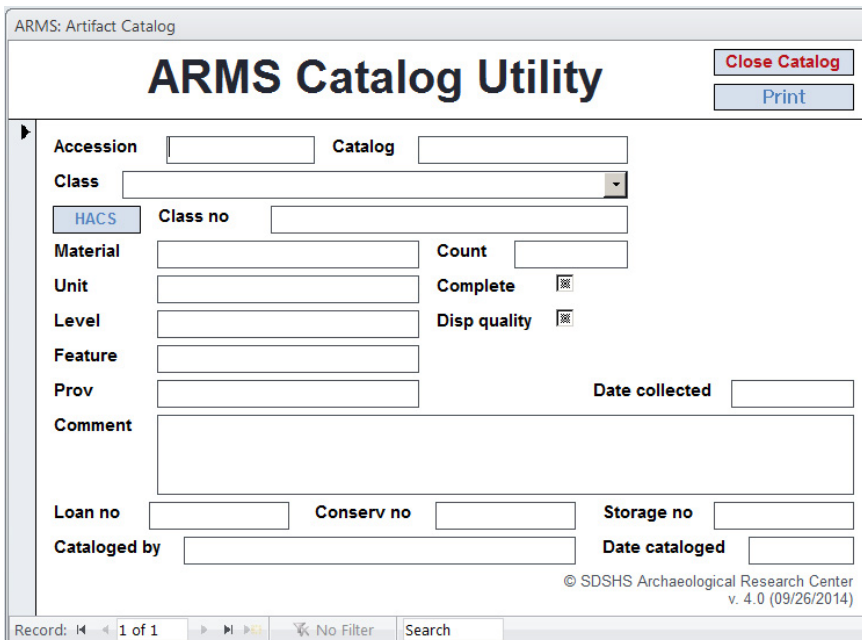


The folder that opens will vary. You might need to use the left-hand column to navigate to the folder where your catalog table is located:

Once you have navigated to the correct folder, select the appropriate catalog file and open it.

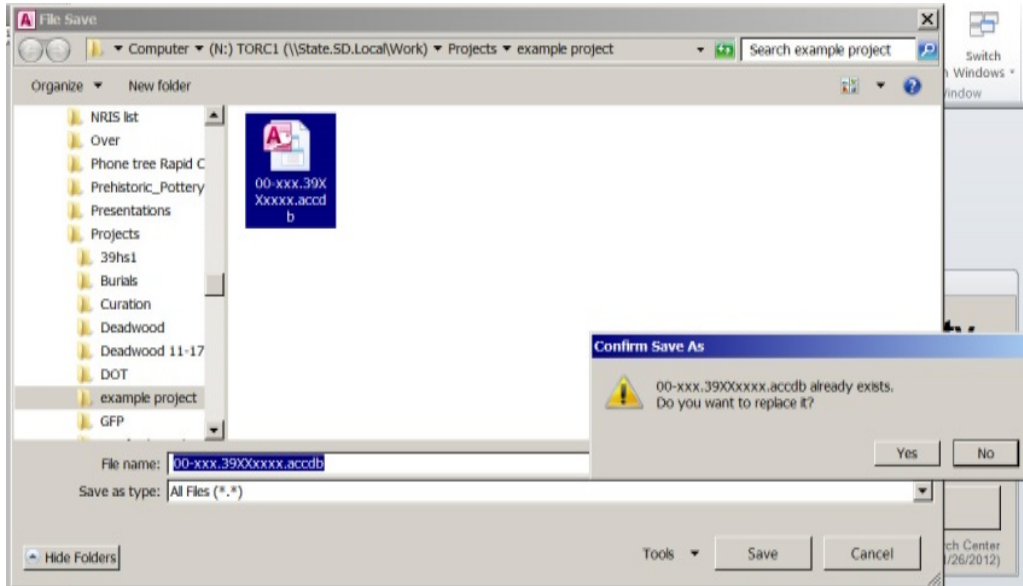


The following screen (probably with data in the fields) will appear. Continue entering data into the catalog.



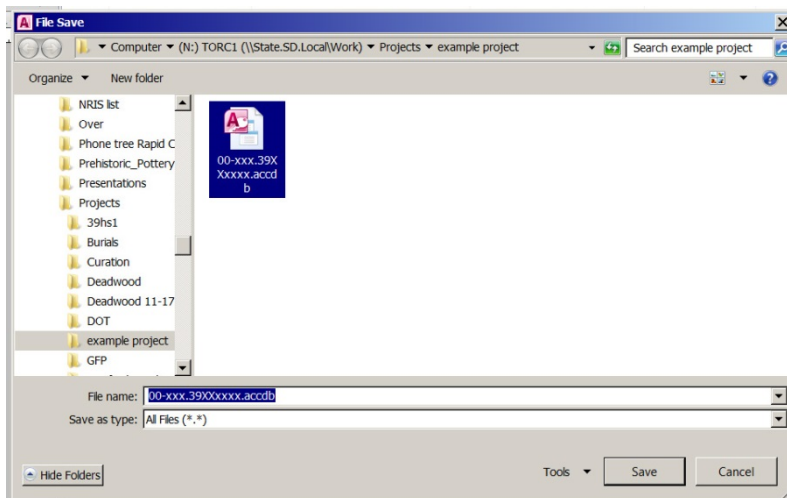
Warning!

On the menu screen, if you want to open an existing file but click on **New Catalog** instead of **Open Catalog**, you will get the following error message:



If you click on **Yes** the file will be zeroed out and all the data you entered will be lost. **DO NOT DO THIS.**

Instead, click on **No**, then on the next screen click on **Cancel** (in the lower right corner).



The menu screen will come up again. This time choose **Open Catalog**.

Entering Catalog Data

For the most part, entering catalog record data is straightforward. There is a field for the Accession Number. To enter the accession for the first time, put the cursor in the field and type in the accession number. Remember to type it in the correct format: two digits, followed by a dash, followed by a 0-padded four-digit number (e.g. 92-0002). Then press the tab key or use the mouse to go to the next field. The accession number automatically duplicates itself in the catalog field, followed by a colon (“:”). The catalog number is typed in at that point. Be sure to pad out the catalog number to the correct number of digits. For example, if less than a thousand catalog numbers will be used in the accession, start with 001, 002...010, 011...100, and so forth. That way it will be easier to sort the catalog records. A properly formatted catalog number will have the form 92-0002:001, for example.

The **Class** field is where you enter the artifact type. If you know the actual name, just type it in. The software will attempt to assist you. You can also use the field as a drop-down. In that case, scroll through until you find what you need.

You can also use the **HACS** button to find your artifact type. When clicked, it opens the **HACS Selector** form. You can then move right or left through the classes to select an artifact type. The arrow buttons tell you whether you can move left and right in the tree.

The screenshot displays the ARMS: Artifact Catalog software interface. The main window is titled "ARMS: Artifact Catalog" and features a sidebar with various input fields: Accession, Class, Material, Unit, Level, Feature, Prov, Comment, Loan no, Conserv no, Storage no, Cataloged by, and Date cataloged. A "HACS" button is visible next to the Class field. An "Artifact Classes Available" dialog box is open, showing a list of artifact classes with "01 ABORIGINAL REMAINS" selected. The dialog box includes "Cancel" and "Select" buttons. The bottom of the interface shows a status bar with "Record: 1 of 1", "No Filter", and a "Search" field. The copyright notice at the bottom right reads "© SDSHS Archaeological Research Center v. 4.0 (09/26/2014)".

Class	Description
01	ABORIGINAL REMAINS
02	FAUNAL REMAINS
03	FLORAL REMAINS
04	MINERAL/STONE
05	HISTORIC ARTIFACT
06	HUMAN BONE