Museo de San Juan Digital Archive

A User Guide to the Microsoft Access Database
for the Museo de San Juan

May
2023

Table of Contents

1.0 How to Open the Digital Archive

This chapter provides an overview of how to open the digital archive, depending on the computer account in use. Opening the archive from a Registrar computer will allow you to make changes and save these changes to the OneDrive. Meanwhile, opening the archive from a Cultura computer will let you view the database, not make changes.

1.1 Opening the Digital Archive from the Registrar Computers

(i) If you do not wish to make edits, either refer to Section 1.2, or be cautious of making accidental changes when navigating through the digital archive.

1. Start by logging into the computer:
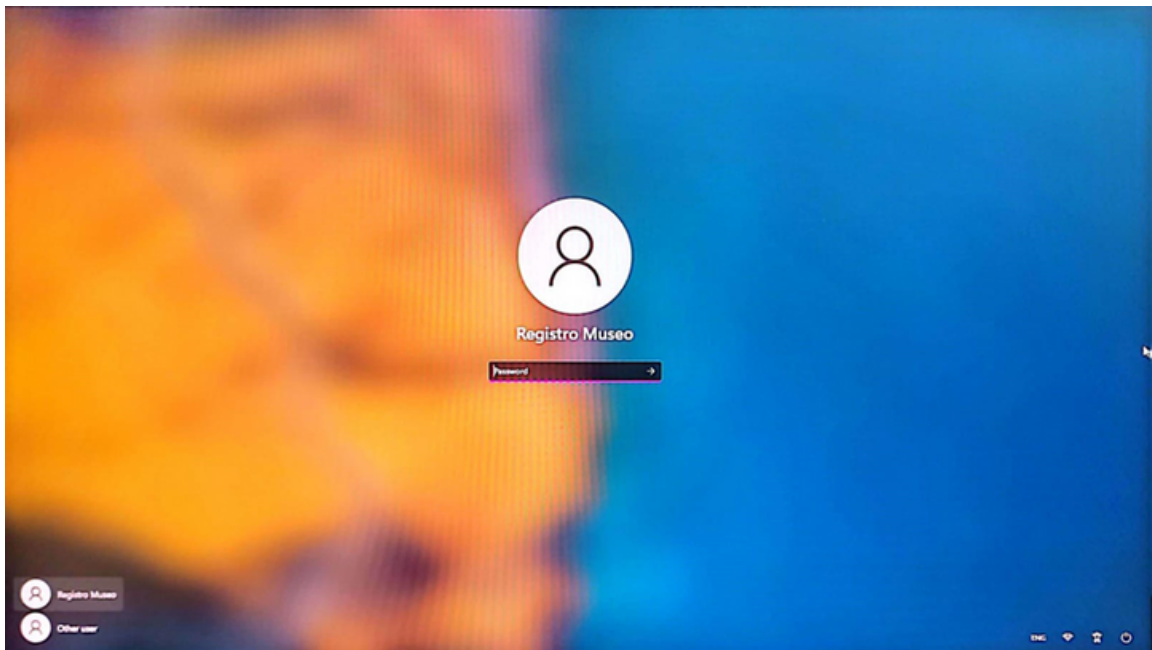
2. Open File Explorer, located at the bottom of the computer screen:

3. Next, click on the Municipio de San Juan One Drive on the left-hand side toolbar:
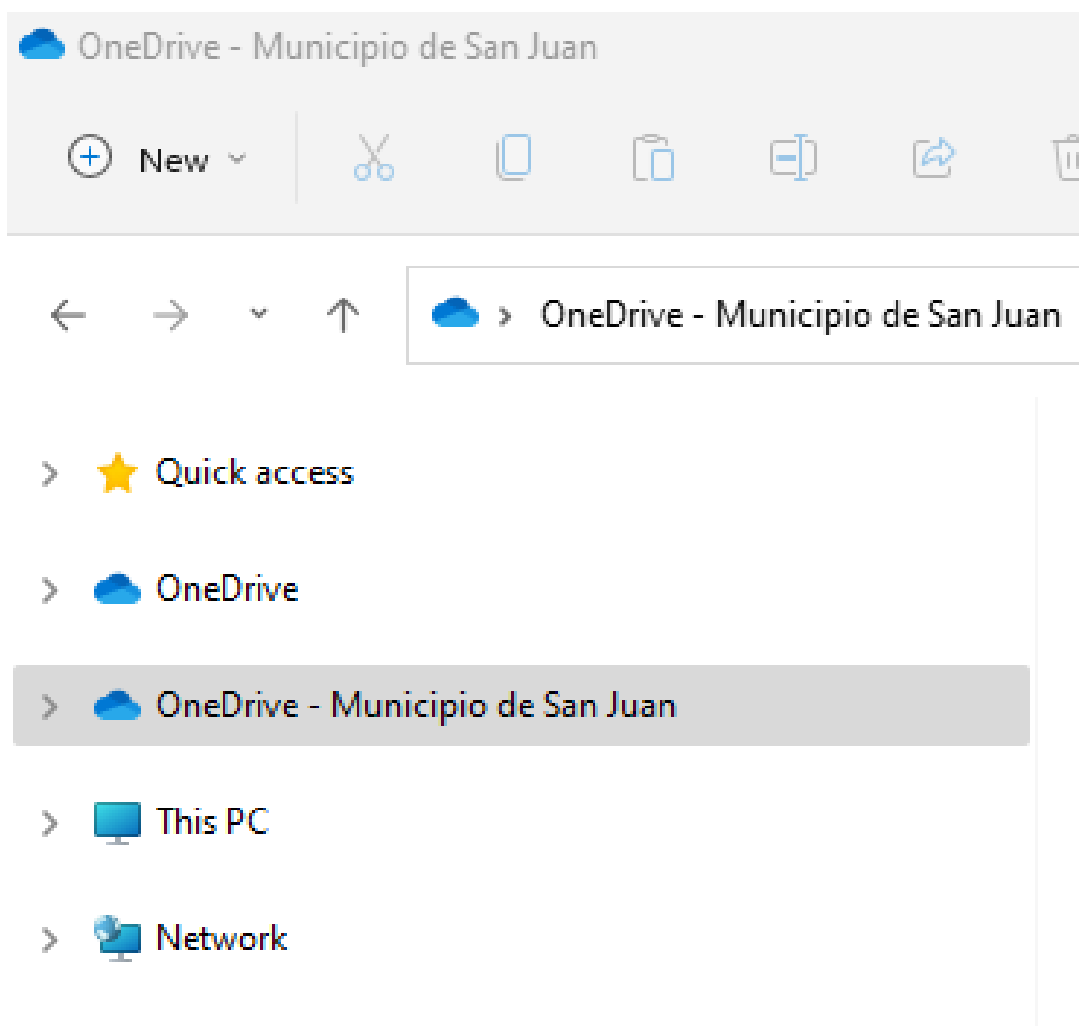
4. Once the Municipio de San Juan One Drive is open, enter "Museo Collection Database" into the search bar in the upper right corner. The file will appear in the search results:
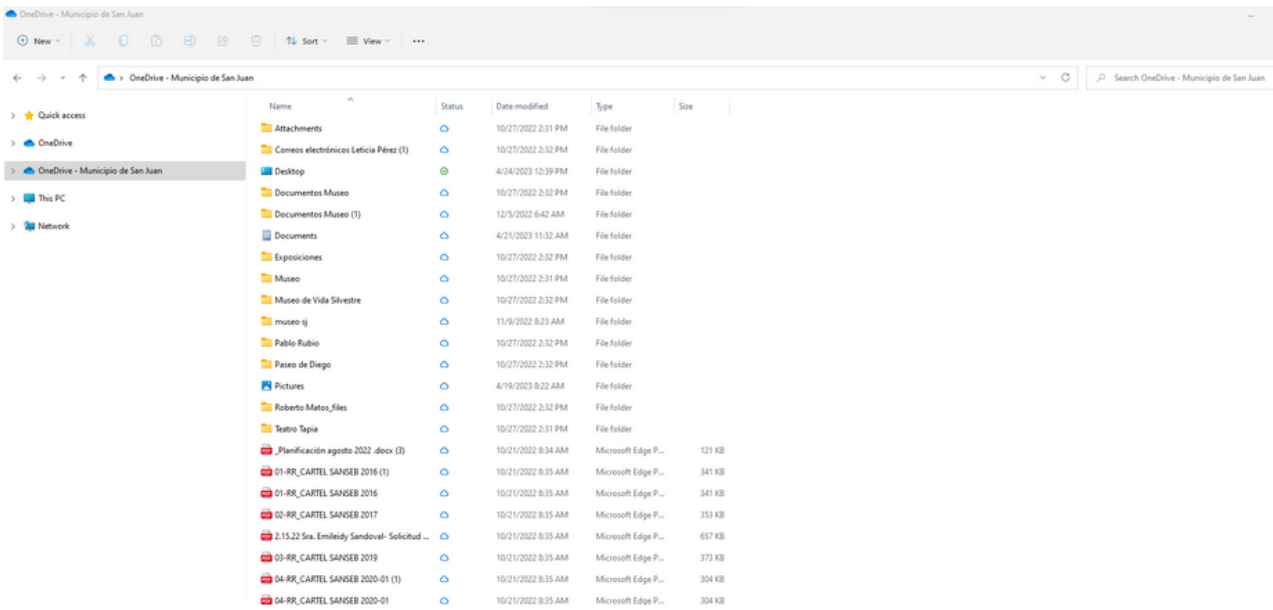
5. Click on "Museo Collection Database", and the digital archive will open to make edits.
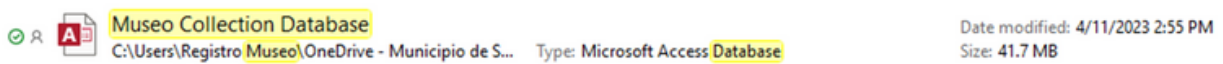
1.2 Opening the Digital Archive from the Cultura Computers

ⓘ If you wish to make edits to the digital archive, refer to Section 1.1.
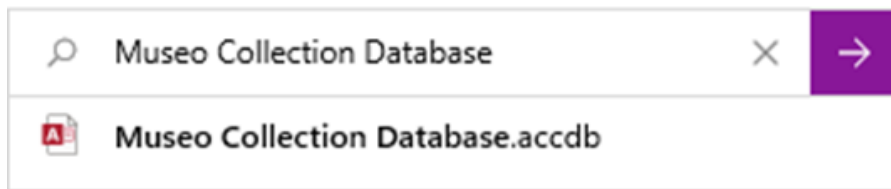
1. Start by logging into the computer:
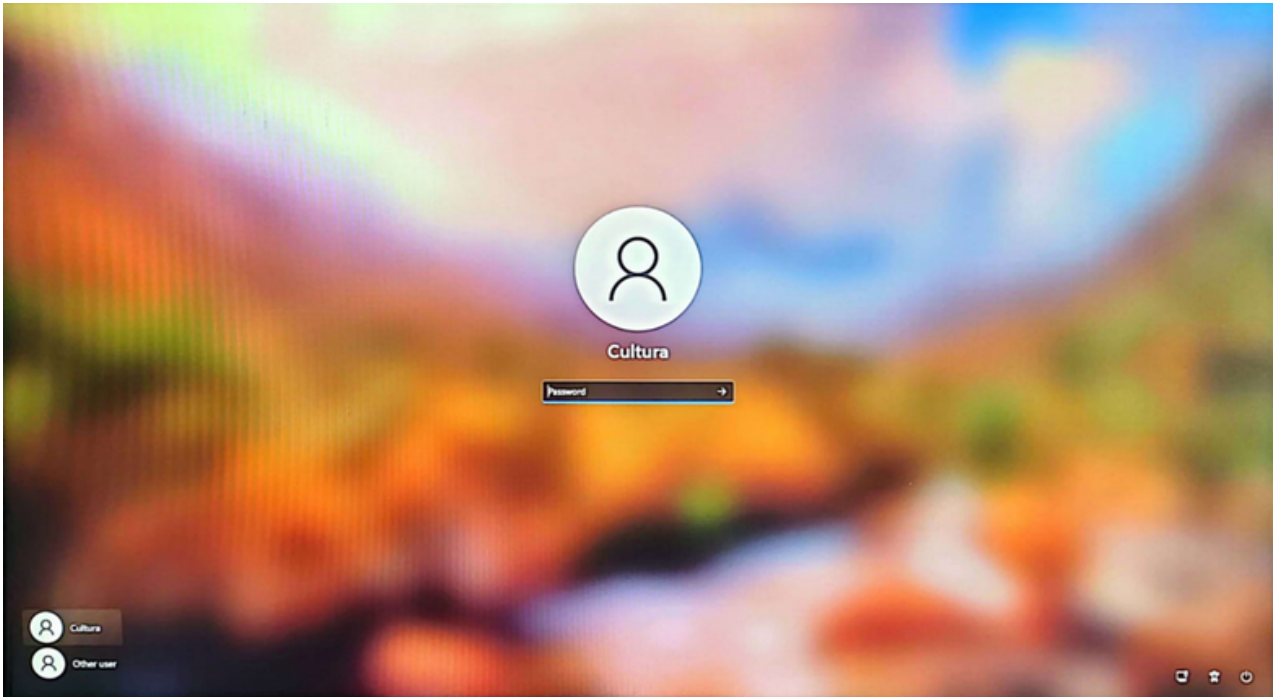
2. Open Microsoft Edge, located on the toolbar at the bottom of the computer screen:

3. Once Microsoft Edge is open, type "sharepoint login" into the search bar and hit enter:
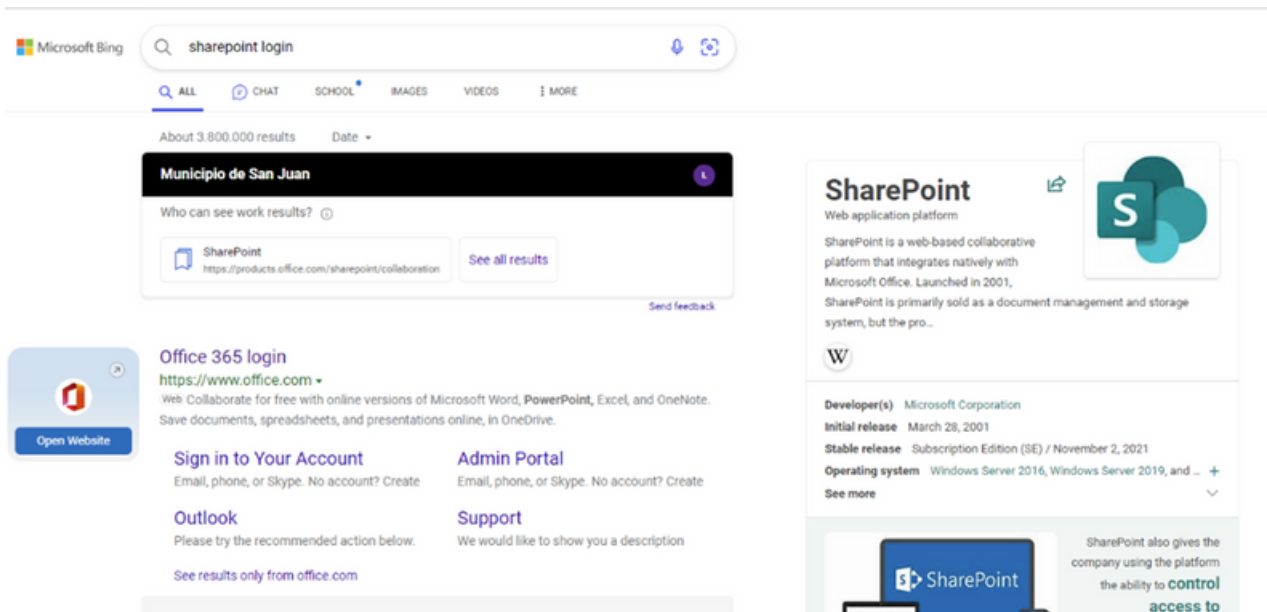
4. Click on "Office 365 login" to navigate to SharePoint and login using credentials if prompted:
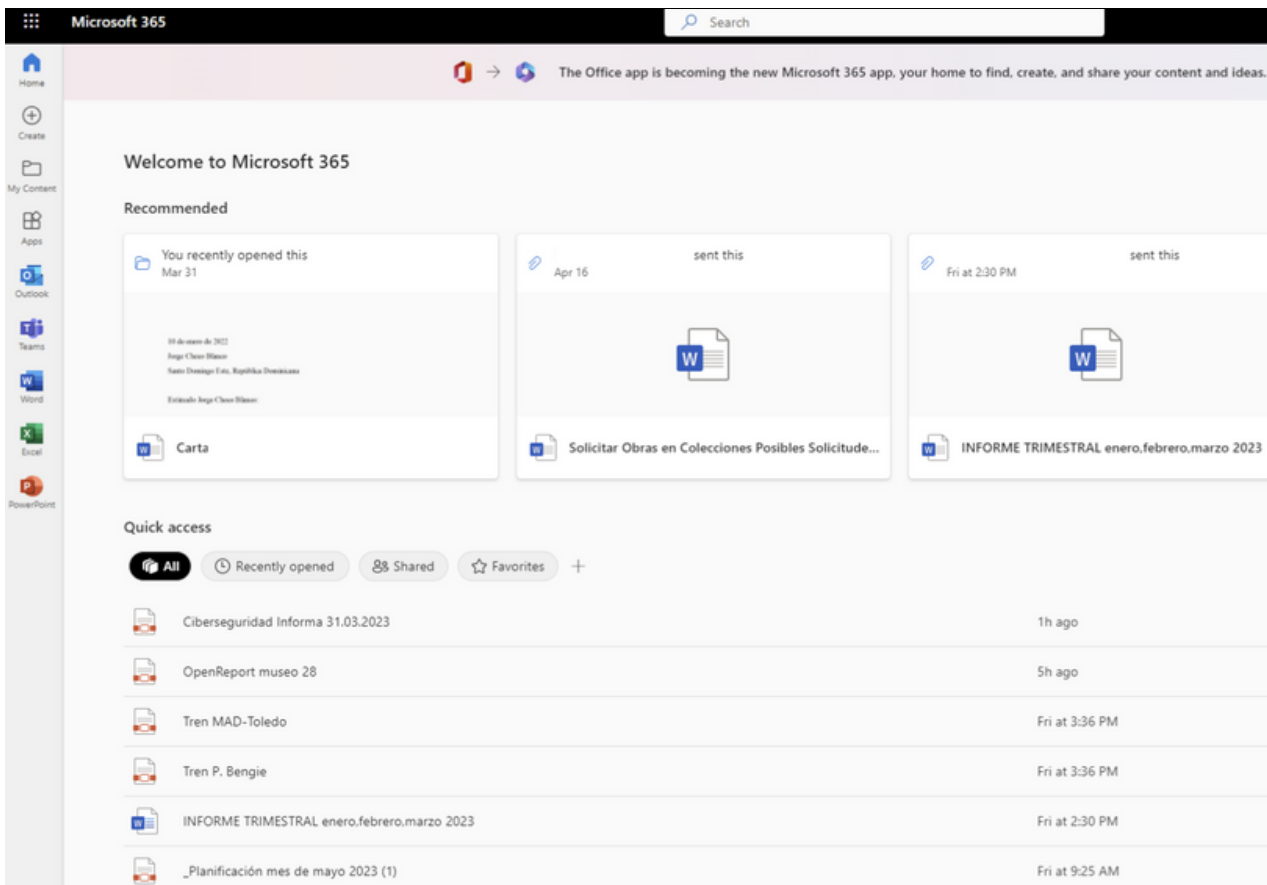
5. Once you are in SharePoint, enter the name of the current Registrador/a into the search bar:

6. Click on the blue magnifying glass icon to search and see all files belonging to the Registrador/a, including the digital archive:
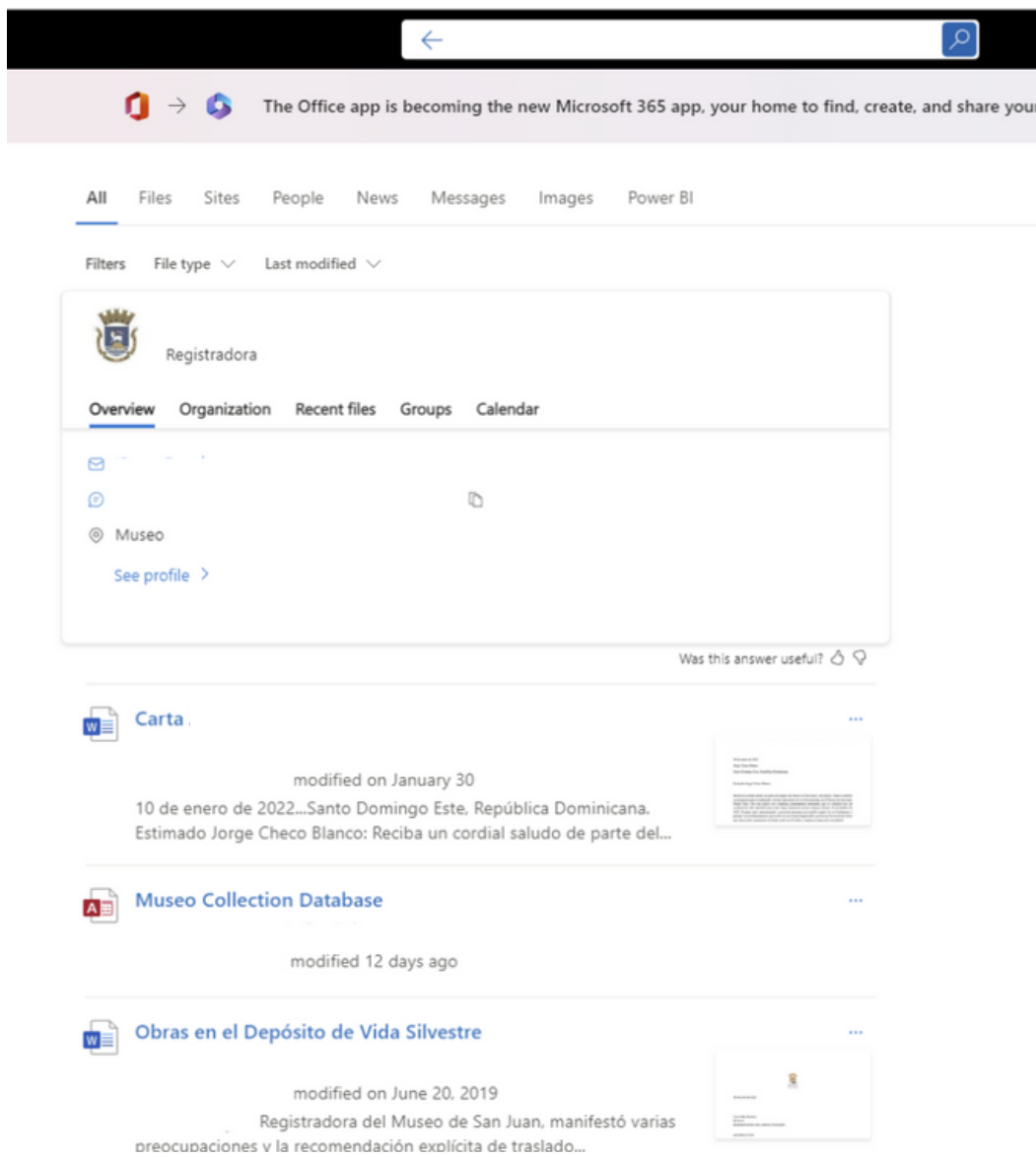
7. Click on the digital archive titled "Museo Collection Database". This will direct you to the following message to download the Access file. Downloading the file will let you view the digital archive and any changes made won't be saved to the OneDrive:

Museo Collection Database.accdb

Hmm... looks like this file doesn't have a preview we can show you.

Open   Download

2.0   How to use the Digital Archive

This chapter provides an overview of how to use all the features of the digital archive. This includes how to open tables and forms, navigate through pieces, add pieces, remove pieces, edit pieces, and search for pieces.

2.1 Opening Tables for Specific Piece Types

1. Once you have opened the digital archive following instructions from Chapter 1.0, your screen should see the following:

2. On the left-hand side, you can see the list of all tables and forms within the database:
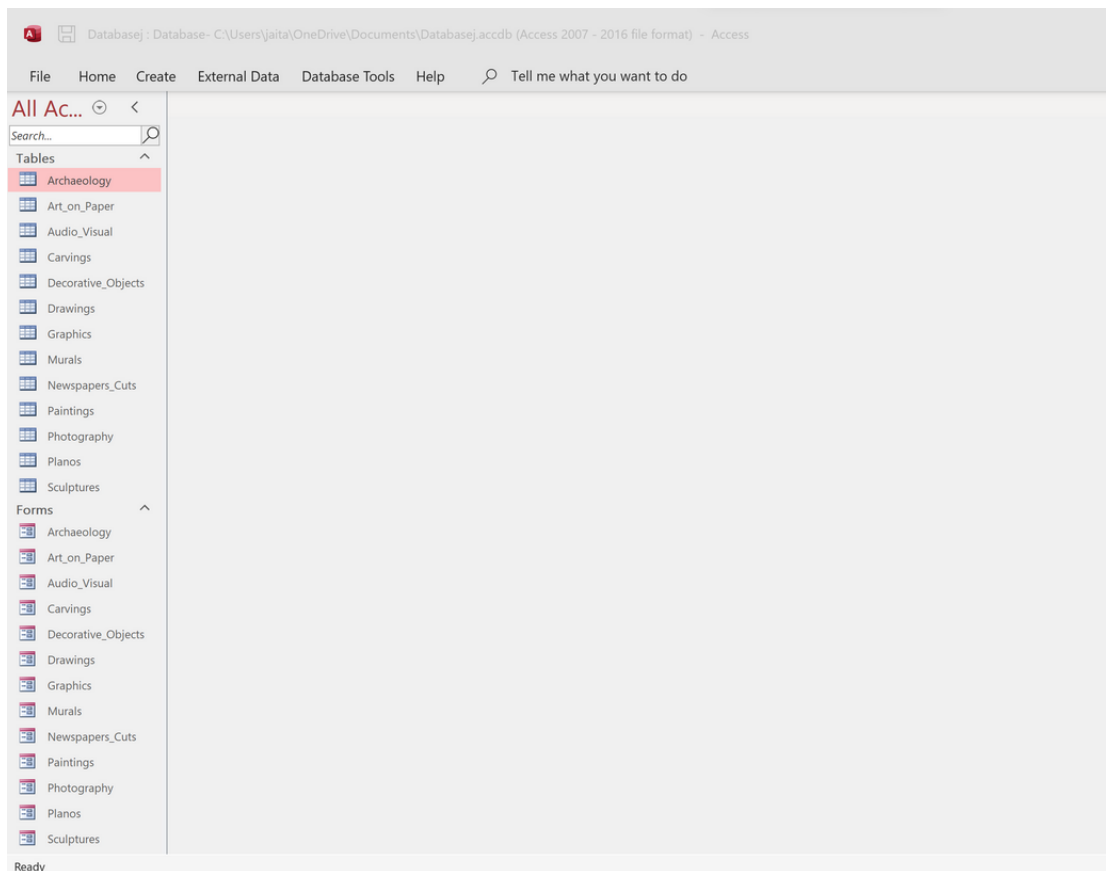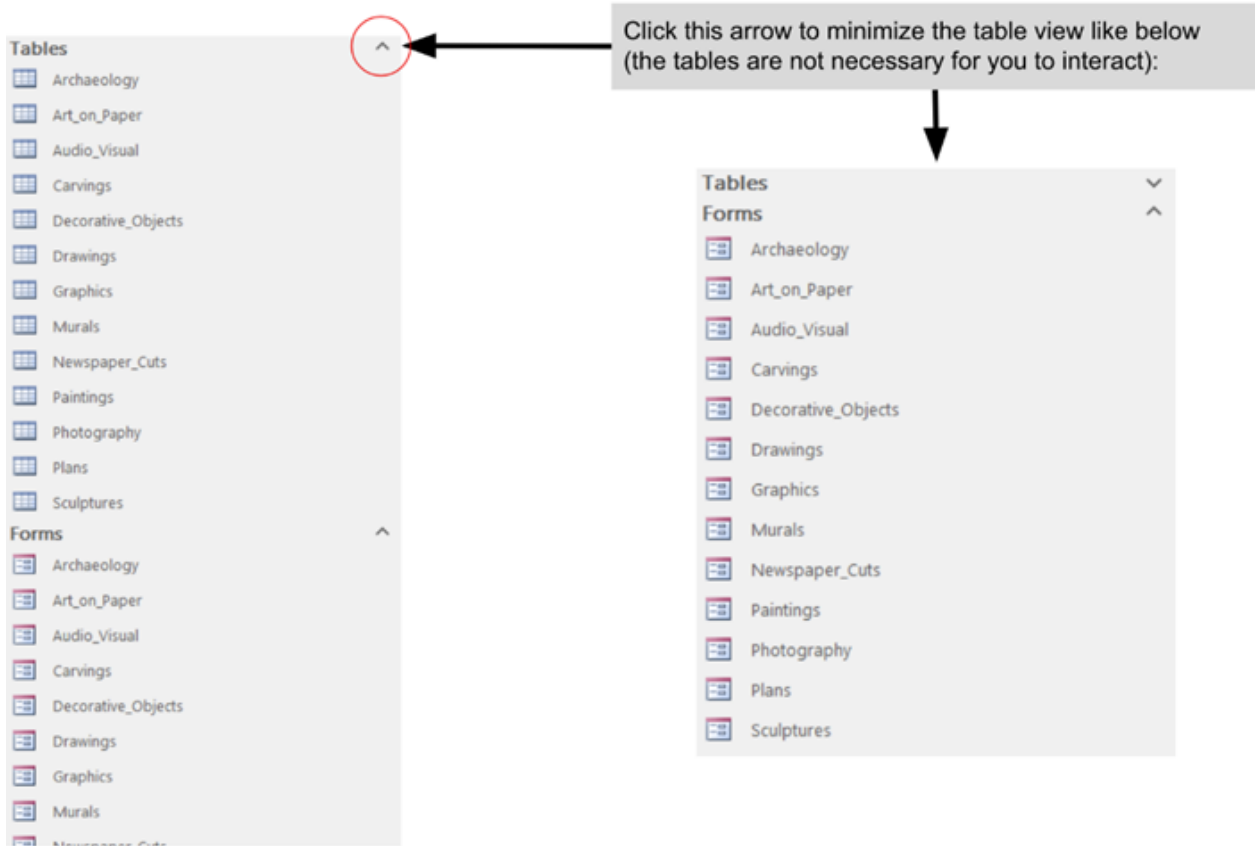

Click this arrow to minimize the table view like below (the tables are not necessary for you to interact):

Tables
- Archaeology
- Art_on_Paper
- Audio_Visual
- Carvings
- Decorative_Objects
- Drawings
- Graphics
- Murals
- Newspaper_Cuts
- Paintings
- Photography
- Plans
- Sculptures

Forms
- Archaeology
- Art_on_Paper
- Audio_Visual
- Carvings
- Decorative_Objects
- Drawings
- Graphics
- Murals

Tables
Forms
- Archaeology
- Art_on_Paper
- Audio_Visual
- Carvings
- Decorative_Objects
- Drawings
- Graphics
- Murals
- Newspaper_Cuts
- Paintings
- Photography
- Plans
- Sculptures

3. To interact with Photography pieces for example, double click on the form labeled Photography.

2.2 Looking Through Pieces in a Single Table

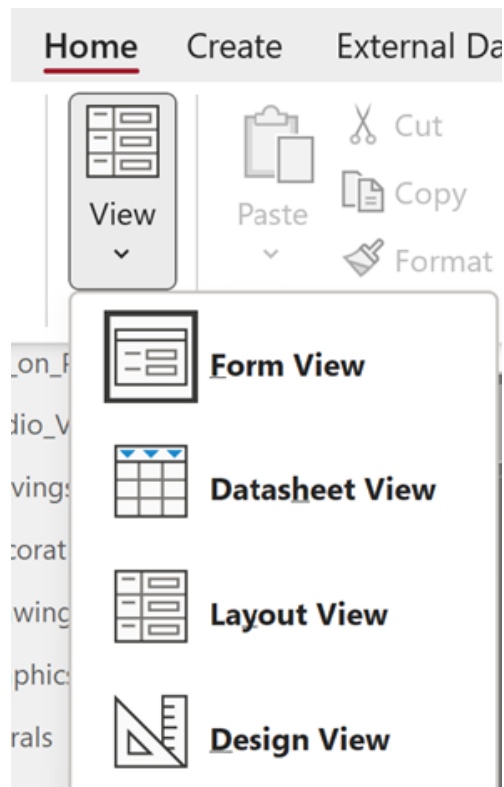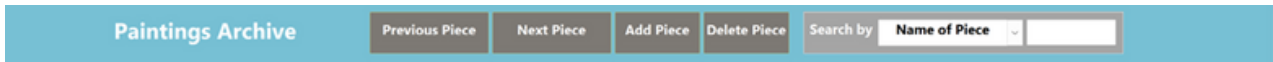To look through pieces in a table, first ensure that the specified form is open, following the instructions from Section 2.1. Once the form is open, you should see the following:

Make sure to view the form in Form View by clicking on Home in the top toolbar, then click View, then click Form View as shown below:

1. Once you have the form pulled up, look through pieces using the buttons at the top:

2. Navigate through pieces using the "Next Piece" button to move forward and "Previous Piece" button to move backward.

 This popup indicates that you are at the end of the list of pieces in the database. Nothing went wrong, you can just click OK.

2.3 How to Add a Piece

To add a piece to a table, first ensure that the specified form is open, following the instructions from Section 2.1. Once the form is open, you should see the following:

Make sure to view the form in Form View by clicking on Home in the top toolbar, then click View, then click Form View as shown below:
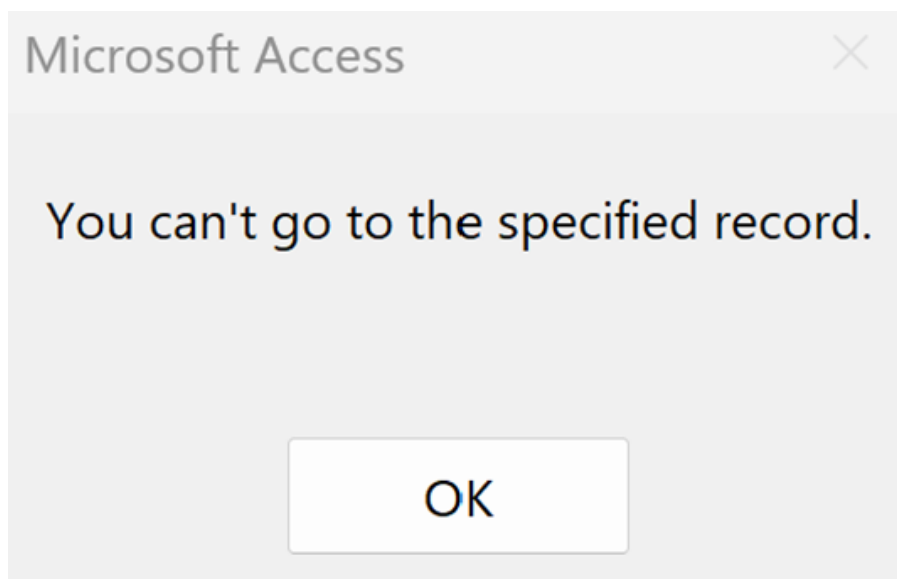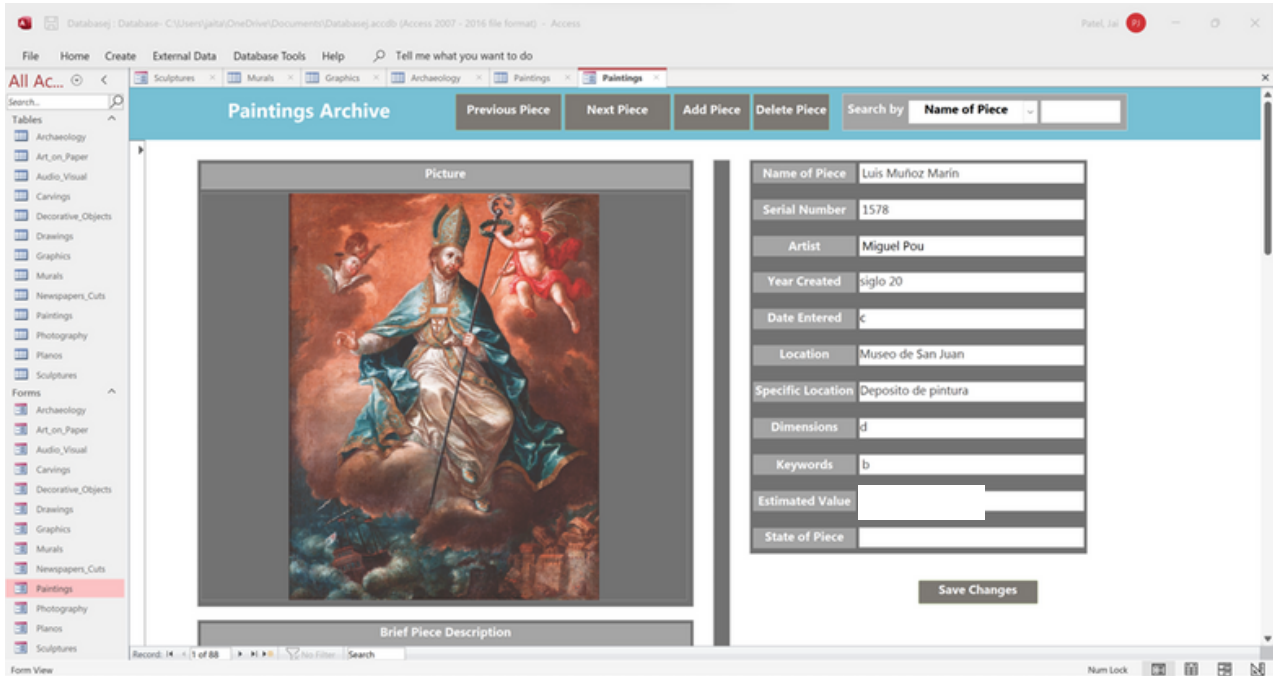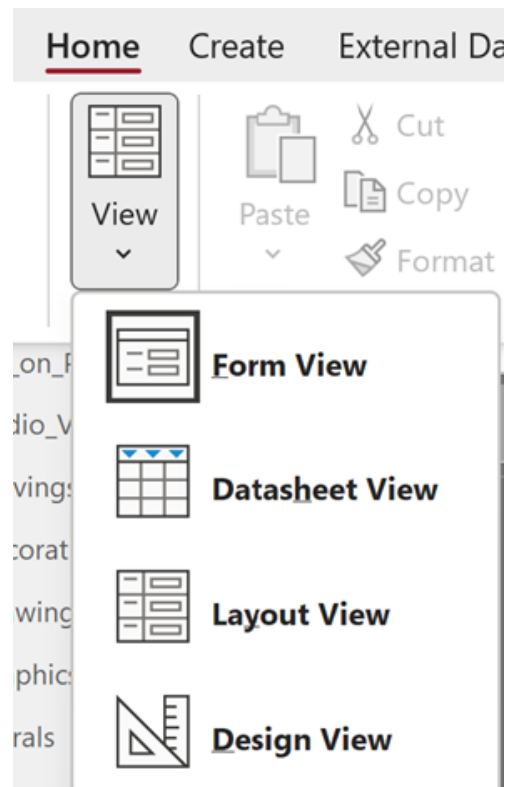
1. Once you have the form pulled up, you can add a piece by using the "Add Piece" button at the top:

2. Once you have clicked the "Add Piece" button, you should see the following blank page:

3. Next, add a piece by clicking on the empty fields and typing in the new pieces' respective information. Add a picture by clicking on the large gray box below the "Picture" header, where it will prompt you with a paper clip icon to click to add a picture, as shown below:
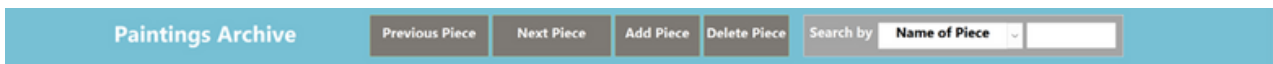
2.4 How to Remove a Piece

To remove a piece from a table, first ensure that the specified form is open, following the instructions from Section 2.1. Once the form is open, you should see the following:
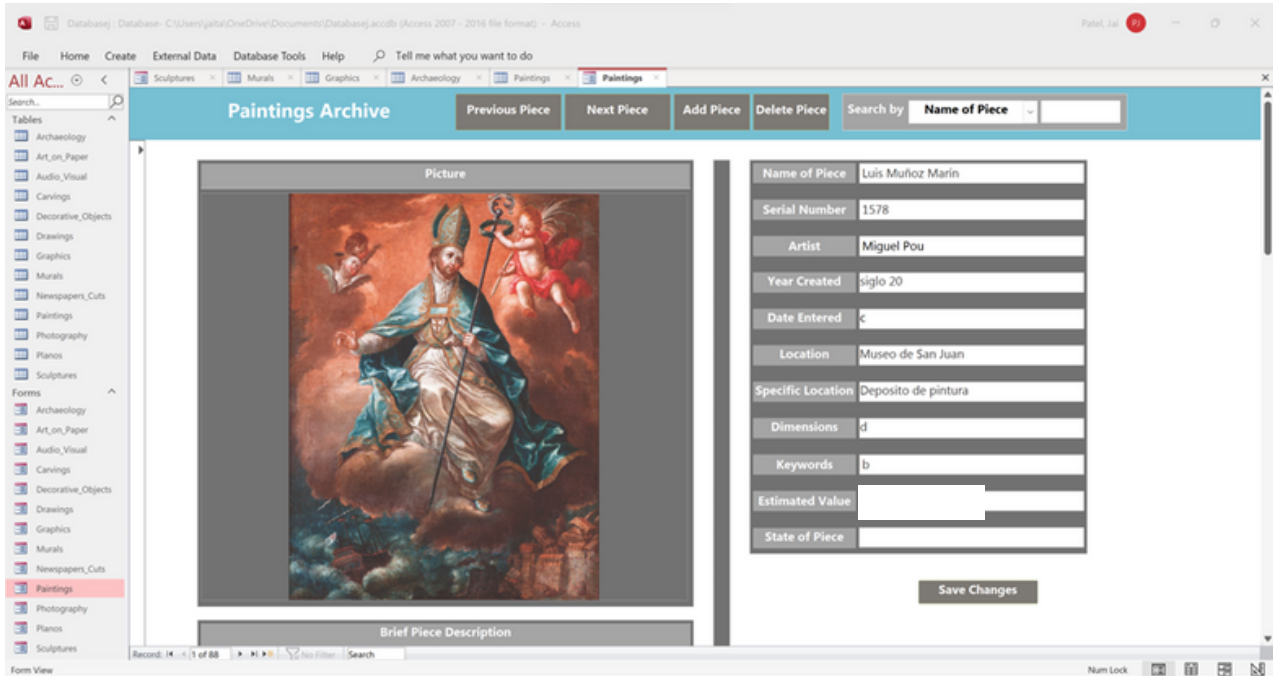
Make sure to view the form in Form View by clicking on Home in the top toolbar, then click View, then click Form View as shown below:
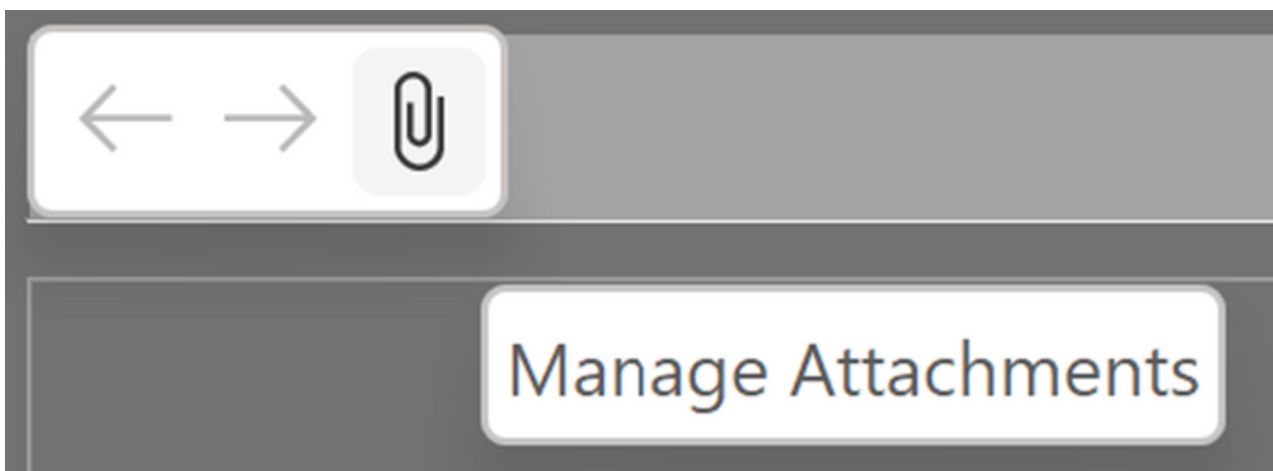
1. Once you have the form pulled up, you can remove a piece by using the "Delete Piece" button at the top:

2. Once you have clicked the "Delete Piece" button, you will be prompted with the following confirmation message below:

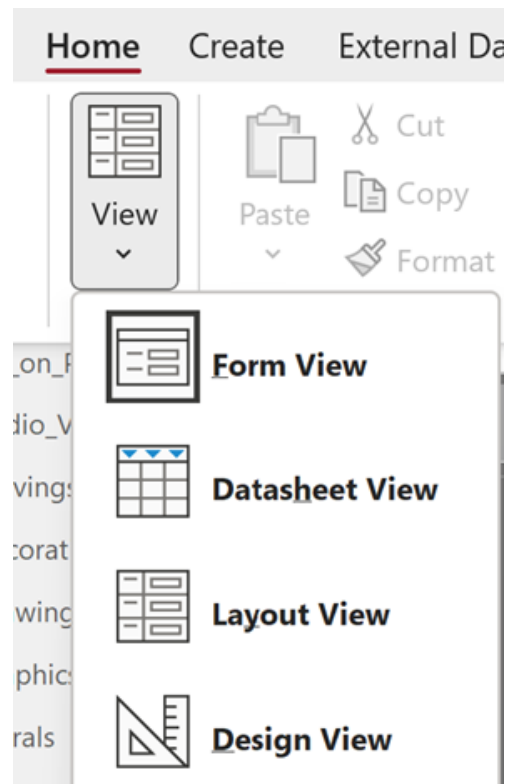3. Click "yes" to delete, or "no" to return to the piece you were looking at.
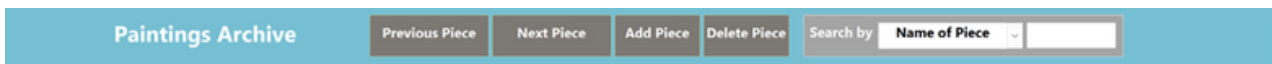
2.5 How to Edit a Piece

To edit a piece in a table, first ensure that the specified form is open, following the instructions from Section 2.1. Once the form is open, you should see the following:
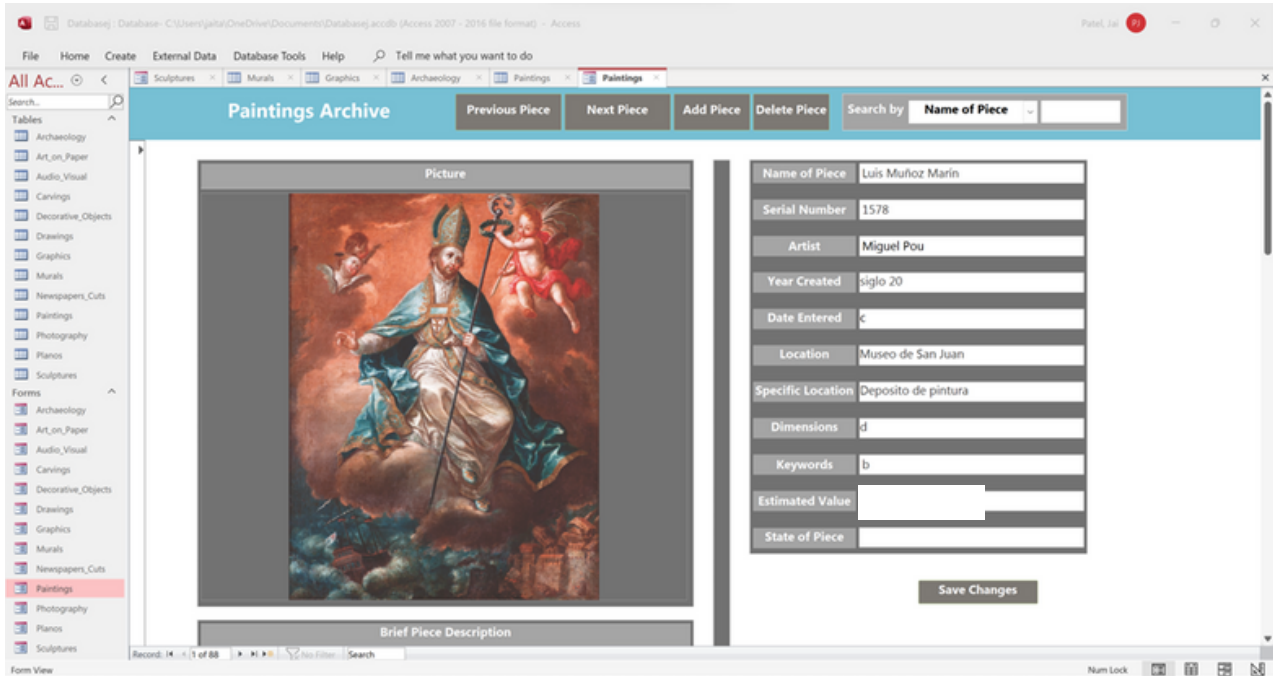
Make sure to view the form in Form View by clicking on Home in the top toolbar, then click View, then click Form View as shown below:
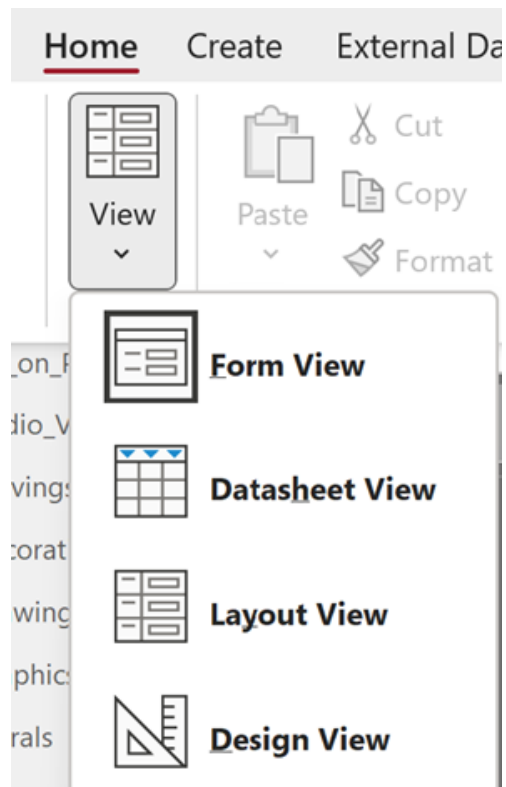
1. To edit the fields of a piece, click into any of the text boxes and modify the contents. In addition, you can modify the image by clicking on the large gray box below the "Picture" header, where it will prompt you with a paper clip icon to click to add, remove, or replace a picture, as shown below:
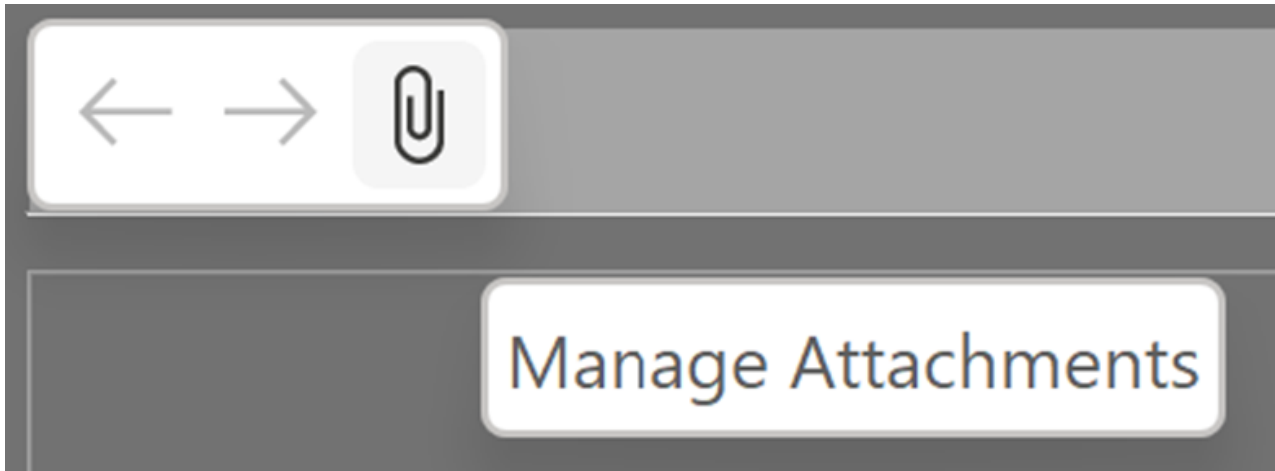
2.6 How to Search for a Piece

To search for a piece in a table, first ensure that the specified form is open, following the instructions from Section 2.1. Once the form is open, you should see the following:
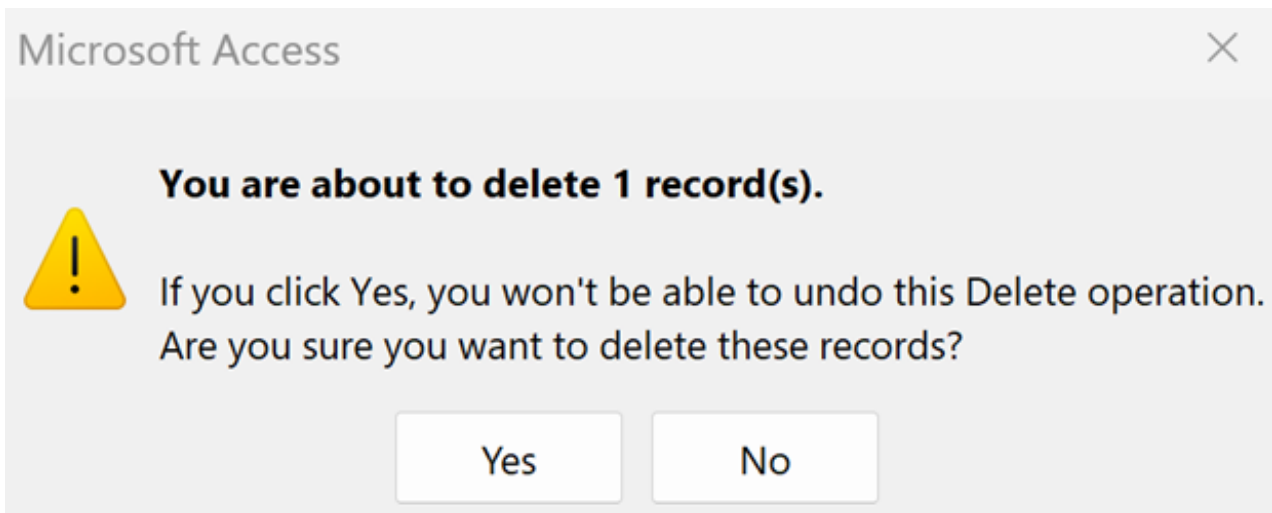

Make sure to view the form in Form View by clicking on Home in the top toolbar, then click View, then click Form View as shown below:
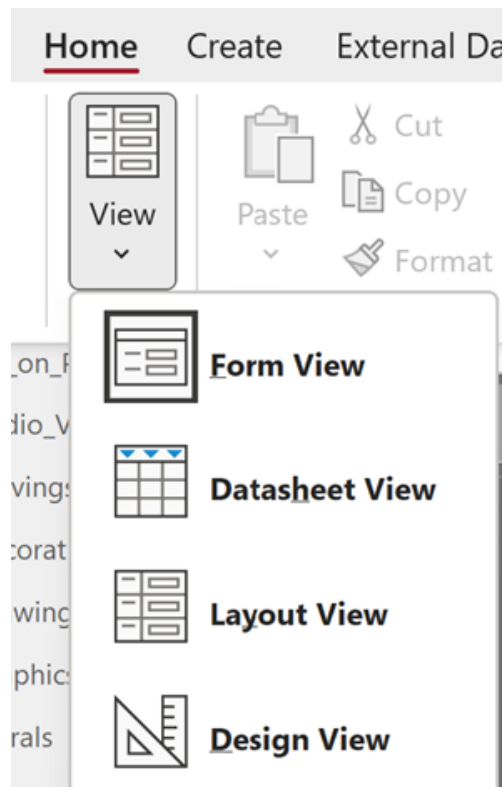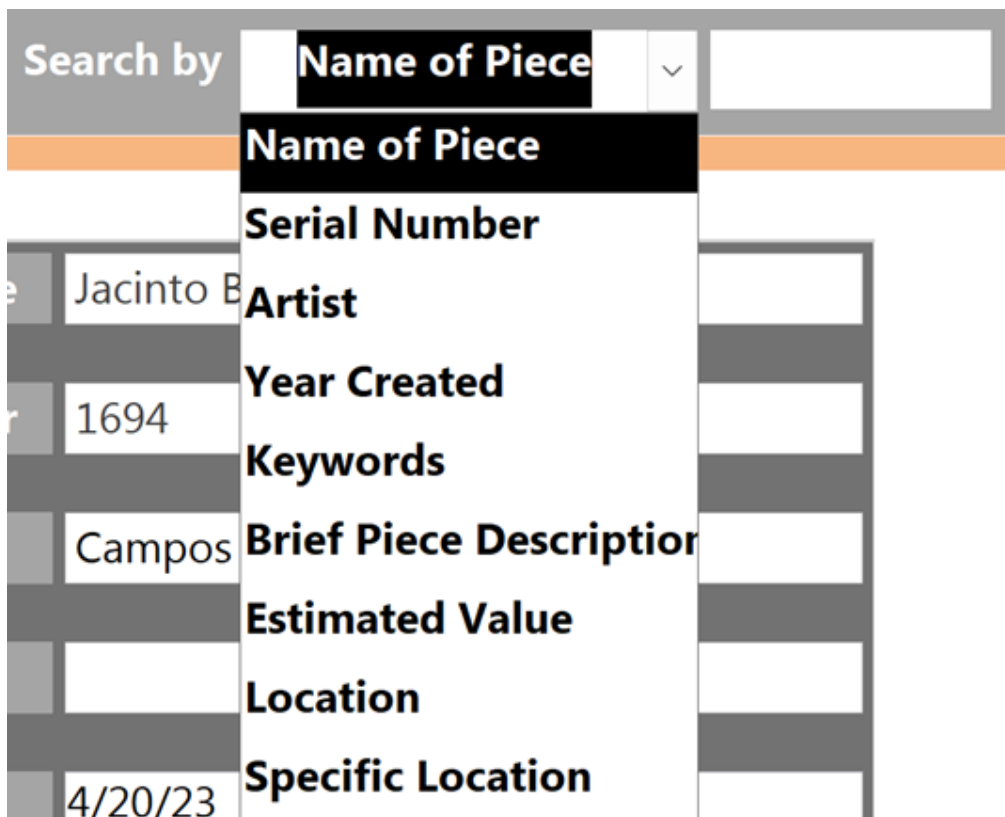
1. Once you have the form pulled up, you will see the following in the top-right corner:
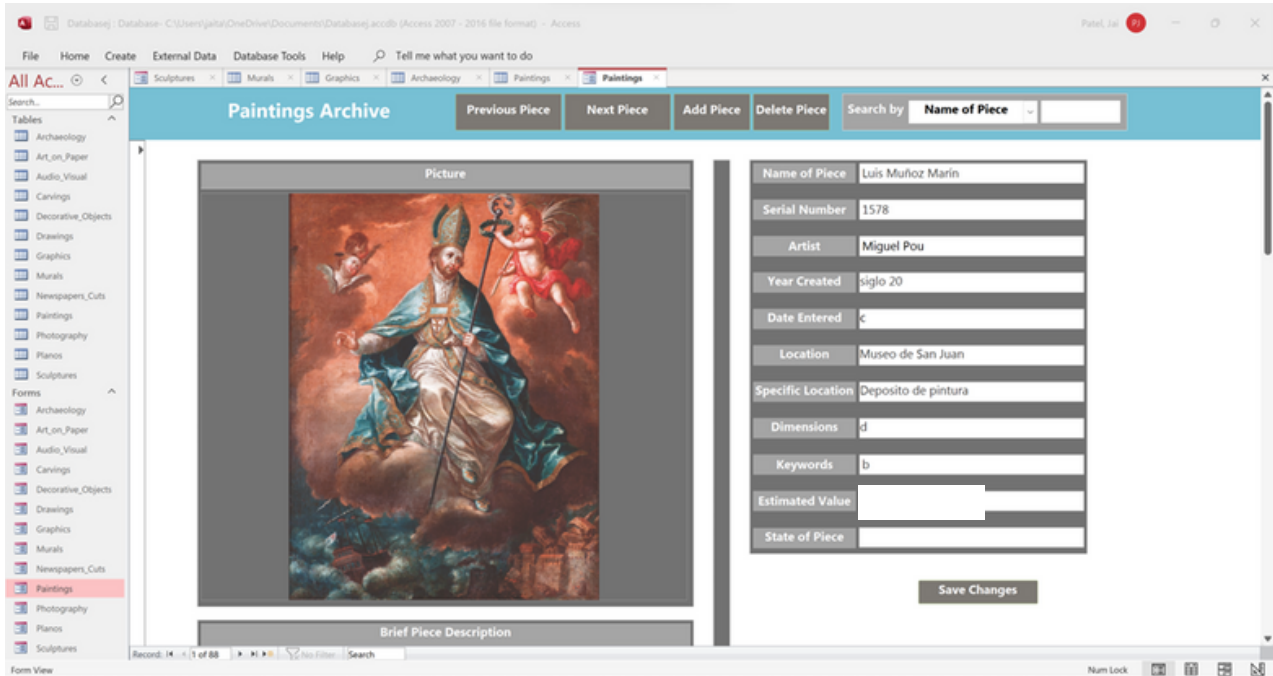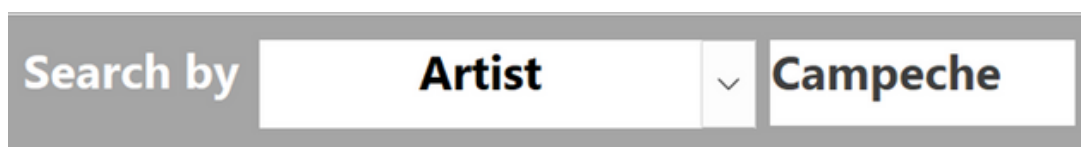

2. Open the drop-down menu by clicking the downwards arrow to the right of Name of Piece. You should then see the following:

3. Here, click on the specific metadata you want to search by. Then, click on the empty box to the right and type in the search contents. Attached below is a sample:

4. Only pieces that match the search contents will show up. Once done searching, erase the contents in the search box and click out to go back to the database.

3.0　　How to Upload and Save Changes

This chapter provides an overview of how to save the work done on the digital archive to minimize information loss. It includes how to save changes to a piece, how to save the entire archive, and how to ensure the digital archive changes have been synced to the Municipio de San Juan OneDrive.

3.1 Making Sure Changes are Saved

(i) When editing a piece's content in Section 2.5 or adding a piece to the digital archive in Section 2.3, remember to save changes made to the piece.

1. Any time a change is made to a field or image of a piece, the following message will appear underneath all the metadata:
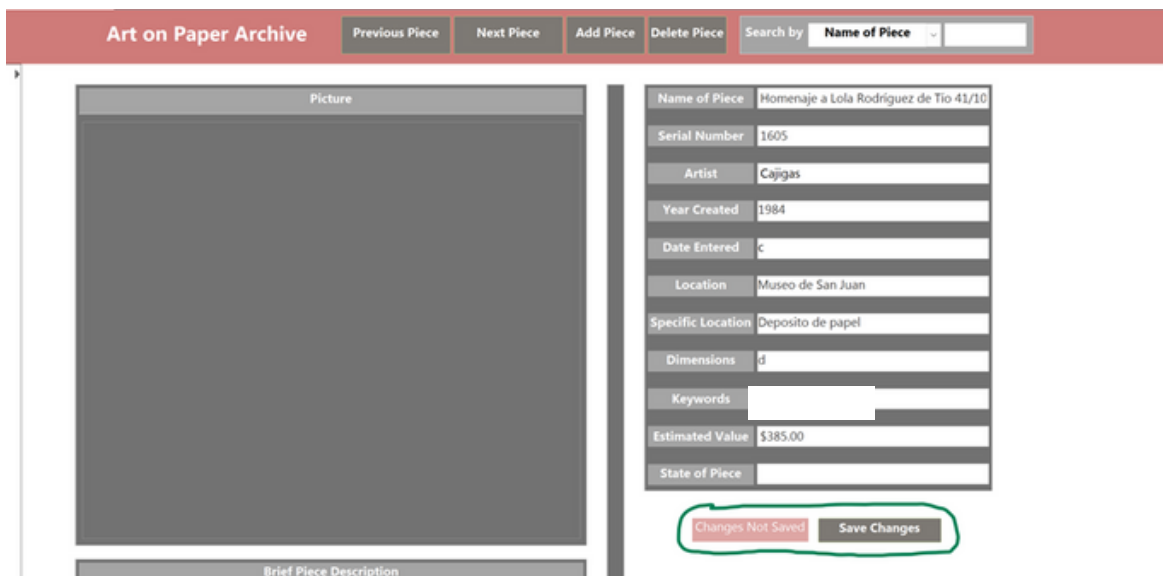
2. The red "Changes Not Saved" message indicates that the changes have not been saved to the piece.

3. To save the changes, click on the "Save Changes" button to the right, and the red "Changes Not Saved" message will go away.

3.2 Making Sure the Archive is Saved

To save changes to the digital archive, there are two options:

1. You can click on the save button in the top left corner of the screen as shown below:
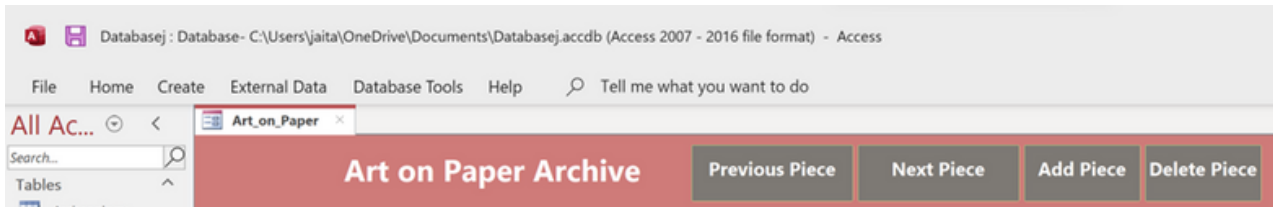
2. Or you can click on Home in the top toolbar, and click the Save button in the middle, as shown below:

3.3 Making Sure the Archive Syncs to the Municipio de San Juan OneDrive

1. Once you have closed the archive, you should see the following:

Museo Collection Database   4/24/2023 12:59 PM   Microsoft Access ...   42,764 KB

The blue double arrow icon indicates that the changes have not yet been synced to the cloud.

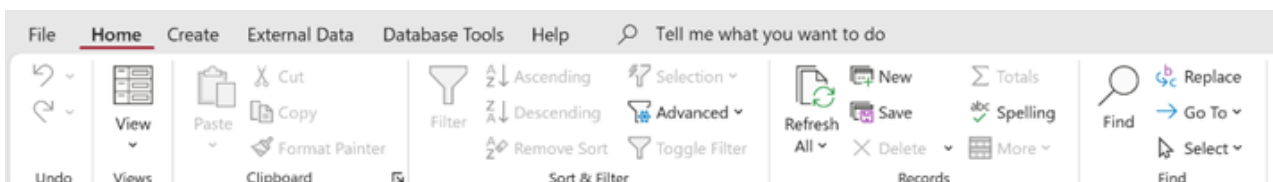2. To see that the changes have synced to the Municipio de San Juan OneDrive, wait for the double arrow icon to change to a green check mark:

Museo Collection Database   4/24/2023 12:59 PM   Microsoft Access ...   42,764 KB

4.0   Recommendations

       This chapter provides another Microsoft Access user manual for further reference and ideas for further developing the digital archive in the future.

4.1 Microsoft's User Manual

This link will direct you to a comprehensive Microsoft Access user manual developed by Microsoft:

Click Here - https://support.microsoft.com/en-us/office/access-video-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6

Both videos and text instructions are provided as the manual guides you through creating a database, importing data, creating forms, etc.

4.2 Further Development

       The project team recommends using Microsoft's Visual Basic for Applications (VBA) to add desired features to the digital archive system as the collection of the Museo de San Juan grows over time. VBA can be used to automate data entry, create custom reports on the collection, and integrate the Access database with other Office applications like Excel and Outlook for communication with other institutions.

       This link will direct you to a reference document developed by Microsoft for using VBA in Microsoft Access:

Click Here - https://learn.microsoft.com/en-us/office/vba/api/overview/access