

## **Appendix One Cinemage – Additional Information**

## Cinemage Databases Additional Information

### A. Modifying Records On-Line in the ANA Databases

1. To access the databases, go to the ASA's web site at [www.archivesalberta.org](http://www.archivesalberta.org). Select the "Members Login" button from the top of the home page. Log in to the system using your ID and password.

#### **Member login**

This login form is for ASA Institutional Members to log in to any of the ANA databases. For public access use the "Search" link below.

User id:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Clear"/>

2. After logging in, the following screen will appear:

#### **Select a Service**

- **Archives Network of Alberta**  
Search descriptions of records at archives in Alberta.
- **Alberta Archival Repositories**  
Search for information on archival repositories in Alberta.
- **Alberta InSight**  
Search for historical photographs held at various archival repositories in Alberta.
- **Alberta InWord**  
Search for historical Documents held at various archival repositories in Alberta.

### ● Cinemage System Administration

These are various services that are used to manage the Cinemage system.

To select the database that you wish to work in, click on the dot next to the name of the database.

3. To modify an existing description, search for the specific record in the database. To search for a record, you can do a keyword search using the first search box on the screen as shown below, and click "Go". This will search across all fields in the database.

Search the database *OR* select and browse an index.

Search for:	<input type="text" value="A.S. Cummings"/>	<input type="button" value="Go"/>
Enter a list of words. Use '?' to indicate truncation.		

Scan index	<input type="text" value="Names"/>	starting at:	<input type="text"/>	<input type="button" value="Go"/>
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You can also use the Scan Index option to search under Names, Topic, Repository, Provenance, Title, etc. The indexes are system-generated, based on specific fields in the database. For example, if you know the title of the record, you would select "Title" under Scan Index and enter in the name of the title of the description.

### Access - Archives Network of Alberta

Search the database *OR* select and browse an index.

Search for:	<input type="text"/>	<input type="button" value="Go"/>
Enter a list of words. Use '?' to indicate truncation.		

Scan index	<input type="text" value="Title"/>	starting at:	<input type="text" value="A.S. Cummings fonds"/>	<input type="button" value="Go"/>
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To search only the records from the Provincial Archives of Alberta, choose "**Select a Repository View**" from the main search screen, click on the dot next to the Provincial Archives, and then do a Simple or Advanced search.

- Once the record has been found, click on the dot next to the title of the record, to get the full display of the description.

● Title           A.S. Cummings fonds  
 Dates            1973-1975  
 Physical desc. 0.01 m of textual records. — 1 audio reel  
 Repository      Provincial Archives of Alberta

- Once the full record is displayed, there were be a choice of four options at the bottom of the screen:

#### - - - - Staff operations - - - -

- Modify this item.
- Delete this item.
- Add a 'child' entry to this item.
- Make a copy of this item.

Select the "**Modify This Item**" option to make changes to an existing record.

- After selecting this option, A "Database Modify form" will appear. Make whatever editing changes are necessary to revise the entry.

#### DBase modify form - Archives Network of Alberta

Control:	PAA-7156						
Header:	Status: c	Type: <input type="text" value="b"/>	Level: <input type="text" value="c"/>				
Status codes:	Added: <input type="text" value="041224"/>	DType: <input type="text" value="r"/>	Date1: <input type="text" value="1973"/>	Date2: <input type="text" value="1975"/>	Lang: <input type="text" value="eng"/>		
Title	<input type="text" value="A.S. Cummings fonds"/>						
Alt. title	<input type="text"/>						

Dates	^c1973-1975
Physical desc.	0.01 m of textual records. -- 1 audio reel.....

7. Once the entry is complete, click "**Update**" and review the description (it will appear on the screen after you click "Update").
8. Once the update is complete, use the Navigation bar near the top of the screen to continue with another description or to exit the system.

## **B. Generating Reports**

1. To obtain a list of all of the records in the database for your institution, select "**Repository**" under Scan Index from the main search screen, type in Provincial Archives in the search box, and click "**Go**".

Search the database *OR* select and browse an index.

Search for:	<input type="text"/>	Go
Enter a list of words. Use '?' to indicate truncation.		

Scan index	Repository	starting at:	Provincial Archives	Go
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2. Click on the dot next to the Provincial Archives of Alberta.

## Index Results - Archives Network of Alberta

◀◀ Preceding entries.

- ▮ ● 932 Provincial Archives of Alberta
  - ▮ ● 437 Red Deer and District Archives.....
- 

3. This will generate a list of all of the records in the database for that particular institution.

## Search Results - Archives Network of Alberta

*For more information, click on the blue dot or thumbnail image to the left of each record below.*

Search for: Repository Equals 'PROVINCIAL ARCHIVES OF ALBERTA'  
 Sorted by: Title  
 results - 932, starting - 1, ending - 10

- Title 19th Alberta Dragoons fonds  
 Dates 1900-1955  
 Physical desc. 291 photographic prints, 0.30 m. of textual records, and other material  
 Repository Provincial Archives of Alberta
- Title A. Arnason fonds  
 Dates Copied 1972  
 Physical desc. 0.01 m of textual records. - 19 negatives  
 Repository Provincial Archives of Alberta
- Title A. Clayton Milroy fonds  
 Dates Copied 1971-1977  
 Physical desc. 16 negatives. - 1 microfilm roll  
 Repository Provincial Archives of Alberta  
 .....

4. There are a number of options at the bottom of the Search Results page

More items from your result set.

- Save this search as a favorite.
- Limit this result set with another search.
- Sort this result set by some field.
- Summarize results by repository.**
- Email or download this information.**
- Show each item in the result set with image and update form.
- Add a new item to the database.

Selecting the **“Email or download this information option”** will enable you to generate reports showing specific fields.

5. The Export form provides the following choices:

### Export form - Archives Network of Alberta

DBase: archives\_alberta  
 View:  
 Search: 850 eq 'PROVINCIAL ARCHIVES OF ALBERTA'  
 Sort by: 245

Report name:

Report mode:  Flags:

Output file:

Email to:

- Define a report for these items.
- Access the reports database.

6. By choosing **“Define a report for these items”**, a report can be generated showing specific fields. For example, if you wanted a listing of all of the records in the database, in alphabetical order by title, showing the title, and control number, you would key in the following information and then click **“Request”**.

### Generate Report - Archives Network of Alberta

Database:	archives_alberta		
View:			
Search:	850 eq 'PROVINCIAL ARCHIVES OF ALBERTA'		
Sort by	Title	ascend	Normal
Then by	None	ascend	Normal
===== Select fields =====			
Field:	Title	then	Control

Request

7. This would generate the following report:

### Report - Archives Network of Alberta

Database: archives\_alberta

Date/time: 10Mar05 09:18

Search: 850 eq 'PROVINCIAL ARCHIVES OF ALBERTA'

Sort by: 245

Records: 932

Title	Control
19th Alberta Dragoons fonds	PAA-2115
A. Arnason fonds	PAA-6958
A. Clayton Milroy fonds	PAA-6701
A.H. McQuarrie fonds	PAA-6471
A. Lawrence Berry fonds	PAA-6962
A. Marshall fonds	PAA-49...

### C. Showing the Contents of the Database

From the main search screen, choose “**Select a Repository View.**” Once the list of institutions is displayed, click on the dot next to the Provincial Archives of Alberta. Select the “**Show the Contents of the Database Option**” by clicking on the dot next to it.

#### Database Contents - Archives Network of Alberta

Current database view is: Repository Equals 'PROVINCIAL ARCHIVES OF ALBERTA'

Field name (link to index)	Usage count	Max. size	Example of use
Control	932	8	PAA-2026
Header	932	24	01885abc--22002651a-4501
Status codes	932	43	020218r19861998
Title	932	108	Council of Edmonton Lutheran Churches fonds
Alt. title (none)	5	43	Excelsior Protestant Public School No. 427....

To obtain a list of records with missing fields, click on “none” next to the field name.

*For additional information about using the ANA databases, refer to the database tutorial available from the ASA's home page at [www.archivesalberta.org](http://www.archivesalberta.org).*