

# TEK DB User Guide

## About

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The Traditional Ethnographic Knowledge Database or "TEKDB" is a searchable repository of historic knowledge. Primarily focusing on tracing the relationships between natural resources and people, from where and how they are or have been collected to how they are used. This tool allows different groups of people to collect and store that data in an organized fashion so that it may be easily searched and shared.

## Registration

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To view the data, you must first have an account to log in. If you do not have a username and password, you will need to reach out to the administrator of your instance of this tool to get set up. Who administers the tool changes from instance to instance, so you may need to ask around. Hopefully information about this is presented on the site's 'help' or 'about' page.

## Browsing Data

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### Explore/Search Page

Once logged in, clicking 'Explore' will take you to the 'Explore' or introductory search page. The controls here are fairly simple - a search bar for you to type in a key word or phrase you would like to search on, and a series of categories you can search under specifically. You may also select 'All' if you do not have just 1 category you wish to search.

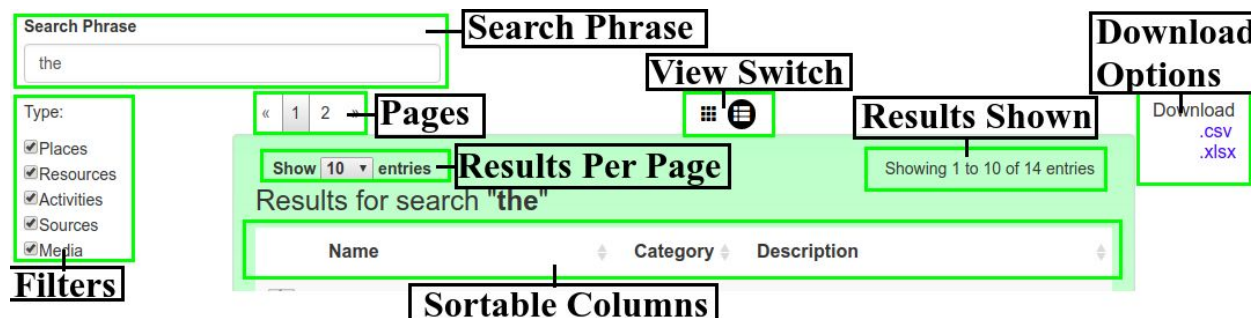
Categories include 'Place', 'Resource', 'Activity', '(Bibliographic) Source', 'Media', and 'All'.

At this point you can either search for one or all categories - selecting a small list of categories can be done later, and it is recommended you use 'All' for now if you wish to do this.

Once done, click on the 'search' button, or press the 'Enter' key.

## Search Results

Once you've submitted an initial search, you will be brought to the results page. There are several elements of this page to note:



**Search Phrase (Top Left)** - If you entered a search phrase for your search it will show up here. At any time you can edit this phrase and press 'Enter' to search for the new phrase.

**Filters (Left Column)** - In this column you can apply additional filters to refine your search. This includes choosing a list of categories to search, without having to include all categories, as mentioned above.

**Pages (Top Left just above results box)** - Your search results could possibly return thousands of entries. To prevent them from all trying to show up in your browser at once, they are broken into 'pages' - sets of a certain number of entries. This number is set by the 'Results Per Page' field discussed below. Click on a page number or on the '«' or '»' to navigate one page back or forward respectively. This will not affect how much data is downloaded when downloading data (see below).

**View Switch (Center Top)** - By default, you are presented with a list view. This view presents the data in a table with sortable columns. It is the most ordered and concise view. However, there are reasons users may wish to have a larger tiled view, such as for touch screens. Clicking on the left icon ('Tile View') will put you in the tile view with the same filters and on the same page as you were in the list view. Clicking on the right icon will bring you back to 'List View'.

**Results Per Page (Upper left of results box)** - Use this field to customize how many results are to be displayed on the page at the same time. Less results will mean you have to scroll less on the page. More results may be better for slow internet connections since you will have to load less pages to navigate through all of your records.

Results Shown (Upper right of results box) - This helps the user keep track of which records they are looking at in relation to the total results set.

Sortable Columns (Top of results table) - In 'List View', you can click on the column headers to reorganize your results. For instance, if you click on the 'Name' column, it will sort your results by name from A to Z (an up arrow will appear next to 'Name'). Clicking on it again will re-sort from Z to A. The same goes for 'Category' and 'Description'.

Download Options (Upper left) - You may download the list of results to a spreadsheet file in a similar format to what is shown.

- .csv (Comma Separated Values) - This is a versatile table file that can be opened with a great number of tools, including Microsoft Excel. While this is not as easy to use in Excel as the .xlsx option, this is likely the best option for any other tool to read.
- .xlsx (Excel) - The preferred format for using Microsoft Excel.

## **Search Result Record**

### **Navigation and Download**

Back to results - At the top left of each record page is a gray button reading 'Back to results'. Clicking this will take you back to your search results.

Download - like the Results page, you can also export each record's data to a spreadsheet, either as a Comma Separated Values file (.csv) or a Microsoft Excel file (.xls).

### **The Record Data**

Click on any of the results to view the record. You will be presented with all of the details about the record that are available in the database. The specific data will be different depending on the type of record.

## **Record Relationships**

One of the focuses of this tool is not just showing you records you searched for, but how they relate to other types of records in the database, giving more context and understanding of the data than a simple record could provide on its own. Because of this, near the bottom of each record page all related records (if any) will be presented as links to those records.

## **Record History**

At the very bottom of each record page, the person who entered the data, the date they entered it, and the last person who modified it and when are presented. If there are any questions about the data, these are the people to follow up with.

## **Downloading Data**

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**Results** - As mentioned above, results of any query may be downloaded as a spreadsheet, either as a Comma Separated Values (.csv) file, or as a Microsoft Excel file (.xlsx).

**Records** - Like Results, individual Records can be downloaded as a spreadsheet, with much greater detail about the record, either as a Comma Separated Values (.csv) file, or as a Microsoft Excel file (.xls).

**Media Records** - Some media records may also allow you to download the file that is described in the media record (such as a document, and image file, an audio file, or even a video file). If this is available, a large gray 'Download' button will appear at the top left of the record data section.