

# Reporting Out

Setting up an ODBC connection to make your own ArchivesSpace reports in MS Access

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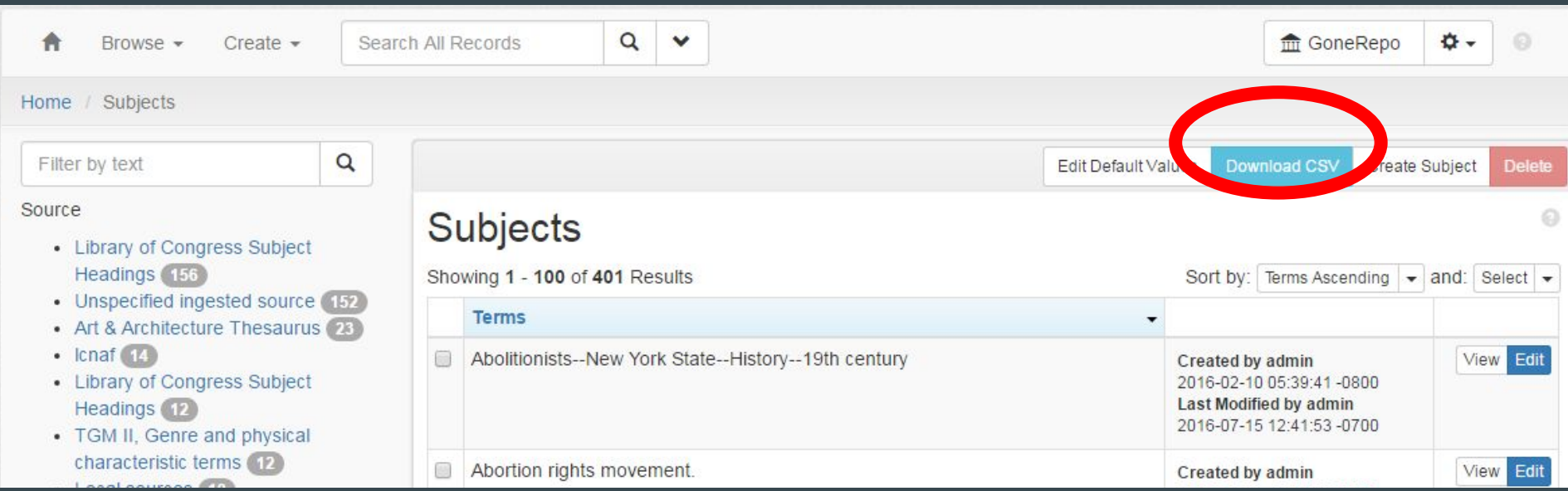
[ccauste1@swarthmore.edu](mailto:ccauste1@swarthmore.edu)

Credit to:

**Nancy Enneking** (Getty) and **Laurel McPhee** (UC-San Diego)

# Reports in ArchivesSpace

- UAC sub-team: <https://archivesspace.atlassian.net/wiki/display/AC/2015-16+Reports>
- 1.4 - Many (most?) of the reports don't work for us
- 1.5
  - Reports moved to background jobs, limited choices, still buggy
  - New! Download CSV from browse/search results pages



The screenshot shows the ArchivesSpace web interface. At the top, there is a navigation bar with links for Home, Browse, and Create, along with a search bar labeled 'Search All Records'. On the right side of the navigation bar, there are links for 'GoneRepo' and a settings icon. Below the navigation bar, the breadcrumb trail shows 'Home / Subjects'. On the left side, there is a 'Filter by text' search bar and a list of sources with their respective counts: Library of Congress Subject Headings (156), Unspecified ingested source (152), Art & Architecture Thesaurus (23), Icnaf (14), Library of Congress Subject Headings (12), and TGM II, Genre and physical characteristic terms (12). The main content area is titled 'Subjects' and shows 'Showing 1 - 100 of 401 Results'. It includes a table with columns for 'Terms', 'Created by admin', and 'Last Modified by admin'. The first row in the table is 'Abolitionists--New York State--History--19th century', and the second row is 'Abortion rights movement.'. The 'Download CSV' button is highlighted with a red circle in the top right corner of the page.

Home / Subjects

Filter by text

Source

- Library of Congress Subject Headings 156
- Unspecified ingested source 152
- Art & Architecture Thesaurus 23
- Icnaf 14
- Library of Congress Subject Headings 12
- TGM II, Genre and physical characteristic terms 12

Subjects

Showing 1 - 100 of 401 Results

Sort by: Terms Ascending and: Select

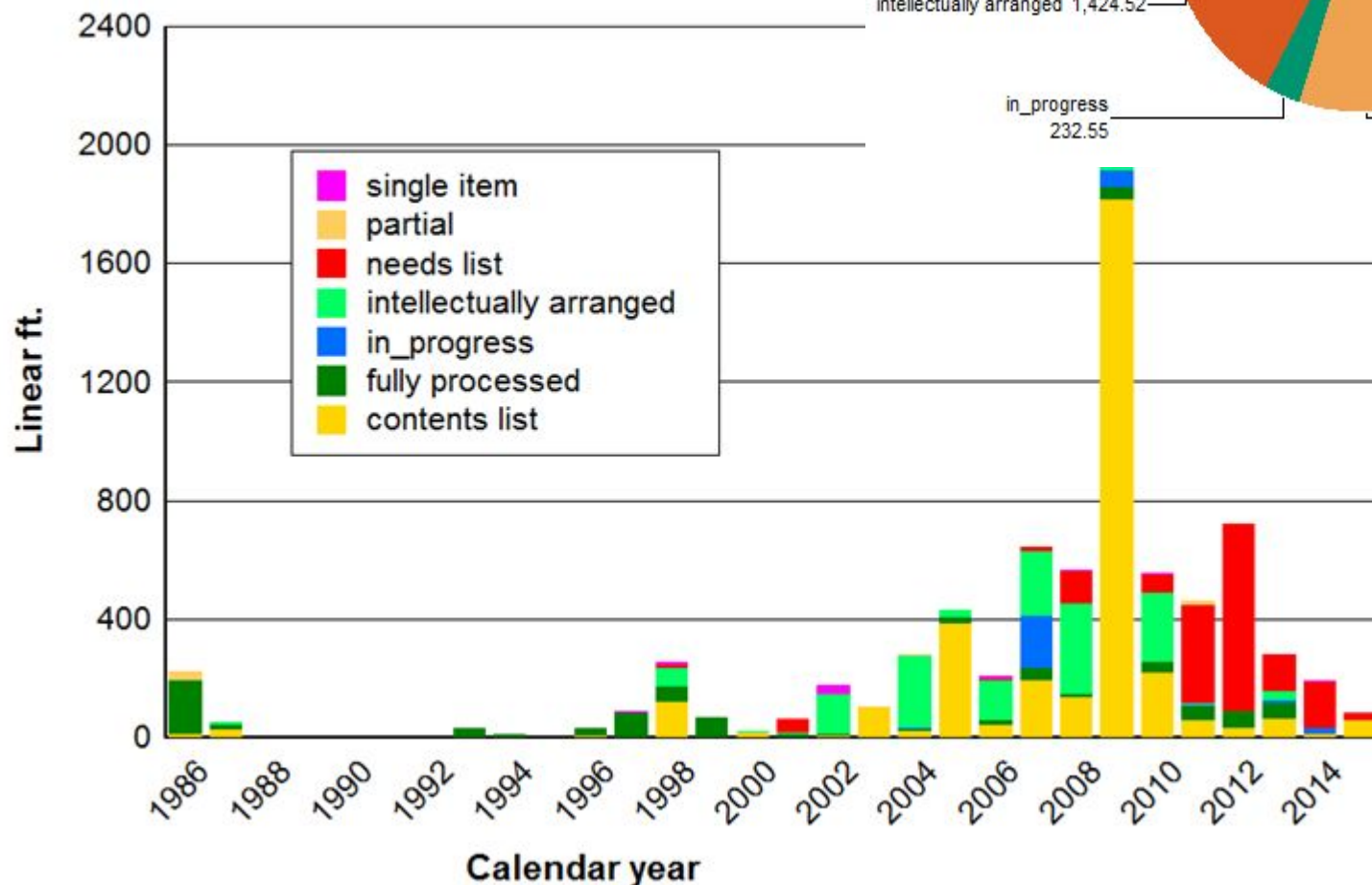
Terms	Created by admin	Last Modified by admin
<input type="checkbox"/> Abolitionists--New York State--History--19th century	Created by admin 2016-02-10 05:39:41 -0800	Last Modified by admin 2016-07-15 12:41:53 -0700
<input type="checkbox"/> Abortion rights movement.	Created by admin	

Download CSV

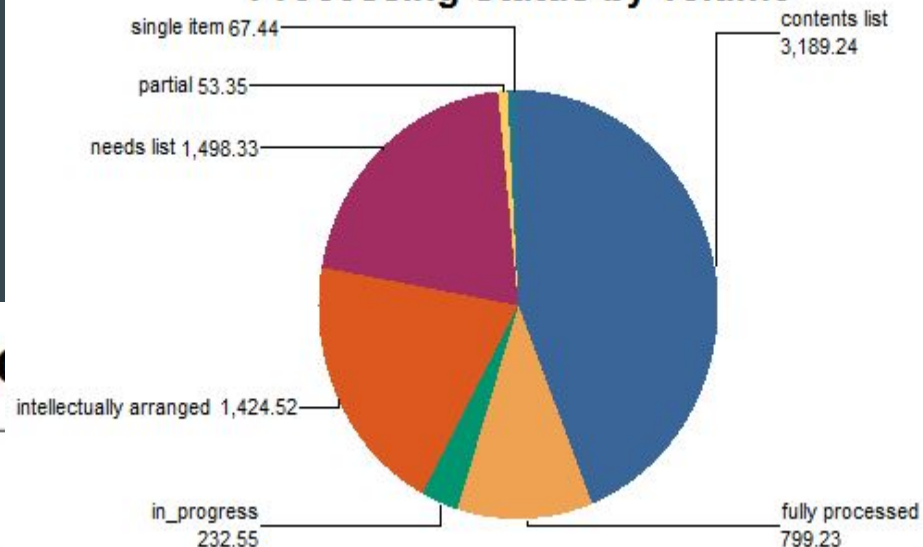
# Results.....

(\*Slide by Nancy Enneking)

## Processing Status by A



## Processing Status by Volume



# More results...

## (TriCo use for subject clean-up)

Find duplicates for term				
term	term_type_i	vocab_id	id	
France	1275	1	10057	
France	1270	1	2971	
1782-1852	1275	1	9811	
1782-1852	1274	1	9814	
1839-1916	1275	1	9284	
1839-1916	1274			
1861-1865	1274			
1861-1865	1275			
1865-1950	1275			
1865-1950	1274			
18th century	1275			

subject Without Matching subject_rlsph	
id	title
1998	Audiocassettes
2038	rosters
2067	Serials (publications)
2562	Manueline (<Portuguese Medieval :
2563	Late Gothic
2564	Manueline
3106	Lectures
1963	Michigan Agricultural College
1965	Ecumenical Institute of Spirituality
2014	Reserve Officers' Training Corps (U.!

Blank fields?

Outlier data?

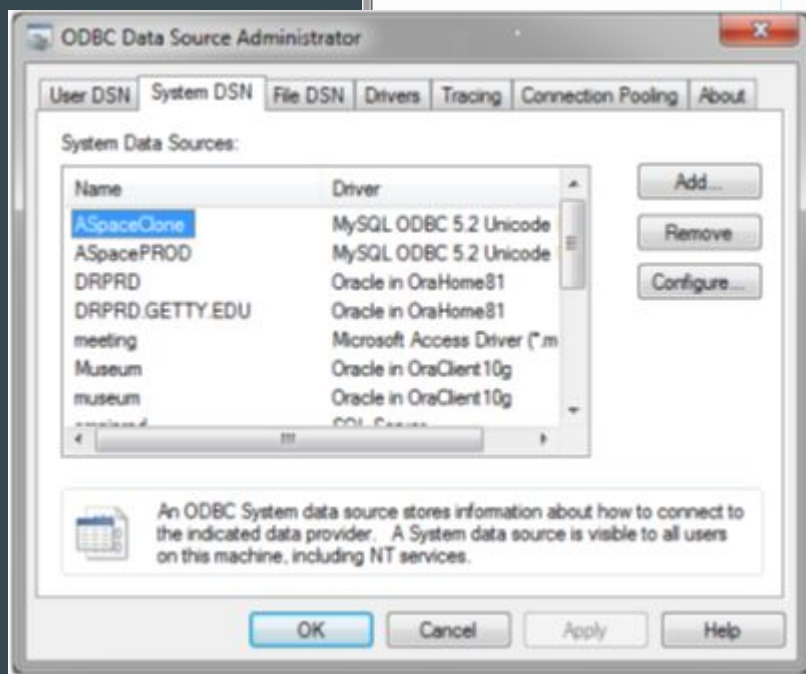
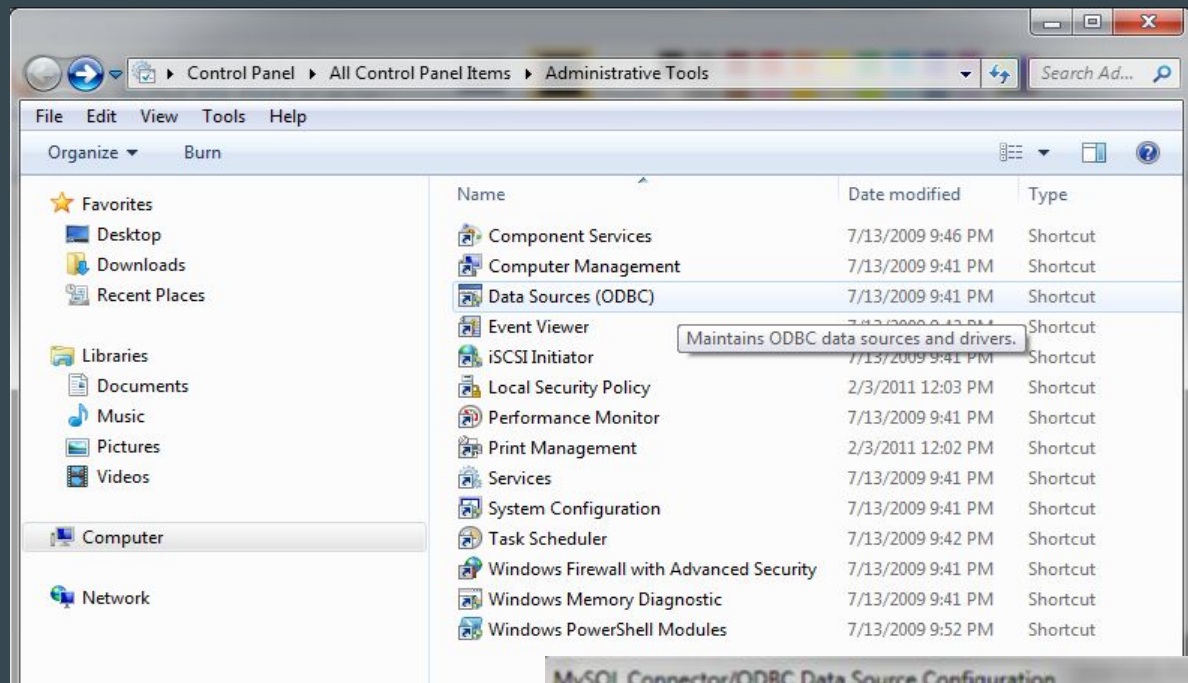
Weird stuff?

# Prepping to set up ODBC

- On your computer: download an ODBC connector, install both 64-bit and 32-bit drivers [dev.mysql.com/downloads/connector/odbc/](https://dev.mysql.com/downloads/connector/odbc/)
- Ask IT/admin to please:
  - Create a new user in the MySQL database with READ-ONLY access, can get through any firewalls for both server and database
  - Tell you the address for connection to the MySQL database and the username/password created on the server side

# Establishing an ODBC connection with the server

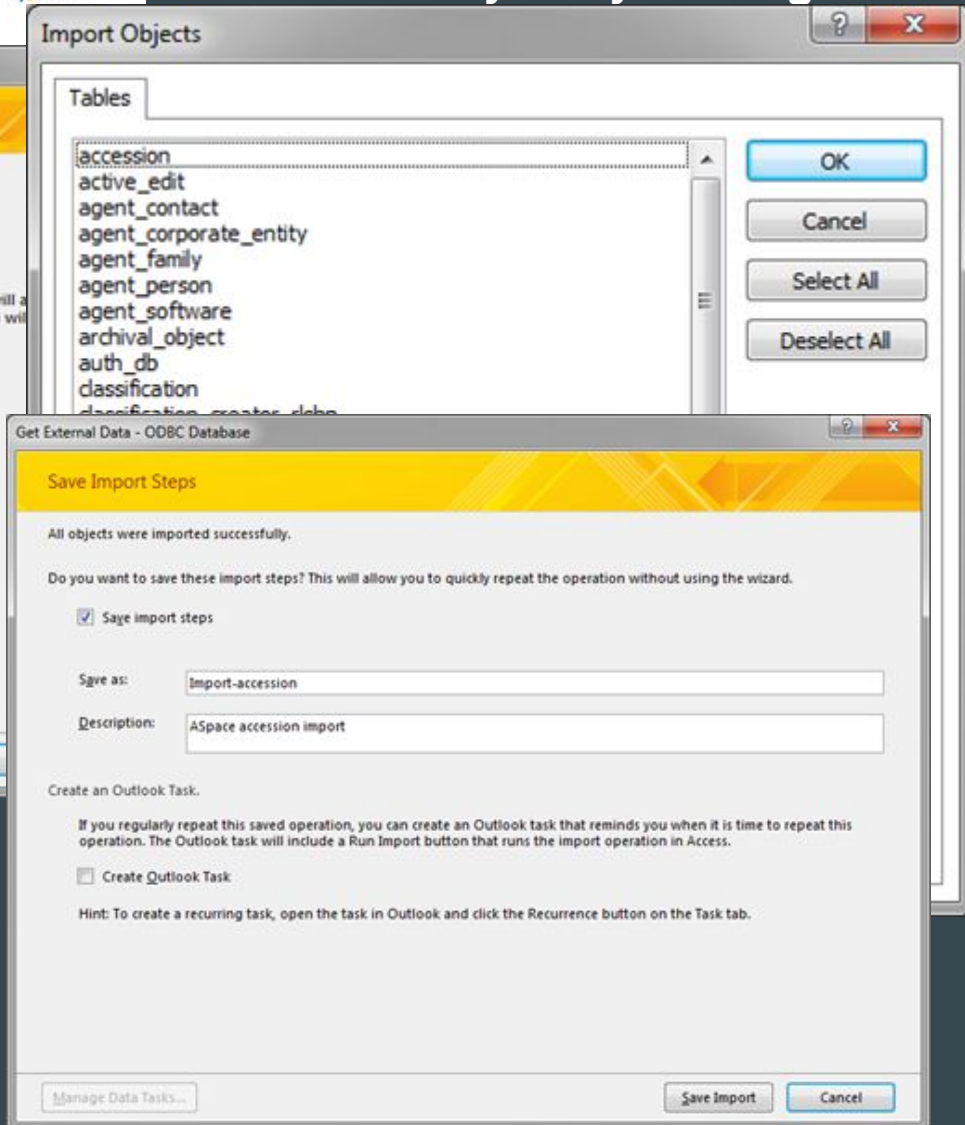
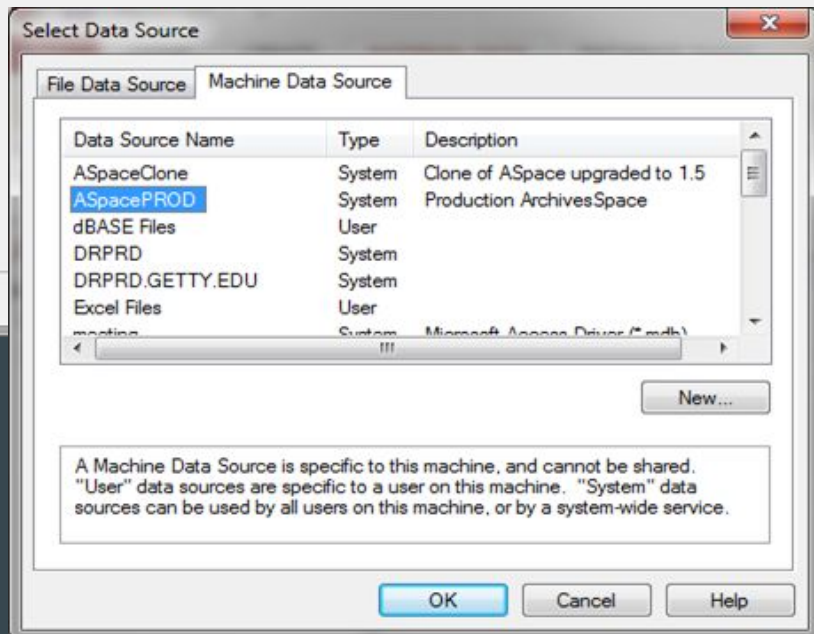
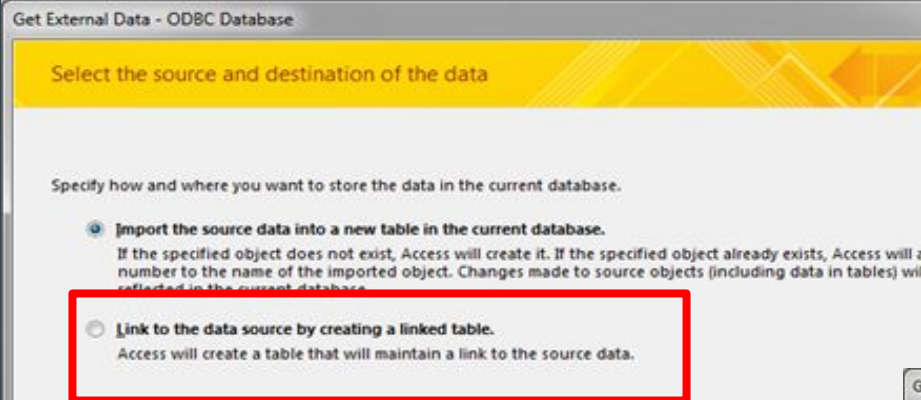
(\*Slide by Nancy Enneking)





# Connecting with Access

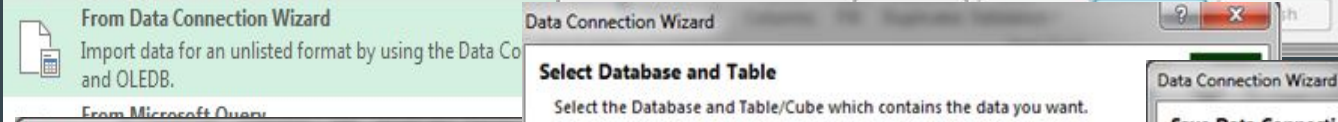
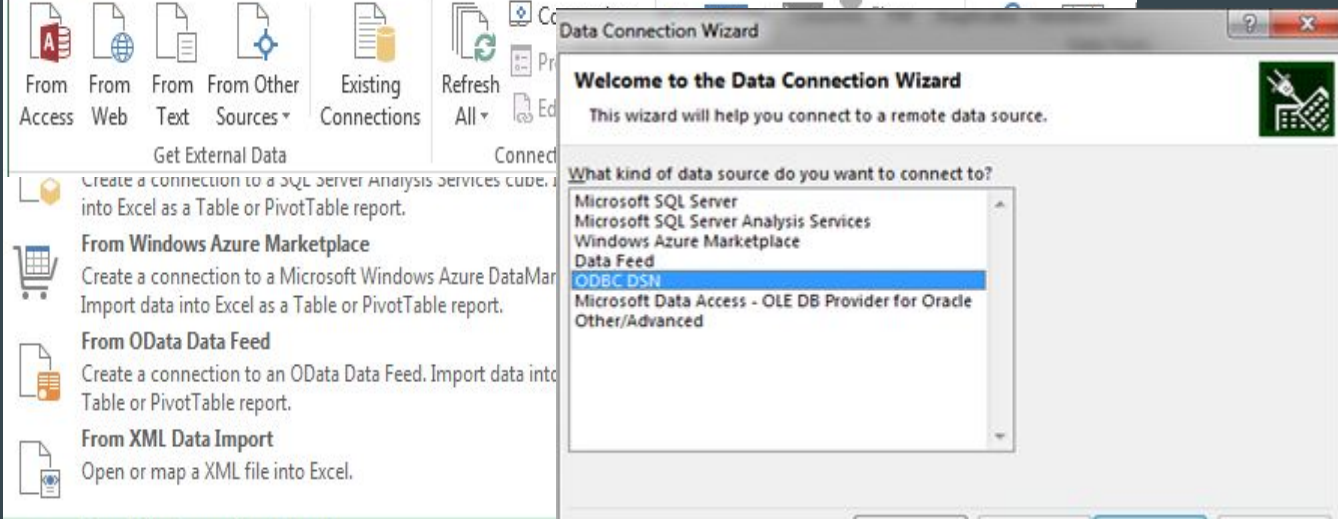
(\*Slide by Nancy Enneking)



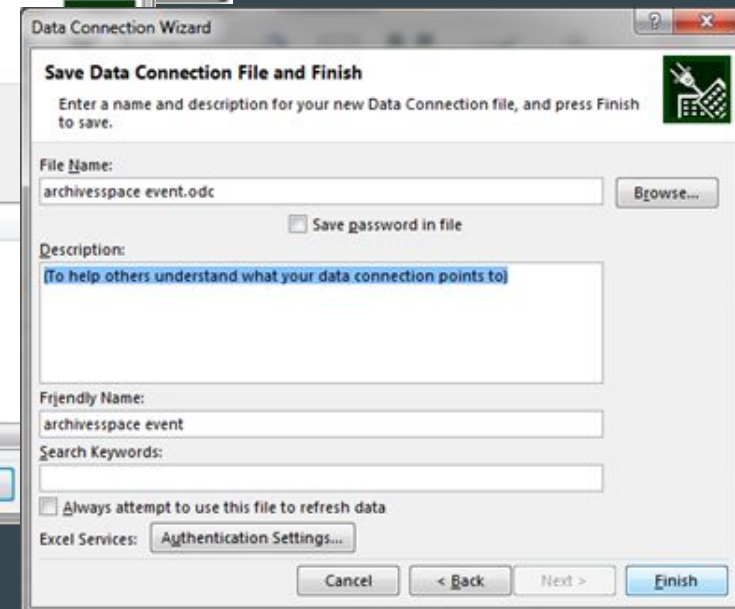
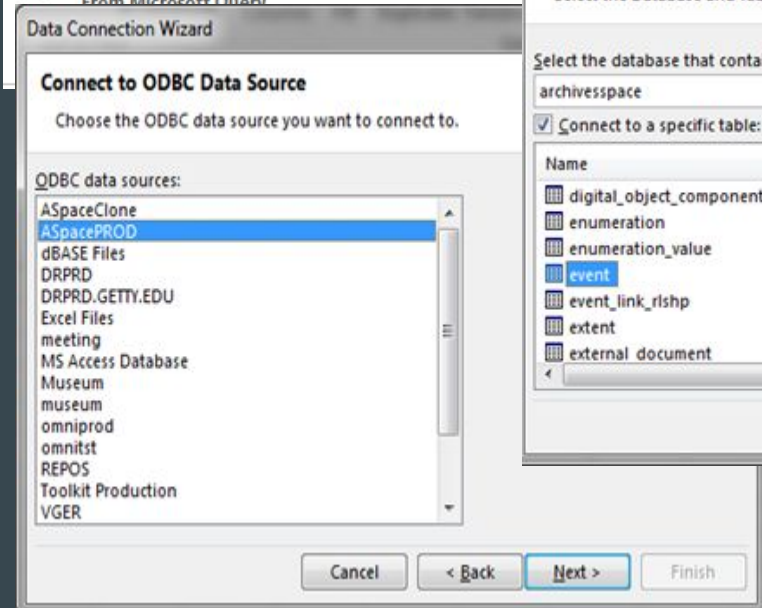


# Connecting with Excel

(\*Slide by Nancy Enneking)



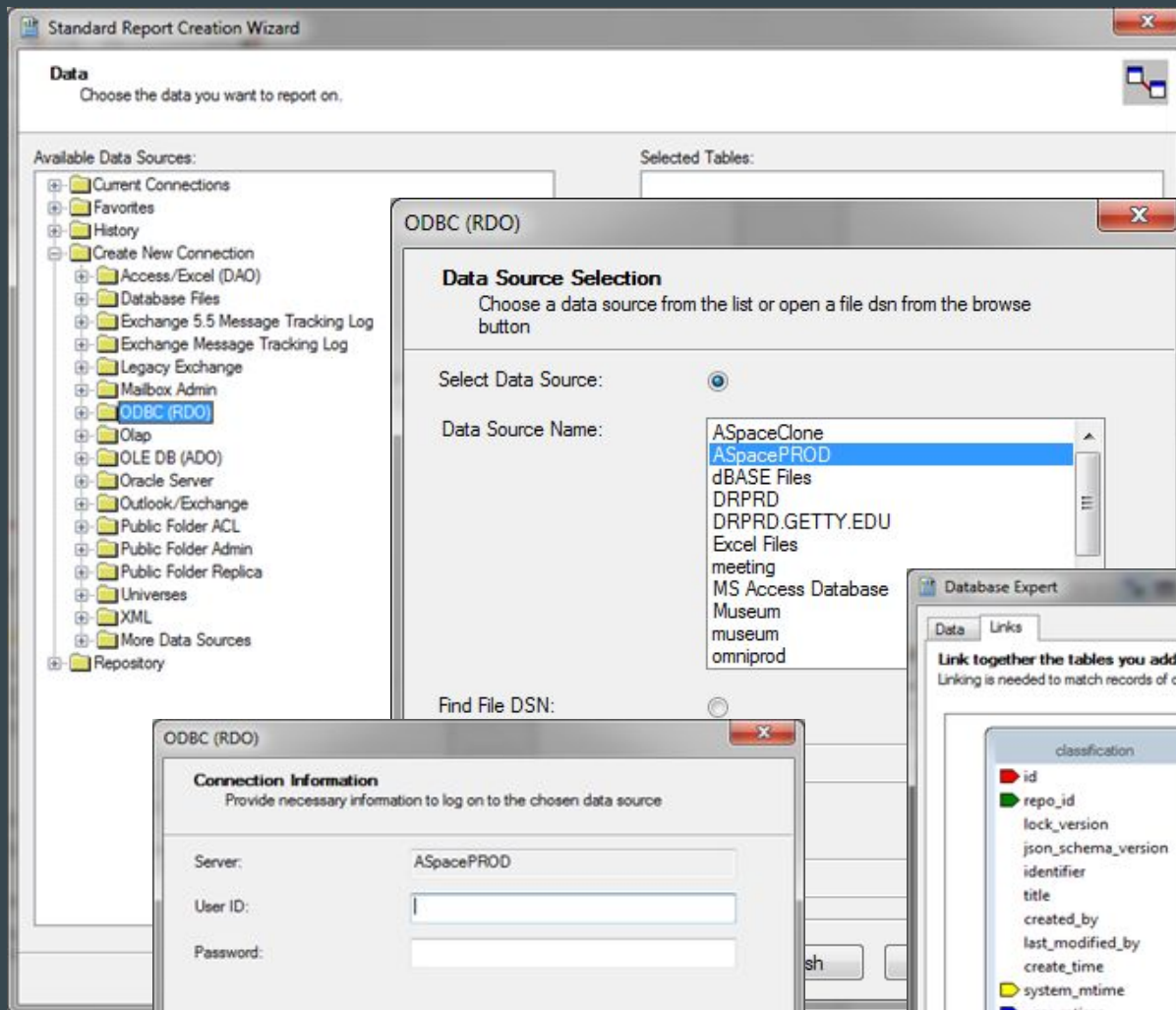
Name	Description	Modified	Created	Type
digital_object_component				TABLE
enumeration				TABLE
enumeration_value				TABLE
event				TABLE
event_link_rishp				TABLE
extent				TABLE
external document				TABLE



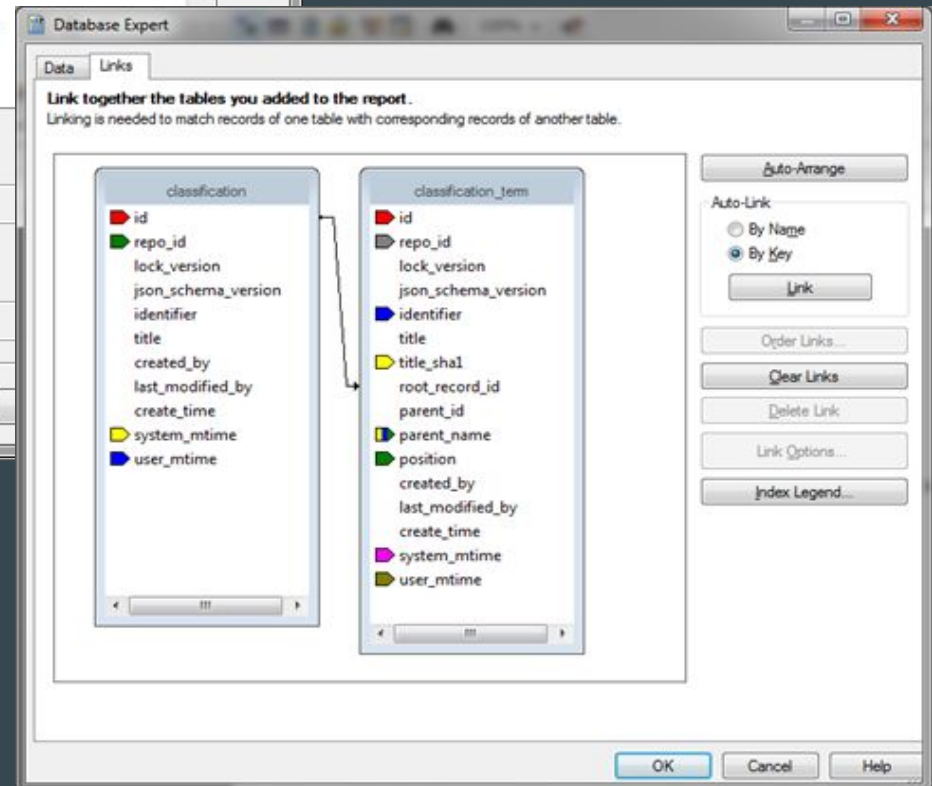


[illegible]

(\*Slide by Nancy Enneking)



# Connecting with Crystal Reports (\*Slide by Nancy Enneking)



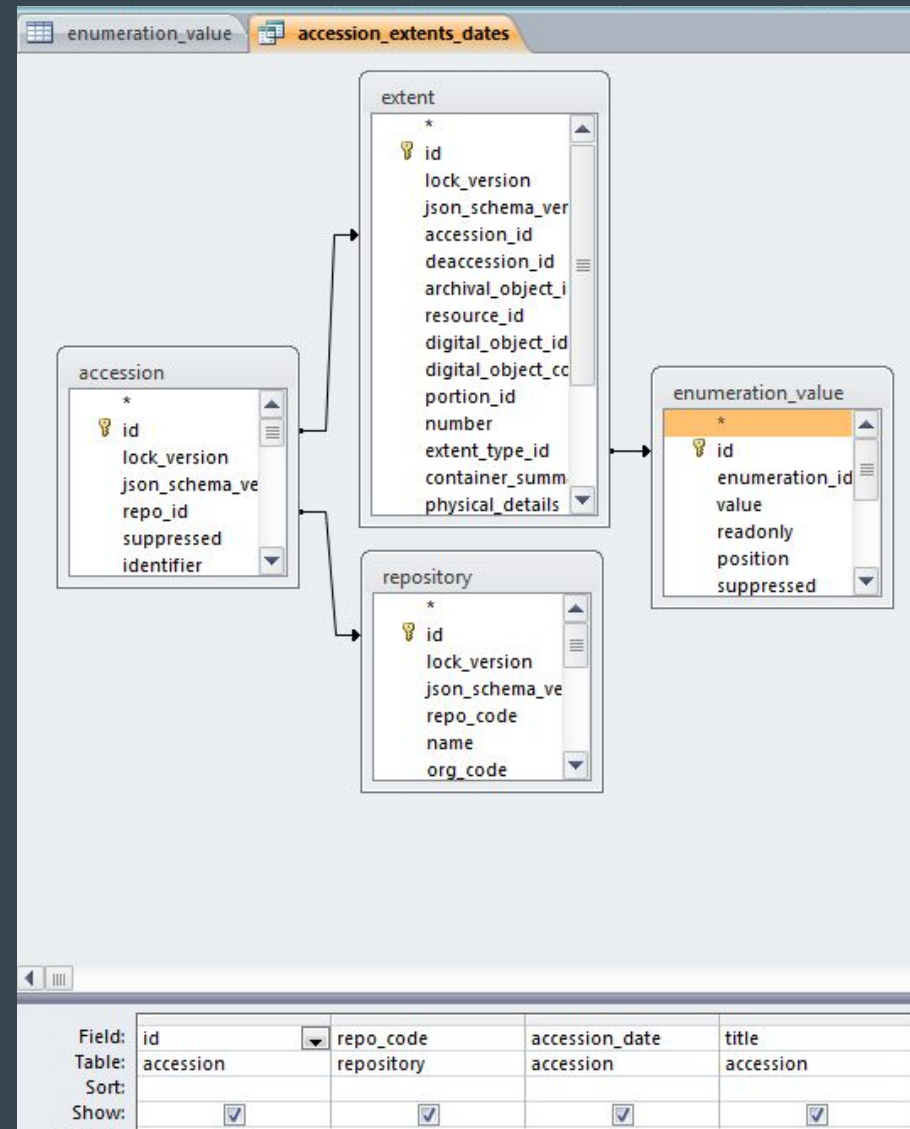
# Tip: Have to understand relationships to understand each table

Records		Find		Text Formatting			
extent							
id	accession_ic	number	extent_type	container_si	physical_det	dimensions	
2412	2085	5	276	5 items			
2517	2190	10	276				
2540	2213	1	276	1 leaf			
2542	2215	5	276	5 leaves			
2547	2220	19	276	1 item (19 leav			
2549	2222	8	276	8 leaves			
2558	2231	14	276	14 leaves			
2559	2232	11	276	11 leaves			
2574	2247	5	276	5 leaves			
2579	2252	3	276	1 letter + attach			
2583	2256	3	276	1 item (3 leave			
2584	2257	4	276	2 items (4 leav			
2598	2271	1	276	1 leaf			
2600	2273	17	276	3 items, 17 leav			
2601	2274	8	276	1 item, 8 leave			
2607	2280	162	276	162 leaves (2 cr			
2609	2282	7	276	7 sheets (.5 cm			
2612	2285	4	276	4 leaves			



# enumeration\_value is key!

enumeration_value			
id	enumeration_id	value	
268	12	still_image	
269	12	text	
270	13	collection	
271	13	work	
272	13	image	
274	14	cubic_feet	
275	14	gigabytes	
276	14	leaves	
277	14	linear_feet	
279	14	photographic_prints	
280	14	photographic_slides	
281	14	reels	
284	14	volumes	
285	15	accession	
286	15	accumulation	
287	15	acknowledgement_sent	
288	15	acknowledgement_received	
289	15	agreement_signed	
290	15	agreement_received	
291	15	agreement_sent	
292	15	appraisal	
293	15	assessment	
294	15	capture	
295	15	cataloged	
296	15	collection	
297	15	compression	
298	15	contribution	





# Thank you!

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