

CTRL Section 1: Roman Pottery database

Starting

Copy the file to a convenient location on the hard-drive. If it has been delivered on CD-Rom it will be flagged as read-only. Before you can enter data, you should right-click the file and select properties.

Then on the general page of the dialog box untick the box that says read-only.

Open the file using Microsoft Access 97. The data capture screen will appear.

Then select the event code, for the pottery that you wish to record. When you wish to record the pottery for another event, select the new event code.

Before any records can be entered it is also necessary to enter the context number. The form displays one context at a time (navigate using the arrows at the very bottom of the screen, or by using the find button).

The fields

The fields are fully defined in the document OAPotSysCtrl.doc

Since the data will be posted on the Archaeological Data Service website abbreviations in the free text comments fields should be kept to an absolute minimum.

Since the lead Roman pottery specialist has gone to the effort of defining permitted values for the majority of fields, these values are being checked for accuracy on entry for a complete sherd group line.

Incorrect entries will produce a message when you attempt to save a record. This message will read like:

“You can't add or change a record because a related record is required in “ followed by the name of a table, for example: “tlkpCATFabrics”. To correct this change the entry to a correct value. These are defined both in the OAPotSysCtrl.doc and within the database itself.

<i>Table name</i>	<i>Field where value must be corrected</i>
tlkpBaseTypes	BASE
tlkpCATFabrics	CAT
tlkpCompleteness	COM
tlkpGeneralisedVesselTypes	TY
tlkpHandleTypes	H
tlkpInterpretativeTypes	IT
tlkpJoins	Joins
tlkpRepairs	Repair
tlkpReuses	Reuse
tlkpRimForms	RIM
tlkpSherdConditions	Wear
tlkpSootings	Soot
tlkpSpouts	SP
tlkpWares	Ware

Due to restrictions in Microsoft Access and a lack of time for correct database design, there are no controls on any of the decoration fields, which means that they will accept incorrect data. Especial care is therefore needed with these fields to ensure that the values entered are correct. These fields are:

<i>Decoration Fields</i>
GR
CO
BZ
BL
LA
RU
BA
RO

PR
PW
CB
IND
IM
ST
RL
O

Temporary Fabric Codes

The table tlkpCATFabrics has been configured with a list of temporary fabric codes ranging from TF1 to TF100. Each of you should be assigned a block of temporary fabric codes to assign as required. This is the duty of the lead ceramic specialist.

SherdID field

This is an automatically generated unique identifier for each group of sherds. Provided that correct file management is maintained this indicator will be unique and importantly, will remain unique, across the entire CTRL database. It can therefore, if required, be used to label bags containing a particular group of sherds.

Dating

The database requires that objects are dated used numerical values to define a date range to which the object is typologically dated

The numerical values represent years with a negative value representing years BC and a positive value represents years AD

There are two fields: Minimum Date and Maximum Date which define the beginning date for the date range and the end date for the range. Both values must always be filled in

Some examples of the dating field:

Minimum Date	Maximum Date	Date range Description (not actually entered)
200	299	Third century AD
150	250	Mid second to mid third century AD
-800	-600	Early Iron Age
362	362	A precise date
233	350	Early to mid third century to mid fourth century AD
1850	2000	Modern
361	370	A slightly less precise date

The value 2000 should be used to indicate the end of a modern date range.

The Context date ranges need only be filled in once for each context.

Transfer of data to Oxford Archaeology

Once the finds for an event have been recorded, the database should be copied, renamed to the event code and given a Final prefix

Example:

ARC AWC 98_Final.mdb

The database should then be returned to:

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