TAPESTRY

User Guide

Package developed with the support of lotterywest

This software was produced by Information Services & Technology Pty Ltd.

Tapestry User Guide

The first time Tapestry is used, it will ask for your organisation name.
Once entered, your organisation name will appear within the titles
The C:\ISTechnology\Tapestry\DATA folder will be created and an empty data file will also be created in there.

The Welcome Window
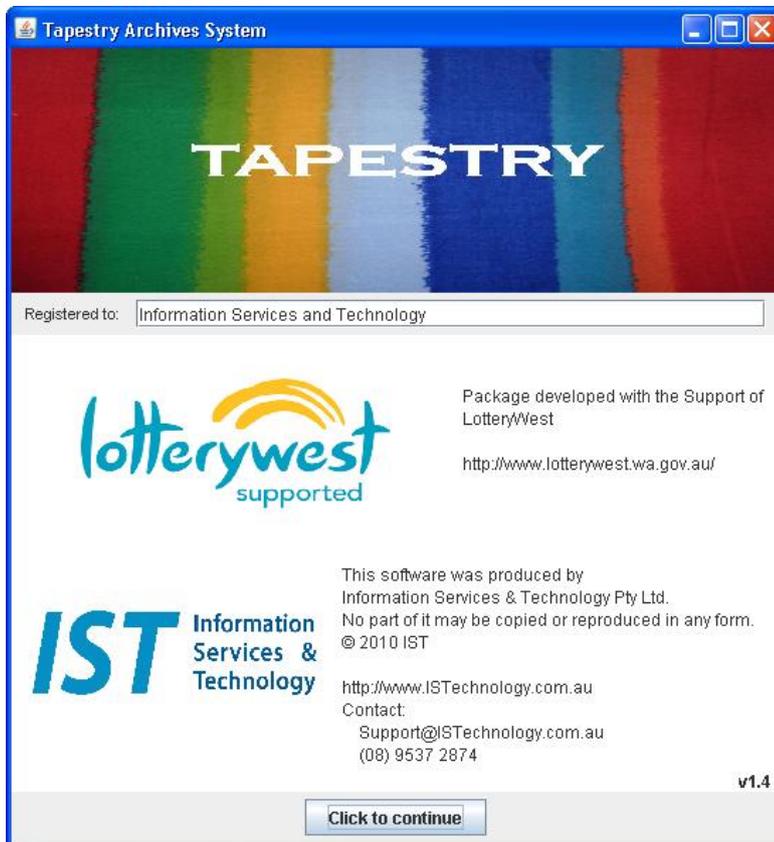
Tapestry starts with the Welcome Window, showing your organisation name, which can be amended if you wish.

Below are acknowledgements and a copyright notice.

The version is shown in the bottom right-hand corner.

Proceed by clicking on "Click to Continue"
or simply press Enter

The next window to appear is the "Home Page".
This is the control centre of the program, where all activities are initiated.

Your organisation name always appears across the top of the Home Page.

The Home Page
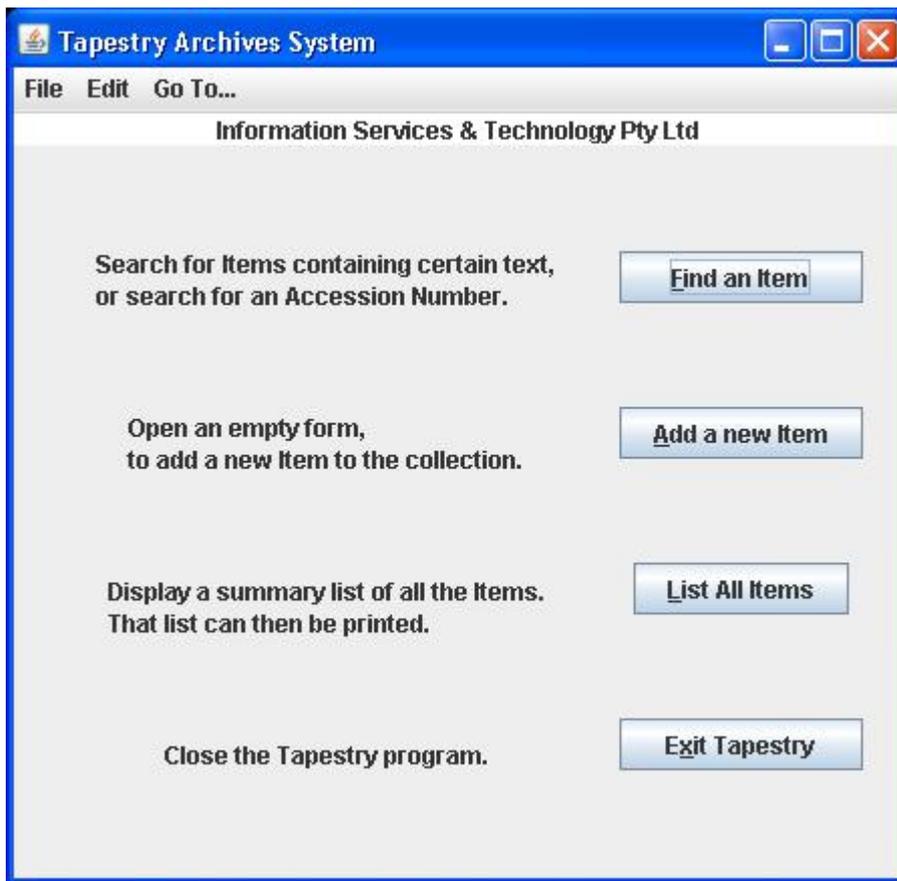
Activities can be started from the menus or the buttons.

Use this button to open a search window, where you may enter an Item Identity or a search phrase.

Use this button to open an empty form for entering a new Item.

Use this button to see a list of all the Items. The list can then be printed if desired.

Use this button to save all your changes and close the program.

When you have finished using Tapestry, click the Exit button (or hold Alt and press X).
To avoid accidentally closing the system, you will be asked to confirm your desire to exit.
(You can then click on the Exit button, or simply press Enter).
If you did not wish to exit, click on "Return to the program", or just press Esc.

If you choose "Find an Item" from the Home Page, the Data Entry Window opens (or re-opens), but immediately shows the Search Window in front of it, ready for your search criteria.
If this is not your first search, your previous search criteria will be shown, in case you wish to refine your previous search.

The Search Window

If this is not your first search, your previous search criteria will be shown, in case you wish to refine your previous search.

Firstly, choose to search for an Item using its Identity or by looking for a phrase anywhere within the data.
Then enter the required Accession Number or search phrase.
Then click on "Start Searching" or just press Enter.
(You may also activate the Start Searching by holding ALT and pressing S)

If the search is unsuccessful, a message will advise you of the failure…

Once you have read the message, click on OK
Or just press Enter

Then refine your search and try again.

If you change your mind about searching, close the Search window by clicking on the Red X.

If your search was successful, the search window will disappear, leaving the Data Entry Window exposed, showing the first item that matched your search request.

If you start a search with the Word/Phrase box empty, you will simply be taken to the first record on file.

To retrieve the **next** record that matches your search criteria, simply click on the "Find next match" button in the Data Entry Window.
There is no need to reopen this Search Window, unless you wish to do a fresh search.

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The "New Item" Window

If you choose "Add a New Item" from the "Home Page, the Data Entry Form will appear, with all fields blank – ready for you to enter the item details.

Observe the note at the foot of an empty form, advising you the first information that must be entered is a valid identity.
The identity consists of a valid 4-digit year and a number plus – optionally – any further characters as desired.
A fullstop will be automatically inserted in between the pieces of the identity.
The full identity (with fullstops) will appear on the right-hand side.

Once a valid identity has been entered and is does not duplicate an identity already on file, the remaining fields and buttons on the form are activated and ready for you to enter the details of this item.
Use the "Tab" key on the keyboard to move on to the next field, or use the mouse and click into the field you wish to enter
Remember to click on "Save this item" when you have finished entering the details.

Note – if you need to add several records, there is no need to return to the Home Page after entering each item, simply use the "Add Another" button at the top of the form.
(Remember to save the current item before choosing to Add Another).

The Data Entry Window

The window can be enlarged (or even maximised to the whole screen), but cannot be made smaller than the minimum required for this form.
Click and "drag" on an edge of the window to make it wider or taller.

Use the Tab key to move to the next field on the form and Shift+Tab to go backwards to the previous field. You can of course use the mouse to focus the attention into any field you wish.

The Identity must be fully entered and be accepted as valid before any other data can be entered. This Identity can be changed at any time, but you will be asked to confirm the change of the Identity.

Once the Identity is accepted, choose the Item type from the drop-down list.

All other fields can be entered / updated in any order.
There is no limit to amount of data each field can contain.
You will notice a scrollbar appearing when the amount of data in a field exceeds what you can see.
Any characters can be entered in any of the fields.
Pressing Enter simply starts a new line within that field.
To move on to the next field, you must press Tab (or use the mouse and click in the field you wish to enter.

There is a Save button to save the changes to this item record, and a Cancel button if you wish to forget all the changes made since the last save.
If you have changed the contents of a record and try to close the form, or open another record, without having saved or cancelled this record, you be will be asked to choose – Save or Cancel – before the program will proceed.

The action buttons on the Data Entry Form are self-explanatory, but are listed here for clarity;

(NOTE - (the items are automatically sorted by their Identity)

"<< First"	Load the first item into the form. i.e. the record with the lowest Identity.
"< Previous"	Load the previous item .
"Next >"	Load the next item into the form.
"Last >>"	Load the last item into the form. i.e. the item with the highest Identity.
"Find next match"	Load the next item into the form that matches the most recent search.
"Add Another"	Empty the form ready for a new item to be entered. **n.b.** If you have any data on the form that has not been saved when you click on Add Another, you will be asked if you wish that data to be saved or that data entry to be cancelled.
"Close"	Close the form (Remember to Save or Cancel if changes have been made).
"Delete this Item"	Permanently remove this item. The deletion will have to be confirmed. The next item will then be shown, or the previous item if this was the last.
"Print this Item"	Physically print this item. You will be asked to choose the printer.
"Add/View Images"	Open the Images window. See below for information about Images.
"Save this Item"	Save all changes made to this Item.
"Cancel Changes"	Cancel all changes made to this item since the most recent Save.

The Images Window

You can have an unlimited number of images attached to any one item record.
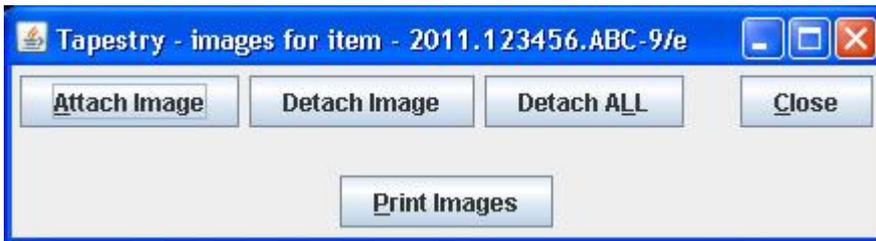
If no images have been previously attached to this record, the window will be small, with just the buttons showing.

Choose "Attach Image" to attach an image to this record.
A window will open, for you to choose the image to be attached.

Once 1 or more images have been attached to this item, the Images Window will display all the images.

The window will initially resize itself depending upon the number of images attached. You can then resize or maximise the window to suit yourself.

Use the "Attach Image" button to attach more images to this item.

Use the "Detach Image" button to detach images currently attached
(either a specific image or all attached images),

You can print all the attached images to a printer.

Use the Close button or Alt+C to close this window.

Note – you can leave this window open whilst you work in the Data Entry Window.
The Images Window will always show the images attached to whichever item is current in the Data Entry Window.
So use the "<Previous" and "Next>" buttons in the Data Entry Window to scroll through the items if you wish to browse their attached images.

Printing

Item Details

The details of any item can be printed by opening the record in the Data Entry Window, then clicking on the "Print this Item" button (or by holding down the "Alt" key and pressing P)

Your organisation name appears at the top of the report, followed by the Item data in full detail. The images are not included, but can be easily printed via the Images Window.

Remember to "Save" the item before printing, as the report works from the saved data. However, this can be useful if you have made changes and wish to see the previous contents before deciding to save the record.

Item Listing

If you wish to list your items rather than see the detail, go to the Home Page and click on the "List All Items" button.
The Item Listing report prints the Identity, Item Type, Item Name and Location of each record, in identity sequence.
If you wish to change the sequence of the items in the list (for example in Item Type sequence), click on a column heading.
Click on whichever column you wish to sequence the items by. For example, to see the list in Item Type sequence, click on the title of the Item Type column.
If you click on the title of a column that is already sorted, the sequence is reversed.

When you want a paper copy of the Item Listing, click on the "Print" button.

Click on the "Close" button when you have finished viewing the List.

Backing-up

We recommend that you regularly take a copy of the Tapestry folder which is usually located in **C:\ISTechnology**