

# Kiosk: Archaeological Field Recording and Management

## Answers to questions for Excavators / Field Workers and Registrars

### How to use this document:

Not quite a FAQ, and not quite a user's manual, this document is somewhere in between. The first section is a brief overview of what Kiosk is. The second is devoted to questions of administration, everything from getting ready for a season to getting ready for a day's excavation (from the perspective of the recording software only, of course). The second section is how to perform basic functions while recording.

There is a clickable table of contents when this is viewed as a google doc. But you may find it easier to search words by using control+F (command+F on a mac). Knowing what to search for requires some basic familiarity with the system, so reading through the questions in the table of contents is not a bad idea. A sense of what the system is and some of its basic functions can most easily be gained by watching the video tutorials found [here](#).

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# Kiosk Basics

Kiosk consists of two parts. One is the recording software. Accessed through Filemaker, this is the component that your team will use to enter data. For most people on an archaeological team using Kiosk this is the part they will know and it will behave for them very much like a digital version of context recording on paper. A difference is that images - photos taken with the iPad's camera or drawings made on the iPad - can be immediately linked to all types of records. Each project has a customized piece of recording software with individualized things like valuelists, numbering conventions, and ceramics modules. At the start of each day every iPad has the same database to open in the recording software. Over the course of the day, as records are added in different trenches or survey units the data on the iPads diverges - they are not in communication with one another and not updating in real time. But at the end of the day, every iPad will bring its data back and everyone's data will be brought together, enabling everyone to start the next day again with similar databases that now include the work that everyone did the previous day.

The second part of Kiosk is the data management component, itself called kiosk. Each project has its own kiosk. Your project's kiosk is accessed through a browser and is where administrative functions take place. These include the daily tasks of preparing clones of the database for each recording device, synchronizing the database once all of the day's devices have brought back fresh data and been uploaded, managing images, checking on daily additions to data, backing up, and more specialized tasks such as restricting which images are accessible on field recording devices and preparing reports. Reports can include things such as PDFs of context sheets for handing over to government representatives at the end of a season, or exports of tables for analysis in GIS.

Entering data is ALWAYS done in a clone of the database that is downloaded, worked in, and then uploaded and synchronized. The central database is inaccessible. It does not matter which device you are working on, or whether your central database is currently housed online or on a local server: you will never be able to input data without downloading a clone, and that data will never be in the central database until you have uploaded the clone, imported it, and synchronized the central database.

Each clone is passed from the central database to a recording device by means of a "dock" - a location created in the hub section of kiosk to manage downloading and uploading. Generally speaking you will have as many recording hubs as you have recording devices. For instance if you are running a large project that is simultaneously excavating, doing pedestrian survey, and managing artifacts at the lab or museum, you might have four iPads for excavation trenches, two for survey units, and a laptop for the registrar working in storage. You will then have seven

docks preparing seven different clones so that each recording person can download and upload their data daily.

The central database and kiosk can live either locally (ideal for the field as the internet is never needed and upload/download speeds are much faster) or on the internet (ideal for when you are not in the field: dispersed members of your project can access and add data, and the software developer can update your software as new features are rolled out). The central database and kiosk CANNOT live in both places simultaneously. Transferring from one to the other is a process that happens before and after each season; this can currently only be done by the Kiosk development team, not by individual projects.

Kiosk itself is open source and free and, at this stage of its development, customization, technical support, and online server space are also offered to all projects for no charge. There are, however, some costs associated with using Kiosk. These include hardware and pieces of software needed to run Kiosk. On the hardware front, only Apple iPads are supported as tablet field recording devices currently, so you will need as many iPads as you have field recorders (plus an extra as backup). Consider battery packs as well, as field conditions sometimes drain iPad batteries quickly. Hardware needed for running the server side of things includes a laptop (which can be one you use for other things, too, but must meet certain technical specifications), a network router, two harddrives, and some cables. Software needed includes Filemaker Pro on the laptop you will use as a server and FilemakerGo on each iPad (the latter is free, the former is really not). If you will draw on the iPads we recommend a vector based drawing app, also not free.

Getting set up to use Kiosk in the field takes some time. First, your custom recording system needs to be configured to support your particular workflow and recording conventions. This happens in a series of conversations with the development team. You will need to test your individualized recording system while your kiosk is housed online. Once your system is configured, the development team will move your central database and kiosk offline and either walk you through configuring your local server or send you a physical setup. Either way, you will have some software (including remote access software that lets the developer troubleshoot for you in the field) to install and a number of settings to configure, both on your server laptop and on your iPads. It will take some time, too, to set your team members up with logins and assign them privileges, and to create docks for each workstation and configure them to connect to kiosk. Most of this needs only to be done once. There is a learning curve, and as documentation of the software is incomplete you should expect some back-and-forth with questions to the development team as you are figuring out what is a powerful but not simple system.

Using Kiosk in the field, once you are used to the workflow, requires very little time. Daily uploads and downloads can be done for an entire team in around 15 minutes (depending on how many images are in your database).

Major components of Kiosk include:

## Filemaker Recording

- Context recording: input excavation or pedestrian survey records
- Collected material recording
- Site notes: observations and images not bound to units or contexts
- Registration: keep track of collected materials

## Kiosk

- Hub: manage uploads and downloads for recording devices, as well as reports
- File Repository: search images by context, description, etc; upload images from cameras other than the iPad
- Director's View: after synchronization, see which records were added or changed that day to keep track of work and help your team learn good recording
- Administration: easily backup all data

# Q & A

## How do I get my day's Filemaker file onto my iPad?

This may have been done already by your admin, but if you are on a team where individual users manage their devices, you will need to download before going into the field. First make sure you have logged out and closed your previous day's file in Filemaker. You can delete the file from Filemaker but you will also have the opportunity to replace it later if you don't.

Next, connect to the local network while the server is running Kiosk.

Go to Kiosk Bridge.

If your file is not in the state where it is ready to download, talk to your admin.

Click download, and then send to Filemaker.

If you get the message "a file with this name already exists, do you want to replace it" then yes!

## How do I log in to the Filemaker file to record?

Once your file has been sent to Filemaker, simply open the Filemaker app and click on the appropriate file. You will be asked to login. Your admin will have set your login, most likely to be your initials.

Log out and close any time you pass the iPad to someone else for recording or at the end of the work day.

## How do I upload my data after I have made records?

This is usually done every day or even at the end of the field day and before lab work and again after lab work. It is the reverse of the download process, requiring that you first move the file from Filemaker to a place from which you can upload it.

Log out and close your file in Filemaker.

Connect to the local network.

In the Filemaker landing page, click “select” and then select your file. Next hit the export button at the bottom of the page. Choose Kiosk Bridge and follow the instructions there.

## Why does my download, when opened in Filemaker, say “update successful” instead of the normal home screen?

This means your workstation has received a patch. A patch is an update to the configuration or to the version of the recording software that has been made by the Kiosk development team and delivered to your project. This is done in a way that the changes are applied only to the first downloaded file; they are synchronized into the central database of your team when that workstation that received the patch is uploaded, imported, and synchronized. It is important to make sure that any download in which you see this message gets synchronized.

You do not need to do this immediately - you can work in the file as usual as long as you can be certain to upload and import it at the end of the workday.

## What is the best way to hold and use my iPad?

The user interface is more accessible if the iPad is held in landscape mode. If you hold it in portrait mode, you may not see some things on the right.

The UI uses tabs rather than scrolling to make it harder to miss things. You never need to (nor can you) scroll down. The exception is in photos tabs if you have made many photos, or in narratives where you can scroll through journaling entries.

Most entry fields will either be text boxes (which automatically pop up the keyboard), number fields (which automatically pop up the number keyboard), or image containers (which, once created and then clicked in, give you a variety of options for inputting images, of which you'll use the camera most often). Some entry fields have buttons for auto-filling. Click a clock and the current date and time will be put in. Click a person and it will be marked as recorded by the person currently logged in.

The keyboard can be shrunk, which may make it easier to use. A mini floating keyboard covers less of the screen, can be used with one hand, and can be moved around the screen easily. To get it: once you have a keyboard open, use two fingers to pinch the keyboard. Now it is small. You can position it on the screen by touching on the gray line at the bottom and dragging it around. Return to the full keyboard by putting two fingers on the keyboard and moving them apart. Note that sometimes this causes hiccups and we are not sure why. If your recording is wonky and you have the split or mini keyboard open, try returning to the big keyboard.

Avoid special characters or emoji. These occasionally cause problems with synchronization.

Do not add video or sound files. Those are enormous and will clog the upload/download process for everyone. If your director wants you to make such files and store them in the File Repository, do it separately from the recording system.

## How do I add a context? (May be called locus, stratigraphic unit, etc.)

To add a context you must first navigate to the unit to which the context will be added, which you are able to do on the start page either by searching for it with the magnifying glass or by using the drop-down choice menu. Once there, you will click on the "contexts" tab (which may be labeled locus, etc, depending on your project's terminology) and click on the plus button on the far right. Your new context will appear in the context list for the unit, and you will then click on the pencil button in order to add information to it. Available tabs in which to add information for contexts include

observations, measurements, lots (if your project uses them), interpretation, photos, relations, and collected material.

## How do I add detailed information about a specific type of context? (Say, a deposit.)

Your project will have configured what types of context are available in your recording system. Some, such as deposit, architecture, or burial, may come with additional fields for entry. You access those fields after selecting the context type in the drop-down menu on the “observations” tab of the context. If additional fields are configured, you will see a “record details” button to push after you define the context type.

## How do I find and enter a context that was previously created so that I can add information?

You can always access a context by going through the unit page in Filemaker and navigating to the contexts tab. There you see a list of all existing contexts plus the ability to make new ones. To enter an existing context, click the pencil button to its left.

However, it can be more efficient to find a context through the search menu in the start screen of Filemaker. There you can simply type in the context’s identifier (or part of its identifier), click on it, and be taken to the context page directly.

Additionally, the footsteps button in the upper left shows two different views of recently visited records and allows you to go back where you have been without hitting the back arrow. “Layout history” is what you would get if you kept clicking the back arrow. “Recently viewed” is everywhere you have recently been (even if you could not navigate back using the arrow). Using either tab, click on the identifier on the left to go to the identified entity. The navigation history is cleared each time you logout and close.

You can navigate between contexts of a unit without leaving the tab you are in. For instance, if you are in the observations tab of context 1 and want to move to context 2, go to the banner where there is a drop down menu that tells you what context you are currently in. You can use that to change to any other context in the unit.



## How do I define the relationship between two contexts?

You can define the relationship between two contexts, for instance that one is above the other, or that they are abutting, in the “relations” tab of one of those contexts. In order to define a relationship both contexts need to exist in the database. In the relations tab, you will click on the plus button, which will create the relation. You will determine what type of spatial relationship it is in a drop-down menu, its chronological implication (often pre-filled), and you will define the second context of the relation. Once you have done so, you will be able to add an image or a sketch to illustrate the relationship. The opposite relation will be automatically added to the second context, so you do not need to enter it in both.

For the most part relations are between contexts in the same excavation unit, and this is assumed when you make the record (hence the drop down menu shows you only contexts from the same unit to choose). Occasionally, relations between contexts in different units will be needed, for instance if it is determined that a layer found in one trench is equivalent to a layer in another trench. To create a relationship to a context in another unit, click the small arrow next to the unit once you have created the relation. Now you can choose the unit, and then the context, to which you wish to define the relationship.

## How do I put in elevations?

You can add elevations to your contexts in the “measurements” tab of the context record. There you will be able to add opening and closing elevations.

Some projects are configured to have coordinates for special finds, too. These are fields for x, y, and z coordinates on a special find in collected material.

## How do I use other coordinates?

Most projects will keep a GIS with spatial data that are separate from the context and image records created and managed through Kiosk. The two can be linked for analysis

provided that entities such as units, contexts, or finds shot in with a total station or RTK are given the same names in both places. As such, there is not usually any reason to keep coordinate data in Kiosk, as it will have been collected separately and already exist in the GIS.

In some instances, however, it can be useful to have coordinates in Kiosk as well. This is particularly the case if you wish to attach images to a point. Individual points can be created in the filemaker recording by anyone with registrar status in the registrars and specialists tab, under surveyor. However, most likely you will use this function with a set of data created in the GIS. If you export a CSV from the GIS that includes coordinate data and point names you can bring this into the recording system. The file name will be understood by Kiosk as a category of point. Say, for instance, that you wish to make photographs of all of your backsites to aid you in finding them again. You would export those backsite points as a CSV from the GIS into a file called “backsites” that looks like this:

backsites

point name	lat	long	elev
B1	54.39834x	32.439874	100
B2	23.1235	42.53423	100
B3	34.5	34.5	100
B4	12.4534	34.23485	100

Coordinates in this way in Kiosk are not linked to context recording because they may include things like backsites that are not located in a recording unit. In kiosk use the hamburger menu to go to “point repository”. Drag the file where it says to do so. The next workstations that are prepared will now have these points in the “coordinates” section of the registrar and specialists tab, with the ability to add image containers to them.

## How do I make records for finds?

Finds records are added inside the context record, in the “collected material” tab. There you will be able to add different types of collected material: bulk, small finds (which can be configured to be called special finds or whatever else your project calls them), and samples. After clicking on the appropriate button to create one of the three types of collected material, you will be able to add information including material, collection

method, weight, description, and images. Small finds also have an extra tab (“small find details”) where you can add things like type, measurements, color, period, and condition.

## I created a “small find” record but now realize that I should have created a “bulk” record instead. Can I change the collected material type of an existing record?

Yes, if you have registrar privileges. This does not work only to change from bulk to small find, but also from small find to bulk, or from sample to either bulk or small find (and vice versa). Once you are in the record of the collected material for which the type needs to be changed, the hamburger menu has a green button (below the qr code button) that allows you to choose which collected material type you would like to turn that record into. Don't worry - if you change a small find to a bulk, for instance, and then later decide again that it should be a small find, you can turn it back into a small find and your small find details will not have been lost.

Do not forget! If your numbering strategy for collected materials is bound to collected material type (so bulk, small finds, and samples are all numbered in specific ways that differ from one another), you will also have to rename your new collected material record. If you need help renaming records, see the “How do I create a number for a unit/context/collected material that does not follow my ordinary numbering convention?” question in this guide.

## How do I make a new material type when I have a find that is something we haven't seen before?

Use type “other” in the field, and talk to your director. If your director agrees that this material type should be added rather than just a description that includes material used for this particular case, you will need someone with an admin login to go into the configuration of the recording system.

## How do I add a photo using the iPad?

The camera on the iPad can be used to take a photo that is directly added to the relevant record. First go to the place where you want to add the photo (for instance, in a context go to the photos tab). Once there, click the plus button on that page to create a new image container. Once you have a new empty image container, clicking on it will pull up a menu of options. You will then be able to add a photo by using the camera, but you can also add a sketch using the signature function (those can be useful in context relations, for instance), and you can also add an image from the iPad photos library.

## How do I add an image I made in a different app?

If you are using drawing software on the iPad, such as TouchDraw, you can export an image from that app either to Filemaker or to Photos and then place it through clicking on an image container. TouchDraw 2 is a vector-based drawing app that can be used, for instance, to keep an updated plan of a unit as it is being excavated and to periodically export that plan for inclusion in the recording system. (TouchDraw is itself a complicated and not totally intuitive piece of software, but extremely useful. You can find its user's manual [here](#).) As a base map, you might use an svg exported from GIS. You can also create a new drawing, for instance a schematic section of part of your unit during excavation. To move an image from TouchDraw to Filemaker, open the image in TouchDraw. Click "File" and then "Export". Generally the default options will be good, but take a look and see if you wish to change what you are exporting. Click the arrow button in the upper right corner and then choose Filemaker. Go back into your recording system, create an image container where you want one, and click in it. Choose "Files" and then scroll down to find the image you just added. (If you do this a lot, your files in Filemaker will quickly get cluttered, as you can see when you open the app but do not log into your recording system. Clean them out periodically. The images will still be in the recording system once you have placed them there.)

## How do I annotate a photo that is already in the recording system?

Drawing on photos, for instance to label or draw boundaries between contexts, can be very useful. If the base image is already in the recording system, you can export it. Click the image in Filemaker to pull up the actions menu. Click export, and then continue.

“Save image” will send the image to the iPad’s photos folder, where you can use basic editing tools to draw on the photo.

For more complex editing, you can also export the image to TouchDraw or other editing apps.

Once edited, get the image back into the recording system the same way you would any other image. Save it to photos, or if in an image editing app then move it to Filemaker (see above to export from TouchDraw). Create a new image container and navigate to the image as described above. We recommend keeping both the original image and the annotated one in the filemaker recording rather than replacing the original with the annotated one; you might want both, down the line.

## How do I use the iPad as a photo board to get QR codes in SLR photos?

To use the iPad as a photo board for SLR photos you simply need to navigate to the record to which the image should be attached (so a unit or a context or a special find, for instance). Once there, click on the hamburger menu on the top left of the iPad screen. The button on the top right of that small menu (the one that looks like a barcode) will generate a QR code that can then be placed in the context (or the unit, or wherever). Just take your photo with the iPad in it. It can help to angle the iPad to minimize glare, and a drone shot from too high up will be too far away for the QR code to be readable. But by and large, the system is not too finicky. Once the photo has been imported into the File Repository with QR code recognition on, and once your workstation has been downloaded again, you will see that photo in its proper place.

## UPDATE! How do I use sequence QR codes for SLR photography?

If you are running a system from June 2023 or later you now have the option to use sequence QR codes. This is a different strategy than using the iPad as a photoboard and is preferable in cases where the glare or shadow or distance make a computer readable photoboard impractical.

What this does: all images taken in a sequence that is bounded, in front and back, by images of a QR code with the context embedded will be understood by Kiosk as belonging to that context. Sounds complicated. Is simple.

- In the recording system go to the trench/context/collected material you wish to photograph.
- Create a QR code by clicking on the hamburger menu in the upper left and choosing the QR code button.
- Choose “QR Code to Mark a Sequence”
- Make sure you can see the whole square QR code (might need to turn your iPad to be in landscape orientation).
- Take a photograph just of the iPad.
- Now shoot as many photographs as you want of that trench/context/collected material.
- Shoot another photograph of the QR code. (If your iPad fell asleep or you did something else in the meantime it’s not a problem; recreate the same code.)
- Close the QR code screen.
- During the import of photographs whoever is doing the import should run them through the sequence import. Voila. All those photographs sandwiched between those QR codes will now be in the recording system in their proper place.

## How do I get images from Kiosk to the recording system?

If you have candids or other types of images without contexts in the File Repository but you would like them to go back to the recording system, you can tag them as “map” in the File Repository. A file picking rule ensures that those images tagged “map” will get to the recording system once the workstation has been prepared and downloaded again. Once in the image gallery in the recording system, those images can be added to different places in the recording (such as maps, but also units, contexts, etc.).

## How can I reuse an image that has already been used in the recording in a new place?

Some images will be needed in multiple places in the database. In order to add an image that has already been used, you can select it from the image gallery. Simply click on the image container where you want the image to go and, rather than take another photo, click on the popup button. This will give you the option to add an image from the

gallery. You can search for images within the gallery. Once you have found the image you want, click on “use this” and the image will appear in your new image container. Images for locus relations are automatically added in two places as the relationship exists for two different loci.

If you accidentally upload the same image into two different image containers, Kiosk will reject one of them. This helps keep the database from getting cluttered with duplicates. However, Kiosk will rewire the image it keeps to be associated with any additional image containers where it was placed. You will see an error message about a dropped image in synchronization, but should not see any difference in recording. The image in the File Repository can be found by any contexts it is associated with.

## How can I use the pinboard to see an image from one place in the recording while I am making records in a different location?

Sometimes you want to see a map or image of one thing while entering data elsewhere. There is a pinboard function in the recording system. Beside every image you should see a small gray pin. If you click it, the image is added to the pinboard. Access the pinboard by clicking the pin in the upper left corner, near the menu. The pinboard is cleared whenever you logout and close.

## Why do I keep getting error messages when trying to leave a context record, and why am I sometimes unable to access a tab with information that I need to fill out?

If you are getting error messages when trying to leave a context record and you are being kept from accessing certain forms as a result of those errors, your admin is using Quality Control (QC) to make sure you fill out important fields before moving on. These messages can have different levels of severity: a red message is an error, which means that that field needs to be filled out before you can do anything else (such fields will also be highlighted in red on their respective forms); a yellow message is a warning, which

tells you that the field is necessary but leaving it empty will not keep you from accessing other forms; and a green message is simply a suggestion of something that should be included but that is not necessarily critical. The messages will always tell you what is wrong so that you can add the missing information, and once you do so they will disappear (sometimes after a refresh).

## Where can I keep notes that are not about particular contexts or finds?

The recording system allows you to keep a running list of records that are unattached to specific contexts or finds, though they are attached to specific units. So-called “narratives,” these are accessible on the second tab of the unit layout. You can add a new narrative by clicking on the plus button, and you should also always add the date of creation and your initials (both of which can be done automatically for you if you click on the clock and person buttons).

The degree to which your project encourages or discourages journaling will determine how the narrative tab is used. Talk to your director.

Some projects utilize the narratives tab as the location for final trench reports.

## How can I create a new unit?

Most probably, you cannot: many projects configure their recording so that only the director or a registrar can create new units. If you do not have the privilege, you will not see the plus button. If you do, new units are created on the start page of Filemaker, by clicking on the plus button to the right of the navigation menu for units. Clicking the plus button will take you to a screen where you will be able to define the site where the unit is located, the type of unit (excavation, feature, or survey), the recording method used in that unit (feature or locus recording, or grab or transect survey), the date of creation, the unit supervisor, the terms used for units and contexts in your project, the unit number, and the unit’s description and purpose. Once you have created the unit, synchronize your workstation so that the unit becomes accessible for other iPads.



## How do I create a number for a unit/context/collected material that does not follow my ordinary numbering convention?

Temporary free input allows you to use an archaeological identifier that is contrary to the numbering conventions Kiosk is set to apply automatically. There are a couple of regular situations where this might be desirable:

- If you are inputting legacy data from excavations in the same place that used different numbering conventions.
- If you know you have two workstations working in the same record and you want to make sure that numbers do not collide, such as a registrar and excavator both creating collected materials, but so rarely that you do not define ranges in advance.

You must be logged in as someone with registrar privileges in order to create a number not using the configured convention.

In the burger menu in the upper left corner, choose the temporary free input button. Now when you create a new record (of any type) it will not be automatically numbered but will ask you to type in the identifier.

If you are using an identifier that you wish to be recognized by the system in next creating a sequential identifier, you will need to add the serial numerical part of the number (the thing that will be followed in the next auto created number) and the domain (the entity to which the current entity belongs). For instance if you create a context MB10-004north when the system would have created MB10-004 automatically, you want to define the sequence as 004 and the domain as MB10. If you do this, your next auto generated number will be MB10-005. If you do not, your next auto generated number will be MB10-004.

You cannot leave those fields blank. However, if you do not wish to attach a sequence or domain to your newly created freely named entity you can add "0" to those fields.

## I got files that improve my report. How Do I use them to update my report?

For an improved report the Kiosk team will send you one or two new files. This is how you install them: Reports are kept in the Hub. You must have the "manage reporting"

privilege to access the report definition, so make sure you are logged in as admin. Just click on the dock with your report, open the “more options” section and click on “report settings”. A new layout will open that has an upload section as the first option. Just either drag and drop the files you got onto this section or click on the section and select the files from your file system. After the files have been uploaded you can just click okay and that’s it. You can use your improved report in the hub.

## How does registration work in Kiosk?

Registration - the tracking of things excavated in the field as they are brought back for things such as washing, photography, and storage - can be done in the recording system.

Every collected material record has a registration status section in the lower left. Clicking on the list button brings up a set of check boxes. These are configured for each project and can be customized by an admin user in configuration. To use the boxes and their associated codes, click on them in the collected material record. For instance, if you have a bag of pottery excavated, you might click “expected back from the field” and “to be washed”. If you have a golden statue you might click “to be photographed” and “to be drawn”. Clicking such boxes brings up a second box in the “done” column.

After synchronization, a registrar can easily track the statuses assigned to each collected material record by going to the registrar’s tab and clicking on “collected material registration”. This returns all collected materials records from the project. They can be sorted by any of the menu fields: date, type, “to do” status, “done” status, storage, or notes left for the registrar. Clicking on the list button allows the registrar to adjust status to note, for instance, when something has indeed made it back from the field, or when the pottery has been washed, etc.

## Why can’t I enter the “done” value of the registration status in the collected material layout?

If you don’t have registration status it is possible that you can see the “done” registration status but cannot change its value. That makes some sense because it is up to the registrar to decide what is done and what isn’t. But if your project decides otherwise it can grant access to the value with the configuration key

“visibility/edit\_registration\_status\_in\_cm”. If set to “registrar” only registrars can modify the value. If set to “yup” everybody can. If set to “nope” nobody, not even the registrar, can change the value in the collected material layout.

## Why do I get a “timezone” error when trying to open my Filemaker file?

Kiosk synchronization relies on timestamps to know when records were changed or created in order to apply the latest changes. If your workstation and the server are not operating on the same timezone, that will be caught when you try to open your file so that you don't record data that can't be properly synchronized. If you see an error about timezones or about your database having been prepared in the future, go talk to your admin instead of just overriding it. In the field, all devices should be set to the same time zone. When working with data after the season when the team is dispersed, your admin needs to set each dock in kiosk with the proper time zone in which it will be downloaded.

## What are the footsteps on the screen and how do I use them?

Footsteps are a navigation tool. You see them in two places. First, when you are in the recording you see them in the upper left corner. If you press them you open the navigation history popup. The layout history tab shows you a list of what you would hit by going back using the back arrow. The recently viewed tab shows you a list of where you have been recently even if it isn't in the direct line backwards. In either case you can click on the identifier itself (whether for trench, context, or collected material) and you will go to that record.

Footsteps next to text blocks in the recording, such as narratives or context descriptions, search the text block for identifiers that have been typed there. You can then click on the identifier and jump to that record. For instance, if you are reading a narrative entry in a trench and it refers to a specific context, you can go straight to the record for that context.

# Registration

Registration in Kiosk is a set of tools built to support the management of the physical things collected in the field and brought back to the house or lab or museum for recording, further study, and whatever else will happen to them.

Registration begins when a collected material record is made - when the physical stuff becomes archaeological data by having a number assigned to it. Many projects then have back at the house a registrar or lab manager or other team member dedicated to making sure that everything for which a record exists has actually gotten home; measuring/observing or otherwise making notes about the collected materials; and routing things to various specialists - object photographer, artist, paleobotanist, etc - to make sure that necessary data is collected.

Registration is customizable for different projects workflows. Choices include what actions to include in the “to do” and “done” sections as well as what is visible where and to whom. Do you want your excavators being able to modify registration records or not? Etc.

Rather than simply answering questions, this section of the manual begins with an overview of what can be done in registration and how to do it. See also the video tutorials on this topic.

## Marking collected materials (CM) records in the field so that they give directions to the registrar.

When you create a CM record there are lines at the bottom that show the registration status of your CM. More often than not nothing needs to be done. By creating the record at all it has been added to the registration module and can be seen by the registrar. However, if a CM has particular needs that you can identify in the field or that the registrar needs to know about even before they open the bag, you can annotate the record for them.

You always have the option of including an instruction to the registrar that is specific to the particular CM in the “Dear Registrar” field.

On some projects you have access to modification of the “to do” and “done” fields. Those fields display codes corresponding to actions. If you are able to edit them you can do so by clicking on the list button to their right which gives you a popup with checkboxes such as “to be photographed”.

Some projects will have predefined codes configured for different types of CM records or materials. For instance, it can be made so that all small finds are automatically labeled “to be photographed”. In this case, your fields will already be populated when you create the CM record.

## Registration back at the lab.

Registration itself can take place only after the day’s data have been uploaded and synchronized.

Registration is often easier on a laptop workstation than an iPad, though if you are moving around bins of stuff you might want an iPad.

Log in to your recently prepared and downloaded Filemaker recording with a user account that has registrar privileges.

Click on the “registrars and specialists” tab on the home screen.

On the left, click the “collected material registration” button.

With no parameters applied, you see here a list of every CM from the project from its inception. For daily registration tasks you will want to sort or limit that list.

To limit the data shown to today’s date, click on the “from date” field in the upper left and input the date. You can likewise choose another date. Clicking on the heart button just right of this inputs the configured “season start” date so you see all records from the current season (if your director or admin has set that date in configuration).

The filter button allows you to limit the records by trench or by material.

The headings can be clicked to sort by them. For instance, if you click “dear registrar” on the right then the records that match your set parameters and have anything input in the “dear registrar” field will be on top.

When you have the records you want to have in your list, you can perform two functions from the registration module. First, you can modify the “to do” and “done” as well as storage fields. Second, you can enter the CM records themselves to put in additional information such as weights and measurements and additional description.

Depending on project configuration, you have either one or two ways to change to do/done status. All projects allow you to click on the list button and pop up a set of checkboxes. Some projects give you dropdown menus with frequently used combinations of codes that you can choose if you are doing registration like a crazy maniac and have those memorized because you use them all the time.

To enter the record of the CM itself you click on the pencil button to the left. The “back” button will take you back to your sorted registration list from the CM record when you are done.

## How do I find and jump to a record?

Use the search function to find a record.

The magnifying glass on the left side of the home screen is a search function. You can also find this via the hamburger menu if you are in a record. Click on the magnifying glass and choose whether you want to search by identifier (such as unit name, context number, etc) or by text search. You can also see recently modified records.

Click on the identifier (over there on the left) of a record to be taken to it.

When in unit or context level recording, the magnifying glass does not search for records hierarchically lower than collected materials. This is to avoid cluttering the search. If you have a ceramics module and use Kiosk for sherd-level records, you can search for individual sherd records by using the magnifying glass once you are in the ceramics module.