ArchivesSpace Training Exercise: Navigation

The ArchivesSpace staff interface allows for robust searching, browsing, filtering, and sorting to help you navigate to the records you need. Use the guided exercises below to become familiar with the different strategies you can use in the system.

Log into the ArchivesSpace training sandbox:  
http://aspace-training.dlts.org  
Username and Password provided during training

- Search or browse for a specific, known resource record:
  - Call number: ECTO 001
  - Title: Ghostbusters Records
  - Subject keywords: paranormal, Gozer

- Find accession or resource records associated with topics:
  - Browse or search subjects and use facets to narrow: England -- Social conditions -- 20th century
  - Browse or search agents and use facets to narrow: Melville, Herman

- Find the location of a specific box in a specific, known resource record via:
  - Resource record: Megan O’Shea Collection of Florinese Ephemera, Box 1
  - Accession record: Village Green Preservation Society Records, Box 2
  - Location record: 20 Cooper Square, Basement, Quarantine [Aisle: 1, Range: B, Shelf: 3]

- Find the box(es) shelved at a specific location via:
  - Location record: Bobst, 10, West Wing [Aisle: 3, Range: A, Shelf : 4]
  - Location Holdings report (may require higher level of permission)

- Find a specific, known media item in a resource record, then locate the refID, the Top Container in which the item is stored, and the Location of the Top Container:
  - Call number: WAG 131
  - Title: Utility Workers Union of America, Local 1-2 Records
  - Series: V Bargaining Records; Sub-series V.E: Strikes
  - Video recording for 1992 Strike

- Use the Advanced Search to combine keywords, record types, agents, or subjects