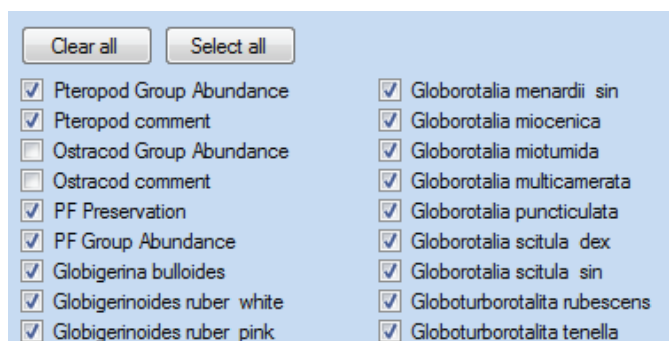
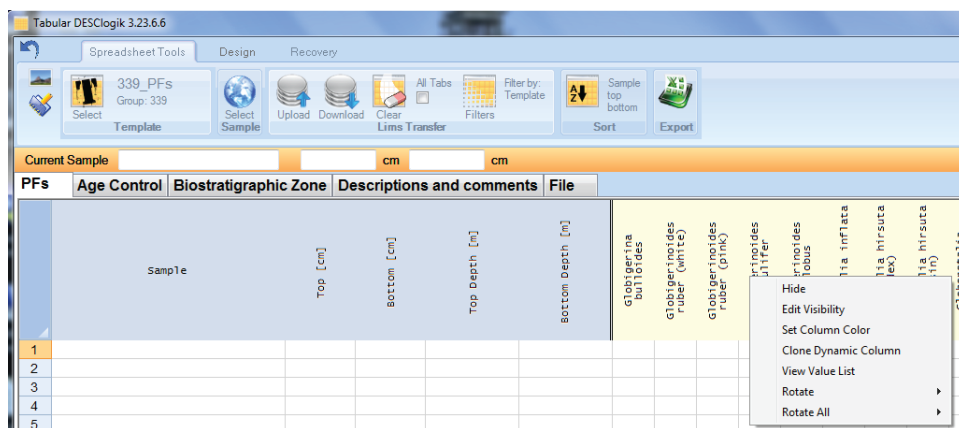


DESClogik Micropaleontology: Quick Start Guide

DESClogik Features

Edit Column Visibility

1. Right-click on a column header and choose Edit Visibility.
2. Check the boxes to indicate which columns you want to see on the data entry spreadsheet.
3. If the right-click menu is not enabled, check with technical support.



Copy/Paste from Excel into DESClogik

An alternative to entering DESC data directly into the DESC template is as follows:

1. Configure the appropriate template in DESC.
2. Export the template to Excel.
3. Enter descriptive data into Excel. Note: Use the classification codes for the terms defined in the classification set. For example preservation codes P, M, G would be entered P[32], M[P32], and G[P32] for classification set [P32]. Obtain classification codes from the DESC support technician.
4. Copy/paste the data from the Excel file into the DESC template.
5. Upload the data from DESC to LIMS.