

DESClogik Micropaleontology Quick Start Guide

Table of Contents

- [Edit Column Visibility](#)
- [Copy/Paste from Excel into DESClogik](#)

Edit Column Visibility

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

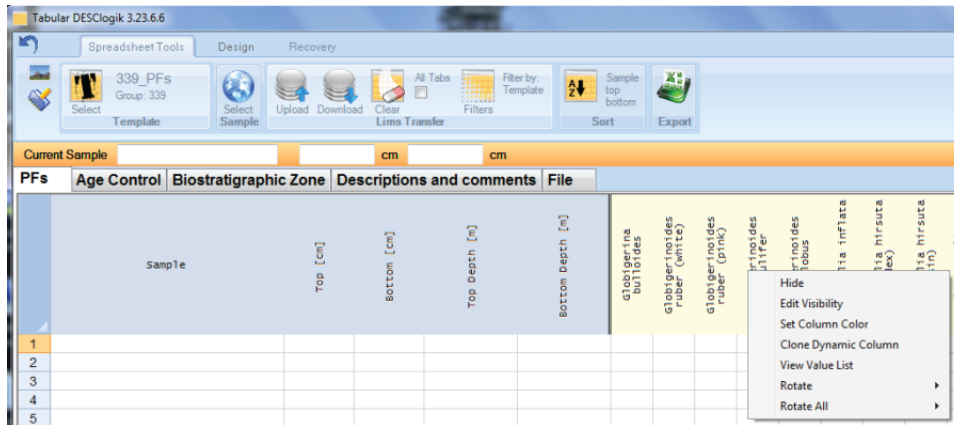


Figure 1. Edit Visibility tab

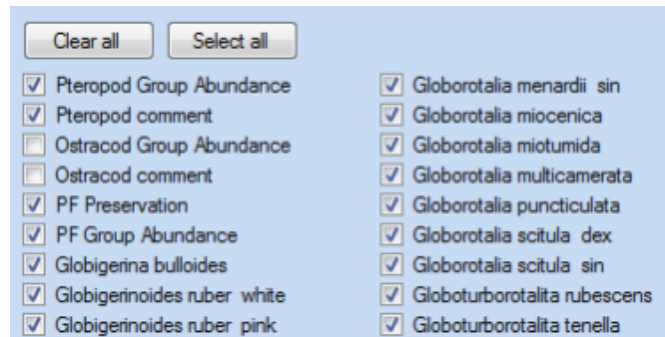


Figure 2. Checked boxes

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.
4. Copy/paste the data from the Excel file into the DESC template.
5. Upload the data from DESC to LIMS.

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