

Guidance for Submitting Preliminary Inventories and Summaries

Prior to Uploading

1. Manually save the Excel document.

If users modify the Excel template and only hit “Yes” to save the document after hitting the Exit button, that may create data errors during the upload process. Users should manually click the save button prior to hitting the Exit button, and any validation errors should appear then.

2. Do not delete tabs in the template.

Users should not delete tabs from the provided worksheet and should simply leave those tabs blank even if they have no Summary or Inventory data to provide. If users have already deleted tabs, they can copy the Inventories or Summaries data to the new Excel sheet using the steps below.

3. Users should not modify names of columns in the header and should not add additional columns.

4. Users should ensure they use the newest template provided [here](#).

If an older file is utilized, or users made any of the above errors, it is simple to copy and paste the data from the old Excel sheet to the new Excel sheet.

This is how to do it:

- 1) Go to either Inventories tab or Summaries tab. Select all the rows except for the header row and copy.

Inventories Excel ID	Agency/Museum Name	Geographical Location County	Geographical Location City	Geographical Location Other Information	Site Number/Name	Item/lot Information	Collection Type	Source Type
2	San Diego State University Biological Anthropology Laboratory	San Bernardino County		USGS Quad Yucaipa, T2S, R2W, unsectioned	S88-1000		Archaeological Collection	Archaeologist
3	San Diego State University Biological Anthropology Laboratory	Unknown					unknown	unknown
4	San Diego State University Biological Anthropology Laboratory	Unknown					unknown	unknown
5	San Diego State University Biological Anthropology Laboratory	Unknown					unknown	unknown
6	San Diego State University Biological Anthropology Laboratory	Unknown					unknown	unknown
7	San Diego State University Biological Anthropology Laboratory	Unknown					unknown	unknown

- 2) Go to the new excel file and the corresponding worksheet. Select the first row below the header and paste.

	A	B	C	D
1	Inventories Excel ID	Agency/Museum Name	Geographical Location County	Geographical Location City
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

This is a Mandatory Field.

- 3) Repeat the same for the other tab.

Once users do this and try to manually save the document, the validation script will run and prompt the user to fix any data issues.