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**Accessing the LCO Science Archive**

1. **Signing In**

You should begin by signing in to the archive using the same username and password you use to access the observatory portal.

1. **Date (calendar)**

This specifies the time period from which results will appear. The default is this semester and there are several other pre-defined date ranges to choose from. If you need a more specific time range, choose "Custom Range" or the easiest option is to select **“All Time”.**

1. **Proposal**

This is the proposal from which the observations are made. If you are logged in, your proposals (all beginning with FTP) will appear at the top, under ‘My proposals’. However, we recommend leaving this on **‘All’.**

1. **Basename**

This is the name of the file that is created when your image is taken. We don’t recommend using this search field.

1. **Point**

The point field allows you to search for an **object by its position** on the sky. Entering an object name (eg. M42) in the Lookup field will use an online service to search for the object, and populate the **RA and Dec** (coordinates) search fields automatically. You can also manually enter a position.

1. **Object**

This searches for an object as it is named in the FITS header. It is not an exact match and we do not recommend using this search box.

1. **Obstype**

This refers to the type of observation you are looking for. You will want the **‘EXPOSE’** option which describes an image exposure.

1. **Reduction Level**

This describes how much processing the data has been through. You will want to select **‘Reduced (BANZAI)’.**

Raw files have undergone no processing and Quicklook files have undergone processing but only with calibration frames that were available at the time. Reduced files have undergone processing with the most suitable calibration frames and will show the most clear cut image of your target.

1. **Site**

This is the telescope site at which the observation was made:

**lsc:** Chile Cerro Tololo Interamerican Observatory

**bpl:** California Back Parking Lot

**coj:** Australia Siding Spring Observatory

**cpt:** Sutherland Astronomical Observatory

**elp:** Texas McDonald Observatory

**ogg:** Hawaii Haleakala Observatory

**sqa:** California Sedgwick Reserve

**tfn:** Tenerife Teide Observatory

1. **Telescope**

This is the telescope class with which the observation was made:

**0m4** options are the 0.4-metre telescopes

**1m0a** is the 1-metre telescopes

**2m0a** is the 2-metre telescopes

1. **Instrument**

This is the camera that was used to take your image. It is unlikely you will know this and there are a lot of options! You should leave this set to **‘All’**.

1. **Filter**

This is the filter that was used when making your observation. If you have done a colour image you will want to select **‘B’**, **‘V’** and **‘R’** for blue, green and red (make sure you choose the ones in Caps Lock). However if you have taken your images on a 0.4-metre telescope you will need to select **‘rp’** for red. You can only search each filter individually.

1. **Exposure Time**

This is the **exposure time** of your observation in **seconds**. This will retrieve images with exposures equal to or greater than the value you input.

1. **Reset**

If you want to reset all the fields in your search, click this button.

1. **Expanding Selection**

By clicking on the **+** sign next to an image you can see a preview of what the image looks like and what calibration was carried out.



1. **Downloading Data**

If you want to download images, tick the small box to the left of the Basename of the image(s) you want and click the blue **‘Download’** button.

1. **Refresh, Table and Export**

This is the **refresh** button, it will reload the data in the table whilst **preserving the search filters** you have set.

Here you can select which columns you want to be **displayed in the data table.** Some columns are hidden by default.



Here you can **export the table** of data in a variety of formats.

 