



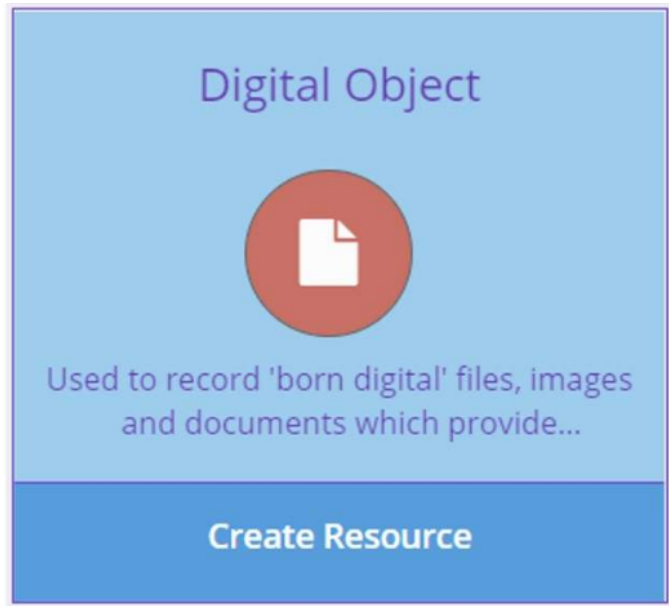
# Arches for HERs Creating Resources

## **2: Digital Object, Heritage Story, Historic Aircraft, Historic Landscape Characterization, Maritime Vessel**

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# Digital Object



'Used to record 'born digital' files, documents, images or recordings produced in digital form, rather than having been converted from print or analogue equivalents, which provide information relating to a heritage asset, activity or resources.

## Names

Name: **Insert the digital object name in the free text node.**

Name Use Type: **Select a type from the drop-down list (for example, Primary) to specify the nature of the name being recorded.**

Currency: **Specify the context for the name being recorded by populating one of the three radio-buttons: Current/Former/Historic.**

Further names, such as former or alternative names, can be recorded by selecting the Names facet title in the tree view on the left of the screen to open a new, empty form.

A screenshot of a web application interface. On the left is a sidebar with a tree view under the heading "New Resource (Digital Object)". The tree view includes "Names" (highlighted with a blue bar), "Descriptions", "File", "Creation", "File Format", "Copyright", "External Cross References", "System Reference Numbers", "Related Resources", and "Manage Permissions". The main area is titled "New Names" and contains a form. The form has a heading "Names" and a sub-heading "Enter the resource name and its respective type." Below this is a teal box with the text "(This card data will define the resource name.)". The form includes a "Name" text input field, a "Name Use Type" dropdown menu, and "Name Currency" radio buttons for "Current", "Former", and "Historic". At the bottom right of the form is a green "Add" button.

## Descriptions

Select the **Descriptions** facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

Insert free-text descriptive text, comments or observations into the *Description* field and select an appropriate *Description Type* (e.g. *Summary*, *Full*, *Notes* etc.) before selecting **Add**.

The screenshot shows the 'New Descriptions' form. On the left, a tree-view under 'New Resource (Digital Object)' has 'Names' and 'Descriptions' highlighted. The main panel has a header 'New Descriptions' and a sub-header 'Descriptions'. Below this is a teal box with the text '(This card data will define the resource description.)'. There are two dropdown menus: 'Description Type' with the text 'Select an option' and 'Description Language' also with 'Select an option'. A large text area for the 'Description' is present, featuring a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and a 'Source' button. The toolbar also includes text formatting options like font color, background color, and text color.

**Description Language:** Where text or notes have been transcribed in a non-English language, this can be specified by selecting a language from the drop-down list of terms.

A further Description, classified with a different Description Type, can be added by selecting the Descriptions facet name in the tree view on the left of the screen to open a new, empty card.

## File

Associated files, or the digital object itself, can be uploaded to the record by dragging and dropping it onto the Upload Documents panel, or by using the browser accessed by selecting the **Select Files** command.

The screenshot shows the 'New File' form. On the left, the tree-view under 'New Resource (Digital Object)' has 'Names', 'Descriptions', and 'File' highlighted. The main panel has a header 'New File' and a sub-header 'File'. Below this is a large area titled 'Upload Documents' with the text 'Drag & Drop your files onto this panel'. A purple button labeled 'Select Files' is centered. Below the button, a note states: 'Adding documents to this record is optional. You may upload as many documents as you wish, but the maximum size of any single file is 200MB.' At the bottom, a footer line reads 'Allowed document formats: Any.'

Multiple files, which can be in any format, may be uploaded, though the size limit for any individual file is 200MB.

## Creation

The screenshot shows the 'New Resource' form with the 'Creation' tab selected. The left sidebar contains a tree view with 'Names', 'Descriptions', 'File', 'Creation', 'File Format', 'Copyright', 'External Cross References', and 'System Reference Numbers'. The 'Creation' tab is active, showing a 'Creator' dropdown menu with the option 'Add new Relationship', a 'Creation Date' field with a calendar icon, and an 'End Date' field with a calendar icon. A green '+ Add' button is at the bottom.

This card facilitates the recording of the individual or organization responsible for the creation of the digital object and the date on which it was created.

**Creator:** Retrieve and select the individual or organization responsible for the digital object using the drop-down list of values. The required entry must first be present in the appropriate Arches for HERs Resource (People/Organizations).

**Creation Date:** Insert the date on which the object was created by either using the calendar function or inserting the date in YYYY-MM-DD format. If the precise date is not known, or the creation spanned a period of time, a date range can be expressed by adding an upper limit in the **End Date** node.

## File Format

The screenshot shows the 'New Resource' form with the 'File Format' tab selected. The left sidebar contains a tree view with 'Names', 'Descriptions', 'File', 'Creation', 'File Format', 'System Reference Numbers', 'Copyright', and 'External Cross References'. The 'File Format' tab is active, showing a 'File Format Type' dropdown menu with the option 'Select an option'. A green '+ Add' button is at the bottom.

Specify the digital file format of the object by selecting an entry from the drop-down list of terms (*doc, jpeg, pdf* etc.)

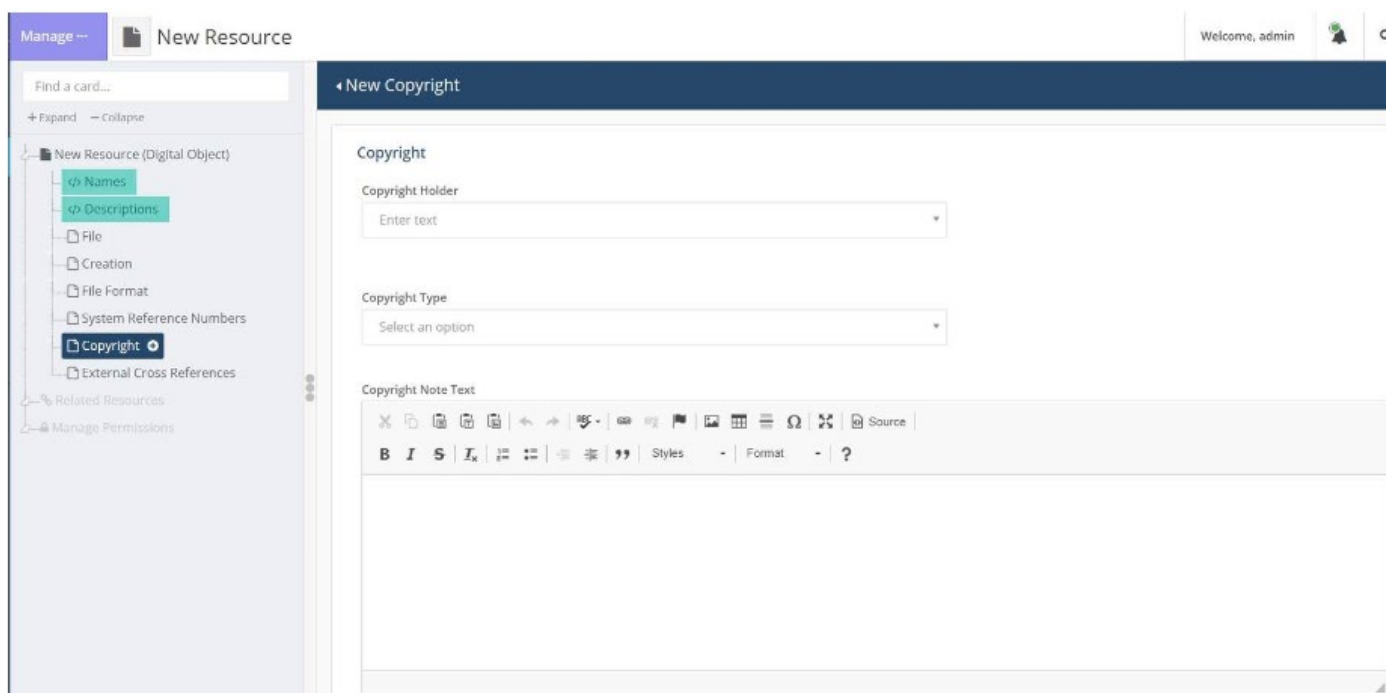
## **Copyright**

This card describes the copyright owner, type and statement for the digital object.

**Copyright Holder:** Specify the individual or organization to whom the copyright belongs by inserting a name and selecting an entry from the drop-down list of matching values. The value must first be present in the appropriate Arches for HERs Resource before it is selectable (Person / Organization).

**Copyright Type:** Select a type from the drop-down list (e.g. *Crown Copyright*).

**Copyright Note Text:** This free-text node facilitates the recording of Copyright Statement, special conditions or other relevant details.



The screenshot shows the 'New Copyright' form in the Arches system. The left sidebar contains a tree view with 'New Resource (Digital Object)' expanded, showing sub-items like 'Names', 'Descriptions', 'File', 'Creation', 'File Format', 'System Reference Numbers', 'Copyright' (selected), and 'External Cross References'. The main form area has a dark blue header 'New Copyright'. Below it, the 'Copyright' section contains two dropdown menus: 'Copyright Holder' with a placeholder 'Enter text' and 'Copyright Type' with a placeholder 'Select an option'. The 'Copyright Note Text' section features a rich text editor with a toolbar including icons for undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, and source, along with a 'Source' button. The editor area is currently empty.

## **External Cross References**

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for an identical object in a county HER).

**Cross Reference:** Insert the identifier, such as a number or alpha-numeric value.

**Cross Reference Source:** Insert the information system or organization that contains the cross reference (e.g. *AIP Record Number*).

**Cross Reference Note** is a free-text facility for recording any relevant additional details.

Manage ... New Resource

Welcome, admin

Find a card...

+ Expand - Collapse

New Resource (Digital Object)

- Names
- Descriptions
- File
- Creation
- File Format
- System Reference Numbers
- Copyright
- External Cross References

Related Resources

Manage Permissions

### New External Cross References

External Cross References

Cross Reference

Enter text

Cross Reference Source

Select an option

Cross Reference Note

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, Styles, Format, Help.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

Link text (Optional)

Enter URL Label...

URL for link

Enter URL...

Preview

+ Add

Additional External Cross References can be recorded by selecting the External Cross Reference facet title from the tree view on the left of the screen to open a new, empty card.

## System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the **ResourceID** node in the System Reference Numbers card.

Keystone x Arches - Resource Manager x +

→ ↻ keystone.historicengland.org.uk/add-resource/a535a235-8481-11ea-a6b9-f875a44e0e11#

New Tab NHLE 9 Types of Infograp... OpenRefine Buy Again Sign In to LinkedIn GISPortal Articulate Temporal

Manage ... New Resource

Find a card...

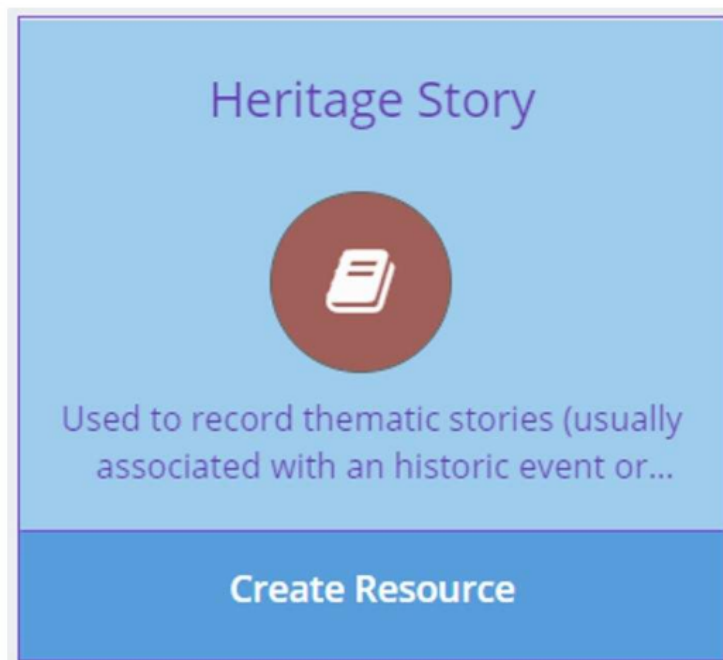
New External Cross References

The screenshot shows the 'New Resource' form in the Arches system. On the left is a sidebar with a search bar 'Find a card...' and a list of sections: 'New Resource (Digital Object)', 'Names', 'Descriptions', 'File', 'Creation', 'File Format', 'System Reference Numbers' (highlighted with a plus icon), 'Copyright', 'External Cross References', 'Related Resources', and 'Manage Permissions'. The main panel is titled 'New System Reference Numbers' and contains three input fields: 'ResourceID' (placeholder 'Enter text'), 'Legacy ID' (placeholder 'Enter text'), and 'Primary Reference Number' (placeholder '0'). At the bottom are two buttons: 'Cancel edit' (red) and 'Add' (green).

**Legacy IDs** refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

**Primary Reference Number** is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

## Heritage Story



Used to record thematic stories (usually associated with an historic event or period) which can provide more detailed background to the heritage assets, areas and artefact. The Heritage Story creates a user-friendly story which helps place the assets in their context within the historic environment. Stories can be tailored to different audiences, and also used for creating heritage trails.

Whilst MIDAS (Monument Inventory Data Standard) considers historic events as Activities, their conceptual distinction from managerial and investigative activities means they are more appropriately recorded in *Arches for HERs* as *Heritage Story Resources*.

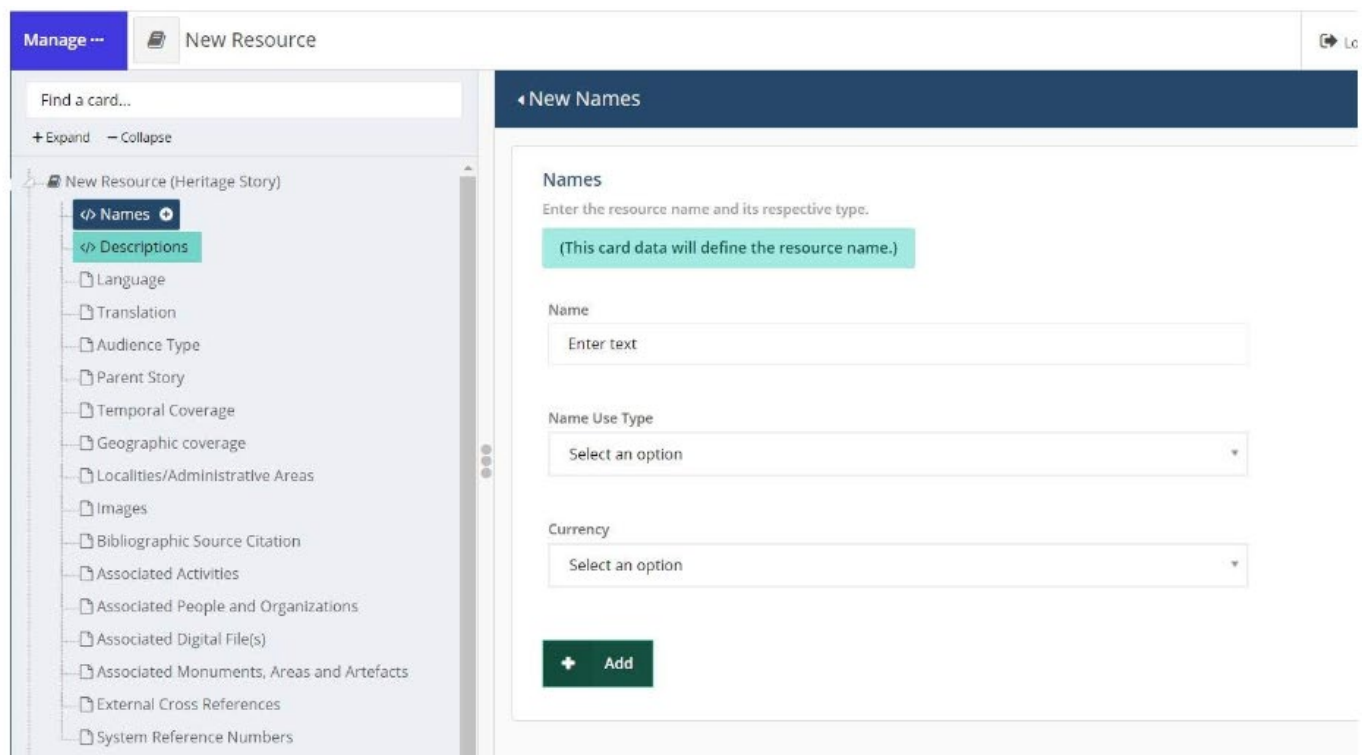
## Names

**Name – Insert the Heritage Story name in the free text node.**

Where possible it is recommended that the name used is as descriptive as possible. This will aid identification especially when creating associations with other Resources. For example, *The Great Beer Flood of 1814*.

**Name Use Type – Select a type from the drop-down list (for example, Primary) to specify the nature of the name being recorded.**

**Currency – Specify the context for the name being recorded by selecting an entry from the drop-down list: Current/Former/Historic.**

The screenshot shows a web application interface for creating a new resource. On the left is a sidebar with a tree view under the heading 'New Resource (Heritage Story)'. The 'Names' facet is selected and highlighted in blue. Below it are various other facets like 'Descriptions', 'Language', 'Translation', etc. The main area on the right is titled 'New Names' and contains a form. At the top of the form is a text input field with the placeholder 'Enter the resource name and its respective type.' and a light blue tooltip that says '(This card data will define the resource name.)'. Below this are three fields: 'Name' (a text input with 'Enter text' placeholder), 'Name Use Type' (a dropdown menu with 'Select an option'), and 'Currency' (a dropdown menu with 'Select an option'). At the bottom of the form is a green button with a plus icon and the text 'Add'.

Further names, such as former or alternative names, can be recorded by selecting the Names facet title in the tree view on the left of the screen to open a new, empty form.

## Descriptions

**Insert a free-text description of the Heritage Story into the Description field and select an appropriate Type (e.g. Summary, Full, Notes etc.).**

**Description Language:** Where text or notes have been transcribed in a non-English language, this can be specified by selecting a language from the drop-down list of terms.



A further Description, classified with a different Description Type, can be added by selecting the Descriptions facet name in the tree view on the left of the screen to open a new, empty card.

## Language

Select the language in which the Heritage Story has been recorded from the drop-down list of terms.

## Translation

Where a Heritage Story has been translated into or from another language, and the translation exists as an Arches for HERs Heritage Story in its own right, an association can be created between the two resources.

**Retrieve and select the Translation using the drop-down list of Heritage Stories. The required item must first be present as a recorded Heritage Story Resource to appear in the list.**

The screenshot shows the 'New Translation' form. On the left, a sidebar titled 'New Resource (Heritage Story)' contains a search bar 'Find a card...' and a list of categories: '<> Names', '<> Descriptions', 'Language', 'Translation' (highlighted with a blue icon and a plus sign), 'Audience Type', 'Parent Story', 'Temporal Coverage', 'Geographic coverage', and 'Images'. The main area has a dark blue header 'New Translation'. Below it, the 'Translation' section features a dropdown menu labeled 'Add new Relationship' and a green '+ Add' button.

## **Audience Type**

Select one or more of the categories of audience for which the Heritage Story is appropriate by populating the relevant radio-button/s.

The screenshot shows the 'New Audience Type' form. The sidebar on the left is titled 'New Resource (Heritage Story)' and lists categories: '<> Names', '<> Descriptions', 'Language', 'Translation', 'Audience Type' (highlighted with a blue icon and a plus sign), 'Parent Story', 'Temporal Coverage', 'Geographic coverage', 'Images', 'Associated Activities', 'Associated Actors', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas and', and 'System Reference Numbers'. The main area has a dark blue header 'New Audience Type'. Below it, the 'Audience Type' section contains four radio buttons: 'Academics', 'Adults', 'Children', and 'Private'. A green '+ Add' button is at the bottom.

## **Parent Story**

Where the Heritage Story describes an event or incident that took place within a larger event (for example, a battle that formed part of a larger campaign) a parent-child association can be made where the parent record exists as a recorded Heritage Story in its own right.

**Parent Story:** Retrieve and select the appropriate related parent story from the drop-down list of Heritage Story resources. Insure the parent is present as a Heritage Story Resource first.

The screenshot shows a web interface for creating a new resource. On the left, a sidebar titled 'New Resource (Heritage Story)' lists various cards: Names, Descriptions, Language, Translation, Audience Type, Parent Story (highlighted with a blue bar and a plus icon), Temporal Coverage, Geographic coverage, Images, Associated Activities, Associated Actors, Associated Digital File(s), Associated Heritage Assets, Areas and, and System Reference Numbers. The main content area is titled 'New Parent Story'. It features a 'Parent Story' label above a dropdown menu that currently displays 'Add new Relationship'. Below the dropdown is a green button with a white plus sign and the text 'Add'.

## Temporal Coverage

The historic period/s during which the Heritage Story took place can be attributed using the Temporal Coverage card.

**Select a period from the drop-down list of terms. More than one entry can be selected for Heritage Stories spanning multiple periods.**

This screenshot shows the same 'New Resource' interface, but with the 'Temporal Coverage' card selected in the left sidebar. The main content area is now titled 'New Temporal Coverage'. It features a 'Temporal Coverage' label above a dropdown menu that displays 'Add new Relationship'. A green '+ Add' button is positioned below the dropdown.

Selected Periods can be edited, deleted or viewed using the icons attached to each entry.

New Temporal Coverage

Temporal Coverage

Temporal Coverage

Add new Relationship

			21st Century
			20th Century

2 relationship(s)

Cancel edit

Add

## Geographic Coverage

**Select *Geographic coverage* to open the Map interface and drawing tools.**

For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

## Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:

**Insert the Area Name**

**Select an Area Type from the drop-down list and an indicator of the Currency of the area in relation to the story (for example, *Former*).**

**Select Add to commit the new data.**

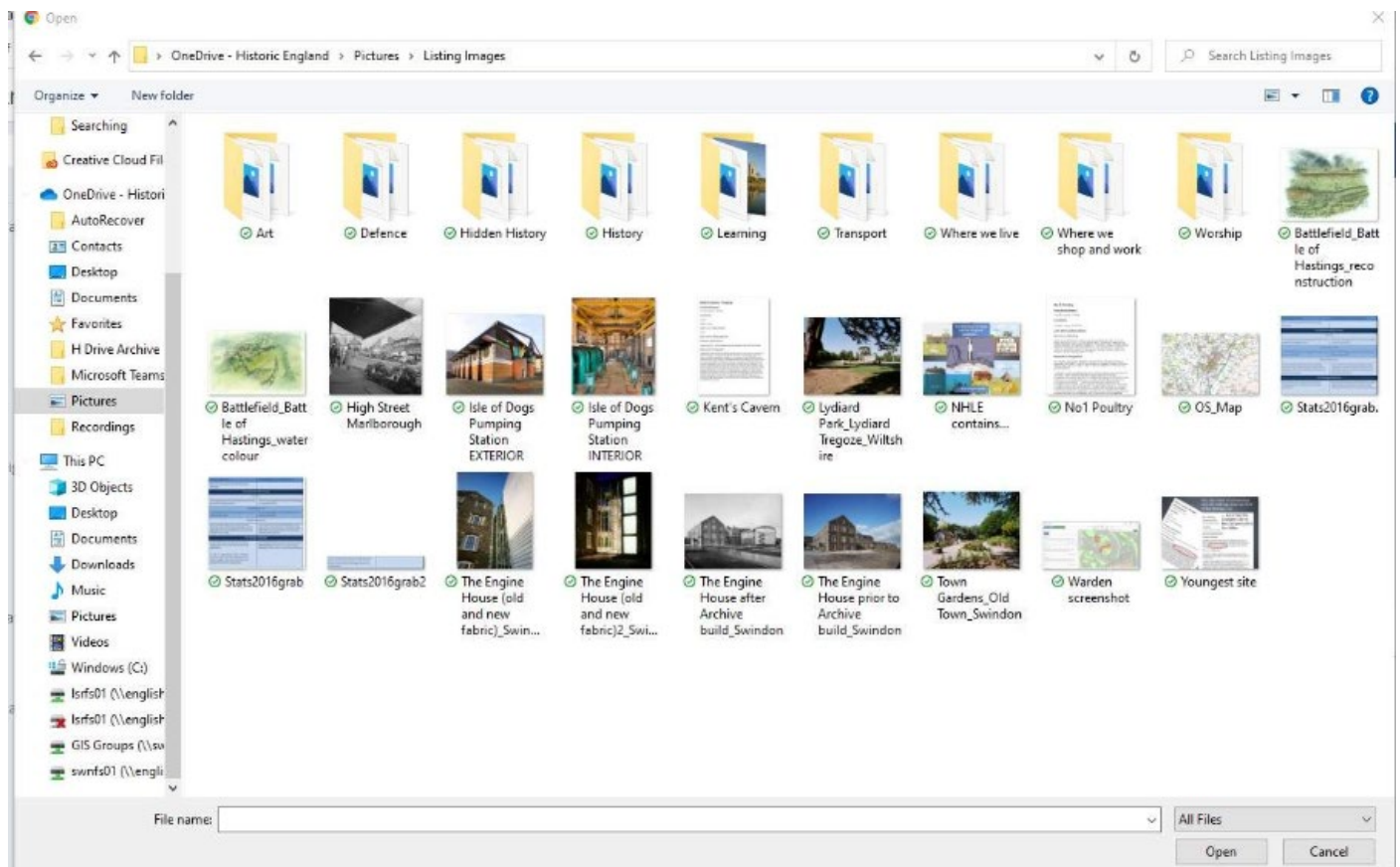
**To add additional areas, select the Localities/Administrative Areas heading in the panel on the left of the screen.**

## Images

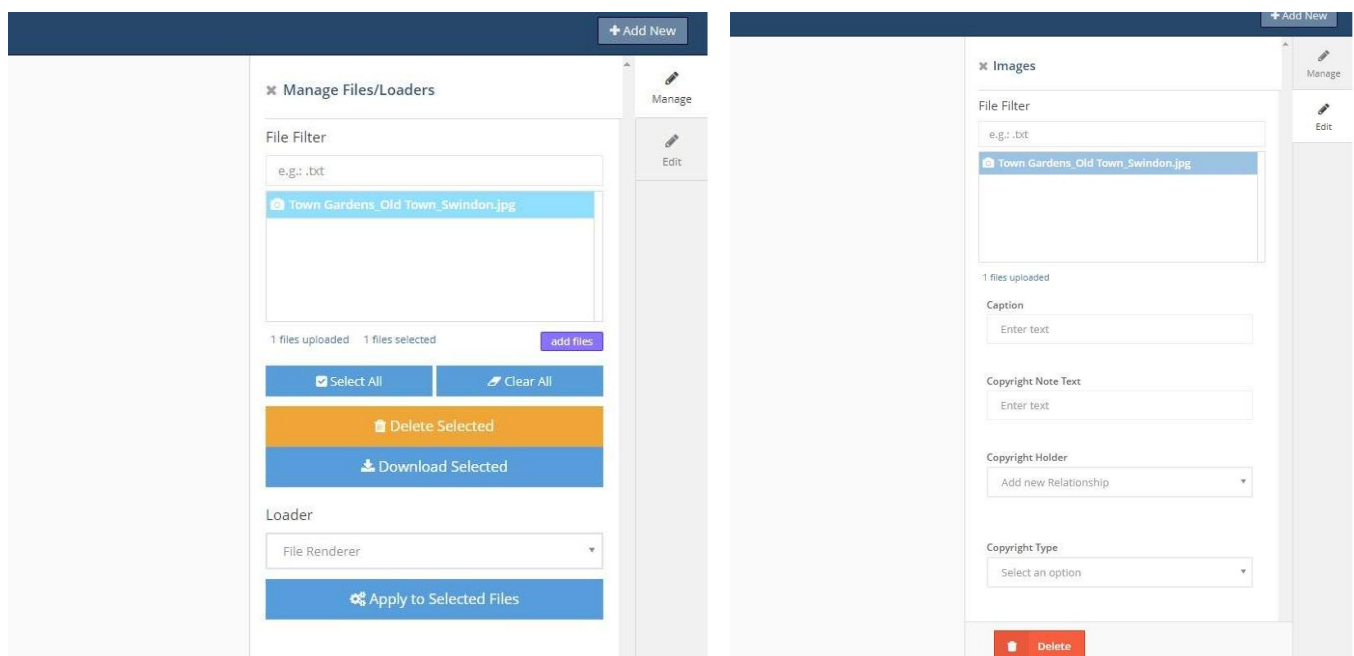
This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the Select Files button.



Note: Any images uploaded should be as .jpg, .png or .tiff files.



When the image is loaded *Manage* and *Edit* options on the right of the screen will be enabled. The *Manage* form facilitates the addition of further images, the deletion of existing images, or the downloading of images attached to the record.



The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Keystone People or Organizations resources and therefore retrievable and selectable from the drop-down list).

Selecting the **Add New** command opens up a new *Select Photographs* panel to facilitate the selection of further images.

## **Associated Bibliographic Citation**

Details of the specific citation relating a source to a Heritage Story. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource in its own right it will need to be created as a new Resource.

**Bibliographic Source:** The name of the bibliographic source containing the specific reference recorded.

**Source Number:** The cross reference number as used in descriptive text (for example, 1, 2, 3 etc.) to indicate the source of specific information.

**Pages/s:** Specific page references.

The screenshot shows a web application interface for creating a new resource. On the left is a sidebar with a search bar 'Find a card...' and a list of facets under 'New Resource (Heritage Story)'. The facets include Names, Descriptions, Language, Translation, Audience Type, Parent Story, Temporal Coverage, Geographic coverage, Localities/Administrative Areas, Images, Bibliographic Source Citation (highlighted with a plus icon), Associated Activities, Associated People and Organization, Associated Digital File(s), Associated Heritage Assets, Areas, External Cross References, and System Reference Numbers. At the bottom of the sidebar are 'Related Resources' and 'Manage Permissions' links. The main area is titled 'New Resource' and contains a section 'New Bibliographic Source Citation'. This section has a title 'Bibliographic Source Citation' and a dropdown menu 'Bibliographic Source Citation' with the option 'Add new Relationship'. Below this are text input fields for 'Source Number', 'Page(s)', 'Figs.', 'Plate(s)', and 'Comment', each with a placeholder 'Enter text'.

**Figs:** Figure numbers where appropriate.

**Plates:** Illustrative plate numbers where appropriate.

**Comment:** To record additional information or references if required.

**Further Bibliographic Sources:** Can be recorded by re-selecting the Associated Bibliographic Source facet title in the tree view on the left-hand side of the screen to open a new, empty card.

## Associated Activities

This Facet allows the user to create an association with an Activity resource.

**Insert the Name or UID of the associated Activity to retrieve it into the Activity node.**

The screenshot shows a web interface for managing a resource. On the left, a sidebar titled 'Manage ...' contains a tree view for '<Name> (Heritage Story)'. The tree includes facets like '</> Names', '</> Descriptions', 'Language', 'Translation', 'Audience Type', 'Parent Story', 'Temporal Coverage', 'Geographic coverage', 'Images', 'Associated Activities' (highlighted with a blue bar and a plus icon), 'Associated Actors', and 'Associated Digital File(s)'. The main area is titled '<New Associated Activities' and contains a section 'Associated Activities' with a dropdown menu labeled 'Activity' showing 'Add new Relationship' and a green '+ Add' button.

Further Activities can be associated by selecting the Associated Activity facet title in the tree view on the left of the screen to open a new, empty card.

## Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.

The screenshot shows a web interface for managing a resource. On the left, a sidebar titled 'Manage ...' contains a tree view for 'New Resource (Heritage Story)'. The tree includes facets like '</> Names', '</> Descriptions', 'Language', 'Translation', 'Audience Type', 'Parent Story', 'Temporal Coverage', 'Geographic coverage', 'Localities/Administrative Areas', 'Images', 'Bibliographic Source Citation', 'Associated Activities', 'Associated People and Organization' (highlighted with a blue bar), 'Associated Digital File(s)', 'Associated Heritage Assets, Areas', 'External Cross References', and 'System Reference Numbers'. The main area is titled '<New Associated People and Organizations' and contains a section 'Associated People and Organizations' with several form fields: 'Person or Organization' (dropdown with 'Add new Relationship'), 'Association Type' (dropdown with 'Select an option'), 'Role Type' (dropdown with 'Select an option'), 'Display Date' (text input with 'Enter text'), 'Association Start Date' (calendar icon), and 'Association End Date' (calendar icon).



**Person or Organization:** Retrieve and select the individual or organization from the drop-down list of resources. If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Resource (People/Organization).

**Association Type:** Select a term from the drop-down list to indicate the relationship between the actor and the Heritage Story (for example, General Association).

**Role Type:** Select a term from the drop-down list to clarify the context of the actor's association with the Heritage Story (for example, Person of Historic Interest).

**Display Date:** This is a free-text node facilitating the inclusion of a non-standardised date or date range (for example, 1914-16).

**Association Start Date/End Date:** These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

**Date Qualifier:** Select an appropriate qualifier to express the context of the data or date range described to the associated actor (for example, At some time would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; Between would imply the actor's association began on the minimum date and concluded on the maximum date).

## Associated Digital File(s)

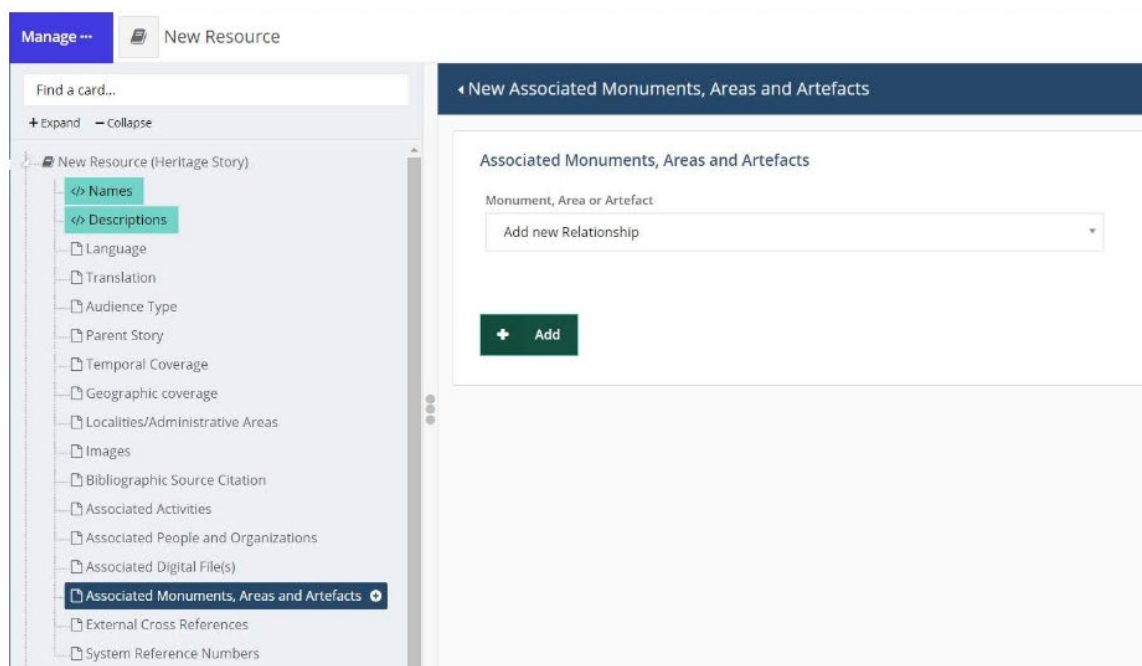
This Facet allows the user to create an association with one or more Digital Object Resources by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.

The screenshot shows a software interface for managing digital files. On the left, a sidebar titled 'Manage' contains a search bar 'Find a card...' and a list of facets. The 'Associated Digital File(s)' facet is selected and expanded, showing a list of digital files. The main panel on the right is titled 'New Associated Digital File(s)' and contains a search bar 'Add new Relationship' and a list of digital files. The list includes the following items:

- 30-32 Clerkenwell Green CLO33348-
- 05.21 Clerkenwell Green, WSI Evaluation
- Former Auxiliary Fire Service Station and Croydon Fire Station and Regional Headquarters
- 15/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021
- 15/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021
- Communication for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington

## Associated Monuments, Areas and Artefacts

This Facet allows the user to create an association with other resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated resource and selecting it from the filtered drop-down list.



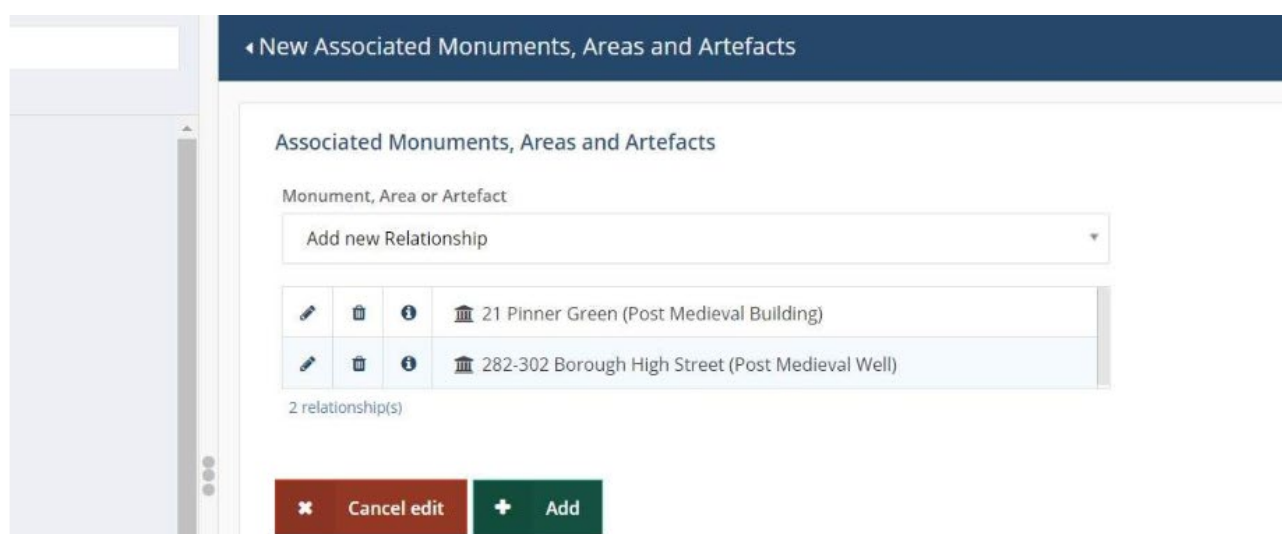
More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Assets, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).



## **External Cross References**

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

**The Cross Reference node should contain the identifier.**

**Cross Reference Source will contain the information system or organisation that contains the cross reference (for example, AIP Record Number).**

**Cross Reference Note is a free-text facility for recording any relevant additional details.**

The screenshot shows a web application interface for creating a new external cross reference. On the left is a vertical sidebar with a tree view containing various categories like 'ometry', 'Source Citation', 'and Registration Data', 'Phases', 'sions', 'rchives', 'ctivities', 'ctors', 'onsultations', 'igital File(s)', 'eritage Assets, Areas', and 'ss References' (which is highlighted with a blue bar and a plus icon). The main area is titled 'New External Cross References' in a dark blue header. Below this, the form is divided into three sections: 'External Cross References' with a 'Cross Reference' text input field labeled 'Enter text'; 'Cross Reference Source' with a dropdown menu labeled 'Select an option'; and 'Cross Reference Note' which features a rich text editor with a toolbar containing icons for bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, source, and other formatting options. The 'Cross Reference Note' section has a large text area for input.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

Additional External Cross References can be recorded by selecting the External Cross Reference facet title from the tree view on the left of the screen to open a new, empty card.

## **System Reference Numbers**

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.

Archives - Resource Manager

historicengland.org.uk/resource/1df29542-4357-4016-a9f0-77f4253ea593#

Types of Infograp... OpenRefine Buy Again Sign In to LinkedIn GISPortal Articulate Tempshare StreetView

### Trial Trench at 61 Southwark Street

Southwark Street (Activity)

es

criptions

IS

a

Type: Trial Trench

Activity: Trial Trench at 61 Southwark Street

Names and Identifiers | Descriptions and Citations | Classifications and Datin

» Names [Add Name](#)

Name

Trial Trench at 61 Southwark Street

» External Cross References [Add Reference](#)

Manage

New Resource

Find a card...

+ Expand - Collapse

New Resource (Digital Object)

<> Names

<> Descriptions

File

Creation

File Format

**System Reference Numbers**

Copyright

External Cross References

Related Resources

Manage Permissions

New System Reference Numbers

System Reference Numbers

ResourceID

Enter text

Legacy ID

Enter text

Primary Reference Number

0

Cancel edit Add

**Legacy IDs** refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

**Primary Reference Number** is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

# Historic Aircraft



Used to record the details of historic aircraft which are either retained as Monuments (eg. Museum exhibits or Gate Guardians) or have been identified through the discovery of associated crash sites.

**NOTE:** When recording historic aircraft with a known crash site, two resources should be created; one resource for the aircraft, and a second associated resource, a Monument usually or Area, for the craft site itself.

## Names

Select the Names facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

Where possible it is recommended that the name used is as descriptive as possible. This will aid identification, especially when creating associations with other Resources, and avoid the inevitable duplication that would otherwise occur. For example, rather than simply *Hawker* *Hurricane* add *Hawker Hurricane Mk1 (LF363), RAF Kenley*.

To assign a name to the aircraft, insert text in the Name field, then select the appropriate status (e.g. Primary) from the Name Type field's drop-down list.

A screenshot of a web application interface. On the left, a dark sidebar contains a tree-view menu. The 'Names' facet is selected and highlighted in green. The main area shows a 'New Names' form. At the top of the form is a teal banner with the text '(This card data will define the resource name.)'. Below this are three input fields: 'Name' with a placeholder 'Enter text', 'Name Use Type' with a dropdown menu showing 'Select an option', and 'Currency' with a dropdown menu showing 'Select an option'. At the bottom of the form is a green button with a white plus icon and the text 'Add'.

The Currency node allows you to define a context for the Name and Type (e.g. Current).

To add a further value, such as a Former, or Alternative name, re-select the Names Facet from the left-hand column. The card will re-open to enable further data entry.

## Descriptions

Select the **Descriptions** facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

Insert free-text descriptive text into the **Description** field and select an appropriate **Type** (e.g. Summary, Full, Notes etc.) before selecting **Add**.

The screenshot shows a web application interface for managing resources. On the left, a tree-view under 'New Resource (Historic Aircraft)' lists various facets. The 'Descriptions' facet is selected and highlighted in blue. The main area displays a 'New Descriptions' card. The card has a title 'New Descriptions' and a subtitle 'Descriptions'. Below the subtitle is a teal box with the text '(This card data will define the resource description.)'. There are three main input fields: 'Description Type' with a dropdown menu showing 'Select an option', 'Description' with a rich text editor toolbar (including bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, styles, format, and help icons), and 'Description Language' with a dropdown menu showing 'English'.

Where appropriate, a Description Language can be selected from a drop-down list of values.

To add a further Description, re-select the Activity Descriptions facet title from the tree view on the left of the screen to open a new, empty card.

## **Construction Phase(s)**

This branch is used to record phases in which either the aircraft was first built, or phases in which some physical change or modification occurred.



**Construction Phase Type:** This node defines the nature of the construction phase being recorded (For example, Initial Build, Repairs etc. Select the appropriate term from the drop-down list.

**Aircraft Type:** Select one or more terms from the Aircraft Type thesaurus by inserting a term, or part of a term, in the node and selecting an entry from the drop-down list of matching thesaurus terms. These terms can describe the vessel form and function (For Example, Spitfire, Fighter).

**Period:** Select a term from the drop-down list to indicate the cultural period during which the aircraft was built. Multiple values can be selected where there is some doubt or variation in accounts.

**Start/End Date:** A specific time span for the construction of the aircraft can be expressed as minimum and maximum date values if known either using the calendar function attached to the nodes, or by entering a date value in YYYY-MM-DD format.

**Display Date:** This is a free-text node in which a non-standard date expression may be entered (For example, Built 1940 or 41).

**Place of Manufacture:** If known, enter the aircraft's place of manufacture in this free-text node.

**Manufacturer:** Retrieve and select a manufacturer from the drop-down list of Aircraft Type thesaurus terms (For example, Vickers-Armstrongs).

**Aircraft Function:** Retrieve and select a term from the drop-down list of Aircraft Type thesaurus terms to describe the function of the historic aircraft (For example, Heavy Bomber).

**Aircraft Form:** Retrieve and select a term from the drop-down list of Aircraft Type thesaurus terms to describe the physical form of the aircraft (For example, Monoplane).

**Aircraft Mark:** Retrieve and select a term from the drop-down list of Aircraft Marks where known (For example, MkIIA).

**Phase Description:** This free-text node enables the recording of a descriptive account, comments or observations regarding the craft's construction phase.

**Main Construction Material:** The materials used in the main construction of an aircraft can be recorded by retrieving and selecting terms from the drop-down list of material types. More than one term can be selected (For example, Wood, Steel).

**Construction Method:** If relevant, entries from a list of construction methods can be retrieved and selected from the drop-down list of terms (For example, Hand built). More than one term may be selected.

**Construction Technique:** If relevant, entries from a list of construction techniques can be retrieved and selected from the drop-down list of terms (For example, Steel Framing). More than one term may be selected.

**Phase Certainty:** This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the interpretation of the construction phase: Certain / Possible / Probable / Uncertain.

**Phase Evidence Type:** Select one or more terms from the drop-down list of Evidence types to broadly describe the source/s from which the data has been derived (For example, Physical Evidence, Documentary Evidence).

Further Construction Phases can be recorded by re-selecting the Construction Phases facet title in the tree view on the left of the screen to open a new, empty card.

## Aircraft Dimensions

This card can be used to record the measured dimensions of an aircraft either as built, and detailed in sources such as registration documents, or as a surveyed wreck site.

The screenshot shows a software interface for creating a new resource. On the left is a sidebar with a tree view under 'New Resource (Historic Aircraft)'. The tree includes categories like '</> Names', '</> Descriptions', 'Location Data', 'Construction Phase(s)', 'Aircraft Dimensions' (which is highlighted with a blue icon and a plus sign), 'Status', 'Designation and Protection Assignment', 'Named Locations', 'Nationality', 'Flights', 'Last Known Flight', 'Associated Heritage Assets, Areas of Interest', 'Associated Activities', 'Associated People and Organizations', 'Associated Consultations', 'Associated Digital File(s)', and 'External Cross References'. The main area is titled 'New Resource' and contains a card titled 'New Aircraft Dimensions'. The card has a subtitle: 'Used to record the original dimensions of the aircraft and the actual dimensions of the associated wreck site for comparative purposes.' The form fields are: 'Dimension Type' (a dropdown menu with 'Select an option'), 'Dimension Value' (a text input field with 'Enter number'), 'Dimension Measurement Unit' (a dropdown menu with 'Select an option'), and 'Dimension Type Qualifier' (a dropdown menu with 'Select an option'). At the bottom of the form is a green button with a plus icon and the text 'Add'.

**Dimension Type:** Select a term from the drop-down list to describe the specific attribute to which the dimensions apply (for example, Length, Breadth etc.).



**Dimension Type Qualifier:** Select a term from the drop-down list of Dimension Type Qualifiers. These terms provide context/circumstance for the recorded dimension (For example, Builders Measure, Breadth Measured from Remains etc.).

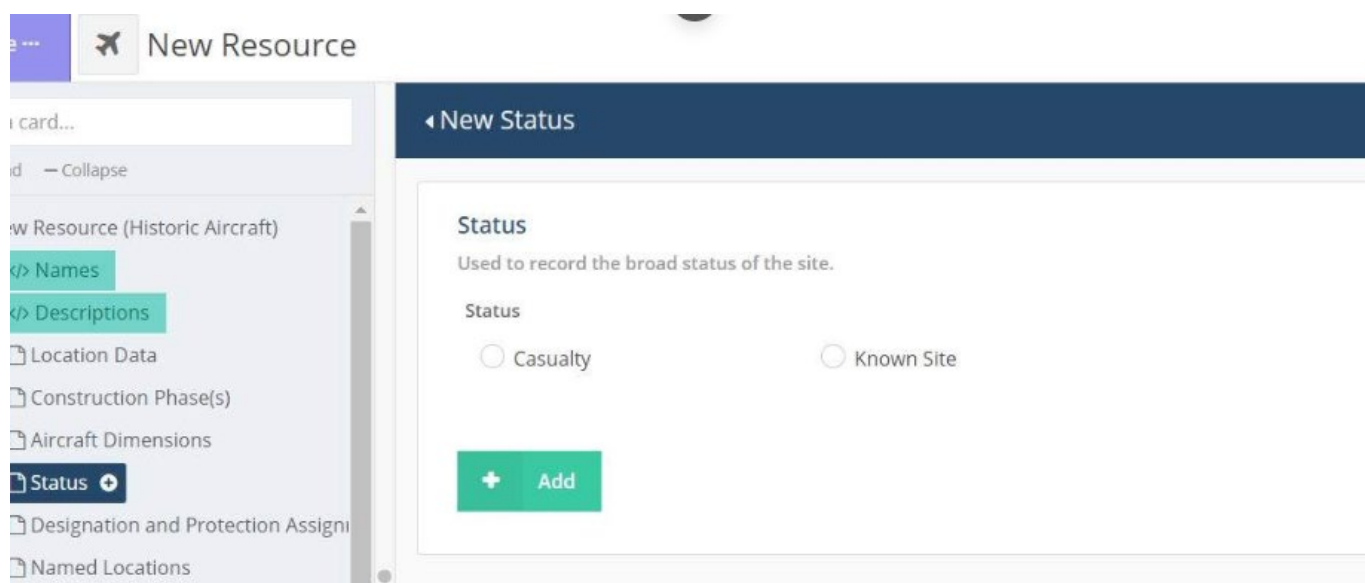
**Dimension Measurements Unit:** This node records the unit of measurement in which the dimensions have been recorded. A drop-down list of Measurement Units (for example, Foot) is available.

**Dimension Value:** This free-text node records the Measurement Unit's numerical value.

Multiple Asset Dimensions can be recorded. When the values entered have been saved by selecting the Add button in the card, re-select the Asset Dimensions facet title in the tree view on the left of the screen and a new, empty card will open enabling the entry of further asset dimensions (for example, Breadth, Depth etc.)

## Status

Select the Appropriate Status to indicate whether the aircraft being recorded is a Casualty (an aircraft loss recorded from documentary evidence but without located physical remains) or a Known Site (a loss for which aircraft remains have been located).

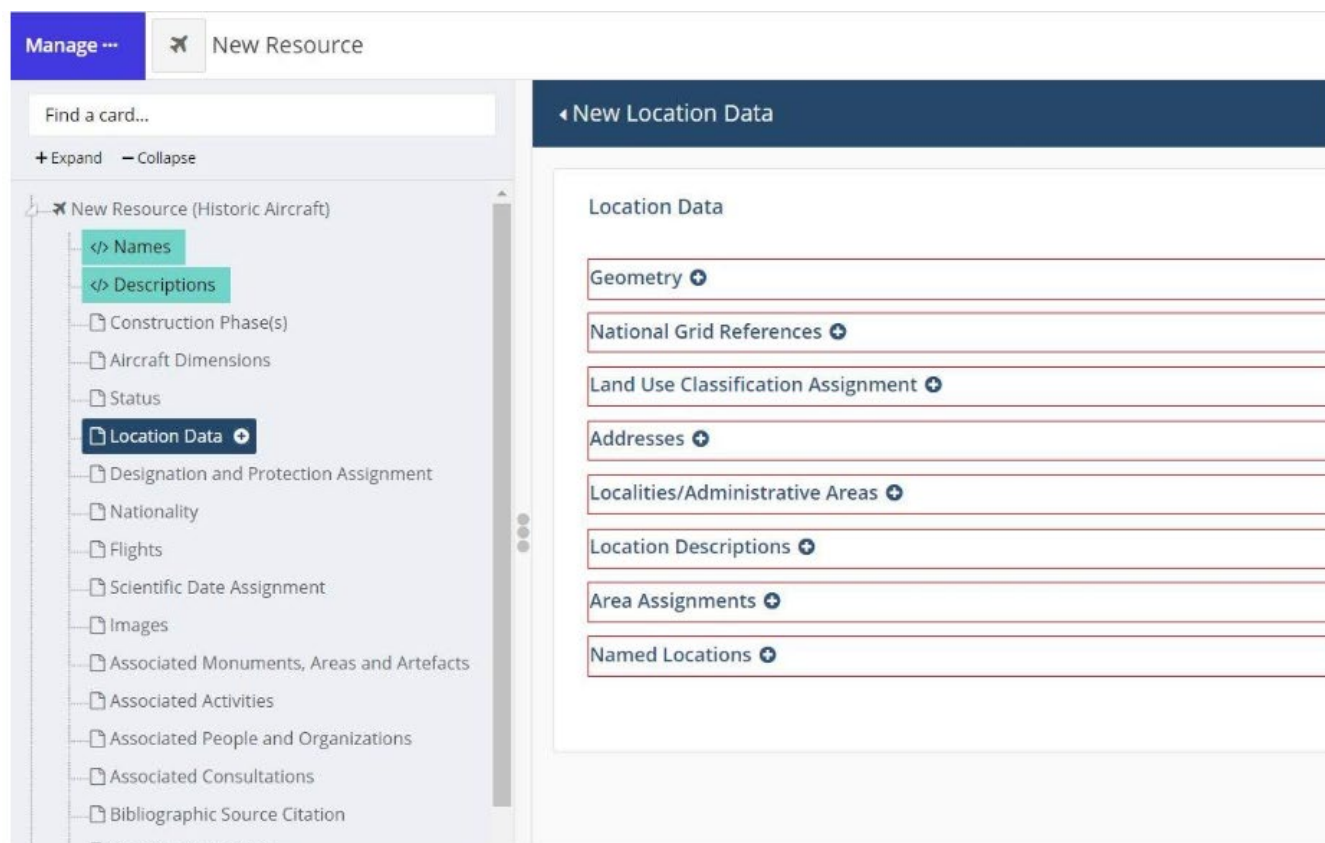


The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar contains a tree view with the following items: 'New Resource' (with an airplane icon), 'card...', 'id - Collapse', 'New Resource (Historic Aircraft)', '<> Names', '<> Descriptions', 'Location Data', 'Construction Phase(s)', 'Aircraft Dimensions', 'Status +', 'Designation and Protection Assignm', and 'Named Locations'. The 'Status +' item is highlighted. The main content area has a dark blue header with the text 'New Status'. Below the header, the form is titled 'Status' and has a subtitle 'Used to record the broad status of the site.' There are two radio button options: 'Casualty' and 'Known Site'. At the bottom of the form is a green button with a white plus icon and the text 'Add'.

## Location Data

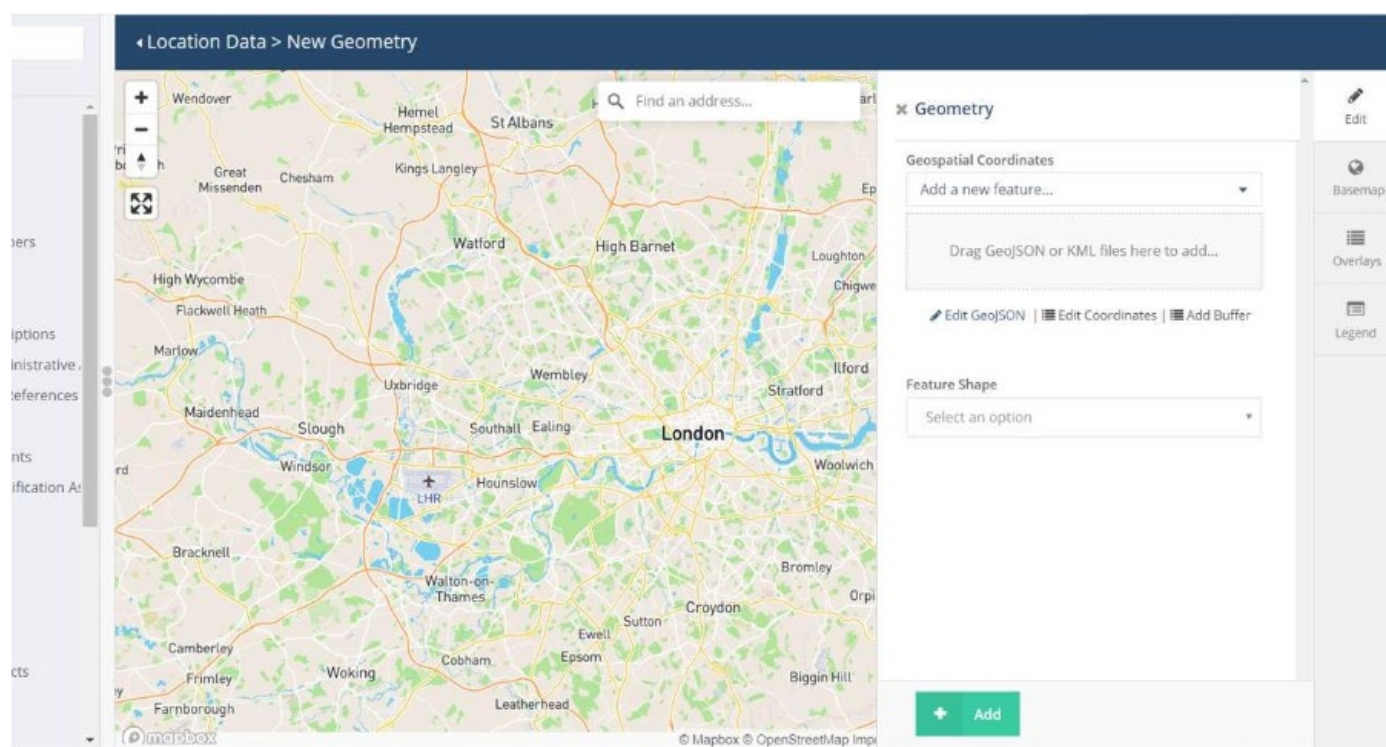
The Location Data facet contains a number of cards in which data related to the location of the aircraft can be recorded, from addresses and textual descriptions of the location to spatial depictions.

Select the Location Data facet title from the tree view on the left of the screen to open the card containing the individual Location data elements. Select each using the + icon.



## Geometry

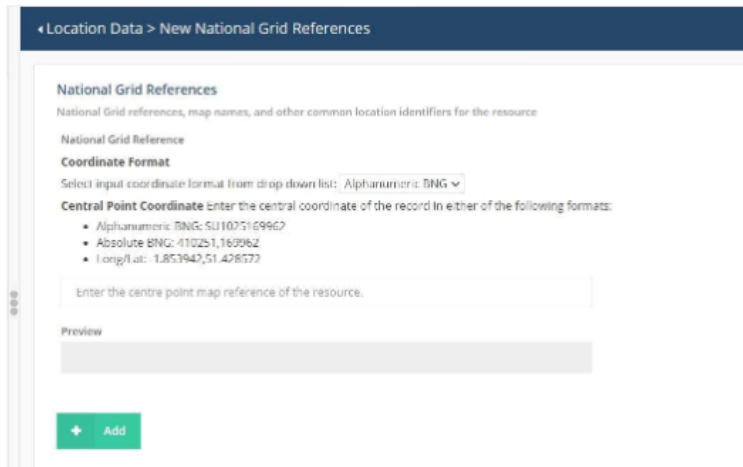
To apply a map depiction of the aircraft site, select the Geometry option in the Location Data card. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.



For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

## National Grid References

This card facilitates the creation of spatial depictions (GIS points) through the manual entry of British National Grid references (alpha-numeric or absolutes) or Longitude/Latitude (in Decimal Degree format).



Note: To immediately view the point on the map display once saved, refresh the web page using the icon in the main tool bar.

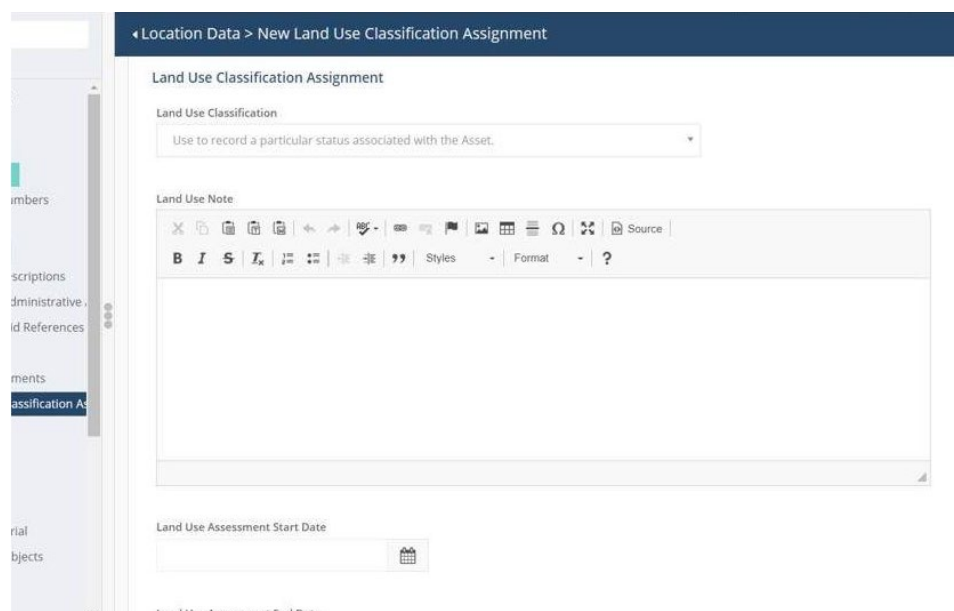
Select the appropriate coordinate format (for example, *Absolute BNG*).

Enter the coordinates in the text field, following the data format illustrated in the examples above it. Select *Add*. The Preview node will display the coordinates as an Alphanumeric BNG value.

If satisfied the location is correct, select the *Add* button.

## Land Use Classification Assignment

This is an Authority list of terms describing land and environmental use or characteristics for the location of an activity (e.g. Wetlands, Woodland, Inter-tidal etc.).



**Land Use Classification:** Select a term from the drop-down list of broad land classification terms (For Example, Other 4 (Churchyard))

**Land Use Note:** A free-text node for the recording of notes, comments or observations.

**Land Use Assessment Start/End Date:** Where the land use classification is the result of a formal assessment, the date/s on which this occurred can be recorded either using the calendar function attached to each node or by manually entering values in YYYY-MM-DD format.

**Geology:** Where known, select a term from the drop-down list of geological types to characterize the geology of the site (For example, Tertiary Clay).

**Sub-Soil:** Where known, select a term from the drop-down list of types to define the sub-soil character of the site.

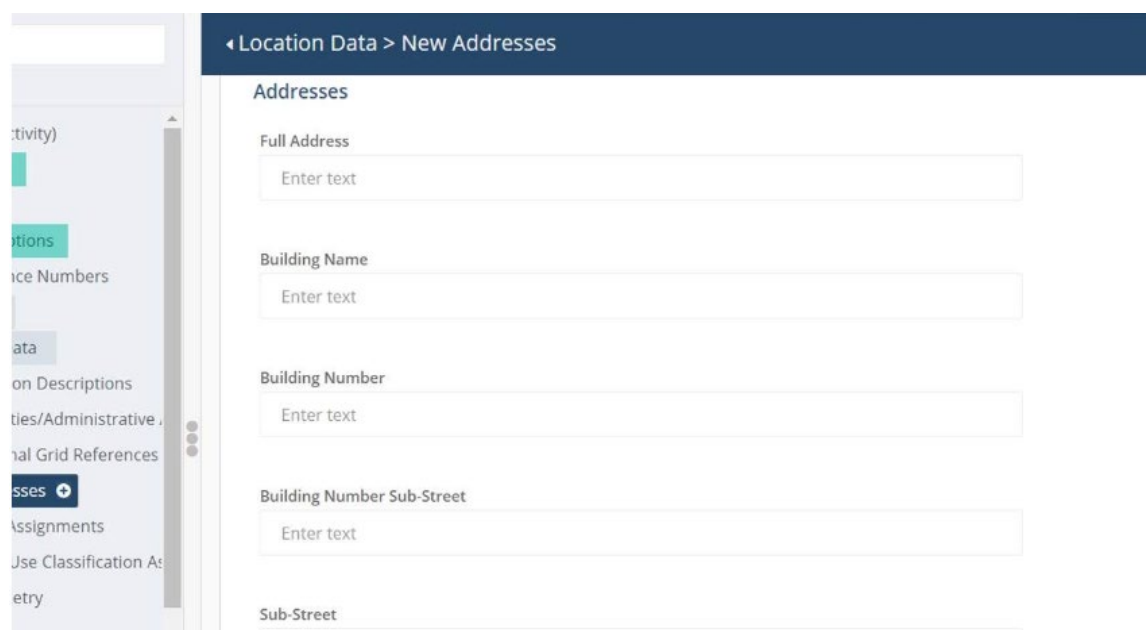
## Addresses

This is for the addition of address data. Each element is a free text field except for Address Status and Address Currency.

### Insert data in the appropriate fields and select Add

**Note:** The Full Address node will be auto-populated once the different address elements have been recorded separately and saved.

**Note:** Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School,, , Meadow Rise, , Coulsdon, , CR5 2EH



The screenshot shows a web interface for adding new addresses. On the left is a sidebar with a tree view containing various location-related categories. The 'Addresses' category is highlighted with a blue background and a plus icon. The main area is titled 'Location Data > New Addresses' and contains a section labeled 'Addresses'. This section has five text input fields: 'Full Address', 'Building Name', 'Building Number', 'Building Number Sub-Street', and 'Sub-Street'. Each field has a placeholder text 'Enter text'.

Note: location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas element of the Location Data Facet.

Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.

**Location Data > New Addresses**

**Addresses**

Addresses ▾

Full Address	100 Russell Street, Covent Garden, London
Building Name	Theatre Museum
Building Number	100
Building Number Sub-Street	None
Sub-Street	None
Street	Russell Street
Locality	Covent Garden
Town or City	City of London
County	Greater London
Postcode	None
Address Status	Primary
Address Currency	Current

+ New

## Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:

**Location Data > New Localities/Administrative Areas**

**Localities/Administrative Areas**

Administrative, geopolitical areas, localities, and other areas (e.g.: Research or zoning areas)

Area Name

Camden

Area Type

Select an option

Borough

County

District

Ecclesiastical

Locality

London Square

**Insert the Area Name**

**Select an Area Type from the drop-down list**

**Select Add to commit the new data.**

**To add additional areas, select the Localities/Administrative Areas heading in the panel on the left of the screen.**

## Locational Descriptions

This allows the creation of a narrative description of the locations and/or directions to find the resource - particularly useful for archaeological features or sites without addresses.

The card has a Location Description Type pick list and a free text Description field with standard text tools included.

The screenshot shows a web application interface for 'Location Data > New Location Descriptions'. On the left is a vertical sidebar with a list of menu items: 'ers', 'ptions', 'nistrative', 'ferences', 'its', 'fication As', and 'ts'. The main content area has a title bar 'Location Data > New Location Descriptions'. Below it, the 'Location Descriptions' section contains a large text editor with a toolbar featuring icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and source. Below the text editor is a 'Location Description Type' dropdown menu with the placeholder text 'Select an option'. At the bottom left of the form is a green button with a plus icon and the text 'Add'.

## Area Assignments

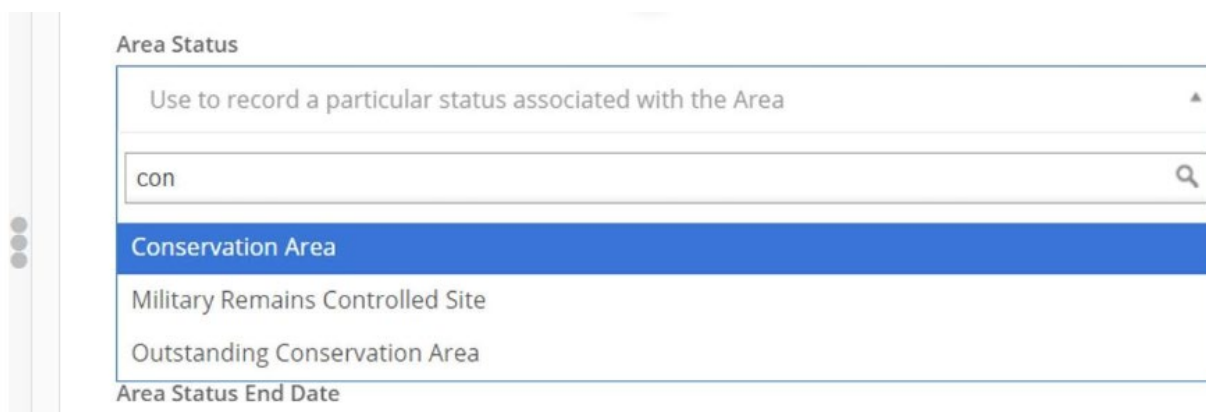
Where the Aircraft falls within an area that is subject to some form of designation or special status, this can be expressed in the Area Assignments card.

The screenshot shows a web application interface for 'Location Data > New Area Assignments'. On the left is a vertical sidebar with a list of menu items: 'Monument)', '25', 'its', 'a', 'i Descriptions', 's/Administrative', 'I Grid References', 'es', 'ignments', 'ry', 'e Classification A', 'Locations', 'Protection Assign', 'ses', 'signment', 'rce Citation', 'ies', 'e and Organizatio', 'itations', 'I File(s)', 'ments, Areas and', 'es', and 'ferences'. The main content area has a title bar 'Location Data > New Area Assignments'. Below it, the 'Area Assignments' section contains several form fields: 'Ownership' (dropdown with 'Select an option'), 'Area Status' (dropdown with 'Use to record a particular status associated with the Area'), 'Area Status Start Date' (text field with a calendar icon), 'Area Status End Date' (text field with a calendar icon), 'Area Reference' (text field with 'Enter text'), 'SHINE - Significance' (dropdown with 'Select an option'), and 'SHINE - Form' (dropdown with 'Select an option'). At the bottom left of the form is a green button with a plus icon and the text 'Add'.



**Ownership:** Specify whether the area is Public, Private or State-owned.

**Area Status:** Select an entry from the drop-down list of terms, entering a term or part of a term to retrieve a specific entry.



**Area Status Start/End Date:** If known, record the date on which the status was conferred and/or withdrawn (if the status no longer applies). Insert data using the calendar function attached to the nodes, or else manually in YYYY-MM-DD format.

**Area Reference:** A free-text node for recording details such as the area name or other identifiers.

**SHINE - Significance:** Where an activity has relevance for the Selected Heritage Inventory for Natural England (SHINE) dataset of undesignated historic environment features, a level of significance can be applied using this node: *Low / Medium / High*.

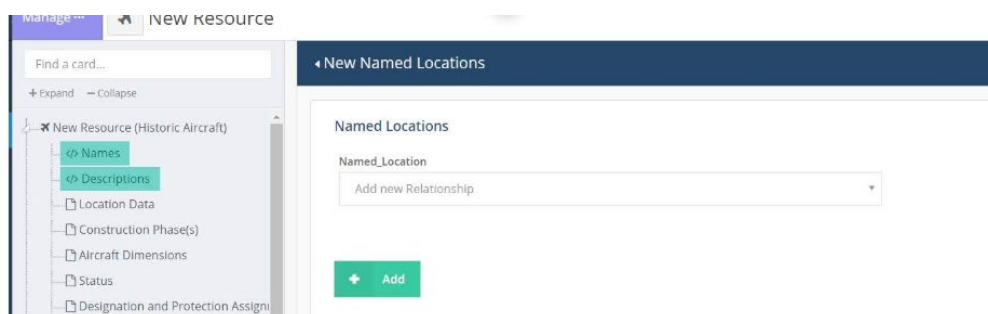
**SHINE - Form:** This node facilitates the application of site/environment characterisation terms as applied to the SHINE dataset.

## Named Locations

This card facilitates the recording of a Named Locations which is a general location, area or vicinity applied to one or more records, applied primarily to the recording of Marine and Aircraft Casualty data where no precise place of loss has been recorded.

These areas can be recorded as **Place** Resources and then accessed and applied to a Casualty or Known Site.

**Insert the name or part of the name of a Named Location resource. The drop-down list will display all matching values recorded as *Place* Resources. Select the correct Named Location and commit the record by selecting *Add*.**



## Designation and Protection Assignment

Where designation or protection regimes apply to the site of an Historic Aircraft, these can be recorded with associated classifications and information.

The screenshot shows a web interface for creating a new resource. On the left is a sidebar with a search bar and a list of nodes under 'New Resource (Historic Aircraft)'. The 'Designation and Protection Assignment' node is selected and highlighted in blue. The main area on the right is titled 'New Designation and Protection Assignment' and contains a form with the following fields:

- Designation Name:** A text input field with the placeholder 'Enter text'.
- Designation Name Use Type:** A dropdown menu with the placeholder 'Select an option'.
- Designation or Protection Type:** A dropdown menu with the placeholder 'Select an option'.
- Grade:** A dropdown menu with the placeholder 'Select an option'.
- Local Heritage List Criteria Type:** A dropdown menu with the placeholder 'Select an option'.
- Designation Start Date:** A date input field.

**Designation Name:** Insert a name for the assignment in the Designation Name node and select an appropriate type (Original / Former / Alternative etc.) from the drop-down list accessed via the Designation Name Use Type node.

**Designation or Protection Type:** Select an appropriate entry from the drop-down list (for example, Conservation Area).

**Grade:** Where the Conservation Type is accompanied by an assigned Grade, select an entry from the drop-down list.

**Local Heritage List Criteria Type:** Where the Designation or Protection Type is assigned as Local Heritage List, select the accompanying Criteria Type from the drop-down list.

**Designation Start Date / End Date:** Where known, insert the date on which the Designation or Protection was bestowed. If the Designation or Protection Assignment has been removed, insert the Designation End Date if known.

**Display Date:** This free-text node facilitates the entry of Designation and Protection Assignment dates and date ranges in non-controlled date formats (for example, *Protected Wreck 2001-12*).

**Designation Amendment Date:** Where relevant, insert the date on which the Designation or Protection Assignment was amended.

**Risk Status:** This node has two options to express whether the site is currently at risk: At Risk / Not at risk.



**Link Text:** Where a link to a web resource is included, an appropriate description/note can be inserted in this free-text node.

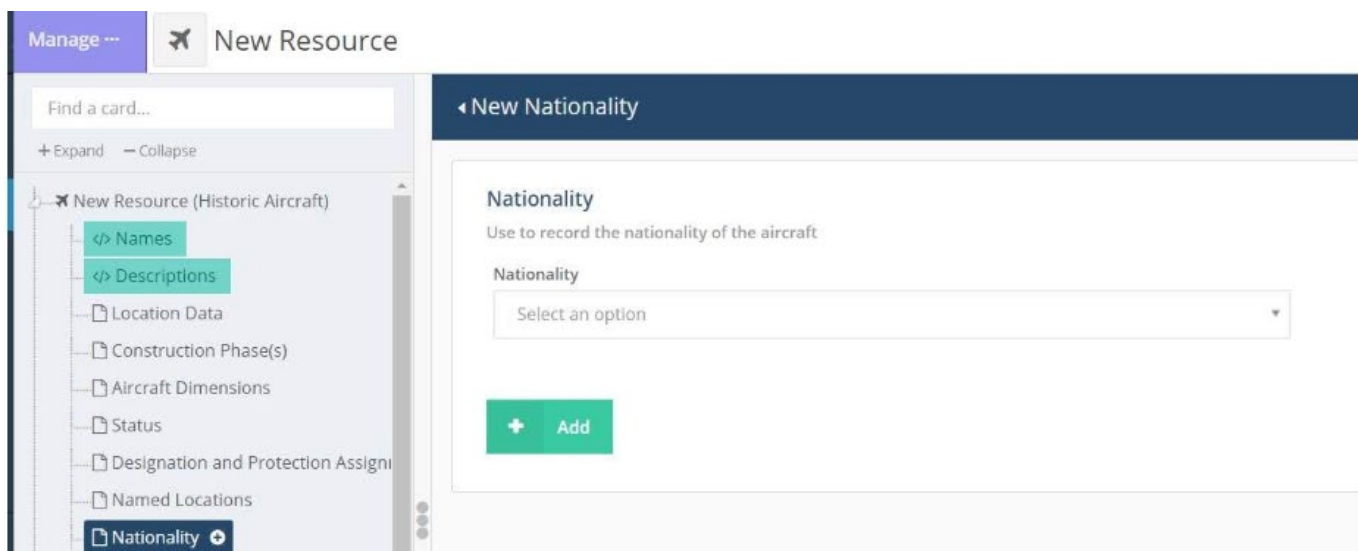
**URL for link:** To create a link to the web resource or designation/protection entry relating to the Historic Aircraft, insert the URL for the specific web page detailing the site.

**Digital Files:** Where they have previously been created as Keystone resources in the Digital Objects resource, relevant files can be retrieved and selected via a filtered drop-down list attached to this node.

## Nationality

**Select a term from the drop-down list of values to describe the nationality of the aircraft as stated in documentary sources.**

As aircraft can change nationalities, or be erroneously assigned nationalities by documentary sources, additional Nationalities can be recorded by re-selecting the Nationality facet name in the tree view on the left of the screen to open a new, empty card. The context and chronology of such multiple-entries should be detailed in the Description branch.



The screenshot shows a web application interface for managing aircraft resources. On the left, a sidebar titled 'Manage' contains a tree view for 'New Resource (Historic Aircraft)'. The tree view includes nodes for 'Names', 'Descriptions', 'Location Data', 'Construction Phase(s)', 'Aircraft Dimensions', 'Status', 'Designation and Protection Assign', 'Named Locations', and 'Nationality'. The 'Nationality' node is selected, and a '+ Add' button is visible next to it. The main content area is titled 'New Nationality' and contains a form. The form has a heading 'Nationality' and a subtitle 'Use to record the nationality of the aircraft'. Below this is a dropdown menu labeled 'Nationality' with the text 'Select an option' and a downward arrow. At the bottom of the form is a green button with a plus sign and the text 'Add'.

## Flights

This branch enables the recording of the details of any documented flights undertaken by the aircraft including that during which it was lost.

**Flight Type:** Select an entry from the drop-down list of terms to define the purpose or type of flight being recorded (For example, For orders).

**Flight Description:** Use this free-text node to record a description, comments or observations regarding the flight being recorded.

The screenshot shows the 'New Resource' form in the Arches for HERs system. The left sidebar displays a tree view of resource types, with 'Flights' selected. The main form area is titled 'New Flights' and includes a description: 'Used to record the details of the flights of an aircraft. Where the flight is the last known flight record the manner and date of loss and, where know, the associated crash site.' The form contains several fields: 'Flight Type' (a dropdown menu), 'Flight Description' (a text area with a rich text editor toolbar), and 'Place of Departure' (a dropdown menu).

**Place of Departure:** Retrieve and select a term describing the location from which the aircraft embarked on its flight, if known, from the drop-down list of terms.

**Place of Departure Currency:** Populate the appropriate radio-button to select a term (Current/Former/Historic) to indicate the currency of the place name cited as the aircraft's point of departure (documentary sources may cite the place names that have subsequently changed).

**Date of Departure:** If known, populate this node with a date value either by using the calendar function or by manually inserting a date in YYYY-MM-DD format.

**Place of Destination:** Retrieve and select a term describing the location for which the aircraft embarked on its flight, if known, from the drop-down list of terms.

**Place of Destination Currency:** Populate the appropriate radio-button to select a term (Current/Former/Historic) to indicate the currency of the place name cited as the aircraft's place of destination (documentary sources may cite place names that have subsequently changed).

**Expected Date of Arrival:** If known, populate this node with a date value either by using the calendar function or by manually inserting a date in YYYY-MM-DD format.

**Last Flight Date Qualifier:** This node allows the user to further qualify the recorded flight dates by selecting an entry from the drop-down list such as On, Between etc.

**Date of Loss:** The date on which the aircraft was lost.

**Manner of Loss:** Select one or more entries from the drop-down list of terms to describe the circumstances of the aircraft's loss (For example, Shot down).

**Associated Crash Site:** An association with another crash site can be expressed by retrieving and selecting another Arches for HERs Resource from the drop-down list of entries.

**Associated Crash Site Type:** You can specify what type of site the historic aircraft is associated with by retrieving and selecting a site type from the drop-down list of terms (For example, Aircraft Crash Site).

**Cargo Type:** Select one or more entries from the drop-down list of cargo types to describe what was carried by the aircraft during the flight being recorded (For example, Military Personnel).

## Scientific Date Assignment

Where samples have been submitted to specific scientific dating methods (e.g. Dendrochronology) the process and outcomes can be recorded using the Scientific Date Assignment card.

The screenshot shows a software interface for creating a new resource. On the left is a sidebar with a search bar 'Find a card...' and a list of expandable/collapsible categories. The 'Scientific Date Assignment' category is selected and expanded, showing a list of sub-items. The main area is titled 'New Scientific Date Assignment' and contains a form with the following fields:

- Scientific Date Assignment** (Section Header)
- Associated Construction Phase**: A dropdown menu.
- Dating Method**: A dropdown menu with the text 'Select an option'.
- Scientific Date Start Date**: A text input field with a '▼ EDTF Formats' button.
- Scientific Date End Date**: A text input field with a '▼ EDTF Formats' button.
- Scientific Date Qualifier**: A dropdown menu with the text 'Select an option'.
- Standard Deviation Value**: A text input field.

**Associated Construction Phase:** This node enables the creation of an association with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

**Dating Method:** This node describes the specific scientific dating methodology applied to the artefact. Select a term (e.g. *Radiocarbon Dating*) from the drop-down list.

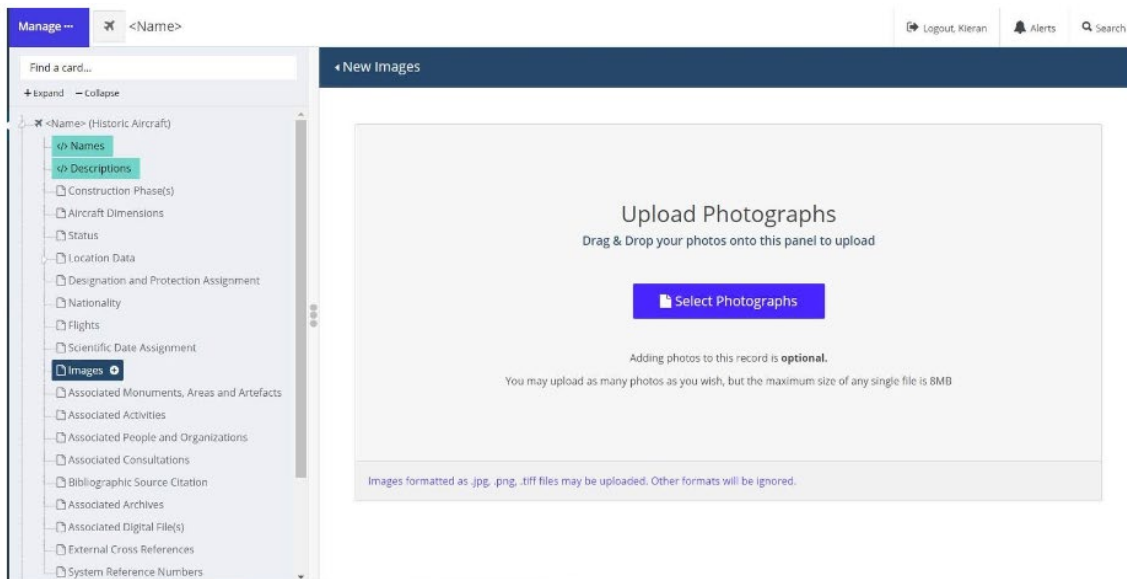
**Standard Deviation Note:** This free-text node facilitates the recording of further information, comments or observations relating to Standard Deviation.

**Laboratory Reference:** This free-text node facilitates the recording of any known references or reference numbers applied by the laboratory undertaking the scientific dating process.

**Note:** This free-text node facilitates the recording of any further information, notes or observations relating to the Scientific date Assignment

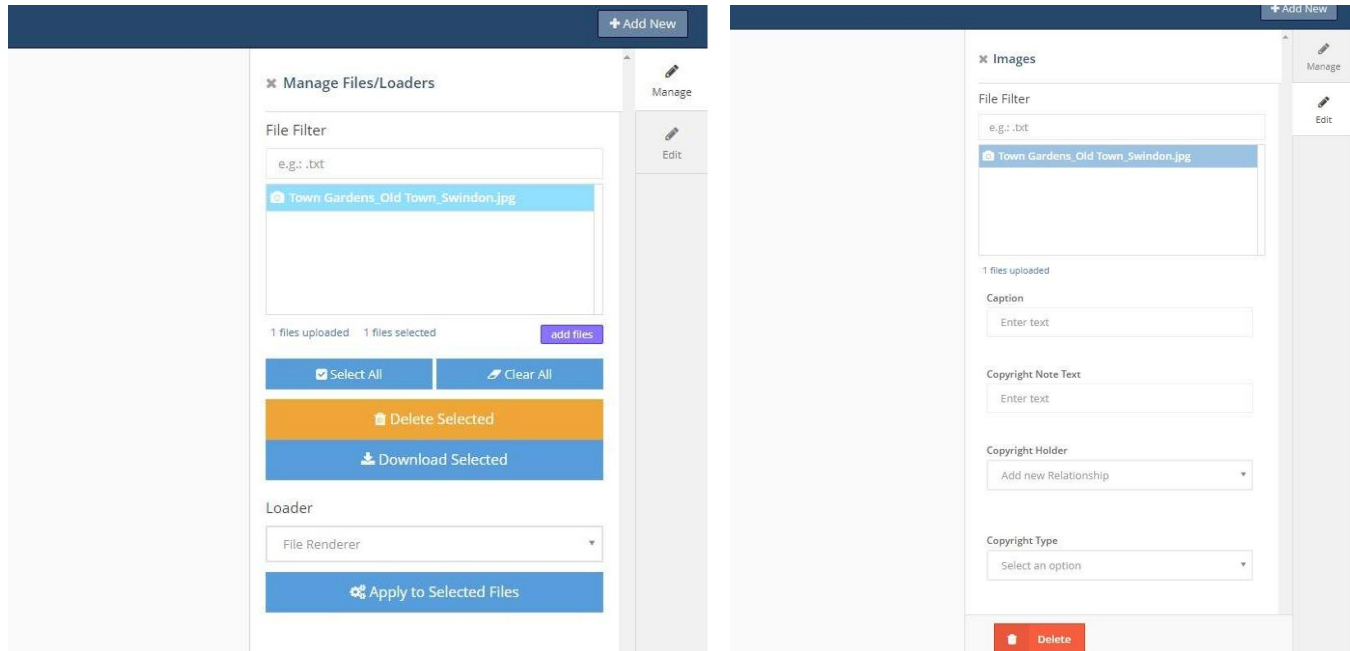
## Images

This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the Select Photographs button.



Note: Any images uploaded should be as .jpg, .png or .tiff files.

When the image is loaded *Manage* and *Edit* options on the right of the screen will be enabled. The *Manage* form facilitates the addition of further images, the deletion of existing images, or the downloading of images attached to the record.



The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Keystone People or Organizations resources and therefore retrievable and selectable from the drop-down list).

Selecting the **Add New** command opens up a new *Select Photographs* panel to facilitate the selection of further images.

## Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated Resource and selecting it from the filtered drop-down list.

The screenshot shows a web interface for creating new associations. On the left is a sidebar with a 'New Resource' button and a list of facets including 'Associated Heritage Assets, Areas and Artefacts'. The main panel has a dark blue header with the title 'New Associated Heritage Assets, Areas and Artefacts'. Below this is a section titled 'Associated Heritage Assets, Areas and Artefacts' containing two dropdown menus: 'Associated Heritage Asset, Area or Artefact' (with 'Add new Relationship' as the placeholder) and 'Association Type' (with 'Select an option' as the placeholder). A green 'Add' button is at the bottom of this section.

More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the Associated Assets, Area or Artefact node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

This screenshot shows the same interface as the previous one, but with a list of two selected resources below the dropdowns. Each resource has three icons (edit, delete, information) to its left. Below the list, it says '2 relationship(s)' and there is a red 'Delete this record' button.

Associated Heritage Assets, Areas and Artefacts			
Associated Asset, Area or Artefact			
Add new Relationship			
			282-302 Borough High Street
			Pinner Green, [Grim's Ditch] {Iron Age pottery}

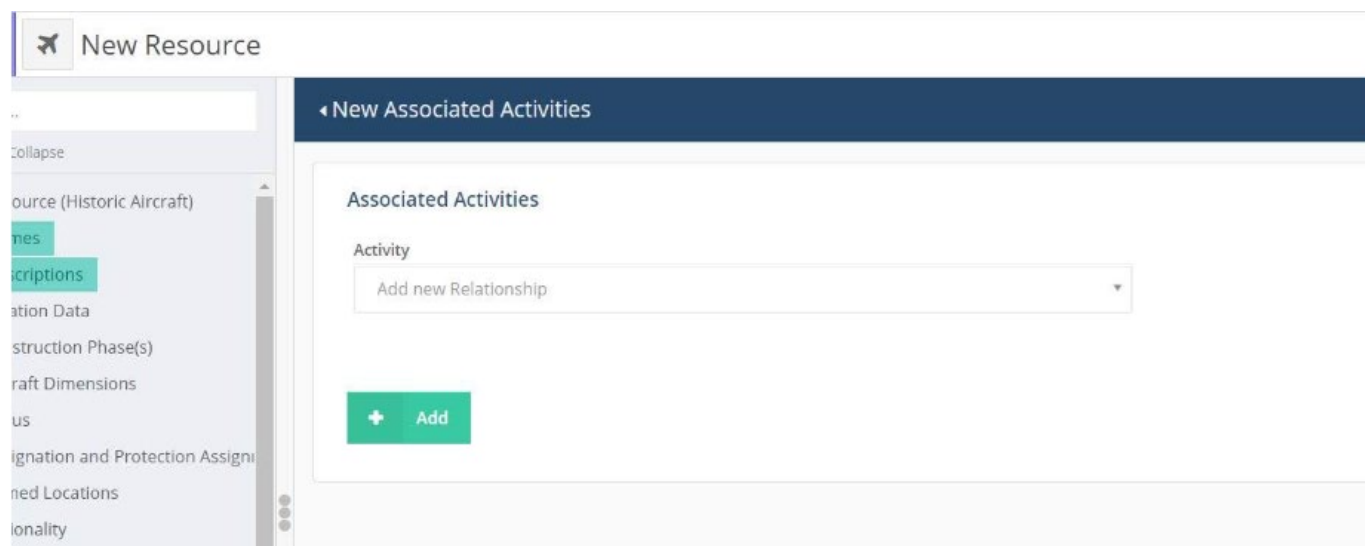
2 relationship(s)

Delete this record

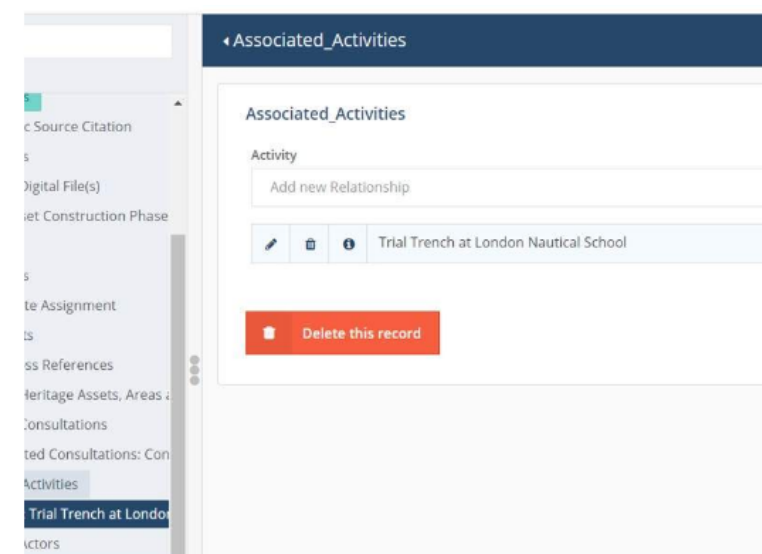
## Associated Activities

This Facet allows the user to create an association with an existing Activity using the following data:

**Activity:** Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Resources recorded as Activities. Select **Add** to commit it to the record.



The screenshot shows a web interface for creating a new resource. On the left is a sidebar with a search bar and a list of categories including 'Source (Historic Aircraft)', 'Descriptions', 'Construction Phase(s)', 'Raft Dimensions', 'Us', 'Designation and Protection Assignments', 'Recorded Locations', and 'Locality'. The main area is titled 'New Resource' and contains a section for 'New Associated Activities'. This section has a header 'Associated Activities' and a dropdown menu labeled 'Activity' with the placeholder text 'Add new Relationship'. Below the dropdown is a green button with a plus icon and the text 'Add'.



The screenshot shows the 'Associated Activities' section of the form. It has a header 'Associated Activities' and a dropdown menu labeled 'Activity' with the placeholder text 'Add new Relationship'. Below the dropdown is a card for the activity 'Trial Trench at London Nautical School'. The card has three icons: a pencil (Edit), a trash can (Delete), and an information icon (Information). Below the card is a red button with a trash can icon and the text 'Delete this record'.

Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

## Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.

**Person or Organization:** Retrieve and select the individual or organization from the drop-down list of resources.

If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Resource (People/Organization).

**Association Type:** Select a term from the drop-down list to indicate the relationship between the actor and the Historic Aircraft (for example, General Association).

**Role Type:** Select a term from the drop-down list to clarify the context of the actor's association with the Historic Aircraft (for example, Person of Historic Interest).

**Display Date:** This is a free-text node facilitating the inclusion of a non-standardised date or date range (for example, 1914-16).

**Association Start Date/End Date:** These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

**Date Qualifier:** Select an appropriate qualifier to express the context of the data or date range described to the associated actor (for example, *At some time* would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; *Between* would imply the actor's association began on the minimum date and concluded on the maximum date).

## Associated Consultations

This Facet allows the user to create an association with a Consultations Resource by inserting the Name or UID of the associated Consultation and selecting it from the filtered drop-down list.



**New Resource**

collapse

Source (Historic Aircraft)

ies

criptions

tion Data

struction Phase(s)

raft Dimensions

is

gnation and Protection Assign

ed Locations

onality

**New Associated Consultations**

Associated Consultations

Associated Consultations

Add new Relationship

+ Add

## **Bibliographic Source Citation**

Details of the specific citation relating a source to an Historic Aircraft. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new Resource.

**Bibliographic Source:** The name of the bibliographic source containing the specific reference recorded.

**Source Number:** The cross reference number as used in descriptive text (for example, 1, 2, 3 etc.) to indicate the source of specific information.

**Pages/s:** Specific page references.

**New Associated Bibliographic Sources**

Associated Bibliographic Sources

Bibliographic Source

Add new Relationship

Source Number

Enter text

Page(s)

Enter text

Figs.

Enter text

Plate(s)

Enter text

Comment

Source



**Figs:** Figure numbers where appropriate.

**Plates:** Illustrative plate numbers where appropriate.

**Comment:** Used to record additional information or references if required.

Further Bibliographic Sources can be recorded by re-selecting the Bibliographic Source Citation facet title in the tree view on the left-hand side of the screen to access a new, empty card.

## **Associated Archives**

This Facet allows the user to create an association with an Archive item which relates to or references the Historic Aircraft or the site (e.g. historic photographs, maps, documents etc.).

**Archive Object Title:** The item name as previously catalogued or recorded.

**Archive Object Reference:** The Archive item's existing reference number or identifier.

**Archive Holder:** The individual or organization that owns or is responsible for the associated archive item (e.g. Historic England Archive).

**Association Type:** Select a term from the drop-down list of values that best expresses the relationship between the Historic Aircraft and the Archive object (for example, *Is referred to by*).

The screenshot shows a software interface for managing resources. On the left, a sidebar titled 'Manage ...' contains a tree view with various facets. The 'Associated Archives' facet is selected and highlighted in blue. The main area on the right is titled 'New Associated Archives' and contains a form with the following fields:

- Associated Archives** (Section Header)
- Archive Object Title**: A text input field with the placeholder 'Enter text'.
- Archive Object Reference**: A text input field with the placeholder 'Enter text'.
- Archive Holder**: A dropdown menu with the option 'Add new Relationship'.
- Association Type**: A dropdown menu with the option 'Select an option'.
- Add**: A green button with a plus icon and the text 'Add'.

## **Associated Digital File(s)**

This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.

**New Resource**

**New Associated Digital File(s)**

Associated Digital File(s)

Digital File(s)

Add new Relationship

+ Add

Add new Relationship

clerkenwell

05.21 Clerkenwell Green, WSI Evaluation

30-32 Clerkenwell Green CLO33348-

Communication for Consultation for 30-32, Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021

15/06/2021 Letter for Consultation for 30-32, Clerkenwell Green, London Borough of

**New Associated Digital File(s)**

Associated Digital File(s)

Digital File(s)

Add new Relationship

Fuller's Story

Cancel edit Add

Once the file is selected, you can select further files, or can perform actions using the icons accompanying each associated file.

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

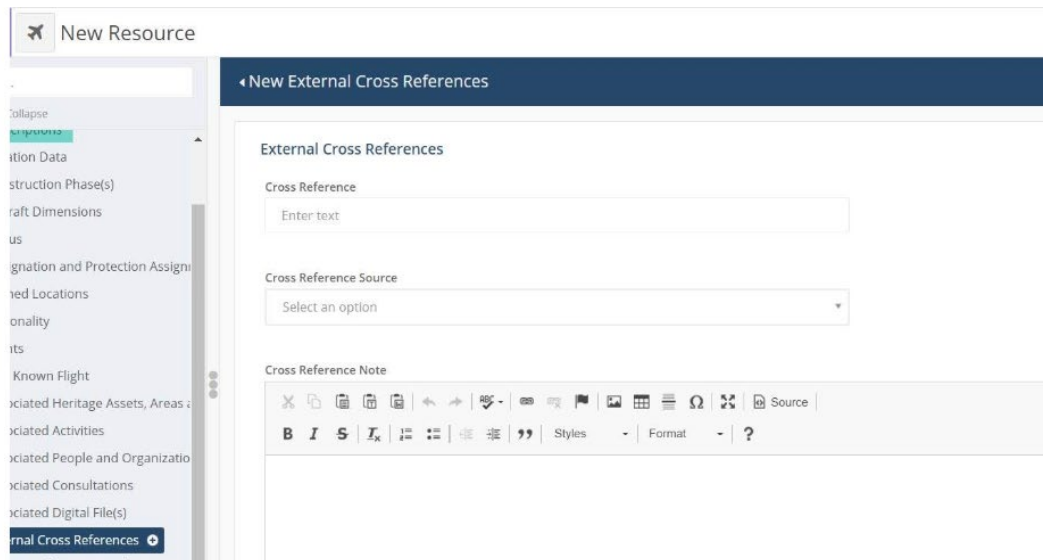
## External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

The Cross Reference node should contain the identifier.

Cross Reference Source will contain the information system or organisation that contains the cross reference (for example, AIP Record Number).

Cross Reference Note is a free-text facility for recording any relevant additional details.

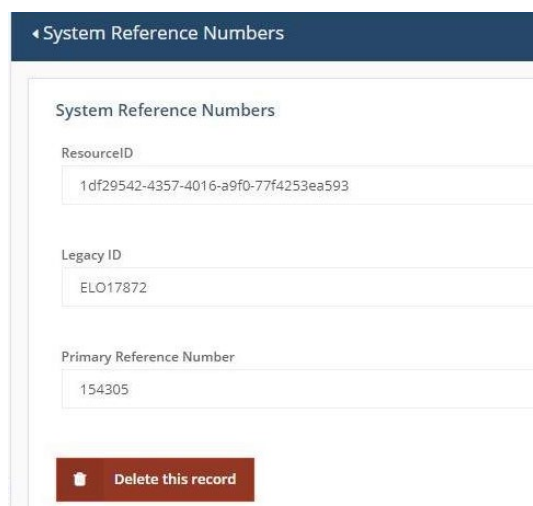
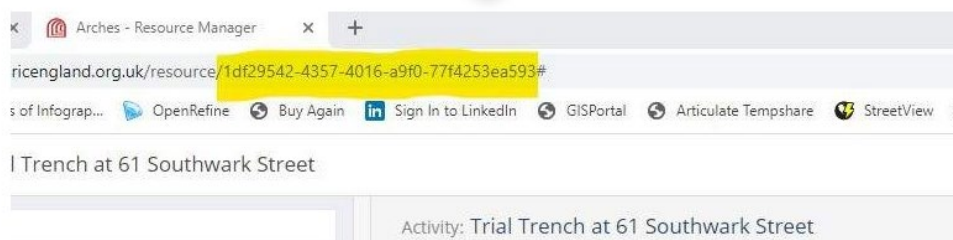


The screenshot shows the 'New Resource' form in Arches. On the left is a sidebar with a list of nodes including 'Cross Reference'. The main panel is titled 'New External Cross References'. It contains three sections: 'External Cross References' with a 'Cross Reference' text input field; 'Cross Reference Source' with a dropdown menu labeled 'Select an option'; and 'Cross Reference Note' with a rich text editor featuring a toolbar with various formatting options like bold, italic, and links.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

## System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



The screenshot shows the 'System Reference Numbers' card in Arches. It has a dark blue header with the title 'System Reference Numbers'. Below the header, there are three input fields: 'ResourceID' containing '1df29542-4357-4016-a9f0-77f4253ea593', 'Legacy ID' containing 'ELO17872', and 'Primary Reference Number' containing '154305'. At the bottom of the card is a red button with a trash icon and the text 'Delete this record'.

**Legacy IDs** refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

**Primary Reference Number** is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

# Historic Landscape Characterization



Used to record areas of the historic landscape. Historic Landscape Characterization is a method of identifying and interpreting the varying historic character within an area that looks beyond individual heritage assets as it brings together an understanding of the whole landscape and townscape.

## Names

**Name:** Insert a name for the area of Historic Landscape Characterization in the free text node.

Where possible it is recommended that the name used is as descriptive as possible. This will aid identification especially when creating associations with other Resources.

**Name Use Type:** Select a type from the drop-down list (for example, Primary) to specify the nature of the name being recorded.

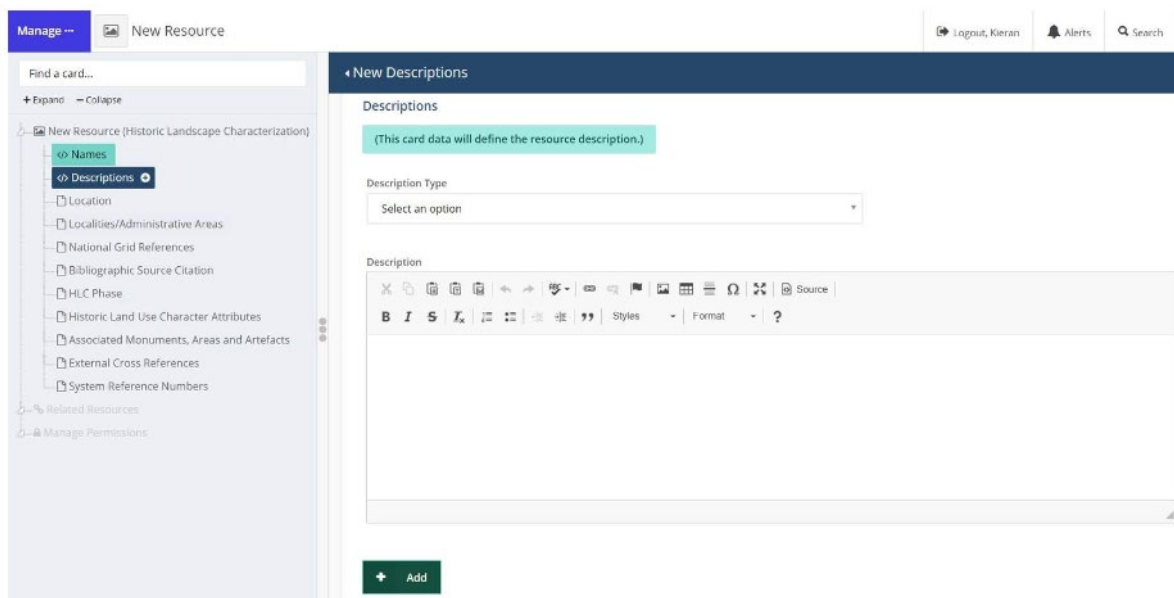
**Currency:** Specify the context for the name being recorded by selecting an entry from the drop-down list: Current/Former/Historic.

A screenshot of a web application interface. On the left is a sidebar with a dark blue header "Manage ..." and a "New Resource" button. Below is a search bar "Find a card..." and expand/collapse controls. A tree view shows "New Resource (Historic Landscape Characterization)" expanded, with sub-items: "Names" (selected), "Descriptions", "Location", "Localities/Administrative Areas", "National Grid References", "Bibliographic Source Citation", "HLC Phase", "Historic Land Use Character Attributes", "Associated Monuments, Areas and Artefacts", "External Cross References", and "System Reference Numbers". At the bottom of the sidebar are "Related Resources" and "Manage Permissions". The main area has a dark blue header "New Names". Below it is a section "Names" with the instruction "Enter the resource name and its respective type." and a teal box containing "(This card data will define the resource name.)". There are three form fields: "Name" with a placeholder "Enter text", "Name Use Type" with a dropdown menu showing "Select an option", and "Currency" with a dropdown menu showing "Select an option". At the bottom right is a green "Add" button.

Further names, such as former or alternative names, can be recorded by selecting the *Names* facet title in the tree view on the left of the screen to open a new, empty form.

## Descriptions

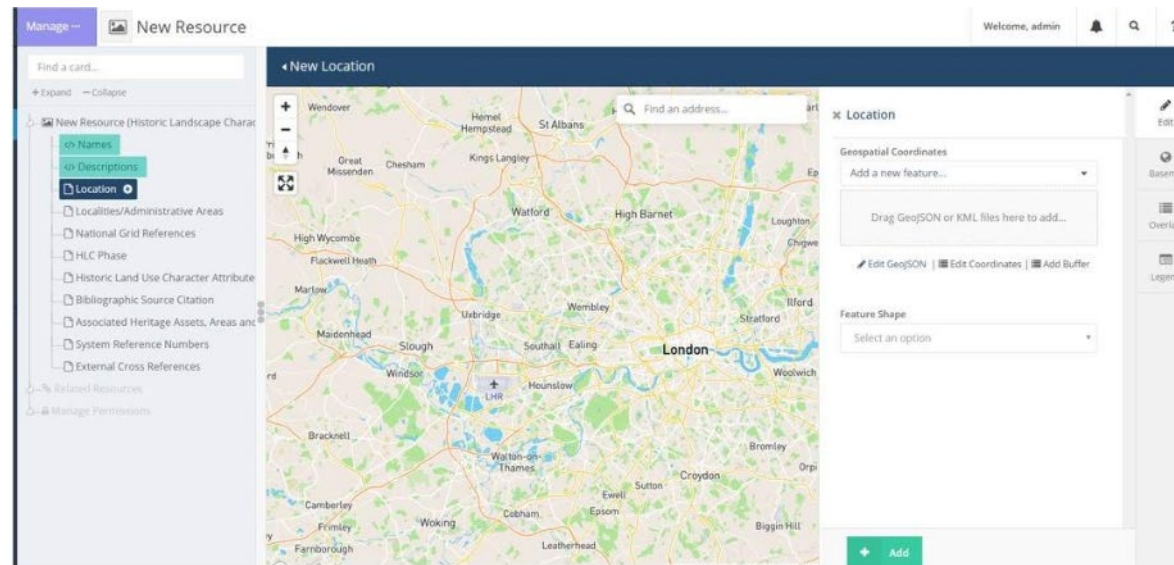
Insert a free-text description of the area of Historic Landscape Characterization into the **Description** field and select an appropriate **Description Type** (e.g. *Summary*, *Full*, *Notes* etc.).



A further Description, classified with a different Description Type, can be added by selecting the *Descriptions* facet name in the tree view on the left of the screen to open a new, empty card.

## Location

To apply a map depiction of the site, select the *Location* facet. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.



For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

## Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:

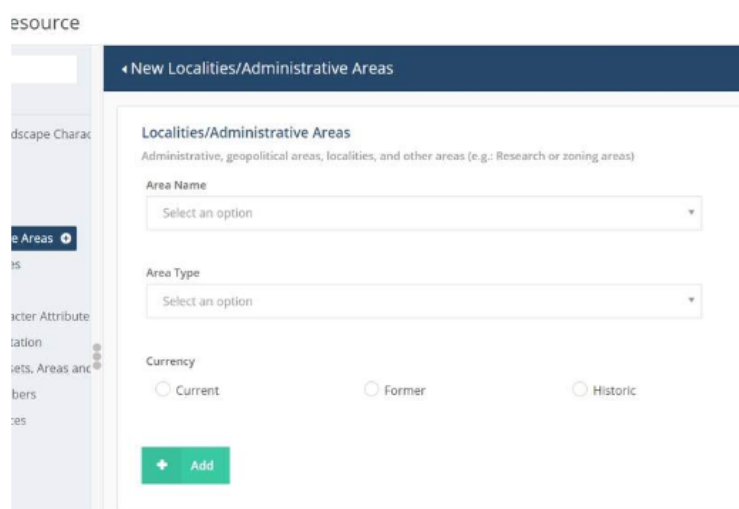
**Insert the Area Name**

**Select an Area Type from the drop-down list**

**Select Add to commit the new data.**

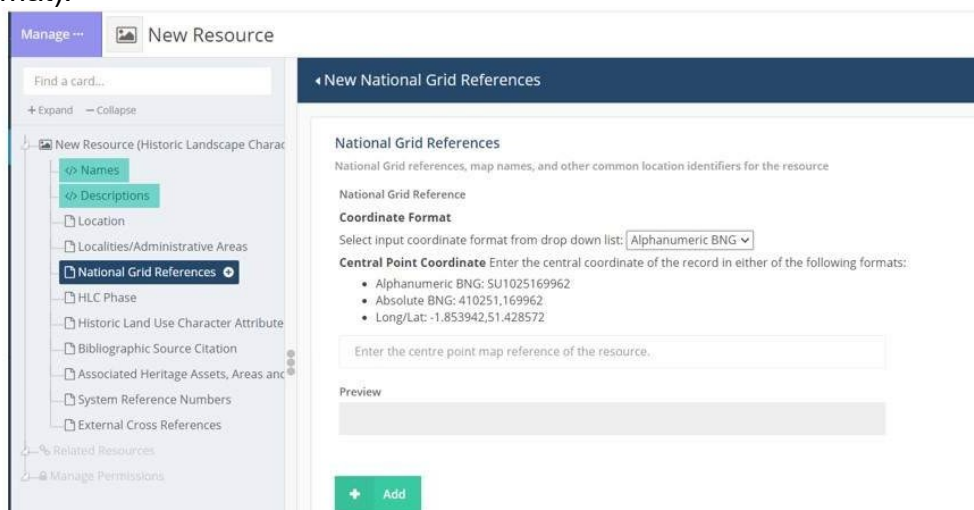
The **Currency** radio buttons enable the user to add context to the Area. This enables the recording of Administrative Areas that may have changed or are no longer extant.

To add additional entries, select the Localities/Administrative Areas facet title from the tree view on the left of the screen.



## National Grid References

This card facilitates the creation of spatial depictions (GIS points) through the manual entry of British National Grid references (alpha-numeric or absolutes) or Longitude/Latitude (in Decimal Degree format).





Select the appropriate coordinate format from the drop-down list of options (for example, *Absolute BNG*).

Enter the coordinates in the text field, following the data format illustrated in the examples above it. The *Preview* node will display the coordinates as an Alphanumeric BNG value.

If satisfied the location is correct, select the **Add** button.

Note: To view the point on the map display once saved, refresh the web page using the icon in the top-left corner of the screen.

## **Bibliographic Source Citation**

Details of the specific citation relating a source to an area. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new Resource.

**Bibliographic Source:** The name of the bibliographic source containing the specific reference recorded.

**Source Number:** The cross reference number as used in descriptive text (e.g. 1, 2, 3 etc.) to indicate the source of specific information.

**Pages/s:** The specific page references.

The screenshot shows a web application interface. On the left is a sidebar with a search bar 'Find a card...' and a tree view. The tree view has a 'New Resource (Historic Landscape Character)' section with sub-items: 'Names', 'Descriptions', 'Location', 'Localities/Administrative Areas', 'National Grid References', 'HLC Phase', 'Historic Land Use Character Attribute', 'Bibliographic Source Citation' (which is highlighted with a blue bar and a plus icon), 'Associated Heritage Assets, Areas and Sites', 'System Reference Numbers', and 'External Cross References'. Below this is a 'Related Resources' section and a 'Manage Permissions' section. The main area on the right is titled 'New Bibliographic Source Citation'. It contains a form with the following fields: 'Bibliographic Source' (a dropdown menu with 'Add new Relationship' as the selected option), 'Source Number' (a text input field with 'Enter text' as a placeholder), 'Page(s)' (a text input field with 'Enter text' as a placeholder), 'Figs.' (a text input field with 'Enter text' as a placeholder), 'Plate(s)' (a text input field with 'Enter text' as a placeholder), and 'Comment' (a text area). At the bottom of the form, there are several small icons for actions like 'Add', 'Edit', 'Delete', etc.

**Figs:** Figure numbers where appropriate.

**Plates:** Illustrative plate numbers where appropriate.

**Comment:** This is a free-text node to record additional information, observations or references if required.

Further Bibliographic Sources can be recorded by re-selecting the Bibliographic Source Citation facet title in the tree view on the left-hand side of the screen to open a new, empty card.

## **HLC Phase**

This facet facilitates the recording of significant phases of construction, alteration or changes of use or characterization.

The screenshot shows the 'New HLC Phase' form. On the left, a sidebar contains a tree view with the following items: 'Find a card...', '+ Expand - Collapse', 'New Resource (Historic Landscape Chara...', 'Names', 'Descriptions', 'Location', 'Localities/Administrative Areas', 'National Grid References', 'HLC Phase' (selected), 'Historic Land Use Character Attribute', 'Bibliographic Source Citation', 'Associated Heritage Assets, Areas and', 'System Reference Numbers', and 'External Cross References'. Below the tree view are links for 'Related Resources' and 'Manage Permissions'. The main form area has a dark blue header 'New HLC Phase'. Below the header, there are four dropdown menus: 'Period' (with 'Add new Relationship' as a placeholder), 'Historic Map' (with 'Add new Relationship' as a placeholder), 'Broad Type' (with 'Select an option' as a placeholder), and 'HLC Type' (with 'Select an option' as a placeholder). Below these dropdowns are four radio buttons for 'Confidence of Interpretation': 'Certain', 'Possible', 'Probable', and 'Uncertain'. At the bottom of the form is a text area labeled 'HLC Phase Description'.

**Period:** Select a period from the drop-down list of values. More than one period can be assigned to a single phase.

**Historic Map:** To cite an historic map that displays evidence of landscape characterization, retrieve and select the appropriate item from the drop -down list of Archive Sources. Insure the historic map is present in the Arches for HERs *Archive Source* Resource.

**Broad Type:** Where appropriate, select a broad landscape characterization theme from the drop-down list of characterization terms (e.g. *Commercial*).

**HLC Type:** Select the most specific appropriate Historic Landscape Characterization from the drop-down list of characterization terms (e.g. *Markets*).

**Confidence of Interpretation:** Populate the appropriate radio-button for the term that best indicates the degree of certainty for the landscape characterization (*Certain / Possible / Probable / Uncertain*).

**HLC Phase Description:** This free-text node facilitates the recording of a detailed description of the HLC phase being recorded.

**HLC Phase Start Date/End Date:** A specific date range associated with the phase can be expressed by inserting minimum and maximum date values in the Start/End date nodes. See the EDTF Formats note in the card for guidance on expressing dates.

**HLC Phase Display Date:** This is a free text node in which a brief indicator the nature of the process described by the phase and a non-standardized date format can be used (for example, Constructed 1910-12).

**HLC Phase Date Qualifier:** This node allows the user to further qualify the date range of the Phase by selecting an entry from the drop-down list such as *Throughout*, *Occasionally*, *On* etc.

**Confidence of Dating:** Populate the appropriate radio-button for the term that best indicates the degree of certainty for the date range associated with the phase (*Certain* / *Possible* / *Probable* / *Uncertain*).

Additional Phases can be recorded by selecting the *HLC Phase* facet title from the tree view on the left of the screen to open a new, empty card.

## Historic Land Use Character Attributes

This branch contains a number of selectable standard urban characterization attributes.

The screenshot shows a web application interface for recording historic landscape data. On the left is a sidebar with a tree view of facets. The main area is titled 'New Historic Land Use Character Attributes' and contains several form fields: a 'Street Pattern' dropdown menu, 'Street Frontage' with three radio buttons ('Large set back', 'No set back', 'Small set back'), 'Average Height' with four radio buttons ('Four to ten storey', 'Single storey', 'Ten or more storeys', 'Three storey'), and 'Rear Gardens' with four radio buttons ('Communal', 'Large gardens', 'Medium gardens', 'None'). An 'Add' button is located at the bottom of the form.

**Street Pattern:** For urban landscape characterization, select an entry from the drop-down list of terms that best describes the street pattern in the area being recorded (e.g. *Crescent*).

**Street Frontage:** Populate the appropriate radio button to indicate one of the three Street Frontage characterization options (*No set back* / *Small set sack* / *Large set back*).

**Average Height:** When recording buildings as landscape attributes, indicate the average height by populating one of the five radio buttons that best describes the overall character of the area being recorded (e.g. *Three storey*).

**Rear Gardens:** Where rear gardens associated with buildings feature in the area being recorded, populate the appropriate radio-button to select the term that best describes their nature (e.g. *Communal*).

## Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other Resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated Resource and selecting it from the filtered drop-down list.

Find a card...

+ Expand - Collapse

New Resource (Historic Landscape Character)

- </> Names
- </> Descriptions
- Location
- Localities/Administrative Areas
- National Grid References
- HLC Phase
- Historic Land Use Character Attribute
- Bibliographic Source Citation
- Associated Heritage Assets, Areas and Artefacts**
- System Reference Numbers
- External Cross References

New Associated Heritage Assets, Areas and Artefacts

Associated Heritage Assets, Areas and Artefacts

Associated Heritage Asset, Area or Artefact

Add new Relationship

Association Type

Select an option

+ Add

More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Assets, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close this summary, select the X icon in the top-right corner of the Summary form).

Associated Heritage Assets, Areas and Artefacts

Associated Asset, Area or Artefact

Add new Relationship

			282-302 Borough High Street
			Pinner Green, [Grim's Ditch] {Iron Age pottery}

2 relationship(s)

Delete this record

## External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

**Cross Reference:** Insert the identifier, such as a number or alpha-numeric value.

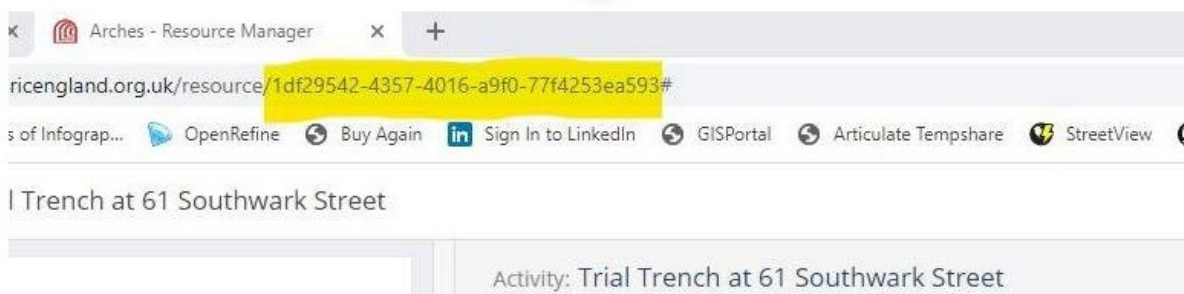
**Cross Reference Source:** Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

**Cross Reference Note** is a free-text node for recording any additional details or comments.

The screenshot shows the 'New Resource' form in the Arches Resource Manager. On the left is a sidebar with a search bar 'Find a card...' and a list of resource types: Names, Descriptions, Location, Localities/Administrative Areas, National Grid References, HLC Phase, Historic Land Use Character Attribute, Bibliographic Source Citation, Associated Heritage Assets, Areas and, System Reference Numbers, and External Cross References (highlighted with a plus icon). Below this are 'Related Resources' and 'Manage Permissions'. The main area is titled 'New External Cross References' and contains three input fields: 'Cross Reference' (with placeholder 'Enter text'), 'Cross Reference Source' (a dropdown menu with 'Select an option'), and 'Cross Reference Note' (with placeholder 'Enter text'). A green '+ Add' button is at the bottom.

## System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



◀ System Reference Numbers

System Reference Numbers

ResourceID

1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID

ELO17872

Primary Reference Number

154305

Delete this record

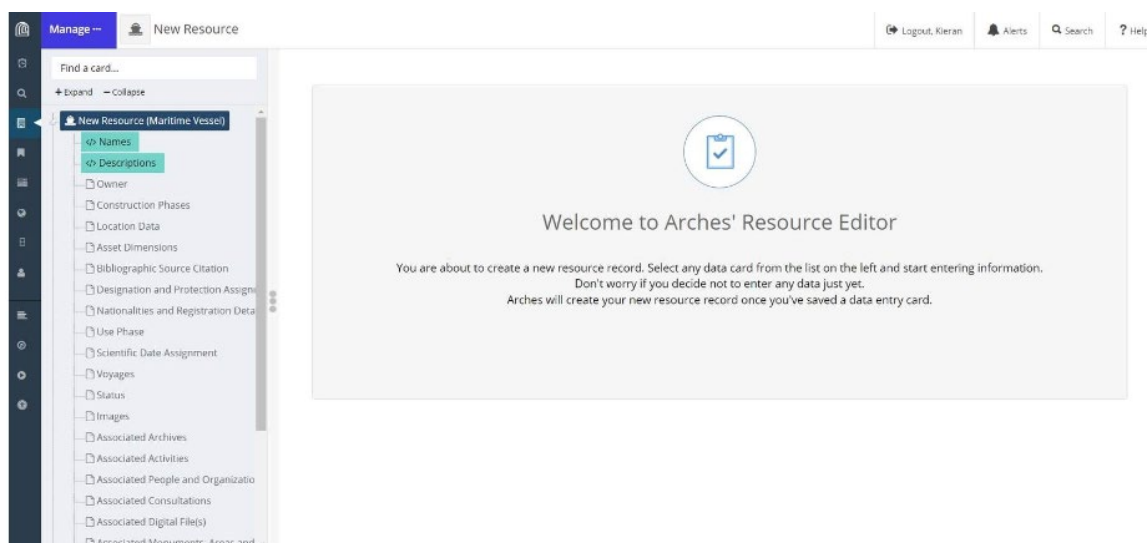
**Legacy IDs** refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

**Primary Reference Number** is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

## Maritime Vessel



Used to record the details of historic vessels which are either retained as heritage assets (eg. Museum Ships or Memorials) or have been identified through the discovery of associated wreck sites.





Note: Where the vessel is a known wreck site then a Monument or Area Record should be created for the wreck site where known, or is presumed located. Example:

Resource Type	Construction/Use Phase Type
Maritime Vessel	Sloop (The Black Pig)
Monument	Wreck (Wreck Site of The Black Pig)

Also, in the case where a vessel has changed function - for example, a museum - and therefore its function is no longer compatible with the Maritime Vessel Resource Model, then a Monument Record should be created for the museum. Example:

Resource Type	Construction/Use Phase Type
Maritime Vessel	Light Cruiser (HMS Belfast)
Monument	Museum Ship (Imperial War Museum: HMS Belfast)

## Names

**Name:** Where there is a known vessel name, insert it in the free text node. If no name already exists for the vessel, it is recommended any value entered should be as descriptive as possible to aid identification, especially when creating associations with other Resources, and avoid the inevitable duplication that would otherwise occur. For example, rather than simply entering *Logboat* add *Lea Bridge Road, Hackney Marshes (Logboat)*.

**Name Use Type:** Select a type from the drop-down list (for example, Primary) to specify the nature of the name being recorded.

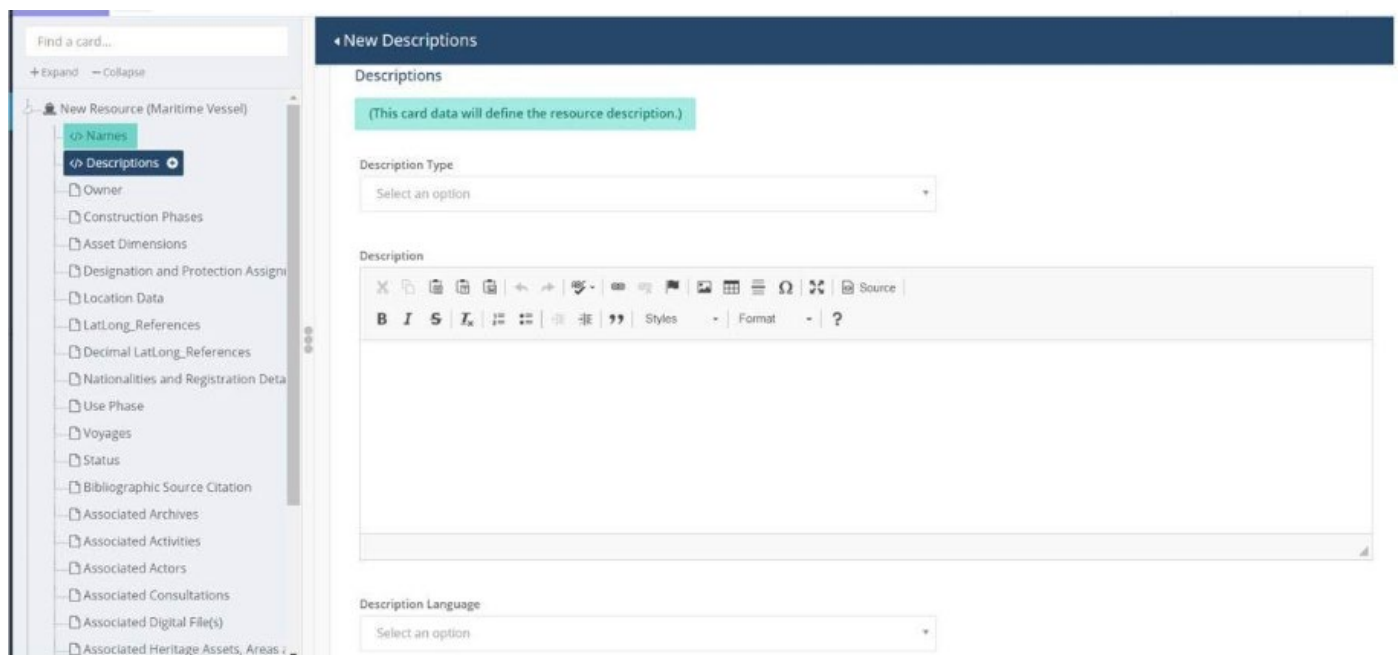
**Currency:** Specify the context for the name being recorded by selecting an entry from the drop-down list: Current/Former/Historic.

Further names, such as former or alternative names, can be recorded by selecting the Names facet title in the tree view on the left of the screen to open a new, empty form.

## **Descriptions**

**Insert a free-text, chronological account of the maritime vessel, the circumstances, dates and location of its loss, and any other details in the Description field and select an appropriate Type (e.g. Summary, Full, Notes etc.).**

**Description Language:** Where text or notes have been transcribed in a non-English language, this can be specified by selecting a language from the drop-down list of terms.

The screenshot shows a web application interface for creating a new description for a maritime vessel. On the left is a sidebar with a search bar and a tree view. The tree view has a 'New Resource (Maritime Vessel)' root, with sub-items like 'Names', 'Descriptions', 'Owner', 'Construction Phases', etc. 'Names' and 'Descriptions' are highlighted. The main content area is titled 'New Descriptions' and contains a form. The form has a header 'Descriptions' and a sub-header '(This card data will define the resource description.)'. Below this is a 'Description Type' dropdown menu with 'Select an option' as the current selection. Underneath is a large text area for the 'Description' with a rich text editor toolbar. At the bottom is a 'Description Language' dropdown menu with 'Select an option' as the current selection.

A further Description, classified with a different Description Type, can be added by selecting the Descriptions facet name in the tree view on the left of the screen to open a new, empty card.

## **Owner**

Where the ownership of a vessel is known, whether by an individual or an organization, this can be recorded in this card.

**Owner:** Insure the individual or organization to be cited is present as an entity in the appropriate Arches for HERs Resource (People/Organizations), then retrieve and select them from the drop-down list of values.

**Ownership Start/End Date:** Where a timespan for the ownership of the vessel is know, the minimum and maximum date values expressing the period of ownership can be recorded either using the calendar function attached to the nodes, or by entering a date value in YYYY-MM-DD format.

**Ownership Display Date:** This is a free-text node in which a non-standard date expression may be entered (For example, 1910-20).

**Ownership Date Qualifier:** This node allows the user to further qualify the recorded period of ownership by selecting an entry from the drop-down list such as At Some Time, Between etc.

The screenshot shows a web interface for adding a new owner to a maritime vessel record. On the left, a sidebar lists various data categories for a 'New Resource (Maritime Vessel)', with 'Owner' highlighted. The main panel, titled 'New Owner', contains the following fields:

- Owner:** A dropdown menu with the option 'Add new Relationship'.
- Ownership Start Date:** A date input field with a calendar icon.
- Ownership End Date:** A date input field with a calendar icon.
- Ownership Display Date:** A text input field with the placeholder 'Enter text'.
- Ownership Date Qualifier:** A dropdown menu with the option 'Select an option'.

At the bottom of the form is a green button with a plus icon and the text 'Add'.

## **Construction Phases**

This branch is used to record phases in which either the vessel was first built, or phases in which some physical change or modification occurred.

**Maritime Vessel Type:** Select one or more terms from the Maritime Craft Type thesaurus by inserting a term, or part of a term, in the node and selecting an entry from the drop-down list of matching thesaurus terms. These terms can describe the vessel form and function (For Example, Schooner, Cargo Vessel).

**Propulsion Type:** Select a term from the drop-down list of terms to describe how the vessel was powered (For Example, Sail).

**Type of Rigging:** If known, select an appropriate entry from the drop-down list of terms that defines how the vessel was rigged according to information sources.

**Ordnance Type:** Where a vessel was armed and the type of ordnance is known, select one or more terms from the drop-down list.

**Fixtures and Fittings:** Where accounts of a vessel's loss make particular mention of fixtures or fittings, or such elements have been observed at the wreck site, one or more terms can be selected from the drop-down list.

**Cultural Period:** Select a term from the drop-down list to indicate the cultural period during which the vessel was built. Multiple values can be selected where there is some doubt or variation in accounts.

The screenshot shows a web application interface for creating a new resource. On the left, a sidebar titled 'New Resource (Maritime Vessel)' contains a list of categories: System Reference Numbers, Names, Designation and Protection Assignments, Location Data, Descriptions, Bibliographic Source Citation, Nationalities and Registration Data, Construction Phases (highlighted with a plus icon), Use Phase, Voyages, Owner, Asset Dimensions, Status, Associated Archives, Associated Activities, Associated Actors, Associated Consultations, Associated Digital File(s), and Associated Heritage Assets, Areas. The main content area is titled 'New Construction Phases' and contains the following fields:

- Maritime Vessel Type:** A dropdown menu with the placeholder text 'Enter the type of the craft, as identified.'
- Propulsion Type:** A dropdown menu with the placeholder text 'Where known, enter the primary type of propulsion.'
- Type of Rigging:** A dropdown menu with the placeholder text 'Select an option.'
- Ordnance Type:** A dropdown menu with the placeholder text 'Use to record details of any ordnance or weaponry carried by the craft.'
- Fixtures and Fittings Type:** A dropdown menu with the placeholder text 'Use to record any fixtures or fittings identified from the craft.'
- Cultural Period:** A dropdown menu (partially visible at the bottom).

**Construction Phase Start/End Date:** A specific time span for the construction of the vessel can be expressed as minimum and maximum date values if known either using the calendar function attached to the nodes, or by entering a date value in YYYY-MM-DD format.

**Construction Phase Display Date:** This is a free-text node in which a non-standard date expression may be entered (For example, Built 1910-11).

**Construction Phase Date Qualifier:** This node allows the user to further qualify the recorded period of construction by selecting an entry from the drop-down list such as At Some Time, Between etc.

**Phase Description:** This free-text node enables the recording of a descriptive account, comments or observations regarding the vessel's construction phase.

**Construction Phase Evidence Type:** Select one or more terms from the drop-down list of Evidence types to broadly describe the source/s from which the data has been derived (For example, Vessel Structure, Documentary Evidence)

**Confidence of Interpretation:** This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the interpretation of the construction phase: Certain / Possible / Probable / Uncertain.

**Builder:** Where the builder of a vessel is known, whether an individual or an organization, this can be recorded in this node by retrieving and selecting an entry from the drop-down list of Arches for HERs People and Organization Resource values. Insure the individual or organization to be cited is present as an entity in the appropriate Resource (People/Organizations) first.

**Main Construction Material:** The materials used in the main construction of a vessel can be recorded by retrieving and selecting terms from the drop-down list of material types. More than one term can be selected (For example, Wood, Iron).

**Covering Material:** Where it is known that the hull or other elements of a vessel were constructed with cladding of some form, the materials can be recorded in this node by retrieving and selecting one or more terms from the drop-down list of material types.

**Construction Method:** If relevant, entries from a list of construction methods can be retrieved and selected from the drop-down list of terms (For example, Handbuilt). More than one term may be selected.

**Construction Technique:** If relevant, entries from a list of construction techniques can be retrieved and selected from the drop-down list of terms (For example, Clinker). More than one term may be selected.

**Construction Phase Type:** This node defines the nature of the construction phase being recorded (For example, Initial Build, Repairs etc. Select an entry from the drop-down list of terms.

Further Construction Phases can be recorded by re-selecting the Construction Phases facet title in the tree view on the left of the screen to open a new, empty card.

## Location Data

The Location Data facet contains a number of cards in which data related to the location of the vessel can recorded, from addresses and textual descriptions of the location to spatial depictions.

**Select the Location Data facet title from the tree view on the left of the screen to open the card containing the individual Location data elements. Select each using the + icon.**

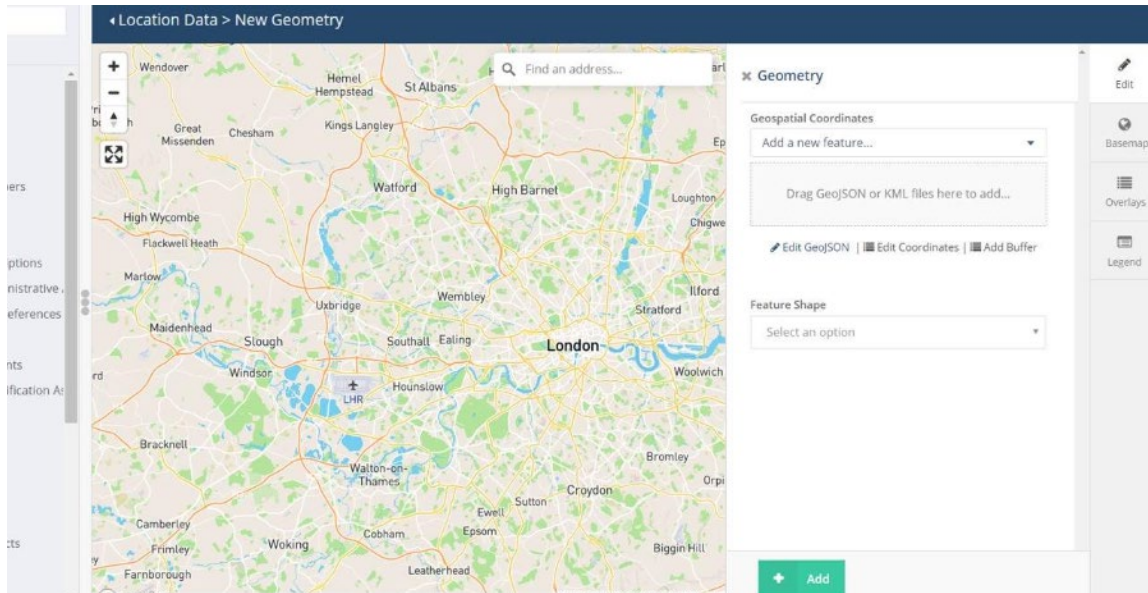
The screenshot shows a web application interface for managing resources. On the left, a sidebar titled 'New Resource (Maritime Vessel)' contains a tree view with several categories. 'Location Data' is highlighted with a blue background and a plus icon. The main content area is titled 'New Location Data' and contains a form with the following sections:

- Geometry +
- Location Descriptions +
- Localities/Administrative Areas +
- National Grid References +
- Area Assignments +
- Land Use Classification Assignment +
- Named Locations +
- Addresses +



## Geometry

To apply a map depiction of the vessel site, select the Geometry option in the Location Data card. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.

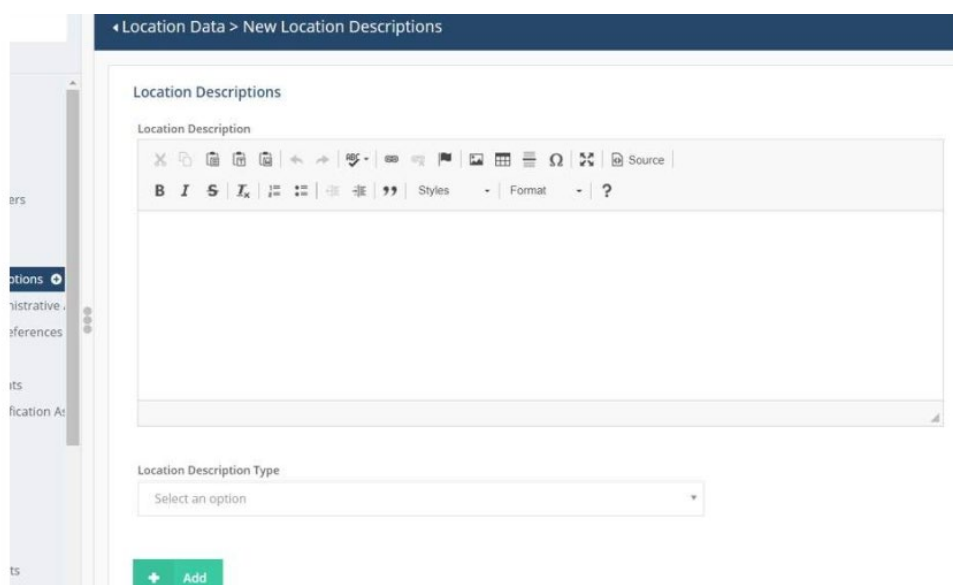


For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

## Location Descriptions

This allows the creation of a narrative description of the locations and/or directions to find the resource - particularly useful for archaeological features or sites without addresses.

The card has a Location Description Type pick list and a free text Description field with standard text tools included.





## Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:

**Insert the Area Name**

**Select an Area Type from the drop-down list**

**Select Add to commit the new data.**

**To add additional areas, select the Localities/Administrative Areas heading in the panel on the left of the screen.**

## National Grid References

This card facilitates the creation of spatial depictions (GIS points) through the manual entry of British National Grid references (alpha-numeric or absolutes) or Longitude/Latitude (in Decimal Degree format).

**Select the appropriate coordinate format (for example, Long/Lat)**

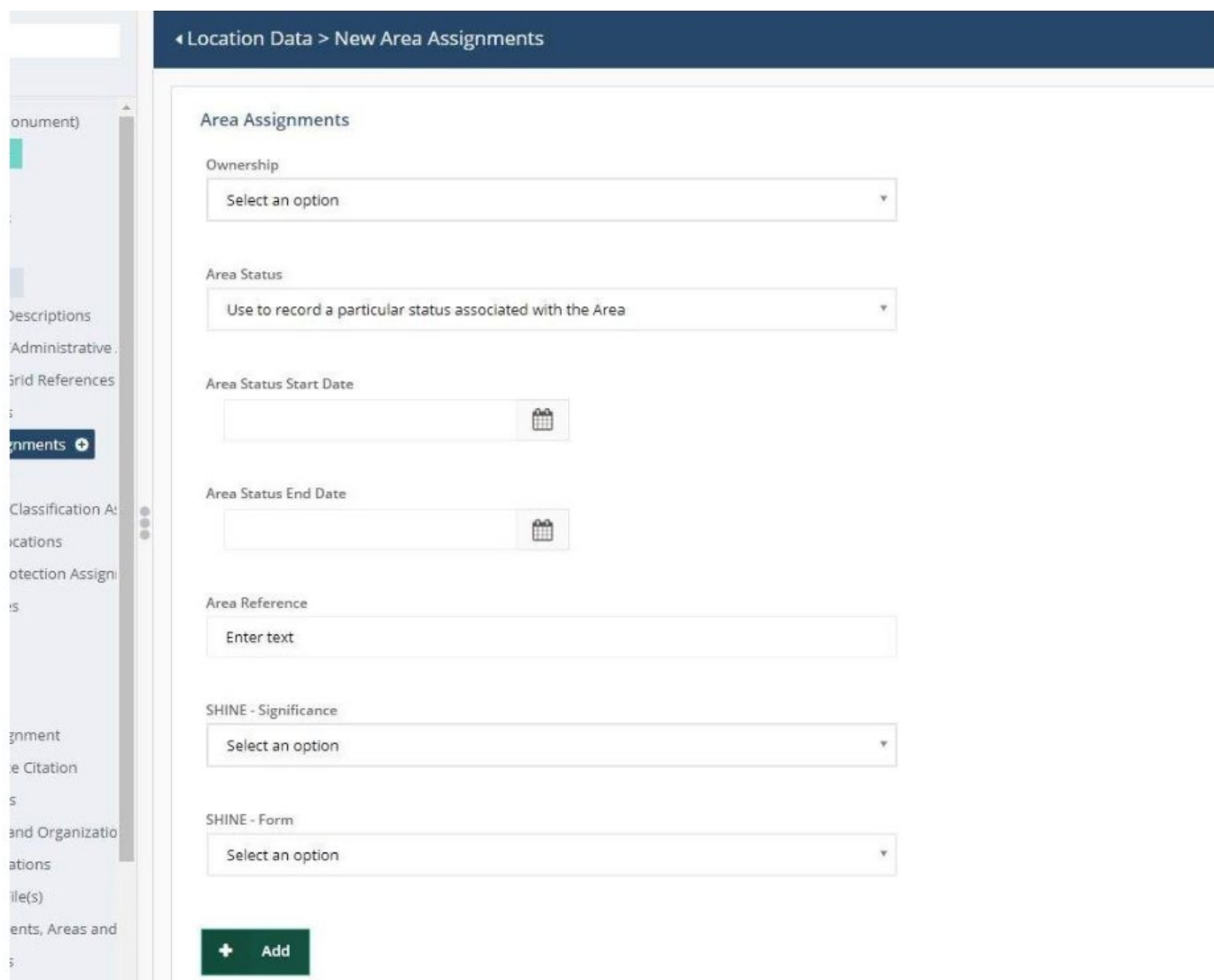
**Enter the coordinates in the text field, following the data format illustrated in the examples above it. Select Add. The Preview node will display the coordinates as an Alphanumeric BNG value.**

**If satisfied the location is correct, select the Add button.**

Note: To immediately view the point on the map display once saved, refresh the web page using the icon in the main tool bar.

## Area Assignments

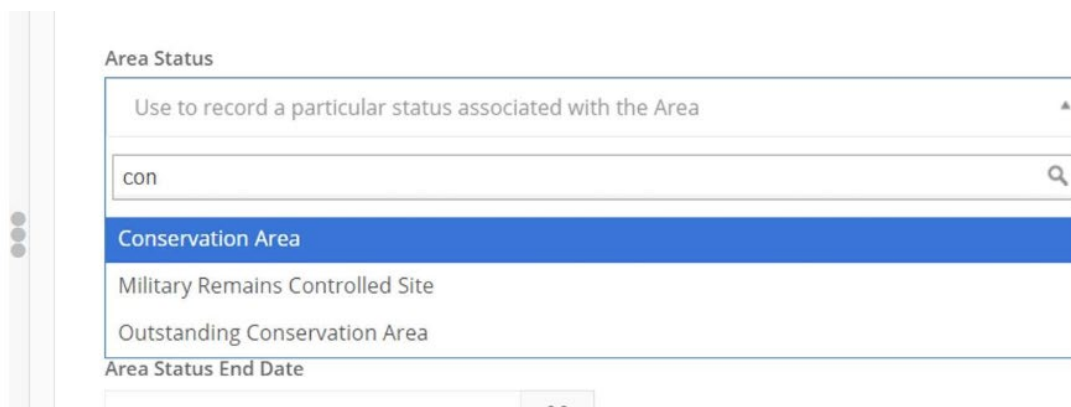
Where the site falls within an area that is subject to some form of designation or special status, this can be expressed in the Area Assignments card.



The screenshot shows a web application interface for 'New Area Assignments'. The left sidebar contains a navigation menu with items like 'onument)', 'Descriptions', 'Administrative', 'Grid References', 'Assignments', 'Classification As', 'ications', 'rotection Assign', 's', 'gnment', 'e Citation', 's', 'and Organizatio', 'ations', 'ile(s)', 'ents, Areas and', and 's'. The main content area has a dark blue header with the text 'Location Data > New Area Assignments'. Below this, the 'Area Assignments' form includes several fields: 'Ownership' (a dropdown menu with 'Select an option'), 'Area Status' (a dropdown menu with 'Use to record a particular status associated with the Area'), 'Area Status Start Date' (a date picker), 'Area Status End Date' (a date picker), 'Area Reference' (a text input field with 'Enter text'), 'SHINE - Significance' (a dropdown menu with 'Select an option'), and 'SHINE - Form' (a dropdown menu with 'Select an option'). At the bottom left of the form is a green button with a plus icon and the text '+ Add'.

**Ownership:** Specify whether the area is Public, Private or State-owned.

**Area Status:** Select an entry from the drop-down list of terms, entering a term or part of a term to retrieve a specific entry.



This close-up shows the 'Area Status' dropdown menu. The dropdown is open, displaying a search bar with the text 'con' and a magnifying glass icon. Below the search bar, a list of status options is shown: 'Conservation Area' (highlighted in blue), 'Military Remains Controlled Site', and 'Outstanding Conservation Area'. The 'Area Status End Date' field is partially visible at the bottom.

**Area Status Start/End Date:** If known, record the date on which the status was conferred and/or withdrawn (if the status no longer applies). Insert data using the calendar function attached to the nodes, or else manually in YYYY-MM-DD format.

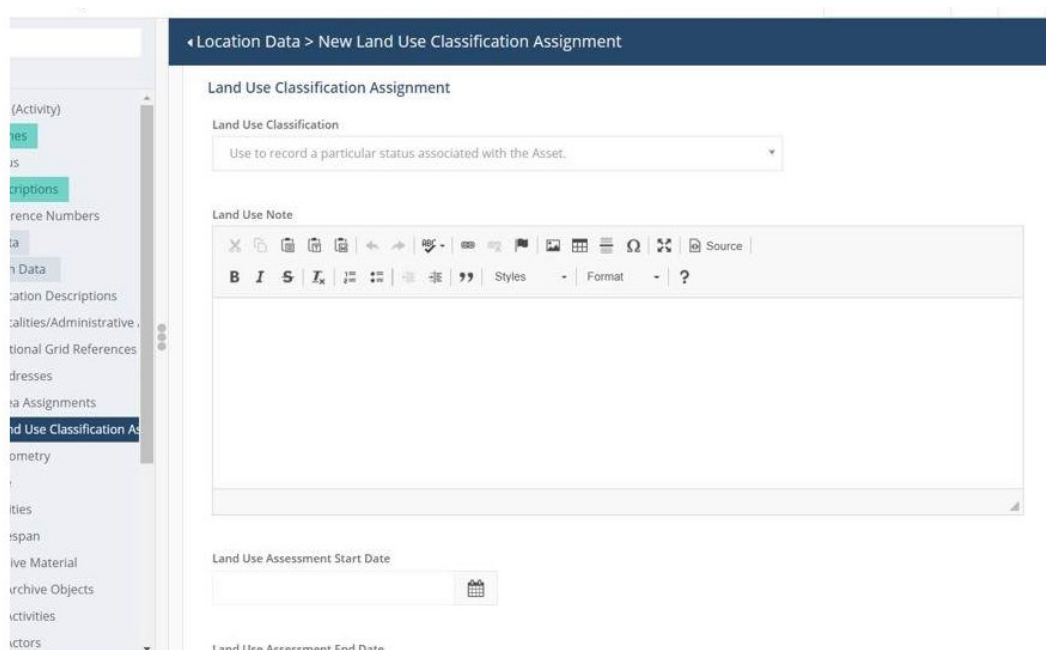
**Area Reference:** A free-text node for recording details such as the area name or other identifiers.

**SHINE - Significance:** Where an activity has relevance for the Selected Heritage Inventory for Natural England (SHINE) dataset of undesignated historic environment features, a level of significance can be applied using this node: *Low / Medium / High*.

**SHINE - Form:** This node facilitates the application of site/environment characterisation terms as applied to the SHINE dataset.

### Land Use Classification Assignment

This is an Authority list of terms describing the environmental use or characteristics for land and coastland locations (e.g. Inter-tidal, Saltmarsh etc.).



The screenshot shows a software interface for creating a new land use classification assignment. On the left is a vertical sidebar with a list of categories: (Activity), yes, is, criptions, rence Numbers, sa, n Data, ation Descriptions, alities/Administrative, tional Grid References, dresses, sa Assignments, and Land Use Classification Assignment (which is highlighted in blue). The main area is titled 'Location Data > New Land Use Classification Assignment'. It contains three main sections: 'Land Use Classification' with a dropdown menu showing 'Use to record a particular status associated with the Asset.'; 'Land Use Note' with a rich text editor toolbar (including bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, source) and a large text area; and 'Land Use Assessment' with 'Start Date' and 'End Date' fields, each with a calendar icon.

**Land Use Classification:** Select a term from the drop-down list of broad land classification terms (for example, *Coastland 2 (Inter-tidal)*)

**Land Use Note:** A free-text node for the recording of notes, comments or observations.

**Land Use Assessment Start/End Date:** Where the land use classification is the result of a formal assessment, the date/s on which this occurred can be recorded either using the calendar function attached to each node or by manually entering values in YYYY-MM-DD format.

**Geology:** Where known, select a term from the drop-down list of geological types to characterize the geology of the site (For example, Tertiary Clay).

**Sub-Soil:** Where known, select a term from the drop-down list of types to define the sub-soil character of the site.

## Named Locations

This card facilitates the recording of a Named Locations which is a general location, area or vicinity applied to one or more records, applied primarily to the recording of Marine and Aircraft Casualty data where no precise place of loss has been recorded.

These areas can be recorded as *Place* Resources and then accessed and applied to a Casualty or Known Site.

**Insert the name or part of the name of a Named Location resource. The drop-down list will display all matching values recorded as *Place* Resources. Select the correct Named Location and commit the record by selecting *Add*.**

The screenshot shows a software interface for managing data. On the left is a sidebar with a search bar 'Find a card...' and a list of expandable/collapsible sections. The 'Location Data' section is expanded, showing a list of sub-sections: 'Location Data', 'Location Descriptions', 'Localities/Administrative', 'National Grid References', 'Addresses', 'Area Assignments', 'Land Use Classification As', 'Geometry', and 'Named Locations' (which has a plus icon). The main panel on the right has a header 'Location Data > New Named Locations'. Below this is a section titled 'Named Locations' with a description 'Used to record offshore areas where an activity took place.' There is a 'Named Location' dropdown menu with the text 'Add new Relationship' and a downward arrow. At the bottom of this section is a green button with a plus icon and the text 'Add'.

## Addresses

This is for the addition of address data. Though this may rarely be relevant for a Maritime Vessel record, this card does contain a Locality node, which is useful for recording data such as non-statutory place names (for example, *The Solent*). Each element is a free text field except for Address Status and Address Currency.

**Insert data in the appropriate fields and select Add**

**Note:** The Full Address node will be auto-populated once the different address elements have been recorded separately and saved.

**Note:** Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School,, , Meadow Rise, , Coulsdon, , CR5 2EH

Note: location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas element of the Location Data Facet.

Field	Value
Full Address	100 Russell Street, Covent Garden, London
Building Name	Theatre Museum
Building Number	100
Building Number Sub-Street	None
Sub-Street	None
Street	Russell Street
Locality	Covent Garden
Town or City	City of London
County	Greater London
Postcode	None
Address Status	Primary
Address Currency	Current

Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.

## Asset Dimensions

This card can be used to record the measured dimensions of a vessel either as built, and detailed in sources such as registration documents, or as a surveyed wreck site.

The screenshot shows a web application interface for managing asset dimensions. On the left is a sidebar with a tree view containing various categories like 'Localities/Administrative', 'National Grid References', 'Addresses', 'Area Assignments', 'Land Use Classification As', 'Geometry', 'Descriptions' (highlighted in green), 'Bibliographic Source Citation', 'Nationalities and Registration Deta', 'Construction Phases', 'Use Phase', 'Voyages', 'Owner', 'Asset Dimensions' (selected with a blue bar and a plus icon), 'Status', 'Associated Archives', 'Associated Activities', 'Associated Actors', and 'Associated Consultations'. The main area is titled 'New Asset Dimensions' and contains a form with the following fields:

- Asset Dimensions**: A heading followed by a description: 'Used to record the original dimensions of the craft and the actual dimensions of the associated wreck site for comparative purposes.'
- Dimension Type**: A dropdown menu with the placeholder text 'Select an option'.
- Dimension Type Qualifier**: A dropdown menu with the placeholder text 'Select an option'.
- Dimension Measurement Unit**: A dropdown menu with the placeholder text 'Select the unit of measurement'.
- Dimension Value**: A text input field with the placeholder text 'Enter text'.
- Add**: A green button with a plus icon and the text 'Add'.

**Dimension Type:** Select a term from the drop-down list to describe the specific attribute to which the dimensions apply (for example, Length, Breadth etc.).

**Dimension Type Qualifier:** Select a term from the drop-down list of Dimension Type Qualifiers. These terms provide context/circumstance for the recorded dimension (For example, Builders Measure, Breadth Measured from Remains etc.).

**Dimension Measurements Unit:** This node records the unit of measurement in which the dimensions have been recorded. A drop-down list of Measurement Units (for example, Foot) is available.

**Dimension Value:** This free-text node records the Measurement Unit's numerical value.

Multiple Asset Dimensions can be recorded. When the values entered have been saved by selecting the Add button in the card, re-select the Asset Dimensions facet title in the tree view on the left of the screen and a new, empty card will open enabling the entry of further asset dimensions (for example, Breadth, Depth etc.)

### **Bibliographic Source Citation**

Details of the specific citation relating a source to a Maritime Vessel. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new Resource.



**Bibliographic Source:** The name of the bibliographic source containing the specific reference recorded.

**Source Number:** The cross reference number as used in descriptive text (for example, 1, 2, 3 etc.) to indicate the source of specific information.

**Pages/s:** Specific page references.

The screenshot shows a software interface for creating a new bibliographic source citation. On the left is a sidebar with a search bar 'Find a card...' and a tree view containing various categories like 'Construction Phases', 'Asset Dimensions', 'Location Data', 'Bibliographic Source Citation' (which is highlighted), 'Designation and Protection Assignment', 'Nationalities and Registration Data', 'Use Phase', 'Voyages', 'Scientific Date Assignment', 'Status', 'Associated Archives', 'Associated Activities', 'Associated People and Organizations', 'Associated Consultations', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas', 'External Cross References', 'System Reference Numbers', 'Related Resources', and 'Manage Permissions'. The main area is titled 'New Bibliographic Source Citation' and contains several input fields: 'Bibliographic Source' (a dropdown menu with 'Add new Relationship' as an option), 'Source Number' (a text input field), 'Page(s)' (a text input field), 'Figs.' (a text input field), 'Plate(s)' (a text input field), and 'Comment' (a text input field).

**Figs:** Figure numbers where appropriate.

**Plates:** Illustrative plate numbers where appropriate.

**Comment:** To record additional information or references if required.

Further Bibliographic Sources can be recorded by re-selecting the Associated Bibliographic Source facet title in the tree view on the left-hand side of the screen to open a new, empty card.

## **Designation and Protection Assignment**

Where designation or protection regimes apply to the site of a Maritime Vessel, these can be recorded with associated classifications and information.

The screenshot shows a web application interface for managing maritime vessel data. On the left, a sidebar contains a tree view of data categories. The 'Designation and Protection Assignment' category is selected and highlighted. The main content area is titled 'New Designation and Protection Assignment' and contains a form with the following fields:

- Designation Name:** A text input field with the placeholder 'Enter text'.
- Designation Name Use Type:** A dropdown menu with the option 'Select an option'.
- Designation or Protection Type:** A dropdown menu with the option 'Select an option'.
- Grade:** A dropdown menu with the option 'Select an option'.
- Local Heritage List Criteria Type:** A dropdown menu with the option 'Select an option'.
- Designation Start Date:** A text input field.

- **Insert a name for the assignment in the Designation Name node and select an appropriate type (Original / Former / Alternative etc.) from the drop-down list accessed via the Designation Name Use Type node.**
- **Designation or Protection Type:** Select an appropriate entry from the drop-down list (for example, Conservation Area).
- **Grade:** Where the Conservation Type is accompanied by an assigned Grade, select an entry from the drop-down list.
- **Local Heritage List Criteria Type:** Where the Designation or Protection Type is assigned as Local Heritage List, select the accompanying Criteria Type from the drop-down list.
- **Designation Start Date / End Date:** Where known, insert the date on which the Designation or Protection was bestowed. If the Designation or Protection Assignment has been removed, insert the Designation End Date if known.
- **Display Date:** This free-text node facilitates the entry of Designation and Protection Assignment dates and date ranges in non-controlled date formats (for example, *Protected Wreck 2001-12*).
- **Designation Amendment Date:** Where relevant, insert the date on which the Designation or Protection Assignment was amended.
- **Risk Status:** This node has two options to express whether the site is currently at risk: At Risk / Not at risk.
- **Link Text:** Where a link to a web resource is included, an appropriate description/note can be inserted in this free-text node.
- **URL for link:** To create a link to the web resource or designation/protection entry relating to the Historic Aircraft, insert the URL for the specific web page detailing the site.
- **Digital Files:** Where they have previously been created as Arches for HERs Resources in the *Digital Objects* Resource, relevant files can be retrieved and selected via a filtered drop-down list attached to this node.

## Nationalities and Registration Details

**Nationality:** Select a term from the drop-down list of values to describe the nationality of the vessel as stated in documentary sources.

**Place of Registration:** Where known, enter the place of registration by retrieving and selecting a term from the drop-down list of values.

As vessels can change nationalities, or be erroneously assigned nationalities by documentary sources, additional Nationalities and Registration locations can be recorded by re-selecting the Nationalities and Registration Details facet name in the tree view on the left of the screen to open a new, empty card. The context and chronology of such multiple-entries should be detailed in the Description branch.

Manage <Name>

Find a card...

+ Expand - Collapse

- Localities/Administrative
- National Grid References
- Addresses
- Area Assignments
- Land Use Classification As
- Geometry
- <> Descriptions
- Bibliographic Source Citation
- Nationalities and Registration Details**
- Construction Phases
- Use Phase

◀ New Nationalities and Registration Details

Nationalities and Registration Details

Record the nationality and Port of Registration of the vessel

Nationality

Select an option

Place of Registration

Select an option

+ Add

## Use Phases

Where it is known that a vessel changed use, either permanently or for a specific period, from that it was constructed for (for example, a passenger vessel becoming a hospital ship) without significant structural change, this can be recorded as a Use Phase. If a vessel underwent significant structural change to facilitate a change of use (for example, a cargo vessel becoming a passenger vessel) then this would be recorded as a Construction Phase.

Note: If a vessel's use is modified so significantly that its function is no longer compatible with the Maritime Vessel Resource Model - for example, a vessel becoming a museum - then a new Resource should be created in the appropriate Resource Model - in this example, Monument.

Manage <Name>

Find a card...

+ Expand - Collapse

- Localities/Administrative
- National Grid References
- Addresses
- Area Assignments
- Land Use Classification As
- Geometry
- <> Descriptions
- Bibliographic Source Citation
- Nationalities and Registration Details
- Construction Phases
- Use Phase**
- Voyages
- Owner
- Asset Dimensions
- Status
- Associated Archives
- Associated Activities

◀ New Use Phase

Use Phase

Use to record changes of use for the Craft, eg. where a Liner has been requisitioned as a Troopship.

Use Phase Period

Add new Relationship

Use Phase Start Date

EDTF Formats

Use Phase End Date

EDTF Formats

Use Phase Display Date

Enter text

Use Phase Date Qualifier

## Scientific Date Assignment

Where samples have been submitted to specific scientific dating methods (e.g. Dendrochronology) the process and outcomes can be recorded using the Scientific Date Assignment card.

The screenshot displays the 'New Scientific Date Assignment' form. On the left, a sidebar menu lists various data categories, with 'Scientific Date Assignment' highlighted. The main form area contains the following fields:

- Associated Construction Phase:** A dropdown menu.
- Dating Method:** A dropdown menu with the placeholder text 'Select an option'.
- Scientific Date Start Date:** A text input field with a dropdown arrow labeled 'EDTF Formats'.
- Scientific Date End Date:** A text input field with a dropdown arrow labeled 'EDTF Formats'.
- Scientific Date Qualifier:** A dropdown menu with the placeholder text 'Select an option'.
- Standard Deviation Value:** A text input field with the placeholder text 'Enter text'.

**Associated Construction Phase:** This node enables the creation of an association with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

**Dating Method:** This node describes the specific scientific dating methodology applied to the artefact. Select a term (e.g. *Radiocarbon Dating*) from the drop-down list.

**Standard Deviation Note:** This free-text node facilitates the recording of further information, comments or observations relating to Standard Deviation.

**Laboratory Reference:** This free-text node facilitates the recording of any known references or reference numbers applied by the laboratory undertaking the scientific dating process.

**Note:** This free-text node facilitates the recording of any further information, notes or observations relating to the Scientific date Assignment

## Voyages

This branch enables the recording of the details of any documented voyages undertaken by the vessel, including that during which it was lost.

**Voyage Type:** Select an entry from the drop-down list of terms to define the purpose or type of voyage being recorded (For example, Final).

**Voyage Description:** Use this free-text node to record a description, comments or observations regarding the voyage being recorded.

**Voyage Description Type:** Select an appropriate value from the drop-down list (For example, *Notes*).

**Place of Departure Name:** Retrieve and select a term describing the location from which the vessel embarked on its voyage, if known, from the drop-down list of terms.

The screenshot shows a web application interface for recording voyages. On the left is a sidebar with a tree view of categories: Asset Dimensions, Bibliographic Source Citation, Designation and Protection Assigni, Nationalities and Registration Deta, Use Phase, Scientific Date Assignment, Voyages (selected), Status, Images, Associated Archives, Associated Activities, Associated People and Organizatio, Associated Consultations, Associated Digital File(s), Associated Monuments, Areas and, External Cross References, System Reference Numbers, Related Resources, and Manage Permissions. The main area is titled 'New Voyages' and contains the following fields: 'Voyage Type' (a dropdown menu with 'Select an option'), 'Voyage Description Type' (a dropdown menu with 'Full'), 'Voyage Description' (a rich text editor with a toolbar including bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and a source icon), and 'Place of Departure Name' (a text input field). At the top of the main area, there is a header bar with 'Logout, Kieran', 'Alerts', and a search icon.

**Place of Departure Name Currency:** Populate the appropriate radio-button to select a term (Current/Former/Historic) to indicate the currency of the place name cited as the vessel's point of departure (documentary sources may cite the names of ports that have subsequently changed).

**Date of Departure / Expected Date of Arrival / Date of Arrival:** If known, populate these nodes with date values either by using the calendar function or by manually inserting dates in YYYY-MM-DD format. Note: Date of Arrival would only be recorded if the vessel actually reached its destination.

**Cargo Type:** Select one or more entries from the drop-down list of cargo types to describe what was being carried by the vessel on the voyage being recorded (For example, Cattle Fodder, Bale Goods).

**Manner of Loss:** If recording the final voyage of a vessel, select one or more entries from the drop-down list of terms to describe the circumstances of the vessel's loss (For example, Stranded, Foundered).

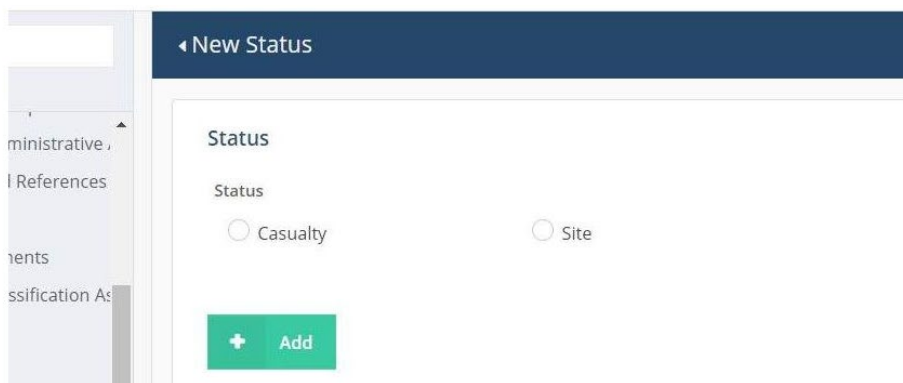
**Date of Loss Start/End:** If recording the final voyage of a vessel, the date on which it was lost can be recorded either as a specific date (by entering the same value in both nodes) or as a minimum and maximum value to express a date range where a specific date is not known. Use the calendar function on each node to insert a value, or else manually enter a value in YYYY-MM-DD format.

**Date of Loss Qualifier:** This node allows the user to further qualify the recorded Date of Loss by selecting an entry from the drop-down list such as On, Between etc.

Additional Voyages can be recorded by selecting the facet title from the tree view on the left of the screen to open a new, empty card.

## Status

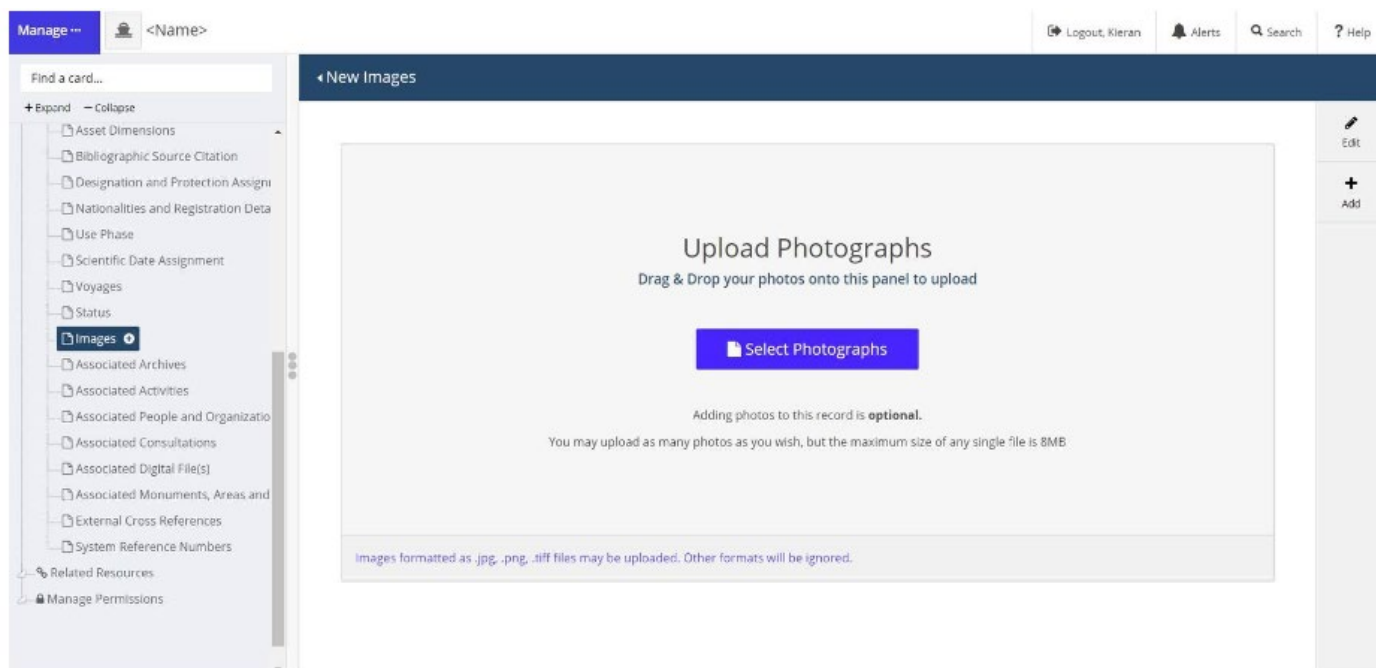
Select the Appropriate Status to indicate whether the vessel being recorded is a Casualty (a vessel loss recorded from documentary evidence but without located physical remains) or a Site (a loss for which vessel remains have been located).



The screenshot shows a web interface for creating a new status. On the left is a vertical sidebar with a tree view containing items like 'Administrative', 'References', 'Voyages', and 'Status'. The main area is titled 'New Status' in a dark blue header. Below the header, there is a section labeled 'Status' with two radio button options: 'Casualty' and 'Site'. At the bottom of this section is a green button with a white plus icon and the text 'Add'.

## Photographs

This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the Select Photographs button.



The screenshot shows a web interface for uploading photographs. On the left is a vertical sidebar with a tree view containing items like 'Asset Dimensions', 'Bibliographic Source Citation', 'Designation and Protection Assignm', 'Nationalities and Registration Deta', 'Use Phase', 'Scientific Date Assignment', 'Voyages', 'Status', 'Images', 'Associated Archives', 'Associated Activities', 'Associated People and Organizatio', 'Associated Consultations', 'Associated Digital File(s)', 'Associated Monuments, Areas and', 'External Cross References', and 'System Reference Numbers'. The main area is titled 'New Images' in a dark blue header. Below the header, there is a large light gray box with the text 'Upload Photographs' and 'Drag & Drop your photos onto this panel to upload'. Below this text is a blue button with a white plus icon and the text 'Select Photographs'. Below the button, there is a note: 'Adding photos to this record is optional. You may upload as many photos as you wish, but the maximum size of any single file is 8MB'. At the bottom of the box, there is a small text line: 'Images formatted as .jpg, .png, .tiff files may be uploaded. Other formats will be ignored.' On the right side of the main area, there is a vertical sidebar with 'Edit' and 'Add' buttons.

When the image is loaded, a gallery view of all uploaded images is displayed at the bottom of the screen. *Edit* and *Add* options will appear on the right of the screen.



The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Arches for HERs People or Organizations Resources and therefore retrievable and selectable from the drop-down list).

**Select Save to commit the image to the record.**

Selecting the **Add** command opens up a new *Select Photographs* panel to facilitate the selection of further images.

## Associated Archives

This card enables the recording of archive objects associated with the vessel.

**Archive Object Title:** Insert the name of an archive object if appropriate in this free-text node.

**Archive Object Reference:** Insert the associated number or identifier for the archive object in this free-text node.

**Archive Holder:** Retrieve and select an entry from the drop-down list of Arches for HERs People/Organization resources to define the holder of the archive object being recorded. Insure the individual or organization is first present as an entity in the appropriate Resource.

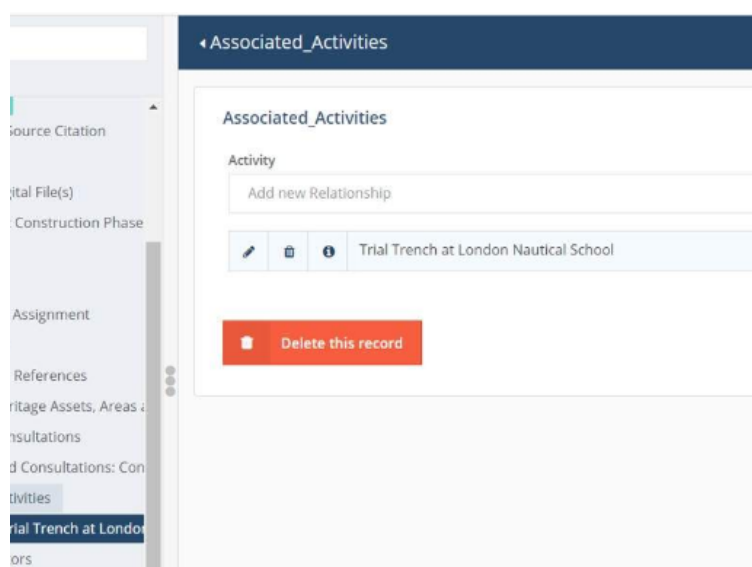
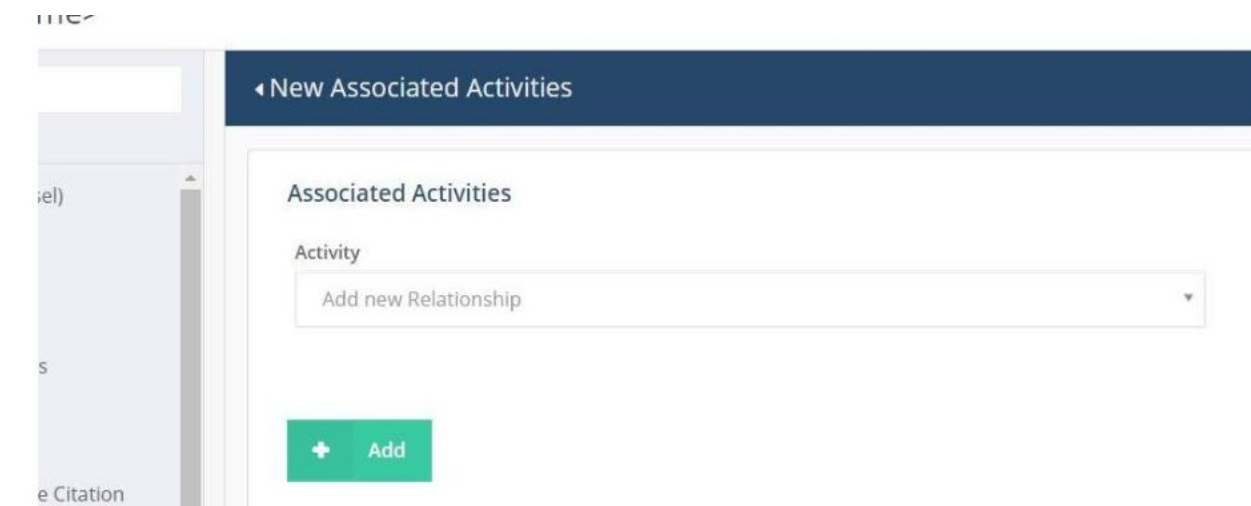
**Association Type:** Select a value from the drop down list to express the relationship between the Maritime Vessel and the Archive object (for example, *Is referred to by*).

Further Associated Archives can be recorded by re-selecting the Associated Archives title in the tree view on the left of the screen to open a new, empty card.

## Associated Activities

This Facet allows the user to create an association with an existing Activity using the following data:

**Activity:** Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Arches for HERs Activities. Select Add to commit it to the record.



Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

## Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.

The screenshot shows a web interface for adding new associated people and organizations. On the left is a sidebar with a menu. The main content area has a dark blue header with the title 'New Associated People and Organizations'. Below the header, the form is titled 'Associated People and Organizations'. It contains several input fields: a dropdown for 'Person or Organization' with 'Add new Relationship' as the selected option; a dropdown for 'Association Type' with 'Select an option'; a dropdown for 'Role Type' with 'Select an option'; a text input for 'Display Date' with 'Enter text'; two calendar icons for 'Association Start Date' and 'Association End Date'; and a dropdown for 'Date Qualifier' with 'Select an option'. At the bottom left of the form is a green button with a plus icon and the text 'Add'.

**Person or Organization:** Retrieve and select the individual or organization from the drop-down list of resources.

If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Resource (People/Organization).

**Association Type:** Select a term from the drop-down list to indicate the relationship between the actor and the Heritage Story (for example, General Association).

**Role Type:** Select a term from the drop-down list to clarify the context of the actor's association with the Heritage Story (for example, Person of Historic Interest).

**Display Date:** This is a free-text node facilitating the inclusion of a non-standardised date or date range (for example, 1914-16).

**Association Start Date/End Date:** These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

**Date Qualifier:** Select an appropriate qualifier to express the context of the data or date range described to the associated actor (for example, At some time would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; Between would imply the actor's association began on the minimum date and concluded on the maximum date).

## **Associated Consultations**

This Facet allows the user to create an association with a Consultations Resource by inserting the Name or UID of the associated Consultation and selecting it from the filtered drop-down list.

The screenshot shows a web interface for creating a new association. On the left is a sidebar with a search bar and a list of facets including 'Citation' and 'Registration Data'. The main panel has a dark blue header with the text 'New Associated Consultations'. Below the header, the section is titled 'Associated Consultations'. It contains a dropdown menu labeled 'Associated Consultations' with the placeholder text 'Add new Relationship'. At the bottom of this section is a green button with a plus icon and the text 'Add'.

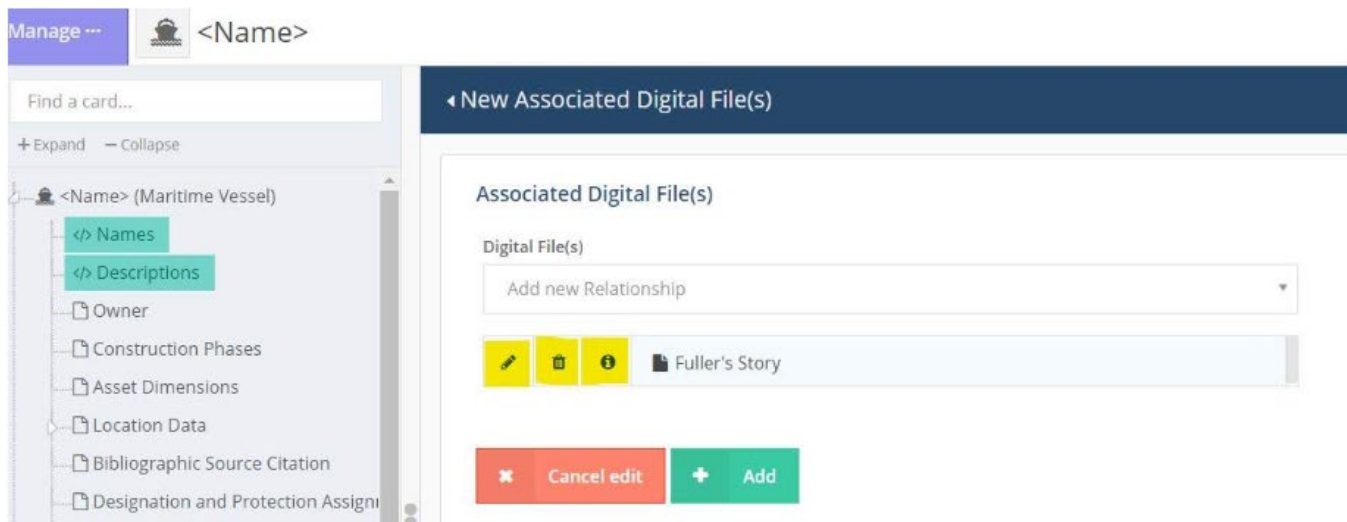
## **Associated Digital File(s)**

This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.

The screenshot shows a web interface for creating a new association. On the left is a sidebar with a search bar and a list of facets including 'Citation' and 'Registration Data'. The main panel has a dark blue header with the text 'New Associated Digital File(s)'. Below the header, the section is titled 'Associated Digital File(s)'. It contains a dropdown menu labeled 'Digital File(s)' with the placeholder text 'Add new Relationship'. At the bottom of this section is a green button with a plus icon and the text 'Add'.

### **Associated Digital File(s)**

The screenshot shows the dropdown menu for the 'Associated Digital File(s)' facet. The menu is titled 'Digital File(s)' and has a search bar with the text 'clerkenwell'. Below the search bar, a list of results is displayed. The first result is highlighted in blue and reads '05.21 Clerkenwell Green, WSI Evaluation'. Below this, there is a list of details: '30-32 Clerkenwell Green CLO33348-', 'Communication for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021', and '15/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021'.



More than one file can be selected.

As each entry is selected, it will appear in a panel below the *Digital Files(s)* node with three icons attached:

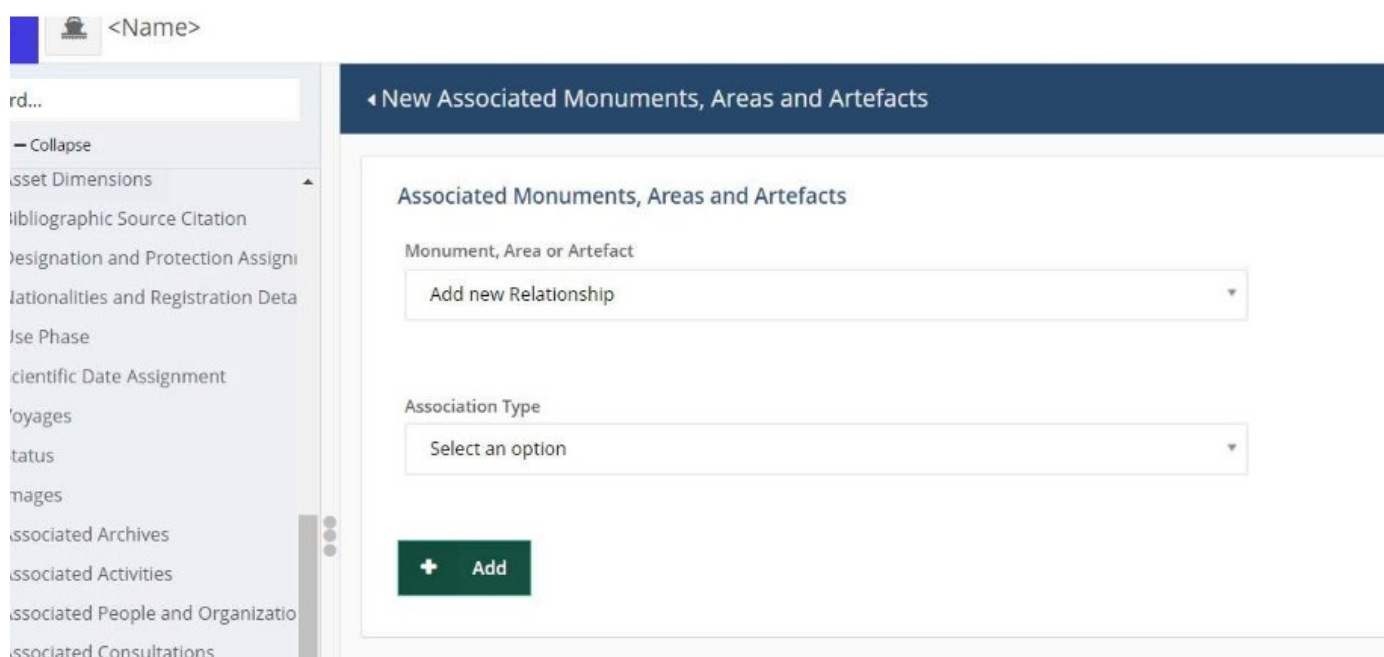
The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

## Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other Resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated Resource and selecting it from the filtered drop-down list.



More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Assets, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

Associated Heritage Assets, Areas and Artefacts			
Associated Asset, Area or Artefact			
Add new Relationship			
			282-302 Borough High Street
			Pinner Green, [Grim's Ditch] {Iron Age pottery}
2 relationship(s)			
Delete this record			

## External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

**Cross Reference:** Insert the identifier, such as a number or alpha-numeric value.

**Cross Reference Source:** Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

**Cross Reference Note** is a free-text node for recording any additional details or comments.



Manage ... <Name>

Find a card...

+ Expand - Collapse

- Geometry
- Descriptions**
  - Bibliographic Source Citation
  - Nationalities and Registration Data
  - Construction Phases
  - Use Phase
  - Voyages
  - Owner
  - Asset Dimensions
  - Status
  - Associated Archives
  - Associated Activities
  - Associated Actors
  - Associated Consultations
  - Associated Digital File(s)
  - Associated Heritage Assets, Areas
- External Cross References**
- Related Resources
- Manage Permissions

### New External Cross References

#### External Cross References

Cross Reference

Enter text

Cross Reference Source

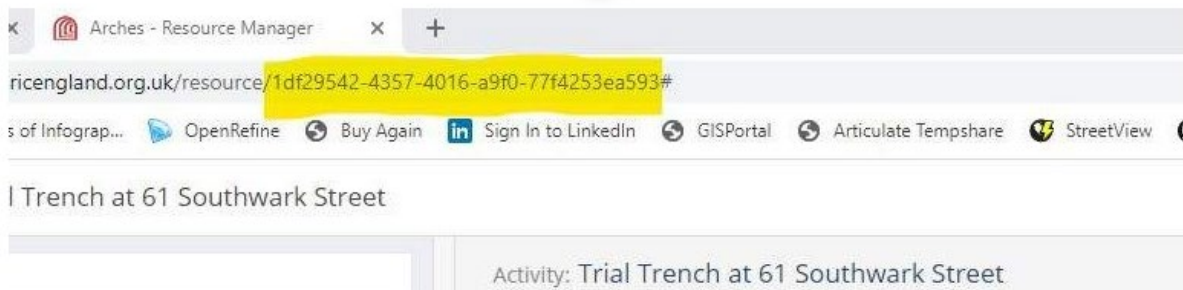
Select an option

Cross Reference Note

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, Styles, Format, Help.

## System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



### System Reference Numbers

System Reference Numbers

ResourceID

1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID

ELO17872

Primary Reference Number

154305

Delete this record

**Legacy IDs** refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

**Primary Reference Number** is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.