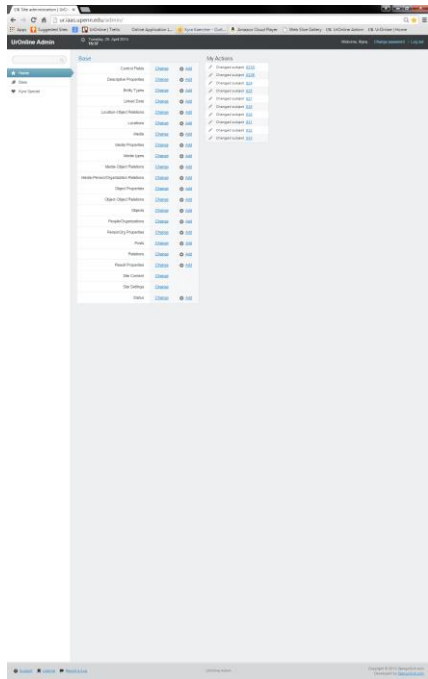How to use the admin portion of the website.

Welcome to UrOnline Admin. Your page should look something like this:

If you want to edit an object you can either click on change next to objects, or hover over the base tab on the left side of the screen, and select object in the drop down menu.

The screen should look like this:

SEARCH: SIMPLE SEARCH

There are multiple ways to query the database. First is to type any keyword into the box under Simple Search. Try searching for "Dog." Type in Dog into the box and either hit enter or click search. You should get a list of objects. This list includes all objects where "Dog" appears anywhere in the record. Next to the search/Clear button it tells you how many results you have found. These objects are not in any type of order, so you can sort by U number. Just click the tab that says U number and it sorts them. You can also perform this sort for the other tabs as well.

Objects are only displayed in groups of 20. In order to see the other objects, scroll to the bottom of the screen, and you will see a group of boxes with numbers in them. This is how you move between pages of objects.

You can also sort these results by context, images, or publication. Let's do context first. In the Simple Search Box, type in Dog. In the context drop down box, select Diqdiqqeh. Either press enter, or click on search. This should bring up a list of results. For images, make sure you have dog selected in the simple search box, and click yes in the has image box. This will bring up all objects that have dog in their record

that also have images. For published, make sure you still have dog in the simple search box, and select a publication. This will bring up all the objects that have dog in their record and are mentioned in that publication.

You can also type in U numbers or Museum Numbers in this box to get results. Before moving onto the next search, make sure you hit the clear button.

SEARCH:ADVANCED SEARCH

There are two categories that can be combined to search for an object. First are controlled properties. These consist of Object Type, Material, Season Number, Museum, Technique, and Iconography. You can select one or two of these in order to narrow down your results. Let's search for copper daggers. In the first row under controlled properties, select material. Leave the second box as equals, and change the third box to copper alloy. In the second row under controlled properties, select object type. Leave the second box as equals, and change the third box to dagger (Located under Tool/Weapon). Like the simple search you can sort these categories by U number or museum number, and page through the results using the numbered boxes on the bottom. You can also add qualifiers like context, has image, or publication to narrow down the results.

The free-form properties can be used to search for non-controlled field properties, or alongside the controlled properties. Let's take them by themselves for now. You can use these boxes like you use the simple search and just type in a keyword, like "Dog" into the third box in the first row under the free form properties. You can sort these by U number, museum number, etc.

Let's say you wanted to see everything that Woolley might have called a dog. Under free form properties, in the first box select Description (Catalogue Card). Leave the second box as contains, and type Dog into the third box. Press enter or click on search. This will bring up anywhere dog is mentioned in Woolley's catalogue cards.

Let's say you wanted to find anywhere that Woolley mentioned dog, where the object itself had the largest measurement between 1 and 50. In the first row select Description (Catalogue Card), Leave as contains, and type in Dog. In the second row, leave AND, select Measurement (X), select is greater than, and type in 1. In the third row, leave AND, select Measurement (X), select is less than, and type in 50. Hit enter or click on search. Your results appear.

Like the other searches you can narrow this down by looking for records with contexts, images, or published material.

Let's do another search based on U number. Press clear to delete the results of your previous search. In the free-form properties boxes, in the first row select U number. Leave the second box as contains and search for 202. You get 42 objects, all of which have the number 202 somewhere in their U number.

If we go back and change the middle box to equals, we get the objects that are just 202. If you try this with an object like 16268, nothing shows up. This is because 16268 has been subdivided. If you know the subdivision you want, like C, you can type in U number, equals, 16268C. If you want the group, select U number, starts with (in the second box) and 16268 in the third box. This will return all the objects where the U number begins with 16268.

You can also combine the controlled properties, and the free form properties. Let's say that we want to find clay vessels where Woolley recorded the measurements. In the first row under controlled properties we put object type, equals, vessel/container. In the second row we put material, equals, clay. In the first row under free-form properties we select measurement (Catalogue Card) and select is not blank. Leave the third box blank. Press enter or click search. Your results appear below.

Editing an Object.

To edit an entry, search for the entry using any method. I searched for U number 12067. Select your entry. I chose 15457A.

Click on your object, this takes you into the object editing screen. This screen is divided into five sections.

First section

The first section is for title, internal notes and has information on when it was created, last modified, and the last person to modify the entry. If you need to edit the title or notes, just click in the box and edit the text.

UrOnline Admin

Friday, 15. May 2015
10:31

Welcome, **Kyra.** | Change password | Log out

Home » Base » Objects » 12067A

Home

Base
Control Fields
Descriptive Properties
Entity Types
Linked Data
Location-Object Relations
Locations
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Media Properties
Media types
Media-Object Relations
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Relations
Object Properties
Object-Object Relations
Objects
People/Organizations
PersonOrg Properties
Posts
Relations
Result Properties
Site Content
Site Settings
Status

♥ Kyra Special

General   Files

Title: *	12067A
Notes:	
	This field is used INTERNALLY ONLY for general notes
Created:	Jan. 17, 2014, 11:36 a.m.
Modified:	Jan. 17, 2014, 11:36 a.m.
Last mod by:	dba

Save

Save and continue editing

Save and add another

Delete

Tools

⊘ History
⊕ Add Object
✉ Email
◀ Previous
▶ Next

Object Properties

Property *	Property value *	Notes ⊘	Last mod by	Delete?
U Number ▾	12067A		dba	☐
Description (Catalog Card) ▾	Group: (A) [A and C] 2 silver earrings. 2	Woolley's description	dba	☐
Description (Modern) ▾	Earring		dba	☐
Find Context (Catalog Card) ▾	PG 1050 (29)		dba	☐
Area ▾	PG	Private Graves: generally the area of the Royal Cemetery	dba	☐
Material ▾	Silver		dba	☐
Material Alt ▾	Metal		dba	☐
Material Alt ▾	precious metals		dba	☐
Measurement (Catalog Card) ▾	(A) D. 25mm		dba	☐
Season Number ▾	7		dba	☐
Season Start ▾	1928		dba	☐
Season End ▾	1929		dba	☐
Project Notes ▾	Divisions checked (DC).		dba	☐
--------- ▾			(None)	
--------- ▾			(None)	
--------- ▾			(None)	

Add another Object Property

Controlled Object Properties

Control property *	Control property value *	Notes ⊘	Last mod by	Delete?
Object Type ▾	Currently: Jewelry >> Ear >> Earring ------Earring ▾		dba	☐
--------- ▾	▾		(None)	
--------- ▾	▾		(None)	
--------- ▾	▾		(None)	

Add another Controlled Object Property

Media-Object Relations

Media *	Relation type *	Notes ⊘	Last mod by	Delete?
--------- ▾	--------- ▾		(None)	

Add another Media-Object Relation

Location-Object Relations

None *	Notes ⊘	Last mod by	Delete?
--------- ▾		(None)	

Add another Location-Object Relation

Second Section

The second section is titled Object properties. This includes all object properties that are not controlled. To edit any of the existing fields, find the field you want to edit. Let's say you want to subdivide the record. Entry 12067A has earrings and beads. Woolley has given them an A for the 2 earrings and a B for the beads. We are subdividing so that each earring has its own subdivision, and the necklace has been divided into three by the British Museum. Therefore we want to add these subdivisions to the catalogue card.

Find description (Catalogue card) under the property column. In the property value column, add [A and C] after Woolley's A and [B.1-.3] after Woolley's B.

You can just type this in the box under the property value column. Description (Modern), since there is no museum number can be deleted. You do this by clicking in the box that is in the delete column. The

same can be done with area. Double check to make sure this information is in the Find Context (Catalogue Card), and you can click the box in the delete category.

The material Silver should be changed to Material (Catalogue Card) Silver. This can be done by selecting the drop down menu in the Property column that says Material. In this drop down menu, select Material (Catalogue Card). Leave Silver in the Property Value column.

Object Properties

Property	Property value	Notes	Last mod by	Delete?
U Number	12067A		dba	☐
Description (Catalog Card)	Group: (A) [A and C] 2 silver earrings. 2 1/2 coils. (B) [B.1-.3] lapis double conoid beads.	Woolley's description	dba	☐
Description (Modern)	Earring		dba	☑
Find Context (Catalog Card)	PG 1050 (29)		dba	☐
Area	PG	Private Graves: generally the area of the Royal Cemetery	dba	☐
Material	Silver		dba	☐
Material Alt	Metal		dba	☐
Material Alt	precious metals		dba	☐
Measurement ((	(A) D. 25mm		dba	☐
Season Number	7		dba	☐
Season Start	1928		dba	☐
Season End	1929		dba	☐
Project Notes	Divisions checked (DC).		dba	☐
---------			(None)	
---------			(None)	
---------			(None)	

Add another Object Property

To add a category, go to a blank drop down. Select one of the options from the drop down menu. I will be adding status, so I have selected status. In the Property Value, I add the information I want to record for this property. I have typed in N/A which means we don't know where this object is. I can add additional information in the notes column, such as Has not been researched yet.

Add as many categories as you need. You can always add more blanks by clicking on the "add another object property" link. You can also record references by using the Notes column. Let's say the UE volume states that the measurements are 29mm in diameter. Add this information by selecting Measurement (Diameter) from the dropdown menu, type in 29 in the property value and add UE 7 p.440 in the notes.

Object Properties

Property	Property value	Notes	Last mod by	Delete?
U Number	12067A		dba	☐
Description (Catalog Card)	Group: (A) [A and C] 2 silver earrings. 2 1/2 coils. (B) [B.1-.3] lapis double conoid beads.	Woolley's description	dba	☐
Description (Modern)	Earring		dba	☑
Find Context (Catalog Card)	PG 1050 (29)		dba	☐
Area	PG	Private Graves: generally the area of the Royal Cemetery	dba	☑
Material (Catalog Card)	Silver		dba	☐
Material Alt	Metal		dba	☑
Material Alt	precious metals		dba	☑
Measurement (Catalog Card)	(A) D. 25mm		dba	☐
Season Number	7		dba	☐
Season Start	1928		dba	☐
Season End	1929		dba	☐
Project Notes	Divisions checked (DC).		dba	☐
Status	N/A	Has not been researched yet	(None)	
Measurement (Diameter)	29	UE 7 p. 440	(None)	
---------			(None)	

Add another Object Property

Controlled Object Properties

Adding new Categories

If you don't see a category that you have information for, let's say you need to add information on a particular study, you can add new categories under properties. Select the green plus sign under a new category. A pop-up will appear named add descriptive property. In the property box, type in what you want this property to be called. Let's say we wanted to add a category called CAAM Petrographic Study. In primary type, select object since we are editing an object. You can change the order, to show where the property appears on the website. In Data Source Type, select Conservation-Analytic since this is an analytic study. Click on the visible box if you want this data to be visible to the public. Leave Solr type and facet alone. In the notes box, any information about this property should be added. For this example, something like this would be appropriate.

Then click save. The box will disappear, and the property title will appear in the properties column. You can then add any information in the property value category.

Media-Object Relations
Media-Person/Organization Relations
Object Properties
Object-Object Relations
Objects
People/Organizations
PersonOrg Properties
Posts
Relations
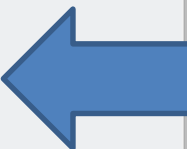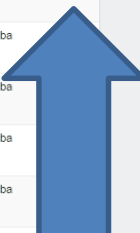Result Properties
Site Content
Site Settings
Status

♥ Kyra Special

Object Properties

Property	Property value	Notes	Last mod by	Delete?
U Number ▼	12067A		dba	☐
Description (Catalog Card) ▼	Group: (A) [A and C] 2 silver earrings. 2 1/2 coils. (B) [B.1-.3] lapis double conoid beads.	Woolley's description	dba	☐
Description (Modern) ▼	Earring		dba	☑
Find Context (Catalog Card) ▼	PG 1050 (29)		dba	☐
Area ▼	PG	Private Graves: generally the area of the Royal Cemetery	dba	☑
Material (Catalog Card) ▼	Silver		dba	☐
Material Alt ▼	Metal		dba	☑
Material Alt ▼	precious metals		dba	☑
Measurement (Catalog Card) ▼	(A) D. 25mm		dba	☐
Season Number ▼	7		dba	☐
Season Start ▼	1928		dba	☐
Season End ▼	1929		dba	☐
Project Notes ▼	Divisions checked (DC).		dba	☐
Status ▼	N/A	Has not been researched yet	(None)	
Measurement (Diameter) ▼	29	UE 7 p. 440	(None)	
CAAM Petrographic Study ▼	Locally produced, sedimentary inclusions, possibly levigated.		(None)	

Add another Object Property

Controlled Object Properties

Save and continue editing
Save and add another
Delete

Tools
- History
- Add Object
- Email
- Previous
- Next

Third Section

The third section is for control field properties. These fields are for object type, material, season number, museum, technique, and iconography. These categories contain values that are set. They are placed in a hierarchy created by narrowing larger groups. For example Jewelry is narrowed by its place on the body down to an individual artifact. The same goes for material. Stones are narrowed down to minerals and further down to their individual minerals. In order to edit these categories, select the dropdown in control property. I selected material. Then in Control Property Value you select the information, in this case Silver. The notes property is still free form and any other information can get added in this category, including publication reference. Like the above category, if you need to add more properties, click on "add another controlled object property" and it will add more rows.
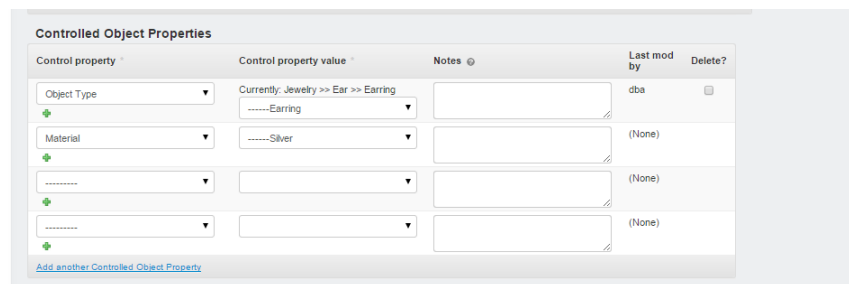
NOTE: If you add a museum number in the object properties fields above, and save, the museum will automatically be added in the control property. If you delete a museum number in the object properties fields above, you must delete the museum in the control property field.

Deleting these control fields are like deleting the free form fields, just select the box in the delete column, and after you save, it will delete the field. Control fields are set, and as such, properties shouldn't be added in this section unless you have cleared it with Sasha.
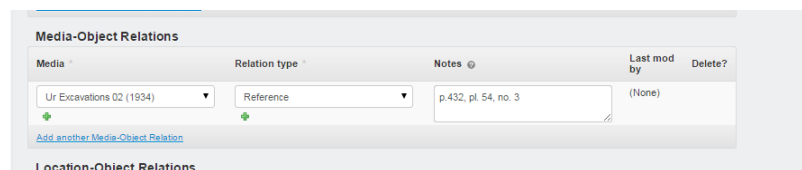
Fourth Section

The last two sections are relations sections. The first is Media-Object Relations. Some biblo/references are added into our system already. Select the reference you want to add, let's say UE 2 in the drop down under Media. In Relation Type select Reference. In notes stick the reference, either page number (p.), plate number (pl.) or number (no.).

You can add more fields by clicking on "add another media-object relation" after saving, the box under delete will appear that you can click if you want to delete the relation. Let's say you wanted to add a field photo. Click "add another media-object relation", and select Ur Albums Photo. Select unpublished in the Relation type column and then add the number in the notes column.

Adding Media

If the reference you are looking for is not showing up in the drop down menu, click the plus sign under a blank media relation. A pop-up like the object properties one shows up but this one is called add media. In title, we have been sticking the author's last name and a date. Let's say we want to add a reference by Richard Zettler. The bibliography is Zettler, Richard (1989). Pottery Profiles Reconstructed from Jar Sealings in the Lower Seal Impression Strata (SIS 8-4) at Ur: New Evidence from Dating. In Essays in Ancient Civilization Presented to Helene J. Kantor. Eds. A. Leonard, Jr. and B. Williams. Studies in Ancient Oriental Civilization No. 47. Chicago.

In the pop-up, in Title enter Zettler 1989. Type is publication. Notes is for general notes. In the property fields enter in the bibliographic information. Author: Zettler, Richard. Date: 1989. Title of article: Pottery Profiles Reconstructed from Jar Sealings in the Lower Seal Impression Strata (SIS 8-4) at Ur: New Evidence from Dating. Publisher: Oriental Institute. Publication Place: Chicago. Title: Essays in Ancient Civilization Presented to Helene J. Kantor. Editors: A. Leonard, Jr. and B. Williams. Journal: Studies in Ancient Oriental Civilization No. 47. Click save and this reference will be added. Then you select reference in relation type, and put page/plate/number in the notes.

Fifth Section

The same type of editing can be used for location-object relations. Select the location in the drop down under None. This object is in PG 1050 so I select that from the drop down.

If there are levels mentioned in the context, or other specific information not in the drop down, this information may be added in the notes column. For example this context states that this object is object 29. Object 29 can be added in the notes field.

Add a location

To add a location, open a new window in your browser. Navigate to the website and choose locations from the menu located on the left hand side of the site.

To add a location, click on the green button that says add location.

This takes you to a new screen. It has three sections. The first is the title. Add a title in the Title box. This could be a variety of things, it could be a site (Diqdiqqeh), an area (AH), a street (Straight St), a house number (No.1), a room (Room 1), a grave (PG/1422, LG/54, P/43, B/98, AHG/45, NB/32 etc.), or a body number from a mass grave (N/4). Add this into the title box. Notes are for internal notes, if you

have anything to say about where you found this, how certain you are of this location, etc. We usually leave this space blank. Type is the type of context. Is it a site? Area? Structure? Room? Funerary? Is it from publication or excavation? (If it is from both we are just marking as publication). The next box is Parent. Where is it located in the site? Is it in Ur? Another site? What area? This helps to create the tree.

In this sample I created a location for PG/56. Title is PG/56. Type is Funerary Context (Publication). Parent is PG.

The next section is properties of the location. Context name is an extended name of the context. PG is Personal Grave etc. You can add in context description, as well as any other information you would like.

The last section is Media-Location Relations. This is like the object-media locations, where you can select bibliography and/or field photos.

Save this location by selecting "save" or "save and continue editing". Save will save the location, and take you back to the home screen of locations. Save and continue editing will save the location, and keep you on this screen if you want to further edit the location. Save and add another will save the location and give you a blank form to add another location.

Saving Edits to an Object

To save the edited object, you have three options. You can Save the object which saves the object and takes you back to the object home screen, you can save and continue editing, which will save the object and keep you on the page so you can check your edits/edit more, or you can save and add another, which saves the object and takes you to a blank form for adding a new object.

Adding a new object.

To add a new object go to the object home page by clicking on Objects in the left hand menu. Click on the green box that says Add object. **NOTE:** do not add an object unless you have done a thorough search for the object and found it is not in our database.

Adding objects is like editing objects. Title should be either a U number or a museum number. Notes are for internal notes, if you have anything to say about where you found this, how certain you are of this location, etc. We usually leave this space blank. Add object properties, making sure you enter either a U number or a museum number. Add control properties. Add Media-object relations and location object relations if applicable. Select one of the methods of saving.