

HELP FILE: LOOK AT OFFICES

A. Data on Office

1. Overview

Service in the state bureaucracy was an important element in shaping society in pre-modern China. It had an impact, for example, on a person's marriageability (and on their sons' and daughters'), on status in the community, and on the types of associations one formed. CBDB uses information on people's posting to track their official careers.

Official titles, however, are complex. In the Song dynasty, they often had two parts, one reflecting the salary level at which the person holds a post, and another part that specified the actual duties of the post. Some titles were strictly honorary, and some referred to sinecures. When possible, CBDB distinguishes among these types, but this sorting remains incomplete, and the end user needs to be aware that not all posting are what they appear to be.

The pre-modern Chinese bureaucracy itself was complex. CBDB currently lists over 24,000 office titles and—at least for the Song—their place in the government bureaucracy. Thus a central challenge in offering a useful approach to the examination of people's roles in office is how to aggregate the plethora of offices into larger units for analysis. **LookAtOffice** provides both hierarchical and functional groupings. The hierarchy is most complete for the Song, but even here, the CBDB data does not yet capture all the changes in bureaucratic organization throughout the dynasty.

Postings are entities at the intersection of people, the bureaucracy, and—since most will be away from the capital—places. A person serves in an office at a given rank in particular place at a specified time. However, there are instances when a posting includes jurisdiction over more than one administrative unit, and there are times when a single posting entails more than one official position. Following the rule that one-to-many relations (i.e., that one posting may have many addresses, and one posting also may have many office titles) require separate tables, information about postings requires *three* entities: a basic **postings** table, a **posted-to-office** table, and a **posted-to-office-address** table.

2. The Structure of Office Data

At present, CBDB divides the data describing offices into three tables. One simply lists the office name, a translation, and perhaps an alternative name, plus the dynasty. The second describes the bureaucratic hierarchy by dynasty. And the third maps the office into the hierarchy. At present, no dates are attached to any of this information, and instead the structure is organized by dynasty.

3. *The Structure of Postings Data*

Posting information also requires three tables. The first is simply a list of “posting events” that provides unique posting IDs:

Posting-Data

Posting ID (this is a unique number)
Person ID
Source and Notes

The second table records the offices that were part of the “posting event.” CBDB needs this table since a single posting may involve more than one office:

Posted-to-Office

Posting ID
Office ID
Office Type
Sequence (since often only the order of office is known with no further information about the years for any of the postings)
Dynasty (since some dynasties, like the Jin and the Southern Song overlap)
Beginning and End Dates (both Western and *nianhao* + year, month and day, if knows: a person may have duties added while still serving in a post).
Institution (e.g. an academy for Yuan dynasty directors of academies)
Appointment type (regular, temporary, provisional, etc.)
Assumption of Office (some people declined office, while other died before taking the post)
Sources and Notes

Because the *place* (the administrative unit) is tied to the specific *office* that is one part of a posting (there may be more than one office in a posting), the address table records the relation of *posting+office* information and *place*:

Posted-to-Address

Posting ID
Office ID
Address ID

B. The Interface

The screenshot shows the 'Look at Office Holding' window. Numbered callouts indicate the following components:

- 1: Select Office button
- 2: Office Name input field
- 3: Use Index Years checkbox
- 4: Run Query button
- 5: Office Postings tab
- 6: People in Office tab
- 7: Save Offices to GIS button
- 8: Save People to GIS button
- 9: Help button
- 10: Display Language dropdown (Simplified Chinese selected)

The main table has columns: Name, 姓名, Index Ye, Fem, Addr Type, 地名類, Place (Person), and 地名(人). The bottom status bar shows 'Record: 1 of 22' and 'No Filter'.

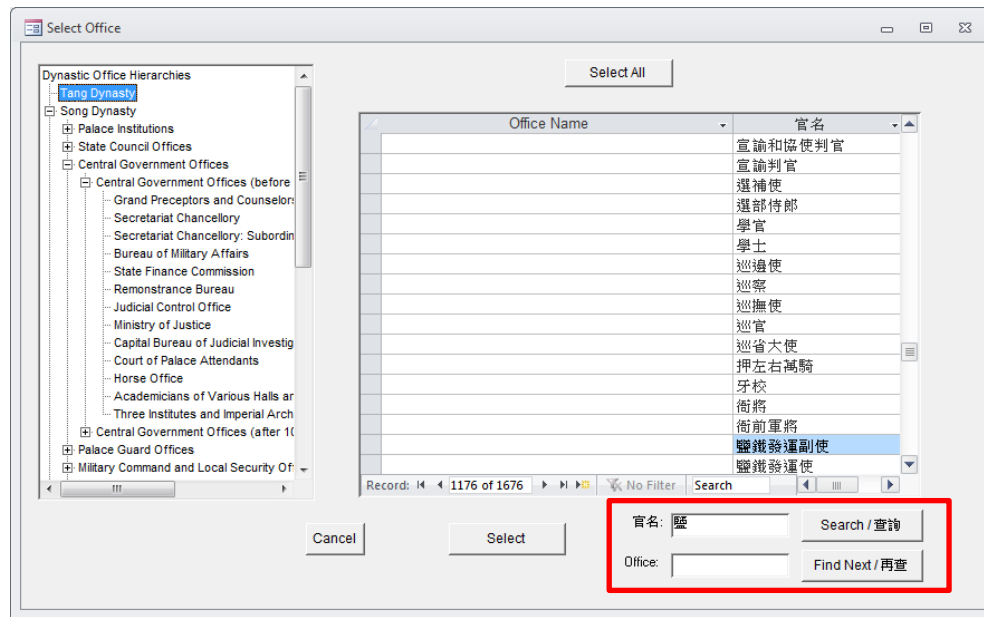
1. Select Office Command Button

To begin using **LookAtOffices**, one must click on the **Select Office** command button to open the *Select Office* form:

The screenshot shows the 'Select Office' window. On the left, a tree view displays the hierarchy of offices. The 'Supply Commissioner' is highlighted with a red circle and a red arrow pointing to the right. The right pane shows a list of offices with their names in English and Chinese. The 'Office Manager of the Supply Commission (Hucker)' is selected. The bottom status bar shows 'Record: 1 of 22' and 'No Filter'.

The “Select Office” form displays a tree of office categories. The first node, “Dynastic Office Hierarchies” shows the organizational hierarchy organized by dynasty. One can view—and select—the offices at any level of structure. The first form shows all the offices associated with the Supply Commissioner at the circuit level.

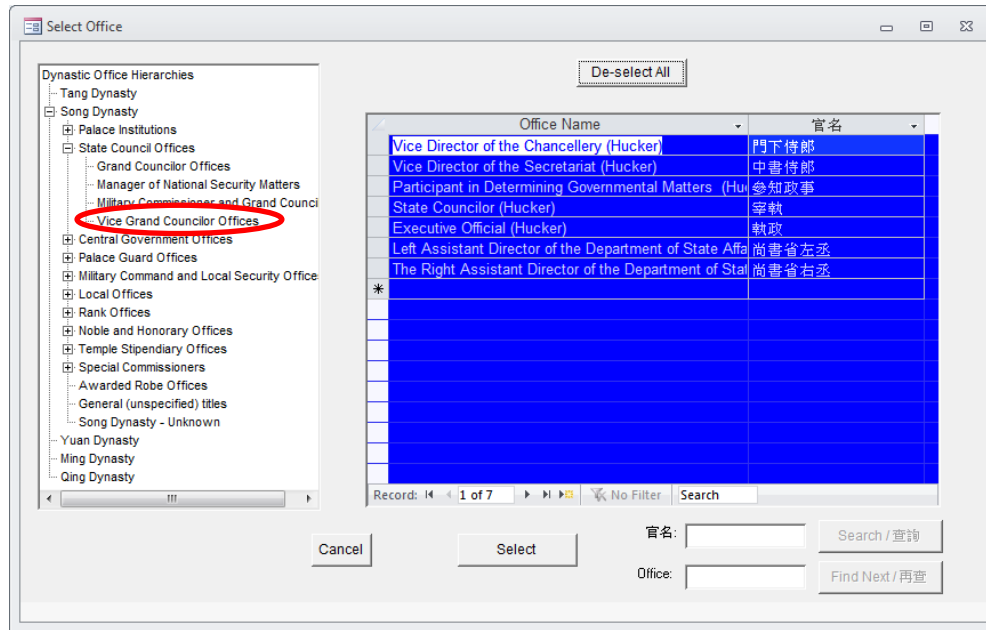
(a) Searching



One also can search for particular terms. Because there are not yet tree structures to explore the bureaucratic organization of dynasties other than the Song, searching by the Chinese term (most records do not yet have English equivalents) is the best way to find particular offices in other dynasties. Searching for “salt” 鹽 eventually leads one to Tang dynasty offices. (Because the Song offices were added first, they are the first offices found in the search routine.) One can determine which node on the tree is current by jiggling one of the scroll bars (not a great design, but it works).

(b) Selecting All

If one looks for the word “Chancellery,” the *second* record brings one to the Vice Grand Councilor’s Office in the Song dynasty. One then can select all of the records for offices in the Vice Grand Councilor’s Office. (One always can reverse this by clicking on the **De-select All** command button.



2. Selected Office & Select Office Type Text Boxes

The form below shows a query selecting all postings to offices associated with the Vice Grand Councilor in CBDB, beginning in 960 B.C. and ending in 1279.

When one chooses all the offices in a particular bureaucratic unit, the **Select Office** text boxes states “[All]” and the **Select Office Type** text boxes gives the larger bureaucratic unit.

| Name | 姓名 | Index Ye | Femr | Addr Type | 地名類 | Place (Person) | 地名(人) |
|----------------|-----|----------|-------|-------------------|----------|----------------|-------|
| Bai Shizhong | 白時中 | 1127 | False | Basic Affiliation | 籍貫(基本地址) | Anfeng | 安豐 |
| Yan Qi | 顏岐 | 1130 | False | Basic Affiliation | 籍貫(基本地址) | Pengcheng | 彭城 |
| Yu Shen | 余深 | 1132 | False | Basic Affiliation | 籍貫(基本地址) | Luoyuan | 羅源 |
| Yu Shen | 余深 | 1132 | False | Basic Affiliation | 籍貫(基本地址) | Luoyuan | 羅源 |
| Wang Sui | 王隨 | 1039 | False | Basic Affiliation | 籍貫(基本地址) | Heyang | 河陽 |
| Wang Qinruo | 王欽若 | 1021 | False | Basic Affiliation | 籍貫(基本地址) | Xinyu | 新喻 |
| Xiang Minzhong | 向敏中 | 1007 | False | Basic Affiliation | 籍貫(基本地址) | Kaifeng | 開封 |
| Lv Dafang | 呂大防 | 1086 | False | Basic Affiliation | 籍貫(基本地址) | Lantian | 藍田 |
| Lv Dafang | 呂大防 | 1086 | False | Basic Affiliation | 籍貫(基本地址) | Lantian | 藍田 |
| Zhang Shixun | 張士遜 | 1023 | False | Basic Affiliation | 籍貫(基本地址) | Guanghua | 光化 |
| Han Qi | 韓琦 | 1067 | False | Basic Affiliation | 籍貫(基本地址) | Anyang | 安陽 |
| Han Zhongyan | 韓忠彥 | 1097 | False | Basic Affiliation | 籍貫(基本地址) | Anyang | 安陽 |
| Zeng Bu | 曾布 | 1095 | False | Basic Affiliation | 籍貫(基本地址) | Dantu | 丹徒 |
| Wang Gui | 王珪 | 1078 | False | Basic Affiliation | 籍貫(基本地址) | Dongming | 東明 |
| Li Bangyan | 李邦彥 | 1130 | False | Basic Affiliation | 籍貫(基本地址) | Jiaying | 嘉興 |
| Zeng Gongliang | 曾公亮 | 1058 | False | Basic Affiliation | 籍貫(基本地址) | Jinjiang | 晉江 |
| Chen Qiao | 陳喬 | 980 | False | Basic Affiliation | 籍貫(基本地址) | Wuxi | 無錫 |
| Zhao Wendu | 趙文度 | 973 | False | Basic Affiliation | 籍貫(基本地址) | Yuyang | 魚陽 |

If one chooses a specific office like State Councilor 宰執, the titles (English and Chinese) appear in the **Select Office** text boxes while the **Select Office Type** text boxes show “[N/A]” for “Not Applicable”

3. Use Index Years Check Box & From and To Text Boxes

Offices and bureaucratic units in CBDB at present are linked to specific dynasty. Thus when one selects a unit or an office, one already has limited the search to a particular dynasty. When one wants to limit a search of office more narrowly by years, CBDB does not have enough information on the actual years of postings to be very useful. Instead, CBDB uses the *Index Year* of the person as a proxy. The **Use Index Year** check box is selected by default, and one can provide the specific beginning and end years in the **From** and **To** text boxes.

However, any person for whom CBDB does not have an index year and who served in the selected office or bureaucratic unit will not be included in the search. Thus it is useful to repeat any search after unchecking the **Use Index Year** checkbox:

Look at Office Holding

Select Office: [All] Type: Vice Grand Councilor Of 執政門

☐ Use Index Years From: 960 To: 1279 Run Query

Office Postings People in Office

| Name | 姓名 | Index Year | Female | Addr Type | 地名類 | Place (Person) | 地名(人) |
|----------------|-----|------------|--------|-------------------|----------|----------------|-------|
| Nan Gong | 南公 | | False | | | | |
| Piao Jingren | 朴景仁 | | False | Basic Affiliation | 籍貫(基本地址) | Koryo | 高麗 |
| Li Ziliang | 李資諒 | | False | Basic Affiliation | 籍貫(基本地址) | Koryo | 高麗 |
| Zhang Xingpo | 張行婆 | | False | Basic Affiliation | 籍貫(基本地址) | Changle | 昌樂 |
| Xue Ji | 薛極 | | False | Basic Affiliation | 籍貫(基本地址) | Wujin | 武進 |
| Li Tuo | 李稅 | | False | Basic Affiliation | 籍貫(基本地址) | Shanyang | 山陽 |
| Zhang Daming | 張達明 | | False | | | | |
| Yan Kan | 顏衍 | 948 | False | Basic Affiliation | 籍貫(基本地址) | Qufu | 曲阜 |
| Guang Zhaoyi | 田昭裔 | 950 | False | Basic Affiliation | 籍貫(基本地址) | Longmen | 龍門 |
| Dou Zhenggu | 竇貞固 | 951 | False | Basic Affiliation | 籍貫(基本地址) | Baishui | 白水 |
| Zhao Shangjiao | 趙上交 | 954 | False | Basic Affiliation | 籍貫(基本地址) | Fanyang | 范陽 |
| Ouyang Hui | 歐陽迴 | 955 | False | Basic Affiliation | 籍貫(基本地址) | Huayang | 華陽 |
| Han Xizai | 韓熙載 | 961 | False | Basic Affiliation | 籍貫(基本地址) | Beihai | 北海 |
| Liu Xigu | 劉熙古 | 962 | False | Basic Affiliation | 籍貫(基本地址) | Ningling | 寧陵 |
| Wei Rong | 衛融 | 963 | False | Basic Affiliation | 籍貫(基本地址) | Boxing | 博興 |
| Gao Fang | 高防 | 963 | False | Basic Affiliation | 籍貫(基本地址) | Shouyang | 壽陽 |
| Shen Lun | 沈倫 | 968 | False | Basic Affiliation | 籍貫(基本地址) | Taikang | 太康 |
| Zhao Wendu | 趙文度 | 973 | False | Basic Affiliation | 籍貫(基本地址) | Yuyang | 魚陽 |

Record: 1 of 466 No Filter Search

Save Offices to GIS Save People to GIS Help Display Language: 繁體 简体

GB18030 UTF-8 GB18030 UTF-8

Note that there are 20 additional postings. Of these, seven are for people with no index year, five postings are for people with index years before 960, and eight are for people whose index years are after 1279.

4. Run Query Command Button

Once one has chosen an office to explore, the **Run Query** becomes enabled, and one clicks on it to run the query.

5. Office Postings Table

The query generates two tabbed pages of results. The first, **Office Postings**, displays information about all the postings to the offices being examined.

| Name | 姓名 | Index Ye | Fem | Addr Type | 地名類 | Place (Person) | 地名(人) |
|----------------|-----|----------|-------|-------------------|----------|----------------|-------|
| Bai Shizhong | 白時中 | 1127 | False | Basic Affiliation | 籍貫(基本地址) | Anfeng | 安豐 |
| Yan Qi | 顏岐 | 1130 | False | Basic Affiliation | 籍貫(基本地址) | Pengcheng | 彭城 |
| Yu Shen | 余深 | 1132 | False | Basic Affiliation | 籍貫(基本地址) | Luoyuan | 羅源 |
| Yu Shen | 余深 | 1132 | False | Basic Affiliation | 籍貫(基本地址) | Luoyuan | 羅源 |
| Wang Sui | 王隨 | 1039 | False | Basic Affiliation | 籍貫(基本地址) | Heyang | 河陽 |
| Wang Qinruo | 王欽若 | 1021 | False | Basic Affiliation | 籍貫(基本地址) | Xinyu | 新喻 |
| Xiang Minzhong | 向敏中 | 1007 | False | Basic Affiliation | 籍貫(基本地址) | Kaifeng | 開封 |
| Lv Dafang | 呂大防 | 1086 | False | Basic Affiliation | 籍貫(基本地址) | Lantian | 藍田 |
| Lv Dafang | 呂大防 | 1086 | False | Basic Affiliation | 籍貫(基本地址) | Lantian | 藍田 |
| Zhang Shixun | 張士遜 | 1023 | False | Basic Affiliation | 籍貫(基本地址) | Guanghua | 光化 |
| Han Qi | 韓琦 | 1067 | False | Basic Affiliation | 籍貫(基本地址) | Anyang | 安陽 |
| Han Zhongyan | 韓忠彥 | 1097 | False | Basic Affiliation | 籍貫(基本地址) | Anyang | 安陽 |
| Zeng Bu | 曾布 | 1095 | False | Basic Affiliation | 籍貫(基本地址) | Dantu | 丹徒 |
| Wang Gui | 王珪 | 1078 | False | Basic Affiliation | 籍貫(基本地址) | Dongming | 東明 |
| Li Bangyan | 李邦彥 | 1130 | False | Basic Affiliation | 籍貫(基本地址) | Jiaxing | 嘉興 |
| Zeng Gongliang | 曾公亮 | 1058 | False | Basic Affiliation | 籍貫(基本地址) | Jinjiang | 晉江 |
| Chen Qiao | 陳喬 | 980 | False | Basic Affiliation | 籍貫(基本地址) | Wuxi | 無錫 |
| Zhao Wendu | 趙文度 | 973 | False | Basic Affiliation | 籍貫(基本地址) | Yuyang | 魚陽 |

(a) The Structure of the Table

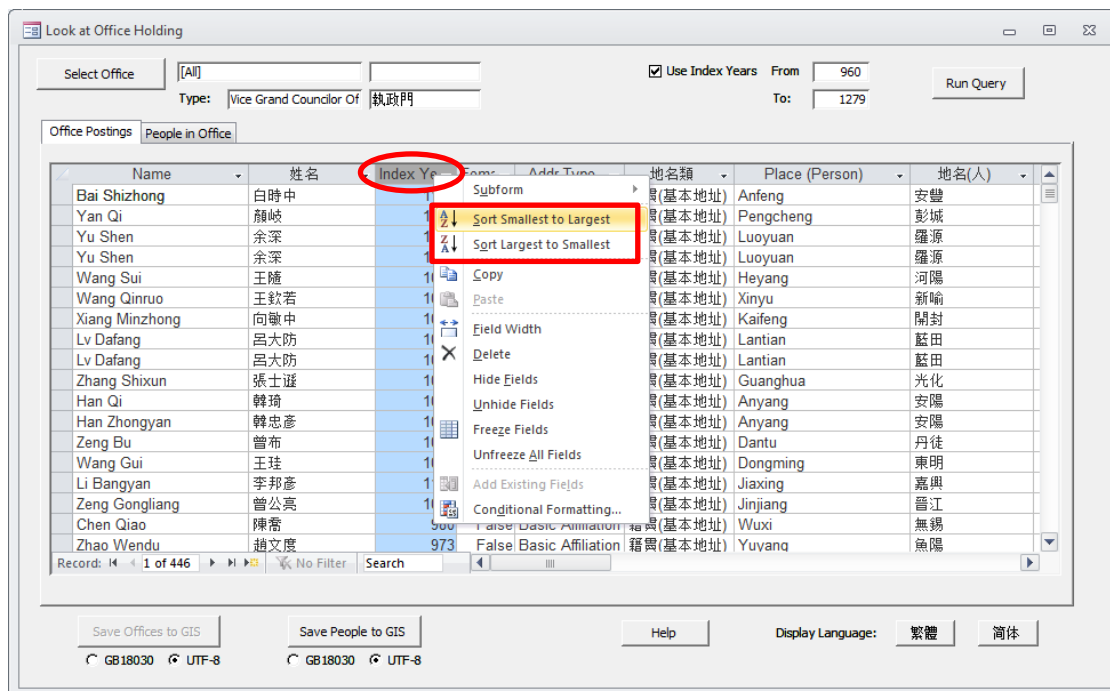
The table that displays information on the posting to office has 28 fields:

- Person ID
- Person Name (pinyin)
- Person Name (Chinese)
- Index Year
- Sex
- Address ID
- Address (pinyin)
- Address (Chinese)
- X coordinate of Address
- Y coordinate of Address
- Posting ID
- Office ID
- Office (translation)
- Office (Chinese)
- First year of appointment
- Last year of appointment
- Dynasty (useful in cases where the years are very uncertain)
- Appointment type (regular, provisional, etc.)
- Appointment type (Chinese)

Information on assumption of office (accepted, declined, etc.)
 Information on assumption of office (Chinese)
 Office Address ID
 Office Address (pinyin)
 Office Address (Chinese)
 X coordinate of Office Address
 Y coordinate of Office Address
 XY count (number of postings) for the Office Address
 Notes

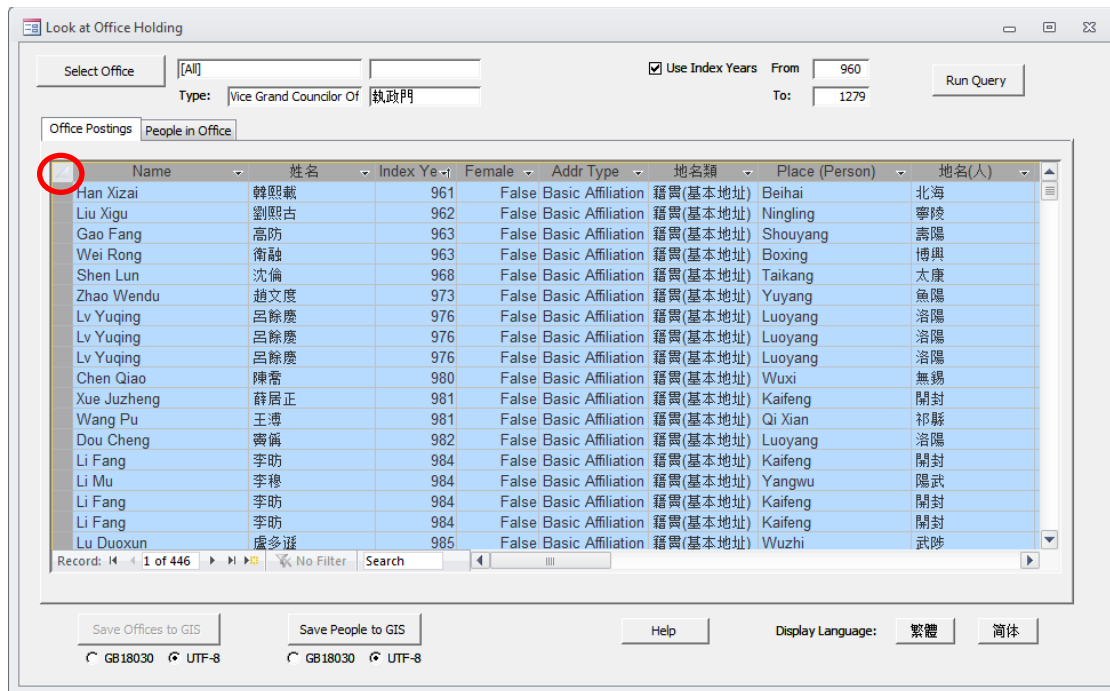
(b) Sorting

The output tables can be sorted on any of the columns (except a memo field line Notes). To sort, one *right-clicks* on the column header (the label) for the field. In this example, the table will be sorted on the *index year* of the person in the record:

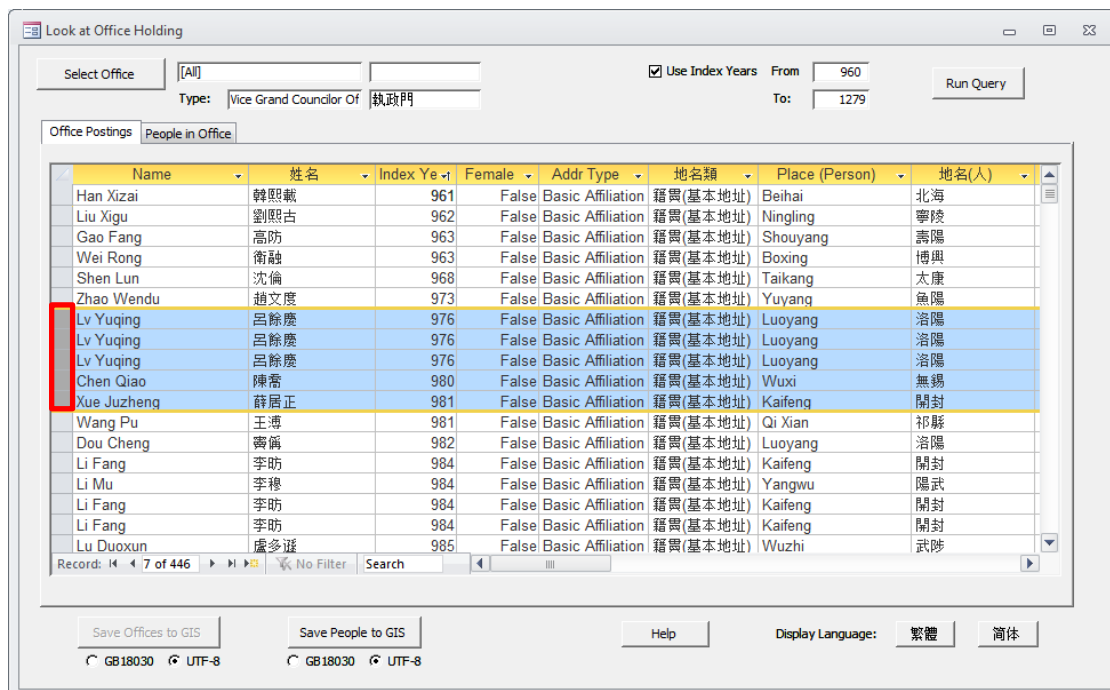


(c) Exporting the Search Results

If one wishes to export the results of a search, one can click on the square in the upper left-hand corner of the table to select all the records in the table. One can then copy the table in the usual manner (**Ctrl-c**), open **Excel** (or any other compatible *spreadsheet* software) or create a new *text* file and open it with **Notepad** (or any preferred software) and paste the results (**Ctrl-v**).



One also can select a specific block of records to copy by left-clicking on the left-hand column of the table, holding the mouse-button down and dragging to copy the block:



One then uses **Ctrl-c** to copy and **Ctrl-v** to paste in the usual manner.

6. People in Office Table

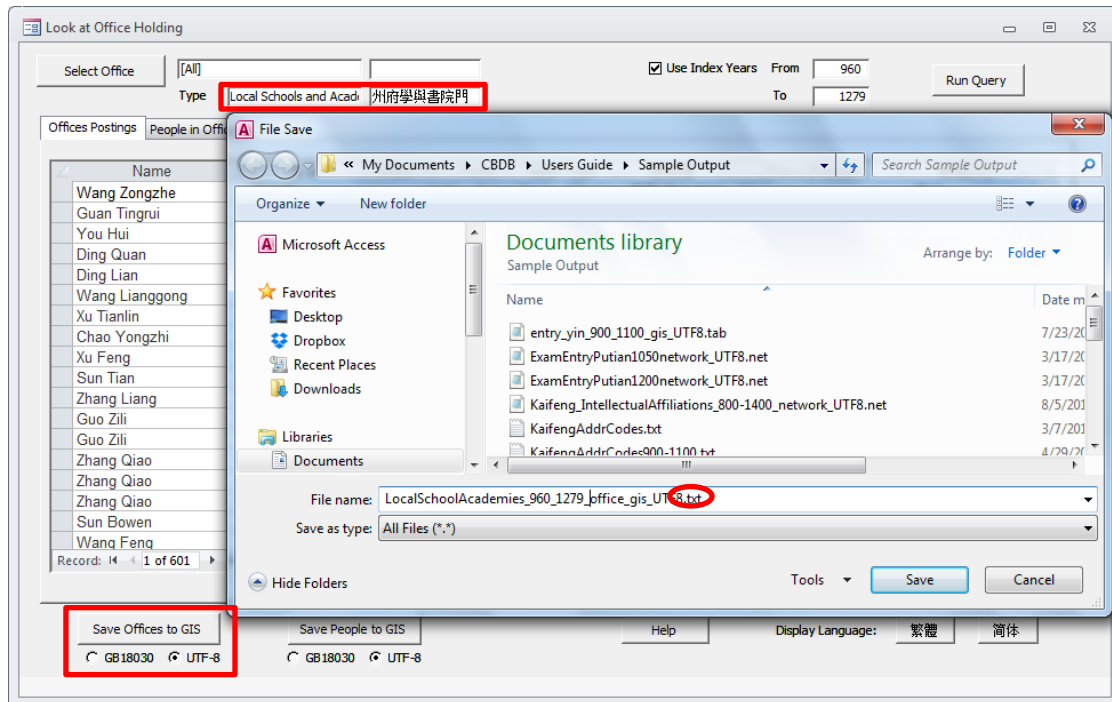
The second table of results, **People in Office**, lists the people who were appointed to the offices. This list of people is particularly useful if one wishes to then import it into the **LookAtNetworks** form to explore the social networks connecting the people who held a particular office.

The table with information on the people who served in the office contains the usual information:

- Person ID
- Person Name (pinyin)
- Person Name (Chinese)
- Index Year
- Sex
- Address ID
- Address (pinyin)
- Address (Chinese)
- X coordinate of Address
- Y coordinate of Address
- XY count (number of people) for the Address

7. Save Offices to GIS Command Button

Note that for the Vice Grand Councilor Office (a central bureaucratic unit), there are no Office GIS (Geographic Information Systems) records. That is, the **Save Offices to GIS** command button is not enabled. If, instead, one looks at offices associated with “Local Schools and Academies” 州府學與書院門, these local postings do have GIS data associated with them.



Because one might want to look at the spatial distribution of these postings, the **LookAtOffice** form provides ways to save the records to a commonly used file format (tab-delimited text) that can be imported into such programs as ArcGIS and QGIS.

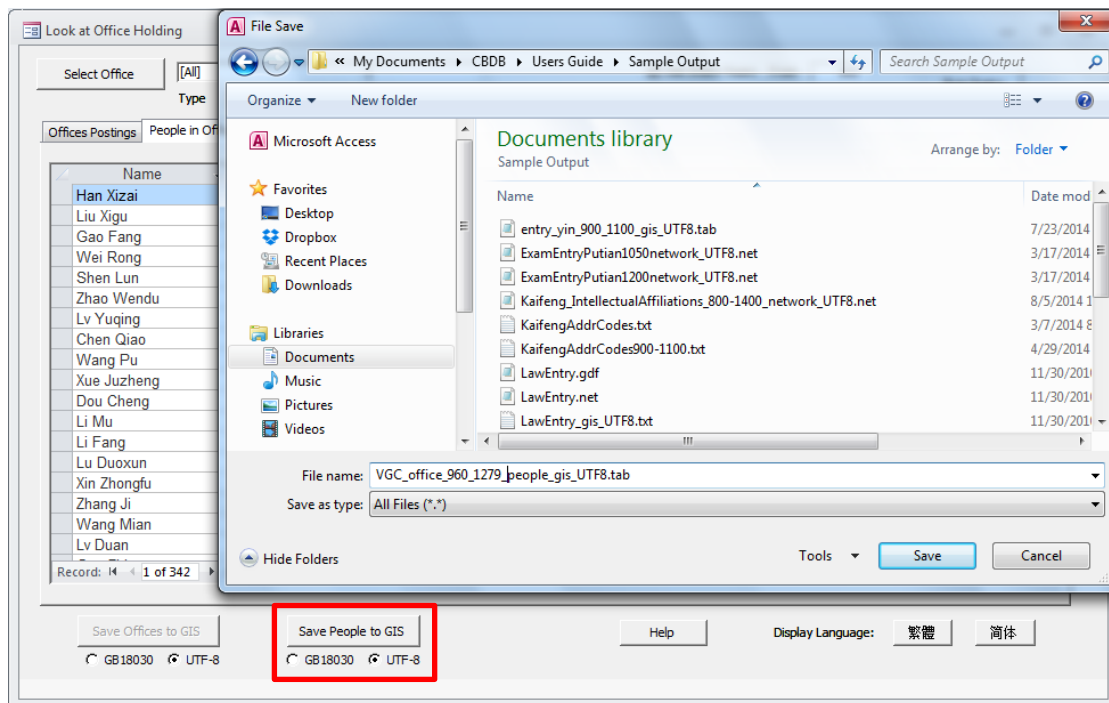
Depending on whether the user is in a Chinese Windows environment or an English will determine whether to use GB18030 (Chinese) or UTF-8 (English) encoding for the Chinese characters. To save the data to a GIS file, the user selects the appropriate encoding and clicks on **Save Offices to GIS**. This will open a standard Windows “Save-to” window. Note that the default extension is “.txt” and if the user gives the file a different extension, CBDB will automatically append “.txt” to the file name.

CBDB provides the following fields for the GIS file:

- (1) Office (English translation)
- (2) Office (Chinese)
- (3) First year and last year of the posting
- (4) Location of the Office (Chinese and *pinyin*)
- (5) Longitude and latitude of the location of the office
- (6) Count of records with the given longitude and latitude

8. Save People to GIS Command Button

Because it may be useful to look at the spatial distribution of the people who received posting to a particular office or bureaucratic unit, CBDB also provides a way to save information on people to a GIS file. As with **Save Offices to GIS**, **Save People to GIS** allows one to select the appropriate coding system (GB18030 or UTF-8):



One clicks on the **Save People to GIS** command button, selects the folder, creates a file name, and saves the file. The fields saved in the file are:

- (1) Person name (Chinese and *pinyin*)
- (2) Sex
- (3) Index year
- (4) Person's address name (Chinese and *pinyin*)
- (5) Longitude and latitude of the address
- (6) Count of the number of people sharing that address

9. *Help* command Button

Clicking on the **Help** command button opens this help file.

10. *Display Languages* Command Buttons

Note that all of the forms have the option to switch the display labels among English, traditional or simplified Chinese. When one click on the “繁體” command button, all the form labels switch to traditional Chinese text (except those that are parts of bilingual pair, like “Name” and “姓名” in the table of results), and the button gives one the option to return to English:

The screenshot shows the 'Look at Office Holding' application window. The main area contains a table with the following data:

| Name | 姓名 | Index Ye | Sex | Addr Type | 地名類 | Place (Person) | 地名(人) |
|---------------|-----|----------|-------|-------------------|----------|----------------|-------|
| Wang Ruoji | 汪若楮 | 1265 | False | Basic Affiliation | 籍貫(基本地址) | Xiuning | 休寧 |
| Wu Guan | 吳觀 | 1276 | False | Basic Affiliation | 籍貫(基本地址) | Xinchang | 新昌 |
| Yu Shiqian | 俞士千 | 1266 | False | Basic Affiliation | 籍貫(基本地址) | Wuyuan | 婺源 |
| Yu Gongming | 俞公明 | 1246 | False | Basic Affiliation | 籍貫(基本地址) | Fenshui | 分水 |
| Liu Yuangang | 劉元剛 | 1246 | False | Basic Affiliation | 籍貫(基本地址) | Jishui | 吉水 |
| Wang Ruoji | 汪若楮 | 1265 | False | Basic Affiliation | 籍貫(基本地址) | Xiuning | 休寧 |
| Feng Xingzong | 馮興宗 | 1257 | False | Basic Affiliation | 籍貫(基本地址) | Nanhai | 南海 |
| Hu Dazhuang | 胡大壯 | 1182 | False | Basic Affiliation | 籍貫(基本地址) | Chong'an | 崇安 |
| Biao Juzheng | 彪居正 | 1167 | False | Basic Affiliation | 籍貫(基本地址) | Xiangxiang | 湘鄉 |
| Cheng Yi(2) | 程沂 | 1068 | False | Basic Affiliation | 籍貫(基本地址) | Qianwei | 錢為 |
| Yu Zhonglin | 虞仲琳 | 1165 | False | Basic Affiliation | 籍貫(基本地址) | Yuyao | 餘姚 |
| Li Tingzhong | 李廷忠 | 1211 | False | Basic Affiliation | 籍貫(基本地址) | Yujian | 於潛 |
| Fang Zi | 方資 | 1089 | False | Basic Affiliation | 籍貫(基本地址) | Jinhua | 金華 |
| Wang Boguang | 王伯廣 | 1172 | False | Basic Affiliation | 籍貫(基本地址) | Changshu | 常熟 |
| Zhu Pengfei | 朱鵬飛 | 1228 | False | Basic Affiliation | 籍貫(基本地址) | Chongde | 崇德 |
| Hong Yingchen | 洪應辰 | 1256 | False | Basic Affiliation | 籍貫(基本地址) | Gushi | 固始 |
| Hong Yingchen | 洪應辰 | 1256 | False | Basic Affiliation | 籍貫(基本地址) | Gushi | 固始 |

At the bottom right, a red box highlights the '顯示語言' (Display Language) button, which is currently set to 'English'. Other buttons include '保存官名于GIS' (Save Official Name to GIS), '保存人名于GIS' (Save Name to GIS), and '幫助' (Help). The interface also includes a search bar and a status bar at the bottom.