

# Arches for HERs Creating Resources

## 1: Activity, Application Area, Area, Artefact, Bibliographic Source

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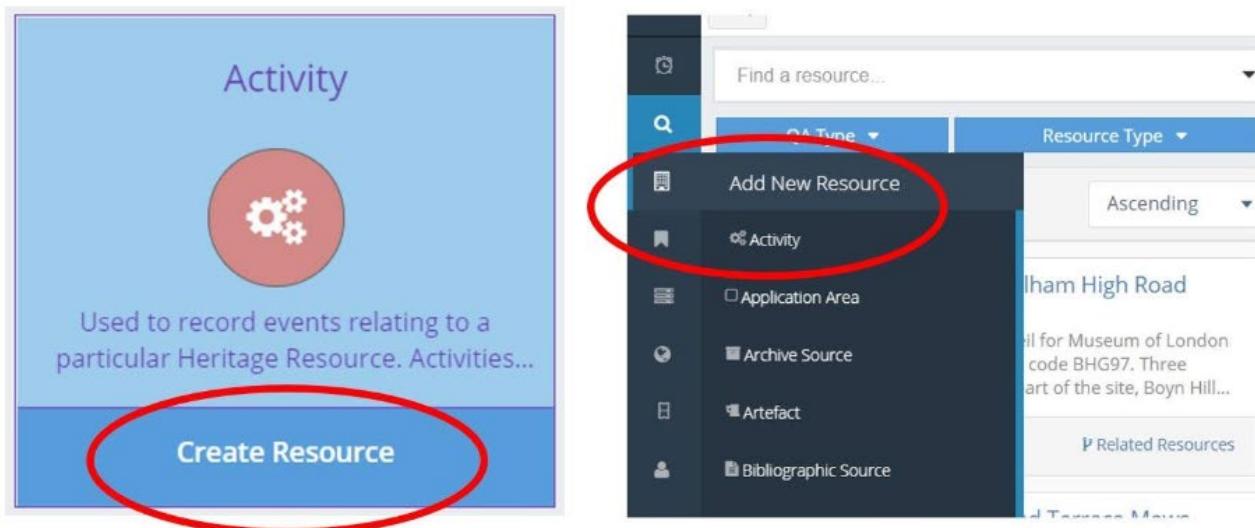
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# Activity

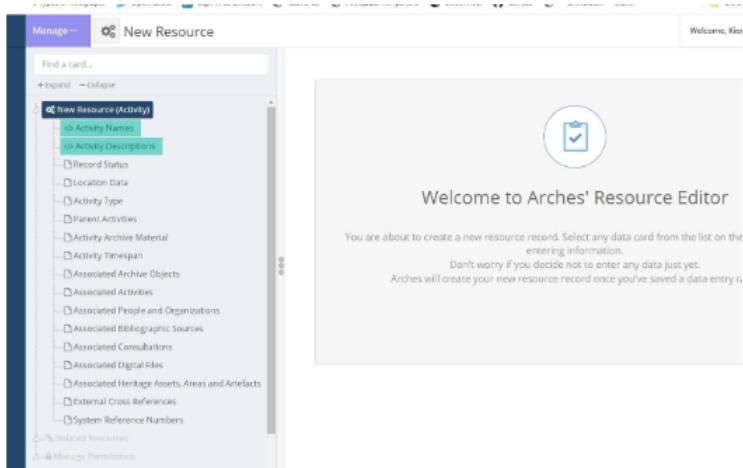
Used to record events relating to a particular Heritage Resource. Activities can be used to give context and meaning to Monument records. They provide information on ‘how we know what we know’ (for example investigative activities or research and analysis) or on how a particular Monument has been managed through time (management activities).

The Activity resource records archaeological and architectural investigations and activities, including excavations, geophysical surveys, assessments and other non-invasive projects and includes activities undertaken in the marine environment.

To create a new Activity, you can select the Create Resource command from the Activity entry on the Resources page; or if you are already in another part of the application, such as the search interface, select the Add New Resource icon from the vertical toolbar on the left of the screen and then select Activity from the drop-down list of resources.



This will open a new Resource Manager tab in which to create the new Activity resource. The left side of the screen displays a tree-view of the resource’s facets. To add data to each facet, select it from the tree view to open a card containing a number of individual data nodes.



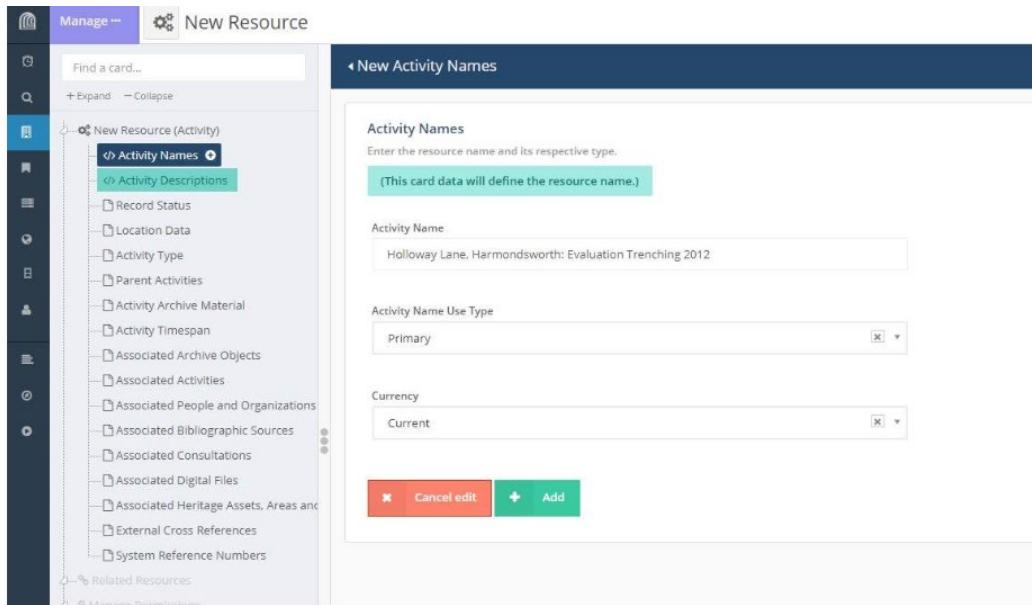
As you work through the record, selecting the very top level in the tree view will open a Resource Summary, displaying the current data in a report format.

## Activity Names

Select the Activity 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.

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

For Activity Names it is advisable to incorporate the Activity Type and year into the name as an aid to identifying Activities when associating them with other Resources (see example below).

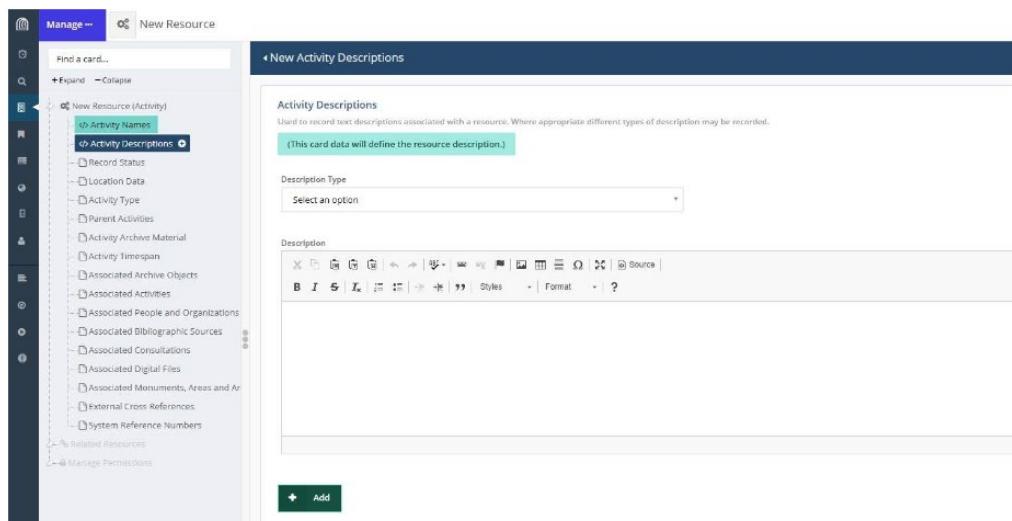


The Currency node allows you to define a context for the Name and Type (e.g. Current).

To add a further value, such as a Former, or Alternative name, re-select the Activity Names Facet from the left-hand column. The card displaying the current value will open. Select the New button to open a new, empty card to enter further values.

## Activity Descriptions

Select the Activity 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.



The screenshot shows the NHLE (National Heritage List for England) interface. On the left, there's a sidebar with various resource facets like Record Status, Location Data, Activity Type, etc. The main content area is titled 'Activity Descriptions' and contains a card for 'Trial Trench at 61 Southwark Street'. The card has a 'Description Type' dropdown set to 'Full' and a rich text editor with a toolbar. The text in the editor describes an archaeological evaluation at the site.

**Insert an appropriate Description Type (e.g. Summary, Full, Notes etc.) and free-text descriptive text (see suggested best practice below) into the Activity Description field before selecting Add.**

**The Description should contain the following:**

- The first line should state what, where, by whom and when, i.e.: the type of project; the location of the site; who carried out the work and the dates of fieldwork.
- The size of the work i.e. number of trenches, area monitored during a watching brief.
- A brief summary of the work carried out and what was found (or not found) but, try to keep this as short as possible.
- If known, state whether natural land surface was encountered and at what height. This information should be placed within two asterisks at the end of the descriptive text, so that records containing this data can easily be identified and located during searches.

Example: "An archaeological excavation was carried out at Temple Place, prior to the construction of a new museum and gift shop, by Henry Jones Jnr Archaeological Investigations between 1st January 1936 and 1st February 1939. The excavation consisted of three trenches; trenches A and B 2x20m, and trench C 2x15m (due to soil contamination)."

The excavation recorded remains of a 2nd century AD Roman building truncated by medieval basements in trenches A and C. A small number of late prehistoric pottery sherds were also recovered in trench B.

\* Natural clay was observed at between 36.6m OD and 37.2m OD.\*.

**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 summary card displaying the existing entry. Select the New button to open a new, empty card to create a further entry.**

## Record Status

This is used to record the status of Activity Resources as part of managing its grey literature backlog and for supplying information for HER search enquiries. There are levels:

- Active – Full/Published. Activities where a full Activity Resource, and associated Resources, have been created in accordance with HER best practice guidance. The spatial extent of the activity has been fully mapped.
- Backlog – Full/Published. Where a full Activity Resource, and associated Resources, have been created in accordance with HER best practice, except any heritage information (Heritage Asset/Area, Maritime Vessel, Historic Aircraft, Artefact or HLC) Resources. The spatial extent of the activity has been fully mapped.
- Backlog – Skeleton. Where summary Activity and Bibliographic Sources have been created. The spatial extent of the activity has been mapped as a point location only.

**Populate the appropriate radio button and select Add.**

The image consists of two side-by-side screenshots of a software application's user interface. Both screenshots have a dark blue header bar with white text. The left screenshot's header is 'New Record Status' and the right one is 'Record Status'. Below the headers, both screens have a section titled 'Record Status' containing a 'Status' field with three radio button options: 'Active - Full/Published', 'Backlog - Full/Published', and 'Backlog - Skeleton'. In the left screenshot, all three radio buttons are empty. In the right screenshot, the 'Backlog - Full/Published' radio button is filled with a black dot, indicating it is selected. At the bottom of each screen is a small rectangular button. In the left screenshot, it is green with a white '+' icon and the word 'Add'. In the right screenshot, it is red with a white trash can icon and the text 'Delete this record'.

## Location Data

The Location Data facet contains a number of cards in which data related to the location of the activity 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.**

The image shows a software interface with a sidebar on the left and a main content area on the right. The sidebar has a purple header 'Manage ...' and a grey header 'New Resource'. It contains a search bar 'Find a card...', a collapse/expand button '+ Expand - Collapse', and a tree view. The tree view shows 'New Resource (Activity)' expanded, with 'Location Data' selected and highlighted by a blue border. Other items in the tree include 'Activity Names', 'Activity Descriptions', 'Record Status', 'Activity Type', 'Parent Activities', 'Activity Archive Material', 'Activity Timespan', 'Associated Archive Objects', 'Associated Activities', 'Associated People and Organizations', 'Associated Bibliographic Sources', 'Associated Consultations', and 'Associated Digital Files'. To the right of the sidebar is a large white area titled 'New Location Data' with a dark blue header. This area contains a list of location data elements, each represented by a card with a '+' icon at the top right. The cards are: 'Location Descriptions', 'Localities/Administrative Areas', 'Addresses', 'National Grid References', 'Area Assignments', 'Land Use Classification Assignment', 'Geometry', and 'Named Locations'. Each card has a small circular icon with a '+' sign at the top right corner.

## 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 software interface titled 'Location Data > New Location Descriptions'. On the left, there's a vertical sidebar with buttons for 'Locations', 'Administrative Areas', and 'Localities'. The main area is titled 'Location Descriptions' and contains a rich text editor toolbar with various icons for text styling and layout. Below the toolbar is a large text input field. Underneath the text field is a section titled 'Location Description Type' with a dropdown menu labeled 'Select an option'. At the bottom left is a green 'Add' button.

## 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:

The screenshot shows a software interface titled 'Location Data > New Localities/Administrative Areas'. On the left, there's a vertical sidebar with buttons for 'Locations', 'Administrative Areas', and 'Localities'. The main area is titled 'Localities/Administrative Areas' and contains a description: 'Administrative, geopolitical areas, localities, and other areas (e.g.: Research or zoning areas)'. There are two input fields: 'Area Name' containing 'Camden' and 'Area Type' with a dropdown menu. The dropdown menu has several options: 'Select an option', 'Borough' (which is highlighted in blue), 'County', 'District', 'Ecclesiastical', 'Locality', and 'London Square'. To the right of the form, there are three columns of instructions:

- Insert the Area Name**
- Select an Area Type from the drop-down list**
- Select an appropriate Currency entry from the drop-down list (for example, Former)**
- Select Add to commit the new data.**
- To add additional areas, re-select the Localities/Administrative Areas heading in the panel on the left of the screen.**

## Addresses

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

The screenshot shows the 'Location Data > New Addresses' interface. On the left, a tree view navigation pane lists various activity and location facets. The 'Address' facet under 'Location Data' is selected and highlighted in blue. The main panel displays a form for entering address details:

Field	Value
Full Address	Enter text
Building Name	Theatre Museum
Building Number Sub-Street	Enter text
Sub-Street	Enter text
Building Number	100
Street	Russell Street
Locality	Covent Garden

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

**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*

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.

The screenshot shows the 'Location Data > New Addresses' interface. The left navigation pane is identical to the previous screenshot. The main panel now displays a summary table of the entered address data:

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

A blue '+' button labeled 'New' is located at the bottom left of the table.

## 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).

The screenshot shows a web-based form titled 'New National Grid References'. At the top left is a back navigation link 'Location Data > New National Grid References'. Below the title, there's a section titled 'National Grid References' with a subtitle 'National Grid references, map names, and other common location identifiers for the resource'. A 'National Grid Reference' section includes a dropdown menu set to 'Alphanumeric: BNG'. A 'Central Point Coordinate' section contains examples: 'Alphanumeric: BNG: SU1071109962', 'Absolute BNG: 410221,169562', and 'Long/Lat: 1.853942,51.428577'. A text input field for 'Enter the centre point map reference of the resource.' is present. A 'Preview' button is at the bottom left, and a green 'Add' button is at the bottom right.

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 from the drop-down list (for example, *Absolute BNG*)

Enter the coordinates in the text field, following the data format illustrated in the examples above it and select the *Add* button.

The Preview node will display the coordinates as an Alphanumeric BNG value. If satisfied the coordinates are correct, select *Add* once again.

If you are creating a spatial feature using the map interface and drawing tools the National Grid References card will be automatically populated with the coordinates for the feature's centre-point. This will also be automatically updated should it be necessary to move or delete and re-draw the feature.

## Area Assignments

Where the Activity 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 'New Area Assignments' card. On the left is a sidebar with a tree view of activity data. Under 'Activity Names', 'Activity Descriptions', 'Record Status', and 'Location Data' are expanded. 'Location Data' has 'Area Assignments' selected, which is highlighted with a red box. Other collapsed categories include 'Activity Type', 'Parent Activities', 'Activity Archive Material', 'Activity Timespan', 'Associated Archive Objects', 'Associated Activities', 'Associated People and Organizations', 'Associated Bibliographic Sources', 'Associated Consultations', 'Associated Digital Files', 'Associated Heritage Assets, Areas', 'External Cross References', and 'System Reference Numbers'. The main card area has sections for 'Ownership' (dropdown), 'Area Status' (dropdown), 'Area Status Start Date' (calendar icon), 'Area Status End Date' (calendar icon), 'Area Reference' (text input), 'SHINE - Significance' (dropdown), and 'SHINE - Form' (dropdown). A green 'Add' button is at the bottom right.

**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

Use to record a particular status associated with the Area

**Conservation Area**

Military Remains Controlled Site

Outstanding Conservation Area

Area Status End Date

**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 land and environmental use or characteristics for the location of an activity (e.g. Wetlands, Woodland, Inter-tidal etc.).

Location Data > New Land Use Classification Assignment

Land Use Classification Assignment

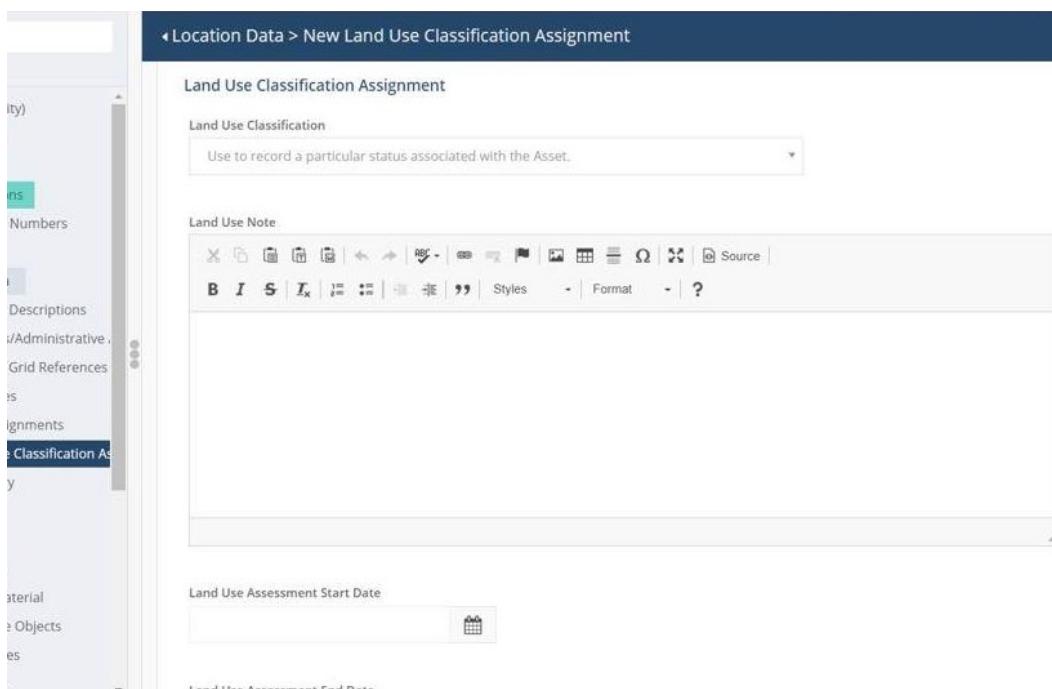
Land Use Classification

Use to record a particular status associated with the Asset.

Land Use Note

Land Use Assessment Start Date

Land Use Assessment End Date



**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.

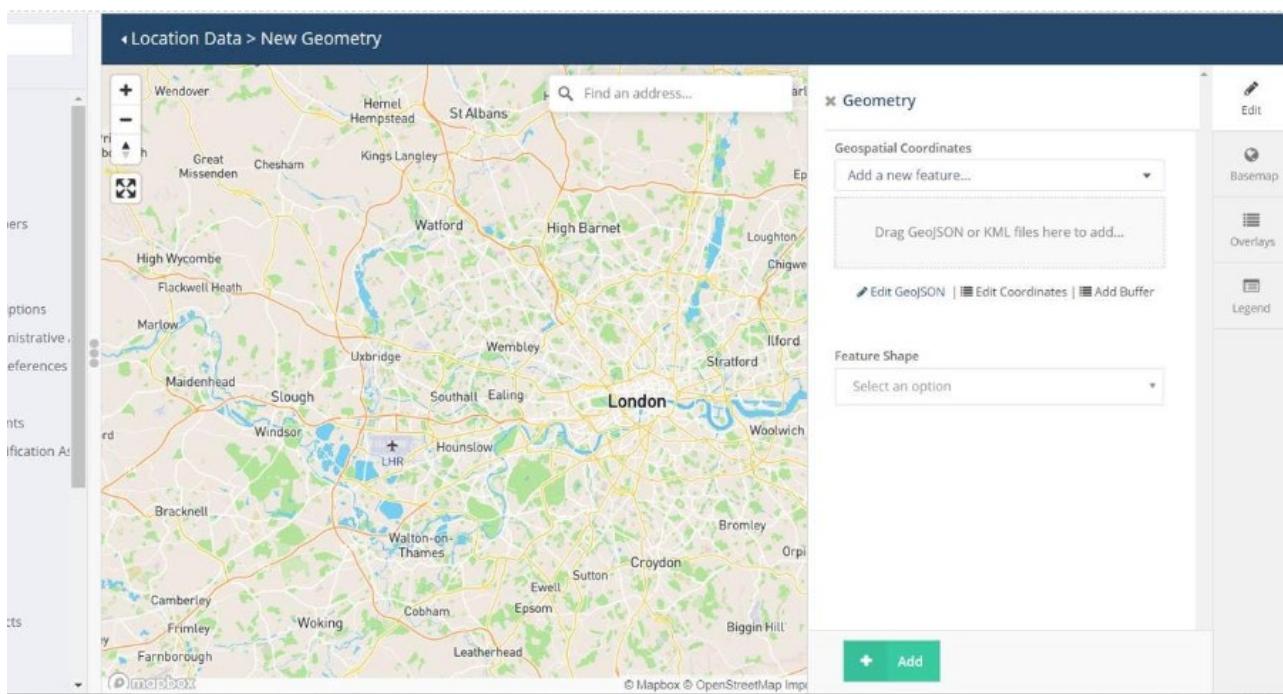
**Land Use Assessment Start/End Date:** Where the land use classification is the result of a formal assessment, the date/s on which this occurred can be recorded either using the calendar function attached to each node or by manually entering values in YYYY-MM-DD format.

**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.

## Geometry

To apply a map depiction of the Activity 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*.

## 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. The drop-down list will display all matching values present as *Place* resources. Select the correct Named Location and commit the record by selecting Add.**

Manage ... <Activity Name>

Find a card... + Expand - Collapse

<Activity Name> (Activity)

- <> Activity Names
- <> Activity Descriptions
- Record Status
- Location Data
- + Location Data
  - Location Descriptions
  - Localities/Administrative
  - National Grid References
  - Addresses
  - Area Assignments
  - Land Use Classification A...
  - Geometry
  - + Named Locations
- Activity Type
- Parent Activities

Location Data > New Named Locations

**Named Locations**  
Used to record offshore areas where an activity took place.

Named Location

Add new Relationship

+ Add

## Activity Type

Describes the type of activity being recorded (e.g. Excavation). For help choosing the correct activity type check the scope notes in the FISH Event Types Thesaurus. This can be found in the Arches for HERs Reference Data Manager (RDM) (see the guide to *Arches for HERs for Local Administrators*).

**Select the *Activity Type* facet title from the tree view on the left of the screen to open the data entry card.**

**Select an entry from the drop-down list of Activity Types.**

Find a card... + Expand - Collapse

<Activity Name> (Activity)

- <> Activity Names
- <> Activity Descriptions
- Record Status
- Location Data
- + Activity Type
- Parent Activities
- Activity Archive Material
- Activity Timespan
- Associated Archive Objects
- Associated Activities
- Associated People and Organizations
- Associated Bibliographic Sources

New Activity Type

Activity Type

Intrusive Event  
Archaeological Intervention  
Auger Survey  
Borehole Survey  
**Evaluation**  
Test Pit  
Trial Trench

## Parent Activities

Where an Activity occurs as part of a broader activity or project, and is recorded within Arches HER as a Resource in its own right, an association can be created with the Parent Activity by retrieving and selecting it in the Activity node.

The screenshot shows the 'New Parent Activities' card. On the left, there's a sidebar with a tree view of resource nodes. Nodes under 'New Resource (Activity)' include 'Activity Names' and 'Activity Descriptions', which are highlighted with a green background. Other nodes like 'Record Status', 'Location Data', 'Activity Type', 'Parent Activities', 'Activity Archive Material', 'Activity Timespan', 'Associated Archive Objects', and 'Associated Activities' are listed below. The main panel has a header 'New Parent Activities'. It contains a 'Parent Activities' section with a dropdown menu labeled 'Activity' and a sub-menu item 'Add new Relationship'. At the bottom is a green 'Add' button.

## Activity Archive Material

The screenshot shows the 'New Activity Archive Material' card. The left sidebar shows a tree view of resource nodes, with 'Activity Names' and 'Activity Descriptions' highlighted in green. The main panel has a header 'New Activity Archive Material'. It contains an 'Activity Archive Material' section with several fields: 'Archive Source Type' (a dropdown menu with 'Select an option'), 'Repository owner' (a dropdown menu with 'Add new Relationship'), 'Storage Building Name' (a free-text input field with placeholder 'Enter text'), and 'Storage Area Name' (a free-text input field with placeholder 'Enter text'). At the bottom is a green 'Add' button.

This card records details relating to archive material generated by and for the specific activity being recorded such as plans, reports, drawings etc.

**Archive Source Type:** This node accesses a drop-down list of source types.

**Repository owner:** This node records the individual or organization that owns the site at which the Activity Archive Material is stored. Individuals or organizations selected here should first be present in the appropriate Resource (Person / Organization) within the application.

**Storage Building Name:** This free-text node records the name of the facility/repository.

**Storage Area Name:** This free-text node records the specific location within the repository where the archive is stored.

## Activity Timespan

**Start/End Date:** Insert minimum and maximum date values to specify the duration of the activity in YYYY-MM-DD format (see note on EDTF date formats attached to nodes).

**Display Date:** This free-text node facilitates the entry and display of non-standardized date expressions in the resource (For example, Jan-March 2017).

**Date Qualifier:** This node applies further context to the recorded Activity dates by allowing the user to select a term from the drop-down list of values (For Example, At Some Time).

The screenshot shows a software interface for managing activity timespans. On the left, there's a sidebar titled 'Manage ...' with a gear icon and a search bar labeled '<Activity Name>'. Below the search bar are buttons for '+ Expand' and '- Collapse'. A tree view lists various activity facets: <Activity Name> (Activity), <> Activity Names, <> Activity Descriptions, Record Status, Location Data, Activity Type, Parent Activities, Activity Archive Material, <Activity Timespan +>, Associated Archive Objects, Associated Activities, Associated People and Organizations, Associated Bibliographic Sources, Associated Consultations, Associated Digital Files, Associated Heritage Assets, Areas, External Cross References, and System Reference Numbers. The 'Activity Timespan' facet is currently selected, indicated by a green border around its button. The main panel is titled 'New Activity Timespan' and contains fields for 'Activity Start Date' and 'Activity End Date', both with 'EDTF Formats' dropdowns. Below these are fields for 'Display Date' (with a 'Enter text' input) and 'Activity Date Qualifier' (with a dropdown menu showing 'Select an option'). At the bottom right of the main panel is a green 'Add' button with a plus sign.

## Associated Archive Objects

This Facet allows the user to create an association with an Archive item which relates to or references the Activity (e.g. historic photographs of excavations).

**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).

**Associated Archive Objects**

Use to record details of Archive Items which relate to or reference the activity, eg. historic photographs of excavations.

Archive Object Title  
Enter text

Archive Object Reference  
Enter text

Archive Holder  
Select an option

**Add**

## 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.

**Associated Activities**

Activity  
Add new Relationship

**Add**

The screenshot shows a panel titled 'Associated\_Activities'. It contains a single card for an activity named 'Trial Trench at London Nautical School'. The card includes standard CRUD (Create, Read, Update, Delete) icons: a pencil for edit, a trash can for delete, and an information icon. A red button at the bottom right says '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.

The screenshot shows a 'New Resource' form for 'Associated People and Organizations'. The left sidebar has a tree view with several collapsed nodes. The 'Associated People and Organizations' node is expanded, highlighted in blue, and its children are also visible. The main panel is titled 'New Associated People and Organizations'.

**Associated People and Organizations**

- Person or Organization:** A dropdown menu with the placeholder 'Add new Relationship'.
- Association Type:** A dropdown menu with the placeholder 'Select an option'.
- Role Type:** A dropdown menu with the placeholder 'Select an option'.
- Association Start Date:** A date input field with a calendar icon.
- Association End Date:** A date input field with a calendar icon.
- Display Date:** An input field with the placeholder 'Enter text'.

**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 Activity (e.g. *General Association*).

**Role Type:** Select a term from the drop-down list to clarify the context of the actor's association with the Activity (e.g. *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 (e.g. *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 Bibliographic Sources

Details of the specific citation relating a source to an Activity. 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.

The screenshot shows the 'New Associated Bibliographic Sources' form within the Arches application. The left sidebar contains a navigation tree with various activity-related nodes, including 'Activity Names', 'Activity Descriptions', 'Record Status', 'Location Data', 'Activity Type', 'Parent Activities', 'Activity Archive Material', 'Activity Timespan', 'Associated Archive Objects', 'Associated Activities', 'Associated People and Organizations', 'Associated Bibliographic Sources' (which is currently selected), 'Associated Consultations', 'Associated Digital Files', 'Associated Heritage Assets, Areas and Areas', 'External Cross References', and 'System Reference Numbers'. Below this is a section for 'Related Resources' and 'Manage Permissions'. The main right-hand panel is titled 'Associated Bibliographic Sources' and includes fields for 'Bibliographic Source' (with a dropdown menu showing 'Add new Relationship'), 'Source Number' (text input field), 'Page(s)' (text input field), 'Figs.' (text input field), 'Plate(s)' (text input field), and 'Comment' (text input field). At the top of the main panel, there is a header bar with the title 'New Associated Bibliographic Sources' and a back arrow icon.

**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.

**Figs:** Figure numbers where appropriate.

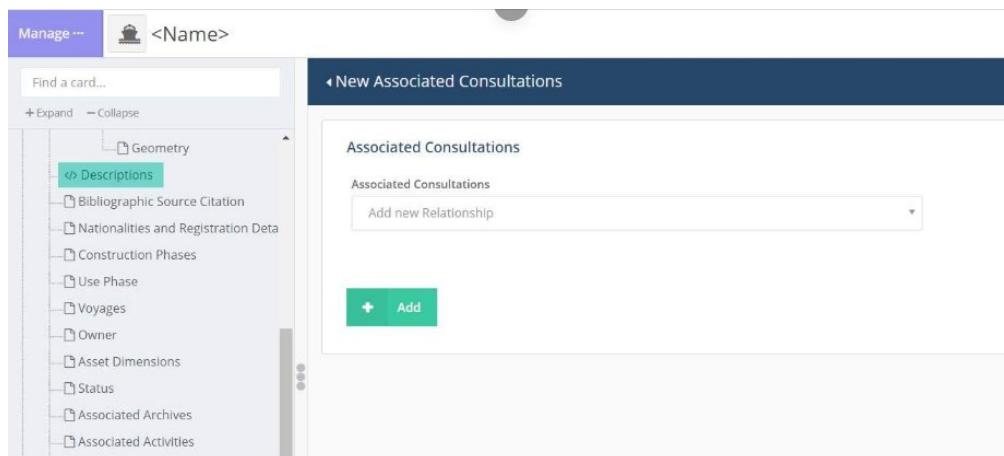
**Plates:** Illustrative plate numbers where appropriate.

**Comment:** To record addition 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.

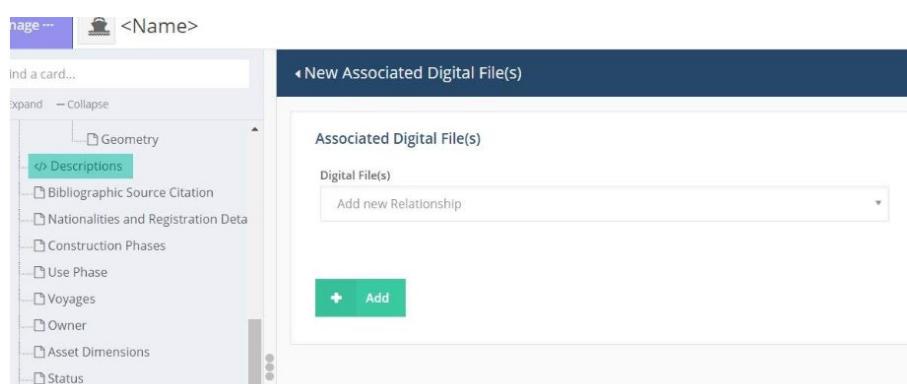
## Associated Consultations

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.



## Associated Digital Files

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.



## Associated Digital File(s)

Digital File(s)

Add new Relationship

clerkenswell

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 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

## Associated Monuments, Areas and Artefacts

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

Manage ...

<Activity Name>

Find a card...

+ Expand - Collapse

<Activity Name> (Activity)

- <> Activity Names
- <> Activity Descriptions
- Record Status
- Location Data
- Activity Type
- Parent Activities
- Activity Archive Material
- Activity Timespan
- Associated Archive Objects
- Associated Activities
- Associated People and Organizations
- Associated Bibliographic Sources
- Associated Consultations
- Associated Digital Files
- Associated Monuments, Areas and Artefacts
- External Reference

<New Associated Monuments, Areas and Artefacts>

Associated Monuments, Areas and Artefacts

Associated Monument, Area or Artefact

Add new Relationship

+

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 Monuments, 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).

The screenshot shows a user interface for managing associations between resources. At the top, a blue header bar displays the title 'New Associated Monuments, Areas and Artefacts'. Below this, a section titled 'Associated Monuments, Areas and Artefacts' contains a table listing two relationships:

			Associated Monument, Area or Artefact
			21 Pinner Green (Post Medieval Building)
			282- 302 Borough High Street (Medieval Findspot)

Below the table, a message indicates '2 relationship(s)'. At the bottom of the interface are two buttons: 'Cancel edit' (in a red box) and 'Add' (in a green box).

## 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 'External Cross References' node editor. On the left, a sidebar lists various node types under 'Descriptions', with 'External Cross References' currently selected. The main panel is divided into three sections: 'External Cross References', 'Cross Reference Source', and 'Cross Reference Note'. The 'External Cross References' section contains a 'Cross Reference' field with a placeholder 'Enter text'. The 'Cross Reference Source' section contains a 'Select an option' dropdown menu. The 'Cross Reference Note' section features a rich text editor toolbar at the top and a large text area below it for entering notes.

At the bottom of the form are nodes that enable you to include a URL link to a particular record or resource and any appropriate text or description.

## 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.

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.

## Application Area

**Application Area**



An area of land which is subject to a planning application.

**Create Resource**

An area of land which is subject to a planning application and as such may have an impact on the historic environment or the setting of heritage assets.

Users can record in Arches for HERs a range of activities such as planning proposals, management agreements and grant applications which are relevant of heritage sites.

Management of development control casework is covered by two Resource Models: Application Area and Consultation.

**Application Area:** This records the area which is subject to a planning application; associated Heritage Assets, any designations and relevant protections, and the area itself. The **planning applications**, and any conditions or advice, are recorded in the **Consultation Resource Model**.

**Note:** If the Application Area is a designated or protected site, so a scheduled monument or the whole of an Archaeological Priority Area, then link through the Designation or Protection Type. However, if it is just with an APA or a scheduled monument then it should be linked through Related Heritage Resources.

The screenshot shows the Arches web interface for creating a new resource. The top navigation bar includes 'Manage ...' and 'New Resource'. A search bar says 'Find a card...'. Below it are 'Expand' and 'Collapse' buttons. The main content area is titled 'New Resource (Application Area)'. A tree view on the left lists fields: '<> Application Area Names' (highlighted in green), '<> Descriptions', 'References', 'Mapped Location', 'Location Descriptions', 'Localities/Administrative Areas', 'Addresses', 'Associated Activities', 'Designation and Protection Assignment', 'Associated Application Areas', 'Associated Consultations', 'Associated Digital Files', 'Associated Monuments and Areas', 'External Cross References', and 'System Reference Numbers'. The right panel displays a message: 'You are about to create a new' followed by 'Arches w' (partially visible).

## Application Area Names

Insert the name in the free-text node. This is a mandatory field and must be completed for each Heritage Area recorded.

The screenshot shows the 'New Application Area Names' form. The title bar says '< New Application Area Names'. The left sidebar shows the tree structure from the previous screenshot, with '<> Application Area Names' expanded and highlighted with a blue plus sign. The main form area has a heading 'Application Area Names' and a sub-instruction 'Enter the name of the application area.' Below this is a note '(This card data will define the resource name.)'. There is a text input field labeled 'Application Area Name' with the placeholder 'Enter text'. At the bottom is a green 'Add' button with a white plus sign.

To add a further value, such as a Former, or Alternative name, re-select the Application Area Names facet from the left-hand column. A new, empty card will 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*) before selecting Add.

The screenshot shows the 'New Descriptions' card interface. On the left, there's a sidebar with a tree-view of application area names. The 'Application Area Names' node is expanded, showing 'Descriptions' as the selected facet. The main card has a title 'Descriptions' and a sub-instruction '(This card data will define the resource description.)'. It includes a 'Description Type' dropdown set to 'Select an option' and a rich text editor for the 'Description' field. A green 'Add' button is at the bottom.

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.

## References

This branch records instances of associated non-Arches for HERs resource reference numbers and identifiers, such as Archive Object Numbers, Planning Reference Numbers etc. Such references for systems or datasets belonging to other bodies or organisations, the *External Cross References* card should be used.

**Reference Number:** Insert the specific identifier in the free-text node.

**Reference Number Type:** Select an appropriate entry from the drop-down list of terms, defining the identifier's origin (e.g. External Reference)

The screenshot shows the 'New References' page. On the left, a sidebar lists various facets: 'New Resource (Application Area)', 'System Reference Numbers', 'References' (selected), 'Application Area Names' (highlighted in green), 'Descriptions' (highlighted in green), 'Mapped Location', 'Location Descriptions', 'Addresses', 'Localities/Administrative Areas', 'Designation and Protection Assignments', 'Associated Activities', 'Associated Application Areas', 'Associated Consultations', 'Associated Digital Files', 'Associated Heritage Assets', and 'External Cross References'. The main area is titled 'References' and contains fields for 'Reference Number \*' (with placeholder 'Enter text') and 'Reference Number Type' (with options: 'Select an option', 'Archive Object Reference', 'External reference' (highlighted in blue), 'Planning reference', and 'System Reference Number').

## Mapped Location

To apply a map depiction of the Application Area, select the Mapped 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.

The screenshot shows the 'New Mapped Location' page. The sidebar on the left is identical to the one in the previous screenshot. The main area features a map of the London area with various locations labeled. To the right of the map is an 'Edit' panel titled 'Mapped Location' containing sections for 'Geospatial Coordinates' (with a 'Add a new feature...' button), 'Feature Shape' (with a 'Select an option' dropdown), and a 'Toolbox' section with buttons for 'Edit', 'Basemap', 'Overlays', and 'Legend'. At the bottom right of the edit panel is a green 'Add' button.

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 location of the resource.

**Insert the descriptive text in the Location Description node and select an appropriate Location Description Type (for example, *Summary*)**

The screenshot shows the 'New Location Descriptions' page. On the left, there is a navigation tree under 'New Resource (Application Area)'. The 'Location Descriptions' node is expanded, and its child node 'Full' is selected. The main area contains a 'Location Description' rich text editor with various formatting tools like bold, italic, and underline. A green 'Add' button is located at the bottom left of the editor.

## 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.

The screenshot shows the 'New Localities/Administrative Areas' page. The left sidebar has a similar navigation tree to the previous page, with the 'Locality/Administrative Areas' node selected. The main form includes fields for 'Area Name' (a dropdown menu), 'Area Type' (another dropdown menu), and 'Currency' (radio buttons for 'Current', 'Former', and 'Historic'). A green 'Add' button is at the bottom.

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 a Currency term (Current/Former/Historic) by populating the appropriate radio-button.**
- **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 to open a new, empty card.

## Addresses

This is for the addition of address data elements, such as Building Name, Building Number, Street, Postcode etc. The Locality node is for recording non-administrative named areas and locations.

The screenshot shows two side-by-side panels for adding addresses. The left panel, titled 'Address', contains fields for Full Address, Building Name, Building Number, Building Number Sub-Street, Sub-Street, and Street. The right panel, titled 'Locality', contains fields for Town or City, Locality, County, Postcode, Address Status, and Address Currency. Both panels have 'Enter text' placeholder text in their input fields. A central vertical sidebar displays the title 'Assign Area' and the text 'Set, Area'. At the bottom of each panel is a green 'Add' button.

Each element is a free text field except for Address Status and Address Currency. Select an appropriate entry from the drop-down list of terms.

Insert the various elements of the 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:** Location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas facet.

**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

## 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.

The screenshot shows the 'New Associated Activities' interface. On the left, there's a sidebar with a 'Find a card...' search bar and a tree view of application areas. The 'Associated Activities' node is selected and expanded, revealing its sub-nodes: 'Associated Application Areas'. The main panel is titled 'Associated Activities' and contains a description: 'Used to record any activities associated with, or affecting, the application area.' Below this is a 'Activity' section with a dropdown menu labeled 'Add new Relationship'. At the bottom is a green 'Add' button with a plus sign.

The screenshot shows the 'Associated\_Activities' interface. The sidebar lists various project phases and assets. A single activity record is displayed in the main panel: 'Trial Trench at London Nautical School'. Below the record are edit, delete, and information icons. A red 'Delete this record' button is at the bottom.

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.

## Designation and Protection Assignment

Where designation or protection regimes apply to the site of an Application Area, these can be recorded as a spatial extent with associated classifications and information. The Designation and Protection Assignment card will open with the Edit panel, including a number of data nodes, open

as a default setting. It can be closed and reopened for convenience whilst creating spatial features.

The screenshot shows the 'New Designation and Protection Assignment' page. On the left, a sidebar lists various resource types, with 'Designation and Protection Assignment' selected. The main area features a map of the North Atlantic region, including parts of North America, Greenland, and Europe. A search bar at the top right says 'Find an address...'. To the right of the map, there's a form for 'Designation and Protection Assignment' with fields for 'Designation Name', 'Designation Mapping', 'Designation or Protection Type', and 'Grade'. A green 'Add' button is at the bottom right. The top right corner includes a 'Welcome, admin' message and standard navigation icons.

**Locate the area of the Designation and Protection Assignment using the gazetteer and/or the pan and zoom tools (Basemaps and Overlays can be changed if required).**

This screenshot shows the same interface but with a detailed map of the Covent Garden area in London. The map displays streets like Long Acre, King St, and Bow St, along with landmarks such as the Royal Opera House, Covent Garden Market, and the British Museum. A blue marker indicates the location of the designation. The right-hand form fields remain the same, and the 'Add' button is visible at the bottom.

**Insert a name for the assignment in the Designation Name node and use one of the drawing tools to define the spatial feature, or use the Edit or Drag GeoJSON/KML tools to import a pre-existing feature.**

nd Protection Assignment

**Designation and Protection Assignment**

Use to record any designation or protection regimes directly associated with the application area.

**Designation Name**

**Designation Mapping**

Add a new feature... Drag GeoJSON or KML files here to add...

Polygon [Edit](#) [Delete](#)

[Edit GeoJSON](#) | [Edit Coordinates](#) |  
[Add Buffer](#) | [Zoom to all](#)

Designation or Protection Type

Continue to populate the data nodes in the Edit panel: **Designation Name** **Use Type**; **Designation or Protection Type**; **Designation Start/End Dates** etc. where relevant.

gnment

**Designation and Protection Assignment**

**Designation or Protection Type**

Select an option

- Archaeological Priority Area - Tier III
- Local Heritage List
- Registered Battlefield
- Statutory Protection Type
- Conservation Area
- Controlled Site**
- Listed Building

Designation End Date

Digital Files, where they have previously been created as Keystone resources in the Digital Objects resource, can be retrieved and selected in the Digital File(s) node.

◀ New Designation and Protection Assignment

Covent Garden Market, Th...

Designation and Protection Assignment

Date Qualifier  
Select an option

Risk Status  
Select an option

Link text (Optional)  
Enter URL Label...

URL for link  
Enter URL...

Preview

Digital File(s)  
Add new Relationship

\* Cancel + Add

Select Add to commit the spatial feature.

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

### Associated Application Areas

Where there is an association with an existing Application Area already recorded within Arches for HERs, this relationship can be established by retrieving and selecting the associated area from the drop-down list. Insure the associated Application Area is already present in the Application Area resource.

Manage ...  New Resource

Find a card...  
+ Expand - Collapse

- New Resource (Application Area)
  - System Reference Numbers
  - References
  - <> Application Area Names**
  - <> Descriptions**
  - Mapped Location
  - Location Descriptions
  - Addresses
  - Localities/Administrative Areas
  - Designation and Protection Assign...
  - Associated Activities
  - Associated Application Areas +**
  - Associated Consultations

◀ New Associated Application Areas

**Associated Application Areas**  
Used to record the details of any associated application areas.

Application Area  
Add new Relationship

+ Add

## Associated Consultations

Where there is an association with an existing Consultation already recorded within Arches for HER, this relationship can be established by retrieving and selecting the Consultation from the drop-down list. Insure the associated Consultation is already present in the Consultations resource.

The screenshot shows the 'New Associated Consultations' interface. At the top, there are 'Manage ...' and 'New Resource' buttons. A search bar says 'Find a card...'. On the left, a sidebar lists various resource types: New Resource (Application Area), System Reference Numbers, References, Application Area Names (highlighted in green), Descriptions (highlighted in green), Mapped Location, Location Descriptions, Addresses, Localities/Administrative Areas, Designation and Protection Assignments, Associated Activities, Associated Application Areas, Associated Consultations (highlighted in blue), and Associated Digital Files. The main area has a title 'Associated Consultations' with a description: 'Used to record any consultations associated with an application area.' It features a 'Consultation' dropdown labeled 'Add new Relationship' and a large green 'Add' button.

## Associated Digital Files

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 the 'New Associated Digital Files' interface. At the top, there are 'Manage ...' and 'New Resource' buttons. A search bar says 'Find a card...'. On the left, a sidebar lists various resource types: New Resource (Application Area), System Reference Numbers, References, Application Area Names (highlighted in green), Descriptions (highlighted in green), Mapped Location, Location Descriptions, Addresses, Localities/Administrative Areas, Designation and Protection Assignments, Associated Activities, Associated Application Areas, Associated Consultations, Associated Digital Files (highlighted in blue), and Associated Heritage Assets. The main area has a title 'Associated Digital Files' with a description: 'Digital File' and 'Add new Relationship'. It features a 'Digital File' dropdown labeled 'Add new Relationship' and a large green 'Add' button.

## Associated Digital File(s)

Digital File(s)

Add new Relationship

clerknewell

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

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## Associated Monuments and Areas

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.

Manage ...  New Resource

Find a card...  
+ Expand - Collapse

New Resource (Application Area)  
 Application Area Names  
 Descriptions  
 References  
 Mapped Location  
 Location Descriptions  
 Localities/Administrative Areas  
 Addresses  
 Associated Activities  
 Designation and Protection Assignment  
 Associated Application Areas  
 Associated Consultations  
 Associated Digital Files  
 Associated Monuments and Areas   
 External Cross References

◀ New Associated Monuments and Areas

Associated Monuments and Areas  
Used to record buildings, areas, finds or historic craft associated with an application area.  
Associated Monument, Area or Artefact  
Add new Relationship

+ Add

Multiple associations can be created. 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).

The screenshot shows a software interface for managing associated monuments and areas. The main title is 'New Associated Monuments and Areas'. Below it, a section titled 'Associated Monuments and Areas' is described as 'Used to record buildings, areas, finds or historic craft associated with an application area.' A table lists two relationships:

		Associated Monument, Area or Artefact	
			100 Lower Thames Street (Roman Hypocaust & Furnace)
			100 Lower Thames Street (Medieval Wall)

Below the table, it says '2 relationship(s)'. At the bottom are 'Cancel edit' and 'Add' buttons.

## 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 software interface for creating new external cross references. The main title is 'New External Cross References'. The form has three main sections:

- Cross Reference:** A text input field labeled 'Enter text'.
- Cross Reference Source:** A dropdown menu labeled 'Select an option'.
- Cross Reference Note:** A rich text editor with a toolbar containing various icons for text formatting.

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.

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.

System Reference Numbers

System Reference Numbers	
ResourceID	1df29542-4357-4016-a9f0-77f4253ea593
Legacy ID	ELO17872
Primary Reference Number	154305

 Delete this record

## Area



Used to record complex human-made, or human conceived, sites, areas or landscapes. Areas can be anything from a simple prehistoric settlement site (evidenced by a few flint-working fragments) to large-scale, urban conservation areas incorporating multiple assets within a city. The use of Area or Monument will be a question of granularity.

For building complexes such as castles, prisons and airfields, Area may be used to record the footprint of the site, e.g. the curtain wall and outer defences of a castle. This Area can then be used as the parent for multiple Monument records.

### Further examples of Areas:

- Constrain areas to help with planning decisions, such as Archaeological Priority Areas, or Notification Areas
- Designated areas, such as scheduled monuments
- Inferred or theoretical areas, such as the former extent of landscape areas
- The general location of heritage assets where precise location is not known

## Area Names

The screenshot shows the 'New Resource' card interface. On the left, there is a sidebar with various icons and a tree view of facets. The 'Area Names' facet is currently selected, indicated by a green background and a green border around its title. Other facets visible in the tree view include 'Descriptions', 'Location Data', 'Parent Area', 'Construction Phases', 'Bibliographic Source Citation', 'Components', 'Designation and Protection Assignment', and 'Use Phases'. The main area of the card is currently empty.

**Area Name:** Insert the name in the free-text node. This is a mandatory field and must be completed for each Area recorded.

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, *Banbury Reservoir, Walthamstow, E17 {Early Iron Age/Roman pile dwelling}*.

**Name Use Type:** Assign an appropriate type (e.g. *Primary*, *Alternative*) from the drop-down list of values.

To add a further value, such as a *Former*, or *Alternative* name, re-select the *Area Names* facet from the tree view on the left of the screen to open a new, empty card.

## 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 *Description Type* (e.g. *Summary*, *Full*, *Notes* etc.) before selecting Add.**

The screenshot shows the 'New Descriptions' card interface. On the left, there is a sidebar with various icons and a tree view of facets. The 'Descriptions' facet is currently selected, indicated by a green background and a green border around its title. Other facets visible in the tree view include 'Heritage Area Names', 'Location Data', 'Parent Area', 'Bibliographic Source Citation', 'Construction Phases', 'Components', 'Designation and Protection Assignment', 'Use Phases', 'Images', 'Scientific Date Assignment', 'System Reference Numbers', 'Associated Activities', 'Associated People and Organizations', 'External Cross References', 'Associated Consultations', 'Associated Digital Files', and 'Associated Heritage Assets, Areas & Resources'. The main area of the card contains fields for 'Description Type' (a dropdown menu), 'Description' (a rich text editor with a toolbar), and 'Description Language' (a dropdown menu). The top right corner of the card shows a 'Welcome, admin' message and some navigation icons.

**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.

## Location Data

The Location Data facet contains a number of cards in which data related to the location of the Area 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.**

The screenshot shows the application's interface with a sidebar on the left and a main content area on the right. In the top left, there are buttons for 'Manage ...' and 'New Resource'. Below these are search fields for 'Find a card...' and buttons for '+ Expand' and '- Collapse'. The main content area has a header 'New Location Data' with a back arrow. The left sidebar lists various facets: 'New Resource (Area)', 'Area Names', 'Descriptions', 'Location Data +', 'Parent Area', 'Construction Phases', 'Bibliographic Source Citation', 'Components', 'Designation and Protection Assignme', 'Use Phases', 'Images', 'Scientific Date Assignment', 'Associated Activities', 'Associated People and Organizations', 'Associated Consultations', 'Associated Digital File(s)', 'Associated Monuments, Areas and Ar', and 'Associated Archives'. The 'Location Data +' item is highlighted with a blue border. The right panel is titled 'Location Data' and contains a list of items with '+' icons: 'Location Descriptions +', 'Localities/Administrative Areas +', 'Addresses +', 'National Grid References +', 'Area Assignments +', 'Land Use Classification Assignment +', and 'Geometry +'. Each item is enclosed in a horizontal red-bordered box.

## 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 entries, select the *Localities/Administrative Areas* facet title from the tree view on the left of the screen.

## 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 the 'Location Data > New Addresses' form. On the left, a sidebar navigation tree includes 'Heritage Area Names' (selected), 'Descriptions', 'Location Data' (selected), 'Location Descriptions', 'Localities/Administrative Areas', 'National Grid References', 'Addresses' (selected), 'Area Assignments', 'Geometry', 'Land Use Classification Areas', 'Parent Area', 'Bibliographic Source Citation', 'Construction Phases', 'Components', 'Designation and Protection Assignments', 'Use Phases', 'Images', 'Scientific Date Assignment', and 'System Reference Numbers'. The main form has sections for 'Addresses' (used to record the postal address of a resource), 'Full Address' (with 'Enter text' field), 'Building Name' (with 'Enter text' field), 'Building Number' (with 'Enter text' field), 'Building Number Sub-Street' (with 'Enter text' field), 'Sub-Street' (with 'Enter text' field), 'Street' (with 'Enter text' field), 'Town or City' (with 'Enter text' field), 'County' (with 'Enter text' field), 'Postcode' (with 'Enter text' field), 'Address Status' (dropdown menu), and 'Address Currency' (dropdown menu). A green '+ Add' button is at the bottom right.

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.

The screenshot shows the 'Location Data > New Addresses' form with a summary of an existing address entry. The address details are as follows:

Address Element	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

A blue '+ New' button is at the bottom left.

## 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).

The screenshot shows a web-based form titled 'Location Data > New National Grid References'. On the left, there is a vertical sidebar with navigation links: 'Stage Area', 'Descriptions', 'Administrative References', 'Comments', 'Classification As', and 'itation'. The main content area has a header 'National Grid References' with a sub-instruction 'National Grid references, map names, and other common location identifiers for the resource'. Below this is a section for 'National Grid Reference' and 'Coordinate Format'. A dropdown menu is set to 'Alphanumeric BNG'. Under 'Central Point Coordinate', it says 'Enter the central coordinate of the record in either of the following formats:' followed by a list: 'Alphanumeric BNG: SU1025169962', 'Absolute BNG: 410251,169962', and 'Long/Lat: -1.853942,51.428572'. There is a text input field for entering the centre point map reference. A 'Preview' button is present, and at the bottom is a green 'Add' button with a plus sign.

Select the appropriate coordinate format from the drop-down list of options..

Enter the coordinates in the text field, following the data format illustrated in the examples above it.

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.

## Area Assignments

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

Note: Should the Area be designated in its own right, or fall completely within a designated area, this status and the spatial extent of the designation should be recorded in the *Designation and Protection Assignment* facet.

**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.

The screenshot shows the 'Location Data > New Area Assignments' page. On the left is a navigation tree under 'Location Data'. The 'Area Assignments' node is selected and highlighted in blue. Other nodes include 'Heritage Area Names', 'Descriptions', 'Location Data', 'Location Descriptions', 'Localities/Administrative', 'National Grid References', 'Addresses', 'Geometry', 'Land Use Classification As...', 'Parent Area', 'Bibliographic Source Citation', 'Construction Phases', 'Components', 'Designation and Protection Assign...', 'Use Phases', 'Images', 'Scientific Date Assignment', and 'Custom Reference Numbers'. The main area contains fields for 'Area Assignments' (with a dropdown menu 'Select an option'), 'Area Status' (with a dropdown menu 'Use to record a particular status associated with the Area'), 'Area Status Start Date' (with a date picker icon), 'Area Status End Date' (with a date picker icon), 'Area Reference' (a free-text input field 'Enter text'), and 'SHINE - Significance' (with a dropdown menu 'Select an option').

**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*.

### Land Use Classification Assignment

This is an Authority list of terms describing land and environmental use or characteristics for the location of an Area (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.

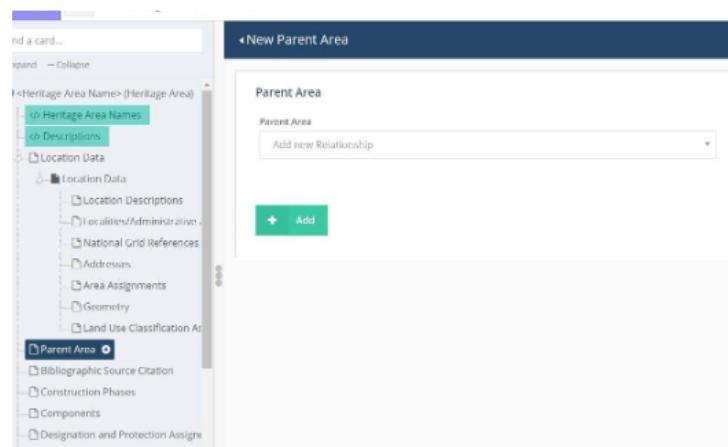
## Geometry

To apply a map depiction of the Heritage Area, 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*.

## Parent Area

Where the Area is part of a larger complex or Area, this child-parent relationship can be assigned by inserting the Parent Area.

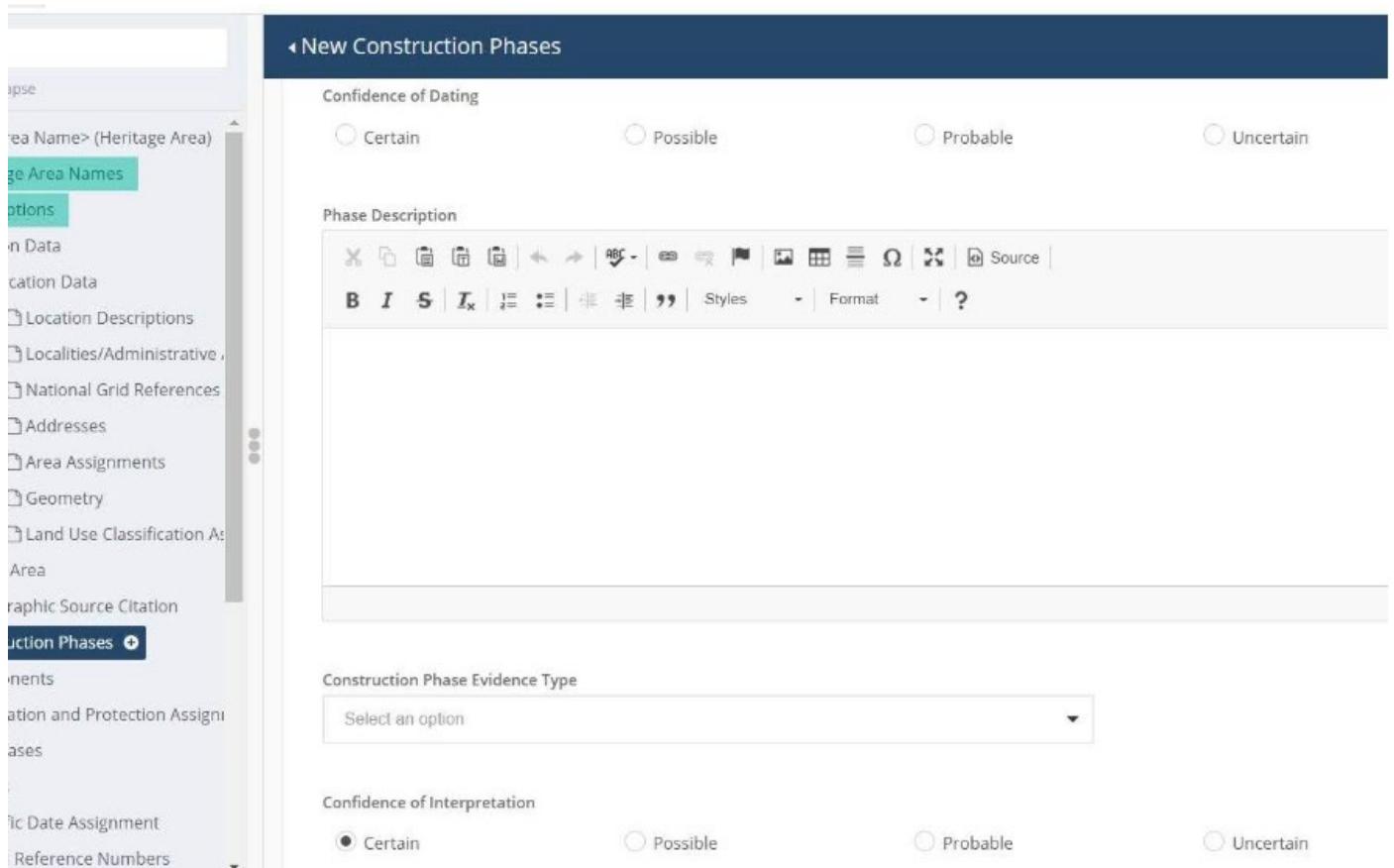


**Retrieve and select the Parent Area Name/UID in the *Parent Area* node. As you type, a filtered list of matches will appear. This drop-down list contains other Arches for HERs Areas, and so the Parent Area must first be present in the Area resource.**

**Select Add.**

## Construction Phases

Where an Area is a man-made construction or complex, Construction Phases can describe a construction/production event such as the building or physical alteration of a site or feature.



**Asset Type:** Select terms describing the heritage area by form and/or function by inserting a term or part of a term into the field and selecting the required term from the drop-down list. Multiple entries can be selected.

**Cultural Period:** Select from the List of Periods by inserting a term, or part of a term and choosing the appropriate match from the drop-down list.

**Construction Phase Start Date:** The minimum date in a Construction Phase date range (e.g. 1900-01-01 – 1902). Dates can be entered manually in the expected format (EDTF – see note attached to the node in card).

**Construction Phase End Date:** The maximum date in a phase date range (e.g. 1900 – 1902-12-31). Dates can be entered manually in the expected format (EDTF – see note attached to the node in card).

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

**Construction Phase Display Date:** This is a free-text node indicating the nature of the process described in the phase (e.g. *Constructed 1889-90*).

**Confidence of Dating:** This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the dating of the Construction Phase: *Certain / Possible / Probable / Uncertain*.

**Phase Description:** This is a free-text node in which a more detailed description of the phase event can be entered

**Construction Phase Evidence Type:** This node allows the user to select one or more Evidence terms to describe the source of the phase data (e.g. *Extant Building, Documentary Evidence* etc.). Inserting a term, or part of a term, in the node will access a filtered drop-down list containing all matching terms.

**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 Heritage Area: *Certain / Possible / Probable / Uncertain*.

**Main Construction Material:** Select one or more term from the drop-down list for materials used in the main structure of a building (e.g. *Timber, Stone*).

**Covering Material:** Select terms describing the materials used in the roofing or other coverings of a building (e.g. *Slate, Glass*) by inserting a term or part of a term into the field and selecting the required term from the drop-down list.

**Construction Method:** This node accesses a drop-down list of Construction Methods that may be relevant to the Construction Phase (e.g. *Handbuilt*).

**Construction Technique:** This node accesses a drop-down list of Construction Techniques that may be relevant to the Construction Phase (e.g. *Timber Framing*).

**Construction Phase Type:** As the *Construction Phase* can be used to record any physical alteration in the Heritage Asset, the *Construction Phase Type* allows the user to specify the

manner of event being recorded from the drop-down list (e.g. *Initial Build*, *Conversion*, *Alteration* etc.).

To add a further Construction Phase. select the *Construction Phases* facet from the tree view to open a new, empty card.

## 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 (for example, 1, 2, 3 etc.) to indicate the source of specific information.

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

The screenshot shows a card-based interface for creating a new bibliographic source citation. On the left is a sidebar with a tree view of various data categories. The 'Bibliographic Source Citation' node is expanded, showing its sub-categories: 'Bibliographic Source', 'Source Number', 'Page(s)', 'Figs.', 'Plate(s)', and 'Comment'. Each category has an associated text input field where users can enter their details. The main title of the card is 'New Bibliographic Source Citation'.

Card Tree View (Left):

- card...
- Collapse
- Heritage Area Name > (Heritage Area)
  - </> Heritage Area Names
  - </> Descriptions
  - Location Data
    - Location Descriptions
    - Localities/Administrative
    - National Grid References
    - Addresses
    - Area Assignments
    - Geometry
    - Land Use Classification As
  - Parent Area
  - Bibliographic Source Citation +**
  - Construction Phases
  - Components
  - Designation and Protection Assignm
  - Use Phases
  - Images
  - Scientific Date Assignment
  - System Reference Numbers

**Figs:** Figure numbers where appropriate.

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

**Comment:** This is a free-text node to record additional information, comments 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.

## Components

The Components card facilitates the recording of specific elements or components of a site or structure.

The screenshot shows the 'New Components' card interface. On the left, there is a sidebar with a 'Find a card...' search bar and a tree view of site data. The 'Components' node is selected. The main card area has five sections: 'Associated Area Phase', 'Component Type', 'Construction Technique', 'Component Material', and 'Evidence Type', each with a dropdown menu. At the bottom is a green 'Add' button.

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

**Component Type:** This node accesses a drop-down list of components, including areas and spaces, architectural components etc. Inserting a term, or part of a term, in the node will produce a filtered drop-down list of matching terms to select from.

**Construction Technique:** Select a term from the node's drop-down list.

**Component Material:** Select and one or more Component Material terms from the drop-down list.

**Evidence Type:** Select an Evidence Type term (for example, *Extant Structure*) and select the **Add** button to commit your record.

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

## Designation and Protection Assignment

Where designation or protection regimes apply to an Area, these can be recorded with associated classifications and information.

Area Name>

The screenshot shows a software interface for creating a new designation or protection assignment. On the left, there is a vertical sidebar with a tree view containing nodes like 'Area Descriptions', 'Designations', 'Grid References', 'Assignments', 'Classification', 'Criteria', 'Sources', 'Citation', 'Protection Assignments', 'Activities', 'People and Organizations', 'Consultations', 'File(s)', 'Documents, Areas and Places', 'References', and 'Barcode Numbers'. The main area has a dark header bar with the title 'New Designation and Protection Assignment'. Below the header, the form is titled 'Designation and Protection Assignment' with a sub-instruction: 'Use to record any designation or protection regimes directly associated with the application area.' The form contains several input fields: 'Designation Name' (text input), 'Designation Name Use Type' (dropdown menu showing 'Statutory'), 'Designation or Protection Type' (dropdown menu showing 'Select an option'), 'Grade' (dropdown menu showing 'Select an option'), 'Local Heritage List Criteria Type' (dropdown menu showing 'Select an option'), 'Designation Start Date' (date input field with a calendar icon), 'Designation End Date' (date input field with a calendar icon), and 'Display Date' (text input).

**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, *Controlled Site 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.

## Use Phases

These are phases or periods of time in which the function of an area has changed but little or no structural change has taken place.

The screenshot shows a 'New Use Phases' form within a larger application interface. On the left, there is a sidebar with a tree view of 'Heritage Area Names' and other related resources like 'Descriptions', 'Location Data', 'Parent Area', etc. The 'Use Phases' node is selected. The main right panel contains fields for 'Use Phase Period' (with a dropdown menu 'Add new Relationship'), 'Use Phase Start Date' (with a date input field and 'EDTF Formats' dropdown), 'Use Phase End Date' (with a date input field and 'EDTF Formats' dropdown), 'Use Phase Display Date' (with a text input field 'Enter text'), 'Use Phase Date Qualifier' (with a dropdown menu 'Select an option'), and 'Functional Type' (with a dropdown menu 'Select an option').

**Use Phase Period:** Select from the list of Periods by inserting a term, or part of a term and choosing the appropriate match from the drop-down list.

**Use Phase Start Date:** The minimum date in a Use Phase date range (e.g. 1900-01-01 – 1902). Dates can be entered manually in the expected format (EDTF – see note attached to node in card).

**Use Phase End Date:** The maximum date in a phase date range (e.g. 1900 – 1902-12-31). Dates can be entered manually in the expected format (EDTF – see note attached to node in card).

**Use Phase Display Date:** This is a free-text node indicating the construction described in the phase (e.g. *Converted for private use 1955*).

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

**Functional Type:** Select terms describing the area by function, as relevant to the use phase being recorded, by inserting a term or part of a term into the field and selecting the required term from the drop-down list. Multiple entries can be selected.

**Evidence Type:** This node allows the user to select one or more Evidence terms to describe the source of the phase data (e.g. *Extant Building, Documentary Evidence* etc.). Inserting a term, or part of a term, in the node will access a filtered drop-down list containing all matching terms.

**Use Phase Description:** This is a free-text node in which a more detailed description of the phase can be entered.

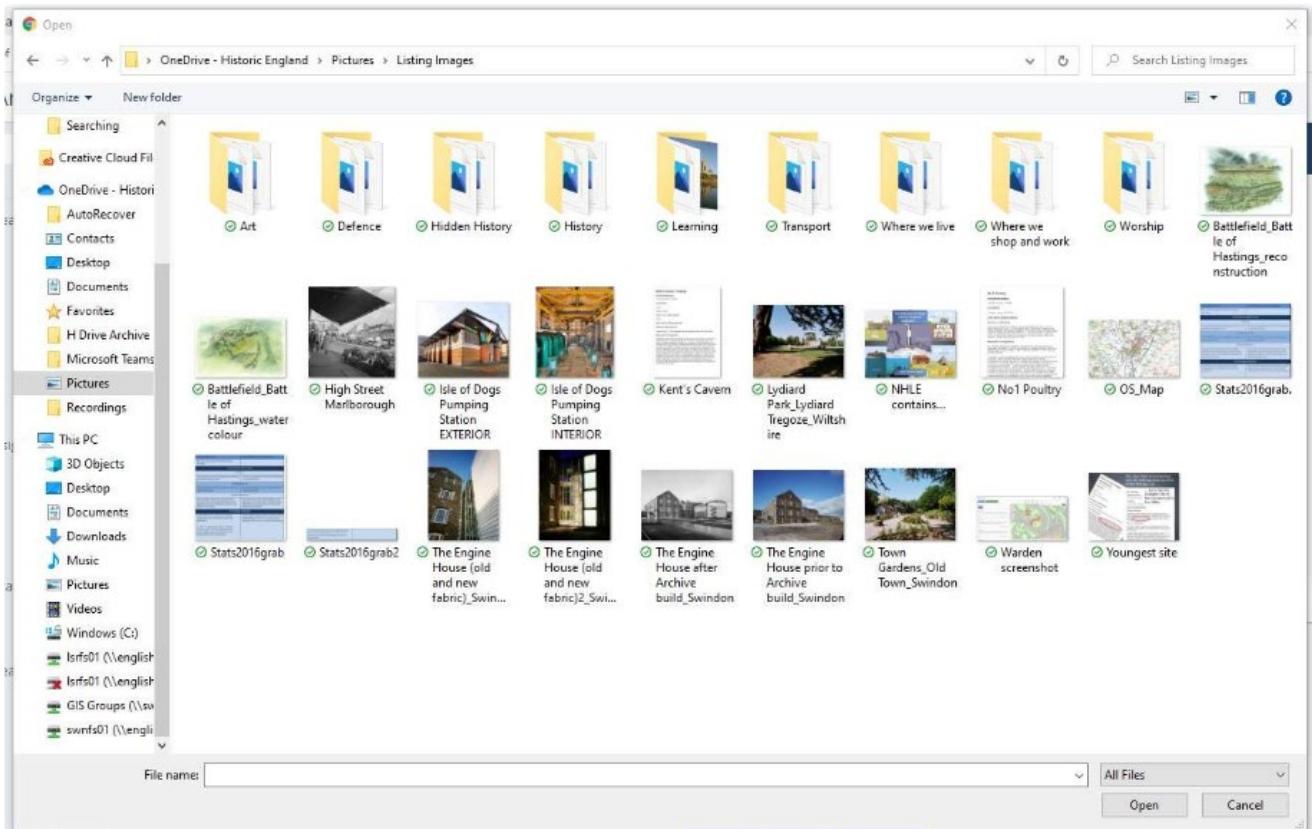
**Use Phase Description Type:** Select an appropriate *Description Type* (e.g. *Summary, Full, Notes* etc.) from the drop-down list of values.

Further Use Phases can be entered by selecting the Use Phase facet from the tree view to open a new, empty card.

## Images

This card facilitates the uploading of one or more images associated with the Area (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 software interface for managing area records. On the left, a sidebar titled 'Manage' displays a tree view of facets: 'Area Names' (selected), 'Descriptions', 'Location Data' (expanded), 'Parent Area', 'Construction Phases', 'Bibliographic Source Citation', 'Components', 'Designation and Protection Assign', 'Use Phases' (selected), and 'Scientific Date Assignment'. The main panel is titled 'New Images' and contains a section for 'Upload Photographs' with the instruction 'Drag & Drop your photos onto this panel to upload'. A blue 'Select Photographs' button is present. Below it, a note states 'Adding photos to this record is optional.' and 'You may upload as many photos as you wish, but the maximum size of any single file is 8MB'. At the bottom, a note specifies 'Images formatted as .jpg, .png, .tif files may be uploaded. Other formats will be ignored.'



**Manage Files/Loaders**

**File Filter**  
e.g.: .txt  
**Town Gardens\_Old Town\_Swindon.jpg**

1 files uploaded 1 files selected **add files**

**Select All**  **Clear All**

**Delete Selected** **Download Selected**

**Loader**  
File Renderer **Apply to Selected 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 (ensuring 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.

The screenshot shows a 'Select Photographs' panel with the following fields:

- File Filter:** e.g.: .txt
- Image Preview:** Town Gardens\_Old Town\_Swindon.jpg
- File Details:** 1 files uploaded
- Caption:** Enter text
- Copyright Note Text:** Enter text
- Copyright Holder:** Add new Relationship
- Copyright Type:** Select an option
- Action Buttons:** Save (blue), Delete (red)

## 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 the 'New Scientific Date Assignment' card with the following fields:

- Associated Construction Phase:** (dropdown menu)
- Dating Method:** Select an option
- Scientific Date Start Date:** (dropdown menu)
- Scientific Date End Date:** (dropdown menu)
- Scientific Date Qualifier:** Select an option
- Standard Deviation Type:** Select an option

The sidebar on the left includes links for 'Names', 'Source Citation Phases', 'Land Protection Assignments', and 'Assignment' (with a plus icon).

**Associated Construction Phase:** This node enables the association of the Date Assignment 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.

## Associated Activities

The screenshot shows the 'New Associated Activities' interface. On the left is a sidebar with a 'Find a card...' search bar and a tree view of facets: <Heritage Area Name> (Heritage Area), <> Heritage Area Names, <> Descriptions, Location Data, Parent Area, Bibliographic Source Citation, Construction Phases, Components, Designation and Protection Assignment, Use Phases, Images, Scientific Date Assignment, System Reference Numbers, and Associated Activities. The 'Associated Activities' node is selected. The main panel has a title 'Associated Activities' and a sub-section 'Activity' with a 'Add new Relationship' button. A large green 'Add' button is at the bottom.

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.

The screenshot shows the 'Associated\_Activities' interface. On the left is a sidebar with facets: Source Citation, Digital File(s), Construction Phase, Date Assignment, References, Heritage Assets, Areas, Consultations, and Activities. The 'Trial Trench at London Nautical School' node is selected. The main panel has a title 'Associated\_Activities' and a sub-section 'Activity' with a 'Add new Relationship' button. Below is a list of activities: 'Trial Trench at London Nautical School'. At the bottom is a red 'Delete this record' button.

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 Area (e.g. *General Association*).

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

**Display Date:** This is a free-text node facilitating the inclusion of a non-standardised date or date range (e.g. 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 the 'New Associated Consultations' interface. On the left, there is a sidebar with a 'Find a card...' search bar and a tree view of resource types. The 'Associated Consultations' node is selected and highlighted in blue. The main area has a header 'Associated Consultations' and a sub-header 'Consultation'. Below this is a dropdown menu labeled 'Add new Relationship'. At the bottom is a green 'Add' button with a plus sign. The sidebar also includes sections for 'Location Data', 'Parent Area', 'Bibliographic Source Citation', 'Construction Phases', 'Components', 'Designation and Protection Assign.', 'Use Phases', 'Images', 'Scientific Date Assignment', 'System Reference Numbers', 'Associated Activities', 'Associated People and Organizatio.', 'External Cross References', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas ;', 'Related Resources', and 'Manage Permissions'.

## 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 the 'New Associated Digital File(s)' interface. The sidebar is identical to the one in the 'Associated Consultations' interface. The main area has a header 'Associated Digital File(s)' and a sub-header 'Digital File(s)'. Below this is a dropdown menu labeled 'Add new Relationship'. A search input field contains the text 'clerk...'. A blue-highlighted item in the dropdown list is '05.21 Clerkenwell Green, WSI Evaluation'. Below the dropdown, there are three additional items listed: '30-32 Clerkenwell Green CLO33348-', '15/06/2021 Letter 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'.

## 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 user interface for adding associations. At the top, there's a search bar labeled 'Name>' and a dropdown menu titled 'Associated Monuments, Areas and Artefacts'. Below these are two dropdown menus: 'Associated Monument, Area or Artefact' and 'Association Type', both currently set to 'Select an option'. A large green button labeled '+ Add' is centered below the dropdowns. On the left side, there's a sidebar with various navigation options like 'Descriptions', 'Administrative Areas', 'Grid References', 'Comments', and 'Classification Assignment'.

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).

The screenshot shows the same interface after adding two resources. The 'Associated Monuments, Areas and Artefacts' section now lists two items: '21 Pinner Green (Post Medieval Building)' and '282-302 Borough High Street (Post Medieval Well)'. Each item has three small icons next to it: a pencil for edit, a trash can for delete, and an information sign for summary. Below this list, it says '2 relationship(s)'. The bottom of the screen features a red 'Cancel edit' button and a green '+ Add' button.

## Associated Archives

This Facet allows the user to create an association with an Archive item which relates to or references the Area (e.g. historic photographs, maps 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). These entries should first be present in the appropriate Resource (Person / Organization) to enable their retrieval and selection using this node.

The screenshot shows the 'New Associated Archives' interface. On the left is a sidebar with various navigation options. The main area has three sections: 'Associated Archives' (with 'Archive Object Title' containing 'Map of historic deer park'), 'Archive Object Reference' (containing 'AA/45467'), and 'Archive Holder' (containing a dropdown menu with 'Historic En' selected, 'Historic England' highlighted in blue, and options to 'Create a new Organization...' or 'Create a new Person...'). At the bottom are 'Cancel edit' and 'Add' buttons.

**Association Type:** This node has a drop-down list of values (General association / Identified as / Is referred to by) for selection to express the relationship between the area and the archive object.

The screenshot shows the 'Associated Archives' interface. On the left is a sidebar with various navigation options. The main area has two sections: 'Archive Holder' (containing a dropdown menu with 'Historic England' selected) and 'Assocation Type' (containing a dropdown menu with 'General association'). At the bottom are 'Cancel edit' and 'Add' buttons.

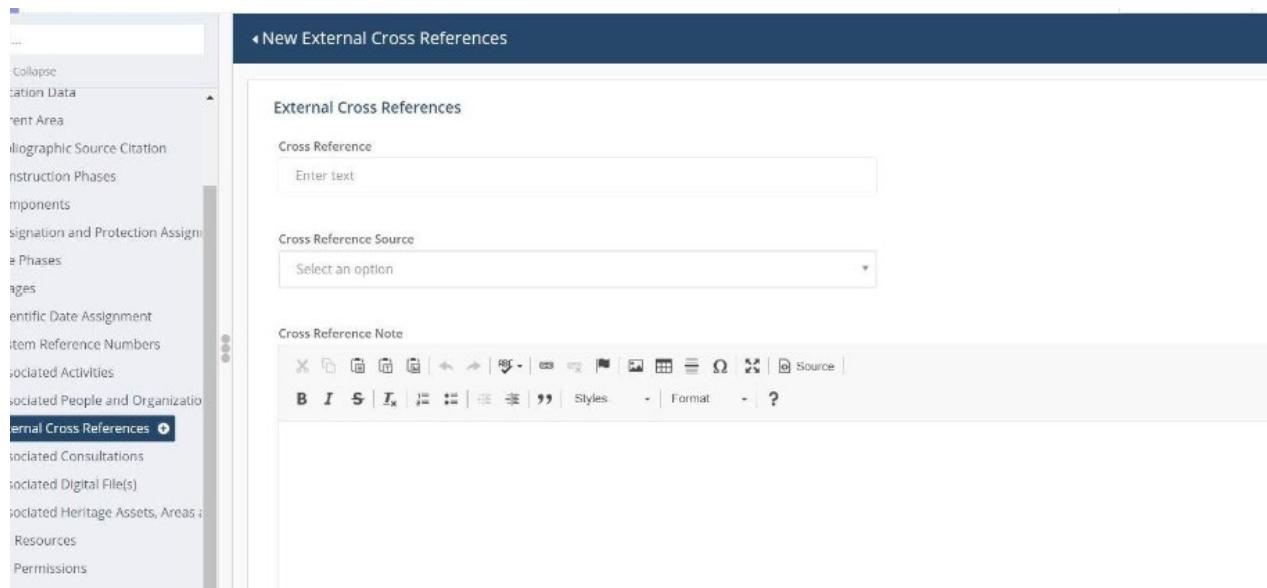
## External Cross References

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.**

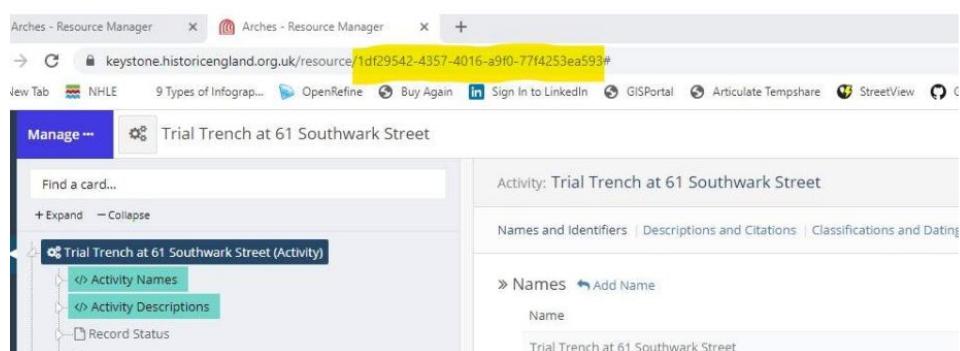


To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

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.



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.

## Artefact

Artefact

Defines information relating to the character of man made items of heritag...

Create Resource

Defines information relating to the character of man made items of heritage significance as identified by the Portable Antiquities Scheme. Includes individual artefacts, architectural items, artefact assemblages, individual ecofacts and ecofact assemblages, and environmental samples.

**Note:** For artefacts not associated with Monuments or Areas the recording of a 'Findspot' site with which to associate the Artefact may be required.

### Artefact Names

Artefact Names - It is recommended, when creating Artefact Names, to choose something that not only identifies what the artefact is, but also where it was found, and possibly when. This will aid the identification of Artefacts especially when creating associations with other Resources..

For example, rather than simply assigning the name, *Roman Vessel*, add *Roman Vessel: Samian Ware*, *Tabard Street*, or *Tabard Street: Roman Samian Ware*.

The screenshot shows the 'New Resource' interface. On the left, there is a sidebar with various icons and a tree-view navigation menu. The 'Artefact Names' facet is selected, indicated by a green highlight. The main panel is titled 'New Artefact Names' and contains fields for 'Artefact Name' (with placeholder 'Enter text') and 'Artefact Name Use Type' (with placeholder 'Select an option'). A green button labeled '+ Add' is at the bottom.

## 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 the 'New Descriptions' interface. The left sidebar has the 'Descriptions' facet selected. The main panel is titled 'New Descriptions' and contains a 'Description Type' dropdown (placeholder 'Select an option') and a rich text editor for 'Description'. The rich text editor includes standard toolbar buttons for text formatting like bold, italic, and underline, as well as a source code view.

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

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

## Artefact Production

This card is used to record, where known, details relating to the production of the artefact such as dates, techniques and methods of production. For help with 'Artefact Type', 'Phase Evidence Type', or any of the drop down lists here, they and their scope notes can be found in the Arches for HERs Reference Data Manager (RDM) (see the guide for *Arches for HERs for Local Administrators*).

The screenshot shows the 'New Artefact Production' form. On the left is a sidebar with a tree view of resource types under 'New Resource (Artefact)'. The 'Artefact Production' node is selected and expanded, showing sub-nodes like 'Artifact Dimensions', 'Inscriptions', 'Discovery', etc. The main panel has the following fields:

- Artefact Type:** A dropdown menu with 'Select an option'.
- Period:** A dropdown menu with 'Select an option'.
- Production Date: From:** An input field with placeholder 'Enter date'.
- Production Date: To:** An input field with placeholder 'Enter date'.
- Date Qualifier:** A dropdown menu with 'Select an option'.
- Phase Evidence Type:** A dropdown menu with 'Select an option'.
- Phase Certainty:** Radio buttons for 'Certain', 'Possible', 'Probable', and 'Uncertain'.
- Phase Description:** A rich text editor toolbar.

**Artefact Type:** Select a term from the drop-down list of Artefact Types describing the form/function of the artefact (for example, Base Sherd). More than one term may be selected.

**Period:** Select the period associated with the timespan during which the artefact was produced. More than one Period can be selected where there is uncertainty.

**Production Date From/To:** Insert a date range during which the artefact was produced by defining a minimum and maximum value (see EDTF Formats guidance in the card).

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

**Phase Evidence Type:** Select one or more Evidence Type terms from the drop-down list (for example, Find, Artefact Scatter etc.) that describes the nature of the evidence for the artefact's production.

**Phase Certainty:** Select one of the four radio-button options to express the degree of certainty that can be applied to the dating of the artefact's production (e.g. *Probable*).

**Phase Description:** This is a free-text node for inserting descriptive text relating to the artefact's production. Select an appropriate **Phase Description Type** from the drop-down list (for example, *Notes*).

**Producer:** Where known, insert the name of the individual or organization responsible for the artefact's production by selecting an entry from the drop-down list of people and organizations. First insure the required entry is present in the appropriate Arches for HERs Resource (People / Organization).

**Production Technique:** Select a term from the drop-down list of terms to describe a specific technique used in the artefact's production (e.g. *Forging*).

**Production Method:** Select a term from the drop-down list of terms to describe the overall method used in the artefact's production (e.g. *Moulded*).

**Material:** Select one or more terms from the drop-down list to describe the materials used in the production of the artefact (e.g. *Leather, Iron, Horn*).

## Artefact Dimensions

This card can be used to record the measured dimensions of an artefact.

### Artefact Dimensions

Capture the measurements associated with this resource.

Dimension Type

Length



Measurement Unit

Centimetres



Measurement Value

45

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

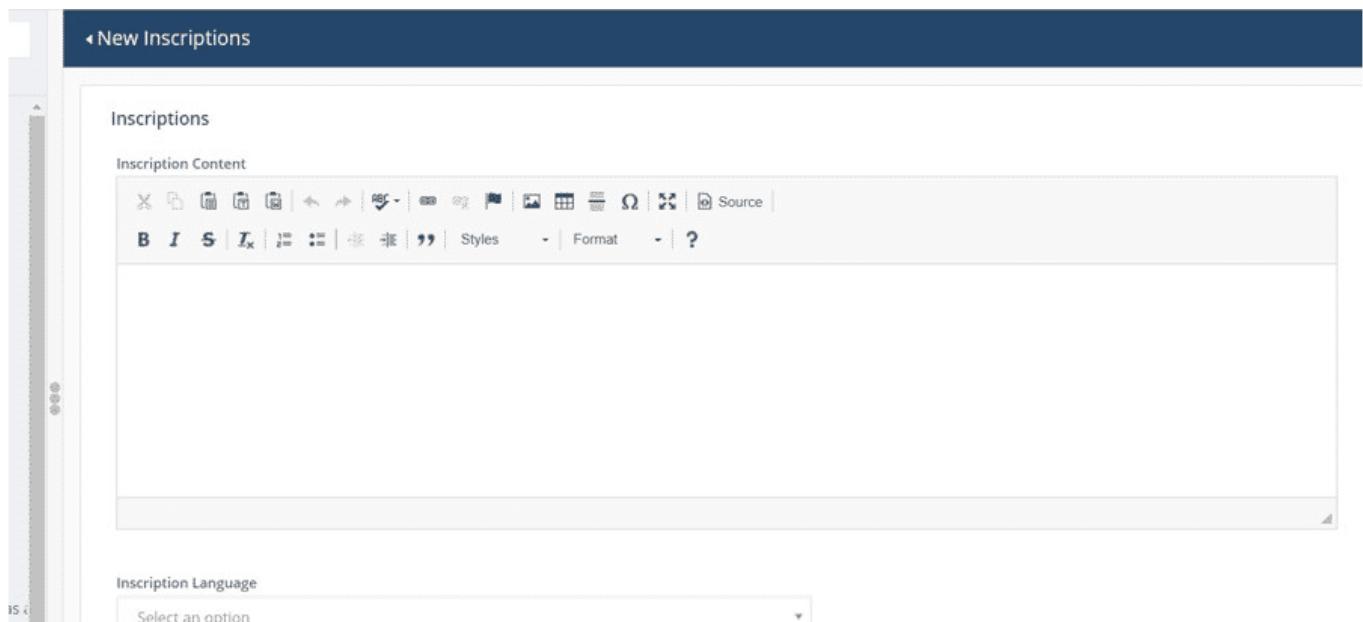
**Measurements Unit:** This node records the unit of measurement in which the dimensions have been recorded. A drop-down list of Measurement Units (e.g. *Centimetres*) is available.

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

Multiple Artefact Dimensions can be recorded. When the values entered have been saved by selecting the *Add* button in the card, re-select the *Artefact Dimensions* facet title in the tree view on the left of the screen to open a new, empty card enabling the entry of further artefact dimensions (e.g. *Breadth*, *Depth* etc.).

## Inscriptions

Where artefacts bear inscriptions, which may be in foreign languages, and may have been translated, these can be recorded in the Inscriptions card.



**Inscription Content:** This is a free text node for recording the inscription itself.

**Inscription Language:** This node records the language in which the inscription is written. Select a language from the drop-down list.

**Translation Text:** Where an inscription has been translated, the translated text can be recorded in this free-text node.

**Translation Language:** The language into which the inscription has been translated can be recorded here using the drop-down list of languages.

**Inscription Note:** This free-text node facilitates the recording of further information or observations relating to the artefact's inscription.

## Discovery

This card facilitates the recording of the method of the artefact's discovery and the technique used in its physical recovery.

The screenshot shows the 'New Resource' interface with the 'Discovery' node selected in the left sidebar. The right panel is titled 'New Discovery' and contains sections for 'Discovery Method' (with radio buttons for Archaeological Intervention, Chance discovery, and Metal Detecting), 'Recovery Technique' (with radio buttons for Chance find, Excavation, Hand excavation, and Mechanical excavation), and a 'Discovery Note' rich-text editor.

**Discovery Method:** This node presents three broad terms from which to choose by selecting one of the radio buttons. Only one selection can be made.

**Recovery Technique:** This node presents four broad techniques from which to choose – only one radio-button option can be selected.

**Discovery Note:** This free-text node facilitates the recording of any further information or observations relating to the artefact's discovery.

## Bibliographic Source Citation

Details of the specific citation relating a source to an Artefact. 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:** Specific page references.

**Figs:** Figure numbers where appropriate.

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

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

**New Associated Bibliographic Source**

**Associated Bibliographic Source**

Bibliographic Source  
Add new Relationship

Source Number  
Enter text

Page(s)  
Enter text

Figs.  
Enter text

Plate(s)  
Enter text

Comment  
Enter text

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.

## Artefact Condition Assessment

This card facilitates the recording of any physical assessment the artefact may have undergone, perhaps upon recovery or prior to conservation.

**New Resource**

Find a card...  
+ Expand - Collapse

New Resource (Artefact)

- ↳ Artefact Names
- ↳ Descriptions
- Artefact Production
- Artefact Dimensions
- Inscriptions
- Discovery
- Bibliographic Source Citation
- Artifact Condition Assessment**
- Repository Storage Location
- Scientific Date Assignment
- Copyright
- Images
- Associated Activities
- Associated Digital Files
- Associated Monuments, Areas and Artefacts
- External Cross References
- System Reference Numbers

% Related Resources  
Manage Permissions

**New Artefact Condition Assessment**

Artifact Condition Assessment  
One assessment of condition at a particular point in time.

Condition:

Destroyed    Fair    Good    Infilled    Poor    Uncertain

Start Date of Assessment

End Date of Assessment

Digital File(s)  
Add new Relationship

**Add**

**Condition:** This node presents seven broad condition categories from which to select to describe the overall condition of the artefact (e.g. *Good*). Populate the appropriate radio-button to assign a condition.

**Start/End Date of Assessment:** Where known, the specific date on which the assessment was undertaken can be recorded here, either as a specific date value or as a date range where this is all that is known.

**Digital File(s):** Where an associated digital file, such as an assessment report, exists as an entity in the application's Digital Objects Resource, and association can be created here by retrieving and selecting the appropriate entry using the drop-down list.

## Repository Storage Location

This card facilitates the recording of the current physical location of the artefact being recorded and the individual or organization responsible for its storage.

The screenshot shows a card titled 'New Repository Storage Location'. The title bar is dark blue with white text. Below it, the card has a light gray header section with the title 'Repository Storage Location' and a subtitle 'Details the current location and keeper of the resource.' The main body of the card contains three input fields: 'Repository owner' (a dropdown menu with the placeholder 'Select the Organization or Person that is the current keeper of the resource.'), 'Storage Building Name' (a free-text input field with the placeholder 'Where known, enter the name of the building in which the resource is stored. This may differ from the place of creation.'), and 'Storage Area Name' (a free-text input field with the placeholder 'Where known, enter the name of the storage area within the building, eg. Box 4, Shelf 3, Room 101'). At the bottom right of the card is a green button with a white plus sign and the word 'Add'.

**Repository Owner:** Retrieve and select the individual or organization responsible for the storage of the artefact using the drop-down list. Ensure the individual or organization is present within the appropriate Keystone resource (People / Organization) first.

**Storage Building Name:** This is a free-text node for recording the name of the building or facility in which the artefact is stored.

**Storage Area Name:** This free-text node facilitates the recording of the specific location within the storage building or facility where the artefact can be located. This may include Room Numbers or Names, Shelf Numbers, Box or File Numbers etc.

## Scientific Date Assignment

Where an artefact has been submitted to specific scientific dating methods (for example, Dendrochronology) the process and outcomes can be recorded using the Scientific Date Assignment card.

The screenshot shows a software interface for creating a new scientific date assignment. On the left, there's a vertical sidebar with a tree view of project structure, including 'fact)', 'tion', 'sions', 'ght', 'on Assessment', 'age Location', 'Assignment' (with a plus sign), 'Activities', 'ographic Source', 'tal Files', 'tage Assets, Areas', 'References', and 'ice Numbers'. The main area is titled 'New Scientific Date Assignment'. It contains several input fields: 'Associated Construction Phase' (a dropdown menu), 'Dating Method' (another dropdown menu), 'Scientific Date Start Date' (a text field with a '▼ EDTF Formats' button), 'Scientific Date End Date' (a text field with a '▼ EDTF Formats' button), 'Scientific Date Qualifier' (a dropdown menu), and 'Standard Deviation Type' (a dropdown menu). Each field has a 'Select an option' placeholder.

**Associated Construction Phase:** This node enables the association of the Date Assignment 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.

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

**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 to the artefact 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.

## Copyright

Where copyright ownership and/or restrictions apply to an artefact, they can be recorded in the Artefact Copyright card.

The screenshot shows the Arches interface for creating a new copyright record. The left sidebar has a 'Manage ...' button and a 'New Resource' button. Below these are search and expand/collapse buttons. The tree view under 'New Resource (Artefact)' includes 'Artifact Names', 'Descriptions', 'Artifact Production', 'Artifact Dimensions', 'Inscriptions', 'Discovery', 'Bibliographic Source Citation', 'Artifact Condition Assessment', 'Repository Storage Location', 'Scientific Date Assignment', 'Copyright' (which is expanded and highlighted in green), 'Images', 'Associated Activities', 'Associated Digital Files', 'Associated Monuments, Areas and Areas', 'External Cross References', and 'System Reference Numbers'. The main panel is titled 'New Copyright' and contains three sections: 'Copyright Holder' with a dropdown menu 'Add new Relationship', 'Copyright Type' with a dropdown menu 'Select an option', and 'Copyright Note Text' with a text input field 'Enter text'. At the bottom is a green 'Add' button.

**Copyright Holder:** Where known the individual or organisation to which the copyright belongs can be recorded here by selecting an entry from the drop-down list of people and organizations. Insure the required entry is present in the appropriate Arches for HERs Resource first.

**Copyright Type:** Select an appropriate copyright categories (e.g. *Crown Copyright*) from a drop-down list. .

**Copyright Note:** This free-text node facilitates the recording of specific copyright statements, further information or observations relating to the artefact's copyright.

## 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.

The screenshot shows the Arches interface for creating a new images record. The left sidebar has a 'Manage ...' button and a 'New Resource' button. Below these are search and expand/collapse buttons. The tree view under 'New Resource (Artefact)' includes 'Artifact Names', 'Descriptions', 'Artifact Production', 'Artifact Dimensions', 'Inscriptions', 'Discovery', 'Bibliographic Source Citation', 'Artifact Condition Assessment', 'Repository Storage Location', 'Scientific Date Assignment', 'Copyright' (which is expanded and highlighted in green), 'Associated Activities', 'Associated Digital Files', 'Associated Monuments, Areas and Areas', 'External Cross References', and 'System Reference Numbers'. The 'Images' node is also expanded and highlighted in green. The main panel is titled 'New Images' and features a large central area for uploading photographs. It has a placeholder text 'Drag & Drop your photos onto this panel to upload' and a purple 'Select Photographs' button. Below this 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 panel is a note: 'Images formatted as .jpg, .png, .tif files may be uploaded. Other formats will be ignored.'

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 screenshot shows a digital interface for managing artifact images. At the top, there's a navigation bar with 'Welcome, Kieran' and various icons. On the left, a sidebar lists categories like 'Artefact Names', 'Descriptions', 'Artifact Production', etc., with 'Images' currently selected. Below the sidebar, a main area displays a photograph of several broken pottery pieces and a small jar. A modal window titled 'Photographs' is overlaid, showing a preview of the image and input fields for copyright note, caption, type, and holder. To the right of the modal, there are 'Edit' and 'Add' buttons. The overall interface is clean and modern, designed for easy data entry and management.

**Photographs**

1 | ArtefactImages2.jpg

Copyright Note Text  
Enter text

Caption  
Enter text

Copyright Type  
Select an option

Copyright Holder  
Add new Relationship

Delete Cancel Save

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).

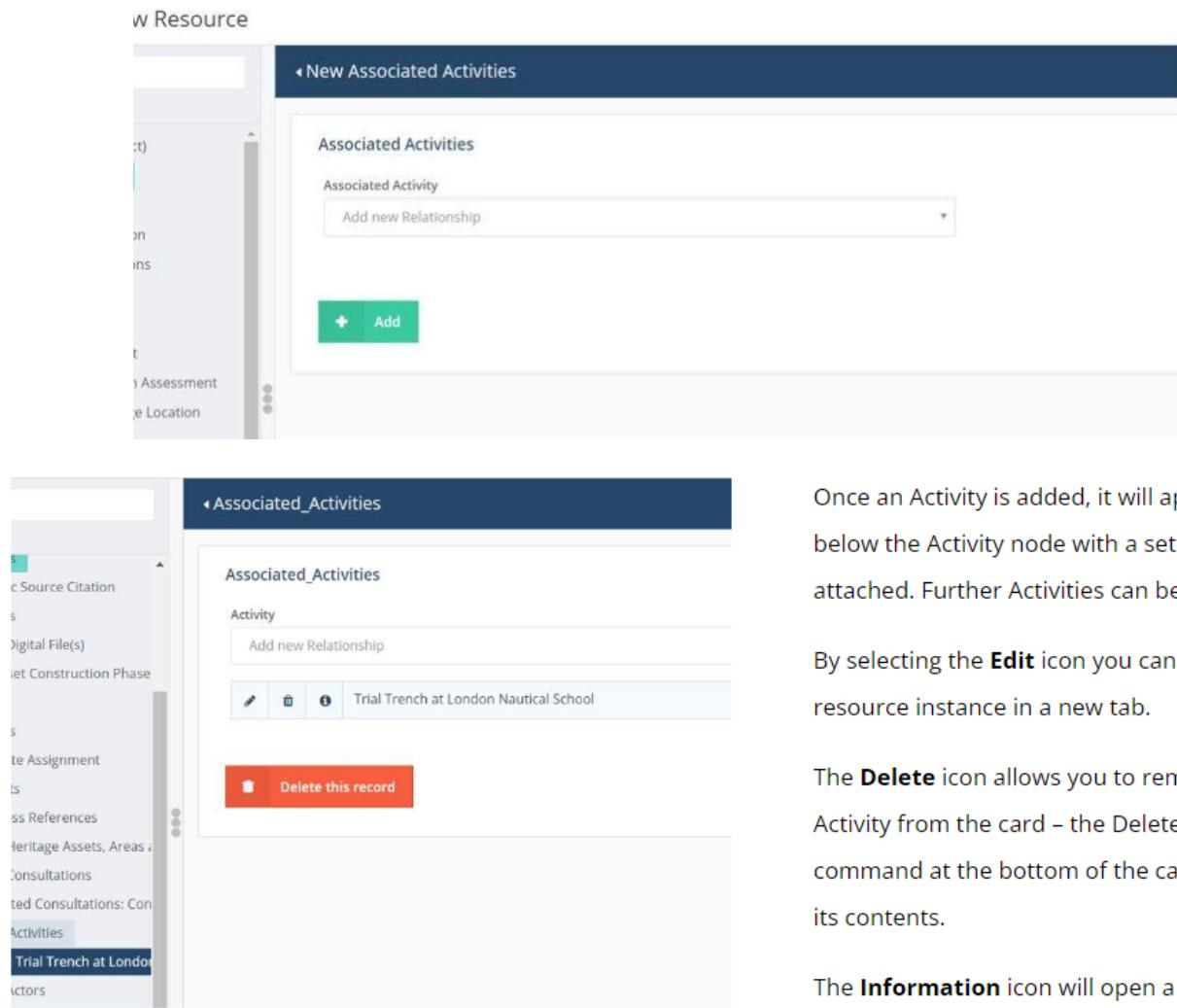
**Select Save to commit the image to the record.**

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

## Associated 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.



The top screenshot shows the 'Associated Activities' form with a dropdown menu for 'Associated Activity' and a green 'Add' button. The bottom screenshot shows the 'Associated\_Activities' list with a card for 'Trial Trench at London Nautical School' featuring edit, delete, and information icons, along with a red 'Delete this record' button.

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 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.

Associated Digital Files

Digital File

Add new Relationship

object

- 01\_185\_SLO81928
- 08\_694\_SLO78493
- 06\_694\_SLO79529
- 23/06/2021 Letter for Consultation for 238, Fore Street, London, N18 2QD on 11/06/2021
- 25/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021
- 25/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021

## Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other Resources recorded as Monuments, Historic Aircraft, Maritime Vessels, 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 (Artefact)

- <> Artefact Names
- <> Descriptions
- Artefact Production
- Artefact Dimensions
- Inscriptions
- Discovery
- Bibliographic Source Citation
- Artefact Condition Assessment
- Repository Storage Location
- Scientific Date Assignment
- Copyright
- Images
- Associated Activities
- Associated Digital Files
- Associated Monuments, Areas and Artefacts

Associated Monuments, Areas and Artefacts

Monument, 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 Monuments, Areas or Artefacts* 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).

The screenshot shows a software interface for managing associations. At the top, a blue header bar displays the title 'New Associated Monuments, Areas and Artefacts'. Below this, a main content area has a light gray background. On the left side, there is a vertical sidebar with categories: 'Citation', 'Assessment', 'Location', and 'Comment'. The main content area contains several sections: 'Associated Monuments, Areas and Artefacts' with a sub-section 'Monument, Area or Artefact' containing a dropdown menu with the option 'Add new Relationship'. Below this is a table with two rows, each representing a relationship. The first row shows '21 Pinner Green (Post Medieval Building)' and the second shows '282-302 Borough High Street (Post Medieval Structure)'. Each row has three icons: a pencil for edit, a trash can for delete, and an information sign for details. Below the table, a message indicates '2 relationship(s)'. Another section labeled 'Association Type' with a dropdown menu 'Select an option' follows. At the bottom of the main content area are two buttons: a red 'Cancel edit' button with a white 'X' icon and a green 'Add' button with a white plus sign icon.

## 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.

## Resource

The screenshot shows a 'New External Cross References' form. On the left, there's a vertical sidebar with categories like 'Assessment', 'Location', 'Management', 'Graphic Source', 'Assets, Areas', 'Cross References', and 'System Reference Numbers'. The main area has sections for 'Cross Reference' (with a text input field), 'Cross Reference Source' (with a dropdown menu showing 'Select an option'), and 'Cross Reference Note' (with a text input field). A green 'Add' button with a plus sign is located at the bottom left of the form.

## 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 a resource card for 'Trial Trench at 61 Southwark Street'. The URL in the address bar is highlighted with a yellow box. The card has tabs for 'Activity', 'Names and Identifiers', 'Descriptions and Citations', and 'Classifications and Dating'. Under 'Activity', there are sections for 'Activity Names' (highlighted with a teal box) and 'Activity Descriptions'. The 'Names and Identifiers' tab shows a 'Name' field containing 'Trial Trench at 61 Southwark Street'. The 'System Reference Numbers' section shows a 'Resource ID' of '1df29542-4357-4016-a9f0-77f4253ea593', a 'Legacy ID' of 'ELO17872', and a 'Primary Reference Number' of '154305'. There are also 'Edit Identifier' and 'Add Reference' buttons.

◀ System Reference Numbers

System Reference Numbers	Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.
ResourceID	1df29542-4357-4016-a9f0-77f4253ea593
Legacy ID	ELO17872
Primary Reference Number	154305

 Delete this record

## Bibliographic Source

Bibliographic Source



Covers documentation of references to bibliographic sources of information hel...

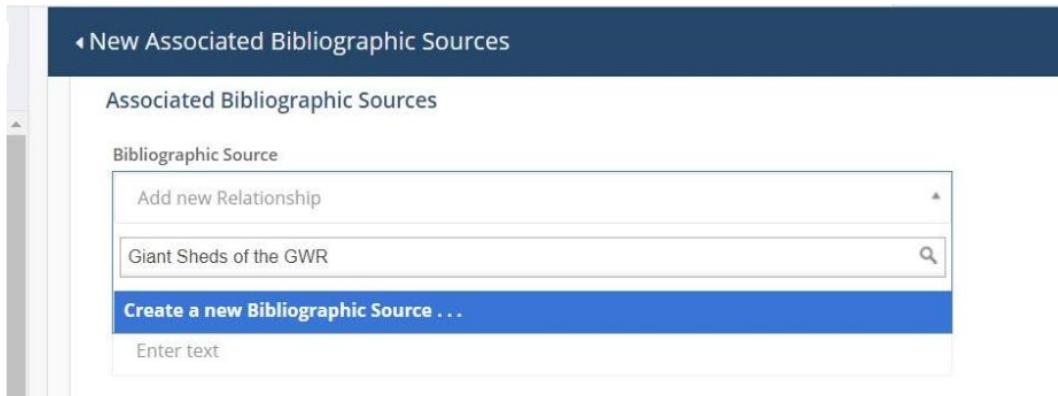
**Create Resource**

Covers documentation of references to bibliographic sources, published or un-published, of information held outside of the information system. Examples would be books or journals used to compile or enhance a Resource such as Roman Borchester, or the proceedings of the Borchester Archaeological and Natural History Society.

**Either select the *Create Resource* option in the Resource Manager view, or if elsewhere in the application, select the *Add New Resource* icon from the menu on the left-hand side of the screen and from the drop-down list select *Bibliographic Source*.**

**Additionally, whilst creating a record, you will have the opportunity to create a new Bibliographic Source if the source you are attempting to cite does not yet exist as a Resource in its own right.**

If no matching entries are returned when you enter a source, the drop-down box will contain an option enabling you to **Create a new Bibliographic Source ...** Select this option.



The *New Bibliographic Source* card will open. Insert as much information about the source as you can, accessing the various facets from the list on the left of the screen where relevant.

Data Themes	New Bibliographic Source
Bibliographic Source Names	<b>Bibliographic Source Names</b> Enter the resource name and its respective type.  Bibliographic Source Name Enter text
Descriptions	
Publication	
Pages	
Page Reference	
Bibliographic Source Creation	
Bibliographic Source Types	
Copyright	
Languages	
Associated Digital Files	
External Cross References	
System Reference Numbers	
	<b>+ Add</b>

When your new source is saved, you can return to your record and retrieve the newly created source from the drop-down list of matching values.

**New Bibliographic Source Citation**

Bibliographic Source Citation

Bibliographic Source

- Add new Relationship
- Giant Sheds of the GWR
- Giant Sheds of the GWR**
- Create a new Bibliographic Source ...

Page(s)

Enter text

**New Resource**

Find a card...

+ Expand - Collapse

- New Resource (Bibliographic Source)**
  - <> Bibliographic Source Names
  - <> Descriptions
  - Journal or Series
  - Publication
  - Pages
  - Page Reference
  - Bibliographic Source Creation
  - Bibliographic Source Types
  - Copyright
  - Languages
  - Associated Digital Files
  - External Cross References
  - System Reference Numbers
- % Related Resources
- Manage Permissions

When selecting the Add New Resource from the vertical menu on the left of the screen the Bibliographic Source tree view will open containing all the resource facets.

## Bibliographic Source Names

This card records the full title of the source being recorded. Multi-volume titles can be indicated using the Volume Number and Volume Part nodes.

These are free-text nodes.

**New Bibliographic Source Names**

Bibliographic Source Names

Enter the resource name and its respective type.

(This card data will define the resource name.)

Bibliographic Source Name

Enter text

Volume Number

Enter text

Volume Part

Use to record the part number if a volume has more than one part

**New Resource**

Find a card...

+ Expand - Collapse

- New Resource (Bibliographic Source)**
  - <> Bibliographic Source Names
  - <> Descriptions
  - Journal or Series
  - Publication
  - Pages
  - Page Reference
  - Bibliographic Source Creation
  - Bibliographic Source Types
  - Copyright
  - Languages
  - Associated Digital Files
  - External Cross References
  - System Reference Numbers
- % Related Resources
- Manage Permissions

## Descriptions

This card contains a free-text node for the recording of abstracts, notes, summaries (as indicated by selecting an appropriate Description Type from the drop-down list) and additional data not encompassed by the other Facets.

The screenshot shows the 'Descriptions' card interface. On the left, a sidebar menu includes 'Find a card...', '+ Expand', '- Collapse', 'New Resource (Bibliographic Source)', 'Bibliographic Source Names', 'Descriptions' (which is selected and highlighted in blue), 'Journal or Series', 'Publication', 'Pages', 'Page Reference', 'Bibliographic Source Creation', 'Bibliographic Source Types', 'Copyright', 'Languages', 'Associated Digital Files', 'External Cross References', 'System Reference Numbers', 'Related Resources', and 'Manage Permissions'. The main panel title is 'New Descriptions'. It contains a 'Descriptions' section with the note '(This card data will define the resource description.)', a 'Description Type' dropdown set to 'Select an option', and a 'Description' rich text editor with standard toolbar icons. A status bar at the bottom indicates '1 item'.

## Journal or Series

Where a new Bibliographic Source is a part of a journal or serial, which already exists as a Bibliographic Source in its own right, an association can be created here by inserting the parent source's UID or title in the Journal or Serial node and selecting it from the filtered drop-down list.

The screenshot shows the 'Journal or Series' card interface. The sidebar is identical to the 'Descriptions' card. The main panel title is 'New Journal or Series'. It contains a 'Journal or Series' section with a 'Journal or Serial' dropdown labeled 'Add new Relationship' and a large green 'Add' button with a plus sign.

## Publication

This card records the name of the Publisher, the place it was published and the date of publication.

Find a card... + Expand - Collapse

- New Resource (Bibliographic Source)
  - Bibliographic Source Names
  - Descriptions
  - Journal or Series
  - Publication +
  - Pages
  - Page Reference
  - Bibliographic Source Creation
  - Bibliographic Source Types
  - Copyright
  - Languages
  - Associated Digital Files
  - External Cross References
  - System Reference Numbers
- Related Documents

**New Publication**

Publication

Publisher

Enter text

Publication Placename

Enter text

Date of Publication

Calendar icon

+ Add

## Pages

This is used to record the total number of pages in a source (not the specific pages on which the reference to the recorded heritage asset occurs – this will be recorded in the Bibliographic Sources card within a specific record for a Monument, Activity, Maritime Craft etc.).

Find a card... + Expand - Collapse

- New Resource (Bibliographic Source)
  - Bibliographic Source Names
  - Descriptions
  - Journal or Series
  - Publication
  - Pages +
  - Page Reference
  - Bibliographic Source Creation

**New Pages**

Pages

Number of Pages

Enter text

+ Add

## Page References

Where the Bibliographic Source is an article within a journal or serial, this card will record the specific page references within the parent publication.

Find a card... + Expand - Collapse

- New Resource (Bibliographic Source)
  - Bibliographic Source Names
  - Descriptions
  - Journal or Series
  - Publication
  - Pages
  - Page Reference +
  - Bibliographic Source Creation
  - Bibliographic Source Types
  - Copyright

**New Page Reference**

Page Reference

Use to record the page reference for an article or chapter in a serial, journal or monograph.

Page(s)

Enter text

+ Add

## Bibliographic Source Creation

This card records the individuals responsible for the Bibliographic Source: Authors, Editors and Contributors. The Statement of Responsibility text field allows the recording of the authors/editors exactly as credited on the source itself where this may differ from the author/editor's proper name (for example, J.J. Smith instead of John James Smith).

The screenshot shows the 'New Bibliographic Source Creation' page. On the left is a sidebar with a tree view of resource types: New Resource (Bibliographic Source), Bibliographic Source Names, Descriptions, Journal or Series, Publication, Pages, Page Reference, Bibliographic Source Creation (selected), Bibliographic Source Types, Copyright, Languages, Associated Digital Files, External Cross References, System Reference Numbers, Related Resources, and Manage Permissions. The main area has fields for Author Name, Editor Name, and Contributor Name, each with an 'Enter text' placeholder. Below these is a rich text editor for the Statement of Responsibility, with a toolbar featuring various icons for text styling.

## Bibliographic Source Types

This card classifies the type of source being recorded, e.g. Monograph, Journal, Abstract.

The screenshot shows the 'New Bibliographic Source Types' page. The sidebar is identical to the previous screenshot. The main area displays a section titled 'Bibliographic Source Types' with a 'Bibliographic Source Type' dropdown menu. The menu is open, showing 'Select an option' at the top, followed by a search bar containing 'mono'. Below the search bar, under 'Physical Characteristics', the word 'Monograph' is highlighted in blue, indicating it is selected.

## Copyright

This describes the copyright status for the information resource.

Selecting one of a series of radio buttons at the top of the card indicates the appropriate copyright statement for the Source being recorded.

The Copyright Holder node accesses a list of People and Organizations already recorded in the appropriate Arches for HERs Resources. To select a Copyright Holder, insert the name in the text box and select the entry from the filtered drop down list.

Selecting an entry from the list will add the person or organization to the card.

You can save the data added to the card by selecting the Add button (or Cancel edit if you wish to erase it and start again). Alternatively, you have a choice of actions you can perform on the newly added Copyright Holder, which are accessed via three icons attached to the entry.



The Edit icon allows you to open and edit the Resource record for the selected Copyright Holder, whether this is a person or an organization.

You can also discard the selected Copyright Holder using the dustbin icon (this will only remove it from the Copyright card and won't delete its Resource record).

Finally, using the Information icon, you can view further details about the selected Copyright Holder via its Resource Summary.

## Languages

This indicates the main language in which the source was published. Select an entry from the drop-down list (this will filter if text is added to the node) and select Add.

Manage ... New Resource

Find a card... + Expand - Collapse

New Resource (Bibliographic Source)

- </> Bibliographic Source Names
- </> Descriptions
- Journal or Series
- Publication
- Pages
- Page Reference
- Bibliographic Source Creation
- Bibliographic Source Types
- Copyright
- Languages** +

New Languages

Languages

Language

Select an option

+ Add

## Associated Digital Files

This card allows the user to attach relevant digital files to the Bibliographic Source record. The Digital File node accesses a list of items that have been accessioned in the Digital Objects resource. Inserting a UID or name will filter the list of objects.

**Select the relevant item from the drop-down list and select the Add button.**

The screenshot shows the 'New Resource' interface with the title 'New Associated Digital Files'. On the left, a sidebar lists various resource types: 'New Resource (Bibliographic Source)', 'Bibliographic Source Names', 'Descriptions', 'Journal or Series', 'Publication', 'Pages', 'Page Reference', 'Bibliographic Source Creation', 'Bibliographic Source Types', 'Copyright', 'Languages', 'Associated Digital Files', and 'External Cross References'. The 'Associated Digital Files' item is highlighted with a blue background. The main panel displays the 'Associated Digital Files' section, which includes a 'Digital File' field with the placeholder 'Add new Relationship' and a green 'Add' button.

## External Cross References

Where the bibliographic source refers to another known information source, such as an AIP Record Number, the actual reference can be recorded as well as the Cross Reference Source Type and Notes where required.

The screenshot shows the 'New Resource' interface with the title 'New External Cross References'. The sidebar on the left is identical to the previous screenshot, showing the 'Associated Digital Files' section. The main panel displays the 'External Cross References' section, which includes fields for 'Cross Reference' (with a placeholder 'Enter text') and 'Cross Reference Source' (with a dropdown menu labeled 'Select an option'). Below these fields is a rich text editor toolbar. The 'Cross Reference' field contains the value '454647'. The 'Cross Reference Source' dropdown menu is open, showing a list of options: 'Admiralty Chart', 'AIP Record Number' (which is currently selected and highlighted in blue), 'Archsearch', 'BAB number', 'British Marine Aggregate Producers Association (BMAPA)', 'BMAPA/EH/HE Event Name', and 'BMAPA/EH/HE Find Number'.

## 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 Arches Resource Manager interface. At the top, the URL stage-keystone.historicengland.org.uk/resource/2d99ca9c-0536-4505-835f-fc5f6280fd15# is visible. The main area displays a map titled 'Location Data > New Geometry' showing locations like Hemel Hempstead, St Albans, and Hertford. Below the map, a card titled 'New System Reference Numbers' is open. The left sidebar shows a tree view of resource types, with 'Bibliographic Source Names' and 'Descriptions' highlighted in green. The right panel contains fields for 'ResourceID' (with placeholder 'Enter text'), 'Legacy ID' (placeholder 'Enter text'), and 'Primary Reference Number' (value '0'). Buttons for 'Cancel edit' and 'Add' are at the bottom. A large text block on the right explains the difference between Legacy IDs and Primary Reference Numbers.

Arches - Resource Manager

stage-keystone.historicengland.org.uk/resource/2d99ca9c-0536-4505-835f-fc5f6280fd15#

Apps New Tab NHLE 9 Types of Infograph... OpenRefine Buy Again Sign In to LinkedIn GISPortal Articulate Tempshar

Manage ... <Activity Name>

Find a card... + Expand - Collapse

<Activity Name> (Activity)

<> Activity Names  
<> Activity Descriptions  
Record Status

Location Data > New Geometry

Hemel Hempstead St Albans Kings Langley Garden City Hertford Hatfield Hoddesdon Harlow Epping

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.