

Arches for HERs Creating Resources

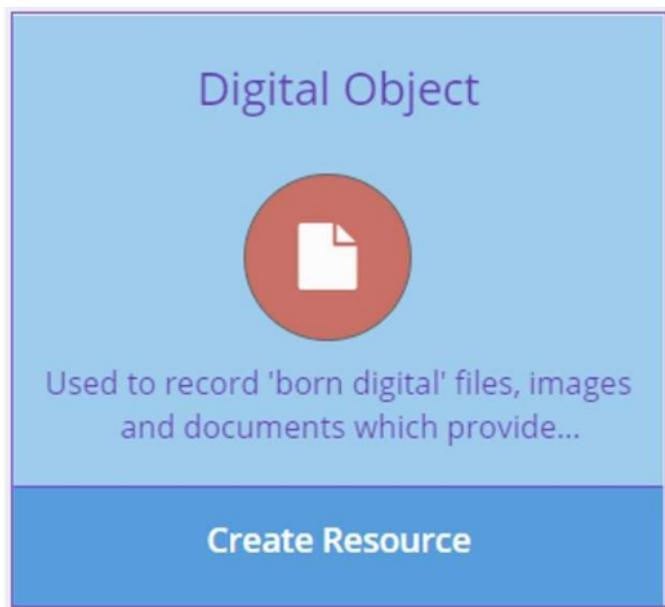
An Archaeological Excavation at Quaker Burial Ground, 84 Lombard Street, New York City

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

Contents

<u>Digital Object</u>	p2
<u>Heritage Story</u>	p7
<u>Historic Aircraft</u>	p21
<u>Historic Landscape Characterization</u>	p44
<u>Maritime Vessel</u>	p52

Digital Object



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

Names

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

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

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

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

A screenshot of a digital object management interface showing the 'New Names' form. The left sidebar shows a tree view with 'Names' selected. The main form has sections for 'Name' (with a text input field), 'Name Use Type' (with a dropdown menu), and 'Name Currency' (with radio buttons for 'Current', 'Former', and 'Historic'). A green 'Add' button is at the bottom.

Manage ...

New Resource

Find a card...

+ Expand - Collapse

New Resource (Digital Object)

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

Related Resources

Manage Permissions

◀ New Names

Names

Enter the resource name and its respective type.

(This card data will define the resource name.)

Name

Enter text

Name Use Type

Select an option

Name Currency

Current

Former

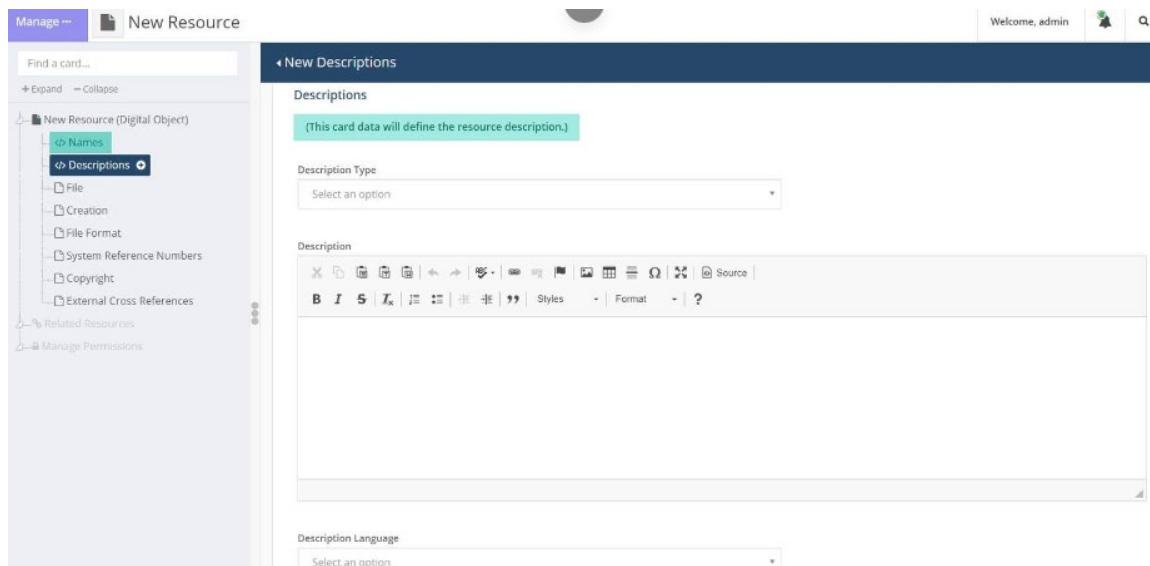
Historic

Add

Descriptions

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

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

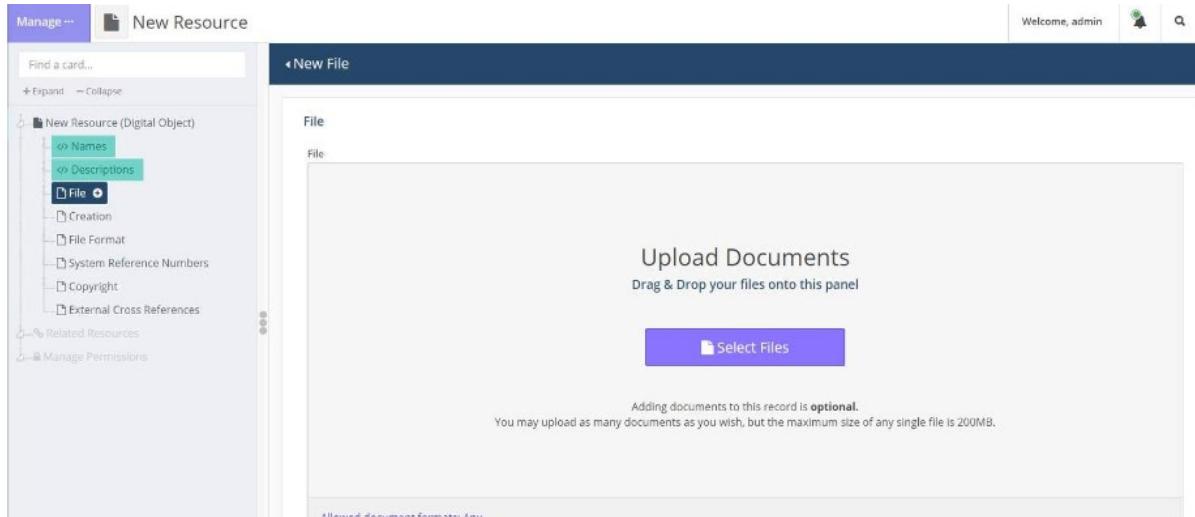


Description Language: Where text or notes have been transcribed in a non-English language, this can be specified by selecting a language from the drop-down list of terms.

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

File

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



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

Creation

The screenshot shows the Arches interface for creating a new digital object. The left sidebar has a 'New Resource (Digital Object)' section expanded, with 'Names' and 'Descriptions' highlighted in green. The main area is titled 'New Creation' and contains fields for 'Creator' (with a dropdown placeholder 'Add new Relationship'), 'Creation Date' (with a date input field and calendar icon), and 'End Date' (with a date input field and calendar icon). A green 'Add' button is at the bottom.

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

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

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

File Format

The screenshot shows the Arches interface for creating a new file format. The left sidebar has a 'New Resource (Digital Object)' section expanded, with 'Names' and 'Descriptions' highlighted in green. The main area is titled 'New File Format' and contains a 'File Format Type' dropdown placeholder 'Select an option' and a green 'Add' button.

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

Copyright

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

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

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

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

The screenshot shows the Arches application's 'New Resource' interface. On the left, a sidebar lists various resource types: 'Names', 'Descriptions', 'File', 'Creation', 'File Format', 'System Reference Numbers', 'Copyright' (which is selected and highlighted in blue), and 'External Cross References'. The main content area is titled 'New Copyright'. It contains three sections: 'Copyright Holder' (with a dropdown placeholder 'Enter text'), 'Copyright Type' (with a dropdown placeholder 'Select an option'), and 'Copyright Note Text' (with a rich text editor toolbar). The top right of the screen shows a 'Welcome, admin' message and a search 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 an identical object in a county HER).

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

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

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

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.

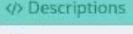
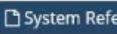
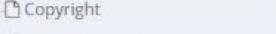
Additional External Cross References can be recorded by selecting the External Cross Reference facet title from the tree view on the left of the screen to open a new, empty card.

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.

Manage ...  New Resource

Find a card...
 + Expand - Collapse

- New Resource (Digital Object)
 -  Names
 -  Descriptions
 -  File
 -  Creation
 -  File Format
 -  System Reference Numbers 
 -  Copyright
 -  External Cross References
- Related Resources
- Manage Permissions

  Cancel edit  Add

◀ New System Reference Numbers

System Reference Numbers

ResourceID
Enter text

Legacy ID
Enter text

Primary Reference Number
0

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

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

Heritage Story

Heritage Story



Used to record thematic stories (usually associated with an historic event or...)

Create Resource

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

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

Names

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

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

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

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

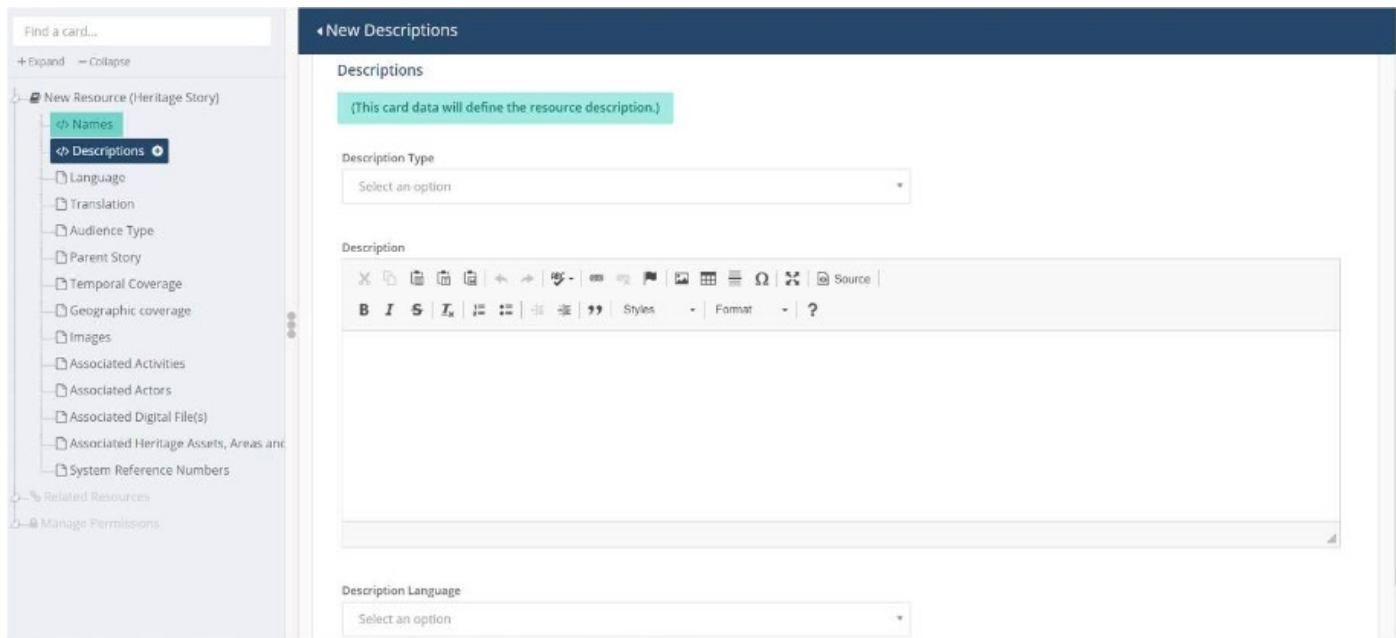
The screenshot shows the 'New Names' form within a larger application window. On the left, a sidebar displays a tree view of resource categories, with 'Names' selected. The main form area has a dark header bar with the title 'New Names'. Below this, there are three input fields: 'Name' (with placeholder 'Enter text'), 'Name Use Type' (with placeholder 'Select an option'), and 'Currency' (with placeholder 'Select an option'). At the bottom right of the form is a dark button labeled '+ Add'.

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

Descriptions

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

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

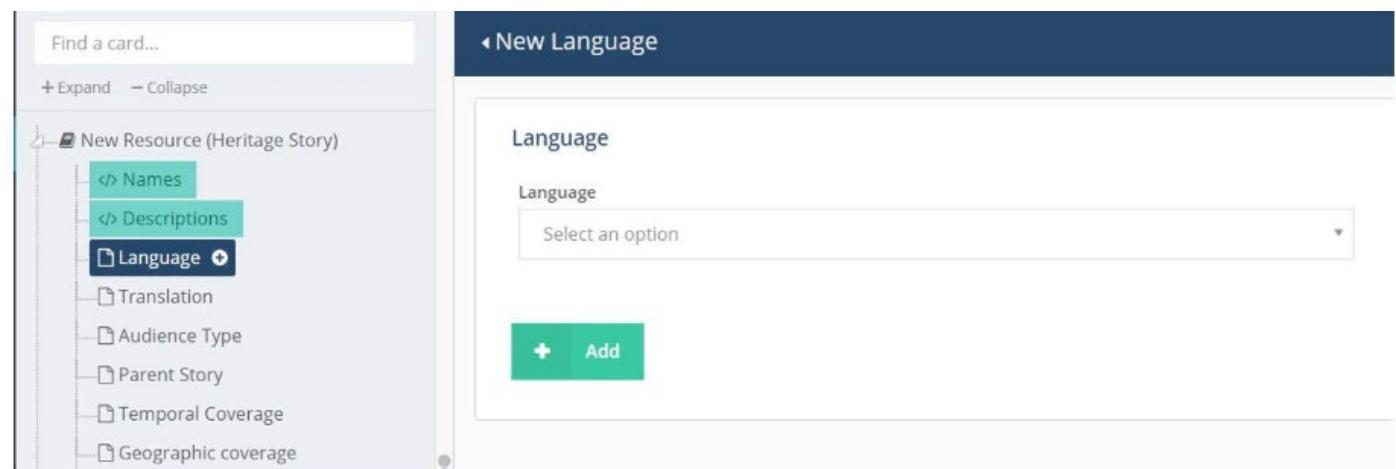


The screenshot shows the 'New Descriptions' card in the Arches application. The left sidebar displays a tree view of resource facets. The 'Descriptions' facet is selected and highlighted in green. Other facets shown include Names, Language, Translation, Audience Type, Parent Story, Temporal Coverage, Geographic coverage, Images, Associated Activities, Associated Actors, Associated Digital File(s), Associated Heritage Assets, Areas and System Reference Numbers. The main content area of the card includes a note '(This card data will define the resource description.)', a 'Description Type' dropdown menu ('Select an option'), a rich text editor for 'Description' with a toolbar, and a 'Description Language' dropdown menu ('Select an option').

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

Language

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



The screenshot shows the 'New Language' card in the Arches application. The left sidebar displays a tree view of resource facets. The 'Language' facet is selected and highlighted in blue. Other facets shown include Names, Descriptions, Translation, Audience Type, Parent Story, Temporal Coverage, and Geographic coverage. The main content area of the card includes a 'Language' section with a dropdown menu ('Select an option') and a green 'Add' button.

Translation

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

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

The screenshot shows the 'New Translation' page. At the top, there's a navigation bar with 'Manage ...' and 'New Resource'. Below it is a search bar with 'Find a card...'. A sidebar on the left lists various resource types: 'Names', 'Descriptions', 'Language', 'Translation' (which is expanded), 'Audience Type', 'Parent Story', 'Temporal Coverage', 'Geographic coverage', and 'Images'. The 'Translation' section is highlighted with a blue border. The main content area is titled 'Translation' and contains a 'Translation' dropdown labeled 'Add new Relationship'. A green 'Add' button with a plus sign is located below the dropdown.

Audience Type

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

The screenshot shows the 'New Audience Type' page. At the top, there's a navigation bar with 'Manage ...' and 'New Resource'. Below it is a search bar with 'Find a card...'. A sidebar on the left lists various resource types: 'Names', 'Descriptions', 'Language', 'Translation', 'Audience Type' (which is expanded), 'Parent Story', 'Temporal Coverage', 'Geographic coverage', 'Images', 'Associated Activities', 'Associated Actors', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas and Locations', and 'System Reference Numbers'. The 'Audience Type' section is highlighted with a blue border. The main content area is titled 'Audience Type' and contains a 'Audience Type' section with checkboxes for 'Academics' (selected), 'Public', 'Adults', 'Children', and 'Private'. A green 'Add' button with a plus sign is located below the checkboxes.

Parent Story

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

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

The screenshot shows the 'New Resource' interface. On the left, there's a sidebar with a 'Find a card...' search bar and '+ Expand - Collapse' buttons. Below that is a tree view of resource types: 'New Resource (Heritage Story)' is expanded, showing 'Names' (selected), 'Descriptions', 'Language', 'Translation', 'Audience Type', 'Parent Story' (selected), 'Temporal Coverage', 'Geographic coverage', 'Images', 'Associated Activities', 'Associated Actors', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas and Events', and 'System Reference Numbers'. On the right, the main panel has a title 'New Parent Story'. It contains a 'Parent Story' section with a dropdown menu labeled 'Add new Relationship'. At the bottom is a green 'Add' button.

Temporal Coverage

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

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

This screenshot is similar to the previous one, showing the 'New Resource' interface. The sidebar and tree view are identical. The main panel now shows the 'Temporal Coverage' section, which includes a dropdown menu for 'Add new Relationship' and a green 'Add' button at the bottom.

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

◀ New Temporal Coverage

Temporal Coverage

Temporal Coverage

Add new Relationship

21st Century

20th Century

2 relationship(s)

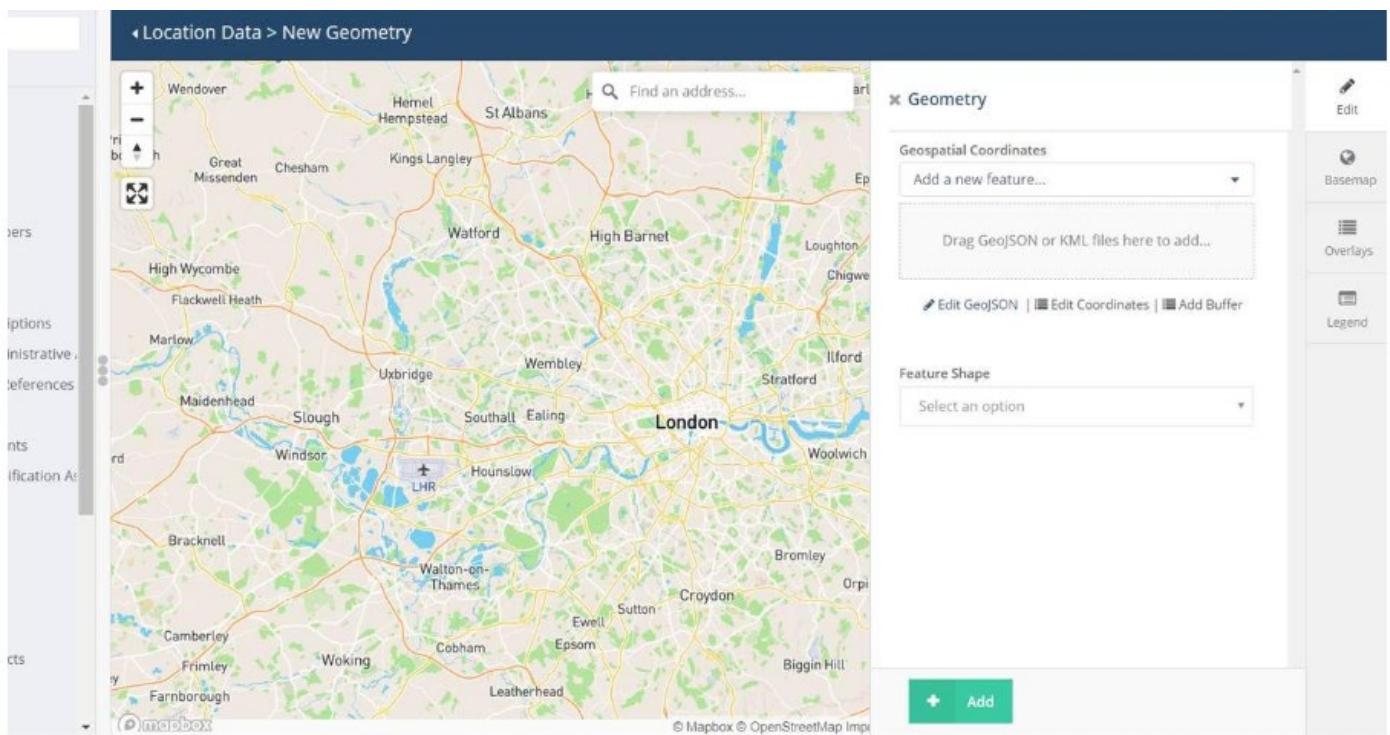
Cancel edit

Add

Geographic Coverage

Where a Heritage Story has an associated geographic location (for example, The Battle of Naseby), the spatial extent can be recorded using the Geographic Coverage card.

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



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

Localities/Administrative Areas

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

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

To add administrative information manually:

Location Data > New Localities/Administrative Areas

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

Area Name
Camden

Area Type
Select an option

Borough
County
District
Ecclesiastical
Locality
London Square

Insert the Area Name

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

Select Add to commit the new data.

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

Images

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

Manage ... New Resource

New Resource (Heritage Story)

- Names
- Descriptions
- Language
- Translation
- Audience Type
- Parent Story
- Temporal Coverage
- Geographic coverage
- Localities/Administrative Areas
- Images**
- Bibliographic Source Citation
- Associated Activities
- Associated People and Organizations
- Associated Digital File(s)
- Associated Monuments, Areas and Artifacts
- External Cross References
- System Reference Numbers

+ Expand - Collapse

New Images

Logout, Kieran Alerts Search Help

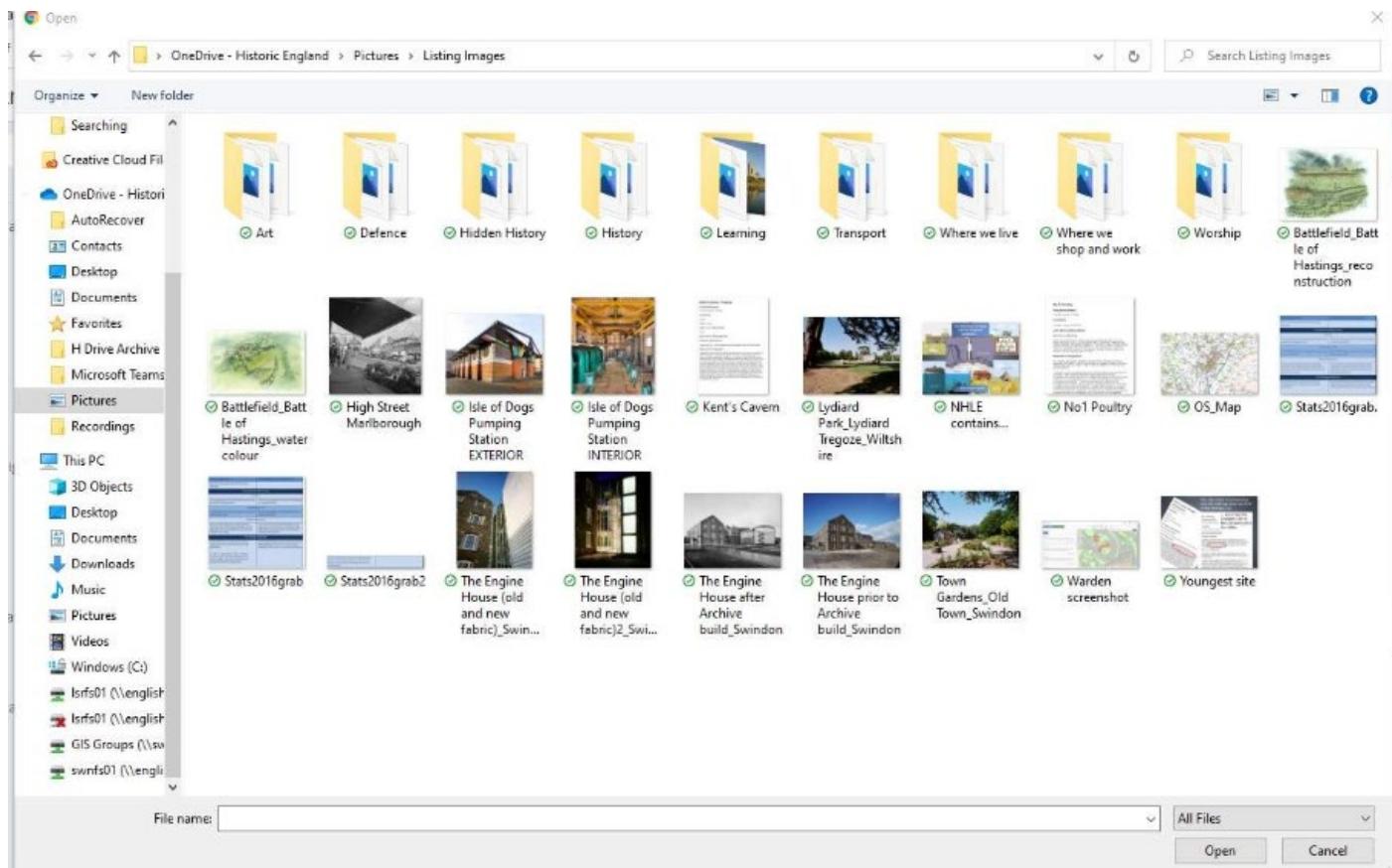
Upload Photographs
Drag & Drop your photos onto this panel to upload

Select Photographs

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

Images formatted as .jpg, .png, .tiff files may be uploaded. Other formats will be ignored.

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



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

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

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

Associated Bibliographic Citation

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

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

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

Pages/s: Specific page references.

The screenshot shows the 'New Bibliographic Source Citation' form. On the left, there is a sidebar with a tree view of resource types: 'New Resource (Heritage Story)' is expanded, showing 'Names' (selected), 'Descriptions', 'Language', 'Translation', 'Audience Type', 'Parent Story', 'Temporal Coverage', 'Geographic coverage', 'Localities/Administrative Areas', 'Images', 'Bibliographic Source Citation' (selected), 'Associated Activities', 'Associated People and Organizations', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas', 'External Cross References', and 'System Reference Numbers'. Below this are 'Related Resources' and 'Manage Permissions'. At the top, there are buttons for 'Manage ...' and 'New Resource'. The main area has a title bar 'New Bibliographic Source Citation'. It contains fields for 'Bibliographic Source Citation' (with a dropdown menu 'Add new Relationship'), 'Source Number' (text input field 'Enter text'), 'Page(s)' (text input field 'Enter text'), 'Figs.' (text input field 'Enter text'), 'Plate(s)' (text input field 'Enter text'), and 'Comment' (text input field 'Enter text').

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 Activities

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

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

The screenshot shows the 'Associated Activities' facet interface. At the top left is a 'Manage ...' button and a search bar labeled '<Name>'. Below the search bar is a 'Find a card...' input field with '+ Expand' and '- Collapse' buttons. A tree view on the left lists various facets: <Name> (Heritage Story), <> Names, <> Descriptions, Language, Translation, Audience Type, Parent Story, Temporal Coverage, Geographic coverage, Images, Associated Activities (which is expanded to show Associated Actors and Associated Digital File(s)), and Related Resources. On the right, a large panel titled 'New Associated Activities' contains the heading 'Associated Activities' and a section for 'Activity' with a dropdown menu set to 'Add new Relationship'. A green 'Add' button with a plus sign is located below the dropdown.

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

Associated People and Organizations

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

The screenshot shows the 'Associated People and Organizations' facet interface. At the top left is a 'Manage ...' button and a search bar labeled 'New Resource'. Below the search bar is a 'Find a card...' input field with '+ Expand' and '- Collapse' buttons. A tree view on the left lists various facets: New Resource (Heritage Story), <> Names, <> Descriptions, Language, Translation, Audience Type, Parent Story, Temporal Coverage, Geographic coverage, Localities/Administrative Areas, Images, Bibliographic Source Citation, Associated Activities, Associated People and Organization (which is expanded to show Associated Digital File(s), Associated Heritage Assets, Areas, External Cross References, and System Reference Numbers), and Related Resources. On the right, a large panel titled 'New Associated People and Organizations' contains sections for 'Person or Organization' (with a dropdown menu set to 'Add new Relationship'), 'Association Type' (with a dropdown menu set to 'Select an option'), 'Role Type' (with a dropdown menu set to 'Select an option'), 'Display Date' (with an 'Enter text' input field), 'Association Start Date' (with a date picker icon), and 'Association End Date' (with a date picker icon).

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

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

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

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

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

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

Associated Digital File(s)

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

The screenshot shows the Arches interface for managing digital files. On the left, there's a sidebar with a 'Manage ...' button and a search bar labeled '<Name>'. Below the search bar is a 'Find a card...' input field and expand/collapse buttons. A tree view shows categories like '<Name> (Heritage Story)', '<> Names', '<> Descriptions', and '<> Associated Digital File(s)'. The '<> Associated Digital File(s)' category is expanded, showing sub-options: Language, Translation, Audience Type, Parent Story, Temporal Coverage, Geographic coverage, Images, Associated Activities, Associated Actors, and a final '<> Associated Digital File(s)' option with a plus sign. The main panel has a title '< New Associated Digital File(s)'. It contains a section titled 'Associated Digital File(s)' with a 'Digital File(s)' heading and a 'Add new Relationship' button. A search bar is below this. A list of digital files is shown, with the first item, '30-32 Clerkenwell Green CLO33348', highlighted in blue. Other items include '05.21 Clerkenwell Green, WSI Evaluation', 'Former Auxiliary Fire Service Station and Croydon Fire Station and Regional Headquarters', '15/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021', 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'. The bottom of the list shows a truncated message: 'Communication for Consultation for 30-32 ...'.

Associated Monuments, Areas and Artefacts

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

The screenshot shows the 'Associated Monuments, Areas and Artefacts' facet interface. On the left, there is a sidebar with a 'New Resource' section containing fields for 'Names' and 'Descriptions'. Below this are various resource types like Language, Translation, Audience Type, Parent Story, Temporal Coverage, Geographic coverage, Localities/Administrative Areas, Images, Bibliographic Source Citation, Associated Activities, Associated People and Organizations, Associated Digital File(s), and 'Associated Monuments, Areas and Artefacts'. The 'Associated Monuments, Areas and Artefacts' field is highlighted with a blue border. On the right, the main panel displays the title 'Associated Monuments, Areas and Artefacts' and a sub-section titled 'Monument, Area or Artefact'. A dropdown menu labeled 'Add new Relationship' is open. At the bottom of the main panel is a green 'Add' button with a plus sign.

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 'Associated Monuments, Areas and Artefacts' facet interface with two items selected: '21 Pinner Green (Post Medieval Building)' and '282-302 Borough High Street (Post Medieval Well)'. Each item has three icons: a pencil for Edit, a trash can for Delete, and an information icon for Summary. Below the list, it says '2 relationship(s)'. At the bottom are red 'Cancel edit' and green 'Add' buttons.

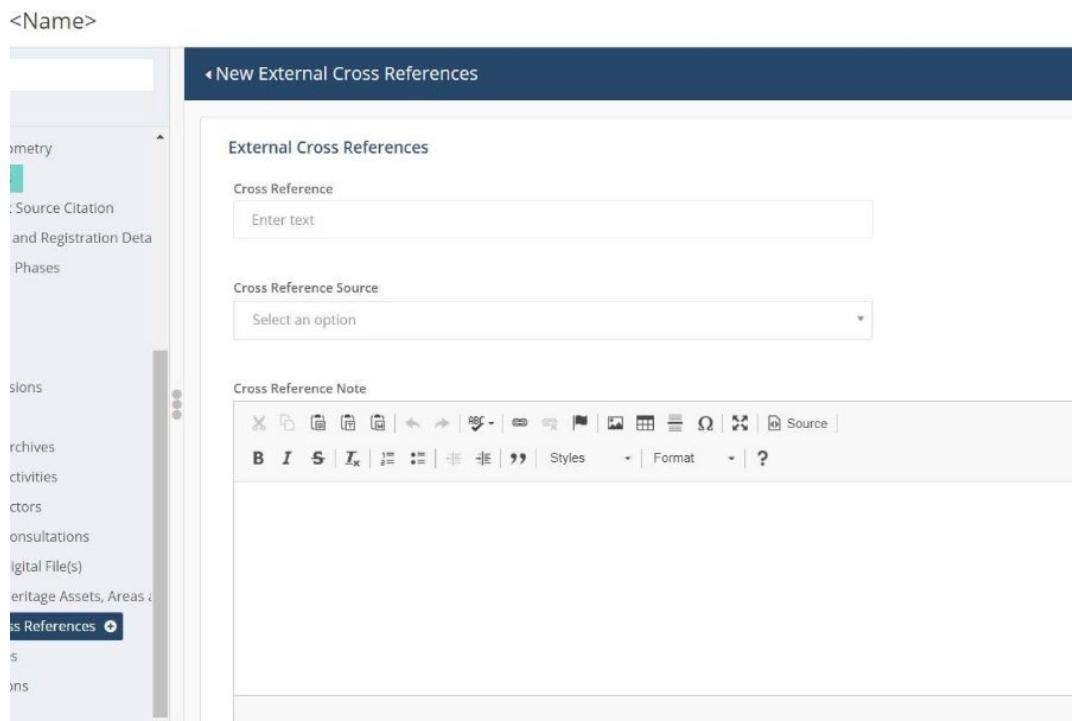
External Cross References

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.

Arches - Resource Manager

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

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

Trial Trench at 61 Southwark Street

Activity: Trial Trench at 61 Southwark Street

Names and Identifiers | Descriptions and Citations | Classifications and Datin

» Names ↗ Add Name

Name

Trial Trench at 61 Southwark Street

» External Cross References ↗ Add Reference

Type: Trial Trench

This screenshot shows a resource detail page for a trial trench at 61 Southwark Street. The URL in the address bar is historicengland.org.uk/resource/1df29542-4357-4016-a9f0-77f4253ea593#. The page title is "Trial Trench at 61 Southwark Street". The main content area displays the activity name and various tabs like "Names and Identifiers", "Descriptions and Citations", and "Classifications and Datin". Below these are sections for "Names" and "External Cross References", each with an "Add" button. On the left, there's a sidebar with a "Manage ..." button and a "New Resource" button. The "New Resource" section is expanded, showing categories like "Names", "Descriptions", "File", "Creation", "File Format", "System Reference Numbers" (which is selected and highlighted in blue), "Copyright", "External Cross References", "Related Resources", and "Manage Permissions". The "System Reference Numbers" section contains fields for "ResourceID" (with placeholder "Enter text"), "Legacy ID" (with placeholder "Enter text"), and "Primary Reference Number" (with value "0"). At the bottom are "Cancel edit" and "Add" buttons.

Manage ... New Resource

Find a card...
+ Expand - Collapse

New Resource (Digital Object)

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

Related Resources

Manage Permissions

◀ New System Reference Numbers

System Reference Numbers

ResourceID
Enter text

Legacy ID
Enter text

Primary Reference Number
0

✖ Cancel edit + Add

This screenshot shows the "System Reference Numbers" section of a new resource form. The left sidebar has a "New Resource (Digital Object)" category expanded, with "System Reference Numbers" selected and highlighted in blue. The main form has three input fields: "ResourceID" (placeholder "Enter text"), "Legacy ID" (placeholder "Enter text"), and "Primary Reference Number" (value "0"). At the bottom are "Cancel edit" and "Add" buttons. A descriptive text block to the right explains the difference between Legacy IDs and Primary Reference Numbers.

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

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

Historic Aircraft

Historic Aircraft



Used to record the details of historic aircraft which are either retained as...

Create Resource

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

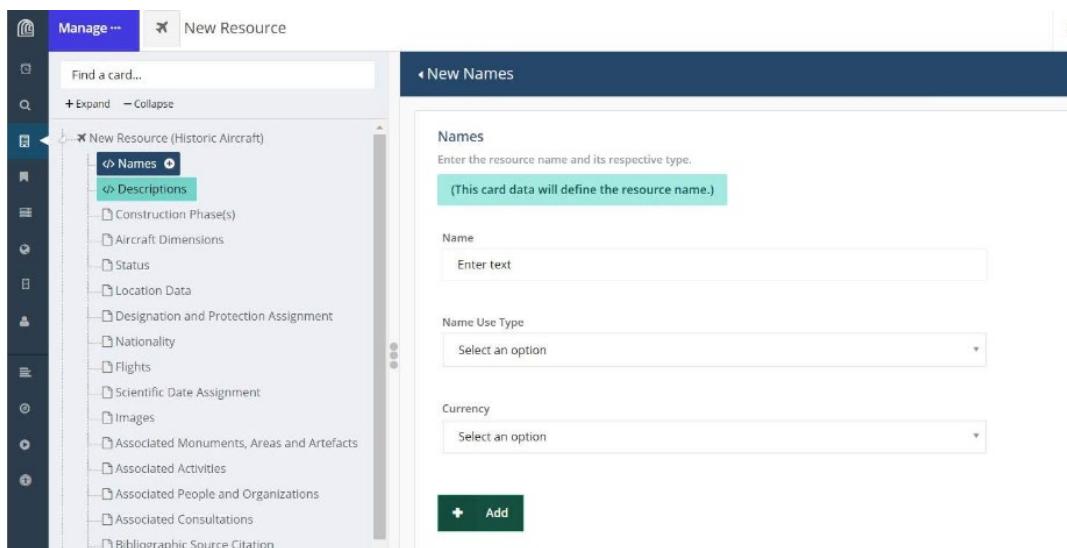
NOTE: When recording historic aircraft with a known crash site, two resources should be created; one resource for the aircraft, and a second associated resource, a Monument usually or Area, for the craft site itself.

Names

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

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

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



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

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

Descriptions

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

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

The screenshot shows the 'New Resource' interface. On the left, there is a tree-view navigation pane with the following structure:

- Find a card...
- + Expand - Collapse
- New Resource (Historic Aircraft)
 - <> Names
 - <> Descriptions** (selected)
 - Construction Phase(s)
 - Aircraft Dimensions
 - Status
 - Location Data
 - Designation and Protection Assignments
 - Nationality
 - Flights
 - Last Known Flight
 - Scientific Date Assignment
 - Associated Heritage Assets, Areas, and Themes
 - Associated Activities
 - Associated People and Organizations
 - Associated Consultations
 - Bibliographic Source Citation
 - Associated Archives
 - Associated Digital File(s)
 - External Cross References
 - System Reference Numbers

The main panel is titled 'New Descriptions'. It contains the following fields:

- Descriptions**: A text area with the placeholder '(This card data will define the resource description.)'
- Description Type**: A dropdown menu with the option 'Select an option'.
- Description**: A rich text editor with various formatting tools like bold, italic, underline, and alignment options.
- Description Language**: A dropdown menu set to 'English'.

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

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

Construction Phase(s)

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

The screenshot shows a user interface for recording construction phases. At the top, a header bar says 'New Construction Phase(s)'. Below it, a section titled 'Construction Phase(s)' with a descriptive note: 'Use to record details associated with the production or modification of the aircraft, including type, function, manufacturer and materials.' There are five input fields: 'Construction Phase Type' (a dropdown menu with 'Select an option'), 'Aircraft Type' (a text input field containing 'Enter the type of the aircraft, eg. Mosquito'), 'Period' (a dropdown menu with 'Select an option'), 'Start Date' (a date input field with a calendar icon), and 'End Date' (a date input field with a calendar icon).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Aircraft Dimensions

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

The screenshot shows the 'New Aircraft Dimensions' card interface. At the top, there are 'Manage ...' and 'New Resource' buttons. A search bar says 'Find a card...'. Below it, a sidebar lists facets: 'New Resource (Historic Aircraft)' (selected), 'Names', 'Descriptions', 'Location Data', 'Construction Phase(s)', 'Aircraft Dimensions' (selected), 'Status', 'Designation and Protection Assignments', 'Named Locations', 'Nationality', 'Flights', 'Last Known Flight', 'Associated Heritage Assets, Areas of Interest', 'Associated Activities', 'Associated People and Organizations', 'Associated Consultations', 'Associated Digital File(s)', and 'External Cross References'. The 'Aircraft Dimensions' facet is highlighted with a blue border. The main content area has a dark header 'New Aircraft Dimensions'. It contains fields for 'Dimension Type' (dropdown, 'Select an option'), 'Dimension Value' (text input, 'Enter number'), 'Dimension Measurement Unit' (dropdown, 'Select an option'), and 'Dimension Type Qualifier' (dropdown, 'Select an option'). At the bottom is a green 'Add' button with a plus sign.

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

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

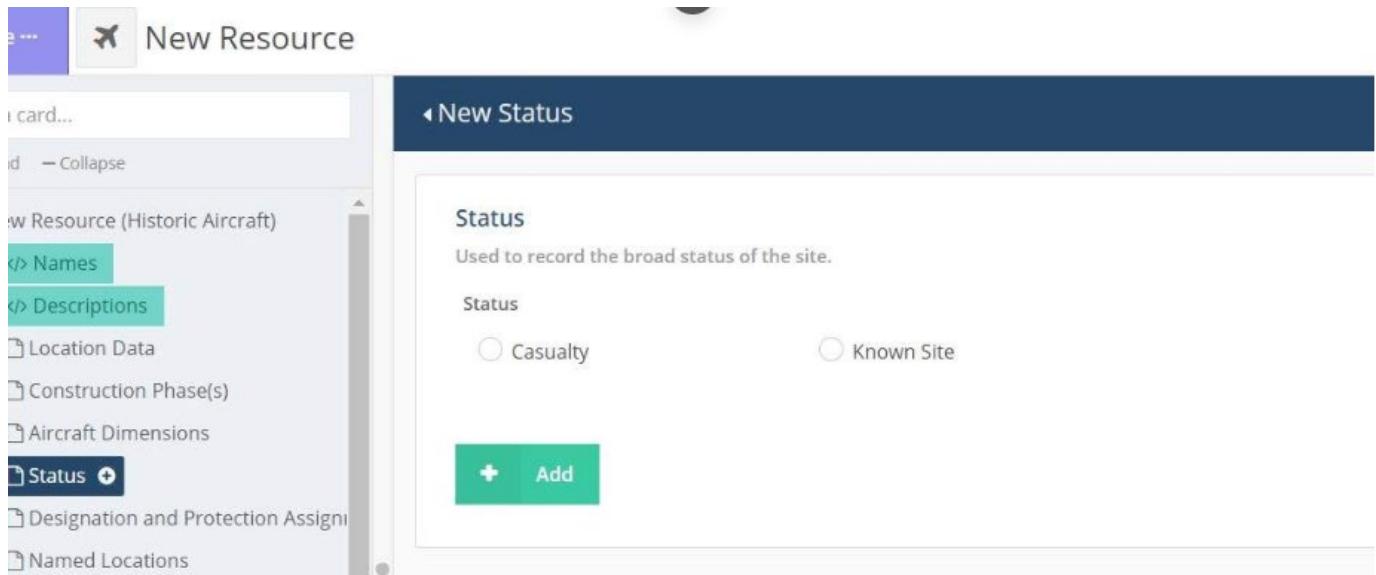
Dimension Measurements Unit: This node records the unit of measurement in which the dimensions have been recorded. A drop-down list of Measurement Units (for example, Foot) is available.

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

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

Status

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



Location Data

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

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

Manage ...  New Resource

Find a card...
+ Expand - Collapse

 New Resource (Historic Aircraft)

- <> Names
- <> Descriptions
- Construction Phase(s)
- Aircraft Dimensions
- Status
- Location Data 
- Designation and Protection Assignment
- Nationality
- Flights
- Scientific Date Assignment
- Images
- Associated Monuments, Areas and Artefacts
- Associated Activities
- Associated People and Organizations
- Associated Consultations
- Bibliographic Source Citation

New Location Data

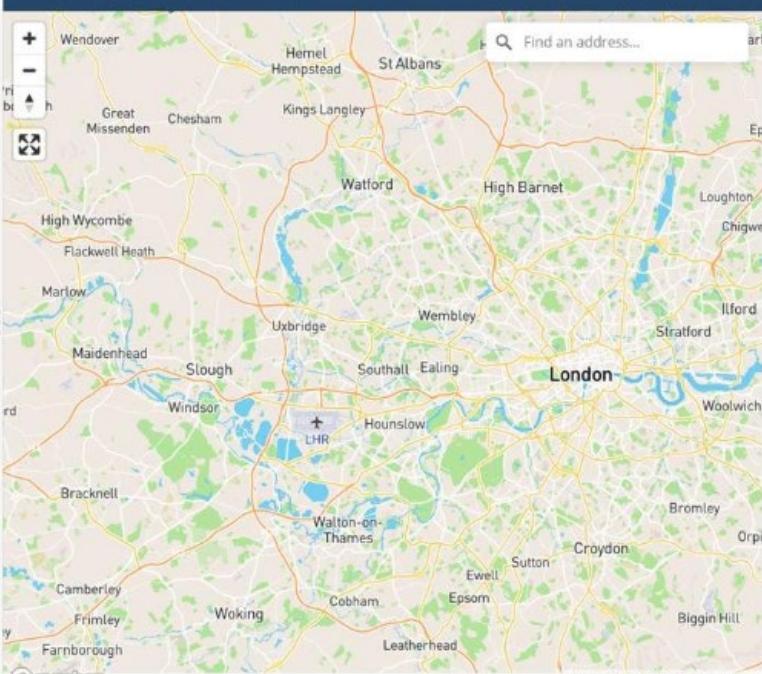
Location Data

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

Geometry

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

Location Data > New Geometry



Geometry

Geospatial Coordinates
 Add a new feature... 

Drag GeoJSON or KML files here to add...

 Edit GeoJSON |  Edit Coordinates |  Add Buffer

Feature Shape
 Select an option 

 Add

Basemap
 Overlays
 Legend

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

National Grid References

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

National Grid References
National Grid references, map names, and other common location identifiers for the resource

National Grid Reference
Coordinate Format
Select input coordinate format from drop down list: Alphanumeric BNG

Central Point Coordinate Enter the central coordinate of the record in either of the following formats:

- Alphanumeric BNG: SU1075169962
- Absolute BNG: 410251,169962
- LongLat: -1.853942,51.426572

Enter the centre point map reference of the resource.

Preview

Add

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

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

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

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

Land Use Classification Assignment

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

Land Use Classification 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.

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' screen. On the left, there is a vertical sidebar with a tree view of location facets: Activity, Options, Reference Numbers, Data, Descriptions, Localities/Administrative Areas, Grid References, Addresses (+), Assignments, and Use Classification. The 'Addresses' node is currently selected, indicated by a blue background. The main area is titled 'Addresses' and contains six text input fields: 'Full Address', 'Building Name', 'Building Number', 'Building Number Sub-Street', and 'Sub-Street'. Each field has a placeholder 'Enter text'.

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

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

	Address Fields	Values
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	

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:

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

Area Name: Camden

Area Type: Select an option

- Borough
- County
- District
- Ecclesiastical
- Locality
- London Square

Insert the Area Name

Select an Area Type from the drop-down list

Select Add to commit the new data.

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

Locational Descriptions

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

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

This screenshot shows the 'New Location Descriptions' card. On the left, there's a vertical navigation bar with options like 'Administrative', 'Classification Areas', and 'Area Assignments'. The main area has a title bar 'Location Data > New Location Descriptions'. Below it is a 'Location Descriptions' section containing a rich text editor with a toolbar for bold, italic, underline, etc., and a 'Source' button. Underneath is a 'Location Description Type' dropdown labeled 'Select an option'. At the bottom right is a green 'Add' button.

Area Assignments

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

This screenshot shows the 'New Area Assignments' card. It features a vertical navigation bar on the left with items such as 'Monument', 'Area Descriptions', 'Grid References', 'Signments', 'Classification Areas', 'Locations', 'Protection Assign', 'Significance', 'Source Citation', 'ies', 'e and Organizatio', 'lations', 'File(s)', 'ments, Areas and', 'es', and 'ferences'. The main area has a title bar 'Location Data > New Area Assignments'. It contains several input fields: 'Ownership' (dropdown 'Select an option'), 'Area Status' (text input 'Use to record a particular status associated with the Area'), 'Area Status Start Date' (date picker), 'Area Status End Date' (date picker), 'Area Reference' (text input 'Enter text'), 'SHINE - Significance' (dropdown 'Select an option'), and 'SHINE - Form' (dropdown 'Select an option'). At the bottom right is a green 'Add' button.

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

con

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 undesigned historic environment features, a level of significance can be applied using this node: *Low / Medium / High*.

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

Named Locations

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

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

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

New Resource

Find a card...

+ Expand - Collapse

New Resource (Historic Aircraft)

<> Names

<> Descriptions

Location Data

Construction Phase(s)

Aircraft Dimensions

Status

Designation and Protection Assignm

New Named Locations

Named Locations

Named_Location

Add new Relationship

+ Add

Designation and Protection Assignment

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

The screenshot shows a software interface for managing resources. On the left, there's a sidebar titled 'Manage ...' with a 'New Resource' button. Below it is a search bar 'Find a card...' and a collapse/expand button '+ Expand - Collapse'. A tree view lists various resource types under 'New Resource (Historic Aircraft)'. The 'Designation and Protection Assignment' node is selected, highlighted with a blue border. The main panel is titled 'New Designation and Protection Assignment' and contains the following fields:

- Designation and Protection Assignment**: A note stating 'Use to record any designation or protection regimes directly associated with the application area.'
- Designation Name**: A text input field with placeholder 'Enter text'.
- Designation Name Use Type**: A dropdown menu with placeholder 'Select an option'.
- Designation or Protection Type**: A dropdown menu with placeholder 'Select an option'.
- Grade**: A dropdown menu with placeholder 'Select an option'.
- Local Heritage List Criteria Type**: A dropdown menu with placeholder 'Select an option'.
- Designation Start Date**: A date input field.

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

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

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

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

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

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

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

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

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

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

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

Nationality

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

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

The screenshot shows the 'New Resource' interface for a 'Historic Aircraft'. On the left, a sidebar lists various facets: Names, Descriptions, Location Data, Construction Phase(s), Aircraft Dimensions, Status, Designation and Protection Assignments, Named Locations, and Nationality. The 'Nationality' facet is currently selected, indicated by a blue background. The main panel is titled 'New Nationality' and contains a 'Nationality' field with a placeholder 'Select an option'. A green 'Add' button is located at the bottom left of the main panel.

Flights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Scientific Date Assignment

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

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

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

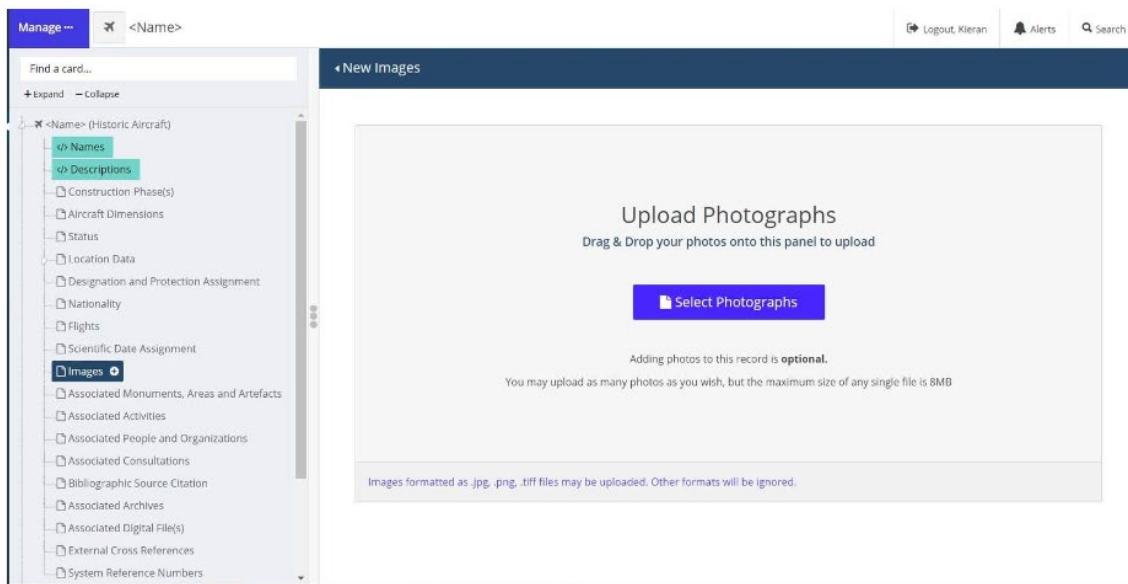
Standard Deviation Note: This free-text node facilitates the recording of further information, comments or observations relating to Standard Deviation.

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

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

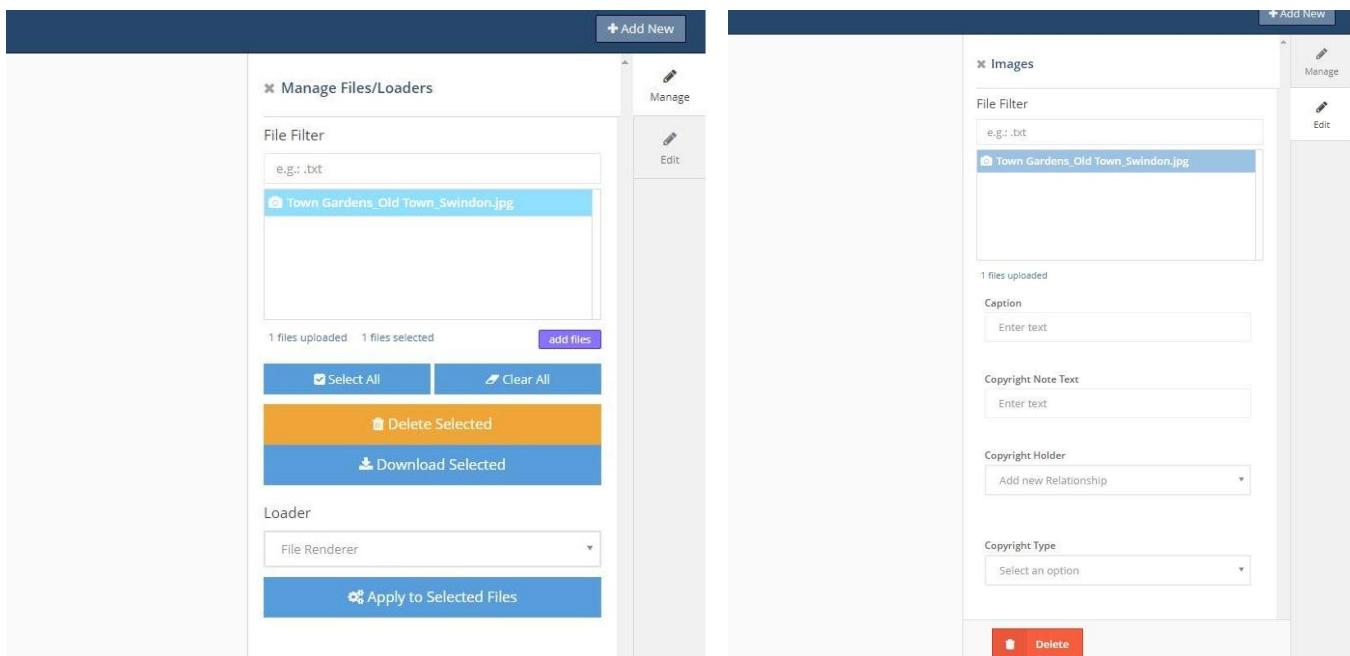
Images

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



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

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



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

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

Associated Monuments, Areas and Artefacts

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

The screenshot shows a search interface for 'Associated Heritage Assets, Areas and Artefacts'. On the left, there is a sidebar with a tree view of resource types, including 'Associated Heritage Assets, Areas and Artefacts' which is currently selected and highlighted in blue. The main panel has a title bar 'Associated Heritage Assets, Areas and Artefacts'. Below the title, there is a section for 'Associated Heritage Asset, Area or Artefact' with a dropdown menu labeled 'Add new Relationship'. Another dropdown menu below it is labeled 'Association Type' with the option 'Select an option'. At the bottom of the main panel is a green button with a plus sign and the word 'Add'.

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

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

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

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

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

The screenshot shows the same interface as before, but now with two resources listed in the 'Associated Asset, Area or Artefact' panel. The first resource is '282-302 Borough High Street' and the second is 'Pinner Green, [Grim's Ditch] {Iron Age pottery}'. Each resource card includes three icons: a pencil for Edit, a trash can for Delete, and an information icon for Summary. At the bottom of the panel, it says '2 relationship(s)'. A red button at the bottom of the main panel says 'Delete this record'.

Associated Activities

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

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

The screenshot shows the 'New Resource' interface with a sidebar containing various resource types like Source, Activities, Descriptions, etc. The main panel is titled 'Associated Activities' and contains a dropdown menu labeled 'Activity' with the option 'Add new Relationship'. A green 'Add' button is located below the dropdown. The sidebar also lists 'Trial Trench at London Nautical School' under the Activities category.

The screenshot shows the 'Associated_Activities' interface with a sidebar listing activities such as 'Trial Trench at London Nautical School'. The main panel displays a card for 'Trial Trench at London Nautical School' with edit, delete, and information icons. A red 'Delete this record' button is visible at the bottom. The sidebar also lists 'Trial Trench at London Nautical School' under the Activities category.

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

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

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

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

Associated People and Organizations

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

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

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

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

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

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

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

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

Associated Consultations

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

 New Resource



Source (Historic Aircraft)

descriptions

tion Data

struction Phase(s)

aft Dimensions

IS

gnation and Protection Assignm

ed Locations

onality

 New Associated Consultations

Associated Consultations

Associated Consultations

Add new Relationship

 Add

Bibliographic Source Citation

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

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

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

Pages/s: Specific page references.

[◀ New Associated Bibliographic Sources](#)

Associated Bibliographic Sources

Bibliographic Source

Add new Relationship ▾

Source Number

Enter text

Page(s)

Enter text

Figs.

Enter text

Plate(s)

Enter text

Comment

Figs: Figure numbers where appropriate.

Plates: Illustrative plate numbers where appropriate.

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

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

Associated Archives

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

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

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

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

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

The screenshot shows a software interface for creating a new associated archive. On the left, there is a sidebar with a purple header containing 'Manage ...' and a 'New Resource' button. Below this are sections for 'Find a card...', 'Status', 'Location Data', 'Designation and Protection Assignment', 'Nationality', 'Flights', 'Last Known Flight', 'Scientific Date Assignment', 'Associated Heritage Assets, Areas and Artefacts', 'Associated Activities', 'Associated People and Organizations', 'Associated Consultations', 'Bibliographic Source Citation', and 'Associated Archives'. The 'Associated Archives' section is currently selected, indicated by a blue background and a plus sign icon. Other options include 'Associated Digital File(s)', 'External Cross References', and 'System Reference Numbers'. At the bottom of the sidebar are links for 'Related Resources' and 'Manage Permissions'. The main area has a dark blue header with the text 'New Associated Archives'. It contains four input fields: 'Archive Object Title' (with placeholder 'Enter text'), 'Archive Object Reference' (with placeholder 'Enter text'), 'Archive Holder' (with placeholder 'Add new Relationship'), and 'Association Type' (with placeholder 'Select an option'). A green 'Add' button with a plus sign is located at the bottom of the main form area.

Associated Digital File(s)

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

New Resource

Associated Digital File(s)

Digital File(s)

Add new Relationship

+ Add

clerk...
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

Associated Digital File(s)

Digital File(s)

Add new Relationship

Fuller's Story

* Cancel edit + Add

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

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

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

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

External Cross References

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

The Cross Reference node should contain the identifier.

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

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

New Resource

External Cross References

Cross Reference

Enter text

Cross Reference Source

Select an option

Cross Reference Note

External Cross References

Known Flight
Associated Heritage Assets, Areas
Associated Activities
Associated People and Organizations
Associated Consultations
Associated Digital File(s)

External Cross References +

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.

Arches - Resource Manager

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

I Trench at 61 Southwark Street

Activity: Trial Trench at 61 Southwark Street

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.

Historic Landscape Characterization



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

Names

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

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

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

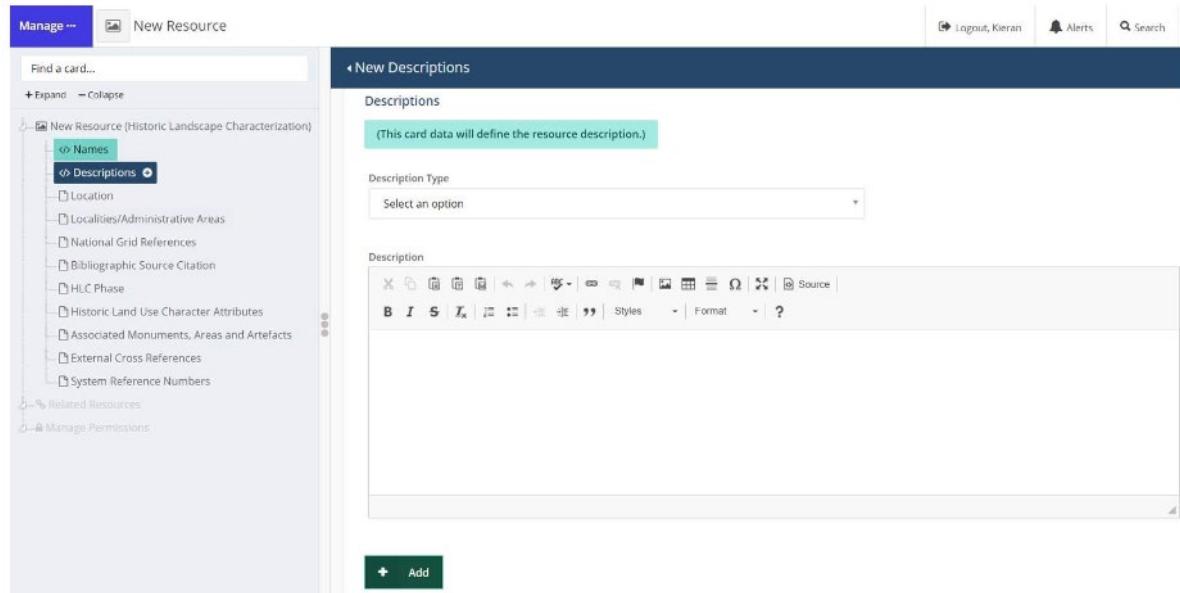
Currency: Specify the context for the name being recorded by selecting an entry from the drop-down list: Current/Former/Historic.

The screenshot shows a 'New Names' form within a management interface. The left sidebar shows a tree view of resource cards, with 'Names' selected under 'New Resource (Historic Landscape Characterization)'. The main form has a dark header 'New Names' and contains fields for 'Name' (with placeholder 'Enter text'), 'Name Use Type' (with placeholder 'Select an option'), and 'Currency' (with placeholder 'Select an option'). A note at the top right of the form states '(This card data will define the resource name.)'. At the bottom is a green 'Add' button.

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

Descriptions

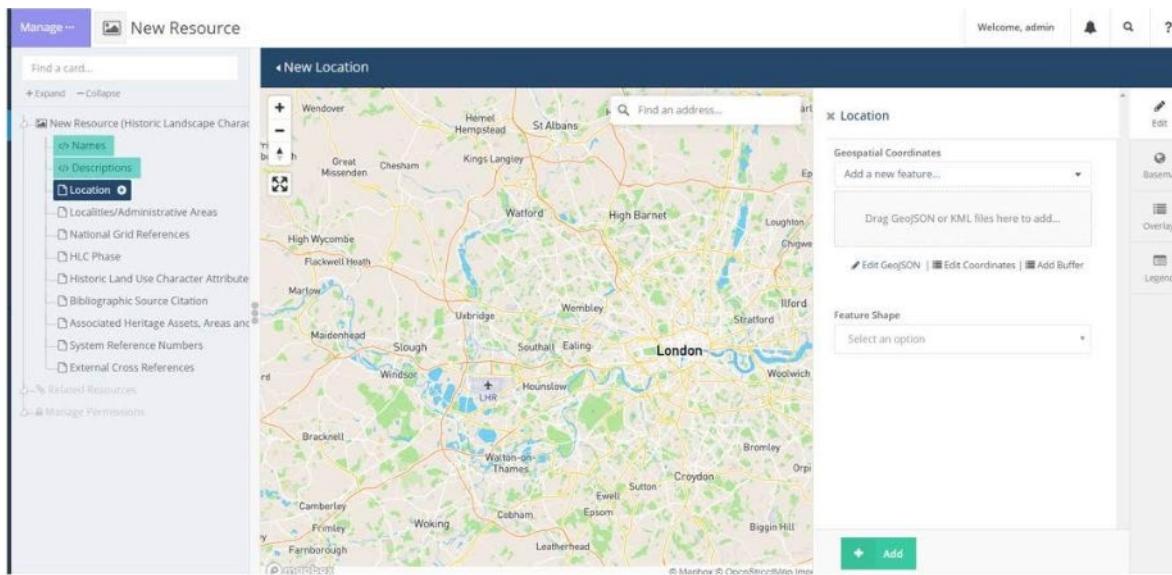
Insert a free-text description of the area of Historic Landscape Characterization into the **Description** field and select an appropriate **Description Type** (e.g. *Summary*, *Full*, *Notes* etc.).



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

Location

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



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

Localities/Administrative Areas

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

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

To add administrative information manually:

Insert the Area Name

Select an Area Type from the drop-down list

Select Add to commit the new data.

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

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

National Grid References

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

New Resource

New National Grid References

National Grid References
National Grid references, map names, and other common location identifiers for the resource

National Grid Reference

Coordinate Format
Select input coordinate format from drop down list: **Alphanumeric BNG**

Central Point Coordinate Enter the central coordinate of the record in either of the following formats:

- Alphanumeric BNG: SU1025169962
- Absolute BNG: 410251,169962
- Long/Lat: -1.853942,51.428572

Enter the centre point map reference of the resource.

Preview

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

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

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

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

Bibliographic Source Citation

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

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

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

Pages/s: The specific page references.

The screenshot shows a user interface for creating a new bibliographic source citation. On the left is a sidebar with a tree view of resource types: Names, Descriptions, Location, Localities/Administrative Areas, National Grid References, HLC Phase, Historic Land Use Character Attribute, Bibliographic Source Citation (which is selected and highlighted in blue), Associated Heritage Assets, Areas and System Reference Numbers, and External Cross References. Below these are Related Resources and Manage Permissions. The main right panel has a title bar 'New Bibliographic Source Citation'. It contains several input fields: 'Bibliographic Source' (with a dropdown menu showing 'Add new Relationship'), 'Source Number' (text input field 'Enter text'), 'Page(s)' (text input field 'Enter text'), 'Figs.' (text input field 'Enter text'), 'Plate(s)' (text input field 'Enter text'), and 'Comment' (text input field 'Enter text').

Figs: Figure numbers where appropriate.

Plates: Illustrative plate numbers where appropriate.

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

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

HLC Phase

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

The screenshot shows the 'New HLC Phase' form. On the left, there's a sidebar with a 'Find a card...' search bar and a tree view of resource types. The 'HLC Phase' node is selected and highlighted in green. Other nodes include 'Names', 'Descriptions', 'Location', 'Localities/Administrative Areas', 'National Grid References', 'Historic Land Use Character Attribute', 'Bibliographic Source Citation', 'Associated Heritage Assets, Areas and Themes', 'System Reference Numbers', and 'External Cross References'. Below the sidebar are sections for 'Related Resources' and 'Manage Permissions'. The main form area has sections for 'HLC Phase', 'Period' (with a dropdown 'Add new Relationship'), 'Historic Map' (with a dropdown 'Add new Relationship'), 'Broad Type' (with a dropdown 'Select an option'), 'HLC Type' (with a dropdown 'Select an option'), 'Confidence of Interpretation' (radio buttons for 'Certain', 'Possible', 'Probable', and 'Uncertain'), and an 'HLC Phase Description' text area at the bottom.

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

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

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

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

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

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

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

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

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

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

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

Historic Land Use Character Attributes

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

The screenshot shows a software application window titled 'New Historic Land Use Character Attributes'. On the left, there is a sidebar with a 'Manage' button, a 'New Resource' button, and a search bar. Below these are several collapsed sections: 'Names', 'Descriptions' (which is expanded), 'Location', 'Localities/Administrative Areas', 'National Grid References', 'Bibliographic Source Citation', 'HLC Phase', 'Historic Land Use Character Attributes' (which is expanded), 'Associated Monuments, Areas and Artefacts', 'External Cross References', and 'System Reference Numbers'. At the bottom of the sidebar are buttons for 'Related Resources' and 'Manage Permissions'. The main content area has a header 'Historic Land Use Character Attributes'. It contains four sections with radio button options: 'Street Pattern' (with a dropdown menu showing 'Select an option'), 'Street Frontage' (with options 'Large set back', 'No set back', and 'Small set back'), 'Average Height' (with options 'Four to ten storey', 'Single storey', 'Ten or more storeys', 'Two storey', and 'Three storey'), and 'Rear Gardens' (with options 'Communal', 'Small gardens', 'Large gardens', 'Medium gardens', and 'None'). At the bottom right of the content area is a green 'Add' button.

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

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

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

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

Associated Monuments, Areas and Artefacts

This Facet allows the user to create 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 card-based interface for managing associations. On the left, a sidebar lists various resource types: Names, Descriptions, Location, Localities/Administrative Areas, National Grid References, HLC Phase, Historic Land Use Character Attribute, Bibliographic Source Citation, Associated Heritage Assets, Areas and Artefacts (which is selected and highlighted in blue), System Reference Numbers, and External Cross References. A search bar at the top of the sidebar says 'Find a card...'. On the right, the main panel has a title 'New Associated Heritage Assets, Areas and Artefacts'. It contains a section for 'Associated Heritage Asset, Area or Artefact' with a dropdown menu labeled 'Add new Relationship'. Below that is a 'Association Type' dropdown with the placeholder 'Select an option'. At the bottom is a green 'Add' button with a plus sign.

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

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

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

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

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

The screenshot shows the same interface after resources have been selected. The 'Associated Asset, Area or Artefact' dropdown now lists two items: '282-302 Borough High Street' and 'Pinner Green, [Grim's Ditch] {Iron Age pottery}'. Each item has three icons next to it: a pencil for edit, a trash can for delete, and an information icon for summary. At the bottom is a red 'Delete this record' button.

External Cross References

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

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

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

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

The screenshot shows the Arches Resource Manager interface. On the left, there is a sidebar with various resource cards: Names, Descriptions, Location, Localities/Administrative Areas, National Grid References, HLC Phase, Historic Land Use Character Attribute, Bibliographic Source Citation, Associated Heritage Assets, Areas and System Reference Numbers. Below these is a section for 'External Cross References'. At the bottom of the sidebar is a 'Manage Permissions' link. The main area is titled 'New External Cross References' and contains three input fields: 'Cross Reference' (with placeholder 'Enter text'), 'Cross Reference Source' (a dropdown menu with placeholder 'Select an option'), and 'Cross Reference Note' (with placeholder 'Enter text'). A green 'Add' button is located at the bottom of this section.

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 web browser window with the title 'Arches - Resource Manager'. The address bar displays a URL: 'ricengland.org.uk/resource/1df29542-4357-4016-a9f0-77f4253ea593#'. Below the address bar is a toolbar with various icons: OpenRefine, Buy Again, Sign In to LinkedIn, GISPortal, Articulate Tempshare, StreetView, and others. The main content area shows a single-line of text: 'I Trench at 61 Southwark Street'. At the bottom of the page, there is a footer bar with the text 'Activity: Trial Trench at 61 Southwark Street'.

System Reference Numbers

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

[Delete this record](#)

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

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

Maritime Vessel

Maritime Vessel



Used to record the details of historic vessels which are either retained as...

[Create Resource](#)

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

Manage ... New Resource

Find a card... + Expand - collapse

- New Resource (Maritime Vessel)
 - Names
 - Descriptions
 - Owner
 - Construction Phases
 - Location Data
 - Asset Dimensions
 - Bibliographic Source Citation
 - Designation and Protection Assignment
 - Nationalities and Registration Data
 - Use Phase
 - Scientific Date Assignment
 - Voyages
 - Status
 - Images
 - Associated Archives
 - Associated Activities
 - Associated People and Organizations
 - Associated Consultations
 - Associated Digital File(s)
 - Associated Monuments, Areas and...

Welcome to Arches' Resource Editor

You are about to create a new resource record. Select any data card from the list on the left and start entering information.
 Don't worry if you decide not to enter any data just yet.
 Arches will create your new resource record once you've saved a data entry card.

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

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

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

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

Names

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

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

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

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

Descriptions

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

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

The screenshot shows the 'New Descriptions' card interface. On the left, there's a sidebar with a tree view of resource facets under 'New Resource (Maritime Vessel)'. The 'Names' facet is expanded, showing 'Descriptions' as the selected node. The main card area has two tabs: 'Descriptions' (selected) and 'Description Language'. The 'Descriptions' tab includes a note '(This card data will define the resource description.)', a 'Description Type' dropdown ('Select an option'), and a large text area with a rich text editor toolbar. The 'Description Language' tab has a 'Select an option' dropdown.

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

Owner

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

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

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

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

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

The screenshot shows a 'New Owner' form within a digital cataloging application. On the left, there is a sidebar with a tree view of resource types, including 'New Resource (Maritime Vessel)', 'System Reference Numbers', 'Names', 'Designation and Protection Assignments', 'Location Data', 'Descriptions', 'Bibliographic Source Citation', 'Nationalities and Registration Data', 'Construction Phases', 'Use Phase', 'Voyages', 'Owner' (which is expanded), 'Asset Dimensions', 'Status', 'Associated Archives', 'Associated Activities', 'Associated Actors', 'Associated Consultations', 'Associated Digital File(s)', 'Associated Heritage Assets, Areas & Locations', and 'External Cross References'. The 'Owner' node is highlighted with a green box. The main form area has a dark header 'New Owner'. It contains fields for 'Owner' (with a dropdown menu 'Add new Relationship'), 'Ownership Start Date' (with a calendar icon), 'Ownership End Date' (with a calendar icon), 'Ownership Display Date' (with a text input field 'Enter text'), and 'Ownership Date Qualifier' (with a dropdown menu 'Select an option'). A green 'Add' button is located at the bottom left of the form area.

Construction Phases

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

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

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

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

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

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

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

Manage ...  New Resource

Find a card... + Expand - Collapse

New Resource (Maritime Vessel)

- System Reference Numbers
- Names
- Designation and Protection Assignments
- Location Data
- Descriptions
- Bibliographic Source Citation
- Nationalities and Registration Data
- Construction Phases +
- Use Phase
- Voyages
- Owner
- Asset Dimensions
- Status
- Associated Archives
- Associated Activities
- Associated Actors
- Associated Consultations
- Associated Digital File(s)
- Associated Heritage Assets, Areas

◀ New Construction Phases

Construction Phases

Maritime Vessel Type

Enter the type of the craft, as identified.

Propulsion Type

Where known, enter the primary type of propulsion.

Type of Rigging

Select an option

Ordnance Type

Use to record details of any ordnance or weaponry carried by the craft.

Fixtures and Fittings Type

Use to record any fixtures or fittings identified from the craft.

Cultural Period

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

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

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

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

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

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

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

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

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

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

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

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

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

Location Data

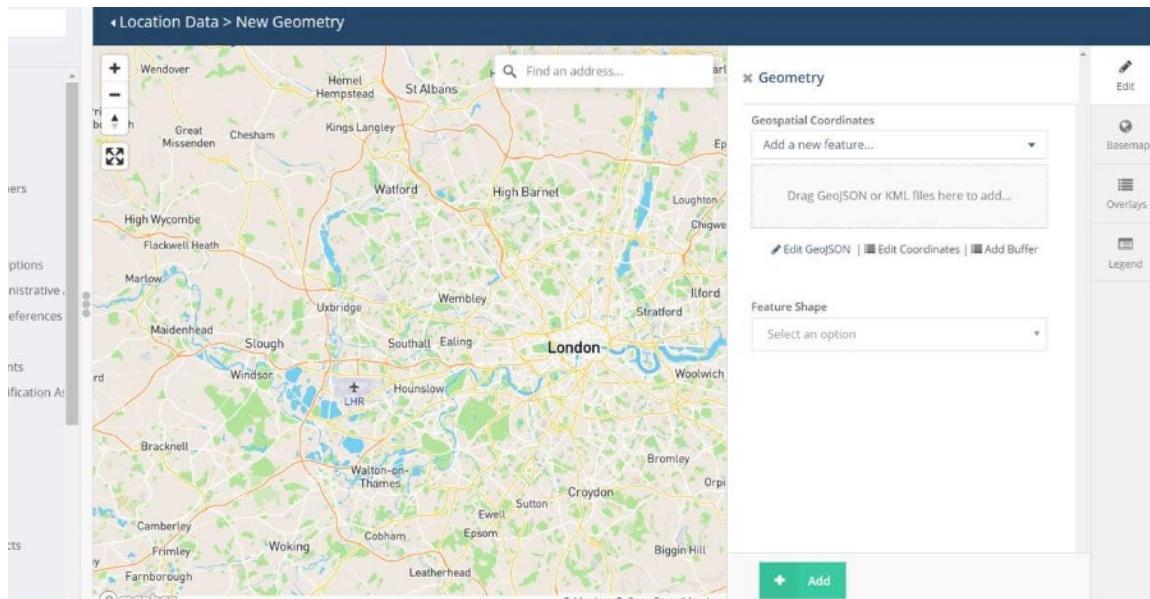
The Location Data facet contains a number of cards in which data related to the location of the vessel can be recorded, from addresses and textual descriptions of the location to spatial depictions.

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 Arches application interface. The top navigation bar includes 'Manage ...' and a 'New Resource' button. On the left, a tree view displays the structure of the resource. Under 'New Resource (Maritime Vessel)', 'Names' and 'Descriptions' are expanded, while other nodes like 'Owner', 'Construction Phases', 'Asset Dimensions', 'Bibliographic Source Citation', 'Designation and Protection Assignments', 'Nationalities and Registration Data', 'Use Phase', 'Scientific Date Assignment', and 'Voyages' are collapsed. The 'Location Data' node is selected and expanded, revealing sub-nodes: Geometry, Location Descriptions, Localities/Administrative Areas, National Grid References, Area Assignments, Land Use Classification Assignment, Named Locations, and Addresses. Each of these sub-nodes has a small '+' icon next to its name, indicating they can be expanded further.

Geometry

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

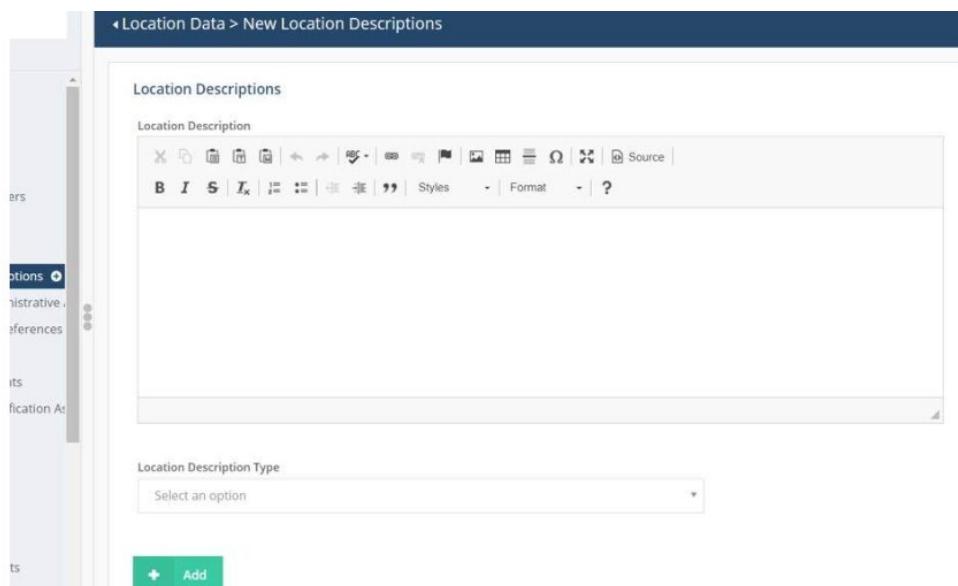


For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

Location Descriptions

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

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



Localities/Administrative Areas

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

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

To add administrative information manually:

◀ Location Data > New Localities/Administrative Areas

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

Area Name
Camden

Area Type
Select an option
Borough
County
District
Ecclesiastical
Locality
London Square

Insert the Area Name

Select an Area Type from the drop-down list

Select Add to commit the new data.

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

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).

◀ Location Data > New National Grid References

National Grid References
National Grid references, map names, and other common location identifiers for the resource

National Grid Reference
Coordinate Format
Select input coordinate format from drop down list: Alphanumeric BNG

Central Point Coordinate Enter the central coordinate of the record in either of the following formats:
• Alphanumeric BNG: SU1075169962
• Absolute BNG: 410251,169962
• Long/Lat: 1.853942,51.426572

Enter the centre point map reference of the resource.

Preview

+ Add

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

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

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

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

Area Assignments

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

The screenshot shows the 'New Area Assignments' card within a larger application interface. On the left, there is a vertical sidebar with various administrative and classification tabs. The main card has the following fields:

- Ownership:** A dropdown menu labeled "Select an option".
- Area Status:** A dropdown menu labeled "Use to record a particular status associated with the Area".
- Area Status Start Date:** A date input field with a calendar icon.
- Area Status End Date:** A date input field with a calendar icon.
- Area Reference:** An input field labeled "Enter text".
- SHINE - Significance:** A dropdown menu labeled "Select an option".
- SHINE - Form:** A dropdown menu labeled "Select an option".

At the bottom left of the card is a green button with a plus sign and the word "Add".

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

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

The screenshot shows the "Area Status" dropdown menu. It includes a search bar with the prefix "con" and a list of results:

- Conservation Area
- Military Remains Controlled Site
- Outstanding Conservation Area

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

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

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

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

Land Use Classification Assignment

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

The screenshot shows a software interface for managing land use classification assignments. The title bar reads 'Location Data > New Land Use Classification Assignment'. The left sidebar contains a tree view with various categories like 'Activity', 'Assets', 'Descriptions', 'Reference Numbers', 'Data', 'Classification Descriptions', 'Geographies/Administrative Areas', 'National Grid References', 'Addresses', 'Assignments', 'Land Use Classification Assignments', 'Geometry', 'Locations', 'Span', 'Live Material', 'Archive Objects', 'Activities', and 'Actors'. The main content area is titled 'Land Use Classification Assignment' and includes a 'Land Use Classification' dropdown menu with the placeholder 'Use to record a particular status associated with the Asset.' Below it is a 'Land Use Note' rich text editor with a toolbar containing icons for bold, italic, underline, etc. At the bottom are two date fields: 'Land Use Assessment Start Date' and 'Land Use Assessment End Date', each with a calendar icon.

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

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

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

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

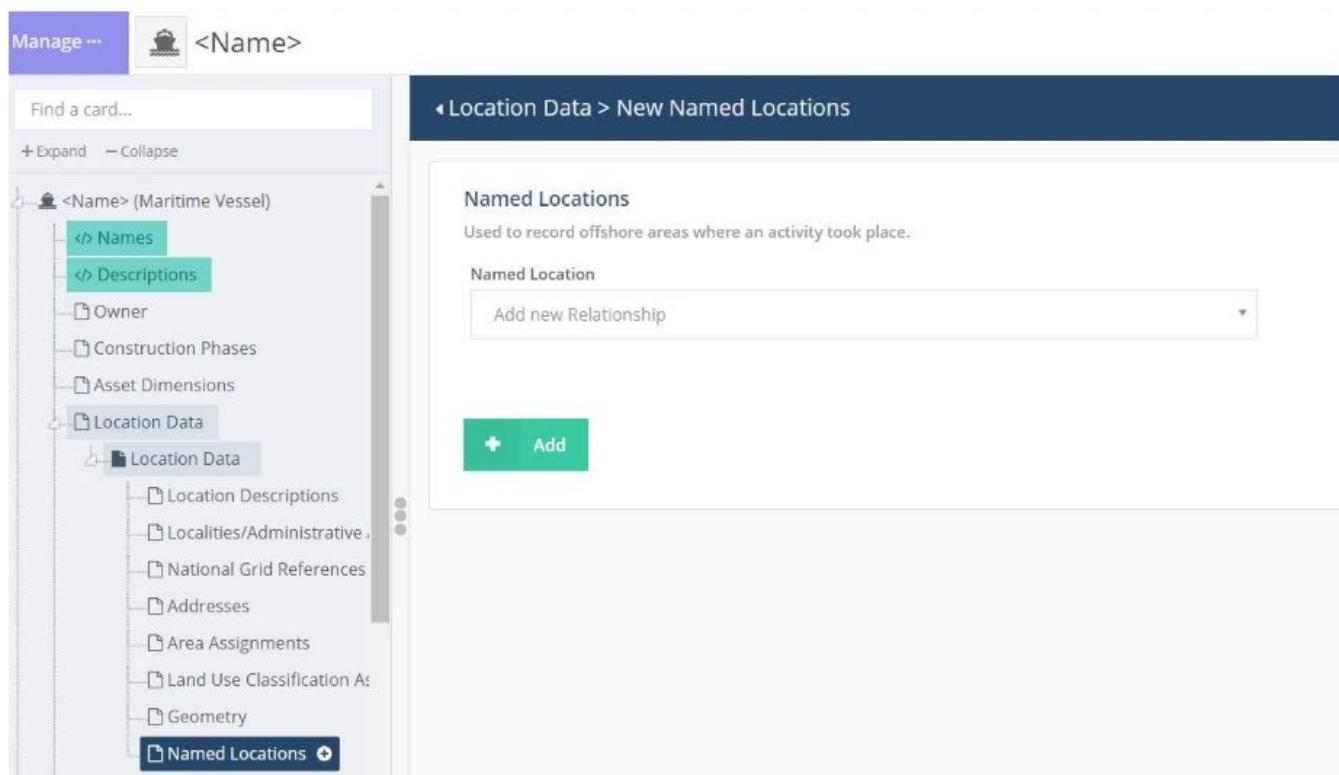
Sub-Soil: Where known, select a term from the drop-down list of types to define the sub-soil character of the site.

Named Locations

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

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

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



Addresses

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

Insert data in the appropriate fields and select Add

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

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

The screenshot shows a 'New Addresses' form with several text input fields. The 'Full Address' field contains the placeholder 'Enter text'. Below it are fields for 'Building Name', 'Building Number', 'Building Number Sub-Street', and 'Sub-Street', each with its own 'Enter text' placeholder.

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

The screenshot shows a 'New Addresses' form with a table of address details. The table includes columns for 'Full Address', 'Building Name', 'Building Number', 'Building Number Sub-Street', 'Sub-Street', 'Street', 'Locality', 'Town or City', 'County', 'Postcode', 'Address Status', and 'Address Currency'. The data entries are: 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), and Address Currency (Current). To the right of the table are three small icons: a magnifying glass, a pencil, and a trash can.

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

Asset Dimensions

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

The screenshot shows a card-based interface for managing asset dimensions. On the left, a sidebar lists various facets: Localities/Administrative, Descriptions (selected), Asset Dimensions (selected), Status, Associated Archives, Associated Activities, Associated Actors, and Associated Consultations. The main card title is 'New Asset Dimensions'. It contains sections for 'Asset Dimensions' (described as used for recording original dimensions and associated wreck site dimensions), 'Dimension Type' (a dropdown menu with 'Select an option'), 'Dimension Type Qualifier' (another dropdown menu with 'Select an option'), 'Dimension Measurement Unit' (a dropdown menu with 'Select the unit of measurement.'), and 'Dimension Value' (a text input field with 'Enter text'). At the bottom is a green 'Add' button.

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

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

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

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

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

Bibliographic Source Citation

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

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

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

Pages/s: Specific page references.

The screenshot shows a software interface for managing bibliographic sources. On the left, a sidebar titled 'Manage ...' contains a search bar ('Find a card...'), a collapse/expand button, and a tree view of categories. The 'Bibliographic Source Citation' category is selected, highlighted in blue. Other categories listed include Owner, Construction Phases, Asset Dimensions, Location Data, Designation and Protection Assignment, Nationalities and Registration Data, Use Phase, Voyages, Scientific Date Assignment, Status, Associated Archives, Associated Activities, Associated People and Organizations, Associated Consultations, Associated Digital File(s), Associated Heritage Assets, Areas of Interest, External Cross References, System Reference Numbers, Related Resources, and Manage Permissions. On the right, the main panel is titled 'New Bibliographic Source Citation'. It contains fields for 'Bibliographic Source' (with a dropdown menu 'Add new Relationship'), 'Source Number' (text input field 'Enter text'), 'Page(s)' (text input field 'Enter text'), 'Figs.' (text input field 'Enter text'), 'Plate(s)' (text input field 'Enter text'), and 'Comment' (text input field 'Enter text').

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.

Designation and Protection Assignment

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

The screenshot shows the Arches application's 'New Designation and Protection Assignment' form. On the left, a sidebar displays a hierarchical list of node types under the root node '<Name> (Maritime Vessel)'. The 'Designation and Protection Assignment' node is highlighted. The main form area is titled 'Designation and Protection Assignment' and includes the following fields:

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

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

Nationalities and Registration Details

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

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

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

The screenshot shows a card titled 'New Nationalities and Registration Details'. On the left, there is a sidebar with a 'Manage ...' button and a placeholder ''. Below these are buttons for 'Find a card...', '+ Expand', and '- Collapse'. A tree view lists categories: Localities/Administrative, National Grid References, Addresses, Area Assignments, Land Use Classification Areas, Geometry, Descriptions, Bibliographic Source Citation, Nationalities and Registration Data (which is selected and highlighted in blue), Construction Phases, and Use Phase. The main content area has a section titled 'Nationalities and Registration Details' with the sub-instruction 'Record the nationality and Port of Registration of the vessel'. It contains two dropdown menus: 'Nationality' and 'Place of Registration', both labeled 'Select an option'. At the bottom right is a green 'Add' button.

Use Phases

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

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

The screenshot shows a card titled 'New Use Phase'. On the left, there is a sidebar with a 'Manage ...' button and a placeholder ''. Below these are buttons for 'Find a card...', '+ Expand', and '- Collapse'. A tree view lists categories: Localities/Administrative, National Grid References, Addresses, Area Assignments, Land Use Classification Areas, Geometry, Descriptions, Bibliographic Source Citation, Nationalities and Registration Data, Construction Phases, Use Phase (which is selected and highlighted in blue), Voyages, Owner, Asset Dimensions, Status, Associated Archives, and Associated Activities. The main content area has a section titled 'Use Phase' with the sub-instruction 'Use to record changes of use for the Craft, eg. where a Liner has been requisitioned as a Troopship.' It contains four input fields: 'Use Phase Period' (with a dropdown menu 'Add new Relationship'), 'Use Phase Start Date' (with a note 'EDTF Formats'), 'Use Phase End Date' (with a note 'EDTF Formats'), and 'Use Phase Display Date' (with a note 'Enter text'). At the bottom is a field 'Use Phase Date Qualifier'.

Scientific Date Assignment

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

The screenshot shows a software interface for managing vessel metadata. On the left, a sidebar titled 'Manage ...' displays a tree structure of vessel information, with 'Names' and 'Descriptions' currently selected. The main area is titled 'New Scientific Date Assignment' and contains the following fields:

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

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

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

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

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

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

Voyages

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

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

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

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

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

The screenshot shows a user interface for managing voyages. On the left, there's a sidebar with a navigation tree. Under 'Voyages', 'Status' is expanded, showing options like 'Associated Archives', 'Associated Activities', etc. At the top right, there are links for 'Logout, Kieran', 'Alerts', and a search bar. The main content area is titled 'New Voyages' and contains fields for recording voyages undertaken by the vessel. It includes a 'Voyage Type' dropdown, a 'Voyage Description Type' dropdown set to 'Full', and a rich text editor for 'Voyage Description'. At the bottom, there's a field for 'Place of Departure Name'.

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

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

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

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

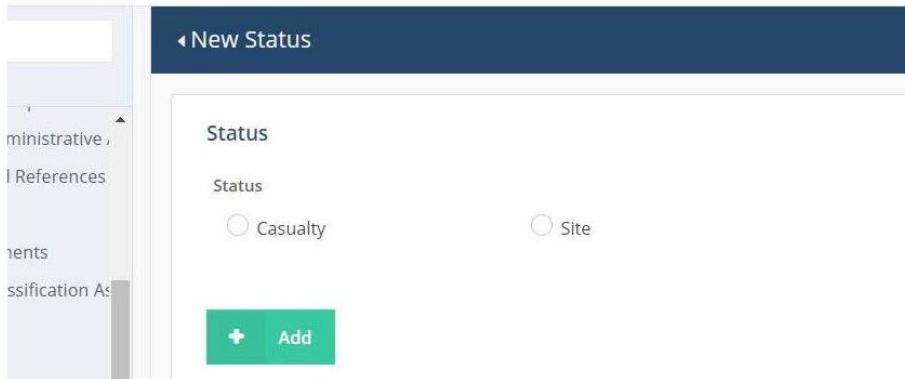
Date of Loss Start/End: If recording the final voyage of a vessel, the date on which it was lost can be recorded either as a specific date (by entering the same value in both nodes) or as a minimum and maximum value to express a date range where a specific date is not known. Use the calendar function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

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

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

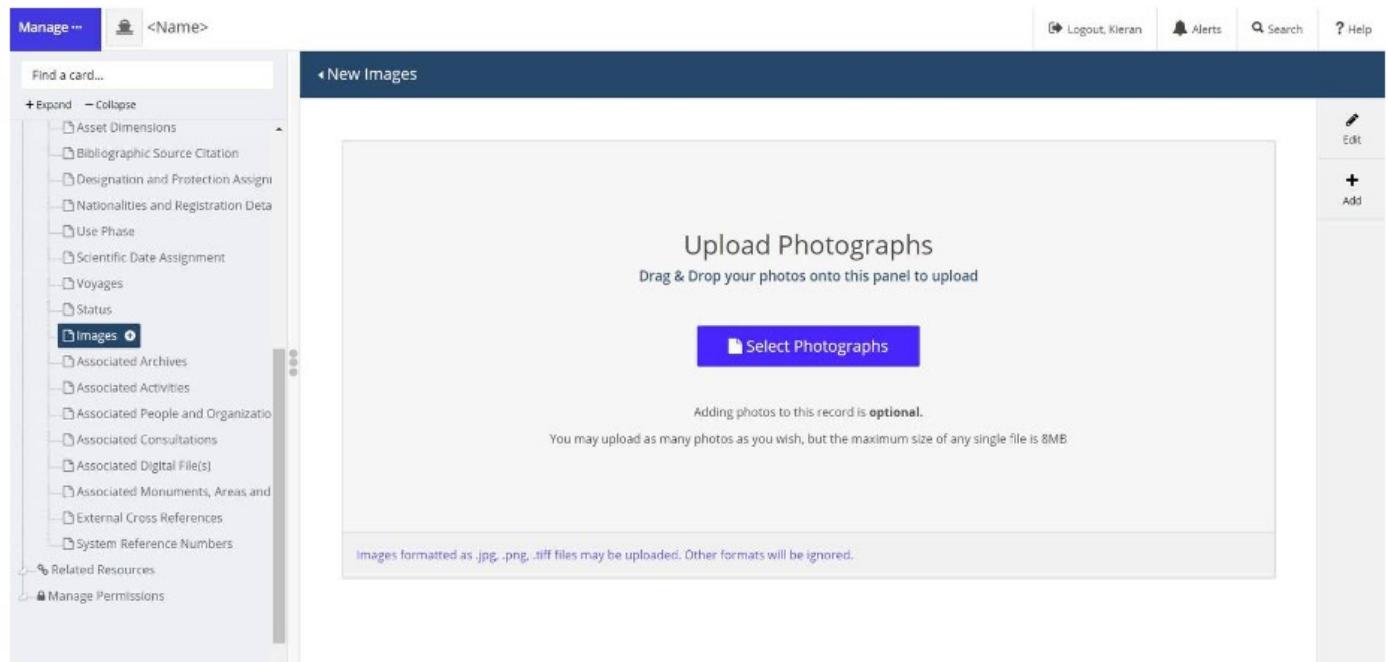
Status

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

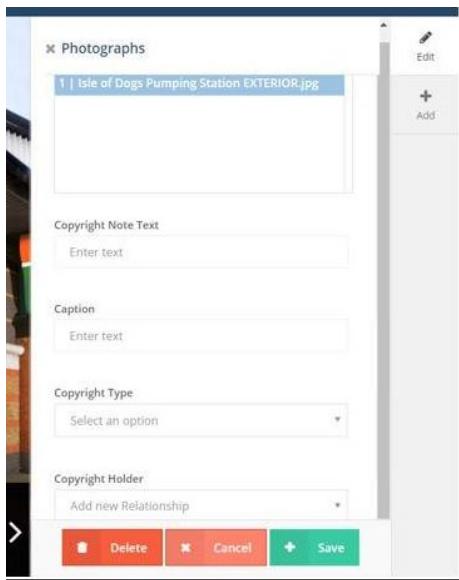


Photographs

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



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



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

Select Save to commit the image to the record.

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

Associated Archives

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

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

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

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

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

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

Associated Activities

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

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

The screenshot shows a modal window titled 'New Associated Activities'. On the left, there is a sidebar with various tabs like 'Source Citation', 'Digital File(s)', 'Construction Phase', 'Assignment', 'References', 'Heritage Assets, Areas & Consultations', and 'Consultations: Conditions'. The main area has a heading 'Associated Activities' and a sub-section 'Activity' with a dropdown menu labeled 'Add new Relationship'. At the bottom is a green 'Add' button with a plus sign.

The screenshot shows a modal window titled 'Associated_Activities'. The sidebar on the left is identical to the previous screenshot. The main area shows a list with one item: 'Trial Trench at London Nautical School'. Below this item are three small icons: a pencil (Edit), a trash can (Delete), and an information symbol (Information). 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.

The screenshot shows the 'New Associated People and Organizations' form. On the left, a sidebar lists various sections: 'Associated People and Organizations' (which is highlighted in blue), 'Citation', 'Selection Assignment', 'Registration Details', 'Management', 'Assets, Areas and References', and 'Numbers'. The main form area has the following fields:

- 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'.
- Display Date:** A free-text input field with the placeholder 'Enter text'.
- Association Start Date:** A date input field with a calendar icon.
- Association End Date:** A date input field with a calendar icon.
- Date Qualifier:** A dropdown menu with the placeholder 'Select an option'.

At the bottom left is a green button labeled '+ Add'.

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

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

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

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

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

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

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

Associated Consultations

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

The screenshot shows a user interface for adding associations. At the top, a blue header bar displays the title 'New Associated Consultations'. Below this, a section titled 'Associated Consultations' contains a dropdown menu labeled 'Associated Consultations' with the option 'Add new Relationship'. A green 'Add' button is located at the bottom left of this section. To the left of the main content area, there is a vertical sidebar with the text 'Citation Registration Data' visible.

Associated Digital File(s)

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

The screenshot shows a user interface for adding associations. At the top, a blue header bar displays the title 'New Associated Digital File(s)'. Below this, a section titled 'Associated Digital File(s)' contains a dropdown menu labeled 'Digital File(s)' with the option 'Add new Relationship'. A green 'Add' button is located at the bottom left of this section. To the left of the main content area, there is a vertical sidebar with the text 'Citation Registration Data' visible. Below the main interface, there is a separate section titled 'Associated Digital File(s)' which also includes a 'Digital File(s)' dropdown menu with the 'Add new Relationship' option. This section also features a search bar containing the text 'clerkenswell' and a list of results. The first result is highlighted in blue and shows the text '05.21 Clerkenwell Green, WSI Evaluation'. Other results listed include '30-32 Clerkenwell Green CLO33348-' and 'Communication for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021'. The final result in the list is '15/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021'.

The screenshot shows the 'New Associated Digital File(s)' interface. On the left, there's a sidebar with a tree view of resource types: Names, Descriptions, Owner, Construction Phases, Asset Dimensions, Location Data, Bibliographic Source Citation, and Designation and Protection Assignments. The 'Names' node is currently selected. The main panel has a title 'Associated Digital File(s)' and a sub-section 'Digital File(s)'. It shows a list with one item 'Fuller's Story' and three icons below it: Edit (pencil), Delete (trash), and Information (eye). At the bottom, there are buttons for 'Cancel edit' and 'Add'.

More than one file can be selected.

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

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

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

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

Associated Monuments, Areas and Artefacts

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

The screenshot shows the 'New Associated Monuments, Areas and Artefacts' interface. On the left, there's a sidebar with a tree view of resource types: Asset Dimensions, Bibliographic Source Citation, Designation and Protection Assignments, Nationalities and Registration Data, Use Phase, Scientific Date Assignment, Voyages, Status, Images, Associated Archives, Associated Activities, Associated People and Organizations, and Associated Consultations. The 'Asset Dimensions' node is currently selected. The main panel has a title 'Associated Monuments, Areas and Artefacts' and sections for 'Monument, Area or Artefact' and 'Association Type'. A button at the bottom is '+ Add'.

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

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

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

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

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

The screenshot shows a software interface for managing heritage assets. At the top, a blue header bar displays the title 'Associated Heritage Assets, Areas and Artefacts'. Below this, a section titled 'Associated Asset, Area or Artefact' contains a button labeled 'Add new Relationship'. Underneath, there is a table listing two entries:

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

Below the table, a message indicates '2 relationship(s)'. At the bottom of the screen, a red button is visible with the text 'Delete this record' and a trash bin 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).

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

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

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

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.