## Using MyScRAP and Uploading your Rock Art Data

Well done for completing your rock art recording in the field! This document will guide you through how to upload data to our database using our website.

1. Accessing the Website
Open the website using this link: www.rockart.scot

2. Login/Register
If you have been to one of our training sessions, you will be able to register to upload your rock art records via our website as part of a Team. Click on the Log in/Register button, on the top menu of the Homepage. Please fill in your details and indicate which team you are working with. You will also need to confirm that you agree with the terms of the Contributor Agreement and website use.
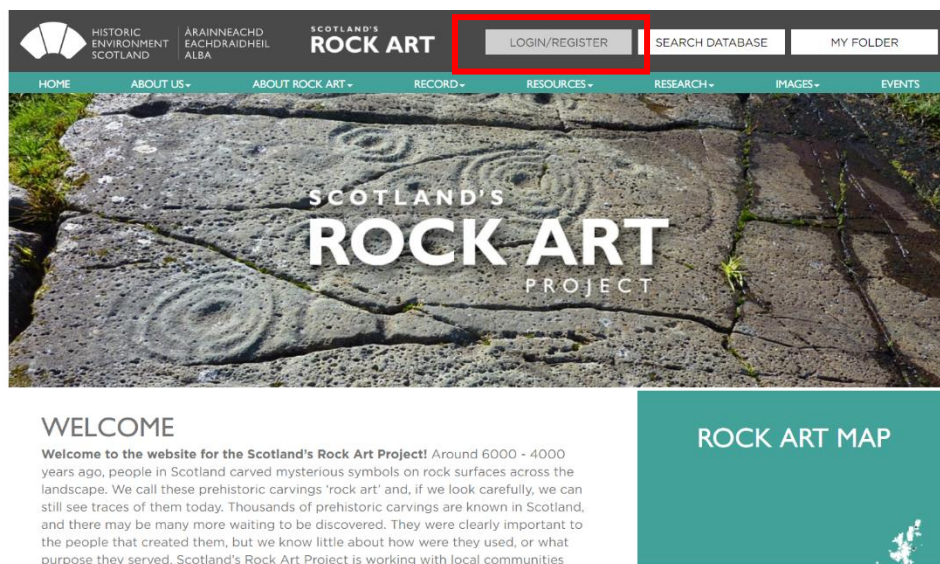
3. Login to the Website
Once you have registered, we will need to approve you as a user. This is not automatic – it requires input from a member of the ScRAP team – so there may be a slight delay before you can start uploading data. Once your details have been approved, you can login:

4. MyScRAP

You will then be connected to MyScRAP, your personal folder where the information regarding your work is being stored. Here you can find several buttons, including a '**Search**' button. This allows you to search our database and map for rock art, and then save the panels that you want to record into your '**Team Panels**' space or assign them to yourself in '**My Panels**'. These features are described below in more detail.

Search Tool

Both "Map" and "Simple" searches will produce a table with a list of panels matching your search criteria. In this list you have the option to "View" the Panel Page to find more details about the carved rocks, look at its location on the map, assign it to yourself, or assign it to your team, if you plan on recording it. If you assign the panel to yourself, it will automatically be assigned to the team you belong to. If you assign the panel to your team, then all team members will have access to it and will be able to allocate the panel to themselves, one at a time.

This functionality was designed to help manage the work of your team, enabling the different members to fill out different parts of the recording form. You will be able to assign a panel to yourself, fill out a specific part of the form, unassign it and have other members assigning it to them to fill out other parts of the form. To avoid any duplication or overwriting of data, it is not possible for more than one person to have the same panel assigned to them at the same time.

- **Map Search**

The Map Search is a very useful tool. You can access it by selecting the "Search Database" button on the right-hand corner of the website, or at any point through the "Map" buttons in your My Panels and Team Panels folders.


It allows you to look at the rock art distribution in Scotland. This is based on data from Canmore, the HERs and other private catalogues. The blue dots represent the rock art sites.
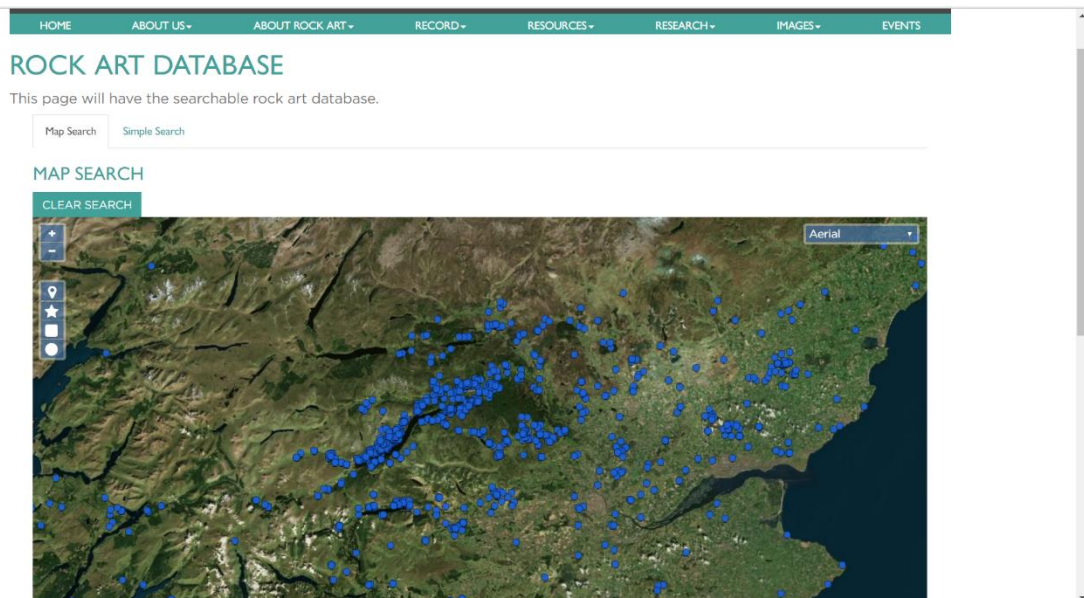
You can change the base-map on the right hand-corner of the map, selecting between Aerial, Aerial with labels, Road and a 1:50 000 Ordinance Survey maps.
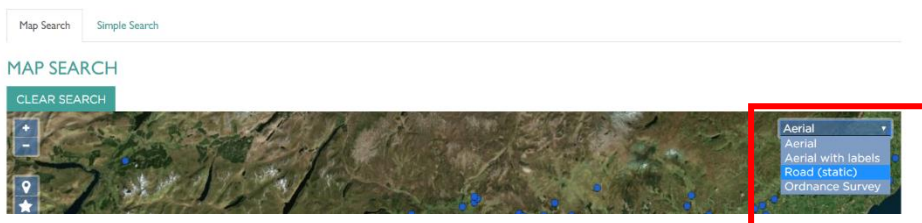
On the left-hand corner of the map you will find selection tools (circle, square and polygon). You can use these to outline an area on the map to select panels that you are interested in. The selected panels will then be highlighted in yellow.
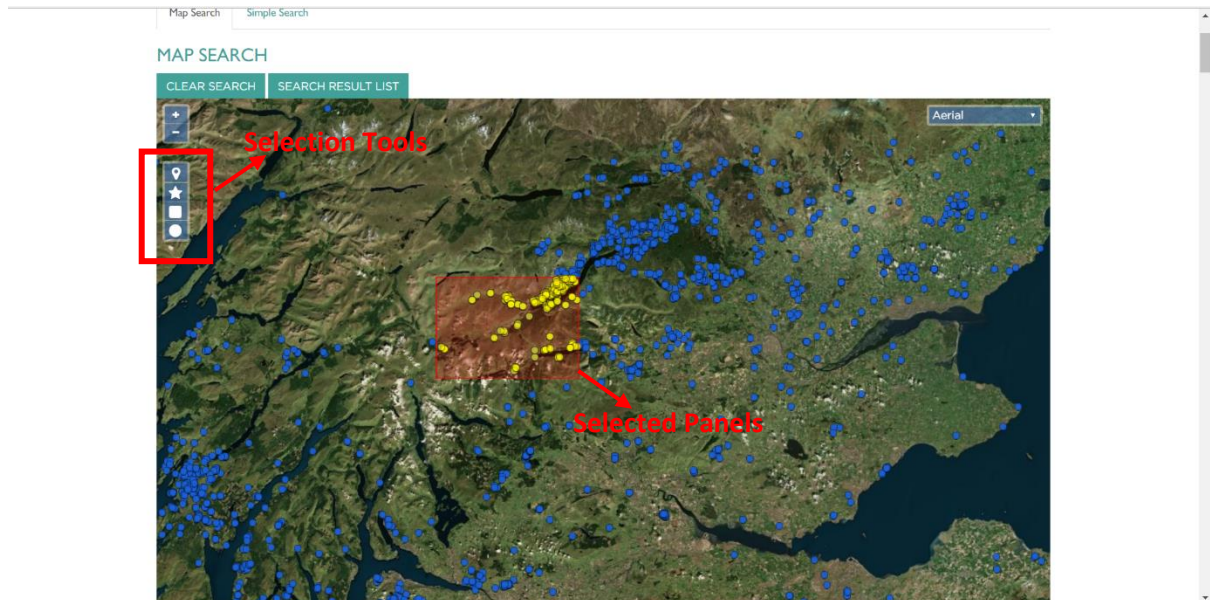
The search results will be displayed on a table below the map. This gives you further options to view panels and assign them to yourself or your team.

In case you are not happy with your selection, you can clear it on the "Clear Search" tab on the top left-hand corner of the map, and start again.

Once the panels have been edited and approved, the colour of the dots on the map will permanently change from blue to amber.

- **Simple Search**

  Simple Search will allow you to investigate the database according to specific criteria, such as the Panel Name. Even if you only have an idea of the panel's name, the predictive spelling available may help you to find the rock you are looking for. If you have a specific region in mind you can also search the database by writing down the name of a specific council or parish.

  As with the map search, your results will be displayed on a table below the search tool.

  If you are a registered user you will find options to assign the panels resulting from your search either to yourself or to your team in order to edit them.

You can assign all the panels resulting from your search to yourself in one go, by selecting the "Assign All to me" button at the end of the table.

On the bottom of the table you will find additional options if you wish to download your search results or the entire database as a CSV table (which you can open with excel), or assign all the panels listed on the table to yourself in one go.

If you are **not a registered user** you will have access to all the search functionality of *Simple Search* and your results will be equally displayed as a table. Although you will not be able to assign panels to yourself, you can add the ones that you are interested in to your personal folder temporarily, or download your search results or the entire database as a CSV file.

My Panels

In the My Panels folder you will find a list of all the sites you have allocated to yourself. On the table displayed you will find an "**Edit**" button which you should press to access the recording form. When you select this option, the panel will move to the "Work in Progress" table at the end of the page.

Once you have finished editing the form, or filling out the part of the form for which you are responsible, you will also have to use the My Panels folder to unassign it from yourself and release it to other team members.

You will find a button to unassign all the panels from yourself and your team, by selecting the "Unassign all panels from my team" or "Unassign all panels from me" on the respective tabs.

MY PANELS

Name	Canmore ID	View		View Map	Me	My Team
BALIG FARM	60963	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
BURN OF THE DUPIN	84083	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
GLENOUR	62004	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
GREYSTONE KNOWE	60871	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
LOCH HILL	61997	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
MIRREN'S STONE	60869	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
MIRRENS STONE	61884	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
PULTADIE	61799	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN

DOWNLOAD RESULTS AS CSV

UNASSIGN ALL PANELS FROM ME

TEAM PANELS

Name	Canmore ID	View		View Map	Me	My Team
BALIG FARM	60963	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
BURN OF THE DUPIN	84083	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
GLENOUR	62004	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
GREYSTONE KNOWE	60871	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
LOCH HILL	61997	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
MIRREN'S STONE	60869	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
MIRRENS STONE	61884	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
PULTADIE	61799	VIEW	EDIT	MAP	UNASSIGN	UNASSIGN
STROMNESS	1484	VIEW		MAP		UNASSIGN

DOWNLOAD RESULTS AS CSV

UNASSIGN ALL PANELS FROM MY TEAM

In this Folder you can also download your list of sites as a .csv file (you can open this file format with Microsoft Excel[1]), which includes all up-to-date information in the database, for each panel (i.e. Name, Location, Description, Grid reference, classification, etc).

MY PANELS

| Name	Canmore ID	View		View Map	Me	My Team
BATTLE LAW		VIEW	EDIT	MAP	UNASSIGN	UNASSIGN

DOWNLOAD RESULTS AS CSV

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[1] Open Microsoft Excel. Select "Open" from the main menu and direct select the location of your .CSV file. You may wish to save it again with an Excel format to avoid repeating this procedure.

Team Panels

The Team Panels folder displays all the sites that are assigned to the team you belong to. All members of your team (and only your team) will have access to this folder and the sites stores within it.

Here too you can access the panel's page by clicking the "View" button or looking at it in the interactive map through the "Map" button.

You can also assign and unassign panels to yourself, and to your team.
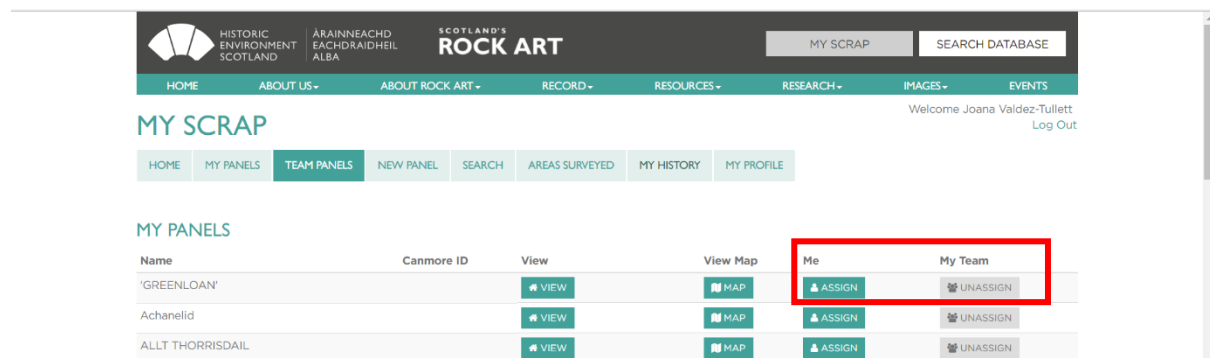
Areas Surveyed

Within the MyScRAP folder you will find an essential tool under the tab "Areas Surveyed". All teams have access to this tool, which was designed to help manage the overall fieldwork within the project.
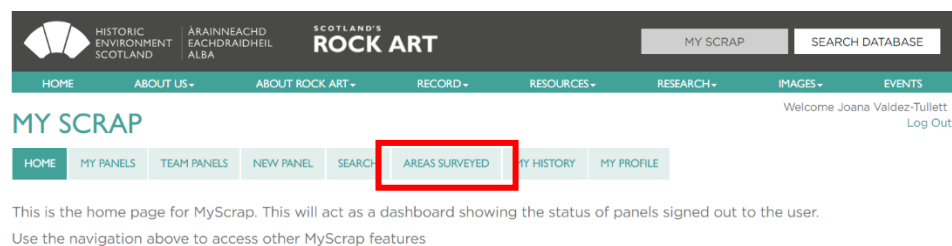
This allows you to select a drawing tool to show on the map, areas which have been surveyed by your team.
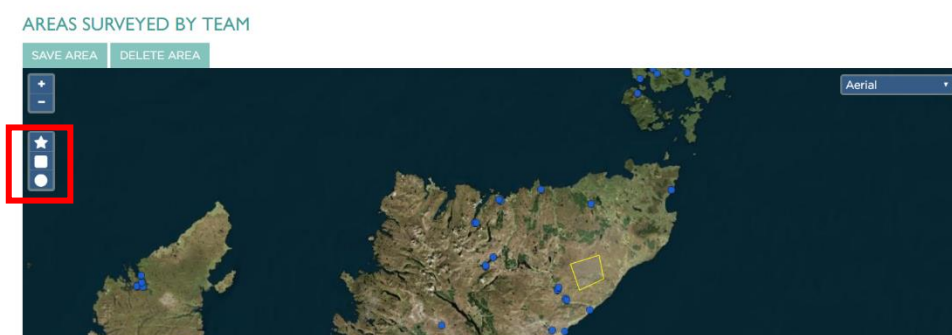
Once you have drawn the area in the map, select "Save Area" to save it, or "Delete Area" if you are not happy with the shape you created.

All the saved areas will be available for all teams to view on their maps, in order to avoid duplication of work. Hovering your cursor over an area will show which team surveyed it.

My History

Finally, you can keep track of which panels you have recorded by checking the "My History" tab in MyScRAP. Once a panel you have submitted has been validated, it will disappear from your 'Work in Progress' section and appear in My History.
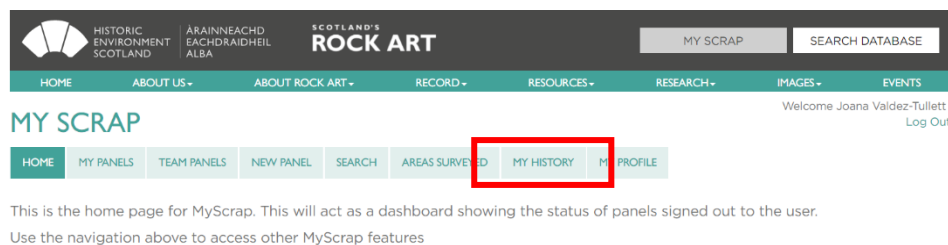
5. Recording Form

When you are ready, you can use the online recording form to upload the data you collected during your fieldwork to our database. The online form is very similar to the one you used in the field (if this was a paper-form) and hopefully you will find it quite straight forward.

In order to access the Recording form for your assigned panels, use the "Edit" buttons in the "MyPanels" and "Team Panels" folders. Alternatively, you can to "View" the panel's home page first, and there too you will find an "Edit" button for panels assigned to you.
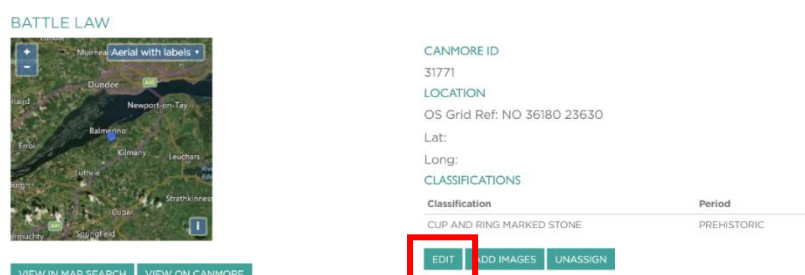
Selecting the "Edit" button will take you to the recording form for that panel. In many cases you will find that some fields have already been filled out. These are the ones for which there is existing information from Canmore and the HERs etc. These fields are for reference and cannot be edited.

Section A: Core Information

Before entering data for Section A, make sure that you have noted the names of the people that recorded this panel, and the dates when you started and completed the field recording.

Section A should then be filled out with the main details of the panel. Panel Name should preferably not be changed, unless the panel is locally known by a completely different name. However, if there is more than one panels with the same name, then you can number them sequentially in the field "Number". If the panel is known by other names, then please add them as well.

Information such as the classification and period should already be filled out. Should the information not correspond to the panel (i.e. if it is classified as cup-marked rock but there are effectively carved cup-and-rings as well), then please change it by selecting the correct option in the Classification drop-down menus.

There are three different options for the Classification so that you can be specific and clarify whether the panel you are recording has been used or reused in a structure, such as a cist, for example. In this case, you would select Cup-and-ring marked rock in Classification 1 and cist in Classification 2. Follow the same procedure for the Period.

If the Grid Reference showing on the form is incorrect, please fill in the New OS NGR, and also let us know how you obtained this information by ticking the relevant box.

Finally, indicate the current location of the panel you are recording. The options are available on drop-down menus.

If the panel is "Documented as Lost", "Documented as Destroyed", if there is "No Documented Location" or "Not Located in the Field", then you do not need to fill any other section of the form.

If the panel is "At original location", continue to Section B. Should the panel have been "Moved from original location", please follow the next drop-down menus to provide more information about their location.

Once you have completed this section, press "Save and Continue" or "Save and go to Section B" of the form (or whatever section you want to complete next).

Note: **Before you can continue make sure that you have filled in all the relevant the fields in Section A - remember to also include the names of the team members and the dates of fieldwork at the top of the form. Once you have completed these mandatory fields, the "Submit for Validation" button will appear at the bottom of the form. You will now be able to submit the form should you wish (for example, if the 'rock art' is actually natural features).**

Section B: Context

Fields in this section are similar to those in the paper form. Please note that some sections refer to multiple options and others require you to select only one option.

If the panel you are editing was initially recorded in Canmore, you will find "Previous Notes" underneath the description field of "Location Notes". When writing your "Location Notes" and "Panel Notes" you can build on the pre-existing text.

Section C: Panel & Section Motifs

These Sections correspond to Section C: Panel to the paper form, although composed of two separate pages on the website. In Section C you should add details about the rock type, rock surface, and carvings, and your Panel Notes. Please refer to our Guidance *Using the ScRAP Recording Form* for more information about writing the Panel Notes.

In the Section Motifs you will find the same table with the graphic representation of the carved motifs. Please indicate how many of each of these are carved on panel you are recording.

Section D: Access, Awareness & Risk

This Section captures information on the accessibility and cultural significance of the panel, and the potential risks that may affect its future preservation. Please complete this section

only for panels you have recorded. If the panel is known to be lost, destroyed or could not be located, please leave blank.

Upload Images

The last stage of the form is the Image Uploader, where you will be uploading your photographs, 3D models, and the ID for your model in Sketchfab. Please check our guidance in *Enhancing and Sharing your 3D models* before uploading. Each type of images has its own button, so choose the appropriate one for our files.

UPLOAD IMAGES

Use this page to upload your photographs and 3D models. Once uploaded, your photographs will appear as thumbnails on this page. Their original file name will disappear and you will then be able to select a relevant caption for each photograph using the drop-down menu. Please note that only JPG and PNG files can be displayed as thumbnails.

All files must undergo a virus scan after upload. Any files that fail the virus scan are deleted immediately from our servers. In the event that this happens this page will show a list of the failed files. While your files are being scanned, please do not open this page on another computer so as to avoid infecting other devices.

PHOTOGRAPHS
UPLOAD PHOTOGRAPHS

PHOTOGRAMMETRY MODEL
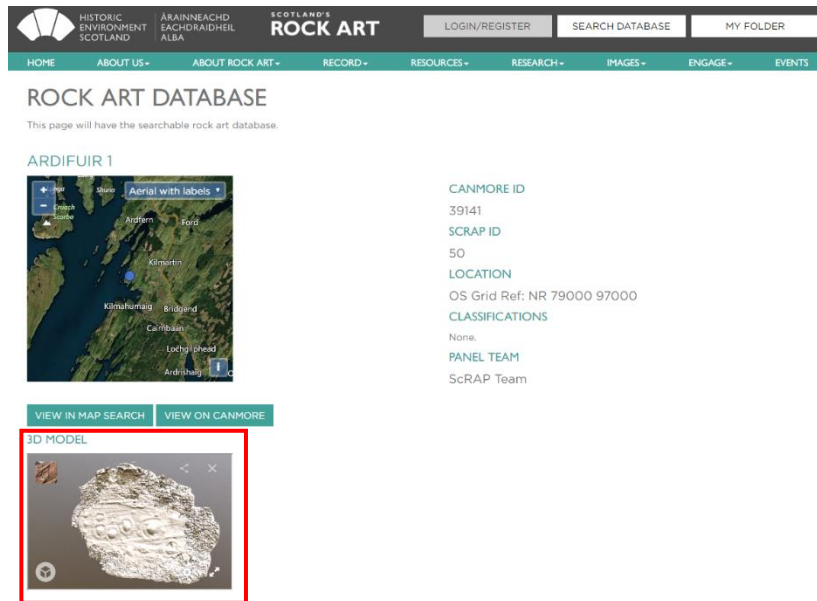UPLOAD PHOTOGRAMMETRY

RTI MODEL
UPLOAD RTI

SKETCHFAB 3D MODEL
To add a Sketchfab 3D model to this panel please enter the ID of the model below and click save.
Sketchfab ID

SAVE SKETCHFAB ID

Where to?

PANEL HOME   SECTION A   SECTION B   SECTION C   SECTION D

When you select to "Upload Photographs" a new window will appear on the screen, and you will be able to choose the pictures you want to transfer. Press "Add files" to select the photographs you want to add to your recording form. A browser will then appear and you will have to locate your photographs and press "Open". You can select them individually or in bulk.

UPLOAD IMAGE(S)   ×

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status

Drag files here.

Add Files   Start Upload   0 b   0%
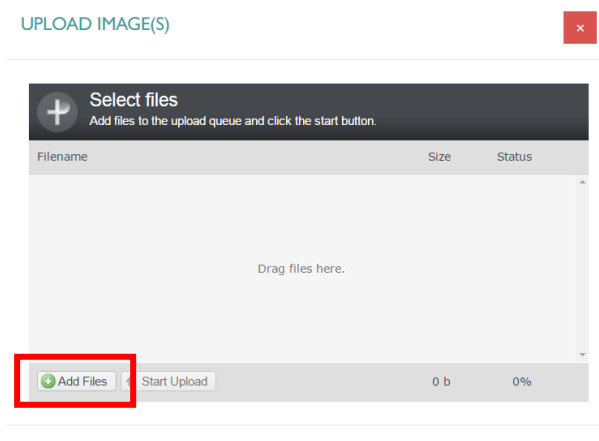
Your photographs will be listed and ready to upload. Press "Start Upload" and you will notice that once uploaded the red sign will be replaced by a green tick. If you have lots of large images, it may take a little while for them to all upload, so please be patient!

Once all the pictures have been uploaded the screen will display a message confirming that the process was successful and warn you that your files are now queued for virus scanning. Press "Continue".

The thumbnails of the uploaded pictures should then be displayed on your screen. Underneath each of them you will find a dropdown menu from which you should select an appropriate caption.

A similar process should be carried out in order to upload the 3D Models, except for these you will not be required to select captions. Please remember that you need three different files for each 3D Model (.obj, .mtl, .jpg). Due to the size of the files, the uploading process can be slower at this stage, please be patient.

Once the files are uploaded you will see them listen on your screen.

Please note: for the moment we are asking you NOT to upload your .obj, .mtl, and .jpg files to our website. Keep them on the hard drive, and we will collect them from you.

Finally, and if you have already uploaded your 3D model to Sketchfab, we need you to provide us with its unique ID number, in order to have it displayed on our website. To do so, please follow these steps:

1. With your model open in Sketchfab, copy the ID number from the URL link at the top of the page. You should only copy the number, not the whole URL link. In this case, the model ID number is **d7746e4e9b264879b7129a328acdfb87**.

2. Next, go to our website (www.rockart.scot) and login to MyScRAP (this is your dedicated space on our website). Find the panel you are recording (see our guidance *Using MyScRAP*), select "Edit", and go to the Upload Images page.

3. Paste the model ID number in the **Sketchfab ID** box under "Sketchfab 3D model". **Save.**

This will allow for your model to be displayed on the "View Panel" page with the rest of the panel data you collected. People will be able to enlarge the screen and rotate the model to view it under different perspectives.

Once the photographs and the 3D models are uploaded and properly captioned, you will find a "Submit for Validation" button at the end of your page.

A pop-up message will confirm whether you are happy to submit the validation and if everyone involved in the filling out of the process (if there are other team members involved) have consented on the submission.
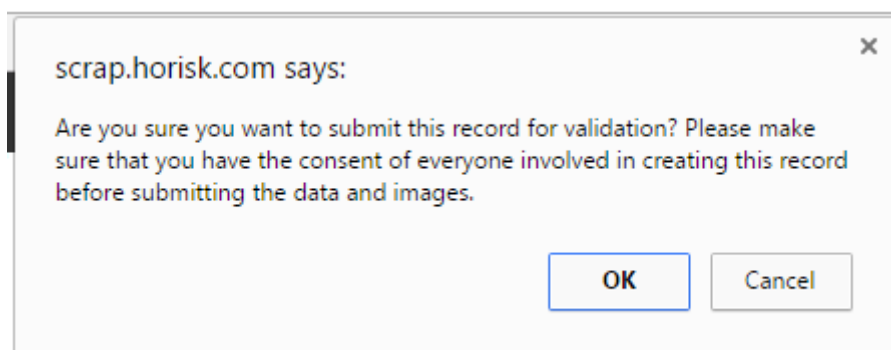
The process is now complete!

To keep track of the panel you have just submitted for validation, check your "My Panels" folder. Scroll down to the "Work in Progress" where all the panels you are editing will be displayed, including the ones awaiting validation.
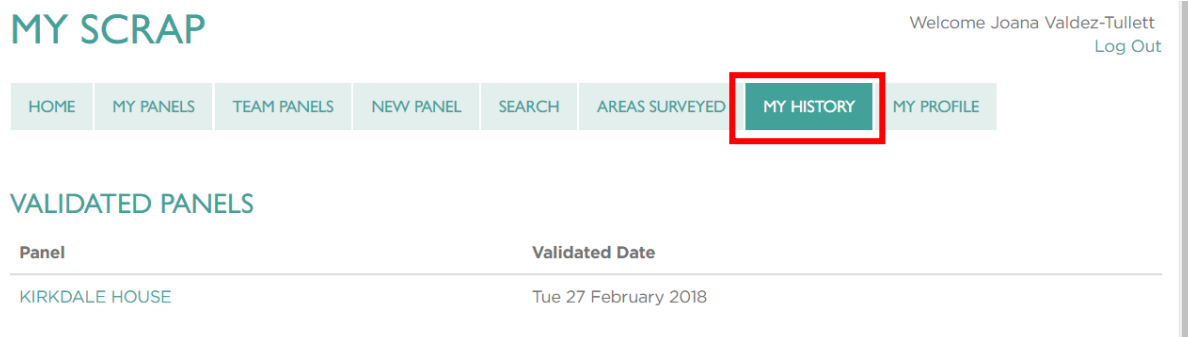
You can also keep track of your progress and involvement with the project by following the panels you have submitted in the "My History" tab, which you can find in MyScRAP:
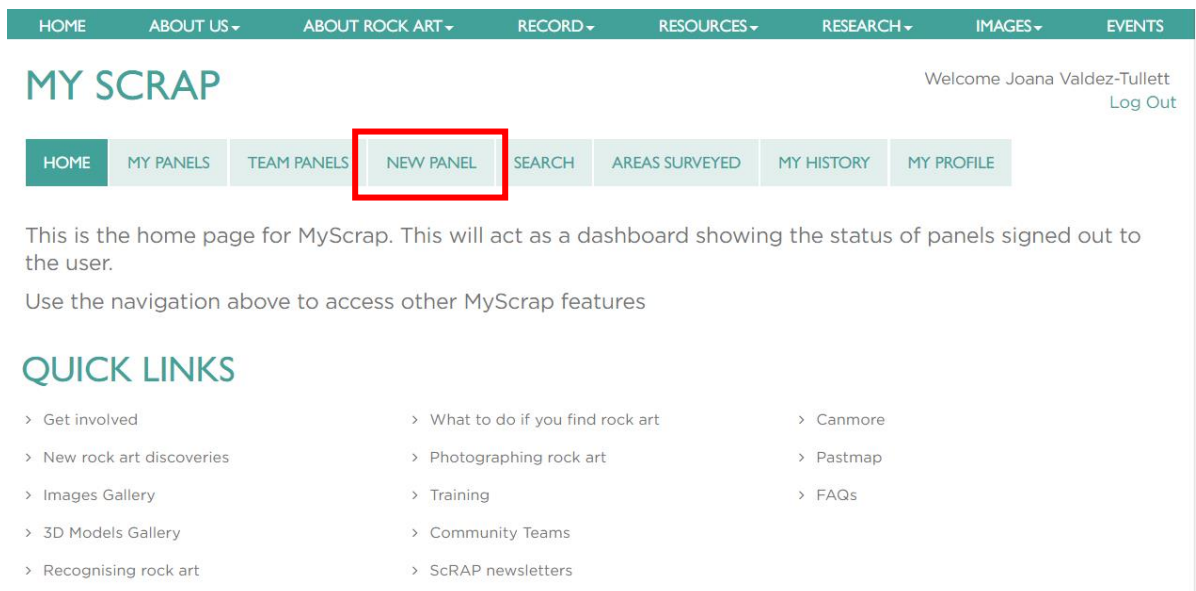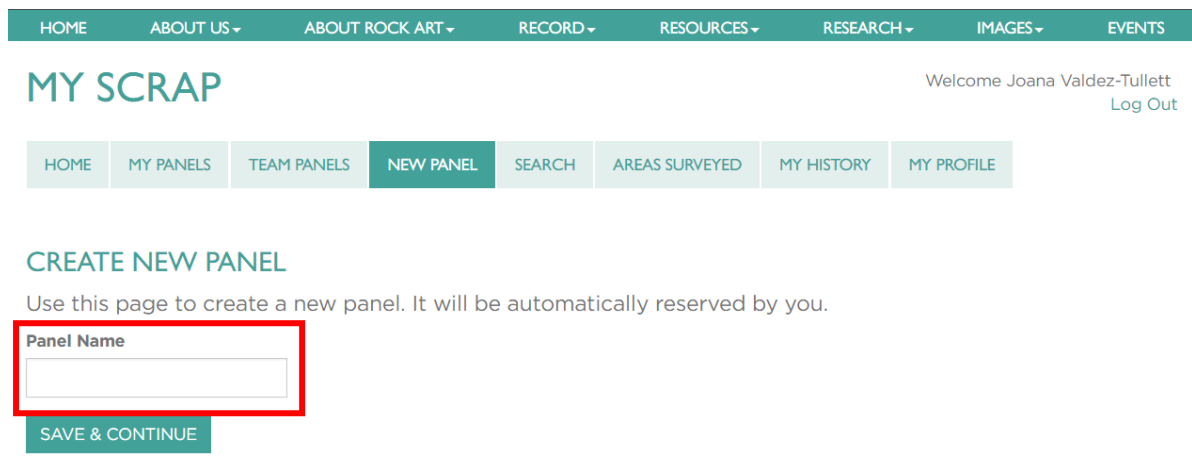

6. Recording a New Panel

During your fieldwork it is possible (and quite likely) that you will find new, unrecorded panels which do not feature any of the existing catalogues. In this case, you will need to follow the same process described above in order to include the new find in our database.

To do this, instead of finding your panel and assigning it to yourself and your team, you will have to access "MyScRAP" and select the "New Panel" tab:

A new page will open and you are required to fill a Panel Name. Please check our guidance regarding naming panels if you are not sure how to proceed here. Once you have entered the panel name, hit "Save and Continue".

After this stage, please follow the instructions above for the online recording form.

We will manually validate all records that you submit, so there may be a slight delay between your record submission and the data appearing live on our website. The validated records will be transferred to the Canmore database every few months and will then be publicly accessible on Canmore.

Thank you!