

Sites

Records in the Sites module contain information about archaeological or historical places (including plaques) relevant to our collection. You can track information such as geographical details, site type and dates, and research activities as well as linking records from the Objects, Media, and Constituents modules to a Sites record.



Elements of a Sites Record

From the TMS homepage click the **Sites** icon to open the **Sites Query** page.

The screenshot displays the 'Sites Query' interface. At the top, it prompts the user to 'Please select the query method.' Two panels are visible: 'Query Method' with options like 'Query Assistant', 'Advanced Query', 'New Entry', 'Restore Last Session', 'Package (Favourites)', and 'Site Number' (selected); and 'View' with options like 'Label Copy', 'Data Entry' (selected), 'List', and 'Hierarchy'. Below these is a search box containing 'test plaque' and a 'Set As Default' checkbox.

The main record view for 'Test Plaque' (Site Number: Test Plaque, SiteID: 134) is shown. It includes a 'Geography' section with a table for 'Geographical location' containing 'Aberdeen, Scotland'. An 'Attributes' table lists 'Type: Sites', 'Value: International Trail...', and 'Path: Plaques'. Other sections include 'Dates' (with an 'Alternate Numbers' table), 'Department' (History), 'Site-Related Constituents' (Dedicatee: Dedicated to Harry Gordon, Aberdeen, Scotland, 1893 - 1957), 'Site Type' (Plaque), 'Site Classification' (Yellow Plaque), and 'Site Status' (Active). A 'Site Dates' table at the bottom shows events: 'Approved' (22/04/2019), 'Erected' (22/04/2020), and 'Removed' (22/04/2021).

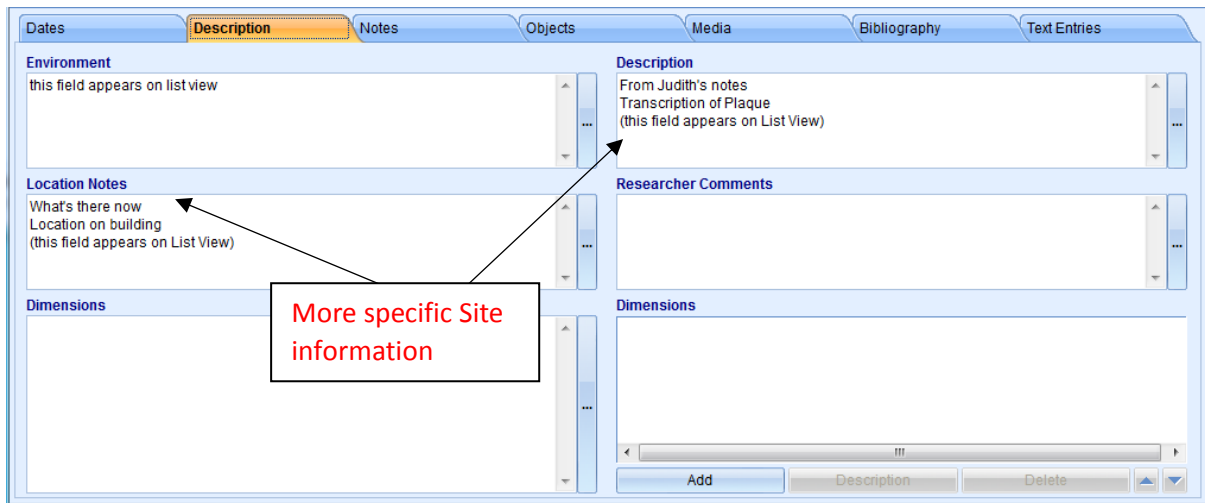
Annotations highlight key information and customizable fields:

- Key information about the Site:** Points to the 'Geography' section (Aberdeen, Scotland) and the 'Attributes' table.
- Customisable fields for recording additional information:** Points to the 'Site Type', 'Site Classification', and 'Site Status' dropdown menus.

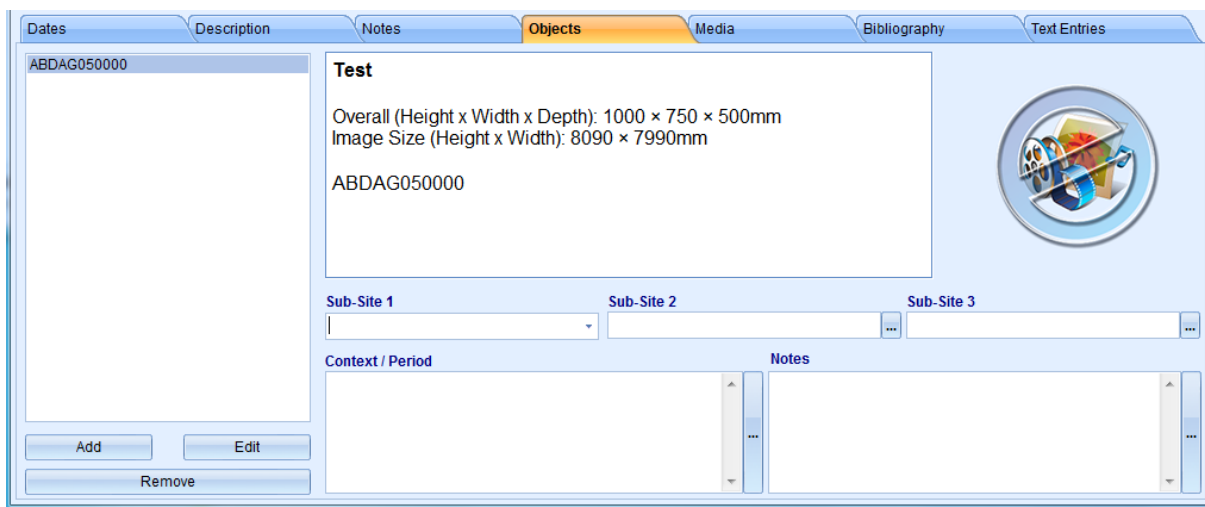
From here you can search in a number of familiar ways or create a new Sites record by selecting **New Entry**.

Customisable fields for recording additional information

The **Description** and **Notes** cards in the Sites record allows you to view/record additional information about the Site in multiple free text fields, some of which appear in **List View** and **Reports** (both good for printing/sharing information).



The **Objects** card in the Site record allows you to link objects (in our collection or on loan) that are associated with a site to the Sites record.



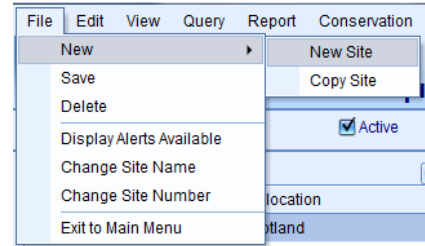
Site related images and supporting documentation will be found in the **Media** tab. Double-click the thumbnail(s) to open the files. The other tabs (Bibliography/Text Entry) are not currently in use.

Adding a New Sites Record

To create a new Sites record, either:

- From the Main Menu, click on the Sites module icon. Select **New Entry** from the list of options on the Sites Query screen.

- From within an existing Sites record, go to **File>New>New Site** (upper left corner of data entry screen).



The **Add New Site** tool will open. Complete the provided data fields with the relevant information and then click **Add**.

 A screenshot of the 'Add New Site' dialog box. It contains three input fields: 'Site Name' with the text 'Harry Gordon', 'Site Number' with the text 'PLAQUE' and a three-dot menu icon to its right, and 'Department' with a dropdown menu showing 'History'. At the bottom are 'Add' and 'Cancel' buttons.

Give the new record a unique **Site Number** (e.g. archaeological site "E1") and associated **Site Name** (e.g. "45-59 The Green")

If creating a plaque click this box to auto-generate next number in the sequence

 A close-up screenshot of the 'Department' dropdown menu. The options listed are '(not assigned)', '(not assigned)', 'Archaeology', and 'History'.

Your new Site record will now open, ready to be edited. Add **Geography, Attributes, Alternate Numbers, Site Type/Classification/Status, Constituents** and **Site Dates** to enhance the record for you and other users.

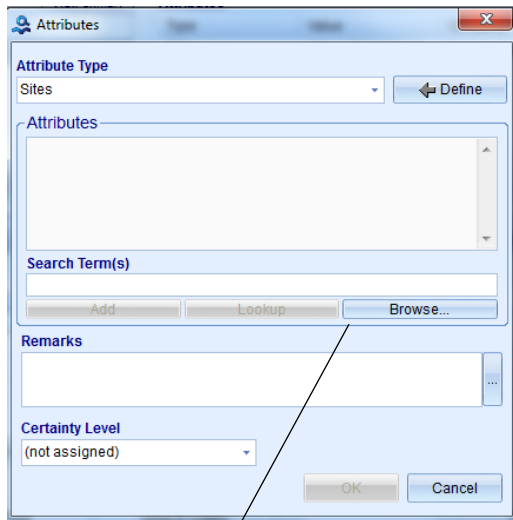
Geography

Geography		View primary
Geography type	Geographical location	
Site Location	Aberdeen, Scotland	

Add Edit Delete

 A screenshot of the 'Site Geography Type' dialog box. It has a 'Site Location' dropdown at the top. Below are sections for 'Political' (Country: Scotland, City/Town: Aberdeen, County/Subdivision:), 'Physical' (Excavation, Building/Street Address: Guild Street), and 'Global Position' (Latitude: 57.145, Longitude: -2.09709, Elevation: , UTM Easting, Northing, Map Reference Number, Notes). There is a 'Primary Display' checkbox and 'OK'/'Cancel' buttons at the bottom.

Click **Add** to open the Geography Assistant and complete the relevant fields. Click **View Primary** once location data has been entered to see the key information.

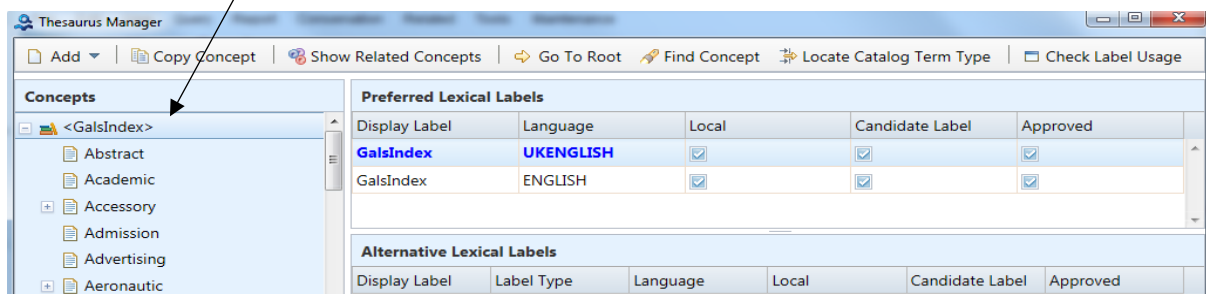


Attributes

After clicking **Add**, select **Browse** to open the **Thesaurus Manager**, where you can choose the appropriate term(s).

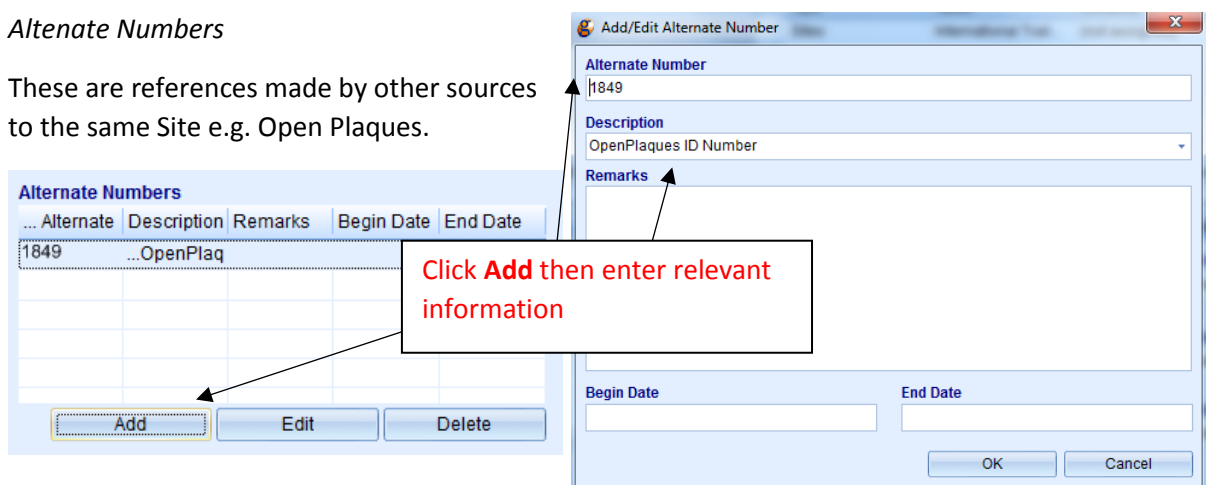
The Documentation Officer can add additional terms to the **Thesaurus Manager** on request.

Click **OK** once selection is complete.



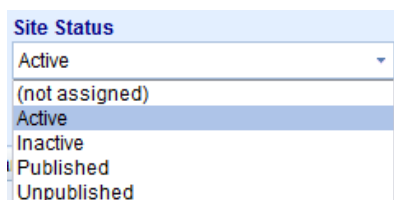
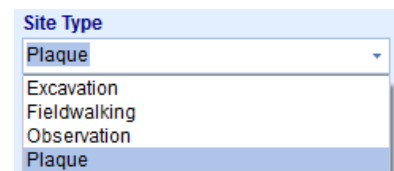
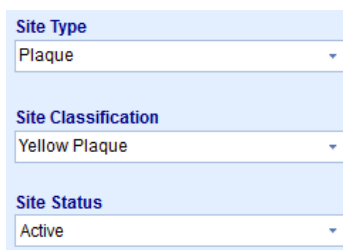
Alternate Numbers

These are references made by other sources to the same Site e.g. Open Plaques.



Site Type/Classification/Status

Select the appropriate terms from the drop-down boxes. More terms can be created on request. Discuss your needs with the Documentation Officer.



Constituents

Add the names of individuals/institutions related to the Site in various roles e.g. Dedicatee, Sponsor, Site Manager.

Harry Gordon
From Judith's notes
Transcription of Plaque

Role Type
Site Related

Harry Gordon
Aberdeen, Scotland, 1893 - 1957

1. Add a constituent through the Lookup a Constituent tool

Role	Name	Date Range	Displayed	Active in TMS
1 Dedicatee	Dedicated to Harry Gordon, Aberdeen...		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Select a Role from the drop-down box

3. Click Close once all constituents have been added

Cross-Reference Information

Displayed Active

Role
Dedicatee

Prefix Dedicated to **Suffix** **Display Order** 1

Display Preview
Dedicated to Harry Gordon, Aberdeen, Scotland, 1893 - 1957

Display Date
Begin Date: 0 End Date: 0

Address

Name
Harry Gordon

Display Bio
Default in TMS (Aberdeen, Scotland, 1893 - 1957)

Amount

Site Dates

Add important dates relating to the Site here.

Date	Event Type	Search Dates	Remarks
22/04/2019	Approved		
22/04/2020	Erected		
22/04/2021	Removed		

Site Dates

Enter the relevant dates and select the appropriate **Event Type**. Complete the **Begin Search Date** and **End Search Date** fields to create a wider date range if necessary.

Site Dates

Date/Type:
Date: 22/04/2019
Event Type: Approved

Begin Search Date:
Year: Month: Day:

End Search Date:
Year: Month: Day:

Remarks:

Description Tab

Enter any relevant information in these free-text fields. Suggested content can be seen in the images below.

The screenshot shows the 'Description' tab of a software interface. The 'Dimensions' field is highlighted with a red box and an arrow pointing to it. A text box says "Use the **Dimensions Tool** to populate this field".

The screenshot shows the 'Notes' tab of a software interface. The 'Condition' field is highlighted with a red box and an arrow pointing to it. A text box says "Click here to enter the **Conservation Module** and create a condition record".

Objects

On the Objects tab, click **Add** to open the **Objects Query** search tool. Use your preferred method to search for the relevant object(s) and attach to the Site record.

The screenshot shows the 'Objects' tab of a software interface. The 'Test' field is highlighted with a red box and an arrow pointing to it. A text box says "Click here to enter the **Conservation Module** and create a condition record".

Record any additional information concerning the object's relationship to the site in the fields on this page.

Media

Attach images and supporting documentation (e.g. Site Reports as PDFS) to the **Media** tab, as per the usual process for uploading media (see *TMS Cataloguing – Media*). Store the files in the appropriate folder in **I:\Sites** and name them appropriately. Examples:

“E086a Site Report 22-04-2019.pdf”;

“PLAQUE001a.jpg”