

# **Introduction to the EAMENA Database v.3**

## **1 Introduction to EAMENA Database Version 3**

The EAMENA Database is an open-access database designed and customised using the Arches Heritage Platform ([www.archesproject.org](http://www.archesproject.org)) to record archaeological sites, features, and landscapes from across the MENA region, as well as to record details of the disturbances, threats, and risks that they face.

Since the EAMENA project began in 2015 we have continually updated and improved our database based on the changing needs of our users and also to keep up with new versions and improvements offered by Arches. This new version of the database moves us to Arches 5.0, which offers some significant upgrades to the platform.

In addition to the increased functionality that Arches 5.0 offers, Version 3 of the EAMENA Database now includes the ability to record new types of resources and data, including for Geoarchaeological data, Built Components, and Detailed Condition Assessments.

In this tutorial, you find information on accessing and logging into the database, managing your account, and a basic introduction to the types of information that can be recorded in the database, which will be described in more details in other tutorials, and where to find additional resources.

## **2 Finding the Database**

The database is accessible online, using any browser (though Google Chrome is recommended), at the following URL: <http://3.250.232.118/en/>

## **3 Logging In**

Logging in is required to access and edit database records. If you have not already registered, please contact [eamena@arch.ox.ac.uk](mailto:eamena@arch.ox.ac.uk) to fill in an application.

- Once your registration has been approved, you will be given a user name and temporary password.

Navigate to the Home Page and click on 'Sign in' in the upper right corner to enter your login details (Figures 1–2):



Figure 1

## Sign In

Sign in to Arches to access your data modeling, editing, and discovery tools.

↶

✖

Sign In

[Forgot password?](#)
[Create a new account](#)

[Learn more about Arches](#)

Figure 2

## 4 Your Account

After you have signed in for the first time using your temporary password, we advise you to change your password.

To change your password, click “Welcome, [your username]”, in the upper right corner of the home page (Figure 3).



Figure 3

On the Profile Manager page, click Change Password, and follow the instructions to enter a new password for your account (Figure 4).

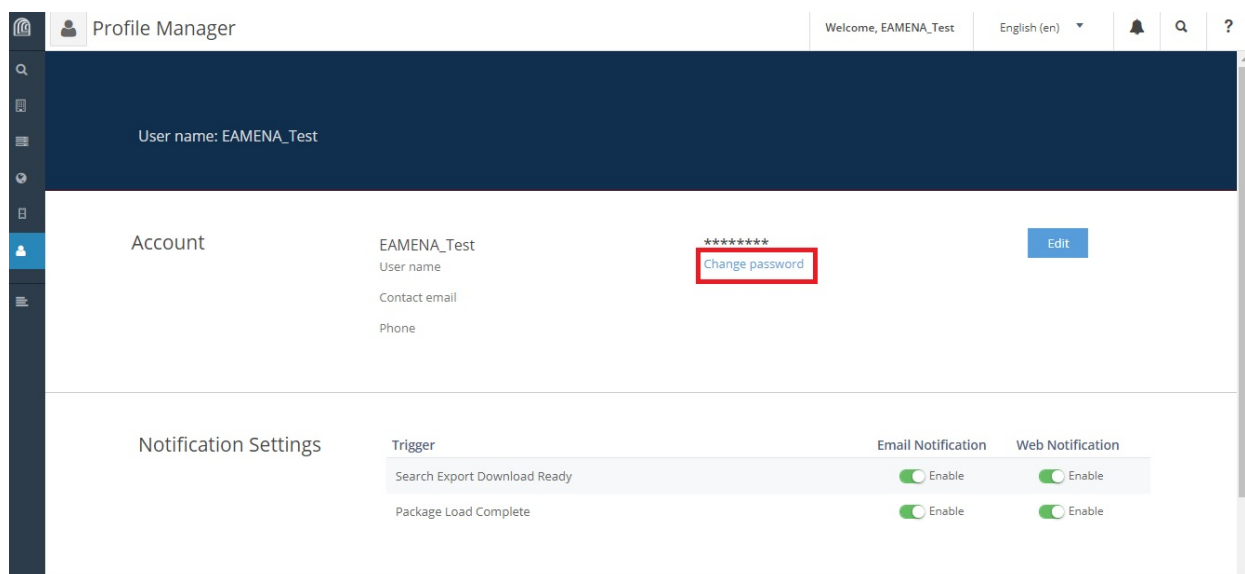


Figure 4

Press 'Edit' to add your personal and contact details (Figure 5).

**Profile Manager** | Welcome, EAMENA\_Test | English (en) | [Bell Icon] | [Search Icon] | [Help Icon]

User name: EAMENA\_Test

### Account

**Arches user name**  
EAMENA\_Test  
This is the unique email or name that you use to log on to Arches. [Save] [Cancel]

**First name**  
First name

**Last name**  
Last name

**Phone Number (optional)**  
e.g. +1 415 555-1234

**Contact Email**  
Arches uses your e-mail to alert you to projects and tasks

Figure 5

At the bottom of this page, you may also change your notification settings to your preference (Figure 6).

**Profile Manager** | Welcome, EAMENA\_Test | English (en) | [Bell Icon] | [Search Icon] | [Help Icon]

Phone Number (optional)  
e.g. +1 415 555-1234

Contact Email  
jsmith@company.com  
Arches uses your e-mail to alert you to projects and tasks assigned to you.

Trigger	Email Notification	Web Notification
Search Export Download Ready	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable
Package Load Complete	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable

Arches Collector Projects

Sorry, but you haven't been invited to a project yet...

Figure 6

To log out of the database, click “Log off” in the upper right corner of the database, or from within the database, click where it says “Welcome, [username]” and this will log you out immediately.

## 5 Changing the Language

The EAMENA Database is currently available to use in English or Arabic.

To change the language, from any page within the database, click the dropdown menu in the upper right corner where it says ‘English (en)’ and choose your preferred language (Figure 7).

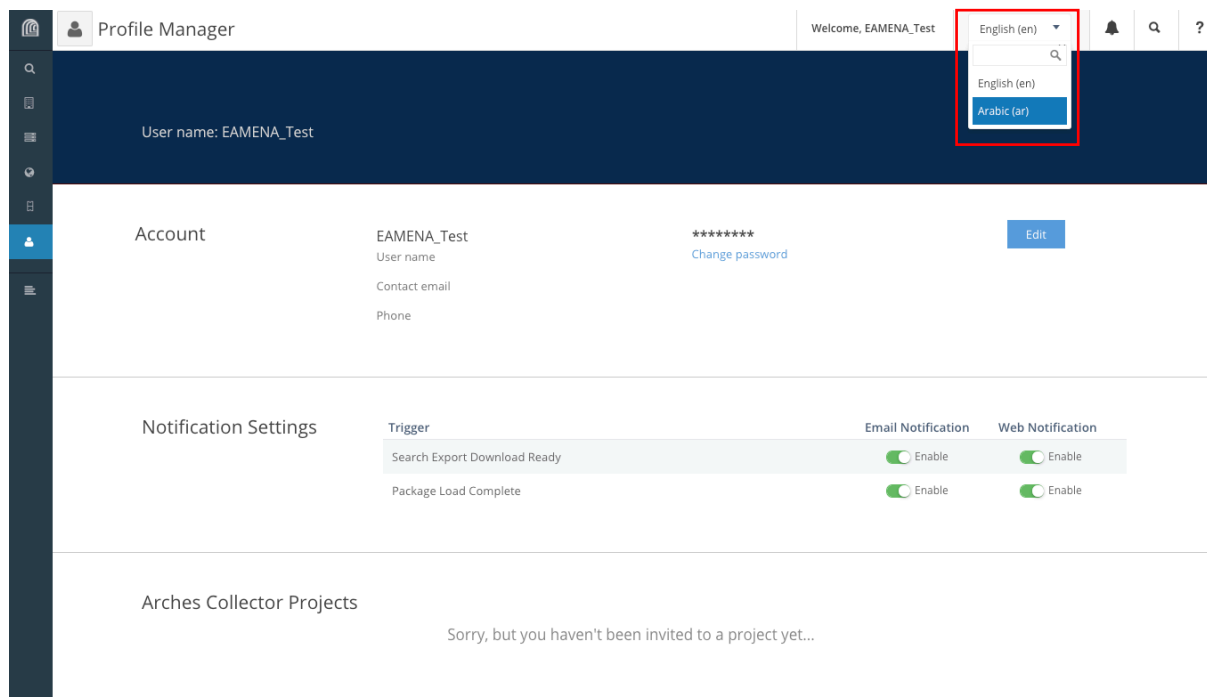


Figure 7

## 6 Home Page

From the landing page, you can choose from two main actions: ‘Search the EAMENA Database’ or ‘Create New Heritage Resources’.

### 6.1 Search the EAMENA Database

Click on ‘Search the EAMENA Database’ (Figure 8), to go directly to the Search Page.

To learn more about searching, please refer to **Tutorial 1: Searching the Database (Basic)**.





Figure 8

## 6.2 Create New Heritage Resources

Click on 'Create New Heritage Resources' to go to the Resource Manager page (Figure 9).

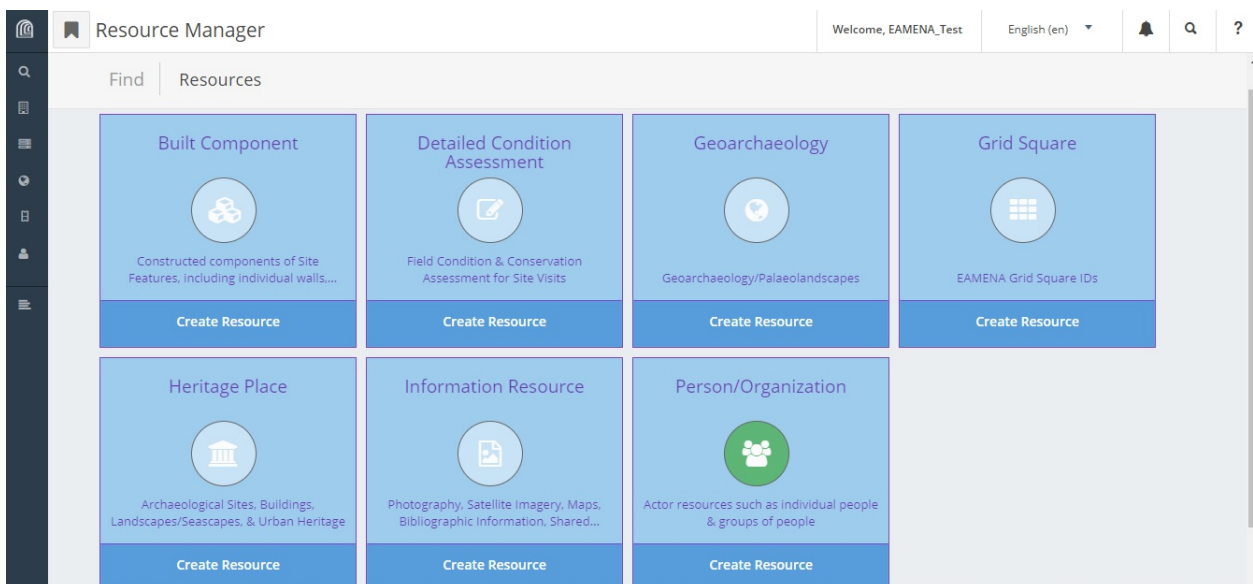


Figure 9

On this page, you can choose to create one of seven different types of resources:

### 6.2.1 *Heritage Place*

Heritage Place is where you create the main records about archaeological sites, features, buildings, landscapes, seascapes, and urban heritage.

To learn how to create a Heritage Place resource, please refer to **Tutorials 3 to 9**

### 6.2.2 *Geoarchaeology*

Geoarchaeology is where you record data on geoarchaeology and palaeolandscapes.

To learn how to create a Geoarchaeology resource, see **Tutorials 10 and 11**.

### 6.2.3 *Person/Organization*

A Person/Organization resource is where you record information about any actor, individual or group, who you would like to link to Heritage Place or any other type of resource. This primarily includes the creator or editor of individual records, but may also include, for example, the individual person or group who made a specific interpretation, or historic or contemporary figures who are somehow linked to a site or resource.

To learn how to create a Person/Organization resource, see **Tutorial 2**.

### 6.2.4 *Built Component*

A Built Component resource is for the recording of constructed components of buildings or other features, such as individual walls, pavements, doorways, etc. which have specific characteristics or disturbances which need a separate resource to record.

To learn how to create a Built Component resource, see **Tutorial 13**.

### 6.2.5 *Information Resource*

Information Resources record the source of the information collected to create individual records, such as satellite imagery, photographs, publications, maps, or datasets that have been shared directly with the EAMENA project.

To learn how to create an Information Resource, see **Tutorial 15**.

### 6.2.6 *Detailed Condition Assessment*

In addition to the basic condition assessment completed for Heritage Resources, sometimes it may be necessary or desirable to complete a Detailed Condition Assessment. This type of record provides a place to record more specific details about the condition of a site, the disturbances, threats, and risks affecting it, and recommendations for its conservation and protection.

To learn how to create a Detailed Condition Assessment resource, see **Tutorial 14**.

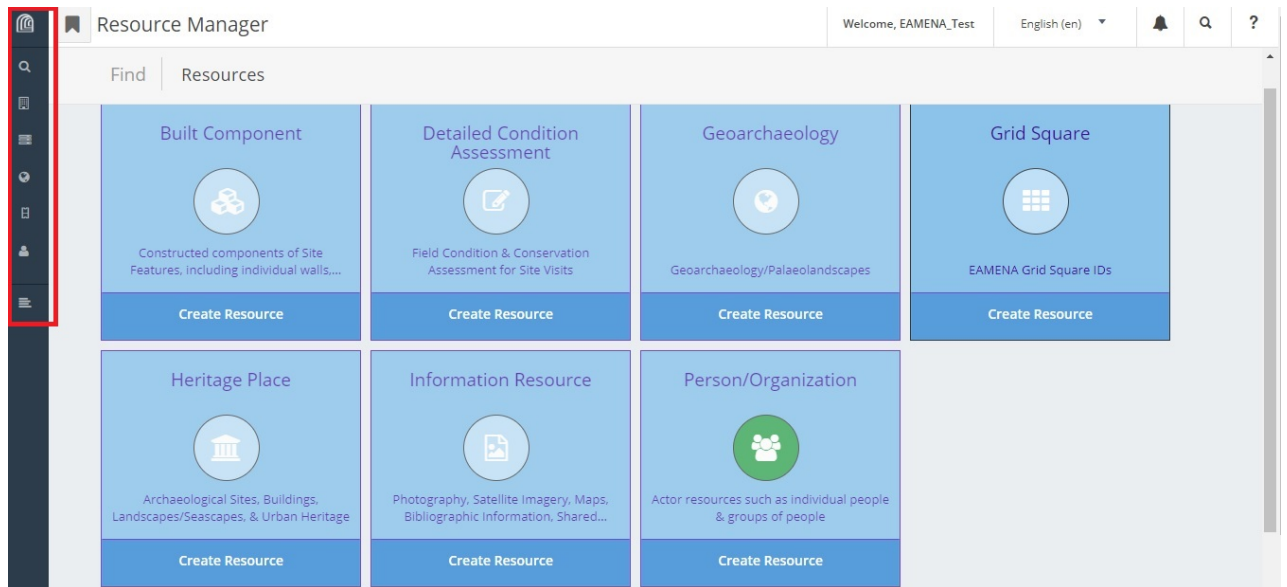
### 6.2.7 *Grid Square*

The EAMENA project uses a system of grid squares to divide the region under study into smaller units. Each Grid Square requires its own record, so that all sites found within that square can be linked to it.

In most cases, it is easier and more direct to create a Grid Square resource from within the resource record you are creating. To learn how to do this from Heritage Place records, see **Tutorial 6, Section 2.4**.

## 7 Navigating the Database

From within the database, it is also possible to navigate to the different parts of the database already described above by using the menus along the left side of the screen or in the upper right side of the screen (Figure 10).



*Figure 10*

Click on the Arches symbol in the upper left corner of the screen to reveal the full main database menu (Figure 11).



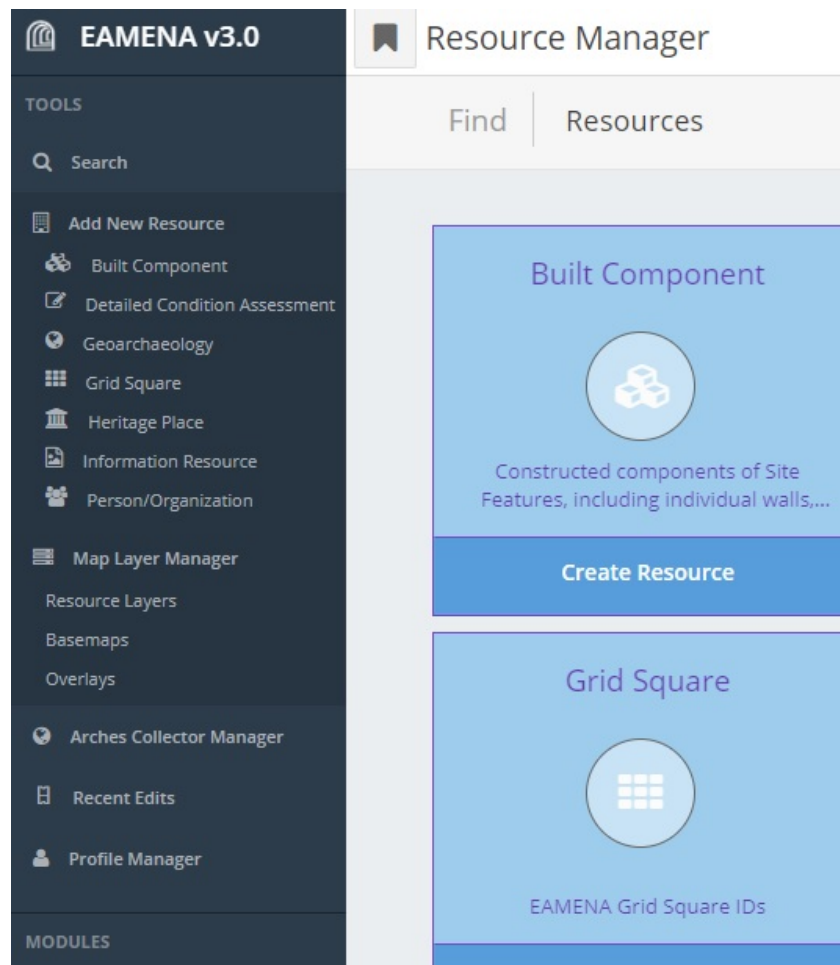


Figure 11

## 7.1 Search

To access the Search page, click the Search Icon on the left side of the screen, or in the upper right corner (Figure 12).

To learn more about searching, please refer to **Tutorial 1: Searching the Database (Basic)**.

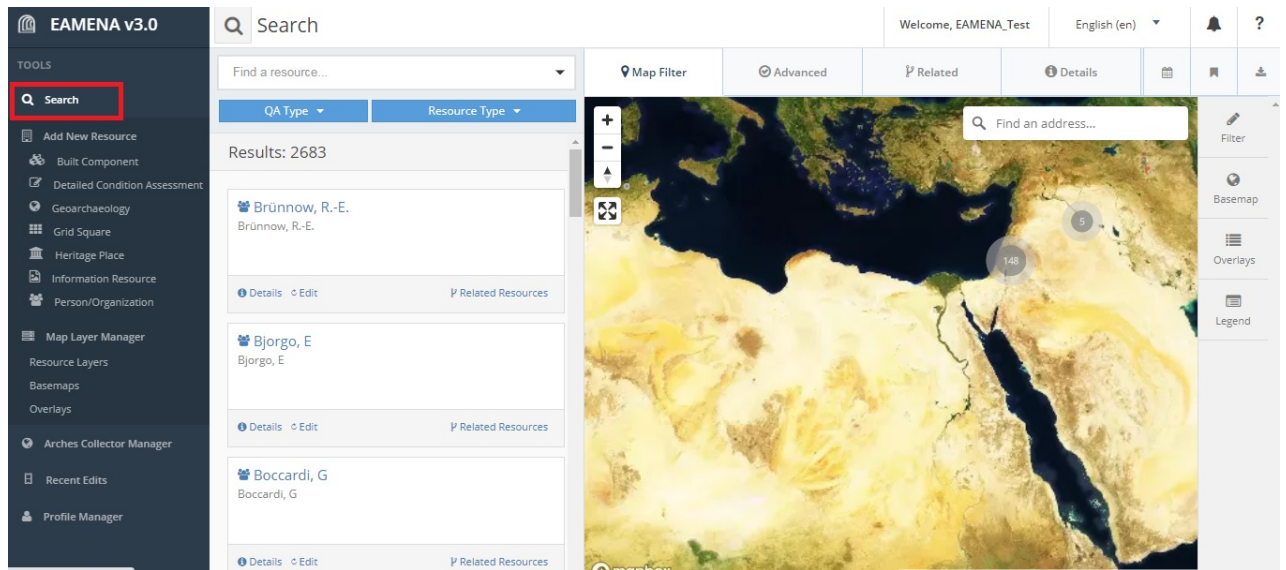


Figure 12

## 7.2 Add New Resource

To access the Resource Menu, click “Add New Resource” (Figure 13), or you can choose from one of the seven different types of Resources described in Section 6 to go directly to their pages.

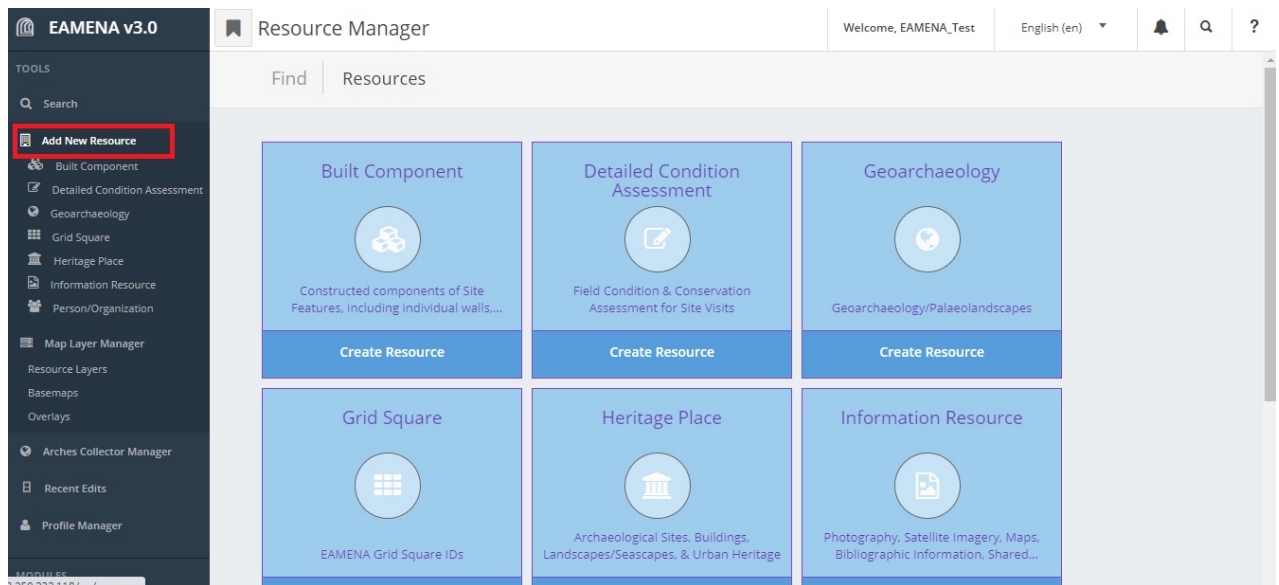


Figure 13

### 7.3 Map Layer Manager

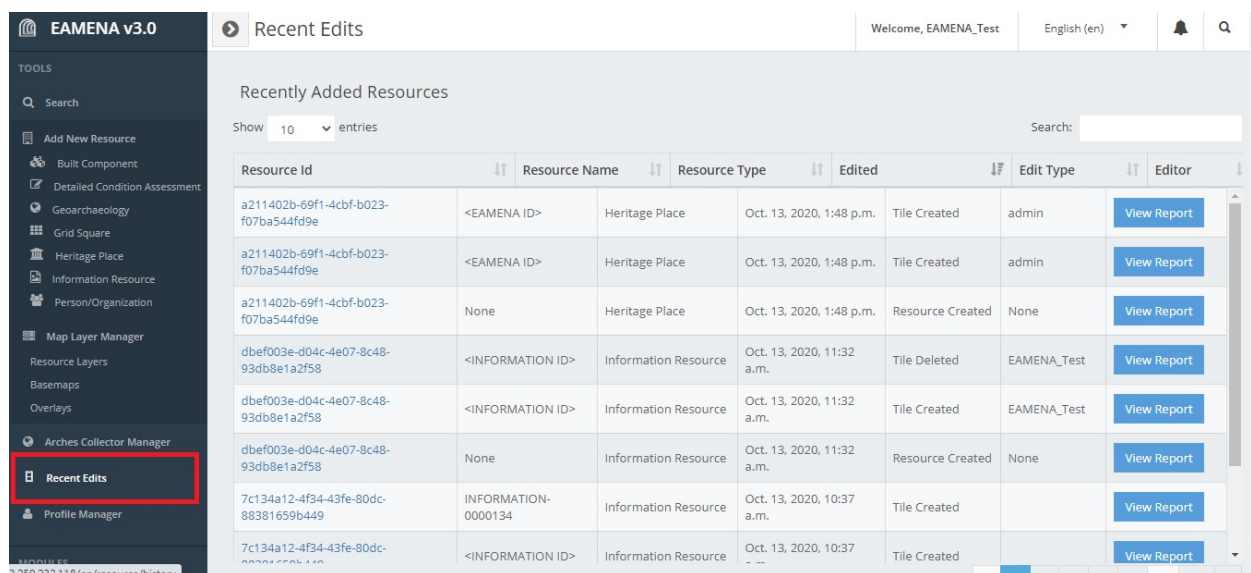
The 'Map Layer Manager' is not for use by General Users. It controls the map display settings in different types of records. Please do not access or change anything in this section.

### 7.4 Arches Collector Manager

The 'Arches Collector Manager' is still in development so should not be used for now. When it is ready, it will be used to customise options for data collection using mobile devices such as smartphones or tablets.

### 7.5 Recent Edits

To see a list of your recent activity in the database, click "Recent Edits" (Figure 14).



**EAMENA v3.0** Recent Edits

Welcome, EAMENA\_Test English (en)

TOOLS

- Search
- Add New Resource
- Built Component
- Detailed Condition Assessment
- Geospatial
- Grid Square
- Heritage Place
- Information Resource
- Person/Organization
- Map Layer Manager
- Resource Layers
- Basemaps
- Overlays
- Recent Edits**
- Profile Manager

Recently Added Resources

Show 10 entries

Search:

Resource Id	Resource Name	Resource Type	Edited	Edit Type	Editor
a211402b-69f1-4cbf-b023-f07ba544fd9e	<EAMENA ID>	Heritage Place	Oct. 13, 2020, 1:48 p.m.	Tile Created	admin
a211402b-69f1-4cbf-b023-f07ba544fd9e	<EAMENA ID>	Heritage Place	Oct. 13, 2020, 1:48 p.m.	Tile Created	admin
a211402b-69f1-4cbf-b023-f07ba544fd9e	None	Heritage Place	Oct. 13, 2020, 1:48 p.m.	Resource Created	None
dbef003e-d04c-4e07-8c48-93db8e1a2f58	<INFORMATION ID>	Information Resource	Oct. 13, 2020, 11:32 a.m.	Tile Deleted	EAMENA_Test
dbef003e-d04c-4e07-8c48-93db8e1a2f58	<INFORMATION ID>	Information Resource	Oct. 13, 2020, 11:32 a.m.	Tile Created	EAMENA_Test
dbef003e-d04c-4e07-8c48-93db8e1a2f58	None	Information Resource	Oct. 13, 2020, 11:32 a.m.	Resource Created	None
7c134a12-4f34-43fe-80dc-88381659b449	INFORMATION-0000134	Information Resource	Oct. 13, 2020, 10:37 a.m.	Tile Created	
7c134a12-4f34-43fe-80dc-88381659b449	<INFORMATION ID>	Information Resource	Oct. 13, 2020, 10:37 a.m.	Tile Created	

3.250.232.118/en/resource/history/

Figure 14

### 7.6 Profile Manager

To access your account and details (as already discussed in Section 4), click "Profile Manager" (Figure 15).

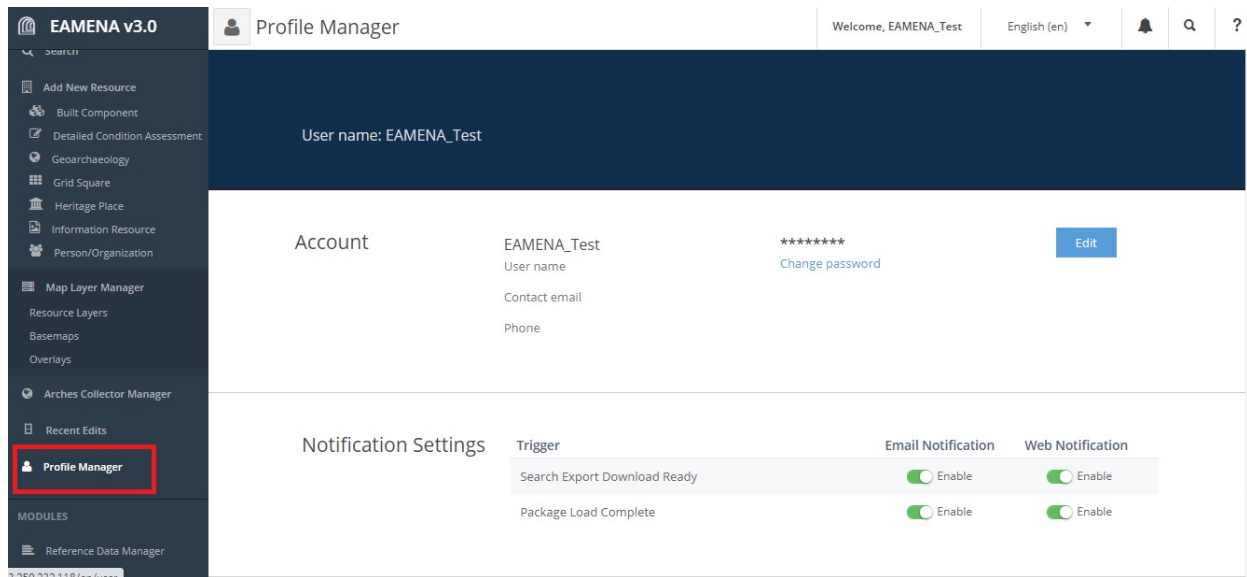


Figure 15

## 7.7 Reference Data Manager

To access the Reference Data Manager (RDM) click on “Reference Data Manager” (Figure 16). This page is where we add and edit the terms or ‘concepts’ which appear in the drop-down menus of the database.

The RDM should only be used by someone who has been designated to manage the database. If you would like to learn more about it, please speak to a member of the EAMENA team.

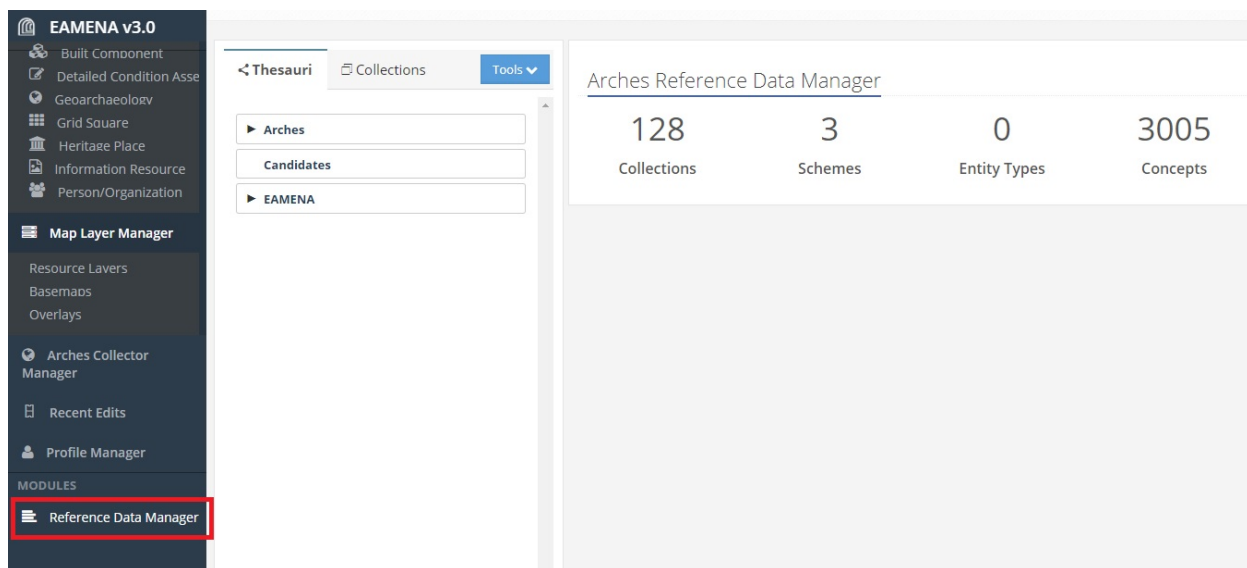


Figure 16

## 7.8 Notifications

Click on the bell icon in the upper right corner of the screen to display any notifications, for example when a download has finished (Figure 17). Click “Dismiss All” to clear these notifications.

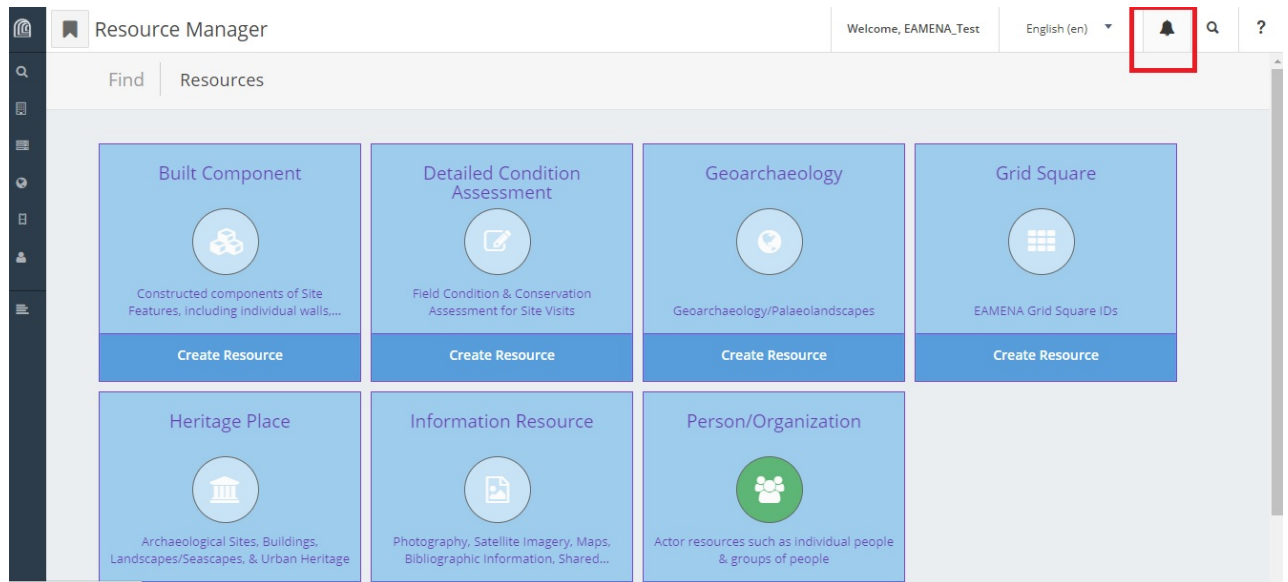


Figure 17

## 7.9 Help Section

Click on the question mark to reveal tips on how to use the database and links to Arches documentation (Figure 18).

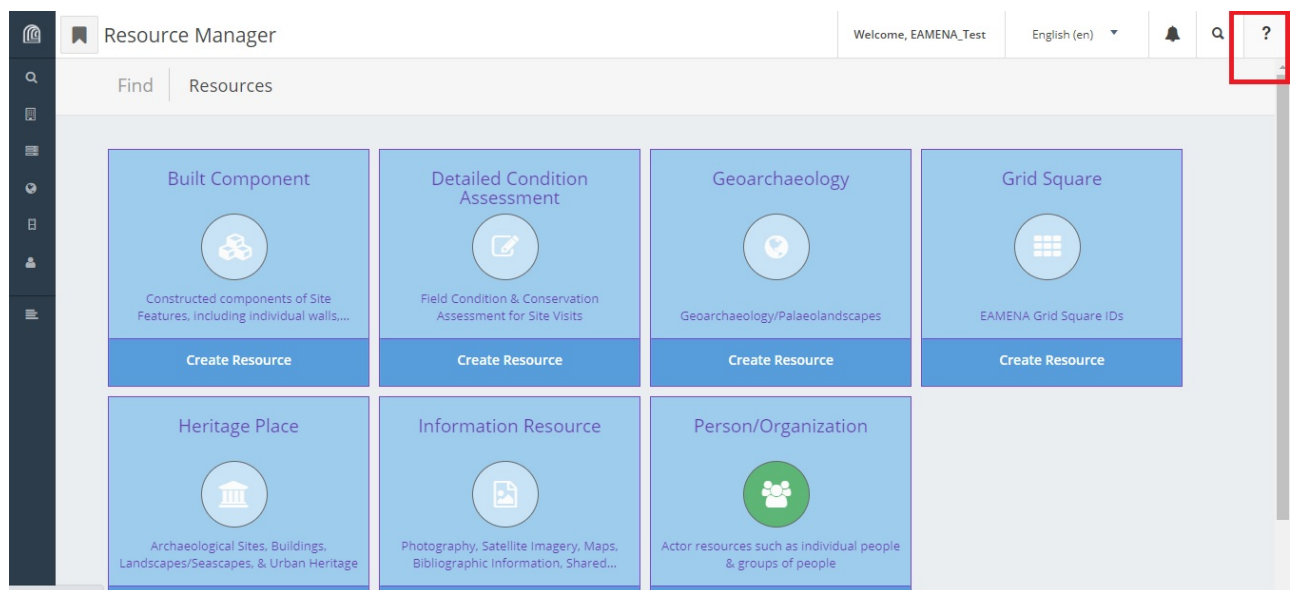


Figure 18



## 8 Additional Resources

- Tutorials: available online <https://eamena.web.ox.ac.uk/cpf-training>
- YouTube videos: For the general EAMENA database videos are available, in English with Arabic subtitles, on the EAMENA YouTube channel:
  - [https://www.youtube.com/channel/UC7Gmcwm3FAcU\\_C3O9KGETmg](https://www.youtube.com/channel/UC7Gmcwm3FAcU_C3O9KGETmg)