

TUTORIAL: Detailed Condition Assessment

The Detailed Condition Assessment (DCA) Resource Model is used to add more in-depth damage and risk assessment data to heritage recorded in the database in order to assess the condition and prioritise conservation and preservation activities.

A Detailed Condition Assessment is normally used to record detailed field-based condition assessment data, normally for individual features, buildings or components. A DCA record has more fields, which record more detailed assessment than the standard Condition Assessment found in a Heritage Place record. Most Heritage Places recorded using remote sensing or rapid assessments do not need a DCA.

In this tutorial you will learn how to create a new DCA record or edit an existing one. It is very important to relate the DCA to its corresponding Heritage Place or Built Component record and there are two methods that should be highlighted here.

- Method 1: You can create and relate the DCA record directly from within the relevant Heritage Place or Built Component record, and then use the instructions in this tutorial to edit and add more information to the Detailed Condition Assessment.
 - See **Tutorial 12: Condition Assessment, Section 2.6** for instructions how to add a DCA record from a Heritage Place record.
 - See **Tutorial 13: Built Component, Section 6.3** for instructions how to add a DCA record from a Built Component record.
 - Method 1 is the recommended and preferred method.
- Method 2: You can create a new DCA record and then relate that record to the Heritage Place or Built Component from the Assessment Summary Card. See **Section 2** below for instructions on how to do this.
 - You should only use this method for Heritage Places when the Heritage Place in question records **ONLY** the one feature that the DCA is for; not if it is for just one 'Site Feature' within a larger site. For example, if you have a Temple within a Settlement site and you have recorded them as a Heritage Place, you can only use this method if you have a separate record (i.e. Heritage Place) for the Temple.

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1 Getting Started

You should always create a Heritage Place or Built Component record that you want to make the Detailed Condition Assessment for, BEFORE, creating the DCA record.

- Our recommended method is to then create the DCA from within the Heritage Place or Built Component Resource. Once the new DCA is created, you can edit the DCA record to add the detailed assessment information using this tutorial.




To add information to an existing DCA:

- Click on the 'edit' (pencil) icon beside its CONDITION-number in any record that it is related to (Figure 1) and the DCA record will open in a new tab.
- Or search for it in the database and click on 'Edit' below its CONDITION-number in the search results.
 - Refer to **Tutorial 1: Searching the Database – Basic**, for detailed instructions about searching.

Detailed Condition Assessments

Detailed Condition Assessment

Select or Create Detailed Assessment

			CONDITION-0000042
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+ Add
✕ Cancel edit

Figure 1: Click the pencil icon to edit an existing DCA record

When the new or existing record opens, on the left side of the page you will see the resource's Card Tree. You can navigate between different sections of the record by clicking on the individual cards, for example Assessment Summary or Damage Assessment (Figure 2).

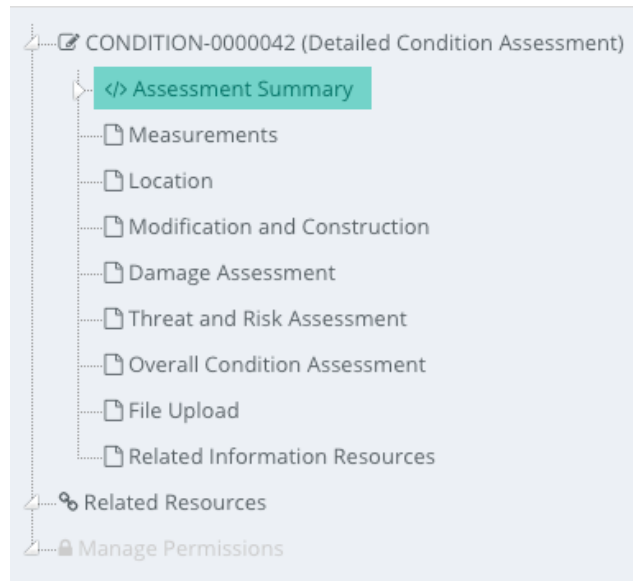


Figure 2: Card Tree for DCA record

In some cases you may create a new DCA record from scratch. To create a new DCA record, click on the 'Resource Manager' button on the left side of the screen to go to the Resource Manager page.

- Choose 'Detailed Condition Assessment' and click on 'Create Resource' (Figure 3).
- Alternatively, you can go directly to a new DCA record by hovering over the Resource Manager icon on the left side, then choosing 'Detailed Condition Assessment' from the list that appears.

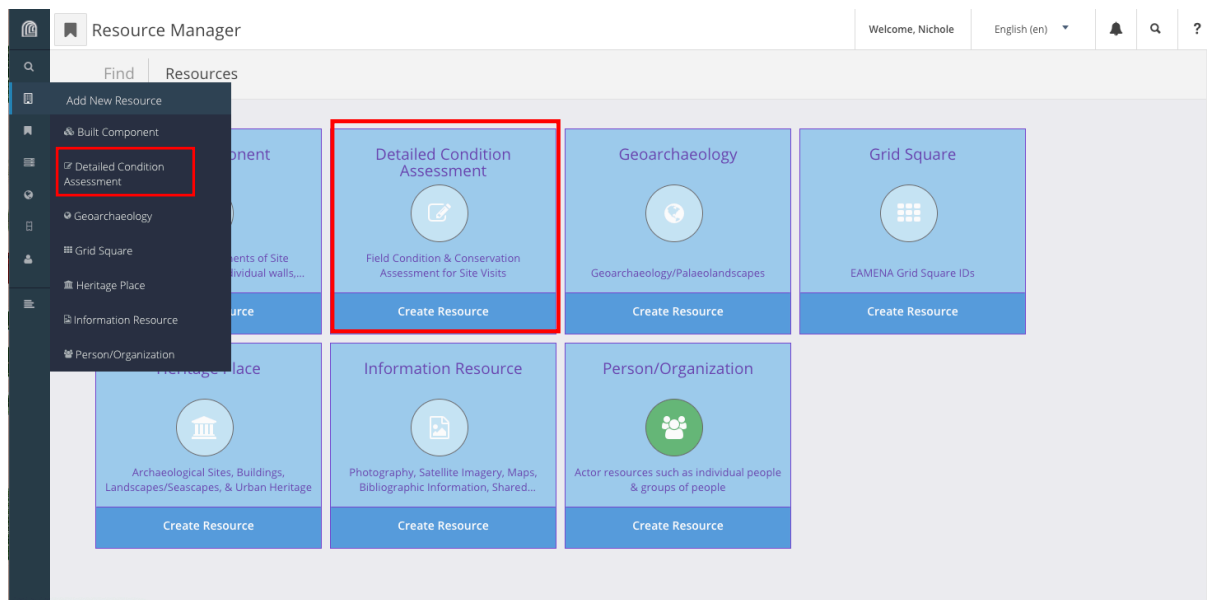


Figure 3: Click on 'Create Resource' in the Resource Manager Page or on 'Detailed Condition Assessment' in the left side menu.

2 Assessment Summary

The Assessment Summary card, records details about the Investigator or Assessor who made the record. This is also where the Relationships between the Detailed Condition Assessment (DCA) and the relevant Heritage Place/Feature and/or Built Components can be made.

- Click on 'Assessment Summary' in the Card Tree to go to that card.

2.1 Investigator and Activity Fields

The first four fields in this card are the same as for Heritage Place. Refer to **Tutorial 3: Assessment Summary** for more detailed instructions on how to fill in these fields.

In Summary:

- Click on 'Investigator Role Type' field. Choose from the drop-down list.
- Click on the 'Assessment Investigator – Actor' field. Choose from the drop-down list.
 - Often this is your own name, but it can also be the name of the person who did the field-based assessment and whose records you are entering into the database
 - If the person does not already exist, you can choose 'Create a new Person/Organization...' and fill in the fields in the window that appears to create a new record.
 - Make sure to double-check that the name does not already under a different format (e.g. with the last name first or with a different spelling).
- Click on the 'Assessment Activity Type' field and choose an option from the drop-down list.
- Click on the 'Assessment Activity Type' field and enter or choose the date on which the assessment is being/was done.
 - Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (2016-07-14 for 14 July 2016).

2.2 Heritage Place/Site of Assessment

If the relationship has already been created through the Heritage Place, which is the preferred method, you should leave this field blank.

- You can check to see if your relationship already exists, by clicking on 'Related Resources' in the Card Tree (see Section 11 below) and checking that the EAMENA-number of the Heritage Place is already in the list.

If the relationship does not already exist, click on 'Heritage Place/Site of Assessment' field and select the EAMENA-number of the Heritage Place you are adding the DCA to (Figure 4).

Figure 4

2.3 Built Component Assessed

If the relationship has already been created through the Built Component, which is the preferred method, you should leave this field blank.

- You can check to see if your relationship already exists, by clicking on 'Related Resources' in the Card Tree (see Section 11 below) and checking that the COMPONENT-number of the Built Component is already in the list.

If the relationship does not already exist, click on 'Built Component Assessed' field and select the COMPONENT-number of the Built Component you are adding the DCA to.

2.4 Comments on Relationship to Heritage Place/Built Component

Click in the 'Comments on relationship to Heritage Place/Built Component' free-text box to add any comments necessary to explain the relationship between the DCA and Heritage Place or Built Component it is related to, if that information is not clear from the rest of the record.

- Do not copy and paste text from other documents or the web as this can create an error in the database.
- You may leave this field blank if you have no comments.

2.5 Add and Save

Click 'Add' at the end of the page.

- The entry will appear in the Card Tree below the 'Assessment Summary' Card.
- Click on '+ Add New' or on 'Assessment Summary' in the Card Tree to add further assessment summaries if and when necessary.

3 Measurements

This card records information about measurements that have been taken as part of the Detailed Condition Assessment which are specifically relevant to the condition of the heritage or component being assessed.

Click on 'Measurements' in the Card Tree to go to that card and fill in the fields

- Refer to **Tutorial 7: Archaeological Assessment, Section 2.6** for more detailed instructions how to fill in this card
- Click '**Add**'.

4 Location

This card records details about the geographic location of the area assessed in the Detailed Condition Assessment, only if it is different from the location already recorded in the Heritage Place or Built Component record that it is related to. If this information is needed, normally, this should be recorded using GPS coordinates taken during a field assessment to record location of damage.

- If the area assessed is not different from the Geographic location recorded in the Built Component or Heritage Place, you may leave this card blank.
- Click on 'Location' in the Card Tree to go to that card.
- For more detailed instructions about this card and instructions on how to add a 'Geometric Place Expression', please refer to **Tutorial 5: Geometries**, Sections 2.1 and 2.2.

4.1 Geometric Place Expression

To add the coordinates:

- In the 'Geometric Place Expression' field, choose 'Add Point' and use your mouse to add a point to the map in any random place.
- Then, click on 'Edit GeoJSON', below the 'Geometric Place Expression' box and the added geometry.
- You now see the GeoJSON code – do not let this put you off. Look for the coordinates and replace these with the correct ones (Figure 5).
 - NB the coordinates must be entered in WGS84 decimal degrees, with X/easting/longitude first, then Y/northing/latitude.
- The point you drew above will automatically move to the correct location.
- Finish by clicking on the green 'Update Features' button.

```

1 {
2   "type": "FeatureCollection",
3   "features": [
4     {
5       "id": "237efc20ea2e51905e3b49",
6       "type": "Feature",
7       "properties": {
8         "nodeId": "5348cf67-c2c5-1",
9       },
10      "geometry": {
11        "coordinates": [
12          35.760234892587306,
13          31.17353123133539
14        ],
15        "type": "Point"
16      }
17    }
18  ]
19 }

```

Figure 5

4.2 Location Certainty

In this field you will indicate how certain you are that the location that you have entered for the DCA is accurate.

- Click on the field and choose your certainty from the dropdown menu that appears.
- Refer to the Glossary for definitions for each of the terms.
 - Only choose Definite if the location was recorded, e.g. by GPS, in the field (which should normally be the case for Detailed Condition Assessment).

4.3 Resource Orientation Type

This field is used to record the geographical orientation of the part of the Heritage Place or Built Component that requires a Detailed Condition Assessment. This field is optional and may be left blank if it is not relevant.

- Click on the 'Resource Orientation Type' field and choose from the dropdown list.

4.4 Add and Save

Click **Add** at the end of the page.

- The entry will appear in the Card Tree below the 'Location' Card.
- If multiple Locations needs to be added in order to record location of damage to different parts of the assessed area, click on '+ Add New' or on 'Location' in the Card Tree and repeat the above steps to add further geometries.

5 Modification and Construction

In this card you will record information about Modification and Construction activities which have taken place at the site as part of conservation, restoration, or reconstruction efforts.

- Click on 'Modification and Construction' in the Card Tree to go to that card.

5.1 Modification

In the 'Modification' fields, you will add information about any previous conservation, restoration, reconstruction work to the heritage.

- Click on the 'Modification Type' field and choose from the drop-down list.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- Click on the 'Modification Description' free-text field to enter any additional information you might have about the selected modification work.
 - Leave it blank if you do not have any further information.
- Click on the 'Modification Date' field to choose the date the modification was done.
 - Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (2016-07-14 for 14 July 2016).
 - If the date is unknown, leave this field blank.
- Click 'Add'.
 - Your entry will appear below the 'Add' button and below 'Modification' in the Card Tree.
- Repeat the steps above to add further entries (Figure 6).

The screenshot displays the EAMENA web application interface. On the left, a sidebar shows a tree structure of cards for 'CONDITION-0000042 (Detailed Condition Assessment)'. The 'Modification and Construction' card is selected and highlighted. The main content area shows the 'Add new...' form for this card. The form has three main sections: 'Modification Type' with a dropdown menu set to 'New Addition/Extension', 'Modification Description' with a text input field containing 'A new extension to the building was constructed on the west side.', and 'Modification Date' with a date input field set to '2019-05-14'. At the bottom of the form are two buttons: a green '+ Add' button and a red 'x Cancel edit' button. Below these buttons, a status line indicates 'Modification Type: Minor Conservation Work'.

Figure 6: A DCA with one Modification entry already saved and a second being entered.

5.2 Construction Technique Type

In the 'Construction Technique Type' fields, you will enter information about the techniques and materials used in any recorded modification, conservation and restoration activities which have taken place (Figure 7).

- Click on the 'Material Class' field and choose the raw material used in the construction activity from the dropdown list.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- Click on the 'Material Type' field and choose the man-made material used in the construction activity from the drop-down list.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- Click on the 'Construction Technique Type' field and choose from the dropdown.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- Click on the 'Construction Note' free-text field to enter any additional information you might have about the selected construction activity.
 - Leave it blank if you do not have any further information.
- Click **'Add'**.
 - Your entry will appear below the 'Add' button and below 'Construction Technique Type' in the Card Tree.
- Repeat the steps above to add further entries.

The screenshot shows the EAMENA web application interface. On the left, a sidebar contains a 'Card Tree' for 'CONDITION-0000042 (Detailed Condition Assessment)'. The tree includes sections like 'Assessment Summary', 'Measurements', 'Location', 'Modification and Construction' (which is expanded), 'Modification', 'Modification Type: Minor Conservation Work', 'Construction Technique Type', 'Damage Assessment', 'Threat and Risk Assessment', 'Overall Condition Assessment', 'File Upload', 'Related Information Resources', 'Related Resources', and 'Manage Permissions'. The 'Modification and Construction' section is highlighted. The main content area shows a form titled 'Modification and Construction > Add new...'. The form has four fields: 'Material Class' (dropdown), 'Material Type' (dropdown), 'Construction Technique Type' (dropdown), and 'Construction Note' (text input). Below the 'Construction Note' field is a green 'Add' button. At the bottom of the form is a red button labeled 'Delete this Modification and Construction'.

Figure 7: The Materials and Construction Technique Type fields

6 Damage Assessment

In this card you will record information about disturbances and damage that are affecting the heritage.

Click on 'Damage Assessment' in the Card Tree to go directly to a blank card to begin your data entry, or click on '+' beside it to expand the nested cards (Figure 8): Disturbance, Recommendation Plan, and Damage Assessor.

- You can begin your data entry from the main 'Damage Assessment' window or by clicking on each card individually.

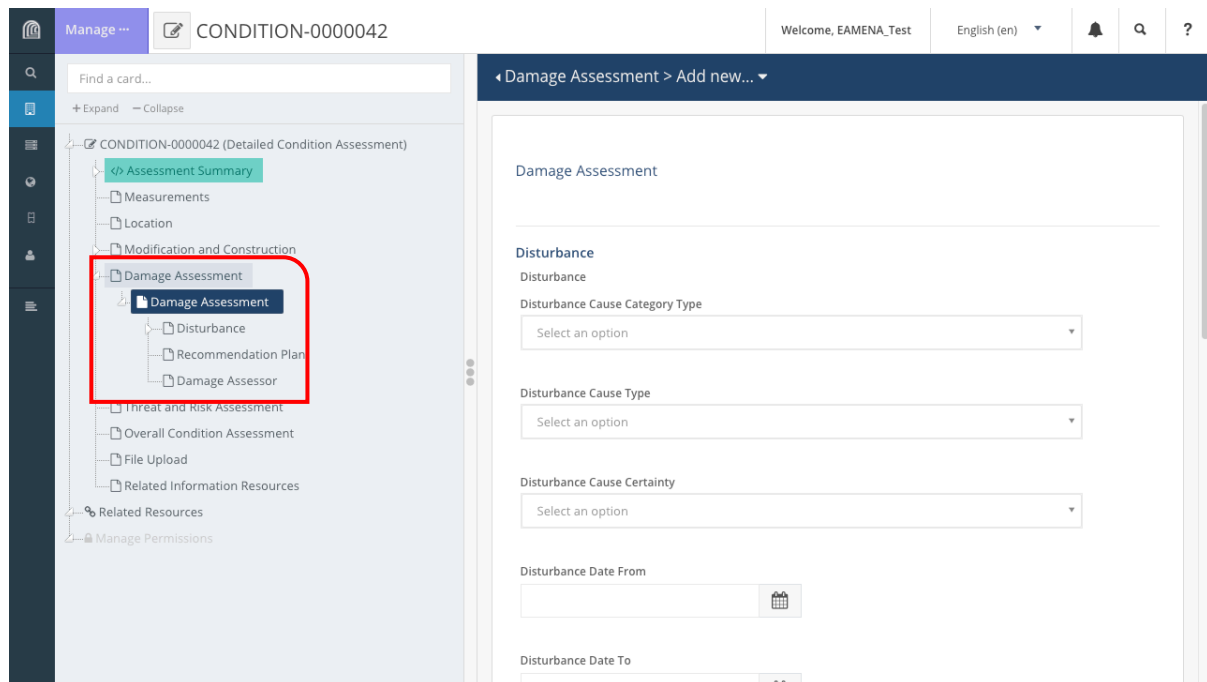


Figure 8: Card Tree showing Damage Assessment cards and a new, blank, Damage Assessment entry

6.1 Disturbance

Disturbances are defined as current detectable events that have affected the site by human or natural forces and activities. You can identify disturbances by looking for changes to a site or feature based on comparing information from field visits with previous imagery, photographs, reports, etc.

Begin filling in the 'Disturbance' fields in the main Damage Assessment window, or click on 'Disturbance' in the Card tree to go directly to that card.

Note: You need to complete all sections described below for each identified Disturbance with its associated effects, BEFORE adding a new Disturbance.

6.1.1 Disturbance Cause Category Type

In this field you will record the broader category of the disturbance cause. Ask yourself if you can identify the broad reason why a particular disturbance has occurred.

- For example, if you are recording an instance of 'Clearance (Bulldozing/Levelling)' ask yourself why this was done, e.g. if the clearance was to enable a road the category would be 'Infrastructure/Transport', or if it was for a new field to be created you would enter 'Agricultural/Pastoral'.
- Click on the 'Disturbance Cause Category Type' field and choose an option from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.
 - If the 'Disturbance Cause' (below) is 'No Visible/Known', you should enter 'Not Applicable' in this field.
- If you do not know the Category of the disturbance, you should choose 'Unknown'.

6.1.2 Disturbance Cause Type

Disturbance causes are the specific factors or phenomena causing deterioration and impacting heritage. For example, 'Water Action' at a site might cause 'Erosion'.

Identifying and recording causes of disturbances will help to identify recommendations and type of conservation and preservation activities that will be necessary (See **Section 6.2 Recommendation Plan**, below).

- Click on the 'Disturbance Cause Type' field and choose the appropriate term from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.
 - 'Unknown' should be selected when you cannot identify a specific Disturbance Cause, but you can identify the disturbance effects (see below).
 - 'No Visible/Known' should be selected when there are NO identifiable or known disturbances.

6.1.3 Disturbance Cause Certainty

- Click on the 'Disturbance Cause Certainty' field and choose from the Dropdown list.
- Ask yourself 'how certain am I that the identified cause is the reason for the disturbance and its observed effect on the Heritage Place?'
 - Refer to the Glossary for detailed definitions of the terms.
 - Note: When selecting 'No/Visible Known' or 'Unknown' for the Disturbance Cause you should always record the Cause Certainty as 'Not Applicable'.

6.1.4 Disturbance Date

In in this section you will define when the disturbance you have recorded above occurred (if known). Choose the appropriate date field (Date On, Before, or Date From/To) based on the definitions below.

- Use the 'Disturbance Date Occurred On' field if you know the specific, single day on which a disturbance occurred.
 - For example, the assessor saw looters in action during a field visit on 18 November 2018, so they know the exact date.
- Use the 'Disturbance Date From' and 'Disturbance Date To' fields to record a disturbance that has taken place at an unknown point or period between two known calendar dates OR if the disturbance occurred continuously between those two dates.
 - For example, a satellite image dated to 17 March 2015 shows no disturbances, but when you visited the site in 2019, you found that a bulldozer had destroyed part of the site, but you don't know when in that period it occurred.

- Use the 'Disturbance Date Occurred Before' field to record a disturbance that has taken place prior to the earliest source of information (this is the most common).
 - For example, you know the disturbance took place at some point before your visit to the site, but not when.
- Use the calendar pop-up or type the dates in the date fields in yyyy-mm-dd (year-month-day) format. Use "-" as a separator.
 - Note that the date format in Google Earth is mm-dd-yyyy (month-day-year, American version). Take care to enter the date correctly, and preferably use the calendar view to navigate to the correct date.
 - If a date is entered incorrectly, the database will ignore the incorrectly entered date and revert back to today's date.

6.1.5 Add and Save

Click 'Add'.

The entry will appear in the Card Tree below the 'Disturbance' Card (Figure 9).

- The 'Damage Observation' card will also appear below your entry.

The screenshot shows the EAMENA database interface. On the left, a sidebar titled 'Manage ...' displays a card tree for 'CONDITION-000042'. The tree includes sections like 'Assessment Summary', 'Measurements', 'Location', 'Modification and Construction', 'Damage Assessment', 'Threat and Risk Assessment', 'Overall Condition Assessment', 'File Upload', 'Related Information Resources', 'Related Resources', and 'Manage Permissions'. The 'Damage Assessment' section is expanded, showing 'Disturbance' and 'Damage Observation' cards. The 'Disturbance' card is selected, and its details are shown in the main panel. The main panel has a header 'Damage Assessment > Disturbance > Add new...' and a '+ Add New' button. The form contains the following fields:

- Disturbance Cause Category Type:** A dropdown menu with 'Agricultural/Pastoral' selected.
- Disturbance Cause Type:** A dropdown menu with 'Ploughing' selected.
- Disturbance Cause Certainty:** A dropdown menu with 'High' selected.
- Disturbance Date From:** A date input field with a calendar icon.
- Disturbance Date To:** A date input field with a calendar icon.
- Disturbance Date Occurred Before:** A date input field with a calendar icon.
- Disturbance Date Occurred On:** A date input field with a calendar icon.

At the bottom of the form, there is a red button labeled 'Delete this Disturbance'.

Figure 9: A saved Disturbance entry

6.1.6 Damage Observation

In this Card you will record the effects, severity, extent, and trend of the disturbance that you have just recorded above.

It is possible to know the Disturbance Effect but not the Disturbance Cause. For example, when you observe erosion (Effect is “Erosion”) or structural damage (Effect is “Collapse/Structural Damage”), but you do not know what caused it. In these cases, Disturbance Cause should be entered as ‘Unknown’.

If there is no evidence of disturbance and damage to heritage, you should choose ‘Not Applicable’ for both ‘Disturbance Effect’ and ‘Disturbance Effect Certainty’ and ‘No Visible/Known’ for the Disturbance Cause.

- Click on ‘Damage Observation’ in the Card Tree on the left to go to that Card.

6.1.6.1 *Effect Type*

Here you will record the visible effects or impacts of the Disturbance Causes on the heritage you are recording.

- Click on the ‘Effect Type’ field and choose the appropriate option from the Dropdown list
 - Refer to the Glossary for detailed definitions of the terms.
 - If you entered ‘No Visible/Known’ for the ‘Disturbance Cause’, you should choose ‘Not Applicable’ in this field.

6.1.6.2 *Effect Certainty*

- Click on the ‘Effect Certainty’ field and choose the appropriate level of certainty from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.
 - If you chose ‘Not Applicable’ as your Effect, enter ‘Not Applicable’ for the Certainty.

6.1.6.3 *Severity Type*

In this field you will record the severity of the observed effect on the heritage, i.e., the strength and intensity of the damage.

- Click on the ‘Severity Type’ field and choose the appropriate term from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

6.1.6.4 *Extent Type*

In this field you record the approximate extent of the site or heritage place which is affected by the damage you have recorded.

- Ask yourself how, ‘much of the site has been affected/damaged?’.
- Click on the ‘Extent Type’ field and choose the appropriate term from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

6.1.6.5 *Damage Trend Type*

In monitoring condition of sites and structures, it is important to know whether a disturbance effect (i.e. damage) is new or has been recorded before, and if it has been recorded before, whether the condition is getting worse or better.

- Click on the ‘Damage Trend Type’ field and choose the appropriate term from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

6.1.6.6 Add and Save

Click **'Add'** to save your information.

The entry will appear in the Card Tree below the 'Damage Observation' Card (Figure 10).

- Click 'Damage Observation' in the Card Tree or '+Add New' in the top right corner of the screen to add further Damage Observation entries for the Disturbance you are recording and repeat the steps above (Figure 10).

The screenshot shows the EAMENA web application interface. On the left is a 'Card Tree' for 'CONDITION-0000042'. The tree structure is as follows: CONDITION-0000042 (Detailed Condition Assessment) -> Assessment Summary -> Measurements -> Location -> Modification and Construction -> Damage Assessment -> Disturbance -> Damage Observation. The 'Damage Observation' card is selected. On the right, the 'Damage Observation' form is displayed. It contains the following fields: Effect Type (dropdown menu with 'Altered of Terrain' selected), Effect Certainty (dropdown menu with 'High' selected), Severity Type (dropdown menu with 'Slight Damage' selected), Extent Type (dropdown menu with '91-100%' selected), and Damage Trend Type (dropdown menu with 'Stable' selected). At the bottom of the form is a red button labeled 'Delete this Damage Observation'.

Figure 10: A Disturbance Cause entry with two Damage Observation entries.

6.1.7 Add Other Disturbances

Once you have completed all of the fields above, you can add further Disturbance entries.

- To start a new Disturbance entry, click on 'Disturbance' in the Card Tree on the left side to open a new, blank Disturbance page, or the '+' sign beside it to immediately view the nested cards (Figure 11).
- You can also start a new Disturbance entry from an existing recorded Disturbance card, and by click '+Add New' in the upper right corner (Figure 11).
- Repeat the steps above starting with Section 6.1.

The screenshot displays the EAMENA web application interface. On the left, a 'Card Tree' for 'CONDITION-0000042 (Detailed Condition Assessment)' is visible, with 'Disturbance' highlighted. The main panel shows the 'Damage Assessment > Disturbance > Add new...' form. The form includes fields for 'Disturbance Cause Category Type' (set to 'Building and Development'), 'Disturbance Cause Type' (a dropdown), 'Disturbance Cause Certainty' (a dropdown), and four date fields: 'Disturbance Date From', 'Disturbance Date To', 'Disturbance Date Occurred Before', and 'Disturbance Date Occurred On'. A red box highlights the '+ Add New' button in the top right corner of the form, and another red box highlights the 'Disturbance' item in the Card Tree.

Figure 11: A Damage Assessment with two Disturbance entries; also showing in red boxes where to click to add new Disturbances

6.2 Recommendation Plan

In this card you will record the recommended actions that can be taken to better preserve the heritage and resolve or mitigate the Disturbance(s) and Damage recorded above and the priority with which that activity should be undertaken.

Click on 'Recommendation Plan' in the Card Tree to go to that card.

- Click on the 'Intervention Activity Type' field and choose an option from the Dropdown list.
 - Refer to the Glossary for detailed definitions for these terms.
- Click on the 'Priority Type' and choose the level of urgency and the priority with which the activity should be undertaken
 - Refer to the Glossary for detailed definitions of the terms
- Click on the 'Recommendation Type' field and choose the type of recommendation that needs to be carried out for the better preservation and management of the heritage
 - Refer to the Glossary for detailed definitions of the terms
- Click 'Add'
 - Your entry will appear in the Card Tree below 'Recommendation Plan'.
 - You can add as many Recommendation Plans as are appropriate and necessary
 - Click on '+ Add New' in the top right corner or on 'Recommendation Plan' in the Card Tree to start a new entry (Figure 12).

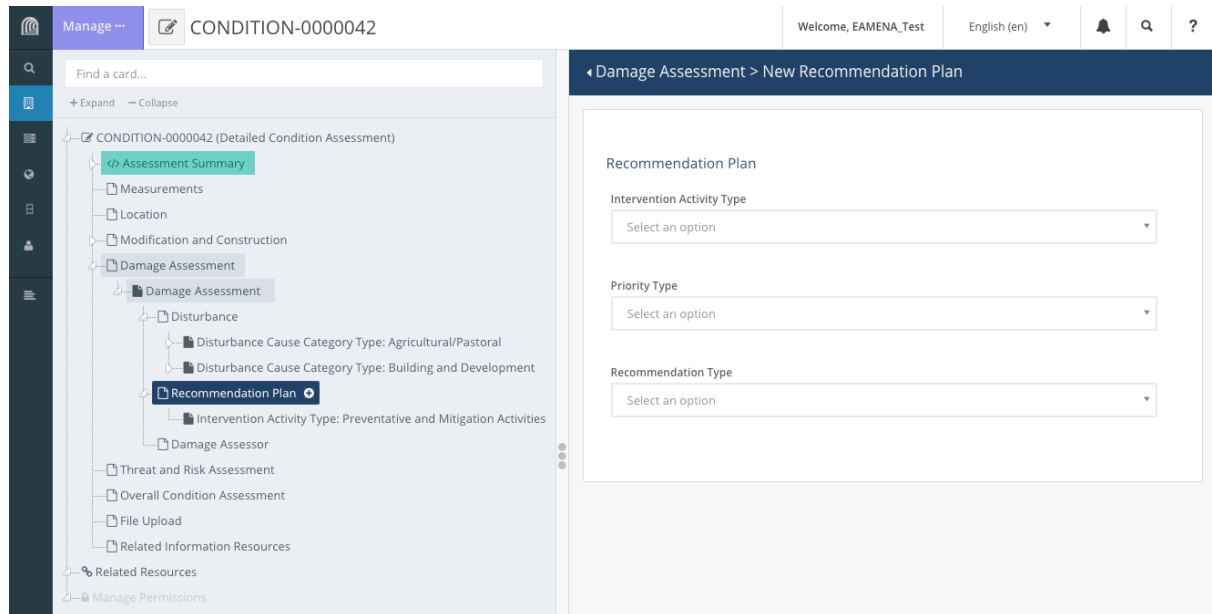


Figure 12

6.3 Damage Assessor

In this field you will record the name of the person/organisation or group or project who has made the assessment, whether it was you or a person or group other than yourself.

Click on 'Damage Assessment' to return to the main Damage Assessment window and scroll down to the 'Damage Assessor' section.

- Alternatively, you can click on 'Damage Assessor' in the Card Tree to go to that card.
- Click on the 'Damage Assessment Assessor' field and type the name.
 - If someone other than you made the assessment / observation, you should add the name of the person and/or project or organisation. You might for example be entering data that someone else has recorded in the field.
 - If you are adding a name of a person, use the format Firstname (or Initial(s)) Lastname (Figure 13).
- Click '**Add**'.
 - The entry will appear in the Card Tree under 'Damage Assessor' (Figure 13).
- To add additional Damage Assessors, you must return to the main Damage Assessment window
 - Scroll down to the 'Damage Assessor' section and repeat the steps above.

The screenshot displays the EAMENA web application interface. On the left, a sidebar shows a tree view of the application's structure, with 'Damage Assessment' selected under the 'CONDITION-0000042 (Detailed Condition Assessment)' card. The main panel shows the 'Damage Assessment > Add new...' form. The form includes a dropdown for 'Select an option', a 'Recommendation Type' dropdown, and an 'Add' button. Below this, the 'Intervention Activity Type' is set to 'Preventative and Mitigation Activities'. The 'Damage Assessor' section shows a list of assessors: 'Damage Assessment Assessor: Marcus Wright' and 'Damage Assessment Assessor: John Smith', with an 'Add' button. At the bottom, there is a 'Delete this Damage Assessment' button.

Figure 13

7 Threat and Risk Assessment

In this card you will record information about potential threats and future risks to the heritage being recorded. Risks are the (negative) result of threats and can be defined as the probability that a certain kind of damage or disturbance could happen in the future.

Click on 'Threat and Risk Assessment' in the Card Tree to go directly to a blank card to begin your data entry, or click on '+' beside it to expand the nested cards (Figure 14): Threat Event, Recommendation and Priority, and Threat and Risk Assessor.

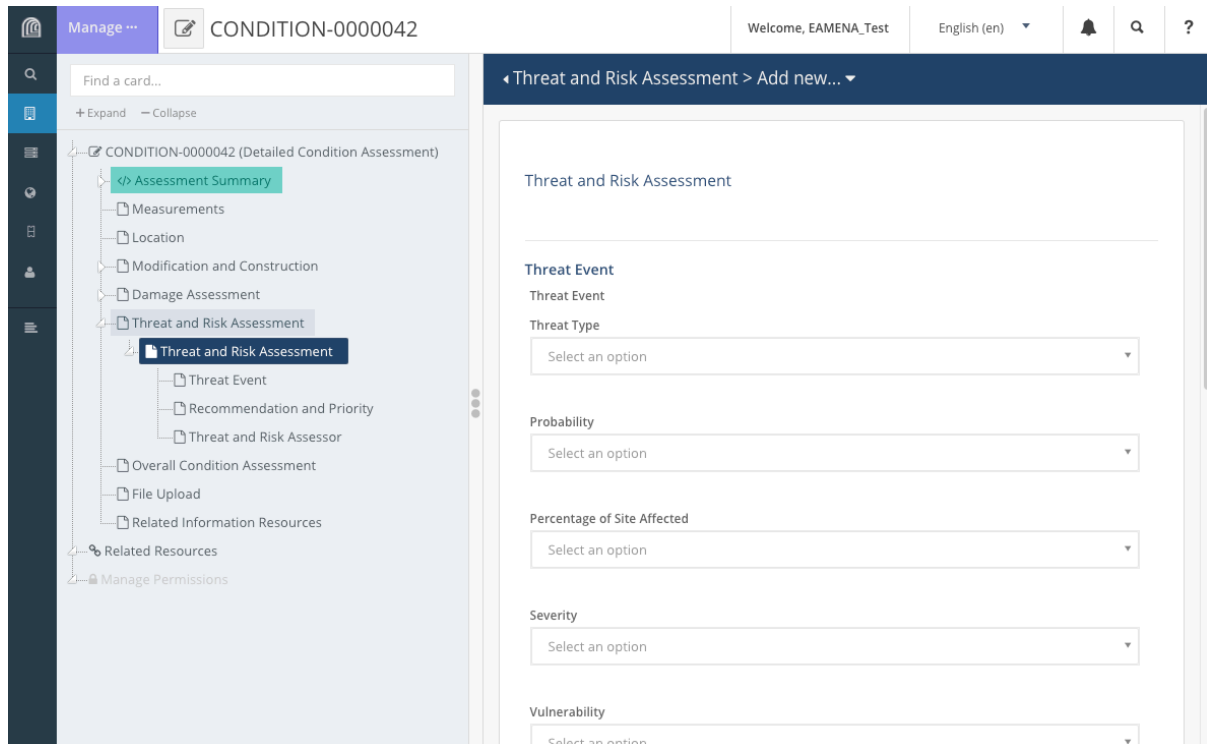


Figure 14: Card Tree showing Threat and Risk Assessment cards and a new, blank, Threat and Risk Assessment window.

7.1 Threat Event

Threats can be defined as phenomena, whether natural forces or human activities, that could damage heritage sites or features in the future. Threats (or sometimes called hazards) are potential sources of harm that may or may not be significant to the heritage. Whether a threat has a significant negative impact on a heritage recourse, will depend on other factors such as Exposure and Vulnerability of the heritage (as defined below). If some areas of the site are vulnerable and exposed to an identified threat, only then, that threat would have a significant negative effect on that area of the site.

- For example, a flood is a significantly greater threat to a mudbrick structure located on a slope than it is to a stone structure located on top of a mound.

Click on 'Threat Event' in the Card Tree on the left side to go to that card.

Note: You need to complete all sections described below for each identified Threat before adding a new entry.

7.1.1 Threat Type

In this field you will record the probable cause of potential damage, i.e. the type of threat, that presents a risk to the heritage being recorded.

- Click on the 'Threat Type' field and choose the appropriate option from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

7.1.2 Probability

In this field you will record the probability that the threat identified above will occur in the future, or in the case of continuous and gradual threats how likely it is that it will result in damage in the near future.

- For example, for sudden or disastrous threat events, such as flooding, you should ask yourself if and how often this has occurred in the past and based on that knowledge record here how likely it is to happen in the future.
- For continuous or gradual threats such as pollution, while it happens every day, any physical effect will take longer to be noticeable and you should record here the probability that it will result in noticeable damage within the next 3-5 years.
- Click on the 'Probability' field and choose an appropriate option from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

7.1.3 Percentage of Site Affected

In this field you will record an estimate of how much of the assessed area would be affected by the threat recorded above.

- Click on the 'Percentage of Site Affected' field and choose from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

7.1.4 Severity

This field records the magnitude and severity of the possible negative effect which can lead to loss or decrease of the value of heritage. Ask yourself 'How badly would this threat affect the physical elements and value of the heritage being recorded?'.

- Click on 'Severity' field and choose an option from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.

7.1.5 Vulnerability

In this field you will identify the ways in which the heritage being recorded is vulnerable to the threat that you are recording because this will affect the level of risk that such a threat presents.

- Some vulnerabilities are inherent to the heritage being recorded.
 - For example, if there is a threat of flooding to a mudbrick structure, you would choose 'Construction Material', because mudbrick is very vulnerable to water damage, in a way that stone is not.
- Other vulnerabilities are a result of external factors.
 - For example, a structure built on a slope is more vulnerable to flood than an identical structure located on top of a mound, and therefore you would choose 'Location'.
- Click on the 'Vulnerability' field and choose an option from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.
 - You can only choose one 'Vulnerability' for each Threat Event that you record, so choose the greatest vulnerability.

7.1.6 Exposure

In this field you can record specifically what part of the heritage being recorded may be exposed and affected by the identified threat, if it is not the entire site or feature.

- For example, if a site has structures made from different materials, areas of the site where mud brick is used, are exposed to the threat of flood.
- Click on the 'Exposure' free-text field and enter details about the exposure, if known.

7.1.7 Add

Click 'Add'.

The entry will appear in the Card Tree below the 'Threat Event' Card (Figure 15).

- The 'Potential Impact Type', 'Secondary Threat Type', and 'Risk Level Belief' cards will also appear below your entry (Figure 15).

The screenshot shows the EAMENA web application interface. On the left, a sidebar displays a 'Card Tree' for 'CONDITION-0000042'. The tree includes categories like 'Assessment Summary', 'Location', 'Modification and Construction', 'Damage Assessment', 'Threat and Risk Assessment', 'Threat Event', 'Potential Impact Type', 'Secondary Threat Type', 'Risk Level Belief', 'Recommendation and Priority', 'Threat and Risk Assessor', 'Overall Condition Assessment', 'File Upload', 'Related Information Resources', 'Related Resources', and 'Manage Permissions'. The 'Threat and Risk Assessment' category is expanded, showing 'Threat Event' and 'Threat Type: Flooding'. The main content area on the right is titled 'Threat and Risk Assessment > Threat Event > Add new...'. It contains several dropdown menus and text fields: 'Threat Type' (Flooding), 'Probability' (2 - Possible), 'Percentage of Site Affected' (61-90%), 'Severity' (Major), 'Vulnerability' (Construction Material), and 'Exposure' (Mudbrick structures are exposed and vulnerable to flood damage.). A red button at the bottom of the form says 'Delete this Threat Event'.

Figure 15

- You can also access these cards by clicking on 'Add New' that will appear on top of the page (Figure 16).

Figure 16

7.1.7.1 Risk Level Belief

This field records the level of risk this threat presents, based on the factors recorded in the fields above.

- Click on 'Risk Level Belief' in the Card Tree to go to that card.
- Click on 'Risk Level Belief' field and choose one option from the Dropdown list
 - Refer to the Glossary for detailed definitions of the terms.
 - Note that only one level of risk can be added.

7.1.7.2 Secondary Threat Type

In some scenarios, certain threats, if they occur, may lead to or trigger additional, secondary threats. For example, following a flood, electrical equipment could malfunction and cause a fire.

- Click on 'Secondary Threat Type' in the Card Tree to go to that card.
- Click on 'Secondary Threat Type' field and choose an option from the Dropdown list (Figure 17).
 - Refer to the Glossary for detailed definitions of the terms.
- Click 'Add'.
 - Add further entries by clicking on '+ Add New' in the upper right or on 'Secondary Threat Type' in the Card Tree and repeating the steps above (Figure 17).

- Add as many as necessary which are relevant to the threat you are recording.

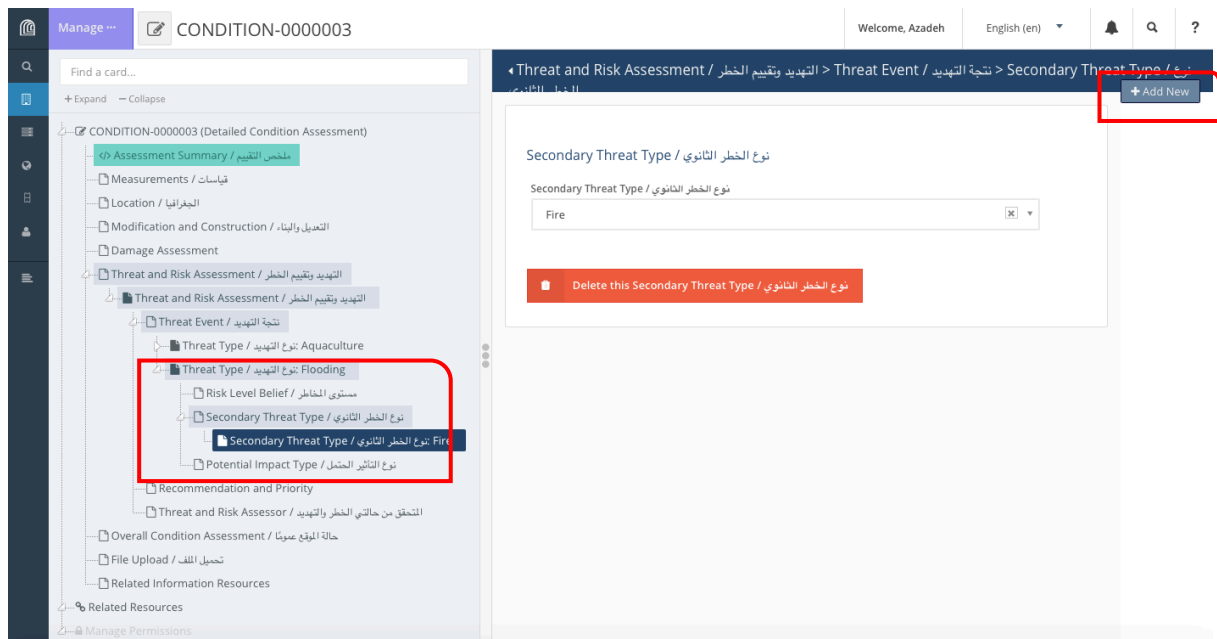


Figure 17: Adding Secondary Threat(s) to a Threat Type

7.1.7.3 Potential Impact Type

In this field you will record information about any potential effects that the threat you recorded above might have on the site.

- Click on 'Potential Impact Type' in the Card Tree to go to that card.
- Click on the 'Potential Impact Type' field and choose an option from the Dropdown list
 - Refer to the Glossary for detailed definitions of the terms.
- Click 'Add'.
 - Add further entries by clicking on '+ Add New' in the upper right or on 'Potential Impact Type' in the Card Tree and repeating the steps above.
 - Add as many as necessary.

7.1.8 Add Other Threat Events

Once you have completed all of the fields above, you can add further Threat entries.

- To start a new Threat entry, click on 'Threat Event' in the Card Tree on the left side to open a new, blank Threat Event page, or the '+' sign beside it to immediately view the nested cards (Figure 18).
- You can also start a new Threat entry from an existing card, by click '+Add New' in the upper right corner.
- Repeat the steps above starting with Section 7.1.

The screenshot displays the EAMENA web application interface. On the left, a sidebar shows a tree view of the DCA structure for 'CONDITION-0000042'. The 'Threat Event' item is highlighted with a red box. The main panel shows a form for adding a new Threat Event. The form includes the following fields:

- Threat Type:** A dropdown menu with the option 'Select an option'.
- Probability:** A dropdown menu with the option 'Select an option'.
- Percentage of Site Affected:** A dropdown menu with the option 'Select an option'.
- Severity:** A dropdown menu with the option 'Select an option'.
- Vulnerability:** A dropdown menu with the option 'Select an option'.
- Exposure:** A dropdown menu with the option 'Select an option'.

A red box highlights the '+ Add New' button in the top right corner of the main panel. Below the form, there is a red button labeled 'Delete this Threat Event'.

Figure 18: A DCA with one completed Threat Event entry and one blank one ready to be filled in by clicking on Threat Event or +Add New.

7.2 Recommendation and Priority

In this card you will record the recommended mitigation strategies and actions that can be taken to better preserve the heritage and mitigate the Threat(s) and/or the Potential Impact(s) recorded above and the priority with which that activity should be undertaken.

Click on 'Recommendation and Priority' in the Card Tree to go to that card.

- Click on the 'Mitigation Activity Type' field and choose type of recommended activity that needs to be carried out for the better preservation and management of the heritage
 - Refer to the Glossary for detailed definitions of the terms
- Click on the 'Mitigation Strategy' field and choose type of mitigation that needs to be carried out from the Dropdown list.
 - Refer to the Glossary for detailed definitions for these terms.
- Click on the 'Priority the Undertake Mitigation' field and choose the level of urgency and the priority with which the activity should be undertaken
 - Refer to the Glossary for detailed definitions of the terms
- Click **'Add'**
 - Your entry will appear in the Card Tree below 'Recommendation and Priority'.
 - You can add as many Recommendation and Priority entries as are appropriate and necessary
 - Click on '+ Add New' in the top right corner or on 'Recommendation Plan' in the Card Tree to start a new entry.

7.3 Threat and Risk Assessor

In this field you will record the name of the person/organisation or group or project who has made the assessment, whether it was you or a person or group other than yourself.

Click on ‘Threat and Risk Assessor’ in the Card Tree to go to that card.

- Alternatively, you can click on ‘Threat and Risk Assessment’ to return to the main Threat and Risk Assessment window and scroll down to the ‘Threat and Risk Assessor’ section.
- Click on the ‘Threat and Risk Assessor’ field and type the name.
 - If someone other than you made the assessment / observation, you should add the name of the person and/or project or organisation. You might for example be entering data that someone else has recorded in the field.
 - If you are adding a name of a person, use the format Firstname (or Initial(s)) Lastname (Figure 19).
- Click ‘Add’.
 - The entry will appear in the Card Tree under ‘Threat and Risk Assessor’.
 - To add additional Threat and Risk Assessors, click on ‘+Add New’ in the upper right corner or click on ‘Threat and Risk Assessor’ in the Card Tree and repeat the steps above (Figure 19).

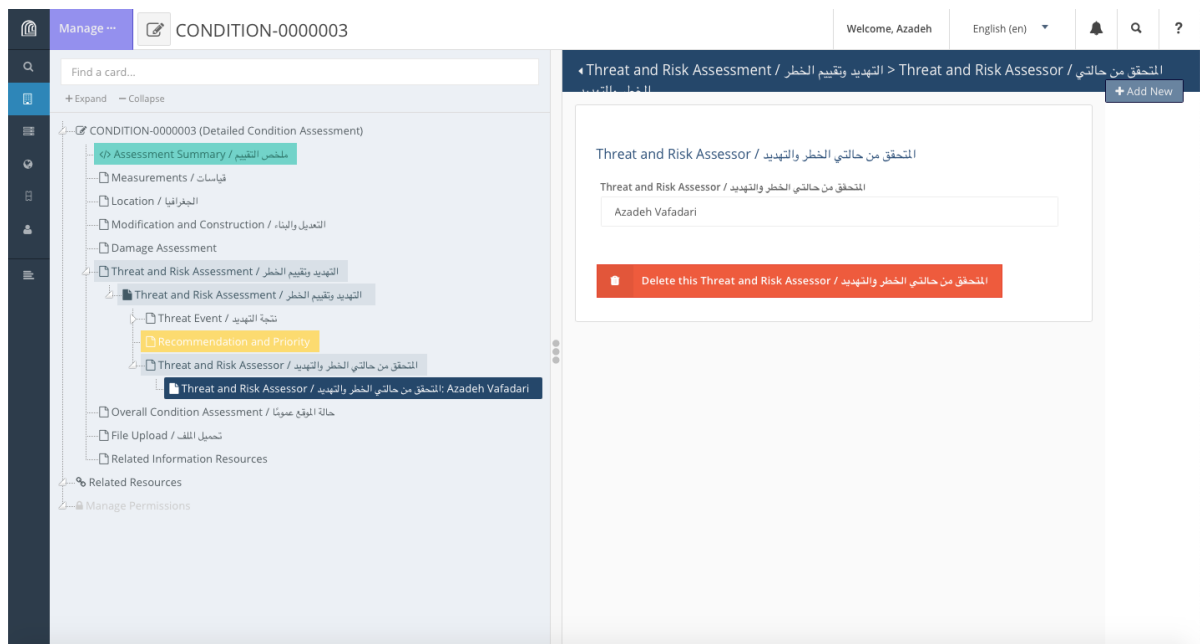


Figure 19

8 Overall Condition Assessment

In this card you will record details about the Overall Condition of the heritage being recorded based on the information you have recorded in the previous sections.

- Click on 'Overall Condition Assessment' in the Card Tree to go to that card.

8.1 Overall Condition

Make an assessment of the overall condition of the heritage that you are recording the Detailed Condition Assessment for based on the information entered in the Damage Assessment and Threat and Risk Assessment sections above.

- Click on 'Overall Condition Type' and choose from the drop-down list.
 - Refer to the Glossary for detailed definitions of the terms
 - Only one overall condition type can be chosen for each DCA record.
- Click 'Add'.

8.2 Condition Remarks

In this section you can add further information about the condition of the archaeological and/or heritage element you are assessing which is not already recorded in other parts of the record.

The aim is to help other people to understand important (and missing elements) from your assessment. In particular, you may want to add further explanation if the Overall Priority to Implement Actions has been marked as very high.

- Click on the 'Overall Condition Remarks' free-text field and type your comments.
- Click on the 'Overall Condition Remarks Type' field, to categorise the nature of the remarks (i.e. whether it is about the overall condition or the priority that was assigned, etc.).
- Click 'Add'.
 - Repeat the steps above to add further comments where necessary.

8.3 Date of Next Assessment

In this card you should enter the timeframe in which the condition of the heritage should be monitored and re-assessed.

- Click on the 'Recommended Date of Next Assessment' field and choose from the drop-down list.
 - Refer to the Glossary for detailed definitions of the terms
 - Only one 'Recommended Date of Next Assessment' should be added.

9 File Upload

You may wish to upload files, such as photographs, or scans of reports and drawings which are related to your Detailed Condition Assessment.

- Click on 'File Upload' in the Card Tree.
- Drag and drop the document onto the panel to upload it or click 'Select Files' and navigate to the file you would like to upload from your computer. Choose the file and it will be uploaded and appear in the Card Tree below 'File Upload' (Figure 20).

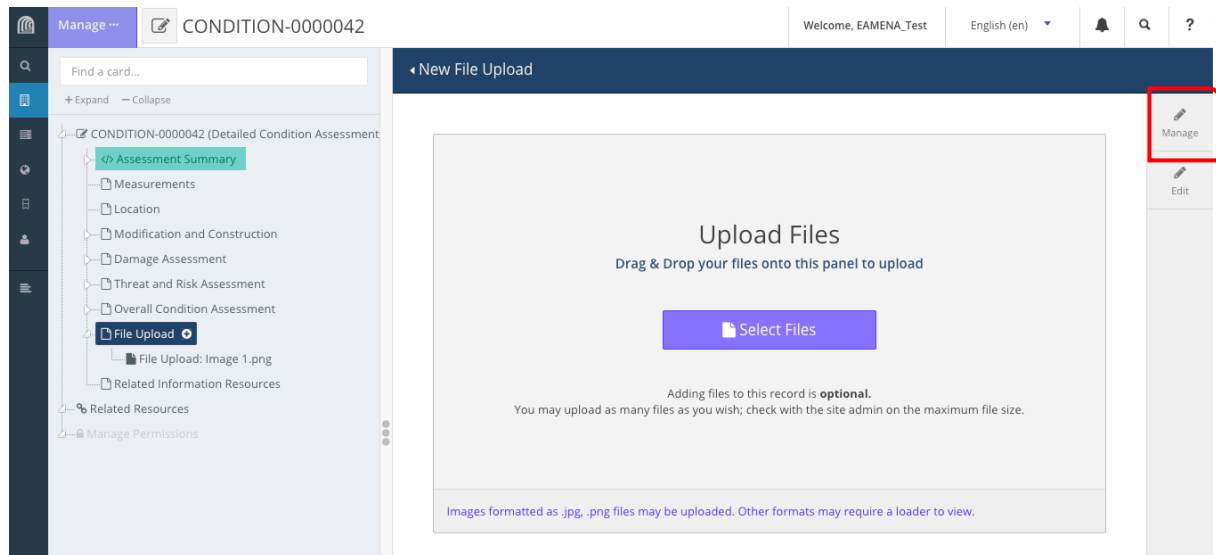


Figure 20

- Your image will appear on the window.
- Click on 'Manage' in the top right corner of the page to access the file options (Figure 20).
 - Click on your file in the list to select it (Figure 21).
 - Click on 'Delete Selected' to delete your image.
 - Click on 'Download Selected' to download the image.
 - Click on the 'Loader' field to choose the appropriate File Renderer based on whether your file is an image or pdf and click 'Apply to Selected Files' to change it.

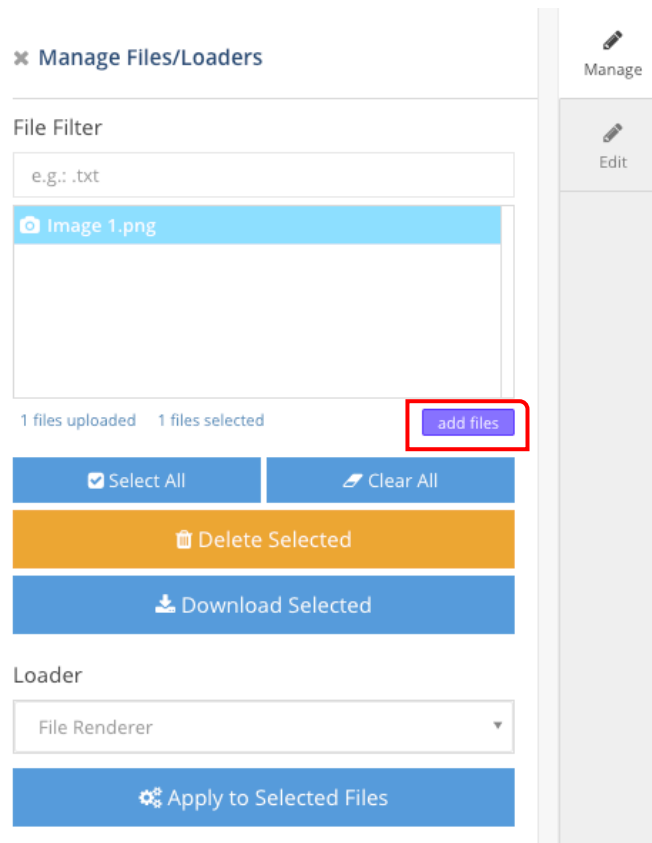


Figure 21

To add more files you can:

- Click on '+Add New' in the upper right corner or click on 'File Upload' in the Card Tree to go back to the Drag and Drop panel
- Or click on 'add files' in the 'Manage' window to select a file from your computer (Figure 21).

For more information about this card, how to search and delete files, and a note on photographs copyright, please refer to **Tutorial 15: Information Resource, Section 10**.

10 Related Information Resources

If you have used an Information Resource (imagery, publication, etc.) to create the Detailed Condition Assessment, you should create a relationship with the 'Information Resource' record in this card.

- Click on 'Related Information Resources' in the Card Tree to open that card.
- Look up the INFORMATION-number of the Information Resource that you have used (see **Tutorial 1: Searching the Database**).
- Click on the 'Information Resource' field and type in the number. Once it appears, click on it to add it and it will appear in the
- If your Information Resource does not yet exist in the system, you can:
 - Add it here by clicking on 'Create a new Information Resource'. Please note that it is **very important** to add all relevant information to the Information Resource record. Make sure to do this straight away by navigating to the record (you can do this by clicking on the 'pen' icon).

- OR add it first separately (see **Tutorial 15: Information Resources**).
- Enter the 'dates' that the Information Resource is relevant to (e.g. if a written report covers only a certain period of time or the day a photo was taken) in the 'Relationship from Date' and 'Relationship to Date' fields.
 - If they are not applicable you may leave these fields blank.
- Enter any additional comments about the Information Resource if necessary in the 'Relationship Comments' free-text box.
- Click **'Add'**.
- Click on '+Add New' in the upper right or on 'Related Information Resources' in the Card Tree and repeat the steps above to add further Information Resources.

11 Related Resources

Click on 'Related Resources' in the Card Tree to view a list of the relationships that already exist between your DCA and other records, whether made previously, or in other fields above (Figure 22).

- Note that this card is only available once the record has been saved.

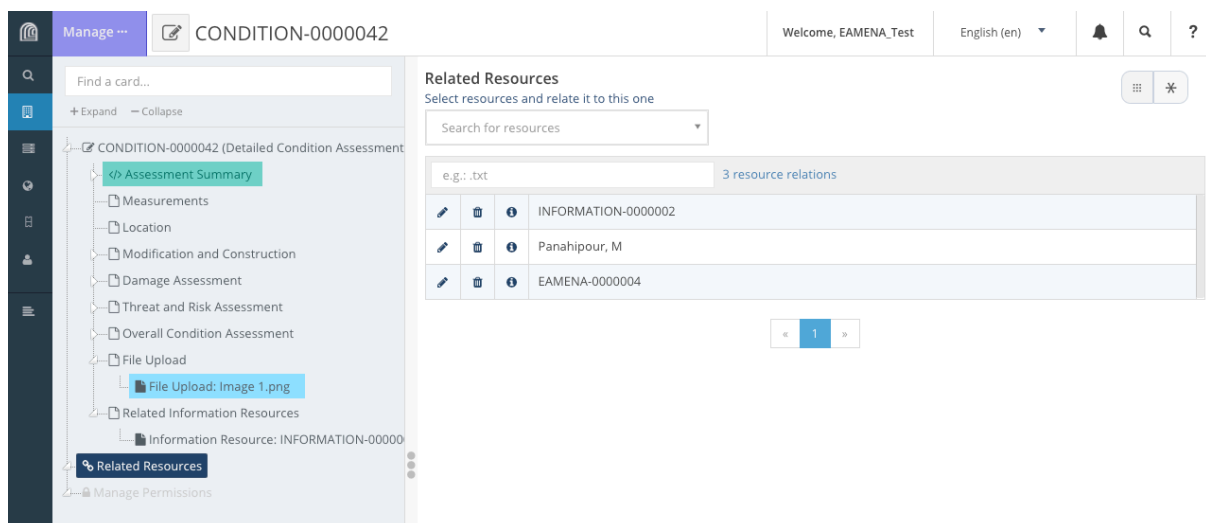


Figure 22

Check here to make sure that all of the necessary relationships have been added to the Detailed Condition Assessment record.

- In the example shown in Figure 22, you can see there is one Person/Organization, one Heritage Place and one Information Resource.

If there are any relations missing, you can add them here using the 'Search for Resources' dropdown.

- For detailed instructions on how to add Related Resources using this card, refer to **Tutorial 9: Related Resources**.