

## TUTORIAL 1: Searching the Database (Basic)

In this tutorial, you will learn how to conduct basic searches in the EAMENA Database using the Search Bar and the Map Filter. Advanced Searches will be covered later in a separate tutorial.

### 1 Accessing the Search Page

There are several ways to access the search page.

From the Home page, click on 'Search the EAMENA Database' (Figure 1), it will take you directly to the Search Page.



*Figure 1*

If you already in another part of the database, you can also access the Search page by clicking the Search Icon on the left side of the screen, or in the upper right corner (Figure 2).

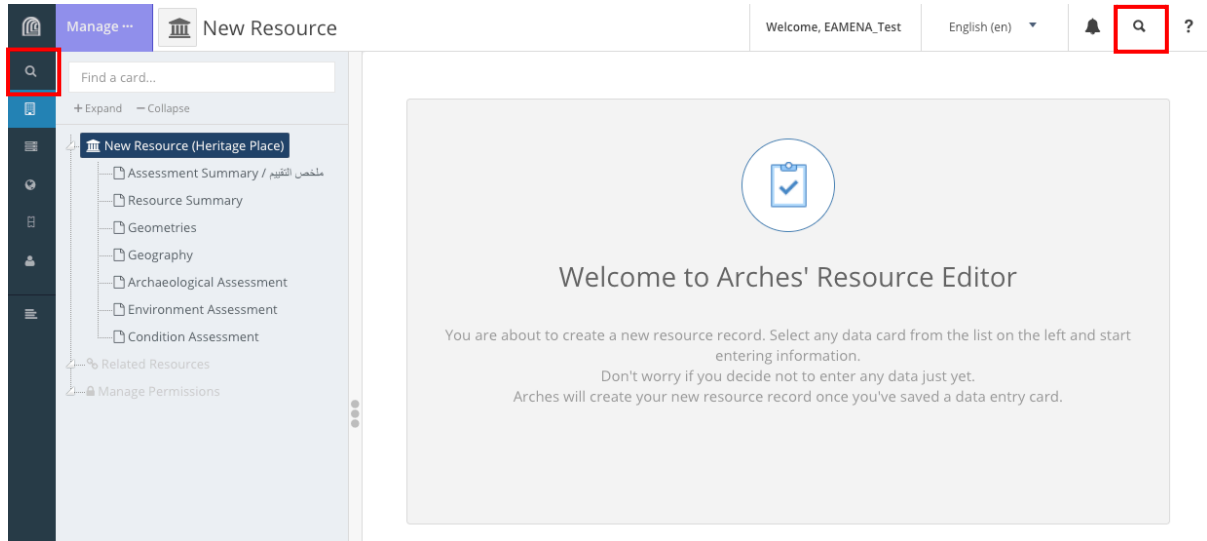


Figure 2

## 2 The Search Page

The Search Page has several different sections to help you conduct different types of searches (Figure 3).

On the left side of the screen you will see the Search Bar (see Section 2.1) and a list of the Search Results below (see Section 2.2). When you first arrive at the page, this will display all the records currently in the database.

On the right, you will see a map, which shows the distribution of the Search Results. You can also use the Map Filter to search for sites by location (see Section 3).

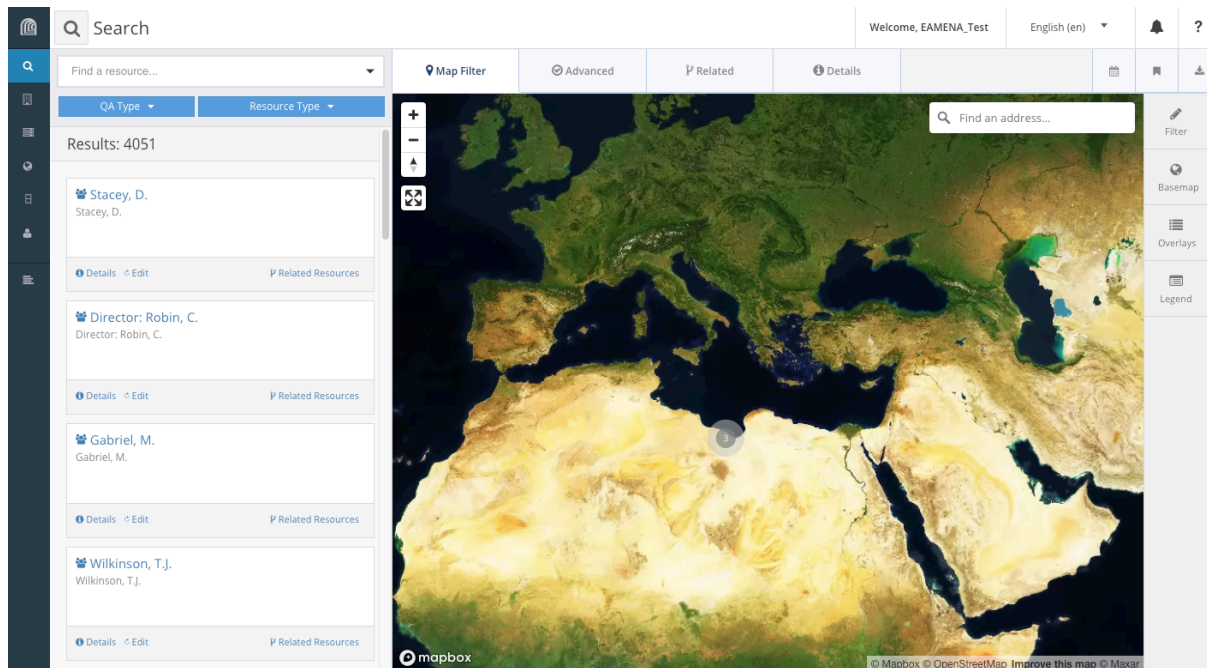


Figure 3

## 2.1 The Search Bar

The simplest and quickest way to search the database is to begin typing in the search bar. Suggestions will appear below the bar as you type in either of two categories: 'Concepts' and 'Term Matches' (Figure 4).

- 'Concepts' lists instances where your search term matches a term in a dropdown list.
  - The field where the dropdown entry occurs is listed in brackets to the right of the entry. E.g. Libya (*Modern Country/Territory*).
- 'Term Matches' lists instances where your search term is found in a free-text entry.

Click on the suggested term which best matches what you want to search for to create a simple filter based on that term, for example, by a country, or interpretation, time period.

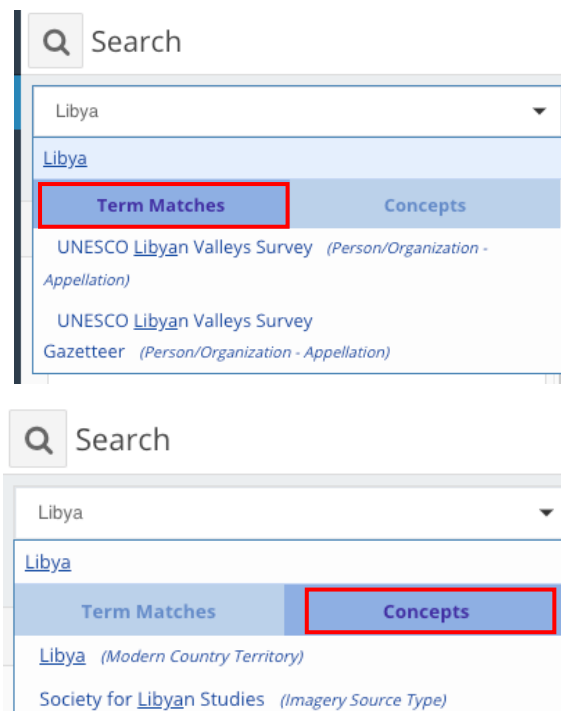


Figure 4

You can also search by free-text by pressing enter once you have typed your search term or clicking on it where it appears underlined in blue, instead of choosing one of the suggestions. This will return any records which have your term in any field, whether dropdown or free-text (Figure 5).

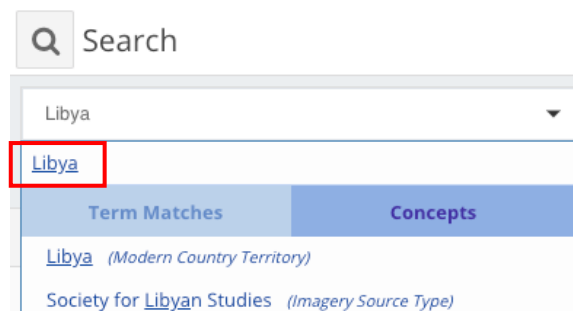


Figure 5

Continue adding terms to filter your results further (Figure 6).

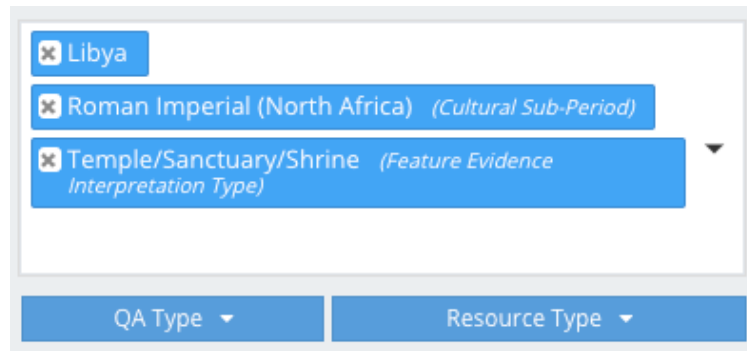


Figure 6

To exclude a search term, add it to the search bar, then click on it once to change it and a '-' sign will appear before it (Figure 7).

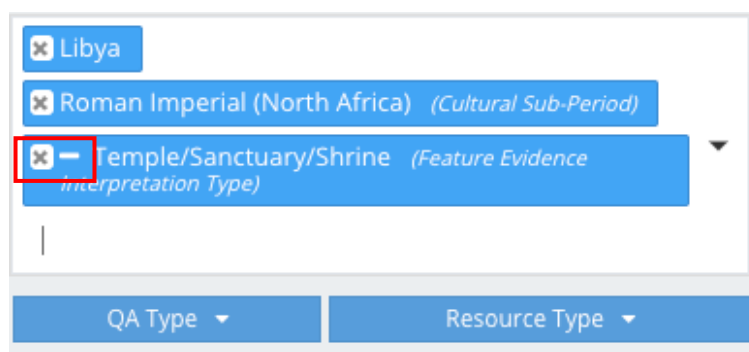


Figure 7

If you are only interested in one type of record, e.g. Heritage Places, you can click on 'Resource Type' and choose from the record types to limit your search to that particular type of record (Figure 8).

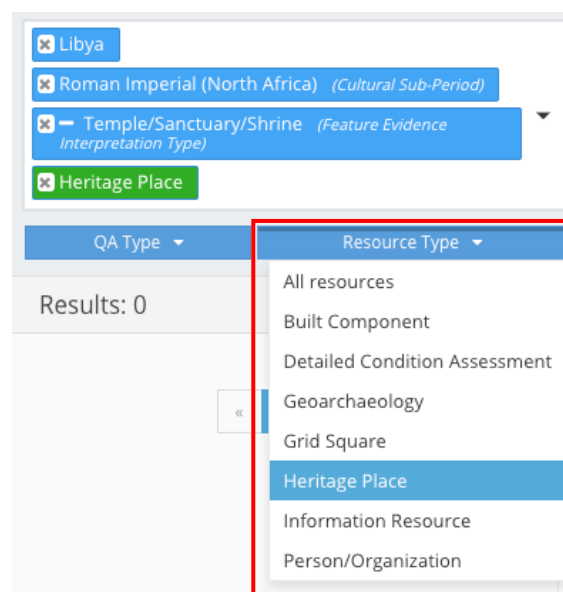


Figure 8

You may also choose to filter your results by the QA Type (Figure 9).

- ‘Authoritative’ records are records which have been completed or checked by a member of the EAMENA staff.
- ‘Provisional’ records are those created by external users which require approval by a member of EAMENA staff.

Choose ‘Authoritative’ to include only approved records in your search and exclude those waiting approval.

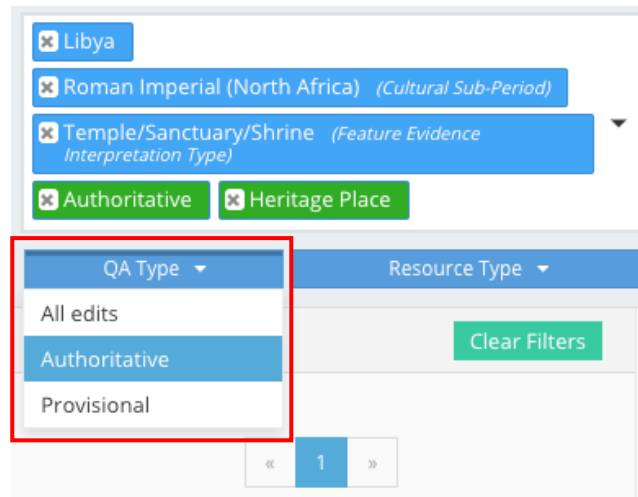
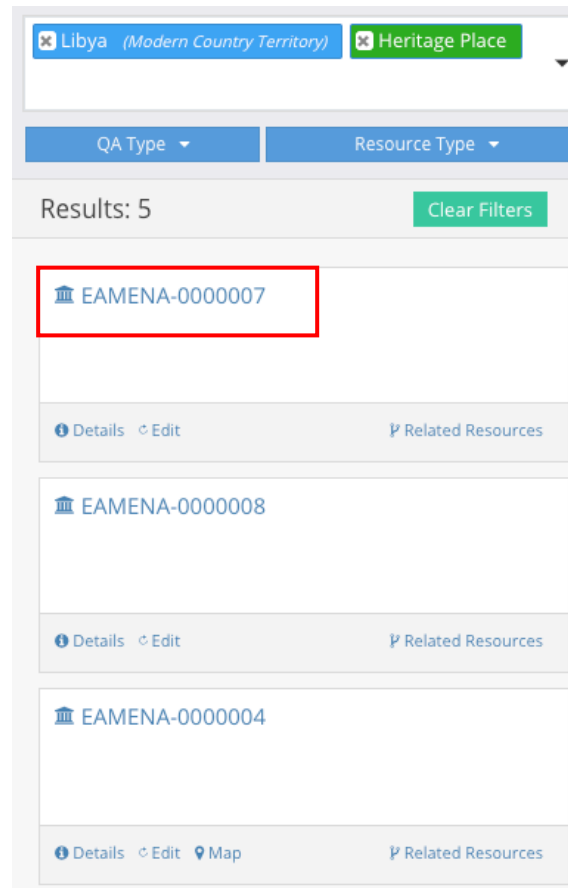


Figure 9

## 2.2 Search Results

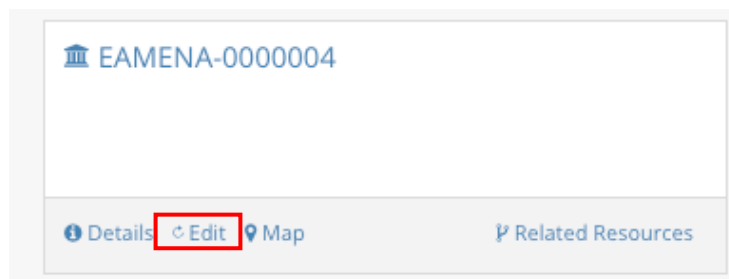
The Search Results appear in a list below the Search Bar.

Click on the Record ID (e.g. EAMENA-0012345, INFORMATION-0009876, etc.) to view the full Record, which will open in a new browser tab (Figure 10).



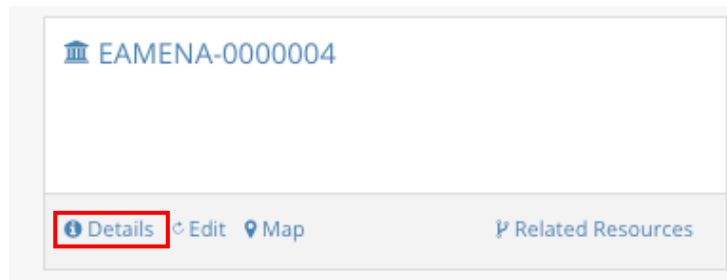
*Figure 10*

Click on 'Edit' to open a new browser tab and go directly to the editing page for a record, which will open in a new browser tab. Refer to the relevant tutorial on how to edit different types of records (Figure 11).



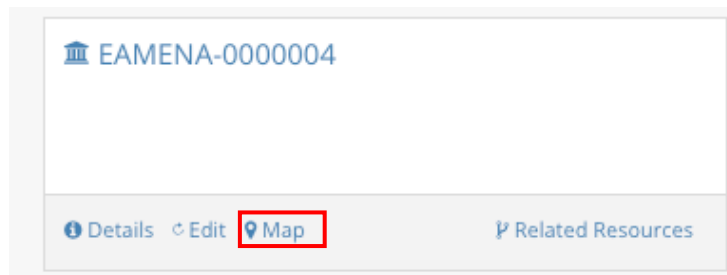
*Figure 11*

Click on 'Details' beneath the Record ID to show a summary preview of the information in that record in the 'Details' tab to the right.



*Figure 12*

Click on 'Map' beneath the Record ID to zoom to the location of that record on the map to the right.



*Figure 13*

Click on 'Related Resources' to show the other records to which an individual record is related in the 'Related' pane to the right.

The default appearance will be a visual representation of the relationships between records connected by lines. The related records will also appear in a list on the right-hand side of the window (Figure 14).

- Click on 'load more' below any entry in the list to reveal further relationships, where they exist.



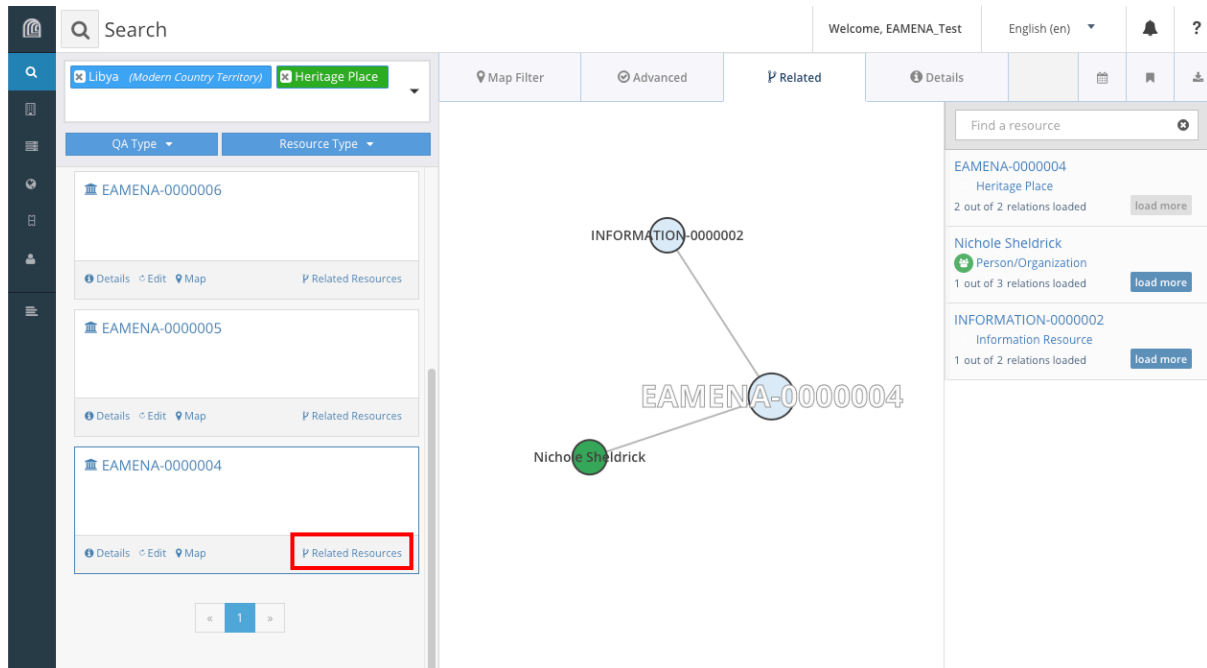


Figure 14

### 3 Map Filter

The Map Filter window displays the geographic locations of the Search Results. You can also use it as a search tool to filter sites by their location.

The default map type is satellite imagery. To switch to a streetmap, click on 'Basemap' on the right side of the map and choose 'satellite' (Figure 15).

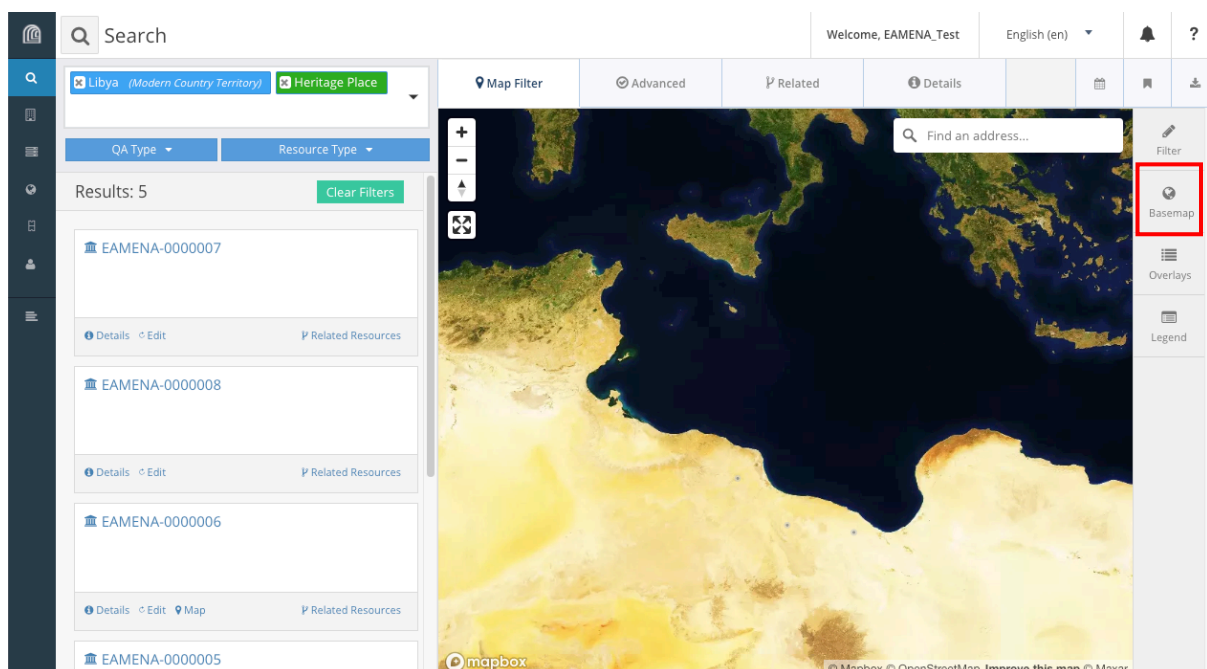


Figure 15



Click on 'Overlays' on the right side of the window to see a list of the available layers. You can toggle them on and off by clicking on the switch (Figure 16).

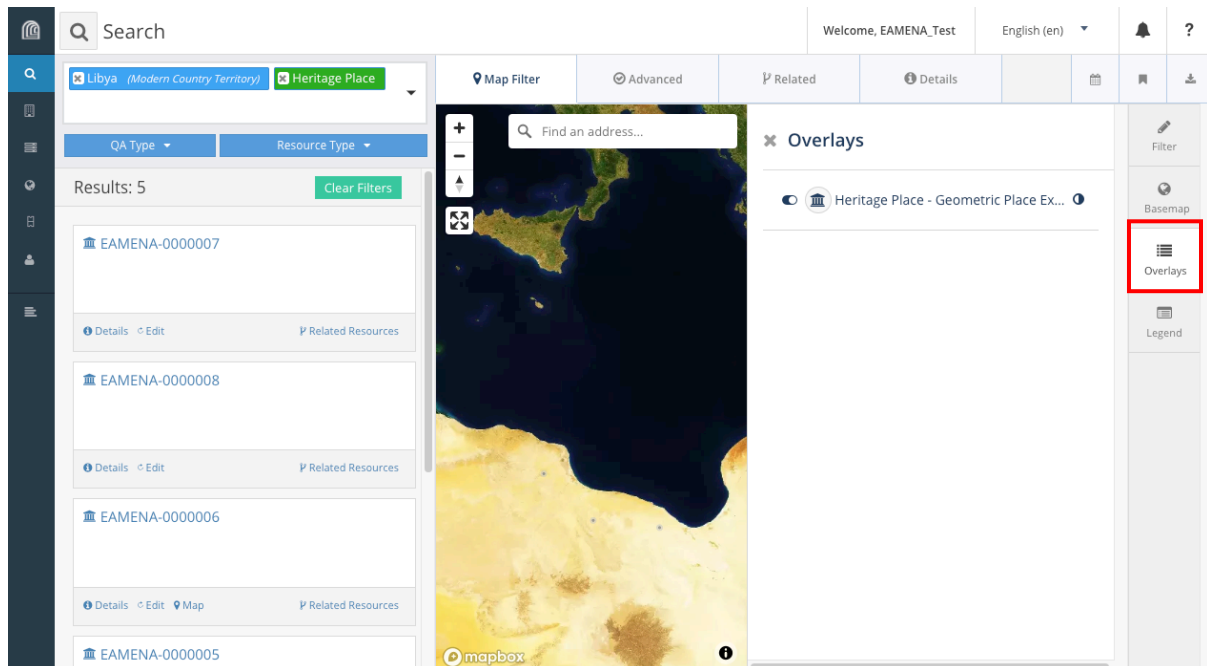


Figure 16

Click on 'Legend' on the right side of the window to view the map legend (Figure 17).

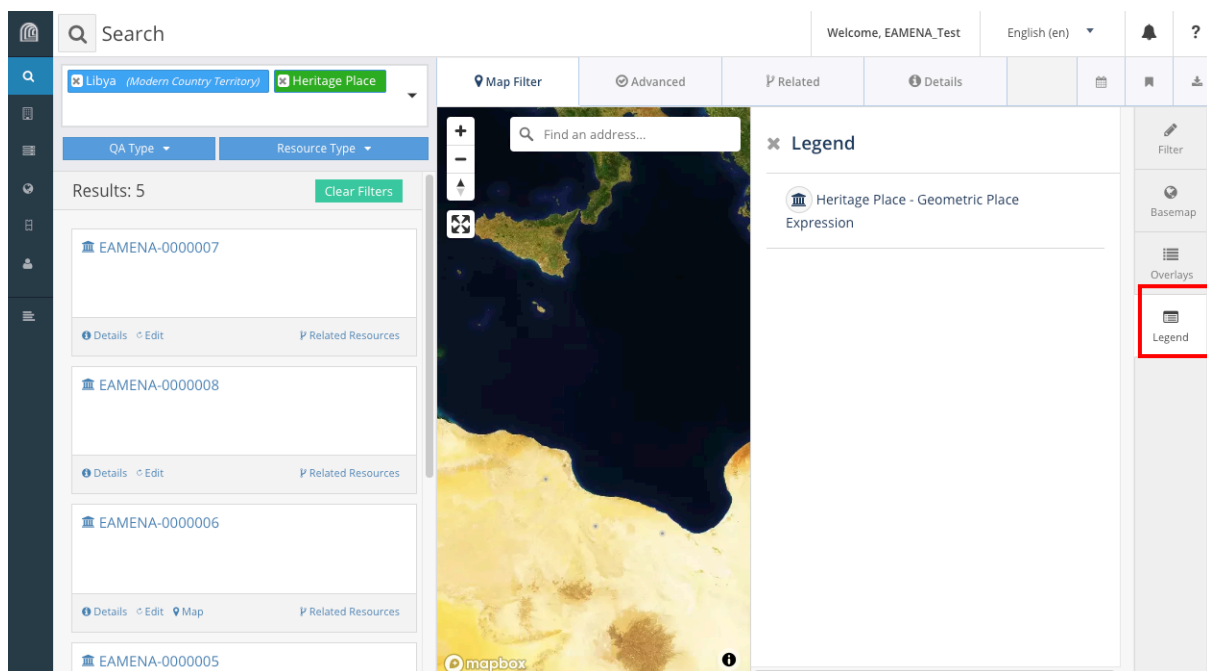


Figure 17

### 3.1 Navigating the Map

You can navigate the map using your mouse and the controls in the upper left corner (Figure 18).

- Click and drag anywhere in the map to move around.
- Click the plus and minus signs to zoom in and out, or double-click anywhere on the map to zoom in.
  - You can also scroll up or down on your mouse to zoom in or out.
- To rotate the map click and hold the compass icon and move your mouse left or right.
  - You can also rotate and tilt the map by pressing and holding shift on your keyboard, then using the left, right, up, and down arrows.
- To return the map so that north is up, click the compass icon once.
- Make the map full screen by clicking the expand icon in the upper left.

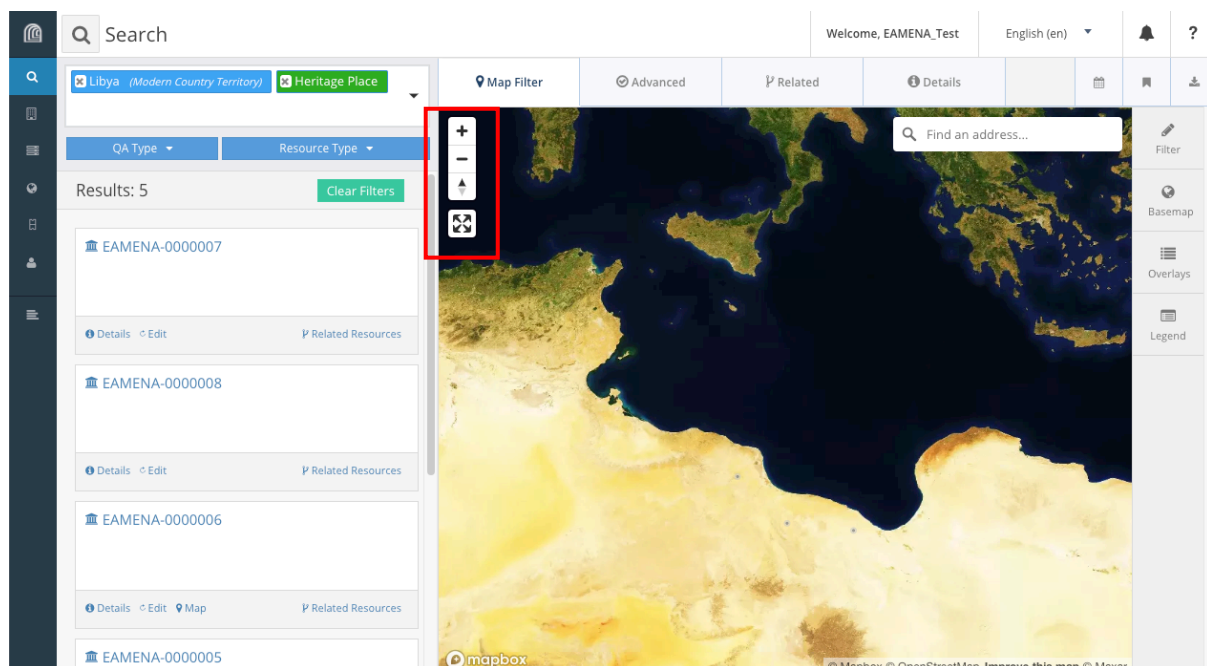


Figure 18

### 3.2 Searching Using the Map

If you want to search by an address or geographic location, for example, a city or street address, you can type it into the 'Find an address' bar in the upper right corner of the map (Figure 19).

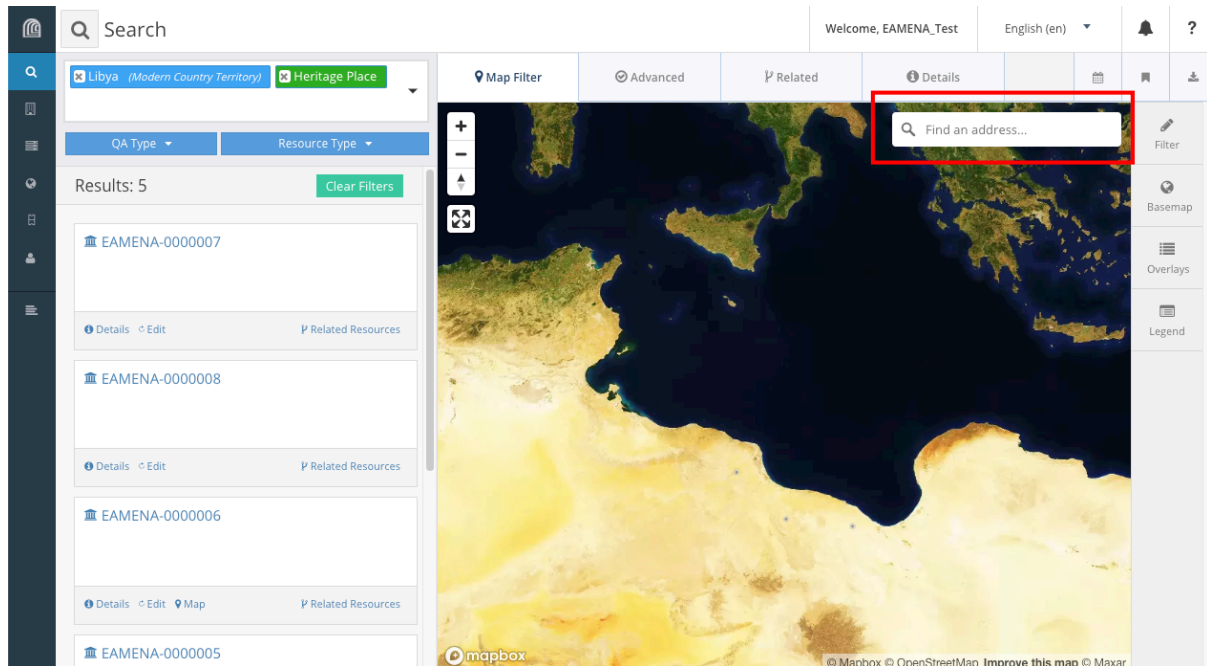


Figure 19

To further refine your search using location, click on 'Filter' on the right side of the map, which will open the Map Search options (Figure 20).

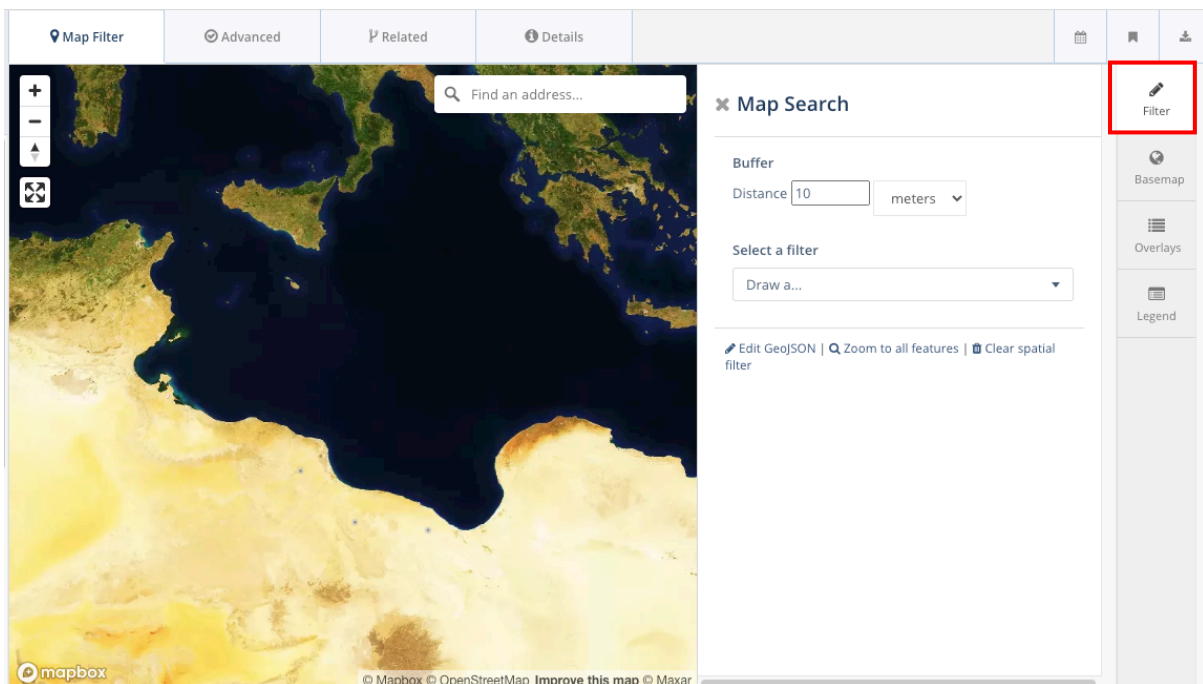


Figure 20

In the 'Select a filter' dropdown menu, choose one of the four options to search by location (Figure 21).

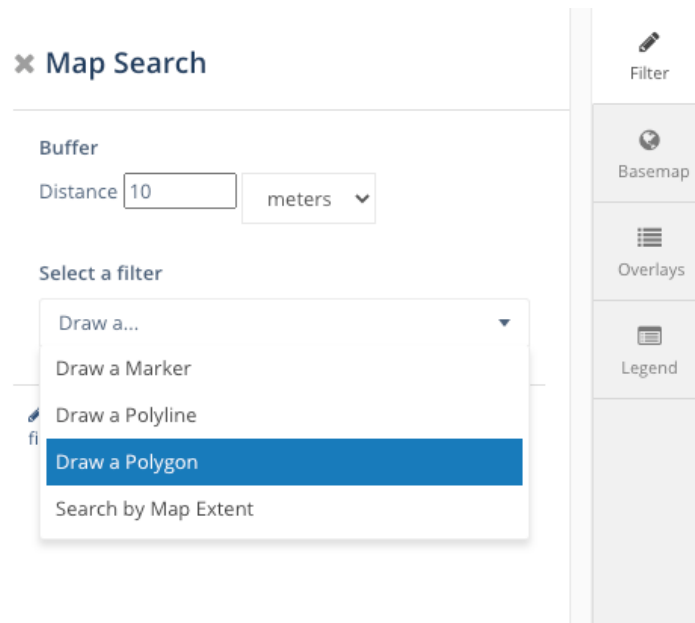


Figure 21

Choose 'Search by Map Extent' to display all search results within the area visible in the map window at the level you have zoomed (Figure 22).

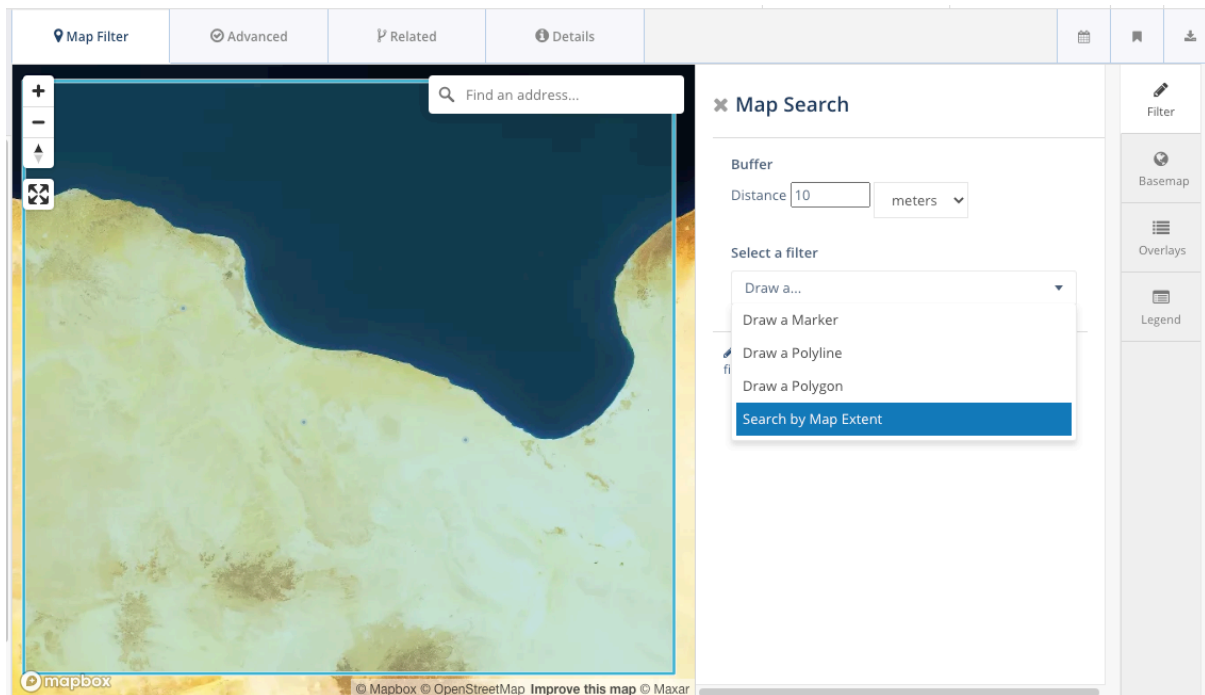


Figure 22

Choose 'Draw a Marker' to search by a specific point. There are two ways to do this:

Method 1:

- Use the navigation tools to find and zoom to the location where you wish to search.
- Click your mouse on the map to add a point.
- Change the buffer distance (in metres or feet) to search for sites within that distance of your point in any direction (Figure 23).

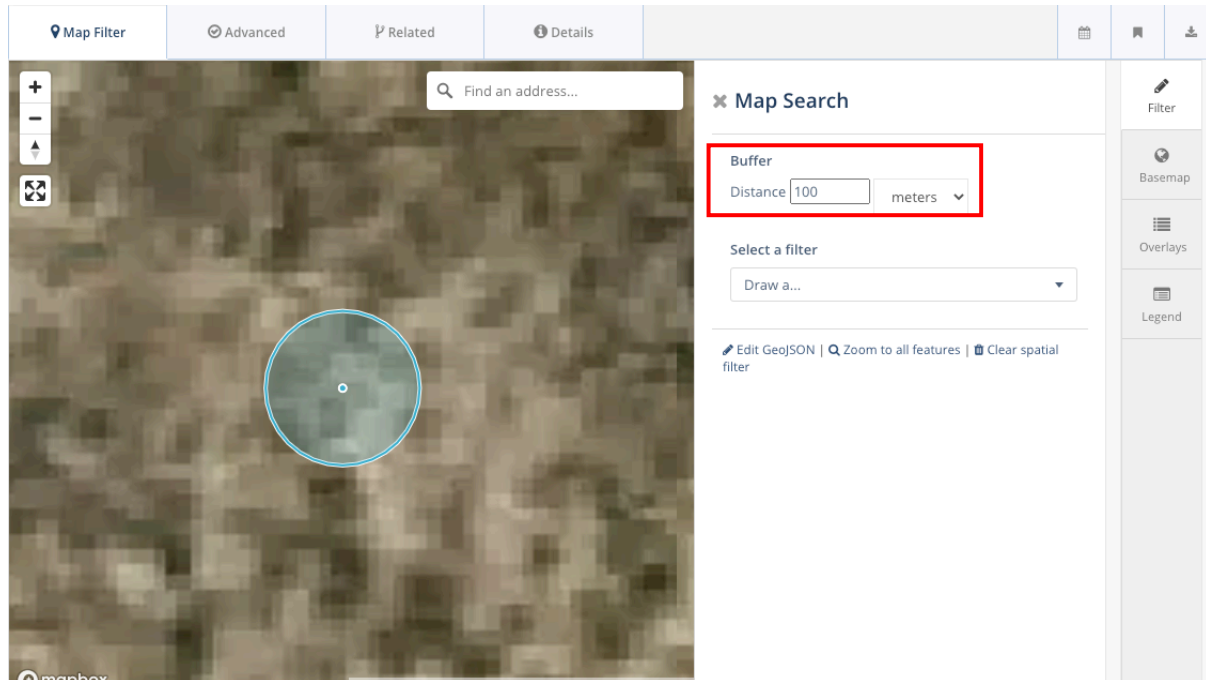


Figure 23

Method 2:

- Alternatively, if you know the specific co-ordinates of a location follow the steps above and place a point on the map in any random place
- Then, click on 'Edit GeoJSON', below. You now see the GeoJSON code – do not let this put you off, but look for the coordinates and replace these with the correct ones (Figure 24).
  - NB the coordinates are in WGS84 decimal degrees, with X/easting/longitude first, then Y/northing/latitude.
- Finish by clicking on the green 'Accept GeoJSON' button at the bottom and you will see the point move in the map to your specific location.
- Change the buffer distance (in metres or feet) to search for sites within that distance of your point in any direction.

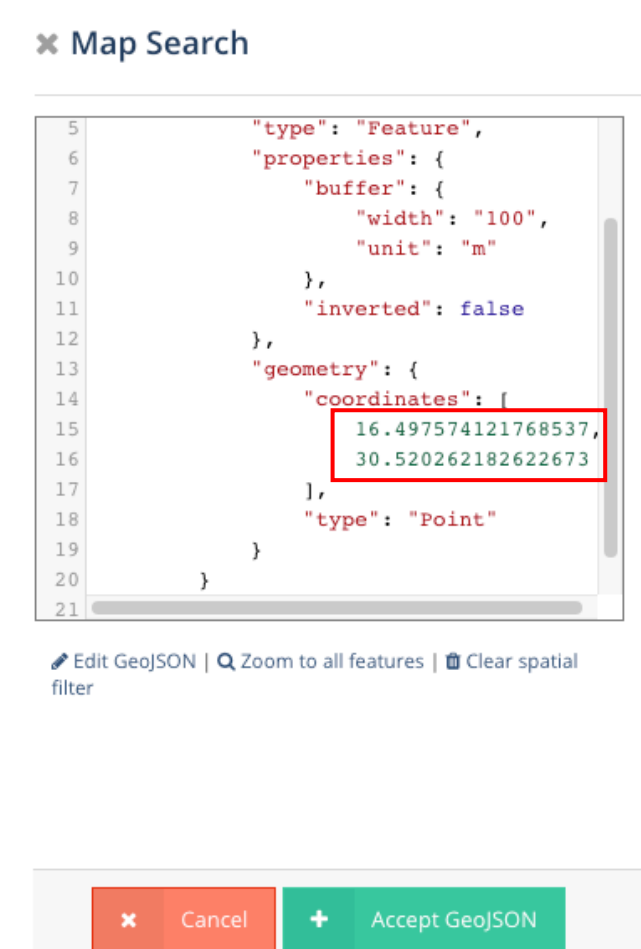


Figure 24

Choose 'Draw a Polyline' or 'Draw a Polygon' to search by line or polygon. Click on the map with your mouse to draw the outline of your polygon or line.

- Double-click to stop drawing, or stop drawing by closing the polygon on the first point (vertex) again (Figure 25).
- Adjust the buffer distance to include sites within a certain distance around your line or polygon.

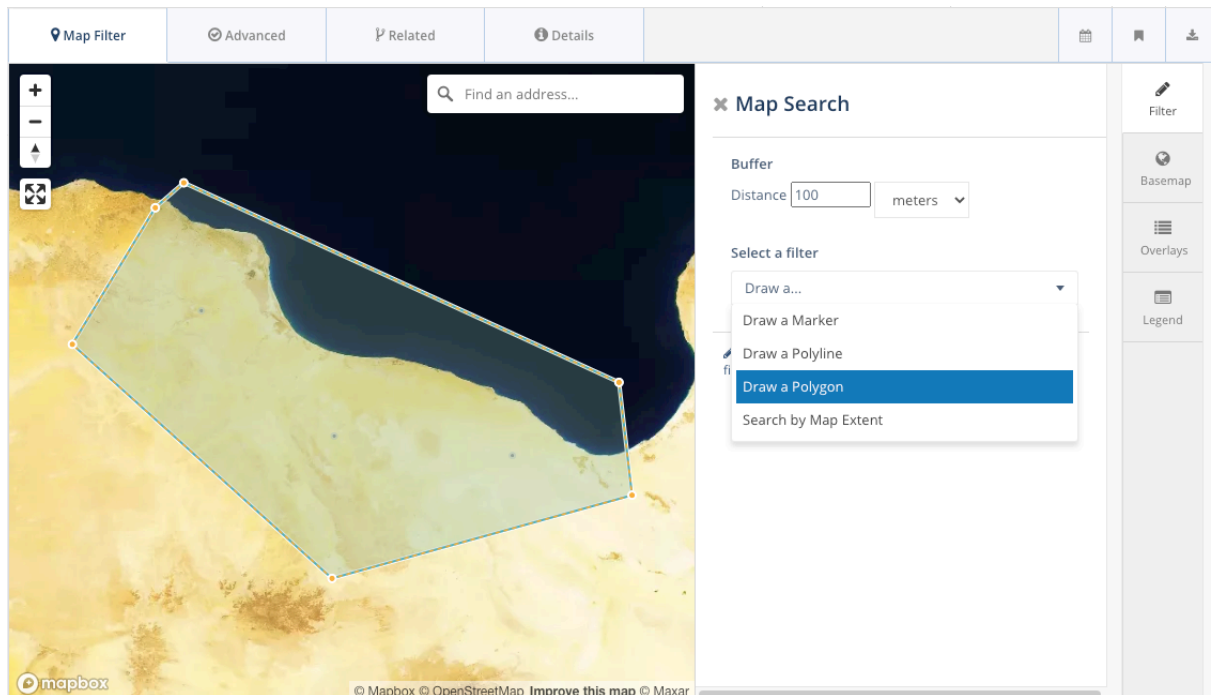


Figure 25

If you have zoomed in or out of the map results and wish to return to a view where all of the search results are displayed on the map, click “Zoom to all features” (Figure 26).

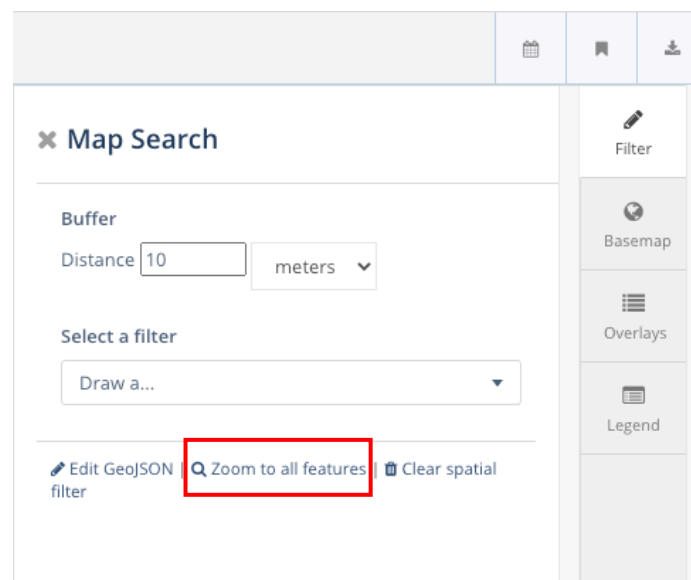
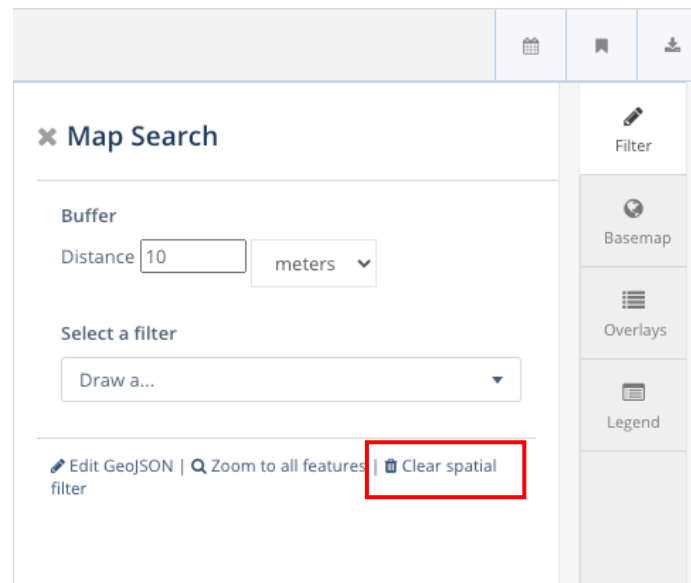


Figure 26



To clear your map search filters, e.g. to start a new search, click “Clear spatial filter” (Figure 27).



*Figure 27*