TUTORIAL 4: Resource Summary

In this tutorial you will learn how to fill in the Resource Summary page of a Heritage Place record. The Resource Summary section records details about the name and type of site that is being recorded and its basic characteristics. This tutorial assumes you have already begun your record and completed the Assessment Summary Card (see **Tutorial 3: Assessment Summary**).

1   Getting Started

- To navigate between the different sections ('cards') of the record, use the Card Tree on the left side of the screen.
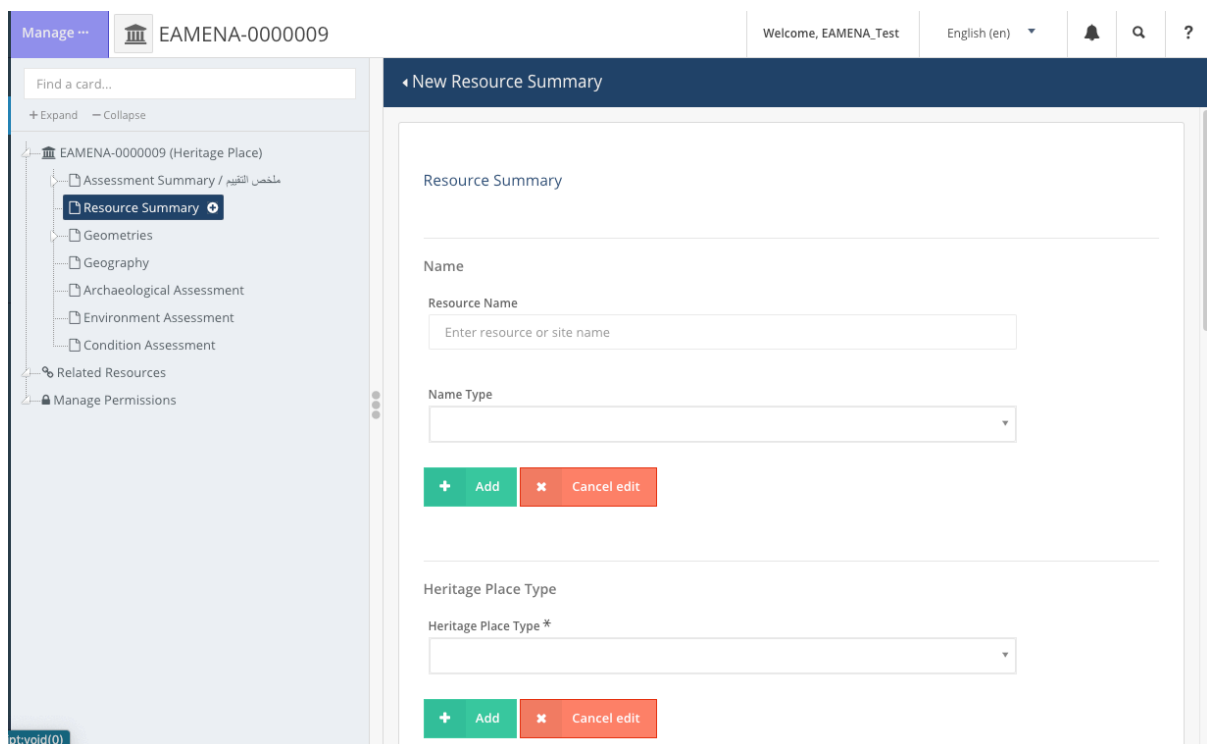- Click on **Resource Summary** to move to that card (Figure 1).

Figure 1: Click on the Resource Summary card.

2   Resource Summary

In the **Resource Summary** Card, you will fill in basic information about the site that you are recording such as its known names, classification, and a general description.

2.1   Name

The 'Name' section consists of two fields: 'Resource Name' and 'Name Type'.

- In the 'Resource Name' field type in the first known name.
  - o   This can be in any language
- Then click on the 'Name Type' field and choose the Type of name you have entered from the dropdown (Figure 2).

o 'Toponyms' refer to place names, e.g. 'Petra', or 'Cyrene'
  ▪ If you are recording a specific monument within a larger site, make sure to include the site name, e.g. 'Temple of Apollo, Cyrene'.
o 'Alternative references' refer to things like identification numbers assigned to a site by a project or survey, e.g. 'Wadi Hasa Survey site 114' or 'WHS-114'
o 'Designations' are official names of sites if they are on an international or national register, e.g. the UNESCO World Heritage List or the number assigned by the country's Department of Antiquities
  ▪ ONLY choose 'Designation' if the site is on an international or national register.
  ▪ If you choose 'Designation', you must also fill in the 'Designation' field below (see **Section 2.3**).

If the site has no known names or designations, you may leave this field blank.

Figure 2: The Resource Name field with the example of an 'Alternative Reference' from a survey gazetteer.

Click '**Add**'. The name will appear below the field and under the 'Name' card in the Card Tree to the left (Figure 3).

• Repeat as many times as necessary until all of the known names have been entered.
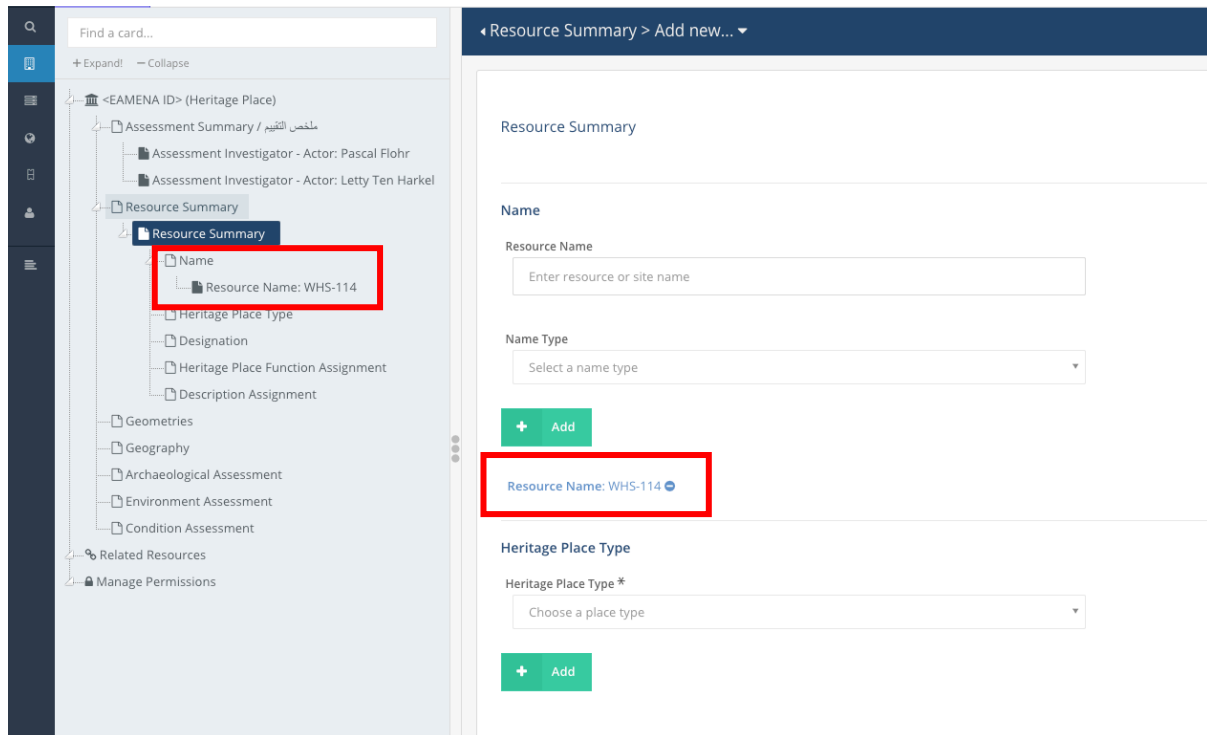
Figure 3: Example of a site name entry.

- You can edit your entry by clicking on it in the editing window or in the Card Tree.
  - Change as required and click on 'Save edit'.
- To delete an entry, click on it, and then click on 'Delete this Name'.
- To navigate back to the Resource Summary card and continue editing the fields, click on 'Resource Summary' in the Card Tree on the left side.
  - Alternatively, you can click on the next section ('Heritage Place Type') and complete the Resource Summary cards individually.

2.2 Heritage Place Type

In this field, you will enter the 'Heritage Place Type' of the site that you are entering. The different place types mostly refer to the scale (Landscape, Archaeological Site, or Archaeological Feature/Component), but also to the type of heritage (Structural Heritage, Urban Heritage).

- Click on the 'Heritage Place Type' field and select the required option from the dropdown menu (Figure 4).
  - Refer to the Glossary for detailed definitions of different types of classification.
  - When there are multiple correct options, choose the most specific one. When in doubt, use "Archaeological Site".
- Click '**Add**'. Your entry will appear below and in the Card Tree on the left.

Figure 4: Heritage Place Type field.

2.3   Designation

A Designation should be added when a site is listed on an official list or register, like the UNESCO World Heritage list, or the relevant national heritage register. If a site does not have a designation, all fields should be left blank.

- Make sure the Designation name has been recorded in the 'Resource Name(s)' section above (**Section 2.1**).
- 'Designation' consists of three fields:
  - ○ 'Designation' (dropdown)
  - ○ 'Designation From Date' (date)
  - ○ 'Designation To Date' (date).
- Click on 'Designation' and choose the correct designation from the list.
  - ○ If a site is known to be on some form of National Register but no further details are known, you should choose the generic 'National Register' entry.
- For sites currently on a list enter the date on which it was entered onto the list in the 'Designation From Date' field and leave the 'Designation To Date' field blank (Figure 5).
  - ○ If the date is unknown, you may leave this field blank.
- For sites previously on a list, but since removed, add the date on which it was entered onto the list in the 'Designation From Date' field and the date it was removed in the 'Designation To Date' field.
  - ○ 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 (e.g. 2016-07-14 for 14 July 2016).
  - ○ If you only know the month, type '01' for the day (2016-07-01 for July 2016); if you only know the year, type '01-01' for the month and year (2016-01-01 for 2016).
  - ○ If the date is unknown, you may leave this field blank.
- Click '**Add**'. Your entry will appear below and in the Card Tree on the left.
- Repeat as many times as necessary until you have listed all of the official lists or registers that the site is on.

Designation

Designation

| UNESCO World Heritage List | ✕ ▾ |

Designation From Date

| 2016-07-14 | 📅 |

Designation To Date

| | 📅 |

[+ Add] [✕ Cancel edit]

Figure 5: Adding the UNESCO World Heritage List Designation, assigned at 14 July 2016. The site is still on the list, so the 'Designation To Date' (end) date field is left blank.

2.4 Heritage Place Function Assignment

In this field, you will enter the overall function(s) of the site and how certain you are that that function is applicable to the site (Figure 6).

- Click on the 'Heritage Place Function' field and choose from the Dropdown list.
  - o Refer to the Glossary for detailed definitions.
- Then click on the 'Heritage Place Function Certainty' Field and choose from the Dropdown list.
  - o Refer to the Glossary to help you choose your level of certainty.
  - o Note: you should only choose Definite if the site has been visited on the ground.
- Click '**Add**'. Your entry will appear below and in the Card Tree on the left.

A site may have multiple functions, so repeat the steps above as many times as necessary.

- You should only list multiple functions if they are ALL applicable to the site or feature you are recording. Do not list multiple possible functions because you are not sure.
  - o For example, a monastery might be considered 'Religious' AND 'Domestic' because it is a place where people live for a specifically religious purpose.
    - ▪ Both functions are equally relevant, so in this case, list both.
  - o However, if you are recording a building with an uncertain interpretation, and it could be a temple OR it could be a house, you may choose 'Religious' OR 'Domestic', but not both.
    - ▪ Choose the one you think is more likely to be correct. If you are really not sure, choose 'Unknown'.

Figure 6: The Heritage Place Function group, filled in as having an "Agricultural/Pastoral" function with a "High" certainty.

2.5   Description Assignment

In this field you can add a (brief) description about the site, information about its significance, architectural details, etc. This field is optional and should only be used if the information you are entering cannot be captured properly in the other fields of the database. It should not be used to repeat information already contained elsewhere in the record.

- Click on 'General Description Type'. A dropdown list will appear (Figure 7). Choose the 'Type' of description you are going to provide below.
  - Refer to the Glossary for detailed definitions.
- Type the description in the free-text box.
  - Do NOT copy-paste text from other sources, because formatting may be pasted along with the text, causing issues with the database.
- Click '**Add**'. Your entry will appear below and in the Card Tree on the left.
- Repeat as many times as necessary if you need to enter different types of descriptions or comments.

Figure 7: Choosing a term from the 'Resource Descriptions Type' menu.