

TUTORIAL 7: Archaeological Assessment

In this tutorial you will enter more detailed information about the Heritage Place you are recording and a summary of the features that are present.

1 Getting Started

Click on 'Archaeological Assessment' in the Card Tree on the left to go to that card (Figure 1).

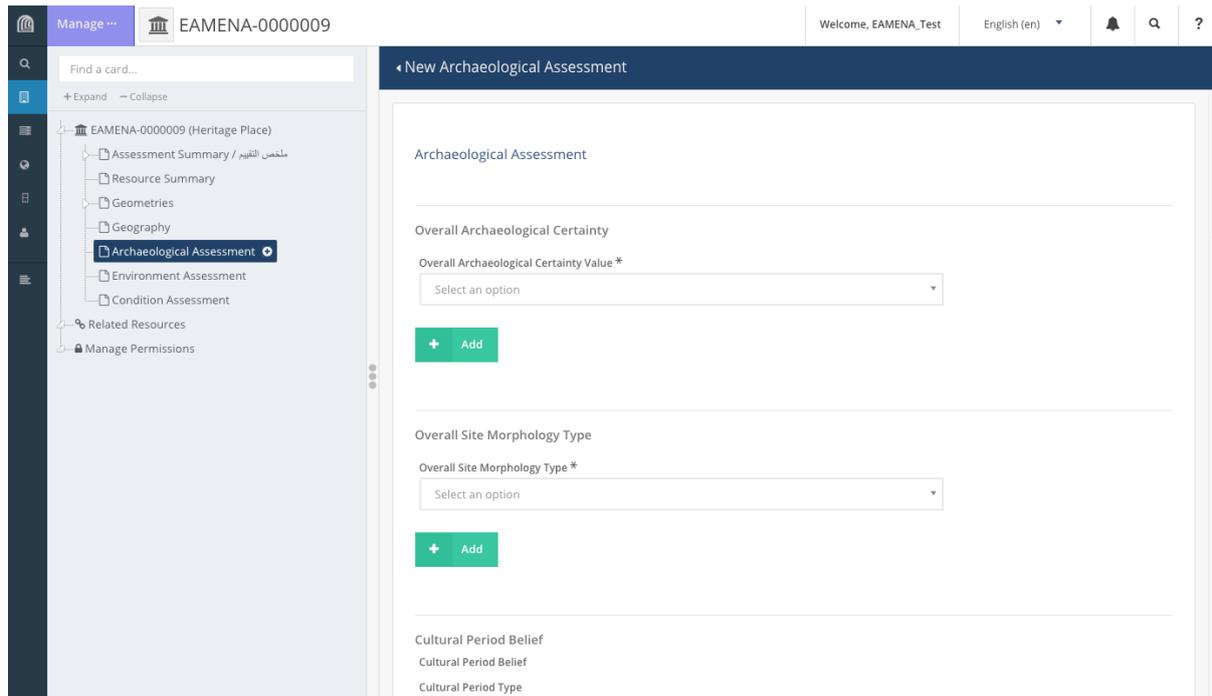


Figure 1

2 Archaeological Assessment

2.1 Overall Archaeological Certainty

In this field you will indicate how certain you are that the Heritage Place (site) you are recording is archaeological (in contrast to natural or post-1950).

- Click on the 'Overall Archaeological Certainty Value' field and choose from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms that appear.
 - **Note:** 'Definite' should only be used for sites that have been confirmed in person (field visit; publication of fieldwork).
- Click 'Add'.
- You should only record ONE 'Overall Archaeological Certainty' per record.

2.2 Overall Site Morphology Type

In this field, you will identify the overall morphology of the site, i.e. whether it is a positive, negative, or surface feature. A site may have multiple morphologies.

- Click on the 'Overall Site Morphology Type' field and choose from the Dropdown list.
 - Refer to the Glossary for detailed definitions
- Click 'Add'.
- Repeat as many times as necessary by clicking on '+Add New' tab on the top right corner of the page, or clicking on the 'Overall Site Morphology Type' card in the Card Tree on the left and repeating the steps above to record all of the morphologies represented at the site.

2.3 Cultural Period Belief

In this field you will define the cultural period(s) that are represented at the site you are recording and how certain you are about each of those periods (Figure 2).

- Click on 'Cultural Period Type' and choose from the Dropdown list to record the broad time-period and region for your site. For example, your site may belong to the 'Neolithic (Arabia)' or 'Islamic (North Africa)' period.
 - You can also begin typing in the field to search for the term you want.
 - Refer to the Cultural Period Glossary for detailed definitions of the terms that appear, including detailed time ranges for each period.
- Click on 'Cultural Period Certainty' and choose from the Dropdown list.
 - Refer to the Glossary for detailed definitions.
 - **Note:** Use 'Definite' only when the site material has been analysed and there is no doubt about that time period.
- Click on 'Date Inference Making Actor Name'
 - This is the name of the person (or group) who has made the assessment, whether it was you or a person or group other than yourself.
 - If someone other than you made the observations and/or interpretation, you should enter their name here.
 - You might for example be entering data that someone else has recorded in the field, or you might get your information from someone else's work (a report, book, etc.). If the name refers to the author of a published or unpublished work, make sure to also make an Information Resource for this and relate it to the current Heritage Place record.
- Click 'Add'.

Cultural Period Belief

Cultural Period Belief

Cultural Period Type

Neolithic (Levant/Mesopotamia) ▾

Cultural Period Certainty *

Probable ▾

Date Inference Making Actor Name

Gary [Rollefson](#)

Figure 2: 'Cultural Period' field group, indicating that the Heritage Place probably dates to the Levantine/Mesopotamian Neolithic, as based on information by Gary Rollefson (in this case found in a publication that is entered as an Information Resource and linked to this record).

- After you click 'Add', your entry will appear in the Card Tree on the left and a new card, 'Cultural Sub-period' will appear below it.
- Click on 'Cultural Sub-Period' in the Card Tree (Figure 3).
 - In this field you will record the more specific time-period for your site and region. For example, 'Neolithic, Early/Aceramic/Pre-Pottery A (Levant/Mesopotamia)'.
- Click on the 'Cultural Subperiod Type' field and choose from the Dropdown list.
 - You can also begin typing in the field to search for the term you want.
 - Refer to the Glossary for detailed definitions of the terms that appear.
 - Make sure to choose from the same group which corresponds to the Cultural Period you chose above.
- Click on 'Cultural Subperiod Certainty'.
 - A dropdown list will appear (see the glossary)
 - **Note:** Use 'Definite' only when the site material has been analysed and there is no doubt about that time-period.
- Click **'Add'**.

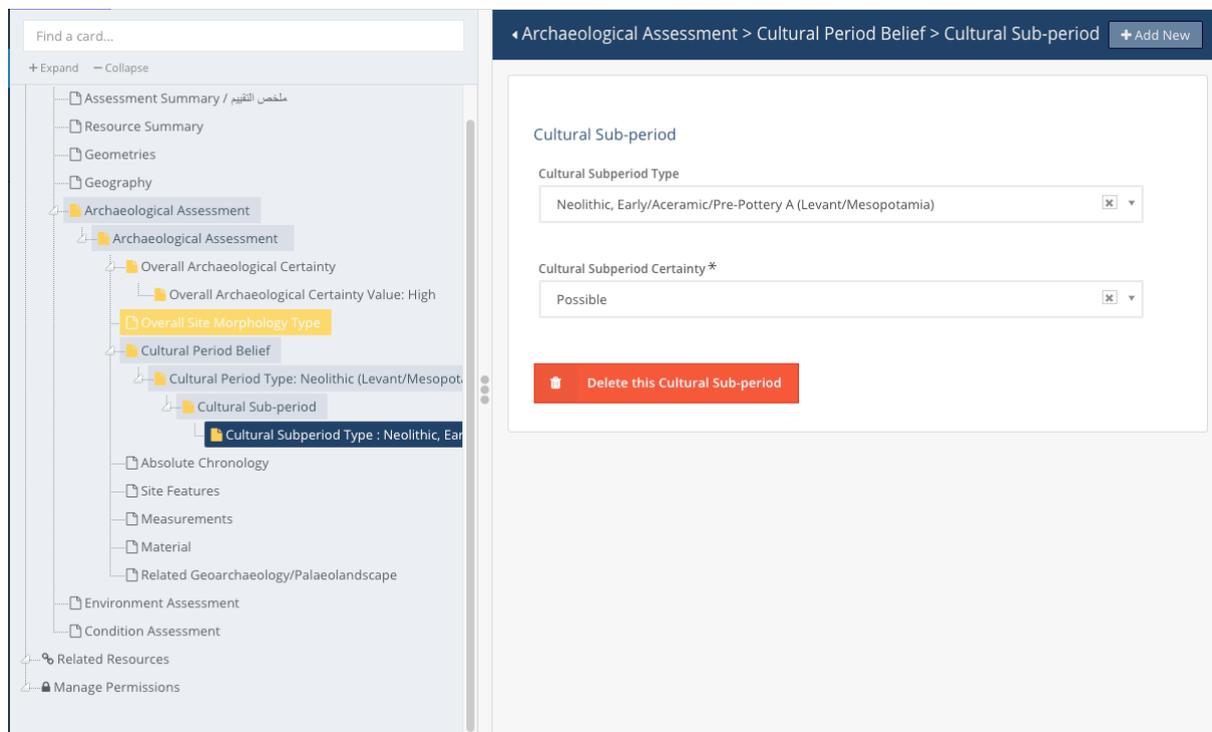


Figure 3: Adding a sub-period to the main Cultural Period of 'Neolithic (Levant/Mesopotamia)'

- To add another sub-period WITHIN the same Cultural Period you have already chosen, click on 'Cultural Sub-period' in the Card Tree on the left (or the '+ Add New' tab on the top right corner of the page).
- To add a new Cultural Period, click on 'Cultural Period Belief' in the Card Tree and repeat the steps above as many times as necessary to record all of the cultural periods and sub-periods which are relevant to the site (Figure 4).

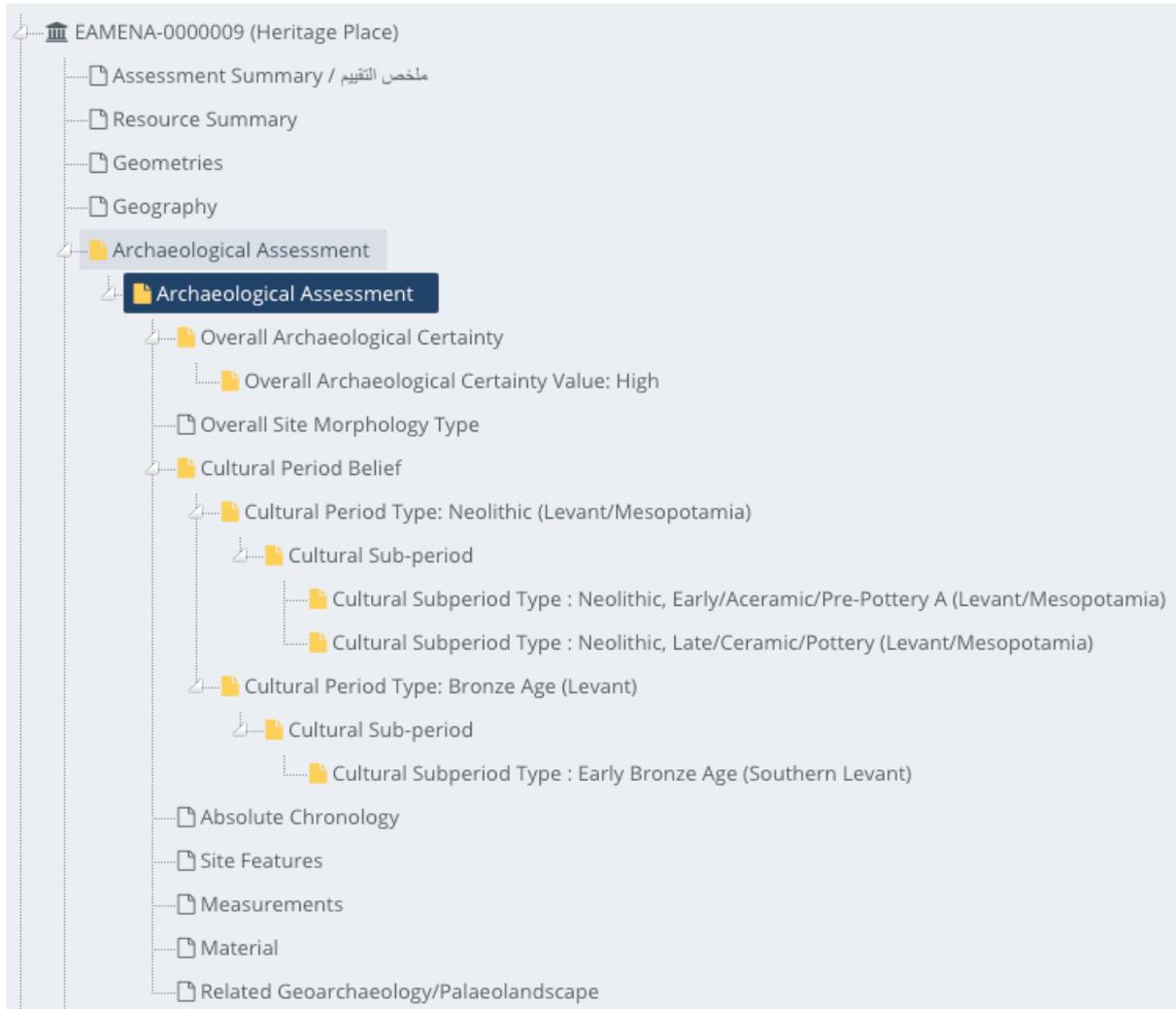


Figure 4: Detailed view of the Card Tree, showing two 'Cultural Period Type' entries: the first (Neolithic (Levant/Mesopotamia)) has two sub-periods entered, while the second (Bronze Age (Levant)) only has one.

2.4 Absolute Chronology

This field is only relevant when you have exact dates in numerical years, for example from an inscription found at the site, or based on radiocarbon dates. It should not be used for approximate or estimated dates.

- If you do not have exact dates, you should leave these fields blank.
- Enter the oldest date for the site in the relevant 'Date From' field as a number, e.g. 1745.
- Enter the youngest date for the site in the relevant 'Date To' field as a number, e.g. 1850.
 - Archaeological Date
 - Gregorian calendar
 - Use negative numbers for BC dates and positive numbers for AD dates
 - BP Date
 - Years before present (i.e. before 1950).
 - AH Date
 - Hijri (Lunar) calendar

- SH Date
 - Shamsi Hijri (Solar) calendar
- Refer to the Glossary for more detailed descriptions of the fields
- Whatever system you use, make sure to use calibrated dates, never radiocarbon measurements, because the latter are not actual dates.
- Click '**Add**'.

2.5 Site Features

In this card, you will record the details about the different features which make up the Heritage Place you are recording.

- You might only need to enter one if the Heritage Place you are recording is, e.g. a single cairn, or you may need to make several for a complex urban site with many features.
 - Consider how the different types of features you have observed can be grouped together, first based on their physical characteristics and also by their interpretations.
 - You will create an individual 'Site Feature' entry for each type of feature that can be grouped together.
 - For example, a clustered group of circular structures, or an isolated wall.
 - If you are recording one or more complex feature(s) within your Heritage Place, for example a Temple within your site, and you need to add more data such as location, condition assessment, etc. to it, you can also create a separate Heritage Place record for your feature and link it to your Heritage Place. See **Section 2.5.3 Heritage Place Resource Instance** below.
- To begin a new Site Feature entry from the main 'Archaeological Assessment' card, scroll down to 'Site Features' and click '**Add**'. Then click on the 'Site Features' line entry which will appear below.
- Alternatively, click 'Site Features' in the Card Tree on the left (Figure 5).
- Either method will open the 'Site Features' card (Figure 6).

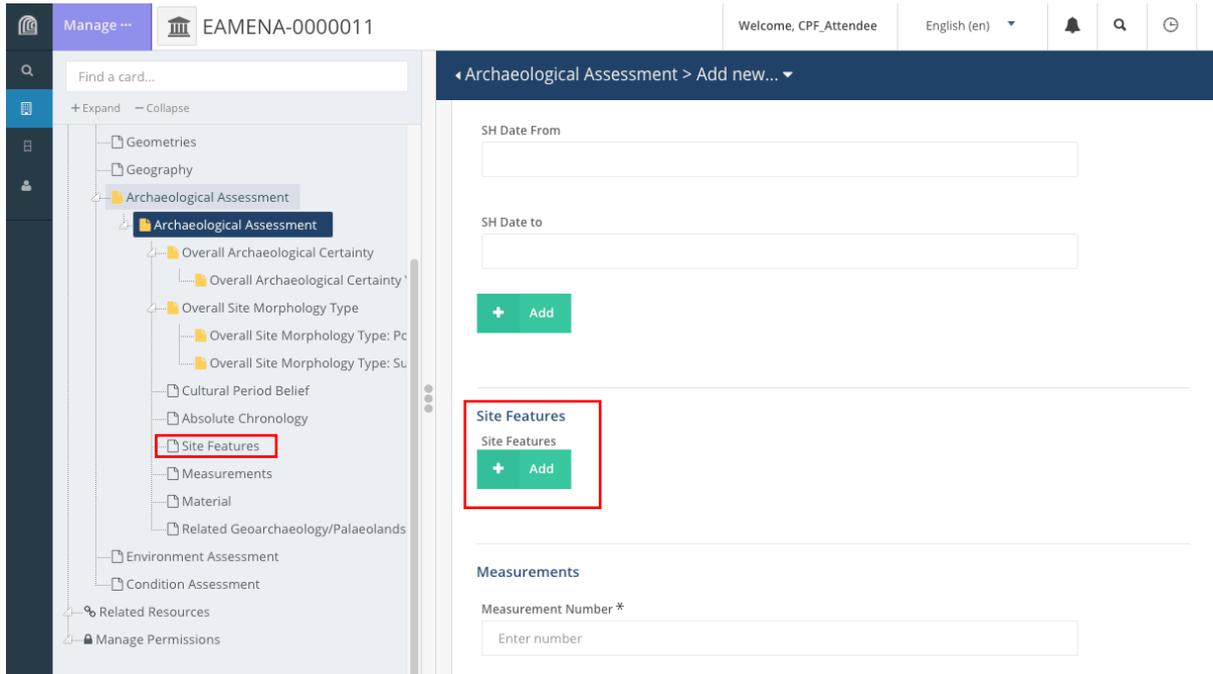


Figure 5: Click on 'Add' under Site Features, or directly on 'Site Features' in the Card Tree on the left

Site Features

Site Feature Form

Site Feature Form

Site Feature Form Type *

Select an option ▼

Site Feature Form Type Certainty *

Select an option ▼

+ Add

Site Feature Interpretation

Site Feature Interpretation Type *

Select an option ▼

Site Feature Interpretation Certainty *

Select an option ▼

Site Feature Interpretation Number Type *

Select an option ▼

+ Add

Figure 6: First few fields of the 'Site Features' card.

NOTE: It is important to complete all of the sections, described below, for each separate ‘Site Feature’ entry, before moving onto adding a new one.

2.5.1 Site Feature Form

In the first section, ‘Site Feature Form’, you will describe the physical characteristics of the individual or group of Site Feature(s) that you are recording.

- Click on the ‘Site Feature Form Type’ field and choose the first type of feature that you can observe at the site from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.
- Click on the ‘Site Feature Form Type Certainty’ field and choose a level of certainty from the dropdown menu.
 - Ask yourself, ‘How certain are you that you have correctly identified the feature?’.
 - Refer to the Glossary for detailed definitions of the terms.
 - Note: you should only choose ‘Definite’ if the identification of the feature has been confirmed on the ground.
- Click ‘Add’.
 - Your entry will appear in the Card Tree on the left below the ‘Site Feature Form’ Card, with three new cards below it (Figure 7).

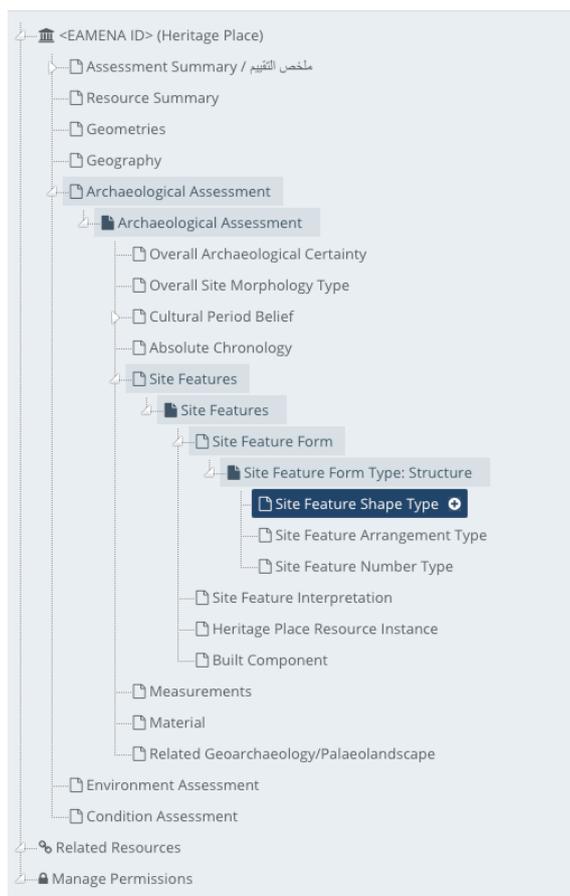


Figure 7: Navigating to the Site Feature Shape Type field in the Card Tree

2.5.1.1 Site Feature Shape Type

- Click on 'Site Feature Shape Type' in the Card Tree to open that card.
 - Click on the 'Site Feature Shape Type' field that appears and choose the shape of the *individual* feature(s) that you are recording from the Dropdown list.
 - Refer to the Glossary for detailed definitions of the terms.
 - Click **'Add'**.

2.5.1.2 Site Feature Arrangement Type

- Click on 'Site Feature Arrangement Type' in the Card Tree to open that card.
 - In the field that appears, choose the appropriate term to describe how the feature(s) that you are recording are arranged from the Dropdown list.
 - Remember that the arrangement refers only to the specific features you are recording here, not the arrangement of all the different features at the site.
 - Refer to the Glossary for detailed definitions of the terms.
 - Click **'Add'**.

2.5.1.3 Site Feature Number Type

- Click on the 'Site Feature Number Type' in the Card Tree to open that card.
 - Select the appropriate number range from the Dropdown list to describe how many of this Feature Form you can observe.
 - It is not necessary to count the exact number of features – estimate and choose the correct range.
 - Click **'Add'**.

If you are recording a feature that has multiple component forms which are directly related (i.e. they will form a single interpretation), you can add additional Site Feature Forms by clicking on 'Site Feature Form' in the card tree and repeating the steps above.

- For example, you may record a 'Structure' and 'Pit/Shaft/Tunnel', because together, these two forms combine to make an interpretation of a 'Well'.

2.5.2 Site Feature Interpretation

In this card you will list the known interpretation(s) of the feature(s) you identified in the 'Site Feature Form' section above.

- Click on your Site Feature entry in the card tree to go back to the Site Feature card you are working on.
 - Alternatively, click on 'Site Feature Interpretation' in the Card Tree on the left to go directly to that card.
- Click on the 'Site Feature Interpretation Type' field and choose an interpretation which best describes the 'Site Feature Form' recorded in the last section.
 - Refer to the Glossary for detailed definitions of the terms.
- Click on the 'Site Feature Interpretation Certainty' field and choose a level of certainty of the interpretation from the dropdown menu.
 - Refer to the Glossary for detailed definitions of the terms.
 - **Note:** you should only choose 'Definite' if the interpretation of the feature has been confirmed on the ground.
- Click on the 'Site Feature Interpretation Number Type' field and select the appropriate number range from the Dropdown list to describe the number of this kind of feature
 - **Note:** It is not necessary to count the exact number of features – estimate and choose the correct range.

- Repeat the above steps as many times as necessary until you have listed all of the known interpretations of the individual feature you are recording (Figure 8).
 - **Note:** the number of interpretation entries does not necessarily have to match the number of Feature Form entries as multiple Forms may combine to create more or less interpretations.
 - You should only list multiple interpretations if they are ALL applicable to the feature(s) you are recording. Do not list multiple possible interpretations because you are not sure.
 - For example, if your Feature Form is a group of 2 to 5 clustered circular cairns, you could create interpretations as both 2 to 5 Tomb/Grave/Burial AND 1 Cemetery because both interpretations are equally applicable.
 - However, if you are not certain of the interpretation of the cairns, e.g. they could be tombs, OR they could be clearance cairns, you should pick the interpretation you think is more likely, but not both.
 - If you are really not sure, choose 'Unknown'.

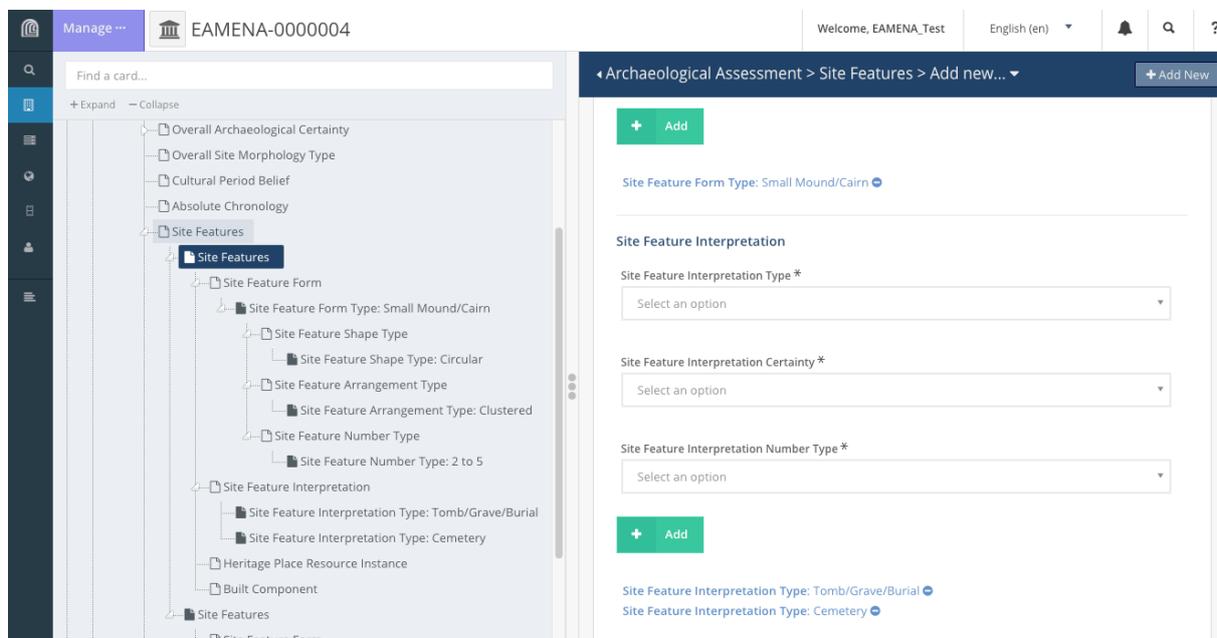


Figure 8: 'Site Feature' Card showing a 'Site Feature Form' of 'Small Mound/Cairn' with two 'Site Feature Interpretations'

2.5.3 Heritage Place Resource Instance

In this field you can record a relationship between the specific 'Site Feature' that you are recording with another Heritage Place. If there are no relevant relationships of this kind, you may leave this field blank.

- For example, if your Heritage Place records a site with many different Site Features, e.g. a Cemetery, a Temple, many houses etc., in certain cases, you may create separate Heritage Place records for one or more of those Features, e.g. the Temple.
 - In this field you would then link the Temple 'Site Feature' entry, directly to the separate Heritage Place record you made for it.

- This relationship is specifically for this Site Feature group, so it is this specific group that is related to a Heritage Place.
- If you want to relate the whole Heritage Place to another whole Heritage Place you should use the 'Related Resources' card (see **Tutorial 9: Related Resources**).
- Type in the EAMENA-number of the Heritage Place you want to add and click on it to add the relationship.
 - If the record you wish to relate it to does not exist yet, you can choose to create a new Heritage Place here.
 - To do so click on 'Create a New Heritage Place' and fill in the Assessment Summary for this new Heritage Place.
 - Remember to come back and complete the record for the new Heritage Place you have created. You can access the new Heritage Place directly by clicking on the 'edit' (pencil) icon beside it (Figure 9).
- Click 'Add'.
 - A default relationship type of "[This site feature] *contains or confines* [the related site]", and an inverse relationship of "[The related site] *is contained or confined by* [this site feature]" will be created for your relationship.
 - For example, if your Site Feature is a 'Sanctuary', within the settlement recorded by the Heritage Place, you could relate this to another separate Heritage Place record, which is an individual 'Temple' within that Sanctuary.
 - In this case, you should leave the default relationship, because the 'Temple,' is contained within the 'Sanctuary'.
 - Sometimes you may need to change this relationship.
 - For example, if your Heritage Place is a 'Sanctuary', and one Site Feature within that Sanctuary is a 'Temple', you might wish to relate this Site Feature to another separate Heritage Place record which is for the same 'Temple'.
 - In this case, you should change the default relationship to the '*is same as*' relationship, to indicate that the Site Feature and the related Heritage Place are the same thing.
 - To view or change the type of relationship, click on the bar with the EAMENA-number (the 'relationship value bar') to expand the relationship fields.
 - Click on dropdowns to change the relationships if necessary.
- Repeat if there are multiple relationships.

Heritage Place Resource Instance

Related Heritage Place Resource Instance

EAMENA-0000005

Resource's relationship to EAMENA-0000005

EAMENA-0000011 (E27_Site)

O7_contains_or_confines

EAMENA-0000005 (E27_Site)

EAMENA-0000005's relationship to Resource

EAMENA-0000005 (E27_Site)

O7i_is_contained_or_confined

EAMENA-0000011 (E27_Site)

🗑️ Delete this Heritage Place Resource Instance

✖️ Cancel edit

+ Save edit

Figure 8: A relationship entry between a 'Site Feature' and another Heritage Place (EAMENA-0000005) with the default relationship types. This indicates that the individual Site Feature you are recording here, contains the entire Heritage Place recorded in EAMENA-0000005.

2.5.4 Built Component

In this field you can record a relationship between the specific 'Site Feature' with one or more Built Components. If there are no relevant relationships of this kind, you may leave this field blank.

A 'Built Component' record is for cases when it is necessary to record smaller component parts of features, such as individual walls of a Structure, perhaps because a conservator has studied them, or a detailed condition assessment was made of them in the field. It would then be relevant to link these Built Component records to the Structure record.

IMPORTANT NOTE:

- You should only use this field if the Heritage Place records only ONE feature.
 - For example, you have a Heritage Place recording a Settlement (EAMENA-0000111) which includes a Temple, a Cemetery and other Site Features. You also have created a separate Heritage Place record for the TEMPLE (EAMENA-

- 0000222), which you have related to the relevant Site Feature within the Settlement record, using the method above in Section 2.5.3.
- Now you wish to create a Built Component to record a GATEWAY (COMPONENT-0000033) which is part of the TEMPLE. In this example, you should only relate and use this field from within your TEMPLE record and not the Settlement.
 - When you are finished:
 - EAMENA-0000111 (Settlement) is related to EAMENA-0000222 (Temple).
 - EAMENA-0000222 (Temple) is related to COMPONENT-0000033 (Gateway).
 - COMPONENT-0000033 (Gateway) is NOT directly related to EAMENA-0000111 (Settlement)
 - If it already exists, type in the COMPONENT-number of the Built Component you want to add and click on it to add the relationship.
 - If the record you wish to relate it to does not exist yet, you can choose to create a new Built Component record here.
 - To do so click on ‘Create a new Built Component...’ and fill in the fields in the window that appears for this new component record.
 - Remember to come back and complete the record for the new Built Component you have created. You can access the new record directly by clicking on the ‘edit’ (pencil) icon beside it.
 - Please see **Tutorial 13: Built Component**, for further instructions on how to fill in these fields, and how to add and complete Built Component records.
 - Click ‘Add’.
 - A default relationship type of “[This site feature] *is composed of* [the related component]”, and an inverse relationship of “[The related component] *forms part of* [this site feature]” will be created for your relationship.
 - For example, if your Heritage Place is a ‘Temple’, you could relate this to a Component record which records the west wall of that temple.
 - With this relationship you are recording that the Temple *is composed of* the West Wall, and conversely that the West Wall *is part of* the Temple.
 - Repeat if there are multiple relationships.

2.5.5 Add additional Site Feature entries

To start recording the next feature, add a new ‘Site Feature’ entry, as outlined in **Section 2.5**.

- Click on the plus sign beside the Site Feature card in the card tree on the left to create a new, blank ‘Site Feature’ card (Figure 9).
- Repeat the steps above until you have recorded all of the features present at your Heritage Place.

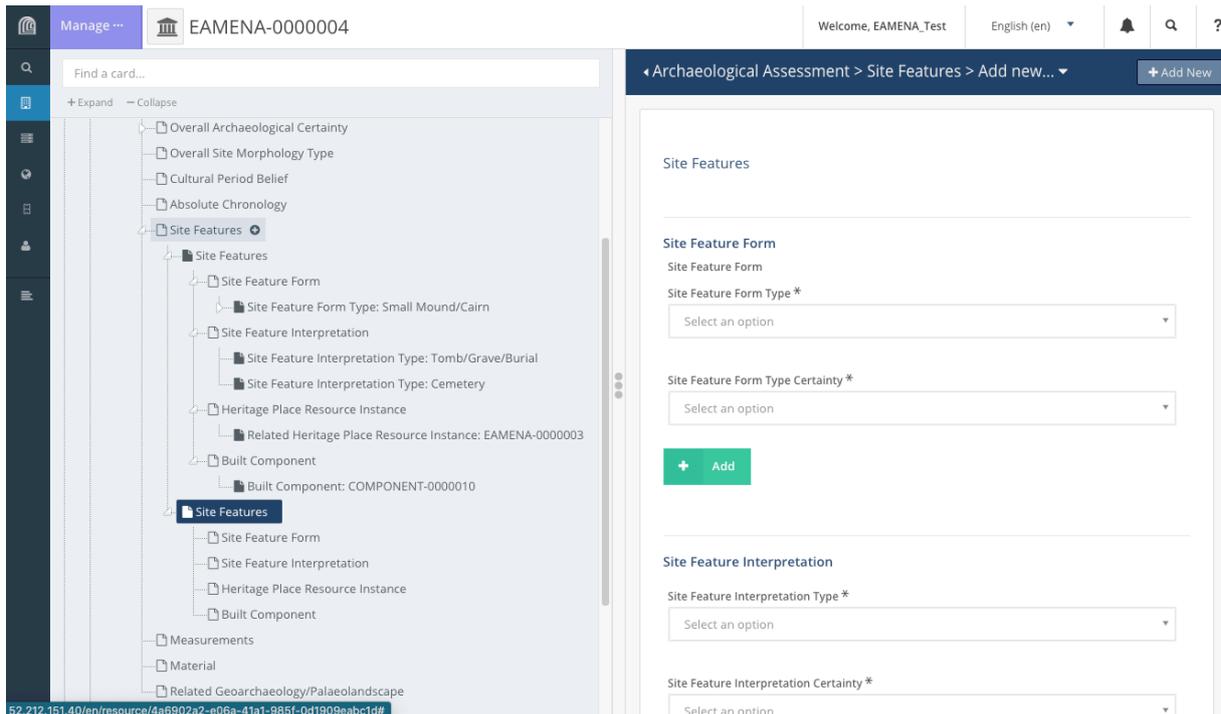


Figure 9: A record with one completed Site Feature entry, which has a group of Small Mound/Cairns, which have two interpretations. Below, is a new, blank, Site Feature entry, ready to be filled in.

2.6 Measurements

In these fields you will enter any measurements that related to the Heritage Place as whole (*not* for each of the individual features), one by one (Figure 10).

- Click on the 'Measurements' card in the Card Tree on the left.
- Click on the 'Measurement Number' field and enter the value number.
- Click on the 'Measurement Unit' field and choose the correct unit from the drop-down list.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- Click on the 'Dimension Type' field and choose the correct measurement type (length, area, etc.) from the drop-down list.
- Click on the 'Measurement Source Type' field and choose the correct measurement source.
- Click **'Add'**.
- Repeat for each relevant measurement.
 - Make sure to click on either 'Measurements' in the menu or on '+Add new' in the upper right first before adding a new measurement, as otherwise you will be editing the previous one instead.

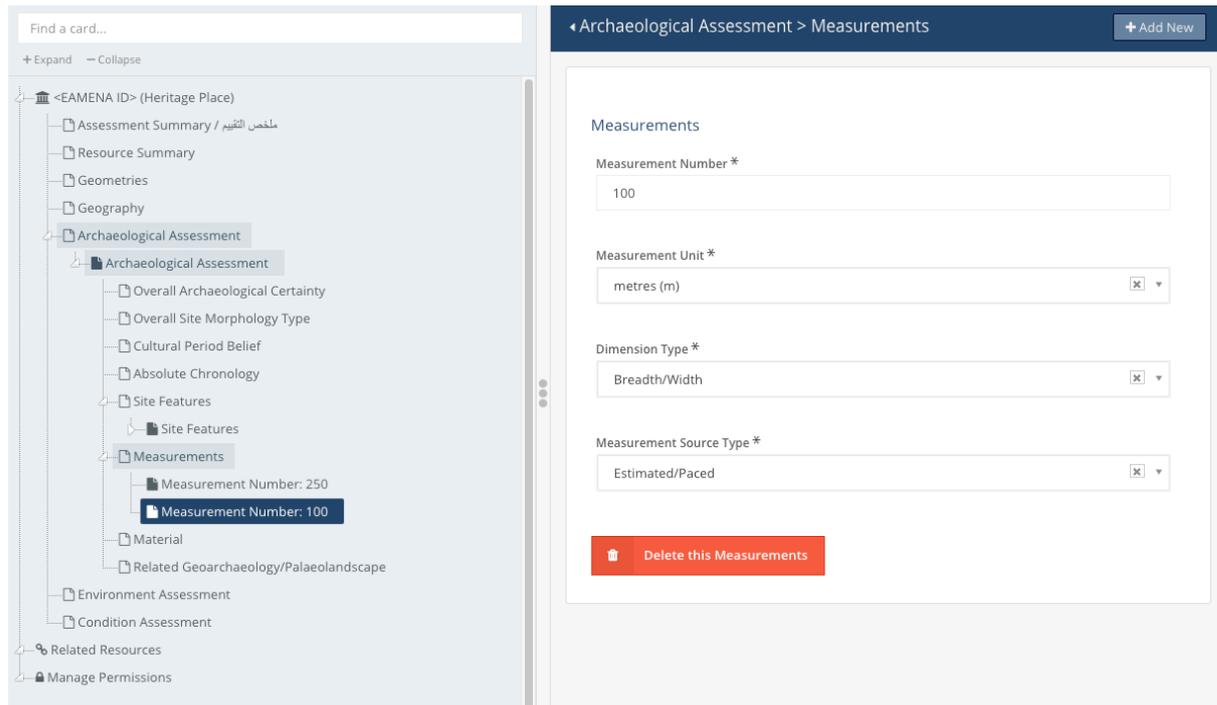


Figure 10: Length and width of the Heritage Place of 250 m by 100 m. The latest addition, the Breadth/Width of 100m is shown in the edit window here.

2.7 Material

In these fields you can enter the material(s) that the features in the Heritage Place are made of, and how they were made. The materials are not related to individual features here, but only to give a sense of the materials and construction techniques present at the site.

- Click on the 'Material' card in the Card Tree on the left.
- In the 'Material Class' field, choose the raw material that corresponds to the material you are recording from the dropdown menu, e.g. Clay, or Stone.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- In the 'Material Type' field, choose the man-made material that was used, e.g. Brick or Plaster.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- In the 'Construction Technique' field, choose the technique that was used to build with the above material.
 - Refer to the Glossary for detailed definitions of the terms that appear.
- Click **'Add'**
- Repeat for each material type and/or construction technique present at the site.

2.8 Related Geoarchaeology/Palaeolandscape

In this field you can record a relationship between the Heritage Place and a Geoarchaeology Record. If there are no relevant relationships of this kind, you may leave this field blank.

- If you the record already exists, establish and type the GEOARCH-number into the 'Geoarchaeology & Palaeolandscapes' field and click on it to add the relationship.
- If the Geoarchaeology Record does not already exist, you can create a new one by clicking on 'Create a New Geoarchaeology...' and fill in the Assessment Summary card which appears.
 - Remember to come back and complete the record for this Geoarchaeology record too; you can access and the new Geoarchaeology Record directly by clicking on the 'edit' (pencil) icon.
 - Please see **Tutorials 10 and 11: Geoarchaeology** for further instructions on how to fill in these fields, and how to add and complete Geoarchaeology records.
- Click **'Add'**.
 - A default relationship type of "[This site] *falls within* [the related Geoarchaeology record]", and an inverse relationship of "[The related Geoarchaeology record] *contains* [this site]" will be created for your relationship.
 - To view or change the type of relationship, click on the bar with the GEOARCH-number (the 'relationship value bar'). However, it should not normally be necessary to change this relationship type in this case.
- Repeat if there are relationships with multiple Geoarchaeology Records.