Part 2:

Using the database to add information

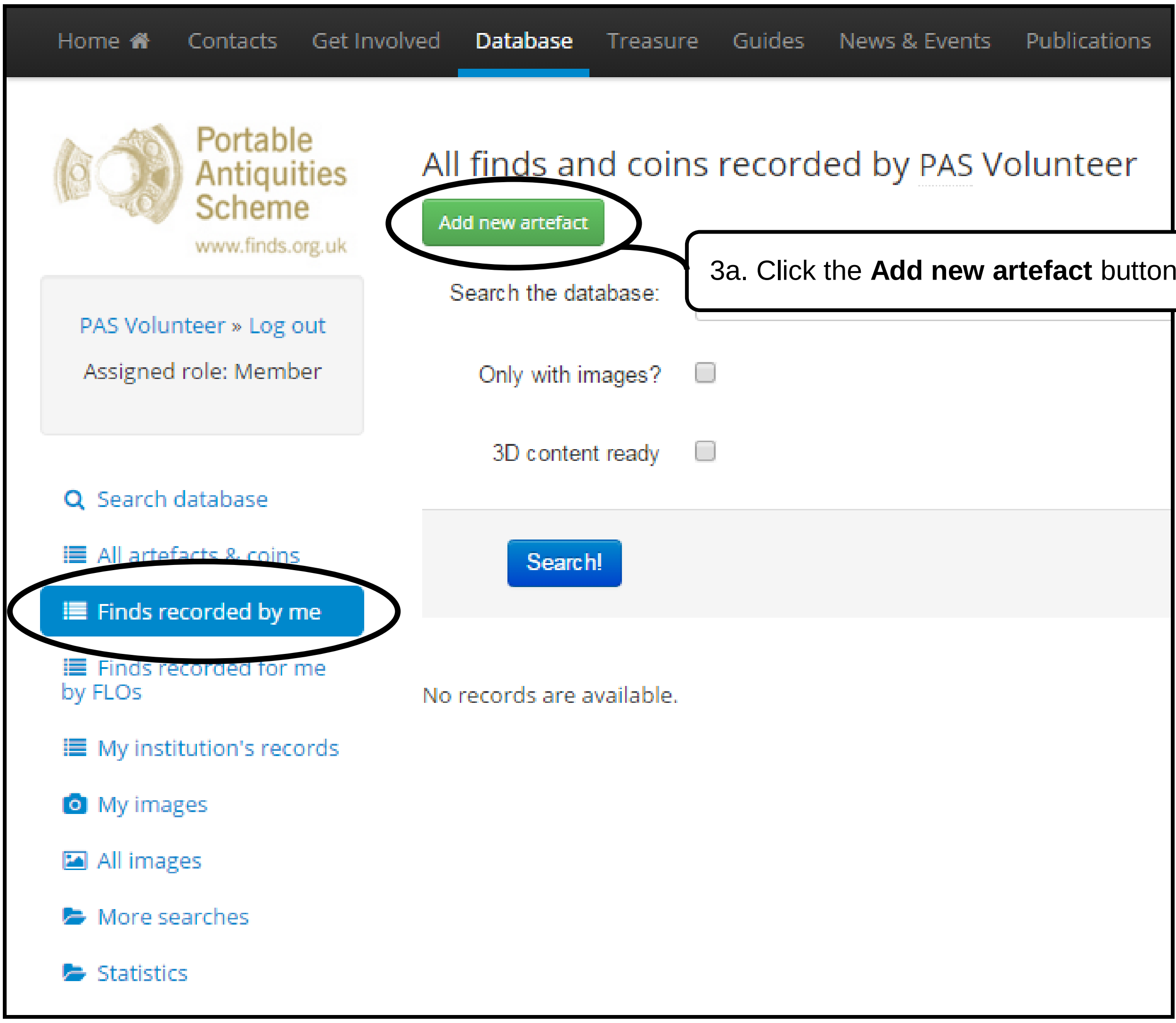
How to add an object to the database

Once you have created your account and had it set up for recording by a member of PAS staff you are ready to start adding objects (including coins) to the database.

There are two ways to get to a blank artefact record:

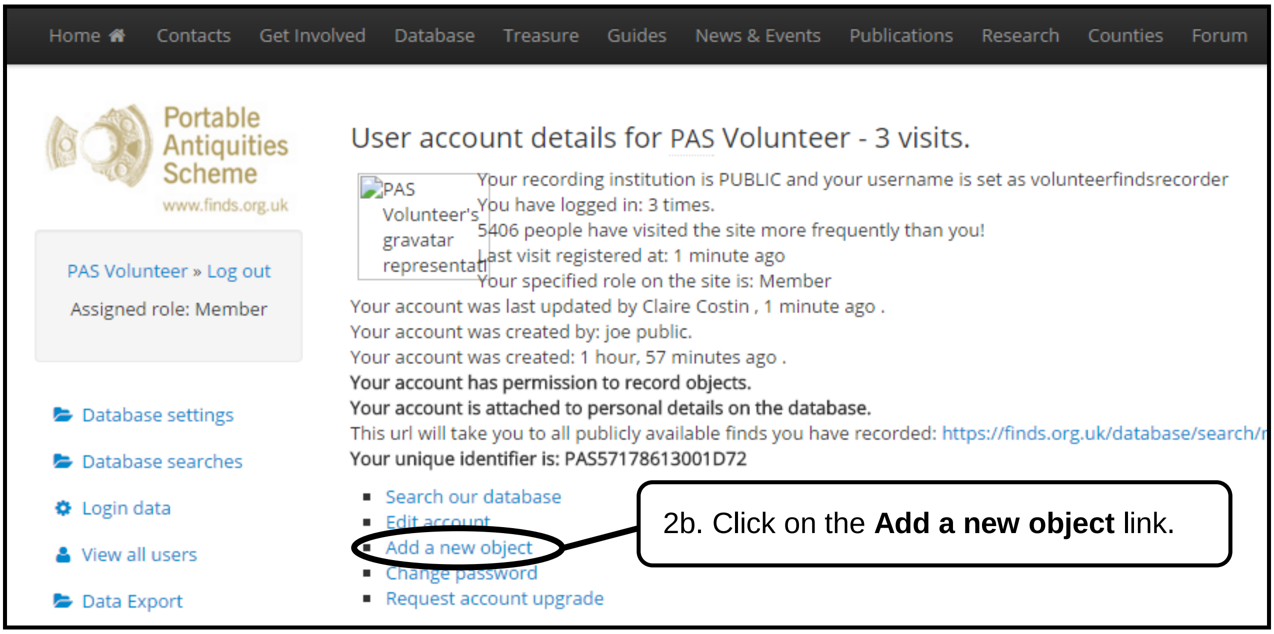
1a. From the home page, click on the **Database** tab.

2a. Click the **Finds recorded by me** link on menu on the left of the page.



3a. Click the **Add new artefact** button.

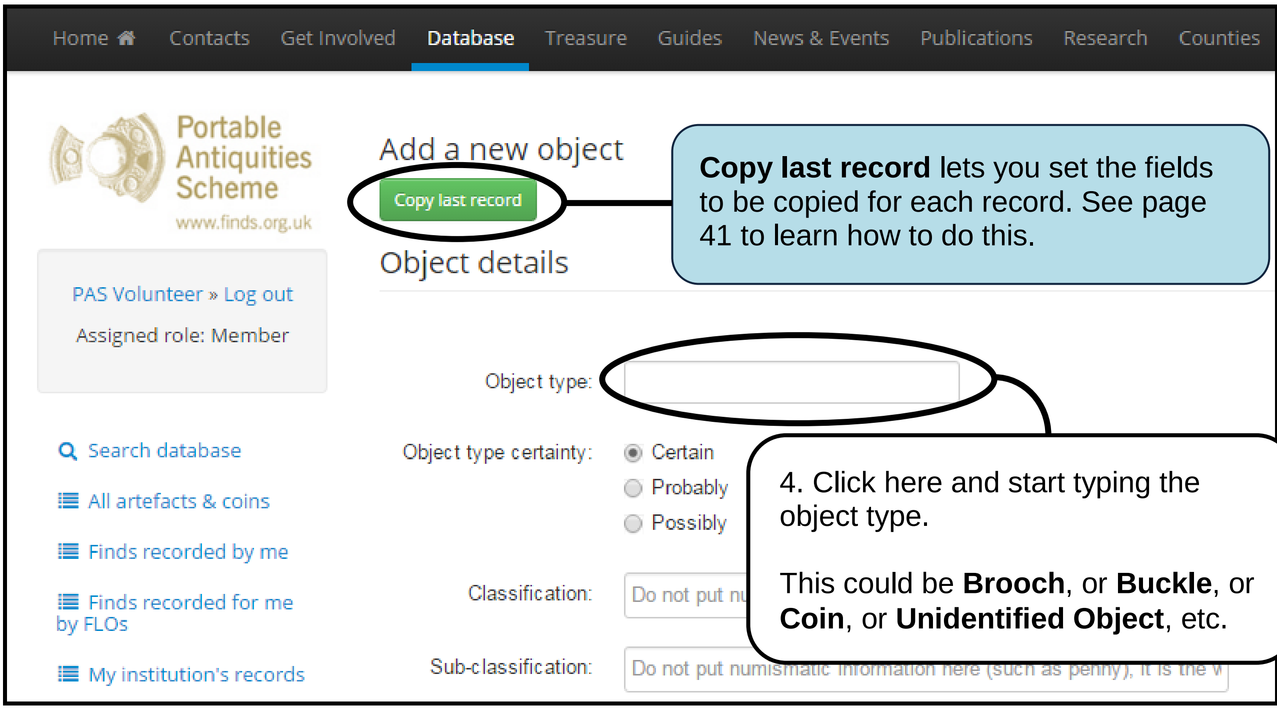
1b. Go to the user account page (see page 15).



2b. Click on the **Add a new object** link.

3b. Now go to step 4.

The next few pages of the guide take you through each field in order, and show you what to enter in each one.



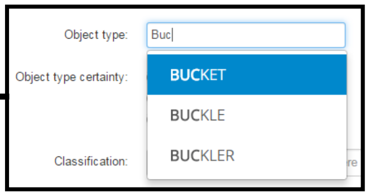
Copy last record lets you set the fields to be copied for each record. See page 41 to learn how to do this.

4. Click here and start typing the object type.

This could be **Brooch**, or **Buckle**, or **Coin**, or **Unidentified Object**, etc.

5. A drop-down menu of existing accepted database terms will appear when you start typing.

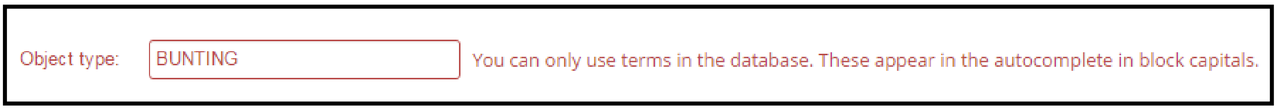
Choose one from the list by clicking on it.



How do I choose which object terms to use?

We use Historic England's list of object terms, known as the MDA Thesaurus.

Only terms from this can be entered into the object type field. If you enter an invalid term, you cannot save the record. You will see an error message.



You can only use object terms already in the database.

We use the MDA Thesaurus because it is an agreed standard used by all archaeologists.

Standardisation is essential so that our data can be used by HERs and other databases.

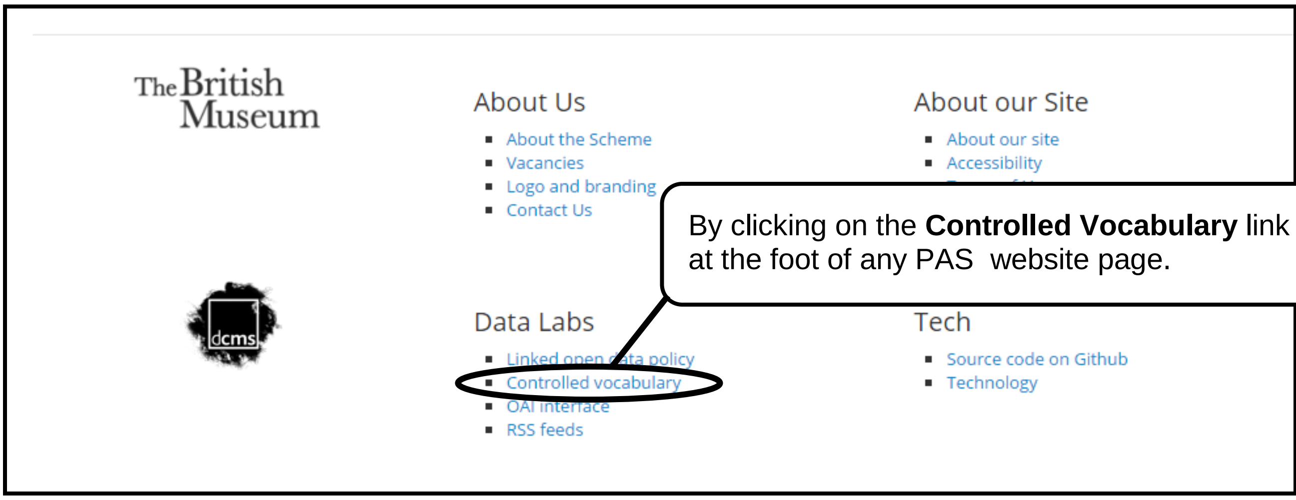
You can browse through the terms and check their meaning in two ways:

By using the on-line MDA thesaurus at:

http://thesaurus.historicengland.org.uk/thesaurus.asp?thes_no=144&thes_name=MDA%2Object%20Type%20Thesaurus

This is the easier option.

or



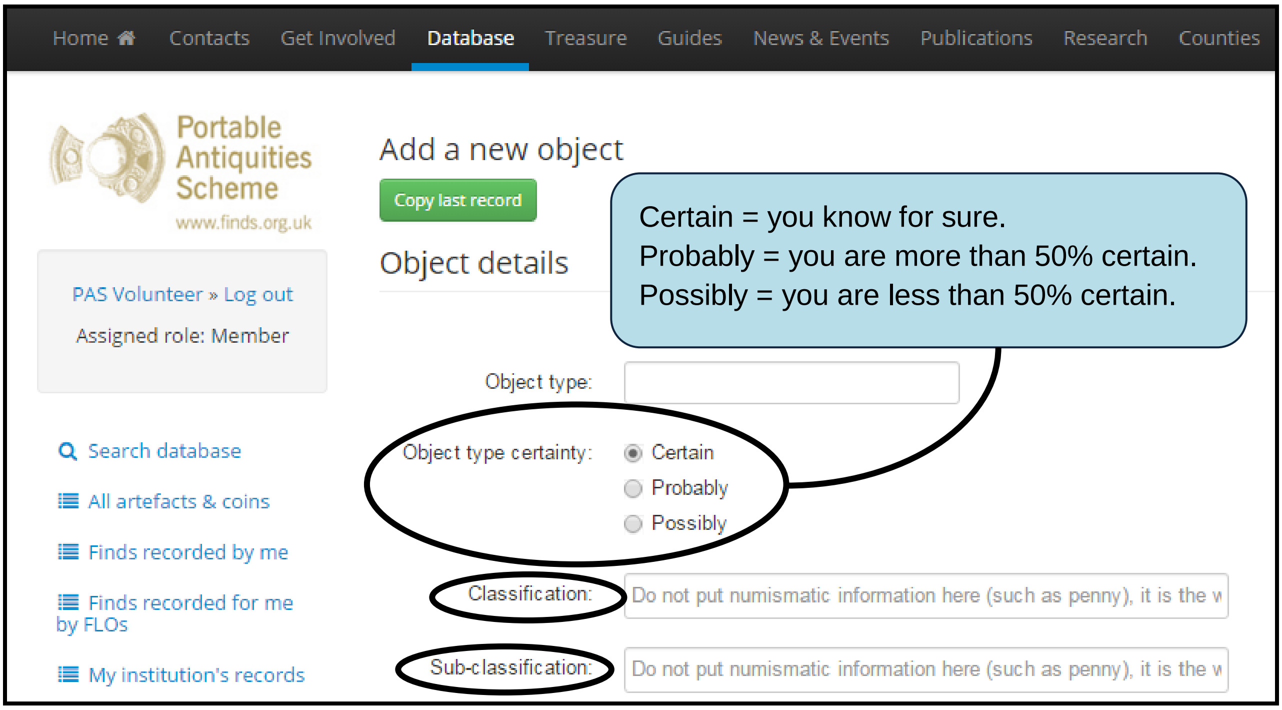
By clicking on the **Controlled Vocabulary** link at the foot of any PAS website page.

If you can't find the right term for your object, do a simple (basic) search on the term you would like to use and find out how other people have recorded it.

For simple searches see page 96.

How to add an object to the database (continued)

6. Choose the **Object type certainty**.



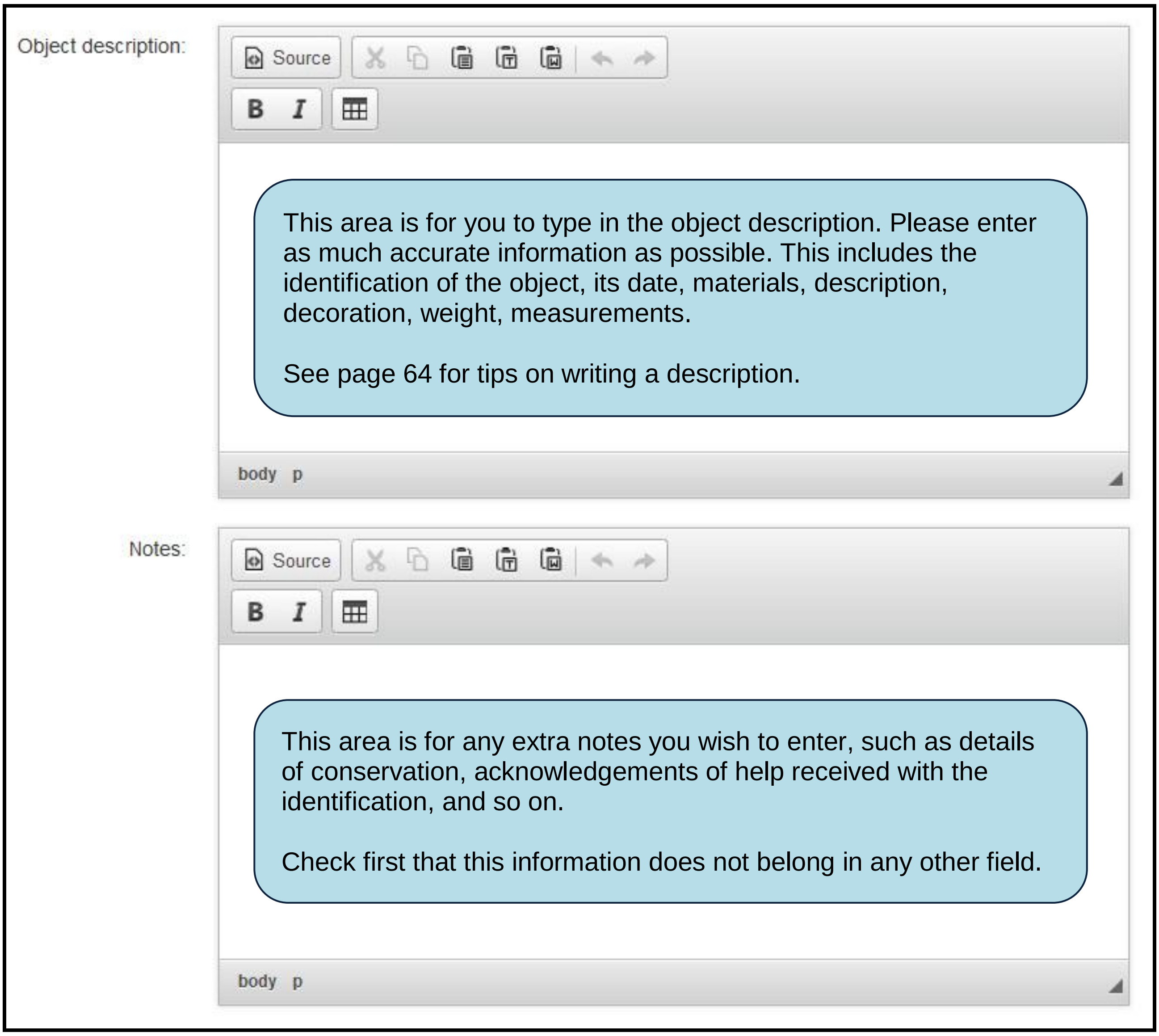
7. The **Classification** and **Sub-classification** fields are next.

These **Classification** and **Sub-classification** boxes do not always have to be filled in. They are used to help in searching, and in organising search results.

See the individual on-line artefact guides for what to put in these boxes.

The object description box is a free text box. It operates much like a word processor, and there are buttons above for similar functions such as cut, paste, italics and bold.

8. Click on the description box and start to type.



If you are writing a long description, you should save the record periodically. It can be frustrating to lose a good description because you got logged out, or the internet connection is lost. To do this click **Save record** at the bottom of the screen.

If you think you have been logged out, right-click on your name and open up your account in a new tab to check your login status. If you try to save when not logged in, you will lose your record.

9. If the object has an inscription then enter it here, exactly as it appears on the object.

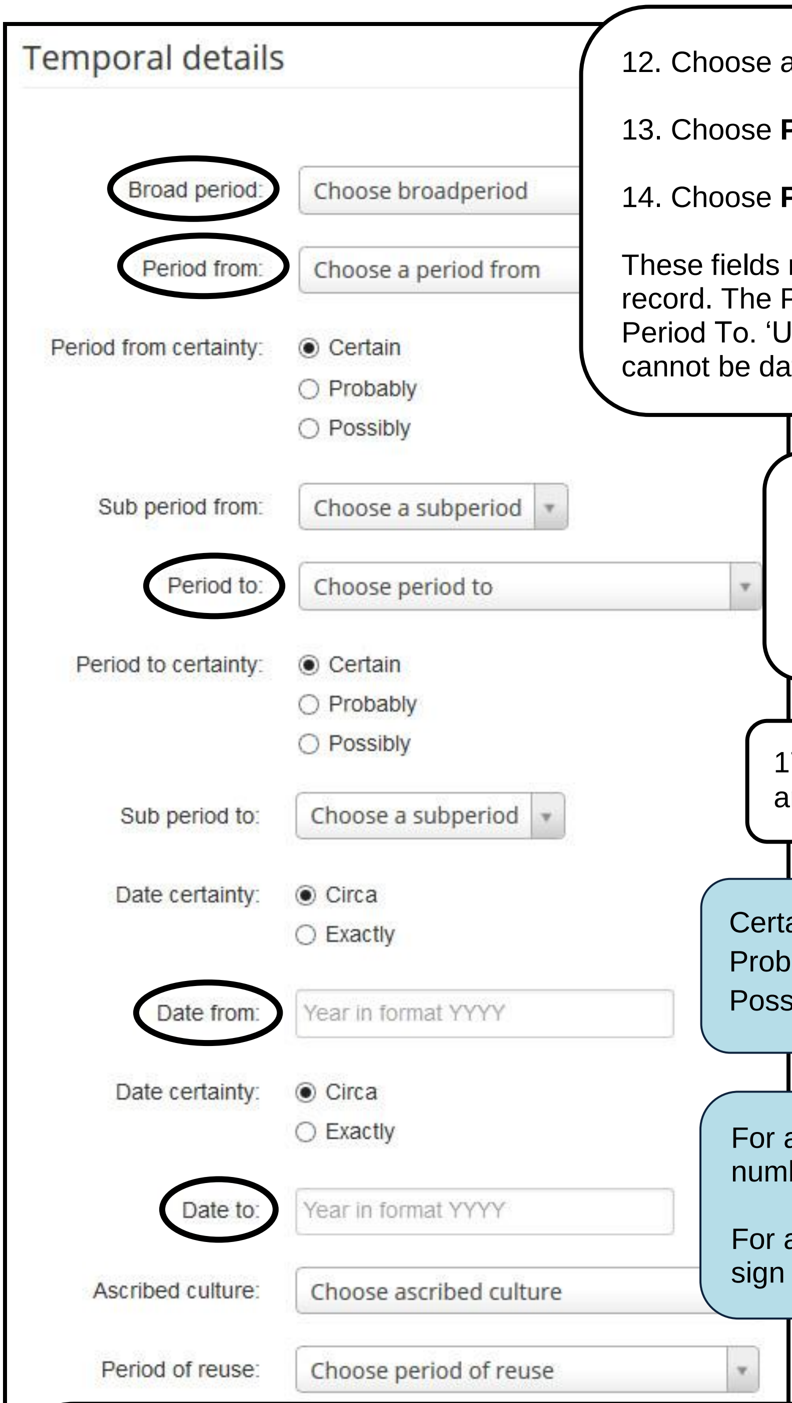
10.Tick the **Find of Note** box if you feel your find is particulalry important and might be used in talks, news stories etc.

It is not necessary to choose an option under ‘Why this find is noteworthy’, although distinguishing between national, regional and local importance can be helpful.

11. Tick the **Treasure** box if necessary. Treasure finds should be reported to your FLO as soon as possible (see page 5).

Enter the Treasure number in the in the **Treasure number** box in the following style, with no spaces: 2011T200.

The next section, temporal details, allows you to add detailed information relating to the date of the object.



12. Choose a **Broad period** from the drop-down list.

13. Choose **Period from** from the drop-down list.

14. Choose **Period to** from the drop-down list.

These fields must be all filled in in order to save the record. The Period From can be the same as the Period To. ‘Unknown’ is acceptable if the object cannot be dated. For a list of periods see page 32.

15. Enter **Sub period from** if you can.

16. Enter **Sub period to** if you can.

For a list of sub-periods see page 32.

17. Choose the **Period from certainty** and **Period to certainty**.

Certain = you know for sure.
Probably = you are more than 50% certain.
Possibly = you are less than 50% certain.

For any date that is AD, just enter the number.

For any date that is BC please put a minus sign before the number e.g. –70.

18. Enter the date in the **Date from** box.

19. Enter the date in the **Date to** box.

It is essential you fill in both these boxes, even if it is only with the start and finish dates of that particular period. Enter the years of your particular object if you can. The more precise the dates, the better.

If you have an object (e.g. a coin) with a known year of manufacture, please fill in both boxes with the same year and choose **Exactly** from the **Date certainty** options above the boxes.

If relevant, choose an **Ascribed culture** from the drop-down menu.

Please be cautious about using this box; only early-medieval items sometimes need to be ascribed to a culture. See the hints under **Controlled vocabulary** at the foot of any PAS website page.

If relevant, choose a **Period of reuse** from the drop-down menu.

If you believe an object has been re-used, e.g. a pottery fragment adapted to use as a spindle whorl, then note it in this and the **Evidence of reuse** boxes.

If a gold or silver coin has been re-used, for example as a brooch or pendant, it may qualify as potential Treasure and should be reported to your FLO.

Periods, sub-periods and calendar years

Regional variation

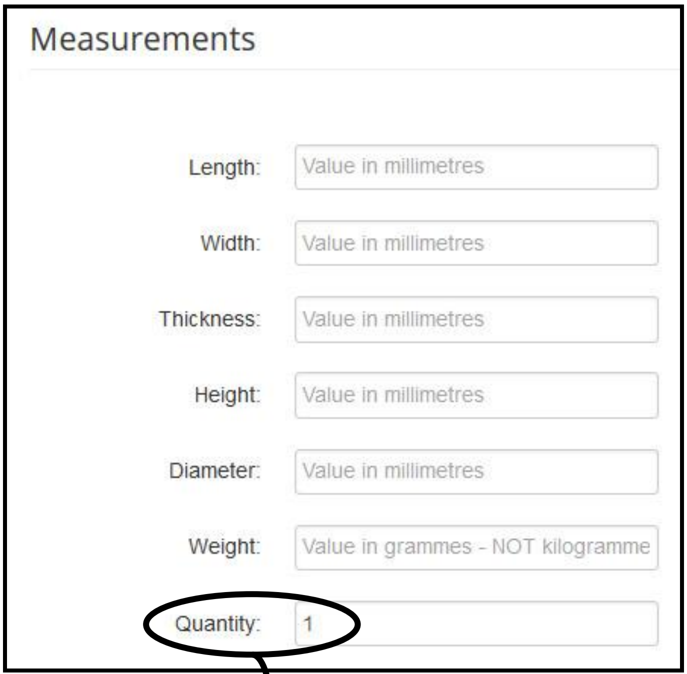
Periods and sub-periods are not just arbitrary blocks of time, they also mean something in cultural terms. Not all cultural changes happen at the same time all over the country. For example, the start of the Bronze Age (when bronze starts to be used) happens at different times in different areas. Use the correct calendar date for your area rather than the rigidly defined dates below.

Some object types will have particular requirements. Although Roman republican coins have dates in the British Iron Age, they are culturally Roman, so the period used should be ROMAN. The *Lithics Protocol* includes detailed guidance on dates for flint and chert tools, which can differ from dates for metal objects.

Period	**Sub-period (use these if you can)**	**Calendar years as they should be entered on the database**
Palaeolithic c. 800,000 to c. 10,000 BC	Early (Lower) Middle Late (Upper)	-800,000 to -250,000 -250,000 to -40,000 -40,000 to -10,000
Mesolithic c. 10,000 to c. 4000 BC	Early Late	-10,000 to -6500 -6500 to -4000
Neolithic c. 4000 to c. 2350 BC	Early Late	-4000 to -3300 -3300 to -2350
Bronze Age c. 2350 to c. 800 BC	Early Middle Late	-2350 to -1600 -1600 to -1000 -1000 to -800
Iron Age c. 800 BC to c. 43 AD	Early Middle Late	-800 to -400 -400 to -100 -100 to 43
Roman c. 43 to c. 410 AD		43 to 410
Early-medieval c. 410 to c. 1066 AD	Early Middle Late	410 to 700 700 to 850 850 to 1066
Medieval, c. 1066 to c. 1500 (or 1509) AD		1066-1500 (1509 for coins)
Post-medieval, c. 1500 (or 1509) to 1900 AD		1500 (1509 for coins) to 1900
Modern		1900 to the present day

How to add an object to the database (continued)

Details of the objects size and weight can be entered in the next section. For how to weigh and measure your object see page 34.



20. Please enter the Measurements and Weight in these boxes.

Each object requires a different set of measurements. Just fill in the boxes that are relevant for your object.

If you put more than one object on the same record, don't forget to change the **Quantity**.

The measurements are automatically set to millimetres, and the weight is automatically set to grams. So please just enter the correct values e.g. for 22.9 millimetres just enter 22.9, or for 3.24 grams just enter 3.24.

How to weigh and measure your object

This is the equipment you will need to take the dimensions of your object.

Electronic calipers with digital display

Calipers can be digital or analogue. Digital calipers measure to one-hundredth of a millimetre (two decimal places), but we only need a precision of one-tenth of a millimetre (one decimal place). If you only have a ruler and can only take a measurement to the nearest millimetre (or half a millimetre) that is acceptable.

Usually the length is the longest measurement and the width is taken at right angles to this. There are some exceptions to this rule (notably buckles) and in this case the on-line artefact guides will help you decide which measurements to take.

Coins normally only need a diameter to be taken. The thickness only needs to be added if it is out of the ordinary. For cut halfpennies and farthings, or for very misshapen coins, measure the actual length and width – do not try to reconstruct the original diameter of the coin.

Digital mini scales

Digital scales (sometimes sold as 'electronic balances') can be expensive, especially if they are precise enough for artefact recording. Ideally we would like measurements to one-hundredth of a gram (two decimal places). Electronic kitchen scales that measure to the nearest gram can be used if there is nothing else available.

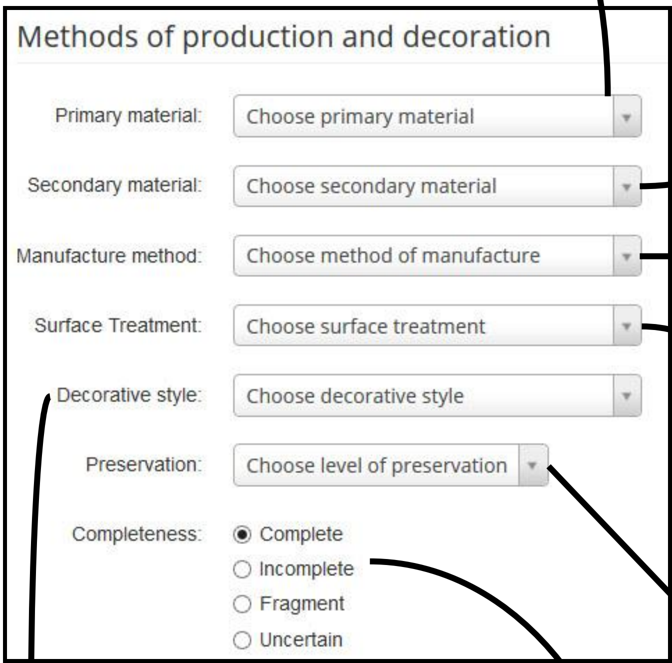
Some classes of object, such as weights, need their weight to be expressed in other units as well as the standard grams. You can put dimensions in other units (such as ounces, grains, scruples etc) in the Object Description field.

Make sure your object is free of excess soil before weighing it. If this is impossible, then note in the description field that it was weighed in a dirty state.

How to add an object to the database (continued)

In the methods of production and decoration section you can enter the details of the main material the object is made from. See Part 3 for further details on identifying materials.

21. Choose the main material that the object is made from here.



If there is another component made from a different material, enter it in the **Secondary material** field.

If you have three or more materials, choose the two most important and add all of these details to the **Object description** box.

For coins, pottery and flint *only*, enter the method of manufacture here. See Part 3 for details.

If there is any surface treatment or decoration enter the details here. See Part 3 for details.

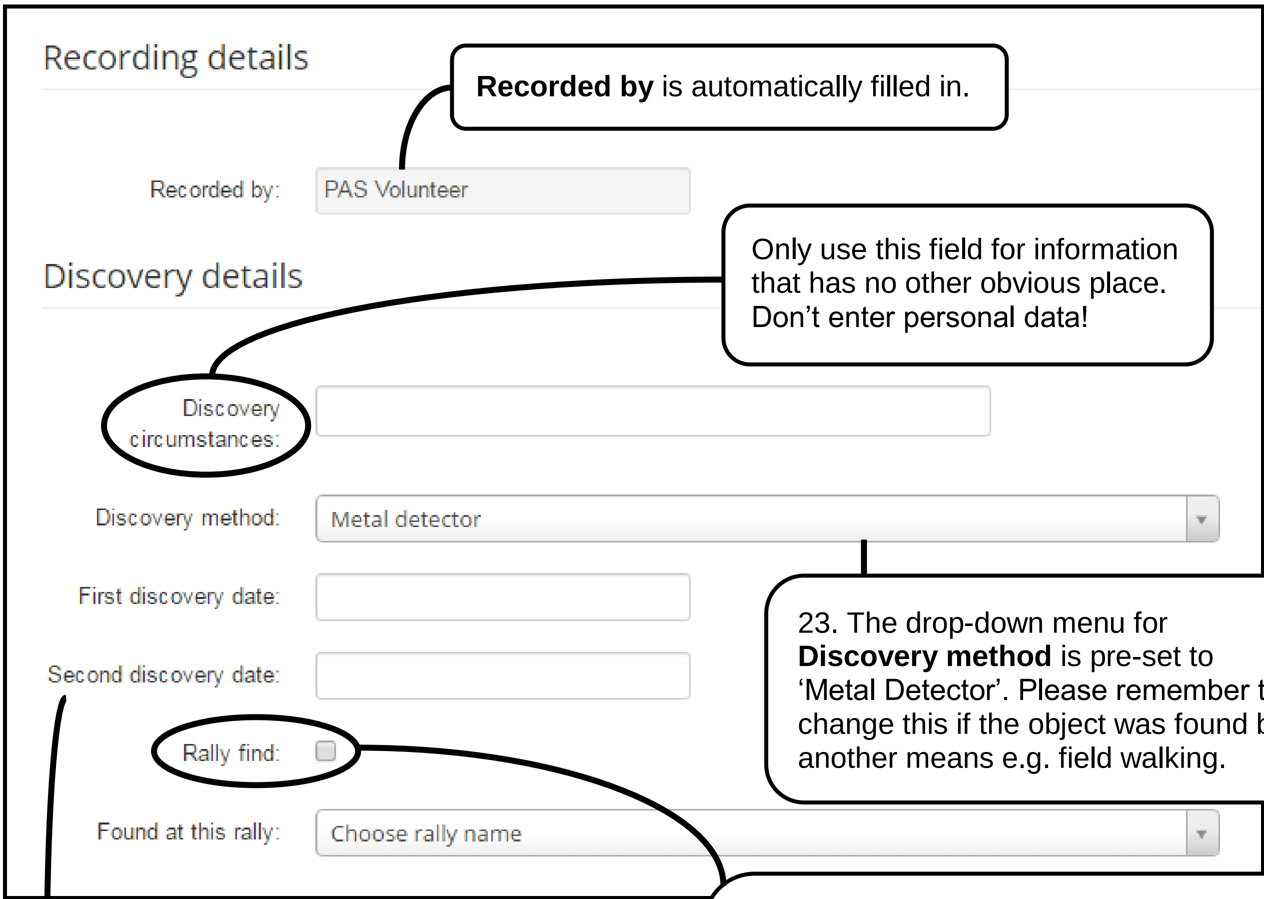
22. Choose the level of preservation of the object from the **Preservation** drop-down list.

The **Decorative style** field is no longer in use, so please add these details to the **Object description** box.

Complete = 100% of object survives
Incomplete = more than 50% of object survives
Fragment = less than 50% of object survives

These drop-down boxes provide basic searchable information. All of this information should also be entered into the description box, where you can add more detail.

Please fill in as much of the recording and discovery details sections as you can. Different levels of database access will have more or fewer fields to fill in.



Recorded by is automatically filled in.

Only use this field for information that has no other obvious place. Don't enter personal data!

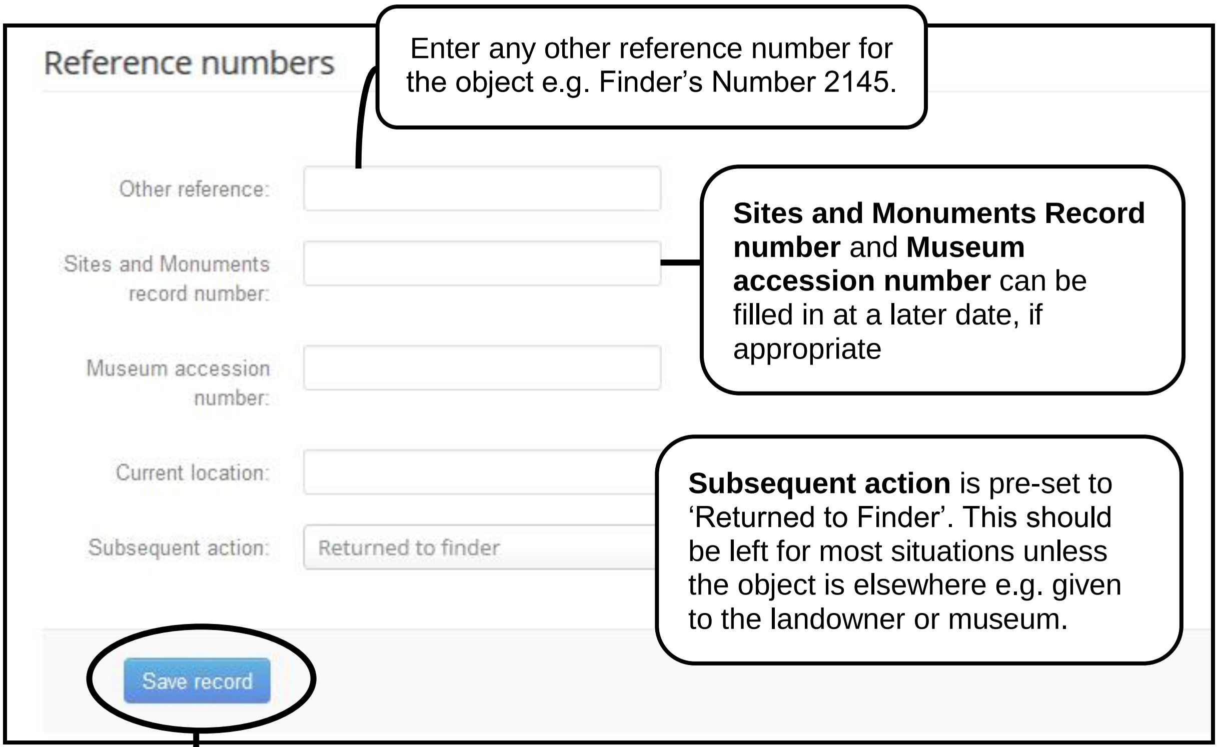
23. The drop-down menu for **Discovery method** is pre-set to 'Metal Detector'. Please remember to change this if the object was found by another means e.g. field walking.

24. Please fill in both **First discovery date** and **Second discovery date** with the date the object was found.

If you aren't sure when it was found, enter the first possible date in the first box and the last possible date in the second box.

Tick the **Rally find** box if the object was found on a rally.

Enter the name of the rally in the drop-down box beneath. If the rally you need is not there, ask a member of PAS staff to add it.



25. Finally, save the record by clicking here.

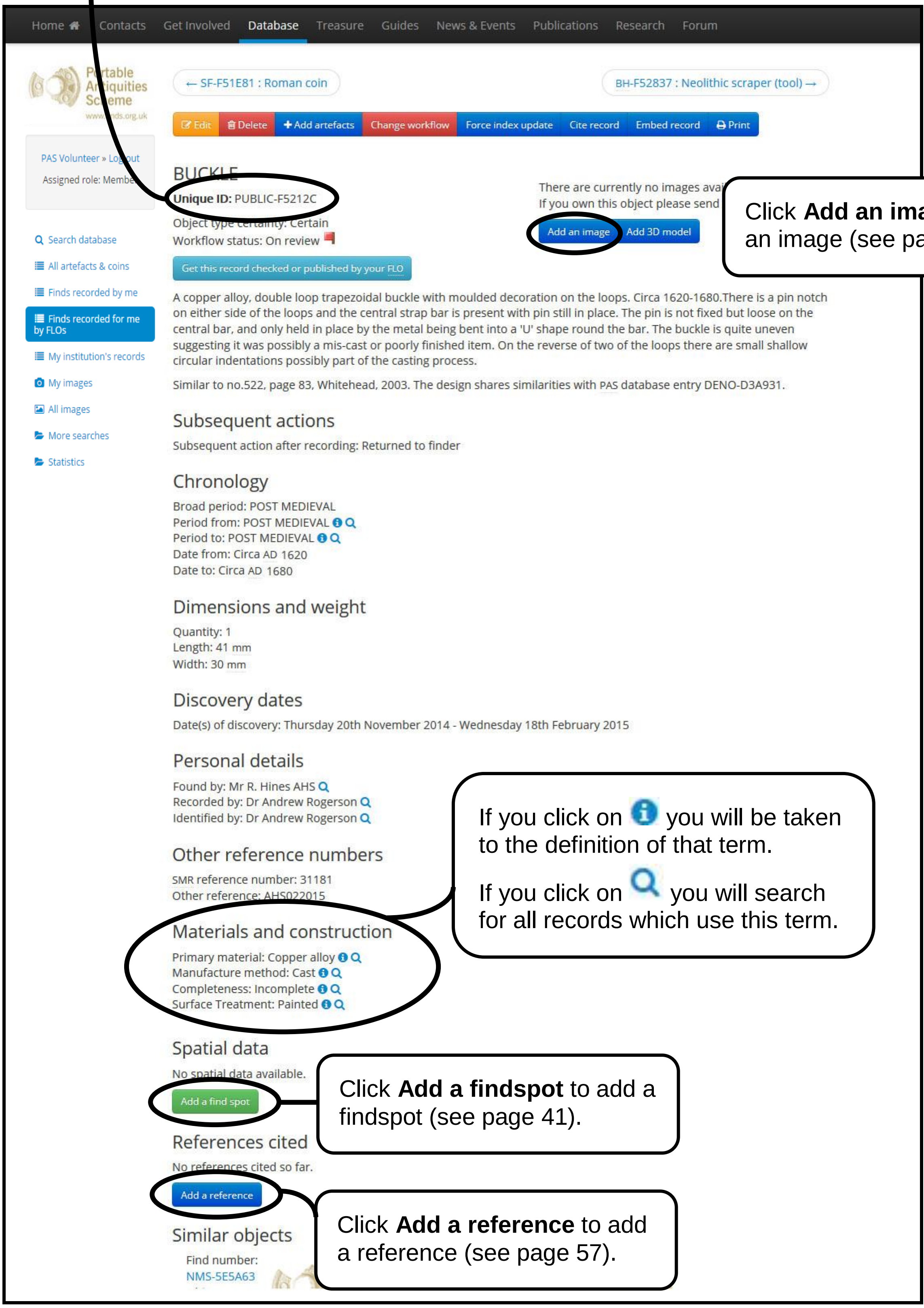
Once you have clicked **Save record** you will be taken to the record page (see page 38) where you will be able to add further details and images.

You can go in and out of this record to edit information as many times as you like, so don't worry if you enter something incorrectly or want to come back to it later.
Just click **Edit**, which appears above the **Find ID Number** (see page 38).

Overview of a record page

Once you have saved a record, this is the page you will see this page:

The record will be given a unique, randomly generated Find ID number with a prefix denoting an institution such as KENT- or PUBLIC-.



Click **Add an image** to add an image (see page 39).

If you click on ℹ you will be taken to the definition of that term.

If you click on 🔍 you will search for all records which use this term.

Click **Add a findspot** to add a findspot (see page 41).

Click **Add a reference** to add a reference (see page 57).

How to add an image

Once you have taken a photo of your object, transferred it to your computer and edited it, you will be ready to upload it. See pages 86 and 89 for hints on photography and image editing.

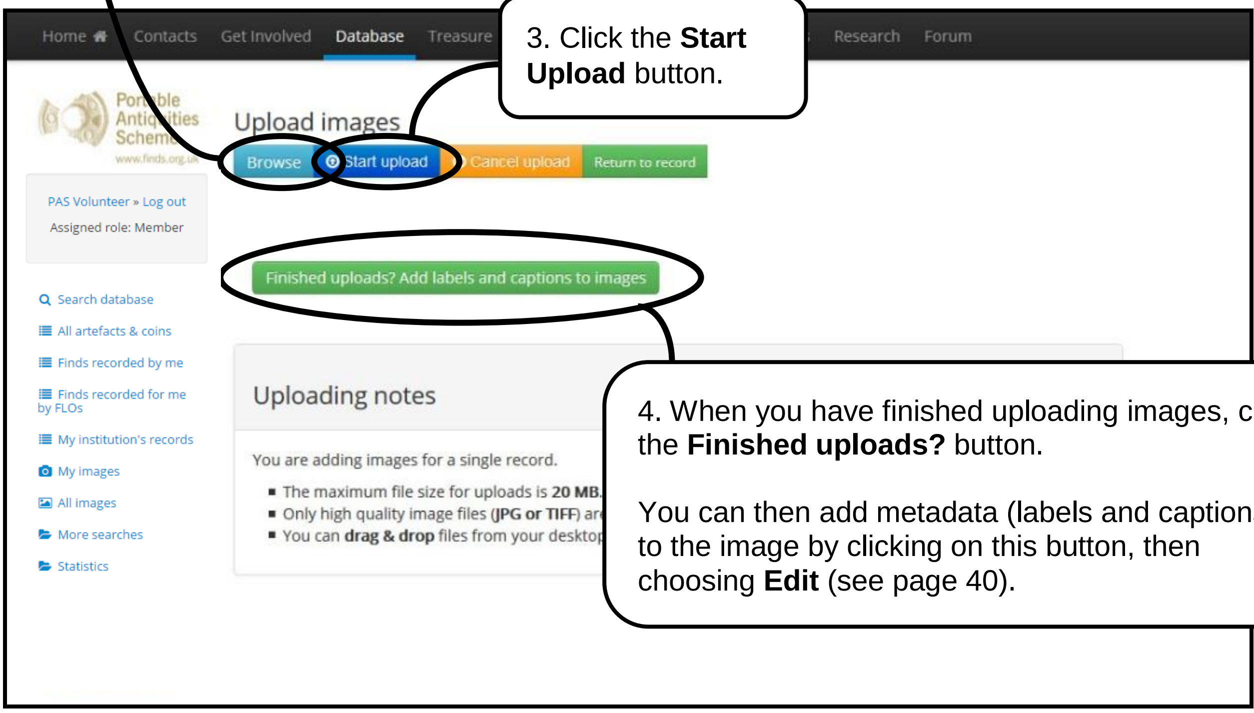
This is the page you will see when you click **Add an image** (see page 39). It is headed **Upload Images**.

1a. Click on **Browse.** This will bring up a list of files already saved on your computer. You need to find the photo and double-click on it.

1b. Alternatively, open a File Manager window over the top of this screen and drag-and-drop the file anywhere on the **Upload Images** window.

What's a File Manager window? See **Glossary of IT Terms** on page 21.

2. The file name and a thumbnail for the image should appear. Repeat for all the images that you want to attach.



3. Click the **Start Upload** button.

4. When you have finished uploading images, click the **Finished uploads?** button.

You can then add metadata (labels and captions) to the image by clicking on this button, then choosing **Edit** (see page 40).

The maximum image size is 20MB, and the best file type is a .jpg. Large file sizes capture more detail, so you should aim for a minimum file size of 1MB for two views of a coin-sized object, and more for a larger object.

How to add image metadata

This is the image metadata screen.

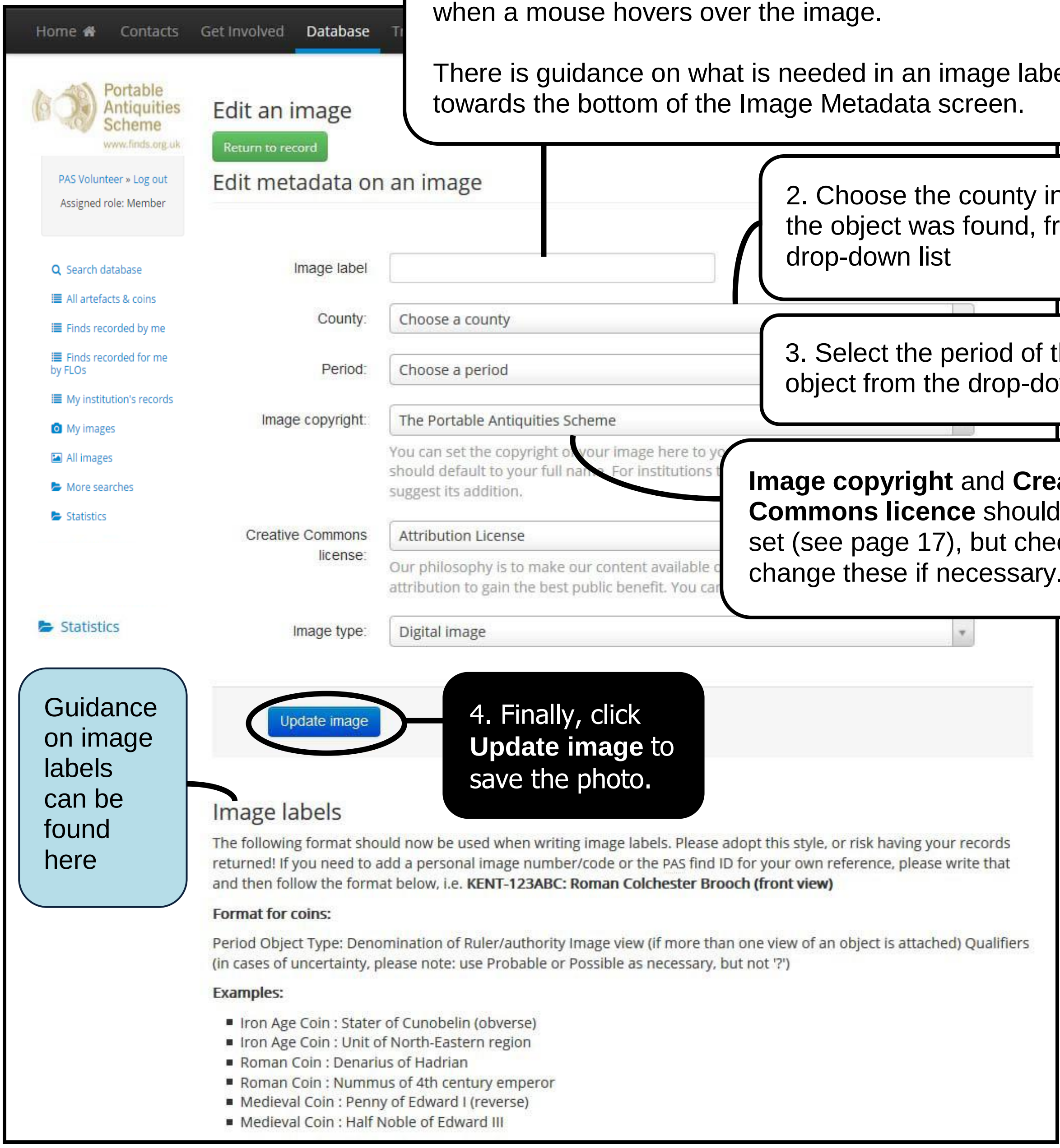
1. Type an **Image Label**. This is the text that will be seen when a mouse hovers over the image.

There is guidance on what is needed in an image label towards the bottom of the Image Metadata screen.

2. Choose the county in which the object was found, from the drop-down list

3. Select the period of the object from the drop-down list.

Image copyright and **Creative Commons licence** should be pre-set (see page 17), but check and change these if necessary.



Guidance on image labels can be found here

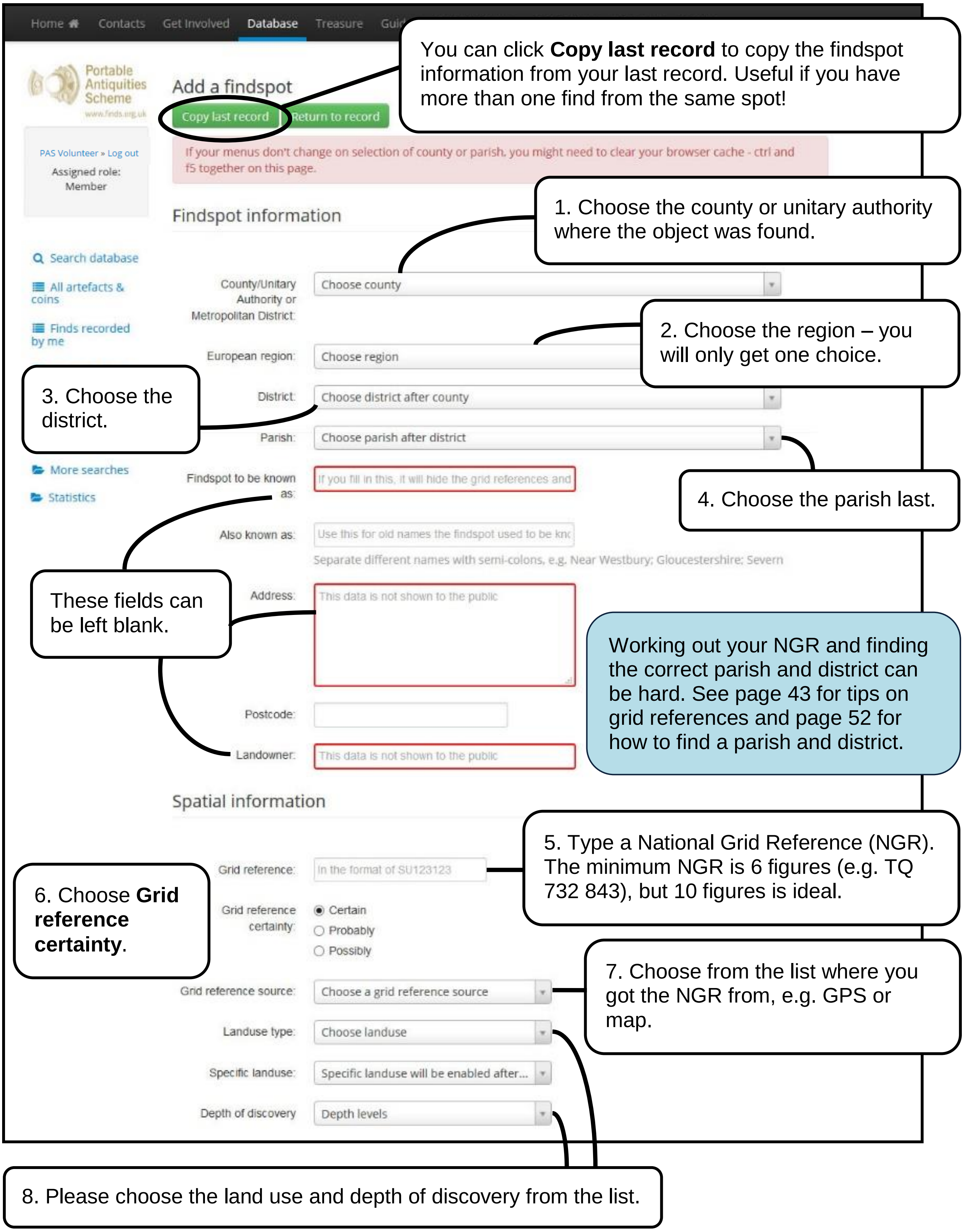
4. Finally, click **Update image** to save the photo.

5. You will be taken back to the record page. Now the photo will be displayed alongside the object description (see page 64).

If you need to change the image metadata, click on **View** underneath the image and then **Edit** underneath the large image on the next screen. This will get you back to the image metadata screen (above).

How to add a findspot

The findspot is very important, and must be added in order for your record to be validated. This is the screen you will see when you click **Add a findspot** (page 38).



It is vital that you enter as much accurate information to the findspot section as possible. We understand that you may want to keep your findspots confidential, which is why we restrict access to full findspot details. We need a detailed location for research purposes, and so that you can get the most out of the database (see Part 3).

How to find a National Grid Reference

In an ideal world, all finders would have a handheld GPS device, and would log a 10 figure grid reference every time they find an object (see http://finds.org.uk/getinvolved/guides/gps for more information on GPS). We know this is not possible for everyone, so below are some tips on how to get a National Grid Reference (NGR) without a GPS.

Note for finders: when you find an object, place it in a bag and write on the location of the findspot. This can something as simple as which corner of the field you are in or if it is next to a footpath. All this information will help pinpoint the grid reference later.

There are two ways to find the grid reference for a findspot – a low tech way (using an Ordnance Survey map, see below) and a high tech way (mapping websites, see page 45).

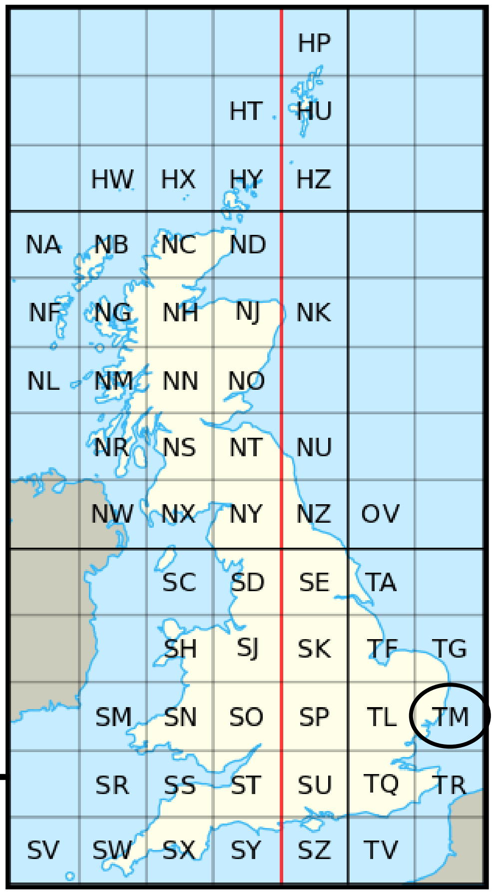
Look at a 1:25,000 (Pathfinder) Ordnance Survey map. There are a number of OS maps for each county, so you need to locate the one for the area in which your object was found. If you do not have copies of the OS maps, your local library will have them.

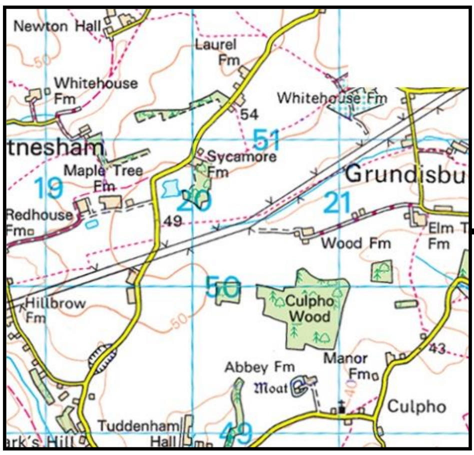
Locate the findspot on the map, and then work out your National Grid Reference in three steps, outlined below.

For more information, look at the guide on the PAS website: http://finds.org.uk/getinvolved/guides/ngr

1. Find your 2-letter prefix

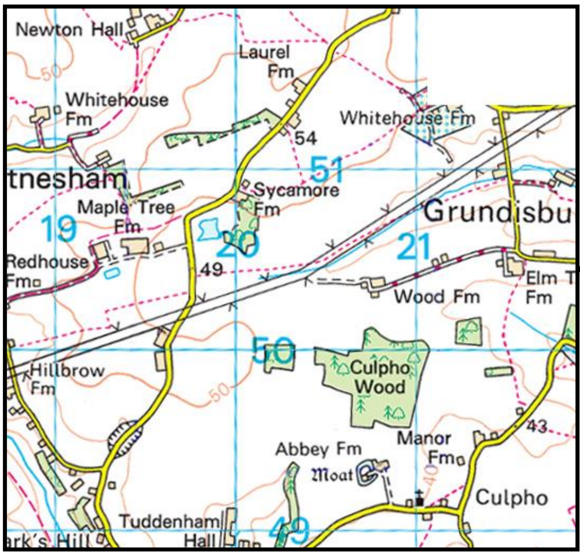
The country is divided into 100km x 100km squares, each with its own prefix code. For example, coastal Suffolk and Essex are in 'TM'.





2. Find the grid square you are in.

The grid lines numbered in blue on an OS map will give you a 4-figure grid reference (1km square). Read the easting (across) first, and northing (up) second. For example, this area in Suffolk is 20 along and 50 up, so TM 20 50.



3. We need more detail for both the easting and the northing.

Each of these blue 1 km squares can be divided into 100 smaller squares of side 100m. Adding these numbers gives you a 6-figure grid reference - a 100m square.

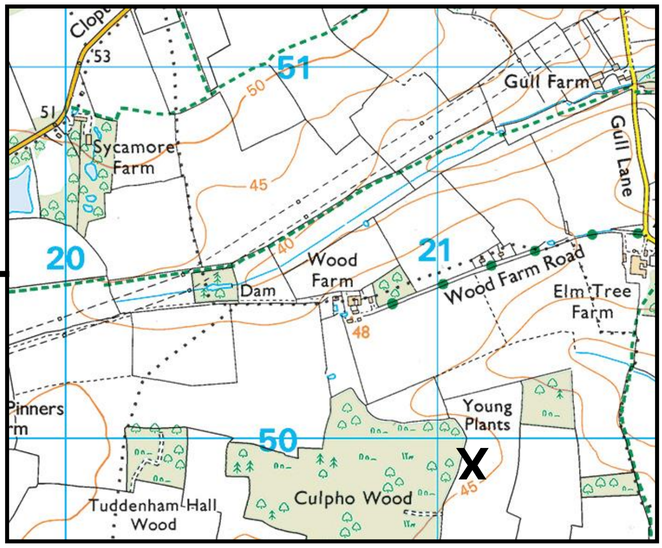
These squares add an extra number to the end of the existing numbers. If you are right on the grid lines at the south-west corner of the square, the extra numbers will be 0; if you are in the middle of the grid square, they will be 5.

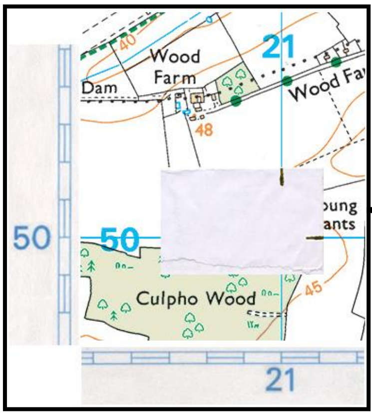
Wood Farm on this map is at TM 207 503, seven 100m-squares along the easting, and three 100m-squares up the northing. The 1:50,000 map pictured here (Landranger, with a pink cover) is perfect for generating a 6-figure grid reference.

If you divide each of the 100m squares into another 10, you get an 8-figure grid reference, accurate to 10m.

The 1:25,000 map (Pathfinder, with orange cover) gives enough detail to be able to pinpoint an 8-figure grid reference, if the findspot is distinctive enough (e.g. near a boundary or building).

Here the findspot is marked with an X.





A quick, rough-and-ready way to find an NGR needs just a scrap of paper and a pencil.

Put the paper on the map with the corner at the findspot, and mark the positions of the grid lines on the paper using the pencil.

Then move the paper to the scale at the edge of the map, put the mark at a number, and read off the scale to the corner to the paper. It is quite easy to reckon the last number of an 8-figure grid reference. Here, our findspot is at TM 2111 5018.

Or you can use a ruler – but each mm on the ruler represents 25m on the ground, so it's not very precise.

How to find a National Grid Reference using mapping websites

There are websites that can provide the same information as an OS map. The three that PAS staff like best are **Magic**, **Where's The Path**, and **Streetmap**.

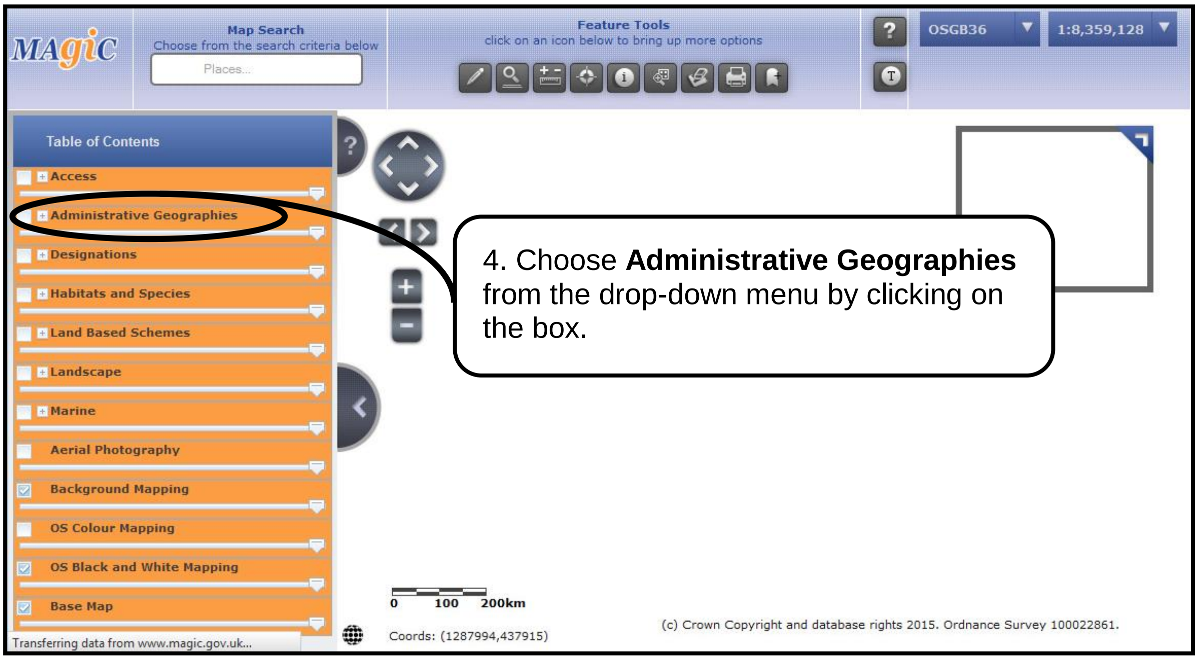
Magic

Magic Map is an interactive map service that provides information on things like boundaries, historic sites and environmental designations using OS maps.

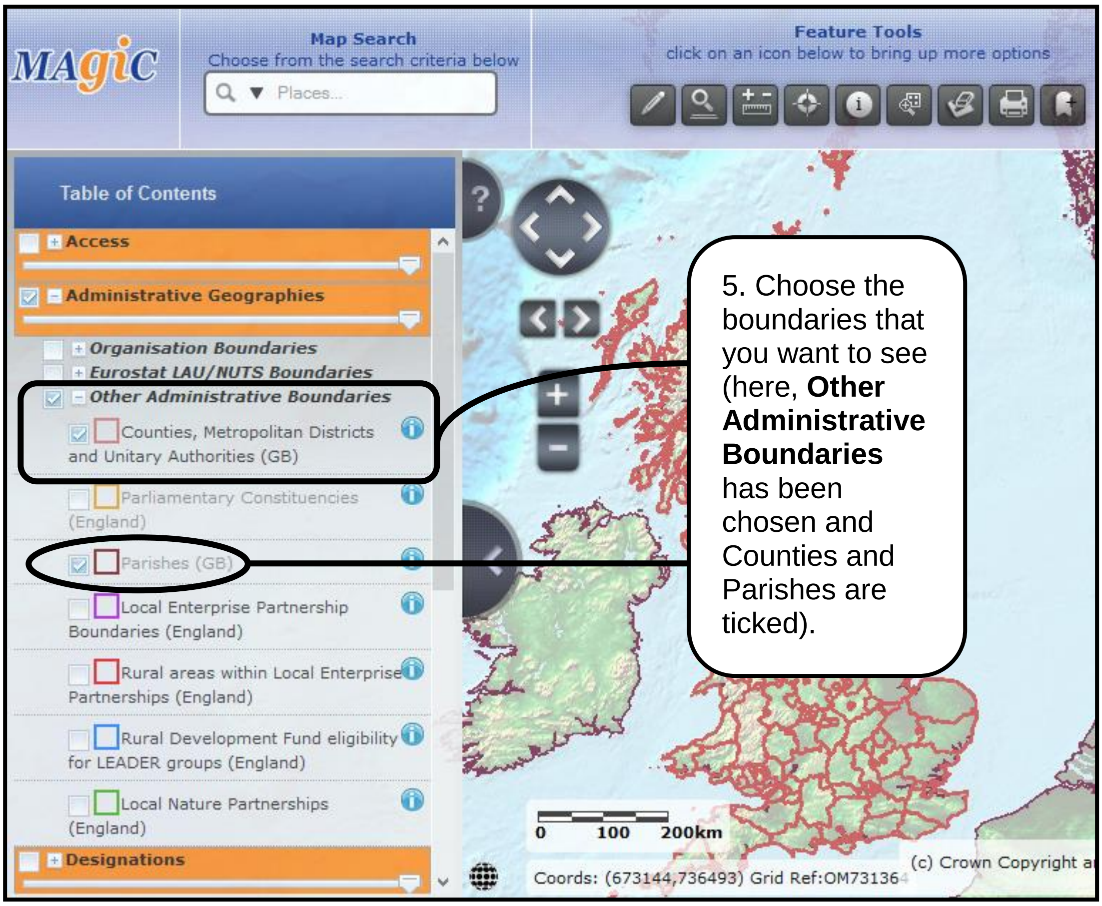
1. Go to: http://www.magic.gov.uk/

2. From the Magic Map home page, click on **Get Started**.

3. On the next page, tick the box to agree to the **Terms of Use** and press **OK**.



4. Choose **Administrative Geographies** from the drop-down menu by clicking on the box.

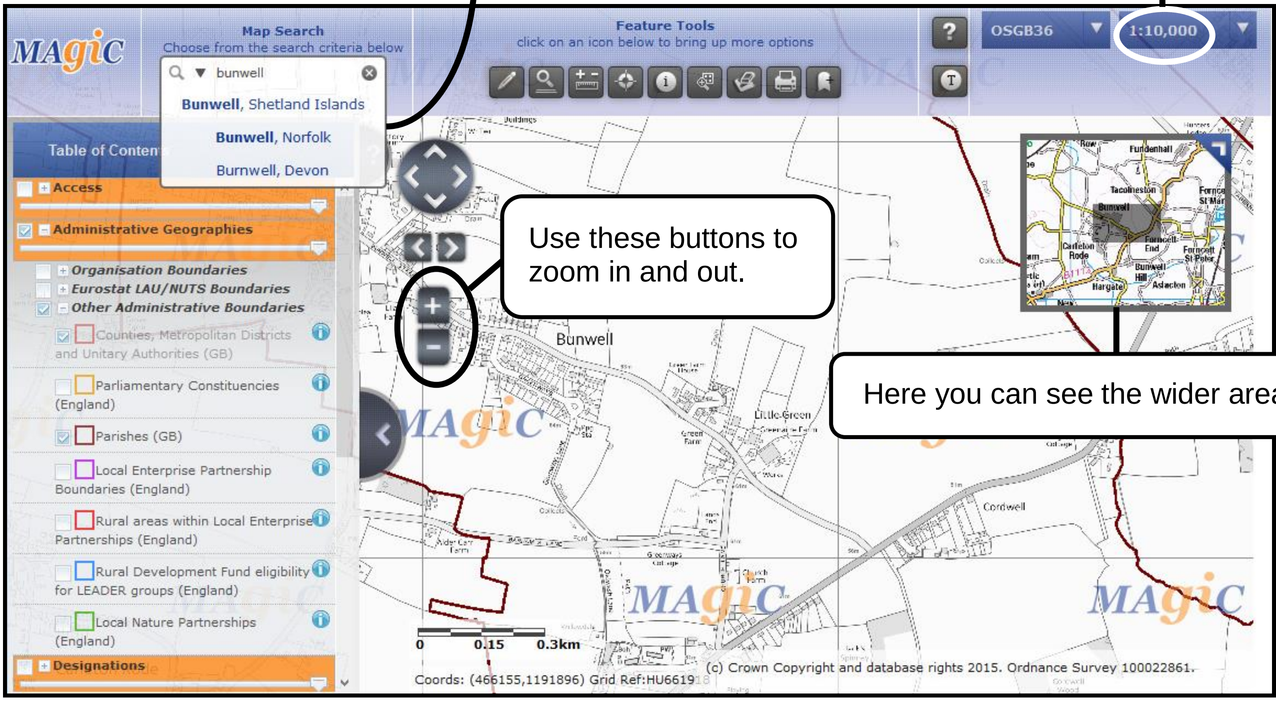


5. Choose the boundaries that you want to see (here, **Other Administrative Boundaries** has been chosen and Counties and Parishes are ticked).

5. In the **Map Search** box, type in the name of the place, or nearest place, where you found your object. The map will zoom in on this area.

You may get some **Map Search** options to choose from.

The scale of the map can be seen (and changed) at the top right.



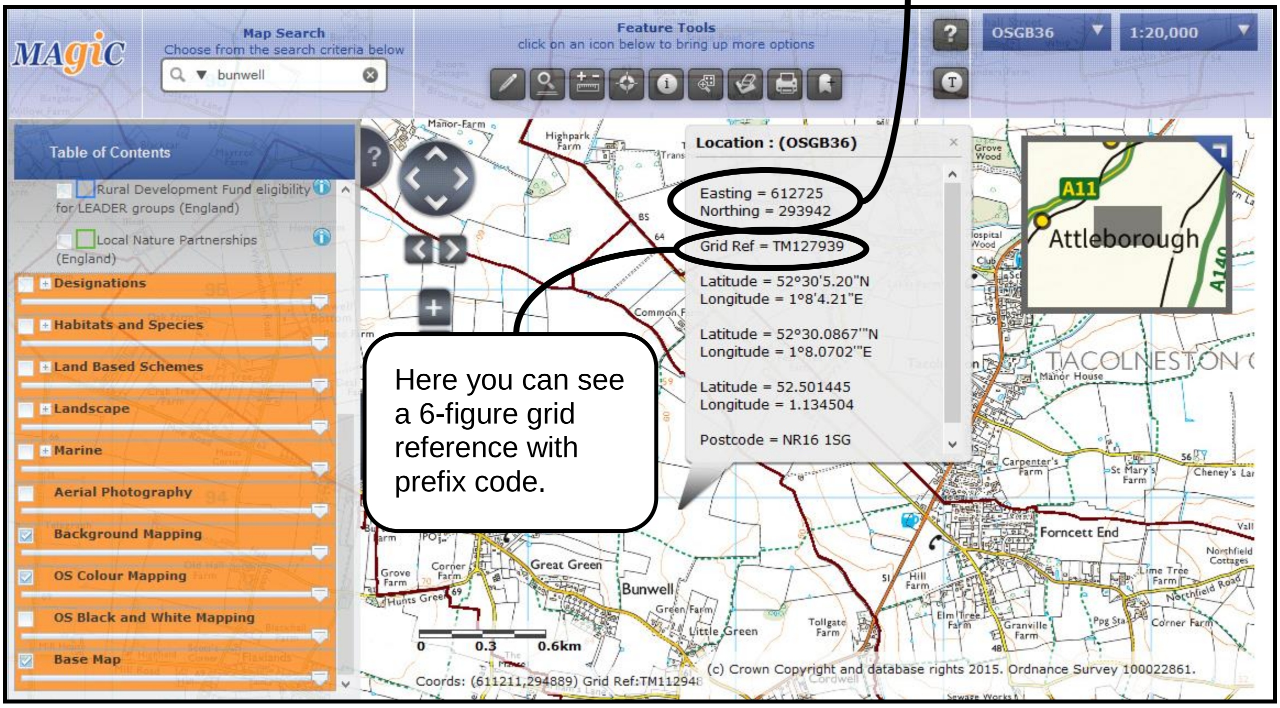
Use these buttons to zoom in and out.

Here you can see the wider area.

To find your grid reference, click on the **Where am I?** button.

Add colour to your map by scrolling down and clicking on the box next to **OS Colour Mapping**.

Here is a grid reference split into eastings and northings. The first digit of both easting and northing forms the prefix code (6 of the Easting and 2 of the Northing = TM), so remove these digits to get a 10-figure grid reference (TM 12725 93942).



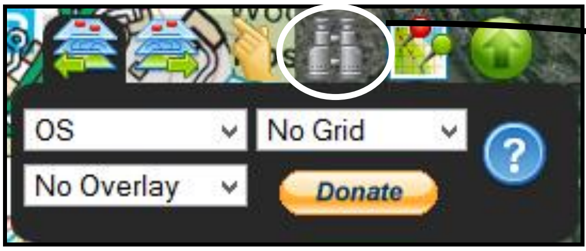
Where's the Path

Where's the Path gives you OS mapping and Google Earth side by side, so that you can see extra detail such as field boundaries.

1. Go to: http://wtp2.appspot.com/wheresthepath.htm

The Where's the Path homepage:

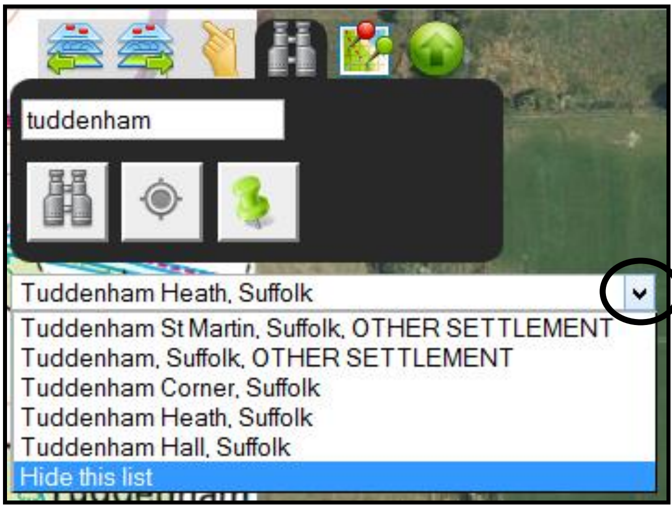
In the centre is a black toolbar rectangle with further buttons above.



2. To get to a particular place, click on the binoculars button.

3. Type in a place-name or approximate grid reference.

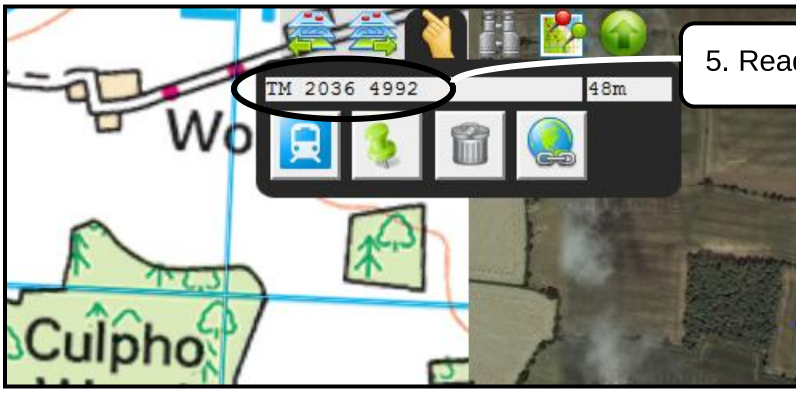
Press return, or click again on the binoculars, to search.



Next you may need to press the down arrow on a pop-up box to choose between several similar place-names.

4. When you have got the correct area on the map, click on the hand-pointer icon and then click on the satellite image to place the cursor in the right place.

You can scroll through options for displaying the grid reference by clicking the hand-pointer again and again.



5. Read off your grid reference in the box.

NB this website calls an 8-figure NGR '4 Figure' and a 10-figure NGR '5 Figure'.

Streetmap

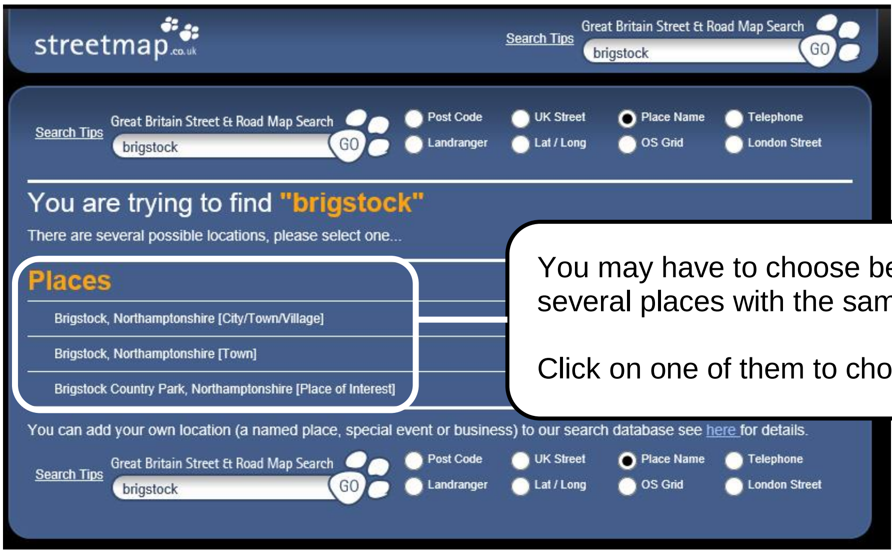
Streetmap uses OS mapping and gives information on street and building locations, but also works very well to find grid references in the countryside. It can get clogged up with a lot of advertisements.

1. Go to: http://www.streetmap.co.uk/

2. From the Street Map home page, find this **Search** box (there are two).

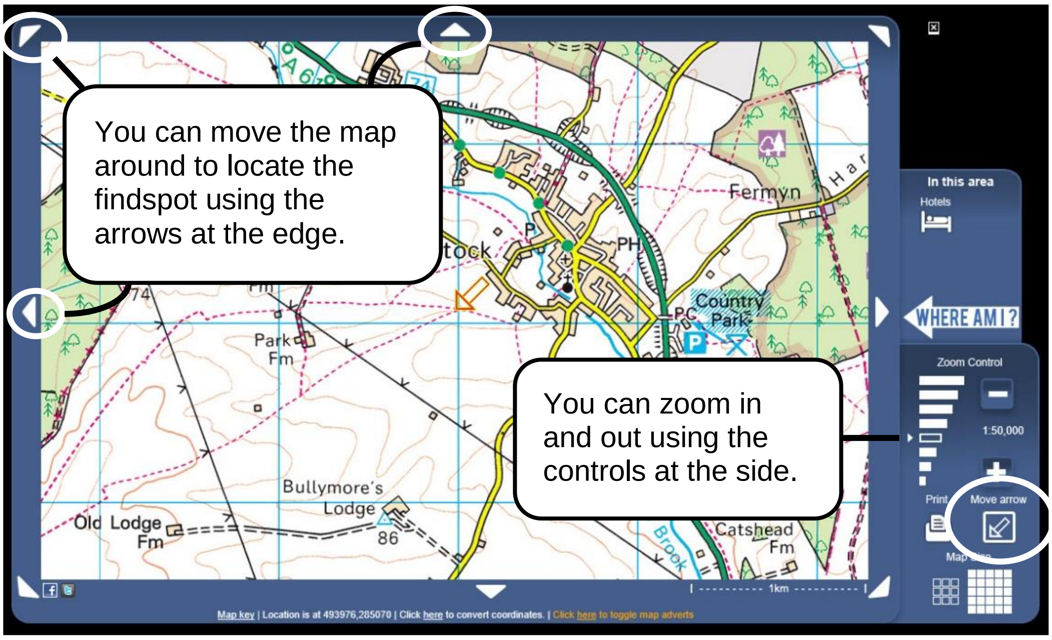
Enter the name of the place, or nearest place, where the object was found.

Click **Go.**



You may have to choose between several places with the same name.

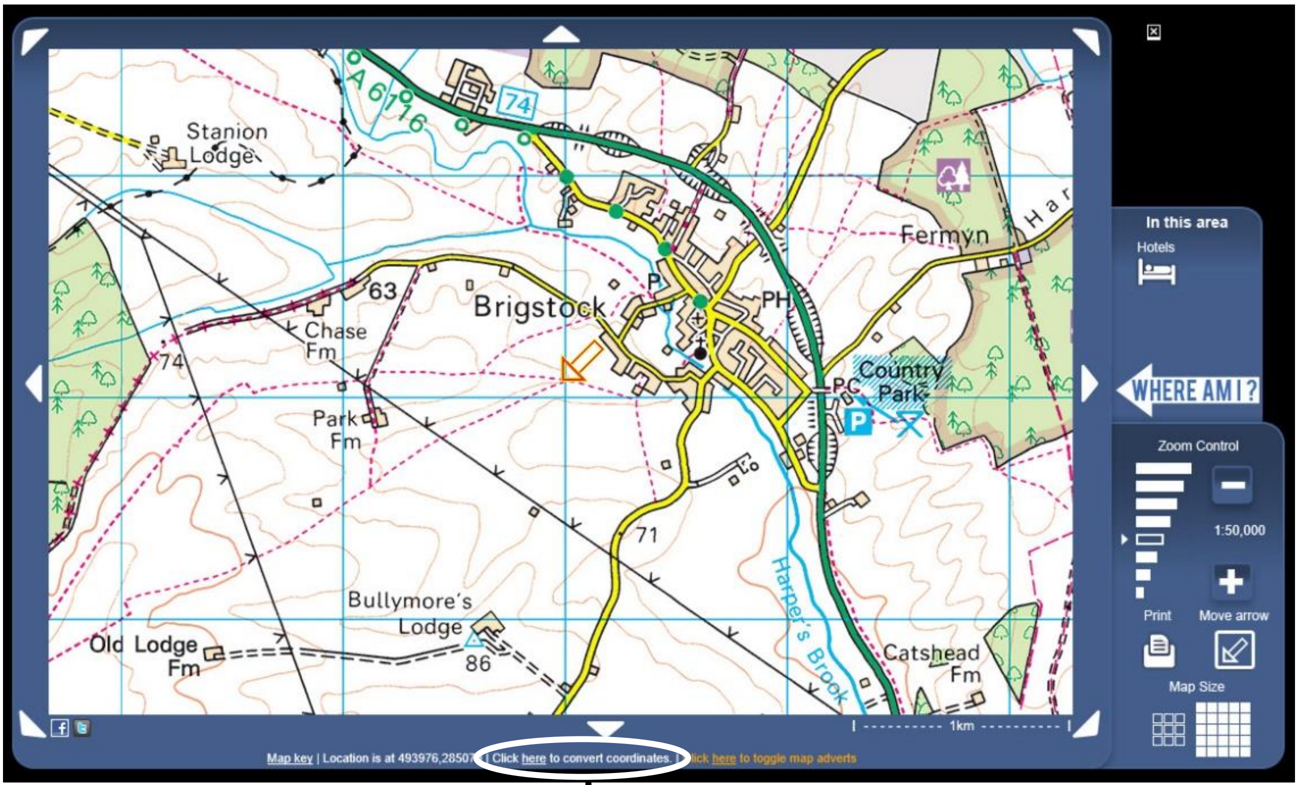
Click on one of them to choose.



You can move the map around to locate the findspot using the arrows at the edge.

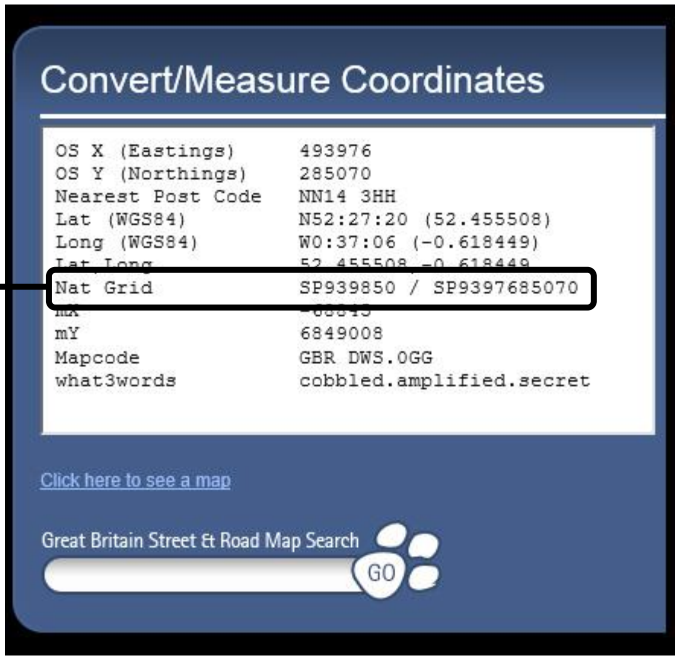
You can zoom in and out using the controls at the side.

3. When you can see your findspot, click on **Move Arrow** on the right side, and click on the map where the object was found.



4. Click on **Click here to convert coordinates** below the map.

This will open a new tab with 6-figure and 10-figure grid references.

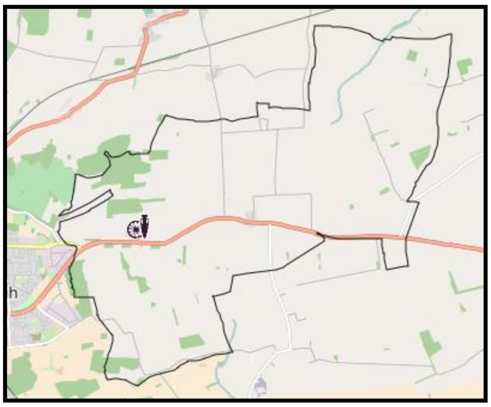


How to find a Parish and/or District

If you think you already know these details, enter them on the record and save the findspot.

Then check the map that appears on the record. The findspot should be marked with a symbol and the parish boundary should show up as a thin black line.

Make sure the findspot is inside the black parish boundary line – you may need to zoom in to check.



There are several ways to find out which district (or unitary authority) and parish the findspot is in.

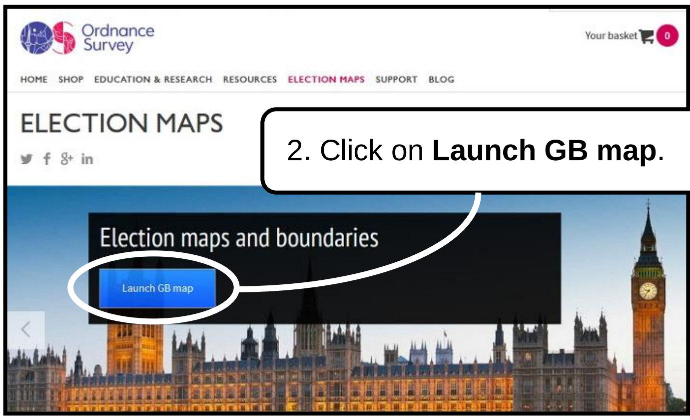
Look at a 1:25,000 OS map.

Parish boundaries are marked on these as a line of dots. They can be hard to spot but they are there!

or

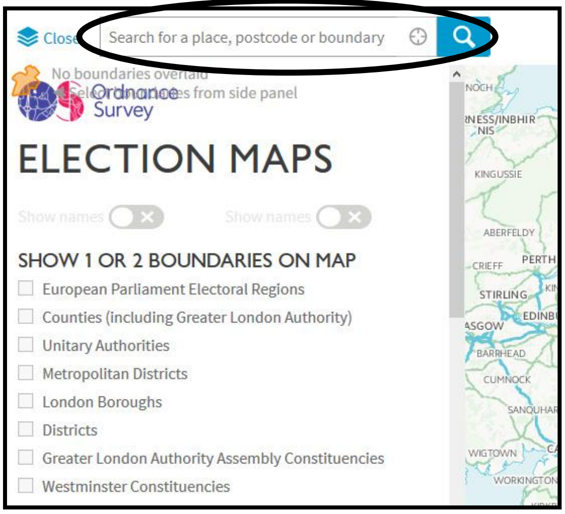
Use the OS Election Maps website.

1. Go to: http://www.ordnancesurvey.co.uk/election-maps/



2. Click on **Launch GB map**.

3. Type the name of the parish or area into the top box press return.



You can also use Magic maps (see page 42) to check your boundaries. Tick 'Parishes' in the **Administrative Geographies** drop-down (under **Other Administrative Boundaries**) and unticked the other options.

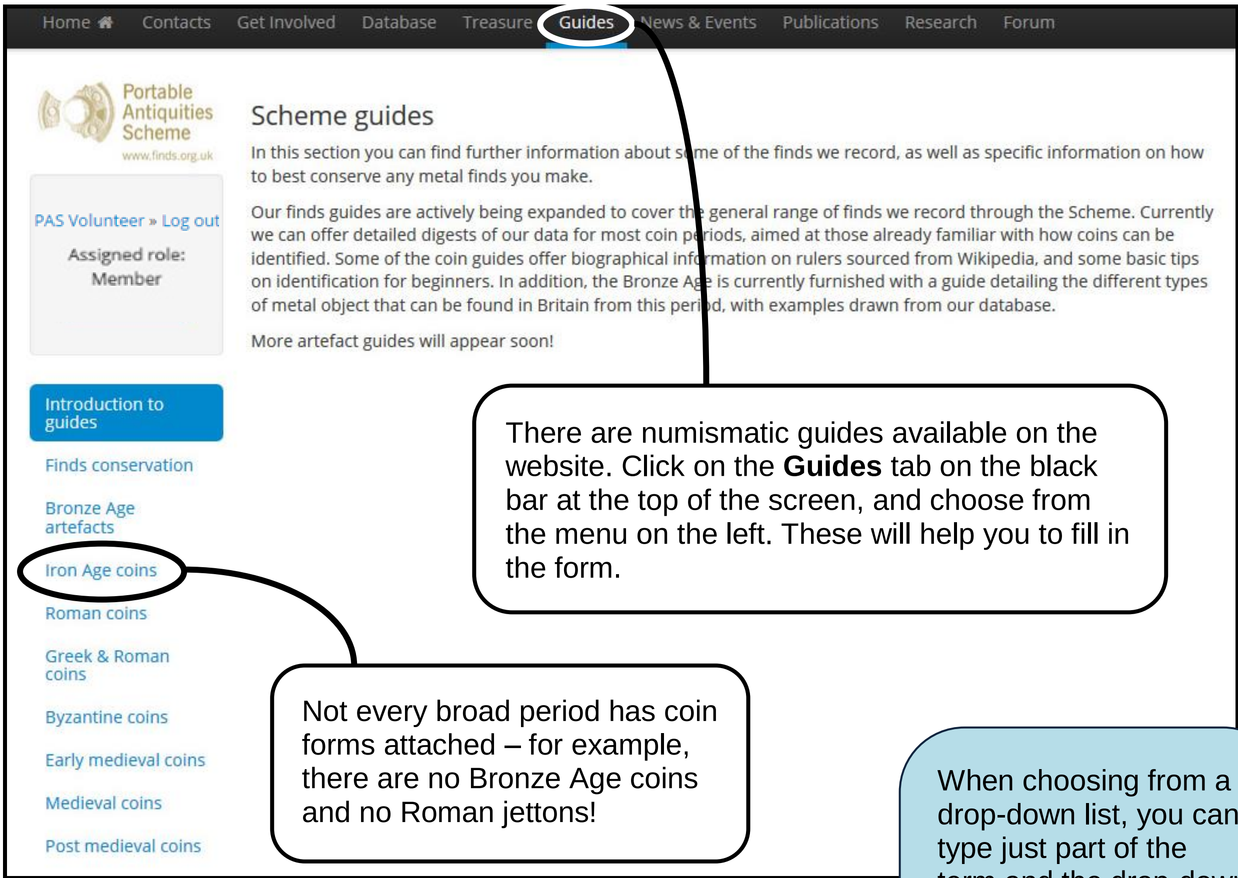
If you just need to check the name of the parish, or which district or unitary authority your parish is in, ask a member of PAS staff for the 'parish list' – a list of all parishes with their districts or unitary authorities.

How to add coin, jetton or token data

Coins, jettons and tokens require further detailed information, and this can be added via a numismatic data form. Here you can add detailed, searchable descriptions of the obverse and reverse, and record the letters on the coins (the inscriptions or legends). But if you have a difficult coin and just want to add a good photo and dimensions, that is perfectly acceptable – a member of PAS staff can add more later.

To add numismatic data, you must first enter basic data on a standard find record. If you enter the object type COIN, or JETTON, or TOKEN, the periods, and save the record, you will see an extra button on the record page:

Once you have added the basic data about a coin and saved the record, you can access the coin data form with the **Add coin data** button on the record page. There are forms for coins, jettons and tokens for all the periods in which they occur.



There are numismatic guides available on the website. Click on the **Guides** tab on the black bar at the top of the screen, and choose from the menu on the left. These will help you to fill in the form.

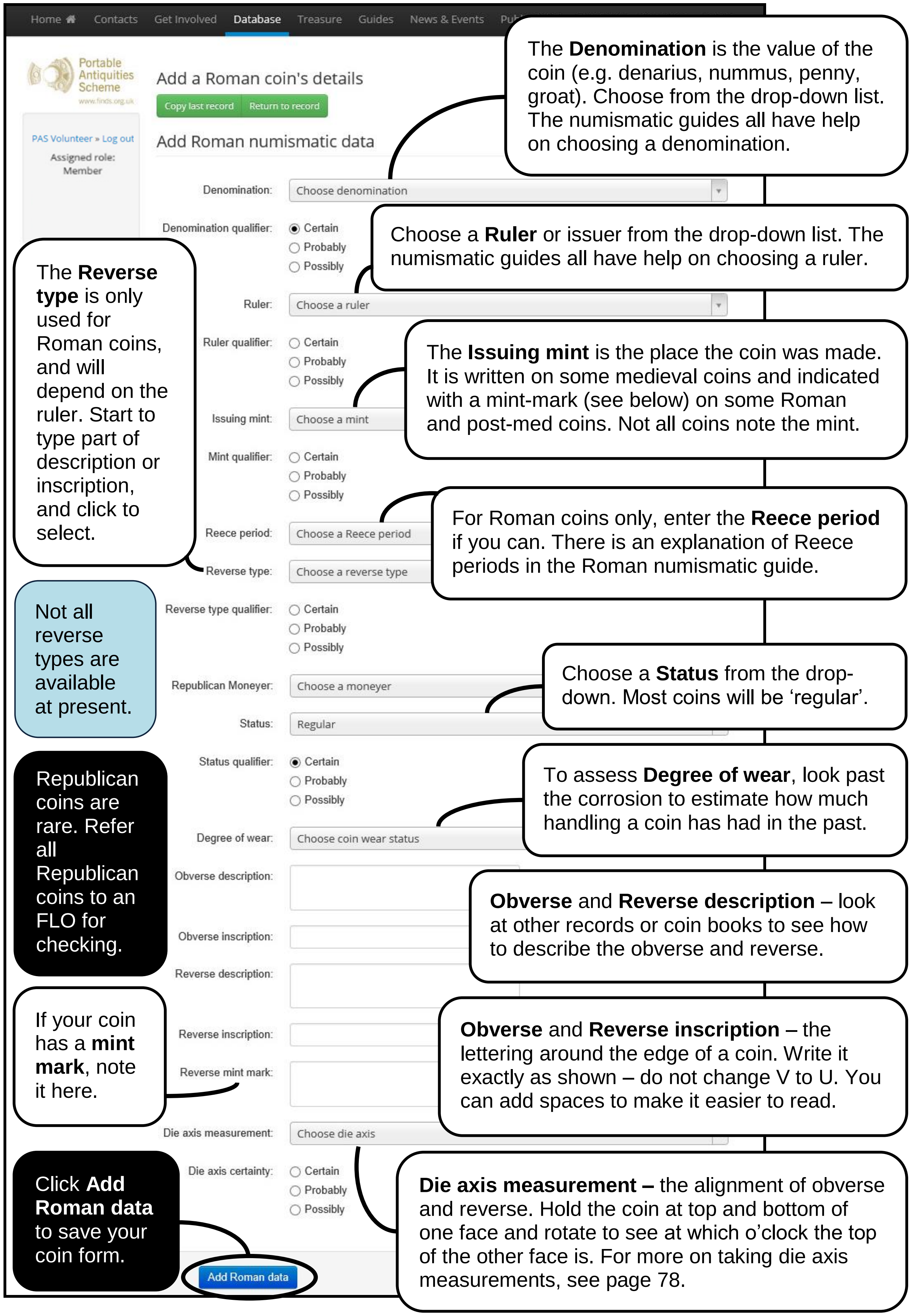
Not every broad period has coin forms attached – for example, there are no Bronze Age coins and no Roman jettons!

When choosing from a drop-down list, you can type just part of the term and the drop-down will give you just the relevant options. This can be very handy in helping to identify and date the coin, as well as in recording it.

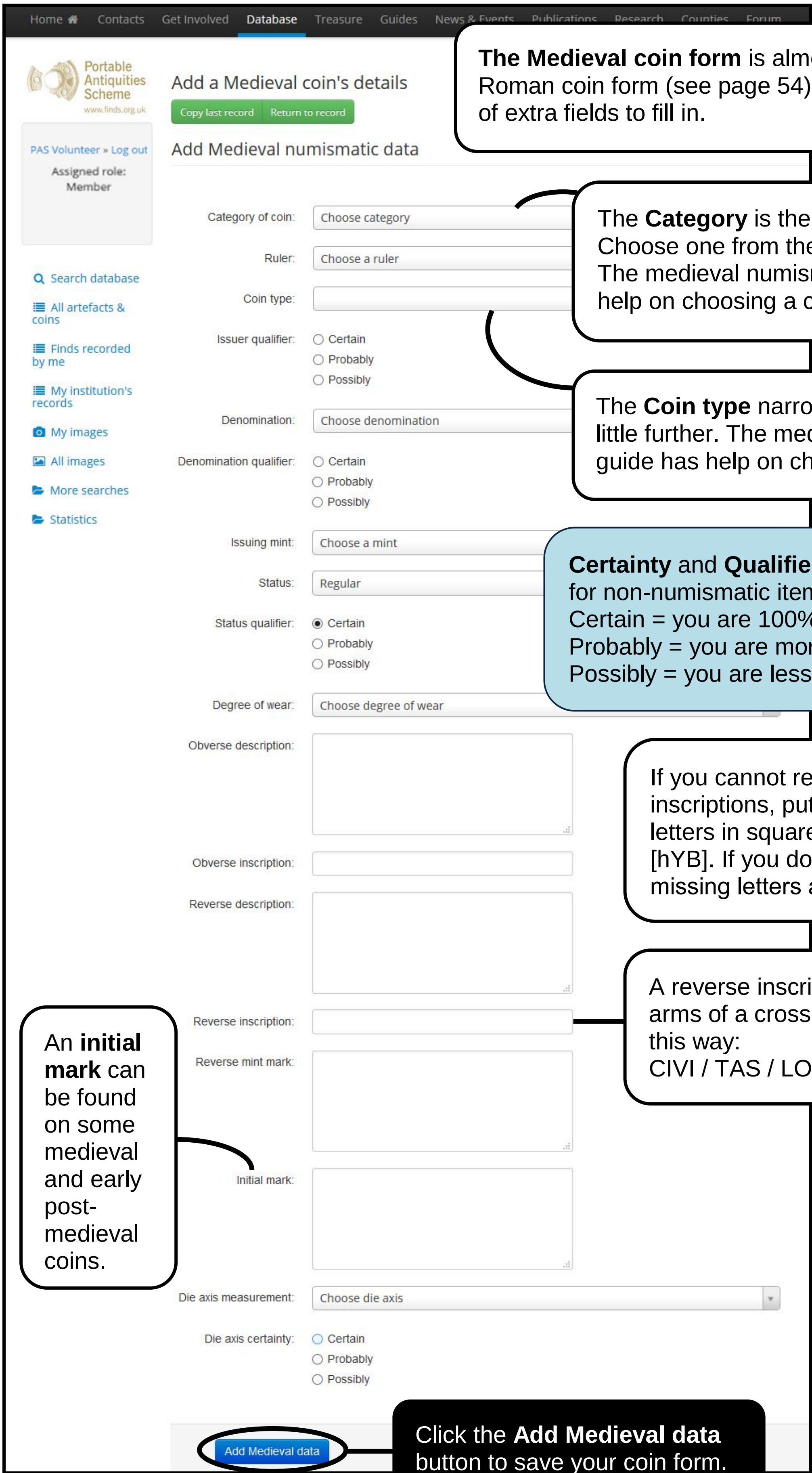
Not all coins have the same features. Not all have a moneyer or a mintmark, for example. Here is the information that can be recorded for all coins:

Denomination, Ruler, Status, Degree of wear, Obverse description, Obverse inscription, Reverse description, Reverse inscription, Die axis measurement.

The Roman coin form



The Medieval coin form



The Medieval coin form is almost the same as the Roman coin form (see page 54), but has a couple of extra fields to fill in.

The **Category** is the broad type of coin. Choose one from the drop-down list. The medieval numismatic guide has help on choosing a category.

The **Coin type** narrows down the type a little further. The medieval numismatic guide has help on choosing a type.

Certainty and **Qualifier** are the same as for non-numismatic items.
Certain = you are 100% certain
Probably = you are more than 50% certain
Possibly = you are less than 50% certain.

If you cannot read all of the inscriptions, put the expected letters in square brackets (e.g. [hYB]. If you do not know what the missing letters are, put […]

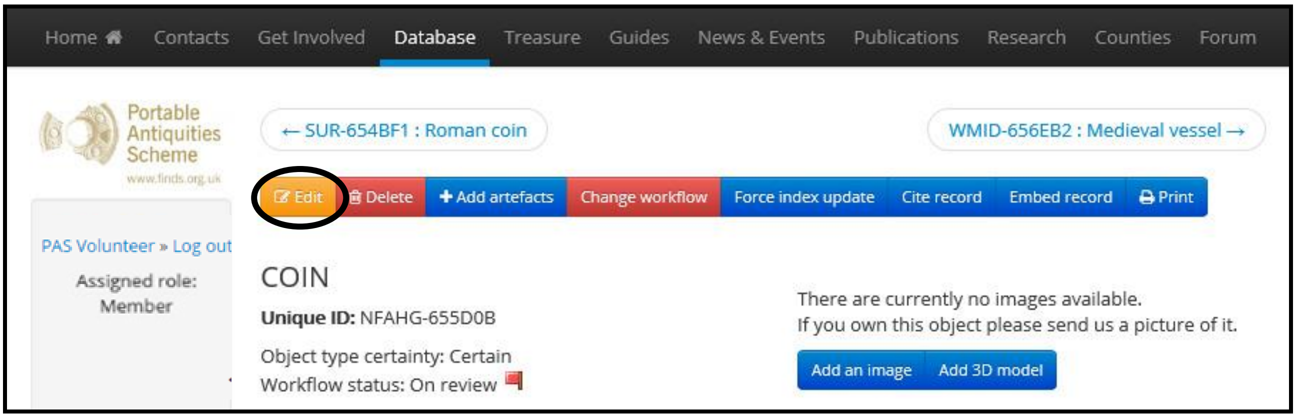
A reverse inscription divided by the arms of a cross can be marked in this way:
CIVI / TAS / LON / DON

An **initial mark** can be found on some medieval and early post-medieval coins.

Click the **Add Medieval data** button to save your coin form.

When you have pressed the **Add data** button at the bottom of the coin form, you will be taken back to the record. Now you have to add a description of the coin to the ‘Object Description’ field.

Press **Edit** at the top of the page to return to the edit screen, where you will find the ‘Object Description’ field.



The description does not have to repeat all of the information on the coin form, but it should contain the following:

- a summary of coin details
- any information which does not fit into the boxes on the coin form, for example that the coin is cracked or that the reverse has been struck off centre
- dimension(s) and weight

Coin details to be added to the ‘Object Description’ box:

- broad period
- material
- denomination
- ruler/issuer (with dates)
- type/class
- moneyer and/or mint where stated
- date of issue of coin
- any reference

Here are some examples of coin descriptions from the Object Description field:

Iron Age gold stater of Verica dating to AD 10-20. Southern/Atrebates group, Calleva mint. ABC no. 345. Diameter 17.3 mm, thickness 3.5 mm, weight 5.22g. This coin has a high content of copper alloy (and also some silver) giving it its distinctive red colour.

Medieval silver penny of Edward I (1272-1307), Class 10cf3b (North 1042/2), minted in London, 1301-10. Diameter 18mm, weight 1.3g. The coin has some corrosion around the edges.

An incomplete Roman copper-alloy radiate of Gallenius (sole reign, AD 260-268), dating to c. AD 267. CONCOR AVG reverse type depicting Concordia seated left, holding patera and cornucopiae. Mint of Milan. Cunetio, p. 129, no. 1783. The coin is broken in a straight line between 3 o’clock and 7 o’clock on the obverse. The break is fresh and unworn. Diameter: 19.2 mm, thickness: 2.0 mm, weight: 2.4g.

How to add a reference (non-numismatic objects only)

Examples of similar objects published in books or articles can be referred to in the **Object description** field. We recommend using the Harvard system or Author-date system of references. This uses a shortened version in the object description field, for ease of reading.

The Harvard System

1. Use the name of the author(s) and the year of publication to refer to a book or article (e.g. Leahy 2003, or Egan and Pritchard 1991).

If there are three or more authors, the first one only is used with 'et al' afterwards, meaning 'and the others'.

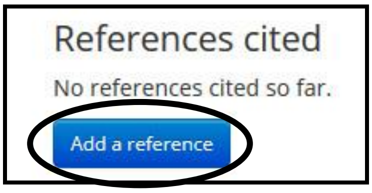
2. You will then usually need to add details of the page(s), figure(s) or catalogue number(s) to help the reader find the information you are referring to. Put these next, after a comma (e.g. Leahy 2003, 50-51, or Egan and Pritchard 1991, 418, cat. No. 1461).

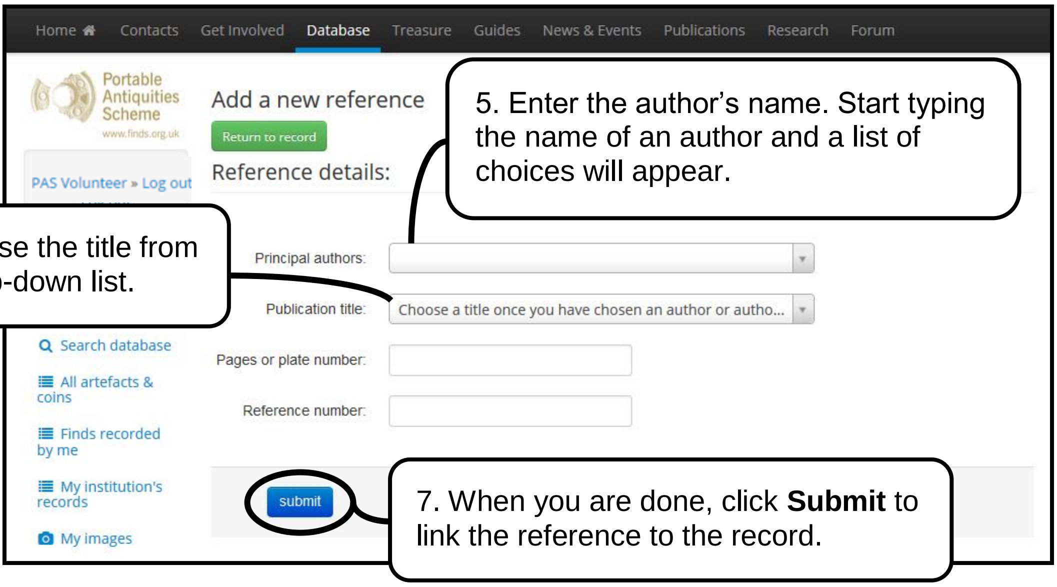
Page numbers don't need an explanation (so don't bother to add 'pp') but other numbers do.

For more information on the Harvard system of referencing see: https://en.wikipedia.org/wiki/Parenthetical_referencing

If you use a Harvard reference in the object description field, you must add a link to the reference database as well.

4. Adding a link to the database of references: towards the bottom of the record page you will find the **Add a reference** button. When you click this, you will get a form for finding the right reference and linking the record to it.

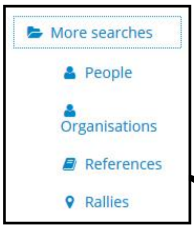




5. Enter the author's name. Start typing the name of an author and a list of choices will appear.

6. Choose the title from the drop-down list.

7. When you are done, click **Submit** to link the reference to the record.

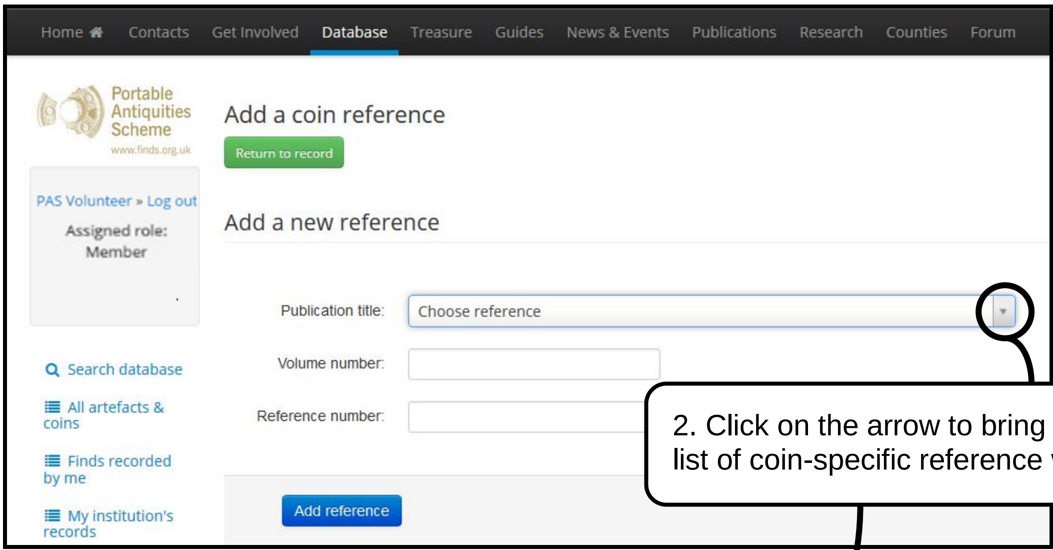


The database of references can be found at the left-hand side of the screen. Click **More Searches** first. Then click on **References** to enter the database of bibliographic references. If you cannot find the publication you need, ask a member of PAS staff to add it for you.

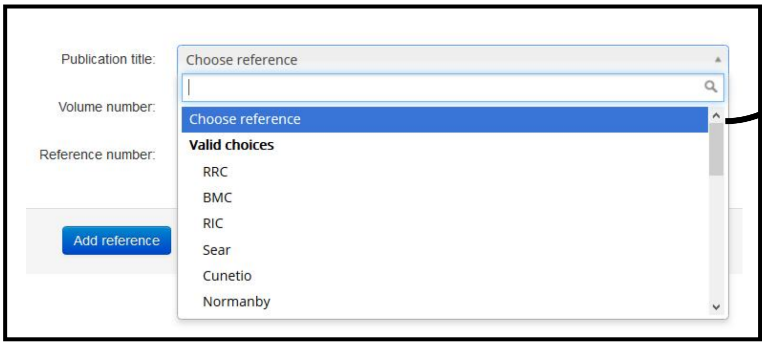
How to add a coin reference for an Iron Age or Roman coin

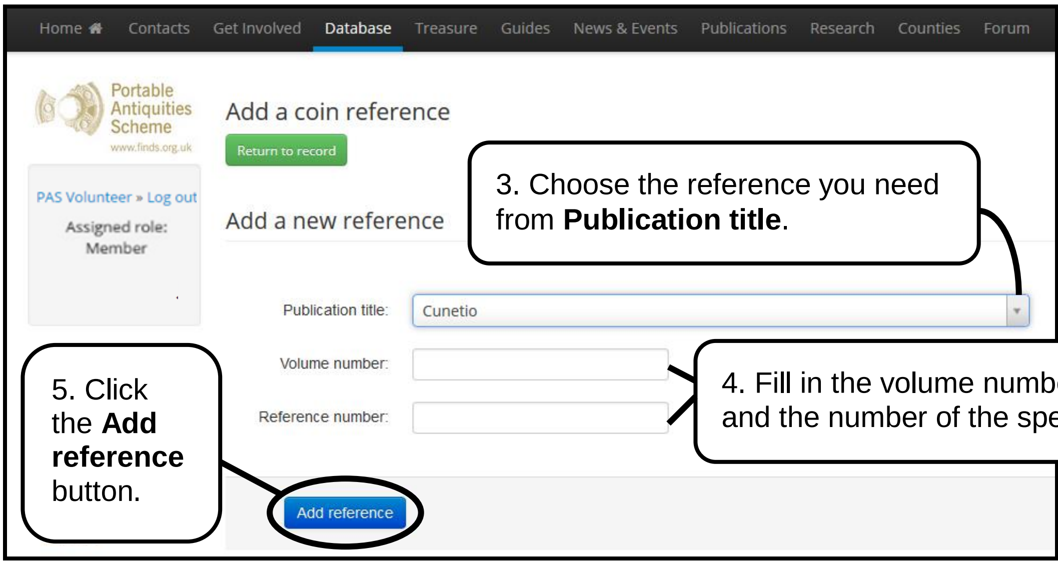
When you enter a coin on the database and save the record, another button will appear on the record called **Add a coin reference**. This allows you to add a specialised reference for an Iron Age or Roman coin. The normal **Add a reference** button can be used for other coin types.

1. Click **Add a coin reference** to access the coin reference form below.



2. Click on the arrow to bring up a drop-down list of coin-specific reference works.





3. Choose the reference you need from **Publication title**.

4. Fill in the volume number (if relevant) and the number of the specific reference.

5. Click the **Add reference** button.

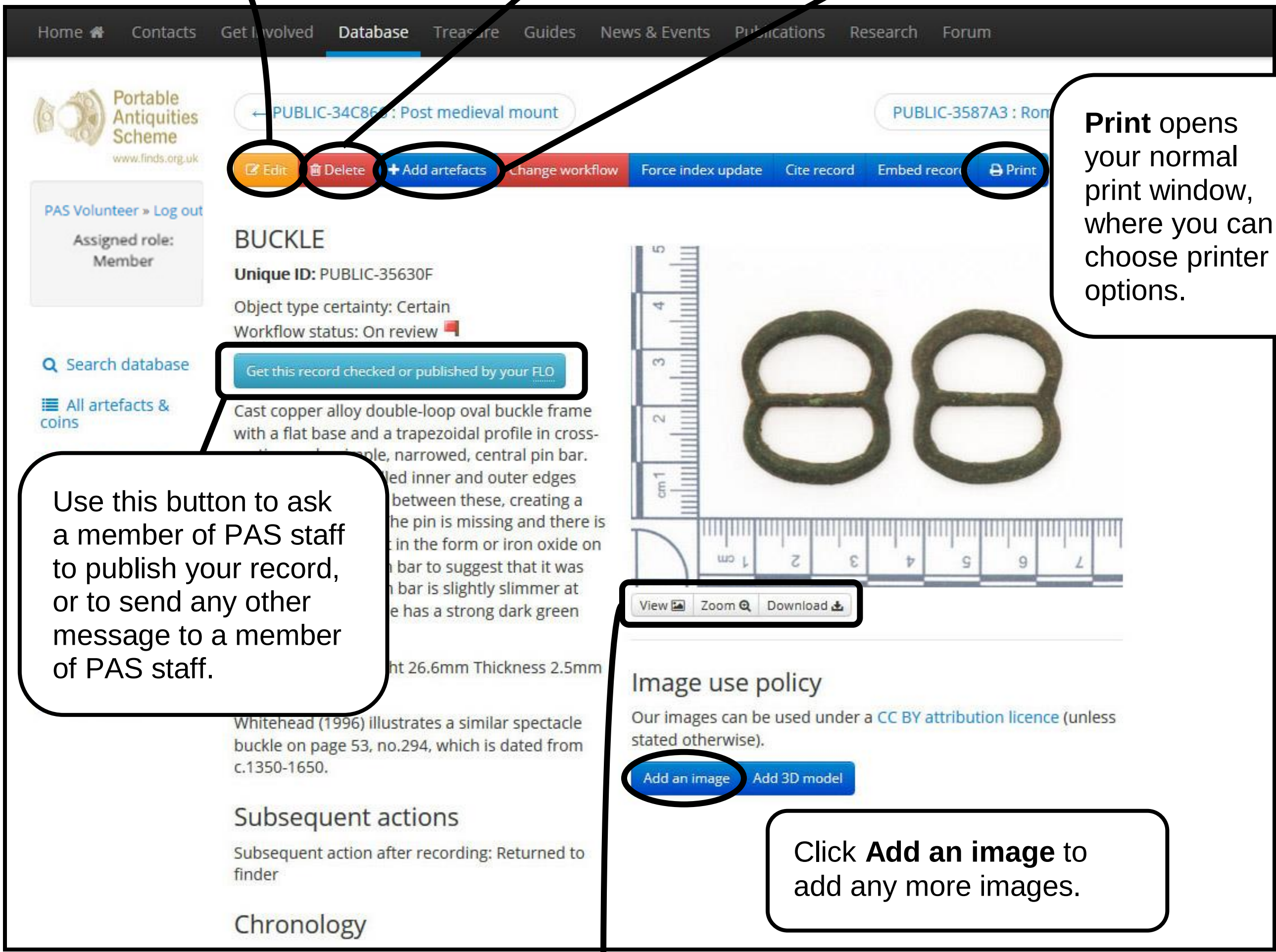
A finished record

When you have entered and saved all the information, you should have a complete record that looks like the one below. Over the next few pages we will look at the structure of a finished, saved record.

Edit takes you back to the previous screen, where you can edit the information you have just entered.

Delete completely removes the whole record.

Add artefacts will take you to a new blank **add record** page.



Print opens your normal print window, where you can choose printer options.

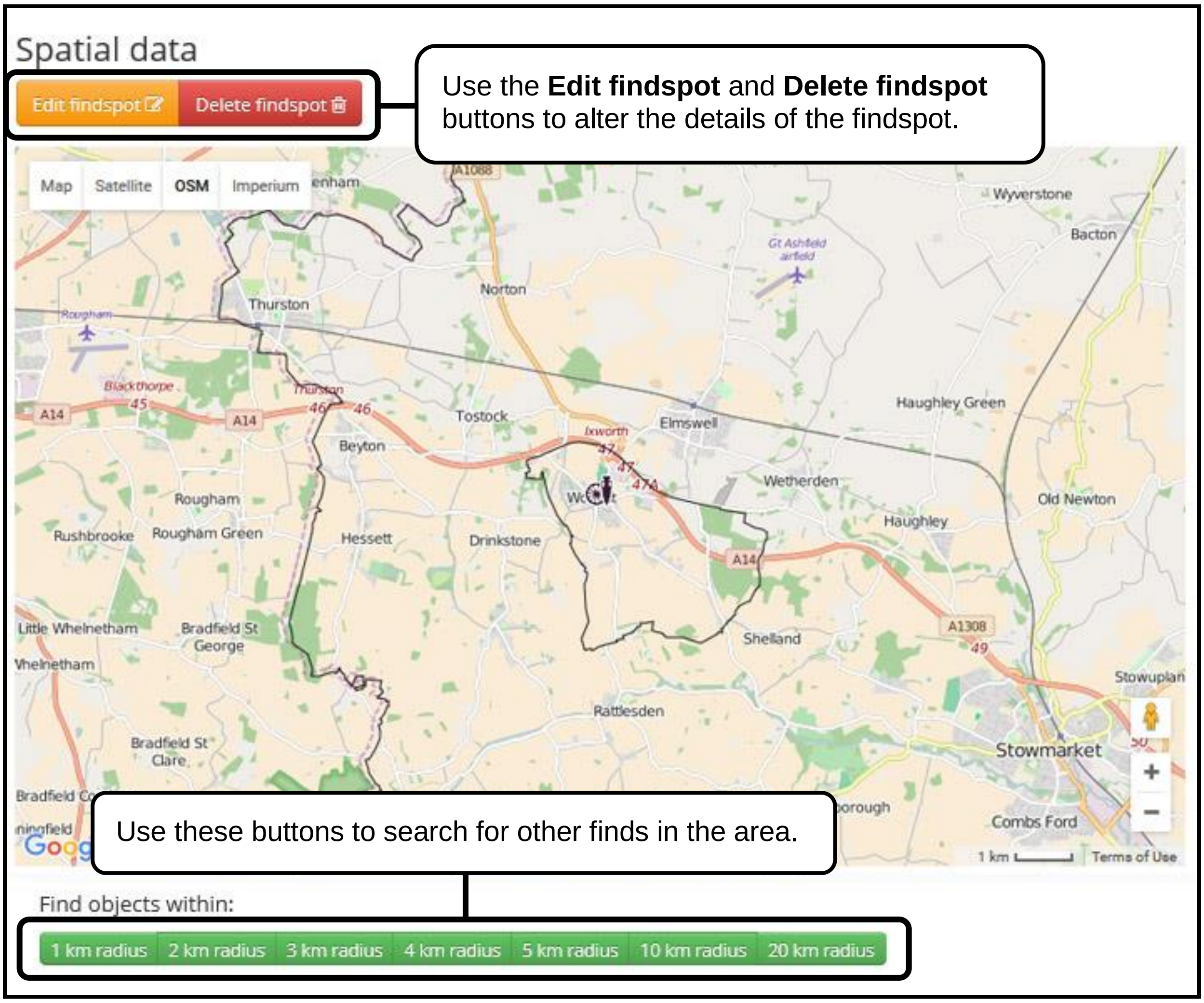
Use this button to ask a member of PAS staff to publish your record, or to send any other message to a member of PAS staff.

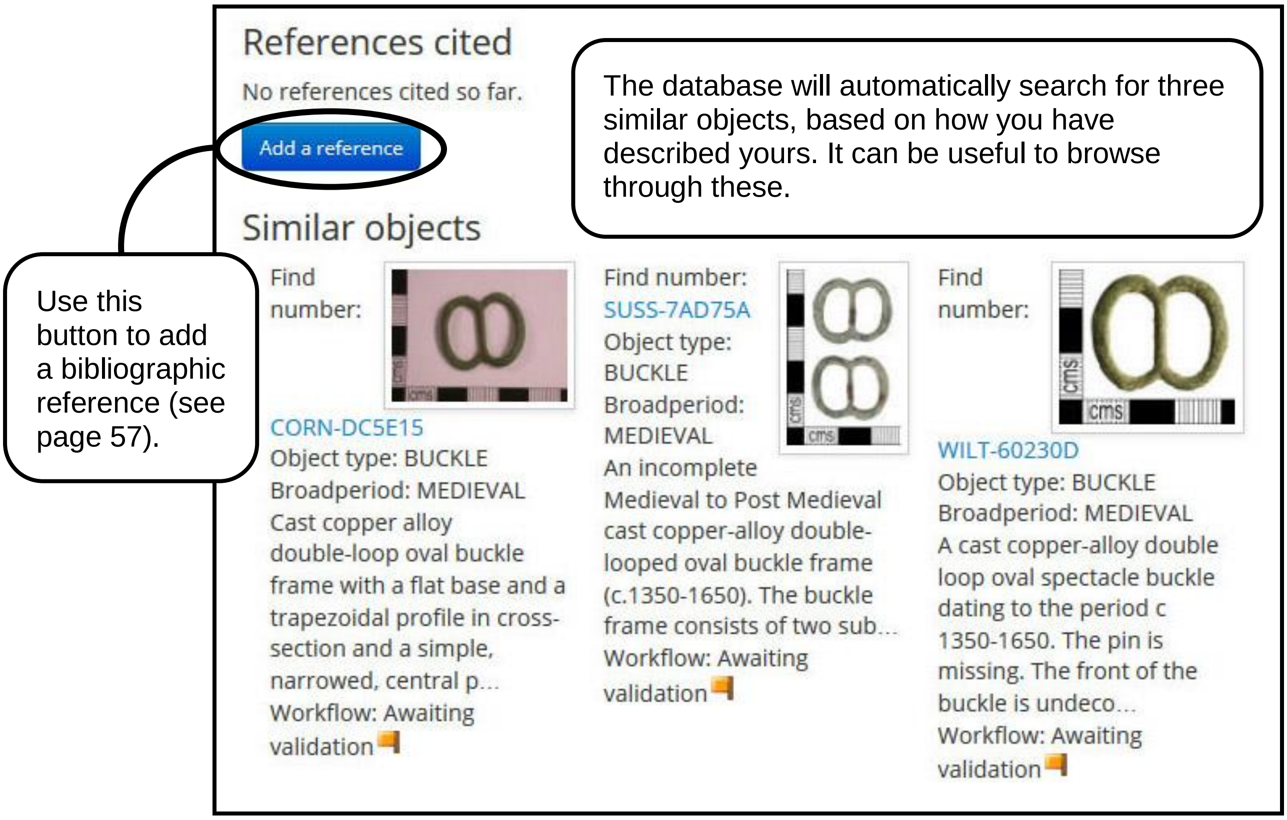
Click **Add an image** to add any more images.

You will be able to view the image, zoom in and download the image using the **View**, **Zoom** and **Download** buttons.

If you press **View**, you will find another button allowing you to edit the image metadata.

Further down the finished record, you will be able to see the findspot on the map.



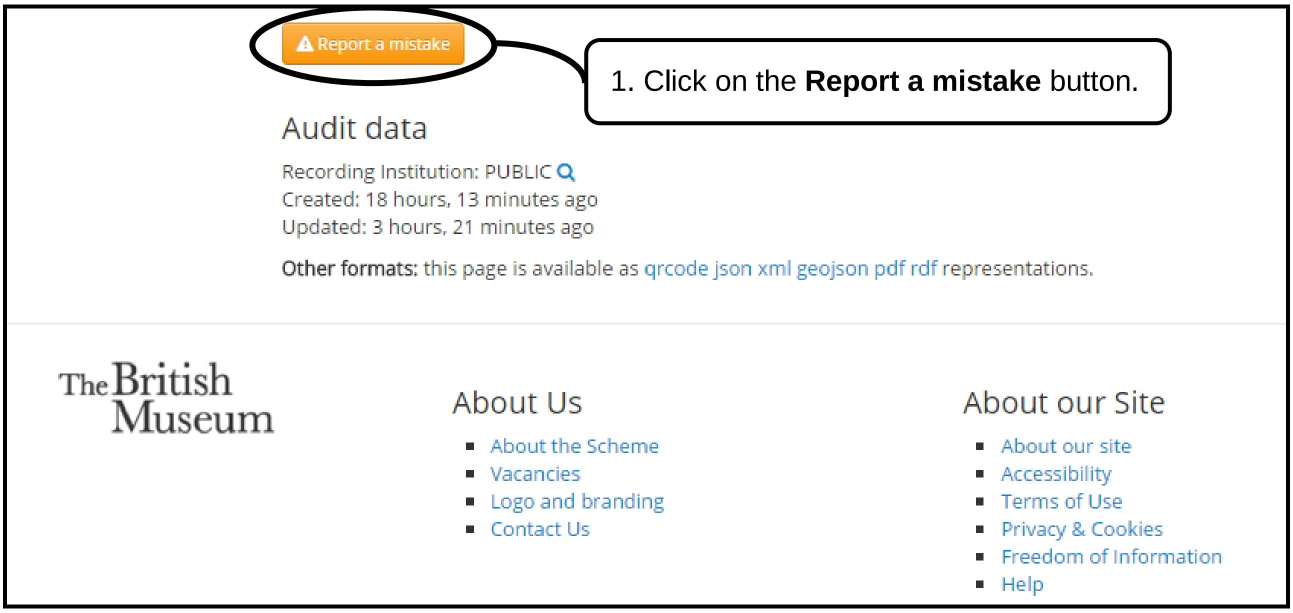


Reporting errors

At the bottom of every record, there are ways for any database user (even if not registered) to comment on the object or to let the recorder know of any mistakes or extra information.

Report a mistake (also known as an Error Report) is used a lot by volunteers, researchers and PAS staff to improve records.

If you notice a way in which a record could be improved, click this button, to get a form to fill in (see page 62). It's a quick and easy way of making our records better for everyone. No-one minds getting an error report!


Report a mistake

1. Click on the **Report a mistake** button.

Audit data

Recording Institution: PUBLIC

Created: 18 hours, 13 minutes ago

Updated: 3 hours, 21 minutes ago

Other formats: this page is available as qrcode json xml geojson pdf rdf representations.

The British Museum

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- Freedom of Information
- Help

The following will appear:


Report an error relating to PUBLIC-ABC123

Thank you for taking the time to report an error about this find. The error report will be sent to:

Finds Adviser(s) responsible

- Finds Adviser 1
- Finds Adviser 2

Finds Liaison Officer(s) responsible

No FLO is currently in post for this institution. Central Unit will be informed.

You are submitting an error report on:

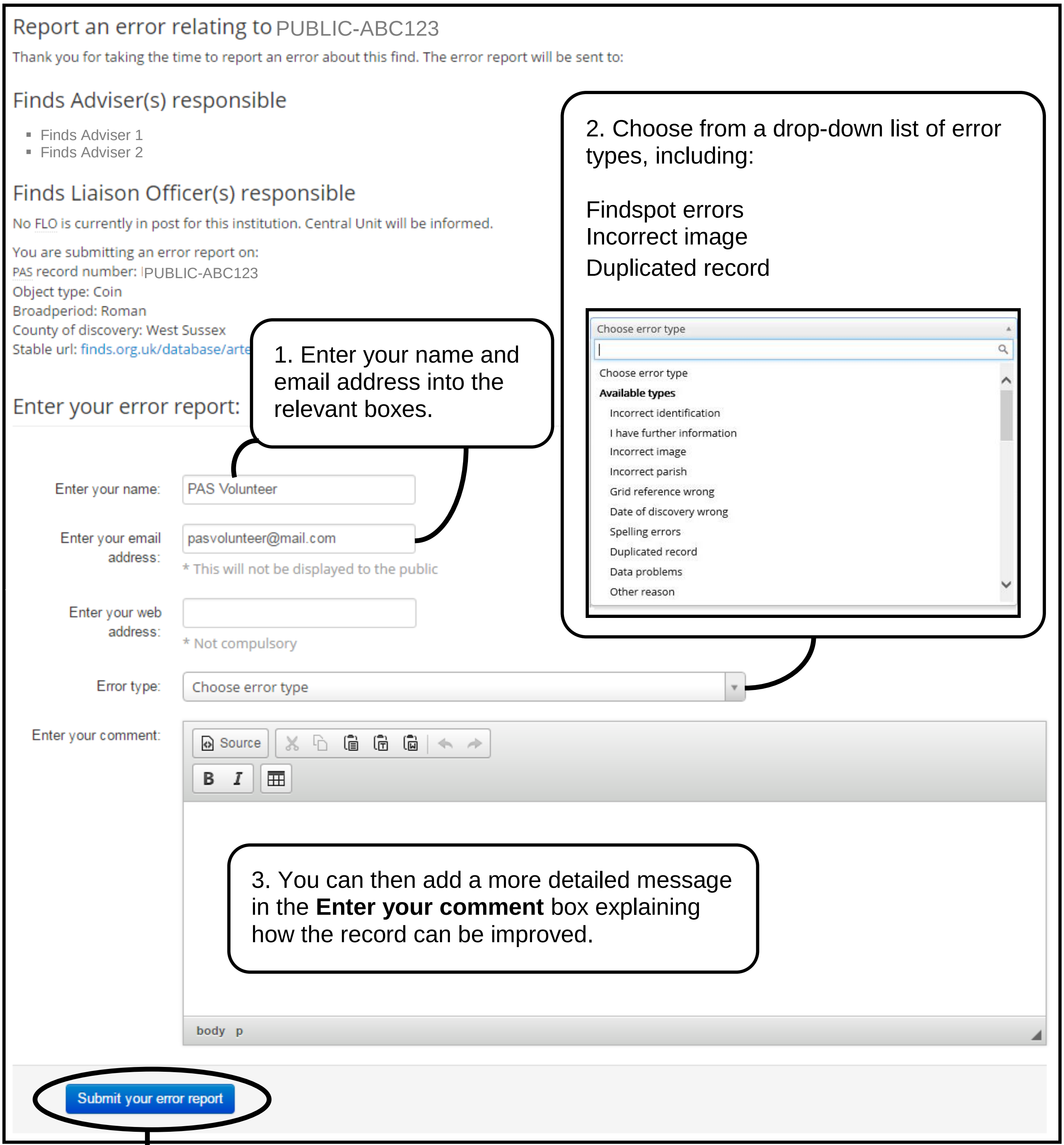
PAS record number: PUBLIC-ABC123

Object type: Coin

Broadperiod: Roman

County of discovery: West Sussex

Stable url: finds.org.uk/database/artefacts/record/id/abc123



4. When you have finished, click the **Submit your error report** button.