EUROPANGE – DATABASE

PROCEDURES FOR DATA ENTRY

v. 9 – May 2017

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1. Access to the site

URL of the database (<u>May 2017</u>):

<u>https://angevine-europe.huma-num.fr/ea/fr</u>

N.B. Please use Mozilla Firefox 41.0 and later versions for the correct functioning of the site.

The URL will be changed after the publication of the site.

2. Access to the records of the officers

Use the link <u>See, add or modify an officer</u> of the Home page (section **Records of the officers**) to access the page for managing the officers.

ATTENTION: before adding a new record of an officer, **please check if the officer is already listed** in the database.

You can have a pdf including all the records of the officers by clicking on <u>See, download the officers catalogue</u>

2.1. Find an officer

To find an officer in the database, please use the research field and the different options.

ATTENTION: simple search without options <u>does not include forenames</u>. To include them, select the option.

ATTENTION: when searching the database for forenames, <u>you should consider the possible variations of the same forename</u>: for example, Ysnardus or Isnardus. Before adding a new record of an officer, please try to search the database with all the possible variations of the forename.

By writing just a part of the name, e.g. URSI, you will be able to identify all the officers whose name <u>initiates with URSI</u>; if you will find all the officers whose name includes URSI, write instead %URSI%

To obtain <u>a list of all the officers</u> of the database, please just click the search button.

The list of the officers is arranged alphabetically: by Name (patronymic, filiation, etc.) or by Forename, whenever the Name is unknown. The names that begin with diacritical marks (Á, Ő, Š, etc.) are placed at the end of the list and not at their usual place in the alphabetical order. Dates between square brackets are those of the first and last mention of the officer.

If a little red lock precedes the name of the officer, it means that another user is modifying the record. The latter thus appears as 'blocked'. In this case, you will be allowed to consult the record, but not to modify it.

To access the record of an officer, please click on the name of the officer.

2.2. A new officer

If the officer is not listed in the database, click on Add a new record

3. Data entry page

The data entry page consists of three sections.

1) At the top, they grey bar includes information on the record: identification number and name of the officer, source, date of the source, date of the last saving, rights of the user, and current mode (reading, selection of a source, modifying)

2) Below the bar, there is a set of buttons for the record management:

- Home (to return to the Homepage)
- Find (to return to the officers research page)
- Modify (to add information to the record)
- Delete the record of the officer
- Save the data entry
- Close (to finish the addition)
- Cancel changes
- Add a biographical note
- See the biography of the officer (biographical dictionary)

3) Finally, a set of tabs for entering data. The first page of the record consists of the tab **Summary**, which is automatically updated after each session of data entry. Concerning the other tabs, please see the following sections.

4. Add a new record of an officer

Click on the button Modify. A message will ask you to select the source. Records cannot be modified unless you will not select a source. To cancel the data entry, click on Cancel.

A message will be displayed to inform you of the current mode and to evidence the access authorization to the record.

4.1. General instructions for data entry

Be aware of the following instructions, before proceeding with data entry:

ATTENTION: whenever you are modifying a record, do not use the command (refresh) or the button Back of the browser: your data could be lost.

ATTENTION: in order to close a session, to browse the site, to log out, etc., only use the buttons of the interface.

The Europange site also have a guide (Help), including this manual. Whenever you point the mouse on the buttons of the interface, a text explaining the function of the button will be displayed.

During modification of the record of an officer:

By clicking on Save, you will always be able to save 💾your work (such as in a Word text). **Please, save your work regularly**: this process allows to continue data entry and to save your work at the same time.

If there is a sudden interruption of data entry or the session stays inactive for more than 30 minutes, this could cause an automatic log out of the site. In such a case, the record on which you were working will be possibly blocked (see 2.1. Find an officer). You will be able to work again on that record after about one hour.

When you enter data, please never use signs such as square brackets [], parentheses () or ellipsis..., because they are likely to separate charges designations and names into segments. Please **absolutely avoid**, for example: Ber[nardus], vicarius [...] Tharasconi, pater (Guillelmi)

4.2. Sources

Each data entry session is associated to a source, which you should add or choose among the existing sources of the database.

The sources are arranged in four different types: Printed sources, Manuscript sources (including manuscripts prepared by scholars in the previous centuries), Publications, Epigraphic sources.

ATTENTION: before adding a new source, check carefully the already existing sources of the database. For navigating the existing sources, click on the button **See the other sources** (below), and follow the instructions.

You can add a source both by working through the record or by using the interface (see 8.

References and nomenclature)

See the section 8. References and nomenclature to learn how to amend an error occurred during the entry of a source.

4.2.1. Add a new source

If the source is not listed among those added to the database, <u>select the type of the source</u> and click on **Add**.

Fill the fields (see 6. Standard date) and click on **Save**.

ATTENTION: When you add <u>manuscripts sources</u>, you will need to consult the list of abbreviations of archival institutions and of manuscript series. If the archive you intend to insert in the field <u>Institutions</u> is already listed, you can select it. Otherwise, please contact Thierry Pécout e Anne Tchounikine to add and abbreviation to the list.

Consult the list of abbreviations

ATTENTION: Some of the <u>Printed sources</u> **are also marked by abbreviations**, such as the *Registri della Cancelleria angioina* (RCA). Check the list of the sources that have already been used or the list of abbreviations (please, contact Thierry Pécout).

Once completed, click on <u>Save</u>.

This message will be displayed: OK.

This message will follow: OK.

4.2.2. Select a source

If the source is already listed in the database, click on **Select this source**. A message will be displayed.

ATTENTION: **please check carefully all the elements of the source** to be sure if that is the one you are looking for. If the source coincides, but the page of the information is different, <u>the entry data system evaluates the source as different</u>. See: 4.2.3.

4.2.3. Duplicate a source

This command allows the user to re-use a publication or a manuscript source already listed in the database in order to indicate a different page or *folio* (or other different references).

Located the source, please click on **Duplicate**   A message will be displayed.

Click on OK. A form including the fields already filled with information previous added will be displayed. Please, modify according to your needs and click on **Save**. A message will be displayed, followed by a second message.

You will be directed to the tab **Identity** of the officer.

4.3. Identity tab

Select the gender.

Below **Forename** (mandatory), please select one of the forenames of the list or just write the first letters of a name, and select among the options.

If the name you want to use is not listed, **you need to write the name entirely and then to give a confirmation by pressing Enter**. The name will appear in the field as a button with a small red cross (x). This name will also be automatically added to the list, and it will be available for the next entries.

ATTENTION: **the forename must be in Latin or in vernacular** also when the source is in a modern language (such as in the works by early modern or modern scholars). You will need to choose one of the two options according to the type of source cited in a modern language: as a rule, the forename should be in the language that you consider was the original language. Please, use Latin whenever you are undecided.

Below **Other forenames** you can add variations of a single name or the modern transcription (please, use the same entry procedure of **Forename**).

Below **Clan (for the Kingdom of Hungary)**, please select one of the options of the list, or write the first letters of a clan and select among the options listed. If a Clan is not listed, you can add it in the field and confirming it by clicking on Enter (such as you do for Forenames).

Below **Elements of the name** (patronymic, etc.), click on ✚**Add a name**.

1) Select a **Particle**, if needed.

2) Add a **Name**.

3) Select the **Type of the name**.

4) Click on OK.

ATTENTION: difference between **Filiation** and **Patronymic (for the Italian context)**.

Filiation: the surname comes from the name of the father's officers: e.g. Arrigolus

Accharigii. In some circumstances, surnames also include the names of grandfathers, e.g. Guido Attoldi Bardi.

Patronymic: the surname is the common surname of the family of an officer, such as de Bardis.

You are allowed to add different types of names. However, the type of the name must always be specified. For example, if you have Guido Attoldi Bardi de Bardis, you should:

- click on ✚ Add a name, write "Attoldi Bardi" in the field, select the type Filiation, and click on OK

- click on ✚ Add a name, select the particle "de", write "Bardis" in the field, select patronymic, click on OK.

Moreover, you can insert a number of names for the same officer by adding the phonetic variations of the name. A single officer can have several patronymics, as well as names of filiation, toponyms, etc. For example Michael ELIONUS, EILIONIS, ELYONIS (they are all patronymics), or Johannes de VICEDOMINIS (patronymic) de TREBIANO (toponym).

Once you have finished the data entry, click on 💾 Save (above).

4.4. Qualifications tab

If your source includes qualifications (*dominus*, *magister*, *abbas*, *clericus*, *doctor* ecc.) clieck on ✚ **Add one or more qualifications**.

Please, check if the date – which is automatically updated – is correct (see: 6. Data standard). You should distribute information according to the type of qualification. For each type, you have to write the first letters of the qualifications and select among the options listed. If the qualification you are looking for is not listed, it can be added: in this case, please contact Thierry Pécout and Anne Tchounikine.

You can add several qualifications for each type.

ATTENTION: if a qualification has already been added, **you will need to insert it again**. It must be considered as a different reference.

ATTENTION: concerning professions, note that you will have to add always *notarius* for those officers who practice as notaries, and *judex* for those officers who practice as judges.

Once you have finished the data entry, click on 💾 Save (above).

4.5. Offices tab

ATTENTION: please verify in this tab or in the **Summary** if the office has been already

added. In such a case, <u>you will just need to modify the existing office (botton ✏) by adding new information</u> (title, dates, information concerning the grant of the office, etc.).

If you cannot find the office you are looking for, please click on ➕**Add an office**.

4.5.1. Identification of the office

1) **Title/s**: please add the name of the office as <u>it appears in your source</u>; if the title is in Latin, use nominative.

You can select among the titles already listed, or start to write the title, selecting one of the options suggested.

If the title you are planning to use is not listed, **<u>you will need to add it and confirm it by clicking on Enter</u>**. The name will appear in the field as a button with a small red cross (x). This name will also be automatically added to the list, and it will be available for the next entries.

If needed, add other text among square brackets (for example in case of elements that are not explicit in your source). Moreover, you should remove all the qualifications that are not needed. For example: "potestas <u>dicti</u> communis [Sancti Geminiani]"; "dicti" is not needed for the title.

More titles can be added to the same office.

By ticking the box **Deduced**, you can add the offices you have deduced from your source, although they are not explicit in the text.

2) **Choice of the office**: to select an office – among those inserted in the tree diagram – click on 👆 **Select**.

This step allows you to select an office according to the nomenclature devised for each political context. Nomenclatures are organised in three diagrams, including a number of categories and sub-categories, which are classified hierarchically from macro-areas to single offices.

Please use the research field or select an office from the tree diagram.

ATTENTION: if you use the research field, **<u>please check carefully if the office you selected concerns the political context you are working on (Kingdom of Sicily, Kingdom of Hungary, Tuscia, etc.)</u>**.

<u>You should choice the office as much carefully as possible</u>, ticking one or more options included in the tree diagram.

ATTENTION: if you select an office that is not at the bottom of the tree, all the sub-

categories will be selected. For example, if you select Itinerant office, all the office included in this group will be selected.

ATTENTION: in order to connect an office to a political context, you will need both to select an office among those of a specific political context, **and indicate the location of affectation of the office**, (see the section 4.5.3.3. Locations of activity).

It is possible to add offices that are not listed in the diagram tree: please contact Thierry Pécout and Anne Tchounikine.

ATTENTION: by using the option **Deduced**, you can also add members of the entourage of higher officers, for example those in charge of a district or of a political context (e.g. seneschal of Provence and Piedmont, vicars of Tuscia). These members of the entourage usually operate as witnesses of the acts of the higher officers. In such a case, you should add an office deduced (with the title "consiliarius senescalli" or "consiliarius vicarii") by selecting an office from the diagram tree of the political context you are working on. Moreover, you will need to create a relationship between the higher officer and his witness ("testis") (see 4.6. Relationships tab).

In order to manage the entry of a number of offices concerning different political contexts, please see 4.5.4. Multiple offices and multiple political contexts at the same time

4.5.2. Status of the officer during his mandate

You will have to select always the status of the officer by clicking on 👆**Select** and by using the digram tree or the research field.

If the status of a cleric is unknown (regular or secular, as well as their sub-categories), <u>please select only "incertus" or "alius"</u>.

If the status has been previously added, you will find the box already ticked. You can modify the status of each office.

4.5.3. Hiring the office

4.5.3.1. Appointment and recommendation

Below **Persons who appointed the officer** please indicate the person/s who appointed an officer (if known or deduced).

The button 👆Select allows you to access the list of the names inserted in the database. They are organised in four different groups: Sovereigns (including kings, queens, princes, counts, etc.),

Officers, Other persons, All of them. In order to find the person you are looking for, please use the research option.

ATTENTION: in order to avoid mistakes (e.g. in consequence of homonymy), **please be very careful when you select a person**.

The names of sovereigns, princes, etc. are <u>in Latin</u>: Carolus, Robertus etc.

By using the proper buttons and following the instructions, you can add a name in the lists of Sovereigns and other persons.

Please, follow exactly the same steps for **Persons who recommended an officer**.

4.5.3.2. Date and procedure

Date of appointment, **Start date of the mandate**, **End date of the mandate**: insert the date/s by using the standardised date (see 6. Standard date).

ATTENTION: you will have to insert the date of the source to **Proofs of activity of the officers**, since this date is often the only proof of activity (see the section 4.5.5. Proofs of activities by officers).

Procedure of assignment, **Reasons for the end of the mandate**: if you know that information, please add them by selecting the correct options.

4.5.3.3. Locations of activity

The location of activity of an officer is the area, district or location to which an officer is associated, i.e. the "administrative" location, which could be different from the location in which an officer resides or works in a specific moment.

This section is very important since it demonstrates the relationship between an office and a location according to the lists previously elaborated.

ATTENTION: **for each office <u>you should always select a location of activity.</u>**

Click on ✚ to add a location of activity.

Select the political context.

Select the subdivision (if needed).

Select the location (if needed).

If the subdivision or location is not listed, you can however add it. Please, exit the data entry session (do not forget to save 💾your work!) and go to 8. References and nomenclature.

ATTENTION: some locations could be included in different subdivisions or political contexts. If you are unsure, please check the Excel file of the lists of subdivisions and locations we have already provided you.

ATTENTION: all additions of new locations need to be verified on the map after you saved them (see 7. Checking geolocation).

To manage the insertion of a number of offices led by a single officer in different political areas, please see the following section.

4.5.4. Multiple offices and multiple political contexts at the same time

If a title includes more than one office and/or political context for the same office at the same time, please pay special attention.

The analysis of the data will prove to be correct and effective only if all users will follow carefully the following instructions.

1) **Different offices, different political context**

ATTENTION: **you cannot select at the same time different offices within different political contexts**.

For example: in a single document of 1277, Iohannes de Fossomes is referred to as *senescallus Viromandie* and is appointed as *vicarius Urbis*. In this case, although they are in the same source, the offices must be considered separately, following this procedure:

1) click on ➕Add an office, enter the title "senescallus Viromandie" and select "senescallus" in the diagram of the offices outside the Angevin lordship; in Hiring – Locations of activity select the subdivision "county of Vermandois" under the political context "Kingdom of France"; click on OK, click on 💾Save (on top).

2) click again on ➕Add an Office, enter the title "vicarius Urbis" and select "vicarius" in the diagram of the offices of Pontifical Italy; in Hiring – Locations of activity select "comune di Roma e distretto" under the political context "Italia pontificia"; click on OK, click on 💾Save (on top).

2) Same office, different political contexts

You can select <u>one office</u> **related to different political contexts at the same time**.

For example: in a single document of 1266, Guillelmus Stendardus is referred to as *seneschallus Provincie et Folcalquerii et in partibus Lombardie*. Proceed as follows:

1) click on ✚ Add an office and enter the title "seneschallus Provincie et Folcalquerii et in partibus Lombardie"

2) select <u>at the same time</u> "senescallus" in the diagram of the offices related to the political context "Piedmont" and "senescallus comitatuum Provincie et Forcalquerii" in the diagram of the offices of the political context "Counties of Provence and Forcalquier"

3) in Hiring – Locations of activity select <u>at the same time</u> the political context "Piedmont and Lombardy" and the political context "Counties of Provence and Forcalquier"

4) click on OK, click on 💾 Save (on top).

3) Different offices, same political context

You can select <u>multiple offices</u> **within the same political context** at the same time.

ATTENTION: if <u>in the same source</u> the office appears to have simultaneously to different offices <u>within a single political context</u>, please <u>select them</u> **at the same time**, in order to have the double office in the Summary.

This procedure depends on the list of offices provided for each political context.

For example: if in a single source Jean Briatud is referred to as *vicarious et potestas* of a town in Tuscia, you must select at the same time "vicarius" and "potestas" in the diagram of the offices of Tuscia, because "vicarius et potestas" is not an existing office in this diagram.

If a double office is included in a diagram, it is possible to select it.

4.5.5. Proofs of activities by officers

This section allows entering information concerning the actions of the officer, namely the date, the location and the specific place (church, palace, etc.) where the officer was at a certain time.

If a mid-level officer of justice found himself carrying out his activity or representing the sovereign in a location other than the administrative seat of the Office, this information can be entered here.

For example, Petrus de Latyera is attorney of the king of Sicily at the papal court. In this circumstance, the official location of Petrus's office is the kingdom of Sicily, but the location of his activity is Rome or Avignon.

To add a proof of activity, click on

Date of activity: enter the date in accordance with the standard form (see 6. Standard date).

 ATTENTION: if the date of a proof of activity matches one of the dates of appointment, start or end of the mandate, <u>enter the same date in this field too</u>.

 ATTENTION: since the only date of a proof of activity of an office often corresponds to the date of the source, <u>do not forget to enter it here</u>.

 ATTENTION: the date should be entered also in case of indirect mention of an office. For example: in the same source of 26/06/1273, Iacobus Bifulci is referred to as *vicarius* of the *potestas* Tadeus comes Montis Feretri et Urbini, who was absent at that time. In this case please enter 26/06/1273 as date of Tadeus's proof of activity.

 You can simply insert the date related to the action, if there is no other information available.

Political context, subdivision, location: choose from the toponyms suggested in the lists.

 ATTENTION: the place of activity may be outside the Angevin dominion. Please use the appropriate options and <u>pay special attention to the periods in which the different locations belonged to the Angevin dominion</u>.

 If the subdivision or the location are not yet included in the lists, they can be added. Please, exit the data entry session (do not forget to save your work!) and go to the Reference and nomenclatures section. Follow the instructions in 8.2. Locations.

 ATTENTION: after being recorded, all insertions of new places must be verified on the map (see. 7. Checking geolocation).

Details on the location: enter the specific location of the action, such as a church, a palace, etc., using the original form and language of the source.

For example: in ecclesia Sancti Francisci.

Comments: free text.

4.5.6. Remuneration, salary

You can enter the data concerning the remuneration and salary of the officer mentioned <u>in the source you are using</u>.

Please use the original form of the source; if your source is in Latin, use the nominative form.

 ATTENTION: <u>the date of the source or the period of the salary</u> must always be mentioned.

If the source contains several data on the remuneration or the salary **of a single officer**, please file them as a list. For example:

- 330 libre et 2 solidi turonensium, 12/06/1269

- 110 solidi turonensium, from 01/01/1269 to 28/02/1269

- etc.

4.5.7. Comments

Free text reserved for other information related to the office.

 Once data entry is complete, please click on OK and then on <u>Save</u> (on top).

4.6. Relationships tab

This tab includes kinship relationships and <u>any other kind of relationship</u>.

Please click on **Add one or more relationship with a person**.

1) **Type/s of relationship**: click on **Select** and choose the type of relationship by using the research tool or the diagram.

 ATTENTION: if you are using the research tool, please <u>carefully check if the relationship is inside the correct category</u>.

2) **Target of the relationship**: please use the command <u>Select a person</u> following the instructions described at 4.5.3.1. Appointment and recommendation.

 ATTENTION: **<u>the person must be selected very carefully</u>**, in order to avoid mistakes due to homonymy.

 If the target is not an Angevin officer, you can add him.

If necessary, please modify the **Date of the relationship**. The system automatically shows the date of the source you are using.

Comments: free text.

If a relationship of the officer with someone is known, but not mentioned in any of the documentary sources used in the record, you can use a Publication as a source of the information, or indicate the relationship within the Comments field.

Once data entry is complete, please click on OK and then on ⊟Save (on top).

4.7. Additional information on identity tab

You can enter here data about **Birth, Decease** and **Possessions** if they are available.

Concerning the places of residence, please use the button ✚Add a location.

As regards the **Place of origin**, please use the 🖑 Select a location command. If the location is not listed, you can add it. Please, exit the data entry session (do not forget to save ⊟your work!) and go to 8. References and nomenclature. Follow the instructions in 8.2. Locations

ATTENTION: the place of origin must be explicitly mentioned in the source. Topographic designations that are part of the name are not sufficient to infer a place of origin.

As regards **Possessions – Properties**, please enter information concerning personal material properties (movable and immovable), fiefs, libraries, ecclesiastical revenues, and any possession in the broadest sense of the word.

Please enter any useful information on the possession, its typology, the date of mention, etc., preferably using the language and form of the source (if it is in Latin, use the nominative form).

If there is information on more possessions, please distribute data as a list. For example:

- castrum Petre Palme situm in Iustitiariatu Principatus et Terre Beneventane, fief, 12/06/1269

- regia capella S. Philippi de Valle Melatii, ecclesiastical benefice, 15/01/1274

Once data entry is complete, please click on ⊟Save (on top).

4.8. Images tab

Please click on ✚**Add a link to a document in the web** and insert data.

Please click on ✚**Add an image** and insert data.

Once the data entry is complete, please, click on 🖫Save (on top).

Please check on the Europe angevine website the procedure to be undertaken when you link an image to an officer record (preamble of the terms of use, images form): https://angevine-europe.huma-num.fr/ea/fr/charte-et-citations

4.9. Collaboration tab

Collaborators are those allowed to modify a record you have created. Normally, all members of the Europange project are collaborators. Collaborators can be added or deleted by using the buttons below.

4.10. Note book tab

This space can be used to write reports and comments for other collaborators. These notes are not public.

4.11. Biographical information

The biographical note contains data about an officer in the form of a free text, as an entry in a biographical dictionary. This information may also be followed by a brief bibliography, drafted in accordance with the guidelines of the Europange program. In general terms, the biographical information should not simply repeat the career data shown in **Summary**, nor those found in already existing biographical dictionaries. It has to be signed by its author(s).

4.12. Completing the insertion of an officer

Once data entry is complete, please click on ➡Close (on top) and confirm that you want to save.

To enter new information about the same officer, click on ✏Modify (on top).

To create or modify another officer, click on 🔍Find (on top).

To go back to the Homepage and to the part reserved to administrators, click on 🏠Home (on top).

5. Modifying the record of an officer

Once you have identified the officer, access the record and then click on ✏Modify.

Choose, duplicate or create the **source** (see 4.2. Sources).

ATTENTION: you can **add** or **modify** the data you have already entered, but always in connection to the source you have selected. You must therefore pay particular attention.

To enter **new data**, follow the instructions of this manual.

To **modify data that already exist** in the record, please select the row of the table in which they appear and click on Modify… button under the table.

This instruction concerns:

- Identity → **Elements of the name**

- **Qualifications**

- **Offices**

- **Relationships**

- **Images and links**

6. Standard date

ATTENTION: within all fields, all dates must be entered according to the standard form. If a date does not follow this standard, a message of error will be displayed.

6.1. Format

Dates must be entered according to the following standards:

dd/mm/yyyy: 01/01/1279

mm/yyyy: 01/1279

yyyy: 1279

6.2. Incomplete dates

If information about a date is incomplete, the unknown values must be replaced with xx for the day and/or the month, and with x or xx for the last figures of the year.

Examples:

14/01/1245

01/1245

12xx

121x

12/xx/124x

6.3. Prefixes (ante, circa, post)

You can also add a prefix to dates:

an. for *ante*: an. 05/08/1267

c. for *circa*: c. 15/01/1267

p. for *post*: p. 25/03/1281

6.4. Period, interval, alternative

You can indicate:

- a period, **data1-data2**: 01/01/1271-31/12/1271

- an interval, **data1, data2**: 12/02/1280, 15/04/1280

- an alternative, **data1 vel data2 vel data3**: 15/01/1269 vel 16/01/1269

Examples of dates

12/12/1210

p.12/12/16xx

c.1320 - 10/04/1322

an. 10/1411 vel 11/1411 vel 12/1411

12/02/1280, 15/04/1280

ATTENTION: the database system does not take into consideration blank spaces.

7. Checking geolocation

All political contexts, subdivisions and locations are automatically geolocated by the database system.

ATTENTION: the automatic geolocation system is not always correct (e.g. it is possible that a place is not found in the map, especially those whose name changed across the centuries, those that no longer exist, or those which are homonyms). It is therefore important to **check always the geolocation** after entering the place of activity and/or action of an officer.

You only need to perform this check <u>once</u>.

To check the geolocation, go to the **Summary** tab: the map is below on the page.

If the place has not been correctly geolocated, you can amend through the section 8. References and nomenclature of the Home page (see the following section)

8. References and nomenclature

In this section you can manage several elements of the database.

ATTENTION: for security reasons, **it is of the utmost importance that users only modify the following parts.**

For any other change, please contact Thierry Pécout and Anne Tchounikine.

8.1. Sources

In case of mistakes while entering a source or information related to a source, or while changing the type of source (for example to modify a Printed source into a Publication), you can modify the source itself.

In the **Sources and Bibliography** section, please click on **See, add, modify or delete sources**.

Choose between **Printed sources, Manuscript sources, Publications** and **Epigraphic sources**, then find and select the source in the table.

Use the commands to:

duplicate the source

change the type of the source

modify the source

delete the source.

The database system does not allow deleting a source currently used by another record.

If you have wrongly selected a source for a record of an officer, and this source has not been used to insert data, please click on the link **See, modify the bibliography of an officer** and follow the instructions. The deletion of the source from an officer's bibliography does not lead to its deletion from the database.

8.2. Locations

To add, delete, modify the name or the position and the geolocation of a location, please go to **Nomenclatures** and click on **Locations.**

The page contains three tables: **Political contexts, Subdivisions, Locations,** according to the lists provided by the database developers.

To see the **Subdivisions**, you must first select a **Political context** from the first table and click on the symbol

To see the **Locations**, you must first select a **Subdivision** from the second table and click on the symbol

To find a subdivision or a location, you can use the research field. To obtain a list of all subdivisions or all locations, just click on **Show all subdivisions** or **Show all locations**.

To display **all the records of officers** related to a Context, a Subdivision or a Location, please click on the symbol

8.2.1. Adding a place (subdivision or a location)

1) To add a **subdivision**, select a political context and click on this symbol

In the second table, click on **Add**, enter the names (both in Latin and the current local language) and click on **Save**.

2) To add a **location**, select the political context and the subdivision, and then click on this symbol

In the third table, click on **Add**, insert the names (both in Latin and the current local language) and click on **Save**.

Once you have added a place, please check its geolocation (see 7. Checking geolocation).

8.2.2. Modifiying a place (political context, subdivision or location)

To modify a place, please select the row of the table in which it appears.

Click on this symbol to display its subdivisions.

You can modify current and Latin names and/or add a comment.

Please do not delete a place from the list if it is used in an officer record (you can check by clicking on record? in the row in which the place appears); otherwise the record

could be damaged or even deleted. If you want to delete a Location from the list, because it contains mistakes or it is placed in the wrong Political context or Subdivision, please <u>first</u> modify the data related to the place in each one of records in which the place is mentioned, and <u>then</u> delete it from the list.

This warning also applies to lists of **Sovereigns** and **Other people**.

8.2.3. Modifying geolocation

To modify the geolocation of a political context, a subdivision or a location, please select the row of the table in which it appears.

Click on this symbol to see subdivisions and places.

Enter the <u>current name</u> of the place you want to geolocate (e.g. Napoli). If the new geolocation is correct, please click on **Save**; otherwise, click on the map to set the location of the place and then click on **Save**.