

## WalesHER Project Builder User Guide (read-only access)

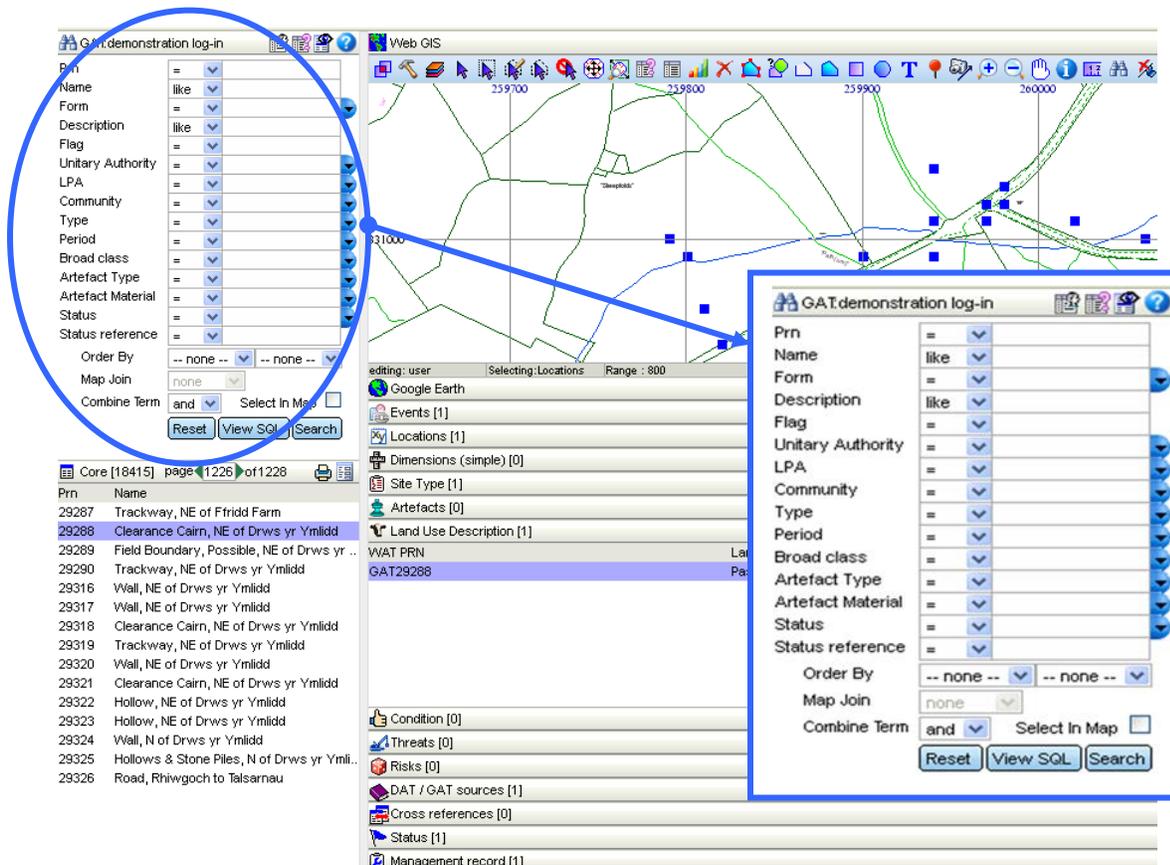
This document provides instructions on how to use the WalesHER project builder. The project builder allows the User to attach a list of PRNs to a project and extract it in the form of a gazetteer or as an html or CSV file.

Please see *Quick Start Guide to WalesHER (read-only access)* for a basic overview on how to access & set up WalesHER.

### Building your List of PRNs

#### The Search Builder

The Search Builder provides the simplest way of searching the HER database. Once you have logged on to the HER and loaded the core panel<sup>1</sup>, navigate to the search builder as highlighted below:



The most straightforward way in which to search the database is simply to query it on a single PRN basis. To search for a particular PRN, simply enter the number in the box at the top left hand corner of the screen (marked PRN, and using an = sign). Then hit the "search" button.

<sup>1</sup> See *Quick Start Guide to WalesHER (read-only access)*

By using the various drop-down menus it is possible to build a sophisticated query using the search builder. Trying different combinations in the search builder will give you numerous different results. Each field can be interrogated in different ways. For example the query shown below has pulled out a list of all Scheduled sites with the word 'Hut' in their name and located in Anglesey:

The screenshot shows a search interface with the following fields and values:

- Name: like Hut
- Description: like
- Unitary Authority: Ynys Mon
- Status: Scheduled Ancient M

Callout boxes provide additional information:

- Top Right:** Changing the values in the drop-down menus on the left-hand side will drastically affect your search. For example *like* will pull out all data containing your search term, including misspellings etc., whereas *=* will only produce exact matches.
- Middle Right:** This shows you that there are 28 PRNs in total matching your search criteria.
- Bottom Right:** Navigate between pages of results by clicking on the green arrows.

The search results table is as follows:

Prn	Name
1755	Holyhead Mountain Hut Circles
1756	Hut Circles & Field System, Holyhead Mou..
2132	Din Lligwy Hut Group
2752	Plas Meilw Hut Circles
1775	Hut Group, Porth Dafarch

### The Map Module

The map module works much in the same way as MapInfo, and has many of the same tools and features.

It is possible to build your search in the map by selecting PRNs using the various select and polygon drawing tools and by uploading pre-prepared polygons.

Navigate to the map location that you wish to draw your polygon in. You can do this by searching for a specific PRN using the search builder and selecting it from the list (the map module will automatically zoom to the PRN's location) or by using the 'Find in Map' tool in the map module.

To use the Find in Map tool, click on the 'Find in Map' icon (binoculars) in the map module as shown below:



The Gazetteer box will appear in the map module:

**'Gazetteer' Tab** – This is a text based map search. Enter the name of the place you are looking for and hit return (or the green tick box). The gazetteer tool will search all text in the OS map layer. Click on the result that matches your search, and the map will automatically navigate to that location.

**'Gazetteer' Tab** – You can also search using a grid reference. Enter the NGR and hit return (or the green tick). The map will automatically navigate to that location in the map.

**'My Search' tab** – This allows you to build a search much like the search builder (see above). The map module will automatically navigate to the location of your search result. \*This tool does require some knowledge of the WalesHER data structure, and so the text based search may prove more user friendly.

Once you are at the correct location you can build your search in a number of different ways.

To select features in the map chose one of the following tools:

1. Select by drawing rectangle



2. Select by drawing a polygon



3. Radius select



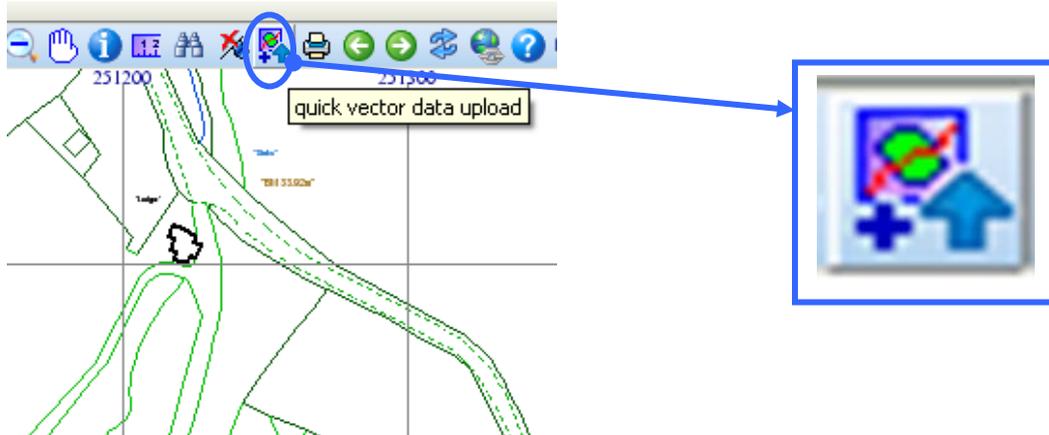
Once you have chosen your tool simply drag the cursor across the map, or draw a polygon double clicking when done, in the area you want to select. The selected PRNs will be highlighted in the map (usually by turning from red to black), and will also appear in a list on the left-hand side as shown below:

Prn	Name
12530	Plas Coch, Barn
17100	Plas Newydd Character Area
2163	Plas Coch House, Llandaniel Fab
4451	Plas Coch Gardens, Anglesey

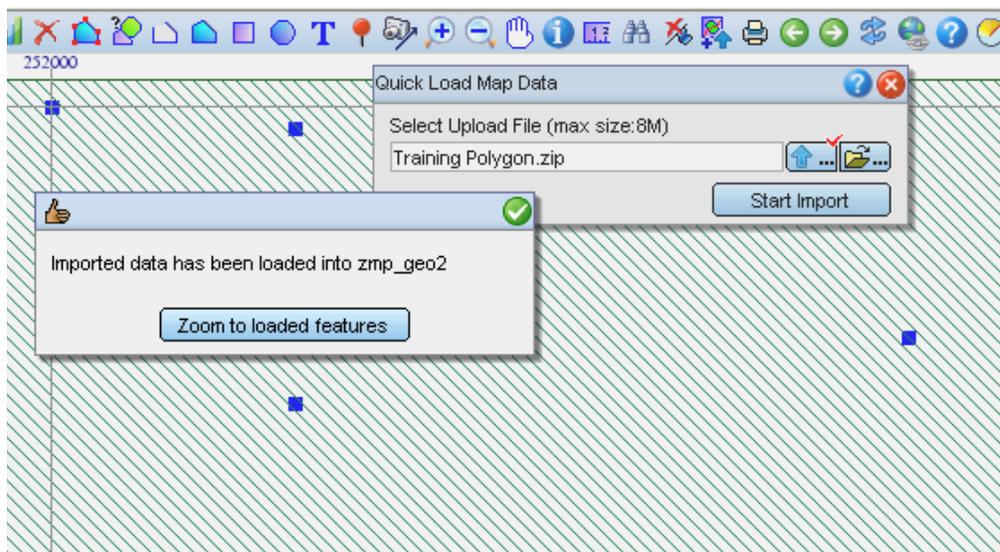
It is also possible to upload a pre-prepared polygon to the map module. Firstly open or create your polygon in MapInfo and save as a .mif file in your desired location<sup>2</sup>. This will give you two files; a .mif file and a .mid file. Both files need to be zipped together before uploading using your preferred file compression software (jZip offer a free alternative to WinZip <http://www.jzip.com/>).

<sup>2</sup> To create a .mif file in MapInfo: go to 'Table' then 'Export', chose the .mif option in the drop down menu and save.

Back in the WalesHER core panel go to the map module and select the 'Quick Vector Data Upload' icon (left of the printer icon) as shown below:

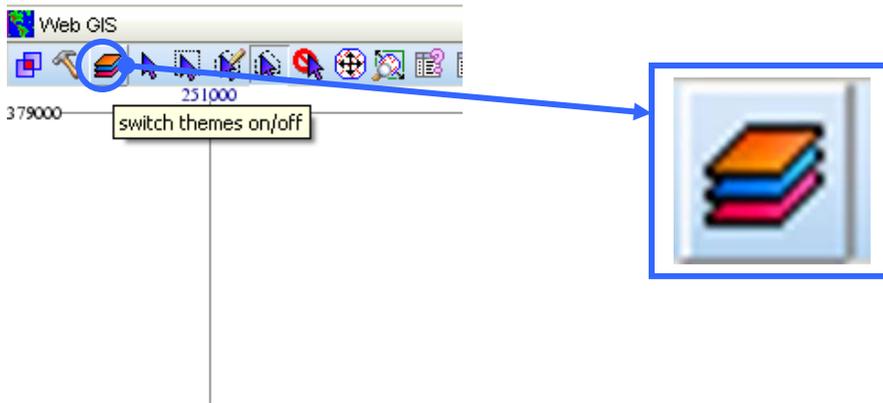


A Load box will appear. Click on the blue arrow and navigate to the location of your zip file containing your polygon. Hit the 'Start Import' button to upload the polygon. Once the polygon has successfully loaded, an information box should appear as shown below. Click on 'Zoom to Loaded Features' and the map will navigate to the location of your polygon.

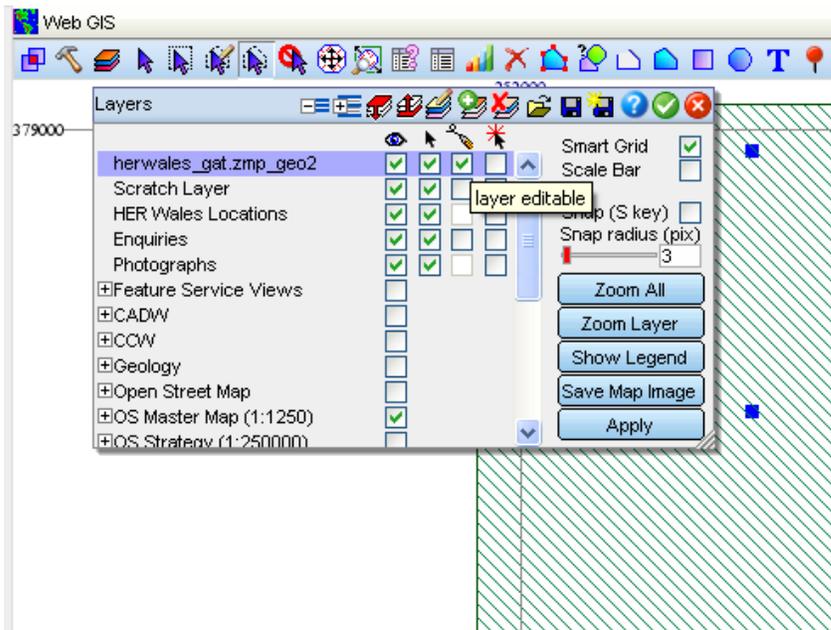


Exit these information boxes by clicking on the green tick or red cross in the top right-hand corner.

To select all PRNs located within your uploaded polygon, first ensure that your polygon layer is editable. To do this click on the 'Switch Themes on/off' icon as highlighted below:

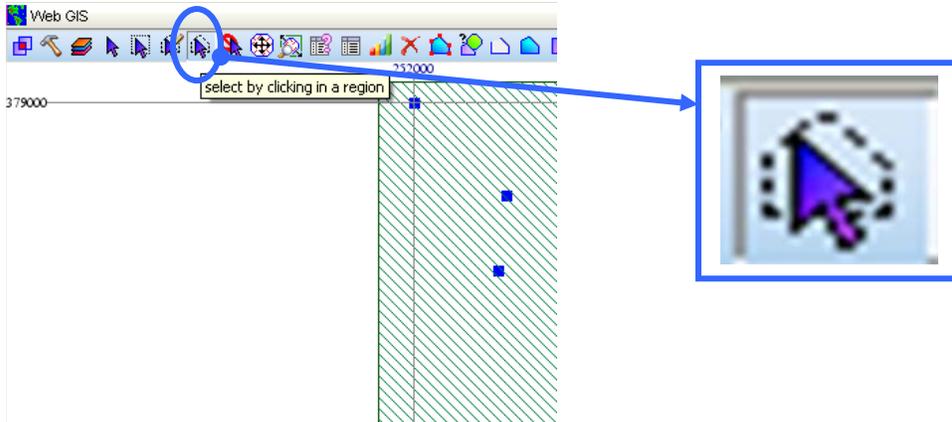


This will open the layer tool. Your uploaded polygon will appear at the top of the list. Make sure that the check box under 'Layer Editable' (the pencil icon) is ticked as shown below:



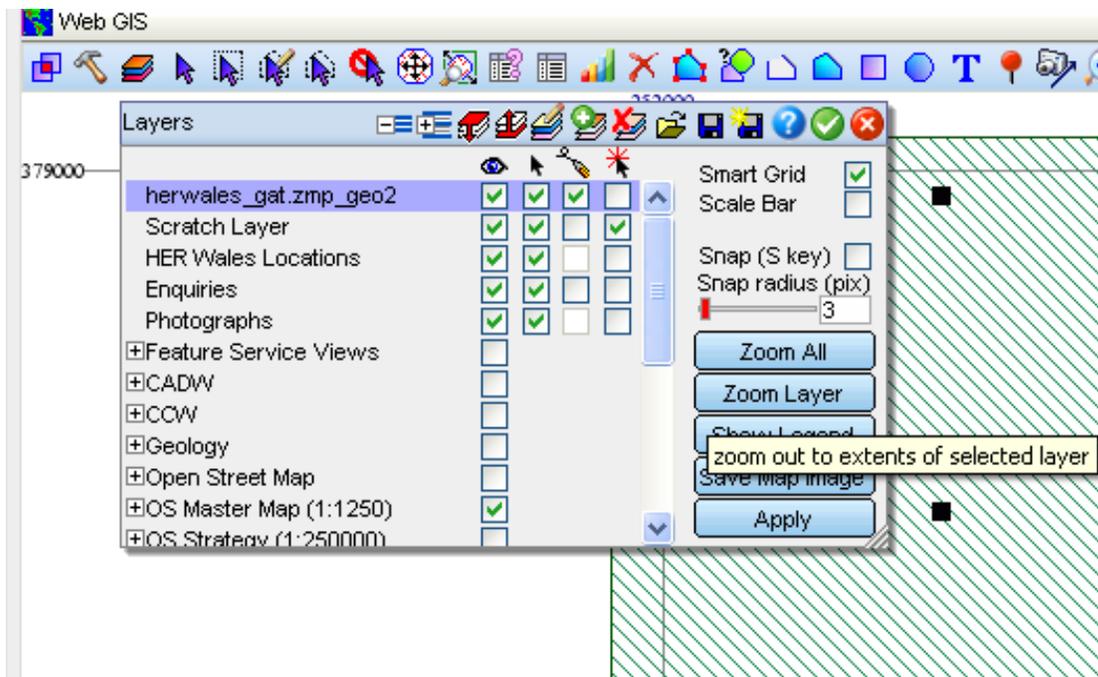
If it is not, then tick the check box and hit 'Apply' to make your layer editable. Clicking on the green tick in the top right-hand corner will save your changes and exit the layer tool.

Once your layer is editable, click on the 'Select by Clicking in a Region' icon (purple arrow in a polygon) as shown below:



Click anywhere within your polygon to select all PRNs located within it. They will be highlighted in the map module, and will appear in a list on the left-hand side.

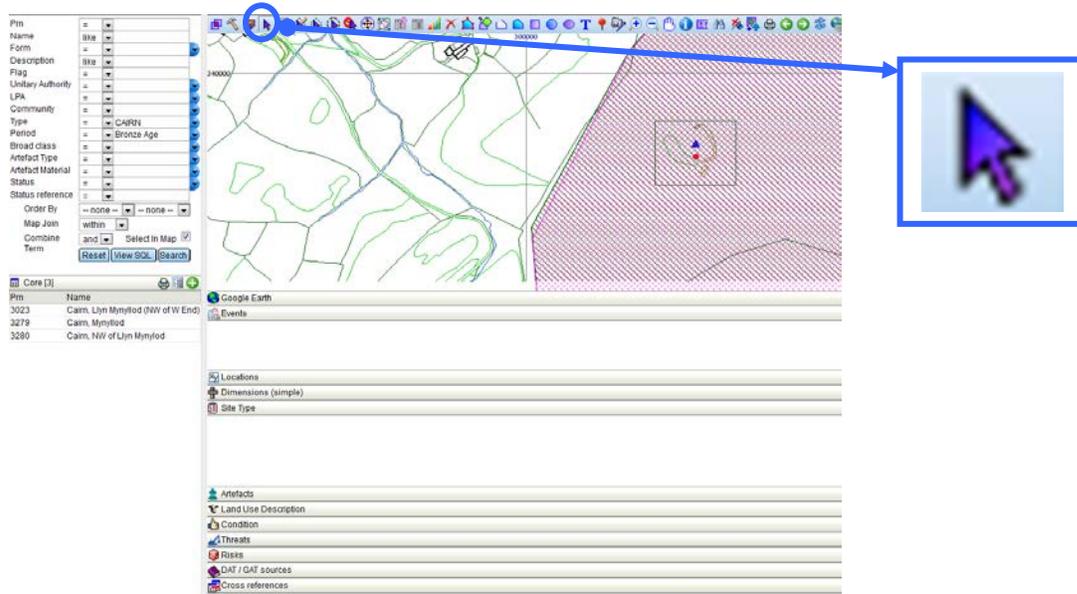
If you navigate away from your polygon and wish to return to its location, simply open the layer tool ('Switch Themes on/off'), click on your layer so it is highlighted in purple and select 'Zoom Layer' as shown below:



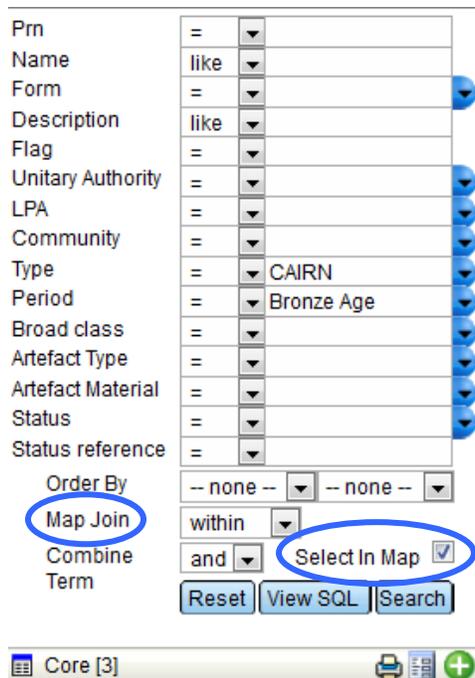
### Interrogating data within a polygon

It is possible to interrogate sites within a polygon using the search builder. This is useful if you only want to select certain types of records e.g. Medieval sites. It is also possible to combine search criteria e.g. all Medieval sites within a polygon with the site type 'Findspot'.

Firstly ensure that your polygon layer is editable (see instructions above). Select the polygon using the 'Select Map Feature' tool as shown below:



The polygon will be highlighted in the map (usually in pink). In the search builder enter your search criteria as usual. Next ensure that the tick box 'Select in Map' is ticked and using the drop down menu in the in the field 'Map Join' chose 'Within' as shown below:



Click 'Search' to run your query. The PRNs that fit your criteria will become highlighted in the map (usually red to black) and will appear in a list beneath the search builder. If your query returned no results, it probably means that there are no sites matching your search criteria within

the polygon. Try using different search criteria, fields and expressions to get the most out of the data.

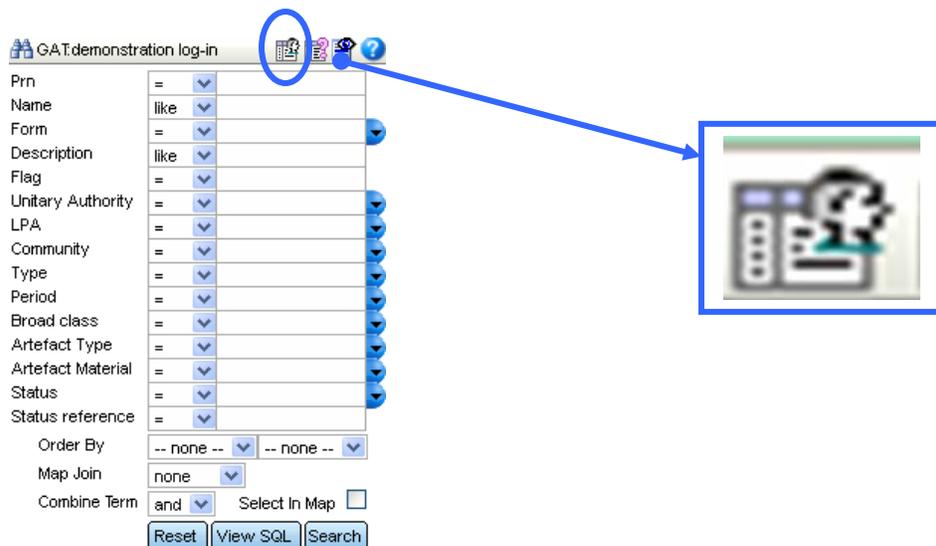
If you receive the following error message, then you have not selected the polygon before running your search. Select the polygon and try again.



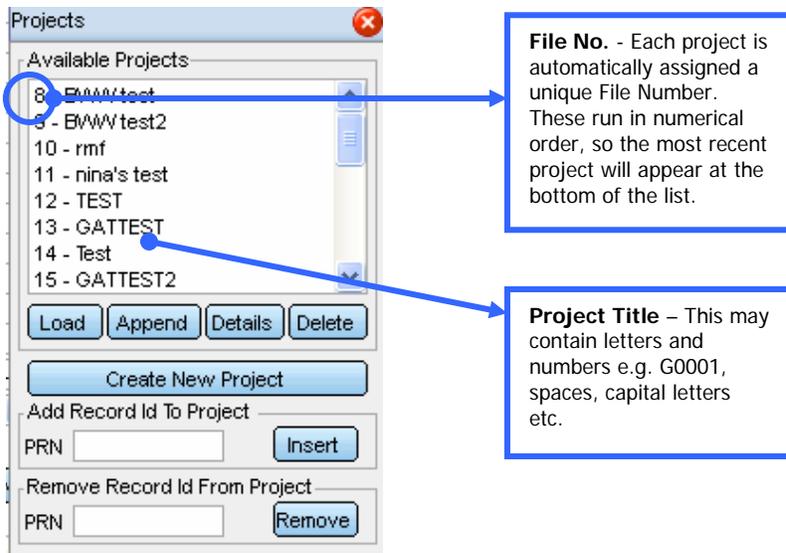
## The Project Builder

Once you have your list of PRNs, whether by using the search builder or the various map module tools, they can be attached to a project and extracted from the HER using the project builder. The project builder box allows you to load and edit existing projects, and to create new projects.

Staying in the Core Panel, click on the 'Project Builder' icon (the face in profile) as shown below:

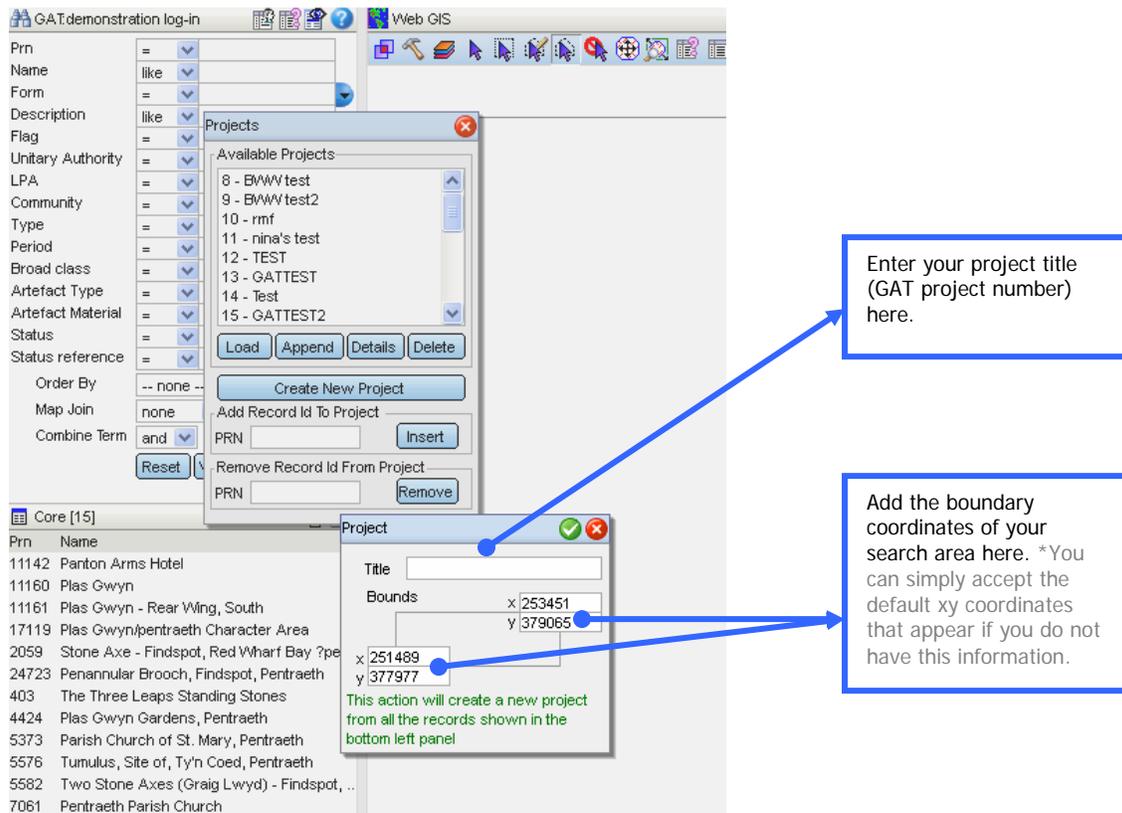


The projects builder box will appear in the core panel, as shown below:

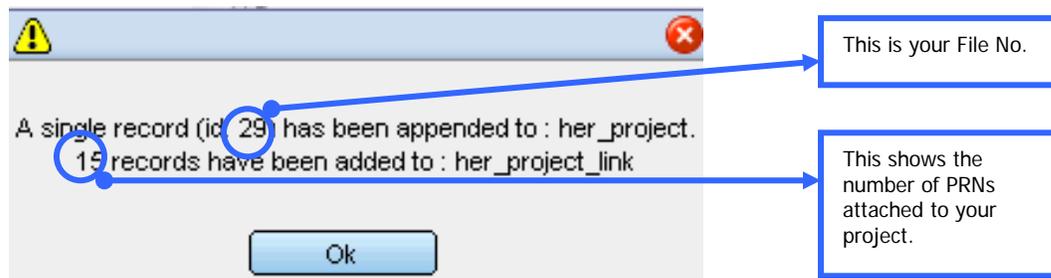


## Creating a New Project

In the projects builder click on 'Create New Project'. A second dialogue box will appear as shown below:



Once you have entered your project title and xy coordinates (optional), click on the green tick in the top right-hand corner. This will save your project. An information box will appear telling you how many PRNs were attached to your project as shown below:

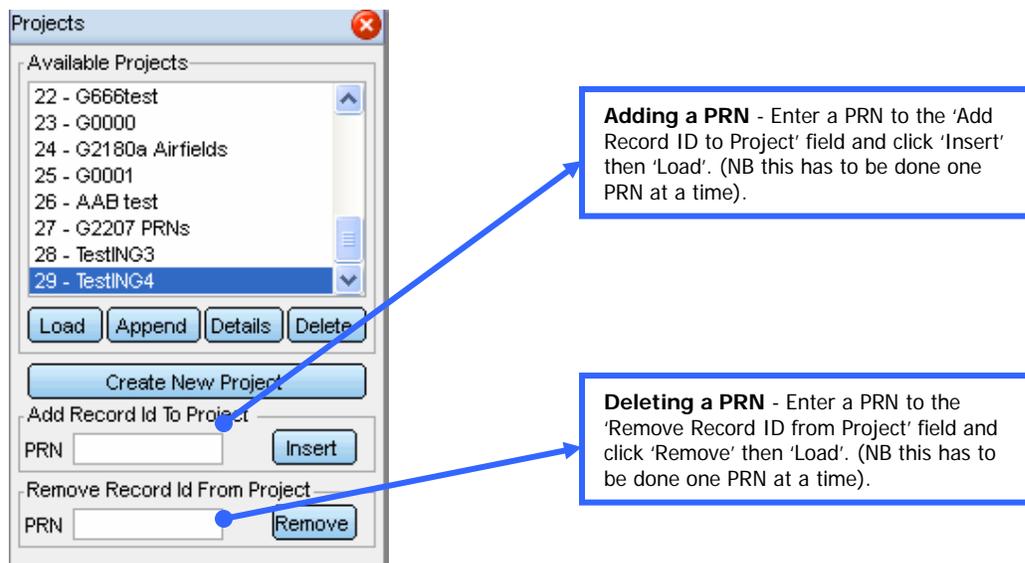


### Editing Projects

To change the title or boundary coordinates of a project select the project from the list and click 'Details'. Update the details as necessary and click the green tick at the top right-hand corner to save your changes. \*Some changes may not appear until you have closed the project builder and re-opened it.

To add another list of PRNs to your existing project, build your search in the search builder or by using the map module tools and open the projects builder (see above). Select your project from the list, click 'Append' and 'Load'. This will add the new PRNs to the existing list.

It is also possible to add and delete individual PRNs from a project. Open the project builder, select your project from the list and click 'Load':



### Extracting Project Information from WalesHER

### Reporting

In WalesHER it is possible to extract the information attached to your project as a gazetteer. Using the current gazetteer template, each record entry will be presented in the following way:

**PRN** 29449  
**NAME** RAF Valley Airfield, Anglesey  
**NGR** SH305755  
**COMMUNITY** Llanfair yn Neubwll  
**PERIOD AND TYPE** Modern, MILITARY AIRFIELD, Sitetype ranking: 1

**DESCRIPTION** Originally called RAF Rhosneigr, the airfield was built in 1941 as the Fighter Command Sector Station to defend Liverpool, Manchester and the Mersey. <1>

**SUMMARY**

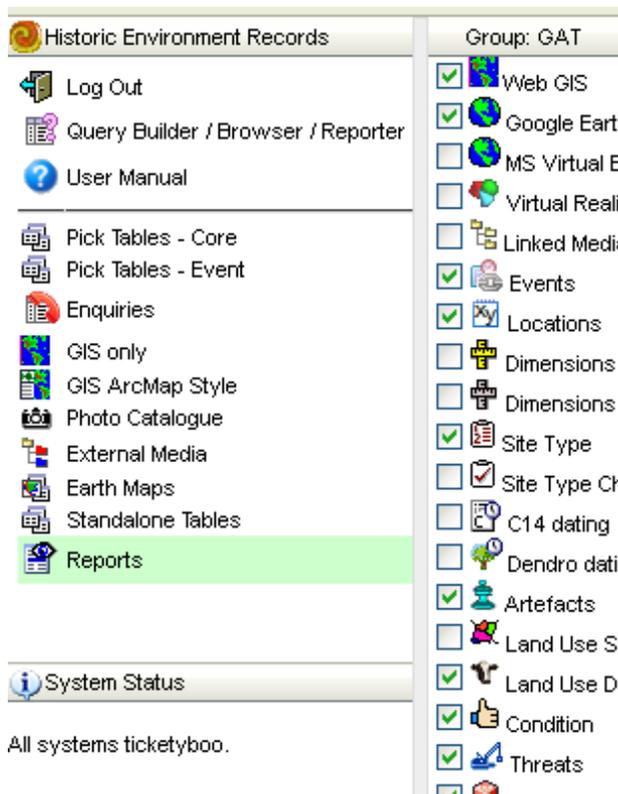
**CONDITION**

CONDITION: None recorded  
 DATE OF ENTRY: None recorded  
 RELATED EVENT: None recorded

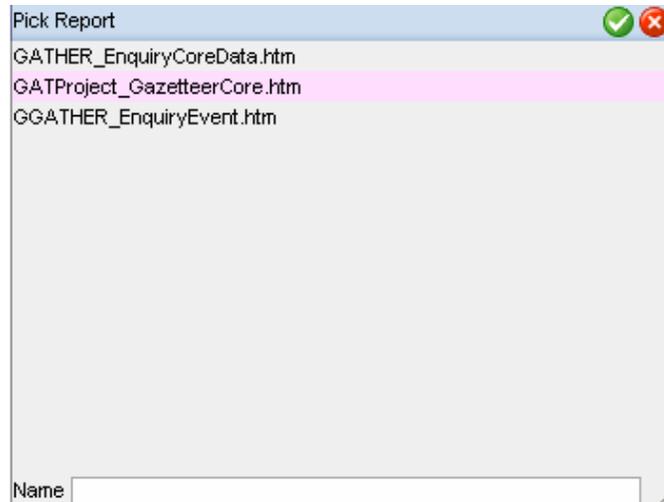
**STATUS** None recorded

\*The format of the gazetteer depends on the template created by HER staff. If you wish to change the template, please ask HER staff.

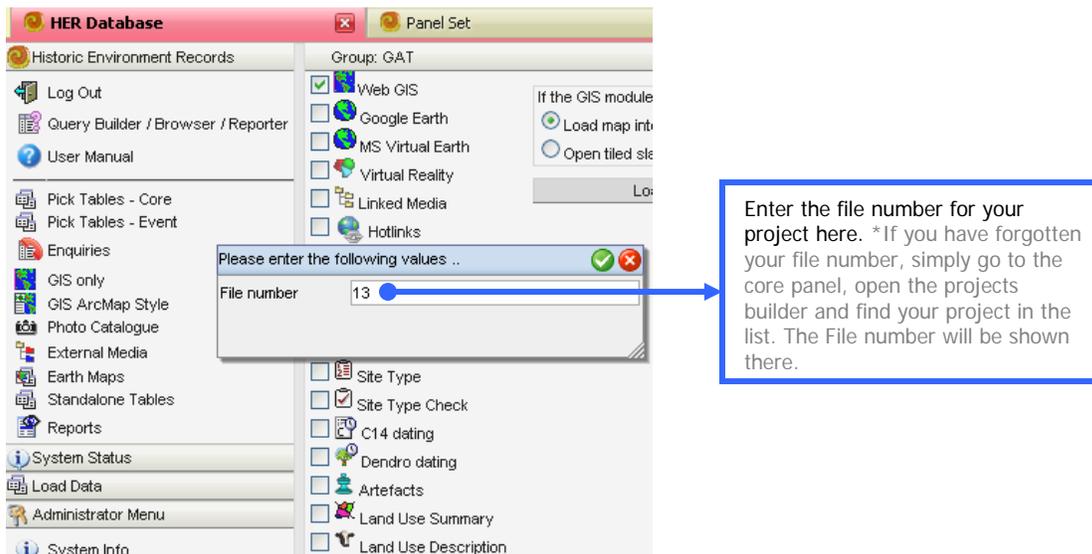
To do this go to the main panel in WalesHER and click on the 'Reports' icon (blue eye) on the left hand side as highlighted in green below:



This will open the 'Pick Report' box. Chose the template you wish to use for your project from the list (the project gazetteer is currently called *GATProject\_GazetteerCore.htm* as highlighted in pink below) and save and close by clicking on the green tick:



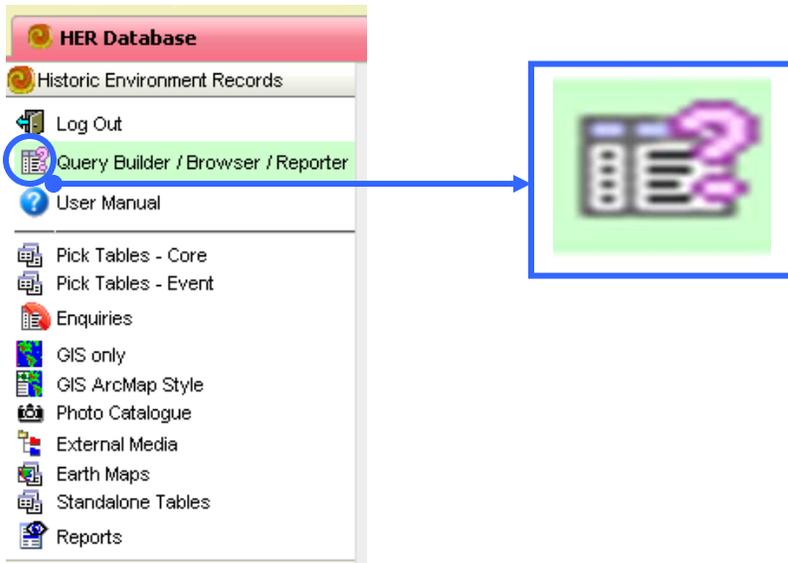
A box will appear next asking you for a File Number as shown below:



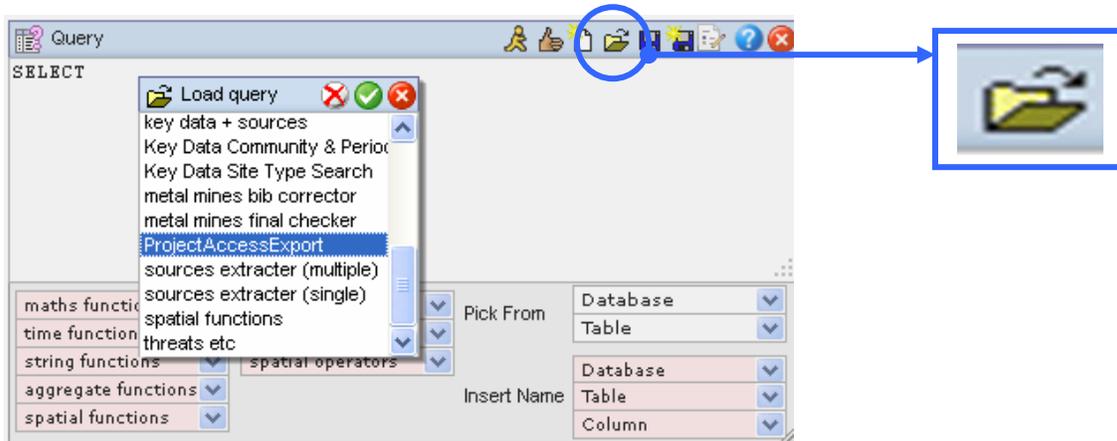
Once you have entered the file number, and clicked the green tick at the top right-hand corner, the report will automatically open in your web browser as an html file. Save this report to your desired location by clicking on 'File', 'Save Page As' and choosing 'Web Page, complete' from the drop down menu. Navigate to where you saved the report and open with Microsoft Word. To do this right click on the file, click 'Open With' and chose Microsoft Word from the list of available options. Once you have opened the file in Word, re-save it as a Word document for editing and/or converting to PDF.

### Exporting as a csv file

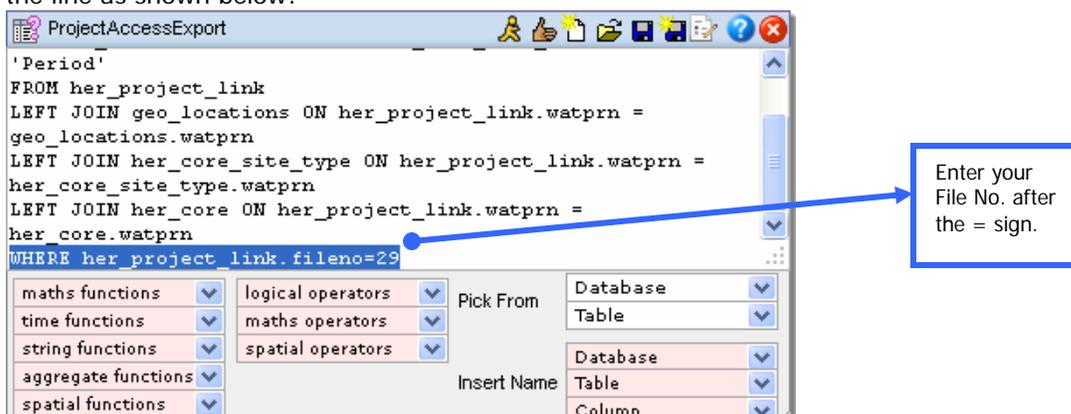
Project data can also be exported as a csv file which can be used to create an Access Database and a MapInfo table. To do this, go to the Main Panel and click on the 'Query Builder / Browser / Reporter' icon (pink question mark) as shown below:



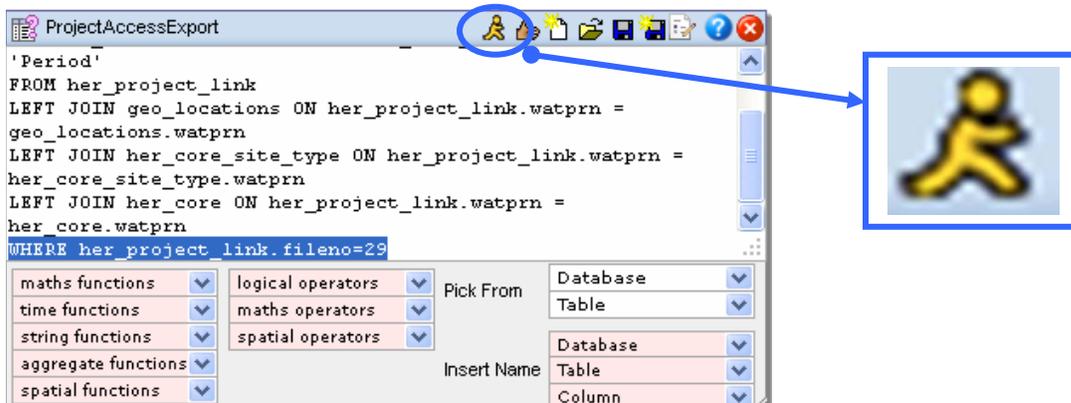
This will open the Query Panel. Click on the 'Open' Icon (yellow folder) and the Load Query box will open. Scroll down and select *ProjectAccessExport* from the list as shown below:



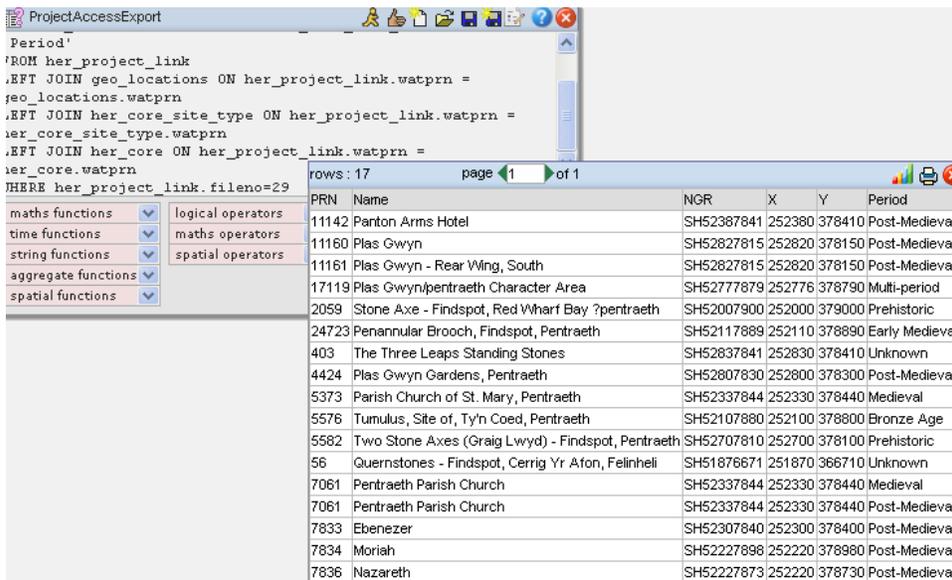
Click the green tick in the top right-hand corner of the Load Query box. This will open the *ProjectAccessExport* query. Scroll down to the very bottom of the text and enter your File No. to the line as shown below:



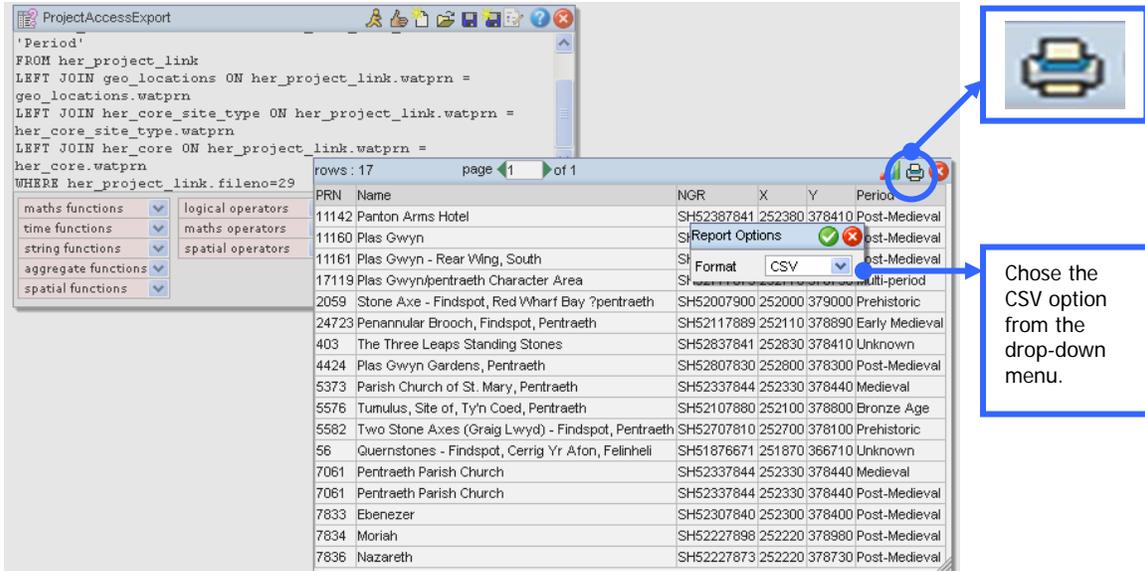
You then need to run the query. To do this click on the 'Run' icon (running figure) as shown below:



A box will appear showing the data you have attached to your project, as shown below:



To export this data as a csv file, click on the 'Print or Export Query Result' icon (printer) and chose CSV from the list of export options as shown below:



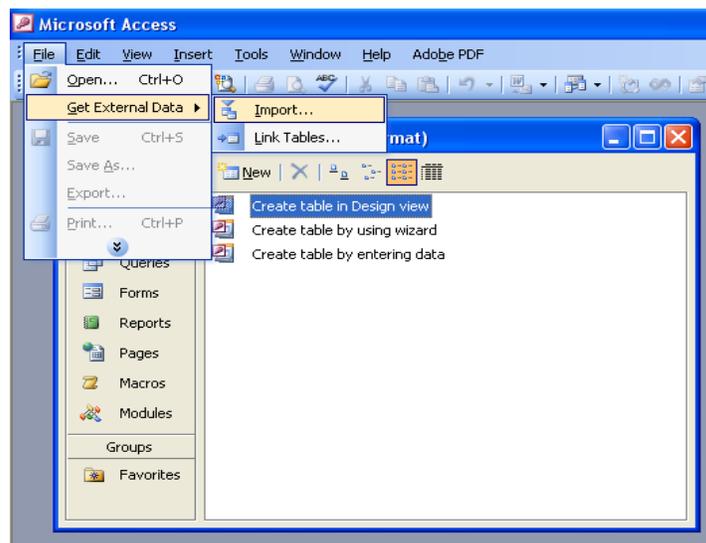
Click on the green tick and you will be given the option of opening or saving your data with Microsoft Excel, chose the 'Open With' option. Your data will then be presented as an Excel spreadsheet with the following fields:

PRN	NAME	NGR	X	Y	PERIOD
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Then save this spreadsheet in your desired location as an Excel Workbook (not the default CSV option).

### Creating an Access Database from an Excel Spreadsheet

In Access 2003 open an existing database or create a new blank database. Then go to 'File', 'Get External Data' and 'Import' as shown below:



Navigate to where the Excel spreadsheet is located (ensuring you have chosen the Microsoft Excel option in the drop down menu 'Files of Type') and open it. Go through the Import Spreadsheet Wizard by clicking next. It will give you the option of creating a new table with your data, or appending it to an existing one. Choose your preference and keep clicking 'Next' until it asks you whether you would like to add a primary key to your data. Chose the 'No Primary Key' option and click next and 'Finish'. An information box will appear telling you that the import has been successful.

Open your table; this is how it will look:

	PRN	Name	NGR	X	Y	Period
▶	2528	Din Dryfol Buria	SH39577249	239570	372490	Neolithic
*	3032	Barclodiad y G...	SH32897072	232890	370720	Neolithic

\*As with the report template, the ProjectAccessExport query can be amended. Please ask HER staff if you would like to add or delete fields from the query.

### Creating a MapInfo<sup>3</sup> Table from an Excel Spreadsheet

Go to MapInfo and 'Open file'. In the 'Files of Type' drop down menu chose 'Microsoft Excel' and navigate to where your spreadsheet is located and click 'Open'. In the information box that appears click 'Use Row Above for Column Titles' and 'OK'. Click 'OK' when the next information box appears to go with the default settings. Your Excel spreadsheet should open as a browser window as shown below:

PRN	Name	Form	Site_Type
16,052	Sawmill and Related Features, Vaynol Park	Building - Ruined	SAW MILL
29,726	Post-War Caravan Park, Morfa Bychan	Landscape	CARAVAN PARK
15,616	WWII Building, Bangor	Document	BUILDING
29,739	Looped Wall, Maesdu, Llandudno	Other Structure	ANTI INVASION DEFENCE SITE
30,318	WWI Practice Trenches, Degannwy	Earthwork	PRACTICE TRENCH
27,310	WWI Airfield, Glan y Mor Isaf, Bangor	Document	MILITARY AIRFIELD
29,825	Building Foundations, Ty Croes	Buried Feature	BUILDING
29,072	Anti-Invasion Defences 2000m NE of Cwmrhwyddfor Farm	Other Structure	ANTI INVASION DEFENCE SITE
29,451	Ty Croes Camp, Anglesey	Multiple	MILITARY TRAINING SITE
29,450	RAF Bodorgan Airfield, Anglesey	Multiple	MILITARY AIRFIELD
29,449	RAF Valley Airfield, Anglesey	Multiple	MILITARY AIRFIELD
29,448	RAF Mona Airfield, Anglesey	Multiple	MILITARY AIRFIELD
29,445	Hell's Mouth Airfield, Porth Neigwl	Document	MILITARY AIRFIELD
24,740	Observation Building, Trawsfynydd Military Camp	Other Structure	OBSERVATION POST
24,734	Gun Emplacement, Site of, Great Orme	Other Structure	GUN EMPLACEMENT
24,732	Gun Emplacement, Site of, Great Orme	Other Structure	GUN EMPLACEMENT
24,720	Infantry Post, Nant Ffrancon	Other Structure	INFANTRY POST
24,719	Spigot Mortar Emplacement, Nant Ffrancon	Other Structure	SPIGOT MORTAR EMPLACEMENT
29,582	Spigot Mortar Emplacement, Nant Ffrancon	Other Structure	SPIGOT MORTAR EMPLACEMENT
29,581	Spigot Mortar Emplacement, Nant Ffrancon	Other Structure	SPIGOT MORTAR EMPLACEMENT
29,569	Spigot Mortar Emplacement, Nant Ffrancon	Other Structure	SPIGOT MORTAR EMPLACEMENT
29,564	Spigot Mortar Emplacement, Nant Ffrancon	Other Structure	SPIGOT MORTAR EMPLACEMENT

<sup>3</sup> This guide has been written using MapInfo v10.0

Next go to 'Table' and 'Create Points'. The Create Points box will appear. Go through each option as necessary creating a unique style and colour for your table, setting the correct projection and ensuring that MapInfo is looking to the correct columns in the spreadsheet for the X and Y coordinates as shown below. Click 'OK' when you are happy with your choices:

The screenshot shows the MapInfo Professional interface. On the left, the 'TEST Browser' displays a table with columns 'PRN' and 'Name'. The 'Table' menu is open, and 'Create Points...' is selected. The 'Create Points' dialog box is open, showing the following settings:

- Create Points for Table: TEST
- using Symbol:  (checked)
- Get X Coordinates from Column: X
- Get Y Coordinates from Column: Y
- Multiply the X Coordinates by: 1
- Multiply the Y Coordinates by: 1
- Display non-numeric fields
- Overwrite existing points

Annotations in blue boxes provide additional instructions:

- One annotation points to the 'using Symbol' checkbox, stating: "You can set the symbol style and colour here".
- Another annotation points to the 'Projection...' button, stating: "Ensure that the projection is set to 'British Coordinate Systems' and 'British National Grid EPSG: 2700'".
- A third annotation points to the 'Get X Coordinates from Column' dropdown, stating: "Ensure that MapInfo is looking to the correct columns in the spreadsheet for the X and Y coordinates by browsing the drop down menu."

Navigate to where your spreadsheet is located, and you will find a MapInfo table has been created and saved to the same location.