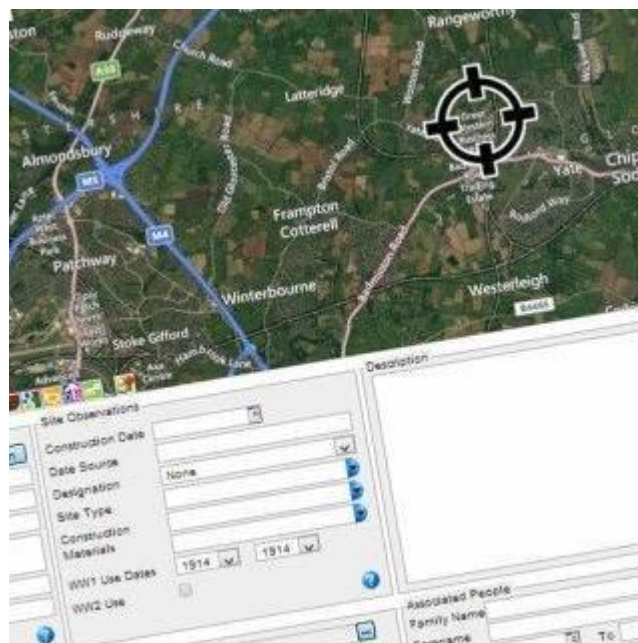


Home Front Legacy recording app manual



Index

Page 1- Index

Getting set up

Page 2- Accessing the app

Page 3- Setting up the Home Front Legacy app

Page 4- App features

Page 5- Using maps offline

Recording your data

Page 6- Site location

Page 7- Site observations

Page 8- Conditions and threats

Page 9- Attaching site files

Page 10- Associated sources, Associated people and Recorder

How to record your site

Page 11- Taking a grid reference

Page 13- Writing a site description

Page 15- Photographing your site

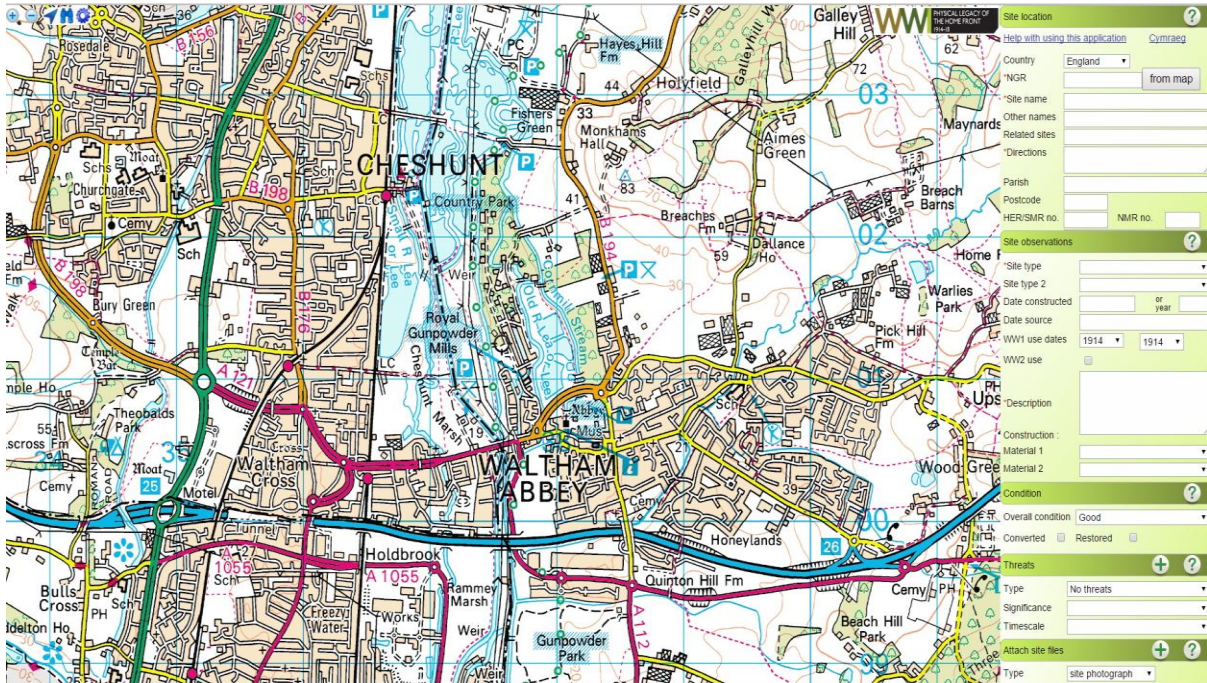
Page 18- Condition examples

Further reading

Page 19- Useful Links & Contact details

Accessing the app

To access the Home Front Legacy app register at www.homefrontlegacy.org.uk. Once registered you can find the app on the main menu of the website under 'Register' then 'Member Toolkit'.



Setting up the Home Front Legacy app

Before carrying out any fieldwork there are a number of steps to take to ensure the app works correctly. The app uses WiFi and 3G mobile internet to determine your location and to ensure all the app functions work on your mobile or tablet you will have to-

- Accept a pop-up that appears the first time you open the app
- Enable Location, Wireless and GPS tracking on your device

<http://homefrontlegacy.org.uk/her/app/offline/>

Your connection to this site is not private.

[COPY URL](#)

Location
Allow

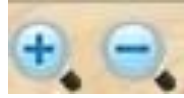


The browser will present you with a similar pop-up. Press 'Allow' to ensure the app functions correctly.

Once the app has loaded bookmark the webpage or create a home screen link to the app on your mobile or tablet device. This feature is available on Google Chrome and Apple Safari mobile browsers. This will allow you to quickly access the app when on site and also ensure the app works offline.

App features

Zoom in and Zoom out: Use these buttons to enlarge and decrease the level of magnification



'Locate Me': Use this button to quickly find your location (Mobile/Tablet device needs to be set up)



Gazetteer: Use this button to manually find your location



Settings function: Press the cog button to switch the mapping overlay or download the OS map to your device



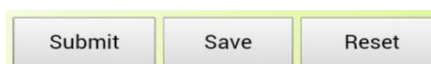
Crosshairs: Use the crosshairs to centre your site and navigate around the map



Information panel and ?: This is where you input your site information. Press the ? button to access help notes

A screenshot of a web form titled 'Site location' with a question mark icon in the top right corner. The form contains several input fields: 'Country' (a dropdown menu showing 'England'), '*NGR' (a text field with a 'from map' button), '*Site name', 'Other names', 'Related sites', '*Directions', 'Parish', 'Postcode', and 'HER/SMR no.' (a text field). There is also a link 'Help with using this application' and a language selector 'Cymraeg'.

Save, Submit and Reset: Use these buttons to Save, Submit or Reset the form. Save your work frequently by pressing the save button (This feature works on mobile/tablet devices only).

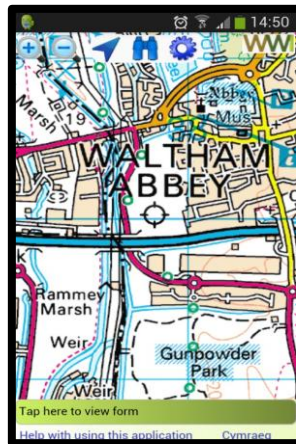
Three rectangular buttons with a light green background and a thin border. From left to right, they are labeled 'Submit', 'Save', and 'Reset'.

Using maps offline

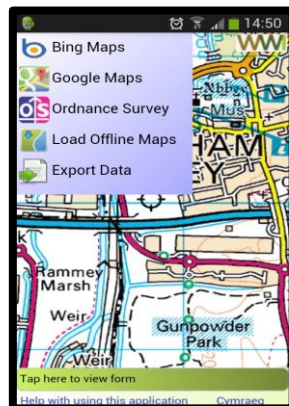
To ensure the Ordnance Survey mapping layer is available while working offline it is possible to download the map to your device.

To use the OS map while offline ensure your device is connected to a WiFi source. Then-

- Centre the general area of your site in the crosshairs
- Zoom to the 1:50000 scale OS map, which looks like this-

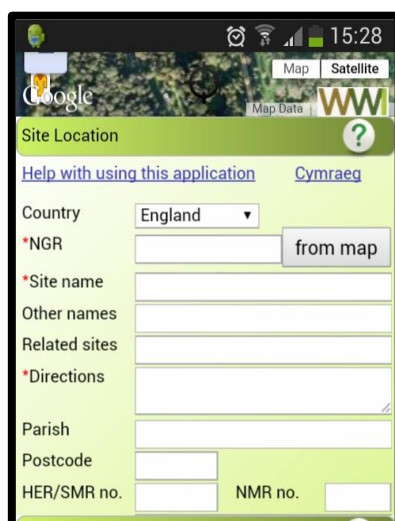


- Press the 'Cog' icon
- Select 'Load offline maps'



This will download the Ordnance Survey mapping layers to your device (up to 200mb) so they can be used if you lose WiFi or 3G connection. Clearing your browser cache will delete the tiles.

Site Location



The screenshot shows a mobile application interface titled 'Site Location'. At the top, there is a Google Maps view with 'Map' and 'Satellite' toggle buttons. Below the map, the title 'Site Location' is followed by a question mark icon. There are two links: 'Help with using this application' and 'Cymraeg'. The form contains several input fields: 'Country' (a dropdown menu showing 'England'), '*NGR' (a text field with a 'from map' button), '*Site name', 'Other names', 'Related sites', '*Directions' (a large text area), 'Parish', 'Postcode', 'HER/SMR no.', and 'NMR no.'. The interface has a green header and footer, and a white background for the form fields.

This section involves recording the location, names associated with, and directions to your site.

Country- The country in which your site lies.

NGR- National Grid Reference (See 'Taking a grid reference')

Site name- The official name of your site or 'Unknown' if you are unsure. Example- Royal Gunpowder Mills, Beaulieu Drive, Waltham Abbey EN9 1JX

Other names- Record any local names for your site or leave blank.

Related sites- Enter the names of any related sites and their NGRs or HER/SMR numbers if known.

Directions- Include detailed directions to your site. Enter the site's position in its locality and road, or its relation to the landscape. Also note if the site sits on public or private land.

Parish- Enter information about the parish your site is located in.

Postcode- Enter if known.

HER/SMR no.- Enter reference numbers if your site is included in a local Historic Environment Record or Sites and Monuments Record.

NMR no.- Enter reference numbers if your site is included in a National Monument Record.

Site Observations

The image shows a screenshot of a mobile application interface titled "Site observations". At the top, there is a status bar with icons for USB, signal, and battery, and a clock showing 17:21. Below the status bar is a header with a Google logo, a blue "H" icon, a gear icon, and buttons for "Map" and "Satellite". The main form area has a green header with a question mark icon. The form fields include: "*Site type" (dropdown), "Site type 2" (dropdown), "Date constructed" (dropdown with "or year" text), "Date source" (text input), "WW1 use dates" (two dropdowns, both showing "1914"), "WW2 use" (checkbox), "*Description" (text area), "Construction:" (text input), "Material 1" (dropdown), and "Material 2" (dropdown).

This section involves recording information about the type of site or structure you are recording and when it was in use.

Site type- Use the dropdown menu to select a site type, if unknown leave blank. Use 'Site type 2' to indicate if a site had a secondary use.

Date constructed- Enter the date or year of construction of your site. Leave blank if unknown.

Date source- Enter the source for your construction date: field evidence, local knowledge or a documentary source with references. When providing a web link as a reference remove 'https://www.' from the beginning of the web address.

WW1 use dates- Select the dropdown date to indicate the span of dates for First World War use for requisitioned or altered buildings or Unknown.

WW2 use- Was the site reused during the Second World War?

Description- An accurate summary or detailed description of what presently exists on the ground, noting the number and shape of the structures and any related features. (See also 'Writing a site description').

Materials- Select a term from the dropdown wordlist describing the main material used in construction. Select a second term if required. For earthworks or submerged remains, leave blank.

Condition and Threats

The screenshot shows a mobile application interface with a black status bar at the top displaying icons for USB, camera, battery, alarm, Wi-Fi, signal, and the time 17:21. Below the status bar is a header area with a Google logo, a blue 'H' icon, a gear icon, and buttons for 'Map' and 'Satellite'. A 'Map Data' label is also visible. The main content area has a green header 'Condition' with a question mark icon. Below this is a dropdown menu for 'Overall condition' set to 'Good'. There are two checkboxes: 'Converted' (unchecked) and 'Restored' (unchecked). Below this is another green header 'Threats' with a plus icon and a question mark icon. Underneath are three dropdown menus: 'Type' set to 'No threats', 'Significance', and 'Timescale'.

Use this section to record the current level of preservation of your site or structure and also identify any threats to a sites long term survival.

Overall condition- Select a rating from the dropdown menu. Use the ? button for assistance in identifying the condition of a site or structure.

Converted- Has the site or structure been converted from military to domestic, commercial or agricultural use?

Restored- Has the site or structure been restored and no longer in its original form?

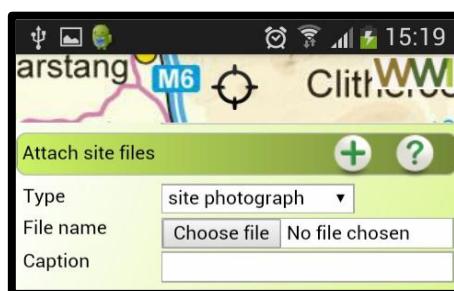
Threats

Type- Select the main visible threat to the site from the dropdown menu. Use personal observations or knowledge. Select 'Other' to add your own threat or 'No threats' if the no risk is present.

Significance- Select a scale from the dropdown menu to indicate the significance of the threat. Use the ? button for assistance in identifying the significance of the threat.

Timescale- Select a scale from the dropdown to indicate the threat timescale. Use the ? button for assistance in identifying the timescale of the threat.

Attaching site files



This section allows you to attach up to five photographs, sketches or plans of your site. You can also add a caption to your photographs and record the scale of your measured plans.

To attach site files press 'Type' and select the type of file you wish to attach. You can attach a maximum of 5 files up to a maximum of 10mb in size. Save all files as high-resolution JPG or PDF files.

Next, select the file you wish to upload by pressing the 'choose file' button next to 'File Name'.

You can also add a caption to your file. This is particularly useful when uploading photographs. You can describe what the photograph shows and the location from which it was taken. Example: SE end of factory 1, taken from building 3 facing N.

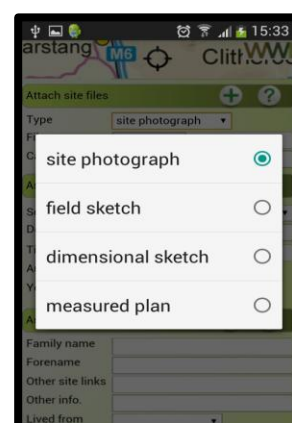
To add further files press the '+' button.

The app will ask you confirm that you would like to upload another file, click 'Yes', another site file box will appear.

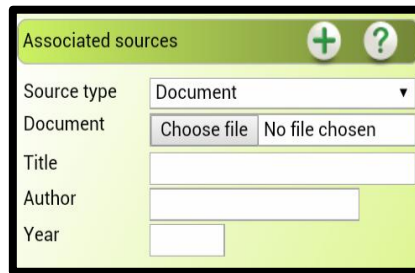
All site files will be uploaded when you submit the completed form.

Naming your photographs, plans and sketches

Before uploading any photographs it is best to rename the files. Save the photographs, numbering each file sequentially, prefixed by the site name and with the file format extension. Example- Site name_feature_date_01.jpg, Site name_feature_date_02.jpg ... to ... Site name_feature_date_05.jpg.



Associated sources

The screenshot shows a form titled 'Associated sources' with a green header bar containing a plus sign and a question mark icon. The form fields include: 'Source type' (a dropdown menu with 'Document' selected), 'Document' (a file upload button labeled 'Choose file' and a status label 'No file chosen'), 'Title' (a text input field), 'Author' (a text input field), and 'Year' (a text input field).

Use this section to add any sources of information. This can include maps, historical photographs or plans of your site. Add multiple sources by pressing the '+' button.

Associated people

The screenshot shows a form titled 'Associated people' with a green header bar containing a plus sign and a question mark icon. The form fields include: 'Family name' (a text input field), 'Forename' (a text input field), 'Other site links' (a text input field), 'Other info.' (a text input field), 'Lived from' (a dropdown menu), 'to' (a dropdown menu), 'Date of association' (a dropdown menu), and 'Association with site' (a dropdown menu).

You can add the details of people associated with your site here. This allows us to connect personal and local stories to your site.

Add multiple people by pressing the '+' button.

Recorder

The screenshot shows a form titled 'Recorder' with a green header bar containing a question mark icon. The form fields include: '*Your name' (a text input field), '*Email' (a text input field), '*Group or project' (a text input field), 'Recording date/s' (two dropdown menus), 'Publish anonymously' (a checkbox), and '*I agree to the terms and conditions' (a checkbox with a link to the terms and conditions). At the bottom are three buttons: 'Submit', 'Save', and 'Reset'.

This is the final section before you submit your record.

You can publish the record anonymously if you wish.

Taking a grid reference

The Home Front Legacy app makes taking a grid reference very easy. If you are using a location aware device such as a mobile phone or tablet you will be able to use the 'Locate me' function to find your site. If you are using a computer or other device you can find your site by searching for it using the Gazetteer function and locating the site manually.

Using 'Locate Me'-

To take a grid reference using the 'Locate me' function ensure you have set up your device as outlined in the 'Setting up the Home Front Legacy app' section.

Step One- Select the mapping layer you wish to use. Click the



button and select the desired mapping layer.

Step Two- Press the 'Locate me' button



Step Three - Centre the site or structure you wish to record in the crosshairs. Click and drag with the left mouse button or device's touchscreen to navigate.

Step Four - Click the 'from map' button in the Site Location menu.

This will provide you with a ten-figure National Grid Reference and place a Green pin on the map to show the location of your site.



Site Location

Help with using this application Cymraeg

Country

*NGR from map

*Site name

Other names

Related sites

*Directions

Parish

Postcode

HER/SMR no. NMR no.

Site observations

*Site type

Site type 2

Date constructed or year

Date source

Using the Gazetteer-

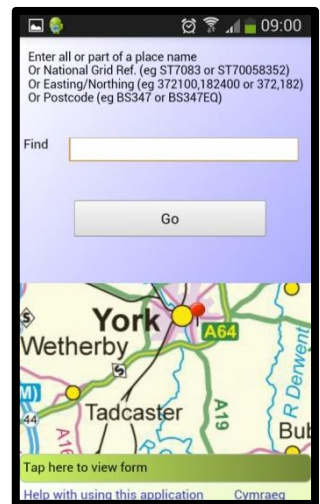
You can also use the Gazetteer function to find your site.

Step One- Press the  button.

Step Two- Enter the Easting/Northing, place name, grid reference or postcode of your site. Press 'Go'.

Step Three - Centre the site or structure you wish to record in the crosshairs.

Step Four - Click the 'from map' button in the Site Location menu.



Writing a site description

A site description is an accurate summary of what exists on the ground, based on your field observations. This should include information about the location, type, features, and dimensions of your site.

To write a site description describe the location of your site, the type of site you are recording and what survives on site.

Where?

Where is the site located? Describe the site's location & its relation to any local landmarks, buildings or roads. What is the orientation of the site? e.g. 'The site runs from North to South' or 'The structure is orientated East to West'.

What?

What are you recording? Start with a description of the type of site or structure you are recording, its function, and any dates or other sites associated with its use. If recording a large site mention how many buildings remain.

What remains?

When recording a large site with multiple buildings describe what buildings and features survive, the distribution of these structures, and how the features relate to each other and the area the site covers. Create one record for the entire site and individual records for the remaining structures and features.

When recording individual structures describe the structure's shape in plan, its dimensions (height, length and width in Metric), methods of construction, features (such as windows, doors, contemporary graffiti etc.) & phasing (has the structure been modified or added to at a later date?)

When writing a site description it is best practice to refer to the terms within the 'Site type' and 'Material type' thesauri.

Site description examples

Example: Brief site description for First World War pillbox, Auburn Sands (courtesy of Humber Field Archaeology Report)

A square pillbox is located immediately E of Auburn Farm in the centre of a small field. Entrance is to W and originally a single splayed loophole on the E side, perhaps for a heavy machine gun (HMG). This was roughly cut through by a large rectangular embrasure with

others at its SE and NE corners, possibly cut during the Second World War, again for HMGs. Partial earth covering. 2 Second World War glider posts nearby.

Example: Site description of a remaining Accommodation hut at Redmires, Sheffield

Wooden Accommodation hut dating from the First World War. This hut was once part of the Redmires Camp (SMR No. 04652) used by the Sheffield Pals during the First World War, the site of which lies 500m West. Contemporary photographs of the camp show huts of this type on the site of the Redmires camp. The buildings of Redmires Camp were auctioned in 1919 and the accompanying catalogue shows similar huts for sale. The hut is now used as a changing room by the local running club.

Located on flat ground to the South of the Sportsman Inn, Redmires Road, Sheffield. Rectangular in plan and orientated North to South, the hut measures 5m in width, 25m in length and approximately 5m in height.

The hut is constructed from wood panels and is now covered in bituminous felt, having been modified from its original configuration. A brick built chimney attached to the Southern end of the hut appears to be a later addition but may be indicative of an Officer's Quarters. A doorway is present at the North end of the West facing wall. A hipped roof runs the length of the hut. The hut remains in fair condition with minor modifications and some bowing to the roof. Internally the original roof and floor survive intact with some modification.

Example: Detailed site description for Cunard's Shellworks, Liverpool

Cunard's Shellworks was sited in the angle of Rimrose Road and Peel Road, Bootle. It was established in 1915 by the Cunard Steamship Company and its main function was to machine finish shell castings before they were sent to the explosives filling factories. The works was set up in existing factory buildings acquired by Cunard in early 1915. Contemporary photographs by Bedford Lemere show the works in operation and also a number of temporary buildings erected during the war. The works appears on the 1927 Ordnance Survey map marked as Cunard Line Stores.

To the south the main three-storey machine shop has been demolished, as well as two buildings to its north and structures in the rear yard. Their sites are currently mainly open ground and buried footings may remain. Facing onto Rimrose Road five single bay former stores sheds survive and are occupied by various small businesses. The stores are brick-built and decorated to the front by alternating bands of light red and grey engineering bricks. Also on this side and the north wall are blocked window openings. The stores were entered through large single sliding doors, three of which survive. They have gabled roofs with glazed ridge pieces. To their rear is a long single storey building that may incorporate elements of an earlier structure.

Photographing your site



Stow Maries aerodrome, Chelmsford. Courtesy of Historic England

The quickest and simplest way to record a site is to take photographs. Photographs complement your record and help further illustrate a site's type, levels of preservation and location.

Things you'll need:

- A digital camera
- A notebook

Optional equipment-

- 2x 1m ranging poles (These can be purchased online)
- 30cm ruler or photographic scale
- Tripod

Prior to photographing your site make sure your camera is set up correctly to set up your camera-

- Select the highest resolution setting
- Set the camera's date and time correctly & in the dd/mm/yy format
- Turn the camera's date stamp off

When taking photographs you should clearly portray the site or structure you are recording and highlight important details and features. Aim to show the structure or site in its entirety, where possible. This will highlight the location and overall condition.



An Accommodation Hut at Redmires, Sheffield. Note the use of a ranging pole for scale.

Where possible place a scale, such as a ranging pole, ruler or photographic scale, in your photograph. This will give a sense of perspective and scale.



A photograph highlighting a feature of the Accommodation Hut at Redmires, Sheffield.

Photograph any key features of the site or structure. These can include Windows, Doors, original fittings, later additions or modifications or anything that needs to be recorded in detail. Again, where possible use a scale.

Make a note of the site name and the date in your notebook. Once you have taken a photograph record the file name and a simple description, of what the photograph shows, in your notebook.

Example- Photo-01 DSC00180.JPG North face of accommodation hut, taken facing South.

This is a good way of keeping track of the photographs you have taken and will make uploading photographs via the HFL recording app much easier.

Condition examples



Good- Fully or almost-fully intact and clear at time of survey.

Photograph- Accommodation Hut, Cannock Chase. Courtesy of Historic England



Fair- Structurally recognisable, but subject to some damage, decay or alterations.

Photograph- Accommodation Hut, Sheffield.



Poor- Generally poor condition, significant features largely missing.

Photograph- Building with Belfast truss, Courtesy of Historic England



Very Poor- Substantially collapsed or features wholly missing.

Photograph- Accommodation Hut, Sheffield.

Useful Links

Order your copy of the new CBA Practical Handbook '*The Home Front in Britain 1914-18- An Archaeological Handbook*'. Available from- www.oxbowbooks.com/oxbow/the-first-world-war-and-its-homefront-in-britain.html

Keep up to date with the Home Front Legacy project by liking our Facebook page- www.facebook.com/homefrontlegacy

Follow us on Twitter- @HomeFrontLegacy

Find out more about the types of sites that survive through Historic England's 'Traces of the Home Front' webpage- <http://historicengland.org.uk/news-and-features/first-world-war-home-front/home-front-traces/>

The Heritage Gateway is a valuable resource for finding First World War sites and contacting your local Historic Environment Record- www.heritagegateway.org.uk/gateway/

For a more detailed but easy to follow guide to site recording download Scotland's Rural Past's: *A Practical Guide to Recording Archaeological Sites*. Available here- www.scotlandsruralpast.org.uk/index.php?option=com_content&view=article&id=466&Itemid=364

Contact details-

Sue Wright- Home Front Legacy project officer: suewright@archaeologyuk.org

Chris Kolonko- Freelance First World War site recording trainer for the Home Front Legacy project: chriskolonko@archaeologyuk.org