

Home Front Legacy Recording App Manual



*A guide to the Home Front Legacy 1914-18
recording app*

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Introduction

This guide provides an introduction to site recording with the Home Front Legacy recording app.

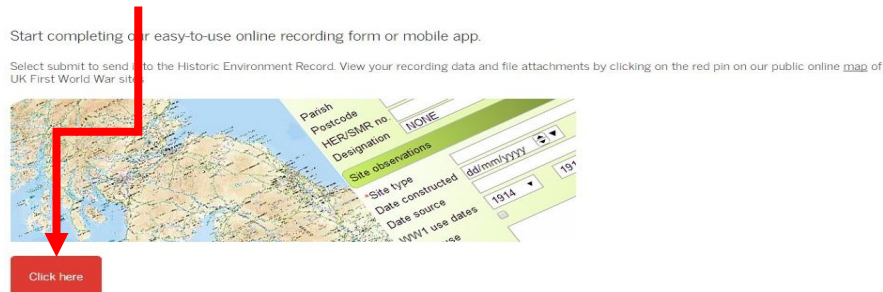
The recording app is a browser based application that can be used on desktop and laptop computers, as well as smartphone and tablet devices. No downloading is necessary. You can use the recording app to record sites in the comfort of your own home, or while out and about on site.

You may find it easier to record your observations with the paper recording forms (available in the Member Toolkit) while on site, then write up your findings and upload your information with the recording app via a computer. This will allow you to write a detailed site description, compile your site photographs and find relevant sources of information to attach to your record. It is best to take this into consideration before recording your site.

If you would like more in-depth information about field recording and using the recording app, be sure to visit our [on-line Site Recording Guide](#). Watch our [Home Front Legacy App: Welcome training video](#) to learn more about Home Front Legacy and the history of the First World War Home Front (All web links highlighted in blue text can be found on page 23).

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 'Member Toolkit'. Press the red 'Click Here' button to access the app.



Please note that the Home Front Legacy 1914-18 app operates on PC, MAC, ANDROID, and IOS platforms on a 4"+ screen. It uses the latest online mapping technology and requires a modern browser to operate as designed. The following browsers are supported: Internet Explorer 7+, Chrome, Firefox Safari, and Opera. To use the 'locate me' function we require that you have accepted the pop up to enable your browser to accept cookies.

Download First World War recording forms:

Using our online form is easy and you can attach electronic documents, plans and images, but if you prefer, you can complete your recording electronically by downloading a form here and uploading the completed file to submit to the Historic Environment Record.

Please note, you will need to send images and file attachments separately to your [Historic Environment Service](#) using email or file sharing software. Please follow our file naming guidelines in the recording form completion notes and include your site name and contact details.



Upload First World War recording forms

Setting up the Home Front Legacy app

Watch our [‘Home Front Legacy App: Log In & Set Up’ training video](#) for a visual demonstration of logging in and setting up the app. You can find all video links on Page 21.

Before carrying out your fieldwork there are a number of steps to take to ensure the app works correctly on a smartphone or tablet. 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

View our [‘Home Front Legacy App: Getting to Know the App’ training video](#) for a demonstration of the app’s features and functions.

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 the 'Site location' form. It includes fields for Country (a dropdown menu showing 'England'), *NGR, *Site name, Other names, Related sites, *Directions, Parish, Postcode, HER/SMR no., and NMR no. There are also links for 'Help with using this application' and 'Cymraeg', and a 'from map' button. A green question mark icon is in the top right corner of the panel.

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

View our [Home Front Legacy App: Working With 'Offline Maps' training video](#) for a demonstration of using the mapping layer while 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



This section involves recording the location, names associated with, and directions to your site. Remember, only the sections marked with a * are required, though we encourage you to record as much information as possible.

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

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 recorded in the local Historic Environment Record or Sites and Monuments Record.

NMR no.- Enter reference numbers if your site is recorded in the National Monument Record.

Site Observations

The image shows a mobile application interface titled 'Site observations'. At the top, there is a header bar with a green background and a white question mark icon. Below the header, the form is divided into several sections. The first section contains dropdown menus for '*Site type' and 'Site type 2'. The second section has a date picker for 'Date constructed' with a 'or year' option, and a text input for 'Date source'. The third section includes two date pickers for 'WW1 use dates' (both set to 1914) and a checkbox for 'WW2 use'. The fourth section is a large text area for '*Description'. The fifth section is labeled 'Construction :' and contains two dropdown menus for 'Material 1' and 'Material 2'. The background of the form is light green, and the overall interface is framed by a black border.

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? Tick the box to indicate further use of the site 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 status bar at the top displaying icons for USB, location, alarm, Wi-Fi, signal, and battery, along with 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 is divided into two sections: 'Condition' and 'Threats'. The 'Condition' section has a green header with a question mark icon, followed by a dropdown menu for 'Overall condition' set to 'Good', and two checkboxes for 'Converted' and 'Restored', both of which are unchecked. The 'Threats' section has a green header with a plus icon and a question mark icon, followed by three dropdown menus: 'Type' set to 'No threats', 'Significance', and 'Timescale', all of which are currently empty.

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.

Condition examples



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

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



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

Image- Accommodation Hut, Sheffield



Poor- Generally poor condition, significant features largely missing.

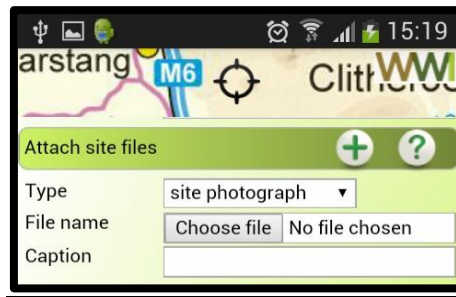
Image- Building with Belfast truss



Very Poor- Substantially collapsed or features wholly missing.

Image- Accommodation Hut, Sheffield

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. It is best to use a laptop or desktop computer to upload any large site files using a stable Wi-Fi connection.

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.

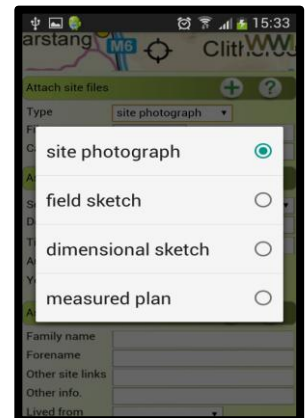
The app will ask you confirm that you would like to upload another file, click 'Yes', another site file box will appear.

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

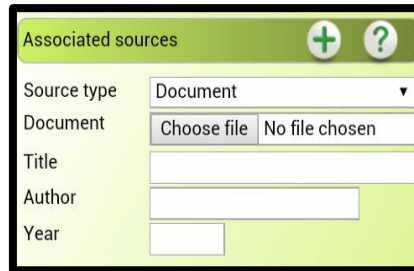
Naming your photographs, plans and sketches

Before uploading photographs from a laptop or desktop computer 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.*

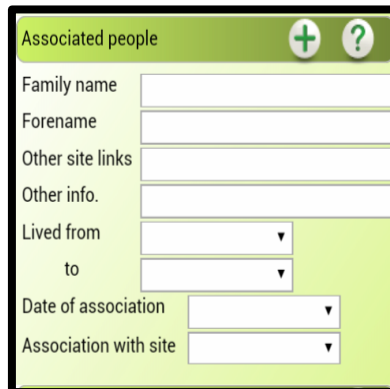


Associated sources

The 'Associated sources' form has a green header with a '+' button and a '?' button. It contains the following fields: 'Source type' (a dropdown menu with 'Document' selected), 'Document' (a file upload area with 'Choose file' and 'No file chosen' buttons), '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

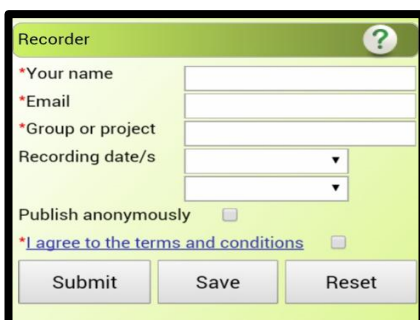
The 'Associated people' form has a green header with a '+' button and a '?' button. It contains the following fields: 'Family name' (a text input field), 'Forename' (a text input field), 'Other site links' (a text input field), 'Other info.' (a text input field), 'Lived from' (a dropdown menu), 'to' (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.

You may wish to consult the [Lives of the First World War](#) website to identify people associated with your site. Web links to Lives of the First World War records can be placed in the 'Other info.' box, along with the individual's name and site links.

Add multiple people by pressing the '+' button.

Recorder

The 'Recorder' form has a green header with a '?' button. It contains the following fields: '*Your name' (a text input field), '*Email' (a text input field), '*Group or project' (a text input field), 'Recording date/s' (a dropdown menu), 'Publish anonymously' (a checkbox), and '*I agree to the terms and conditions' (a checkbox). 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.

View our [‘Home Front Legacy App: Taking a Grid Reference’ training video](#) for a demonstration of how to take a grid reference with the recording app.

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.



Site Location	
Country	England
*NGR	TL3766401552 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	

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.

Using the Gazetteer-

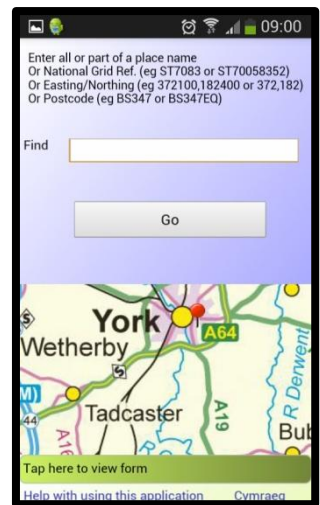
You can also use the Gazetteer function to find your site.

Step One- Press the  button.

Step Two- Enter the Easting/Northing, place name, National 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

View our [‘Home Front Legacy App: Writing a Site Description’](#) training video for a demonstration of how to write your very own site description.

A site description is an accurate summary of what exists on the ground, based on your field observations or a description of a site's history and First World War use, if you are recording a site you have researched.

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. You can add further directions to your site and also outline the site's use and history. Also mention any related sites and their National Grid Reference, Home Front Legacy reference number, HER/SMR and NMR numbers.

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 (a 'Parent Record') and individual records for the remaining structures and features. Quote the Parent Record reference number, this can be found on the uploaded Parent Record, in these additional records.

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)



Square Type Pillbox, Auburn Farm © C. Kolonko

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



Redmires Camp Hut © C. Kolonko

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 East 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 Shell Works Bootle © W.D. Cocroft

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. ©Historic England

View our [‘Home Front Legacy App: Photographing Your Site’ training video](#) for a demonstration of how to photograph your site.

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 or smartphone/tablet with a camera
- A notebook

Optional equipment-

- 2x 1m ranging poles (Not essential but these can be purchased online)
- 30cm ruler or photographic scale (Not essential but useful for photographing features up close)
- 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.



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.

If you are using a digital camera you will need to keep track of the photographs you have taken. Start by making 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 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.

Hints and Tips

Worried about losing app connectivity?

If you are worried that the recording app will not work correctly while on site, or that you will lose connectivity, it is best to record your site using the Home Front Legacy site recording forms, available in the Member Toolkit. You can then upload your results with the recording app when a stable internet connection is available.

Creating records via PC

If you intend to upload records via the Home Front Legacy online recording form, using a PC or Laptop, it is best to create a Microsoft Word document. This document can contain all the information you wish to upload. This will allow you to edit the information before uploading via the online app. Simply copy and paste the information into the relevant data fields within the app. Be aware that the app does not retain formatting such as paragraph spacing, bold or underlined text.

Uploading via the Mobile/Tablet app

If you intend to upload your site records using the Mobile/Tablet app ensure you have a Wireless internet connection available. Uploading large photographs and site records using a mobile internet connection can take a long time and use large amounts of your data allowance. It is very important that you do not shut down the web browser that is hosting the app as closing the browser/app will erase information. Minimise the app/browser instead and leave it running in the background if necessary. Practice using the Smartphone/Tablet app off site before recording on site.

Using the Green Pin

The Green Pin, which appears when you press the 'From Map' button, shows where your grid reference has been taken from on the mapping layer. This can be used to fine tune the location from where your grid reference has been taken, creating a more accurate grid reference.

Google Earth mapping layer

The Google Earth mapping layer is extremely useful for picking out individual buildings and features. The high resolution imagery allows a higher level of magnification, making it easier to pick out individual features and buildings in densely packed areas. Use the Green Pin and 'From Map' button to 'fine tune' your grid reference.

Known issues and fixes

There are a number of known bugs with the current version of the HFL recording app. These bugs will be addressed when the second version of the app is released shortly. For the time being we appreciate your patience and feedback.

Web addresses- Inputting web addresses into some data fields can cause an upload error. To avoid this simply remove the '*http://www.*' that prefixes the web address.

For example- *http://www.homefrontlegacy.org.uk* would be shortened to *homefrontlegacy.org.uk*

Apostrophes- Using apostrophes in some data fields can lead to an upload error when submitting a record. If apostrophes are used in the 'Site name', 'Caption' field, under 'Attach site files' this can result in a file insertion error.

Rotated photographs- Large photographs can become rotated once uploaded. To avoid this ensure images are suitably cropped or resized before uploading.

Load offline maps menu- The 'Load offline maps' sub menu, under the Settings Function 'Cog' icon, is currently in Welsh. To download the mapping layers to your device press the 'Dechrau Llywytho' button.

Find Out More

Home Front Legacy Site Recording Guide: A more detailed on-line Site Recording Guide is also available. This guide features a series of YouTube training videos which will introduce you to field recording and using the recording app to record your site. A full set of resources are also provided, which will allow you to your own training session for a history or archaeology group looking to get involved with Home Front Legacy- www.homefrontlegacy.org.uk/wp/recording-guide/

Toolbox Talk Training Videos: Watch our YouTube training videos for a quick introduction to Home Front Legacy and the recording app- bit.ly/2sLdanz

Home Front Case Studies: Find out more about the types of Home Front sites you can record in our on-line Case Studies. Find out more here- www.homefrontlegacy.org.uk/wp/category/case-studies/

Recording Guide Links

Home Front Legacy on-line Site Recording Guide- bit.ly/2tD5jve

Home Front Legacy App: Part.1: Welcome- bit.ly/2u3IH8x

Home Front Legacy App: Part.2 : Log In & Set Up- bit.ly/2tIQgyB

Home Front Legacy App: Part.3 : Getting to Know the App- bit.ly/2sZBMxa

Home Front Legacy App: Part.4 : Working With 'Offline Maps'- bit.ly/2tDndOt

Home Front Legacy App: Part.5 : Taking a Grid Reference- bit.ly/2tIxlUK

Home Front Legacy App : Part.6 : Writing a Site Description- bit.ly/2u3rg7H

Home Front Legacy App: Part.7 : Photographing Your Site- bit.ly/2g3MkmF

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-home-front-in-britain.html

Keep up to date, share your discoveries and seek advice via the Home Front Legacy social media feeds. Simply like our Facebook page- [/homefrontlegacy](https://www.facebook.com/homefrontlegacy), or follow us on Twitter- [@HomeFrontLegacy](https://twitter.com/HomeFrontLegacy) to get involved on-line.

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/

Contact details

If you need any further advice, or would like to have one of your uploaded records edited, please feel free to contact the Home Front Legacy team.

Chris Kolonko- Home Front Legacy Officer- chriskolonko@archaeologyuk.org