



Herts At War
www.hertsatwar.co.uk

Guide to 'Basic' & 'Basic+' Research & HAWP Data Entry

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Comments, corrections and suggestions welcomed!

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(Last updated 4/7/2019)

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1 Purpose

The first part of this guide aims to help new researchers with the 'basic' research available from the Commonwealth War Graves Commission (**CWGC**) www.cwgc.org/find/find-war-dead, and Internet searches and the subsequent data entry.

The second part helps those who also wish to undertake the 'basic+' research using the additional research available via the CWGC website.

This is the basic starting place for all and then, after this you could build on this work using the "**Guide to 'Advance' Research & HAWP Data Entry**". However, this will require access to an online genealogy site such as Ancestry or Findmypast.

2 Consider This

- There is no perfect method. This guide is a starting point and as you work you will no doubt tweak the methodology to suit yourself.
- You may wish to prepare all or some of your work 'offline' and then copy and paste it into the HAW data entry pages – *in fact I strongly recommend this for at least the biography elements.*
- If you find an easier way for you, use that.

3 Introduction

You probably want to get started, but it is important to read this section before you do so.

By undertaking basic research, you will be an important part of the Herts At War Project (**HAW or Project**) and part of the team. Our main aim is to identify and commemorate every Hertfordshire related man and woman who died as a result of the Great War, but where found we will also add information for survivors.

The aim of the research covered by this guide is either:

- to uniquely identify each man and give their basic, but essential information or, where that is not possible:
- to narrow down the possibilities so that we can seek further information to eventually identify the right man.

This guide will help you to complete the 'basic' level of research required and which is essential to our project. It assumes that you are able to 'copy and paste' and can either:

- work with two windows open on your screen or
- you will use Word templates (or paper) as an intermediate stage.

There is no one right way of doing this, what appears here is the way that I would currently do it, but

The 'basic' level of research is vital because it begins to draw together relevant information and begins the person's biography, upon which you or others can build. When you get the hang of it, you will find interesting and challenging and may eventually want to do more than the 'basic'.

There are some key points to remember:

- Always 'sense check' information you are given or come across - *we can all make mistakes!*
- Don't guess, if in doubt about an identity ask for help.
- Don't be afraid to ask questions.
- Enjoy!

Jonty Wild, Herts At War Project Roll of Honour Research Coordinator

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4 'Basic' & Possibly 'Basic+' Research

You are intending to undertake our 'Basic' and possibly 'Basic+'. Don't misunderstand this terminology, it may only be 'first stage' of the HAW research, but it is vital.

*The 'Basic' and 'Basic+' levels of research are vital to our project
as they are the foundation on which all other research is built.*

By undertaking basic research, you will be an essential part of the Herts At War Project (HAW or Project) and part of the team.

4.1 Understanding What You Can Add

Basic Research

When a unique identity has been found, you will be able to:

- add or confirm the information provided by the CWGC.
- connect that man or woman to the Hertfordshire location (i.e. town, village, school etc.)
- add the memorials on which the man or woman are commemorated.

Basic+ Research

- Find and record headstone inscriptions.
- Check grave registration documents and add any additional information, if applicable.
- Check for concentration details and add that information, where it exists.

Other

If you choose to look on the Internet, it is possible that a lot more information could occasionally be found.

4.2 Data Entry

The big difference with the current website is that now all research can be uploaded online directly into our database. If you do not yet have access, then first you will need to get it. Visit www.hertsatwar.co.uk/contribute/help-the-project/ and research request access, or email jontywild@hertsatwar.co.uk. The link to the database is: database.hertsatwar.co.uk/Account/Logon

Remember:

1. You may wish to prepare all or some of your work 'offline' and then copy and paste it into the HAW data entry pages – *in fact I strongly recommend this for at least the biography elements.*
2. The process may appear complicated, but it shouldn't be once you get used to it, however if you cannot get on with this method, we can arrange for Word or paper submission - just ask.

4.3 Methodology

The data entry screens are intended to be in a logical sequence for someone undertaking this type of research. You will only be looking at the those that are highlighted. The others relate to 'Advance' research and perhaps, in the future, you might wish to take on that challenge?

The data screens are:

- Commonwealth War Graves Commission (CWGC)
- ~~Soldiers Died in The Great War (SDITGW)~~
- ~~Other Research, i.e. from genealogy sites or other sources~~
- Biography
- Soldier Portrait

5 Preparation

If you have not already done so or have not been allocated research, visit the website's research log at <http://www.hertsatwar.co.uk/research/research-log/> to choose a location you would like to research or contact jontywild@hertsatwar.co.uk for suggestions.

Please do not start without booking out the location as there is a danger of duplicating effort. If you have started or have already completed research in the past that could help, please contact Jonty Wild ASAP.

5.1 Background information

Normally you will receive some background information to help. Where available, it will include the following:

a) A spreadsheet with some information.

In the example below, names and which memorials they appear on are provided or, if man's name does not appear on any of that location's memorials, he is listed as 'additional', with a reference¹. This can be important, as sometimes this will include service numbers already identified and their source.

A	B	C	D	E	F	G	H	I	J	K	L
	Little Gaddesden	Serv No	Other Mem	Profiles	On Mem	Add		CWGC Add	Village	St Peter & St Paul CH Wooden	St Peter & St Paul CH Paper ROH
1	Charles Batchelor	12593	Great Gaddesden		1				Charles Batchelor	Charles Batchelor	Charles Batchelor
2	Vernon Batchelor				1				Vernon Batchelor	Vernon Batchelor	Vernon Batchelor
3	Albert Berton	'F/3278'			1			1	Albert Berton	A Berton	Albert Berton
4	William Arthur Cook	22068			1	sditgw			William Arthur Cook	William Arthur Cook	William Cook
5	William Ernest Cooper	'2170'			1			1	William Ernest Cooper		
6	James Dunn				1				James Dunn		
7	Arthur William English	'G/53105'				1		1			
8	(Hamor) William Fenn	3531			1	sditgw		1	William Fenn		
9	Arthur Joseph Fowler				1				Arthur Joseph Fowler		

b) Photographs

These will be provided if they add information, i.e. clues that will help identify the man - *in this example*, regiments, sometimes they give a date of death etc.

c) Templates

Above I mentioned preparing work offline if you wish, before doing this you should read this section and 13. New researchers should receive the following template which can be used:

Error! Reference source not found.

This provides the fields that can be completed using CWGC information 'basic' and 'basic+'— see **Error! Reference source not found.**

These fields draw together all of the person's relevant information to tell their story: Pre-War, War Service and Additional information. Using this will enable you to write and edit the text until you are happy to paste it into the online form.



¹ CWGC gives a clue in their 'additional data' field. SDITGW means list as born or resided in the Soldiers Died in the Great War database.

6 Start Researching

6.1 Googling

Googling the 'location' and 'war memorial' or variations could:

- identify that someone else has done work.
- provide the means to identify the right man.
- provide additional information that you could use.

If you would like to see an example, try Googling 'odsey war memorial hertfordshire' – this will reveal some limited research undertaken by others and also revealed some good research undertaken by others.

Tip: Remember, be prepared to challenge what you find and if in doubt ask for help – we can all make mistakes.

Googling the name plus WW1 or rank may reveal information and photographs, especially for officers.

- if it is very basic information – *do not copy, instead use it to 'sense check' your work.*
- If it is extensive but limited to the man you are looking for, or if you find a photograph, either try to make contact yourself or, if you prefer, ask HAW to do so. When doing so, explain what the HAWP is and what we/you are doing²; ask for permission to use it, explain also what they will be for (*website biography etc. and not for profit*). If they agree, add them and/or their website to the acknowledgments field and inform us so that we can record them too. If they do not agree contact Jonty Wild.
- if the work is extensive and comprehensive, e.g. perhaps it lists multiple men appearing on the memorial and/or extensive research, then it may be better to contact me so that I can make an 'official' HAWP contact^{Error! Bookmark not defined.}.

6.2 Researching the Names

Start by looking at the information you have received for clues (see 5.1 above). Clearly, if the information gives a service number you can be certain that you have the correct man, otherwise perhaps, if listed, the regiment, battalion, or date of death will be enough to confirm the correct man.

Remember though, memorials do sometimes contain errors and you may find occasional transcription errors by us, the CWGC or, and more often, the SDITGW³ records, but challenge what you find if necessary and try variations of spelling etc.

Remember if in doubt over the identity ask for help.

² Most are willing to share if we explain that we share the same goals in seeking to commemorate the men; that we are commemorating all the men and women from Hertfordshire who died; that we wish avoid duplication of effort and that we will also share information with other individual and projects and that we acknowledge properly.

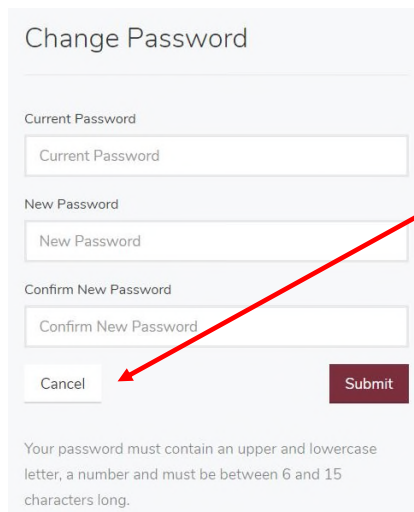
³ SDITGW means list as born or resided in the Soldiers Died in the Great War database.

6.3 The Herts at War Database

First you will need researcher access. If you do not have this, visit www.hertsatwar.co.uk/contribute/help-the-project/ register an interest by ticking 'Research The War Dead' and request access.

An administrator will create one and then invite you to log on via <http://database.hertsatwar.co.uk>.

After logging on you may see:



Change Password

Current Password

New Password

Confirm New Password

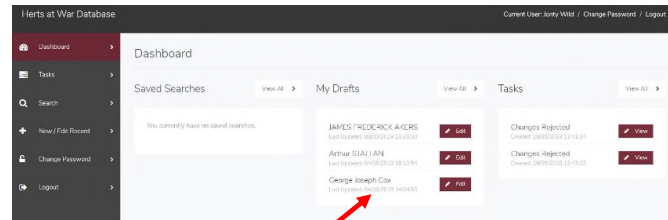
Cancel Submit

Your password must contain an upper and lowercase letter, a number and must be between 6 and 15 characters long.

If it is the first time you have logged on, change the password to something memorable and then submit.

Please note: If you have already entered a new password select 'Cancel'.

You will then see the dashboard



Herts at War Database

Current User: Andy Webb / Change Password / Logout

Dashboard

Saved Searches View All

My Drafts View All

Tasks View All

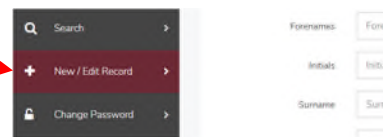
James Frederick Avers

Arthur Stajlan

George Joseph Cox

If you already have draft work saved it should appear here.

Select New/Edit Record to start a new record or find one the you have been working on and have saved previously.



Search

New / Edit Record

Change Password

Forenames: Forenames

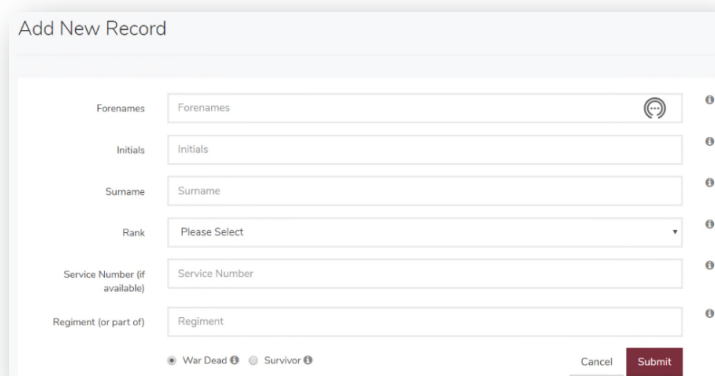
Initials: Initials

Surname: Surname

*Always 'sense check' information you are given or come across
- we can all make mistakes!
Don't guess.
Don't be afraid to ask.
Enjoy!*

7 Getting Started & Data Entry

The Herts at War has an intelligent database, so it is a good place to start. Log on as above.



Add New Record

Forenames: Forenames

Initials: Initials

Surname: Surname

Rank: Please Select

Service Number (if available): Service Number

Regiment (or part of): Regiment

War Dead Survivor

Cancel Submit

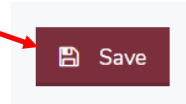
Select 'Add New Record' and start completing as much of the form as possible:

Any potential matches will appear. These may contain CWGC information or already existing HAW records.

If you are lucky the match will be clear! If not, more work will be needed.

Tips:

- Remember when using the database, save frequently as it will time out after a pre-set period and any unsaved work will be lost. You will find buttons for this purpose.
- Remember all work can be saved and added to later and any time before submission.



7.1 If no match is found

You can try the following:

- First double check the data you typed in.
- Variations in name spelling.
- Investigate the CWGC data at www.cwgc.org/find/find-war-dead.

If no match is found, bring this to the attention of HAW and please supply any new clues that you have for future reference. Hopefully more information will come in to confirm the identity later.

Tip: For more help on identifying war dead read Appendix 1.

7.2 Potential matches are found

If you are confident of a definite match go to 8 Commonwealth War Grave Commission (CWGC) Data.

If you are not confident of a definite match bring this to the attention of HAW and please supply any new clues that you have for future reference. Hopefully more information will come in to confirm the identity.

Tip: For more help on identifying war dead read Appendix 1.

7.3 Definite match from external sources

If found, gather together the information and add as a new record.

8 Commonwealth War Grave Commission (CWGC) Data

Remember even if you have found the man in the HAW database and are certain that the identity is correct you may be able to add information to it.

Go to the CWGC site (war dead search page) at www.cwgc.org/find/find-war-dead. Alternatively, Google 'cwgc war dead'.



From the information you have seen, find the record – surname and service number or officer rank may be sufficient, but if not try other fields.



Also 'check' the First World War box.

a) The CWGC Records

When found the man's record will appear:

Last name Rank Service Number	First names or initials	Date of death Age Cemetery/memorial Grave Reference/Panel Number	Regiment Country of service
SMITH Private R4/108872	ERNEST	Wednesday, August 30, 1916 Age 23 ABBEVILLE COMMUNAL CEMETERY VI. L. 17.	Army Service Corps United Kingdom
SMITH Private 39748	EDGAR	Thursday, July 5, 1917 Age 30 LONE TREE CEMETERY I. B. 20.	Linchmere Regiment United Kingdom
SMITH Sergeant R4/403	EDWIN	Wednesday, October 31, 1917 Age 29 VLAMERTINGHE NEW MILITARY CEMETERY IX. E. 22.	Royal Field Artillery United Kingdom
SMITH	EDGAR	Sunday, November 11, 1917	Welsh Regiment

More information via:



b) Adding Information to Existing HAW Records

Often you will find the CWGC data is already present, but records are updated by the CWGC so please check that the HAW records are correct.

Now is the right time to decide whether you want to:

- Record the CWGC data found and then compare it with the HAW data – this could be by a mixture of copying and pasting or typing into a Word document (or similar) or
- Making note in another format or
- Have two 'windows/screens' open so that you can compare data directly and copy a paste/type in where different.

c) The Data to Check and Add/Amend

Please check all fields to ensure our data matches the CWGC – *if in doubt ask do not change*.

The information you are most likely to be able to add includes the following (where it exists):

Honours Awards:

These are gallantry awards such as DCM, DSO etc.

If any exist, they will appear here

CWGC Additional Information

This will appear here, if any is recorded.

Tip: In many cases there will be no record.

Serjeant
SMITH, EDWIN

Service Number 781403

Died 31/10/1917

Aged 29

"A" Bty, 311th Bde.
Royal Field Artillery

M M

Son of David Bennett Smith and Ann Smith.
Born at Arkholme, Carnforth, Lancs.

INSCRIPTION

"GOD REMEMBERS WHEN THE WORLD FORGETS"

Now you have to decide whether to stop and do another man (or location if you have looked at all names) or move on the Basic+ Research

If you decide to do Basic+ research go to **9 Basic+ Research** read on, if not go straight to **10 CWGC Data Entry**.

9 Basic+ Research

This section helps those who also wish to undertake the 'basic+' research. The '+' is used to describe the additional information that can also be added from the Commonwealth War Graves Commission www.cwgc.org/find/find-war-dead.

Please note the following research will not exist for all men and women, but it is important that, where found, it is included and, where not, we know that to save others from looking for it.

9.1 Headstone Inscription

The inscription will appear here, if any is recorded.

Tips:

- *In many cases there will be no record.*
- *Remember more information becomes available as you scroll down the screen.*

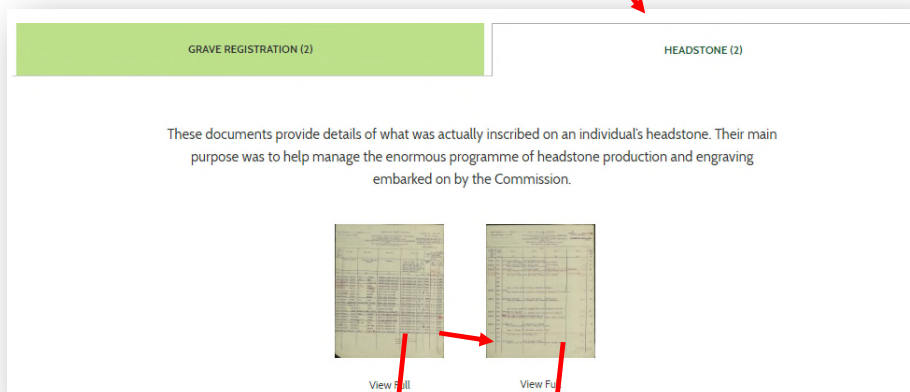
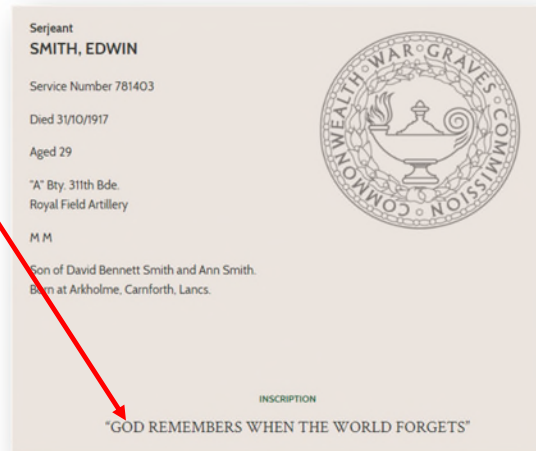
If an inscription exists continue and look for who placed the order as below.

If none exists, you will be able to record that in the HAW data.

Order Placed By

This relates to the headstone above, scroll down and select.

Tip: *In some cases, there will be no record.*



Tip: *Images can be magnified even more with a further left-hand mouse click.*

The full information appears on two images which are of adjoining pages, the first will reveal the line on which the man's name appears. The second will reveal the detail.

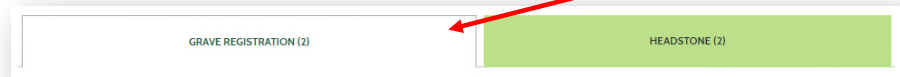


Tip: *the information will be at the same height on the second image/page.*

In the above case "Miss B Irene Smith, Bridge House, Lawkholme Lane, Keighley, Yorks." appears.

9.2 Grave Registration Documents

Scroll down the CWGC screen to reveal the following tabs, if a record exists, if so select



If none exists, you will be asked to record that in the HAW data.

If a record exists, the following will appear:



The full information appears on two images, the first may reveal a little or no more information than is held elsewhere but it is worth a quick check to ensure that it is recorded already.

The second image may also reveal a little or no more information than is held elsewhere. However, occasionally information such as "Died of Wounds" is recorded but not included elsewhere.

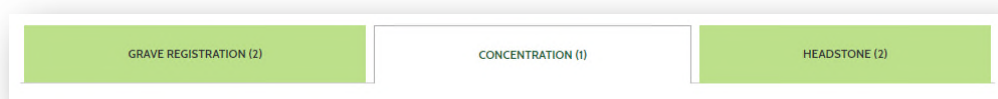
If additional information is found, then can add that to the appropriate HAW field(s) later. Note these may already contain some data.

9.3 Concentration Details

Concentration means that a body was buried elsewhere, i.e. in another cemetery, or found on the battlefield after the war. In both cases the body was then reburied in a larger (concentration) cemetery.

Tip: *In many cases there will be no record.*

Scroll down the CWGC screen to reveal the following




If none exists, you will be able to record that in the HAW data.

If there are concentration details, select

GRAVE REGISTRATION (2) CONCENTRATION (1) HEADSTONE (2)

These record details of individuals who were originally buried in smaller or isolated cemeteries, but who, at a later date, were exhumed and reburied in war cemeteries. The concentration of cemeteries allowed otherwise unmaintainable graves to be moved into established war grave cemeteries where the Commission could ensure proper commemoration.



[View Full](#)

Then select

The following record will appear.

Tip: it can be magnified with a further left-hand mouse click.

CONCENTRATION OF GRAVES (Exhumation and Reburials).

BURIAL RETURN. B2565/35

Name of Cemetery of Reburial Harlebeck New British Cemetery 14.352

Plot	Row	Grave	Map Reference where body found	Was cross on grave?	Regimental particulars	Means of Identification	Were any effects forwarded to Base?
10	A	7	29 I 29 6.3.8	YES	12550 PTE T. LIVERSAGE 9/M.G.C. 20-10-18	DISC	NO
10	A	8			PTL F. SMITH 9/M.G.C. 20-10-18		
10	A	9			59993 L/C J. W. HARRISON YORK T. LANCERS 9/M.G.C. 20-10-18	DISC	
10	A	10			SGT. LEERCUSON MM 9/M.G.C. 20-10-18	DISC	

Handwritten notes: "T 21" in a red circle, "T 104" in blue ink, and "STRIKES BY RED BOMB" in red ink.

These records often contain useful information, e.g.: 'Map ref', (where found or the previous cemetery), how identified and possibly some effects.

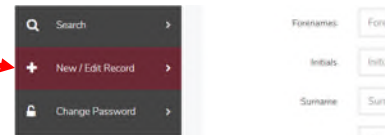
Typically, this might be: "Body found at map ref. 44a.V.23 a.6.1.3. Identified by cross on grave and disc." This is all good information for us to have.

Once you have completed all that you can from the above you have completed all the CWGC fields, which only then leaves any information that you can add to the Biography.

10 CWGC Data Entry

Login to the HAW Database (see 6.3 The Herts at War Database)

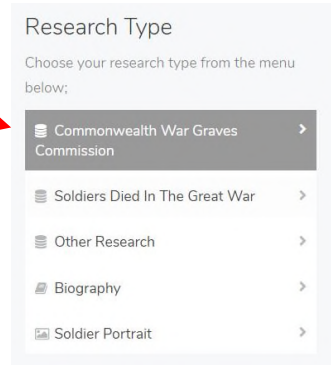
Select New/Edit Record to start a new record (or find one the you have been working on and have saved previously).



Find the record with the data you are looking for – making sure that it is the right one!

Select 'Commonwealth War Graves Commission'

The next screen will appear, often with some fields completed ~~these~~ **can be edited or changed if you are confident on your data.**



Review all data appearing and change if necessary and add any new information.

Tip: For much of the following refer to Error! Reference source not found. Error! Reference source not found..

A screenshot of the 'Commonwealth War Graves Commission' data entry form. The form has several sections: 'Hertfordshire Location' with a dropdown menu showing 'Hertford'; 'Listed on Memorial(s)' with a checked checkbox for 'Hertford'; 'Conflict' with a dropdown menu showing 'First World War'; 'UK Memorial(s)' with a text box containing '1st Hertfordshire Regiment Memorial, All Saints Church, Hertford'; and 'HAWP Name' with a text box. Below these are three input fields for 'Surname' (containing 'AKERS') and 'Forenames' (containing 'JAMES FREDERICK'). Red arrows point from text boxes to specific fields: one to 'Hertford', one to the 'Hertford' checkbox, one to 'First World War', one to the 'UK Memorial(s)' text box, and one to the 'HAWP Name' text box.

Add/change if blank or wrong. In this case it should be "James Frederick Akers". If he has an honour award (see lower field) e.g. a DCM, add it as 'James Frederick Akers (DCM)'.

The screenshot shows a CWGC record form with the following fields and callouts:

- Initials:** J F
- Gender:** Male
- Cemetery / Memorial:** THIEPVAL MEMORIAL
- Country of Burial / Memorial:** France
- Grave Reference:** Pier and Face 2 A.
- Service Number:** 26990
- Rank:** Corporal
- Date of Death:** 16/09/1916
- Comment on Date:** (Empty)
- Age:** (Empty)
- Regiment / Service:** Somerset Light Infantry
- Unit e.g. Battalion No.:** 6th Bn.
- Company:** (Empty)
- Honours/Awards:** (Empty)
- CWGC Additional Information:** (Empty)
- Grave Registration Docs:** Not Researched
- Concentration Details:** Not Researched
- Headstone Inscription:** Not Researched
- Order Placed By:** (Empty)
- Acknowledgments:** (Empty)
- War Dead:** ☒ (Selected)
- Survivor:** ☐ (Not Selected)

Callout Boxes:

- Top Right:** Add if necessary, e.g.:
 - CWGC sometimes gives that death as between 2 dates.
 - SDITGW or other sources occasionally give a different date
- Regiment / Service:** Add if known or found.
- Honours/Awards:** Add if known or found.
- CWGC Additional Information:** This is specifically for data appears in the associated CWGC field change found & not completed
- Grave Registration Docs / Headstone Inscription:** Change if done
- Acknowledgments:** Add your name and any individuals who helped or specific internet sites providing information or photographs – NOT NORMAL RESEARCH SOURCES*1
- War Dead / Survivor:** Change if wrong
- Bottom Right:** Another good time to save your work!

Buttons: Delete Draft, Send For Approval, Currently Edited By: Jonty Wild, Save

*1 E.g. CWGC ([website](#)), SDITGW, Ancestry ([website](#)), Find My Past ([website](#)), IWM Lives of The First World War ([website](#)), The Roll of Honour ([website](#)), Library and Archives Canada ([website](#)), Australian War Memorial ([website](#))

11 Soldiers Died in The Great War (SDITGW)

Not part of the Basic or Basic+ research.

12 Other Research

Not part of the Basic or Basic+ research.

13 Recording Information for the Biographies

You may already have chosen to record some of your work 'offline'. If not, then I strongly recommend doing this, at least for the biography elements, i.e. those found to date and especially those in the next sections. This enables you to record notes, draft (and re-draft) your text before copying and paste it into the HAW biography screen later, when you have finished.

Refer to '**Appendix 2. Template - Biography Fields**' or the template you should have already received with the background information and '**14 Error! Reference source not found.**' **a) Standard Biography**'. A Word version of this form ('*HAW Drafting Biography Form*') can be downloaded via www.hertsatwar.co.uk/research/research-guides-and-templates.

14 The Biography

There are two types of biography available:

a) Standard Biography

These fields draw together all the person's relevant information from any/all other fields to tell their story. It is intended that these provide a 'timeline' biography for the war dead and to do this there are sections for 'Pre-War', 'War Service' and 'Additional information'.

The logic being:

- **Pre-War:** all information up to enlistment. For instance, this would include pre-war military service such as Boer War.
- **War Service:** all information post enlistment.
- **HAW Additional information:** This is for any information you consider relevant. but have not included in the above sections. Typically, this might include information on relatives that served or who are on the memorial, what appears on his headstone and who requested, the families address etc. - *you decide*.

All the information found in the above research can be drawn together to provide their story.

The 'Standard Biography' is the style that you are most likely to come across and use.

Tips:

- *If some text exists in the individual sections (Pre-War, War Service and HAW Additional information), paste it into your draft form before editing in any new data you have found.*
- *If my explanation is not clear, visit our website www.hertsatwar.co.uk and search for a few names. Look for those with longer biographies for examples.*
- *If you wish, submit one or two and ask any questions you like before proceeding further. Submissions are reviewed by an administrator before posting to the website and at that stage help can easily be give if you are uncertain of anything.*

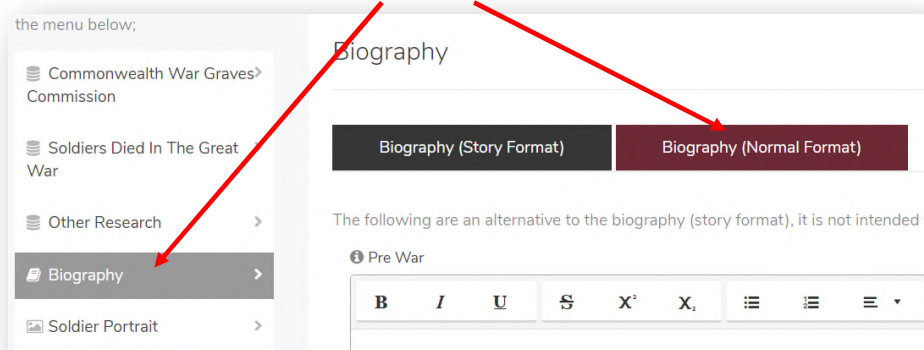
b) 'Story' Biography

Do not use for new entries unless the pre-exist in that format.

14.1 Completing the Biography Sections

Unless the biography is very simple, I strongly recommend drafting the text off-line as described in 13.

When you are ready to add a biography select then



If you are not adding a photograph to the biography, go to 16 Submit for Approval & What Happens Next?

14.2 Adding the Biography Sections & Submitting

Draft your text and when you are happy, paste it into the online form (a copy appears below).

A screenshot of a web application form titled 'Biography'. At the top, there are buttons for 'Delete Draft', 'Send For Approval', and 'Save'. Below the title, there are two tabs: 'Biography (Normal Format)' and 'Biography (Story Format)'. The 'Biography (Normal Format)' tab is selected. Below the tabs, there is a text area with the heading 'Pre War' and a rich text editor toolbar. Below this, there is another text area with the heading 'Wartime Service' and a rich text editor toolbar. At the bottom, there is a text area with the heading 'HAWP Additional Information'. The form is currently empty, showing only the text areas and toolbars.

Another good time
to save your work!

15 Soldier Portrait

This screen applies if you have found an image of the man or woman or their headstone. It allows that image to be uploaded. However, there are format, file size and image size considerations and, if the image is poor, it may be possible to digitally enhance it.

Follow one of the options below but in both cases identify the soldier and the relevant Hertfordshire location.

- If an image of the person or their headstone appears on screen please contact jontywild@hertsatwar.co.uk sending a copy, rather than adding a new one
- If you **are not confident** with working on images, email the image to jontywild@hertsatwar.co.uk or submit via www.hertsatwar.co.uk/contribute/submit-photographs-or-documents-or-media/ or, if very large, or you are not sure of the size, submit via wettransfer.com/?to=jontywild@hertsatwar.co.uk.
- If you **are confident** with working on images, then reduce the largest side to 600 pixels and upload the image, but please send the original to jontywild@hertsatwar.co.uk or submit via www.hertsatwar.co.uk/contribute/submit-photographs-or-documents-or-media/ or if very large submit via wettransfer.com/?to=jontywild@hertsatwar.co.uk.

15.1 To upload the photograph

Select

The screenshot shows the 'Soldier Portrait' section of a web application. At the top, there is a navigation menu with options: Commonwealth War Graves Commission, Soldiers Died In The Great War, Other Research, Biography, and Soldier Portrait (which is highlighted). Below the menu, there is a header bar with 'Delete Draft', 'Send For Approval' (with a green checkmark), and 'Currently Edited By: Jonty Wild'. The main content area is titled 'Soldier Portrait' and contains two sections: 'Upload New Image' and 'Current Soldier Image'. The 'Upload New Image' section has a text box with 'To change the soldier image, select the file below and then click "Save"', an 'Upload Image' button, and a 'Choose File' button. A red arrow points from the 'Select' text to the 'Choose File' button, with a callout box saying 'Select to add a photograph'. The 'Current Soldier Image' section shows a silhouette of a soldier and a text box that says 'This is the current soldier image'. A red arrow points from the 'If a photograph already exists, it will appear here' callout to the silhouette. At the bottom, there is a footer bar with 'Delete Draft', 'Send For Approval' (with a green checkmark), 'Currently Edited By: Jonty Wild', and a 'Save' button. A red arrow points from the 'Another good time to save your work!' callout to the 'Save' button.

Commonwealth War Graves Commission

Soldiers Died In The Great War

Other Research

Biography

Soldier Portrait

Delete Draft Send For Approval Currently Edited By: Jonty Wild

Soldier Portrait

Upload New Image

To change the soldier image, select the file below and then click "Save"

Upload Image

Choose File No file chosen

NOTE: Files must be a JPEG or PNG or the upload will fail.

Current Soldier Image

This is the current soldier image.

If a photograph already exists, it will appear here

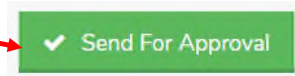
Select to add a photograph

Another good time to save your work!

Delete Draft Send For Approval Currently Edited By: Jonty Wild Save

16 Submit for Approval & What Happens Next?

If you are happy that you have finished, then submit. Once published online (after administrator review), you can always re-visit and edit if you wish.



16.1 The process is:

- The administrators are notified of the submission.
- An administrator will 'sense check' the biography⁴, then:
 - If there are no issues, they will approve the biography and it will immediately appear on the website.
 - If there are minor issues/corrections, then the administrator may make the change or may let you know and make the correction and approve.
 - If there are any recurring issues or corrections this will be explained in the form of constructive criticism⁵. They may reject⁶ the biography so that you can make any changes.

⁴ Please patient, our administrators are all volunteers, if lots of biographies are pending or work or they have holidays or other commitments, this may take some time – sorry about this.

⁵ Please do not be discouraged by any constructive criticism, it is intended to help and improve the experience and efficiency of the process to all.

⁶ Reject is too strong a term and is not meant to be criticism – sorry!

Appendix 1. Identifying War Dead

Treat each man separately. Some will be easily identified, for others there will be more than one name who could be the right man and in some cases it will not be obvious.

It is very important not to guess or assume. If in doubt, ask for help, providing any additional information you have found (if any).

1. Avoiding Research Pitfalls

a) Spelling

Tips:

- *Beware of miss-spelling or changes in names.*
- *You may need to try variations before being certain that a man is identified.*

Spellings may change over time (especially in the census) as people became more literate or depending who completed the records (e.g. a family member or the census collector, if the family were illiterate). So, members of the same family could be recorded as Shepherd, Shephard, Sheppard or Shepard etc.

So, for Bretland I would try Britland, Bredland etc. - it is worth trying all variations/miss-spellings.

b) Unique Names

If the name is uncommon and found in the CWGC records as a unique entry, then these should be the easy ones and the man can be immediately identified. For example, if the memorial lists an E Bretland and if CWGC research identified only one possibility, e.g. an E or an Edward Bretland then we can assume that we have identified the right man – easy!

Tips:

- *It is usually better to search for E Bretland even if his name is known to be Edward.*
- *Always cross reference with all and any information you have, e.g. any information or memorial photographs provided to you.*

c) Non-unique Names

These are obviously more difficult, but in these cases, it is even more satisfying when a man is found, however, take care. Below are some examples to consider:

If a search for '**E** Bretland produces four possibilities, e.g.:

E Bretland, E S Bretland, Edward Bretland and Ernest Bretland.

and if we only know him as E Bretland then 'our' man could be any one of the four.

If the memorial had named the man as **Edward** Bretland, then possibilities have reduced from four to three, i.e. E Bretland, E S Bretland, Edward Bretland, but not Ernest.

Information may be available on the memorial to narrow down the possibilities, e.g. date of death or regiment, but try to keep an open mind as these may not be conclusive - *memorials are not always free of mistakes*. Many men moved between regiments and are sometimes recorded against their original (especially if in the Labour Corps) and not the one that they were in when they died.

d) Not Certain?

When a unique man is not identified or identity is not clear or you are in anyway uncertain, and if you are limiting your research to HAW sources and the CWGC database, then send what information you have to the Herts At War Project Roll of Honour Research Coordinator via jontywild@hertsatwar.co.uk.

What will then happen is either:

- If the matter can be resolved easily than I will give guidance, or
- The man will be passed to someone for advanced research using the census etc.

Please note: this cannot always be done straightway and may have to be done at a later date.

Appendix 2. Template - Biography Fields

Here all research is drawn together to give a biography for those who died, and which can be added to at any time and can be of any length.

Pre-War

(Anything pre-war and up to enlistment including Pre-WW1 military service).

War Service

(Anything that is known or relevant to the person's war service post enlistment).

Additional information

(Anything not included above, e.g. perhaps other men from the same family also died or the details of his headstone inscription can be given).