

Samian Research

Corpus Vasorum Arretinorum
Gestempelte südgallische Reliefsigillata
Names on *Terra Sigillata*

a Guide to online editing



<http://www.rgzm.de/samian>

G.B. Dannell

A.W. Mees

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Introduction

The publication of Names on Terra Sigillata marked an initial step in making the data collected by Brian Hartley and his collaborators, on Gaulish potters' stamps, available to archaeologists and historians. However, it was realised at the beginning of the project, that it would have only a limited life and utility if the information contained in the paper version could not be maintained and updated on a continuing basis. To this end, the data modelling and migration to an online database (referred to below as "Db") at the RGZM was an essential step towards a real-time system to satisfy these ends.

The primary concern of those who have initiated the project, is how to give open access to the system, without compromising the integrity of the information assembled over some 50 years of scholarship, so in introducing new data, and in amending what is there already, the same standards of care and dedication should be applied as those of the originators.

This relates even more importantly to those scholars who can bring information about areas and industries which are not covered by the existing Db. A new Password will be issued to create the position of an 'EditAdministrator', subject to signing a User Agreement.

This guideline follows the English user interface. The user interface in other languages may look different. Due to the constant further development of the system, some screenshots of single user interface modules may not be displayed in their latest version.

System Requirements

- Currently the system is only set up to use Firefox as the Browser
- The system has only been tested with the Windows operating system
- A minimum of 64KB upload speed
- The largest monitor you can access

An 'EditAdministrator' will be able to:

1. **Add a Stamp Record** for an existing potter with one of their known dies already listed in the Db.
2. Edit an existing Stamp Record
2. **Add a hitherto unknown Die** of a potter who already exists in the Db.
3. Edit an existing die
3. **Add a hitherto unknown Potter** i.e one who does not yet exist in the Db.
6. Edit an existing potter
- x. Add a hitherto unknow Potform i.e. one that is not in the existing Autosuggest list, or illustrations
- x. Edit Potforms
- x. Search Bibliography
- X. Add a new Bibliographic Reference
- x. Edit a Bibliographic Reference

(Within this password access there are facilities to **Search the Stamp records, Browse the Potforms, and View the Editing Instruction Videos**).

Database management options

The options mentioned in the introduction contain an internal logic, which is reflected in different entry masks for each separate action:

1. One can only **Add a Stamp Record** if:

- The Potter has been entered in the Db previously
- The die has been entered in the Db previously
- The potform has been entered in the Db previously

2. One can only **Add a hitherto unknown Die** if:

- The Potter has been entered in the Db previously
- The potform has been entered in the Db previously

3. Otherwise one must either/both:

- **Add a hitherto unknown Potter**
- **Add a new Potform**

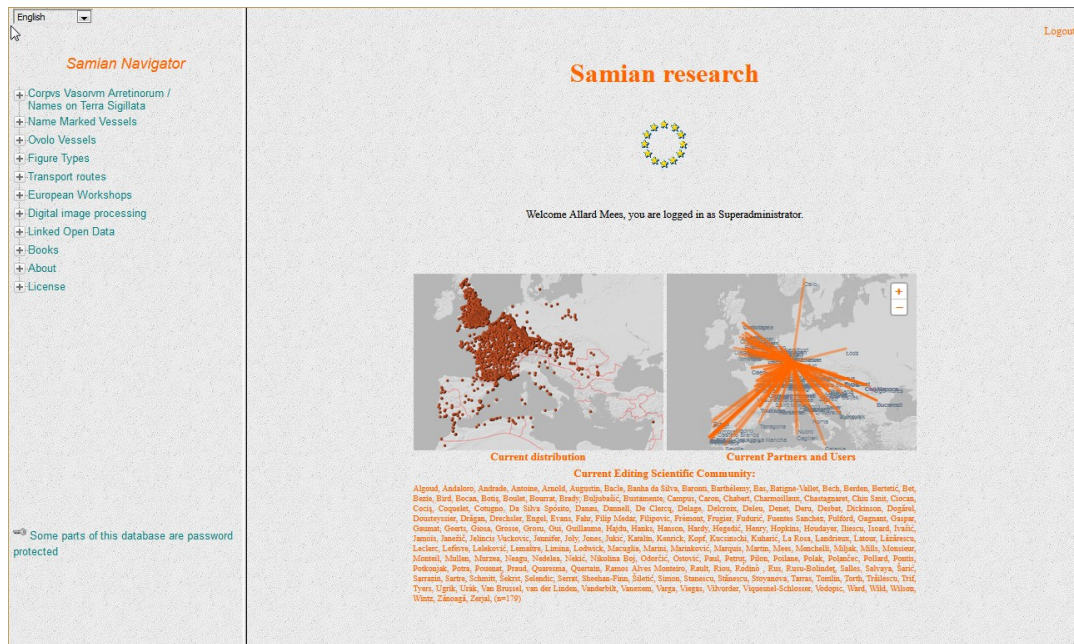
4. One can only Add a bibliographical reference to a Stamp Record if:

- **The bibliographical has been entered in the Db previously**

Therefore a series of sequential steps may be needed, using different entry-masks to achieve a complete stamp record, and these are described below.

For multiple entries, Editor/Administrators may find it useful to work from a pre-formatted spread sheet or word processor table, the columns of which are headed with the name of each field which will be required to input to the entry-masks (See Appendices 1-3). Make sure the tables are created in an Unicode enabled program (such as Excel).

After entry of the correct Password, this navigation screen is enabled:



The EditAdministrator's 'Navigational Screen'

Choose '**Manage**' from the Navigation Tree on the left under 'Names on Terra Sigillata'

From time to time, the Db can be in maintenance mode when the 'traffic light' at '**The Db is currently available**' on the management page will be **red** and access blocked.

English

Samian Navigator


- Corpus Vasorum Arretinorum / Names on Terra Sigillata
 - Search Dies
 - Plot Export Dies
 - Time Charts
 - Export Volumes
 - Plot Potter Distribution Averages
 - Correspondence Analysis Potters
 - Network Analysis
 - Archive Cards
 - Manage
- Name Marked Vessels
- Ovolo Vessels
- Figure Types
- Transport routes
- Joint Lab Workshops
- Digital image processing
- Linked Open Data
- Books
- About
- License

Some parts of this database are password protected

















Samian Research [Help](#) [Glossary](#) [Logout](#)

Corpus Vasorum Arretinorum
Names on Terra Sigillata

Database Editing

 The database is currently editable

Logged in Person: Allard Mees as EditAdministrator

-  Search Stamp records
-  Add a Stamp record
-  Add a hitherto unknown Die of a Potter
-  Edit a Die of a Potter
-  Add a hitherto unknown Potter
-  Edit a Potter
-  Add a hitherto unknown Potform
-  Edit Potforms
-  Search Bibliography
-  Add a hitherto unknown Bibliography
-  Edit a Bibliography
-  Edit a site
-  Browse Potter Stamps Archive Cards
-  Project list and Bug fixes
-  The Manual
-  Video Instructions



The 'Manage' Screen

Stamp Records

Add a new Stamp Record

The 'Add a New Stamp Record' Screen


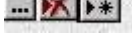
Before you start, use the Search Stamp Records facility to be sure that the entry you are intending to make is not there already. Duplicated entries will be one of the terminal diseases of the system.

Access to the 'Add New Stamp Record' screen is either via the 'Manage' screen or one can use the button  after a new record has been added i.e. 

- **Potter** - Enter the name of the potter. This is an 'autocomplete' field and only a name appearing in the list is valid. If the name is not there, the implications are that you will need to go to 'Add a hitherto unknown Potter' first, before proceeding.
- **Die** - pick a die from the existing drop-down. Please note that for technical reasons the order of dies is not strictly numerical in the drop-down - so make sure you are hitting the right one! If there is any doubt about the die, do not use a "?". Using a "?" will be blocked by the entry screen. Instead, please enter, e.g. "2a or

2a'." If the vessel you are working with has more than one stamp/signature on it you must make separate records for each of them.

Then return to the records which you have created and insert the Serial numbers, which have been generated in the Comments as cross-references using the Edit

Button  on the left from the three displayed i.e. .

The NoTS system records worn versions of dies by the addition of a series of apostrophes according to the degree of wear, eg. 2a', 2a", 2a'''. Always use the single apostrophe key to build this string, never the double apostrophe key.

- Die Position (Selected from a drop-down):
 - Base inside
 - Base outside
 - Central
 - External
 - Handle
 - Intradecorative
 - Infradecorative
 - Radial
 - Rim (includes wall on Forms 45, 81 and Curle 21)
 - Wall
 - Unknown (e.g. to be used if the new die is entered from literature)
 - Other (e.g. to be used when the die is impressed on a poinçon or kiln-stand)

- **Decoration Nr**
 - This is a pre-existing seven digit Serial Nr, used in the the ‘**Name Marked Vessel**’ and ‘**Ovolo Vessel**’ databases at <http://www.rgzm.de/samian>. These numbers have been used in several printed publications such as “Punzen gestempelter südgallischer Reliefsigillata”, and should not be changed.
 - If you need a new number, because the **New Stamp Record** relates to a stamped decorated vessel which is not in the Db, please contact the administrators (mees@rgzm.de or geoffrey.dannell@btinternet.com). Do not

insert numbers which have not been authorised, as this will destroy the Db structure.

- **Kilnsite** - will be inserted automatically from the Potter's Name
- **Reading** - will be inserted automatically from the Potter's Name
- **Image File** - will be inserted automatically from the Potter's Name
- **General Form** - pick from the drop-down list. Once selected, this will limit your choice of **Form** in the next field. Again do not use a "?". Forms must comply with the drop-down list, so the use of say "24/5" should become "24 or 25". Note by contrast, form "18/31" is in the drop-down list and can be used.
- **Form** - This is an 'autocomplete' field and is limited by the previously selected **General Form**
- **Additional Features:**
 - **There are four main attributes:**
 - **Mould**
 - **Spout**
 - **sh = 'Strap Handle'**
 - **Var. = Variant**
 - In rare cases, a new attribute can be entered. But take care that these are features, not pot form properties.
- **Special Slip Colour**
 - **Black** - be careful to distinguish a black samian slip from a piece of burnt samian. With black samian, the inner paste remains oxydised (a shade of red or pink)
 - **Yellow**
 - **Marbled**

- **Site** - this is the general location, town, village and is an 'autosuggest' field. If the site is not on the list, there is free entry available. Please be careful to avoid a proliferation of duplicate sites. So try different variations (Wien, Vienna...). Sites are given in the current name of their current political country, using the equivalent Unicode character for which the virtual keyboard at the side of the field can be toggled on and off.
If the site is not known use "unknown".
- If there is doubt about whether the stemp/shard has really been found on this specific site, please choose the question mark from the adjacent pulldown box named "Uncertainty".
- **Findspot** - this is the more detailed location within a site. It is an 'autocomplete' field, but allows free entry for new Findspots if known. When a site has been selected, only the findspots /attached to / within this site are offered in the autosuggest menu.
Otherwise, enter a new Findspot e.g. "cemetery", "forum", "fort, period 1 ditch", "Via Garibaldi, 27".
Findspots can be expressed as strings:
"King Harry Lane, Cemetery: Grave 1"
"Castleford vicus: pit 113"
- Again, from a purely practical viewpoint please avoid a proliferation of duplicate findspots. Moving the cursor to fill in Findspot automatically initiates **Province** (see next).
- **Findspot Character** - A drop-down allows entry of a "closed group" represented by "Σ" as used by the authors of NoTS. The essence of such a group is that it should comprise vessels which are thought to have been deposited at the same time, or brought together by a single event.
- **Province** - this is a mandatory field. Provinces are dealt with according to the mid 1st century situation, when, e.g. Germania had not been divided into *Germania Superior*

and *Germania Inferior*. For practical reasons, Italy is treated as a province. If the attribution is not certain, use "Unknown", e.g. La Graufesenque, for which the provincial boundary between *Aquitania* and *Gallia Narbonensis* is not yet defined. New provinces can only be added by the system administrator

- **Ancient name** - this is linked to the **Site** by simply clicking in the field. A new site should have its ancient name inserted by free entry. Please use Wikipedia or preferably the Barrington Atlas for references. If the attribution is uncertain, leave blank.
- **Longitude, Latitude & Geo Information** - are all automatically generated by the system when the site is already in the system. New sites need latitude/longitude values written in decimals (e.g. 50.000000 = 6 decimal places). Use stops, no colons as decimals. These can be obtained from <http://www.rgzm.de/gns> (use the Guest access), Wikipedia, or Google Earth. Do not include the degree symbol "°". Sites East of Greenwich will have a minus value (e.g. -2.523467). As a rule of thumb, the small coordinate goes in the first coordinate field (Long.), the high value goes into the second coordinate field (Lat.).

In each country it is inevitable that there will be some sites with names which are duplicated:

e.g.	UK	Wanborough (the name is known both in the counties of Surrey, and Wiltshire)
	France	Sainte-Marie (the name is known both in the departments of Cantal and Gers)
	Germany	Neukirch (the name is known both in the Länder of Sachsen and Rheinland-Pfalz)

You can use <http://www.rgzm.de/gns> to search for the name of the site. This will generate a list of all sites with the name selected. Then select the icon with the blue and white 'earth-globe', which will generate a map locating all of the possibilities on the map, from which the correct location can be selected and the geo-coordinates obtained.

- **Export/Kilnsite** - the default is Export. Choose Kilnsite if your entry relates to a vessel found on a samian production Kilnsite.
- **Geo info** – can provide Regional information. E.g. Wiltshire; Baden-Württemberg. Don't use abbreviations like "Wilts" or "BW".
- **Pleiades** - the unique place identifier used at <http://pleiades.stoa.org/places/>
Comprises 6 digits.
- **Repository** - this is an 'autosuggest' field. Please take care to check the listing to avoid alternative names for repositories. A repository will normally be the store of a museum or similar institution. However, where dies come from excavations, and the vessels have not yet been released to a final storage repository, enter the name of the organisation responsible for the excavation.
Where a repository contains material from another collection, it should be named after the repository. Examples:
British Museum (coll. Ransom);

Where a repository contains material which it has acquired from another institution, the entry should be as follows:

Museum of London, Archaeological Archive (ex. Guildhall Museum)

If the repository is **not** located in the same town as the site where the material has been found, the locality of the town should be added.

Leiden, Rijksmuseum voor Oudheden

- **Excavation Reference Number** - the site code and full reference given to the vessel by the excavator.
- **Museum Inv. Numbers** - If there is more than one vessel with the same Museum Inv. Number, so for example 'Quantity' = 2, then the Museum Inventory Number for both vessels should be a single entry e.g, MoL 4539 (see below). If the Museum Inv. Number is not known, enter "n", or in the case below of multiple quantities enter "nn".
- **Quantity** - In principle each new occurrence of a die should generate a separate record entry, and this always applies to decorated vessels. However, some large collections will have multiple occurrences of plain ware vessels of the same form, carrying the same Die, and exactly the same Site, Findspot and located in the same Repository, all having the same Museum Inv. Number. In such rare cases, the entry *can* be made by creating one record and inserting the total number of vessels in the field quantity (see above for the Museum Inventory Number).
- **Bibliography** - give the Author and (Multiple authors in the form "Hartley/Dickinson" and Year of publication - e.g. Mees, 1995, Taf 6,1. Multiple references are separated by a semicolon. Periodicals are written out. The Harvard Reference System is preferred (http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm).
 - Bechert / Vanderhoeven 1988, 13
 - Knorr 1919, Taf.5; Mainzer Zeitschrift 10 (1915), p.95
 - Biegert / Lauber 1995, 700
 - Tilhard 1976, B22
 - Van Doorselaer 1964, II, p.233
 - Allmer/Dissard 1892, 153

Where a samian report is to be credited, use the short reference format:

Wild 1975

The full reference would then be: F. Wild, Samian Ware. In: A. Robertson, Birrens (Blatobulgium), Edinburgh 1975.

Do not use "&" in ant reference.

Please note that you can only add or edit **one** bibliographical reference at once.

After each changement, you will have to press the update button and then go to the editing mask again.

Each time, only one entry line for one new bibliographical reference is offered.

- **Comment** - Free Entry field for pertinent information which qualifies an aspect of the entry concerned, or relates it to another entry in the Db.

- **Attach an image to a Record** - There may be reasons why an image of a vessel should be attached to a record. This may be an image of a stamped decorated vessel, or an unusual form. The image can be a scanned rubbing, a scanned illustration or a photograph (the latter only at 1:1). Insert the name of the image file to be attached into the **Choose File** box.

Edit a Stamp Record

It is possible to edit an individual Stamp Record, where either the record has incorrect information, or is deficient of information available to the editors of NoTS

Search a Stamp Record in order to Edit an Existing Record

- To initiate this process select the **Search Stamp Record in order to Edit an Existing Record** option from the **Manage** screen which will initiate the **Search Die** Screen (which is the same screen that is normally chosen from the option tree on the **Samian Navigator**).





The 'The Search Stamp Record' Screen

Identify the record to be amended by entering the name of the Potter and the Die (entering Site will limit the output where there are many occurrences), and choose the Output Mode of Full Table List (bottom left).

- This will generate the correct **Query Output** for the record(s) which fit the criteria.

Edit	ID	Potter	Die	Die position	General Form	Form	Site	Findspot	Findspot character	Reading	Image	Repository S
 	21963	Aquitanus	2a	Base inside	Bowl Decorated	29	L'Hospitalet-du-Larzac	La Vayssière, cemetery		OFAQVITN		

The "Query Output Screen"

- To edit a selected record choose the button  from those next to the ID    This will initiate the Edit Stamp Record screen.

Edit an Existing Stamp Record

Edit Stamp Record

ID 21736 Decoration Nr 7 digits e.g. 0010140

Tradition Gaulish-Germanic-Raetian Kiln site La Graufesenque

Pottername Aquitanus

Die 1a Die Position Base inside

Special characters Reading OF AQVITNI Latin characters Reading Image 00911_Aquitanus_1a.jpg

Direction Pro Frame Nr 0 info

General form Dish Form 18 Form attribute e.g. sh

Slip Colour

Site Silchester Uncertainty Findspot

Province Britannia Ancient Name Calleva Atrebatum Long -1.100610

Export/Kilnsite Geo Info Lat 51.353560

Dated site Findspot Character Pleiades 79368

Repository Site Cardiff Repository Amgueddfa Cymru - National Museum Wales

Museum Reference Nr 401 Excavation Nr

Quantity 1

Bibliography

Comment

Scan Photo: Durchsuchen... Keine Datei ausgewählt.

Created by: Harley and Dickson Logged in as: EdAdministrator Creation time 23/10/2007 07:10:19
 Last modified by: Bind Logged in as: EdAdministrator Last modified 06/09/2017 04:01:33
 Your current session: Superadministrator Logged in as: Mees Current Time: 15/05/2010 11:49:50

The 'Edit Stamp Record' Screen

- A stamp record can then be modified. Most alterations will be to fields containing information about the **Die**, **Form**, **Site** and **Findspot**.
- However, it is also possible to alter the **Pottername** if necessary (which will require an alteration to the **Die**).
- The normal dependencies of certain fields will be maintained, so:
 - An alteration to **Die** will automatically update the fields of **Reading** and **Imagefile**.
 - An alteration to **General Form** will allow a change to the **Form** from the drop-down list.
 - An alteration to **Site** will automatically update the fields of **Province**, **Ancient name**, **Lat.**, **Long.**, **Pleiades id** and **Repository** are dependent on.
 - An alteration to **Findspot** is dependent on its **Site** (selected from the drop-down) or the entry of a new Findspot if necessary
 - The keyboards are all available on this screen.
- Most additional information will involve entering a new or amended **Repository**, **Museum Reference Nr** or **Excavation Nr**.

- Please Use the **Comment** field to note the reason(s) for modifications as otherwise there will be no audit trail to the various changes.
- Note that new dies cannot be entered here, they must first be created via the '**Add new Die**' routine.

Attach an Image to a Record

There may be reasons why an image of a vessel should be attached to a record. This may be a stamped decorated vessel, or an unusual form. The image can be a scanned rubbing, a scanned illustration or a photograph (the latter only at 1:1).

This can be done in the following way:

- Go to the '**Edit Stamp Record**' Screen (see above).
- Insert the name of the file relating to the image to be attached into the **Choose File** box.
- Press the Update Record Button - the record will be updated with the image - this may take a few seconds.

Samian Research
Corpus Vasorum Arretinorum
Names on Terra Sigillata

Full stamp record (get JSON)

239 Welcome Allard Mees, you are logged in as EditAdministrator

Record 21963 successfully edited!




Samian Research ID	21963	Decoration Nr.	0000070	OCK Vessel Nr.	
Tradition	Gaulish-Germanic-Raetian	OCK Potter Nr.		Die position	Base inside
Kiln site	La Graufesenque	Reading	OFAQVTFN	Reading Direction	
Pottery	Aquitanus	Simple Reading		Slip colour	
Die	2a	Form attribute		Findspot	La Vayssière, cemetery
Die (Graph. Die variety)		Form	29 (Boat Decimated)	Findspot character	
Frame No	0 (no)	Site	L'Hospitalet-du-Larzac	Repository	
Date	AD 40-65	Museum Inv. No.		Excavation Nr.	exc. I79
Form	29 (Boat Decimated)	Amount	1	Bibliography	
Site	L'Hospitalet-du-Larzac	Comment		Created	23/10/2007 07:10:19
(Site statistics)		Modified	27/10/2017 12:40:54	By	Hartley and Dickson
				By	Mees
				Logged in as	EditAdministrator
				Logged in as	EditAdministrator

The 'Edit Stamp Record' Screen with Updated Image

Removing an Image attached to a Stamp Record

If it becomes necessary to remove an image attached to a Stamp Record (because of error, or perhaps because a better image becomes available), the procedure is:

- Go to the '**Full Stamp Record**' Screen (see above).
- Press the Delete button  next to the image.
- You will be asked twice if you really wish to remove the image.
- Confirmation will remove the image and the Stamp Record will now be visible without the attached image.

Die Records

The die numbering system

1. New Potter in the Db

- Will always start with die 1a, whatever the reading of the stamp.
- So ideally, a stamp reading ALBVS will be 1a
- Then if the next new die found reads ALBVSFEC, that will become 2a
- Any shortened version of the FEC will then follow - so ALBVSFE = 3a
- The same will apply to MANV stamps - so, in this case if the first stamp found is ALBVS, but the next one is ALBVS MANV or even ALBVSM, that will become 2a
- **IT IS OBVIOUSLY IMPOSSIBLE TO PREDICT WHAT NEW DIES MAY BE FOUND IN THE FUTURE, SO THE ORDER FOR WILL VARY FOR DIFFERENT POTTERS**

2. Existing Potters in the Db


- The basic rule is to match the sequence of letters for the new die and add the die under the SAME number, but with the next SEQUENTIAL LETTER

Example:  Advocisus 1a ADVOCISI·

 Advocisus 1b ADVOCISI· (letter shapes are different)

- When the letter sequence changes it is necessary to use the next SEQUENTIAL NUMBER

Example:  Advocisus 2a ADVOCISIO (Different letter sequence)

- The next die of Advocisus is recorded as Advocisus 8a  because a number of READINGS (i.e from literature only) have been recorded:

Examples	Advocisus 3- a	ADVOCISIM
	Advocisus 4- a	ADVOCISM
	Advocisus 5- a	ADVOCISFI
	Advocisus 6- a	ADVOCISF
	Advocisus 7- a	ADVOCISVS

- So the next REAL die (physical object) can be slotted in as follows:

- If it reads ADVOCISIOF, but the shape of the letters or the number of stops (·) is different to 1a or 1b it will become 1c -and this rule follows for all other LETTER SEQUENCES.
- If the next REAL die has NEW LETTER SEQUENCES it will get the next available SEQUENTIAL NUMBER - here 9a

THESE RULES APPLY IN THE SAME WAY TO READINGS, i. e φ and ψ:

Example:  Ardacus ii φ1]RDACI

(The] shows that there is an illustration and the stamp is INCOMPLETE)

Ardacus ii φ- a OFFARDACI]

(The [shows that there is no illustration and the stamp is INCOMPLETE)

Example:  Atepomarus ii ψ1 ΑΤΕΡΟΑ..

(Here the READING is UNCLEAR even although there is an illustration)

Atepomarus ii ψ- b ATPOM

(Here the READING is UNCLEAR, there is no illustration, although the stamp is COMPLETE)

Atepomarus ii ψ- a ΑΤΕΡ/[

(Here the READING is UNCLEAR, there is no illustration, and the stamp is INCOMPLETE. The fact that the READING is UNCLEAR takes precedence over the stamp being INCOMPLETE)

Add a hitherto unknown Die of a Potter

The screenshot shows a web form titled "Add a hitherto unknown Die of a Potter". At the top left is a search button labeled "Durchsuchen..." with the text "Keine Datei ausgewählt." below it. The form contains several input fields and dropdown menus: "Potter:" with a dropdown menu showing "e.g. Acutus i"; "Die:" with a dropdown menu showing "no. 176"; "Direction:" with a dropdown menu; "Frame no.:" with a dropdown menu; "Reference:" with a dropdown menu showing "vessel occurrence reference"; "Reference 1:" with a dropdown menu showing "Pot reference 1"; "Reference 2:" with a dropdown menu showing "Observation"; and "Kiln site:" with a text input field containing "filled in automatically". There are also several buttons and links for "Special characters", "Latin characters", and "Latin operators and characters". At the bottom left, there are "Add record" and "Reset" buttons. The footer shows "Logged Person: Meo" and "Logged in as: superadmin@noTS.com".

The 'Add a hitherto Unknown Die of a Potter' Screen

Adding a new die is a **critical decision**, and should not be activated unless one is absolutely sure that it is different from the existing repertoire. The dies in *Names on Terra Sigillata* have so far been assessed only by Brian Hartley and Brenda Dickinson. At the time of writing, only Brenda is left, and in the course of time, she too will give up the job. To ensure continuity it would be extremely valuable for scholars to seek a 'second opinion' from their peers, before making an entry of this sort. Experience is already showing with additional large collections under study, that there are many new dies not yet incorporated into *NoTS*, and while this situation will diminish over time, we need to ensure that we do not add unnecessarily to the collection.

So, sending a scan of a potential new die to colleagues, ought to limit the damage and maintain the integrity of the data.

To compare dies already in the system with those with which you are working:

1. Go to the full stamp Record output of the die in the Db.
2. Select 'Print Preview' from the 'File' drop-down list
3. Select 'Custom' from the 'Scale' Menu
4. Enter 19 as the percentage.
5. Print - and you will get an image at the same scale as those used in *NoTS* (1:1)

Steps to before entering a New Die:

1. To add a die one must have an image using the usual specification for images in Samian.net:

- Tiff
- 505 dpi
- Scale 1:1 (100%)
- Grayscale

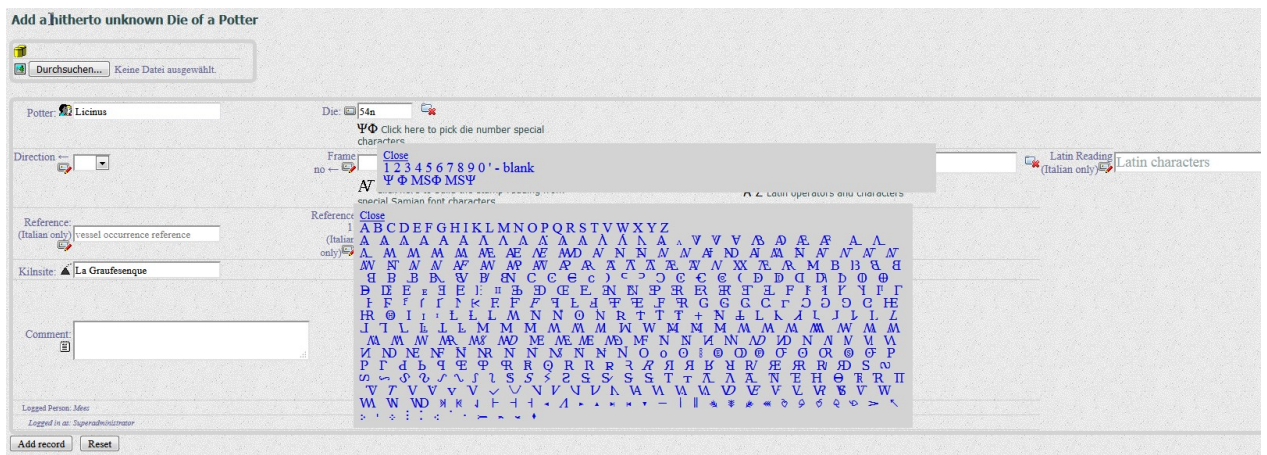
Use Adobe Photoshop or similar to enhance the image to show the maximum detail and save it/them in a folder with a date, just to remind you if you need to go back to it: e.g. C:\NoTS\Die_Updates\01_01_2014 or the like.

Find the image for the die concerned using the **Browse** field. The system File name will be automatically created, based on potter's name and die number.

2. **Identify the potter to whom you want to attribute the new die.** This involves subjective decisions based upon a number of collective criteria:
 - The form of the vessel
 - The fabric (thus limiting the kilnsite, and the potters operating there).
 - The character of the lettering
 - The syntax of the die, when compared with existing examples used by the potter under consideration
3. **Create a 'Reading'**, which is a typographical representation of the order, and shape of the letters used on the die. For this purpose you will have to use the **Samian 5 Font**, which does not purport to have every possible variant of letter-types, but can be employed to give a reasonable rendition. The Samian 5 font is automatically loaded when working with the browser interface. For working on your local computer, you will have to download and install the font from (<http://sourceforge.net/projects/samian5/>).
4. Once this is done, it will be possible to compare the new die with existing incomplete and uncertain dies (denoted by Φ and Ψ respectively), because the 'new die' may complete an existing entry. If this is the case please enter a 'Comment'

and notify Brenda Dickinson (brendastamp7@gmail.com), so that the correct series of actions can be initiated.

5. To enter an agreed **New Die** it is necessary to ensure that it is attributed to the **next die** number for the Reading, e.g. a **New Die** reading LICIA (Licinus) needs to be slotted in to the series of discrete readings which all have the letter series LICIN (54). At the time of writing, the highest existing die with this reading is 54m, so the **New Die** would become 54n. This can only be done from the Db online, not from the book. A list of existing die numbers appears in the inline box underneath the field 'Die', when a pottername is completed.
6. If the **New Die** is incomplete but legible, a similar decision needs to be made using Φ and the next highest serial number for the letter series concerned. So, at the time of writing for Bassus ii there is an existing Φ 3 reading OF.BAS[so that if one has a new broken die for this potter with a similar letter series, it must be given the number Φ 4.
7. If the reading is uncertain, the same rules apply, this time using the prefix Ψ .



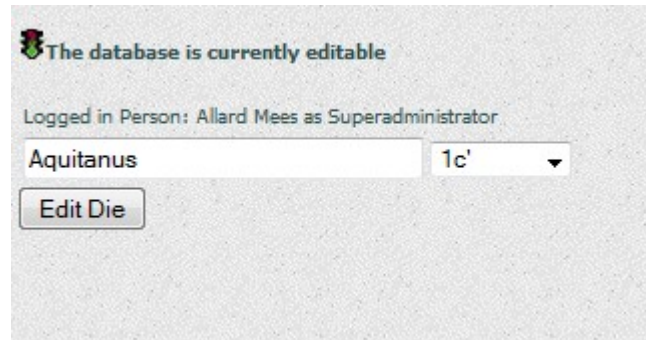
The 'Add a hitherto unknown Die of a Potter' Screen completed

- Enter the name of the **Potter**, using the Autocomplete facility
- Enter the **New Die** Number. To use special characters, open the special character sheet by clicking on “Click here to pick special die numbers”.

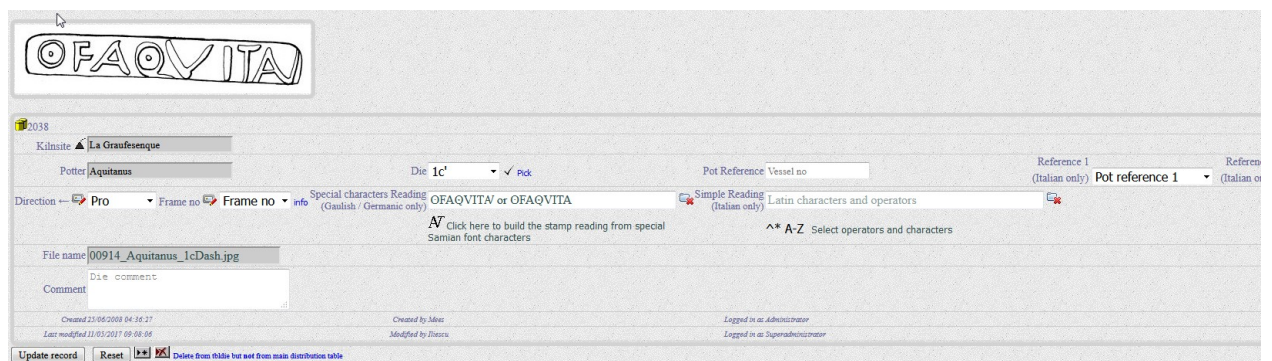
- Enter a frame number. For the Gaulish-Germanic-Raetian Samian tradition, this is usually a zero: 0
- Enter the direction: this can be “pro” or “ret(trograde)”.
- Enter the **Reading** in **Samian 5** or copy it from an external file.
You can use the Special Character field by clicking on
“Click here to build the stamp reading from...”
- Add any useful comment

Edit a known Die of a potter

To edit Die information, you can search for a specific die by selecting “**Edit a Die of a Potter**” from the “**Manage**” screen:



This will bring you to the “**Edit Die Record**” menu for the die specified and offers the following option:



The “Edit Die Record” screen

- Change the Die Number - particularly helpful if you want to change a Die number from a hitherto undefined number e.g.:
 - 1- a, usually derived from a reading in a publication.
 - Φ1 etc., representing an Incomplete stamp
 - Ψ1 et., representing an Uncertain stamp
- To change the die number to another which already exists, either:
 - Use the “**Pick**” option next to the Die Field and select the required Die from the pop-up box, which will show the images of the exiting dies. Close after use.

- Use the arrow in the drop-down box, which gives the simple list of existing dies.
 - The Die field will be automatically updated by your choice, together with the related fields of "File name" and "Reading".
-
- Please add a comment to explain which "old" die has been replaced.
 - Choose the direction of reading of the stamp from the pulldown menu. It is either "Pro" or "Ret"(trograde).
 - Choose a frame number, which is usually zero "0" when it is a manufacture of the Gaulish-Germanic-Raetian tradition. For Italian tradition
 - Note that this procedure cannot be used to **Add a hitherto unknown Die of a Potter**. Nor can this routine be used to alter the Kilnsite information, because this can only be changed via the "Edit a Potter" screen.

Note that changing die information like Die Number and Reading will affect ALL records in the database.

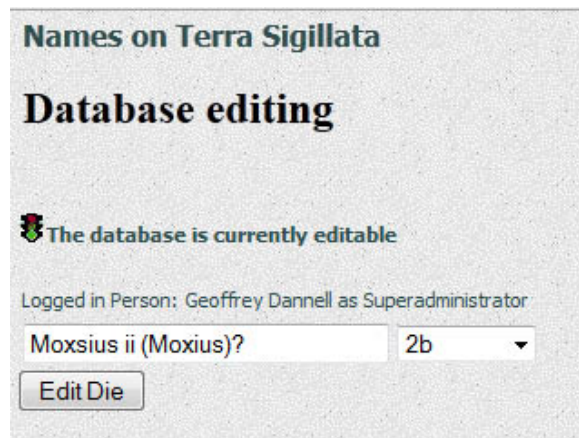
Note that you cannot alter the Kilnsite information, because this can only be changed via the "Edit Potter record" screen.

Replace the Image of an Existing Die

From time to time a better image will be found for an existing **Die** which exists in the Db, and it will be necessary to replace the existing image with the new one.

This is not a trivial procedure, since missing one of the following 14 individual steps may cause a Die to be "orphaned" in the Db, so tha it cannot be accessed for any further **Search**, nor would be available to **Enter a new Stamp Record**.

1. Select the **Edit a Die of a Potter** option from the **Manage** screen. This will open the **Edit Die** screen.



The "Edit Die" screen

2. Select **Edit Die** which will open the **Edit Die Record** screen.

Names on Terra Sigillata Manual Logout

Edit Die Record



21754

Potter: Die: Reading: [use the samian font](#)


Kilnsite:

File name:

Die comment:

Created: 13/11/2010 06:32:21 Created by: Mees Logged in as: Administrator
 Last modified: Modified by: Logged in as: Superadministrator

The "Edit Die Record Screen"

3. If the new Image does not alter the reading, it is best to copy the existing reading into another programme like Excel, to keep it available for step... or you may prefer to make a screenshot of the existing record to remind you of what it comprised.
4. Use the  Delete button to Delete this die from the Die Table.
5. A warning will appear requiring confirmation of this action, press "OK" to proceed.
6. A further warning will ask "Do you really want to delete this record?"
7. Press OK to proceed.
8. A message will appear confirming deletion of the record from the Db, which in this demonstration means that Moxsius ii 2b no longer exists in the list of Die numbers comprised within the Db (the individual site records still contain this information, but the Die Number itself will not be available at this time for anyone trying to **Add a new Die Record**, or using search routines).
9. It is now necessary to reinstate Moxsius ii 2b with its new image.
10. Open the **Add a hitherto unknown Die of a Potter** screen as above and fill in the necessary information again (see 3. above

Durchsuchen... Keine Datei ausgewählt

Potter: Moxsius ii (Moxius)? Die: 2b

Direction: Pro Frame no: 0

Reference (Italian only): vessel occurrence reference Reference 1 (Italian only): Pot reference 1 Reference 2 (Italian only): Observation

Kilnsite: Les Martres-de-Veyre and Lezoux

Existing Moxsius ii (Moxius)? dies:

1a	2b	Ψ-a
2a	2-a	

Comment:

Logged Person: Mno
Logged in as: Superadministrator

Add record Reset

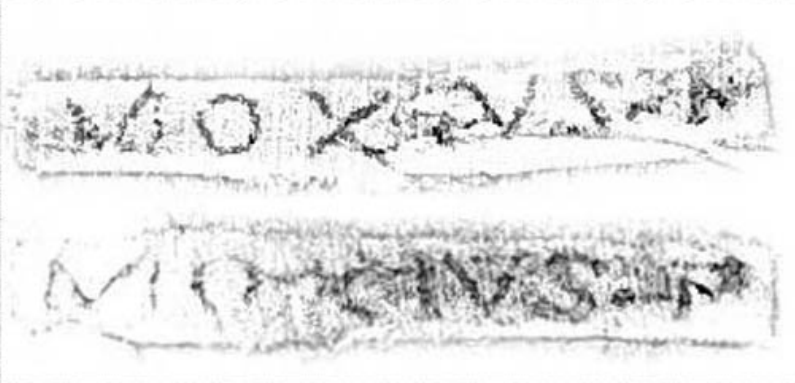
The 'Add a hitherto unknown Die of a Potter' Screen completed

11. Press the **Add Record** button


12. This will open the **Full Die Information** Screen and confirm that the new image has been added

Full Die Information


36223

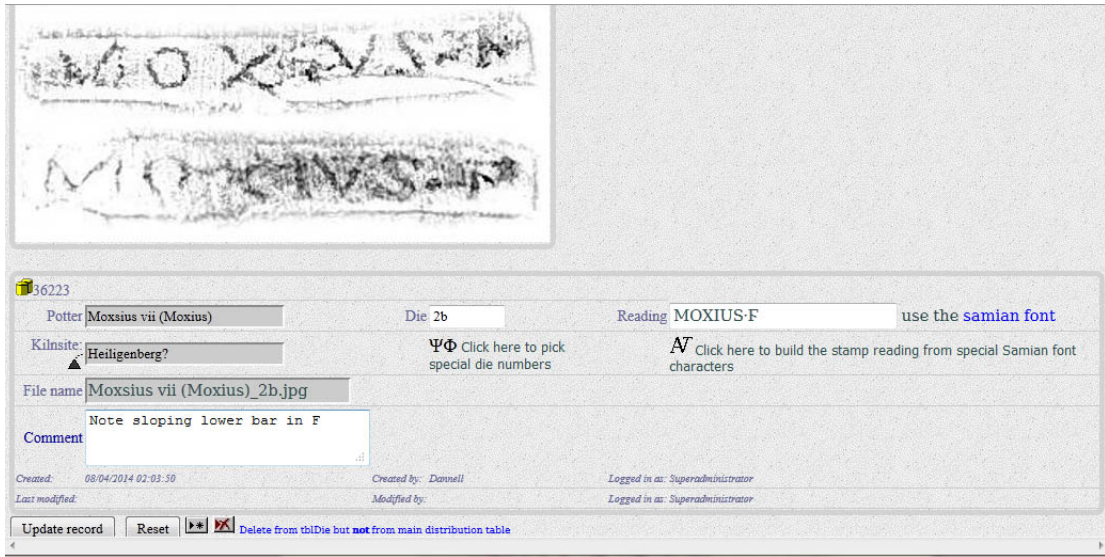


Potter: Moxsius vii (Moxius) Die: 2b Reading: MOXIUS·F
 Kilnsite: Heiligenberg?
 Image filename: Moxsius vii (Moxius)_2b.jpg
 Comment: Note sloping lower bar in F
 Created: 08/04/2014 02:03:50 By: Davisll Logged in as: Superadministrator
 Modified: By: Logged in as:

 You have added this vessel image with the original file name "Moxsius ii_2b.tif"

The 'Full Die Information' Screen

13. It is now essential to **Edit** this record by pressing the **Edit Button**  which will open the **Edit Die Record Screen**



The 'Edit Die Record Screen'

14. Press **Update Record** to update the image information into the whole Db

Potter Records

Add a hitherto unknown Potter

The screenshot shows a web form titled "Add a hitherto unknown Potter". The form contains several input fields and a text area. At the top, there is a "Tradition" dropdown menu and a "Potter" text field. Below these are several rows of fields, some with "See also" links. The fields include: "Potter No. (italian only)", "Distinguishing No. (italian only)", "Distinguishing No.", "Corp. Vas. Arr. No. (italian only)", "Corp. Vas. No.", "Praenomen: (italian only)", "Praenomen", "Gentilicium: (italian only)", "Gentilicium", "Cognomen: (italian only)", "Cognomen", "Dependent: (italian only)", "Dependent", "Partner", "Partner", "Kilnsite: Production centre", "Date: (e.g. AD 45-75? (autocomplete))", "Min: (e.g. 45)", "Max: (e.g. 75)", and "Comment: Comments on this potter". At the bottom left, there are "Add record" and "Reset" buttons. At the bottom right, it shows "Logged Person: Mees" and "Logged in as: Superadminstrator".

The 'Add a hitherto unknown Potter' Screen

1. Enter the Potter's Name.

There are a number of sources for establishing whether the name is likely to be what you think it might be:

- Existing names on the Db
- Holder 1896, *Alt-Celtischer Sprachschatz*, Leipzig, 2, Vols., 1896-1922
- Kajanto 1965, I. Kajanto, *The Latin Cognomina*, Societas Scientiarum Fennica. Commentationes Humanarum Litterarum, XXXVI, 2, Helsinki, 1965
- Ellis Evans 1967, D. Ellis Evans, *Gaulish Personal Names: a Study of some Continental Celtic Formations*, Oxford 1967
- Lörincz/Redö 1994-2002, B. Lörincz/ F. Redö *Onomasticum Provinciarum Europae Latinarum*, Budapest, 4 Vols., 1994-2002
- Kakoschke 2006-8, A. Kakoschke, *Die Personennamen in den Zwei Germanischen Provinzen*, Leidorf, 2 Vols., 2006
- Delamarre 2007, X. Delamarre, *Noms de Personnes Celtiques dans l'Epigraphie Classique*, Paris 2007

2. Insert the Kilnsite using an assessment of:

- Fabric
- The general date of the vessel
- Stamp occurrence

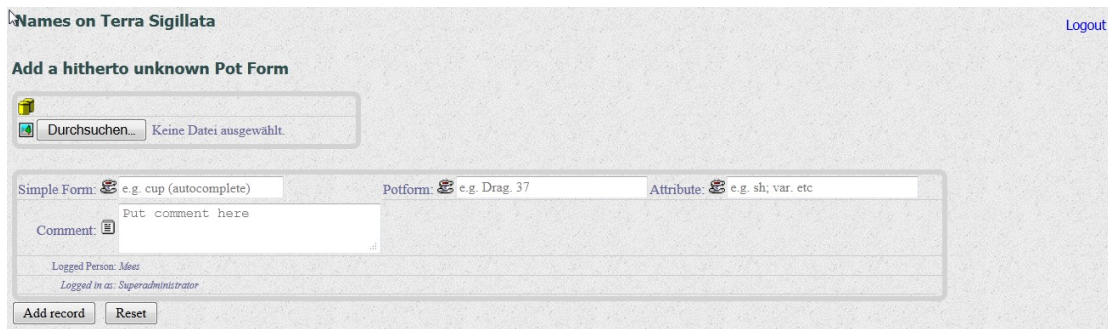
For technical reasons it is not possible to offer a drop-down list of existing Kilnsites within the Db, while at the same time allowing free text entry for new Kilnsites. For this reason, if there is doubt, please take some time to use the Search routines to see what existing Kilnsites are already in use, and enter the beginning of the one required, so that the autocomplete function for the Kilnsite field on the "Add a hitherto Unknown Potter" screen can enable the correct Kilnsite to be chosen.

3. Assess a date

Use a fairly wide date range, based on the form of the vessel, an assessment of the kilnsite, and any specifics of the archaeological context. It will only be possible to bring more precision after a number of instances of the work of a New Potter have been noted. Start by typing "AD " and the 'Autosuggest' will narrow down your options.

4. Enter any useful comment

Add a hitherto unknown Pot Form

The screenshot shows a web form titled "Names on Terra Sigillata" with a "Logout" link in the top right. The main heading is "Add a hitherto unknown Pot Form". Below this is a file upload section with a "Durchsuchen..." button and the text "Keine Datei ausgewählt.". The form contains three input fields: "Simple Form:" with the example "e.g. cup (autocomplete)", "Potform:" with the example "e.g. Drag 37", and "Attribute:" with the example "e.g. sh; var. etc.". There is a "Comment:" text area with the placeholder "Put comment here". At the bottom, it shows "Logged Person: Meaz" and "Logged in as: Superadministrator". Two buttons, "Add record" and "Reset", are at the very bottom.

The 'Add a hitherto unknown Pot Form' screen

Steps to before entering a **New Potform**

1. To add a Potform one must have an image of a vessel using the usual specification for images in Samian.net:
 - Tiff
 - 300 dpi
 - Greyscale

Use Adobe Photoshop or similar to enhance the image to show the maximum detail and save it/them in a folder with a date, just to remind you if you need to go back to it: e.g. C:\NoTS\Potform_Updates\01_01_2014 or the like.

- The image should be in the standard form, with a solid black half-section to the left and the profile to the right.

The 'Add a hitherto unknown Pot Form' Screen

- Find the image for the Pot Form concerned using the **Browse** field. The File name will be automatically updated to the next serial number in the Db.
- Enter the **Simple Form** from the the drop-down list. If there is any doubt, compare the **New Pot Form** with something similar which exists on the Db.
- Enter the **Potform** name. Use one of the standard catalogue forms:

11
15
15/17
15/17 or 18
15/17R
15/17R or 18/31R
15/17R or 18R
15/31
16
17
17a or b
17b
17R

18
18 or 18/31
18/31
18/31 or 31
18/31 to 31
18/31R
18/31R or 31R
18/31R to 31R
18R
18R
19
24
24b

25
27
27g
27R
29
29R
30
31
31R
31R?
32
32 or 32R
32R
33
33a

33e
35
36
37
38
39
40
42
42sh
44
45
46
51
78
79

79R
80
81
Bi
Bowl?
Cup
Curle 15
Curle 23
Déch. 63
Déch. 67
Decorated bowl
Dish
DishR
Hermet 24

Hermet 28
Hermet 29
Hermet 7
Hermet 9
Kiln-pad
Kiln-pipe
Kiln-ring
Loes. 11 or 12
Loes. 12
Loes. 1a

Loes. 7
Poinçon
R. 1
R. 1R
R. 5
R. 5g
R. 8
R. 8g
R. 9
Sb

Sc
Sd
Sh
Ta
Tb
TbR
Tc
Tf
Tf'
TfR

Tg
Tk
Tp
Tq
Tr
Ts
Tt
Tt'
Tv
Tx

Vernhet 2 21
Vernhet 42 E1
Vernhet C3

which are basically derived from the following "fathers of Samian archaeology":

- Curle
- Déchelette
- Dragendorff
- Hartley
- Hermet
- Loeschke
- Ludowici
- Ritterling
- Knorr
- Vernhet
- Walters

It is obligatory to use an existing potform if it exists in the catalogues above. Additions are only allowed for completely new forms, and they must be entered with their bibliographic sources in the comment field.

Enter the **Attribute**

- Add any useful **Comment**

Bibliography

Add a bibliographical Reference to a Stamp Record

You may edit an existing Bibliographical Reference in a Stamp Record.

The screenshot shows the 'Edit Stamp Record' interface. At the top, there is a stamp image with the word 'GERMANIF' in a stylized, outlined font. Below the image is a form with various fields:

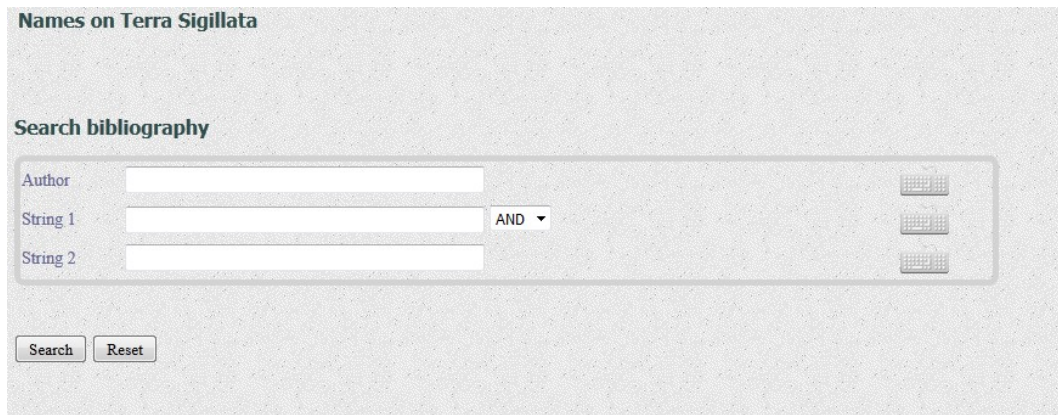
- ID: 68928
- Decoration Nr.: 0000000
- Pottename: Germanus I
- Die: 27a
- Die Position: Infradecorativ
- Reading: GERMANIF
- Frame Nr.: 0
- Image: Germanus_1_27a.jpg
- Tradition: Gaulish-Germanic-Raetian
- Kiln site: Banassac, La Graufesenque and Le Rozier
- General form: select simple form
- Form: 30
- Form attribute: e.g. sh
- Slip Colour: [empty]
- Site: Rottweil
- Findspot: [empty]
- Province: Germania Superior
- Ancient Name: Arae Flaviae
- Long: 8.627190
- Export/Kilnsite: [empty]
- Geo Info: Baden-Württemberg
- Lat: 48.167830
- Dated site: [empty]
- Findspot Character: [empty]
- Pleiades: 118572
- Repository Site: [empty]
- Repository: [empty]
- Museum Reference Nr.: [empty]
- Excavation Nr.: [empty]
- Quantity: 3
- Bibliography: Knorr 1907, Taf.6, 1, 2
- Bibliography: Knorr 1952, Taf.29, 1
- Bibliography: Knorr 1952, Taf.29, 1
- Bibliography: [empty]
- Comment: [empty]
- Scan/Photo: [empty]

Please note that you can only add or edit *one* bibliographical reference at once. After each change, you will have to press the update button and then go to the editing mask again.


Each time, only one entry line for one new bibliographical reference is offered.

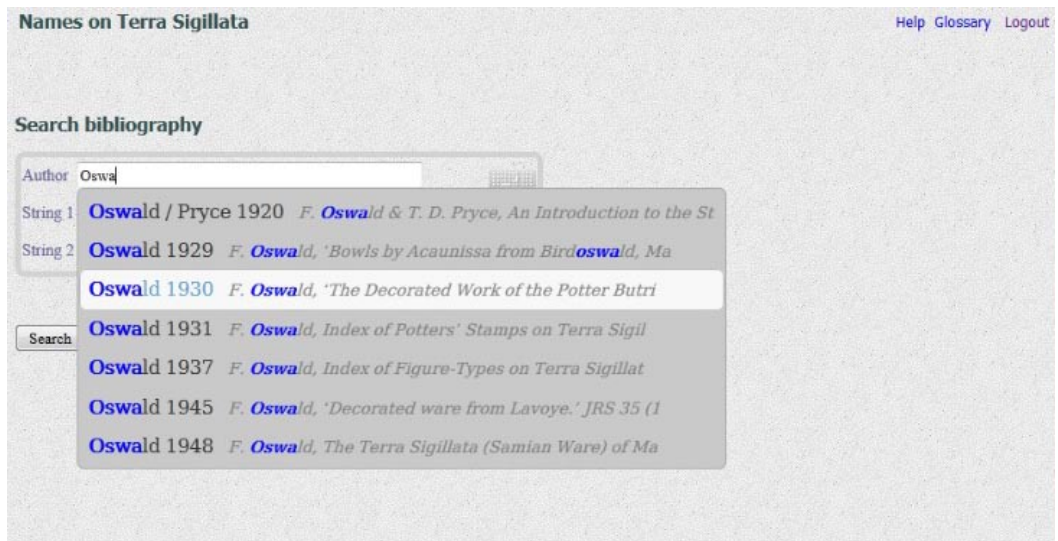
Search Bibliography

The database contains an extensive Bibliography. This can be accessed from the **'Search Bibliography'** option on the **'Manage'** Screen.



The '**Search Bibliography**' Screen

1. Enter the Author's surname in the 'Author' field. As with other entries to the system, the first few letters will produce an auto-response of the complete name. The bibliographic references do contain appropriate diacritics e.g. é, ö, ñ, so use the  button to access the required language.
2. This will produce a drop-down of all bibliographic references currently in the database for the author concerned.



The Drop-down to the '**Search Bibliography**' Screen

Scroll down to see if the Bibliographic reference require is currently on the system. If not then select **Add a hitherto unknown Bibliographic Reference** from the 'Manage' menu.

Add a hitherto unknown Bibliographic Reference

Names on Terra Sigillata


Add Bibliography

Bibliographical reference (Harvard) e.g. Hartley / Dickinson 1972 Full Title: e.g. B.R: Hartley / B.M. Dickinson, The Samian...

Logged in as: Superadmin@tranzor

Add record Reset

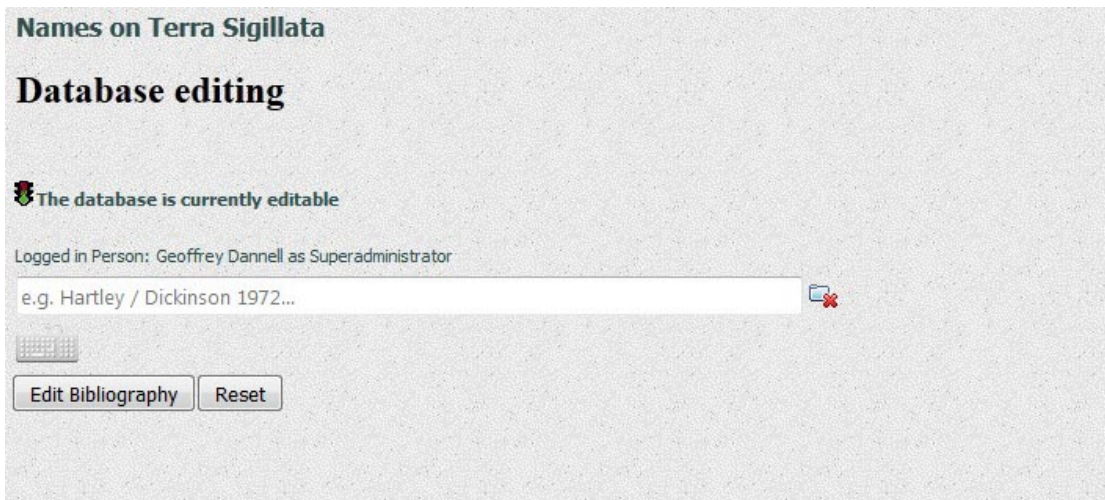
The 'Add a hitherto unknown Bibliography' Screen

1. There are two components to a Bibliographic Reference:
 - The short reference comprising the surname (s) of the author (s) with date of the publication in the forms:
 - Surname Date e.g. Oswald 1931
 - Surname / Surname Date e.g Oswald / Pryce 1920
 - The full reference, which should be in one of the forms used by the Harvard system, typically in these cases:
 - F. Oswald, Index of Potters' Stamps on Terra Sigillata ("Samian Ware"). East Bridgeford.
 - F. Oswald / T. D. Pryce, An Introduction to the Study of Terra Sigillata. London.
 - Alternative alphabets for diacritics in other languages can be provided by using the  button.
 - The entry is completed by pressing the 'Add Record' Button

Edit a Bibliographic Reference

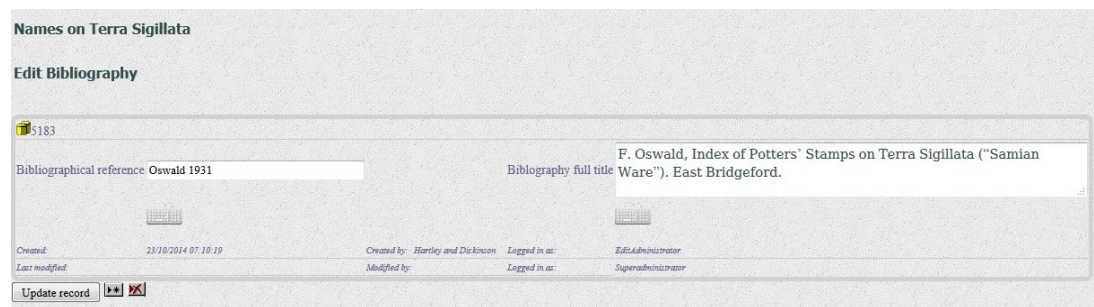
From time to time it may be necessary to Edit a Bibliographic Reference, particularly in the case of legacy entries derived from the printed version of NoTS.

From the '**Manage**' menu, select '**Edit a Bibliographic Reference**'.





The 'Edit Bibliographic Reference' Screen

The process is exactly the same as for Searching the Bibliography, so that by entering 'Oswald 1931', the relevant bibliographic reference is accessed:



The 'Edit Bibliographic Reference' Screen ready for amendment

- The bibliographic reference can be amended from the keyboard. Alternative alphabets for diacritics in other languages are provided by using the  button.
- The complete reference can be removed using the delete button. 

Site Informations

From time to time it may be necessary to alter the geographical co-ordinates for a site, if they have been entered or identified incorrectly (see Add New Stamp Record). This can be done by the following sequence from the Manage Option.

Edit Site



Names on Terra Sigillata

Site editing

The database is currently editable

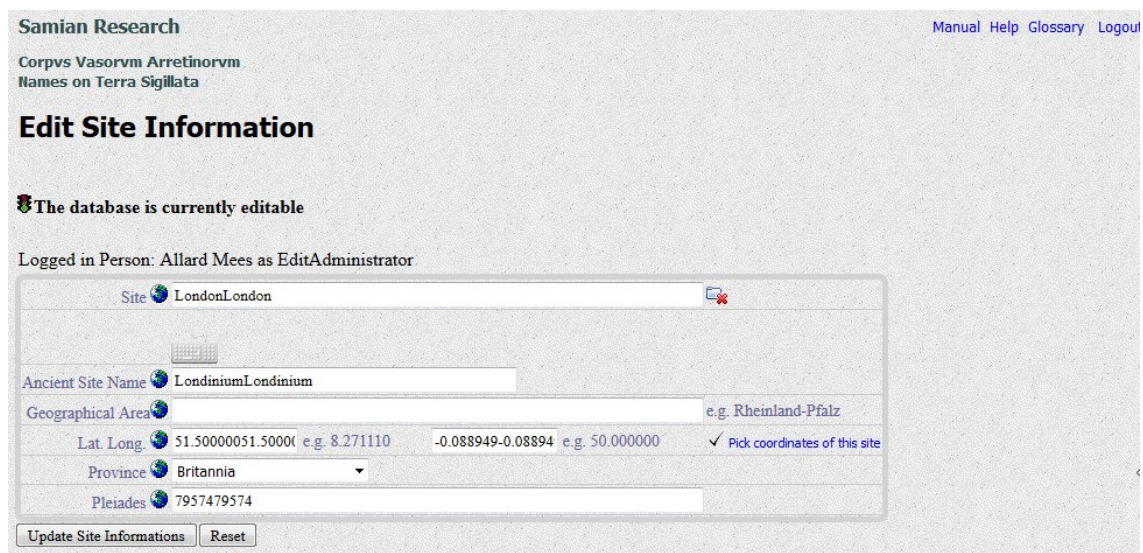
Logged in Person: Geoffrey Dannell as Superadministrator

London...

The **Edit Site** Screen

Enter the site to edited, and click 'Edit Site', which will produce:

Edit Site Information



Samian Research [Manual](#) [Help](#) [Glossary](#) [Logout](#)

Corpus Vasorum Arretinorum
Names on Terra Sigillata

Edit Site Information

The database is currently editable

Logged in Person: Allard Mees as EditAdministrator

Site LondonLondon

Ancient Site Name LondiniumLondinium

Geographical Area e.g. Rheinland-Pfalz

Lat. Long. 51.50000051.50000 e.g. 8.271110 -0.088949-0.08894 e.g. 50.000000 Pick coordinates of this site

Province Britannia

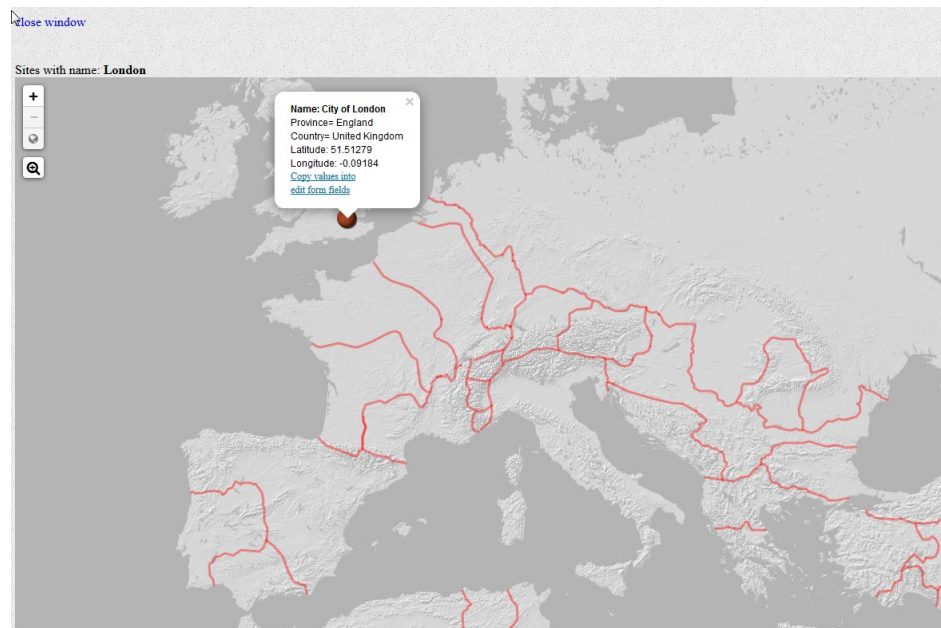
Pleiades 7957479574

The '**Edit Site Information** Screen ready for amendment

Simply enter the revised information, and **all** references to this site in the Db will be updated. Note that the site concerned may appear twice in the Db .e.g. London, and London?

Remember to update both site references.


Site coordinates may also be picked up automatically by clicking on "Pick coordinates of this site". After clicking on "Copy values into edit form fields", the coordinates of the selected site are automatically loaded into the coordinate fields.





Where a subset of site data information has become inconsistent, e.g. when in one of the records province information **was not** added, whereas in the rest of the site records this information is available, the site edit mask will show something like:

Names on Terra Sigillata


Edit Site Information


 The database is currently editable


Logged in Person: Allard Mees as Superadministrator

Site  RepresasRepresas 

Ancient Site Name 

Geographical Area  e.g. Rheinland-Pfalz

Lat. Long.  -7.928677-7.92867 e.g. 8.271110 38.01316338.01316 e.g. 50.000000

Province  Lusitania

Pleiades 

This is, because the database considers the site **including** province information and the site **without** this information as **two different records**.

In such cases, just remove the duplication of this information and/or correct the other information, then press the update button, so that all records will become identical relating to their geographical information.

Video Instructions

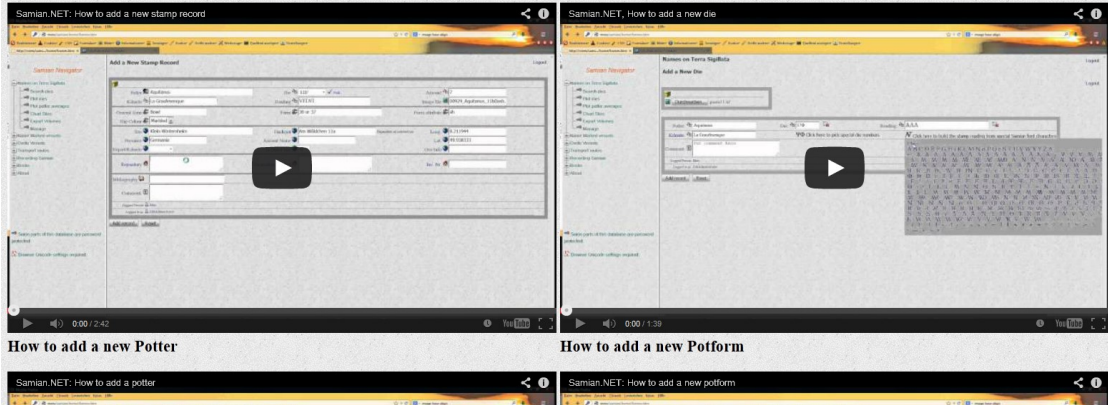
Names on Terra Sigillata Glossary Logout

Video demonstrations for Contributors

The Mainz Names on Terra Sigillata database allows editing and adding new material. To protect the work of a large European framework of scientific operators and the quality of the database, this feature is password protected. Editing/entering data can only be done after an intensive learning course. For institutions, a written agreement with the RGZM at Mainz is compulsory.

A few samples of the workflow are given below.

How to add new Stamp **How to add a new Die**



The image displays four video thumbnails arranged in a 2x2 grid. Each thumbnail shows a screenshot of the Samian.NET web application interface. The top-left thumbnail is titled 'How to add new Stamp' and shows a form for adding a new stamp record. The top-right thumbnail is titled 'How to add a new Die' and shows a form for adding a new die record. The bottom-left thumbnail is titled 'How to add a new Potter' and shows a form for adding a new potter record. The bottom-right thumbnail is titled 'How to add a new Potform' and shows a form for adding a new potform record. Each thumbnail has a play button in the center and a video player control bar at the bottom.

How to add a new Potter **How to add a new Potform**

The 'Video demonstrations for Contributors' Screen

The steps outlined above are indicated in the on-line Editing Instructions (Video) accessible from the 'Manage' screen.