Make sure you are on the EHRI Administration Interface page, via https://portal.ehri-project.eu/admin.

To gain access to the Administration Interface, you must first be given access by EHRI. If you don’t have access, it is best to contact charlotte.hauwaert@cegesoma.be.

At the portal (https://portal.ehri-project.eu/), you are able to see the same data, but in a different layout. You will not be able to make any changes here.

If you would have any feedback/comments/suggestions for the country reports, please send this information to charlotte.hauwaert@cegesoma.be.

**A. Repositories**

To create a new repository, we first need to locate the country it resides in. This is because repositories “belong” to countries (in the database at least).

Go to the “More => Countries” page, click on the country you need or fill it in in the search window.
Once you have clicked on the country you need (e.g. Austria), click on the button “Create Repository” on the right hand side.

Fill in the relevant fields, based on the EHRI Guidelines for Descriptions (see Excel table “Collection-holding Institutions” for an overview of the fields and their desirability – each field in the database offers an explanatory pop-up window which opens when the field is selected and the EHRI Guidelines).

The “Identifier” value: will be pre-filled automatically and should be left as it is. It is imperative that the description is in English and to designate “English” as the language of the description.

In case of non-Latin script for the original name of the repository, please follow:
Once you have filled out all the fields you may click the “Create Repository” button at the bottom. You should be aware that once you hit this button, your input will be incorporated in the database at once.

Once a repository has been created, you can always update it by going to its home page and clicking “Edit Item”.

<table>
<thead>
<tr>
<th>Authorized form of name</th>
<th>Original name in original script</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parallel names</td>
<td>English translation of name</td>
</tr>
<tr>
<td></td>
<td>Original name, transliteration into Latin characters</td>
</tr>
<tr>
<td>Other names</td>
<td>Abbreviations</td>
</tr>
<tr>
<td></td>
<td>Old names (mention date between brackets if known)</td>
</tr>
</tbody>
</table>
Save your updates by clicking “Update Repository” at the bottom of the page.
The field “Dates of Creation and Deletion” does not have to be filled out, since the system automatically keeps a log of all changes. Only use this field when your revisions require more explanation than the automatically generated information (name of the person who did the update, plus date).

**B. Authorities – Historical agents**

**Step 1: Verify in the authorities whether the creator of the collection you wish to add already exists**

To do this, you click on “Historical agents” (fourth from the left in the toolbar on top)

You type in the name of the creator (person or corporate body) you are looking for. If the authority already exists, you can skip the next step and go straight to “C. Collections”

If the authority already exists and you wish to add information, please click on “edit item”, and follow the guidelines for writing authorities for personalities and organizations are available in DL17.3.

**Step 2: If the authority is not found, you need to create it before you create it.**

To create an authority, go to “More” => “Authority Sets”

There you can see “EHRI Corporate Bodies”, “EHRI Personalities”, “Terezin Victim List”, “Terezin JMP Person List” and “JMP Person List for Jewish Community Guide”. You will mostly have to choose
between “EHRI Corporate Bodies” and “EHRI personalities”. Please select the one appropriate for the authority you wish to create by clicking on it.

Click on “Create authority” on the right hand-side. The guidelines for writing authorities for personalities and organizations are available in DL17.3.

Please note that:

<table>
<thead>
<tr>
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<th>Original name in original script</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parallel names</td>
<td>English translation of name</td>
</tr>
<tr>
<td></td>
<td>Original name, in Latin script</td>
</tr>
</tbody>
</table>

Please fill out the necessary fields and click on “Create Authority”.
C. Collections

Because collections are “held by” repositories/institutions, you first have to go to a repository page before you can create a new collection description. You can find the repository you need by clicking on “Institutions” at the top of the page and then search (by name) or browse the country.

Once you have found the repository (e.g. the Arhiv Federacije Bosne I Hercegovina), you can create a new collection by clicking the “Create New Child Item” button on the right-hand side of the page.
Just like for the repository, fill out the collection’s ISAD(G) fields using the Excel table “Archival Descriptions” (again, each field in the database offers an explanatory pop-up window which opens when the field is selected). To save, click “Create Collection” on the bottom of the page.

Please note that:

**Identifier:**
- original language, original script
- not automatic as it is with institutions, fill out yourself.

**Title:**
- original language, original script

**Parallel names:**
- original language, Latin script (so transliteration in case of non-Latin original script)
- English language translation of the original title

**Other Alt. Identifiers (optional)**

An institution may have multiple (supposedly unique) reference codes that are used to refer to archival units (i.e. an old one and a new one.) This is the case for USHMM, but also, apparently, for ITS and others. Note that the main identifier (“Reference Code”) **must** exist and **must** be unique for a given institution. If you wish to mention old identifiers, you can do so under “Other Ref. Codes”.
**Description ID (optional)**

This is only there to disambiguate multiple descriptions in the same language. For example, if EHRI was to create an alternative English description for a USHMM item, the description ID could be "EHRI".

**Web source (optional)**

This field is used to indicate the web address of a collection description which you copy manually (in the language of the website) into the EHRI database. If this description was not in English, you can add an English-language description via the “add description” button that becomes visible on the right-hand side of the EHRI database after you have saved the collection description.

To update a collection description, work the same way as for the repositories (go to the collection and click “Edit Item” on the right-hand side).

When you create an original collection description, just fill out all the fields manually. When you copy information from existing descriptions (taken from archival source books, online, inventories, etc.), please:

1. Copy the data from the original description and structure this according to the EHRI Guideline for Collection Descriptions
2. If needed and possible, enrich the data with new information according to the EHRI Guideline for Collection Descriptions
3. Annotate the process of copying, editing and enriching in the field “Archivist Note” (“Control Area”)

When the original description is not written in English, please:

1. Copy the original information and paste it in the correct fields (structured according to the EHRI Guideline for Collection Descriptions)
2. Provide an English translation of each element of description. This needs to be done by clicking “Add Description” on the right-hand side

Then fill out all the information in English and save this new description by clicking “Add Description” at the bottom of the page.
Now you should have two descriptions in the “Available Descriptions” box, in the example a French and an English one.

Please note that if you are copying an English language description and you are adding new information, this equally means adding a parallel description (with a different source mentioned). Each description is based on one source.
D. Access Points

The access points are not part of the main form because the functionality is slightly more complex. Access points can either be “just text” or an actual link to another “thing” on the system (i.e. an authority file or a subject term). Once the item has been created, go to the “Actions” menu on its description page and click “Manage Access Points”.

Please note that in case of parallel collection descriptions, the access points should be added to the English-language description.

To add the creator of the item, click “Add New” under the creator section. Start typing the name of the creator. Notice that items that match that name appear in a list below. If one of them looks like what we want, click it to select.
Please fill out the creator, persons, families, corporate bodies, subject access points, place access points and other access points. If there is no matching item on the system, just type the full name in the text box and click “Save”. Repeat the process for other access points and click the “Save” button.

**Important note on Copy collections:**

The “creator” is the same as for the original collection, so the original person or the original administration. It is very important to describe the context elements (such as archival history, existence and location of originals etc.) very well. Please indicate in the “scope and content” field what the precise scope is of what has been copied (full copy, partial copy and, if so, which selection). It is also advisable to add to the repository description that this CHI holds copy collections. When possible, link the original and the copy description via “Link to another item”.

### E. Linking items

A final functionality is linking. Linking can be done between archival descriptions (collection descriptions) and between authorities. This can be done by clicking “Link to another item” on the right.

![Linking items interface](image)

Type in the name of the item you would like to link your selected item to and select this one.
You then can link the collection to another collection or a repository in the EHRI database, and explain how the two relate. To save, click “Link Items” at the bottom of the page. For collection descriptions, this functionality is mostly meant to connect descriptions of original and copied collections. For authorities, it is meant to connect organisations which are in a hierarchical relationship or people who are related to each other.
To update or delete a link, click on the little icon on the right-hand side of the link.

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F. Formatting tips for the EHRI Database

While the EHRI database does not support “what you see is what you get” (WYSIWYG) editing, it uses a plain text scheme called Markdown that allows you to write simple text that will render as more attractively formatted HTML on the EHRI portal (this is similar to what Basecamp uses for bold and italic text.)

To create a new paragraph, leave a blank line between the end of the previous paragraph and the start of the new one (note: do not indent the first word of the paragraph because this denotes a quote (see below)).

To italicise some words, surround them with one asterisk (`*`), i.e. this word will be *italicised*. To bold some words, surround them with two asterisks (`**`) i.e. this word will be **bold**.

To create a set of bullet points, start each new bullet point with a hyphen (`-`), i.e:

- an item
- another item
- a third item

To create a number list, use a number and a period, i.e:
1. the first item
2. the second item
   - A nested unordered list item (indented by 4 spaces from the parent)
   - Another unordered list item
3. the third item

To denote some quoted text, indent the first word of the quoted paragraph by 4 spaces.

If you want to have bullet points inside an ordered list, you need to indent the first hyphen (“-”) by four spaces per level, i.e:

1. An item
   - A nested bullet
   - Another nested bullet
     1. An ordered list item inside a bullet inside another ordered list
2. Second item

That will come out like:

```
1.  An item
   o  A nested bullet
   o  Another nested bullet
     1.  An ordered list item inside a bullet inside another ordered list
2.  Second item
```

To make some words into a clickable link you need to put the link text in square brackets, immediately followed by the URL in parentheses, i.e. The last three words will be a [link to EHRI](http://www.ehri-project.eu).

Finally, if you have any questions about working in the EHRI Database, please contact Charlotte (charlotte.hauwaert@cegesoma.be).