

RSN2005 Manual  
Add Notice Data Page v1.0

The 'Add Notice Data' page displays a blank form for you to enter the 'Issue data' for a new data record relating to a single notice. The 'Issue data' constitutes a record of the title, dates, issuing department, and other related information relating to the notice. This is also the source for much of the data displayed on the 'Detail Browse' page, and one of the primary sources for data used by the 'Search' page.

**SIGNALLING NOTICES REGISTER**

**ADD NEW NOTICE - user PJM**

---

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Title Not Verified
					<input type="checkbox"/> Details Verified By Sight
Brief Title	<input type="text"/>				
Full Title	<input type="text"/>				
Date of Issue	<input type="text"/>	Date into Force	<input type="text"/>	Actual into Force	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Issued at	<input type="text"/>	Issued by	<input type="text"/>	designation	<input type="text"/>
Title Not Known	<input type="checkbox"/>				
Information Source	<input type="text"/>				

---

[Abort Changes and Return to Quickview Page](#)

The 'Add Notice Data' page opens in the current browser window.

The example above shows the 'Add Notice Data' page – the current logged-in user is PJM.

**'Number'** box – This box displays the Notice Number as printed on the front cover of the notice. Not all notices bear a Notice Number. To enter the Notice Number, type it into the 'Number' box. The 'Number' box is of restricted length.

**'Company'** box – This box displays an abbreviation indicating the company that issued the notice. To enter the company, type the appropriate abbreviation into the 'Company' box.

**'Section'** box – This box displays an abbreviation indicating the section / region of company that issued the notice. To enter the Section, type the appropriate text or abbreviation into the 'Section' box.

**'Ref. Number'** box – This box displays any additional reference number that is printed on the notice, but is not the Notice Number. To enter the Reference Number, type the appropriate text into the 'Ref. Number' box.

**'Title Not Verified'** checkbox – if a tick is displayed in the 'Title Not Verified' checkbox, it indicates that the title of the notice has been derived from a secondary source (i.e. someone else's notes). If a tick is not displayed in the 'Title Not Verified' checkbox, it indicates that the title of the notice has been derived from a primary source (i.e. original copy, photocopy, photograph). To set the tick, click on the box when the tick is not showing. To unset the tick, click on the box while the tick is showing.

**'Details Verified by Sight'** checkbox – if a tick is displayed in the 'Details Verified By Sight' checkbox, it indicates that the details shown on the 'Edit Notice Data' page has been derived from a primary source (i.e. original copy, photocopy, photograph). To set the tick, click on the box when the tick is not showing. To unset the tick, click on the box while the tick is showing.

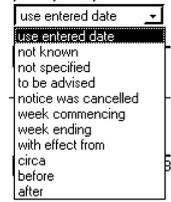
**'Brief Title'** box – This box displays a 'brief' summary of the full title printed on the front of the notice. This is one of the primary sources used by the 'Search' page, and is the source of the title shown on the 'Detail Browse' page. The 'Brief Title' should normally be in the form :- <Location / Locations concerned> <:-> <brief summary of work involved> and should be sufficient to give users an idea of what the notice is about. In cases where the accuracy of a secondary source is uncertain, the 'Brief Title' will be enclosed within brackets and asterisks :- <[\*]><Brief Title><[\*]> until such time as the title can be confirmed. To enter the 'Brief Title', type the appropriate text into the 'Brief Title' box.

**'Full Title'** box – This box displays the full title of the notices as printed on the front cover. To enter the 'Full Title', type the text into the 'Full Title' box.

RSN2005 Manual  
Add Notice Data Page v1.0

**'Date of Issue'** boxes – This group of four boxes displays the date of issue of the notices as printed in it. The first row of boxes consists of a box for the day of issue, a box for the month of issue, and a box for the year of issue. To enter the 'date of issue', type the appropriate numbers into each box. The day and month boxes should have leading zeroes entered as appropriate (i.e. 7<sup>th</sup> January should be entered as 07 01). The year should be entered into the appropriate box as 4 digits. If the day of issue is not shown, leave the 'day' box blank, likewise with the 'month' box if the month is not shown either.

Underneath the day, month, and year boxes is a 'qualifier' box. To set the entry in the 'qualifier' box, click on the small arrow at the right of it and select the appropriate entry. If a date has been entered in the day, month, year group of boxes, the 'qualifier' box should normally be set to 'use entered date' otherwise the database will not store and display the date correctly. If no date of issue is printed in the notice, 'not specified' should be selected. You should only select 'not known' if the information about the notice has not come from a primary source and the date is not shown in your source. Please be aware that many people only list the 'date into force' on their lists of notices, and that there is a potential for the entry of the wrong date into the 'date of issue' fields if a secondary source is used for the data.



**'Date into Force'** boxes – This group of four boxes displays the date of introduction of the work described in the notice as printed in the notice. In the case of work spanning multiple dates / multiple stages, the earliest date shown must be entered in these boxes. The same notes regarding dates and qualifiers apply to the 'Date into Force' boxes as those that apply to the 'Date of Issue' boxes detailed above.

**'Actual into Force'** boxes – In some cases the work was not brought into force on the date printed in the notices (some notices show the date as 'to be advised'). Where it is known that the work was brought into force at a later date, that date should be shown in the 'Actual into Force' boxes, otherwise they should be left blank, with the qualifier set to 'use entered date'. The same notes regarding dates and qualifiers apply to the 'Date into Force' boxes as those that apply to the 'Date of Issue' boxes detailed above.

**'Issued at'** box – This box displays the location of the office from which the notice was issued as printed in it (i.e. Paddington Station, Liverpool Street Station, Derby, etc.) To enter this information, type it into the 'Issued at' box.

**'Issued by'** box – This box displays the name of the officer who was responsible for issuing the notice as printed in it. To enter this information, type it into the 'Issued by' box.

**'designation'** box – This box displays an the designation of the issuing officer as printed in the notice (i.e Superintendent of the Line, General Manager, Chief Operating Manager etc.) To enter this information, type it into the 'designation' box.

**'Title Not Known'** checkbox – if a tick is displayed in the 'Title Not Verified' checkbox, it indicates that the title of the notice is not presently known, and that the notice number has only been entered to fill a gap in the numbering series. Having the checkbox ticked allows the filtering routines to remove such notices from the display in the 'Detail Browse' page if a user wishes. This checkbox must not be ticked if a title appears in the 'Brief Title' box. This checkbox will only be available if your user permission allows it and is normally only used in conjunction with the entry of 'new' notices.

**'Information Source'** box – This box displays the source / sources of the information shown in the 'Edit Notice Data' page. To enter this information, type it into the 'Information Source' box, but do not remove any existing source details from this box unless it is appropriate. Use as short a note as possible in this box (i.e. 'PJM original').

Any combination of boxes on the 'Edit Notice Data' page may be left empty if the information is not available.

When you are happy that you have set the various data input boxes on this page the way you want them, click on the **'Submit'** button to enter the data into the database. *Please be patient at this stage, depending on the speed of your connection, and the load on the server, it may take a little while for the data to be processed.* When the data has been correctly processed by the database, a green confirmation screen will be displayed. On the confirmation screen, you will have one option :-

**'Return to Quickview Page'** link - this will return you to the Browse Detail page, and update that page to reflect the new record that you have inserted. Note that if you inserted the new record at the bottom of the page, you will have to navigate to the following page to see it. After the new record has been inserted, it will be necessary to click on the 'Notice Detail' button in order to enter additional data relating to the new notice.

If you do not wish to input the data you have entered on the 'Add Notice Data' page to the database, click on the link below the 'Submit' button:-

**'Abort Changes and Return to Quickview Page'** link - this will return you to the 'Browse Detail' page.