

RSN2005 Manual  
Edit Notice Data Page v1.0

The 'Edit Notice Data' page displays the 'Issue data' from a single data record relating to a single notice in the database, and provides the facility for you to edit that data. 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**

**EDIT NOTICE DATA FOR Record (SEQUENCE NUMBER) 960000 user PJM**

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Number	Company	Section	Ref. Number	<input type="checkbox"/> Title Not Verified
SA/28/MR	NR(M)	Midlands	None	<input checked="" type="checkbox"/> Details Verified By Sight
Brief Title	Ledburn Junction - commissioning of new junction			
Full Title	Supplementary Notice Of Signalling And Permanent Way Alterations Concerning the remodelling of the West Coast Route between Cheddington Station and Leighton Buzzard Station - Operative from: Monday 1st September 2003			
Date of Issue	Date into Force	Actual into Force		
00 09 2003 use entered date	01 09 2003 use entered date	0 0 use entered date		
Issued at	Issued by	designation		
Birmingham	J.Richardson	Operations and Safety Manager		
Title Not Known	<input type="checkbox"/>			
Information Source	Amended by SLL on 23/08/2004 with full details from personal copy held. Further amended by SDL on 06/10/2007 with details from personal copy held.			

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

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

The 'Edit Notice Data' page opens in the current browser window, generally at 2/3 screen height (this is to remind users that this is a new window that needs closing when appropriate in order to avoid a proliferation of open windows). The default screen height may become a User Preference at a future date.

The example above shows the 'Edit Notice Data' page for notice SA/28/MR – 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.

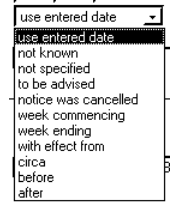
**'Brief Title'** box – This box displays a 'brief' summary of the full title printed on the front of the notice. This is one of the primary sources used by the 'Search' page, and is the source of the title shown on the 'Detail Browse' page. The 'Brief Title' should normally be in the form :- <Location / 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.

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**'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 two options :-

**'Return to Detail Page'** link – this will return you to the 'Notice Details' page for the current notice, and will update the display in respect of the data that you edited in the 'Edit Notice Data' page.

**'Return to Quickview Page'** link - this will close the current browser window, leaving the 'Browse Detail' page visible. The display will not be updated in respect of the data that you edited in any 'Edit' page until either you refresh the Browse Detail page, or navigate away from the page and back to it again.

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

**'Abort Changes and Return to Detail Page'** link – this will return you to the 'Notice Details' page for the current notice.

**'Abort Changes and Return to Quickview Page'** link - this will close the current browser window, leaving the 'Browse Detail' page visible.