

The 'Edit Notice (Physical)' page displays the 'physical 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 'physical data' constitutes a physical description of the notice i.e. size, colour, number of pages etc.

**SIGNALLING NOTICES REGISTER**

**EDIT NOTICE (PHYSICAL) DATA FOR Record (ID) 2598 user PJM**

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Size	<input type="text" value="A4"/>	Height	<input type="text" value="0"/>	x	<input type="text" value="0"/>	inches
Cover Colour	<input type="text" value="Yellow"/>					
Number of Pages	<input type="text" value="4"/>	Text pages	<input type="text" value="4"/>	Descriptor	<input type="text" value="TTY"/>	
Fold-out diagrams	<input checked="" type="checkbox" value="1"/>	Diagrams in text	<input type="checkbox" value="0"/>	Notes	<input type="text"/>	

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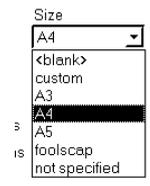
[Abort Changes and Return to Detail Page](#)

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

The 'Edit Notice (Physical)' 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 Physical' page for notice SA/28/MR – the current logged-in user is PJM.

**'Size'** box – This box displays standard size codes for the notice. The size is for the notice in it's folded-as-issued condition i.e. if a notice were to consist of a single sheet of A3 paper folded over to A4 size, the notice size would be described here as A4. To set this box, click on the small, arrow at the right and select one of the displayed entries. If the size of a notice is not known (i.e. data taken from notes, photograph, or a rescaled photocopy) the 'size' field should be set to '<blank>'. If the size of the notice is not one of the standard sizes listed, the 'size' field should be set to 'custom'.



**'Height'** box – This box displays the height of the notice in inches and decimals thereof (generally to the nearest 0.25 inch). To enter the height of a notice (with the 'size' field set to 'custom'), type the height into the 'height' box using only numbers (including a decimal point if needed).

**'Width'** box – This box displays the width of the notice in inches and decimals thereof (generally to the nearest 0.25 inch). To enter the width of a notice (with the 'size' field set to 'custom'), type the width into the 'width box using only numbers (including a decimal point if needed).

**'Cover Colour'** box – This box displays colour of paper used for the cover of notice (bearing in mind that age may have altered the hue of the paper). If the cover colour is not known (i.e. data taken from notes or a monochrome photocopy) the 'Cover Colour' field should be set to 'nk'.



**'Number of Pages'** box – This box displays the total number of physical pages that the notice is comprised of, regardless of content. Blank pages and un-numbered pages are included in this page count. For example, a single-sheet notice comprises of two pages – the front, and the (blank) rear. To enter the 'Number of Pages', type the number into the 'Number of Pages' box.

**'Text Pages'** box – This box displays the total number of pages on which text appears (i.e. excluding any pages that are totally blank, contain only a page number, or contain only a layout diagram). To enter the 'Text Pages', type the number into the 'Text Pages' box.

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**'Descriptor'** box – This box displays code letters indicating the contents of each physical page of the notice from front through to back. The letter codes used are as follows :-

B - Blank	
D - Diagram	This code is used for a 'diagram on page' (not a fold-out diagram)
R - Routing Table	
S - Signal Profiles	
T - Text	
Y - Signalling Symbols	

To enter the descriptor code in the 'Descriptor' field, type the appropriate sequence of letters into the 'Descriptor' box.

**'Fold-out diagrams'** box – This box displays the number of fold-out diagrams issued with the notice. If there are no fold-out diagrams this number will be zero. To enter the number of fold-out diagrams type the appropriate number into the 'Fold-out diagrams' box.

**'Fold-out diagrams'** checkbox – A tick in this box indicates that fold-out diagrams were issued with the notice. To set the tick, click on the box when no tick is shown. To unset the tick, click on the box when a tick is shown. When the number in the 'Fold-out diagrams' box is zero, the 'Fold-out diagrams' checkbox should be set to show no tick. When the number in the 'Fold-out diagrams' box is greater than zero, the 'Fold-out diagrams' checkbox should be set to display a tick. The database does not currently make use of the data in this checkbox and it may be removed at a later date.

**'Diagrams in text'** box – This box displays the number of diagrams printed within the notice which are not on fold-out inserts. If there are no such diagrams this number will be zero. To enter the number of diagrams type the appropriate number into the 'Diagrams in text' box.

**'Diagrams in text'** checkbox – A tick in this box indicates that diagrams were printed within the notice. To set the tick, click on the box when no tick is shown. To unset the tick, click on the box when a tick is shown. When the number in the 'Diagrams in text' box is zero, the 'Diagrams in text' checkbox should be set to show no tick. When the number in the 'Diagrams in text' box is greater than zero, the 'Diagrams in text' checkbox should be set to display a tick. The database does not currently make use of the data in this checkbox and it may be removed at a later date.

**'Notes'** box – This box displays notes relating to the physical aspects of the notice. It may be used to describe the structure of the notice as 'gatefold' if a six page notice is formed from one folded sheet, or to make a note relating to the attachment of a fold-out diagram. The 'Notes' box will hold a limited amount of text, and if it is found to be too short, please contact one of the database administrators.

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 Holder 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 Holder 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.