

HELPPFILE for the HOME SURVEY



HOME website: <http://collections.naturalsciences.be/ssh-anthropology/home>

SURVEY website: <http://collections.naturalsciences.be/ssh-anthropology/home/survey>

Firstly you will have to request a username and a password:

- click the box on the right hand side of the screen

[Request a username and a password](#)

Once you have a username and password:

- Fill your login Name and Password
- Click on 'View my survey'



List of Surveys

- Click [by mars](#) — last modified Mar 25, 2020 02:40 PM — [History](#)

This will take you to:

(i.e. see below)

The screenshot shows the 'List of Surveys' page for the Royal Belgian Institute of Natural Sciences. The page layout includes:

- Header:** 'List of Surveys' title, a search bar with 'A-Z' filter, and a 'Collection' dropdown showing 'All (1) FSI (1)'. The museum logo and name are visible.
- Left Sidebar:** Contains contact information for the Royal Belgian Institute of Natural Sciences, including address, website, and confidentiality notices.
- Center:** A 'Log in' button and a 'Forgot your password?' link.
- Right Sidebar:** Features an 'Edit the Institution data' section with a pencil icon and a '2. Save your survey' section with 'Save' and 'Cancel' buttons. Below this is a 'Collections' list with categories like 'Historical Periods', 'Artifacts & Mummies', and 'Prehistory', each with sub-items.
- Bottom:** A large yellow button labeled 'View my survey' and a white button labeled 'Request a username and a password'.

Once you are in the institution:

- Click on the black circle containing the white pencil

this will enable you to add information on your institution:



Edit the Institution data

1. Edit the Default and the contact Person

Default Contact Person Digitisation

2. Save your survey

Save Cancel

Once you are in the editing mode of your institution:

there are three tabs:

- Default
- Contact Person
- Digitisation



Royal Belgian Institute of Natural Sciences



You are here: [Home](#) / [HOME](#) / [Survey](#) / [Royal Belgian Society of Anthropology and Prehistory](#)

Edit HOME survey 2020

Default Contact Person Digitisation

Title

Royal Belgian Society of Anthropology and Prehistory

Summary

The first 'default' tab:

- Asks general information such as the Status of your institution, Location (Flanders, Brussels Capital, Wallonia or German region), Address, Logo,

Website, Confidentiality (whether or not you agree with the anonymous use of your data in the HOME project) and Public use of the data.

- Do not forget to 'save' at the end!

Edit HOME survey 2020

Default ■ Contact Person Digitisation

Title ■

Royal Belgian Society of Anthropology and Prehistory

Summary

Used in item listings and search results.

Status

Federal Scientific Institution ▲
University
High School
Museum
Local institution ▼

Status if Other

Location

No value ▼

Address

Logo

Add the logo of the Collection / Institution if available (jpg or png format, not tiff or svg)

No file chosen

Website

Confidentiality

Do you agree with the anonymous use of your data of in the framework of the HOME project

No value ▼

Public use of data

Do you agree that your data will be public available

No value ▼

The second tab 'Contact Person':

- Asks you to fill out details for the person who will be the contact for the institution and also if you accept the GDPR regulation.
- Do not forget to save!



Royal Belgian Institute of Natural Sciences



You are here: [Home](#) / [HOME](#) / [Survey](#) / Royal Belgian Society of Anthropology and Prehistory

Edit HOME survey 2020

Default Contact Person Digitisation

Name

Surname

Phone

Email

Function

Other Information

GDPR regulation

I accept that these data will be stored and used in agreement with the General Data Protection Regulation (GDPR), the Data Protection Act 1988 and the Data Protection Act 2018.

yes

no

The third tab 'Digitisation':

- Asks you to fill out details for your digitisation strategy. Here please describe your Digitisation strategy (should you have one) and tick the most appropriate Digitisation Level in your institution (one value) and also the Valorisation of digital remains (how they are used - multiple values are allowed). If you have any other information on your digitisation strategy then please add this in Digitisation additional information. It is also possible to upload a file with additional information.
- Do not forget to 'save'!



Royal Belgian Institute of Natural Sciences



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Edit HOME survey 2020

Default Contact Person Digitisation

Digitisation of the collection(s)

Digitisation Strategy

Digitisation level

No digitisation
Metadata
2D picture
2D pictures in anatomical orientation
3D photogrammetry

Valorisation of digital human remains

How the digitised virtual specimens are valorised. Multiple values are allowed.

No digitisation
Patrimonial purpose
Available on request for scientific studies
Available for virtual sharing with communities
Available for popular science

Digitisation additional information

Attached file

Please upload file with additional information (txt, doc, odt, xls, csv, pdf, jpg, png). If you want upload several files, use a zip file (M

No file chosen

Filling out information on the collections

On the right hand side of the screen there are different categories of collections:

Collections

- Historical Periods
 - *Belgium*
 - *Europe*
 - *DRC, Rwanda, Burundi*
 - *Rest of the World*
- Artifacts & Mummies
 - *Belgium*
 - *DRC, Rwanda, Burundi*
 - *Rest of the World*
 - *Mummies*
- Prehistory
 - *Belgium*
 - *DRC, Rwanda, Burundi*
 - *Rest of the World*
 - *Fossil Hominids*
- *Anatomy*

If you have human remains in any of these categories please click on the appropriate category on the right hand side and it will take you to a screen which gives of a summary of the questions to be asked.

Human Remains from Europe: historical periods

by mias — last modified May 27, 2020 11:04 AM

Human Remains from Europe: Historical times. This includes all human remains collected in Europe (Belgium excluded)
Public Display

Available for research

valorisation

Collection composition

European Union

Countries EU (Belgium excluded)

Estimated number of human remains from European Union (Belgium excluded)

Anatomical composition :

Number of Cranial remain(s) , Number of Infra-cranial remain(s) , Number of Complete Skeleton(s) , Number of Soft tissue(s) , Number of Complete body(ies) .

Estimated Number of individuals

Number of identified individuals

Did you received repatriation request(s)

Additional Information

Attached file

No file

Other European countries

Countries Europe no EU

Estimated number of human remains

Anatomical composition :

Number of Cranial remain(s) , Number of Infra-cranial remain(s) , Number of Complete Skeleton(s) , Number of Soft tissue(s) , Number of Complete body(ies) .

Estimated Number of individuals

Number of identified individuals

Did you received repatriation request(s)



Edit

1. Navigate in the different sub-men

Default European Union Other European countries

2. Save your survey

Save Cancel

3. close the tab if necessary

Collections

- Historical Periods
 - Belgium
 - Europe
 - DRC, Rwanda, Burundi
 - Rest of the World
- Artifacts & Mummies
 - Belgium
 - DRC, Rwanda, Burundi
 - Rest of the World
 - Mummies
- Prehistory
 - Belgium
 - DRC, Rwanda, Burundi
 - Rest of the World
 - Fossil Hominids

Click on the black circle containing the white pencil and this will enable you to add information on this particular collection.



Edit

1. Navigate in the different sub-menu e.g.

Default European Union Other European countries Greenland Sami

2. Save your survey

Save Cancel

3. close the tab if necessary

The first tab 'default'

- Asks you to fill out general information on this particular collection.

This includes whether or not the remains are on Public display and if they are Available for research. If they are on Public display or are Available for research, please give more details on this in the box entitled 'valorisation'. Please also select the categories of types of human remains represented in this collection 'Collection composition'.

Please see below an example from the collection of human remains from Historical remains from Belgium: historical periods.

Edit HR History Belgium

Human Remains from the Belgian territory and historical period

Default Flanders Wallonia Brussels capital German-speaking Community

Title
Human Remains from Belgium: historical periods

Summary
Used in item listings and search results.
Human Remains from Belgium: Historical times.
This includes all human remains collected in Belgium (e.g. cemeteries)

Public Display
Are (some of) these remains on public display
 yes
 no

Available for research
Are (some of) these remains available for scientific studies (including historical and provenance studies)
 yes
 no

Valorisation

Collection composition
Select the category(ies) represented in this collection

Cranial remain(s)	▲
Infra-cranial remains(s)	
Complete Skeleton(s)	
Soft tissue(s)	
Complete body(ies)	▼

Once you have filled out the general information in the first tab then please go to each of the other tabs:

Fill out further details on each of the categories of human remains you have in your collection.

Please see an example from the collection of human remains from Historical periods in Europe.

Edit HR History Europe

Human Remains from Europe and historical period (Belgium excluded)

Default **European Union** Other European countries Greenland Sami

Countries EU (Belgium excluded)

Select the represented countries (multiple choice possible)

Austria
Bulgaria
Croatia
Cyprus
Czech Republic (Czechia)

Estimated number of human remains from European Union (Belgium excluded)

This is the number of remains or items. A single isolated bone or bone fragment can be counted.

No value

Anatomical composition :

Number of Cranial remain(s) : ,

Number of Infra-cranial remains(s) : ,

Estimated Number of individuals

If available, provide the number of individuals.

Number of identified individuals

If available, provide the number of identified individuals.

Did you received repatriation request(s)

Please choose the option(s). If one of the positive options is selected, please provide more information.

No
From private person(s)
From communities representative(s)
From official representatives
From foreign government(s)

Additional Information

Please provide additional information about this collection. Origin, archives, provenance, inventory, etc. Provide this information below or as an attachment.

Attached file

Please upload file with additional information (txt, doc, odt, xls, csv, pdf, jpg, png). If you want to upload multiple files, please use the "Add files" button.

Choose File No file chosen

Save Cancel

Each tab will ask the following information:

(Countries (if relevant):

Edit HR History Europe

Human Remains from Europe and historical period (Belgium excluded)

Default ■ European Union Other European countries Greenland Sami

Countries EU (Belgium excluded)

Select the represented countries (multiple choice possible)

Austria
Bulgaria
Croatia
Cyprus
Czech Republic (Czechia)

The Estimated number of human remains in this category

(this can be from 1 to over 1 million):

Estimated number of human remains from European Union (Belgium excluded)

This is the number of remains or items. A single isolated bone or bone fragment can be counted.

No value ▼

The Anatomical composition of the remains (please note this box can be expanded). Please put an estimate of numbers of each type of human remain before the comma (if known):

Anatomical composition :

Number of Cranial remain(s) : ,
Number of Infra-cranial remains(s) : ,
Number of Complete Skeleton(s) : ,
Number of Soft tissue(s) : ,
Number of Complete body(ies) : .

The Estimated number of individuals (which are unknown)

Estimated Number of individuals

If available, provide the number of individuals.

The Estimated number of individuals (which are known)

Number of identified individuals

If available, provide the number of identified individuals.

Please also tell us if you received any Repatriation requests for this data (please note this will not apply for Historical periods -Belgium):

Did you received repatriation request(s)

Please choose the option(s). If one of the positive options is selected, please provide more i

No
 From private person(s)
 From communities representative(s)
 From official representatives
 From foreign government(s)

We also provide a space where you can provide Additional information and attach files if you have inventories of your collections and any other relevant information. Please also give more information in this box if you received a repatriation request:

Additional Information

Please provide additional information about this collection. Origin, archives, provenance, inv below or as an attachment.

Attached file

Please upload file with additional information (txt, doc, odt, xls, csv, pdf, jpg, png). If you wan

No file chosen

- Finally, do not forget to save your data!

Please fill out this information for each category of human remains that you have.

Once you have finished entering the data for each category then please go back to the HOME page (button on the right hand side).



On the HOME page it is also possible to export your survey as an XLS (button on the right hand side).



Thank you for the time you have taken to complete the survey!

If you need any help please don't hesitate to contact HOME@naturalsciences.be or to call the mobile number: .##

We are there to help you with any difficulties or questions you may have on the survey.

THANK YOU!!