

Mind the Gap

Scope

Gaps are only available for registers and batches associated with the **PARISH REGISTER** type. They are not available for other register types since they are by definition of a limited period for which gaps are of little value. A gap has a minimum range of 1 year.

A gap is either associated with a specific batch (and therefore **record type**) or a register in which case the gap can be either associated with a **specific record type** or **ALL record types**.

Who can list gaps?

Any member.

The ability for researchers to list and view gaps will be developed upon acceptance of the Gap management system

Who can create and edit?

Transcribers can create and or edit a gap for any of their batches associated with a Parish Register.

Syndicate coordinators can create and or edit a gap for any of the batches for a member of their syndicate associated with a Parish Register.

County and Country coordinators can create and or edit a gap for any of the batches for their counties associated with a Parish Register.

County and Country coordinators can ALSO create and or edit a gap for any REGISTER in their counties associated with a Parish Register.

Data managers, system administrators and the Executive Director have the same ability as a county coordinator.

Who can delete?

A transcriber can delete a gap they have created.

Syndicate coordinators can delete gaps they or their syndicate members have created when they feel they are unwarranted.

County and Country coordinators can delete any gaps for registers or batches in their counties. This would normally be done when they see a need to aggregate gaps.

Data managers, system administrators and the Executive Director have the same ability as a county coordinator.

Processes

1. Transcriber

When a transcriber lists their batches they have the option to show (SH) details of a specific batch. See below.

Your Actions: > Your Batches

Kirk these are your files

Ordered by most recent: select a link below to change the order of display

Alphabetical file name Oldest Most Recent Files with errors Files with zero years Waiting for processing Select Specific File

To replace a file: find the file in the list and click its RL option. To upload a new file: click this [Upload new file](#)

Batches are colour coded. Teal: OK; Red: Errors; Blue: Locked and OK; Maroon: Locked with errors, Orange: Just Verified

File	Cty	Place	Church	Reg	Entries	Start year	End year	Processed	Locked TR.SC	Action ↑
NFKSWABU	NFK	Swanton Novers	St Edmund	Parish Register	3	1668	1745	05/01/2020	N	SH P DL ER L/U DE RL
NFKALBBA	NFK	Alby	St Kirk	Parish Register	5	0	1968	05/01/2020	N N	SH ED DL ER L/U DE RL

The list of actions has a new one called **Create Gaps** if NONE currently exist or **List Gaps** if gaps have already been entered. See below for the 2 situations.

Your Actions: > Your Batches > Batch Information

NFKSWABU (kirkbedfordshire) in Parish Register of St Edmund in Swanton Novers of Norfolk

Edit headers Download batch Browse entries Listing of error entries Listing of zero year entries Listing of embargoed entries Unique names
Remove batch Replace batch **Create Gap**

FIELD	VALUE
County	Norfolk
Diocese name	Swanton Novers

Your Actions: > Your Batches > Batch Information

NFKALBBA (kirkbedfordshire) in Parish Register of St Kirk in Alby of Norfolk

Edit headers Download batch Browse entries Listing of error entries Listing of zero year entries Listing of embargoed entries Unique names
Remove batch Replace batch **List Gaps**

If you click the Create Gap button on the initial display of header options or the one on the display that lists gaps you will get a simple data entry screen.

Your Actions: > Your Batches > Batch Information > GAPS > Create New GAP

Creating a GAP for DEVTEST3BA.csv a Baptism for Parish Register for St Mary in Almer of Dorset

Start Date: 1670

End Date: 1690

Reason: Register image poor quality

Note:

Submit

There are just 3 mandatory fields and an optional one. The start and end dates of the gap and the reason for the gap are mandatory. The optional field is any comment you wish to add that may assist the coordinator when they are looking at all gaps. The start date must be before the end date and they must both be integer numbers.

A successful submission will transfer you to the listing of gaps. See below.

Your Actions: > Your Batches > Batch Information > GAPS

GAPS for NFKSWABU.CSV for Parish Register for St Edmund in Swanton Novers of Norfolk

Addition of Gap was successful

Create New GAP

Action	Record Type	Start Date	End Date	Reason	Batch	Notes
SH ED DE	bu	1670	1880	Register image poor quality	NFKSWABU.CSV	

On this display you can Create New Gap for the batch; alternatively you have the option to show, edit or delete the gap. The show displays the same information and any notes.

Your Actions: > Your Batches > Batch Information > GAPS > GAP

GAP (show) for NFKSWABU.CSV a Burial for Parish Register for St Edmund in Swanton Novers of Norfolk

Create New GAP Edit GAP Delete GAP

FIELD	VALUE
Record Type	bu
Start Date	1670
End Date	1890
Reason	Register image poor quality
Batch	NFKSWABU.CSV
Note	

It also has buttons that permit you to create new gaps and edit or delete the gap

The edit display is identical to the create display EXCEPT that the current fields are already filled on the assumption that only one or two will be changed.

Your Actions: > Your Batches > Batch Information > GAPS > Edit GAP

GAP (edit) for NFKSWABU.CSV a Burial for Parish Register for St Edmund in Swanton Novers of Norfolk

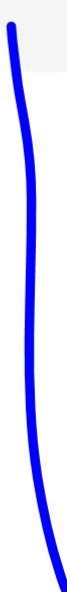
Start Date

End Date

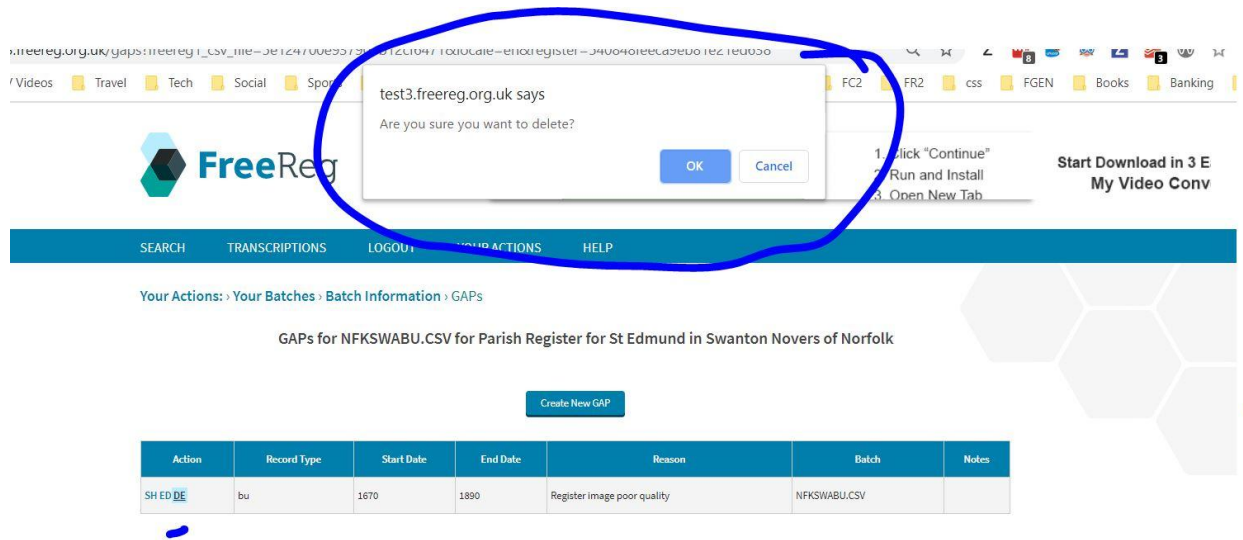
Reason

Note

Submit



The delete button should ONLY be used if you really want the gap removed. You will be asked to confirm the action. But once you say OK it is gone!



2. Syndicate Coordinator

All of the preceding options apply for Syndicate Coordinator for their own batches. In addition they can create, edit and delete gaps for the batches owned by their members.

There are two ways of navigating to the header menu. Either through the listing of batches option on the Syndicate Actions.

Kirk how would you like to process Norfolk and Suffolk - Julie Harold? Select one of the following options.

Review Active Members

Review All Members

Transcription Agreement Accepted

Transcription Agreement Not Accepted

Select Specific Member by Userid

Select Specific Member by Email Address

Select Specific Member by Surname/Forename

Incomplete Registrations

Create Userid

Syndicate Messages

Review Batches with Errors

Review Batches with Zero Dates

Review Batches by Filename

Review Batches by Userid then Filename

Review Batches by Most Recent Date of Change

Review Batches by Oldest Date of Change

Review Specific Batch

List files waiting to be processed

List files NOT processed

Upload New Batch

Change Recruiting Status

Manage Images



Select a batch from the listing and you get the Create Gaps or List Gaps actions



Alternatively select a member and select the List batches option

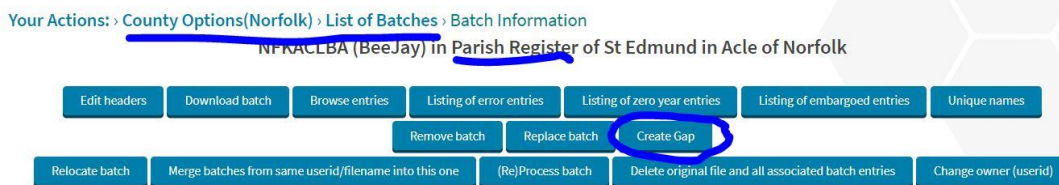


And you again have the options to Create or List



3. County or Country Coordinator

You have the same options as a transcriber for your own batches and a similar option to the Syndicate Coordinator to add a specific gap to a batch from all of the batches in for county.



But in ADITION you are able to create gaps at the REGISTER level either for a specific record type or for ALL record types in that register.

Navigate to the specific register and it has a Create Gap option (if it's a PR)

Your Actions: > County Options(Norfolk) > Place Information > Church Information > Register Information
Details of the Parish Register register for St Kirk in Alby of Norfolk

- Edit Register Fields
- Destroy Register
- Change Register Type
- Merge Identical Register Types into this one
- Create Image Server
- Embargo Rules
- Create Gap

The Register has the following Batches:

Baptisms:

1958-1968 PatReynolds (NFKALBBA.CSV)

Burials:

1945-1998 PatReynolds (NFKALBBU.CSV)

Marriages:

1914-1998 PatReynolds (NFKALBMA.CSV)

This creation has the additional option of selecting the Record Type.

Creating a GAP for Parish Register for St Kirk in Alby of Norfolk

Record Type

bu
ma
ba
All

Start Date

1670

End Date

1740

Reason

No entries
Register Destroyed
Register image poor quality
Register unreadable

Note

Submit

4. Data Manager, System Administrator and the Executive Director