### A PoMS Tutorial: Using the Database

Dr Amanda Beam, PoMS Research-Assistant

The PoMS database is now live and this feature will provide information on how to use the interface for basic and advanced searches.

### **Key Points**

- The database can handle searches by the following facets (or criteria): PEOPLE, SOURCE, RELATIONSHIPS, TRANSACTIONS, TYPES OF TENURE, and POSSESSIONS. This short tutorial will focus on a PEOPLE search.
- There are two main ways to search the PoMS database: (i) a BASIC SEARCH or (ii) a more advanced BROWSE.
- By using the keyword search boxes, any whole or partial words can be searched. For instance, typing in 'earl of Angus' will produce a list of results where you may find these words together, whether that be Adam, earl of Angus, or Angus, clerk of Earl Henry of Atholl. Words can also be entered only partially: for example, typing in 'Ball' will result in members of the Balliol family, the Church of Dunballoch, and Jocelin of Ballindard. The BASIC SEARCH should be used for quick, initial enquiries on PEOPLE, SOURCES or FACTOIDS, while the BROWSE (Advanced Search) should be used for a more investigative search.
- Persons in the database are found by a standardised 'headline' form of their name and (where relevant) title. For instance, Jocelin, abbot of Melrose, was elected bishop of Glasgow in 1174, an office which he held until his death in 1199. He is therefore found in a headline form as 'Jocelin, bishop of Glasgow (d.1199)' in a BASIC SEARCH. An easy way around this is to perform an advanced BROWSE search, where a combined search for the FORENAME Jocelin with the TITLE abbot of Melrose, will bring up the desired result.

### **Basic Search**

If you wish to focus on a particular person, for example, Gilbert de Umfraville, earl of Angus (d.1307), you can start with the BASIC SEARCH, which allows you to search a specific keyword or phrase, such as **Umfraville** or **earl of Angus**. When searching a person by this method, be sure to select the PEOPLE AND INSTITUTIONS filter under the search box. You may also narrow down the date range for results, if relevant for your search, by using the sliding buttons at the bottom of the search box.

Once your selection is made you will see the results on the right. You can then select the person you want to view. You can also filter the results by the headings above the results, such as FLORUIT DATE, or FORENAME, as well as by FACTOID. This will give results for all the factoids (e.g. relationships, titles, transactions) where an Umfraville is mentioned.



## Matching Records (19)

Sources People and Institutions

Listing items 1 to 19, page 1 of 1

#### DESCRIPTION

Factoids

Father of William de Umfraville (d.1195) (Familial relationship)
Father of Richard de Umfraville (d.1226) (Familial relationship)
Brothers of Richard de Umfraville (d.1226) (Familial relationship)
Serviens (servant/sergeant) of Richard de Umfraville (d.1226) (Employmer
Father of Richard de Umfraville (d.1226) (Familial relationship)
Brothers of Richard de Umfraville (d.1226) (Familial relationship)
Son of Asa de Umfraville, wife of Walter Corbet (Familial relationship)
Daughter of Gilbert de Umfraville (fl.c.1140-90) (Familial relationship)
Son of Asa de Umfraville, wife of Walter Corbet (Familial relationship)
Doughtor of Cilbert do Unifeouillo (FL o 1140-00) (Esmilial relationship)

FIG. 1: Ordering by Factoid



FIG. 2: Basic search for Gilbert de Umfraville

You can also use the BASIC SEARCH for forename- and surname-only searches, such as **Robert**, **William** or **Lindsay**. These will produce numerous results, though, and will encapsulate every instance where the keyword appears in a headline form of a name, as in this example:



## Basic Search



## Matching Records (1096)

Factoids Sources

People and Institutions

Listing items 1 to 50, page 1 of 22

FULL NAME	FI
Adam (father of Robert)	A
Adam (father of Robert, steward)	A
Adam of Carlisle, son of Robert	A
Adam, chaplain of Bishop Robert of Ross	A
Adam, chaplain of Bishop Robert of St Andrews	A
Adam, nepos of Robert, son of Truite	A

FIG. 3 Basic search for 'Robert', showing numerous results

It is more efficient, therefore, to use the BASIC SEARCH for very quick enquiries on PEOPLE, SOURCES or FACTOIDS, and not for browsing or for more investigative searching.

## Searching by Titles (Basic)

Persons are also searchable by their titles. Therefore, Gilbert de Umfraville can also be found by searching **earl of Angus**.

## Basic Search



Matching Records (11)

### FIG. 4 Searching by title

Only those titles which appear in a person's headline-form will be produced in a BASIC SEARCH for PEOPLE AND INSTITUTIONS. If one wanted to search for Jocelin as abbot of Melrose, there would be no results because Jocelin's headline-form is 'Jocelin, bishop of Glasgow'. This type of query would be better as an advanced BROWSE search.

## Advanced Searching

The advanced BROWSE search option is the best way to browse all the information in the database, as well as to make more specific queries and refine your search. When using the BROWSE search, the user will notice several different facets – or categories – from which to choose search criteria, including PEOPLE AND INSTITUTIONS, SOURCES, RELATIONSHIPS, TRANSACTIONS and TERMS OF TENURE and POSSESSIONS. Each facet also includes several other ways to refine your search, as will be described in more detail below.



FIG. 5 Refining your search by different facets

## Searching by People and Institutions

There are several filters for searching or browsing in the PEOPLE AND INSTITUTIONS facet, allowing for a variety of search options.

Taking the example of Gilbert de Umfraville again, we can find him by filtering his SURNAME, FORENAME, GENDER, and/or TITLE. After the SURNAME has been entered, one will notice that the only available FORENAMES are those which are relevant to the initial search of the surname **Umfraville**. This facilitates the search by filtering out items that would produce no results.

Refine Searc	h		Selected Terms 🗧 Remove all	🚱 Explain	
PEOPLE AND INST	ITUTIONS		Sources > none Relationships > none		
O SURNAME			Transactions > none		
O FORENAME			People and institutions : Surname > De Um	fraville 🕄	
enter some text to	filter	~			
- Asa (1) - Gilbert (1) - Ingram (1)	- Richard (1) - Robert (1) - William (1)		Matching Records (12)		
- Odinel (1)	(findin (s)		Factoids Sources People and In	nstitutions	
		3	Listing items 1 to 12, page 1 of 1		
GENDER/TYPE			FULL NAME	FORENAME	SUR
			Asa de Umfraville, wife of Walter Corbet	Asa	de Ur
		Gilbert de Umfraville (d.1245)	Gilbert	de Ur	
O INSTITUTIONS			Gilbert de Umfraville (fl.c.1140-90)	Gilbert	de Ur
	IC FORENAME		Gilbert de Umfraville, earl of Angus (d.1307)	Gilbert	de Ur
	re el manare		Togram de Elmfraville (d.c. 1321)	Ingram	de Lir

FIG. 6 Advanced search for 'de Umfraville' surname and matching forenames

FIG. 7

PEOPLE AND INSTITUTIONS  SURNAME GENDER/TYPE	Sources > none Relationships > none Transactions > none Terms of tenure > none People and institutions > Forename > Gilbert People and institutions > Titles/occupations >	t 🕄 Earl of Angus 🙁	
TITLES/OCCUPATIONS  enter some text to filter - Earl of Angus (1)	Matching Records (1) Factoids Sources People and In Listing items 1 to 1, page 1 of 1	stitutions	
O INSTITUTIONS	FULL NAME Gilbert de Umfraville, earl of Angus (d.1307) Listing items 1 to 1, page 1 of 1	<b>FORENAME</b> Gilbert	SURNA de Umfr

FIG. 7 Advanced search for 'Gilbert' forename and 'earl of Angus' title

Users will also notice a series of columns on the results page for each person that includes a Gaelic equivalent name and *floruit* dates, where relevant. Results can be filtered by these columns as well, allowing one to search a number of similar results

by date or Gaelic name. All results are listed by default according to the headline form of their name. However, in the example below, we have rearranged the earls of Angus by chronological order by clicking on the FLORUIT column.

### FIG. 8 Matching Records (6)

Factoids Sources People and Institutions							
Listing items 1 to 6, page 1 of 1							
FULL NAME	FORENAME	SURNAME	MEDIEVAL NAME	MODERN GAELIC NAME	FLORUITS		
Gille Brigte, earl of Angus (d. ×1189)	Gille Brigte				1153 X 1189		
Adam, earl of Angus (d. ×1199)	Adam		Ádam	Ádhamh	1164 X 1183		
Gilchrist, earl of Angus (d. ×1206)	Gilchrist		Gilla Críst	GilleCrìost	1199 X 1199		
Duncan, earl of Angus (d. ×1214)	Duncan		Donnchad	Donnchadh	1199 X 1204		
Malcolm, earl of Angus (d.1236×42)	Malcolm		Máel Coluim	MaolChaluim	1225 X 1237		
Gilbert de Umfraville, earl of Angus (d.1307)	Gilbert	de Umfraville	Gilla Brigte	GilleBhrìde	1270 X 1285		

FIG. 8 Results as sorted by floruit dates

### Searching by Relationships

Persons can also be searched according to their relationship to another person, whether this is a familial, employment or tenurial relationship. It should be noted that the relationships included in the database are those specifically mentioned in our sources; assumptions have not been made. For example, we may know that a person is a tenant of another by the nature of a particular transaction. However, unless the person is referred to as 'my tenant' or similar, no relationship has been entered.

RELATIONSHIPS	Relationships > Relationship types > Tenant 😢	
RELATIONSHIP TYPES     enter some text to filter     - Tenant (14)	Matching Records (14)         Factoids       Sources       People and Institutions         Listing items 1 to 14, page 1 of 1	
×	DESCRIPTION Tenant of Alexander III, king of Scotland (d.1286)(Tenurial & lordship relationship)	TYPE SOUI
O ROLES	Tenant of Alexander Stewart (d.1282)(Tenurial & lordship relationship)	relationship Docu
SPIRITUAL BENEFITS	Tenant of Isabella Bruce(Tenurial & lordship relationship)	relationship Docu
TRANSACTIONS	Tenant of Robert of Lanark, sub-dean of Glasgow (d.1274×79×)(Tenurial & lordship relationship)	relationship <u>Docu</u> i
	Tenant of Roger de Mowbray(Tenurial & lordship relationship)	relationship <u>Docu</u>

FIG. 9 Advanced search for 'tenant' relationship

FIG. 10

Associat	ted People (3): Witnesses (5	5): Possessions: Lands (1):	
ROLE	NAME	NAME (ORIGINAL LANGUAGE)	NAME (TRANSLATION)
Grantor	Alexander II, king of Scots (d.1249)	Alexander	Alexander, king of Scots
Beneficiary	Matthew of Moncreiffe	Matho de Muncref	Matthew of Moncreiffe, tenant of Roger de Moubray
Secondary	Roger de Mowbray	Rogeri de Mubray	Roger de Moubray

FIG. 10 Tenant relationship as it appears in a transaction

## Searching by Place-date

Documents can be searched by place-date, or where that particular document is dated. Not all documents record where the events took place, so this feature will only produce those documents which clearly state this. Places are given in both the original spelling and modern equivalent, but are only searchable by the modern form.



FIG. 11 Browsing sources by PLACE DATE

Using Montrose as an example, the results show that 23 documents are specifically dated there (*FIGS. 11 and 12*).

Refine Search	Selected Terms 🗧 Remo	ve all 🔞 Explain
PEOPLE AND INSTITUTIONS	People and institutions > none Relationships > none	
SOURCES	Transactions > none Terms of tenure > none	
O DOCUMENT TYPE	Sources > Place date modern > Montros	e 🕄
O DOCUMENT CATEGORY	Matching Decender (22)	
GRANTOR CATEGORY	Matching Records (23)	
O PLACE DATE MODERN	Factoids Sources People as	nd Institutions
enter some text to filter	Listing items 1 to 23, page 1 of 1	
	CALENDAR NUMBER	DESCRIPTION
	Document 1/6/386 ( <i>RR5</i> , ii, no. 418)	King William to William Giffard, sor
	Document 1/6/321 ( <i>RRS</i> , ii, no. 350)	King William to Hugh, brother of E
×	Document 1/6/322 ( <i>RR5</i> , ii, no. 351)	King William to his son, Robert of
C LANGUAGE	Document 1/6/323 ( <i>RR5</i> , ii, no. 352)	King William to St Andrews Priory;
	Document 1/6/324 ( <i>RR5</i> , ii, no. 353)	King William to Abbot Robert of Sc

FIG. 12 Results for sources dated at Montrose

One can also select the 'People and Institutions' tab to find that a total of 90 persons are mentioned in those 23 documents dated at Montrose.

Refine Search		Selected Terms 🗧 Remove all	😡 Explain
PEOPLE AND INSTIT	UTIONS	People and institutions > none Relationships > none	
SOURCES		Transactions > none Terms of tenure > none	
		Sources > Place date modern > Montrose ③	
<ul> <li>DOCUMENT CATEGO</li> <li>GRANTOR CATEGO</li> <li>PLACE DATE MODE</li> </ul>	DRY RY RN	Matching Records (90) Factoids Sources People and Ins	stitutions
enter some text to filt	er 🛕		
(76) - 'Coledunes' (in Kingoldrum parish, ANG) (4)	- Kincardine (20) - Kinclaven (2) - Kinghorn (32) - Kingor (4)	FULL NAME	FORENAME
- 'Doneameneye' (1)	- Kinloss (1)	Abraham, knight (TRW)	Abraham
- Moneny (1) - Aberdeen (23)	- Kinneddar (4) - Kinneil (1)	Adam, archdeacon of Brechin (1242-64)	Adam
- Aberdeen Cathedral	- Kinross (16)	Agnes, daughter of Simon the janitor	Agnes
O LANGUAGE		Alan Stewart, son of Flaald	Alan
		Alan Stewart, son of Walter (d.1204)	Alan
RELATIONSHIPS		Albin, bishop of Brechin (d. 1269)	Albin
		Alexander III, king of Scots (d.1286)	Alexander

FIG. 13 Persons mentioned in documents dated at Montrose

## Searching by Role

Persons can also be searched by their role in a transaction, that is, whether they are the grantor, beneficiary, sealer or in any other role. This may be particularly useful for users who wish to research, for example, witnesses, consentors or perhaps perambulators.

# Refine Search



### Sources

Finally, one can also search by DOCUMENT TYPE, DOCUMENT CATEGORY, and GRANTOR CATEGORY. Document types are sorted according to their diplomatic form, such as Diploma, Charter or Brieve (these are explained in the Glossary). Document and grantor categories are sorted by the type of grantor, such as royal documents or those issued by a bishop or abbot.

PEOPLE AND INSTITUTIONS (?)	
SOURCES (?	
	L
O DOCUMENT CATEGORY	L
enter some text to filter	
- Royal Charters (2208)       - Aristocratic and other         - Ecclesiastical charters       private charters (8535)         (3778)       - Agreements,         Settlements and       Inquests (2985)	
GRANTOR CATEGORY	L
O PLACE DATE MODERN (?)	
O LANGUAGE	/
RELATIONSHIPS (2)	
TRANSACTIONS ()	
TERMS OF TENURE	

FIG. 15 Searching by Source

## Viewing records

Having found the SOURCE or PERSON one wishes to investigate, one can view the person's individual record-page or the source in more depth.

From the DOCUMENT page, users can see all the factoids associated with that document and other information such as the original and modern spelling of placedates, a short summary of the document and its language and date.

BASIC SEARCH ADVANCED SEARCH RECORD FAMILY TREES

# Viewing Document Record: Document 1/8/36 (APS, i, 100)

TRAD. ID	<i>AP5</i> , i, 100
CALENDAR NUMBER	1/8/36
CHARTER TYPE	Brieve
CHIROGRAPH?	no
REFERRED TO AS LETTER PATENT	no
LANGUAGE	Latin
DOCUMENT TYPE NOTES	
DESCRIPTION	Alexander, king of Scots, to Robert de Monte Alto, sheriff of Forfar; command to hold inquest.
FIRM DATE	21 March 1262
PROBABLE DATE	
DATING NOTES	21st day of March, regnal year 13.
PLACE DATE (MODERN)	Montrose
PLACE DATE (DOCUMENT)	Monros
ORIGINAL (CONTEMPORARY)	yes
DUPLICATE ORIGINAL (CONTEMPORARY)	no
ORIGINAL (NON-CONTEMPORARY)	no
DUPLICATE ORIGINAL (NON-CONTEMPORARY)	no
NOTES	NAS, RH5/23

FIG. 16 Document page, showing language, a short summary or calendar entry, date and place-date

### FIG. 17

### Related factoids (9):

DATE	SHORT SUMMARY	ТҮРЕ
21 March 1262	Command to hold inquest	transaction
21 March 1262	king of Scots	title/occupation
21 March 1262	sheriff of Forfar	title/occupation
21 March 1262	janitor	title/occupation
21 March 1262	Daughter of Simon, doorkeeper of Montrose Castle(Familial relationship)	relationship

FIG. 17 Factoids associated with the above document

By clicking on the TRANSACTION of a DOCUMENT, one is able to view all associated persons in that transaction as well as various charter elements which appear. Although this is essentially a database of persons and not of charters, we have nevertheless offered the user a selection of searchable charter elements, including common burdens, legal pertinents, *sicut* clauses, sealing, warrandice, the use of *dei gratia* in titles, and more. The amount of information given about a document, however, has had to be limited to a certain extent; so, for example, perambulations (the detailed description of boundaries of lands) have not been included, but the fact that a charter includes a perambulation is recorded in the database. These charter elements can be examined on individual transaction pages, as in the example below.

## Viewing Factoid Record: Command to hold inquest

TYPE OF FACTOID	Transaction
SOURCE	Document 1/8/36 (AP5, i, 100)
DESCRIPTION	Command to hold inquest
FIRM DATE	21 March 1262
PROBABLE DATE	
DATING NOTES	21st day of March, regnal year 13.

TYPE OF TRANSACTION       Command / mandate         PRIMARY       yes         DARE?       no         VERBS NOT SPECIFIED?       no         EXCHANGE       no         CONVETH?       no         TENENDAS       TENENDAS         TENENDAS ORIGINAL LANGUAGE       LANGUAGE         EXEMPTIONS       EXEMPTIONS ORIGINAL
PRIMARYyesDARE?noVERBS NOT SPECIFIED?noEXCHANGEnoCONVETH?noTENENDASTENENDAS ORIGINAL LANGUAGEEXEMPTIONSConstrainedEXEMPTIONS ORIGINALConstrained
DARE?noVERBS NOT SPECIFIED?noEXCHANGEnoCONVETH?noTENENDASTenendasTENENDAS ORIGINAL LANGUAGESecond Second
VERBS NOT SPECIFIED?noEXCHANGEnoCONVETH?noTENENDASTENENDAS ORIGINAL LANGUAGEEXEMPTIONSContractionEXEMPTIONS ORIGINALContraction
EXCHANGE     no       CONVETH?     no       TENENDAS        TENENDAS ORIGINAL LANGUAGE        EXEMPTIONS ORIGINAL        EXEMPTIONS ORIGINAL
CONVETH?     no       TENENDAS        TENENDAS ORIGINAL LANGUAGE        EXEMPTIONS ORIGINAL
TENENDAS       TENENDAS ORIGINAL       LANGUAGE       EXEMPTIONS       EXEMPTIONS ORIGINAL
TENENDAS ORIGINAL       LANGUAGE       EXEMPTIONS       EXEMPTIONS ORIGINAL
EXEMPTIONS EXEMPTIONS ORIGINAL
EXEMPTIONS ORIGINAL
LANGUAGE
RENDER DATES
NOMINAL RENDERS
SICUT CLAUSE
LEGAL PERTINENTS
RETURNS / MILITARY
RETURNS / RENDERS
COMMON BURDENS
PREVIOUS MENTIONS IN no CHARTER
PREVIOUS MENTION IN no CHIROGRAPH
PERAMBULATION no
MALEDICTION no
CORROBORATION / SEALING no
BOTH ADDRESSORS no MENTIONED
WARRANDICE no
SPIRITUAL BENEFITS

FIG. 18: Transaction record

Once on the Transaction page, users will see the associated persons and witnesses for each transaction. It is here that one can view who appeared alongside whom, where they appeared together, and in what capacity. Equally important is the order in which witnesses appear, which is why the PoMS database displays witness lists in their given order.

ROLE NAME NAME (ORIGINAL LANGUAGE) NAME (TRANSLATION)	
Grantor William I, king of Scots (d.1214) W William, king of Scots	
Beneficiary Arbroath Abbey (fd.1178) ecclesie Sancti Thome martiris de Abirbrothoc church of St Thomas the martyr of Arbr	broath
Sicut Clause Malise, son of Ferteth earl of Strathearn (d.a.1214) Malisii Malise	

FIG. 19 People associated with a TRANSACTION

FIG. 20

Associated People (3): Witnesses (8):		
- Witnesses in original, but not copied into cartulary: no - Teste me ipso : no		
NAME	NAME (ORIGINAL LANGUAGE)	NAME (TRANSLATION)
Philip de Valognes, chamberlain (d.1215)	Philippo de Valoniis	Philip de Valognes, my chamberlain
Robert de Quincy (d.1200)	Roberto de Quency	Robert de Quincy
William Comyn, earl of Buchan (d.1233)	Willelmo Cumyn	William Cumin
John Hastings	Johanne de Hastyng'	John of Hastings
William Hay (I), lord of Errol (d.c.1201)	Willelmo de Haya	William de Hay
William Gifford, son of Hugh Gifford, lord of Yester	Willelmo Giffard'	William Giffard
Walter Murdoch	Waltero Murdach'	Walter Murdoch
David Hay, lord of Errol (d.1237×41)	Dauid de Haya	David de Hay

FIG. 20 Witnesses associated with a TRANSACTION: names appear as in the original, and in translation with titles

Users are encouraged to navigate between witnesses and other associated persons to investigate their social networks more thoroughly. By clicking on a specific person, one can also view that person's own 'biography' page and examine other places within the database where they occur. Also included on an individual's page is basic biographical information, where available, and their *floruit* dates where known. All associated factoids are also listed, and are grouped according to when the person is a witness, appears in a *pro anima* clause, or in any other 'generic' appearance.

### Viewing Person Record: Philip de Valognes, chamberlain (d.1215)

NAME	Philip de Valognes, chamberlain (d.1215)
MEDIEVAL NAME	
MODERN GAELIC NAME	
GENDER	
BIOGRAPHY	Philip was the third son of Roger de Valognes (d.c.1141), lord of Valognes in Hertfordshire, and his wife Agnes, daughter of John fitz Richard, lord of Salinghan Norfolk, and sister of Eustace fitz John. His elder brothers were Peter (d.1158), who married a niece of Ada de Warenne (d.1178), and Robert (d.1184) He have younger brothers, Roger, who became lord of East Kilbride (LAN), and Geoffrey (d.c.1190). Philip was chief chamberlain of William the Lion from 1165 to about 1 and again from about 1193 to the king's death in 1214. He was reappointed chamberlain under Alexander II, but died soon afterwards. He held lands in envier a Panmure in Angus, Ringwood in Roxburgshire, Torphenhow in Cumberland, and claimed lands in Northumberland after the death of his younger brother, Geoffred died on 5 November 1215 and was buried in the chapter house of Melrose Abbey. The chamberlainship passed to his son, William (d.1219). Philip de Valornes alt daughter, Sibyl (d.1222), who married Robert (V) de Stuteville (d.1213), and with whom she had a son, Eustace (d.1241). http://www.oxforddnb.com/vew/art 1/28053.
FLORUIT (START DATE)	1168
FLORUIT (END DATE)	1215

#### Total number of associated factoids: 364

Gener	ic factoids (188):	Pro-Anima factoids (1):	Witnesses fac	oids (175):				
Listing iter	os 1 to 50, page 1 of 4					<- First <- Previous 1	2 3 4	Next> I
DATE	SHORT	I SUMMARY			ROLE	SOURCE		ТҮРЕ
unavailabl	e <u>Comma</u>	nd to hand over possessions in DMF			Addressee	Document 1/6/338 ( <i>RR5</i> , ii, no. 367)		transaction
unavailabl	e <u>Gift of</u>	100 marks			Beneficiary	Document 2/139/37 (Theiner, no. 29)		transaction
unavailabl	e <u>Gift of</u>	one mark at Kilbride (LAN)			Grantor	Document 2/139/104 (Pais, Reg., 410-4	4)	transaction
unavailabl	e <u>Gift of</u>	Benvie (ANG) and Panmure (ANG)			Beneficiary	Document 1/6/373 ( <i>RR5</i> , ii, no. 405)		transaction
unavailabl	e <u>Gift of</u>	5 acres of land			Secondary	Document 1/6/229 ( <i>RR5</i> , ii, no. 254)		transaction
<b>DIG 01</b>	DEDGONIDEGO							

FIG. 21 PERSON RECORD PAGE

## Other Features of the Database

Though limited at present, it is hoped that the database will include numerous family trees of those families which appear in Scotland during this period. Each tree will have active links, taking users to any named person who appears in the database.



CORD FAMILY TREES



### Sample Searches

The following is an example of how one might search for *tenendas* clauses within charters issued by Scottish bishops.

🚱 Help





First, the user should select the 'Sources' tab on the Browse page. Then, select 'Ecclesiastical charters' from the 'Sources' facet:

#### SEARCH BROWSE RECORD FAMILY TREES



Next, from the Grantor category in the Sources facet, the user should select 'Scottish bishops'. This will show all the charters of Scottish bishops for our period (640). Alternatively, one could obtain these results by simply selecting 'Scottish bishops' from the Grantor category at the first instance.

### SEARCH BROWSE RECORD FAMILY TREES



Next, by selecting the 'Tenendas Clause' category in the facet marked Terms of Tenure, users will be able to see all available tenendas clauses for those particular charters. To view the records where 'in feu and heritage' is mentioned in a charter, simply select this from the drop down menu. The number in brackets indicates that there are nine results. Keep in mind that the only available options are those which are relevant to the previous search terms.



Finally, the search has been narrowed down to 9 matching records.

### **Result Tabs**

Results are searched for and displayed under three tabs: FACTOIDS, SOURCES, PEOPLE AND INSTITUTIONS. One should choose the appropriate tab for one's search before beginning the faceted search. If one is searching for information about a person or institution, the most appropriate results will probably be found in the PEOPLE AND INSTITUTIONS tab. If one is searching for features in particular sources, then the SOURCES tab should produce the most relevant results. If one wishes to search for particular types of transaction, relationship, or title, then the FACTOID tab should be selected. For example, if one wishes to search for **females** who acted as **grantor**, then the PEOPLE AND INSTITUTIONS tab will provide all females who have the role of grantor; if, however, one were to perform the same search under SOURCES or FACTOIDS, then all SOURCES or FACTOIDS that contain both a female and a person with the role of grantor will be displayed. Similarly, if one wishes to find out how many times **Jocelin** is called **Abbot of Melrose**, one should search under FACTOIDS; and if one wishes to know how many charters of **Gift** contain a **Sicut-Clause** that mentions **Lothian**, then one should search under SOURCES.