# Martus Customization Guidelines and Examples

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Comments/Guidelines on customization in Martus

Things to think about when creating a customization:

1. Is there already a form or questionnaire that is being used that we should use as the starting point for our customization?
2. For every field you create, think of how they will want to search on it or report on it when picking the type of field – our goal is to create customizations so that bulletins will be easy to find (e.g. with either field-specific or general text searching), organize and report on.
3. When creating a customization example document for users, always include screenshots with comments that they can respond to if possible. Even if you do not know what they want exactly, showing them something to react to (sometime even with different options for field formats etc) will lead to better discussion. If grids get wide and require scrolling, show them how they can view "expanded".
4. Which of the fields should be required? – i.e. you cannot save a bulletin without entering something? (using "<RequiredField/>")
5. Create sections that split up long forms, so that sections in bulletins can be collapsed (hidden)/expanded to avoid scrolling. (using "<Field type='SECTION'>")
6. If desired can enter “MESSAGE” fields with more detailed instructions on how to enter certain fields.
7. Put text fields with potentially long answers in a MULTILINE custom field if you want a few-lines-tall box with scrollbar, and in a STRING custom field if you want the entire text to display in the field (which you can collapse/hide if desired).
8. For “Date”/”When” fields, we highly recommend that, instead of using text/STRING fields, use DATE or DATERANGE fields (both of which have “Unknown” options by default), either outside or inside of grids. This is to ensure consistency in data entry and ease/reliability in searching - if users enter text, they can enter different formats for the same date, and introduce typos or abbreviations which won’t be found when searching (e.g. some people might enter May 3 2004, others 5/3/2004 and others 2004-05-03, etc). DATE/DATERANGE fields also allow you to put in date validation, so that dates before or after a certain date (including “today”; i.e. the date of data entry), are not allowed.
9. For “Date”/”When” fields, we often recommend using a DATE RANGE instead of DATE in case the exact date is not known but is not completely unknown (e.g. might know month but not day). At some point we may add the ability to have “unknown” as a value in any piece of the date dropdowns, but for now using a DATERANGE can mimic that.
10. For fields that have a somewhat standard list of possible entries, we highly recommend that, instead of using text/STRING fields, use project-specific DROPPDOWN lists of values (e.g. Civil Status – single/married/etc, Profession, Religion etc) or checkboxes/BOOLEAN fields if multiple values can be selected, either outside or inside of grids (until we have multi-select dropdowns as an alternate options). This is to ensure consistency in data entry and ease/reliability in searching (if users enter text, they can introduce typos or abbreviations which won’t be found when searching). If you do NOT use drop-downs/check-boxes, you should make sure they have the list of valid values to enter in these fields, and there should be some data-checking that happens afterwards to make sure they aren’t entering invalid values. E.g. some people might enter California vs. CA vs. Calfornia). See screenshot of searching example here:

11. Whenever a DROPDOWN list is used, we recommend including an “Other” option in the list of choices, and always have a text field immediately afterward (with both the tag and label uniquely defined) to specify what the “other” option
You should think about whether to use the standard field for event date instead of creating custom fields -- if you want to keep the labels of your documents/forms, you can create them as custom fields; if you want fields to show up in the bulletin preview
list for each folder (e.g. event date), use standard fields (you can put the standard field in a different position to keep the order of your document).

You should suggest that your users enter synonyms for theme words (like “tags”) in the bulletin fields in the standard keywords field, for use in searching/organization (e.g. if bulletin talks about someone being put in prison, enter jail in keywords field for searching later when they may not remember what word they used in the bulletin text.)

You can create a field that allows users to pick multiple values from a dropdown by creating a single column grid with the dropdown in that column. Then you can enter as many rows as you need to pick multiple values from the list. However, most users find it easier to understand if you enter checkboxes that they can choose more than one of instead of the grid option.

While many of the text entries could be entered in the standard summary or details fields (some using the default details entry), it is sometimes better to use custom fields for structuring/parsing/exporting the data – especially for finding bulletins in searching (where can specify particular fields to search on).

There are currently no types specifically for numbers (may be in a future release) – they should be entered as separate string custom fields.

If requested date fields include a “time” (E.g. 10am) entry, they would have to be entered separately as a string field.

For further reference

Of course for more on customization specifics, see section “10b. Customizing bulletin fields”, “10c. Using Customization Templates” and “10d. Customizing your bulletin display” in the Martus User Guide (available at https://martus.org/downloads or in the Docs directory of the Martus program directory). For information on updating a customization after bulletins have already been entered, see FAQ 36 in the Martus User Guide. For help with how customization choices can impact what you see in Searching and Reporting, see FAQs 46 and 47 in the Martus User Guide.
**Martus Standard Bulletin fields**

**Top bulletin pane**

- **Language**: English
- **Author**: Joe User
- **Organization**: Human Rights NGO
- **Title**: 
- **Location**: 
- **Keywords**: 
- **Date of Event**: 
  - [ ] Exact Date
  - [ ] Date Range
  - Jan 14 2007 - Jan 20 2007
- **Data Created**: 09/13/2007
- **Summary**: 
- **Details**: 

**Attachments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size (KB)</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>prison report.doc</td>
<td>32</td>
<td><img src="#" alt="View" /></td>
<td><img src="#" alt="Remove" /></td>
</tr>
</tbody>
</table>

**Bottom, always private bulletin pane**

**Private Information**

- **Private**: These individuals from the organization spoke with me on the condition of anonymity. They provided additional photos, which provide evidence that the event actually occurred. These photos are attached here.

**Attachments sections are in both top and bottom panes of bulletin by default (no custom field definitions)**

**Attachments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size (KB)</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>photo1.jpg</td>
<td>163</td>
<td><img src="#" alt="View" /></td>
<td><img src="#" alt="Remove" /></td>
</tr>
<tr>
<td>photo2.png</td>
<td>27</td>
<td><img src="#" alt="View" /></td>
<td><img src="#" alt="Remove" /></td>
</tr>
<tr>
<td>photo3.gif</td>
<td>69</td>
<td><img src="#" alt="View" /></td>
<td><img src="#" alt="Remove" /></td>
</tr>
</tbody>
</table>
XML used to create above screenshots (what is in the custom field screen by default):

Top bulletin pane

Note: below are the standard fields in the top bulletin section – they don’t have labels because they are translated in each language

```xml
<CustomFields>
  <Field type='LANGUAGE'>
    <Tag>language</Tag>
    <Label/></Label>
  </Field>
  <Field type='STRING'>
    <Tag>author</Tag>
    <Label/></Label>
  </Field>
  <Field type='STRING'>
    <Tag>organization</Tag>
    <Label/></Label>
  </Field>
  <Field type='STRING'>
    <Tag>title</Tag>
    <Label/></Label>
  </Field>
  <Field type='STRING'>
    <Tag>location</Tag>
    <Label/></Label>
  </Field>
  <Field type='STRING'>
    <Tag>keywords</Tag>
    <Label/></Label>
  </Field>
  <Field type='DATERANGE'>
    <Tag>eventdate</Tag>
    <Label/></Label>
  </Field>
  <Field type='DATE'>
    <Tag>entrydate</Tag>
    <Label/></Label>
  </Field>
  <Field type='MULTILINE'>
    <Tag>summary</Tag>
    <Label/></Label>
  </Field>
</CustomFields>
```
<Field type='MULTILINE'>
<Tag>publicinfo</Tag>
<Label></Label>
</Field>
</CustomFields>

**Note:** This is the end of the top section standard fields; we recommend leaving many of these, but you may want to replace the Location, Summary and Details/publicinfo with your own custom fields (but we recommend you make sure there is always room for a narrative description). Typically a user would enter their custom fields at this point, but if you’d prefer to have your custom fields at the top of the bulletin you could move the standard fields to the bottom.

Bottom, always private bulletin pane:

**Note:** below are the standard fields in the bottom/always-private bulletin section – custom fields can be entered here as well

<CustomFields>
<Field type='MULTILINE'>
<Tag>privateinfo</Tag>
<Label></Label>
</Field>
</CustomFields>
Martus Customization Examples

To implement any of the customizations below in Martus, go to Options > Customize fields, and paste in the XML in this doc in place of the XML in the customization screen. You can remove any of the standard Martus fields you like, with the exception of a few that are specified in the User Guide (section 10b) and customization help screen (if you remove them by mistake, Martus will give you a warning message).

If you’d like to adjust the XML here, you can see other examples/screenshots in the Martus User Guide in section 10b, or in the Martus software customization help screen (click on the Help button). And for more information about saving our XML (or your updated version) as a template for you (or your field accounts, if you are a HQ) to use, see the Martus User Guide section 10c. The Martus User Guide is available in your Martus\Docs directory and at https://www.martus.org/downloads/.

To get the example customizations below in another language, run Martus in that language to get translated standard field labels, translate the non-standard field tags/labels in the XML below the screenshots, and copy into the Custom Field dialog entry box.
Screenshots of bulletin created using examples in Martus customization Help

These examples are available in all the languages Martus has been translated into (though some translations may be out of date with the most recent release). To see this customization example in other languages, run Martus in that language, go to Options > Customize fields, and click on the Help button in the customization screen.
XML used to create above screenshots (version 4.0 Customization Help examples):

```xml
<Field type='SECTION'>
<Tag>summarysection</Tag>
<Label>Summary Section</Label>
</Field>

<Field type='STRING'>
<Tag>office</Tag>
<Label>Regional office collecting the data</Label>
<DefaultValue>Region 3 field office</DefaultValue>
</Field>

<Field type='DROPDOWN'>
<Tag>BulletinSource</Tag>
<Label>Source of bulletin information</Label>
<RequiredField/>
<DefaultValue>Media/Press</DefaultValue>
<Choices>
<Choice>Media/Press</Choice>
<Choice>Legal Report</Choice>
<Choice>Personal Interview</Choice>
<Choice>Other</Choice>
</Choices>
</Field>

<Field type='STRING'>
<Tag>SpecifyOther</Tag>
<Label>If Source = "Other", please specify:</Label>
</Field>

<Field type='STRING'>
<Tag>IntervieweeName</Tag>
<Label>Interviewee Name</Label>
</Field>

<Field type='LANGUAGE'>
<Tag>IntervieweeLanguage</Tag>
<Label>Interviewee Speaks</Label>
</Field>

<Field type='DATERANGE'>
<Tag>InterviewDates</Tag>
<Label>Date(s) of interview(s)</Label>
</Field>

<Field type='BOOLEAN'>
<Tag>Anonymous</Tag>
<Label>Does interviewee wish to remain anonymous?</Label>
</Field>

<Field type='BOOLEAN'>
<Tag>AdditionalInfo</Tag>
<Label>Is interviewee willing to give additional information if needed?</Label>
</Field>
```
<Field type='BOOLEAN'>
<Tag>Testify</Tag>
<Label>Is interviewee willing to testify?</Label>
<KeepWithPrevious/>
</Field>

<Field type='DROPDOWN'>
<Tag>EventLocation</Tag>
<Label>Event Location</Label>
<DefaultValue>R1</DefaultValue>
<UseReusableChoices code='RegionChoices'/>
<UseReusableChoices code='CityChoices'/>
</Field>

<Field type='SECTION'>
<Tag>peoplesection</Tag>
<Label>People Section</Label>
</Field>

<Field type='GRID'>
<Tag>VictimInformationGrid</Tag>
<Label>Victim Information</Label>
<GridSpecDetails>
  <Column type='STRING'><Tag></Tag><Label>First Name</Label></Column>
  <Column type='STRING'><Tag></Tag><Label>Last Name</Label></Column>
  <Column type='BOOLEAN'><Tag></Tag><Label>Is Identified?</Label></Column>
  <Column type='DATE'><Tag></Tag><Label>Date of Birth</Label><MinimumDate>1910-01-01</MinimumDate><MaximumDate/></Column>
  <Column type='DROPDOWN'><Tag></Tag><Label>Sex</Label><RequiredField/>
      <Choices>
        <Choice>Male</Choice>
        <Choice>Female</Choice>
        <Choice>Unknown</Choice>
      </Choices>
</Column>
  <Column type='DROPDOWN'><Tag></Tag><Label>Region of Birth</Label>
      <UseReusableChoices code='RegionChoices'/>
</Column>
  <Column type='STRING'><Tag></Tag><Label>Ethnicity</Label></Column>
</GridSpecDetails>
</Field>

<Field type='MESSAGE'>
<Tag>MessageProfession</Tag>
<Label>Profession History Table Note</Label>
<Message>If you have information about a person who has had different professions over time, enter multiple rows with the same First and Last Names and show the date ranges for each profession on a separate row.</Message>
</Field>

<Field type='GRID'>
<Tag>ProfessionHistoryGrid</Tag>
<Label>Profession History</Label>
<GridSpecDetails>
  <Column type='DROPDOWN'><Tag></Tag><Label>First Name</Label>
      <DataSource>
        <GridColumnTag>VictimInformationGrid</GridColumnTag>
        <GridColumnLabel>First Name</GridColumnLabel>
      </DataSource>
  </Column>
  <Column type='DROPDOWN'><Tag></Tag><Label>Last Name</Label>
  </Column>
</GridSpecDetails>
<DataSource>
  <GridFieldTag>VictimInformationGrid</GridFieldTag>
  <GridColumnLabel>Last Name</GridColumnLabel>
</DataSource>

<Column type='STRING'>
  <Tag></Tag>
  <Label>Profession</Label>
</Column>

<Column type='DATERANGE'>
  <Tag></Tag>
  <Label>Dates of Profession</Label>
  <MaximumDate/>
</Column>

</GridSpecDetails>

<Field type='MULTILINE'>
  <Tag>narrative</Tag>
  <Label>Narrative description of events</Label>
  <DefaultValue>What happened in detail is as follows:</DefaultValue>
</Field>

<ReusableChoices code='RegionChoices' label='Region'>
  <Choice code='R1' label='Region 1'></Choice>
  <Choice code='R2' label='Region 2'></Choice>
  <Choice code='R3' label='Region 3'></Choice>
</ReusableChoices>

<ReusableChoices code='CityChoices' label='City'>
  <Choice code='R1.C1' label='City 1'></Choice>
  <Choice code='R1.C2' label='City 2'></Choice>
  <Choice code='R2.C3' label='City 3'></Choice>
  <Choice code='R2.C4' label='City 4'></Choice>
  <Choice code='R3.C5' label='City 5'></Choice>
  <Choice code='R3.C6' label='City 6'></Choice>
</ReusableChoices>
Sample Martus Screenshots for UN “Special Rapporteur on extrajudicial, summary, or arbitrary execution – Model Questionnaire”

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep ALL Information Private</td>
<td>☑</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Author</td>
<td>Joe User</td>
</tr>
<tr>
<td>Organization</td>
<td>HumanRightsNGO</td>
</tr>
<tr>
<td>Title</td>
<td>UN Special Rapporteur on extrajudicial, summary, or arbitrary execution – Model Questionnaire</td>
</tr>
<tr>
<td>Keywords</td>
<td></td>
</tr>
<tr>
<td>Date Created</td>
<td>02/04/2012</td>
</tr>
<tr>
<td>Confidentiality Note</td>
<td>If any information contained in the questionnaire should be kept confidential please mark &quot;CONFIDENTIAL&quot; beside the relevant entry</td>
</tr>
</tbody>
</table>
1. Identity of the Person Concerned

**Actor grid, viewed in “Expanded” mode:**

<table>
<thead>
<tr>
<th>Row #</th>
<th>First Name</th>
<th>Last Name</th>
<th>Other Names</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Age Range/Description</th>
<th>Nationality</th>
<th>Civil Status</th>
<th>Identity Document Type</th>
<th>ID Doc #</th>
<th>ID Doc Issued by</th>
<th>ID Doc Date of Issue</th>
<th>Link to other cases/persons?</th>
<th>Address of usual residence</th>
<th>Misc Comments (or “Other” values)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>John</td>
<td>Smith</td>
<td></td>
<td>Male</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Jane</td>
<td>Doe</td>
<td></td>
<td>Female</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Profession History grid, viewed in “Grid” mode:

<table>
<thead>
<tr>
<th>Row</th>
<th>First Name</th>
<th>Last Name</th>
<th>Profession</th>
<th>Dates of Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John</td>
<td>Smiths</td>
<td>teacher</td>
<td>1 Jan 2000</td>
</tr>
<tr>
<td>2</td>
<td>John</td>
<td>Smiths</td>
<td>union leader</td>
<td>5 Jul 2009</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>Unknown</td>
</tr>
</tbody>
</table>

Comments on person/profession information:

Incident Section:

1. Information Regarding the Incident:

   - **Incident Date**
     - [ ] Exact Date
     - [ ] Date Range
     - [ ] Unknown

   - **Incident Location**

   - **Incident Time**

   - **Incident Description Notice**
     - Please describe the circumstances of the incident, including the following categories:
       - (a) death penalty, or for trial guarantees, please detail (date trial or proceedings, charges, eventual appeal, and so forth is imminent, etc.);
       - (b) imminent violation of the right to life is feared (death threat, immediate expulsion or repatriation leading to a life-threatening situation, etc.); please detail.
       - (c) others (death in custody, death during an armed conflict, death due to excessive use of force by law enforcement officials, death due to attacks by security forces of State, paramilitary or private forces, breach of obligation to investigate, etc.)
Responsibility Section:

- If the perpetrators are believed to be State agents, please specify (military, police, persons in uniform or civilian clothes, agents of security services, unit to which they belong, rank and functions, etc.) and indicate why they are believed to be responsible, be as precise as possible.
- If an identification as State agents is not possible, why do you believe that Government authorities, or persons linked to them, are responsible for the incident?
- If there are witnesses to the incident, indicate their names. If they wish to remain anonymous, indicate if they are relatives, by-passers, etc. If there is evidence, please specify.

Actions Section:

- Steps taken by the victim or his/her family:
  - Note: Indicate if complaints have been filed by (or on behalf of) the victim or his/her family.
  - Complainants:
  - Other steps taken by victim

- Steps taken by the authorities:
  - Notes
  - Steps taken by the Authorities (a)
  - Steps taken by the Authorities (b)
### Submitter information:

- **Family name**
- **First name**
- **Other Names Note**
  - Please include any other names that would be useful in distinguishing the Submitter from others (e.g. nicknames, titles, Father's names, etc.)

#### Status

- Individual
- Group
- Non-Governmental Organization
- Inter-Governmental Agency
- Government
- Other

#### If Submitter Status = "Other", please specify

- **Submitter Street Address**
- **Submitter Phone Number**
- **Submitter Fax**
- **Submitter Email**

#### Submitter Confidentiality Note

If the submitter wants their identity to be kept confidential, please check the box below.

- **Submitter confidential?**

#### Questionnaire Date

- **Signature Received?**

#### Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Size (KB)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Attachment
SAMPLE XML used to create above screenshots for UN “Special Rapporteur on extrajudicial, summary, or arbitrary execution – Model Questionnaire”

<CustomFields>

<Field type='LANGUAGE'>
<Tag>language</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>author</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>organization</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>title</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>keywords</Tag>
<Label></Label>
</Field>

<Field type='DATE'>
<Tag>entrydate</Tag>
<Label></Label>
</Field>

<Field type='MESSAGE'>
<Tag>ConfidentialityNote</Tag>
<Label>Confidentiality Note</Label>
<Message>If any information contained in the questionnaire should be kept confidential please mark "CONFIDENTIAL" beside the relevant entry.</Message>
</Field>

<Field type='SECTION'>
<Tag>PersonIdentity</Tag>
<Label>I. Identity of the Person Concerned</Label>
</Field>

<Field type='MESSAGE'>
<Tag>PersonInfoMessage</Tag>
<Label>Person Information Notes</Label>
<Message>If more than one person is concerned, please fill out separate rows in the table below for each person.

In Other Names column, please include any additional names that would be useful in distinguishing the person from others (e.g. nicknames, titles, Father’s names, etc).

If you are unsure of a person's Date of Birth, enter an Age range (e.g. 20-30) or description (e.g. child).</Message>
</Field>
<table>
<thead>
<tr>
<th>Field type: GRID</th>
<th>Tag: PersonInfo</th>
<th>Label: Person Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>GridSpecDetails</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: First Name</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Last Name</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Other Names</td>
<td></td>
</tr>
<tr>
<td>Column type: DROPDOWN</td>
<td>Tag: Sex</td>
<td></td>
</tr>
<tr>
<td>Choices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column type: DATE</td>
<td>Tag: Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Age Range/Description</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Nationality</td>
<td></td>
</tr>
<tr>
<td>Column type: DROPDOWN</td>
<td>Tag: Civil Status</td>
<td></td>
</tr>
<tr>
<td>Choices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Single</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Married</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Divorced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Separated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Widowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice: Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Identity Document type</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: ID Doc #</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: ID Doc Issued by</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: ID Doc Date of Issue</td>
<td></td>
</tr>
<tr>
<td>Column type: BOOLEAN</td>
<td>Tag: Link to other cases/persons?</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Address of usual residence</td>
<td></td>
</tr>
<tr>
<td>Column type: STRING</td>
<td>Tag: Misc Comments (or &quot;Other&quot; values)</td>
<td></td>
</tr>
</tbody>
</table>

Field type: MESSAGE |
Tag: ProfessionHistoryMessage |
Label: Professional History Note |
Message: If more than one person is concerned, please fill out separate rows in the table below for each person.

If a person had different professions at different times, please create separate rows for each profession.

Examples of Profession/activity include: trade union, political, religious, humanitarian/solidarity/human rights, etc.
<GridColumnLabel>Last Name</GridColumnLabel>
</Column>

<GridColumn type='STRING'><Tag></Tag><Label>Profession</Label></GridColumn>
<GridColumn type='DATERANGE'><Tag></Tag><Label>Dates of Profession</Label></GridColumn>
</GridSpecDetails>
</Column>
</Field>

<Field type='MULTILINE'>
<Tag>PersoComments</Tag>
<Label>Comments on person/profession information</Label>
</Field>

<Field type='SECTION'>
<Tag>IncidentSection</Tag>
<Label>II. Information Regarding the Incident:</Label>
</Field>

<Field type='DATERANGE'>
<Tag>IncidentDate</Tag>
<Label>Incident Date</Label>
</Field>

<Field type='STRING'>
<Tag>IncidentLocation</Tag>
<Label>Incident Location</Label>
</Field>

<Field type='STRING'>
<Tag>IncidentTime</Tag>
<Label>Incident Time</Label>
</Field>

<Field type='MESSAGE'>
<Tag>Incidentmsg</Tag>
<Label>Incident Description Notes</Label>
<Message>Please describe the circumstances of the incident, including the following categories: 
(a) death penalty, or fair trial guarantees, please detail (unfair laws or proceedings, charges, eventual appeals, execution is imminent, etc.) ;
(b) imminent violation of the right to life is feared (death threats, imminent expulsion or refoulement leading to a life-threatening situation, etc.), please detail.
(c) others (death in custody, death during an armed conflict, death due to excessive use of force by law enforcement officials, death due to attacks by security forces of State, paramilitary or private forces, breach of obligation to investigate, etc.)</Message>
</Field>

<Field type='MULTILINE'>
<Tag>IncidentDescA</Tag>
<Label>Incident Description (a)</Label>
</Field>

<Field type='MULTILINE'>
<Tag>IncidentDescB</Tag>
<Label>Incident Description (b)</Label>
</Field>
<Field type='MULTILINE'>
<Tag>IncidentDescC</Tag>
(Label>Incident Description (c)</Label>
</Field>

<Field type='SECTION'>
<Tag>Forcesresponsibleforincident</Tag>
(Label>III. Forces believed to be responsible for the incident:</Label>
</Field>

<Field type='MESSAGE'>
<Tag>ForcesResponsibleMsg</Tag>
(Label>Responsible Forces Notes</Label>
<Message>
(a) if the perpetrators are believed to be State agents, please specify (military, police, persons in uniform or civilian clothes, agents of security services, unit to which they belong, rank and functions, etc.) and indicate why they are believed to be responsible; be as precise as possible:
(b) if an identification as State agents is not possible, why do you believe that Government authorities, or persons linked to them, are responsible for the incident?
(c) if there are witnesses to the incident, indicate their names. If they wish to remain anonymous, indicate if they are relatives, by-passers, etc.; if there is evidence, please specify</Message>
</Field>

<Field type='MULTILINE'>
<Tag>RespForcesA</Tag>
(Label>Responsible Forces (a)</Label>
</Field>

<Field type='MULTILINE'>
<Tag>RespForcesB</Tag>
(Label>Responsible Forces (b)</Label>
</Field>

<Field type='MULTILINE'>
<Tag>RespForcesC</Tag>
(Label>Responsible Forces (c)</Label>
</Field>

<Field type='SECTION'>
<Tag>StepsTakenbyVictim</Tag>
(Label>IV. Steps taken by the victim or his/her family:</Label>
</Field>

<Field type='MESSAGE'>
<Tag>ComplaintsMsg</Tag>
(Label>Note:</Label>
<Message>Indicate if complaints have been filed by (or on behalf of) the victim or his/her family</Message>
</Field>

<Field type='GRID'>
<Tag>ComplaintsGrid</Tag>
(Label>Complaints</Label>
<GridSpecDetails>
<Column type='DATE'><Tag></Tag><Label>Filed Date</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Filed by</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Filed with which organization/person</Label></Column>
</GridSpecDetails>
</Field>
<Field type='MULTILINE'><Tag>OtherStepsTaken</Tag><Label>Other steps taken by victim</Label></Field>

<Field type='SECTION'><Tag>StepsTakenbyAuthorities</Tag><Label>V. Steps taken by the authorities</Label></Field>

<Field type='MESSAGE'><Tag>StepsMsg</Tag><Label>Notes</Label><Message>(a) Indicate whether or not there have been investigations by the State authorities; if so, what kind of investigations? Progress and status of these investigations; which other measures have been taken (e.g. autopsy)?
(b) in case of complaints by the victim or its family, how have the organizations dealt with them? What is the outcome of those proceedings?</Message></Field>

<Field type='MULTILINE'><Tag>AuthoritiesStepsA</Tag><Label>Steps taken by the Authorities (a)</Label></Field>

<Field type='MULTILINE'><Tag>AuthoritiesStepsB</Tag><Label>Steps taken by the Authorities (b)</Label></Field>

<Field type='SECTION'><Tag>SubmitterSectionHeader</Tag><Label>VI. Identity of the person submitting the case</Label></Field>

<Field type='STRING'><Tag>SubmitterFamilyName</Tag><Label>Family name</Label></Field>

<Field type='STRING'><Tag>SubmitterFirstName</Tag><Label>First name</Label></Field>

<Field type='MESSAGE'><Tag>OtherNameMsg2</Tag><Label>Other Names Note</Label><Message>Please include any other names that would be useful in distinguishing the Submitter from others (e.g. nicknames, titles, Father’s names, etc)</Message></Field>

<Field type='STRING'><Tag>SubmitterOtherName</Tag><Label>Other name(s)</Label></Field>

<Field type='DROPDOWN'><Tag>SubmitterStatus</Tag></Field>
<Label>Submitter Status</Label>
<Choices>
  <Choice>Individual</Choice>
  <Choice>Group</Choice>
  <Choice>Non-Governmental Organization</Choice>
  <Choice>Inter-Governmental Agency</Choice>
  <Choice>Government</Choice>
  <Choice>Other</Choice>
</Choices>
</Field>

<Field type='STRING'>
<Tag>SpecifyOtherStatus</Tag>
<Label>If Submitter Status = "Other", please specify</Label>
</Field>

<Field type='STRING'>
<Tag>SubmitterAddress</Tag>
<Label>Submitter Street Address</Label>
</Field>

<Field type='STRING'>
<Tag>SubmitterPhone</Tag>
<Label>Submitter Phone Number</Label>
</Field>

<Field type='STRING'>
<Tag>SubmitterFax</Tag>
<Label>Submitter Fax</Label>
</Field>

<Field type='STRING'>
<Tag>SubmitterEmail</Tag>
<Label>Submitter Email</Label>
</Field>

<Field type='MESSAGE'>
<Tag>ConfidentialNote</Tag>
<Label>Submitter Confidentiality Note</Label>
<Message>If the submitter wants their identity to be kept confidential, please check the box below.</Message>
</Field>

<Field type='BOOLEAN'>
<Tag>IDConfidential</Tag>
<Label>Submitter confidential?</Label>
</Field>

<Field type='DATE'>
<Tag>QuestionnaireDate</Tag>
<Label>Questionnaire Date</Label>
</Field>

<Field type='BOOLEAN'>
<Tag>SignatureReceived</Tag>
<Label>Signature Received?</Label>
</Field>

</CustomFields>
Sample Martus Screenshots for UN “Working Group on Disappearances” form

Important:
Elements indicated with (*) are mandatory.

Note: If any information contained in the report, besides the mandatory requested elements, should be kept confidential, please mark "CONFIDENTIAL" in the relevant entry.

Cases Submitted by Organizations

Message for Cases Submitted by Organizations:
Please note that if this case is being submitted to the Working Group by an organization, it is necessary for your organization to carry out follow-up in the future on each case by conveying Government information to the family sent from the Working Group, and from the family to the Working Group until the fate or whereabouts of the person are determined. In that regard, please indicate whether the reported victim’s family has given their direct consent that this case is being submitted by your organization to the Working Group on their behalf and whether your organization will be able to provide follow up information between the family and the Working Group.

Consent instructions:

*Consent of victim’s family given directly to your organisation to submit this case:

Family consent (*):

Follow up instructions:

If this case is being submitted by an organization, will it be able to provide follow up by conveying information between the family and the Working Group?

Follow up (*):

1.

1(a) Family name (*):

1(b) First name (*):

1(c) Sex:

1(d) Date of birth:

[e] Documentation:

<table>
<thead>
<tr>
<th>Row</th>
<th>Identity document</th>
<th>Nr</th>
<th>Date of issue</th>
<th>Place of issue</th>
</tr>
</thead>
</table>
1(f) Address of usual residence:

1(g) Indigenous: 

1(h) Pregnant: 

2. Date on which the disappearance occurred (at least as to the month and year) (*):

Date of disappearance (*):

- Exact Date
- Date Range
- Unknown

3. Place of arrest or abduction, or where the disappeared person was last seen (*):

Location (if possible street, city, province or other relevant indications) (*):

4. Forças (State or State-supported) believed to be responsible for the disappearance (*):

4(a) Instructions:

If the perpetrators are believed to be State agents, please specify (military, police, persons in uniform or civilian clothes, agents of security services, unit to which they belong, rank and functions, etc) and indicate why they are believed to be responsible; be as precise as possible:

4(a) (*):

4(b) Instructions:

If identification as State agents is not possible, why do you believe that Government authorities, or persons linked to them, are responsible for the incident?
| 4(b) (*): |  
|---|---|
| 4(c) Instructions: | If there are witnesses to the incident, indicate their names. If they wish to remain anonymous, indicate if they are relatives, bystanders, etc.; if there is evidence, please specify. |
| 4(c) (*): |  
| 5. | Action taken by the relatives or others to locate the person (inquiries with police, jail, human rights commission, habeas corpus petition etc.) (*) |
| 5(a) Instructions | Indicate if complaints have been filed, when, by whom, and before which organ. |
| 5(a) (*): |  
| 5(b) Instructions: | Other steps taken: |
| 5(b) (*): |  
| 5(c) Instructions: | If action was not possible, please explain why: |
| 5(c) (*): |  

Martus Customization Guidelines and Examples
SAMPLE XML used to create above screenshots for UN “Working Group on Disappearances” form

```xml
<CustomFields>
  <Field type='LANGUAGE'>
    <Tag>language</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>author</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>organization</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>title</Tag>
    <Label></Label>
  </Field>
  <Field type='MESSAGE'>
    <Tag>KeywordNote</Tag>
    <Label>Keywords instructions:</Label>
    <Message>Enter words that will be helpful in finding forms when you search (e.g. synonyms of words used in text of form)</Message>
  </Field>
  <Field type='STRING'>
    <Tag>keywords</Tag>
    <Label></Label>
  </Field>
  <Field type='DATE'>
    <Tag>entrydate</Tag>
    <Label></Label>
  </Field>
  <Field type='MESSAGE'>
    <Tag>MandatoryFields</Tag>
    <Label>Important:</Label>
    <Message>Elements indicated with (*) are mandatory.</Message>
  </Field>

Note: If any information contained in the report, besides the mandatory requested elements, should be kept confidential, please mark "CONFIDENTIAL" in the relevant entry.
```

```xml
</Field>
</CustomFields>
```
<Field type='MESSAGE'>
<Tag>IntroductionSectionContent</Tag>
<Label>Message for Cases Submitted by Organizations:</Label>
<Message>Please note that if this case is being submitted to the Working Group by an organization, it is necessary for your organization to carry out follow-up in the future on each case by conveying Government information to the family sent from the Working Group, and from the family to the Working Group until the fate or whereabouts of the person are determined. In that regard, please indicate whether the reported victim's family has given their direct consent that this case is being submitted by your organization to the Working Group on their behalf and whether your organization will be able to provide follow up information between the family and the Working Group.
</Message>
</Field>

<Field type='MESSAGE'>
<Tag>Consent</Tag>
<Label>Consent instructions:</Label>
<Message>*Consent of victim's family given directly to your organisation to submit this case:</Message>
</Field>

<Field type='DROPDOWN'>
<Tag>FamilyConsentReceived</Tag>
<Label>Family consent (*):</Label>
<RequiredField/>
<Choices>
  <Choice></Choice>
  <Choice>Yes, direct consent received from family</Choice>
  <Choice>No consent from family</Choice>
</Choices>
</Field>

<Field type='MESSAGE'>
<Tag>FollowUp</Tag>
<Label>Follow up instructions:</Label>
<Message>*If this case is being submitted by an organisation, will it be able to provide follow up by conveying information between the family and the Working Group?</Message>
</Field>

<Field type='DROPDOWN'>
<Tag>FollowUpDropdown</Tag>
<Label>Follow up (*):</Label>
<RequiredField/>
<Choices>
  <Choice></Choice>
  <Choice>Yes</Choice>
  <Choice>No</Choice>
</Choices>
</Field>

<Field type='MESSAGE'>
<Tag>IdentityPersonSection</Tag>
<Label>1.</Label>
<Message>Identity of the disappeared person:</Message>
</Field>

<Field type='STRING'>
<Tag>FamilyName</Tag>
<Label>1(a) Family name (*):</Label>
<RequiredField/>
</Field>
<Field type='STRING'>
<Tag>FirstName</Tag>
LABEL>1(b) First name (*):</LABEL>
</Field>

<Field type='DROPDOWN'>
<Tag>Sex</Tag>
 LABEL>1(c) Sex:</LABEL>
<Choices>
<Choice></Choice>
<Choice>Male</Choice>
<Choice>Female</Choice>
<Choice>Other</Choice>
</Choices>
</Field>

<Field type='DATERANGE'>
<Tag>BirthDate</Tag>
 LABEL>1(d) Date of birth: </LABEL>
</Field>

<Field type='GRID'>
<Tag>Documentation</Tag><LABEL>(e) Documentation: </LABEL>
<GridSpecDetails>
<Column type='STRING'><Tag></Tag><LABEL>Identity document</LABEL></Column>
<Column type='STRING'><Tag></Tag><LABEL>Nr</LABEL></Column>
<Column type='DATE'><Tag></Tag><LABEL>Date of issue</LABEL></Column>
<Column type='STRING'><Tag></Tag><LABEL>Place of issue</LABEL></Column>
</GridSpecDetails>
</Field>

<Field type='MULTILINE'>
<Tag>ResidenceAddress</Tag><LABEL>1(f) Address of usual residence: </LABEL>
</Field>

<Field type='DROPDOWN'>
<Tag>Indigenous</Tag>
 LABEL>1(g) Indigenous: </LABEL>
<Choices>
<Choice>Yes</Choice>
<Choice>No</Choice>
<Choice>Unknown</Choice>
</Choices>
</Field>

<Field type='DROPDOWN'>
<Tag>Pregnant</Tag>
 LABEL>1(h) Pregnant: </LABEL>
<Choices>
<Choice></Choice>
<Choice>Yes</Choice>
<Choice>No</Choice>
<Choice>Unknown</Choice>
</Choices>
</Field>
<Field type='MESSAGE'>
<Tag>DisappearanceDateSection</Tag>
<Label>2. </Label>
<Message>Date on which the disappearance occurred (at least as to the month and year) (*):</Message>
</Field>

<Field type='DATERANGE'>
<Tag>DisappearanceDate</Tag>
<Label>Date of disappearance (*)</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>LocationMessage</Tag>
<Label>3. </Label>
<Message>Place of arrest or abduction, or where the disappeared person was last seen (*):</Message>
</Field>

<Field type='MULTILINE'>
<Tag>Location</Tag>
<Label>Location(if possible street, city, province or other relevant indications) (*):</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>ForcesResponsible</Tag>
<Label>4. </Label>
<Message>Forces (State or State-supported) believed to be responsible for the disappearance (*):</Message>
</Field>

<Field type='MESSAGE'>
<Tag>ForcesResponsibleInstructions</Tag>
<Label>4(a) Instructions:</Label>
<Message>If the perpetrators are believed to be State agents, please specify (military, policy, persons in uniform or civilian clothes, agents of security services, unit to which they belong, rank and functions, etc) and indicate why they are believed to be responsible; be as precise as possible:</Message>
</Field>

<Field type='MULTILINE'>
<Tag>ForcesResponsibleDetails</Tag>
<Label>4(a) (*):</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>ForcesResponsibleBelief</Tag>
<Label>4(b) Instructions:</Label>
<Message>If identification as State agents is not possible, why do you believe that Government authorities, or persons linked to them, are responsible for the incident?</Message>
</Field>

<Field type='MULTILINE'>
<Tag>ForcesResponsibleBeliefText</Tag>
<Label>4(b) (*):</Label>
<RequiredField/>
</Field>
<Field type='MESSAGE'>
<Tag>ForcesResponsibleWitnesses</Tag>
<Label>4(c) Instructions:</Label>
<Message>If there are witnesses to the incident, indicate their names. If they wish to remain anonymous, indicate if they are relatives, by-passers, etc.; if there is evidence, please specify:</Message>
</Field>

<Field type='MULTILINE'>
<Tag>ForcesResponsibleWitnessesText</Tag>
<Label>4(c) (*):</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>InquiriesByRelatives</Tag>
<Label>5.</Label>
<Message>Action taken by the relatives or others to locate the person (inquiries with police, jail, human rights commission, habeas corpus petition etc.) (*)</Message>
</Field>

<Field type='MESSAGE'>
<Tag>InquiriesByRelativesMessage</Tag>
<Label>5(a) Instructions</Label>
<Message>Indicate if complaints have been filed, when, by whom, and before which organization.</Message>
</Field>

<Field type='MULTILINE'>
<Tag>InquiriesByRelativesText</Tag>
<Label>5(a) (*):</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>InquiriesOtherSteps</Tag>
<Label>5(b) Instructions:</Label>
<Message>Other steps taken:</Message>
</Field>

<Field type='MULTILINE'>
<Tag>InquiriesOtherStepsText</Tag>
<Label>5(b) (*):</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>InquiriesNotPossibleExplanation</Tag>
<Label>5(c) Instructions:</Label>
<Message>If action was not possible, please explain why:</Message>
</Field>

<Field type='MULTILINE'>
<Tag>InquiriesNotPossibleExplanationText</Tag>
<Label>5(c) (*):</Label>
<RequiredField/>
</Field>

<Field type='MESSAGE'>
<Tag>IdentityPersonSubmittingReport</Tag>
<Label>6.</Label>
<Message>Identity of the person or organization submitting the report (*):</Message>
</Field>

<Field type='STRING'>
<Tag>FamilyNameOfPersonSubmitting</Tag>
<Label>6(a) Family name (*):</Label>
<RequiredField/>
</Field>

<Field type='STRING'>
<Tag>FirstNameOfPersonSubmitting</Tag>
<Label>6(b) First name (*):</Label>
<RequiredField/>
</Field>

<Field type='STRING'>
<Tag>Relationship</Tag>
<Label>6(c) Relationship with the disappeared person (*):</Label>
<RequiredField/>
</Field>

<Field type='STRING'>
<Tag>Organization</Tag>
<Label>6(d) Organization (if applicable, see also below) (*)</Label>
<RequiredField/>
</Field>

<Field type='STRING'>
<Tag>Address</Tag>
<Label>6(e) Address (telephone, fax, email) (*)</Label>
<RequiredField/>
</Field>

<Field type='DROPDOWN'>
<Tag>KeepIdentityConfidential</Tag>
<Label>6(f) Would you like to keep your identity confidential? (*)</Label>
<RequiredField/>
<Choices>
  <Choice></Choice>
  <Choice>Yes, keep my identity confidential.</Choice>
  <Choice>No request for confidentiality.</Choice>
</Choices>
</Field>

<Field type='MESSAGE'>
<Tag>AdditionalInformation</Tag>
<Label>Additional information on the case:</Label>
<Message>Please indicate any other relevant information that has not been answered in the previous questions. If one of the mandatory elements noted (*) in this report could not be answered, please indicate why.</Message>
</Field>

<Field type='MULTILINE'>
<Tag>AdditionalInformationExplanation</Tag>
<Label>Additional data:</Label>
</Field>
<Field type='DATE'>
<Tag>DateOfForm</Tag>
<Label>Date of form:</Label>
</Field>

<Field type='BOOLEAN'>
<Tag>Received</Tag>
<Label>Was signature received?</Label>
</Field>

<Field type='MESSAGE'>
<Tag>SignatureAttachmentMessage</Tag>
<Label>Signature Attachment Note</Label>
<Message>If available, you may attach a scanned image file of the signature to this form. </Message>
</Field>

<Field type='MESSAGE'>
<Tag>AddressSubmitCases</Tag>
<Label>Address to submit cases:</Label>
<Message>e-mail: wgeid@ohchr.org
fax: 4122 917 9006, attn: WGEID
post: WGEID
OHCHR, Palais de Nations
8-14 Avenue de la Paix
CH-1211 Geneva 10
Switzerland</Message>
</Field>
Sample Martus Screenshots for journalist/reporter template:
This template assumes that one bulletin is created for each interview with a source for a particular assignment, which may be used in one or more stories (or sidebars/photo credits, etc). Journalists could then find information by searching their bulletins for any of: assignment, story(ies), source info, etc.

Notes:
1. Values for “Does interviewee wish to remain anonymous” are “Not Specified” (by default), Yes, and No. This is a required field, so must have a value entered to save the bulletin.
2. Interview location could be a dropdown list of cities or multi-level dropdown with regions/cities/neighborhoods as desired (e.g. if doing many interviews in one country). This could be helpful (and improve reliability) for searching to find interviews at a later date, which could be harder if using text location entries (which often contain typos or inconsistent abbreviations etc).
### Private Information

- **Keep ALL information Private?**
- **Language:** English
- **Author:** Jane Journalist
- **Organization:** Newspaper X
- **Title:** Interview with source Y
- **Date Created:** 07/21/2009
- **Assignment:** Research into alleged human rights violations
- **Source name:**
- **Source Title:**
- **Company/Organization/All:**
- **Source PR Contact:**
- **Source contact information:**
- **Source social media coordinates:**
- **Date of interview:** Unknown
- **Location of interview:**
- **Does interviewee wish to remain anonymous?** Not Specified
- **Stories Note:**
  
  *List information about each story this research might be used for in the table below.

<table>
<thead>
<tr>
<th>Story Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Story ID</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

  - **Editors/HQ Note:**
    
    *Set up each Editor you would like to securely share this information with as a Martus Headquarters account.*
Martus Customization Guidelines and Examples
SAMPLE XML used to create above screenshots for journalist/reporter template:

<CustomFields>

<Field type='LANGUAGE'>
<Tag>language</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>author</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>organization</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>title</Tag>
<Label></Label>
</Field>

<Field type='DATE'>
<Tag>entrydate</Tag>
<Label></Label>
</Field>

<Field type='STRING'>
<Tag>assignment</Tag>
<Label>Assignment</Label>
</Field>

<Field type='STRING'>
<Tag>SourceName</Tag>
<Label>Source name</Label>
</Field>

<Field type='STRING'>
<Tag>SourceTitle</Tag>
<Label>Source Title</Label>
</Field>

<Field type='STRING'>
<Tag>SourceAffiliation</Tag>
<Label>Source Company/Organization/Affiliation</Label>
</Field>

</CustomFields>
<Field type='STRING'>
<Tag>SourcePRContact</Tag>
<Label>Source PR Contact</Label>
</Field>

<Field type='STRING'>
<Tag>SourceContactInfo</Tag>
<Label>Source contact information</Label>
</Field>

<Field type='STRING'>
<Tag>SocialMediaCoordinates</Tag>
<Label>Source social media coordinates</Label>
</Field>

<Field type='DATE'>
<Tag>InterviewDate</Tag>
<Label>Date of interview</Label>
</Field>

<Field type='STRING'>
<Tag>InterviewLocation</Tag>
<Label>Location of interview</Label>
</Field>

<Field type='DROPDOWN'>
<Tag>Anonymous</Tag>
<Label>Does interviewee wish to remain anonymous?</Label>
<RequiredField/>
<DefaultValue>Not Specified</DefaultValue><Choices>
  <Choice>Yes</Choice>
  <Choice>No</Choice>
  <Choice>Not Specified</Choice>
</Choices>
</Field>

<Field type='MESSAGE'>
<Tag>MessageStories</Tag>
<Label>Stories Note</Label>
<Message>List information about each story this research might be used for in the table below.</Message>
</Field>
Editors/HQ Note
Set up each Editor you would like to securely share this information with as a Martus Headquarters account.

Story Information

<table>
<thead>
<tr>
<th>Column type</th>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRING</td>
<td>Story title</td>
</tr>
<tr>
<td>DATE</td>
<td>Story date</td>
</tr>
<tr>
<td>STRING</td>
<td>Topic(s)/Keyword(s)</td>
</tr>
<tr>
<td>STRING</td>
<td>Media outlet</td>
</tr>
<tr>
<td>STRING</td>
<td>Contact info/URL</td>
</tr>
<tr>
<td>STRING</td>
<td>Editor name</td>
</tr>
<tr>
<td>STRING</td>
<td>Editor title</td>
</tr>
<tr>
<td>STRING</td>
<td>Editor contact information</td>
</tr>
</tbody>
</table>

Interview notes

Drafts note

In addition to entering notes in the "Editor's comments" field (please indicate Editor name at beginning of notes), editors can use [brackets], (parentheses), or other characters when adding or making changes to the text in the Drafts field below.

Ideally, writers and editors may also choose to save this bulletin as a Sealed bulletin, to track changes over different draft versions.

Please only put text in Final Draft field after all final Editor changes have been reviewed/incorporated.
<Field type='MULTILINE'>
<Tag>Drafts</Tag>
<Label>Draft(s)</Label>
</Field>

<Field type='MULTILINE'>
<Tag>EditorsComments</Tag>
<Label>Editor's comments</Label>
</Field>

<Field type='MULTILINE'>
<Tag>FinalDraft</Tag>
<Label>Final Draft</Label>
</Field>

<Field type='SECTION'>
<Tag>AttachmentsSection</Tag>
<Label>Attachments Section</Label>
</Field>

<Field type='MESSAGE'>
<Tag>MessageAttachments</Tag>
<Label>Attachments note</Label>
<Message>You can attach supplementary files, such as photos, audio or video material, or a published story file. Please indicate which type(s) of attachment(s) are included below.</Message>
</Field>

<Field type='BOOLEAN'>
<Tag>BackgroundInformation</Tag>
<Label>Attachments contain Background Information</Label>
</Field>

<Field type='BOOLEAN'>
<Tag>PublishedInformation</Tag>
<Label>Attachments contain Published Information</Label>
</Field>

</CustomFields>
Screenshots of sample bulletins to be eventually used for statistical analysis:

Please note that we are wary of using too much structured data in Martus, as it can lead people to think that they can do analysis that could be misleading. While Martus reports can count how many bulletins you have by any field (e.g. region, keyword, etc), and are very useful in this way for reporting the status of documentation efforts, we strongly discourage using Martus reports to try to represent “what happened” in a broader sense, or patterns in the data beyond describing the data collected.

Key reasons that Martus bulletin reports should be used very carefully include: you may have only been able to collect data from certain subsets of the larger universe you are trying to study (E.g. certain regions but not others), and you may have multiple entries in Martus about the same events/people that you would be double-counting if you do not de-duplicate them before doing any analysis/reports. Please see the “Important Note” in section “6o. Creating bulletin reports” of the Martus User Guide (in your Martus \Docs directory or at https://www.martus.org/downloads), and the FAQs about “Using Martus Data” at https://www.martus.org/concept/faq.shtml#md for more on this topic.

Given all the caveats above, see “Suggestions for data to collect if Martus bulletins may eventually be used for statistical analysis” section for details on why certain types of fields are useful/how they can be used for analysis/why they should be structured certain ways in Martus.
### Actor Grid (shown in “expanded” view)

**Guidance for Actor Entry**
- If any fields in the table are unknown for a particular person, please enter “Unknown” in the field instead of leaving it blank.
- Please refer to distributed official lists of approved values for entry of locations/age range/Date Status/Protease/Institutions/Languages/Ethnicity/Religions. If the data you are entering is not on the list, please enter “Other”.
- Examples of title could be Mr., Dr. or military rank.
- Enter any other information, or explanation of “Other” entries in the “Comment” column.

```
<table>
<thead>
<tr>
<th>Actor Information</th>
<th>Show as Grid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Row #1</strong></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Nick Name</td>
<td></td>
</tr>
<tr>
<td>Titles</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Age Range</td>
<td>Unknown</td>
</tr>
<tr>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td>Civil Status</td>
<td></td>
</tr>
<tr>
<td>Father's First Name</td>
<td></td>
</tr>
<tr>
<td>Father's Last Name</td>
<td></td>
</tr>
<tr>
<td>Father's Other Name</td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
</tr>
<tr>
<td>Language Spoken</td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Place of Birth</td>
<td></td>
</tr>
<tr>
<td>Place of Death</td>
<td></td>
</tr>
<tr>
<td>Date of Death</td>
<td>Exact Date</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

| **Row #2**        |             |
| First Name        | Jane        |
| Last Name         | Doe         |
| Nick Name         |             |
| Titles            |             |
| Date of Birth     |             |
| Age Range         | Unknown     |
| Sex               |             |
| Civil Status      |             |
| Father's First Name |             |
| Father's Last Name |             |
| Father's Other Name |           |
| Ethnicity         |             |
| Language Spoken   |             |
| Religion          |             |
| Place of Birth    |             |
| Place of Death    |             |
| Date of Death     | Exact Date  |
```
### Group Actor Information

<table>
<thead>
<tr>
<th>Row #</th>
<th>Group Name</th>
<th>Group Size</th>
<th>Is size precise?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
XML used to create above screenshots (bulletins for possible statistical analysis):

Notes:
1. We suggest that for specific projects, you create drop-down lists within the Actor Information grid for certain columns (instead of the examples below which have them as a “STRING” type). Within a particular project, there may be a standard list of values for civil status, languages spoken, ethnicities, religions, locations, and even institutions, age ranges or professions -- but you should always have an “Other” option, and the value can be specified in a text field following the dropdown. Depending on which of these you choose to implement, you would want to modify the “Guidance for Actor Entry” note accordingly.
2. When Date of Birth is not exactly known, you can enter an approximate age, or age range (which could be values like child/adult or more detailed like 20s/30s/40s). Depending on the project you may decide to have age range be a drop-down column which can be filled out if Date of Birth and Age are unknown.
3. For biographical information of a particular individual that changes over time (e.g. profession or military rank), you may want to put the information in a separate grid/table (with name fields based on the initial actor grid entries), so that you can designate the different date-ranges for each value. See example screenshots and XML for “Profession History” in the “Screenshots of bulletin created using examples in Martus customization Help” section of this doc for more on this.

<CustomFields>
  <Field type='LANGUAGE'>
    <Tag>language</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>author</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>organization</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>title</Tag>
    <Label></Label>
  </Field>
  <Field type='STRING'>
    <Tag>keywords</Tag>
    <Label></Label>
  </Field>
  <Field type='DATE'>
    <Tag>entrydate</Tag>
    <Label></Label>
  </Field>

  <Field type='MESSAGE'>
    <Tag>BulletinSourceEntryMessage</Tag>
    <Label>Guidance for Source entry</Label>
    <Message>If you are unsure of the source type for this bulletin, please leave this field blank. If the source is not on the list, please select "Other" and type source information in the field below the drop-down list.</Message>
  </Field>
</CustomFields>
<Field type='DROPDOWN'>
<Tag>BulletinSource</Tag>
<Label>Source of Bulletin information</Label>
<RequiredField/>
<Choices>
<Choice>Media/Press</Choice>
<Choice>Medical Report</Choice>
<Choice>Legal Report</Choice>
<Choice>Personal Interview</Choice>
<Choice>Other</Choice>
</Choices>
</Field>

<Field type='STRING'>
<Tag>SpecifyOther</Tag>
<Label>If Source is "Other", please specify:</Label>
</Field>

<Field type='MULTILINE'>
<Tag>Narrative</Tag>
<Label>Narrative description of event(s):</Label>
</Field>

<Field type='SECTION'>
<Tag>ActorSection</Tag>
<Label>Actor Section</Label>
</Field>

<Field type='MESSAGE'>
<Tag>GuidanceforActorEntry</Tag>
<Label>Guidance for Actor Entry</Label>
<Message>If any fields in the table are unknown for a particular person, please enter "Unknown" in the field instead of leaving it blank.
Please refer to distributed official lists of approved values for entry of locations/age range/Civil Status/Profession/Institutions/Languages/Ethnicities/Religions. If the data you are entering is not on the lists, please enter "Other".
Examples of title could be 'Mr.', 'Dr.' or military rank.
Enter any other information, or explanation of "Other" entries in the "Comment" column.</Message>
</Field>

<Field type='GRID'>
<Tag>ActorInformationGrid</Tag>
<Label>Actor Information</Label>
<GridSpecDetails>
 Column type='STRING'><Tag></Tag><Label>First Name</Label></Column>
 Column type='STRING'><Tag></Tag><Label>Last Name</Label></Column>
 Column type='STRING'><Tag></Tag><Label>Nick Name</Label></Column>
 Column type='DATE'><Tag></Tag><Label>Date of Birth</Label></Column>
 Column type='DROPDOWN'><Tag></Tag><Label>Age Range</Label></Column>
<Choices>
<Choice>Child</Choice>
<Choice>Adult</Choice>
<Choice>Elder</Choice>
</Choices>
</Column>
 Column type='DROPDOWN'><Tag></Tag><Label>Sex</Label></Column>
<Choices>
<Choice>Male</Choice>
<Choice>Female</Choice>
</Field>
<Choice>Unknown</Choice>
</Choices>
</Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Civil Status</Label></Column>
<Choices>
<Choice>Single</Choice>
<Choice>Married</Choice>
<Choice>Divorced</Choice>
<Choice>Separated</Choice>
<Choice>Widowed</Choice>
<Choice>Unknown</Choice>
</Choices>
</Column>
<Column type='STRING'><Tag></Tag><Label>Father's First Name</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Father's Last Name</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Father's Other Name</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Ethnicity</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Language Spoken</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Religion</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Place of Birth</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Place of Death</Label></Column>
<Column type='DATE RANGE'><Tag></Tag><Label>Date of Death</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Comments</Label></Column>
</GridSpecDetails>
</Field>
<Field type='MESSAGE'>
<Tag>MessageProfession</Tag>
<Message>Profession History Table Note</Message>
<Message>If you have information about a person who has had different professions over time, enter multiple rows with the same First and Last Names and show the date range for each profession on a separate row.</Message>
</Field>
<Field type='GRID'>
<Tag>ActorProfessionalHistoryGrid</Tag>
<GridSpecDetails>
<Column type='DROPDOWN'><Tag></Tag><Label>First Name</Label></Column>
<DataSource>
<GridFieldTag>ActorInformationGrid</GridFieldTag>
<GridColumnLabel>First Name</GridColumnLabel>
</DataSource>
<Column type='DROPDOWN'><Tag></Tag><Label>Last Name</Label></Column>
<DataSource>
<GridFieldTag>ActorInformationGrid</GridFieldTag>
<GridColumnLabel>Last Name</GridColumnLabel>
</DataSource>
<Column type='STRING'><Tag></Tag><Label>Profession</Label></Column>
<Column type='DATE RANGE'><Tag></Tag><Label>Dates of Profession</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Affiliated Institution</Label></Column>
</GridSpecDetails>
</Field>
<Field type='SECTION'>
<Tag>GroupActorsSection</Tag>
<Label>Group Actors Section</Label>
</Field>
<Field type='GRID'>
<Tag>GroupActorInformationGrid</Tag>
<Label>Group Actor Information</Label>
<GridSpecDetails>
<Column type='STRING'><Tag></Tag><Label>Group Name</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Group Size</Label></Column>
<Column type='BOOLEAN'><Tag></Tag><Label>Is size precise?</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Comments</Label></Column>
</GridSpecDetails>
</Field>
</CustomFields>
Suggestions for data to collect if Martus bulletins may eventually be used for statistical analysis

See example screenshots and XML above.

Please note that many of the fields described below and in the screenshots/XML above are useful mainly for de-duplicating/matching entries in data processing steps needed before any analysis that does more than counting bulletins for tracking documentation progress can be done.

If a value for a (text) field is unknown, explicitly enter “unknown” in the field, so it can be distinguished from someone forgetting to enter data. Dates default to unknown. You may choose to put “unknown” as an option in all dropdown lists as well.

Note which fields should be required (cannot save a bulletin without entering something).

Use MESSAGE fields to put any notes/instructions about how to enter fields.

Bulletin/Source information

Typical data to gather:

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletin Source</td>
<td>DROPDOWN</td>
<td>Document (including type) vs personal interview, etc. Probably want to have an “Other” entry with STRING field below where the other value can be filled in. If start getting enough of one type of “Other” can update customization to include this new value. (See screenshot examples) If personal interview, add info on deponent in biographical table below.</td>
</tr>
</tbody>
</table>

Biographical information for “Actor”(s) [can be victim or perpetrator or witness -- or combinations of all of these, their roles in various acts should be described in the narrative portion of bulletins. In addition to using their names in the narrative, they can be designated using the row numbers in the grid/table for verification purposes]:

Typical data to gather (using a customized grid):

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>STRING</td>
<td>i.e. Last Name, Surname</td>
</tr>
<tr>
<td>First Name</td>
<td>STRING</td>
<td>i.e. Given Name</td>
</tr>
<tr>
<td>Other Name</td>
<td>STRING</td>
<td>e.g. nickname, middle, initials etc (will vary by project); This (and other name fields) will help with matching/de-duplication that would be necessary to avoid double-counting due to multiple entries about the same person, if later doing any analysis. You may want to have several columns to define these.</td>
</tr>
<tr>
<td>Title</td>
<td>STRING or DROPDOWN</td>
<td>e.g. Mr., Dr., military rank etc</td>
</tr>
<tr>
<td>Sex</td>
<td>DROPDOWN</td>
<td>For most projects, choices will be: Male, Female, Unknown</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>DATE or DATERANGE</td>
<td>What to do if unknown? Could not use this column and use “Age or Age Range” columns. If do not know anything, leave this column at default value (unknown). But, if know age, could use range of Jan1-Dec31 of that year (until we have ability to have “unknown” in any piece of date dropdowns when could just enter year). If know month, could use range of 1st - last of that month (until we have ability to have “unknown” in any piece of date dropdowns when could just enter month and year). See related comments on “Age or Age Range” field.</td>
</tr>
<tr>
<td>Age or Age Range (could be)</td>
<td>STRING/DROPDOWN for Age, DROPDOWN for Range</td>
<td>Can enter exact ages if known (STRING or DROPDOWN with list of #s, until number type is available). Make sure</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2 separate columns</td>
<td></td>
<td>STRING values are entered as #s instead of spelled out words (“2” instead of “two”) for more consistent searching (DROPDOWNS would enforce this). If exact age not known, put Age Range - defined for each project, based on census data for the country, or knowledge about particular violations that occur to specific ages etc (e.g. child/adult/elder or 20s/30s/40s, etc)</td>
</tr>
<tr>
<td>Useful Additional Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father’s Name / Mother’s Name</td>
<td>STRING</td>
<td>This will help with matching/de-duplication necessary prior to doing any analysis. Project can decide if Mother/Father’s name is more useful -- but should be broken down into separate columns for First/Family as above.</td>
</tr>
<tr>
<td>Civil Status</td>
<td>DROPDOWN or STRING</td>
<td>Probable values for DROPDOWN would be Married/Single/etc, but could be defined for each project (and always allow an “Other” option, which can be specified in a following STRING field). Give explicit list for user to refer to if using STRING. DROPDOWN will lead to better searching to avoid typos etc. * If entering a single value for the actor, assumes “at time of document”. Could go in separate table for information that changes over time, if you know at what points in time the individual had different values for this field.</td>
</tr>
<tr>
<td>Profession</td>
<td>STRING or DROPDOWN (by project)</td>
<td>If have specific list of professions expected for the project (or defined in controlled vocabulary) use DROPDOWN (and always allow an “Other” option, which can be specified in a following STRING field). Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words). * If entering a single value for the actor, assumes “at time of document”. Could go in separate table for information that changes over time, if you know at what points in time the individual had different values for this field.</td>
</tr>
<tr>
<td>Rank (e.g. Military)</td>
<td>STRING or DROPDOWN (by project)</td>
<td>If have specific list of professions expected for the project (or defined in controlled vocabulary) use DROPDOWN (and always allow an “Other” option, which can be specified in a following STRING field). Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words). * If entering a single value for the actor, assumes “at time of document”. Could go in separate table for information that changes over time, if you know at what points in time the individual had different values for this field.</td>
</tr>
<tr>
<td>Affiliated Institution</td>
<td>DROPDOWN or STRING (by project)</td>
<td>May relate to Group Name below. If have specific list of institutions expected for the project (or defined in controlled vocabulary) use DROPDOWN (and allow an “Other” option, which can be specified in a following STRING field). Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words). * Could go in separate table for information that changes over time, if you know at what points in time the individual had different values for this field.</td>
</tr>
<tr>
<td>Language</td>
<td>DROPDOWN or STRING (by project)</td>
<td>If have specific list of languages expected for the project (or defined in controlled vocabulary) use DROPDOWN (and allow an “Other” option, which can be specified in a following STRING field). Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words). * Could go in separate table for information that changes over time, if you know at what points in time the individual had different values for this field.</td>
</tr>
<tr>
<td>Field</td>
<td>Type/Example</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Spoken</td>
<td>defined in controlled vocabulary) use DROPDOWN (and allow an “Other” option, which can be specified in a following STRING field). The standard Martus language drop-down list is not available within a grid in current version, but may be in the future. Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words).</td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>DROPDOWN or STRING (by project)</td>
<td>If have specific list of ethnicities expected for the project (or defined in controlled vocabulary) use DROPDOWN (and allow an “Other” option, which can be specified in a following STRING field). Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words).</td>
</tr>
<tr>
<td>Religion</td>
<td>DROPDOWN or STRING (by project)</td>
<td>If have specific list of religions expected for the project (or defined in controlled vocabulary) use DROPDOWN (and allow an “Other” option, which can be specified in a following STRING field). Give list of suggestions for user to refer to if using STRING (but this will make searching harder because of people not using consistent words).</td>
</tr>
<tr>
<td>Place of birth</td>
<td>DROPDOWN or STRING (by project)</td>
<td>May or may not be same as location of act; STRING leads to searching issues with typos/abbreviations etc -- better to enumerate in DROPDOWN (defined by project). Good to use levels of location (e.g. State, City, district) -- either have entries that look like “NY-NYC-Brooklyn” / “NY-NYC-unknown”, or possibly 3 columns for levels of location (though this could lead to data integrity issues if fields don’t match)</td>
</tr>
<tr>
<td>Place of death</td>
<td>DROPDOWN or STRING (by project)</td>
<td>May or may not be same as location of act; STRING leads to searching issues with typos/abbreviations etc -- better to enumerate in DROPDOWN (defined by project). Good to use levels of location (e.g. State, City, district) -- either have entries that look like “NY-NYC-Brooklyn” / “NY-NYC-unknown”, or possibly 3 columns for levels of location (though this could lead to data integrity issues if fields don’t match)</td>
</tr>
<tr>
<td>Date of death</td>
<td>DATE or DATE RANGE</td>
<td>What to do if unknown? If do not know anything, leave this column at default value (unknown). But, if know age, could use range of Jan1-Dec31 of that year (until we have ability to have “unknown” in any piece of date dropdowns when could just enter year). If know month, could use range of 1st - last of that month (until we have ability to have “unknown” in any piece of date dropdowns when could just enter month and year).</td>
</tr>
<tr>
<td>Additional Comments</td>
<td>STRING</td>
<td>Explanations of entries in any other fields for this actor (e.g. note on whether the person was the deponent, or what the “Other Name” field contained)</td>
</tr>
</tbody>
</table>

For biographical information of a particular individual that changes over time (e.g. profession or military rank - see items marked with * above), you may want to put the information in a separate grid/table, so that you can designate the different date-ranges for each value. You can populate the name fields in this table based on the name data entered in the Actor table above. See example screenshots and XML for “Profession History” in the “Screenshots of bulletin created using examples in Martus customization Help” section for more information.
Actor may be a **Group** instead of individual.

Typical data to gather:

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>DROPDOWN (by project)</td>
<td>May be “anonymous” or “unknown”, and may want to include an “Other” option, which can be specified in a following STRING field.</td>
</tr>
<tr>
<td>Group Size</td>
<td>STRING or DROPDOWN (until have number type)</td>
<td>Could be done as DROPDOWN (exact values or ranges). If not, make sure STRING values are entered as #s instead of spelled out words (“2” instead of “two”) for more consistent searching (DROPDOWNS would enforce this).</td>
</tr>
<tr>
<td>Precise?</td>
<td>BOOLEAN (checkbox)</td>
<td>Indication of whether Group Size is precise or not</td>
</tr>
<tr>
<td>Comments</td>
<td>STRING</td>
<td>Explanations of entries in any other fields for this group or some description of the group.</td>
</tr>
</tbody>
</table>

We recommend that **Act(s)** and **Role(s)** should be described in the narrative portion of bulletins, as opposed to defined using custom fields. Without extensive training, and a “controlled vocabulary” finalized (lists of valid values for fields), including counting rules and boundary conditions for violations/abuses, filling / “coding” these in a grid could lead to loss of and misleading information.

For more on using human rights data for analysis, see [https://www.hrdag.org/resources/core_concepts.shtml](https://www.hrdag.org/resources/core_concepts.shtml)