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 several 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 DROPDOWN 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:
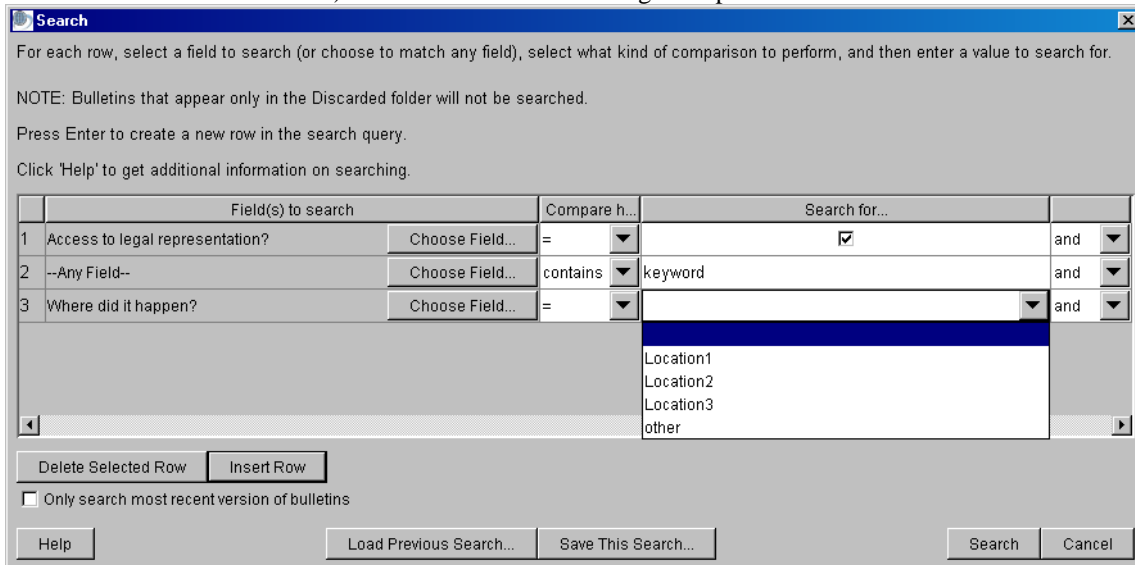
11. Whenever a DROPDOWN list is used, we recommend including an "Other" option in the list of choices, and always have a text field immediately afterward (with both the tag and label uniquely defined) to specify what the "other" option

actually was. E.g. if you have a dropdown list of bulletin sources, the field following it should be labeled "If bulletin source = "Other", please specify" (not only "If Other, please specify" which if you try to search on later and have for the label of multiple fields you won't know which one you're referring to). If you find that the "Other" option is being used a lot, you can update the dropdown list to include those values for any future bulletins (and go back and edit old bulletins as well if desired with the new list).

12. You may also want to include an "Unknown" option in your dropdown lists so you can distinguish between an entry that was not entered because somebody forgot to vs specifying that they looked at the question and didn't know the answer.

13. For location information (because a lot of analysis and filtering/searching/reporting is done geographically), we highly recommend using dropdown lists instead of the Martus standard text "location" field, again for consistency and to guard against typos, so that you can find bulletins when you search. The various levels of location will vary based on the project – if you want more than one level for locations, use "Reusable Choices" dropdown lists (that allow multiple nested levels, e.g. Region, City). Again with dropdown lists, we recommend always having an "Other" option in case there is an answer (in this case location) that doesn't fit in the list. Please note that you can always update your lists if needed.

14. For fields that may have the same information entered each time for a particular account (e.g. a customization template is handed out by a HQ to multiple field offices, and one of the fields in the customization is which office they are in, so will be entered differently by different offices, but the same for all accounts/bulletins in one particular office), you can update the customization for that account to contain a <DefaultValue> entry.

15. We highly recommend using a grid/table for all actors, to capture as much biographical data as possible. Possible/suggested columns are described in examples above, you may want to add others based on the project context. Any identifying information (religion/language/etc) is useful for potential future data processing (e.g. matching/de-duplication), especially if you are thinking of doing analysis of the data (and therefore do not want to double-count people or events for which you have multiple entries). If you have data about actors that change over time, recommend doing a second grid with name fields based on your initial grid (using "<DataSource>") – see Martus help screenshots/XML for an example of this.

16. An "Is Identified" checkbox is not needed if only entering identified persons, but may be useful if entering info like "male villager".

17. If even inexact dates of birth are not known, could use a column/field with age ranges (at time of statement or time of event, need to specify that somewhere) – e.g. child, teen, adult, elder, etc

18. Split names into multiple fields (e.g. first, last, nickname, middle, title etc) so that name order doesn't confuse searches, and to allow for possible matching/de-duplication later on.

Some additional notes for grids in Martus bulletins

1. Hit Tab to go to the next cell, and Enter/Return to add a new line
2. Double-click to copy/cut/paste text from one grid cell/entry to another (we may add ability to directly copy/paste cells in a future release)
3. Some rows that go across multiple columns in a grid/table (e.g. comments on the entire table instead of on a particular row) should be created separately as a string field below the grid.
4. Each custom field grid automatically has Row #s – these can be used for identification of entries in narrative text entries if desired (especially useful if have multiple entries in the grid with similar data).
5. There are currently no row headers in grids (row header is always the row number), so for tables with row headers, you can create as one-row grids with the row header as the title/label. You could create as a multi-row grid, but would either need to create a column called "row header" where the user would type in the rows header value for each row (lot of extra work), or do not include the row header info at all (this could cause data to be unintentionally entered in the wrong row, so is imprudent)
6. Regardless of how wide the column is, you can select the cell and scroll through the data; and when you print, all the data in the column will be printed.
7. For printing, make sure that you have spaces in between words in labels/text so that the printout can wrap the words – otherwise very wide grids may get cut off when you print
8. If grids get very wide and require horizontal scrolling, they can be displayed in "expanded" mode.

Other miscellaneous comments

<!-- this is what a comment line looks like in XML – you can include comments in the Martus screen but not in the middle of a field description (they must be between fields on their own lines) – but comments will not be saved -->

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

Bottom, always private bulletin pane

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

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*

<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.

Summary Section

Regional office collecting the data: Region 3 field office

Source of bulletin information:
- Media/Press
- Legal Report
- Personal Interview
- Other

If Source = "Other", please specify:

Interviewee Name:

Interviewee Speaks: English

Date(s) of interview(s): ○ Exact Date ● Date Range | Apr 11 2005 - Apr 15 2005

Does interviewee wish to remain anonymous? ☑ Is interviewee willing to give additional information if needed? ☑ Is interviewee willing to testify? ☐

Event Location: Region 2 City 3

People Section

Victim Information

Row #	First Name	Last Name	Is Identified?	Date of Birth			Sex	Region of Birth	Ethnicity
1	John	Smith	☑	Jan	1	1975	Male	Region 1	
2	anonymous	anonymous	☐	?	?	Unknown	Unknown		
3	Jane	Doe	☐	?	?	Unknown	Female		
4			☐	?	?	Unknown			
5			☐	?	?	Unknown			

[Show Expanded] [Delete Selected Row] [Insert Row]

Profession History Table Note: 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.

Profession History

Row #	First Name	Last Name	Profession	Dates of Profession						
1	John	Smith	teacher	1	Sep	1997	-	1	Jun	2000
2	John		union leader	7	Jul	2000	-	15	Feb	2004
3		Smith / anonymous		?	?	Unknown	-	?	?	Unknown
4				?	?	Unknown	-	?	?	Unknown
5		Doe		?	?	Unknown	-	?	?	Unknown

[Show Expanded] [Delete Selected Row] [Insert Row]

Narrative description of events: What happened in detail is as follows:

XML used to create above screenshots (version 4.0 Customization Help examples):

```
<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>
<KeepWithPrevious/>
</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>
  <UseReusableChoices code='CityChoices'></UseReusableChoices>
</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'></UseReusableChoices></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>
 <GridFieldTag>VictimInformationGrid</GridFieldTag>
 <GridColumnLabel>First Name</GridColumnLabel>
 </DataSource>
</Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Last Name</Label>
```

```
 <DataSource>
 <GridFieldTag>VictimInformationGrid</GridFieldTag>
 <GridColumnLabel>Last Name</GridColumnLabel>
 </DataSource>
</Column>
<Column type='STRING'><Tag></Tag><Label>Profession</Label></Column>
<Column type='DATERANGE'><Tag></Tag><Label>Dates of Profession</Label><MaximumDate/></Column>
</GridSpecDetails>
</Field>

<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"

Keep ALL Information Private	☑	
Language	English	
Author	Joe User	
Organization	HumanRightsNGO	
Title	UN Special Rapporteur on extrajudicial, summary, or arbitrary execution – Model Questionnaire	
Keywords		
Date Created	02/04/2012	
Confidentiality Note	If any information contained in the questionnaire should be kept confidential please mark "CONFIDENTIAL" beside the relevant entry.	

Actor grid, viewed in "Expanded" mode:

I. Identity of the Person Concerned

Person Information Notes

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).

Person Information

[Show as Grid]

Row #1
First Name	John
Last Name	Smith
Other Names	
Sex	Male
Date of Birth	? ? Unknown
Age Range/Description	
Nationality	
Civil Status	
Identity Document type	
ID Doc #	
ID Doc Issued by	
ID Doc Date of Issue	
Link to other cases/persons?	☐
Address of usual residence	
Misc Comments (or "Other" values)	

Row #2
First Name	Jane
Last Name	Doe
Other Names	
Sex	Female
Date of Birth	? ? Unknown
Age Range/Description	
Nationality	
Civil Status	
Identity Document type	
ID Doc #	Single
ID Doc Issued by	Married
ID Doc Date of Issue	Divorced / Separated
Link to other cases/persons?	Widowed
Address of usual residence	Unknown
Misc Comments (or "Other" values)	Other

[Append Row]

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Profession History grid, viewed in "Grid" mode:

	Professional History Note	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.

Professional History

Row #	First Name	Last Name	Profession	Dates of Profession							
1	John	Smith	teacher	1	Jan	2000	-	1	Jun	2003	
2	John	Smith	union leader	5	Jul	2003	-	21	Aug	2009	
3		Doe		?	?	Unknown	-	?	?	Unknown	
4		Smith		?	?	Unknown	-	?	?	Unknown	
5				?	?	Unknown	-	?	?	Unknown	

[Show Expanded]   [Delete Selected Row]   [Insert Row]

Comments on person/profession information

Incident Section:

II. Information Regarding the Incident:

Incident Date

○ Exact Date   ⦿ Date Range

? ? Unknown - ? ? Unknown

Incident Location

Incident Time

Incident Description Notes

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.)

Incident Description (a)

Incident Description (b)

Incident Description (c)

Responsibility Section:

III. Forces believed to be responsible for the incident:

Responsible Forces Notes
(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

Responsible Forces (a)

Responsible Forces (b)

Responsible Forces (c)

Actions Section:

IV. 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

Complaints

Row #	Filed Date			Filed by	Filed with which organization/person
1	?	?	Unknown		

[Show Expanded] [Delete Selected Row] [Insert Row]

Other steps taken by victim

V. Steps taken by the authorities

Notes
(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?

Steps taken by the Authorities (a)

Steps taken by the Authorities (b)

Submitter information:

VI. Identity of the person submitting the case

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)

me(s)

r 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 ? ▾ ? ▾ Unknown ▾

Signature Received? ☐

Attachments

Name	Size(Kb)		

Add Attachment

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

<CustomFields>

<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>

```
<Field type='GRID'><Tag>PersonInfo</Tag><Label>Person 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>Other Names</Label></Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Sex</Label>
<Choices>
<Choice>Male</Choice>
<Choice>Female</Choice>
<Choice>Unknown</Choice>
</Choices>
</Column>
<Column type='DATE'><Tag></Tag><Label>Date of Birth</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Age Range/Description</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Nationality</Label></Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Civil Status</Label>
<Choices>
<Choice>Single</Choice>
<Choice>Married</Choice>
<Choice>Divorced</Choice>
<Choice>Separated</Choice>
<Choice>Widowed</Choice>
<Choice>Unknown</Choice>
<Choice>Other</Choice>
</Choices>
</Column>
<Column type='STRING'><Tag></Tag><Label>Identity Document type</Label></Column>
<Column type='STRING'><Tag></Tag><Label>ID Doc #</Label></Column>
<Column type='STRING'><Tag></Tag><Label>ID Doc Issued by</Label></Column>
<Column type='STRING'><Tag></Tag><Label>ID Doc Date of Issue</Label></Column>
<Column type='BOOLEAN'><Tag></Tag><Label>Link to other cases/persons?</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Address of usual residence</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Misc Comments (or "Other" values)</Label></Column>
</GridSpecDetails>
</Field>

<Field type='MESSAGE'>
<Tag>ProfessionHistoryMessage</Tag>
<Label>Professional History Note</Label>
<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.
</Message>
</Field>

<Field type='GRID'><Tag>ProfessionalHistoryGrid</Tag><Label>Professional History</Label>
<GridSpecDetails>
<Column type='DROPDOWN'><Tag></Tag><Label>First Name</Label>
<DataSource>
<GridFieldTag>PersonInfo</GridFieldTag>
<GridColumnLabel>First Name</GridColumnLabel>
</DataSource>
</Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Last Name</Label>
<DataSource>
```

```
<GridFieldTag>PersonInfo</GridFieldTag>
<GridColumnLabel>Last Name</GridColumnLabel>
</DataSource>
</Column>
<Column type='STRING'><Tag></Tag><Label>Profession</Label></Column>
<Column type='DATERANGE'><Tag></Tag><Label>Dates of Profession</Label></Column>
</GridSpecDetails>
</Field>

<Field type='MULTILINE'>
<Tag>PersonComments</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>
```

```
<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 organisation, will it be able to provide follow up by conveying information between the family and the Working Group?
Follow up (*):	
1.	Identity of the disappeared person:
1(a) Family name (*):	
1(b) First name (*):	
1(c) Sex:	
1(d) Date of birth:	○ Exact Date ⊙ Date Range ? ? Unknown - ? ? Unknown

(e) Documentation:

Row #	Identity document	Nr	Date of issue	Place of issue
1			? ? Unknown	
2			? ? Unknown	
3			? ? Unknown	

Show Expanded   Delete Selected Row   Insert Row

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. Forces (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, 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:

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) (*):

[text box]

4(c) Instructions:

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:

4(c) (*):

[text box]

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) (*):

[text box]

5(b) Instructions:

Other steps taken:

5(b) (*):

[text box]

5(c) Instructions:

If action was not possible, please explain why:

5(c) (*):

[text box]

6.	Identity of the person or organization submitting the report (*):
6(a) Family name (*):	
6(b) First name (*):	
6(c) Relationship with the disappeared person (*):	
6(d) Organization (if applicable, see also below) (*)	
6(e) Address (telephone, fax, email) (*)	
6(f) Would you like to keep your identity confidential? (*)	
Additional information on the case:	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.
Additional data:	
Date of form:	? ? Unknown
Was signature received?	☐
Signature Attachment Note	If available, you may attach a scanned image file of the signature to this form.
Address to submit cases:	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

Name	Size(Kb)

Attachments

Add Attachment   Remove Attachment

SAMPLE XML used to create above screenshots for UN "Working Group on Disappearances" form

<CustomFields>

<Field type='MESSAGE'>
<Tag>MandatoryFields</Tag>
<Label> Important:</Label>
<Message>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.</Message>
</Field>

```
<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>
<RequiredField/>
</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>

</CustomFields>
```

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).

Create Bulletin

Header

Bulletin Details...

Version 1

Private Information

Keep ALL Information Private	☑	
Language	English ▼	
Author	Jane Journalist	
Organization	Newspaper X	
Title	interview with source Y	
Date Created	07/31/2012	
Assignment	research into alleged human rights violations	
Source name		
Source Title		
Source Company/Organization/Affiliation		
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.	
Editors/HQ Note	Set up each Editor you would like to securely share this information with as a Martus Headquarters account.	

Story Information

Row #	Story title	Story date	Topic(s)/Keyword(s)	Media outlet	Contact info/URL	Editor name	Editor title	Editor contact information
1		? ▼ ? ▼ Unknown ▼						
2		? ▼ ? ▼ Unknown ▼						
3		? ▼ ? ▼ Unknown ▼						

Show Expanded   Delete Selected Row   Insert Row

Interview notes

Drafts Section

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.

Draft(s)

Editor's comments

Final Draft

Attachments Section

Attachments note

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.

Attachments contain Background Information ☐

Attachments contain Published Information ☐

Attachments

Name	Size(Kb)		

Add Attachment

Headquarters

The selected Headquarters account(s) will be able to view the private information in this bulletin, or send this bulletin to a server, after you save it.

To add a new Headquarters account use the Tools/Configure Headquarters menu option.

Headquarters

Selected?	Label
☐	Editor 1
☐	Editor 2

Save Sealed   Save Draft   Cancel

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>
```

```
<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>
```

```
<Field type='MESSAGE'>
<Tag>MessageHQ</Tag>
<Label>Editors/HQ Note</Label>
<Message>Set up each Editor you would like to securely share this information with as a Martus
Headquarters account.</Message>
</Field>

<Field type='GRID'>
<Tag>StoryInformationGrid</Tag>
<Label>Story Information</Label>
<GridSpecDetails>
<Column type='STRING'><Tag></Tag><Label>Story title</Label></Column>
<Column type='DATE'><Tag></Tag><Label>Story date</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Topic(s)/Keyword(s)</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Media outlet</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Contact info/URL</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Editor name</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Editor title</Label></Column>
<Column type='STRING'><Tag></Tag><Label>Editor contact information</Label></Column>
</GridSpecDetails>
</Field>

<Field type='MULTILINE'>
<Tag>InterviewNotes</Tag>
<Label>Interview notes</Label>
</Field>

<Field type='SECTION'>
<Tag>DraftsSection</Tag>
<Label>Drafts Section</Label>
</Field>

<Field type='MESSAGE'>
<Tag>DraftsNote</Tag>
<Label>Drafts note</Label>
<Message>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.</Message>
</Field>
```

```
<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/faqs.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)

Actor Section

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/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.

Actor Information

[Show as Grid]

Row #1
First Name | John
Last Name | Smith
Nick Name |
Title |
Date of Birth | ? ∨ ? ∨ Unknown ∨
Age Range | ∨
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 ○ Date Range
? ∨ ? ∨ Unknown ∨
Comments |

Row #2
First Name | Jane
Last Name | Doe
Nick Name |
Title |
Date of Birth | ? ∨ ? ∨ Unknown ∨
Age Range | ∨
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 ○ Date Range

Profession History Table Note — 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.

Actors Professional History

Row #	First Name	Last Name	Profession	Dates of Profession									Affiliated Institution
1	▼	▼		?	▼	?	▼	Unknown ▼	-	?	▼	?	▼	Unknown ▼	
2	▼	▼		?	▼	?	▼	Unknown ▼	-	?	▼	?	▼	Unknown ▼	
3	Jane / John	▼		?	▼	?	▼	Unknown ▼	-	?	▼	?	▼	Unknown ▼	
4	▼	▼		?	▼	?	▼	Unknown ▼	-	?	▼	?	▼	Unknown ▼	

[Show Expanded] [Delete Selected Row] [Insert Row]

Group Actors Section

Group Actor Information

Row #	Group Name	Group Size	Is size precise?	Comments
1			☐	
2			☐	
3			☐	
4			☐	
5			☐	

[Show Expanded] [Delete Selected Row] [Insert Row]

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 enty</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>
```

```
<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='STRING'><Tag></Tag><Label>Title</Label></Column>
<Column type='DATE'><Tag></Tag><Label>Date of Birth</Label></Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Age Range</Label>
<Choices>
<Choice>Child</Choice>
<Choice>Adult</Choice>
<Choice>Elder</Choice>
</Choices>
</Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Sex</Label>
<Choices>
<Choice>Male</Choice>
<Choice>Female</Choice>
```

```
<Choice>Unknown</Choice>
</Choices>
</Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Civil Status</Label>
<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='DATERANGE'><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>
<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 range for each profession on a separate row.</Message>
</Field>
<Field type='GRID'>
<Tag>ActorProfessionalHistoryGrid</Tag>
<Label>Actors Professional History</Label>
<GridSpecDetails>
<Column type='DROPDOWN'><Tag></Tag><Label>First Name</Label>
<DataSource>
<GridFieldTag>ActorInformationGrid</GridFieldTag>
<GridColumnLabel>First Name</GridColumnLabel>
</DataSource>
</Column>
<Column type='DROPDOWN'><Tag></Tag><Label>Last Name</Label>
<DataSource>
<GridFieldTag>ActorInformationGrid</GridFieldTag>
<GridColumnLabel>Last Name</GridColumnLabel>
</DataSource>
</Column>
<Column type='STRING'><Tag></Tag><Label>Profession</Label></Column>
<Column type='DATERANGE'><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:

Field	Type	Comments
Bulletin Source	DROPDOWN	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.

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):

Field	Type	Comments
Family Name	STRING	i.e. Last Name, Surname
First Name	STRING	i.e. Given Name
Other Name	STRING	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.
Title	STRING or DROPDOWN	e.g. Mr., Dr., military rank etc
Sex	DROPDOWN	For most projects, choices will be: Male, Female, Unknown
Date of Birth	DATE or DATERANGE	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.
Age or Age Range (could be	STRING/DROPDOWN for Age, DROPDOWN for Range	Can enter exact ages if known (STRING or DROPDOWN with list of #s, until number type is available). Make sure

2 separate columns)		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)
Useful Additional Information		
Father's Name / Mother's Name	STRING	This will help with matching/de-duplication necessary prior to dong 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.
Civil Status	DROPDOWN or STRING	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.
Profession	STRING or DROPDOWN (by project)	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.
Rank (e.g. Military)	STRING or DROPDOWN (by project)	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.
Affiliated Institution	DROPDOWN or STRING (by project)	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.
Language	DROPDOWN or STRING (by	If have specific list of languages expected for the project (or

Spoken	project)	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).
Ethnicity	DROPDOWN or STRING (by project)	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).
Religion	DROPDOWN or STRING (by project)	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).
Place of birth	DROPDOWN or STRING (by project)	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)
Place of death	DROPDOWN or STRING (by project)	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)
Date of death	DATE or DATE RANGE	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).
Additional Comments	STRING	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)

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:

Field	Type	Comments
Group Name	DROPDOWN (by project)	May be "anonymous" or "unknown", and may want to include an "Other" option, which can be specified in a following STRING field.
Group Size	STRING or DROPDOWN (until have number type)	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).
Precise?	BOOLEAN (checkbox)	Indication of whether Group Size is precise or not
Comments	STRING	Explanations of entries in any other fields for this group or some description of the group.

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