

This note is one of a series placed in the Almanac for the guidance of livery masters, wardens, and their clerks, especially new ones, seeking advice on a particular topic. They are not prescriptive, and how individual companies choose to conduct their affairs is, of course, entirely up to them. Most are written by a past chairman of the Livery Committee, of whom you may read more at the foot of the Contact page.

Livery Companies Database

A note on the new (at March 2019) auto update facility

Introduction

The Livery Companies Database (DB) elsewhere at this website lists masters, wardens and the immediate past masters, amongst much else. These details are maintained and updated annually by the Clerk (or his/her nominee) of the livery company in question. For more on the database, please read the separate note in this folder.

Auto Update

The annual installation of the new master and wardens has, until now, required re-entry of the office holders into their new roles, ie the name and details of the senior warden needed to be re-keyed in as the new master, whilst the out-going master's name re-entered as IPM – etc.

Under a new upgrade to the database edit facility, a single key stroke will now move all incumbents up one, and the now late master to IPM.

Caveats for Clerks

This new system will still require some manual intervention.

Most obviously, the name of the new most junior warden will need to be entered after the auto update is complete.

If your company is one of those few where the succession through the various wardenships is not intuitive (eg 3rd warden does not become 2nd warden) then again you'll need to enter the correct names manually (as at present).

The date of Master's Election and Installation will still need to be entered in the dropdown calendar.

The facility to enter a Biography is available for *all* wardens (though seldom used). But if you now choose to upload a biog for eg the Senior Warden, it would be wise to consider writing it in a manner that will still make sense when he/she is the master (and indeed as IPM). ie not specific to being the Master/warden, and bearing in mind it is entering the public domain.

Also, be sure to “publish” any changes made (aside from the auto upload) before pressing the Auto Upload button.

To Auto Update new master & wardens

First [Login](#) (if you are not sure how, go to the note [Livery Companies Database - a note on how it works](#), in this folder (including how to get a new password).

Once logged in, click on your company page, and then the blue [Edit](#) button towards top right of the screen.

Now click the green [Auto Update button](#) towards the very top of the page.

And then click Submit (top right)

Now enter the details of your most junior newly installed warden, and the Installation/Election dates, and any other corrections or additions, before again Submitting.

Summary

This enhancement to the editing and updating of master and wardens details (for which thanks to Mvine) should make the clerks' life a lot easier. If it does not, please say so.

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Was this note helpful? Do you have comment? Email nrpullman@btinternet.com

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