

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 how it works, and updating the content**

#### **Introduction**

The Livery Companies Database (DB) elsewhere at this website provides basic factual and contact information about each of the 110 (at 2019) livery companies, together with the Parish Clerks and Watermen. New guilds and companies without livery are also listed, but separately in the Clubs & Guilds section, along with about 100 other City institutions, such as ward clubs, past master associations, and provincial guilds etc based outside London. They may be listed by alphabet, precedence, type etc.

#### **Underlying principle**

The important key detail about this DB is that it is maintained and updated by the Clerk (or his/her nominee) of the livery company in question (or club etc), and not by anyone else. Thus any errors/omissions should be addressed to the company, for them to correct, not this webmaster.

#### **Content**

The present DB shows the Clerk's name and contact details, together with the names of the master & wardens and very much more, and allows individual companies to show spouse names, photos, biographies, as well as showing names of other officers (chaplain, beadle, almoners, archivists, newsletter editors, golf society secretaries etc etc) and also military affiliations, and hall information.

#### **Password**

Every Clerk/Secretary (or their nominee) is registered at the service provider Mvine with the email address advised by that company. If you need a password (to update the data), then follow the blue [Login](#) towards top right of the page, then enter your registered email address, and if needed, click the "Forgot Your Password" button. A new password will be sent automatically within minutes – **to the registered email address**. If you are not sure of your registered email address (or wish to change it), email [nrpullman@btinternet.com](mailto:nrpullman@btinternet.com). But neither Mvine nor this webmaster hold the passwords.

#### **Edit**

Once logged in, click on your company page, and then the blue [Edit](#) button towards top right of the screen. Once fully populated, the only time a company page will routinely need editing is annually on the installation of the new master. This is now done by a new [Auto Update](#) facility, of which more at a separate note. Clerks are requested to do so promptly, as this is the time when visitors are most likely to wish to check the correct data. Many fields provide drop down menus. In every case, this will include an "Other" option. If your preferred title is not offered, click "Other" and you will be allowed to enter your own choice. Fields left blank will not be displayed on the live DB, but it is to the benefit of all if as many fields as possible are populated.

#### **Halls**

For companies with livery halls, there is much scope at the DB to provide detailed information for any potential hall hirer. Contact details for caterers may be shown, capacities, and links to relevant websites. Whilst all this information may well be at your own website, the DB provides it in a consistent format for hirers all in one place.

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### **Glitch**

There is, however, a known glitch in the software which sometimes makes the uploading of the new master's photo problematic. This manifests itself (occasionally) by continuing to show the old master's (now IPM) photo, even after uploading the new image. This is caused by the old photo being retained on the editor's computer cache. Refreshing the page may resolve the problem, or if you do not know how to "clear your cache", then either check on another computer whether your upload has been successful, or send the jpg file (or similar) to [nrpullman@btinternet.com](mailto:nrpullman@btinternet.com). But if you don't succeed first time, it is probably not worth persevering, though uploading one photo at a time may also help.

### **Photos**

On the subject of photos, be aware that these photos may be used for the various master/mistress picture books (which are NOT the responsibility of this DB or writer), and hence a clear image of the full face is recommended: similar to a passport photo, but hopefully better and happier. Ditto spouses.

### **Livery Company Data Download**

This facility is only available to livery clerks. By clicking on the blue [Livery Company Data Download](#) button towards top right of the DB home page, the entire data file will be downloaded as a csv file. This is not for the faint hearted, for the approx 200 columns of data will be off-putting. However, for the majority comfortable with MS Excel, with judicious deleting and sorting, this download can provide much of interest and use.

But the data shown can only be that which has been entered by clerks, so if, for example, you wished to research Royal Navy affiliations, only those shown will be listed. Similarly, the list of clerks by years of service will only include those who have entered their Date of Appointment.

### **Clubs & Guilds**

Only about half of those listed have chosen to enter their data. If you are reading this and have influence with one of those that have not, you may wish to give the relevant secretary a nudge!

### **Summary**

This DB has been a success story. Thank you to all those who keep it up to date and useful. But if after reading this, you are a clerk/secretary still not sure how to do so, please feel free to ask for help (see below). And thank you to Mvine, who helped me to build and maintain the site on a pro bono basis.

Nigel R Pullman

8<sup>th</sup> August 2017 (with updates to March 2019)

Was this note helpful? Do you have comment? Email [nrpullman@btinternet.com](mailto:nrpullman@btinternet.com)