

ads

easy

handbook

version 2.0

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Introduction

The ADS-easy system allows depositors to upload digital content and associated metadata from archaeological fieldwork and research securely to the ADS, from where it can be added to the growing list of resources within the archive catalogue.

ADS- easy allows you to:

- create and manage projects more effectively
- generate project metadata as the basis of the resource discovery metadata
- upload digital data directly into the ADS repository
- develop a selection and retention policy through adding and removing data according to specific criteria
- generate costing information using the costing calculator
- automate the creation of technical metadata
- enhance data through the creation of file level metadata which can be created within the interface, or uploaded using a pre-populated template submit your archive to the ADS.

ADS-easy offers significant advantages to depositors over traditional methods of archive creation and submission, allowing for:

- data management from the outset of a project
- implementation of time efficiency measures for both depositor and archive
- flexibility in the creation of the digital archive
- involvement in selection and retention
- control over the costs and economics of deposition security during the submission phase.

ADS-easy is best used for **small to medium** sized archives, by which we mean:

- depositions that include certain data types (i.e. databases, documents and reports, geophysics, GIS, maps and plans, photographs and images and spreadsheets)
- files found in the [list of accepted formats](#)
- files with a **maximum size of 100MB**
- deposits with a **maximum of 1000 files**
- a geophysical survey of **less than 50Ha**

ADS-easy complements the use of the OASIS system so is especially useful for depositing the digital outputs of small fieldwork projects where you are happy with a simple archive interface i.e. you don't want an online GIS interface or something similar.

ADS-easy does not currently accept audio, movies, excludes the upload of 3D laser scanning and larger files due to the limitations of using the web to upload large files.

Costing Calculator

The purpose of ADS-easy is to make it easier for archaeologists to deposit their small to medium sized archives. While generating an actual costing for depositing the archive is part of that process, users can also use the **Costing Calculator** as a planning tool to determine what, and how much, they wish to deposit. You can use the costing calculator at any time without logging in or creating an account.

The costing calculator provides a window into the ADS [Charging Policy](#) by allowing users to see what each individual item in the digital archive costs, allowing you to plan and manage your data accordingly. The calculator can be used to create:

- estimates for inclusion in tenders for small scale commercial work
- estimates for inclusion in small grant applications
- estimates for privately/self-funded work

The calculator should be regarded as a guide to the potential cost of deposition via either ADS-easy or other physical media and should not be treated as a statement of actual costs. If your project requires a definitive costing (especially for AHRC, NERC or other academic funding applications) you are encouraged to contact ADS directly.

Once logged into ADS-easy and you have uploaded your files the system also allows you to manage your data according your specific criteria, including cost.

More information about the ADS Charging Policy can be found here:

<http://archaeologydataservice.ac.uk/advice/chargingPolicy>.

The following pages take you through the costing calculation process step by step.

How to use the Costing Calculator to create an estimate

The costing calculator can be accessed via the ADS-easy tab on the ADS website or directly from this url: <http://archaeologydataservice.ac.uk/easy/costing>. The screen shot below shows the costing calculator before a costing has begun.

The screenshot shows the ADS Archaeology Data Service website. The header includes the ADS logo and navigation links: HOME, SEARCH, DEPOSIT, RESEARCH, ADVICE, ABOUT, GALLERY, HELP. Below the header, there are links for HOME, COSTING CALCULATOR, and HELP, along with a Login button. The main content area is titled "Costing Calculator" and contains an information icon and text: "Plan ahead for preservation: use the calculator to include the estimated cost of archiving into your tender, project design or grant application. Save the PDF of your estimate, include it in your budget and keep a copy for your records. This calculator can be used for:" followed by a bulleted list: "Estimates for inclusion in tenders for small scale commercial work", "Estimates for inclusion in small grant applications", and "Estimates for privately/self-funded work". Below this, it says "If you have a larger archive (for example from a large or long-running excavation or research project), or more specialist file types, please contact us for a 'bespoke' cost." and "If you have not used the costing calculator before please read the Costing Calculator help page to understand when you should use the calculator, how our charges work and how long your estimate will be valid for." There is a "Data Type:" dropdown menu with "-- Select Type --" and an "Add" button. Below this is a table with columns: Data Type, File Extension, Quantity, File Preservation Cost, and Remove. The table currently shows "No records found." At the bottom of the page, there are links for "University of York Legal Statements | Website Terms and Conditions | Cookies | Privacy Policy" and a "Contact Us" button.

In order to create a costing, you will need to know the data types, data formats and quantity of data you are likely to deposit. Predicting the digital outcomes can be difficult at first, but with time you should be able to roughly estimate the contents of your depositions. At the outset we suggest that you over-estimate the size of the dataset you wish to deposit, this should give some flexibility where necessary.

Charging for a deposit via ADS-easy is based on an initial start-up fee, with additional charges made for each file that is included in the archive. To add files to your costing used the drop-down menus:

1. select the appropriate data type
2. select a file extension¹
3. add the quantity of files of this type and extension which are part of your deposit
4. click 'add' to add the details to the costing

¹ Some file extensions appear in more than one data type. Make sure you've got the right data type.

Data Type: Extension: Quantity:

Data Type	File Extension	Quantity	File Preservation Cost	Remove
Documents & Reports	pdf	1 files	£6.00	<input type="button" value="x"/>
Spreadsheets	xlsx	2 files	£12.00	<input type="button" value="x"/>
Maps & Plans	dwg	1 files	£4.00	<input type="button" value="x"/>

Costing:

Number of Files	4
Number of Hectares	0
Startup Fee (Ingest, Interface, Admin, Management Costs)	£200.00
Subtotal (exc. VAT)	£222.00
TOTAL (inc. VAT)	£266.40

If you archive includes geophysical data:

1. select the geophysics data type
2. enter the survey size expressed in hectares
3. click 'add' to add the details to the costing

Data Type: Area Size (hectares):

Data Type	File Extension	Quantity	File Preservation Cost	Remove
Documents & Reports	pdf	1 files	£6.00	<input type="button" value="x"/>
Spreadsheets	xlsx	2 files	£12.00	<input type="button" value="x"/>
Maps & Plans	dwg	1 files	£4.00	<input type="button" value="x"/>

Costing:

Number of Files	4
Number of Hectares	0
Startup Fee (Ingest, Interface, Admin, Management Costs)	£200.00
Subtotal (exc. VAT)	£222.00
TOTAL (inc. VAT)	£266.40

In each case a list of the archive contents will be produced with a running total for the cost of deposition appearing beneath.

To remove items/files from your costing, simply click the 'x' remove button and the row will be deleted.

Once all items have been added and the costing is complete then you can 'download estimate' as a PDF for you own records.

Restrictions on estimates: things to remember

- Any deposits which exceed the restrictions or limits for ADS-easy are not suitable for online submission. Such submissions require a 'bespoke' costing available by contacting us with the appropriate information on your project
- All estimates are current for the financial year in which they are calculated (April - March)
- All estimates created using the costing calculator are intended as a guide to what you should budget for, but are not intended to be a statement of actual costs

Costing Calculator FAQs

Why is ADS-easy cheaper than conventional ADS archiving?

This is achieved through a streamlining of the deposition process; normally files would be submitted on portable media or uploaded to a file sharing service where they would have to be manually downloaded and saved to the ADS repository. Using ADS-easy 'cuts out the middleman' allowing you to upload files directly to the ADS. At the same time by allowing you to create both project and file level metadata within the web interface, or in the downloadable spreadsheet, this can be added directly into our Collection Management System. All this means that we can semi-automate aspects of the accessioning and archiving process and pass any associated savings on to you.

Why aren't all the datatypes that the ADS accept listed?

Unfortunately, because of restrictions in terms of file size or data complexity, not all data can be submitted through ADS-easy. These more complex data types are still accepted by the ADS but require deposition through an external data transfer, or the exchange of physical media. Please [contact us](#) for more information.

My file extension is not listed in the cost calculator. What should I do?

In the first instance it is probably a good idea to consult the ADS' [guidelines for depositors](#) and specifically the list of [accepted file formats](#) to make sure that we can accept it. If the file is listed here, but is not part of the costing calculator then please [contact us](#) for more information.

Do you store my estimates?

No. Those estimates created using the costing calculator are not recorded. Should you wish to retain the costing information then you can download a PDF version using the '[download estimate](#)' button. **N.B.** Please note the restrictions on estimates noted above.

What is the start-up fee?

The start-up fee covers a proportion of the cost of management and administration, ingest and the creation of a basic interface for the dissemination of your dataset. All charges are outlined in the charging policy. All deposits through the ADS-easy are charged the same fee.

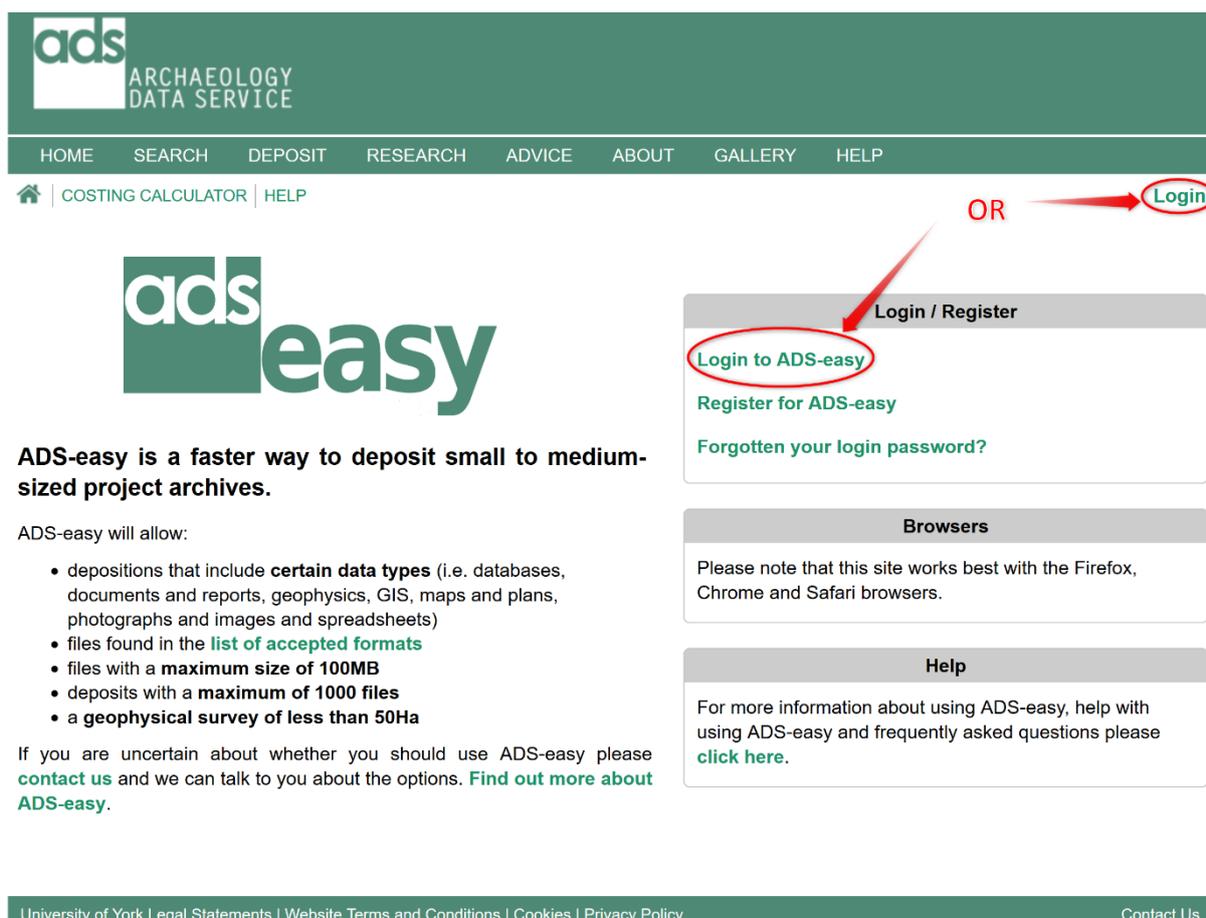
Why are some files more expensive than others?

The simple answer is complexity. While some files are relatively 'easy' to manage, others require more complicated and time-consuming methods in order to guarantee their preservation in perpetuity. The reason for this is that it takes a lot more time to check, document and preserve a shapefile (with its several constituent parts) over an image or .csv file. Experience has taught us that the only circumstance where we can really benefit from economies of scale is when dealing with image files and that too is taken into consideration within the charging model - a small discount is given as the numbers increase.

Registering for an ADS-easy account

Registering for ADS-easy requires you to fill out a simple form. In order to create an account we need an email address (this will become the login for your ADS-easy account) a password, and some contact details for you and the organisation you represent (if appropriate).

To log in to ADS-easy, or register to use the system, click on the '[Log in](#)' button on the top right of the screen, or if you are navigating from the home page you can press the '[Login to ADS-easy](#)' link.



The screenshot shows the ADS-easy website interface. At the top, there is a dark green header with the ADS logo and the text 'ARCHAEOLOGY DATA SERVICE'. Below this is a navigation menu with links for HOME, SEARCH, DEPOSIT, RESEARCH, ADVICE, ABOUT, GALLERY, and HELP. A secondary navigation bar includes a home icon, 'COSTING CALCULATOR', and 'HELP'. The main content area features the 'ads easy' logo on the left. To the right, there is a 'Login / Register' section with three links: 'Login to ADS-easy' (circled in red), 'Register for ADS-easy', and 'Forgotten your login password?'. A red arrow points from the 'Login to ADS-easy' link to a 'Login' button circled in red in the top right corner, with the word 'OR' in red text between them. Below the 'Login / Register' section are two boxes: 'Browsers' with text about browser compatibility (Firefox, Chrome, Safari) and 'Help' with a link to more information.

ADS-easy is a faster way to deposit small to medium-sized project archives.

ADS-easy will allow:

- depositions that include **certain data types** (i.e. databases, documents and reports, geophysics, GIS, maps and plans, photographs and images and spreadsheets)
- files found in the **list of accepted formats**
- files with a **maximum size of 100MB**
- depositions with a **maximum of 1000 files**
- a **geophysical survey of less than 50Ha**

If you are uncertain about whether you should use ADS-easy please [contact us](#) and we can talk to you about the options. [Find out more about ADS-easy.](#)

N.B. If you have registered for OASIS, or other ADS systems, you will need to register again to use ADS-easy. Your account details for OASIS will not work for ADS-easy.

When registering we will ask you to fill out the following form. Please make sure that information entered is accurate, and kept up to date, as this information forms part of the collection metadata and is also used as part of the licencing and financial process. All fields marked with * are mandatory.

Registration

i In order to use ADS-easy you must register for an account so that the ADS can manage your data deposits. As a registered user you will be able to deposit research data, create and upload metadata, keep track of your projects and receive costing information.

Please note that your email address will be used as your username so please ensure it is valid.

Title	Mr
First Name*	Ray
Last Name*	Moore
Email (Username)*	ray.moore@york.ac.uk
Password*	●●●●●●●●
Retype Password*	
Orcid Id	

Strong

When you have completed the form, you must accept the terms and conditions by ticking the box highlighted in the image below in red and then click on the 'Submit' button. You will be able to log in immediately following registration.

Telephone	STD: <input type="text"/>	Phone Number: <input type="text"/>
-----------	---------------------------	------------------------------------

Terms and Conditions

The ADS uses the information you provide above to manage your account and data deposits. We will not share this information with anyone unless we have explicit permission from you. You can find out more about how the ADS uses your information and keeps it safe in our [Privacy Policy](#).

By registering with ADS-easy you are agreeing to the ADS [Terms and Conditions](#). Please tick the box below to indicate you have read and agreed to the ADS [Terms and Conditions](#) and you agree to the ADS using your information as set out in the ADS [Privacy Policy](#).

Yes, I agree to the ADS [Privacy Policy](#) and [Terms and Conditions](#).

Registration FAQs

What is the OASIS user name and why do you need it?

[OASIS](#), or the Online AccesS to the Index of archaeological investigationS, is an online index to the mass of archaeological grey literature that has been produced as a result of the advent of developer funded fieldwork and a similar increase in fieldwork undertaken by volunteers. Some users of ADS-easy may already be registered to use OASIS; if this is so, it is useful to have a link between the two resources. This will make the management of your accounts much easier at our end.

Why do I need to agree to the [‘Privacy Policy’](#) and [‘Terms and Conditions’](#)?

In order to comply with the latest legislation, we must ask that you agree that we can hold your personal information. **N.B.** We will not contact you until required by problems with ADS-easy, or your submission.

Picking a strong password

Where possible ensure that use a ‘strong’ password. The interface provides some advice on this.

What is an ORCID?

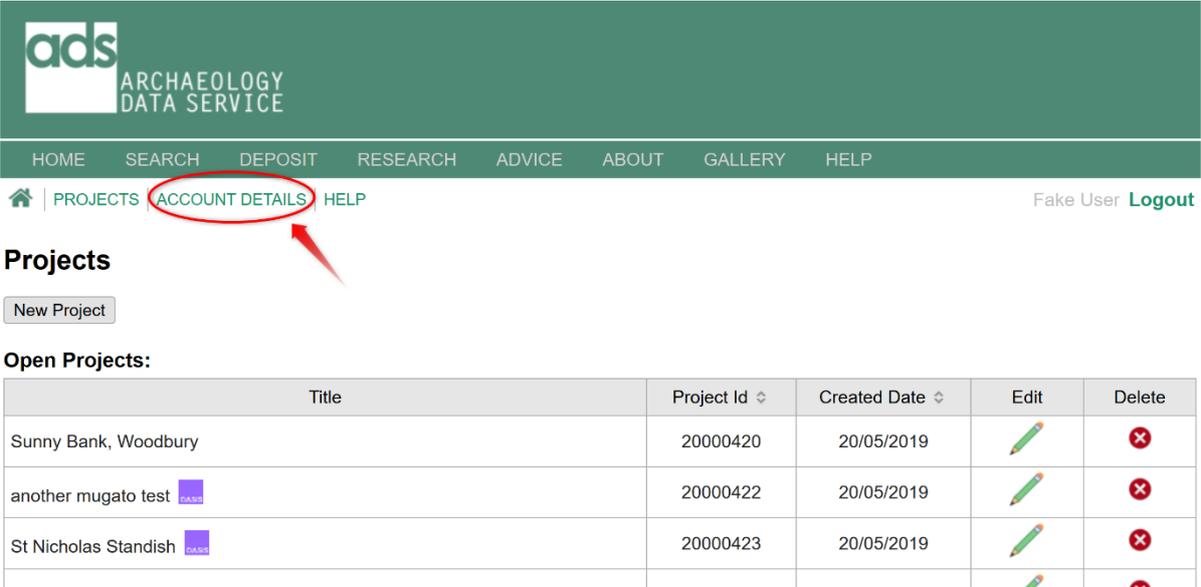
[ORCID](#) provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

Which email address should I use?

Where possible we ask that you register using an email account that you have direct access too. As this information will form part of metadata for the collection, we will also need to contact you to let you know details of the submission and send you a deposit licence. Often using a general institutional address can cause confusion to other users and may cause delays in contacting you.

Updating my registration details

You can update your contact details or change your password by accessing your account via the [‘Account Details’](#) tab at the top of the screen when you are logged in, as shown below.



Title	Project Id	Created Date	Edit	Delete
Sunny Bank, Woodbury	20000420	20/05/2019		
another mugato test	20000422	20/05/2019		
St Nicholas Standish	20000423	20/05/2019		
...		

When all changes are complete then remember to save them by pressing the **‘Save’** at the bottom of the form.

Open and submitted projects

All open and submitted projects are listed in the 'Projects' section by clicking the 'Projects' link at the top of the screen.

ads ARCHAEOLOGY DATA SERVICE

HOME SEARCH DEPOSIT RESEARCH ADVICE ABOUT GALLERY HELP

HOME **PROJECTS** ACCOUNT DETAILS HELP Fake User [Logout](#)

Projects Select 'projects'

New Project Create a new project

Open Projects:

Title	Project Id	Created Date	Edit	Delete
Sunny Bank, Woodbury	20000420	20/05/2019		
another mugato test <small>ADS</small>	20000422	20/05/2019		
St Nicholas Standish <small>ADS</small>	20000423	20/05/2019		
Lodge Farm	20000860	29/07/2019		
Land adjacent to M1, Courteenhall, Northamptonshire	20001120	22/08/2019		
Sunny Bank, Woodbury	20001121	22/08/2019		
Abundance (Abundance H.Q.)	20001122	22/08/2019		

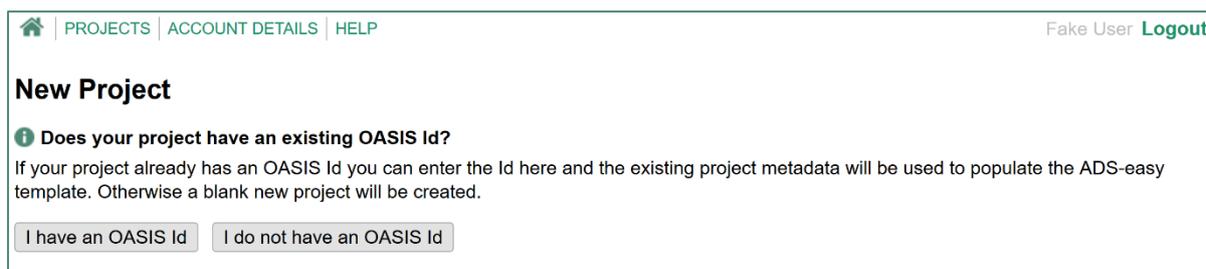
Submitted Projects:

Title	Project Id	Created Date	View	Delete
No search results found				

Creating a new project

Creating a new project is easy. Simply login to ADS-easy and click on the '[New project](#)' link highlighted in red in the image below.

Creating a project in ADS-easy is a four-step process. The first stage is the creation of project-level metadata. In order to process your archive, we need to know whether or not you have already entered this metadata through the OASIS form, if you have and you have your OASIS ID we can pre-populate many of the fields within the project details section.



The screenshot shows a web interface for creating a new project. At the top, there is a navigation bar with links for 'PROJECTS', 'ACCOUNT DETAILS', and 'HELP'. On the right side of the navigation bar, it says 'Fake User' and 'Logout'. Below the navigation bar, the main heading is 'New Project'. Underneath this heading, there is an information icon followed by the question 'Does your project have an existing OASIS Id?'. Below the question, there is a paragraph of text: 'If your project already has an OASIS Id you can enter the Id here and the existing project metadata will be used to populate the ADS-easy template. Otherwise a blank new project will be created.' At the bottom of this section, there are two buttons: 'I have an OASIS Id' and 'I do not have an OASIS Id'.

What is OASIS?

OASIS, or the Online Access to the Index of archaeological investigationS, is an online index to the mass of archaeological grey literature that has been produced as a result of the advent of largescale developer funded fieldwork and a similar increase in fieldwork undertaken by volunteers. As part of this overall vision, OASIS has been designed to help in the flow of information from data producers, such as contracting units and community groups, through to local and national data managers, such as SMRs and NMRs. The resulting information is validated by the relevant NMR and passed onto the ADS for inclusion in its online catalogue ArchSearch and the Grey Literature Library where it can be searched and retrieved.

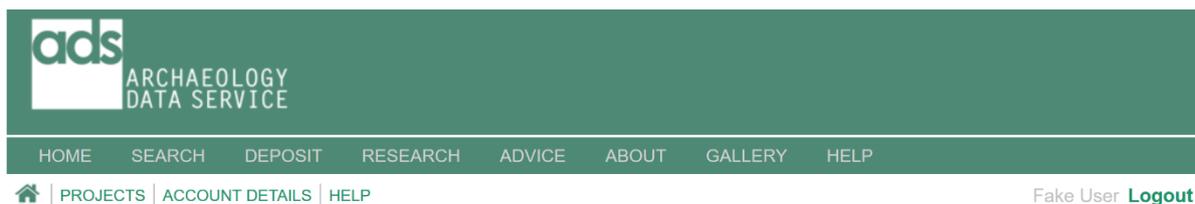
What is an OASIS ID?

If you have already entered details for your project into OASIS then your project will have been given an OASIS ID, which is formed from your organisations prefix and followed by a number e.g. acarchae2-52671. If you have an OASIS ID click the '**I have and OASIS ID' button**'. When prompted insert the OASIS ID for the project you want to submit data for and then '**Submit**' the form.

If you do not have an OASIS ID click on '**I do not have an OASIS ID**'. A blank form will be made available and you will need to add the details yourself.

Step 1: Project Details

Whether you are using the OASIS ID or entering your project's details manually this information provides context for your archive and the digital data contained within it. This information is also 'recycled' and used to create the project metadata entry within the ADS Catalogue allowing others to find and retrieve your archive and its associated data. Making this information as accurate and complete as possible is important as it means we can more effectively process your project now and allows others to find and use your data in the future.



The screenshot shows the top navigation bar of the ADS Archaeology Data Service website. The logo 'ads ARCHAEOLOGY DATA SERVICE' is on the left. The navigation menu includes: HOME, SEARCH, DEPOSIT, RESEARCH, ADVICE, ABOUT, GALLERY, HELP. Below the menu, there are links for PROJECTS, ACCOUNT DETAILS, and HELP. On the right, the user is identified as 'Fake User' with a 'Logout' button.

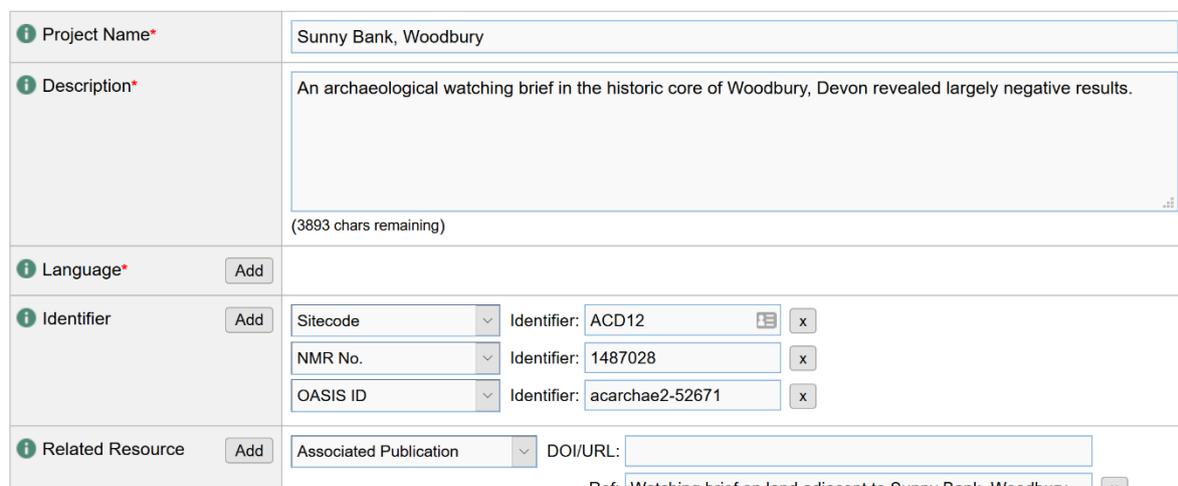
New Project



The progress bar consists of four steps: STEP 1: Project Details (highlighted in green), STEP 2: File Upload, STEP 3: Edit Metadata, and STEP 4: Submission.

In order to deposit your archive we need some **information about your project**. It is important that the information you provide is as accurate and complete as possible as it will form the resource discovery metadata which allows others to find your data. It is also your responsibility to ensure this form is filled out in accordance with the **General Data Protection Regulation** and the **Copyright, Designs and Patents Act 1988**.

If you are not the Licence Holder, Copyright Holder or Data Creator, it is your responsibility to ensure you have the correct permissions to provide their details to us and upload and deposit their data with the ADS.



The form contains the following fields:

- Project Name***: Sunny Bank, Woodbury
- Description***: An archaeological watching brief in the historic core of Woodbury, Devon revealed largely negative results. (3893 chars remaining)
- Language***: Add
- Identifier**: Add
 - Sitecode: Identifier: ACD12 (x)
 - NMR No.: Identifier: 1487028 (x)
 - OASIS ID: Identifier: acarchae2-52671 (x)
- Related Resource**: Add
 - Associated Publication: DOI/URL: (x)
 - Ref: Watching brief on land adjacent to Sunny Bank, Woodbury (x)

All field marked with * are compulsory and you will not be able to submit a project without completing these fields.

Detailed descriptions and examples of what is required for each field can be found by following the **i** links alongside each field.

Once you have completed the form you should save your work by clicking on the 'Save' button at the bottom of the page. If you have completed the all required fields adequately a message ('Success - your project details were successfully updated, please move on to Step 2') in a green will appear at the top of the page.

If you are not the Licence Holder, Copyright Holder or Data Creator, it is your responsibility to ensure you have the correct permissions to provide their details to us and upload and deposit their data with the ADS.

Success - your project details were successfully updated, please move on to Step 2

Project Name* Sunny Bank, Woodbury

You can return to the [‘Project Details’](#) and update them at any stage by clicking on the [‘Step 1: Project Details’](#) tab and then clicking the [‘Save’](#) button.

Now move to [‘Step 2: File Upload by clicking on the correct tab’](#).

Step 1 FAQs

Warning messages!

When you [‘Save’](#) the form you may receive [‘warning messages’](#) like those pictured below appear. These provide feedback on the form and show any gaps where information is required. Return to form, complete the fields appropriately, and [‘Save’](#) the form again.

The screenshot shows the ADS (Archaeology Data Service) website. At the top is the ADS logo and navigation menu (HOME, SEARCH, DEPOSIT, RESEARCH, ADVICE, ABOUT, GALLERY, HELP). Below the navigation is a breadcrumb trail: PROJECTS | ACCOUNT DETAILS | HELP. The main heading is 'New Project'. There are four tabs: STEP 1: Project Details (active), STEP 2: File Upload, STEP 3: Edit Metadata, and STEP 4: Submission. Below the tabs is a paragraph explaining the need for project information. A warning message states: 'If you are not the Licence Holder, Copyright Holder or Data Creator, it is your responsibility to ensure you have the correct permissions to provide their details to us and upload and deposit their data with the ADS.' Below this are five orange warning boxes: 'Warning - Language is mandatory', 'Warning - Copyright Holder is mandatory', 'Warning - Licence Holder is mandatory', 'Warning - Data Creator is mandatory', and 'Warning - Period Date is mandatory'. At the bottom, a form shows 'Project Name*' as 'Sunny Bank, Woodbury' and 'Description*' as 'An archaeological watching brief in the historic core of Woodbury, Devon revealed largely negative results'.

When all the required metadata has been completed the message will turn green and change to [‘Success - your project details were successfully updated, please move on to Step 2’](#).

[Why do you need an email address for the licence holder?](#)

In order to complete the submission of data to the ADS, all submission must be accompanied by a signed [deposit licence](#). This is typically issued to the person submitting the archive, but if someone else within your organisation should sign the licence then this

section allows the flexibility to identify someone else to whom the licence is issued. The deposit licence is issued digitally, hence the need for an email address. We ask that an actual person, rather than generic organisational details, is identified to sign the deposit licence. Where possible use a personal organisational email address, rather than a general or administration account, as this can cause delays and we won't begin to process data until the deposit licence has been signed.

Adding 'Subject keywords. Why do I need to search for terms?'

When terms have been brought over from OASIS these are listed as 'Other' and the term added. To make the selection of appropriate terms a little easier we have used the thesauri and vocabularies provided by '[Heritage Data - Linked Data Vocabularies for Cultural Heritage](#)' to ensure consistent recording and to improve the look-up process.

1. Select 'add' to add a term. Select the appropriate vocabulary type.
2. To search for terms within the thesauri click 'Search'.

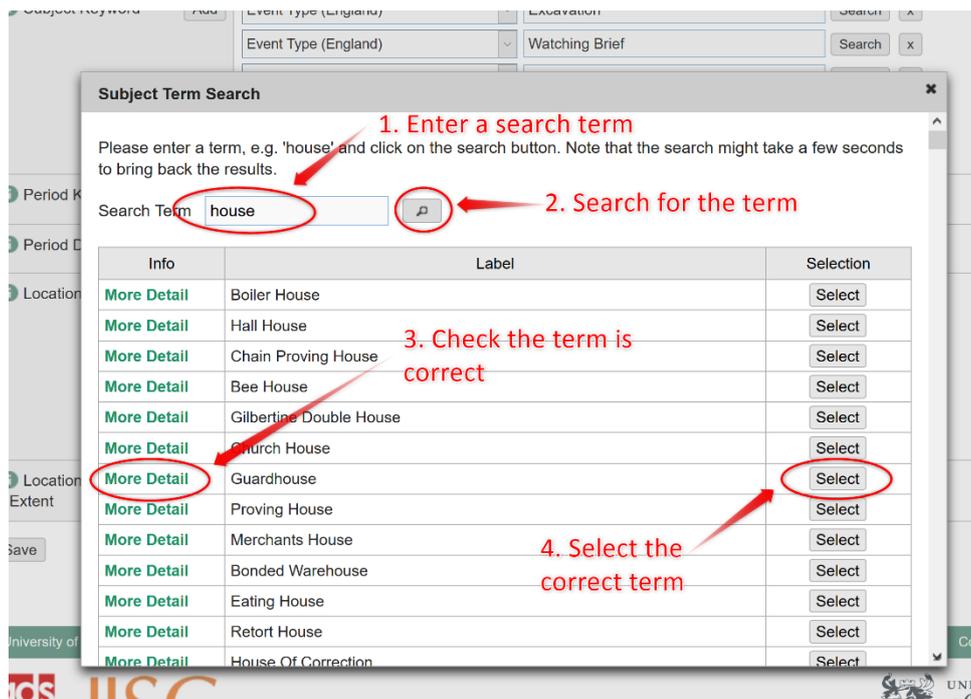
The screenshot shows the 'Data Creator' interface. The 'Subject Keyword' section is highlighted. It contains several rows for adding keywords. Each row has a dropdown menu for the vocabulary type and a search box. Red annotations highlight the 'Add' button for the first row, the dropdown menu for the second row, and the 'Search' button for the third row.

You can now search for the appropriate term using the pop-up search box

1. Enter the search term you want to enter
2. Click the 'Search' button.
3. Check the term is appropriate by using the 'More details'.
4. 'Select' the appropriate term from the list.

N.B. These terms will be used to catalogue and index your archive within the ADS catalogue so documenting your dataset as thoroughly as possible will improve the findability of the dataset. You can add as many terms as necessary to adequately document the dataset.

To remove terms from the list, click the 'x' button and the term will be removed.



Adding appropriate 'Period keywords'.

These function in much the same way as the 'Subject keywords', but link up to vocabularies appropriate for period.

My dataset does not include data that can be ascribed to a particular period?

While the 'Period keyword' is not a required field the 'period dates' are necessary to allow the adequate documentation of the dataset. If you're submission cannot be ascribed to a series of dates, then you can simply complete the '**Start date**' and '**End date**' using a '0'.

Why does the interface warn me about licencing and copyright holders?

In depositing data with the ADS, you are giving us permission to hold the data on behalf of the licence and copyright holders. It is important that you ensure that you have all the necessary permissions to submit the data to the ADS, and also to allow the ADS to disseminate that data on behalf of the rights holders. You will be asked to sign a formal e-deposit licence to acknowledge these facts, so it is worthwhile ensuring that you have the appropriate permissions before uploading data.

Step 2: File Upload

This is where you can upload the files you wish to deposit. While the ADS is able to accept most of the major file formats, there are some which may be problematic, consequently we ask that you consult our '[Guidelines for Depositors](#)' for information on those [formats we currently accept](#). If you have a format that does not appear then please [contact us](#) for more information.

Please also ensure that any files you upload adhere to the '[file naming strategy](#)' described in the 'Guidelines for Depositors'.

To upload files, or groups of files, click on the relevant data type for the data you wish to upload and follow the guidance in the interface (or outlined below).

ads ARCHAEOLOGY DATA SERVICE

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All files uploaded must adhere to the ADS's [file naming strategy](#). If your data includes a file type not listed below please [contact us](#) for more information. Before uploading data we ask that depositors take time to read the ADS [Guidelines for Depositors](#) which includes important information on our [accepted file formats](#) and [file-level metadata](#) requirements.

It is your responsibility to make sure all data you upload is compliant with the [General Data Protection Regulations](#). Please ensure you have permission from all copyright holders to deposit data with the ADS before uploading.

Note that the upload limit for an ADS-easy project is 1000 files. Currently, you have uploaded **0 files**.

Click on a **data type** below to upload your files. Once you have uploaded all your files please move on to **Step 3**.

 DATABASE .accdb, .csv, .dbf, .json, .mdb, .odb .rdf, .tsv, .txt, .xml	 DOCUMENTS & REPORTS .doc, .docx, .odt, .pdf, .txt	 GEOPHYSICS .csv, .dat, .rep, .sgy, .segy, .txt
 GIS .shp (and assoc files), .jpg/jpw, .tif, .tiff, .tifw, .png/pgw, .gml, .mif/.mid, .e00	 MAPS & PLANS .dwg, .dxf, .svg (VECTOR)	 PHOTOGRAPHS & IMAGES .bmp, .dng, .gif, .jpg, .pdf, .png, .tif (RASTER)
 SPREADSHEETS .csv, .ods, .pdf, .txt, .xls, .xlsx		

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N.B. It is important to ensure that each file is uploaded in the correct data type area as this is then used to ensure that the correct metadata form is completed.

Uploading: Method 1

You can upload files to the ADS by:

1. 'Drag and drop' files into the upload window. These can either be added in batches or individually.
2. Click 'Upload' to add the files to the deposit

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Upload Photographs and Images [Back to Step 2](#)

Drag and drop files into the box below (or select 'Choose') then click the 'Upload' button. If you need to delete any files please do it from Step 3. Note that valid file types are: **bmp, dng, gif, jp2, jpx, jpg, jpeg, pdf, png, tif, tiff.**

+ Choose **Upload** Cancel

IMG5678.jpg	123.5 KB	<input type="text"/>	<input type="button" value="x"/>
IMG1234.png	21.8 KB	<input type="text"/>	<input type="button" value="x"/>
IMG9101.png	913.3 KB	<input type="text"/>	<input type="button" value="x"/>

1. 'Drag and drop' files

2. Upload files to the ADS

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Uploading: Method 2

You can upload files to the ADS by (see diagram below):

1. Select 'Choose' from the box to begin adding files
2. Select files for upload from the pop-up box
3. Click 'Open' to add the files to the interface
4. Click 'Upload' to add the files to the deposit

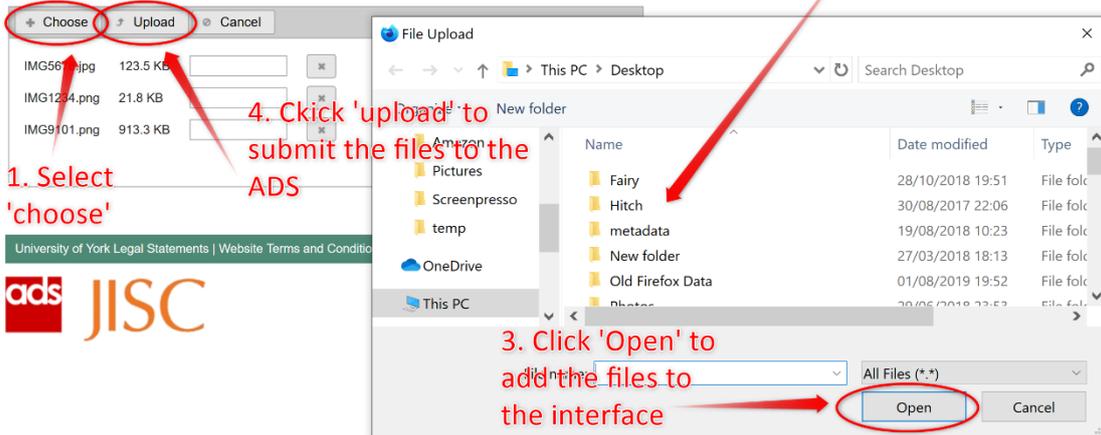
Project: Sunny Bank, Woodbury (20001340)

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2. Select files for upload from the pop-up box

Upload Photographs and Images [Back to Step 2](#)

Drag and drop files into the box below (or select 'Choose') then click the 'Upload' button. If you need to delete any files please do it from Step 3. Note that valid file types are: **bmp, dng, gif, jp2, jpx, jpg, jpeg, pdf, png, tif, tiff.**

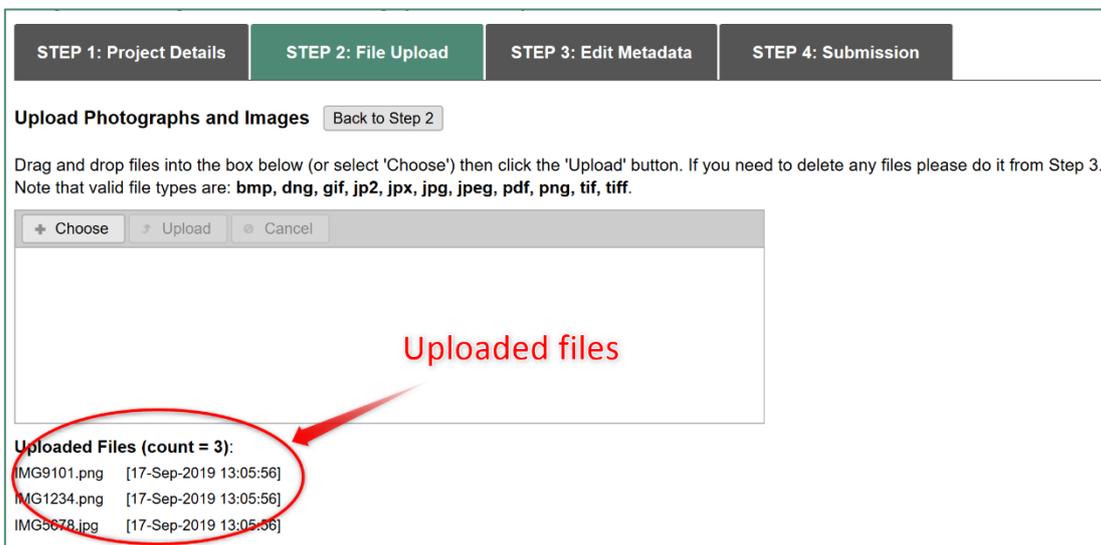


1. Select 'choose'

4. Click 'upload' to submit the files to the ADS

3. Click 'Open' to add the files to the interface

When the upload has been completed the files will appear in a list below the upload box and a pop up will appear to tell you have successfully uploaded your files.



STEP 1: Project Details
STEP 2: File Upload
STEP 3: Edit Metadata
STEP 4: Submission

Upload Photographs and Images [Back to Step 2](#)

Drag and drop files into the box below (or select 'Choose') then click the 'Upload' button. If you need to delete any files please do it from Step 3. Note that valid file types are: **bmp, dng, gif, jp2, jpx, jpg, jpeg, pdf, png, tif, tiff.**

Uploaded files

Uploaded Files (count = 3):

IMG9101.png	[17-Sep-2019 13:05:56]
IMG1234.png	[17-Sep-2019 13:05:56]
IMG9678.jpg	[17-Sep-2019 13:05:56]

When you have uploaded all your files you can click the 'Back to Step 2' to add files from other data types or move to 'Step 3: Edit Metadata'. A running tally of the total number of files uploaded is displayed in 'Step 2: File upload' area.

Uploading GIS data

GIS data is uploaded in the same way as other data types, however, unlike other data types geospatial data is often created as a series of discrete files or attributes which together create the representation of the geographic data. The term "shapefile" is often used to

distinguish these files, but this is misleading as the format consists of a series of files with a common filename prefix, stored in the same directory e.g. myGIS.shp, myGIS.shx, and myGIS.dbf, etc. As these files form a single entity these files are linked together within ADS- easy to facilitate the creation of metadata, as a result only the '.shp' or equivalent will appear in the list of files within ['Step 3: Edit metadata'](#).

Uploading Geophysics data

Unlike other data types geophysical data is uploaded in a slightly different manner. This is to improve functionality for users, so that discreet survey areas or sections can be uploaded in batches. The user is asked to assign a **'Group name'** for each set of geophysical data. The group name should be meaningful and unique. Once the group name is entered **'Submit'** the name to the system. You can now upload data for that survey area or region as you did previously ensure that all files for that discreet are added before uploading.

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Upload Geophysics Files [Back to Step 2](#)

Drag and drop files into the box below (or select 'Choose') then click the 'Upload' button. If you need to delete any files please do it from Step 3. Note that valid file types are: **csv, dat, rep, sgy, segy, txt**.

Please note that there is a total limit of 50 hectares for geophysics files - please contact us if your files exceed this limit.

N.B. Geophysics data should be uploaded in discrete groups that reflect the areas that have been surveyed, or the different techniques used within the survey. Each survey/technique should be accompanied by a geo-rectified TIFF which should be uploaded using the GIS upload (and appropriate metadata completed). See our [Guidelines for depositors](#) for more information.

First, enter a suitable Group Name, then upload your files:

Group Name:

Current Group Name: **Field1**

+ Choose Upload Cancel

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Step 2 FAQs

Why are some formats listed in multiple data types?

In some circumstances a format may be used across multiple data types. A .csv file, for example, can be used for geophysical, database and spreadsheet data. While a .tif can be used for (raster) images or GIS. It is important that you ensure that you identify the correct data type and upload in the appropriate uploader as this information is used to ensure that the correct metadata form is completed.

Step 3: Edit metadata

Once you have uploaded your data in 'Step 2: File Upload', all the files you have uploaded should appear in the table in 'Step 3: Edit Metadata', alongside current information on the metadata status and the associated cost for the archive (based on the files currently uploaded).

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STEP 1: Project Details STEP 2: File Upload **STEP 3: Edit Metadata** STEP 4: Submission

Please complete the metadata forms for each file (or group). If you have uploaded GIS or Geophysics files, these have been grouped together with the number of files (for GIS) or hectares (for Geophysics) listed in the 'File Count' column. If you would like to delete files and metadata, select each checkbox and click the **Delete Selected Rows** button at the bottom of the table. Once all your metadata forms are complete please move on to Step 4.

If you have many photos or images, [download](#) the image template spreadsheet and fill in your metadata, then click [here](#) to upload it to ADS-easy. Note that you can **only upload Photos & Images using the template.**

Costing: The total cost of your 5 files is **£401.06** (or £334.21 excluding VAT).

<input type="checkbox"/>	Filename or Group	Data Type	File Count	Total Filesize	Status	Edit Metadata
<input type="checkbox"/>	Survey1	Geophysics	20 hectares	579.4 KB	Complete	
<input type="checkbox"/>	mygis	GIS	3	539.2 KB	Pending	
<input type="checkbox"/>	IMG5678.jpg	Photos & Images	1	123.5 KB	Pending	
<input type="checkbox"/>	IMG1234.png	Photos & Images	1	21.8 KB	Pending	
<input type="checkbox"/>	IMG9101.png	Photos & Images	1	913.3 KB	Pending	

Metadata status

Cost

List of files uploaded

Delete Selected Rows

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Once you have fine tuned the dataset so that all the files you want to include are uploaded and displayed in 'Step 3: Edit Metadata', you can begin the process of adding metadata to your files.

Please ensure that you read the '[File-level Metadata Requirements](#)' within the '[Guidelines for Depositors](#)' to ensure that you have the required documentation to hand. In all instances the metadata requirements within the '[Guidelines for Depositors](#)' will be the same as those within ADS-easy and it may be possible to prepare some metadata in advance using the spreadsheets and documentation.

Editing Metadata

In this section you can create file-level metadata for your files by clicking the  button next to each file and the appropriate file metadata form will be displayed. Each data type has a dedicated metadata form and metadata should be entered directly into the metadata forms.

Photographs and Images Metadata

The only exception to the form-based approach is in the case of images where users can complete the metadata offline (within a spreadsheet) and upload that spreadsheet into ADS-easy and the metadata will be copied directly into the database and displaying in the interface. **N.B.** It should be noted that metadata can, like other data types, be added using the metadata forms, but it may be more efficient to use the spreadsheet uploader in many circumstances.

1. Download metadata spreadsheet template from the ADS-easy application. The template can also be downloaded from the '[Raster Images](#)' section of the '[Guidelines for Depositors](#)' and completed in advance.
2. Complete the spreadsheet, ensuring that no changes are made to the formatting.
3. Once complete upload the spreadsheet through the dedicated uploader.

please move on to step 4.

If you have many photos or images, [download](#) the image template spreadsheet and fill in your metadata, then click [here](#) to upload it to ADS-easy. Note that you can only upload Photos & Images using the template. **3. Upload once complete**

Costing: The total cost of your 5 files is **£251.87** (or £209.89 excluding VAT).

1. Download template

Filename or Group	Data Type	File	Total	Status	Edit
-------------------	-----------	------	-------	--------	------

Once this spreadsheet has been uploaded the metadata will be fed directly into the form from where you can edit and enhance it. Please be aware that if your metadata has not been completed correctly then an error message may be returned if you attempt to edit it through the form, but if you notice any problems then should be able to make changes in the form, alternatively you can make changes within the spreadsheet and re-upload the metadata as explained above.

Further assistances on fields and requirements are available within the ADS-easy interface (by clicking the  icon), with additional information available '[Raster Image Metadata Example](#)'.

Uploading supporting documentation

In some circumstances you may be asked to upload supporting documentation to provide additional metadata for your files. In some circumstances this metadata is optional, but in others it may be requirement.

Database Metadata

In the case of databases, we ask that they are accompanied by additional metadata in the form of an 'entity relationship diagram' and a spreadsheet documenting the tables, fields

and notations used within the database. **N.B.** The submission of this documentation is required. To submit the metadata for the database structure you will need to:

1. Download the database structure spreadsheet. This is the same as the spreadsheet available within the '[Guidelines for Depositors](#)', but without the general fields within the form.
2. Complete the fields within the spreadsheet.
3. Once complete reupload the spreadsheet into ADS-easy.
4. In the case of databases, a further requirement for supporting documentation is that depositors are encouraged to upload an 'entity relationship diagram' which pictorially represents the structure of the database. Most database packages are accompanied by documentation

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Project: Sunny Bank, Woodbury (20001340)

STEP 1: Project Details STEP 2: File Upload **STEP 3: Edit Metadata** STEP 4: Submission

Database Metadata [Back to Step 3](#)

Object Id	20013740	2. Document the database structure
Filename	A1.csv	
Title*	<input type="text"/>	
Description*	<input type="text"/>	1. Download the database structure spreadsheet
Database Structure*	Please download this spreadsheet , complete it and upload it in the 'Supporting Documentation' section below.	3. Upload completed spreadsheet
Supporting Documentation* (e.g. Entity Relationship Diagram)	<input type="button" value="Browse"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>	4. Upload an entity relationship diagram
Creator*	<input type="button" value="Add"/>	

Allowable documentation file types are: csv, doc, docx, jpg, jpeg, ods, odt, pdf, png, tif, tiff, txt, xls, xlsx.

Further assistances on fields and requirements are available within the ADS-easy interface (by clicking the **i** icon), with additional information '[Database Metadata Example](#)'.

Spreadsheet Metadata

For spreadsheets, we ask that they are accompanied by additional metadata in the form of a spreadsheet documenting the sheets, fields and notations used within the spreadsheet. The method is similar to that noted above for databases.

Further assistances on fields and requirements are available within the ADS-easy interface (by clicking the  icon), with additional information '[Spreadsheet Metadata Example](#)'.

Maps and Plans Metadata

For maps and plans, we ask that they are accompanied by additional metadata in the form of a spreadsheet documenting any layers and conventions used within the drawing. The method for downloading and uploading these files is similar to that noted above for databases. This metadata is no longer mandatory, but can be useful for data users.

Further assistances on fields and requirements are available within the ADS-easy interface (by clicking the  icon), with additional information '[Vector Metadata Example](#)'.

Metadata completion

Once metadata is complete the Status changes from '**Pending**' to 'Complete'. Once all the metadata is complete then you can move to '[Step 4: Submission](#)'.

Removing files

Project: Sunny Bank, Woodbury (20001340)

STEP 1: Project Details

STEP 2: File Upload

STEP 3: Edit Metadata

STEP 4: Submission

Success - the file(s) and metadata have been deleted

Please complete the metadata forms for each file (or group). If you have uploaded GIS or Geophysics files, these have been grouped together with the number of files (for GIS) or hectares (for Geophysics) listed in the 'File Count' column. If you would like to delete files and metadata, select each checkbox and click the **Delete Selected Rows** button at the bottom of the table. Once all your metadata forms are complete please move on to Step 4.

If you have many photos or images, [download](#) the image template spreadsheet and fill in your metadata, then click [here](#) to upload it to ADS-easy. Note that you can only upload Photos & Images using the template.

Costing: The total cost of your 8 files is **£413.06** (or £344.21 excluding VAT).

<input type="checkbox"/>	Filename or Group	Data Type	File Count	Total Filesize	Status	Edit Metadata
<input type="checkbox"/>	A3.doc	Docs & Reports	1	193.1 KB	Pending	
<input type="checkbox"/>	Survey1	Geophysics	20 hectares	579.4 KB	Complete	
<input type="checkbox"/>	mygis	GIS	3	539.2 KB	Pending	
<input type="checkbox"/>	drawing.dwg	Maps & Plans	1	179.7 KB	Pending	
<input checked="" type="checkbox"/>	IMG5678.jpg	Photos & Images	1	123.5 KB	Pending	
<input checked="" type="checkbox"/>	IMG1234.png	Photos & Images	1	21.8 KB	Pending	
<input checked="" type="checkbox"/>	IMG9101.png	Photos & Images	1	913.3 KB	Pending	
<input type="checkbox"/>	spreadsheet.csv	Spreadsheets	1	193.1 KB	Pending	

1. Check the box to select the file

2. Click to delete the file

Delete Selected Rows

You can delete a file, and any associated metadata, at any stage by selecting the file, or series of files by clicking the check box or row. Once selected you can delete the selected rows by clicking the **'Delete Selected Rows'**. Once deleted files, alongside any additional metadata, cannot be recovered. Removing files will automatically update costing information for the archive.

Step 4: Submission

When you have completed the necessary metadata, and completed all the other steps, then you can Submit your archive.

Before submitting your project make sure all the information you have provided is correct. If there are any problems, then you can return to the appropriate section and make any changes.

N.B. Once the project has been submitted you will not be able to change or edit the documentation, deposit or metadata, so please take time to ensure that it is correct.

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i Project Message
Please use the box below to provide our digital archivists with any additional information about your project which you think may be useful.

(1500 chars remaining)

i Embargo Date
If you think it appropriate to establish an embargo period, during which the data will be secured in the archive but not accessible to the public, then please add a date for when the archive can be made publicly available. If you are considering an embargo date then please read the following [guidelines](#). If you do not need to set an embargo date then leave this field blank.

Embargo Date:

i Notification
 Please check this box if you would like ADS-easy to notify a third party of your submission.

i Invoice Information
*Are you the individual to which any invoice information should be sent?

Purchase Order (if applicable):

i ADS Tracking Id
Please enter an ADS Tracking Id if you have received one via email.

Submission
When you have completed all the steps you can 'Submit' your archive. By submitting data through the ADS-easy portal **you are agreeing to the charges outlined in Step 3**. Once the project has been submitted you will not be able to change or edit the data, documentation, or metadata, so please take time to ensure that it is correct. The ADS will undertake work to curate the data as submitted. Additional charges may be incurred if corrections have to be made or if any data is withdrawn from the ADS after submission.

Adding 'Additional Information'

If there is any additional information about your project which you think may be useful to ADS staff, then type a message into the box. The message will be saved to the database once the '**Submit project**' button has been pressed. This may be information about the archive which doesn't fit in any of the online forms, directions about archiving or disseminating the data, or a request for us to contact you before archiving begins.

Setting an 'Embargo Date'

When archiving digital data it is important that the data is archived (accessioned and ingested) at the point of deposit to ensure that it is in the correct format with the appropriate documentation to ensure its long term preservation. However, this need not mean that the data is immediately made accessible to the public. If you think it appropriate to establish an embargo period during which the data will be secured in the archive, but not accessible to the public then you can add a date to the archive by filling a date in the Embargo field.

Once this date has expired the data will be released and made publicly accessible. If you are considering an embargo date then please read the instructions on the help page and the guidelines on the deposition of '[sensitive data](#)' available here:

To add a date click inside the box, a pop-out calendar will appear, and from here you can set the date for embargo.

Notifying others about the submission of data.

In some circumstances it may be necessary to let another individual or organisation the completion of your submission. To make this work, provide the email address of the individual/organisation who should be notified, with a short message that will be included in the submission email.

Depositors should ensure that they have the email holder's permission to receive notifications from the ADS.

N.B. These details are not stored or shared with other organisations and we can assure that they will only used once during the notification process.

Provide invoice information.

In instances where the depositor is not responsible for the financial actions for the submission you can add information on an individual to whom the invoice should be sent. Here you should document the first name, last name, address and email for the person to whom the invoice should be directed. Additional information can also be added which may be included on the invoice (where possible).

Depositors wishing to use a purchase order should also document that in the appropriate field within the form.

Invoice Information

*Are you the individual to which any invoice information should be sent?

Please enter the person's details below:

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Organisation	<input type="text"/>
Address*	<input type="text"/>
Email*	<input type="text"/>
Additional Info	<input type="text" value=""/> (4000 chars remaining)

Purchase Order (if applicable):

ADS Tracking ID

In some circumstance’s depositors may have contacted the ADS previously for advice, advanced DOI, or costing reasons. In these circumstances it would be helpful to include the ‘ADS Tracking ID’ so that the dataset can be linked up with any existing information or data.

Submit the project

Take time to review the information added in ‘Section 4’ and ensure that you have read statement concerning the submission. Once you’re ready to submit the dataset you should press the ‘Submit Project’ button.

On submission

All submissions are acknowledged with an email issued to the depositor.

Step 4: FAQ

I think I’m ready to submit by archive, but when I move to ‘Step 4’ I cannot see the submit button?

Typically, this issue is caused by incomplete metadata in ‘Step 3’. You may be confronted with a message like the one below:

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Project: Sunny Bank, Woodbury (20000420)

STEP 1: Project Details STEP 2: File Upload STEP 3: Edit Metadata **STEP 4: Submission**

Please make sure the metadata status in Step 3 is 'Complete' for all uploaded files before Submission

If this happens then you should return to '[Step 3: Edit Metadata](#)' and ensure that all metadata has been completed.

What should I do if I notice a mistake following submission?

Don't worry. Despite all the best efforts mistakes will be made, so if you think that you have made a mistake with the archive, perhaps you have not uploaded all the files, or the wrong file has been submitted, then please let us know as soon as possible. Depending on how far in the process the archive has reached, we will either reopen the ADS-easy archive so that the necessary changes can be made and the archive reaccessioned, or we will ask you to submit additional/replacement files and appropriate metadata outside of the ADS-easy system. These will then be added to the archive.

Unfortunately, if you notice mistakes once the archive has been released then we may need to make additional charges for the associated updates to the collection.

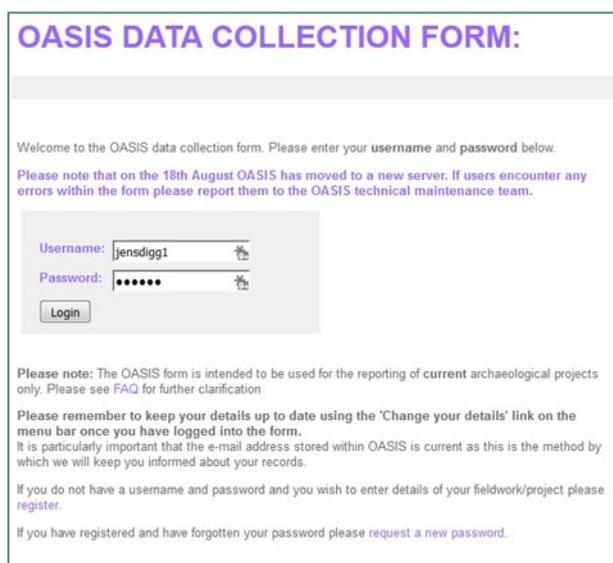
I have submitted my dataset, but I haven't heard anything?

Where possible we try to accession data as soon as possible following submission. Where possible we endeavour to accession, preserve and disseminate datasets within a calendar month of submission. If you have received an email notification of submission, and the summary information for the collection is available, then it is more than likely that we are experiencing a period of heavy workflow, and we will get round to your data as soon as we are able. If you are unsure about your dataset, however, then '[contact us](#)' and we can verify that the submission has been successful.

Depositing data through OASIS Images

Those who are familiar with '[OASIS](#)', or the Online AccesS to the Index of archaeological investigationS, will also be aware that you can submit image only archives through the OASIS form. Essentially this system recycles metadata from the existing OASIS record and uses it to create project level metadata which can then be associated with an image archive (comprising less than 150 images). Like ADS-easy image metadata can be submitted through the forms or added to the database using the associated metadata spreadsheet.

In order to use OASIS Images you will first need to find the organisational login and password details for OASIS. You will then need to use this information to log-in to '[OASIS form](#)'.



The screenshot shows the 'OASIS DATA COLLECTION FORM:' login page. It includes a welcome message, a note about a server move on August 18th, and a login form with fields for 'Username' (containing 'jensdigg1') and 'Password' (masked with dots). A 'Login' button is present below the password field. Below the form, there are several informational notes: one stating the form is for current archaeological projects only, another reminding users to keep their details up to date, and two others regarding registration and password recovery.

From the '[List of Projects](#)' select the appropriate project to which you want to add images. **N.B.** OASIS Images does allow depositors to add images to projects which have already passed through OASIS validation process and are already part of the ADS Grey Literature Library. It should also be noted that certain sections of the OASIS form will need to be completed before images can be added.

Once selected you will be taken to the more detailed view of the project, from where you can select to '[Upload Images](#)'. The position of this option within the interface is liable to change depending on what stage of the process the OASIS record is at.

OASIS DATA COLLECTION FORM: England

List of Projects | Manage Projects | Search Projects | New project | Change your details | HER coverage | Log out

fgvfdgd - Jens diggers

OASIS ID - jensdigg1-223429

Versions				
View	Version	Completed by	Email	Date
View 1	1	Jo	jo.gilham@york.ac.uk	14 September 2015

Completed sections in current version				
Details	Location	Creators	Archive	Publications
No	No	No	No	0/0

Validated sections in current version				
Details	Location	Creators	Archive	Publications
No	No	No	No	0/0

File submission and form progress

Grey literature report submitted? No Grey literature report filename/s

Images submitted? No Image filename/s

Boundary file submitted? No Boundary filename

HER signed off? NMR signed off?

Email Test SMR about this OASIS record

Please e-mail Historic England for OASIS help and advice
 © ADS 1996-2015 Created by Jo Gilham and Jen Mitcham, email Last modified Thursday 13 Au
 Close only: http://www.oasis.ac.uk/form/formact1.cfm?oid=jensdigg1-223429 for this page

You will then be greeted with the Image Submission page (below) which also provides further instructions on how to add images to an OASIS record. **N.B.** The ‘**Submit your images for archive**’ may not be immediately visible, as in order to submit images certain facets of the OASIS form must be completed. **You must complete these parts of the form in order to progress to the upload section as these form part of the archive metadata.**

OASIS DATA COLLECTION FORM: England

List of Projects | Manage Projects | Search Projects | New project | Change your details | HER coverage | Change country | Log out

Image submission for a test title - edit

OASIS Images: Submission criteria

Use OASIS Images to upload up to **150 digital photographs for a fixed price of £150+VAT**.

The OASIS images system utilises the ADS-easy system. To make sure your collection goes through smoothly, you must:

- Prepare the files in accordance with our guidelines for depositors (checking filenames for spaces, non-standard characters, using correct keywords, etc.)
- Complete **Step 1: Project Details** of the ADS-easy form.
- Upload your photographs in **Step 2** (up to 150 Images). **You no longer need to submit a ZIP file of your images.**
- Download the image template spreadsheet from **Step 3**. Once complete, upload it through the designated area in ADS-easy. You can also **download the template from the ADS website**.
- If required, add any additional information about your project (e.g. embargo date, notification, invoice or purchase order information) in **Step 4**.
- Once complete, submit the project at the end of **Step 4**.
- Sign our licence agreement promptly.

N.B. Do not change the formatting in the metadata template **ADS_raster_metadata_template.xlsx**.

The following sections need to be completed before the upload button will appear:

- Project Location
- Project Creators
- Project Bibliography
- Grey literature report submission

All the sections of your OASIS record have been completed so you can submit your image archive.

Click the button below to take you to ADS-easy where you will be able to upload your files.

Don't forget, you will need to have completed this spreadsheet to describe the images you wish to upload.

Submit your images

Please see the [Guidelines for depositors](#) on how to select and prepare your images for archive.

[Back to the project summary page](#)

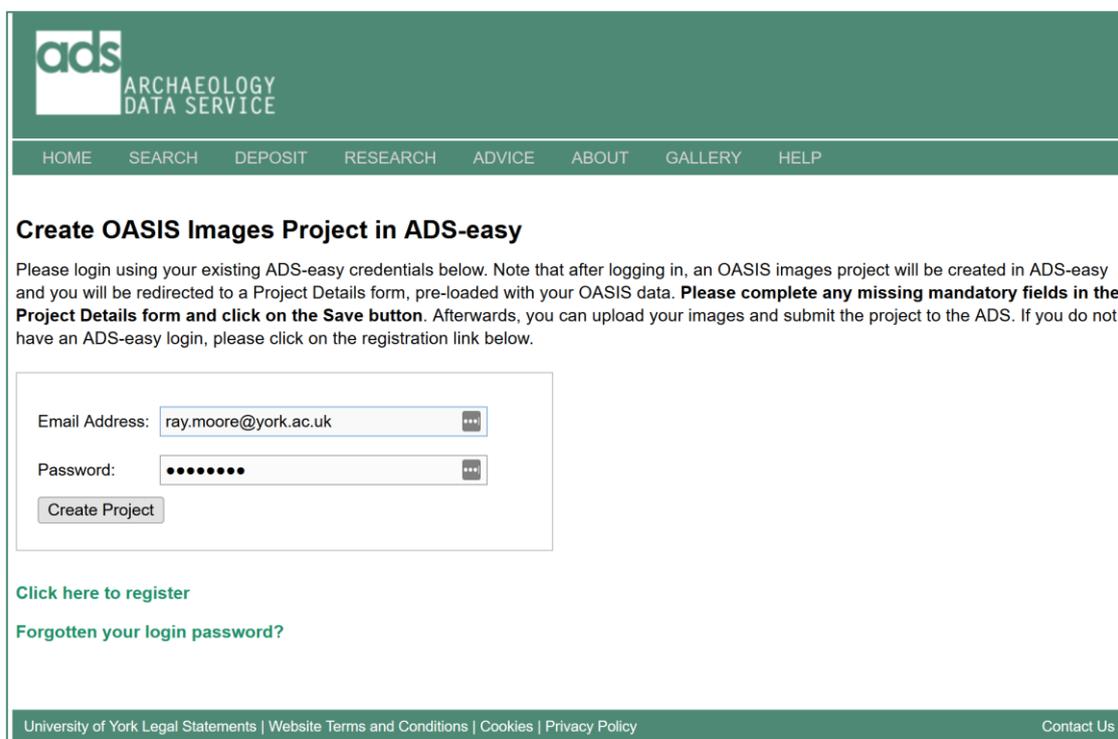
3. 'Submit your images'

2. Complete the metadata template

1. Download the metadata spreadsheet

Completing the image metadata template

Where possible we suggest that completing the metadata template before beginning the process of uploading the data. From OASIS you can download the image metadata template and fill it in on your desktop. When you have completed the metadata template then follow the **'Submit your images for archive'** you will be asked to log into OASIS Images/ADS-easy.



The screenshot shows the ADS Archaeology Data Service website. The header includes the ADS logo and navigation links: HOME, SEARCH, DEPOSIT, RESEARCH, ADVICE, ABOUT, GALLERY, HELP. The main content area is titled "Create OASIS Images Project in ADS-easy". Below the title is a paragraph of instructions: "Please login using your existing ADS-easy credentials below. Note that after logging in, an OASIS images project will be created in ADS-easy and you will be redirected to a Project Details form, pre-loaded with your OASIS data. **Please complete any missing mandatory fields in the Project Details form and click on the Save button.** Afterwards, you can upload your images and submit the project to the ADS. If you do not have an ADS-easy login, please click on the registration link below." Below this text is a login form with two input fields: "Email Address" containing "ray.moore@york.ac.uk" and "Password" with masked characters. A "Create Project" button is located below the password field. Below the form are two links: "Click here to register" and "Forgotten your login password?". The footer contains "University of York Legal Statements | Website Terms and Conditions | Cookies | Privacy Policy" and a "Contact Us" link.

If you have not already registered, then you will be asked to register for an ADS-easy account using your details (this process is outlined above), but to register simply click the **'Click here to register'** button. If you can't remember your log in details then help is available using the **'Forgotten your login password'** link.

If you have already registered for ADS-easy/OASIS Images then you will simply need to log in to the system, clicking the **'Create Project'** button to access ADS-easy .

N.B. Both ADS-easy/OASIS Images and OASIS are separate systems you cannot use the details from your OASIS account to log in to ADS-easy/OASIS Images.

Step 1: Project Details

Much like the details noted previously (see above) the process follows the same workflow as ADS-easy. The OASIS Images record is pre-populated with metadata drawn from the OASIS record. Unfortunately, the collection metadata within OASIS Images will require enhancement as some information is not required within OASIS. Typically, the fields requiring completion will be:

- Language
- Copyright Holder
- Licence Holder
- Data Creator
- Period Dates

ads ARCHAEOLOGY DATA SERVICE

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Project: a test title - edit (20001364)

STEP 1: Project Details STEP 2: File Upload STEP 3: Edit Metadata STEP 4: Submission

In order to deposit your archive we need some **information about your project**. It is important that the information you provide is as accurate and complete as possible as it will form the resource discovery metadata which allows others to find your data. It is also your responsibility to ensure this form is filled out in accordance with the **General Data Protection Regulation** and the **Copyright, Designs and Patents Act 1988**.

If you are not the Licence Holder, Copyright Holder or Data Creator, it is your responsibility to ensure you have the correct permissions to provide their details to us and upload and deposit their data with the ADS.

Project Name*	a test title - edit
Description*	a test description (3982 chars remaining)
Language*	Add English x
Identifier	Add Sitecode Identifier: test 1 x OASIS ID Identifier: jensdigg1-220977 x
Related Resource	Add Associated Publication DOI/URL: Ref: test report title x
Fieldwork Dates	Start Date: 17/Aug/2015 End Date: 17/Aug/2015

At the same time, it may be useful to check and enhance the existing metadata to ensure accuracy and provide more extensive collection level metadata. You may notice, for example, that while 'subject keywords' and 'period terms' are included they may not be completed using the linked vocabularies and thesauri. It is worthwhile spending a little time improving the metadata, by identifying the thesauri and searching for the terms. Instructions on doing this are outlined above.

All field marked with * are compulsory and you will not be able to submit a project without completing these fields.

Detailed descriptions and examples of what is required for each field can be found by following the  links alongside each field.

N.B. Further details on completing 'Step 1: Project Details' are outlined above.

Once you have added all the necessary metadata remember to '**Save**' the form. If all the required fields have been completed and the metadata meets the programmatic checks within the form a green banner will be displayed with the message 'Success - your project details were successfully updated, please move on to Step 2'. Where gaps, or problems, are identified 'orange' banner(s) will be displayed. These are discussed above.

Step 2: File Upload

In Step 2 you can add those files you wish to deposit to the collection through the dedicated loader. While the ADS is able to accept most of the major file formats, there are some which may be problematic, consequently we ask that you consult our '[Guidelines for Depositors](#)' for information on those [formats we currently accept](#). If you have a format that does not appear then please [contact us](#) for more information.

Please also ensure that any files you upload adhere to the '[file naming strategy](#)' described in the 'Guidelines for Depositors'.

To upload files, or groups of files, click on the relevant data type. In the case of OASIS Images, only one data type, 'Photographs and Images' is available. At the same time only a limited number of images can be uploaded (150 images). Follow the guidance in the interface (and outlined above) to add data to the archive.

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Project: a test title - edit (20001364)

STEP 1: Project Details STEP 2: File Upload STEP 3: Edit Metadata STEP 4: Submission

All files uploaded must adhere to the ADS's [file naming strategy](#). If your data includes a file type not listed below please [contact us](#) for more information. Before uploading data we ask that depositors take time to read the ADS [Guidelines for Depositors](#) which includes important information on our [accepted file formats](#) and [file-level metadata](#) requirements.

It is your responsibility to make sure all data you upload is compliant with the [General Data Protection Regulations](#). Please ensure you have permission from all copyright holders to deposit data with the ADS before uploading.

Click on the data type below to upload your files. Once you have uploaded all your files please move on to Step 3.

Note that the upload limit for an OASIS images project is 150 files. Currently, you have uploaded 0 files.

PHOTOGRAPHS & IMAGES
.bmp, .dng, .gif, .jpg, .pdf, .png, .tif
(RASTER)

Note the file number limit for OASIS Images submissions

OASIS Images is limited to Photographs & Images

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N.B. Data is uploaded in the same way as outlined above in the instructions for ADS-easy.

Step 3: Edit metadata

Once your images uploaded have been added to the archive in 'Step 2: File Upload', all those files uploaded should appear in the table in 'Step 3: Edit Metadata'. This table also included current information on the metadata status and the associated cost for the archive (based on the files currently uploaded).

Please **download** the image template spreadsheet and fill in your metadata, then click **here** to upload it to ADS-easy.

Note that if you would like to delete files and metadata, select each checkbox and click the **Delete Selected Rows** button at the bottom of the table.

Costing: The total cost of your 3 files is **£180** (or £150 excluding VAT).

<input type="checkbox"/>	Filename or Group	Data Type	File Count	Total File Size	Status	Edit Metadata
<input type="checkbox"/>	Clipboard-1.jpg	Photos & Images	1	392.3 KB	Pending	
<input type="checkbox"/>	Clipboard-2.jpg	Photos & Images	1	402 KB	Pending	
<input type="checkbox"/>	Clipboard-3.jpg	Photos & Images	1	193.1 KB	Pending	

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N.B. Fuller details on completing 'Photograph and Image' metadata is provided in previous sections. OASIS Images uses the same forms and spreadsheet as those found within ADS-easy.

Metadata completion

Once metadata is complete the Status changes from 'Pending' to 'Complete'. Once all the metadata is complete then you can move to 'Step 4: Submission'.

Step 4: Submission

Once all the necessary metadata has been filled in, and all the other steps completed, then you can **'Submit'** your archive.

Before submitting your project make sure all the information you have provided is correct. If there are any problems, then you can return to the appropriate section and make any changes.

N.B. Once the project has been submitted you will not be able to change or edit the documentation, deposit or metadata, so please take time to ensure that it is correct.

N.B. This form duplicates the one found in [Step 4: Submission within ADS-easy](#), so those wanting help and information on this step should refer the documentation above.

Summary

Following submission of the dataset (within both ADS-easy and OASIS Images) you will be directed towards a summary page. This includes basic summary information for the project. A green banner appears at the top of the reporting the successful submission.

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Project Summary: Sunny Bank, Woodbury (20001340)

Success - your project was successfully submitted

This project has been submitted. If you have any queries please [contact us](#).

Project Id	20001340	Print out the summary
Project Title	Sunny Bank, Woodbury	
Project Description	An archaeological watching brief in the historic core of Woodbury, Devon revealed largely negative results.	
Creation Start Date	11-Dec-2008	Download costing information
Creation End Date	12-Dec-2008	
Project Message	This is a test	

Download Costing PDF Download Receipt File Download the deposit receipt

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You can print out the summary page by using the **'Print page'** button.

Form the summary page you can also download the costing estimate for the collection using the **'Download Costing PDF'** button.

You can also download a full list of the files and data that have been uploaded as part of the project using the **'Download Receipt File'**. This includes basic information about the project alongside data and documentation files that have been uploaded, and the size of those files.

This summary information remains accessible from the list of 'Submitted Projects' within the 'Projects' section of the interface. From here summary, costing and receipt can be downloaded.

What happens next?

Once an archive has been submitted it will be added to our workflow of archives requiring attention. Once it has reached the top of that list a digital archivist will evaluate the archive with programmatic and manual checks to ensure that all the data has been exchanged successfully and without problems or corruption.

Deposit receipt

A deposit receipt will be issued by the digital archivist, this include a list of files received alongside checksums for each file. These can be checked by depositors with local versions of the files to ensure data integrity. Depositors are encouraged to contact the ADS at the earliest opportunity should they identify incomplete, corrupt or missing data. The digital archivists will highlight any problematic files and seek additional information where necessary.

As part of the accession process digital archivists will also undertake reviews of the metadata to ensure completion and accuracy. While quantitative checks are carried out within the ADS-easy application, qualitative checks will be necessary to ensure that the metadata is up to date and accurate. Where problems or gaps are identified the digital archivist will request clarification from the depositor.

Deposit licence

Once the accession process is complete, all files have been submitted and metadata checked then a digital deposit licence will be issued to the person identified in the collection metadata. If you receive a deposit licence and you are not the appropriate person to sign it on behalf of the project or your organisation, then please let us know and we will issue a replacement.

Similarly, if any of the information on the deposit is incorrect please let us know and we can correct that for you and reissue the licence.

Once the deposit licence has been signed we will add the archive to our workflow of archives requiring attention and begin work on preserving and disseminating the data in due course.

Any further questions?

If you encounter problems in using ADS-easy or are unsure about any of the material within this handbook, then please '[contact us](#)' directly so that they we can work together to devise solutions that work for you.

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