ads
easy

Handbook

Archaeology Data Service

Contents

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 archives of around 300 files of a common type. The system works best with projects that contain straightforward file types such as text, images, spreadsheets and CAD files.

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 can also accept audio, databases and geophysics files, but currently 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. At the same time, it allows potential depositors to see the real benefits and cost savings that can be made through the use of the ADS-easy system over the traditional method of deposition.

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.
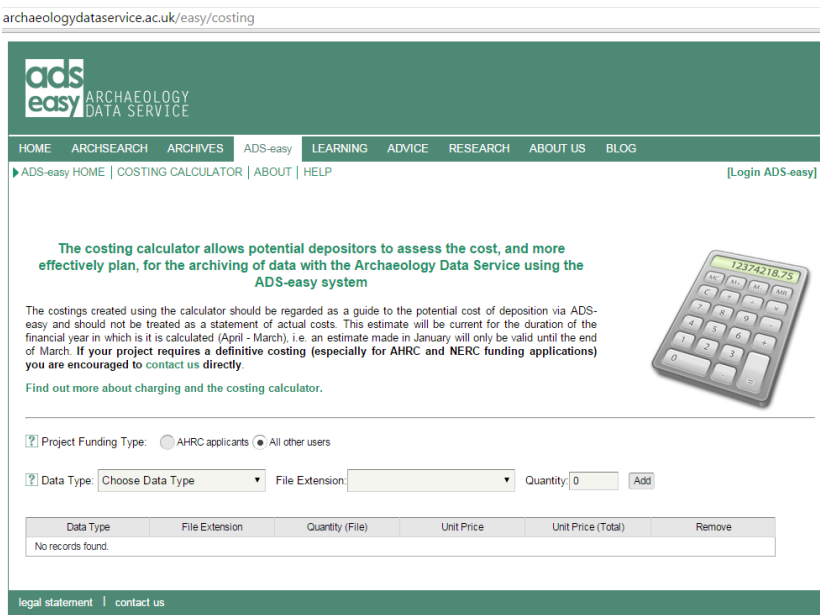
The first step in creating a costing calculation is to indicate if you have received Arts and Humanities Research Council funding by clicking on either 'AHRC applicants' or 'All other users'. The figure below highlights these options in red. It is important to correctly fill this in as a higher fee applies to AHRC grant holders or applicants.

In order to create a costing the calculator then needs to know the data types, data formats and quantity of data you are likely to deposit.

The image below highlights where you have to indicate these using drop down boxes for 'Data Type and 'File Extension' and a 'Quantity' box where a number can be typed.

For example, to get a costing for a series of archaeological reports created in Microsoft Word you would select 'Text' from the 'Data Type' drop down, and '.doc' from the 'File Extension' drop

down. Then you would type the appropriate number in the 'Quantity' box and then click on the 'Add' button.

For a series of photographs you would select 'Raster Images' as the 'Data Type' and the possibly '.tiff' or '.jpg' as the 'File Extension' followed by the number of photographs you will be depositing, before clicking on the **'Add'** button.

This process should be repeated for each data type you wish to deposit. Please take care when selecting the data types as some file extensions are used by more than one data type.

Data types can be removed by clicking the **'Remove'** button.

The costing calculator can be reset by clicking in the **'Reset Calculator'** button at the bottom of the screen.

The image below shows an example of a completed costing. The price per file can be seen in the column highlighted by the pink box and the total cost is highlighted by the red box. A cost for depositing data not using ADS-easy is also given. This enables the costing calculator to also be used by projects not intending to use ADS-easy to deposit.

When you are happy with your costing you can download it as a PDF by clicking on the **'Download as PDF'** button at the bottom of the screen.

Costing Calculator FAQs

Why is the costing calculator only used for guidance?

The simple answer is that rather be inundated with cost estimates for archiving we have created the costing calculator tool which allows depositors to experiment with the various permutations of their data archive on a project basis. Unfortunately as we do not record any of estimates created in this way we cannot guarantee that the costs will be as estimated, if you create an estimate (without logging in) you can only download the resultant estimate for your own records. These estimates are only intended as a guide to the potential cost of archiving with the ADS and when created will only be accurate for a restricted time frame (the financial year). If your project requires a definitive costing (especially for AHRC, NERC, other academic funding applications or large projects) you are encouraged to contact us directly.

Higher Education and Self-Funded Projects - why am I being charged £150?

This is a start-up fee for Higher Education and Self-Funded projects that is intended to cover the basic administration of each project from the archiving standpoint. More than simply covering the current management of your project this charge also includes all future administration of your project and any data migrations that may be necessary. This cost also covers the creation of an interface which will allow others to see, and also access your data.

AHRC Projects - why am I being charged £750?

A higher start-up fee applies to those applying for AHRC grants as the cost includes some days of advice to be given to grant holders both during the application process and also during the lifetime of the project (including the detailed preparation of the archive for deposit). An applicant should include these costs as 'consultancy'.

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. For example, we currently only charge £1 for a .csv files or .jpg images, but in contrast we charge £6 for an .au audio file. Simply put the reason for this is that it takes a lot more time to check, document and preserve an audio file 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 where a small discount is given per file as the numbers increase.

VAT Charging

Most projects will be susceptible to VAT which is charged at the current rate (20%), however if you working within higher education sector you can check the box in the costing calculator to exclude VAT from the cost estimate. If you are unsure about whether your project should be paying VAT then please contact us and we will help clarify the situation.

### 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.

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).

If you have a MyADS account you will still need to register for ADS-easy as the ADS-easy registration process requires more information that MyADS.

To login or register click on the **'Login ADS-easy'** button on the right of the screen highlighted in the image below in red.
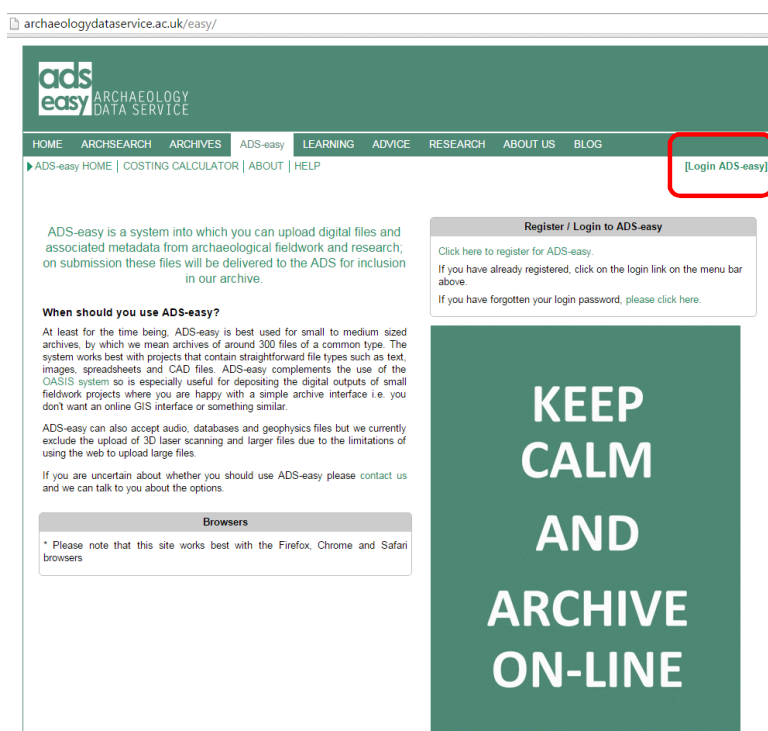
When registering we will ask you to fill out the following form. Please make sure that information entered is accurate, and kept up to date, as this information forms part of the collection metadata and is also used as part of the licencing and financial process. All fields marked with * are mandatory. The password is case sensitive.

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 **'Register'** button. You will be able to login immediately following registration.
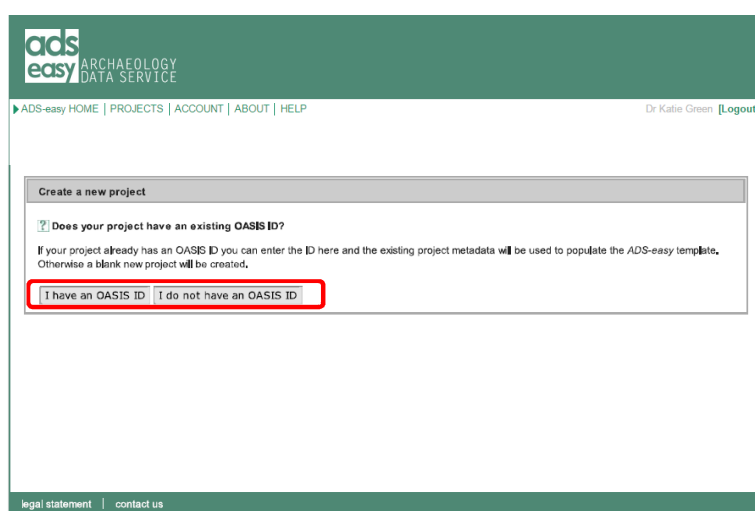
Registration FAQs

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 large-scale 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 will you contact me in the future?
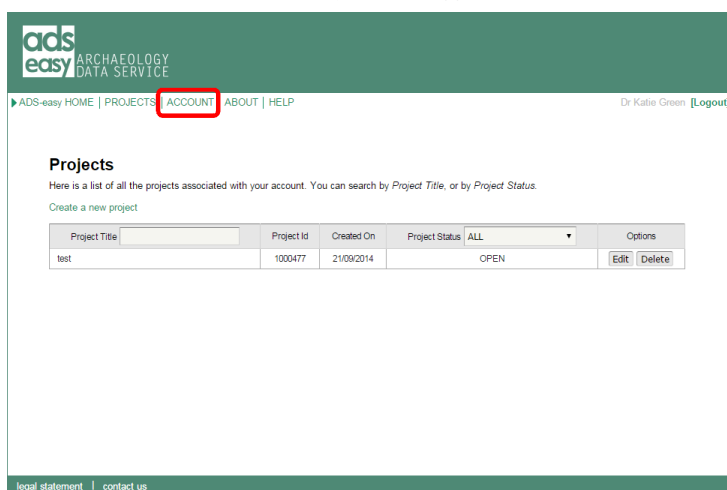
From time to time it might be useful for us to let you know of changes and developments within ADS-easy, so if you would like us to keep you up to date with this sort of information then please check the box.

Why do I need to agree to the terms and conditions?

As you can imagine systems are often prone to abuse, so by registering and creating a project you are entering into a business arrangement with the ADS where the ultimate aim is that you data will be deposited with us. ADS-easy should not be used as a tool to store data indefinitely as we will remove data and projects which have been inactive for long periods of time. ADS-easy is merely a mechanism whereby people can upload data for deposit with the ADS. If you are not sure whether or not you should be using ADS-easy then please contact us and we will help clarify the situation.

How can I update my contact details or change my password?

You can update you contact details or change your password by accessing your account via the **'ACCOUNT'** tab at the top of the screen when you are logged in, as shown below.

When you make any changes remember to save them by pressing the **'Save'** at the bottom of the screen.

Creating a New Project

Creating a new project is easy. Simply login to ADS-easy and click on the **'Create a new project'** link highlighted in red in the image below.
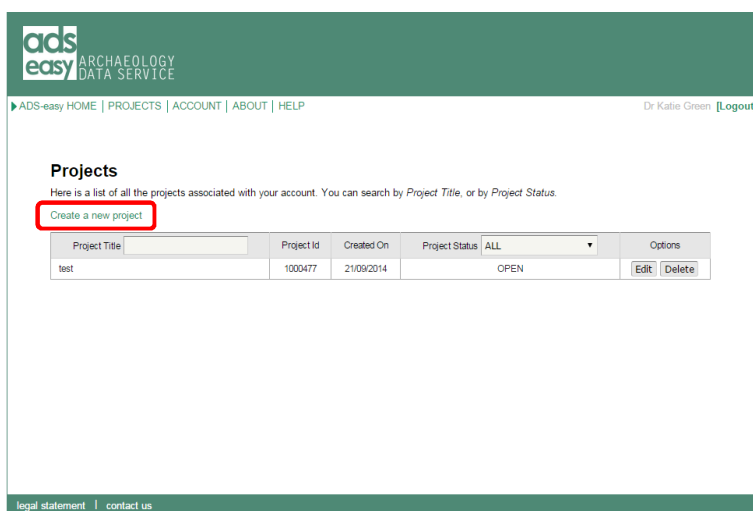
Creating a project in ADS-easy is a six step process. The first stage is the creation of project-level metadata. In order to process your archive we need to know whether or not you have already entered this metadata through the OASIS form, if you have and you have your OASIS ID we can pre-populate many of the fields within the project details section.

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 large-scale 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. If you do not have an OASIS ID click on **'I do not have an OASIS ID'**.

This will take you to **Step 1: Project Details**

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.

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 in the Project Details help page available here: **http://archaeologydataservice.ac.uk/easy/projectDetailsHelp**

Once you have completed the form you should save your work by clicking on the **'Save Project'** button at the bottom of the page.

A pop up will appear informing you that you can move on to the next stage.
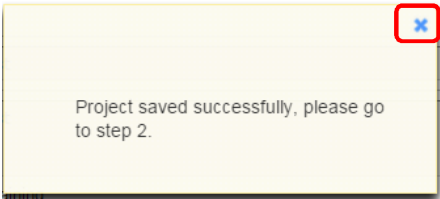
In certain browsers you will have to click on the **X** to remove the pop up before moving on.

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 'Update' button.

Now move to **Step 2: File Upload** by clicking on the correct tab.

Step 2: File Upload

This is step 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 we currently accept. Our Guidelines for depositors can be found here:

http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors. 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 an individual file or groups of files click on the **'Standard upload'** area. This area can be used for:

- Text
- Image (Raster)
- Image (Vector/CAD)
- Spreadsheet
- Database
- Video
- Audio

If the archive includes:

- GIS
- Geophysics data

Click on the '**GIS and Geophysics upload'.**

Standard Upload

You can upload files to the Standard Upload page by 'dragging and dropping' the file into the upload box, or by selecting the **'Choose'** button highlighted above in red. If you use the **'Choose'** button a window will be opened and you will be able to navigate your own computer or network to find your file.

If you have a group of folders that form part of your deposit, you can upload the entire archive into the ADS-easy system. All you need to do is zip the folders together and upload them as described above.

When you have chosen your files they will appear in the upload file box as can be seen in the screenshot below. To complete the upload click on the **'Upload'** button.
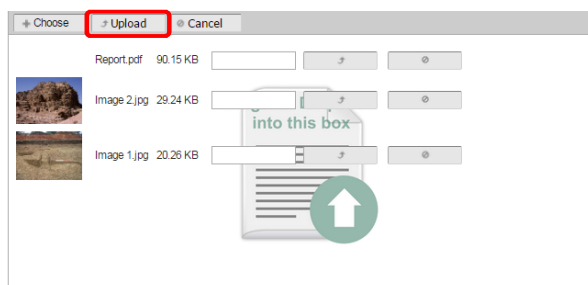
When the upload has been completed the files will appear in a list below the upload box and a pop up will appear to tell you have successfully uploaded your files.
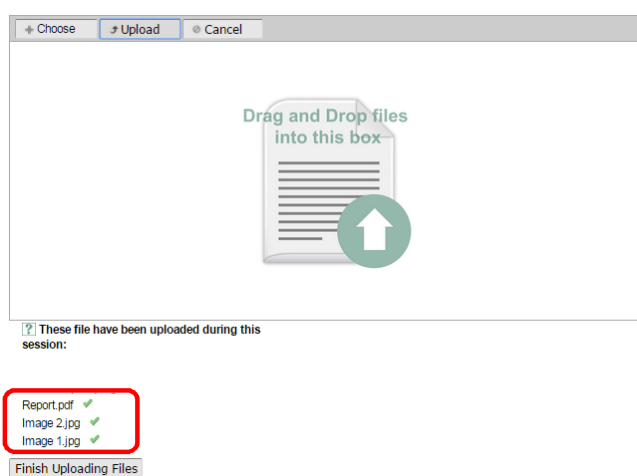
When you have uploaded all your files you can click on the **'Finish Uploading Files'** button. This will take you back to **Step 2: File Upload.**

At this point you can move on to **Step 3: Archive Management** or upload GIS or Geophysics data using the **GIS/Geophysics** upload.

GIS/Geophysics Upload

If the deposit contains GIS and/or Geophysics files these should be separated out and uploaded using **'GIS and Geophysics Upload'** area. This is intended to make the upload process a little less demanding for larger archives. These files must be grouped together as discreet layers or survey areas in a **zip** file.

The GIS or Geophysics upload works exactly like the standard upload described above but it allows ADS to manage the data differently within the system. Files can be dragged and dropped in to the upload box or you can use the **'Choose'** button to navigate your own computer or network. Once all files have been chosen the **'Upload'** button must be clicked on. When the files have uploaded (this may take a while for large files) they will appear in the list below the upload box. When all GIS or Geophysics files have been uploaded click on the **'Finish Uploading Files'** button to be taken back to the **Step 2: File Upload** home page.

Step 3: Archive Management

Once you have uploaded data to your project area (via Step 2) your files should appear in the table highlighted in red in the image below.

In order to proceed we need a little more information about your files. To get this information we need you to manually set the appropriate **'data type'** (highlighted in blue) and the correct **'file extension'** (highlighted in green) for each uploaded file by using the drop down lists. **It is very important that this completed correctly as it has ramifications for the creation of the correct file-level metadata.**

If you have uploaded a number of files you can page through the results (at the top of the table), or you can search for a specific file by entering part of the title in the **'Filter'** box.

What is the correct 'data type' for my data?

The data type is a conceptual identifier which tells us what sort of information your files contain. So, for example, if you have some photographic images of your trench you should select 'Images (Raster)' from the list. Alternatively, if you have a drawing/site plan created using a graphics programme, such as CAD, these should be identified as 'Images (Vector/CAD)'. Most of these data types are fairly self-explanatory, but if you are unsure you should consult our Guidelines for Depositors, or contact us.

What is the correct 'file extension' for my files?

As far as possible, ADS-easy should identify the appropriate extension for your file, but in some instances you may need to set this manually. If you have uploaded GIS or Geophysics files then please read the instructions below. If your file extension does not appear in the list then you should make sure that you have uploaded a file that is one of the ADS' preferred or accepted formats. If your file extension does not appear in this list, but you think that it should, then please contact us for more information.

Not all my GIS or Geophysics files are listed?

If you have uploaded GIS or Geophysics files then these files will be grouped together under the shp, gml, tif or mif file extension. A numeric total of all the other GIS or Geophysics files linked to the file can be found in the 'Assoc Files' column of the archive management table indicated below.

Can I edit the data type and file extension?

Yes, you can edit the data type and file extension at any point during the deposition process, but again please be aware that any changes that you make can have a knock on effect on data, and particularly metadata. Please take care when changing the data type, especially after you have already created metadata, as any changes will result in the loss of this existing metadata.

When you have correctly identified the data type and file extension of a file the status will change from Pending to Selected as shown below. Once you have uploaded the appropriate metadata for the file in **Step 4: File-level Metadata** this status will change to Completed.

You can remove files from your archive in this area by clicking on the **red crosses**. Please take care when changing or removing information as this can result in loss of data and metadata**.**

If you wish to add further files to your archive, you must return to **Step 2: File Upload** and add them.


You can see how much your deposit will ultimately cost in the area at the bottom of the screen by choosing you funding type and then pressing the **'Calculate Total'** button. The tool provides a useful comparison with how much archiving would cost if you created an archive using the existing 'traditional' method of deposition.

Once you are happy with your archive you must save a costing by clicking on the **'Save Costing'** button. For the sake of simplicity ADS-easy allows depositors to save only the latest version of the project costing; if you save a new one it will replace the existing one, so please take care. Once you have a saved costing you can then move on to **Step 4: File-level Metadata.**

Your saved costing will appear in the documentation area, viewable by clicking on the **'Step 6: Documentation'** tab.

Step 4: File-level Metadata

In this section you can create file-level metadata for your files by clicking the **'Edit'** button next to each file and the appropriate file metadata form will appear.
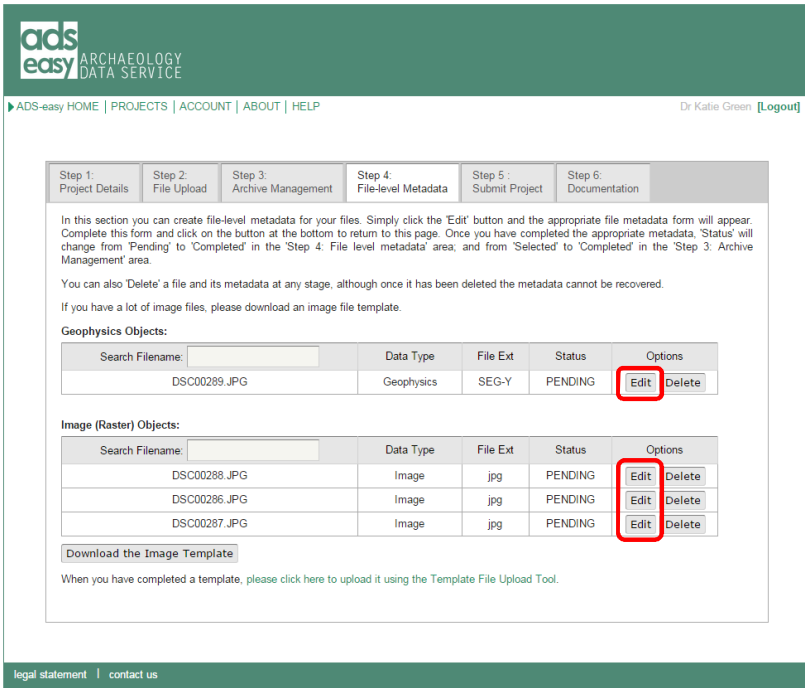
When the metadata is complete for each file the Status will change from Pending to Completed on this page and in the 'Step 3: Archive Management' area as highlighted below.

You can delete a file and its metadata at any stage by clicking on the 'Delete' button, but take care as once it has been deleted the metadata cannot be recovered.

The following pages show the metadata templates you will be required to fill in for each data file type. Detailed descriptions and examples of what should be inputted into each field can be found here: http://archaeologydataservice.ac.uk/easy/help.

We ask that the information you provided in these forms is as accurate as possible as this information will form part of the metadata record for your file.

Once you have completed a form you should save your work using the **'Save Data'** button and return to the file-level metadata page using the **'Go Back'** button found at the bottom of each form.

Audio File Metadata

When depositing audio data we ask that all files are accompanied with a transcription of the recording **AND** copyright clearance forms for each file. **These can be uploaded by following the link in the appropriate area of the form.** These supporting files should be uploaded in .doc, .docx or .pdf format**.**

Full guidance on filling in the metadata form for your audio files can be found here:
http://archaeologydataservice.ac.uk/easy/AudioMetadataHelp

Audio File Metadata	
? Filename	DSC00286.JPG
? Description *	4000 characters remaining
? Try to automatically extract the following fields	Auto Extract
? Audio Bit Depth *	bits
? Audio Bit Rate *	kbps
? Sampling Rate *	kHz
? Codec *	
? Length of Recording *	Hours: 0 Minutes: 0 Seconds: 0
? Upload Licence/Copyright*	

Database File Metadata

When depositing a database we ask that all files are accompanied with an **entity relationship diagram**, alongside other supporting documentation. These can be uploaded in the area of the form highlighted in red. The entity relationship model can be uploaded in an accepted image format (.tif, .jpg or .png) or as a text document (.pdf).

Other supporting documents should be uploaded using the area highlighted in blue in .doc, .docx or .pdf format.

Full guidance on filling in the metadata form for your database files can be found here: http://archaeologydataservice.ac.uk/easy/DatabaseMetadataHelp

Geophysics Metadata

Guidance on filling in the metadata form for your geophysics files can be found here:
http://archaeologydataservice.ac.uk/easy/GeophysicsMetadataHelp

GIS File Metadata

Guidance on filling in the metadata form for your GIS files can be found here:
http://archaeologydataservice.ac.uk/easy/AudioMetadataHelp

GIS File Metadata

Please Note: if you have already entered GIS metadata with this project, you can reuse it by selecting the appropriate metadata from the drop-down list.

? Reuse GIS Metadata	
? Project Title	
? Hardware *	
? Software *	
? Software Version *	
? Date of Creation *	Start Date: [ ] End Date: [ ]
? Location [Add]	
? Creator * [Add]	○ Person ○ Organization ◉ Both First Name: [ ] Last Name: [ ] Organisation: [ ] [Remove]
? Copyright Holder * [Add]	○ Person ○ Organization ◉ Both First Name: [ ] Last Name: [ ] Organisation: [ ] [Remove]
? Scale of Data Capture	[ ]
? Scale of Data Storage	[ ]
? Assessment of Data Quality	[ ]
? Method of Data Capture *	[ ]
? Purpose of Data Creation	[ ]

? Filename	DSC00289.JPG
? Description *	[ ] 4000 characters remaining
? Projection Type *	Select Projection Type ▼
? File Type *	Select File Type ▼
? Source *	[ ]
? Table Attribute * [Add]	Code: [ ] Description: [ ] [Remove]
? Upload Documentation	Upload supporting information

? Object ID	10003981
? Object Data Type	GIS
? Object File Extension	shp

[Save Data]

[Go Back to File-Level Metadata]

Image (Raster) File Metadata

Guidance on filling in the metadata form for your individual image/raster files can be found here:
http://archaeologydataservice.ac.uk/easy/ImageMetadataHelp

To assist those uploading a large number of images you can download a spreadsheet from the **Step 4: File-level Metadata** page by clicking on the 'Download the Image Template' button highlighted in red in the image on the next page.

You can complete this template on your desktop. This template is much like the template available from the Guidelines for Depositors, with the addition of an extra column used to identify the object. If you have completed the metadata using the other template you will need to copy and paste it into the ADS-easy template. When saving the template please make sure that you **do not change the file name** e.g. 'template_1000568_image.xls' as this is used to associate the metadata and the collection information when you upload it. Once complete then uploaded it by clicking on 'please click here to upload it using the Template File Upload Tool' link. This tool is shown in the image below and like the file upload tool in **Step 2: File Upload,** allows you to drag and drop the template into the box or click on the **'Choose'** Button to navigate your own computer or network to find and select the correct file.

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.

Once you have checked the metadata, or made any necessary changes then please use the '**Go Back to File-Level Metadata**' button to return to the '**File-level Metadata**' section.

Formatted: Font: Bold

Image (CAD) File Metadata

Guidance on filling in the metadata form for your individual image CAD files can be found here:
http://archaeologydataservice.ac.uk/easy/VectorMetadataHelp

You can upload associated or supplemental documentation using the upload area highlighted in red. Typically this will include documentation on any associated file with the CAD, for example, object libraries, vector images, fonts, etc.

Spreadsheet File Metadata

When depositing a spreadsheet you can also upload supporting documentation in the upload are highlighted in red. This would typically include codes, abbreviations or terminologies used within the spreadsheet. This supporting information should be uploaded in an accepted file format (i.e. .doc, .docx or .pdf).

Full guidance on filling in the metadata form for your spreadsheets can be found here: http://archaeologydataservice.ac.uk/easy/SpreadsheetMetadataHelp

Text File Metadata

Guidance on filling in the metadata form for your text files can be found here:
http://archaeologydataservice.ac.uk/easy/TextMetadataHelp

Text File Metadata	
? Filename	*Report.pdf*
? Title *	
? Abstract *	4000 characters remaining
? Author * Add	First Name: Last Name: Remove
? Date Published *	
? Publisher *	
? Published (Location)	
? ISBN	
? DOI	
? URL	
? Language* Add	UK English ▼ Remove
? Object ID	10006237
? Object Data Type	Text
? Object File Extension	pdf
? Software *	
? Software Version *	

Save Data

Go Back to File-Level Metadata

Video Metadata

When depositing audio-visual data we ask that all files are accompanied with a transcription of the recording **AND** copyright clearance forms for each file. These can be uploaded using the upload area highlighted in red. These supporting files should be uploaded in .doc, .docx or .pdf format.

Full guidance on filling in the metadata form for your video files can be found here:
http://archaeologydataservice.ac.uk/easy/VideoMetadataHelp

Step 5: Submit Project

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.

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.

If there is any additional information about your project which you think may be useful to us, then you can type a message in the box indicated in red then click on the **'Save Message'** button. 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.

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. It 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: http://archaeologydataservice.ac.uk/advice/sensitiveDataPolicy

If you do not need to set an embargo date then leave this blank.

You can also **Step 5: Submit Project** to inform a third party that your data has been deposited. To do this enter an email address and add a message in the appropriate fields.

If you would like to keep you project private, and do not want or need to notify a third party about your deposit tick the box highlighted in red in the image below.

Once you are happy with all the information entered the final step is to click the **'Submit Project'** button at the bottom of the page.

When a project has been submitted you will receive an **email notification**.

Step 6: Documentation

This area contains a project summary and an invoice which can be downloaded as a PDF. At any point in the deposition process you can choose to 'Download' the invoice, but particularly at the end of the process we suggest you keep this for your own records as it will include an itemised list of what you have uploaded along with the financial information.

Schematic of the ADS-easy workflow

Below is a pictorial schematic of the ADS-easy workflow.
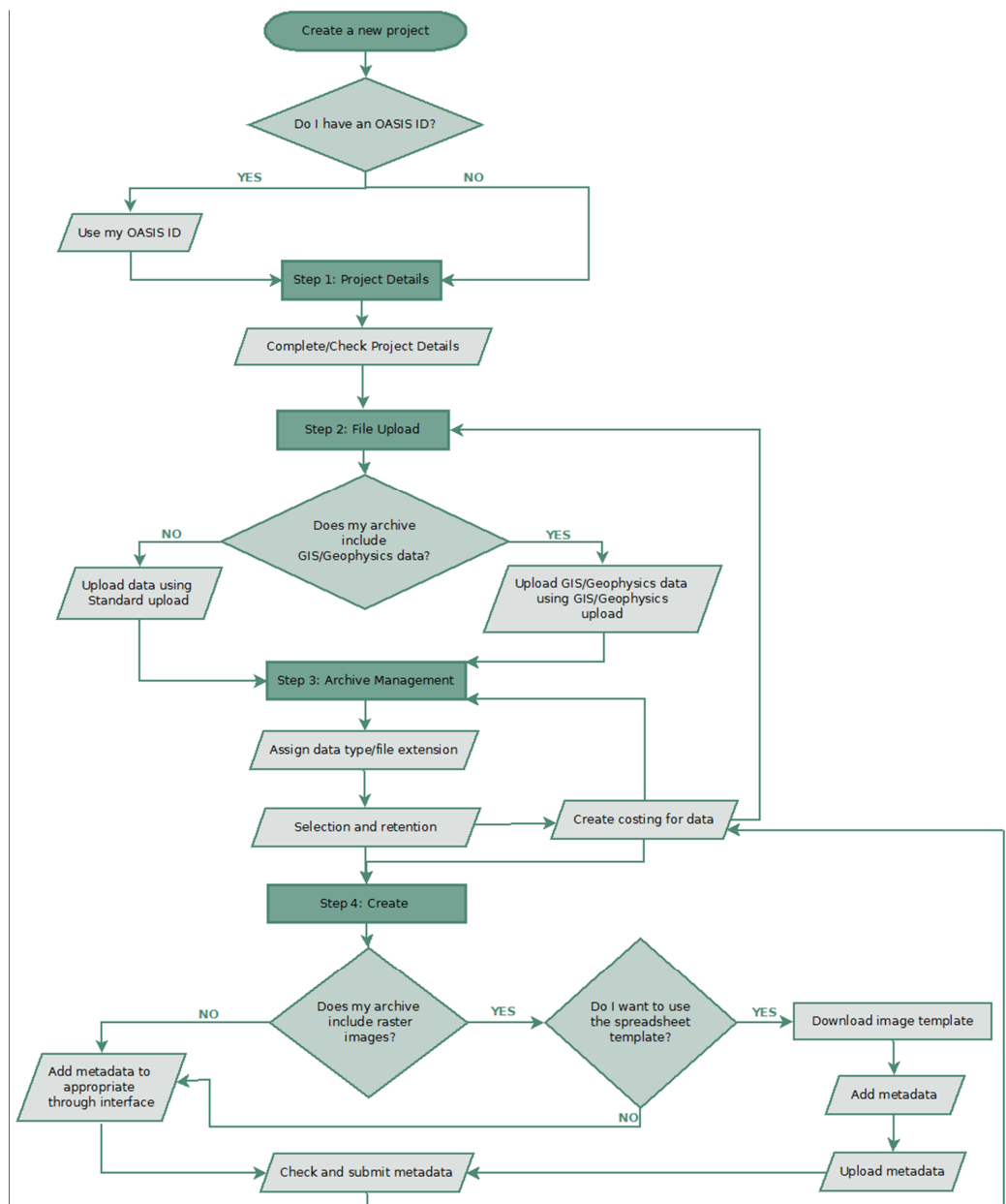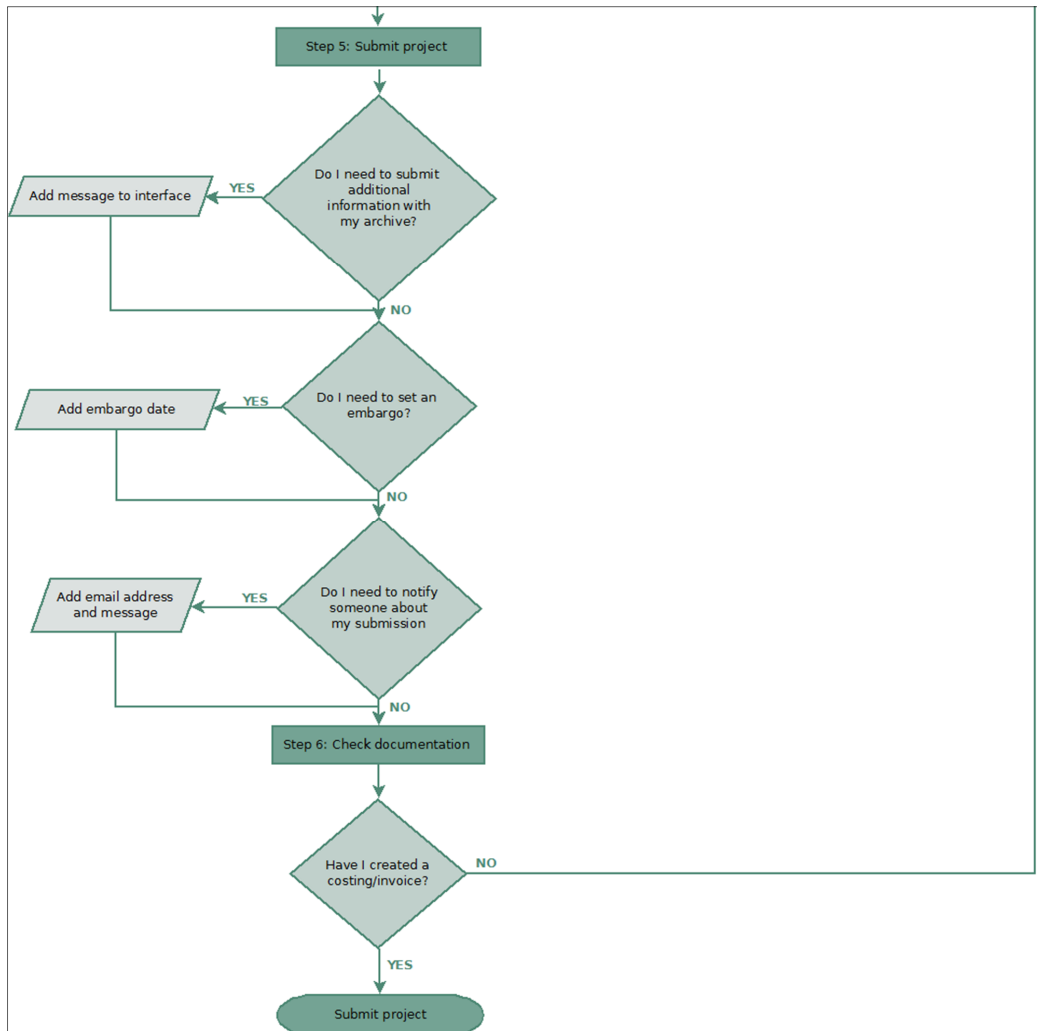
What happens next?

Notification

Once you have submitted your project you will receive an email notification from us letting you know that your submission has been successful. If you have elected to notify another person or organisation about your deposit then emails will also be sent to the address provided, letting them know that you have submitted the data.

Archive details

Once your archive has been submitted the Status on the Projects page will be changed to 'Submitted'.

Projects

Here is a list of all the projects associated with your account. You can search by *Project Title*, or by *Project Status*.

Create a new project

Project Title	Project Id	Created On	Project Status ALL ▼	Options
Test Projects	1000407	17/03/2014	OPEN	Edit Delete
Paul's Test Project for Grave-survey of St Mary's Church, Lastingham, Ryedale, North Yorkshire	1000460	19/06/2014	SUBMITTED	View
mugato is here again part V	1000624	12/10/2015	OPEN	Edit Delete
Paul's Test Project for Geophysics and GIS	1000521	10/12/2014	SUBMITTED	View
This is a test!	1000570	31/05/2015	SUBMITTED	View
This is another test	1000571	31/05/2015	EXPORTED	View
Bourne Lane	1000560	15/04/2015	OPEN	Edit Delete
Test	1000561	15/04/2015	EXPORTED	View
This is a test for Lei!	1000584	06/07/2015	SUBMITTED	View
The Walthams, Henny Street, Great Henny, Essex-	1000520	11/10/2015	OPEN	Edit Delete

This will mean that you can no longer edit or delete the archive, but you will still be able to 'view' a summary of the archive details and download any associated documentation (e.g. invoice). This section will also provide an overview of the files that have been uploaded alongside the archive (see below).

Formatted: Font: 12 pt

The projects page will also allow you to track on the onward status of the archive. Once it has been exported from ADS-easy, and into the ADS archive, the status of the archive will change to 'Exported'.

Any problems with my archive?

Once the archive has been submitted it will added to a list of archives requiring attention. Once it has reached the top of that list an archivist will evaluate the archive, check the data and make sure that all the necessary metadata has been completed. Generally the archivist will send you an email detailing the contents of the archive, and include a breakdown of the files deposited. If the archivist notices any problems or issues with the archive they will let you know and request further information or clarification. Once these issues have been addressed the archive will be formerly accessioned.

Please be aware that this may not be immediately after submission as the ADS can be very busy at peak times.

Deposit licence

Once the archive has been accessioned a deposit licence will issued to the person who deposited the archive. This is a digital deposit licence, so simply requires that you follow a link and agree to the appropriate terms as set out. If you receive a deposit licence and you are not the appropriate person to sign it on behalf of your organisation, please let us know and we will issue a replacement. Similarly if any of the information on the deposit licence is correct just send us an email, we will make the necessary changes and send out a replacement.

Once the deposit licence has been signed we will add the archive to our list of archives requiring attention.

I've just realised I made a mistake!

Don't worry. Despite all the best efforts we all make mistakes, 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 was submitted, then just let us know. Depending on how far in the process the archive is, we will either re-open the ADS-easy archive, or ask you submit the file and appropriate metadata manually. These will then be added the archive. Unfortunately if this happens after the archive has been released we may need to make a charge for this service.

Depositing data through OASIS Images

Those who are familiar with OASIS, or the Online AccesS to the Index of archaeological investigationS (see http://oasis.ac.uk/pages/wiki/FAQ), 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 50 images**). The images, along with associated metadata spreadsheet, are then zipped together and uploaded through the OASIS Images interface.

In order to use OASIS Images you will first need to find the login and password details for your organisation. You will then need to use these to log-in to OASIS form (http://oasis.ac.uk/form/).

OASIS DATA COLLECTION FORM:

Welcome to the OASIS data collection form. Please enter your **username** and **password** below.

Please note that on the 18th August OASIS has moved to a new server. If users encounter any errors within the form please report them to the OASIS technical maintenance team.

Username: jensdigg1

Password: ••••••

Login

Please note: The OASIS form is intended to be used for the reporting of **current** archaeological projects only. Please see FAQ for further clarification

Please remember to keep your details up to date using the 'Change your details' link on the menu bar once you have logged into the form.
It is particularly important that the e-mail address stored within OASIS is current as this is the method by which we will keep you informed about your records.

If you do not have a username and password and you wish to enter details of your fieldwork/project please register.

If you have registered and have forgotten your password please request a new password.

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.

You will then be greeted with the Image Submission page 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.

When you follow the '**Submit your images for archive'** you will be asked to log into OASIS Images. You will then be asked for your email address. If you have already registered then please use the email address which is associated with your ADS-easy account. If you haven't registered for ADS-easy then you will be asked to register your details.

Once you registered email has been added you will be asked for your ADS-easy password. Once you are logged in then you will be asked to confirm the OASIS ID to which you are trying to add images. Confirm the OASIS ID by clicking '**Find Project Details**'. And then you will them be taken into OASIS Images.

Step 1: OASIS Project Details

This allows you to check the details for the project too which you wish to add an image collection. Unfortunately you cannot edit any of these fields, so if anything is incorrect then please exit OASIS Images and make the changes to the record within OASIS. Once the changes are made then you will be able to begin the process again. If you are happy with the information simply press '**Create Project**'.

Once created you will receive a message telling you that the 'Project saved successfully, please go to step 2'.
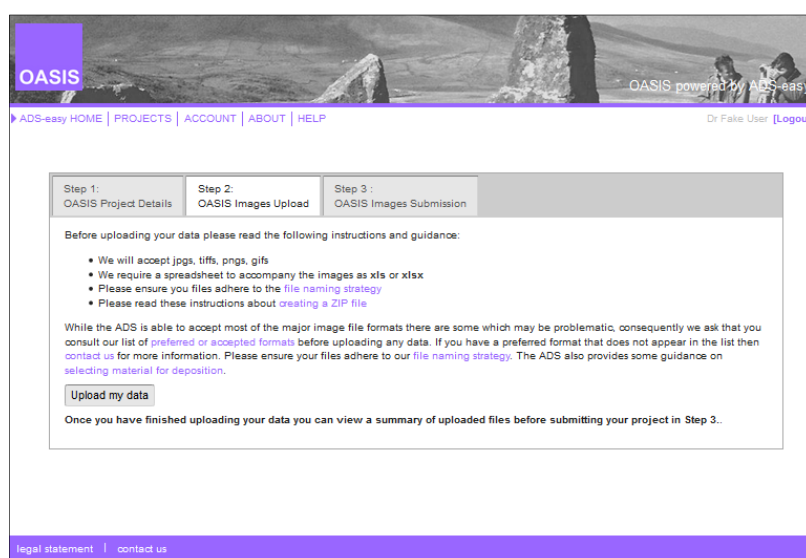
Step 2: OASIS Image Upload

This step allows you to upload the images. Please read the on screen instructions to make sure you adhere to the requirements. Please makes sure:

- you are uploading files in the correct format, i.e. jpg, tiff, png and gif,
- that the images are accompanied by an ADS raster metadata form (available from the ADS website - http://archaeologydataservice.ac.uk/advice/FilelevelMetadata#section-FilelevelMetadata-RasterImages)
- that files adhere to the ADS' naming strategy (see http://archaeologydataservice.ac.uk/advice/PreparingDatasets#section-PreparingDatasets-FileManagement)
- that both the metadata and images are 'zipped' together in a ZIP file.

Once you have the files and metadata upload the data be following the '**Upload my data**' button.

You can add the zip file by using the '**Choose**' button an navigating to the correct file on your machine, or by simply 'dragging and dropping' the file into the box on the page. A list of successfully uploaded files will appear below the upload box. Once the upload is complete you should press the '**Finishing Uploading Files'** button.

Step 3: OASIS Image Upload

The final action is to check the deposit and submit the project. From this page you may also remove objects from the submission using the 'Delete' icon to the right of the table.

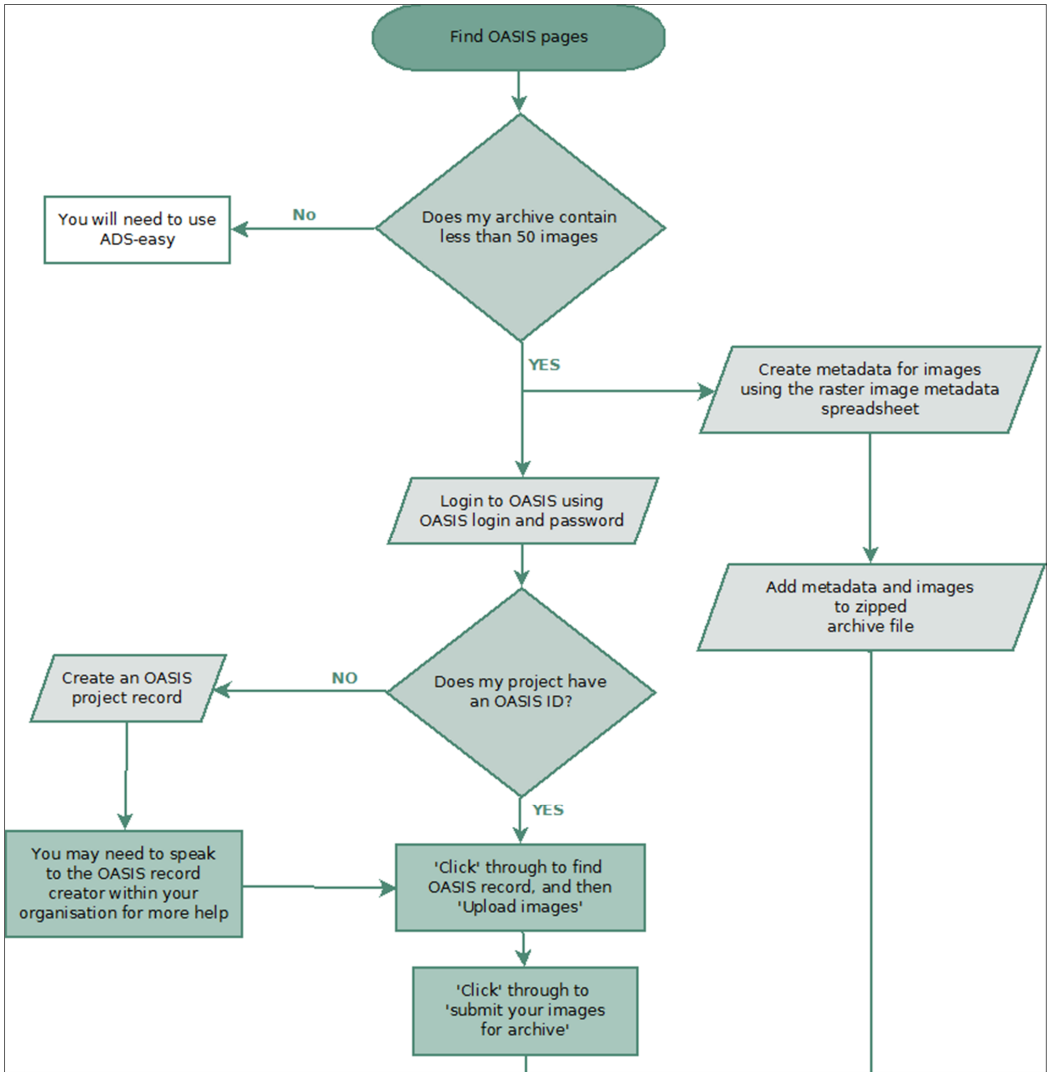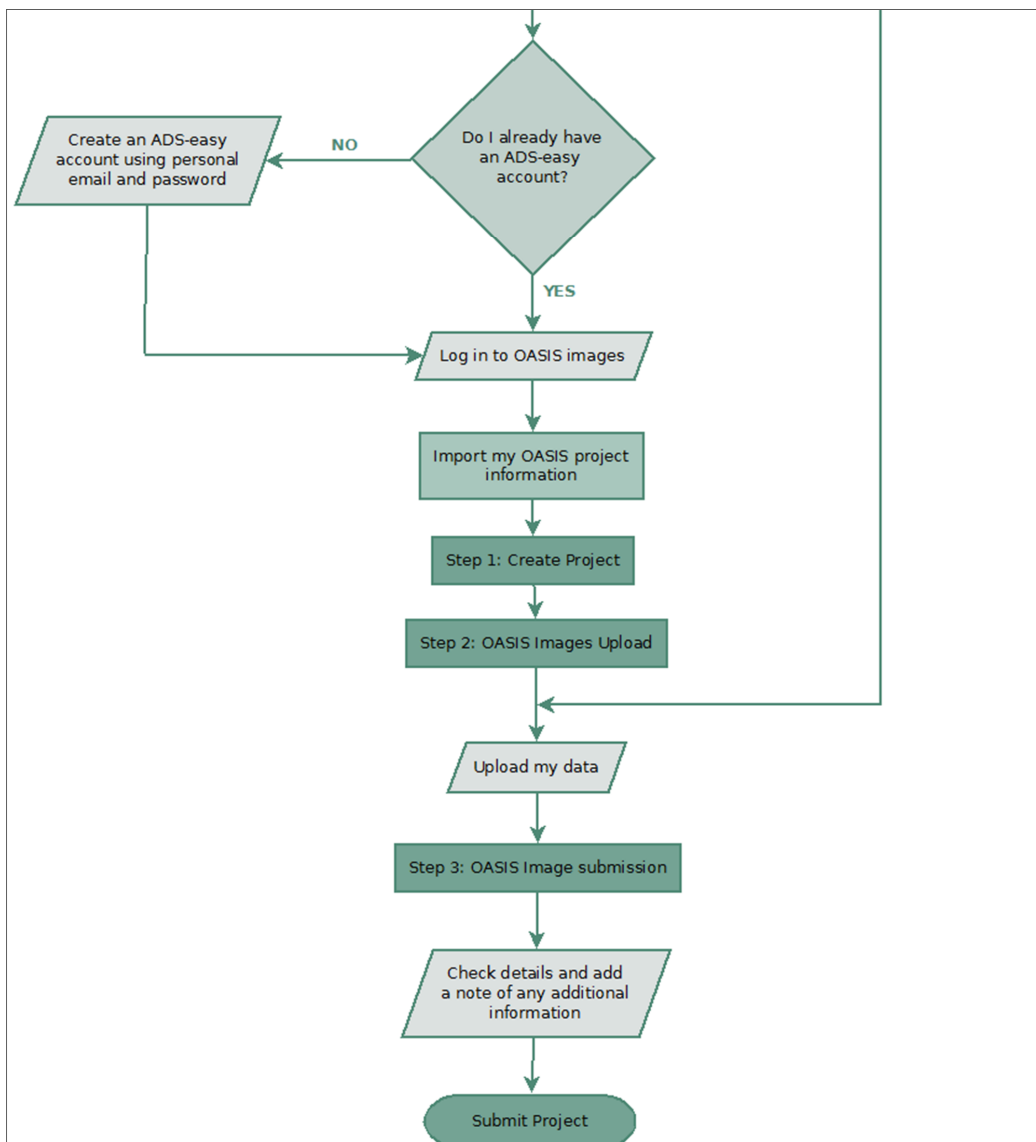If necessary you can also leave additional information, or a note, for the archivist.

Once you are happy with the submission then simply 'Submit Project'.

Schematic of the OASIS Images workflow

Below is a pictorial schematic of the OASIS images workflow.

What happens next?

Notification

Once you have submitted your project you will receive an email notification from us letting you know that your submission has been successful. If you have elected to notify another person or organisation about your deposit then emails will also be sent to the address provided, letting them know that you have submitted the data.

Project Summary

Once your archive has been submitted the images a 'Project Summary' page will appear where you can review the project metadata and see the files you have uploaded. If you notice any problems, or issues, with either then send us email.

You can also access the 'project summary' by logging in to ADS-easy (using the same login details as in OASIS Images) and selecting 'View' from the 'Options' column on the right.

The projects page will also allow you to track on the onward status of the archive. Once it has been exported from OASIS Images and into the ADS archive, the status of the archive will change to 'Exported'.

Any problems with my archive?

Once the archive has been submitted it will added to a list of archives requiring attention. Once it has reached the top of that list an archivist will evaluate the archive, check the data and make sure that all the necessary metadata has been completed. Generally the archivist will send you an email

detailing the contents of the archive, and include a breakdown of the files deposited. If the archivist notices any problems or issues with the archive they will let you know and request further information or clarification. Once these issues have been addressed the archive will be formerly accessioned.

Please be aware that this may not be immediately after submission as the ADS can be very busy at peak times.

Deposit licence

Once the archive has been accessioned a deposit licence will issued to the person who deposited the archive. This is a digital deposit licence, so simply requires that you follow a link and agree to the appropriate terms as set out. If you receive a deposit licence and you are not the appropriate person to sign it on behalf of your organisation, please let us know and we will issue a replacement. Similarly if any of the information on the deposit licence is correct just send us an email, we will make the necessary changes and send out a replacement.

Once the deposit licence has been signed we will add the archive to our list of archives requiring attention.

I've just realised I made a mistake!

If you think that you have made a mistake with the archive, perhaps you have not uploaded all the files, or the wrong file was submitted, then just let us know. Generally we will ask you submit the file(s) and appropriate metadata manually. These will then be added the archive. Unfortunately if this happens after the archive has been released we may need to make a charge for this service.

Contacting ADS

Address

Phone

Email

Archaeology Data Service
Department of Archaeology
University of York
The King's Manor
Exhibition Square
York
YO1 7EP

+44 (0)1904 323 954

adseasy@archaeologydataservice.ac.uk