



ads  
easy

## Handbook

Archaeology Data Service

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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 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.

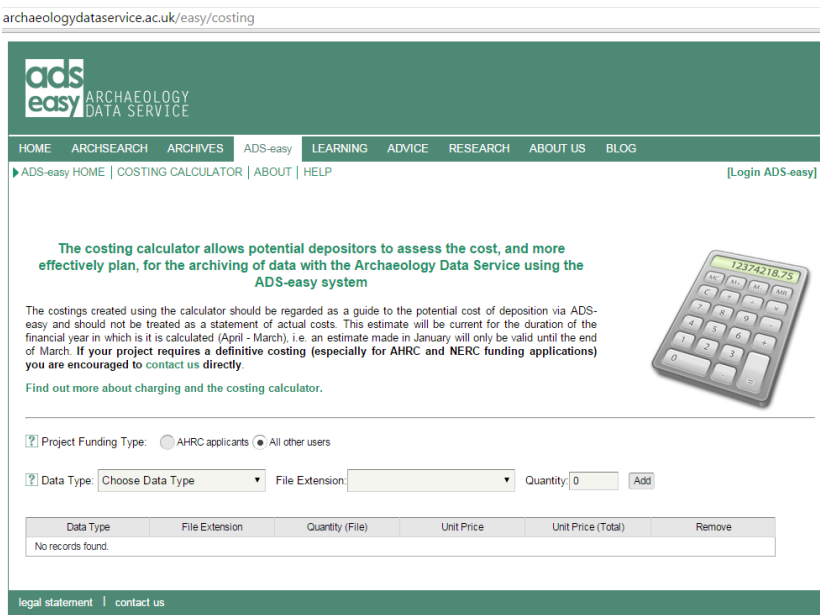
Once logged into ADS-easy and you have uploaded your files the system also allows you to manage your data according your specific criteria, including cost.

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.

archaeologydataservice.ac.uk/easy/costing


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**The costing calculator allows potential depositors to assess the cost, and more effectively plan, for the archiving of data with the Archaeology Data Service using the ADS-easy system**

The costings created using the calculator should be regarded as a guide to the potential cost of deposition via ADS-easy and should not be treated as a statement of actual costs. This estimate will be current for the duration of the financial year in which it is calculated (April - March), i.e. an estimate made in January will only be valid until the end of March. **If your project requires a definitive costing (especially for AHRC and NERC funding applications) you are encouraged to contact us directly.**

Find out more about charging and the costing calculator.

? Project Funding Type: ☐ AHRC applicants ☒ All other users

? Data Type: Choose Data Type File Extension: Quantity: 0 Add


Data Type	File Extension	Quantity (File)	Unit Price	Unit Price (Total)	Remove
No records found.					

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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.

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The costings created using the calculator should be regarded as a guide to the potential cost of deposition via ADS-easy and should not be treated as a statement of actual costs. This estimate will be current for the duration of the financial year in which it is calculated (April - March), i.e. an estimate made in January will only be valid until the end of March. **If your project requires a definitive costing (especially for AHRC and NERC funding applications) you are encouraged to contact us directly.**

Find out more about charging and the costing calculator.

? Project Funding Type: ☐ AHRC applicants ☒ All other users

? Data Type: Choose Data Type File Extension: Quantity: 0 Add

Data Type	File Extension	Quantity (File)	Unit Price	Unit Price (Total)	Remove
No records found.					

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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.

archaeologydataservice.ac.uk/easy/costing

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The costing calculator allows potential depositors to assess the cost, and more effectively plan, for the archiving of data with the Archaeology Data Service using the ADS-easy system

The costings created using the calculator should be regarded as a guide to the potential cost of deposition via ADS-easy and should not be treated as a statement of actual costs. This estimate will be current for the duration of the financial year in which it is calculated (April - March), i.e. an estimate made in January will only be valid until the end of March. **If your project requires a definitive costing (especially for AHRC and NERC funding applications) you are encouraged to contact us directly.**

Find out more about charging and the costing calculator.



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Project Funding Type: ☐ AHRC applicants ☒ All other users

Data Type: Choose Data Type File Extension:  Quantity: 0 Add

Data Type	File Extension	Quantity (File)	Unit Price	Unit Price (Total)	Remove
GIS	shp	2	£3.00	£6.00	<span>Remove</span>
Database	csv	5	£1.00	£5.00	<span>Remove</span>
Text	docx	2	£1.00	£2.00	<span>Remove</span>
Image	tif	100	£1.00	£25.00	<span>Remove</span>

Subtotal	£38.00
Multi Buy Saving	£75.00
<b>TOTAL</b> (incl. £150.00 project start up fee & VAT 20%):	<b>£225.60</b>
If you choose to deposit by traditional methods, the estimated price is considerably higher at:	£331.20

Reset Calculator Download as a PDF

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?**

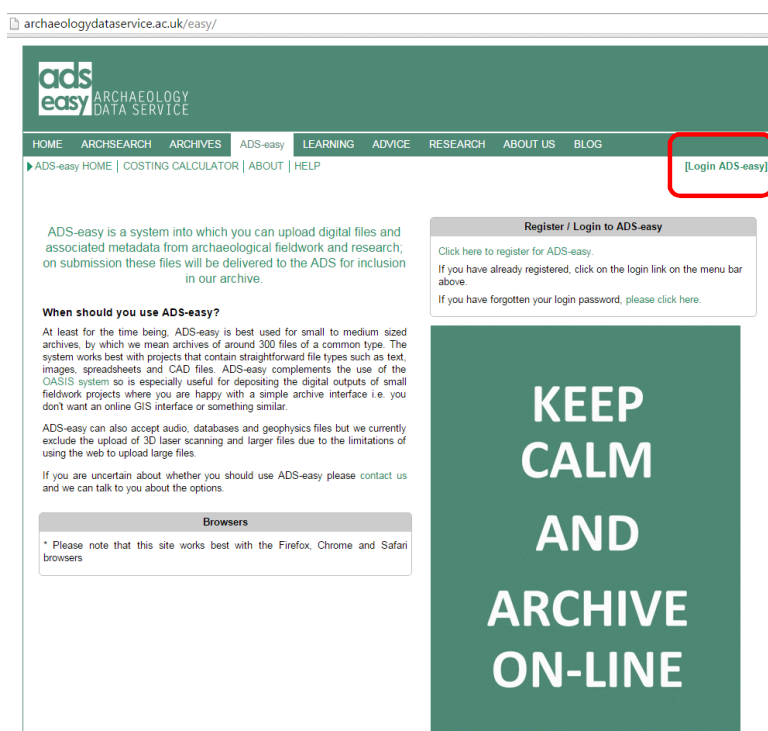
This is achieved through a streamlining of the deposition process; normally files would be submitted on portable media or uploaded to a file sharing service where they would have to be manually downloaded and saved to the ADS repository. Using ADS-easy 'cuts out the middleman' allowing you to upload 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 than MyADS.**

To login or register click on the 'Login ADS-easy' button on the right of the screen highlighted in red 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**

[?] In order to use ADS-easy you must register for an account. As a registered user you will be able to deposit research data, create and upload appropriate metadata, keep track of your projects and receive costing information for your collections.

Please fill out the details below to create an ADS-easy account.

Fields marked with \* are mandatory.

**Account Details**

Email*	<input type="text"/>
Password*	<input type="password"/>
Retype password*	<input type="password"/>

Title	<div>Select Title ▼</div>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Organisation	<input type="text"/>
URL	<input type="text"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Town	<input type="text"/>
Country	<input type="text"/>
Postcode*	<input type="text"/>
Telephone	<div>STD<input type="text"/></div> <div>NUMBER<input type="text"/></div>

**OASIS**

Below is your OASIS account ID

Oasis User Login	<input type="text"/>
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☐ I would like you to keep me updated with occasional, relevant information about ADS-easy.

**To Complete Registration**

By using the ADS-easy system to upload data to the ADS you are committing to the deposit of an archive. Once your data has been uploaded and submitted to the ADS we will undertake to work with that data, as submitted, to curate that archive. If you are unsure as to whether you wish to have your project data archived, or if you have questions about the use of the tool, please get in touch as any archive withdrawn from the ADS after submission via ADS-easy may be subject to charge.

☐ Please tick the box to indicate that you understand these terms

Register

## 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?

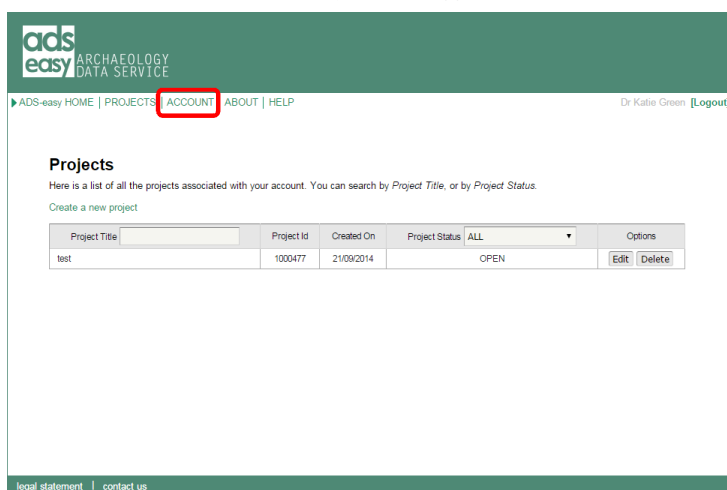
From time to time it might be useful for us to let you know of changes and developments within ADS-easy, so if you would like us to keep you up to date with this sort of information then please check the box.

### 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 your 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.

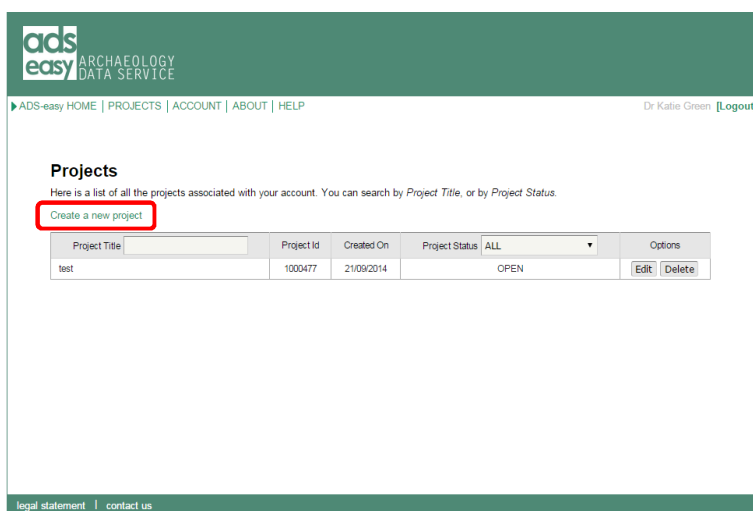


The screenshot shows the ADS-easy user interface. At the top, there is a green header with the 'ads easy' logo and the text 'ARCHAEOLOGY DATA SERVICE'. Below the header is a navigation bar with links: 'ADS-easy HOME', 'PROJECTS', 'ACCOUNT' (highlighted with a red box), 'ABOUT', and 'HELP'. On the right side of the navigation bar, it says 'Dr Kasia Green' and '[Logout]'. The main content area is titled 'Projects' and contains the text: 'Here is a list of all the projects associated with your account. You can search by Project Title, or by Project Status.' Below this text is a link 'Create a new project'. There is a table with columns: 'Project Title', 'Project Id', 'Created On', 'Project Status', and 'Options'. The table contains one row with the following data: 'test', '1000477', '21/09/2014', 'OPEN', and 'Edit Delete'. At the bottom of the page, there are links for 'legal statement' and 'contact us'.

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.

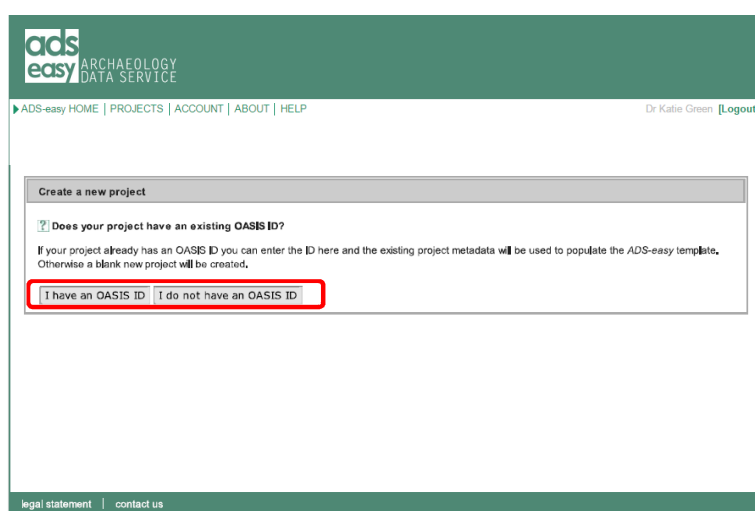
### What is OASIS?

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'**.



The screenshot shows the 'Create a new project' form on the ADS-easy Archaeology Data Service website. The form has a header with the ADS-easy logo and navigation links. The main content area contains a question: 'Does your project have an existing OASIS ID?'. Below this, there is a paragraph explaining that if a project already has an OASIS ID, it can be entered here to populate the ADS-easy template, otherwise a blank new project will be created. At the bottom of the form, there are two buttons: 'I have an OASIS ID' and 'I do not have an OASIS ID'. These buttons are highlighted with a red rectangle.

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.

Step 1: Project Details	Step 2: File Upload	Step 3: Archive Management	Step 4: File-level Metadata	Step 5: Submit Project	Step 6: Documentation
----------------------------	------------------------	-------------------------------	--------------------------------	---------------------------	--------------------------

In order to start depositing we need a little more information about your project. Please fill out the project details below. If you are unsure what to put in each section then please [go to the help page](#). It is important that this information is as accurate and complete as possible as it will form the resource discovery metadata which will allow others to find your project data.

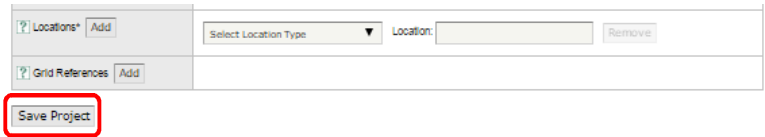
Fields marked with \* are mandatory

Project Name*	<input type="text"/>
Description*	<div><input type="text"/> 4000 characters remaining</div>
Languages* <input type="button" value="Add"/>	<div>UK English <input type="button" value="Remove"/></div>
Identifiers <input type="button" value="Add"/>	
Related Resources <input type="button" value="Add"/>	
Fieldwork Dates	Start Date: <input type="text"/> End Date: <input type="text"/>
Data Creation Dates*	Start Date: <input type="text"/> End Date: <input type="text"/>
Project Funders <input type="button" value="Add"/>	
Copyright Holders* <input type="button" value="Add"/>	<input type="radio"/> Person <input type="radio"/> Organization <input type="radio"/> Both
Licence Holders* <input type="button" value="Add"/>	<div><input type="radio"/> Person <input type="radio"/> Organization <input type="radio"/> Both First Name: <input type="text"/> Last Name: <input type="text"/> Organisation: <input type="text"/> Email: <input type="text"/> <input type="button" value="Remove"/></div>
Data Creators* <input type="button" value="Add"/>	<input type="radio"/> Person <input type="radio"/> Organization <input type="radio"/> Both
Subject Keywords* <input type="button" value="Add"/>	<div>Select Subject Type <input type="button" value="Remove"/></div>
Period Keywords* <input type="button" value="Add"/>	<div>Select Period Type <input type="button" value="Remove"/></div>
Period Dates* <input type="button" value="Add"/>	<div>Period Start Date: <input type="text"/> Period End Date: <input type="text"/> <input type="button" value="Remove"/></div>
Locations* <input type="button" value="Add"/>	<div>Select Location Type <input type="button" value="Remove"/></div>
Grid References <input type="button" value="Add"/>	

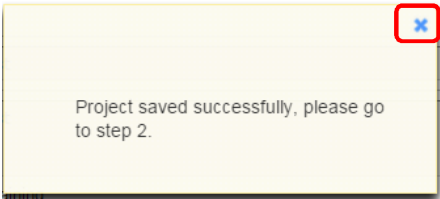
All field marked with \* are compulsory and you will not be able to submit a project without completing these fields.

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 screenshot of a web form. At the bottom left, there is a button labeled 'Save Project' which is highlighted with a red rectangular box. Above it, there are sections for 'Locations\*' and 'Grid References', each with an 'Add' button. To the right of these is a 'Select Location Type' dropdown menu, a 'Location:' text input field, and a 'Remove' button.

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

Step 1: Project Details	Step 2: File Upload	Step 3: Archive Management	Step 4: File-level Metadata	Step 5 : Submit Project	Step 6: Documentation
----------------------------	------------------------	-------------------------------	--------------------------------	----------------------------	--------------------------

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**'.

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Step 1: Project Details	Step 2: File Upload	Step 3: Archive Management	Step 4: File-level Metadata	Step 5 : Submit Project	Step 6: Documentation
----------------------------	------------------------	-------------------------------	--------------------------------	----------------------------	--------------------------

**Before uploading your data we ask that depositors take time to read the instructions as we have some specific requirements.**

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. These are arranged according to data-type in the [File-level Metadata Requirements](#) section, which also provides useful information on the required metadata for each data-type. If you have a format that does not appear then please [contact us](#) for more information.

Please ensure that any files you upload adhere to the [file naming strategy](#).

If you are uploading individual file(s) or groups of files then use the 'Standard upload' area. This area can also be used for folders, or an entire archive, although please [read the instructions](#) if uploading an folder or an entire archive.

**Standard upload**

If you are uploading GIS or Geophysics data, then please [read the special instructions](#) for uploading these files.

**GIS/Geophysics upload**

Once you have finished uploading data you should move to Step 3: Archive Management.

[Legal statement](#) | [Contact us](#)

## Standard Upload

The screenshot shows the 'File Upload Tool' page on the ADS-easy website. The header includes the ADS-easy logo and navigation links: ADS-easy HOME, PROJECTS, ACCOUNT, ABOUT, and HELP. The user is logged in as Dr Katie Green. The main content area is titled 'File Upload Tool' and contains instructions on how to upload files. A list of supported file types is provided: Text, Image (Raster), Images (Vector/CAD), Spreadsheet, Database, Video, and Audio files. A note states that files can be uploaded individually or in batches, and that folders or entire archives should be zipped together. A red warning message advises against using the standard upload tool for GIS/Geophysics data. The upload interface includes a 'Choose' button (highlighted with a red box), an 'Upload' button, and a 'Cancel' button. Below the buttons is a large box with the text 'Drag and Drop files into this box' and an upward arrow icon. At the bottom, there is a 'Finish Uploading Files' button and a 'legal statement | contact us' link.

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### File Upload Tool

**[?]** You can now add data to your project. This can be done by 'dragging and dropping' the file into the upload box below, or by selecting 'Choose' and navigating to the file(s) on your computer/network. To complete the upload use the 'Upload' button. Files uploaded during this session will appear below the upload box.

**This area can be used for:**

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

Files can be uploaded individually or in batches, although if you are uploading a folder, or an entire archive consisting of multiple folders these should be zipped together before they are uploaded. Please read the special instructions for uploading an entire archive

**Please DO NOT use the upload tool below for GIS/Geophysics data, these should be extracted from the archive, organised into discrete groups, zipped together and then uploading using the dedicated GIS/Geophysics uploading tool.**

**[?]** These file have been uploaded during this session:

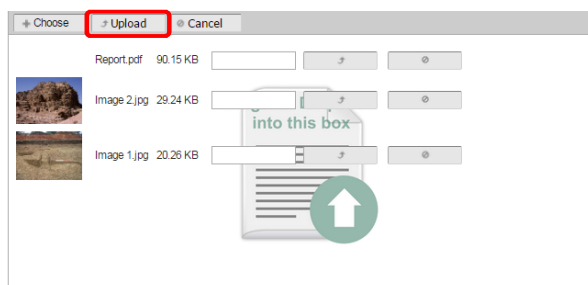
Finish Uploading Files

legal statement | contact us

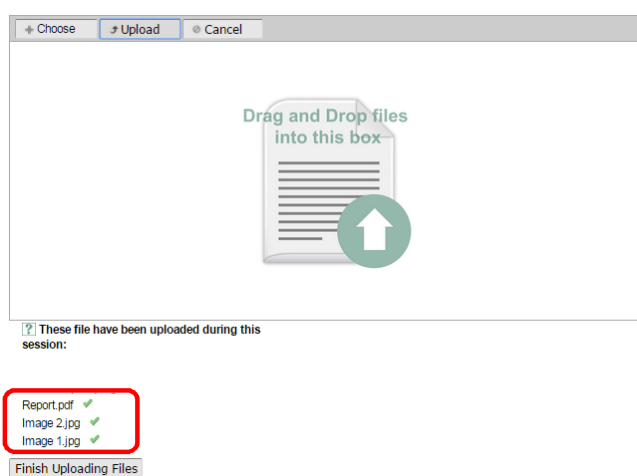
You can upload files to the Standard Upload page by 'dragging and dropping' the file into the upload box, or by selecting the **'Choose'** button highlighted above in red. If you use the **'Choose'** button a window will be opened and you will be able to navigate your own computer or network to find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

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Dr Katie Green [Logout]

Step 1: Project DetailsStep 2: File UploadStep 3: Archive ManagementStep 4: File-level MetadataStep 5: Submit ProjectStep 6: Documentation

Once you have uploaded data to your project area (Step 2) your files should appear in the table below, but in order to proceed we need a little more information about your data ('data type' and 'file extension'). To do this we need you to manually set the appropriate 'data type' for each file and add the correct 'file extension' from the drop down lists. It is important that this completed correctly as it has ramifications for the creation of the correct file-level metadata.

When this is complete you can more effectively manage your data (remove files), and see how much your archiving will ultimately cost (appears below the file management window). N.B. Please take care when changing or removing information as this can result in loss of data and metadata.

Once you are happy with your archive, please save a costing below and then move on to Step 4: File-level Metadata.

Filter:	Assoc Files	Filesize	Data Type	File Extension	Status	
DSC00288.JPG	0	3.3 MB	Images (Raster)	jpg	SELECTED	✖
DSC00289.JPG	0	3.7 MB	Geophysics	SEG-Y	SELECTED	✖
DSC00286.JPG	0	4.2 MB	Images (Raster)	jpg	SELECTED	✖
DSC00287.JPG	0	6.4 MB	Images (Raster)	jpg	SELECTED	✖
Report.pdf	0	88 KB	Select Data Type	Select Extension	PENDING	✖
Image 2.jpg	0	28.6 KB	Select Data Type	Select Extension	PENDING	✖
Image 1.jpg	0	19.3 KB	Select Data Type	Select Extension	PENDING	✖

**Costing**

This section allows you to see how much your archiving will cost. You can 'Save' this costing for your records and we will invoice you for the amount required.

Project Funding Type: ☐ AHRC applicants ☒ All other users

Subtotal (excl. VAT):	£0.00
<b>TOTAL</b> (incl. £150.00 project start up fee & VAT 20%):	<b>£0.00</b>
If you choose to deposit by traditional methods, the estimated price is considerably higher at:	
£0.00	

Calculate Total

Save Costing

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.**

(1 of 3) 1 2 3 10

Filter:	Assoc Files	Filesize	Data Type	File Extension	Status	
DSC00288.JPG	0	3.3 MB	Images (Raster)	jpg	SELECTED	✖
DSC00289.JPG	0	3.7 MB	Geophysics	SEG-Y	SELECTED	✖

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.

(1 of 3)						
Filter:	Assoc Files	Filesize	Data Type	File Extension	Status	
DSC00288.JPG	0	3.3 MB	Images (Raster)	.jpg	SELECTED	✖
DSC00289.JPG	0	3.7 MB	Geophysics	SEG-Y	SELECTED	✖
DSC00286.JPG	0	4.2 MB	Images (Raster)	.jpg	SELECTED	✖

**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.

DSC00286.JPG	0	4.2 MB	Images (Raster)	.jpg	SELECTED	✖
DSC00287.JPG	0	6.4 MB	Images (Raster)	.jpg	SELECTED	✖
easy.jpg	0	3.3 KB	Select Data Type	Select Extension	PENDING	✖



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.

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Step 1: Project Details Step 2: File Upload Step 3: Archive Management Step 4: File-level Metadata Step 5: Submit Project Step 6: Documentation

[?] Once you have uploaded data to your project area (Step 2) your files should appear in the table below, but in order to proceed we need a little more information about your data ('data type' and 'file extension'). To do this we need you to manually set the appropriate 'data type' for each file and add the correct 'file extension' from the drop down lists. It is important that this completed correctly as it has ramifications for the creation of the correct file-level metadata.

When this is complete you can more effectively manage your data (remove files), and see how much your archiving will ultimately cost (appears below the file management window). N.B. Please take care when changing or removing information as this can result in loss of data and metadata.

Once you are happy with your archive, please save a costing below and then move on to Step 4: File-level Metadata.

(1 of 3) 1 2 3 10

Filter:	Assoc Files	Filesize	Data Type	File Extension	Status
DSC00288.JPG	0	3.3 MB	Images (Raster)	.jpg	SELECTED
DSC00289.JPG	0	3.7 MB	Geophysics	SEG-Y	SELECTED
DSC00286.JPG	0	4.2 MB	Images (Raster)	.jpg	SELECTED
DSC00287.JPG	0	6.4 MB	Images (Raster)	.jpg	SELECTED
easy.jpg	0	3.3 KB	Select Data Type	Select Extension	PENDING
enews.jpg	0	3.7 KB	Select Data Type	Select Extension	PENDING
Report.pdf	0	88 KB	Select Data Type	Select Extension	PENDING
Image 2.jpg	0	28.6 KB	Select Data Type	Select Extension	PENDING
Image 1.jpg	0	19.8 KB	Select Data Type	Select Extension	PENDING
EUC.jpg	0	1.6 KB	Select Data Type	Select Extension	PENDING

**Costing**

This section allows you to see how much your archiving will cost. You can 'Save' this costing for your records and we will invoice you for the amount required.

[?] Project Funding Type: ☐ AHRC applicants ☒ All other users

Subtotal (excl. VAT):	£0.00
<b>TOTAL</b> (incl. £150.00 project start up fee & VAT 20%):	<b>£0.00</b>
If you choose to deposit by traditional methods, the estimated price is considerably higher at:	£0.00

Calculate Total

Save Costing

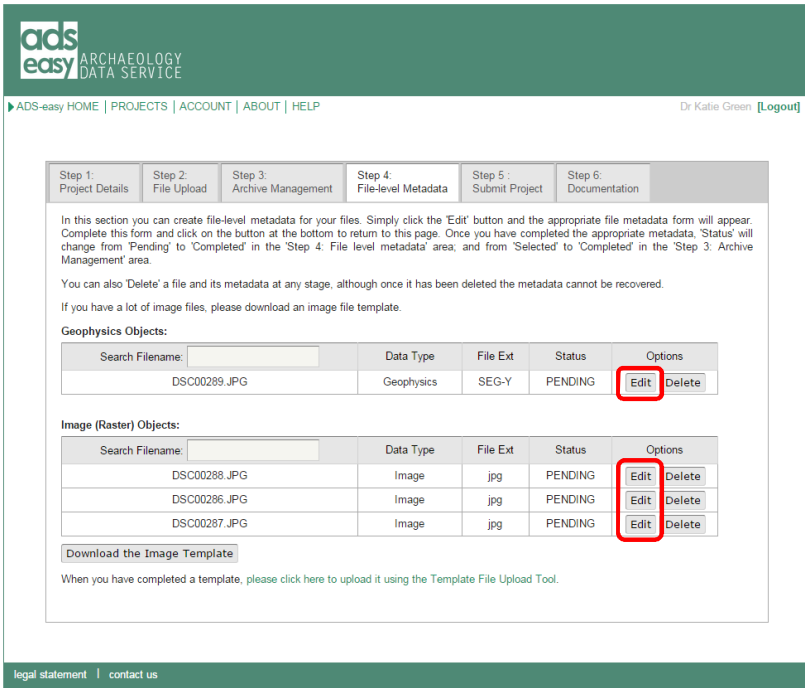
You can see how much your deposit will ultimately cost in the area at the bottom of the screen by choosing you funding type and then pressing the **'Calculate Total'** button. The tool provides a useful comparison with how much archiving would cost if you created an archive using the existing 'traditional'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

file_metadata_requirements_with_jen_edits.xlsx	26.8 KB	Geophysics	png	SELECTED
Email flow lines in Radiocarbon database-14-8-12.DOC	47 KB	Text	txt	COMPLETED
career plan - commented.docx	19.4 KB	GIS	tfw	SELECTED
Fields required for SUERC download-16-10-12.DOCX	17.7 KB	Text	docx	COMPLETED

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	
<input type="text" value="DSC00288.JPG"/>	
<input type="text" value=""/>	4000 characters remaining
<input type="button" value="Auto Extract"/>	
<input type="text" value=""/>	bits
<input type="text" value=""/>	kbps
<input type="text" value=""/>	kHz
<input type="text" value=""/>	
Hours: <input type="text" value="0"/> Minutes: <input type="text" value="0"/> Seconds: <input type="text" value="0"/>	
<input type="text" value=""/>	

## 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>

Database metadata	
Filename	DSC00287.JPG
Description *	<div></div> 4000 characters remaining
Creation Date *	12/Oct/2015
Upload Entity Relationship Diagram *	<div>Choose Upload Cancel</div>
Upload Other Documentation *	<div>Choose Upload Cancel</div>
List of Uploaded Supporting Files *	
Object ID	10003983
Object Data Type	Database
Object File Extension	acodb
Software *	<div></div>
Software Version *	<div></div>
Save Data	
Database Structure *	<div>● Database</div> <div>Show Details</div>
Go Back to File-Level Metadata	

## Geophysics Metadata

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

Geophysics Object Panel	
<div> <div> <div>?</div> <div>Meta Options</div> <div>(please create a new project or select an existing project. NOTE: you do NOT allow change 'existing' data)</div> </div> <div> <input checked="" type="radio"/> Create new project           <input type="radio"/> Select existing project         </div> </div>	
Survey Name *	<input type="text"/>
Description *	<input type="text"/> 500 characters remaining
Survey Index *	<input type="text"/>
Survey Purpose *	<input type="text"/> 300 characters remaining
Location Coordinates *	<input type="button" value="Add"/>
Location *	<input type="button" value="Add"/> <div> <div>Select Location Type ▼</div> <div>England <input type="button" value="Remove"/></div> </div>
Duration *	Start Date: <input type="text"/> End Date: <input type="text"/>
Copyright Holder *	<input type="button" value="Add"/> <div> <input type="radio"/> Person           <input type="radio"/> Organisation           <input checked="" type="radio"/> Both           <div> <div>First Name: <input type="text"/> Last Name: <input type="text"/> Organisation: <input type="text"/></div> <div>ADS <input type="button" value="Remove"/></div> </div> </div>
Bed Geology *	<input type="text"/>
Drift Geology *	<input type="text"/>
Land Use *	Select One ▼
Survey Type *	Select Type ▼
Instrumentation *	Select Type ▼           Instrumentation Name: <input type="text"/>
Area Surveyed *	<input type="text"/> square <input type="button" value="Select Unit"/>
Grid Size	L: <input type="text"/> W: <input type="text"/> Unit: <input type="button" value="Select Unit"/>
Method of Coverage *	Select One ▼
Traverse Separation	<input type="text"/> Metres
Line Separation	<input type="text"/> Metres
Heading Interval	<input type="text"/> Metres
Sampling Position *	<input type="text"/>
Line Sequence	<input type="text"/>
Resolution	<input type="text"/>
Survey Direction *	<input type="text"/>
Description of File Formats	<input type="text"/> 1000 characters remaining
Additional Remarks	<input type="text"/> 200 characters remaining

### 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.

<a href="#">?</a> Reuse GIS Metadata		
<a href="#">?</a> Project Title	<input type="text"/>	
<a href="#">?</a> Hardware *	<input type="text"/>	
<a href="#">?</a> Software *	<input type="text"/>	
<a href="#">?</a> Software Version *	<input type="text"/>	
<a href="#">?</a> Date of Creation *	Start Date: <input type="text"/>	End Date: <input type="text"/>
<a href="#">?</a> Location <a href="#">Add</a>		
<a href="#">?</a> Creator * <a href="#">Add</a>	<input type="radio"/> Person <input type="radio"/> Organization <input checked="" type="radio"/> Both First Name: <input type="text"/> Last Name: <input type="text"/> Organisation: <input type="text"/> <input type="button" value="Remove"/>	
<a href="#">?</a> Copyright Holder * <a href="#">Add</a>	<input type="radio"/> Person <input type="radio"/> Organization <input checked="" type="radio"/> Both First Name: <input type="text"/> Last Name: <input type="text"/> Organisation: <input type="text"/> <input type="button" value="Remove"/>	
<a href="#">?</a> Scale of Data Capture	<input type="text"/>	
<a href="#">?</a> Scale of Data Storage	<input type="text"/>	
<a href="#">?</a> Assessment of Data Quality	<input type="text"/>	
<a href="#">?</a> Method of Data Capture *	<input type="text"/>	
<a href="#">?</a> Purpose of Data Creation	<input type="text"/>	

<a href="#">?</a> Filename	DSC00289.JPG	
<a href="#">?</a> Description *	<input type="text"/> 4000 characters remaining	
<a href="#">?</a> Projection Type *	Select Projection Type ▼	
<a href="#">?</a> File Type *	Select File Type ▼	
<a href="#">?</a> Source *	<input type="text"/>	
<a href="#">?</a> Table Attribute * <a href="#">Add</a>	Code: <input type="text"/>	Description: <input type="text"/> <input type="button" value="Remove"/>
<a href="#">?</a> Upload Documentation	Upload supporting information	

<a href="#">?</a> Object ID	10003981
<a href="#">?</a> Object Data Type	GIS
<a href="#">?</a> 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>

The screenshot shows the 'Image (Raster) File Metadata' form in the ADS-easy system. The form is divided into two main sections. The top section contains fields for 'Filename' (DSC00288.JPG), 'Caption' (with a 4000 character limit), 'Subject Keyword' (with an 'Add' button), 'Period' (with an 'Add' button), 'Period Date' (with an 'Add' button), 'Creator' (with radio buttons for Person, Organization, and Both, and input fields for First Name: Katie, Last Name: Green, and Organisation: ADS), 'Copyright Holder' (with similar radio buttons and input fields), 'Location' (with an 'Add' button), 'Grid Reference' (with a dropdown for 'Select Coordinate Type' and input fields for Easting and Northing), and 'Creation Date' (11/Nov/2014). The bottom section contains fields for 'Object ID' (10003990), 'Object Data Type' (Image), 'Object File Extension' (Jpg), 'Software' (empty), and 'Software Version' (empty). At the bottom of the form are two buttons: 'Save Data' and 'Go Back to File-Level Metadata'.

Image (Raster) File Metadata	
Filename	DSC00288.JPG
Caption	<input type="text"/> 4000 characters remaining
Subject Keyword	<input type="text"/> Add Remove
Period	<input type="text"/> Add
Period Date	<input type="text"/> Add
Creator	<input type="radio"/> Person <input type="radio"/> Organization <input checked="" type="radio"/> Both First Name: <input type="text"/> Last Name: <input type="text"/> Organisation: <input type="text"/> ADS Remove
Copyright Holder	<input type="radio"/> Person <input type="radio"/> Organization <input checked="" type="radio"/> Both First Name: <input type="text"/> Last Name: <input type="text"/> Organisation: <input type="text"/> ADS Remove
Location	<input type="text"/> Add
Grid Reference	Select Coordinate Type ▼ Easting: <input type="text"/> Northing: <input type="text"/>
Creation Date	<input type="text"/> 11/Nov/2014
Object ID	10003990
Object Data Type	Image
Object File Extension	Jpg
Software	<input type="text"/>
Software Version	<input type="text"/>
Save Data	
Go Back to File-Level Metadata	

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.

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Step 1:  
Project Details

Step 2:  
File Upload

Step 3:  
Archive Management

Step 4:  
File-level Metadata

Step 5:  
Submit Project

Step 6:  
Documentation

In this section you can create file-level metadata for your files. Simply click the 'Edit' button and the appropriate file metadata form will appear. Complete this form and click on the button at the bottom to return to this page. Once you have completed the appropriate metadata, 'Status' will change from 'Pending' to 'Completed' in the 'Step 4: File level metadata' area; and from 'Selected' to 'Completed' in the 'Step 3: Archive Management' area.

You can also 'Delete' a file and its metadata at any stage, although once it has been deleted the metadata cannot be recovered.

If you have a lot of image files, please download an image file template.

**Geophysics Objects:**

Search Filename:	Data Type	File Ext	Status	Options
DSC00289.JPG	Geophysics	SEG-Y	PENDING	<a href="#">Edit</a> <a href="#">Delete</a>

**Image (Raster) Objects:**

Search Filename:	Data Type	File Ext	Status	Options
DSC00288.JPG	Image	jpg	PENDING	<a href="#">Edit</a> <a href="#">Delete</a>
DSC00286.JPG	Image	jpg	PENDING	<a href="#">Edit</a> <a href="#">Delete</a>
DSC00287.JPG	Image	jpg	PENDING	<a href="#">Edit</a> <a href="#">Delete</a>

[Download the Image Template](#)

When you have completed a template, please click [here](#) to upload it using the [Template File Upload Tool](#).

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.

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**File Upload Tool**

Drag-and-drop your template into the space below or select a file from your file system by clicking on the Choose button.

[Choose](#)
[Upload](#)
[Cancel](#)

Go back to the project details page

[legal statement](#) | [contact us](#)

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.

Image (Vector /CAD) File Metadata

Filename	easy.jpg
Caption *	
Description *	<div>4000 characters remaining</div>
Creation Date *	
Creator * Add	<div><div><div>Person Organization Both</div><div>First Name: Katie Last Name: Green Organisation: ADS</div><div>Remove</div></div></div>
Copyright Holder * Add	<div><div><div>Person Organization Both</div><div>First Name: Katie Last Name: Green Organisation: ADS</div><div>Remove</div></div></div>
Upload Other documentation related to Vector/CAD object *	<div><div>Choose Upload Cancel</div></div>
List of Uploaded Documentation Related to Vector/CAD object *	

Object ID	10006258
Object Data Type	Vector
Object File Extension	dwg
Software *	
Software Version *	

Save Data

Go Back to File-Level Metadata

## 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>

Spreadsheet metadata	
<input type="text" value="enews.jpg"/>	
<input type="text" value=""/>	4000 characters remaining
<input type="text" value="12/Oct/2015"/>	
<input type="button" value="Choose"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>	
<input type="text" value=""/>	
<input type="text" value="10006259"/>	
<input type="text" value="Spreadsheet"/>	
<input type="text" value="csv"/>	
<input type="text" value=""/>	
<input type="text" value=""/>	
Save	
<input type="text" value="Spreadsheet"/>	
<input type="button" value="Show Details"/>	
<input type="button" value="Go Back to File-Level Metadata"/>	

## 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	<i>Report.pdf</i>
Title *	<input type="text"/>
Abstract *	<div><input type="text"/></div> 4000 characters remaining
Author * <input type="button" value="Add"/>	First Name: <input type="text"/> Last Name: <input type="text"/> <input type="button" value="Remove"/>
Date Published *	<input type="text"/>
Publisher *	<input type="text"/>
Published (Location)	<input type="text"/>
ISBN	<input type="text"/>
DOI	<input type="text"/>
URL	<input type="text"/>
Language* <input type="button" value="Add"/>	<div>UK English ▼ <input type="button" value="Remove"/></div>
Object ID	10000237
Object Data Type	Text
Object File Extension	pdf
Software *	<input type="text"/>
Software Version *	<input type="text"/>
<input type="button" value="Save Data"/>	
<input type="button" value="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>

Video File Metadata	
<input type="text" value="Image 2.jpg"/>	
<input type="text" value="Description *"/>	4000 characters remaining
<input type="text" value="Video Codec *"/>	
<input type="text" value="Display Resolution (or Video Dimension) *"/>	ppi
<input type="text" value="Frame Rate (or Frame Frequency) *"/>	fps
<input type="text" value="Video Bit Rate *"/>	kbps
<input type="text" value="Audio Codec *"/>	
<input type="text" value="Audio Sampling Rate *"/>	kHz
<input type="text" value="Audio Bit Rate *"/>	kbps
<input type="text" value="Audio Channels *"/>	
<input type="text" value="Length of Recording *"/>	Hours: <input type="text" value="0"/> Minutes: <input type="text" value="0"/> Seconds: <input type="text" value="0"/>
<input type="text" value="Upload Copyright Documentation *"/>	

## 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.

**ads easy** ARCHAEOLOGY DATA SERVICE

ADS-easy HOME | PROJECTS | ACCOUNT | ABOUT | HELP Dr Katie Green [Logout]

Step 1: Project Details Step 2: File Upload Step 3: Archive Management Step 4: File-level Metadata Step 5: Submit Project Step 6: Documentation

**Additional Information:**  
When you have completed the necessary metadata, and completed all the other steps then you can 'Submit' your archive.  
Before submission you can view a [summary of your project here](#). 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 information about your project which you think may be useful to us, then you can add a message in the box below.

1500 characters remaining

Save Message

**Embargo:**  
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 here. 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](#).  
If you do not need to set an embargo date then leave this blank.

Embargo Date: Clear Embargo Date

**Notification:**  
Before final submission, please check box if you would like to keep current project private, and would not want ADSEasy notify any third party for this submission. Otherwise please provide an email address with an optional short message

☐

Email:


Message:

1500 characters remaining

Submit Project



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.

 **Embargo:**  
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 here. 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](#).  
If you do not need to set an embargo date then leave this blank.


Embargo Date

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.

 **Notification:**  
Before final submission, please check box if you would like to keep current project private, and would not want ADSEasy notify any third party for this submission. Otherwise please provide an email address with an optional short message

☐

Email:

Message:  1500 characters remaining

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.

ads

easy

ARCHAEOLOGY  
DATA SERVICE

ADS-easy HOME | PROJECTS | ACCOUNT | ABOUT | HELP

Dr Fake User [\[Logout\]](#)

Step 1:  
Project Details

Step 2:  
File Upload

Step 3:  
Archive Management

Step 4:  
File-level Metadata

Step 5:  
Submit Project

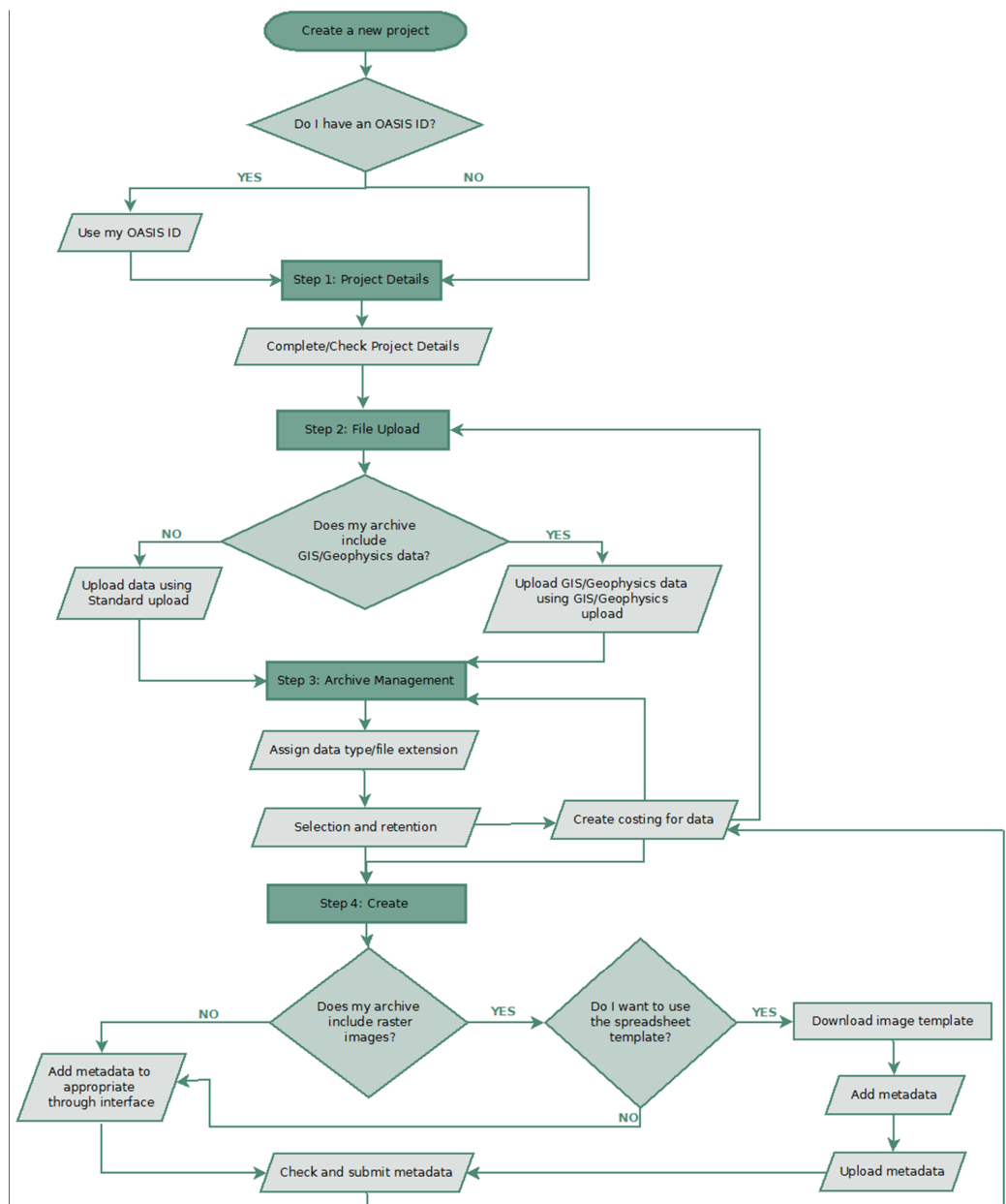
Step 6:  
Documentation

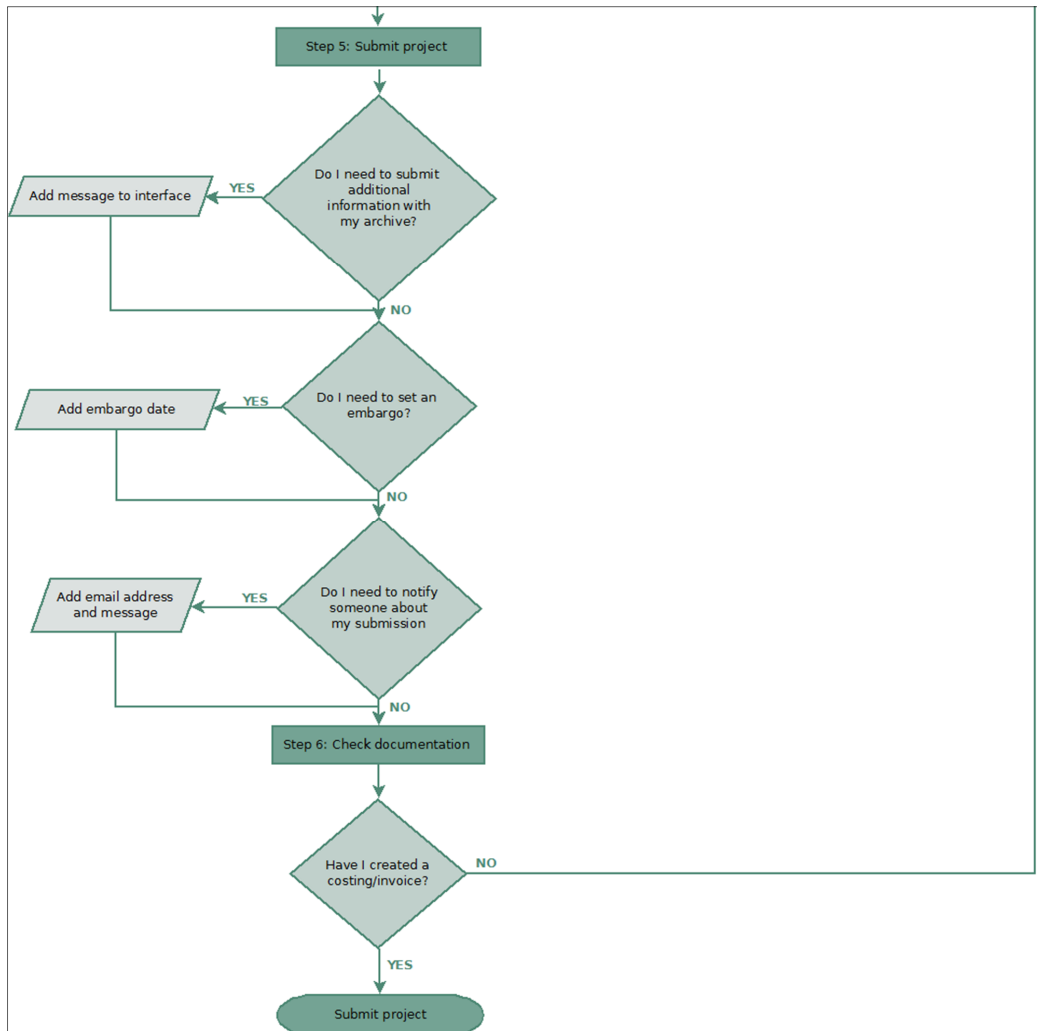
Saved Quote (Finance)

Quote ID	Date	Total Cost	Options
INVOICE_1000621	12 Oct 2015	£183.60	<a href="#">Download</a> <a href="#">Delete</a>

## 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	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 Le!!	1000584	06/07/2015	SUBMITTED	View
The Walthams, Henny Street, Great Henny, Essex-	1000585	11/07/2015	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).

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Project Summary		Documentation
<b>Project Summary</b> <span>Print page</span>		
The project has been submitted. If you have any queries <a href="#">please email the ADS</a> .		
Object Id	1000460	
Project Title	Paul's Test Project for Grave-survey of St Mary's Church, Lastingham, Ryedale, North Yorkshire	
Project Description	A project that examined the extant grave furniture within the church of St. Mary in Lastingham.	
Project Creation Dates	Start: 02-Jun-2010 End: 04-Jun-2010	
Fieldwork Dates	Start: 30-Sep-2009 End: 22-Oct-2009	
Languages	UK English	
Identifiers	LAST09	
Project Funders	Funder Type: Council for British Archaeology	
Copyright Holders	Person: Fake User Organisation: Fake University Email: fakeuser@fake.ac.uk	
Licence Holders	Person: Fake User Organisation: Fake University Email: raymoore@york.ac.uk	
Data Creators		
Subject Keywords	Subject: COMMEMORATIVE Type: class Subject: Cemetery Type: NMR Monument Types Subject: Grave Marker Type: NMR Monument Types Subject: Gravestone Type: NMR Monument Types	
Period Keywords	Period: Modern Type: MIDAS	
Period Keywords	Period start date: 1900 Period end date: 1900	
Locations	Location: Ryedale Type: District Location: North Yorkshire Type: County Location: Lastingham Type: Parish Location: St Mary's Church Type: Place Location: England Type: British Isles country	
Grid References	Easting/Northing: 472807/490454 Type: OSGB	
Project Notes	This is test data so lets see if this appears anywhere.	
<b>Uploaded Files:</b>		
Total number of files	6 files	
Total Database Objects	1 objects	
Total Image Objects	1 objects	
Total Spreadsheet Objects	1 objects	
Total Text Objects	1 objects	
Total Vector Objects	2 objects	

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?

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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:**

**Password:**

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.

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**OASIS DATA COLLECTION FORM: England**

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Contact us](#)

**fgvfdgd - Jens diggers**

OASIS ID - jensdigg1-223429

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?

[Grey literature](#) [Upload images](#) [Upload boundary file](#) [Update project entry](#) [Printable version](#)

[Email Test SMR about this OASIS record](#)

**OASIS:** 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 Aug 2014  
 Cite only: <http://www.oasis.ac.uk/form/formc1.cfm?u=jensdigg1-223429> for this page

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.

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**OASIS DATA COLLECTION FORM: England**

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Contact us](#)

**Image submission for mugato is here again part V**

**Image Submission criteria**

This facility allows you to upload a ZIP file of up to 50 images plus one spreadsheet of metadata using the ADS-easy service. This is a chargeable, fixed-price service which costs £40+VAT per image collection. Image archives submitted using this facility will be processed by the ADS in batches of 8 collections. You will be invoiced for ADS' work either on completion of each batch of 8 collections or every quarter, whichever is sooner.

In order to create a fully reusable image archive the ADS require the ZIP file to contain:

- A spreadsheet of information (metadata) describing the subject and location of the image included in the project archive and
- No more than 50 images

We also expect your OASIS record to include an attached grey literature report.

Any delay in release that you may have set for the grey literature report attached will also apply to an uploaded image collection.

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 for archive](#)

[Back to the project summary page](#)

**OASIS:** Please e-mail [Historic England](#) for OASIS help and advice  
 © ADS 1996-2014 Created by Jo Gilham and Jen Mitcham, email Last modified Thursday 16 October 2014  
 Cite only: <http://www.oasis.ac.uk/form/images.cfm> for this page

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.

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The screenshot shows the OASIS web interface. At the top, there is a header with the OASIS logo on the left and the text 'OASIS powered by ADS-easy' on the right. Below the header is a navigation bar with links: ADS-easy HOME, PROJECTS, ACCOUNT, ABOUT, and HELP. On the right side of the navigation bar, it says 'Dr Fake User' with a [Logout] link. The main content area is titled 'Import my OASIS project information'. Below this title, there is a text prompt: 'Please confirm your project OASIS ID in the field below and press 'Find Project Details''. This is followed by an explanatory paragraph: 'The OASIS ID for your project is formed from an organisational prefix (e.g. yorkarch342) and a project number (e.g. 52671). Once we have received an OASIS project ID, the relevant data from the OASIS project will be automatically copied from the OASIS database to the ADS-easy system.' Below this text is a text input field labeled 'OASIS ID:' containing the value 'jensdigg1-221079'. At the bottom of the form is a button labeled 'Find Project Details'.

# 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**.

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The screenshot shows the 'Step 1: OASIS Project Details' page of the ADS-easy system. The page has a purple header with the OASIS logo and navigation links: ADS-easy HOME, PROJECTS, ACCOUNT, ABOUT, HELP. A user is logged in as 'Dr Fake User' with a [Logout] link. The main content area has three tabs: Step 1: OASIS Project Details (active), Step 2: OASIS Images Upload, and Step 3: OASIS Images Submission. Below the tabs, a message states: 'We have imported your OASIS project details. You are invited to remind yourself of the project details. These fields are not editable. Press 'Create Project' to save your project details in ADS-easy. If you have mistakenly picked the wrong OASIS ID number please Logout of ADS-easy and return to OASIS to try again. Fields marked with \* are mandatory'. The form contains the following fields: 'Project Name\*' with the value 'mugato is here again part V', 'Description\*' with the value '56ytytr', 'Project Dates' with 'Start Date: 18/Aug/2015' and 'End Date: 18/Aug/2015', and 'Fieldwork Dates' with 'Start Date: 13/Dec/2007' and 'End Date: 13/Dec/2007'. A red box highlights the 'Create Project' button at the bottom left. The footer contains links for 'legal statement' and 'contact us'.

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

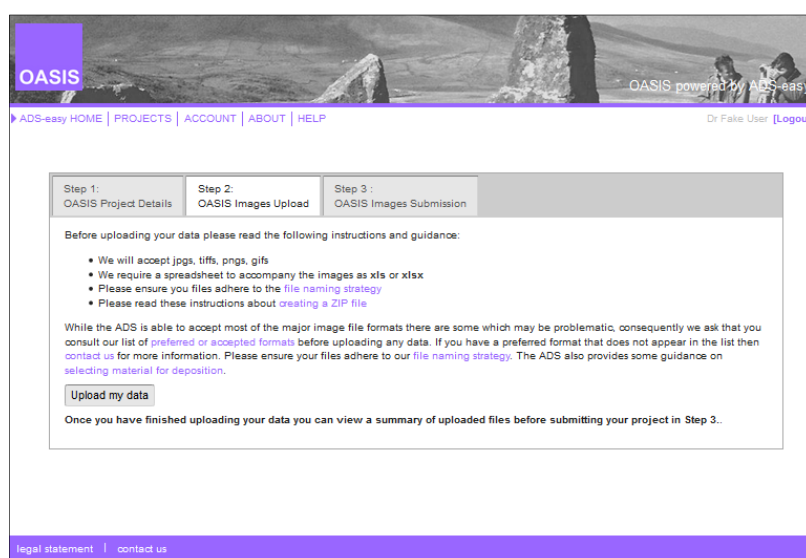
## Step 2: OASIS Image Upload

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

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

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You can add the zip file by using the '**Choose**' button and 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.

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### 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.

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File Name	File Size	Delete
21.jpg	61.5 KB	
53.jpg	60.3 KB	
IMGFP9281.jpg	101.1 KB	
template_1000018_image.xls	26.5 KB	

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

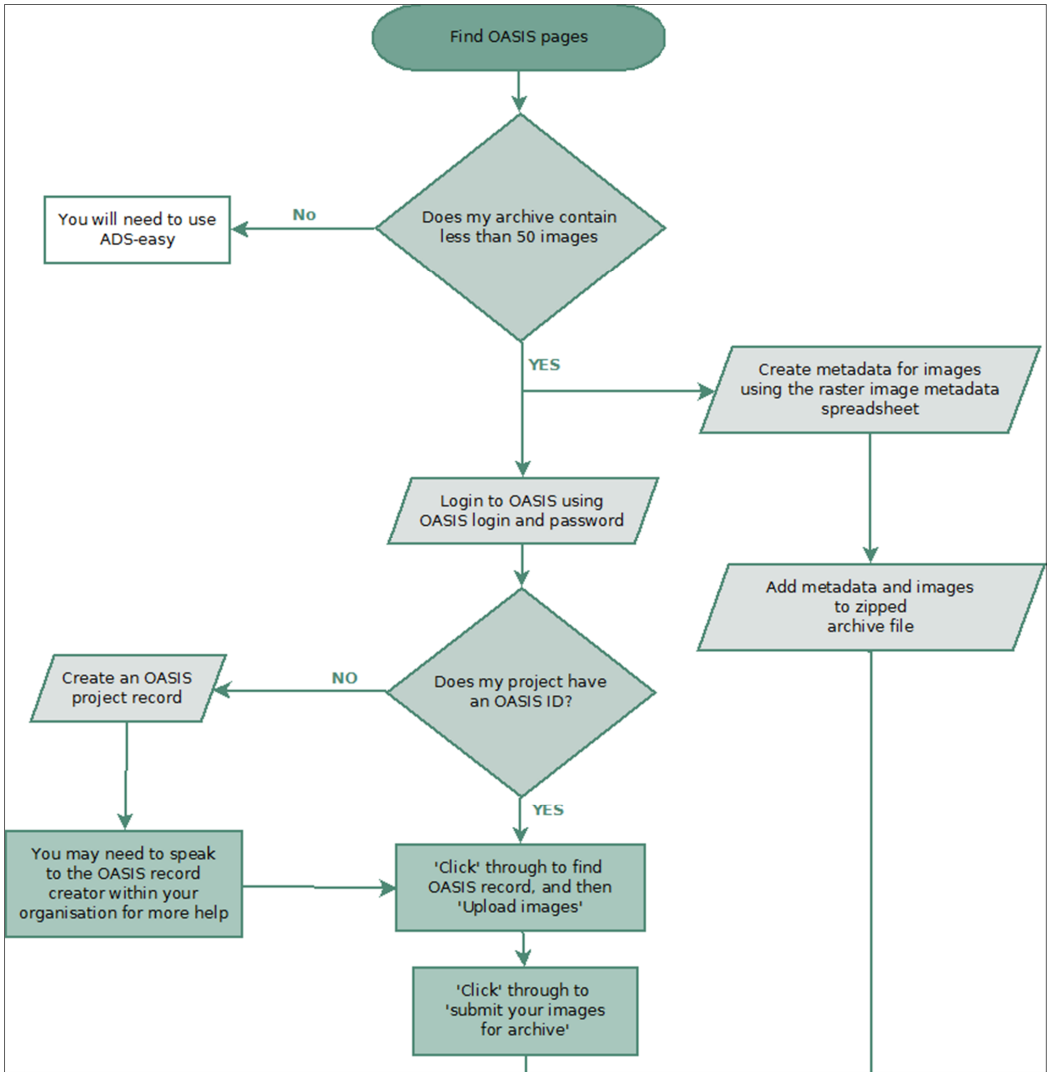
Formatted: Font: 12 pt

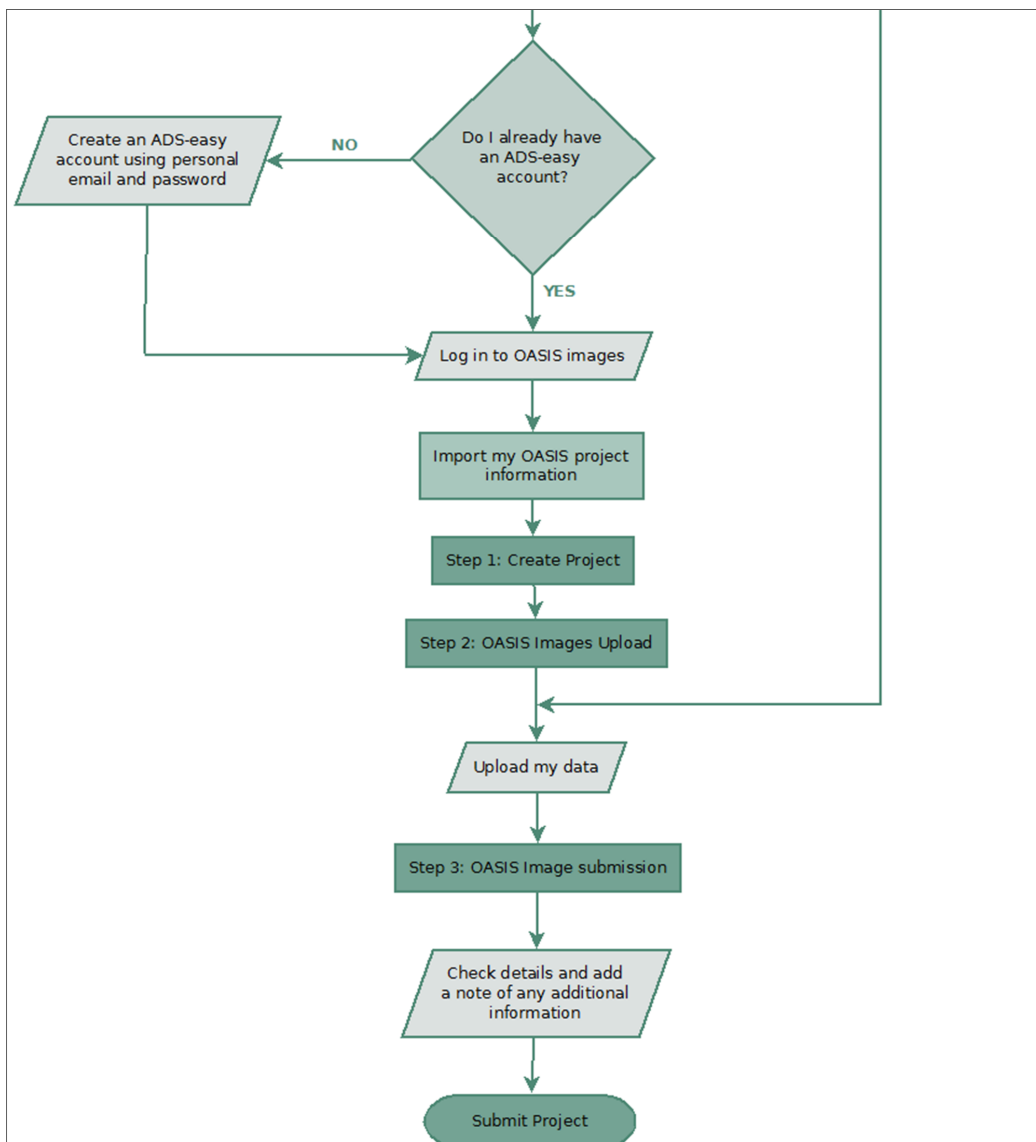
Once you are happy with the submission then simply 'Submit Project'.

# Schematic of the OASIS Images workflow

Below is a pictorial schematic of the OASIS images workflow.

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## 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.


OASIS powered by

[ADS-easy HOME](#) | 
 [PROJECTS](#) | 
 [ACCOUNT](#) | 
 [ABOUT](#) | 
 [HELP](#)

[Dr Fata Ulu](#) | 
 [Logout](#)

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Project Summary

Print page

### Project Summary

The project has been submitted. If you have any queries [please email the ADS](#).

Object id	100025
Project Title	mugla is here again part v
Project Description	660r
Project Creation Dates	Start: 17-Aug-2016 End: 17-Aug-2016
Pastioned Dates	Start: 19-Dec-2007 End: 19-Dec-2007
Languages	UK English
Identifiers	123 jms022-02176
Related Resources	Associated Publication
Person User Roles	Person: Fata Ulu Organisation: Fata University Email: rymoon@fata.ac.uk
Licence holders	Person: Fata Ulu Organisation: Fata University Email: rymoon@fata.ac.uk
Date Creators	
Subject keywords	Subject: Building Recording Type None Subject: "Building Recording Of Plans-Drawing" Type None Subject: KUII Type NMR Document Type Subject: KUANTU Type MCA Archaeological Objects
Period keywords	Period: Palaeolithic Type MICAS Period: Late Iron Age Type MICAS
Period locations	Period start date Period end date
Locations	Location: B&W AND NORTH-EAST SOHMERSET Type County Location: England Type British Isles Country Location: B&W Type Parish Location: B&W AND NORTH-EAST SOHMERSET Type District Location: mugla mugla mugla Type Place
Grid References	EastingXnorthing 334500/343000 Type OSGB
Project notes	

**Uploaded Files:**

Total number of files	4 files
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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 be 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

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

### Phone

+44 (0)1904 323 954

### Email

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