Data Management for Archaeologists

21 April 2016

Practical Instructions

Archaeology Data Service

ADS-easy is an online system which allows you to directly upload your data and create the required metadata for submission with ADS. Using ADS-easy allows ADS to automatically ingest data into our Collections Management Systems allowing us to provide a cheaper service.

ADS-easy is best used for small to medium sized archives of a maximum of 300 files of a standard type. ADS-easy can be used for projects that contain straightforward file types such as text, images, spreadsheets, databases, GIS and CAD files. ADS-easy can also accept geophysics files, but we currently exclude the upload of 3D laser scanning, audiovisual, Virtual Reality and photogrammetry data due to the limitations of using the web to upload large files.

If you are uncertain about whether you should use ADS-easy please **contact us** and we can talk to you about the options.

The Costing Calculator

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.

Activity 1

In this activity you will learn how to use the costing calculator.

1. **Open** url: http://archaeologydataservice.ac.uk/easy/
2. **Go to** the costing calculator
3. **Work out** the cost to deposit the 3 example projects using the steps described below.

Project 1
Excavation of an early modern site by a contract archaeology unit that wish to deposit an excel spreadsheet of the finds register, an access database of context details, 25 tif images, and one word document report. They intend to use ADS-easy to deposit.

Answer……

Project 2
A HLF funded WW1 remembrance project being carried out by a local society who wish to deposit 300 scanned documents as pdfs, 50 jpg images, and 5 mp3 audio files. They intend to deposit their data directly with ADS not via ADS-easy.

Answer……

Project 3
A AHRC funded research project on bronze age Britain, carried out by a team of university research who want to deposit, a large research database as 47 individual csv files.

Answer……

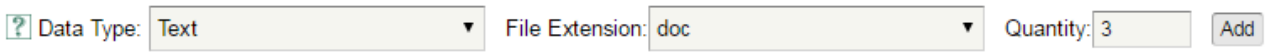
Step 1

Indicate if you have received Arts and Humanities Research Council funding by clicking on either '**AHRC applicants**' or '**All other users**'. It is important to correctly fill this in as a higher fee applies to AHRC grant holders or applicants.

Step 2

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.

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.



Step 3

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.

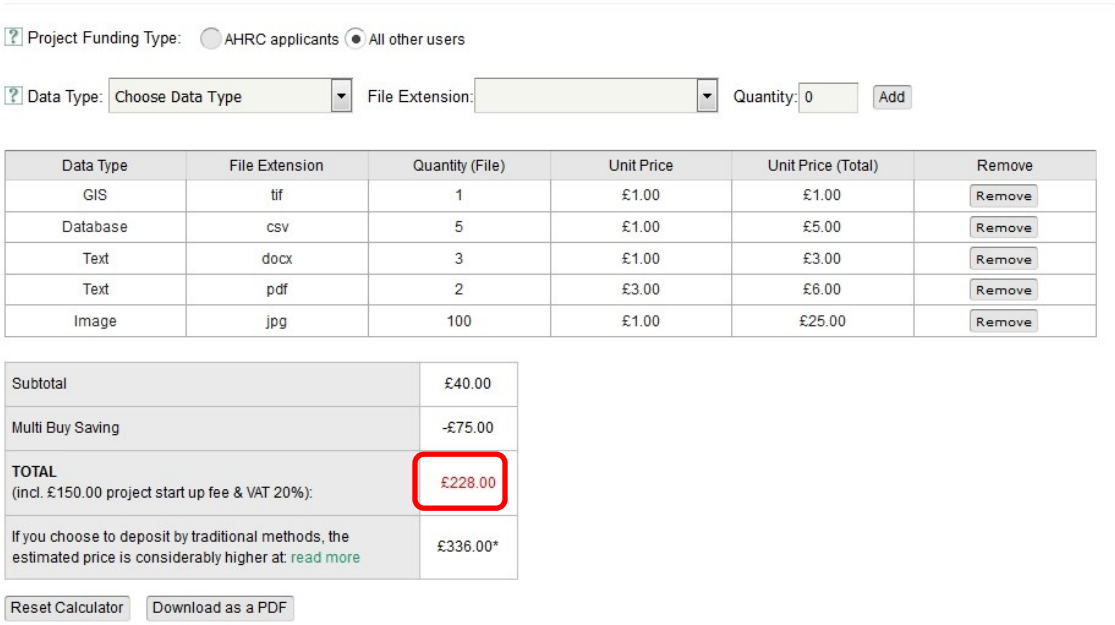
Data types can be removed by clicking the **'Remove'** button.

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

Step 4

The calculator gives a '**Unit Price**' according to the file and data type, with a 'Unit Price (Total)' giving the total cost per item. A total cost for the whole archive is given (in red).

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.



Data Type	File Extension	Quantity (File)	Unit Price	Unit Price (Total)	Remove
GIS	tif	1	£1.00	£1.00	Remove
Database	csv	5	£1.00	£5.00	Remove
Text	docx	3	£1.00	£3.00	Remove
Text	pdf	2	£3.00	£6.00	Remove
Image	jpg	100	£1.00	£25.00	Remove

Subtotal	£40.00
Multi Buy Saving	-£75.00
TOTAL (incl. £150.00 project start up fee & VAT 20%):	£228.00
If you choose to deposit by traditional methods, the estimated price is considerably higher at: read more	£336.00*

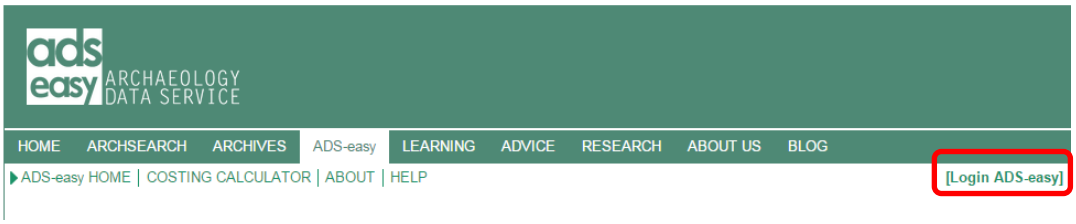
When you are happy with your costing you can download it as a PDF by clicking on the **'Download as PDF'** button at the bottom of the screen.

Registering for an ADS-easy Account

In order to use ADS-easy we ask that users complete a registration form with some basic contact details about you, and the organisation you represent. This information is required in case we have to contact you if there is a problem with the archive, this information also forms part of the collection metadata which means that you, and your organisation, receive all the credit for you archive. On a more practical level this information is also used to auto complete certain fields within metadata forms saving you time and money.

Activity 2

1. **Register** for an ADS-easy account by clicking on the '**Login ADS-easy'** button in the right hand corner of the ADS-easy homepage (highlighted in red below). You will then be taken to the login page, from where you should select '**click here to register'**.

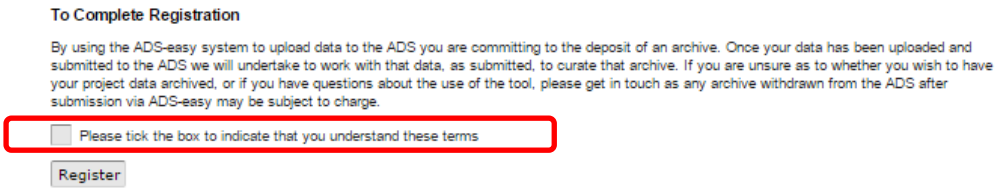


If you have a MyADS account you will still need to register for ADS-easy as the ADS-easy registration process requires more information that MyADS.

If you want us to delete your account at the end of this workshop provide the login name you used to an ADS staff member during the practical or email help@archaeologydataservice.ac.uk following the workshop.

2. **Fill out** your details. The details you provide will become part of the metadata when you add projects and data. If you will want to use ADS-easy in the future make sure these details are appropriate and correct. All fields marked with * are mandatory and the **password is case sensitive**.
3. If you have an OASIS account please provide us with you user name. This will allow ADS-easy and OASIS records to be linked.

4. 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. A confirmation email will be sent to you. You will be able to login to your ADS-easy account immediately following registration.



Creating a New Project

Individual archaeological projects should be deposited as separate archives. Creating a project is ADS-easy is a five step process. The first stage is the creation of project-level metadata.

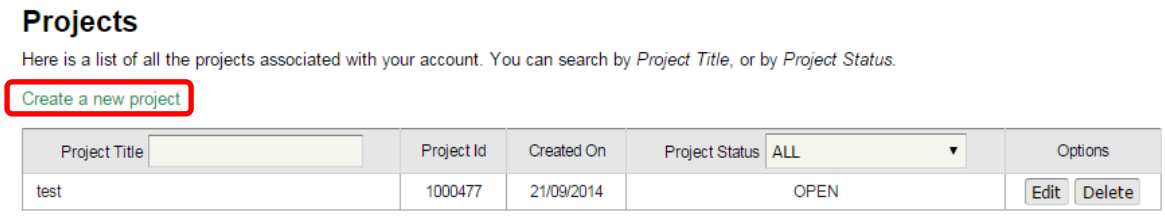
Activity 3

1. **Download** the ADS-easy Practical dataset from http://archaeologydataservice.ac.uk/learning/CIFAWorkshop2016.

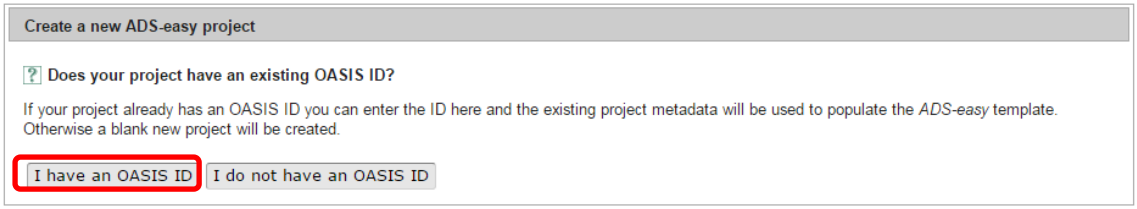
2. **Unzip** the file and save to your computer.

3. **Login** to ADS-easy.

4. Start a **new** project by clicking on the **'Create a new project'** link highlighted in red in the image below.



5. Click the **'I have and OASIS ID'** button.



6. When prompted you should use the **OASIS ID** 'wessexar1-181106'.

   By using the OASIS ID project level metadata already stored in OASIS will be utilized. If you are using your own data, or in instances when you project does not have an OASIS ID you could choose '**I do not have an OASIS ID**' option.

Editing 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.

Activity 4

In this activity you will learn how to **add**, **edit** and **remove** project metadata.

1. As you have used an OASIS ID most of the collection level metadata fields should be filled, but in order to complete the **Project Details** we will need to **add** further information and make some changes to the existing metadata.

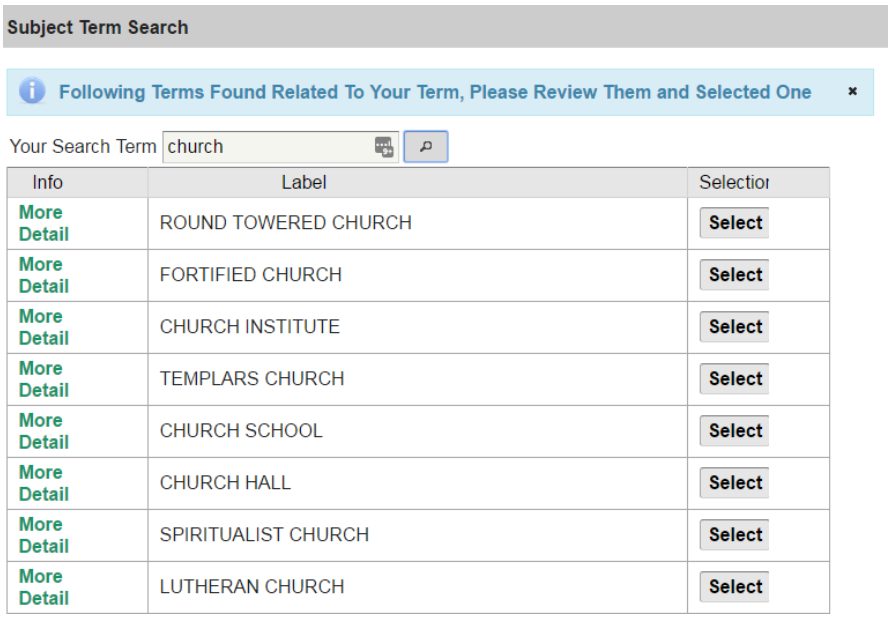
   Completed fields will be shown with a icon, whilst those which still require attention are marked with a icon.

   - **Add** the organization 'Wessex Archaeology' to the list of Copyright Holders for the archive. You will need to add an email contact for this organization (i.e. info@wessexarchaeology.co.uk). When you have added the text remember to press the **'Add'** button.
   - You can also **remove** information from the form. Once you have added the details for 'Wessex Archaeology' to Copyright Holder you can '**remove'** your details from the list of Copyright Holders.
   - You can also **edit** existing information within the form. Under 'Data Creators', select '**edit'** and in the pop-out editor which appears change the details so that the 'data creator' has the details of the person sitting next to you.

2. A list of 'Subject Keywords' have already been imported from OASIS but you can also **add** additional terms**.**

   - From the 'Subject Keywords' section select '**Monument Type (class**)' from the drop-down list, and add '**RELIGIOUS RITUAL AND FUNERARY**' from the list.
   - **Add** terms from the Historic England linked data subject thesauri, by selecting 'Monument Type (Historic England)' from the drop-down and click the '**Search**' button and using the the pop-out box that appears search for the term '**Church**'. From the list that appears select 'Churchyard'.

- **Confirm** your selection using the '**Select'** button. The term will then be added to the project details form.



- If a term does not appear in a thesauri or list, then you can add your own terms. Select '**Other'** from the drop-down list, and write 'Fort' in the box to the right. Click '**Add'** to add the term to the list.

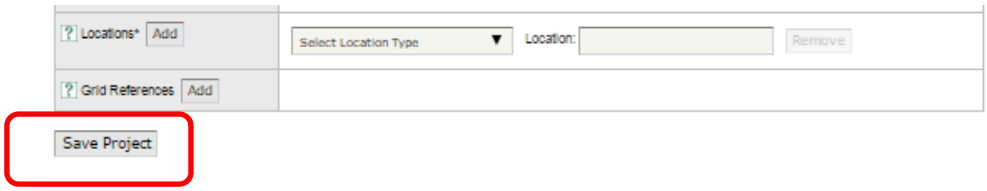
3. **Add** additional **'Period Keywords'**.

   - Add a **MIDAS** period term to the list. From the drop-down list select 'MIDAS', and from the second drop-down list select '**Uncertain'**. Add the term to the list by clicking the '**Add'** button.

   - Add terms from the Historic England linked data period thesauri, by selecting 'Period (Historic England)' from the drop-down and click '**Search'**. In the pop-out box that appears, search for the term '**Roman'**, and from the list '**Select'** Roman.

4. Add '**Period Dates'** that stretch from 40BC to 2016AD. When adding terms for dates before the Common Era should be preceded by '-' symbol, i.e. -40. Dates within the Common Era should be added as simple numbers, i.e 2016.

5. Save your project by clicking on the **'Save Project'** button at the bottom of the page.



6. You will now be able to move to **the next step.** But you can still return to this page to make further changes to the form, although remember to click '**Update Project'** when you have finished.

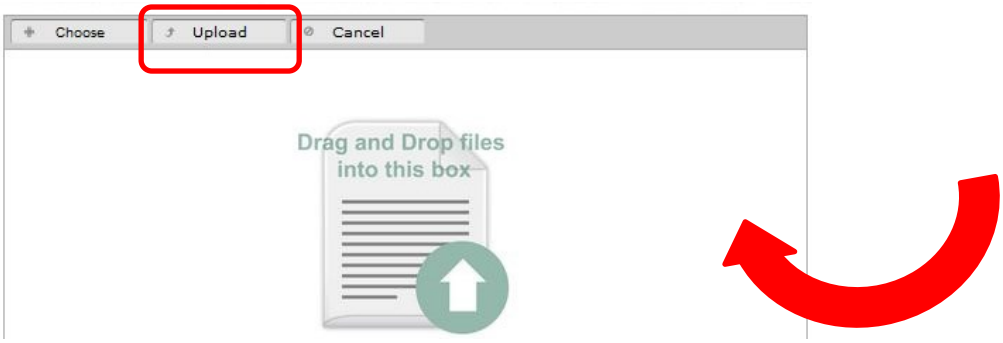
Uploading Data

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 the formats we currently accept. Please also make sure that all your files adhere to the ADS' file naming strategy (http://archaeologydataservice.ac.uk/advice/PreparingDatasets).

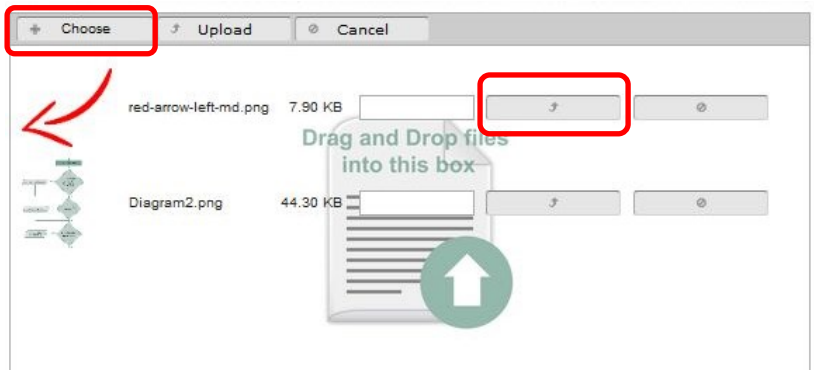
Files uploaded to ADS-easy **must** be uploaded using the correct data type upload tool. Click on the appropriate data type button for the files you wish to upload. For example click on 'Documents and Reports' to upload text based files. In this activity we will learn how to upload the files you wish to deposit.

Activity 5

1. **Upload** all the text files from the ADS-easy Practical data set. Select the correct data type upload tool and **drag-and-drop** the text files into the upload box. Once complete, select 'Upload' all button from the menu. **The drag and drop facility will not work when using Internet Explorer! If using Internet Explorer follow the yuplad instructions described in Step 2.**



2. **Upload** all the image files from the ADS-easy Practical data set using the 'Photographs & Images' uploader. In this instance select '**Choose'** from the upload box and navigate to the appropriate area of your computer where the files are stored. Select the files and click 'Open'. To complete the upload, use the icons to upload each individual file.



Archive Management

Once you have uploaded data (via Step 2) your files should appear in the Archive Management table. The table includes information on the files you have uploaded: the filename, size, extension, and data type and can be used to manage your data set. Some data types, such as GIS and geophysics, function as a group of more than one file. The 'Assoc Files' column displays a count of the files within the group.

Filter:	Assoc Files	Filesize	Data Type	File Extension	Status	
red-arrow-left-md.png	0	7.7 KB	Images (Raster)	png	SELECTED	
Diagram2.png	0	43.3 KB	Images (Raster)	png	SELECTED	

You can also find information on the cost of archiving the uploaded data in this section.

Activity 6

1. **Delete** an image from archive using the icon.
   When prompted 'Are you sure you want to delete this object and its metadata?' select 'OK'. A message will appear to acknowledge that the file has been deleted.
2. **Update** a 'data type'. This can be helpful in instances where you have uploaded a file using the wrong uploader. Be aware that changes to the data type can result in the loss of metadata that has already been completed. At the same time not all file formats are acceptable for some data types. What happens if you change the image (raster) data type to text data type? Why?

   Answer……
   ……

3. **Calculate** the cost of your archive by selecting the appropriate 'Project Funding Type' using the radio buttons. In this instance the 'Project Funding Type' should be '**All other users'**. Once this is selected you can calculate the cost of archiving the data using the '**Calculate Total'** button.
4. **Save** a costing. To save the costing you should use the '**Save Costing'** button. If you have already created a costing, you can replace the existing costing by using the '**Replace Costing'** button.
5. **Download** quote. Once you are happy with your costing, you can download a PDF version of the costing for your records.
6. Once you have a saved costing you can then move on to **Step 4: File-level Metadata.**

File-Level Metadata

File-level metadata is extremely important for the preservation and re-use of your data. This section of ADS-easy allows you to create your file-level metadata for all the files you have uploaded.

Activity 7

1. **Complete** file level metadata for your documents and reports. To add, or edit, the file level metadata, select '**Edit'** from the Options section. Once the metadata form is complete the status will change to 'Completed'.

Text Objects:

Search Filename:	Data Type	File Ext	Status	Options
licence.pdf	Text	Text	COMPLETED	Edit
rollofsonsdaught00usshrich.pdf	Text	Text	PENDING	Edit
GeoSIGt.pdf	Text	Text	PENDING	Edit
4855_Shepherds_Farm_Clyst_St_Mary_eval_rep_14182.pdf	Text	Text	PENDING	Edit
ADS Five Year Plan 2016-21 v.1.0.doc	Text	Text	COMPLETED	Edit

2. When the '**Document Metadata'** window appears, complete the file-level metadata for the document. If you are unsure what is required in each field **help** is available by hovering over the ? icon. All mandatory fields are marked with an *****. Remember to **save** the metadata before returning to Step 4: File Level Metadata.

3. **Complete** file level metadata for one of the photographs within you archive. Remember to **save** the metadata before returning to Step 4: File Level Metadata.

4. Image metadata can also be completed using a downloadable template which can help if you are creating metadata for a large number of images. **Download** the image template from 'File-Level Metadata section (shown in red below).

Image (Raster) Objects:

Search Filename:	Data Type	File Ext	Status	Options
getimage.dll.png	Image	png	COMPLETED	Edit
Diagram2.png	Image	png	PENDING	Edit

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

When you have completed the image templat, please click here to upload it using the Template File Upload Tool.

5. Once the image template has been downloaded, **open** the spreadsheet. **This spreadsheet contains the ADS-easy 'Object ID' for each of your images. It is important that you do not alter these Object IDs.**

   The spreadsheet is similar to the standard ADS 'Raster Images' metadata template (available from the Guidelines for Depositors) this means the image metadata can be completed using

a standard ADS metadata form and then '**copied and pasted'** into the ADS-easy template **without altering the Object IDs.**

6. **Copy** the metadata from the image metadata file in the Archive Practical dataset into the image template. Carefully check that the pasted metadata matches the file names.

7. Once this is completed, **upload** the image template, using the '**Template File Upload Tool'** (marked in blue in the image above). Simply navigate to the appropriate location where the image template is stored, or 'drag and drop' the file into the window, and select 'Upload' to add the metadata to the archive. Once the metadata has been uploaded you can check and edit the metadata using the standard image forms.

8. If you have time you can return to the file upload section and add additional files from the ADS-easy Practical dataset and complete file level metadata for any new files.

Submitting your Archive

When you have completed all the necessary metadata for your uploaded files, and completed all you are ready to submit your archive.

Before submitting your archive please make sure that all the information you have provided is correct. **Once the project has been submitted you will not be able to change or edit the deposited data or the associated metadata, so please take time to ensure that it is correct.** If there are any problems then you can return to the appropriate section and make the necessary changes.

Activity 8

1. Add **additional information** to the archive submission, or a message for the digital archivist. In this case you can add a short message letting the ADS know how good your archive is.

2. Set an **embargo date** for this archive for the 11th April 2016.

   An embargo date should only be used if you project includes sensitive information, or you would like to postpone the release of the archive for a short time to allow you to publish your findings elsewhere. 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.

3. You can also inform a third party that your archive has been deposited. **Send an email** to katie.green@york.ac.uk telling her that you have submitted your archive.

   To do this add an email address for the person concerned along with 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 the deposit, then you can check the do not notify check box.

4. Once you are happy then **submit** the archive, by clicking the 'Submit Project' button.

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'. 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). 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.

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