

# ADS Collection Management System Screenshots:

## 1. The Front Page

- Once logged in, the actions relevant to that ADS member of staff are shown at the top of the page.
- The projects are colour-coded according to their status within the archiving process.
- The number of OASIS reports that are waiting to be transferred is in the top right corner.
- The blue tasks are general archiving tasks that do not apply to a specific project.

### ADS Collection Management System

Home | Tracking | Collections | People | Admin | Project Docs | Advice | Advanced Search
ADS-easy | OASIS | Logout

Archive / Task List on/off | Web Interface List on/off | CMS Stats on/off
OASIS records: 142

Welcome to the CMS

**Actions for Jenny O'Brien:**

Id	Details	Notes
100	Sort extra EH grey lit report links	Priority: Medium, Allocated Date: 19-Dec-2014 <span style="color: red;">Task complete?</span>
1004162	Corpus of Romanesque Sculpture	53,864 files comprising of: 52828 jpeg 2000 images 1 pdf - a relationship diagram for the database 30 csv files - exported database tables 5 .mdb files - on first glance these seem to be different versions of the same database? No further metadata present.
1004334	East Midlands Research Framework (wiki)	
1004339	Butser Ancient Farm Project Archive 1972-2007	The scanned slides of the late Peter Reynolds: agreed to do this as a freebie for student placement task/staff training (image gallery and small search interface)
1001959	Ipswich Backlog Excavation Archive	Contains 13585 files, 165GB. Waiting for replacement metadata files.

**Archive / Task List:** [\[Click here to hide Internet Archaeology records in the lists below\]](#)

**Cat Tasks**

- ADS-easy projects waiting to be allocated
- Accession exists but is not complete
- Archives waiting to be allocated
- Archives allocated and currently being worked on
- Archives waiting to be allocated/AIP'd
- Archives waiting to be released
- These archives are embargoed

Cat Tasks:								
Task Id	Task	Added By	Priority	Allocated To	Allocated Date	Completed?	Edit	Delete
3	Data procedures and wiki updates	rhm103	High	kjn103	11-Dec-2014		N/A	N/A
6	CAD migration	rhm103	High				N/A	N/A
79	Duplication of organisation/addresses in CMS getting bad again - being addressed by placements	rhm103	High				N/A	N/A
89	Compile a list of data types/extensions for CMS	rhm103	High	kjn103	08-Oct-2014		N/A	N/A
99	DOI automated script for OASIS transfer	kg750	High	mdc502	09-Dec-2014		N/A	N/A
110	Create collection for image bank	kg750	High				N/A	N/A
25	Compile complete list of file types for CMS	kg750	Medium				N/A	N/A
27	Design Bibliographic Database	kg750	Medium				N/A	N/A
29	Make each Contractor a Collection	kg750	Medium				N/A	N/A
48	Start to look into https issues	csh3	Medium	bx335	16-Apr-2014		N/A	N/A
63	Consider how to index ADS archives in Archsearch	kg750	Medium	bx335	17-Jul-2014		N/A	N/A
73	Add OS LOD look up to CMS with PY	kg750	Medium	mdc502	06-Jun-2014		N/A	N/A
75	Create interface for IA for Archives	kg750	Medium				N/A	N/A

# ADS Collection Management System Screenshots:

## 2. The Tracking Page

- The tracking section is used to track a project from the first contact by a potential depositor.
- The tracking section records negotiations with the depositor (emails can be attached); financial actions; when a data deposit is made and who by.
- The tracking section is also used to record information about paper licences sent in the past as well as to send digital licences and to notify a member of staff when a digital licence has been signed.

The screenshot shows the 'Tracking' page for the 'Ipswich Backlog Excavation Archive' (Tracking Id: 1001959). The page has a teal header with the system name and a navigation menu. Below the header, there are search and navigation options. The main content area shows the project title and a list of tabs: Contacts, Licences, People Involved, Financial Actions, Deposits, Notes, and Negotiations. The 'Contacts' tab is active, displaying a list of contact details.

Field	Value
Title:	Ipswich Backlog Excavation Archive
Alternative Title:	
Initial Contact Date:	14-Feb-2005
Initial Contact:	
Next Contact Date:	
Active?	YES
Added:	10-Jan-2006 (afa2)
Updated:	23-Feb-2015 (csh3)

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# ADS Collection Management System Screenshots:

## 3. The Collections Page

- The collections page is used once a data deposit has been made, whether through ADS-Easy, OASIS, or traditional deposit means such as USB stick, DVD or hard drive.
- The collections page deals with everything to do with the dataset itself: documenting collection and file-level metadata; populating the database; documenting the archiving process.
- Once the archiving processes are completed and the interface is ready for release, the collection page is also used to transfer metadata, the 'thin record', into Archsearch and to mint a Digital Object Identifier (DOI) for the collection.

The screenshot displays the ADS Collection Management System interface. At the top, there is a teal header with the text "ADS Collection Management System". Below the header is a navigation bar with links: Home, Tracking, Collections (highlighted), People, Admin, Project Docs, Advice, Advanced Search, ADS-easy | OASIS | Logout. A search bar labeled "search collections" is positioned below the navigation bar. The main content area shows the collection title "15-17 Lower Brook Street, Ipswich - IAS5502 (Collection Id: 1001927)" with a red "205" icon. Below the title are links for "Edit this Collection", "Tracking (1004818)", "DOI section", and "Checklists". A tabbed interface is visible with tabs for "General", "Coverage", "Relationships", "Accessions", "Files", "Processes", "Web Admin", and "Archsearch". The "General" tab is active, showing a list of metadata fields:

Collection Name:	15-17 Lower Brook Street, Ipswich - IAS5502
Description:	Following planning permission being granted for an office development on this large site, south of the junction of Lower Brook Street and Rosemary Lane, permission was granted by Landlink Properties Ltd for prior excavation. The excavation was undertaken by the Suffolk Archaeological Unit during the summer of 1975.
Version:	1
DOI:	Not yet allocated
AIP Folder:	arch-1927-1
AIP Check Complete:	NO
Type:	Dataset Collection
Language:	UK English
Created From Date:	
Created To Date:	
Embargo Date:	
First Released Date:	
Last Modified Date:	
Intervention From Date:	01-Jun-1975
Intervention To Date:	31-Aug-1975

# ADS Collection Management System Screenshots:

## 4. Collection: metadata

- The 'Coverage' tab is where the period, location and subject terms are entered. These terms relate to the collection as a whole rather than to individual files.
- The 'information' symbol denotes a linked data vocabulary term and these will show up as links on the collection interface giving the origin and meaning of that particular term.

search collections

15-17 Lower Brook Street, Ipswich - IAS5502 (Collection Id: 1001927)

[Edit this Collection](#) | [Tracking \(1004818\)](#) | [DOI section](#) | [Checklists](#)

General	Coverage	Relationships	Accessions	Files	Processes	Web Admin	Archsearch
Website Subject:	Subject: General						
Subject:	Type: Event Type (England)	Subject: RESCUE EXCAVATION					
Subject:	Type: Evidence (England)	Subject: DOCUMENTARY EVIDENCE					
Subject:	Type: FISH Archaeological Objects (England)	Subject: SHERD					
Subject:	Type: FISH Archaeological Objects (England)	Subject: Human Skeleton					
Subject:	Type: FISH Archaeological Objects (England)	Subject: Human Bone					
Subject:	Type: LCSH	Subject: Cities and towns--England--History					
Subject:	Type: LCSH	Subject: Archaeology					
Subject:	Type: LCSH	Subject: Urban archaeology					
Subject:	Type: Monument Type (England)	Subject: BUILDING					
Subject:	Type: Monument Type (England)	Subject: PIT					
Subject:	Type: Monument Type (England)	Subject: POST HOLE					
Subject:	Type: Monument Type (England)	Subject: BOUNDARY DITCH					
Subject:	Type: Monument Type (England)	Subject: CEMETERY					
Subject:	Type: Monument Type (England)	Subject: SOAKAWAY					
Subject:	Type: Monument Type (England)	Subject: Sunken Featured Building					
Subject:	Type: Monument Type (England)	Subject: WELL					
Subject:	Type: Monument Type (England)	Subject: BAKEHOUSE					
Coordinates:	Type: OSGB	Easting / Longitude: 616480    Northing / Latitude: 244300					
Bounding Box:	North Lat: 52.054874    East Long: 1.1562628	South Lat: 52.054683    West Long: 1.1559623					
Location:	Type: Website top level	Description: British Isles and Ireland					
Location:	Type: British Isles country	Description: England					
Location:	Type: English region	Description: East of England					
Location:	Type: County	Description: Suffolk					
Location:	Type: TGN	Description: World, Europe, United Kingdom, England, Suffolk, Ipswich [7012004]					
Period:	Type: None	Period: Saxon					
Period:	Type: Period (England)	Period: EARLY MEDIEVAL					
Period:	Type: Period (England)	Period: MEDIEVAL					
Period:	Type: Period (England)	Period: POST MEDIEVAL					
Period Dates:	Start Date: 600	End Date: 1900					

# ADS Collection Management System Screenshots:

## 5. The Front Page

- The file-level metadata is created in the 'Files' tab by running DROID, a 'Digital Record Object Identification' software tool developed by the National Archives.
- DROID populates the database with information such as file name, format, version, size etc.
- Once DROID has been run, the 'Match Objects' interface allows the various representations of the data object (i.e. the original, preservation and dissemination versions) to be matched together, so that any descriptive metadata we hold for the original file is linked to the preservation and dissemination versions as well.
- The different versions of the data object are colour-coded so it is clear that each file has three versions: red for original, green for preservation, blue for dissemination.

## ADS Collection Management System

Home | Tracking | **Collections** | People | Admin | Project Docs | Advice | Advanced Search
ADS-easy | OASIS | Logout

search collections

15-17 Lower Brook Street, Ipswich - IAS5502 (Collection Id: 1001927)

[Edit this Collection](#) | [Tracking \(1004818\)](#) | [DOI section](#) | [Checklists](#)

General
Coverage
Relationships
Accessions
Files
Processes
Web Admin
Archsearch

**Droid & Match Objects:**

Run Droid	Run Droid and add, update or delete object representations in the database
Match Objects	Match the object representations and add them to objects in the database
View Objects / Object Representations	View all the data in the object / object representation tables
Update Object Table	Update the title, description and data_type fields for the objects

**Create New File System Version:**

Create New File System Version	Create a new version in the file system and copy the old version(s) to previous
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Database Summary	Count	View	
Matched Objects	713		
Unmatched Objects	0		

**Computer Match:**

Match By: --- select ---

**Quick Instructions:**

1. Choose your options and click on Submit.
2. Click on the Transfer button.
3. Unmatch any objects which are incorrect.
4. Match the remaining objects. The process is now complete.
5. Other options: [refresh page](#) | [unmatch all objects](#) | [unmatch computer-matched](#)

**Matched Objects:**

To unmatch any objects, please tick the checkboxes below and click on the 'Unmatch' button. Please note that unmatching an object means that the object id is removed from the database.

Object Id	Unmatch	Objects	Filepaths
1185821	<input type="checkbox"/>	<a href="#">IAS5502_DevelopmentArea.dat</a> <a href="#">IAS5502_DevelopmentArea.id</a> <a href="#">IAS5502_DevelopmentArea.map</a> <a href="#">IAS5502_DevelopmentArea.tab</a> <a href="#">IAS5502_DevelopmentArea.gml</a> <a href="#">IAS5502_DevelopmentArea.zip</a>	/ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_DevelopmentArea.dat /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_DevelopmentArea.id /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_DevelopmentArea.map /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_DevelopmentArea.tab /ADS_preservation/arch-1927-1/preservation/gml/MapInfoLayers_Sites/IAS5502_DevelopmentArea.gml /adsdata/arch-1927-1/dissemination/zip/MapInfoLayers_Sites/IAS5502_DevelopmentArea.zip
1185822	<input type="checkbox"/>	<a href="#">IAS5502_Extent.dat</a> <a href="#">IAS5502_Extent.id</a> <a href="#">IAS5502_Extent.map</a> <a href="#">IAS5502_Extent.tab</a> <a href="#">IAS5502_Extent.gml</a> <a href="#">IAS5502_Extent.zip</a>	/ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_Extent.dat /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_Extent.id /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_Extent.map /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_Extent.tab /ADS_preservation/arch-1927-1/preservation/gml/MapInfoLayers_Sites/IAS5502_Extent.gml /adsdata/arch-1927-1/dissemination/zip/MapInfoLayers_Sites/IAS5502_Extent.zip
1185823	<input type="checkbox"/>	<a href="#">IAS5502_FeatureBoundaries.dat</a> <a href="#">IAS5502_FeatureBoundaries.id</a> <a href="#">IAS5502_FeatureBoundaries.map</a> <a href="#">IAS5502_FeatureBoundaries.tab</a> <a href="#">IAS5502_FeatureBoundaries.gml</a> <a href="#">IAS5502_FeatureBoundaries.zip</a>	/ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_FeatureBoundaries.dat /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_FeatureBoundaries.id /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_FeatureBoundaries.map /ADS_preservation/arch-1927-1/original/4397/2015-02-02/MapInfoLayers_Sites/IAS5502_FeatureBoundaries.tab /ADS_preservation/arch-1927-1/preservation/gml/MapInfoLayers_Sites/IAS5502_FeatureBoundaries.gml /adsdata/arch-1927-1/dissemination/zip/MapInfoLayers_Sites/IAS5502_FeatureBoundaries.zip

# ADS Collection Management System Screenshots:

## 6. Documenting the archiving process

- Any changes or processes that the original files go through is documented in the 'Processes' tab of the collections page.
- For the simple and most frequently used processes, such as jpg to tif, doc to pdf/a etc., the processes can now be generated automatically in this interface as the original file format, output file format, date and user information are already held within the database once DROID and Match Objects has been run.

The screenshot displays the ADS Collection Management System interface. At the top, there is a navigation bar with the following links: Home, Tracking, Collections (selected), People, Admin, Project Docs, Advice, and Advanced Search. On the right side of the navigation bar, there are links for ADS-easy, OASIS, and Logout. Below the navigation bar, the page title is '15-17 Lower Brook Street, Ipswich - IAS5502 (Collection Id: 1001927)'. There are several tabs for navigation: General, Coverage, Relationships, Accessions, Files, Processes (selected), Web Admin, and Archsearch. The main content area shows a list of processes, with the selected process expanded to show details. The process is titled 'Migration - Preservation (id: 43147, Graphics Interchange Format 89a - GIF to Tagged Image File Format - TIF)'. The details include: Type: Migration - Preservation; Source Format: Graphics Interchange Format 89a - GIF; Destination Format: Tagged Image File Format - TIF; Start Date: 25-Nov-2009; Completion Date: 28-Sep-2014; Description: converted 51 GIF files to TIF for preservation; Result: Success; Input: 51 GIF files from /ADS\_preservation/arch-1927-1/original/4397/2015-02-02/Sitelimages\_Sections; Output: 51 TIF files to /ADS\_preservation/arch-1927-1/preservation/tif/Sitelimages\_Sections; Hardware: PC; Software: XnView; Operating System: Microsoft Windows 7; Comments: [Generated automatically]; Agent: O'Brien, Jenny; Accession Id: 1004397; Added: 01-Apr-2015; Added By: j949. Below the detailed view, there is a list of other processes, including Migration - Dissemination and Migration - Preservation for various file formats and dates.

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# ADS Collection Management System Screenshots:

## 7. The Checklists

- The archiving procedures undertaken by the curatorial team are kept consistent through the use of the checklists in the CMS.
- The checklists are used by the front page of the Collection Management System as it is the checklists that show what stage the collection is at in the archiving process.
- The checklists also generate email notifications to other members of staff, for example: to say when an archive is ready for checking or when an archive has been released.

15-17 Lower Brook Street, Ipswich - IAS5502 ⓘ

Tracking (1004818) | Collection (1001927)

Checklist	Created Date	Complete
Accession 1004397	11-Feb-2015 (jr949)	YES
Procedure 1004397	01-Apr-2015 (jr949)	

Add a checklist:

### Procedure checklist (Procedure 1004397) Please use with reference to ADS Ingest Procedures Manual

Associate this checklist with an accession:

- Check to see if an OASIS record and grey lit report are already in our archive or if event recorded in [EH Geophysics database](#) ⓘ
- Assess significant properties of files to be preserved and establish conversion plan ⓘ

#### Preserving data

- Convert data to preservation format ⓘ
- Check that significant properties of preservation files are preserved ⓘ
- Record all file conversions and changes in 'Process' section of CMS ⓘ
- Update changes log at Google Docs (macha) ⓘ

#### Disseminating data

- Convert data to dissemination format ⓘ
- Check that significant properties of dissemination files are preserved ⓘ
- Record all file conversions and changes in 'Process' section of CMS ⓘ
- Update changes log at Google Docs (medea) ⓘ

#### Interface

- Run Droid ⓘ
- Run Match Objects ⓘ
- Check CMS/wiki (<http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=PermanentURLs>) to see if a permanent uri has been allocated ⓘ
- Create interface ⓘ
- Check website on other browsers (Chrome, Safari, IE) ⓘ
- Check `<htmlhead>` has been used on the introduction page ⓘ
- If report is in the GLL, follow procedures for linking from/to the archive ⓘ
- Create link to archive from EHGSDB ⓘ
- Validate for XHTML compliance and WAI compliance NB: only for individual pages, not redsquid ⓘ

#### Metadata

- Attach important correspondence to CMS in 'Negotiations' tab ⓘ
- Complete all metadata within CMS (apart from 'release date') ⓘ
- Check 'People Involved' including the 'Hosting Institution' ⓘ
- Update Droid ⓘ
- Update Match Objects ⓘ

#### Checking

Please remember to add all the relevant accession numbers to the checklist, e.g. Procedure\_1001235\_1002532\_1003185

- Allow ADS colleagues and depositor to check interface ⓘ
- Address any comments that have made as part of the interface checking process ⓘ

Please remember to tick the checkbox below when the archive is ready to be AIP'd

- Pass to appropriate CATS team member to check AIP ⓘ
- Address any comments that have been made as part of AIP checking process ⓘ

#### Release (NB: resources should be released at a time agreed by manager and depositor)

- Run Droid and Match Objects if changes have been made (e.g. in Admin) ⓘ
- If archive contains UK grey lit – add relevant details to Grey Lit Library tables ⓘ
- Remove htAccess ⓘ
- Add link from ADS Collections History ⓘ
- Complete 'release date' in CMS ⓘ
- Check DC metadata in 'ArchSearch' tab, and if correct 'transfer' into ArchSearch ⓘ
- Update the Redsquid Archive Index via command line (see wiki page for instructions) ⓘ
- Mint DOI in CMS ⓘ
- Form Complete (Note: this will send a 'Collection Released' email to the staff list)

#### Notes:

Last Updated: 01-Apr-2015 (jr949)

# ADS Collection Management System Screenshots:


## 8. Creating the Interfaces

- The last stage of the archiving procedure, before everything is checked and released, is to create the web interface and the Collection Management System now plays a large part in that with the Introduction and Overview pages being generated from the information entered in the 'Web Admin' tab.
- Information such as the organisations involved and where or if to show their company logo is also displayed in the 'Web Admin' tab.

### ADS Collection Management System

Home Tracking Collections People Admin Project Docs Advice Advanced Search ADS-easy OASIS Logout

search collections

15-17 Lower Brook Street, Ipswich - IAS5502 (Collection Id: 1001927) 

[Edit this Collection](#) | [Tracking \(1004818\)](#) | [DOI section](#) | [Checklists](#)

[General](#) | [Coverage](#) | [Relationships](#) | [Accessions](#) | [Files](#) | [Processes](#) | [Web Admin](#) | [Archsearch](#)

Archive Year: 2015  
Updated Year:  
Web Folder: ipswich\_5502\_2015  
Filter Tag: Project Archives  
Agents:

Name / Organisation	Role	Sort Order	Show Logo	Logo Order
English Heritage	Funder		Y	1
Suffolk County Council Archaeological Service	Funder		Y	11
Suffolk County Council Archaeological Service	Copyright holder		N	
Jude Plouviez	Primary contact		N	
Suffolk County Council Archaeological Service	Creator		N	
Jude Plouviez	Contributor		N	
Tom Loader	Contributor		N	

(Note: to add more people please go to the tracking record for this project)

**RedSquid Text Fields:**

Intro Text: `<h4>Circumstances of excavation</h4><p>Following planning permission being granted for an office development on this large site, south of the junction of Lower Brook Street and Rosemary Lane, permission was granted by Landlink Properties Ltd for prior excavation. The excavation was undertaken by the Suffolk Archaeological Unit during the summer of 1975.</p>`

Overview Text: `<p>This dataset is part of a wider project to disseminate the consolidated archive of the internationally significant excavations in Ipswich town centre between 1974 and 1990 in order to provide a web-based resource for future research proposals.</p><p>A total of 36 major archaeological interventions (on 34 IAS reference sites) took place between 1974 and 1990. These sites all lie within the historic core of the town; 27 within the Anglo-Saxon and medieval defences, and nine within the medieval suburbs.</p>`

Intro Image: IAS5502Cu0014.png  
Overview Image: S192\_IAS5502.png