

Project name

(This field is mandatory.)

Include a short name or title for the project. It is especially helpful if the title can indicate where the project took place, the nature of the work carried out and a rough date e.g. 'Field Evaluation at Abingdon Ock Street, Air Balloon Public House, May 2003'.

Short description of Project

(This field is mandatory.)

Describe the project in not more than 250 words including a summary of the work that was carried out, the site type and period and major features for which evidence was recovered. Ideally this description should be written for non-specialists and form the basis for an abstract.

Project dates

(This field is mandatory.)

Enter the date on which the archaeological fieldwork/investigation commenced. Use the format DD-MM-YYYY where D = day, M = month and Y = year (e.g. 01-06-1986). Any other date format will produce an error message when you try and store the details you have entered and you will be requested to change your date to the specified format.

If the project is finished or if you know the date that it is due to finish, enter this date in the *End date* field. If you do not have a project completion date, leave this field blank for the time being and come back to it at a later date.

Previous/future work

(This field is mandatory.)

Indicate whether there has been any previous archaeological work (excavation, survey, geophysics etc) on the site by yourselves or any other individual/organisation. If you are unsure, select 'Not known' from the drop-down list.

Also indicate whether any further work is planned by yourselves or any other individual/organisation in the future.

Any associated project reference codes

Enter any project reference codes. Fill in the code and choose the relevant type of identifier from the drop-down list. Use the  button to add more boxes to your form if necessary.

The drop-down list contains a number of possible types of identifier:

- *HER event number* - a unique number allocated to the project by the local Historic Environment Record
- *NMR number* - a unique number allocated to the project by the National Monuments Record
- *Contracting unit number* - a number allocated to the project by the contracting unit carrying out the work
- *Site code* - the site code
- *Museum accession ID* - a number allocated to the site by a local museum who accessions the finds
- *LB number* - a unique Listed Building number (if the project relates to a Listed Building)
- *SM number* - a unique Scheduled Ancient Monument number (if the project relates to a Scheduled Ancient Monument)
- *Planning application number* - a planning application number (if the project has come about as a result of a planning application)
- *OASIS form ID* - the OASIS form number of any other associated project such as an earlier evaluation on part of the same site.

Type of project (Figure 16)

(This field is mandatory.)

Please select one of the options from the drop-down list - the terms are defined on page 23. After making your selection click on the *Fill in the details* button to add further information based on your selection (Please see **Appendix 2** for a glossary of terms used to further define the project type).

In this example the user has chosen *Field evaluation* as the *Type of project* and is faced with further choices to refine their definition and specify which type of field evaluation was undertaken (Figure 16).

OASIS DATA COLLECTION FORM

List of Projects

Project details - Field evaluation

Please enter the details of your type of project below. Mandatory fields are marked with a *.
Please use the 'other' field if your project doesn't match the options in the list (these will not be added to the list for subsequent entries).

Methods & techniques *

- Aerial Photography - interpretation
- Aerial Photography - new
- Auguring
- Documentary Search
- Environmental Sampling
- Fieldwalking
- Geophysical - Magnetic Susceptibility
- Geophysical - Magnetometer
- Geophysical - Resistivity
- Ground Probing Radar
- Metal Detectors
- Phosphate Survey
- Sample Trenches
- Survey/Recording Of Fabric/Structure
- Targeted Trenches
- Test Pits
- Topographic Survey
- Visual Inspection

Development type *

Urban residential (e.g. flats, houses, etc.)

Other:

Prompt *

What was the reason for the investigation?

Direction from Local Planning Authority - PPG16

Other:

Position in the planning process *

Between deposition of an application and determination

Please Note: if you leave this form inactive for 15 minutes you will lose any parts already filled in. It is only when you press **save record** on the main page it is stored in the system.

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Figure 16 Example of the *Type of Project* sub-form of the *Project Details* section

- Desk-based assessment

A programme of assessment of the known or potential archaeological resource, within a specified area. It consists of a collation of existing written, graphic, photographic and electronic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource.

- Field evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation and enables an assessment of their worth

- Environmental assessment

A tiered multi-disciplinary programme of investigation which assembles data relating to a defined resource and then examines the likely positive and negative effects of a proposed development programme on the resource. The product of an environmental assessment programme is known as an Environmental Statement and, unlike the other events dealt with here, its content and scope are defined by legislation (European Directive 85/337/EEC; implemented in the UK as Town and Country Planning (Assessment of Environmental Effects) Regulations 1988 (SI 1199)).

- Recording project

A post assessment and evaluation programme of investigation initiated prior to a development that would result in the destruction of archaeology. This is a programme of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site.

- Research project

A research project in the context of OASIS may be defined as an archaeological programme to examine a specified site or area, with defined research objectives, using a variety of techniques. Research projects are undertaken to advance knowledge, rather than to rescue the archaeological evidence of a particular site prior to its destruction by development.

- Estate Management Survey

Although similar to a desk-based assessment, this event type is outside the planning system and relates to the production of a defined-purpose management plan. Such work is likely to include non-interventional studies such as documentary research, trawling existing records, walk-over inspection surveys, and perhaps some limited fieldwalking or geophysical survey.

- Building Recording

This involves the analytical recording, through essentially archaeological means, of buildings and structures through plans, elevations, photographs and other means, usually when they are undergoing structural modification or in advance of demolition. The IFA (1996) has published a standard relating to the investigation and recording of standing buildings and structures.

Site status

Select the status of your site or the surrounding area from the drop-down list. For example is the site a Listed Building, a Scheduled Ancient Monument, within a conservation area or a national park? Where none of these apply, select *None* from the list. Where more than one of these options are applicable, click on the  button to add an extra box to your form. If the status of your site does not appear in the drop-down list, type an entry in the 'other' box beneath it.

Current land use

Select the current land use of the site or area from the drop-down list. If there is more than one land use for the project area, click the  button to add an extra field to the form.

Monument type

Record all of the monuments relating to the project and their period where possible. Please use the National Monuments Record Monument Type Thesaurus (http://www.english-heritage.org.uk/thesaurus/mon_types/default.htm) to ensure that you are using recognised site type terminology. Once you have entered your monument type on the form, select an associated period term from the adjacent drop-down list. There are 26 different period terms available or if the date of the site is unknown, the term *Uncertain* can be used. As a single project can involve a number of different site types, you can add more types to your form by clicking the  button.

Significant finds

Record the main types of artefacts found as a result of your project. Please use the MDA Objects Thesaurus (http://www.english-heritage.org.uk/thesaurus/obj_types/default.htm) to ensure that you are using recognised object type terminology. Once you have entered your object type on the form, select an associated period term from the adjacent drop-down list. There are 26 different period terms available or if the date of the object is unknown, the term *Uncertain* can be used. As a single project can involve a number of different types of finds, you can add more boxes to your form by clicking the  button.

Project location (Figure 17)

This section of the OASIS form is designed to record the exact location of the archaeological project, both in terms of its postal address and geospatial location. In the location section of the form the user is asked to select a county, the district, then the parish from a series of drop-down lists as well as entering an alphanumeric grid reference. Once basic location data has been saved for an OASIS record, the relevant HER will be sent an e-mail alerting them to a fact that there is a new record and for them to begin validation and recording.

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss Messenger

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OASIS DATA COLLECTION FORM

[List of Projects](#)

Project location - England

Please enter the details of the location of your project below. Mandatory fields are marked with a *.

Site location *
Please select your county and click the arrow to reveal districts:

County: District/Unitary Authority: Parish/Non parish area:

Site name:

Sites and Monuments Record covered by this location:

- Mott SMR
- National Trust SMR
- Oxford City IAD
- Oxfordshire SMR

Postcode
If you have difficulty finding a postcode [Multimap](#) may help.

Study area *
The size of the area under investigation

Size: Units:

National grid reference *
Specify the location of the site as either a point, line or polygon.
[Multimap](#) may be useful for locating correct grid references.

| Map Square | Easting | Northing | Type |
|---------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="text" value="SU"/> | <input type="text" value="4896"/> | <input type="text" value="9698"/> | <input type="text" value="Point"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="Select from list"/> |

Height OD
Minimum and maximum height of the natural in metres

Minimum: Maximum:

If this section is complete, please tick this box.

Please Note: if you leave this form inactive for 15 minutes you will lose any parts already filled in. It is only when you press **save record** on the main page it is stored in the system.

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Done Internet

Figure 17 The *Project Location* form

Site location

(This field is mandatory.)

By filling in the site location details, the OASIS system identifies the correct recipients of the form i.e. which HER and NMR is to be notified of the work.

First record the *County* (post 1974 administrative boundaries) in which the site/study area is located. Once you have selected from the drop-down list, click on the double arrow to the right of this field to allow this selection to register and enable you to select the *District* or *Unitary Authority* from the following drop-down list. Click once again on the double arrows to the right to enable the selection of the *Parish*. In the final box in this row, enter the exact locality of the site. In addition to this, in order to avoid confusion in cases where planning authority jurisdiction is not clear (e.g. working for a national park within a county council area), the unit is requested to 'confirm' the HER/planning authority which has responsibility for discharging the archaeological condition.

Postcode

If applicable, please provide the full postal code for the site. Websites such as Streetmap (<http://www.streetmap.co.uk>) can be used to locate the postcode for an address.

Study area

(This field is mandatory.)

This refers to the size of the study area. For a small-scale excavation this will be measured in square metres, whereas a large-scale landscape project may cover an area that can be measured in hectares. Remember to select the unit of measurement from the drop-down list.

National grid reference

(This field is mandatory.)

The National grid reference of the project can be entered in a number of different ways:

As a point: This is most useful to describe a small project area. Enter a central grid reference for the site and select 'Point' from the drop-down list under Type.

As a line: If the site is linear, enter at least 2 grid references to represent the limits of the site and select 'Line' from the drop-down list under Type

As a polygon: To describe a more complex site area, enter 3 or more grid references to describe the boundaries of the site and select 'Polygon' from the drop-down list under Type.

In the *Map Square* box enter the appropriate 2 letter 100km grid square code (for example 'SO' or 'NZ'). In the *Eastings* and *Northings* boxes enter the easting and northings of the site. Although these fields will accept a single figure value please make them as full and accurate as you possibly can up to a maximum of five figures.

Height OD

Where a project has been excavated down to natural, please record its maximum and minimum height in metres relative to Ordnance Datum.

Project Creators (Figure 18)

This section of the OASIS form is designed to record the names of the organisations and individuals who set the project brief, wrote the project design, directed and managed the work and sponsored the project.

N.B. *Data Protection Act*: The ADS is hosted by the University of York. Under Section 33 of the Data Protection Act the Act allows the retention of data for historical or statistical research. If, however, a user feels that the inputting of personal data into the form is inappropriate, then please feel free to use the name of the organisation for which you work.

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Discuss Messenger

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OASIS DATA COLLECTION FORM

List of Projects

Project Creators

Please enter the details of your type of project below. Mandatory fields are marked with a *.
Please use the 'other' field to enter new names which will be added to the drop down list for subsequent form entries, this list is unique to your username.

Name of Organisation *
Select name of organisation
Other: Test Archaeological Unit

Project brief originator *
Local Authority Archaeologist and/or Planning Authority/advisory body
Other:

Project design originator *
Select project design originator
Other: A. Mistry

Project director *
Select project director
Other: A. Mistry

Project manager *
Select project manager
Other: A. Nother

Sponsor or funding body
Developer
Other:

If this section is complete, please tick this box.

Store details clear all

Please Note: if you leave this form inactive for 15 minutes you will lose any parts already filled in. It is only when you press **save record** on the main page it is stored in the system.

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Figure 18 The Project Creators form

Name of organisation

(This field is mandatory.)

Please enter the name of the contracting unit or archaeological society that has carried out the fieldwork/investigation. Next time you visit this form, any text that you have entered into the *Other* field will appear in the drop-down list.

Project brief originator

(This field is mandatory.)

Please select from the list the organisation who wrote the project brief. If the organisation you want does not appear in this list, enter your text in the *Other* field and it will appear in the list the next time you visit this form.

Project design originator

(This field is mandatory.)

Please enter the name of the individual who wrote the project design. Next time you visit this form, any text that you have entered into the *Other* field will appear in the drop-down list.

If you do not wish to include personal names in this section then please enter the name of the contracting unit or archaeological society who undertook the work.

Project director

(This field is mandatory.)

Please enter the name of the individual who directed/supervised the project in the field. If there is more than one individual who directed the site, enter both names into the *Other* field. Next time you visit this form, any text that you have entered into the *Other* field will appear in the drop-down list.

If you do not wish to include personal names in this section then please enter the name of the contracting unit or archaeological society who undertook the work.

Project manager

(This field is mandatory.)

Please enter the name of the individual who managed the project. If there is more than one individual who managed the site, enter both names into the *Other* field. Next time you visit this form, any text that you have entered into the *Other* field will appear in the drop-down list.

If you do not wish to include personal names in this section then please enter the name of the contracting unit or archaeological society who undertook the work.

Sponsor or funding body

Please select the name of the organisation who sponsored or funded the project. Next time you visit this form, any text that you have entered into the *Other* field will appear in the drop-down list.

Project Archives (Figure 19)

This section of the OASIS form is designed to record the location of every element of the project archive. This is especially useful where different elements of an overall archive are held by different organisations, for example, the documentary and physical archive may have been deposited with the local or national museum service, but the digital archive may be held elsewhere. Such information helps to 'join-up' such distributed archives. In this way the OASIS form can be used to 'signpost' the whereabouts of all parts of the archive.

OASIS DATA COLLECTION FORM

List of Projects

Project Archives

Please enter the details of your type of project below. Mandatory fields are marked with a *.
Please use the 'other' field to enter new archive locations which will be added to the drop down list for subsequent form entries, this list is unique to your username.

To check museum collecting areas see [Society of Museum Archaeologists Map](#)

| Physical | Digital | Paper |
|---|---|--|
| Archive recipient * Select archive recipient | Archive recipient * Select archive recipient | Archive recipient * Select archive recipient |
| Other: Test Museum | Other: Archaeology Data Service | Other: Test Archaeology |
| Archive ID * TESTMUS01 | Archive ID * 076 | Archive ID * ADADPH100 |
| Contents * | Contents * | Contents * |
| <input type="checkbox"/> Animal Bones <input type="checkbox"/> Human Bones <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ceramics <input type="checkbox"/> Glass <input type="checkbox"/> Metal <input type="checkbox"/> Industrial <input type="checkbox"/> Wood <input type="checkbox"/> Leather <input type="checkbox"/> Textiles <input type="checkbox"/> Worked bone <input type="checkbox"/> Worked stone | <input checked="" type="checkbox"/> Stratigraphic <input checked="" type="checkbox"/> Survey <input type="checkbox"/> Animal Bones <input type="checkbox"/> Human Bones <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ceramics <input type="checkbox"/> Glass <input type="checkbox"/> Metal <input type="checkbox"/> Industrial <input type="checkbox"/> Wood <input type="checkbox"/> Leather <input type="checkbox"/> Textiles <input type="checkbox"/> Worked bone <input type="checkbox"/> Worked stone | <input checked="" type="checkbox"/> Stratigraphic <input checked="" type="checkbox"/> Survey <input type="checkbox"/> Animal Bones <input type="checkbox"/> Human Bones <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ceramics <input type="checkbox"/> Glass <input type="checkbox"/> Metal <input type="checkbox"/> Industrial <input type="checkbox"/> Wood <input type="checkbox"/> Leather <input type="checkbox"/> Textiles <input type="checkbox"/> Worked bone <input type="checkbox"/> Worked stone |
| Media available | Media available | Media available |
| <input type="checkbox"/> Text <input checked="" type="checkbox"/> Images raster <input checked="" type="checkbox"/> Images vector <input type="checkbox"/> GIS <input checked="" type="checkbox"/> Database <input type="checkbox"/> Geophysics <input checked="" type="checkbox"/> Survey <input type="checkbox"/> Spreadsheets <input type="checkbox"/> Moving image <input type="checkbox"/> Virtual reality | <input checked="" type="checkbox"/> Section <input checked="" type="checkbox"/> Survey <input checked="" type="checkbox"/> Unpublished Text <input type="checkbox"/> Unpacked Archive <input type="checkbox"/> Aerial Photograph <input type="checkbox"/> Context sheet <input type="checkbox"/> Correspondence <input type="checkbox"/> Diary <input type="checkbox"/> Drawing <input type="checkbox"/> Manuscript <input type="checkbox"/> Map <input checked="" type="checkbox"/> Matrices <input type="checkbox"/> Microfilm <input type="checkbox"/> Miscellaneous Material <input type="checkbox"/> Notebook - Excavation, Research, General Notes <input type="checkbox"/> Photograph <input type="checkbox"/> Plan <input type="checkbox"/> Report | |
| Archive notes | Archive notes | Archive notes |
| Archive exists? | Archive exists? | Archive exists? |

Figure 19 The Project Archives form

Archive recipient

(This field is mandatory.)

Please indicate the recipient of each of the types of archive for your project. As digital, documentary and physical archives are often treated differently the form has been designed with this in mind, allowing you to enter each element of the archive separately. Even if the whole of your archive has been deposited in the same place, please clarify this by completing this field for each type of archive. Next time you visit this form, any text that you have entered into the *Other* field will appear in the drop-down list.

ID code

(This field is mandatory.)

Enter any identification code given to each of the archives. This is intended to help future users of the data to locate the archive.

Contents

(This field is mandatory.)

Please indicate the contents of each of the archives by ticking as many boxes as is necessary.

Media available

Please indicate the types of files or archived materials contained within the digital and paper archives by ticking as many boxes as is necessary.

Archive notes

If there is any useful additional information, such as an alternative temporary location for part of the archive, please indicate that here.

Project Bibliography (Figure 20)

This section of the OASIS form is designed to capture information about the published material relating to a project. There are a number of different types of publication that can be recorded. Select carefully which type of publication is most appropriate as this will have a bearing on the fields you will then be asked to complete to create your bibliography record.

An article in a published serial

Use this option to record a bibliographic reference if your site / project is published as a paper within a journal such as *Britannia*, *Yorkshire Archaeological Journal* or *Internet Archaeology*.

An article/chapter in a published monograph

Use this option to record a bibliographic reference if your site/project is published as an article or chapter within a book.

A published monograph

Use this option to record a bibliographic reference if your site/project is published as a separate book.

An unpublished document/manuscript

Use this option to record a bibliographic reference if your site/project is not formally published in a book or a journal. Often this is referred to as a 'grey literature' report.

A forthcoming report

Use this option to record the basic details of your bibliographic reference if your site/project publication is forthcoming.

OASIS DATA COLLECTION FORM

List of Projects

Project Bibliography - An unpublished document/manuscript

Please enter the bibliographic details of your publication/report below. Mandatory fields are marked with a *.

Title *
Report on Air Dalloon Public House

Author(s)/Editor(s) *
Abingdon Community Archaeology Society

Other bibliographic details
Includes: series number, report number, volume number, volume part number etc.
Volume 1

Date *
1980

Issuer or publisher *
Abingdon Community Archaeology Society

Place of issue or publication *
Abingdon

Description
Description of the publication/report in terms of it's format/appearance/presentation
Unpublished local archaeological society report.

URL
The URL or web address of the publication
http://www.abata.co.uk/reports/abph.html

If this section is complete, please tick this box.

Please Note: if you leave this form inactive for 15 minutes you will lose any parts already filled in. It is only when you press **save record** on the main page it is stored in the system.

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Figure 20 Example of the *Project Bibliography* form

Title

(This field is mandatory for all types of publication.)

Please enter the full title of the report, chapter, article or monograph.

Serial title

(This field is mandatory if the bibliographic reference is an article in a published serial.)

In the case of a report appearing as a paper in a published serial, please give the full title of the serial/series.

Multi-article monograph title

(This field is mandatory if the bibliographic reference is an article/chapter in a published monograph.)

In the case of a report that appears as an article or chapter within a published monograph, please include the title of the monograph and the title of the monograph series of which it forms part.

Author(s)/Editor(s)

(This field is mandatory for all types of publication.)

Please record the name(s) of the author(s)/editor(s) of the report.

Serial/multi-article editor(s)

(This field is mandatory if the bibliographic reference is an article in a published serial or an article/chapter in a published monograph.)

Where the report is an article or a chapter that is contained within a published serial or monograph, the name(s) of the editor(s) should be given.

Page numbers

(This field is mandatory if the bibliographic reference is an article in a published serial or an article/chapter in a published monograph.)

In the case of a report appearing as an article or a chapter in a published serial or monograph, please include the first and last page numbers of the article or chapter.

Other bibliographic details

In the case of a report appearing as an article or chapter in a published serial or monograph, please include further bibliographic details of the published serial or monograph that contains the report: e.g. series number, volume number, volume part number, year or years of issued and year of imprint/publication (if different).

Edition

If the report is a published monograph, or is an unpublished document or manuscript that exists in more than one edition, please include the relevant edition of the report.

Date

(This field is mandatory for all types of publication.)

Please enter the year of issue or publication.

Issuer or publisher

(This field is mandatory for all types of publication.)

Please enter the issuer or publisher of the report/serial/monograph.

Place of issue or publication

(This field is mandatory for all types of publication.)

Please enter details of where the report was issued or published.

ISBN

(This field is mandatory if the bibliographic reference is a published monograph or an article/chapter in a published monograph.)

Enter the International Standard Book Number of the publication. An ISBN number is allocated to every book that is published.

ISSN

(This field is mandatory if the bibliographic reference is an article in a published serial.)

This refers to the International Standard Serial Number. An ISSN number is given to every published serial or journal.

Description

Please provide a description of the report in terms of its physical format, appearance, or presentation (e.g. A4 book, A5 pamphlet, blue spine).

URL

If the article is available on the internet please record the Universal Resource Locator (web address) here.

Uploading the site report (Figure 21)

Once the project has been saved (whether it is complete or not) the unit will have the option of uploading their grey literature report. If the unit chooses to do this, their site report will be available for the relevant HER to download when they access the new OASIS record. If the unit is not ready to upload their report at this stage, they will be able to go back into the record to do this at a later date.

It is possible to upload the project report in a variety of widely recognised formats – Microsoft Word document (doc), rich text format (rtf), Adobe's portable document format (pdf) or hypertext mark-up language (html).

If the unit would rather send the HER the project report by more traditional means, i.e. hard copy, this can be indicated on the form. If they do not wish the report to be released to the public until a specified time period has lapsed they can also make this request on the form. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement.

The screenshot shows a web browser window titled "OASIS DATA COLLECTION FORM hosted by the ADS - Microsoft Internet Explorer". The address bar contains "http://ads.abds.ac.uk/oasis/report.cfm". The main content area has a purple heading "OASIS DATA COLLECTION FORM" and a navigation bar with links: "List of Projects | New project | Change your details | HER coverage | Log out". Below this is a section titled "Grey literature report submission" with the following text: "The OASIS form allows you to upload a grey literature report from your computer to the OASIS server and downloaded then by the HER. Please use the form below to select the grey literature report to upload and then press the button Upload". There is a text input field for "File:" containing "C:\WIN95\DESKTOP\Gre" and a "Browse..." button. A note states: "Please note - The file types which can be uploaded are: rich text format documents (rtf), word documents (doc), portable document format documents (pdf) and Web documents (html)". Further text explains the licensing agreement for mounting reports on the ADS website. Below this is a "Delay release by:" section with radio buttons for "no delay", "1 month", "2 months", "3 months", "6 months", and "no release". There are two buttons: "Upload" and "Report sent by other means". At the bottom, the OASIS logo is followed by copyright information: "© ADS 1996-2003 Edited by Jo Clarrie, email on Monday 3 November 2003" and the site URL: "Site only: http://ads.abds.ac.uk/oasis/report.cfm for this page".

Figure 21 Uploading grey literature

A unit or HER may wish to mount a grey literature report on a website (such as that belonging to the HER or ADS). In order to mount the report on the ADS website the copyright holder will have to sign a licence agreement and a hard copy of the licence will have been sent on initial registration. If the copyright owner did not agree to sign the ADS deposit licence on registration and now wished to do so, they should contact the ADS via email at oasis@ads.ahds.ac.uk

E-mail confirmation

Once the HER has downloaded, checked and validated the project report the unit will receive an automatic confirmation e-mail generated by OASIS (**Figure 22**). In signing off the OASIS form the HER are confirming acceptance of the report attached to the OASIS record.

This is one of a number of e-mails that will be sent through OASIS keeping all the relevant parties informed of the status of each project.

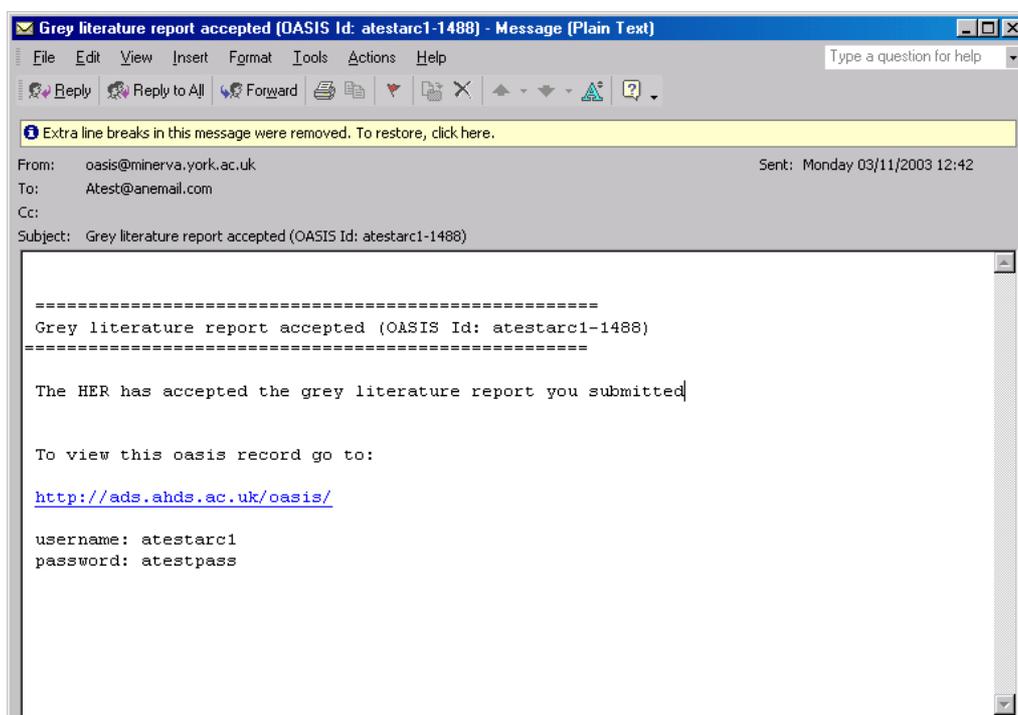


Figure 22 Email confirmation of grey literature submission

Downloading project data

OASIS data can be downloaded from the form so it can be pulled into an external database without having to be re-typed. Units can carry out this process at any time though it would make sense to wait until the record has been validated by the NMR before downloading. The record will still be available for download after the NMR have validated the record for inclusion in the English Heritage Excavation Index. This process is described in detail in the following section, the Historic Environments Record's View (p.36).

THE HISTORIC ENVIRONMENT RECORD'S VIEW

List of projects

An Historic Environment Record officer will see a list of all of the projects undertaken in their area when they log on to OASIS. Summary details include the name and location of each project, the project date and the name of the organisation responsible for the work. The *Status* column (**Figure 23**) will tell them whether the project is waiting to be validated or is undergoing completion by the archaeological unit. The list of projects can be sorted by any of the columns for ease of use.

| OASIS ID (version) | Location | Project dates | Contractor | Status |
|---|--|---------------|--------------------------|-----------------------------|
| <input type="checkbox"/> testarch3-1477 (2) | AIR BALLOON PUBLIC HOUSE, OCK STREET, ABINGDON , ABINGDON, VALE OF WHITE HORSE | May 2003 | Test Archaeological Unit | Waiting for HER to validate |

Figure 23 The *status* column

As demonstrated in the screen shot below (**Figure 24**) the HER can hide all completed projects from view if they wish to see only those that are ongoing.

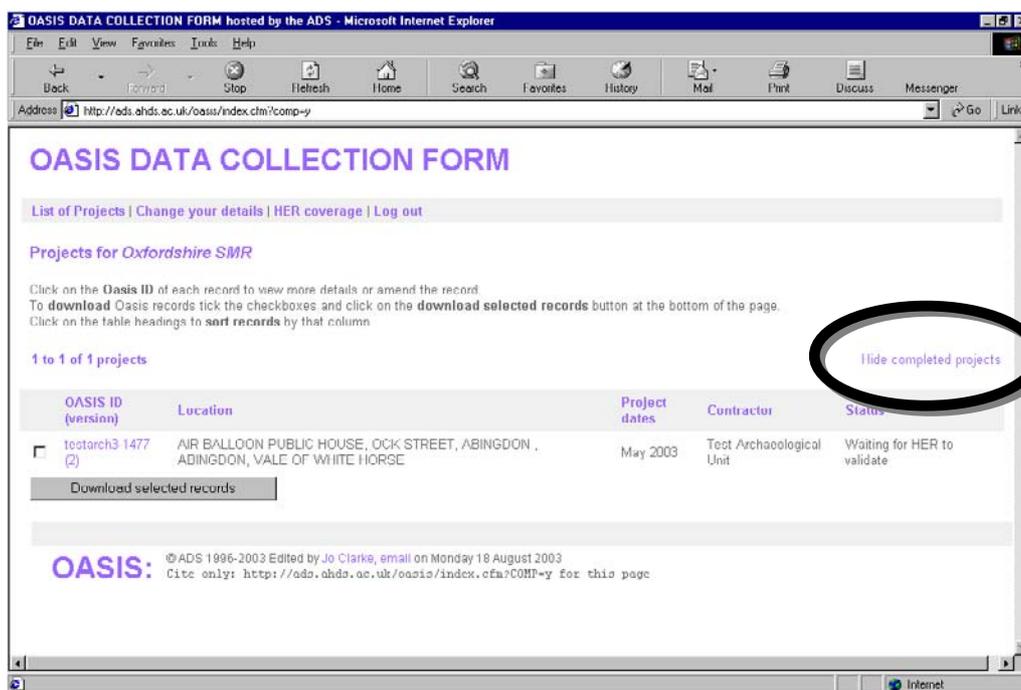


Figure 24 Link (circled) to hide all completed projects

Validating a project entry

An HER can view or change (validate) project entries by selecting an OASIS record.



| OASIS ID (version) | Location | Project dates | Contractor | Status |
|---|--|---------------|--------------------------|-----------------------------|
| <input type="checkbox"/> testarch3-1477 (2) | AIR BALLOON PUBLIC HOUSE, OCK STREET, ABINGDON , ABINGDON, VALE OF WHITE HORSE | May 2003 | Test Archaeological Unit | Waiting for HER to validate |

Figure 25 OASIS record ID and tick box for record selection

An OASIS record is selected by clicking on the OASIS identifier (**Figure 25**) and then clicking on the *Validate project entry* button at the bottom of the project details screen (**Figure 26**).

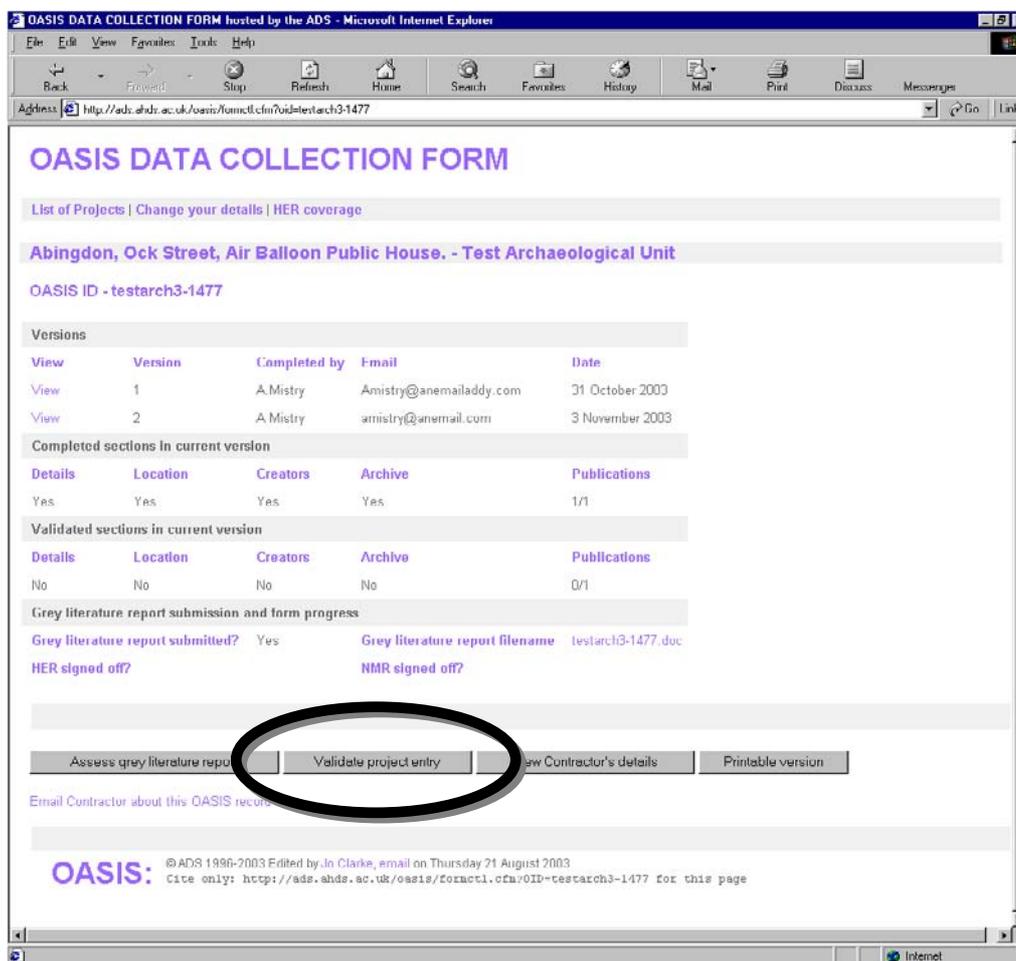


Figure 26 The *Validate project entry* button

Each section of the OASIS record can then be individually validated by the HER by clicking on the *Edit and validate entries* button (**Figure 27**).