



USERS GUIDE

REGISTER

UPLOAD

EDIT



Open Archive:

REGISTER

You must register before you can start to upload documents onto the website, but you do not have to register to view.

Go to <http://www.openarchive.co.uk> and you will see the screen on the right.

① in the right top you will see the words **log in** and **sign up** click **sign up**. Then on the next page you click



Make sure you have the following information ready (examples given in red)

Create Your Account

Welcome to Open Archive. Create your account by completing the following information.

Login Information

Username:
This will be the name you use to login

Password:
Enter a password with at least 7 characters

Password Confirm:
Enter your password again for confirmation

Account Information

Display Name:
This is the name that others will see when viewing your profile.

First Name:

Last Name:

Email:
We do not share email addresses with others.

③ Click next

After this section has been filled in you will receive an email however the next three pages allow you to add more details about yourself, though you can always add this later and you can just click **next** each time until you arrive at the **profile page** - now you can upload your first document

UPLOAD

Now that you have registered and confirmed, you are able to upload your documents.

Before getting started, ensure you have a pdf ready, a description of the report or publication, the type of project or report you are uploading and the periods that are covered by it. Optionally, you should know where the site is (if it is located in a single place - if the document is a general publication or PhD, then you can skip this stage).



log in

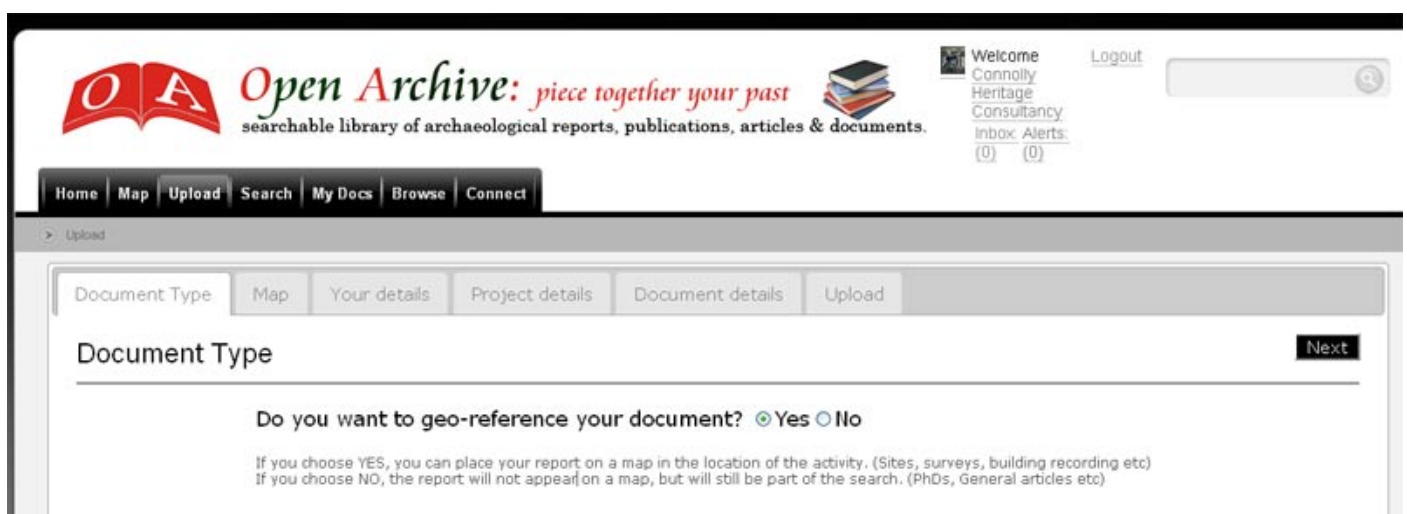
If you are not logged in, click here : using your username and password.

If you forget your password, then you can have it sent to your email address by clicking the **forgot password** text - if you forget other details, then please get in touch at d.connolly@digitalpast.co.uk or s.white@digitalpast.co.uk

Click **Upload** in the menu bar or **Upload Documents** from your Profile Page or the main page



This will take you to the screen below:

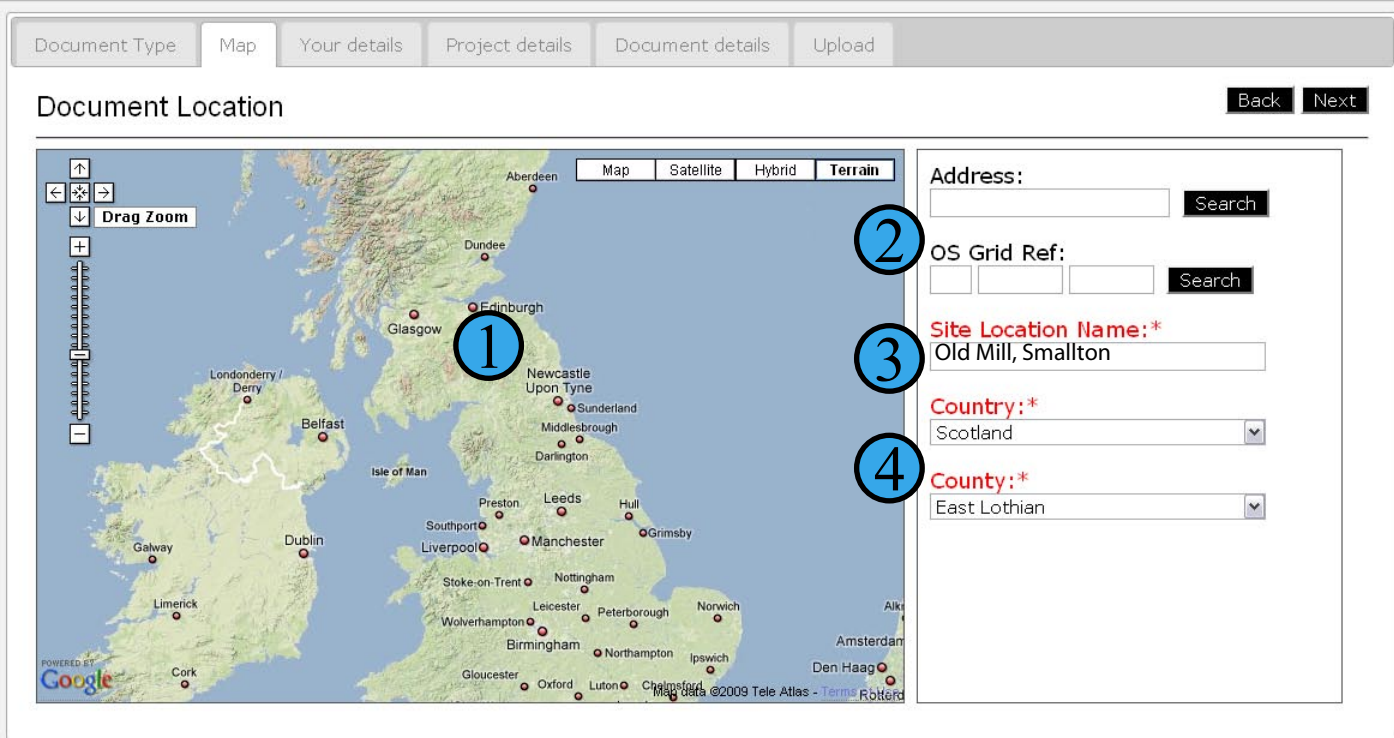


The screenshot shows the Open Archive website header with the logo and tagline "piece together your past". The navigation menu includes Home, Map, Upload, Search, My Docs, Browse, and Connect. The user is logged in as "Welcome Connolly" with a "Logout" link and notification counts for "Inbox" (0) and "Alerts" (0). The "Upload" page has tabs for "Document Type", "Map", "Your details", "Project details", "Document details", and "Upload". The "Document Type" tab is active, showing a "Document Type" label and a "Next" button. Below this is a question: "Do you want to geo-reference your document?" with radio buttons for "Yes" (selected) and "No". A note explains: "If you choose YES, you can place your report on a map in the location of the activity. (Sites, surveys, building recording etc) If you choose NO, the report will not appear on a map, but will still be part of the search. (PhDs, General articles etc)".

If you know where the project took place in a location such as a field, street, village or even a town click **next** (if you do not have a geographic location click **No** and then **next**, this would be for general documents or articles with multiple locations or dealing with regional or country-wide archaeology).

Your **Name** will already be filled in as will the **Year** (you can change the Year) type or paste in the **Project Name** and a **Short Description** (this can often be the summary or introduction to your document. then press **next**

If you do have a location the next screen will look like this:



Document Location Back Next

Map Satellite Hybrid Terrain

Drag Zoom

Address: Search


OS Grid Ref: Search

Site Location Name:*
Old Mill, Smallton

Country:*
Scotland

County:*
East Lothian

You now have two choices


1. click the map in roughly the area you want, which will then zoom in with this symbol at the centre of the map 


2. Use the **address search**, just type a location such as *High Street, Haddington* or *Haddington* or a **Postcode** and click **Address Search**, which will zoom you to the location. The same will happen if you use the OS Grid Ref, using the following format:

3. Fill in the Preferred Site name which will be displayed on the final map.

4. Add add the Country and County

see the next page to see the process of adding to map.

Now you are zoomed in, you may see additional markers like this  which represents a previously uploaded publication or report at a site. If you are **adding** to this site, then click the icon and choose [Upload document to this Location](#) to include a new document attached to a location that has had previous work carried out, perhaps a series of projects over the years.

If this is a **new project/location**, then drag this icon  to the location of the dig/building record/cemetery project. Putting your **mouse cursor** over the icon, **hold down the left button** and while the left button is held down **drag the icon** with the mouse to the location.



click **next**

Now add the name of the organisation or group who created the document (and that could be yourself and the contact address.

click **next**

You will now find yourself in the main project details page.

Document Type
Map
Your details
Project details
Document details
Upload

Project details (NT599741) Back Next

<p>Local authority:* <input type="text"/></p> <p>Site name:* <input type="text"/></p> <p>Year of project: <input type="text" value="2009"/></p> <p>Start date: <input type="text"/></p> <p>Significant Finds: <input type="text"/></p> <p>Previous work: <input type="text"/></p> <p>Project description:* <input type="text"/></p> <p>Future work: <input type="text"/></p> <p>Illus caption: <input type="text"/></p> <p>Funding body: <input type="text"/></p>	<p>Parish:* <input type="text"/></p> <p>Site code:* <input type="text"/></p> <p>Archive location: <input type="text"/></p> <p>End date: <input type="text"/></p> <p><input type="text"/></p> <p>NMRS No(s): <input type="text"/></p>
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Fill in each field in turn (remember that fields marked in **Red** are required)

1. The Site code is a system you may use to record the name of the project, for example Black Potts Hillfort takes place in August 2009 you might give it a code such as **BPH09**
2. Archive location is where you are storing the primary data for your project and can be a national repository or a local library - it could also be your main office.
3. Do you have start and end dates for the project.?
4. Significant finds relates to any important discoveries - which can be features or artefacts.
5. Was there any previous work there, and if so, what was it.
6. Add the short precis of the project (this can be a summary)
7. Do you feel there is scope for future work and if so, what would you suggest?
8. After adding any illustration captions (which is only relevant if you are sending a DES - Discovery and Excavation Scotland entry) and also putting in who paid for the work (if relevant) your final field is any National Monument Record reference numbers of sites.

click **next**

Give the Project Report a name

Choose what type of project it was.. (you can select multiple types)

Building Survey, Field Survey, **PhD Dissertation**, Desk Based Assessment, **Graveyard Record**, Post Excavation report, Environmental Statements, **Historic Research**, Specialist Report, **Estate Management Surveys**, Local History Project, **Watching Brief**, Excavation, **Non-intrusive Survey** (such as **Geophysics** or similar)

click **next**

Choose periods that are associated with the publication or report (you can select multiple periods)

Early Prehistoric - Palaeolithic - **Mesolithic** - Neolithic - **Later Prehistoric** - Bronze Age - **Iron Age Roman** - Early Historic - **Medieval** - Post Medieval - **18th Century** - 19th Century - **20th Century** - No archaeology recorded

click **next**

To upload the document click and then navigate to it on your computer and select it.

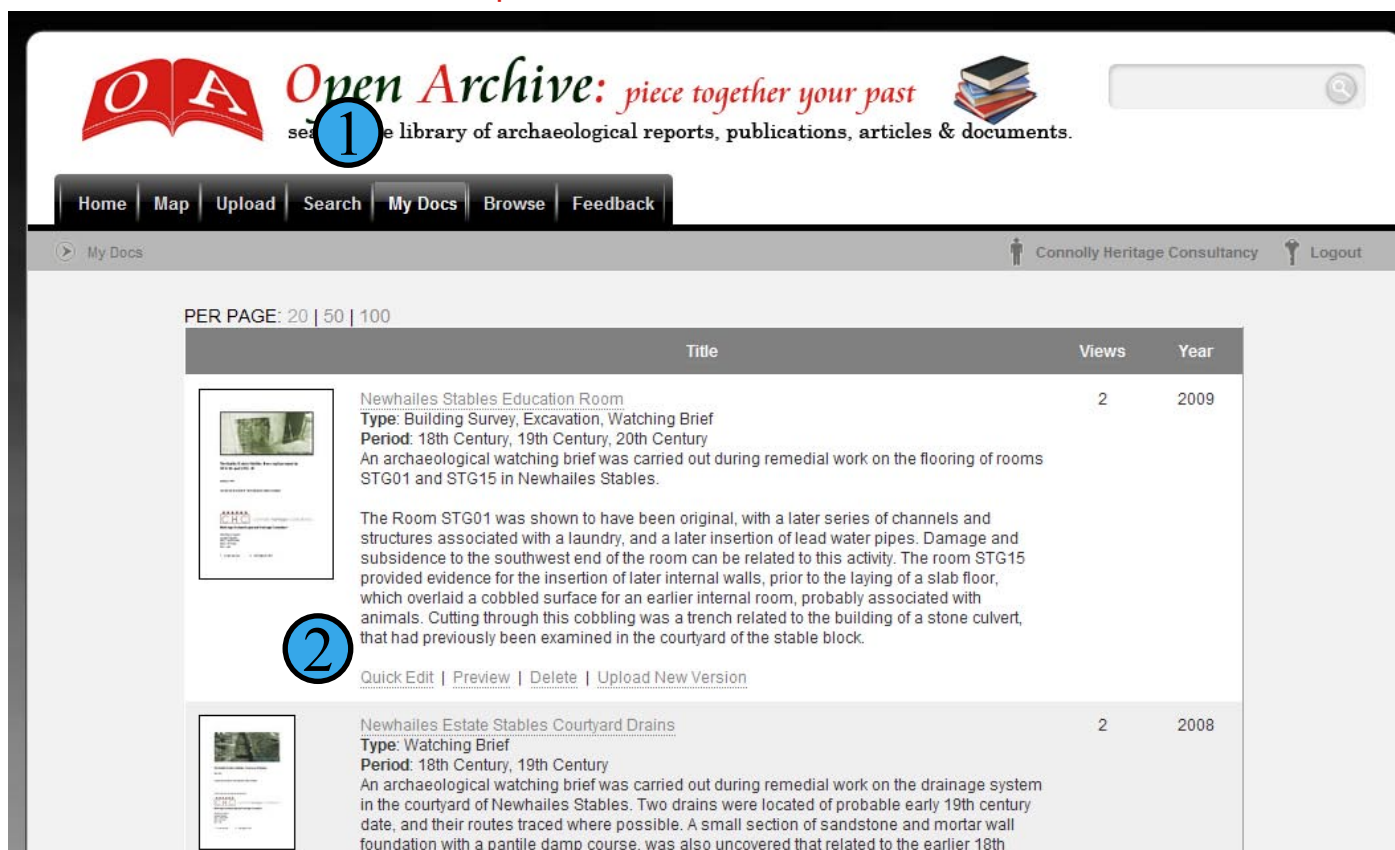
Only once it is uploaded (the **green bar** is 100%) you are then able to upload another document

Editing your documents is simple.

Once you have logged in, you click the **My Docs** tab on the top menu **1**

This will then show you all the reports and publications you have uploaded. The **text bar** **2**

Quick Edit : Preview : Delete : Upload New Version



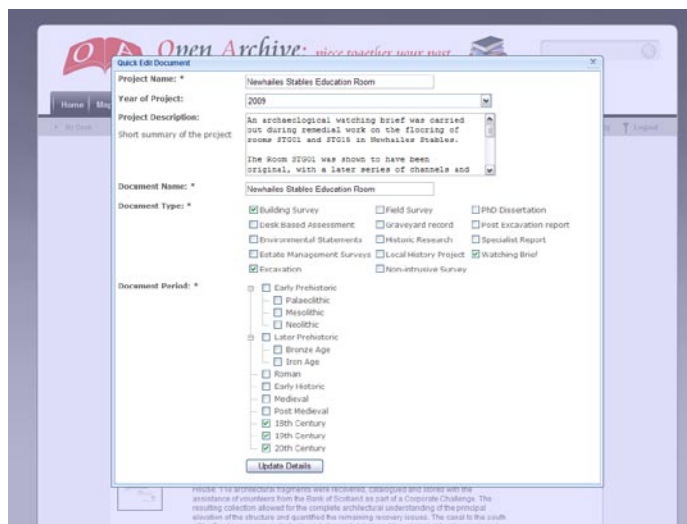
PER PAGE: 20 | 50 | 100

Title	Views	Year
<p>Newhailes Stables Education Room Type: Building Survey, Excavation, Watching Brief Period: 18th Century, 19th Century, 20th Century An archaeological watching brief was carried out during remedial work on the flooring of rooms STG01 and STG15 in Newhailes Stables.</p> <p>The Room STG01 was shown to have been original, with a later series of channels and structures associated with a laundry, and a later insertion of lead water pipes. Damage and subsidence to the southwest end of the room can be related to this activity. The room STG15 provided evidence for the insertion of later internal walls, prior to the laying of a slab floor, which overlaid a cobbled surface for an earlier internal room, probably associated with animals. Cutting through this cobbling was a trench related to the building of a stone culvert, that had previously been examined in the courtyard of the stable block.</p> <p>Quick Edit Preview Delete Upload New Version</p>	2	2009
<p>Newhailes Estate Stables Courtyard Drains Type: Watching Brief Period: 18th Century, 19th Century An archaeological watching brief was carried out during remedial work on the drainage system in the courtyard of Newhailes Stables. Two drains were located of probable early 19th century date, and their routes traced where possible. A small section of sandstone and mortar wall foundation with a pantile damp course, was also uncovered that related to the earlier 18th</p>	2	2008

Quick Edit

This selection brings up a new window where you can easily change all the details you have previously entered. Project Name, Year, Description, Document Name, Type of Project and Period, all on one screen.

Once you have finished editing, you then click the Update Details button at the bottom of the page, and the new data is saved.



Quick Edit Document

Project Name: * Newhailes Stables Education Room

Year of Project: * 2009

Project Description: * An archaeological watching brief was carried out during remedial work on the flooring of rooms STG01 and STG15 in Newhailes Stables.

Document Name: * Newhailes Stables Education Room

Document Type: * Building Survey Field Survey PhD Dissertation Desk based Assessment Graveyard record Post excavation report Environmental Statements Historic Research Specialist Report Estate Management Surveys Local History Project Watching Brief Excavation Non-intrusive Survey

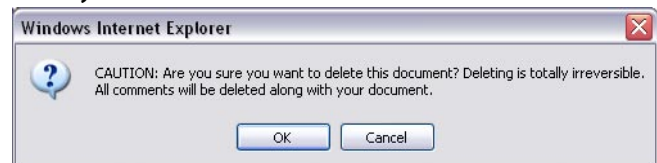
Document Period: * Early Prehistoric Paleolithic Mesolithic Neolithic Later Prehistoric Bronze Age Iron Age Roman Early Historic Medieval Post Medieval 18th Century 19th Century 20th Century

PREVIEW

The **Preview** text link, shows you the document as it will be seen by others, and can be useful to check if the upload has been successful.

DELETE

The **Delete** text link does exactly what it says, however, you will have to confirm this action, to insure against accidental deletion. The following dialogue appears and if you wish to delete the document, then press **OK**, otherwise press **Cancel**.

**UPLOAD NEW VERSION**

The final text link allows you to re-upload a **replacement** to the original, without losing any of the other information already stored, or the data on views. The pop up window displays an **upload file** button that you click, then select the new version from your computer folders.

This will overwrite the current version, with the chosen replacement. This can be handy if a correction is needed or mistake has been made in the first upload.

