



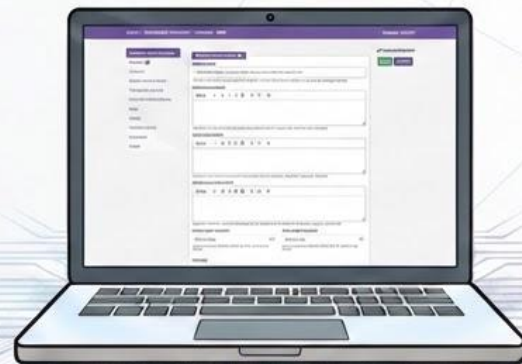
Archaeology
Data Service



Heritage Science
Data Service

An Introduction to Ingest

Online Training Session



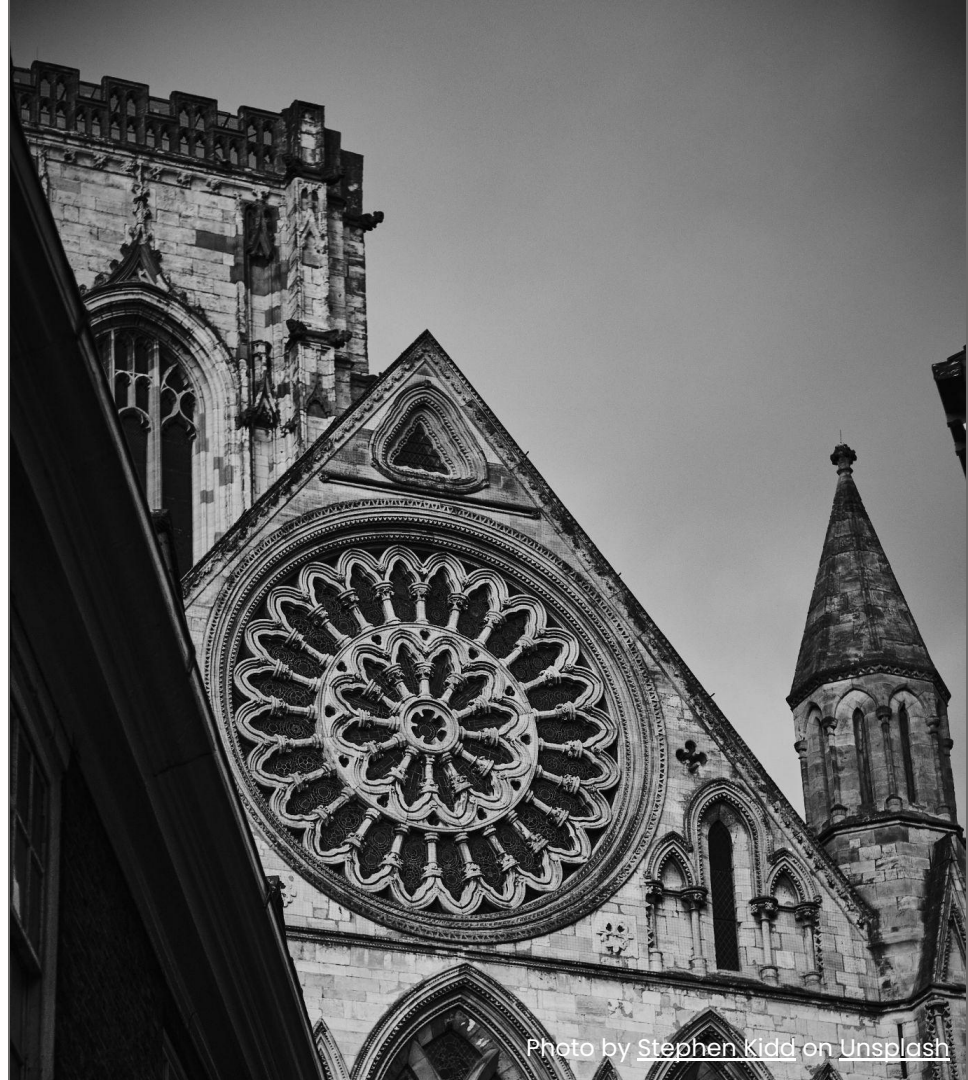
***Deposit and preserve your heritage
data simply and securely***

Today's Session



Outline – Today's Workshop

- 10.00–10.10: **Introduction**
- 10.10–10.20: **An Introduction to Ingest**
- 10.20–10.45: **Live Demonstration**
- 10.45–10.50: Break (5 mins)
- 10.50–11.10: **Hands on Practice Session**
- 11.10–11.20: **Wrap up**
- 11.20–11.30: **Feedback**
- 11.30: **Session ends**



Code of Conduct

We are committed to creating a friendly, respectful and harassment-free experience for learning.

We encourage all participants (instructor and learners) to act in the following manner and show respect and courtesy to others at all times.

- Use welcoming and inclusive language
- Be respectful of different viewpoints and experiences
- Show courtesy and respect towards other participants

Any issues please report it to me (via Zoom Direct Message or email nicky.garland@york.ac.uk).

Complaints procedure - contact help@archaeologydataservice.ac.uk

Download a Training Dataset



Cotswold Archaeology (2026) Digital Archive from an
Archaeological Evaluation at Bedford Road, Houghton Regis,
Bedfordshire, February to March 2022 [data-set]. York: Archaeology
Data Service [distributor] <https://doi.org/10.5284/1139063>

<https://bit.ly/Ingest26>

What is Ingest?








Ingest



- A new digital repository deposit system for archaeological and heritage data
- Designed to streamline the process of depositing data and associated metadata
- The replacement for ADS-easy (launched 2014, served for 12+ years)
- Developed through years of research, consultation, and testing with our user community

The Benefits

-  Quick to use – a streamlined workflow
-  Supports multiple file formats – flexible for different data types
-  Facilitates all deposit sizes – from small to large datasets
-  Automates metadata extraction – using a single template
-  Validates files and metadata – during deposition catching errors early

Ingest Workflow

Step 1

Register via
UMA and
login



Step 2

Start deposit of
New Collection
via Dashboard



Step 3

Complete
fields for
Collection
Metadata



Step 4

Upload files
and Core
Metadata
Template



Step 5

Review, fix
errors and
submit



Before you start



User Management System

ads Archaeology Data Service hsds Heritage Science Data Service UMA [→\] Log in](#)

Welcome to UMA: the User Management Application for the ADS and the HSDS

[More info](#)

Enter your email address to register for ADS & HSDS systems:

Email address

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#) reCAPTCHA
Privacy - Terms

[Next](#)

UNIVERSITY of York re3data.org
REGISTRY OF RESEARCH DATA REPOSITORIES CORE TRUST SEAL WORLD DATA SYSTEM

- Register to use Ingest via the User Management System (UMA)
- Manages access to all ADS and HSDS applications
- If your an OASIS user, use your existing login to access
- Administer access for your organisation as an Admin user

Where Your Deposit Appears – Collection Pages

Use Ingest to control the appearance of your collection in the ADS and/or HSDS



Enter Text and images to design the Introduction and Overview pages

A screenshot of the ADS (Archaeology Data Service) website showing a collection page. The header includes the ADS logo and navigation links: Search data, Deposit data (with ADS-EASY above it), Help & guidance, News & events, Blog, and About. The main content area has a blue header with the title 'Conservation Data from 'Bacino di San Marco' by Canaletto' and a link to 'BACK TO ARCHIVES SEARCH'. Below the title, it lists 'Amgueddfa Cymru - National Museum Wales, 2025. (updated 2026)' and a DOI link: 'https://doi.org/10.5284/1138329. How to cite using this DOI.' The page is divided into two columns. The left column, titled 'Explore this collection:', contains a list of links: Introduction (highlighted with a red square), Downloads, Collection Metadata, and Usage Statistics. The right column, titled 'Introduction', contains two paragraphs of text. The first paragraph states that the collection includes textual documentation, high-resolution images, ultraviolet imaging, and photomicrographs of the painting. The second paragraph describes the conservation and restoration initiative by Amgueddfa Cymru - National Museum Wales. To the right of the text is a small image of the painting 'Bacino di San Marco' by Canaletto. Below the image is a caption: 'Full UV image of the piece 'Bacino di San Marco' by Canaletto'.

From Ingest to Discovery

Ingest

hds data catalogue

ads data catalogue

The screenshot shows the Heritage Science Data Service (hds) data catalogue interface. The header includes the hds logo and navigation links: Data & Services, Deposit data, Help & Guidance, News & Events, and About. The main content area is titled 'Results' and displays a list of search results. The first result is 'Norwich Northern Distributor Road (NDRD) and Heath Farm, Archaeological Evaluation Report, Volume 2: Illustrations'. The second result is 'Norwich Northern Distributor Road (NDRD) and Heath Farm, Archaeological Evaluation Report, Volume 1: Text'. The third result is 'Digital Archive from Construction Integrated Recording at Greatworth West, Northamptonshire, 2023-2024 (162 Pages)'. Each result includes a brief description, resource type, phase, publisher, and original subject. The interface also features a search bar, filters, and a map of the United Kingdom.

The screenshot shows the Archaeology Data Service (ads) data catalogue interface. The header includes the ads logo and navigation links: Search data, Deposit data, Help & guidance, News & events, Blog, and About. The main content area is titled 'Results' and displays a list of search results. The first result is 'Images and Report from a Photographic Survey Using the Moon as a Proxy for the Ancient Sun at Stonehenge, 2024-5'. The second result is 'Digital Archive from an Archaeological Evaluation at Thatched Road, Debden, Essex, December 2024'. Each result includes a brief description, resource type, phase, publisher, and original subject. The interface also features a search bar, filters, and a map of the United Kingdom.

Deposition Methods

Continue to deposit with us in multiple ways

The logo for 'Ingest' features a purple downward-pointing arrow icon to the left of the word 'Ingest' in a bold, purple, sans-serif font.

Our fast & intuitive new deposit system - launching 28th April 2026

The logo for 'ads easy' consists of the word 'ads' in white lowercase letters on a green square background, followed by the word 'easy' in green lowercase letters on a white background.

Our existing system (no new registrations) - retiring 28th April 2027



Contact us for collections requiring a specific interface & ADS Library datasets

Any Questions?

The bottom of the slide features a decorative graphic consisting of several overlapping, wavy lines in a lighter shade of purple. These lines create a sense of movement and depth, resembling a stylized landscape or a series of data points connected by smooth curves.

Live Demonstration



Download a Training Dataset



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Bedfordshire, February to March 2022 [data-set]. York: Archaeology
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Wrap up

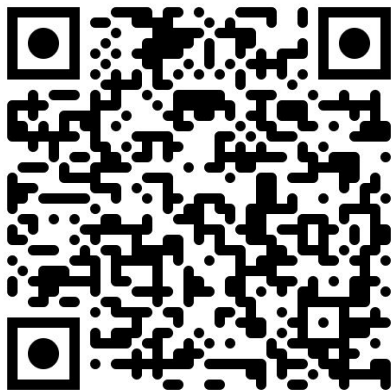


Feedback Survey



https://york.qualtrics.com/jfe/form/SV_1XJkRmzZxKvxMNg

Online Guidance



A screenshot of the 'Ingest Guidance' website. The page has a purple header with the 'Ingest Guidance' title and a search bar. Below the header is a navigation menu with links for 'Home', 'Getting Started', 'New Collections', 'Core Metadata Template', 'Training', and 'Troubleshooting'. The main content area features the heading 'Guidance for Ingest' followed by the text 'Support and documentation for depositing collections with the ADS and HSDS.' There are two buttons: 'Get started' and 'Training'. At the bottom left are the ADS and HSDS logos. On the right, there is an illustration of a laptop displaying a web form with various input fields and a 'Save' button.

<https://uoy-ads.github.io/ads-ingest-documentation>

Ingest Q&A Drop-in Sessions

[https://uoy-ads.github.io/
ads-ingest-documentatio
n/tr/tr_index/](https://uoy-ads.github.io/ads-ingest-documentation/tr/tr_index/)



A 1-hour open Q&A for users who have completed basic training.

Pre-registration required.

- **Thursday 14th May 2026**
- **Thursday 4th June 2026**
- **Thursday 25th June 2026**
- **Thursday 16th July 2026**