

Part 1:

**Getting started on the PAS
database**

Overview of the home page <https://finds.org.uk>

This is the first page you will see:

The screenshot shows the homepage of the Portable Antiquities Scheme website. The navigation bar at the top includes links for Home, Contacts, Get Involved, Database, Treasure, Guides, Publications, Research, Counties, and Forum. The main content area features a welcome message, a search bar, and several featured sections: Micropasts, Staffordshire Hoard papers, and Research in progress. The footer contains links to The British Museum, Data Labs, Tech, and Find us.

Click this tab to go to the database.

Useful information.

List of FLOs, Treasure and other PAS staff.

Advice on Treasure.

Local finds info.

Welcome to the Portable Antiquities Scheme website
The Portable Antiquities Scheme is a DCMS funded project to encourage the voluntary recording of archaeological objects found by members of the public in England and Wales. Every year many thousands of objects are discovered, many of these by metal-detector users, but also by people whilst out walking, gardening or going about their daily work.

Micropasts
A community platform for conducting, designing and funding research into our human past. The Scheme's latest partnership project in conjunction with UCL and funded by the AHRC.
[Read more »](#)

Search our database
Try coin for example
[Search](#)

Latest tweets
1 hour, 45 minutes ago [findsorguk](#) said: I just added 'Landscapes of Devotion: pilgrim signs in their wider context' to @academial <https://t.co/sE9FMf7je>
2 hours, 58 minutes ago [findsorguk](#) said: @StephenGeoRae Please contact your local Finds Liaison Officer directly with photos and description <https://t.co/Vno2g9dT5> Many thanks!

Learn about coins
Iron Age
Roman
Byzantine
Greek & Roman Provincial
Early Medieval
Medieval
Post Medieval

Staffordshire Hoard papers
The Staffordshire Hoard symposium papers have been published for all to access and edited by Helen Geake. The hoard's records are being added slowly to the database.
[Read more »](#)

PAS Explorers
Get involved with the Scheme as part of the PAS Explorers project.
[Read more »](#)

Research in progress
The Scheme's database provides the basis of over 370 research projects and has enabled the Scheme to gain funding for several large grants - Leverhulme and AHRC funding for instance.
[Read more »](#)

General information.
It will be here if you can't find it anywhere else!

The British Museum

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Terms of Use
Privacy & Cookies
Freedom of Information
Help

Join the conversation
Twitter
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Flickr
YouTube
Pinterest

Data Labs
Linked open data policy
Controlled vocabulary
OAI interface
RSS feeds

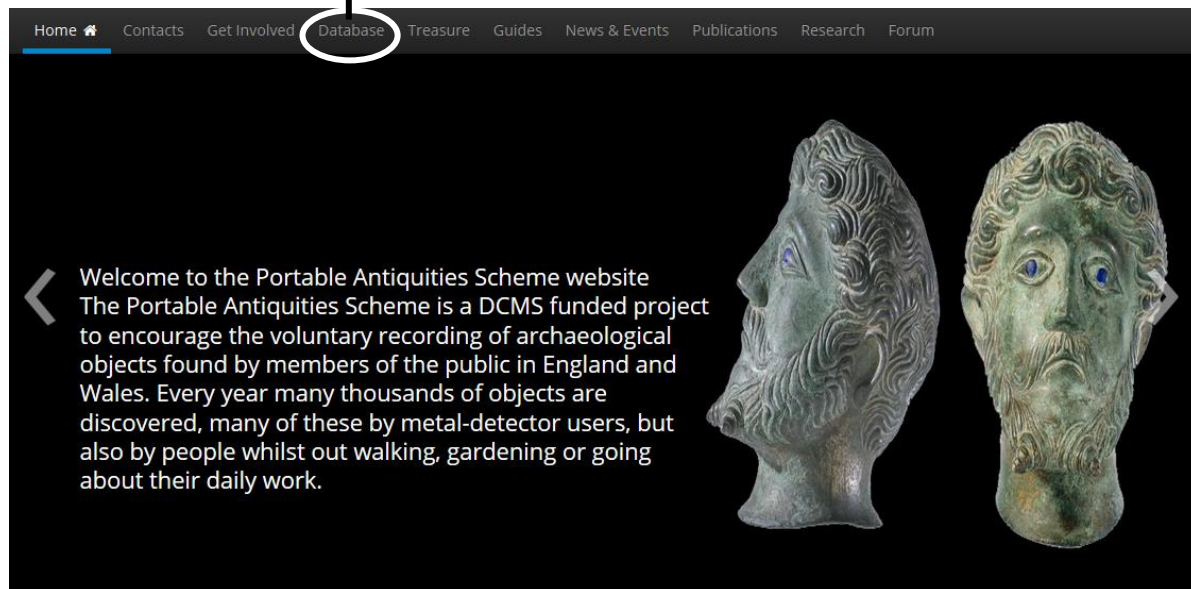
Tech
Source code on Github
Technology

Find us
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The British Museum, Great Russell Street,
London WC1B 3DG,
T: +44(0) 20 73238618
E: info@finds.org.uk

How to create an account and log in

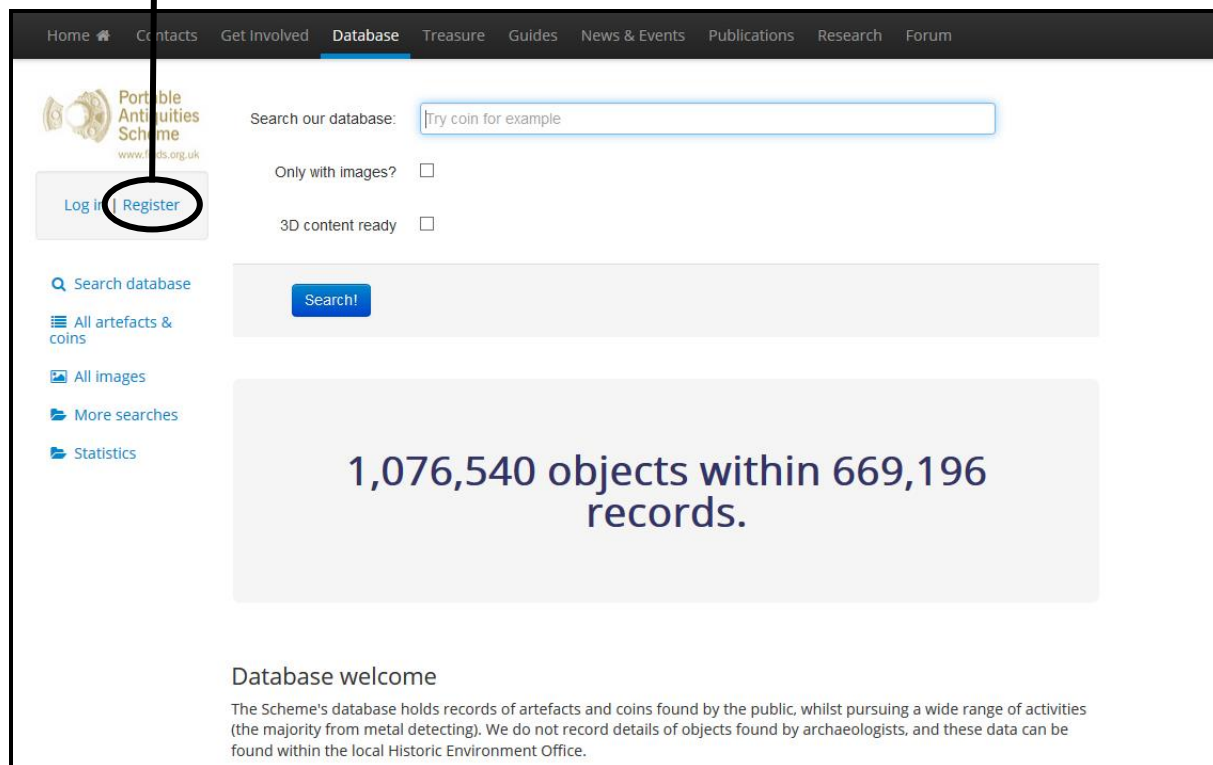
Before you can add an object to the database, you need to create a user account:

1. From the home page, click on the **Database** tab.



This will bring you to the database home page.

2. Click on **Register**.



This will take you to the registration screen:

The screenshot shows the 'Register for a user account' page of the Portable Antiquities Scheme. The page has a dark navigation bar at the top with links: Home, Contacts, Get Involved, Database, Treasure, Guides, News & Events, Publications, Research, and Forum. The main content area has the scheme's logo and a 'Log in | Register' button. The registration form includes fields for Username, Password, First Name, Last Name, Preferred Name, and Email Address. A CAPTCHA section is also present. A 'Register!' button is at the bottom of the form. Four callout boxes provide instructions: 1. 'Your preferred name is shown at the top left of the screen when you are logged in.' points to the Preferred Name field. 2. 'You will use your username to log in.' points to the Username field. 3. '3. Enter your details in each box on this page. You will need to think of a username and password for yourself.' points to the Username and Password fields. 4. '4. Click on Register.' points to the Register! button.

Portable Antiquities Scheme
www.finds.org.uk

Log in | Register

Register for a user account

Register with the Scheme:

Username
Username must be more than 3 characters and include only letters and numbers

Password
Password must be longer than 6 characters and must include letters and numbers i.e. p4ssw0rd


First Name

Last Name

Preferred Name
e.g. Joe Brown rather than Joseph Brown

Email Address

Prove you are not a robot/spammer


Type the text [Privacy & Terms](#)

Due to the surge in robotic activity, we have had to introduce this software. However, by filling in this captcha, you help Carnegie Mellon University digitise old books.

Register!

Terms and conditions for higher level access

By applying for a user account for the Portable Antiquities Database, you must agree to abide by the following conditions.

1. You will not reveal your password to any one else.
2. You will not allow anyone other than yourself to use your account (for example, do not log on for another person to use the database.)
3. You are bound by the Data Protection Act, not to distribute any of the personal data held within the database.
4. You must not contact any of the finders named on the database, without firstly liaising with the regional Finds Liaison Officer for that area. Namely, if you want to speak to Mr X. based in Suffolk, you must contact the Suffolk Finds Liaison

This will take you to the account activation screen:

The screenshot shows the 'Activate your account' page. It has the same navigation bar as the registration page. The main content area has the scheme's logo and a 'Log in | Register' button. The activation form includes fields for 'Your username', 'Your email address', and 'Your activation key'. A note states 'Your key was sent in your activation email'. An 'Activate me!' button is at the bottom of the form.

Portable Antiquities Scheme
www.finds.org.uk

Log in | Register

Activate your account

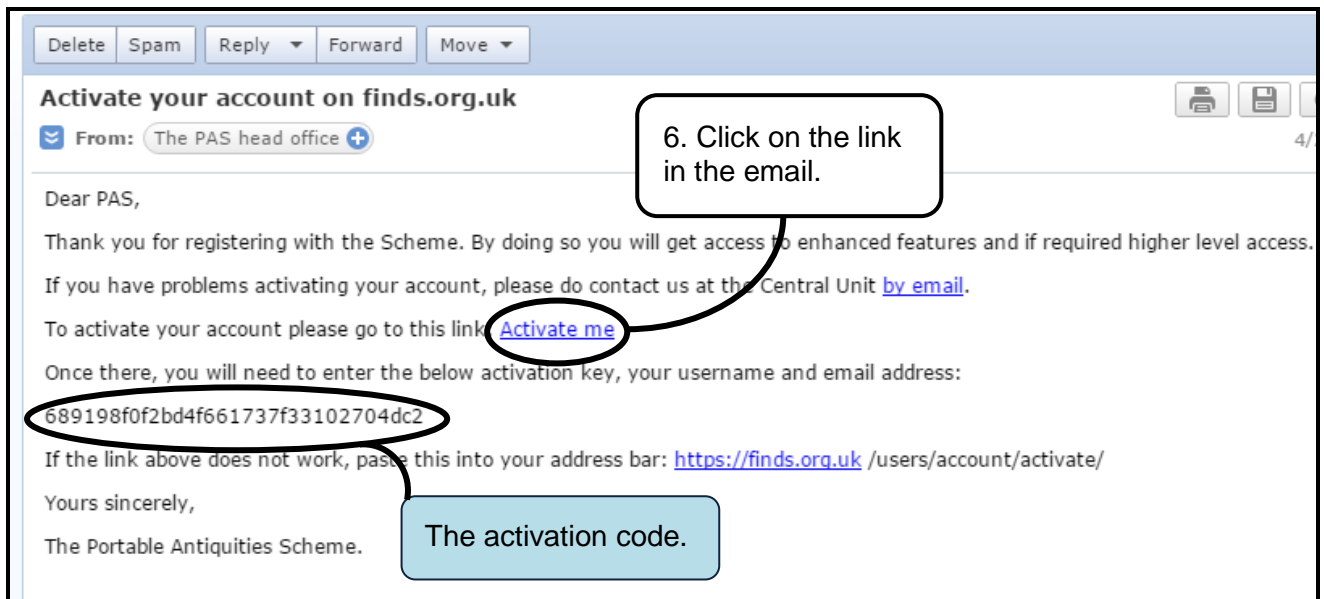
Your username

Your email address

Your activation key
Your key was sent in your activation email

Activate me!

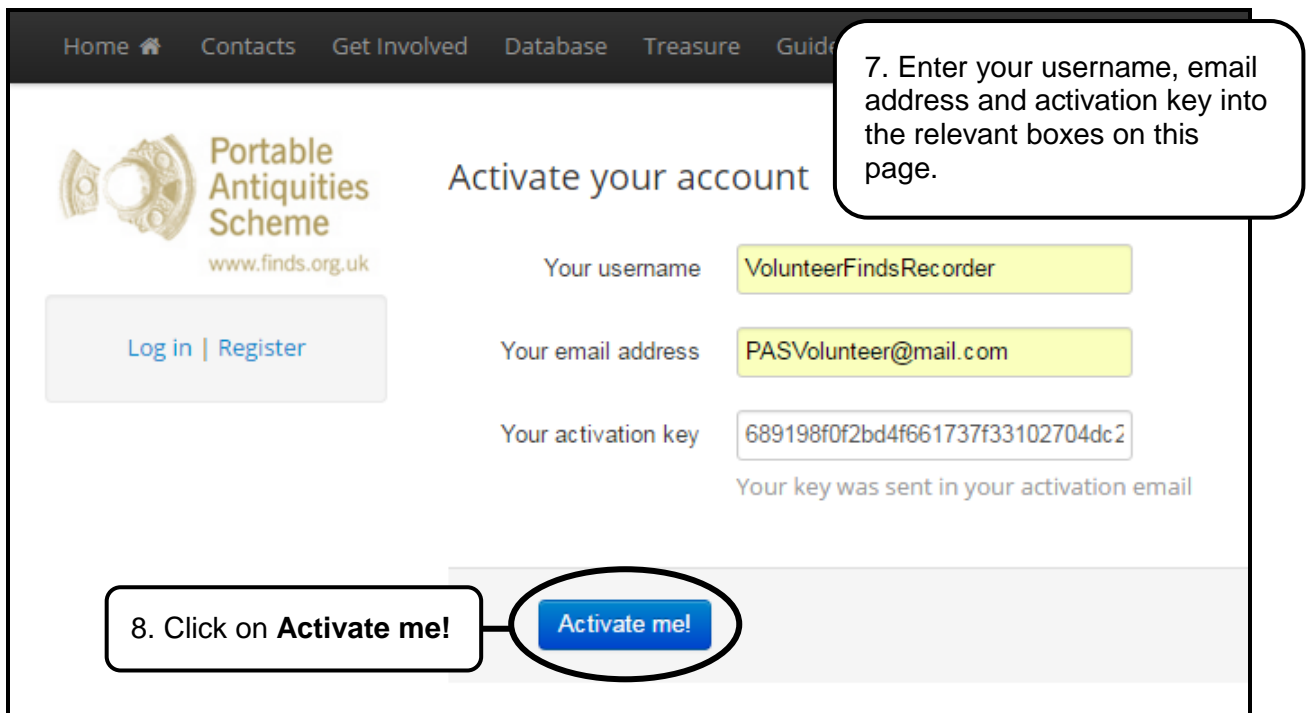
5. Check your email! Once registered, you will receive an email asking you to **activate your account** and an **activation code**.



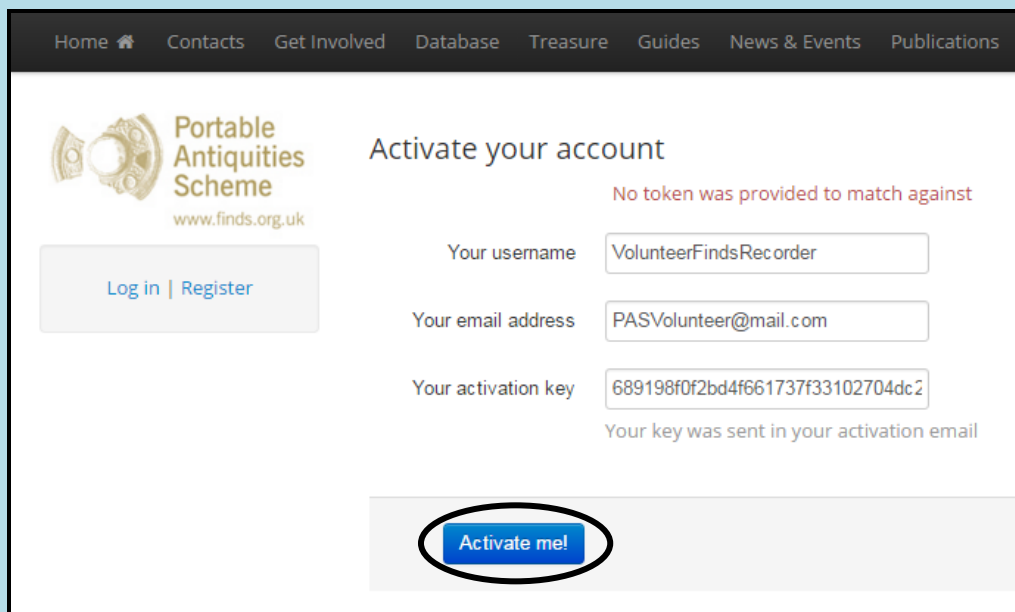
If clicking on the activate me link does not work, type this into your internet address bar:
[https://finds.org.uk /users/account/activate/](https://finds.org.uk/users/account/activate/)

You can also copy and paste this address directly from your activation email.

This will also take you to the account activation screen.



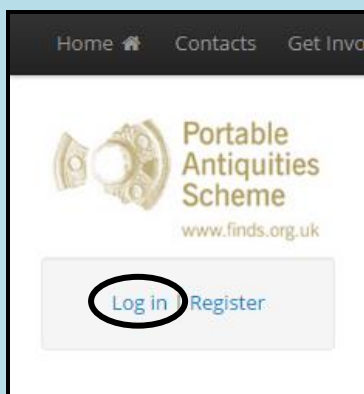
It is possible that the message **No token was provided to match against** will appear after you have clicked **Activate me!**



If so, don't panic, simply continue to click **Activate me!** until you are taken to the Log in page.

Once you have activated your account you will be able to log in. You will be taken to the Log in page automatically after clicking **Activate me!**

To return to the Log in page at any time, click on the **Database** tab at the top of the screen and click on **Log in** in the blue box on the top left under the PAS logo.



This is the log in screen:

The screenshot shows the 'Registered user login' page of the Portable Antiquities Scheme. The page has a dark navigation bar at the top with links: Home, Contacts, Get Involved, Database, Treasure, Guides, News & Events, Publications, Research, and Forum. The main content area has the scheme's logo and name on the left. A 'Login' button is circled in blue, with a callout box stating '10. Click the Login button.' To the right, a black box says 'You must log in to be able to record an object.' Below the login fields, a callout box states '9. If username and password are not already automatically entered, enter your username and password into the relevant boxes on this page.' At the bottom, there are links for 'Forgotten your details?' (password and username) and 'Register for an account'.

Home Contacts Get Involved Database Treasure Guides News & Events Publications Research Forum

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www.finds.org.uk

Registered user login

You must log in to be able to record an object.

10. Click the Login button.

9. If username and password are not already automatically entered, enter your username and password into the relevant boxes on this page.

Log in | Register

Login

Username:

Password:

Forgotten your details?

You can retrieve your user account details using the links below:

- [Forgotten password](#)
- [Forgotten username](#)

Register for an account

[Registering for an account](#) to use the Scheme's database is now very simple and has the following benefits:

If at any point you forget your username or password, click on the **Forgotten password** or **Forgotten username** links on the log in page.

This is a clean screenshot of the 'Registered user login' page. It includes the same navigation bar and logo as the previous image. The login fields for 'Username' and 'Password' are clearly visible, along with the 'Login' button. Below these, the 'Forgotten your details?' section contains links for 'Forgotten password' and 'Forgotten username'.

Home Contacts Get Involved Database Treasure Guides News & Events Put

Portable Antiquities Scheme
www.finds.org.uk

Registered user login

Login

Username:

Password:

Login

Forgotten your details?

You can retrieve your user account details using the links below:

- [Forgotten password](#)
- [Forgotten username](#)

An email will then be sent to your registered email address with your forgotten username if this is what you have forgotten. If you have forgotten your password an email will be sent to you asking you to reset your password with instructions on how to do this.

Your account isn't ready for recording yet.

When you registered for access to the database, this was the first step on your route to recording glory. To finish this process we need you to do the following:

- Contact your local [Finds Liaison Officer](#)
- If you haven't recorded with us before give them the personal details they ask for
- Ask them to link your username to your personal data
- Record in style!



The image above is a CC licenced image by [Johnson Cameraface](#).

Once you have registered, please contact a member of PAS staff and tell them your username. This way we can activate your account for recording and you will be linked to your existing recorded objects – or, if you are a new finder, your details can be added to the list.

Overview of the user account page

This user account details screen appears immediately after you log in:

The screenshot shows the user account details page for a PAS Volunteer. The page has a dark navigation bar at the top with links: Home, Contacts, Get Involved, Database, Treasure, Guides, News & Events, Publications, Research, Counties, and Forum. The main content area is titled "User account details for PAS Volunteer - 3 visits." and contains a profile card on the left and account details on the right. The profile card includes a placeholder for a gravatar, the name "PAS Volunteer's representative", a "Log out" button, and the role "Assigned role: Member". Below the profile card is a sidebar with links: "Database settings", "Database searches", "Login data", "View all users", and "Data Export". The "Database settings" link is circled, and a callout box points to it with the text "Click the **Database settings** button then click **Configure database preferences** to:". The account details on the right include: "Your recording institution is PUBLIC and your username is set as volunteerfindsrecorder", "You have logged in: 3 times.", "5406 people have visited the site more frequently than you!", "Last visit registered at: 1 minute ago", "Your specified role on the site is: Member", "Your account was last updated by Claire Costin , 1 minute ago .", "Your account was created by: joe public.", "Your account was created: 1 hour, 57 minutes ago .", "Your account has permission to record objects.", "Your account is attached to personal details on the database.", "This url will take you to all publicly available finds you have recorded: <https://finds.org.uk/database/search/>", and "Your unique identifier is: PAS57178613001D72". Below these details is a list of actions: "Search our database", "Edit account", "Add a new object", "Change password", and "Request account upgrade". A second callout box points to the "Database settings" link in the sidebar with the text "Click your name at any time to return to this page.".

Home Contacts Get Involved Database Treasure Guides News & Events Publications Research Counties Forum

Click your name at any time to return to this page.

PAS Volunteer's representative Log out
Assigned role: Member

Database settings
Database searches
Login data
View all users
Data Export

User account details for PAS Volunteer - 3 visits.

Your recording institution is PUBLIC and your username is set as volunteerfindsrecorder
You have logged in: 3 times.
5406 people have visited the site more frequently than you!
Last visit registered at: 1 minute ago
Your specified role on the site is: Member
Your account was last updated by Claire Costin , 1 minute ago .
Your account was created by: joe public.
Your account was created: 1 hour, 57 minutes ago .
Your account has permission to record objects.
Your account is attached to personal details on the database.
This url will take you to all publicly available finds you have recorded: <https://finds.org.uk/database/search/>
Your unique identifier is: PAS57178613001D72

- Search our database
- Edit account
- Add a new object
- Change password
- Request account upgrade

Click the **Database settings** button then click **Configure database preferences** to:

- choose the screen that you see after logging in
- choose the fields that are copied for each new record

Database settings
Configure database preferences
My social web

The screenshot shows the 'User account details for PAS Volunteer' page. The left sidebar contains a 'Log out' button and a list of links: 'Database settings', 'Database searches', 'Login data', 'View all users', 'Data Export', 'Search', and 'Comments'. The main content area displays account information and a list of actions: 'Search our database', 'Edit account', 'Add a new object', 'Change password', and 'Request account upgrade'. Five callout boxes provide instructions: 'Click here to search the database.' points to the 'Search our database' link; 'Click here to edit your personal data.' points to the 'Edit account' link; 'Click here to add a new object to the database.' points to the 'Add a new object' link; 'Click here to change your current password. It is a good idea to do this if you have been sent a new one after forgetting it.' points to the 'Change password' link; and 'Click here to request an account upgrade to researcher status. This allows researchers only higher level access to information on the database. We require evidence in written form from a research supervisor or an archaeological referee to do this.' points to the 'Request account upgrade' link.

Editing personal data

By clicking **Edit account**, on the user account page you reach this page. You can change your first name, last name, preferred name (such as a shortened name, shown at the top left of the screen when you are logged in) and your registered email address.

Click the **Save details** button after any changes are made.

The screenshot shows the 'Edit your personal data' page. The left sidebar is identical to the previous page. The main content area contains form fields for 'First Name' (PAS), 'Last Name' (Volunteer), 'Preferred Name' (PAS Volunteer), and 'Email Address' (pasvolunteer@mail.com). There is also a 'Default copyright' dropdown menu set to 'Select a licence holder'. At the bottom of the form, the 'Save details' button is circled in black.

Copyright

Home Contacts Get Involved Database Treasure Guides News & Events Publications Research Counties Forum

Portable Antiquities Scheme
www.finds.org.uk

PAS Volunteer » Log out
Assigned role: Member

Database settings
Database searches
Login data
View all users
Data Export
Search
Comments

Edit your personal data

First Name: PAS
Last Name: Volunteer
Preferred Name: PAS Volunteer
Email Address: pasvolunteer@mail.com

Default copyright: Select a licence holder

- The British Museum
- The Clwyd-Powys Archaeological Trust
- The Portable Antiquities Scheme**
- Tyne and Wear Museums
- West Berkshire Council
- West Yorkshire Archaeology Advisory Service
- Winchester Museums Service
- York Museums Trust

Save details

The British Museum About Us About our Site

One last thing we ask you to do before you start is to please select your default copyright as The Portable Antiquities Scheme. This means, as with your finds added by the FLO, the images and data can be used by all.

The PAS uses a system known as the CC-BY licence.

The CC stands for 'Creative Commons', an American non-profitmaking corporation which organises and maintains the licences.

The BY part of the copyright licence stands for the word 'by', meaning that this licence says this: that in order to use the image you have to say **who it is by**, or in other words who made it, who took the photo or did the artwork. It's also known as an 'attribution licence'.

It is possible to add images to the database which have different copyright licences – this information can easily be added either when you attach an image to a record or by editing at a later date.

Levels of access

Different levels of login have different levels of access to data, summarised below:

1. Public user (no login):

- can see validated and published objects (those with yellow and green flags);
- can see findspots to 1km grid square level (4 figure grid ref.);
- have no access to personal data.

2. Registered user (with login access):

- can see validated and published objects (those with yellow and green flags);
- can see findspots to 1km grid square level (4 figure grid ref.);
- can save searches;
- have no access to personal data.

3. Member + (with login access):

- can see validated and published objects (those with yellow and green flags);
- can see findspots to 1km grid square level (4 figure grid ref.);
- can save searches;
- can create and edit their own records and get full mapping capabilities for these objects (but not other finders' objects);
- have no access to personal data.

4. Researchers and Historic Environment Officers (with login access):

- can see validated and published objects (those with yellow and green flags);
- can see full findspot details;
- can save searches and use enhanced spreadsheet downloads;
- can create and edit their own records;
- can validate records (change the flag colour to yellow);
- have no access to personal data.

5. Finds Liaison Officers and the Treasure Team (with login access):

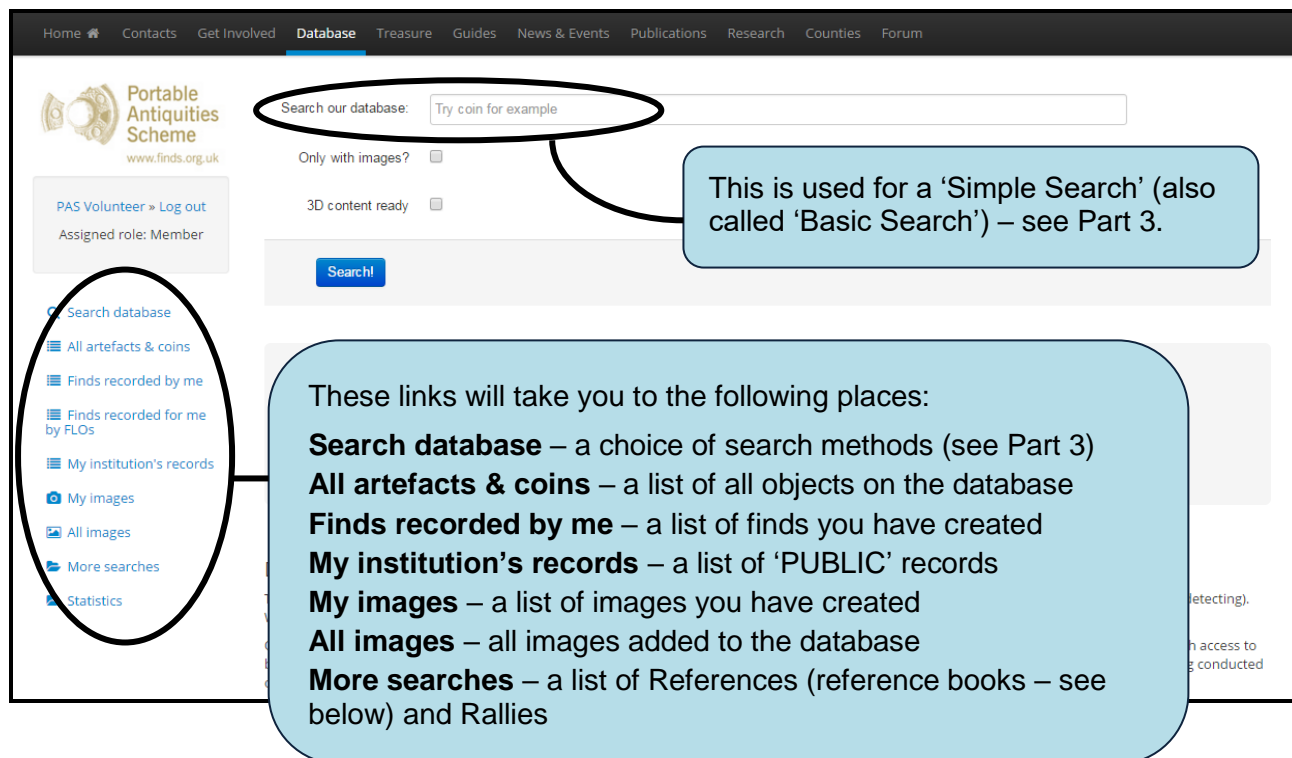
- can see validated and published objects (those with yellow and green flags);
- can see finds on review (those with red flags);
- can see full findspot details;
- can save searches and use enhanced spreadsheet downloads;
- can create and edit their own records;
- can edit records made by members, researchers and those at their institution;
- can validate records (change the flag colour to yellow);
- have full access to personal data.

6. Finds Advisers (with login access):

- can see validated and published objects (those with yellow and green flags);
- can see finds on review (those with red flags);
- can see full findspot details;
- can save searches and use enhanced spreadsheet downloads;
- can create and edit their own records;
- can edit records made by any user;
- can publish records (change the flag colour to green);
- have full access to personal data.

Overview of the database page

Once you have logged in, click on the **Database** tab and it will bring you to this screen:

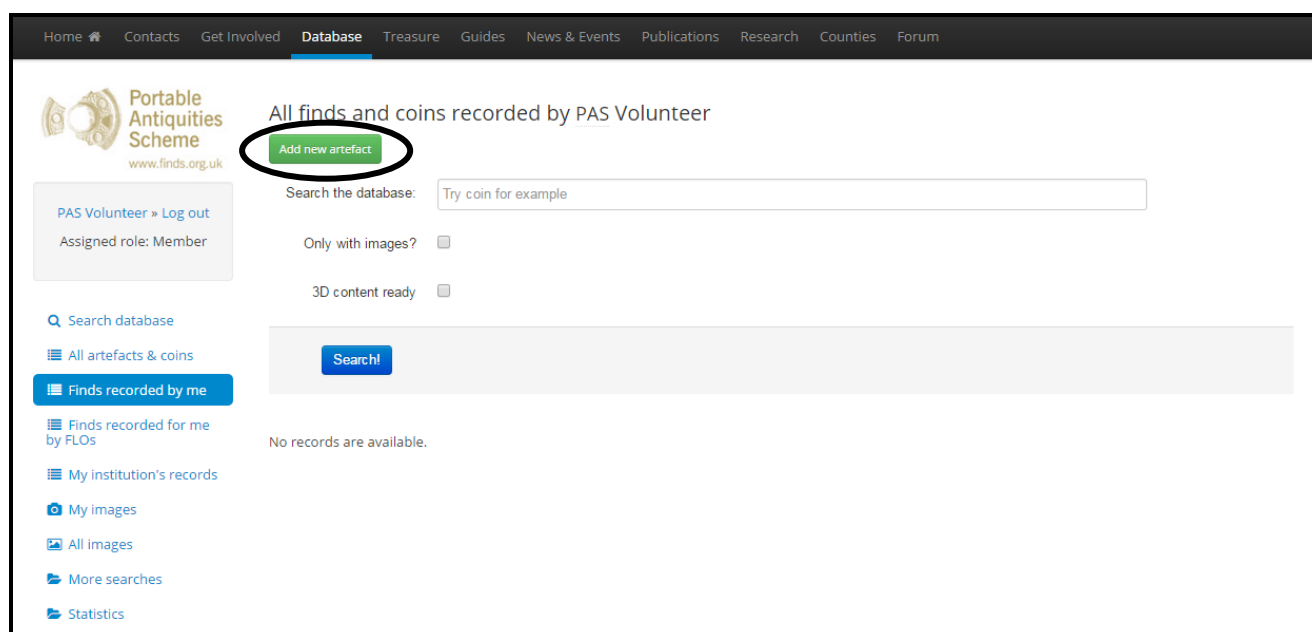


The screenshot shows the database homepage with the following elements:

- Navigation bar:** Home, Contacts, Get Involved, **Database** (highlighted), Treasure, Guides, News & Events, Publications, Research, Counties, Forum.
- Search bar:** "Search our database: Try coin for example" (circled). A callout box states: "This is used for a 'Simple Search' (also called 'Basic Search') – see Part 3."
- Filters:** "Only with images?" and "3D content ready" (both with checkboxes).
- Search button:** "Search!"
- Left sidebar:** "PAS Volunteer » Log out", "Assigned role: Member", and a list of links: "Search database", "All artefacts & coins", "Finds recorded by me", "Finds recorded for me by FLOs", "My institution's records", "My images", "All images", "More searches", "Statistics". A callout box points to this list.
- Callout box (pointing to the sidebar links):** "These links will take you to the following places:
Search database – a choice of search methods (see Part 3)
All artefacts & coins – a list of all objects on the database
Finds recorded by me – a list of finds you have created
My institution's records – a list of 'PUBLIC' records
My images – a list of images you have created
All images – all images added to the database
More searches – a list of References (reference books – see below) and Rallies"

From **Finds recorded by me** you can add objects and coins.

At the top of the **Finds recorded by me** screen is the button **Add new artefact**. If you click this it will take to you a blank record page for objects and coins (see page 24).





The screenshot shows the "Finds recorded by me" page with the following elements:

- Navigation bar:** Home, Contacts, Get Involved, **Database** (highlighted), Treasure, Guides, News & Events, Publications, Research, Counties, Forum.
- Header:** "All finds and coins recorded by PAS Volunteer".
- Search bar:** "Search the database: Try coin for example" (circled).
- Filters:** "Only with images?" and "3D content ready" (both with checkboxes).
- Search button:** "Search!"
- Left sidebar:** "PAS Volunteer » Log out", "Assigned role: Member", and a list of links: "Search database", "All artefacts & coins", "Finds recorded by me" (highlighted), "Finds recorded for me by FLOs", "My institution's records", "My images", "All images", "More searches", "Statistics".
- Content area:** "No records are available."

Help!

Help for common issues can be found at the foot of any page on the PAS website and database by clicking on the **Help** link.



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T: +44(0) 20 73238618
E: info@finds.org.uk

This will bring up the following help menu:

[Home](#) [Contacts](#) [Get Involved](#) [Database](#) [Treasure](#) [Guides](#) [News & Events](#) [Publications](#)



Portable Antiquities Scheme
www.finds.org.uk

[PAS Volunteer » Log out](#)
Assigned role: Member

Database help topics

[Site help topics](#)

Help topics for our database

1. [Searching the PAS database for the first time](#)
2. [Configuring the copy last record function](#)
3. [Searching our database](#)
4. [Image labels](#)
5. [Find spots - what can I publish](#)
6. [Why can't I add personal data \(public recorders\)](#)
7. [Deleting an image](#)
8. [Publishing find spots as a third party](#)
9. [Downloading HER data](#)
10. [Access levels and what you can view](#)
11. [Why should I register for an account on this site?](#)
12. [Downloading data in spreadsheet format](#)
13. [How do I get a profile picture for my account?](#)
14. [Your form tokens do not match](#)

1 - 14 of 14 records.

[« Previous](#) [1](#) [Next »](#)

Glossary of IT and computing terms

Box: Colloquial term for field. See **field**.

Browser: A program (or 'app') on your computer that allows you to use the **World Wide Web**. Examples include Internet Explorer, Firefox, Safari, Opera and Chrome. See also **search engine**, **World Wide Web** and **internet**.

Button: A link (or action, such as 'Save') enclosed within a border or colour that makes it look like a three-dimensional raised button. See also **link**.



Byte: The smallest unit of data in a **file**. See also **kB** and **MB**.

Controlled terminology: Also called Controlled Vocabulary. Often used in **drop-down fields**. You will find explanations (**scope notes**) of all Controlled Terminology via the 'Controlled vocabulary' **link**, under the heading 'Data Labs', at the bottom of any database page.

CSV: Stands for Comma Separated Values. A type of **file** which represents a table of data. CSVs are the best way to export data from the PAS database into data processing programs (or 'apps') such as Excel, LibreOffice Calc, Numbers on OS X and Sheets on Google Drive.

Drop-down field: A **field** that provides a set of multiple-choice answers, known as **drop-down options**. Recognisable by a small triangular arrow at the right-hand end of a box. Click anywhere in the field to 'drop down' the list of choices, and click on one to choose. Alternatively, start typing in the field to filter the list of options. Compare **free text field**.



Drop-down options: A set of choices that can be selected to fill in a **drop-down field**. Only one option can be chosen.

Field: A field is a place in which a specific piece of data can be entered. Examples of field types include **drop-down field** and **free text field**.

File: A collection of data on a computer, which may represent a document, image, spreadsheet, etc.

File Manager: A program (or 'app') that displays a list of files and lets you open them, group them into different folders, copy them, delete them, etc. Examples of File Manager programs include Finder in MacOS X, File Explorer in Windows 10, and Windows Explorer in earlier Windows systems (sometimes labelled Documents or Libraries).

Form: A set of **fields** into which you can enter data. A PAS record consists of several forms, for entering data about the object, the findspot, etc.

Free text field:	A field in which you can enter any text, but often requires standard vocabulary (but not controlled terminology). Help with standard terms can be found in the Finds Recording Guide or on-line artefact guides. Compare drop-down field .
Internet:	Global system allowing computers to communicate with each other. Compare World Wide Web .
JPEG or .jpg:	A type of image file , pronounced 'jay-peg'. Jpegs are very easy to use and are the only image file type currently recommended for the PAS database. JPEG files are normally named with a '.jpg' suffix (and at present the database will not accept those with a 'jpeg' suffix).
kB:	Abbreviation of kilobyte, meaning a thousand bytes. A measurement of the size of a computer file . A file of a hundred kilobytes is considered a small file. See also byte and MB .
Link:	Originally called a 'hyperlink', a link is text that you can click on to move to another website or a different area of the same website. Links on the PAS website normally appear in blue type, which becomes underlined when a mouse pointer hovers over it. See also button .
MB:	Abbreviation of megabyte, meaning a million bytes or a thousand kB . A file of a megabyte or more is considered a large file. See also byte and kB .
Record:	A set of filled-in forms which go together to make up all the information on the database about a particular archaeological find.
Scope notes:	Short explanations of the 'scope' of a term, i.e. what you should and should not use the term for. Scope notes usually also include the meaning or definition of the term.
Search engine:	A website used to search the World Wide Web and find other websites. Examples include Google, Bing and Yahoo.
World Wide Web:	The web is a set of linked (or 'hyperlinked') information resources (websites) which are accessible via the internet . The PAS database is accessible via the PAS website, which itself is part of the web. The World Wide Web is part of the internet , but it is not the same as the Internet.