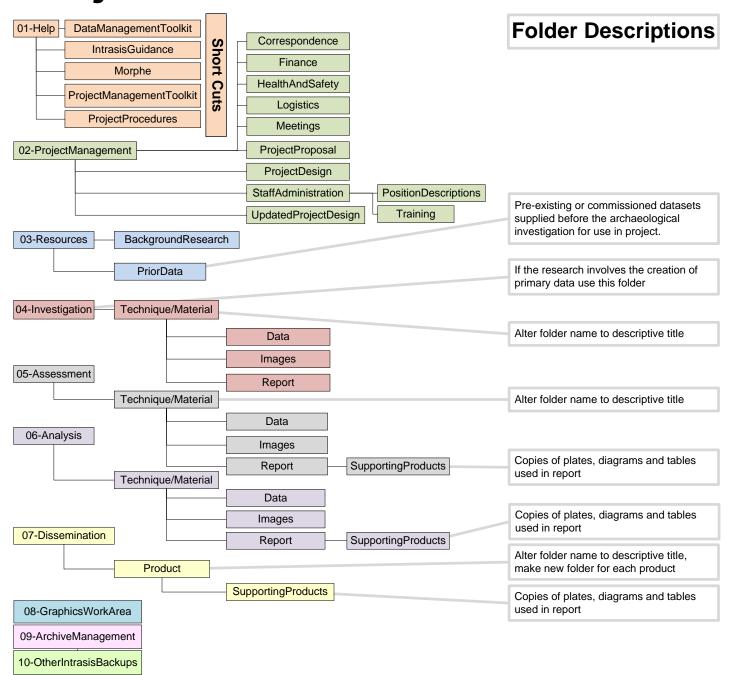
Project Folder



Intrasis Project Folder Folder Descriptions 01-Help DataManagementToolkit Correspondence **Short Cuts** IntrasisGuidance Finance Morphe HealthAndSafety ProjectManagementToolkit Logistics **ProjectProcedures** Meetings ProjectProposal 02-ProjectManagement ProjectDesign PositionDescriptions StaffAdministration Contains the database used to link to the Training Intrasis Analysis database and used for **UpdatedProjectDesign** generating Interpretative Context Index and checking spatial data completeness. 03-Resources BackgroundSpatialData For background research, for data used in project use Prior data folder. DocumentaryResearch IntrasisAnalysisLookUp Location for things such as a project GIS, bibliography, etc. PriorData Pre-existing or commissioned datasets supplied before the archaeological FinalSiteBackup investigation for use in project. 04-Investigation **Datasets** SiteBackups SiteData #WeekXSiteBackup SpatialDataExports SiteImages PhotographsFinds BurialGroups **Images** PhotographsSite Contexts ScannedDrawings Finds ScannedSketches Samples VectorGraphics SkeletonDiagrams X-Radiographs WorkingMatrices Zip file of Intrasis database at site SiteArchiveCompletion archive completion. SiteArchiveCompletionChecklist Copies of plates, diagrams and tables used in report. SiteArchiveCompletionIntrasisBackUp 05-Assessment SiteArchiveCompletionReport SupportingProducts Alter folder name to descriptive title Technique/Material Data The data exported from Intrasis to support Assessment. **Images** IntrasisExportedData Zip file of Intrasis database at completion 06-Analysis SupportingProducts Report of Assessment. AssessmentIntrasisBackup Alter folder name to descriptive title Technique/Material The overall Assessment report, usually a Data RRS report. **Images** Copies of plates, diagrams and tables IntrasisExportedData used in report. SupportingProducts Report Alter folder name to descriptive title. 07-Dissemination Copies of plates, diagrams and tables Product SupportingProducts used in report. 08-GraphicsWorkArea Imaging and Visualisation Working area. Landowner forms, Museums forms, movement forms etc. File listing and project metadata forms should be 09-ArchiveManagement 10-OtherIntrasisBackups This folder is for Intrasis zips other than the site data backups and the site archive completion and end of assessment zips. They are the backups made as safety copies before making major data or metadata changes.