

## Instruction manual for online web submission at Aarhus AMS Centre (AARAMS)

Online sample submission can take place from any up-to-date web-browser. Using the online web submission also provide you as a submitter with an overview of earlier submissions. Furthermore, this interface helps you in case you want to contact us, e.g. regarding a report or a sample, as you can pass on the specific ID's.

Some explanations appear on the webpage throughout the submission procedure, but this document provides a stepwise instruction on how to submit samples for radiocarbon age determination at AARAMS.

To avoid losing your information in case you get disconnected or interrupted in the submission process we advise you to prepare the following:

- Location of the samples you are submitting
- Sample name
- All sample attributes such as;
  - Expected Age
  - Species
  - Material etc.

Webpage for online submission: <https://c14websub.au.dk/>

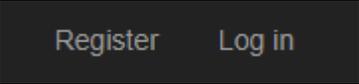
### **Important:**

If you are inactive in more than 60 minutes, your session will timeout and all non-submitted data will be lost.

### **Step 0: Register**

If you once before submitted samples online, or already have registered online, continue to the next step. If not, proceed below.

In the top right corner, register as a new user if you have not used the AARAMS online websubmission before.



When registering as a new user, please fill in as much contact information as possible in order to ensure an efficient case processing and a high level of service. For the same reason we encourage our submitters to make sure that their contact details are up to date.

We need the EAN no. of your institution in order to make an electronic invoice.

For submitters within EU we need the VAT no. of the institution to avoid Danish sales tax (25 %)

Once you have registered, you will be given access within 24 hours of a normal work day.

## Step 1: Logon

Logon using you username (e-mail address) and password.

### Aarhus AMS Centre ([AARAMS](#))

Online Sample Submission

Enter logon information:

Email

Password

Remember me?

[Register as a new user?](#)

[Forgot your password?](#)

## Step 2: Create a New Sample Submission

For creating a new submission you can either click

Or click

on

### Create new submission

Make a new sample(s) submission for one location or a set of locations. Find help [here](#)

On the New Sample Submission page there is a lot of information you can enter. Some of it is mandatory for submitting samples to AARAMS.

### Step 3: Entering Submission Information

1. Create a Location:

Click **+** and enter the name of the Location.

Fill in as much overall and relevant information about the Location and the project.

It is possible to make multiple Locations, which would be an advantage for sorting purposes, when you have filled out all information about each Location.

2. Add Samples:

Add a sample using the **Add Sample** button

Fill in as much relevant sample specific information as possible for each sample

Add as many samples you want for the specific Location and remember you can have multiple Locations.

If multiple locations are created, you can switch between the locations using the arrow dropdown:

Location	Location 1	+
Country	Location 1	
	Location 2	

Below is an example of a sample collection ready for submission:

## New Sample Submission

Information on sample location common to all samples

Clear Submission

Delete Current Location

Location	Denmark	Categories	Environment
Country	Denmark	Time of collection	Sunny day the 1st of May 2018
User Project	MyOwnProjectNo100	Collector	Jesper Olsen
User journal no.	1	<b>General Location Description</b> In between buildings on lawn. Closest to my office.	
Datum	UTM		
E/W Longitude	10 11'58.4" E		
N/S Latitude	56 10'02.5" N		

Last saved at: 9/14/2018 10:40:34

Add Sample

Sample Name	Material	Species	Depth (m bs) / Height (m asl)	Parameter	Expected Age	Sample Specific Description	Other Constituents or Important Remarks	Remove
Sample 1	Wood	Oak (Qu)	2	Depth	BC	Old tree	Almost dead	
Sample 2	Wood	Pine (Pir)	2	Height	1000 AD	Young tree		

Checkout

Add new location

Add Sample

### Step 4: Complete submission and ship samples

1. When you have added all the samples in your collection, double check that everything is correct.
2. Click Checkout to proceed to the submission overview.  
NOTE: Checkout is no point of return.
3. Alter Submission Location if you want.  
The field is like a submission header.  
All individual samples will still have the Location in which you added them
4. Provide an overall Submission Description if you want.
5. Click Submit Data

6. Your samples have now been submitted and an e-mail with a submission overview have been sent to your email.
7. A receipt of your submission is shown. Click  to print the receipt.
8. Follow the instructions in the *Shipping information* on the receipt or in the confirmation e-mail regarding shipping of the samples.