

Quick Start Guide – SASSA Soil Description

1. From the SASSA web site click on 'Field Tool' on the left Tool Bar.
2. Click on [Login to use the Field Tool](#)
3. Enter Username and Password in the boxes. (If you have no username and password click on 'register yourself as a new user'. This will take you to a form page where a username and password of your choice can be entered along with your name and e-mail address. After completing this and accepting the conditions of use you can move on to enter your username and password in the boxes).
4. Click on the [Soil Description](#) link.
5. Then, click on [ADD] after [Add a new archeological site: \[Add\]](#)

6. Fill in the information on 'Site Data', as in the image on the right, to start inputting information on an archaeological site. It is not necessary to enter information in every data box.
7. Before moving on to the next level, save the data by clicking on 'Save Data'.
8. To enter information on a trench or section at the archaeological site click on [ADD] after 'Add a new Trench/Section'. This is located below the data boxes on 'Site Data' as seen in the image on the right.

9. Fill in the next level of data boxes on the trench or section and again click on 'Save Data'.
10. To enter information on a context in a trench or section click on [ADD] after 'Add a new Archaeological Context'.
11. Fill in the information on 'Context Data'. Afterwards click on 'Save Data'.

12. Start the context description by clicking on the first sub-level, which is [Soil Colour](#) - A general soil descriptor. This is located below the data boxes on 'Context Data'.

13. Fill in the data boxes on 'Soil Colour' and then click on 'Save Data'.
14. Move onto the next sub-level by clicking on 'Soil Composition' below the data boxes on Soil Colour.
15. Repeat the stages of 13 and 14 through the next 10 sub-levels of the soil description. Remember always to save the data before moving onto the next sub-level.
16. After the sub-level on 'Other Soil Properties' has been saved, click on 'Context' to return to the start of the Context Data.
17. Alternatively to point 16, a new context can be added to the trench or section by clicking on the section code. This is the name which you gave to the trench or section in the 'View tool bar'. In the example in the image below the section code is called Trench 1.

This tool bar is also repeated at the base of the screen. From here repeat the sequence from point 10.

View: [Home](#) | [Soil Description](#) | [Uni001/04](#) | [Trench 1](#) | [Context 3](#)

[Report Menu](#)

18. Similarly to point 17, it is also possible to add a new trench or section by clicking on the site code (the name which you gave to the site) in the 'View tool bar'. For example, Unii001/04 in the image above.
19. Another option is to go to 'Report Menu' at the right end of the 'View tool bar' seen in the image above. This will give you options on generating a report on the data you have entered into the soil description. It is then possible to save or print the report.

Site Data

[Save Data](#)

Site code

Usernames permitted to access this site data

Site name

Site location (grid ref.)

Site type

Elevation (meters above ordnance datum)

Local soil types

Local soil parent materials

Vegetation / Land Use

General comments

[Save Data](#)

Trench/Section List

To create a new section / trench and start adding context soil descriptions click [Add].
If you are the designated user click [Import] to collate multiple user reports into a single site archive.
To edit an existing section / trench or any of the contexts it contains, click on the appropriate link from the list below.

Add a new trench/section: [\[Add\]](#) [\[Import\]](#)