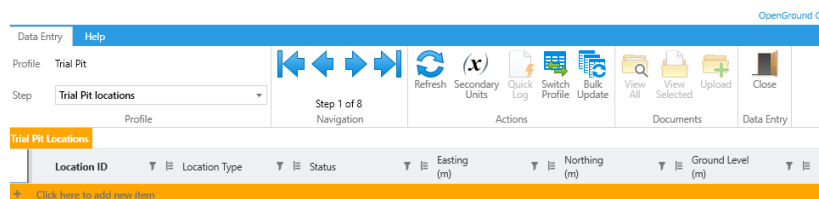


OpenGround Cloud: Data Entry

Projects are setup using *OpenGround Cloud Professional*, once created project information can be entered using the *Data Entry* app.

- 1) Choose Entry Profile—Opening the Data Entry app displays a dropdown containing entry profiles. These are based on the Config Pack chosen at project creation.
- 2) Enter Borehole/Test Pit Location Information
 - The dropdown menus allow you to select entry screens.
 - Use the navigation arrows to switch between entry steps in order.
 - “Bulk Update” will change all values in a specified column to an entered value.



- 3) Fill out Individual Sections for each location
 - Click the “+” highlighted line to enter a new line of data.
 - **BOLD** columns are required information.
 - Use dropdown to switch between locations while remaining on entry screen




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Geology - ASTM Standard Borehole Plot

Depth Base (ft)	Depth Top (ft)	Description	Legend Code
+ Click here to add new item			
1.0	0	Topsoil	OL/OH

The  Indicates the line is open for editing, changing screens while a line is open will not save the changes.

- 4) *Data Entry* allows reviewing and saving individual locations only. Full report publishing can be done in *Professional*.
 - Changes made with the quick log screen open requires the Quick Log to be refreshed.
 - The drop down menus allow you to preview individual logs and changing the log template style.



Template: ASTM Standard Borehole Plot

Strip Set: ☒ Scale 1: 175 ☐ Units per Page: 30

Paper Size: Letter

Portrait Landscape

Page Setup

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- 5) Logs scales can be changed using two options:

- Scale 1:XXX—map style scaling, useful to keep units a similar size when switching paper size/ orientation.
- Units per Page—Sets the page length based on the units defined in the config pack (ft or m).