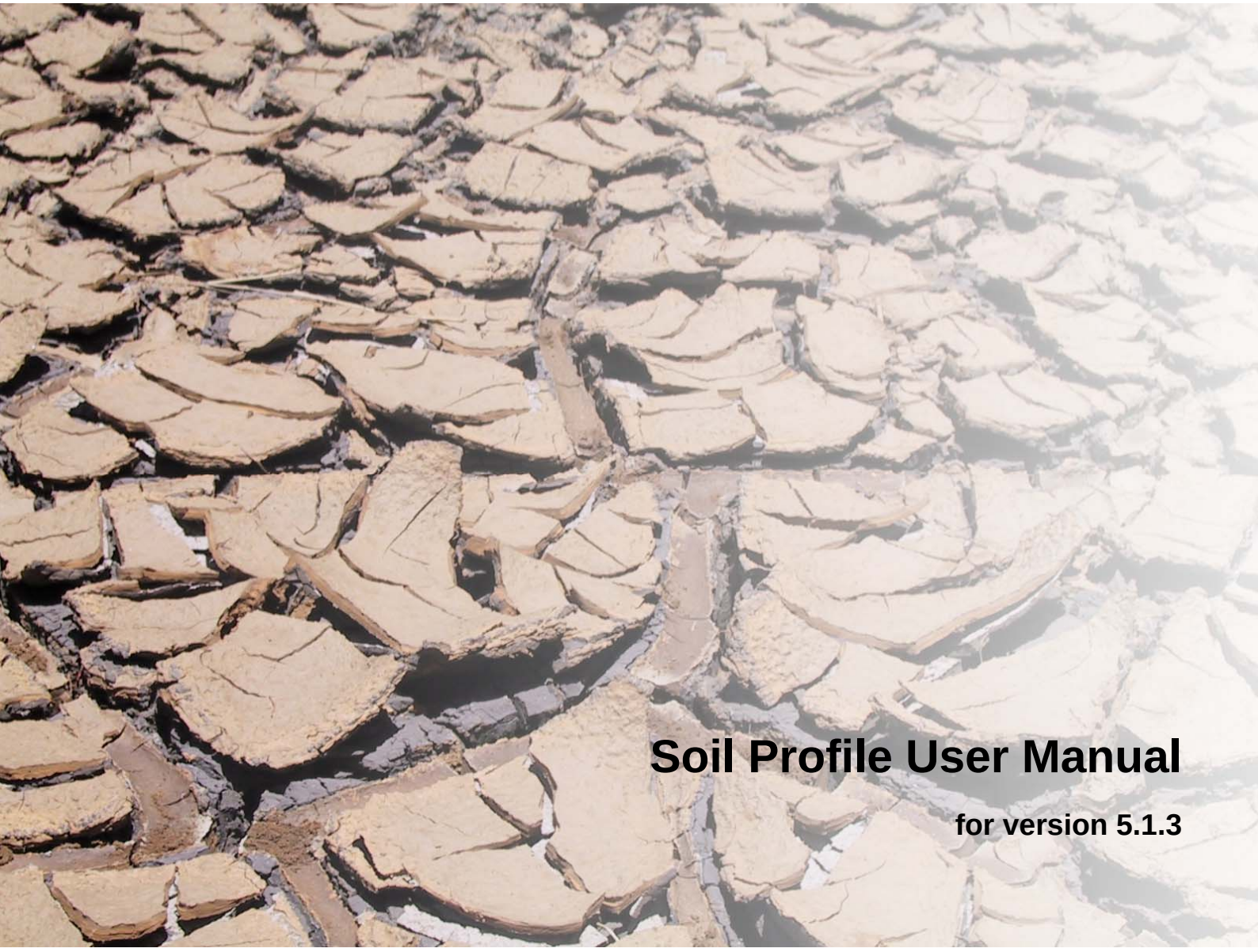
NSW GOVERNMENT | Office of Environment & Heritage

SALIS
NSW Soil & Land Information System



Soil Profile User Manual

for version 5.1.3

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Preface

This document combines help and other supporting information for the core system and soil profile components of SALIS version 5.1.3, providing you with a single source for background, helpful information and hints for use of this system.

Acknowledgements

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Numerous people were involved in the development of SALIS 5, including project managers Nicholas Dunkley and Chuong Tran, application developers Ullas Antony, Fredrik Eriksson, Frank Hong, Ariful Huq and Joe Oliviera, and test analyst Aparna Mahajan.

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1 Introduction

The purpose of this document is to provide a user guide for the core system and soil profile components of the SALIS 5 application.

2 Overview of SALIS

This chapter features:

- What is SALIS?
- The SALIS 5 database;
- Relationships of data within SALIS;
- External System Dependencies;
- The SALIS 5 data lifecycle; and
- Users, owners and data.

2.1 What is SALIS?

The Soil and Land Information System (SALIS) is a digital information system developed to store and manage the NSW Government's resource of land and soil information. The database must robustly store and allow for the effective management of soil profile and landscape information.

The data held within the system consists of two major datasets: the NSW dataset of soil profiles (observations of soil and land features at individual sites), and the NSW dataset of soil landscapes (areas mapped based on certain combinations or characteristics of soils).

2.2 Who manages SALIS?

The NSW Office of Environment and Heritage (OEH) is the custodian of SALIS and its datasets. SALIS is administered by OEH staff based in Parramatta. Their contact details are:

Mail: PO Box 644, Parramatta, NSW 2124
Email: soils@environment.nsw.gov.au.

2.3 History of SALIS

The current SALIS 5 system derives its foundation of attributes from the NSW Soil Data System (SDS), an Informix SQL system introduced in 1988.

In 2000, the NSW SDS was succeeded by the first version of SALIS, a Centura client-server application with an Oracle Spatial database.

This system was developed through successive versions over the next fifteen years, until its final iteration (SALIS 4) was replaced in 2015 by SALIS 5, a thin-client Microsoft .NET application over an Microsoft SQLserver database.

2.4 Dependent systems

There are two primary systems that are dependent on the SALIS 5 system and the data it contains:

1. **eDIRT** (electronic Digital In-field Regolith Tool), a data collection tool that supplies soil profile data directly into the SALIS 5 system; and
2. **eSPADE** (electronic Soil Profile Attribute Data Environment), a Google Maps™ based internet information system that spatially displays data from the SALIS database to the general public.

2.4.1 eDIRT

eDIRT is an Internet application for the in-field recording of soil information. Its primary role is to replace and improve upon the previous generation of scannable Soil Data Cards used to enter soil information into SALIS. eDIRT was implemented on 20th March 2015.

For more information about eDIRT go to http://www.environment.nsw.gov.au/soils/data.htm.

eDIRT's home page is http://edirt.environment.nsw.gov.au, where you can register for an account to use the system. Your eDIRT account also allows you to access information through SALIS.

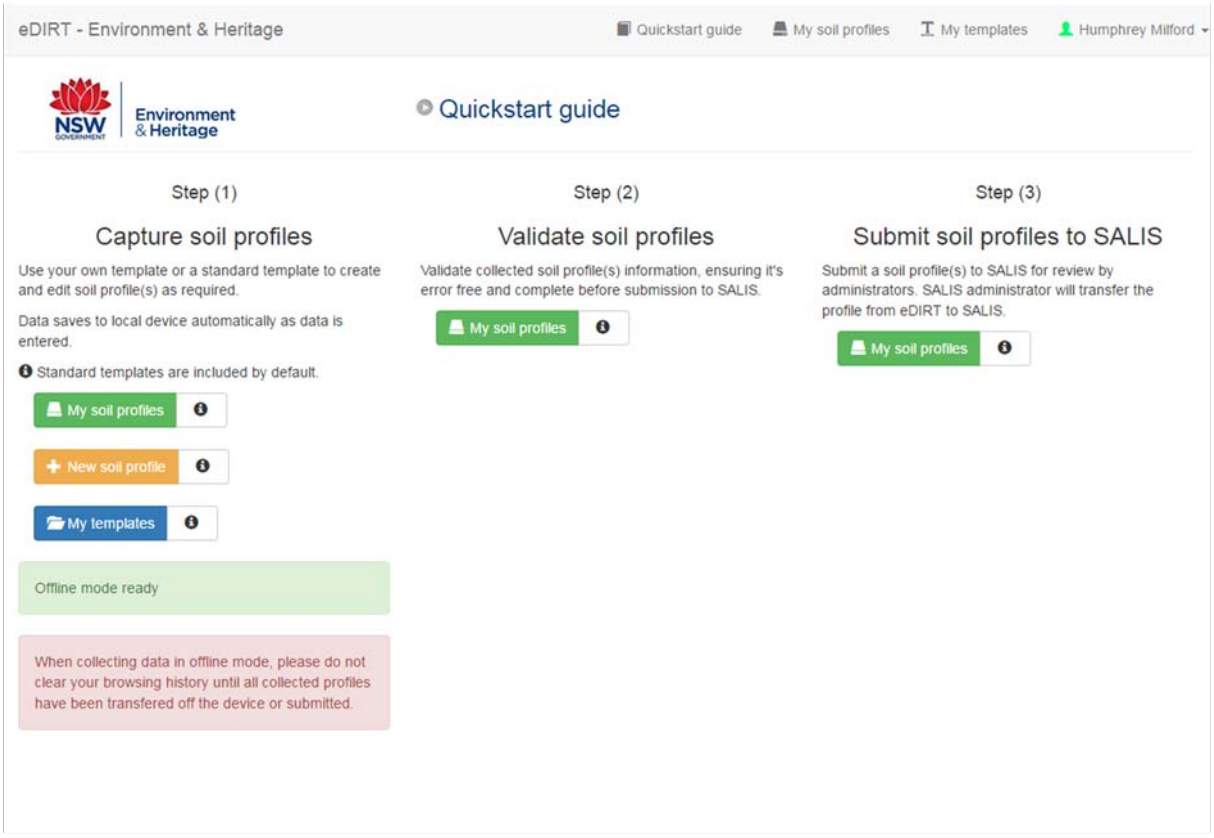


Figure 1 eDIRT

2.4.2 eSPADE

eSPADE is a Google Maps™-based information system that allows free, easy map-based access to soil and land information from across NSW. It is a desktop computer thin client web browser based application deployed on the OEH internet. eSPADE provides the public with the capability to spatially query and access information about public Soil Profiles and Landscapes. eSPADE was implemented in April, 2014.

For more information about eSPADE go to http://www.environment.nsw.gov.au/soils/data.htm. eSPADE's home page is http://espade.environment.nsw.gov.au.

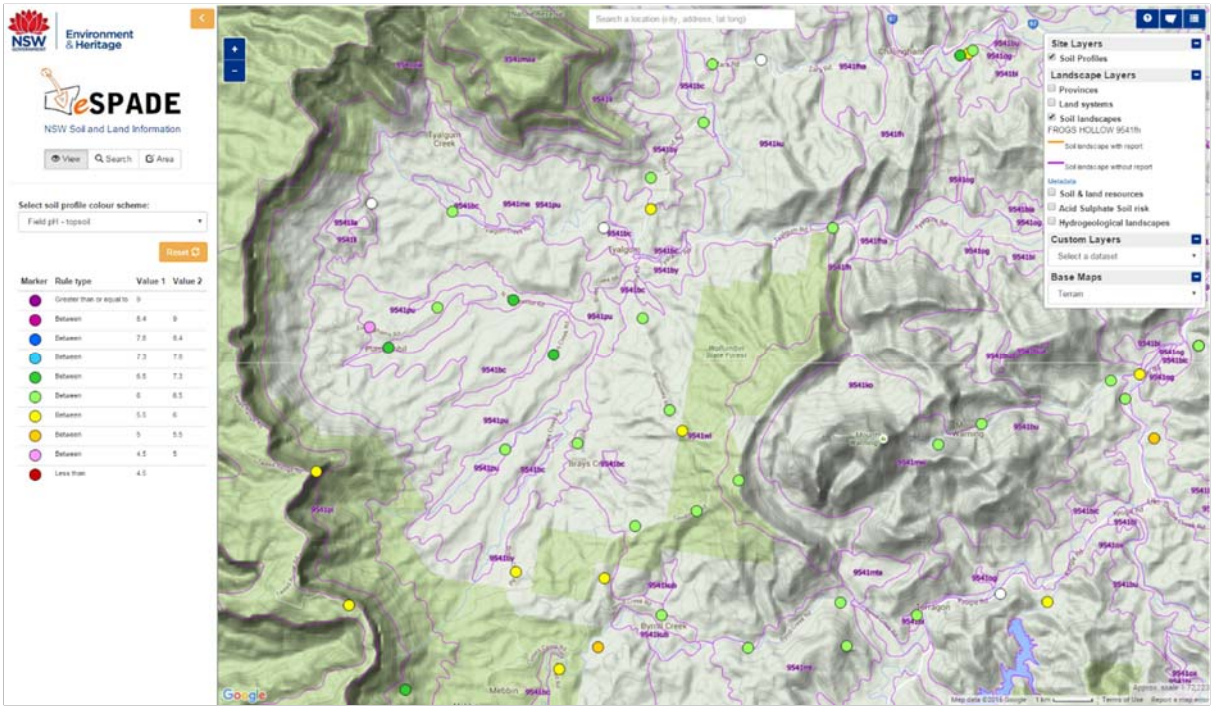


Figure 2 eSPADE

2.5 SALIS data lifecycle

This section describes the various stages in the lifecycle of soil profile data, such as:

- how it is collected;
- how it is verified, loaded or entered; and
- how it is stored and accessed (once loaded).

2.5.1 Data collection, verification and loading

2.5.1.1 Soil profile data

You have several options for collecting and submitting profile data to SALIS:

1. via the **eDIRT** system. Once you have received an account you can this system in-the-field to collect soil profile descriptions on a wide variety of devices. eDIRT enables the collection of data both when within internet range (online mode) and when out of internet range (offline mode). Profile data is loaded (synced) to the eDIRT server for security and validation and is then loaded to SALIS after approval by a system administrator. See ***Section 2.4.1*** for more information.
2. via **Soil Data Cards**. Prior to the development of eDIRT, soil profile data was mainly collected in the field using these hard-copy, scannable media, on which information is recorded using a 2B pencil. This hardcopy method remains available, although eDIRT is the preferred method. Five card types are currently supported:

   - 8 page (brown)
   - 4 page (green, version 5)
   - 2 page BSAL (blue)
   - 2 page WRA (orange)
   - 2 page Salinity (purple)

   Cards are posted to a SALIS administrator for initial processing and loading into eDIRT. Emails are sent to the user notifying them of errors that need to be corrected using eDIRT. Profiles are corrected, validated and submitted by the user using eDIRT. A SALIS administrator subsequently approves the profile and it loads into SALIS. Cards posted in are therefore subject to the same validation scrutiny as profile records originally conceived in eDIRT. You can find further information about the use of Soil Data Cards in the *Soil Data Entry Handbook, 3rd Edition* (Milford *et al*. (eds) 2005).

3. via **manual entry** through SALIS. New profile data can be added manually into SALIS forms by the user and not through eDIRT or data cards, but this is discouraged as SALIS is better suited to editing data that already exists within its database.
4. via **Microsoft® Excel® spreadsheets**. Archival or legacy data for site and layer information can also be supplied to SALIS administrators using spreadsheets in specified formats that meet minimum SALIS quality requirements. Data submitted to SALIS via spreadsheets must meet **all** of the following requirements:

    - Data is not available in any other format;
    - Data collection pre-dates the use of Soil Data Cards or eDIRT; and
    - Data cannot be entered into eDIRT.

If templates are required please contact a SALIS administrator.

2.5.1.2 Soil sample data

Soil sample data is digitally supplied to SALIS from soil testing laboratories and individuals. Inputs come from:

- eDIRT profile records (see eDIRT help guide for more information);
- Direct transfers from the OEH Yanco laboratory (see ***Section 2.5.1.3*** below); or
- Excel spreadsheets (private laboratories using SALIS standardised templates).

During loading all sources of sample data are attached into a parent profile record and become part of the profile dataset. Only raw sample results are loaded, not derived, calculated or interpreted results.

Archival or legacy sample data is only accepted if it meets the rules as described in the profile data section above (***Section 2.5.1.1***). If templates are required please contact a SALIS administrator. Additionally all sample test codes must comply with the following National reference texts:

- Rayment, G.E. and Lyons, D.J., 2011, *Soil Chemical Methods – Australasia*, CSIRO Publishing, Collingwood, Victoria.
- McKenzie, N.J., Cresswell, H. and Coughlan, K., 2002, *Soil Physical Measurement and Interpretation for Land Evaluation*, CSIRO Publishing, Collingwood, Victoria.

A list of National test codes as used by SALIS, which provide slightly more differentiation and detail than the source system, can be found at http://www.environment.nsw.gov.au/soils/testmethods.htm

If your tests do not conform to these standards, please contact a SALIS administrator.

2.5.1.3 Direct soil sample data transfer

Sample data tested at the OEH Yanco laboratory (stored in LIMS) is directly transferred into holding tables in SALIS. A SALIS administrator syncs selected LIMS and SALIS tables together, cross checks the profile to sample pairing before final loading data into the SALIS production tables. The transfer of sample results from Yanco to SALIS should be seamless, assuming the user has previously supplied all the necessary information to the Yanco laboratory.

2.5.1.4 Images

Whether scanned from hard-copy pictures (photographic prints or slides), captured directly using digital cameras, tablets or smartphones, images are loaded into SALIS by being associated with a profile record.

An image can be attached from within a profile record using eDIRT or by adding directly as described in ***Section 7.6.1***. Images can also be emailed upon request to a SALIS administrator for final inclusion along with mandatory metadata. Images cannot exist within SALIS without being associated with a profile or landscape record.

2.5.2 Access and analysis

You can access data in three ways:

1. Via **SALIS**. If you have the appropriate role and privileges you can directly access public data and edit your own profile and landscape descriptions in SALIS. You can do this by logging into SALIS 5 and following the search and edit instructions given in later sections of this document.

2. Via **eSPADE** (see ***Section 2.4.2***). You can view all profile and landscape records with a status of 'public' (see ***Section 2.7*** below) through eSPADE in standardised report form and KML spatial data download.
3. Via **custom outputs**, such as Microsoft Excel spreadsheets or ESRI® shapefiles, which can cover specific areas of NSW and include particular sets of attributes. Contact a SALIS administrator at soils@environment.nsw.gov.au with your requirements.

You can also view Statewide layers, composites of attributes using multiple profiles and landscape descriptions, using eSPADE. Examples include Land and Soil Capability, Fertility, ASC and modelled attributes.

2.6 Data structures and hierarchies

2.6.1 Soil profiles

The fundamental record in this dataset is the **soil profile**. This is a point on the Earth's surface around which the site is described. The profile consists of a column of soil extending downwards from the soil surface at the specified location through all its horizons to parent material, other substrate material or to a specified depth (NCST 2009). Each profile is uniquely identified by its number and geographic location (latitude/longitude coordinates).

2.6.2 Surveys

Soil profiles are grouped into larger parent entities called **surveys**, each with its own unique name and number. These are effectively containers in which profiles collected as part of individual projects are stored.

2.6.3 Stations

Soil profiles may also be associated with related entities called **stations**. A station is used for recording of data over time for monitoring purposes, and refers to a point on the Earth's surface at which samples, data and descriptions from one or more profiles are collected over time. Soil profiles grouped together into a station therefore have the same spatial location but different dates of collection. Like soil profiles, each station is uniquely identified by its number, and stations are also grouped into surveys.

2.6.4 Layers

A profile may be associated with one or more **layers**. **Layers** are approximately parallel to the land surface and usually exhibit morphological characteristics different to those layers above and below them. Layers are generally, but not always, equivalent to soil horizons, but may also be defined by purely arbitrary factors, such as depth.

Layer Number	Layer Type	Description
-2, -1	Organic	Organic or peaty layers above mineral surface; defining depth is **upper depth** recorded as a negative number in metres, e.g., -0.1 m.
0	Surface	Surface of mineral soil, with an upper and lower depth of 0.0 m; all layer depths are measured from this layer.
1 - 98	Subsurface	Normal mineral soil layers; defining depth is the **lower depth** recorded as a positive number in metres, e.g., 0.1 m.
99	Substrate	Underlying bedrock, where encountered; defining depth is the **upper depth** recorded as a positive number, e.g., 1.5 m.

*Table 1 Types of **layers** in SALIS*

As implied in ***Table 1***, each profile may have up to 2 **organic layers**, 1 **surface layer**, 98 **subsurface layers** and 1 **substrate layer**.

2.7 Data status

Each profile and survey record in SALIS is assigned a **Status** from the following list:

Status	Description
P	**Public**, accessible to all SALIS users and to other Internet users through systems such as eSPADE. **Public** data cannot be changed by anyone other than a SALIS administrator.
I	**Internal**, accessible to SALIS administrators and the data owner but not to the general public. May contain errors, which should be corrected before the data is made **Public**.
C	**Confidential**, archived for reasons of quality or security, e.g., its owner has requested it be stored securely. Accessible to the data owner and SALIS administrators only.

*Table 2 **Status** of SALIS records*

The status of each profile and survey is important because it affects what information you and other end users can and cannot access when using SALIS and eSPADE. When creating a new record, whether through SALIS or eDIRT, you will be required to assign a status to that record.

2.8 Data security and access

SALIS implements rules about who can access what records to ensure that your own data is protected while other data deemed accessible is easy to search. Only authorised users are allowed to access certain records. There are separate roles within SALIS for system administrators, profile users and landscape users.

SALIS uses the combination of your assigned role and the status of the various records in its database to determine what data you may (a) access and (b) edit. The attachment of your SALIS user identity to a record in SALIS, such as a soil profile or a soil landscape, denotes you as the owner of that record.

3 Getting started

This chapter features an overview of the basic screen and keyboard functions of SALIS, plus details of:

- login;
- keyboard and mouse commands;
- screen controls in SALIS; and
- features of the SALIS desktop.

3.1 Login

To login to SALIS:

1. Open your Internet browser. Supported Web browsers are:
    - Google® Chrome® (preferred);
    - Mozilla® Firefox®; or
    - Microsoft® Internet Explorer® version 9 and above.

    Other Internet browsers may allow you to login to SALIS 5 but may not necessarily support all aspects of the system.
2. Navigate to the production login URL: http://www.environment.nsw.gov.au/Salis5app
3. The **Login page** will be displayed (***Figure 3***).

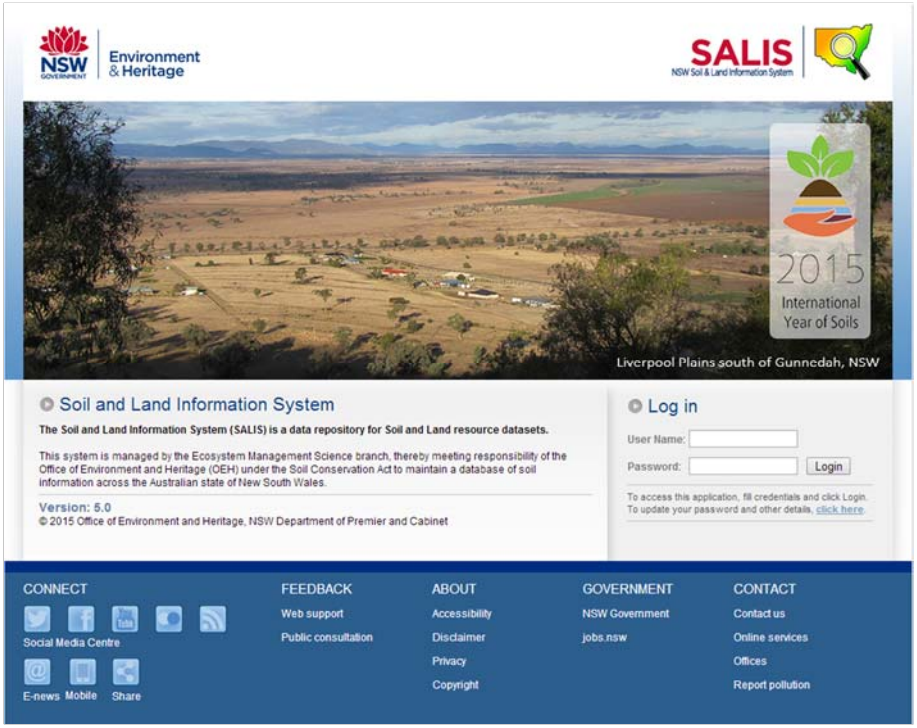


Figure 3 SALIS 5 login page

4. In the **User Name** text box, enter your SALIS username. See note below.
5. In the **Password** text box, enter your SALIS password. See note below.
6. Click on the **Login** button.

The **My Work page** should now be displayed. You are now ready to start working in SALIS.

If you are an OEH staff member, use your current OEH network username and password to login to SALIS. You should include the “DEC\” prefix before your username, e.g., “DEC\bloggsf”.

If you are a non-OEH user, enter the username and password supplied to you by the SALIS administrator.

Now is a good time to bookmark the application so you can return to the application easily.

3.2 Page layout

The SALIS 5 application consists of 6 distinct screen division areas:

- Standard OEH header banner;
- Top navigation menu;
- Application/page header;
- Body;
- Search results; and
- Standard OEH footer.

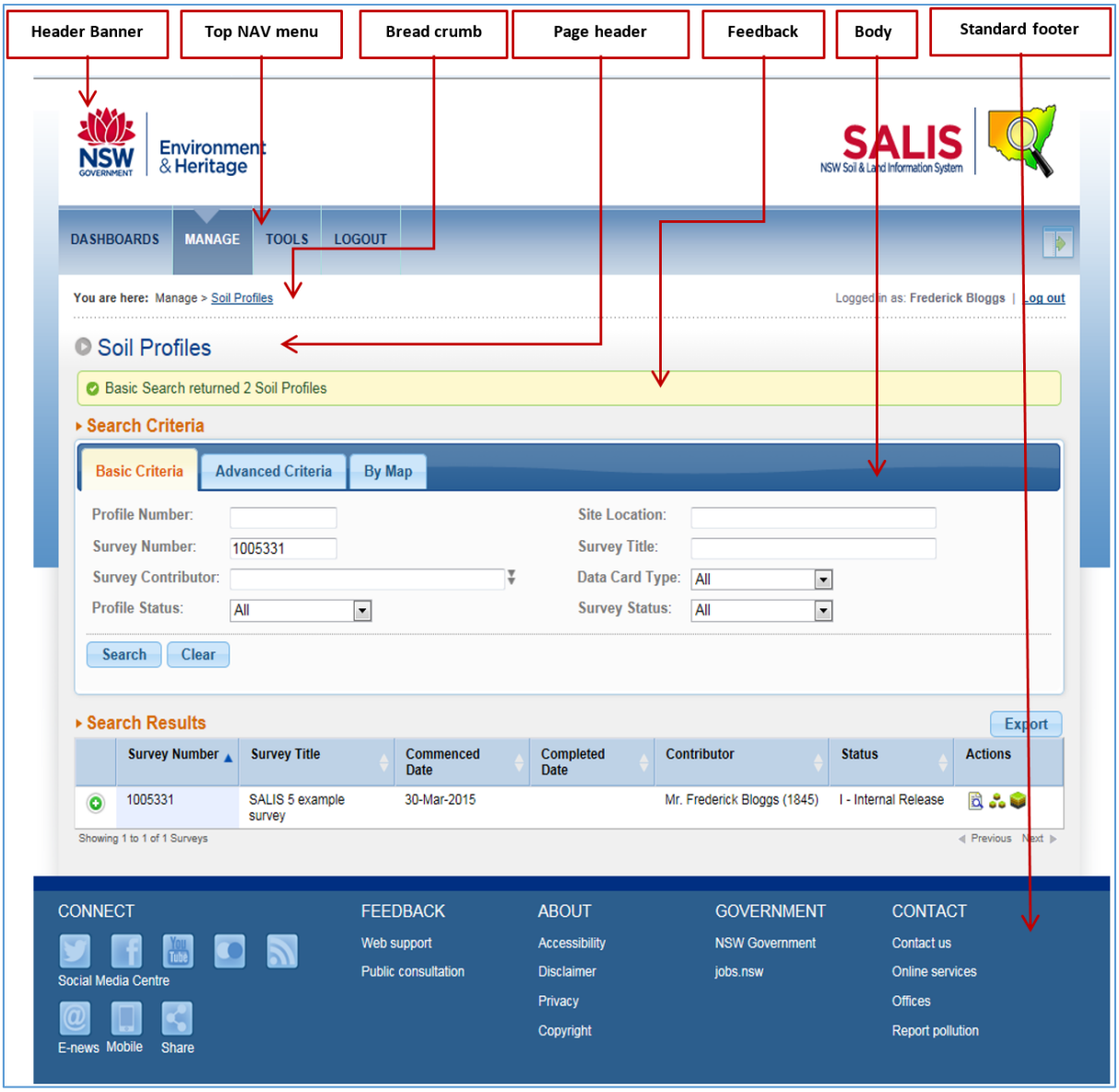


Figure 4 SALIS 5 page layout

3.3 Buttons and controls

The following table explains the meaning of the majority of buttons used in the SALIS system.

Icon(s)	Name	Location	Description
	Expand / Shrink View Port	All SALIS Screens	These buttons expand (green) and shrink (red) the view port on the screen. The default view for SALIS 5 is sized for a 800 x 640 pixel screen. If you press the green button the viewport will expand to the current resolution and browser sizing for your monitor. The red button shrinks the screen back to the default sizing.
	Expand Selection	All Search Screens	This button is used to expand a row entry returned from a search. It indicates that there is data behind the top level data structure. You can click on this button to view additional data
	Collapse Selection	All Search Screens	Use this button to collapse an item once expanded

Icon(s)	Name	Location	Description
	View Item	Various / Search Screens / MyWork	Use this button to open a new screen where you can view/edit the detail of a particular record (where available)
	Delete Item	Various / Search Screens	Use this button to delete a particular record (where available)
	Add Station	Soil Profile Search Results	Use this button, which appears at the survey level in **Search Results** (where available) to create a station
	Add Soil Profile	Soil Profile Search Results	Use this button, which appears next to soil surveys and stations, to create a new soil survey (where available)
	Tabs Expand	Right Hand scroll bar of the Soil Profile View Page	Use this button to expand all tabs in the displayed record with a single click
	Tabs Collapse	Right Hand scroll bar of the Soil Profile View Page	Use this button to collapse all tabs in the displayed record with a single click
	Centre Map	Location section of the Soil Profile View Page	Use this button to centre the map around the location of the displayed record
	Pointer	In map box in Location tab	Locates the displayed record in the map view
	Page navigation	Bottom of sections that have multiple entries/pages	Use these buttons to navigate results across multiple pages
	Start typing to see suggestions within box	Used with fields that contain very long lookup lists	The system runs a search and returns results matching or containing the criteria you've entered
	Sort button	Next to attribute names in tables	Use this button to re-sort contents of a table based on the selected attribute
	Calendar	Beside all date based fields	Use this button to open a pop-up calendar so that you can select a date

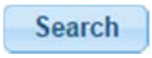
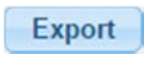
Icon(s)	Name	Location	Description
	View/Edit Item	Various / Soil Profile (Notes)	Use this button to view and edit information and notes (where available)
	Search	Various search screens	Use this button to execute a search function using the criteria specified
	Clear	Within search screens	Use this button to clear previous search criteria within single or multiple attributes
	My Work	On Search Criteria screens	Use this button to navigate to a screen listing the last profiles or landscapes viewed by user
	Search Results	On various data screens	Use this button to return user to either the profile or landscape **Search Criteria** page
	Save	On numerous edit and add forms	Saves the data entered into the active page
	Cancel	On various data screens	Cancels the operation the page was undertaking
	Export	On various Search Results screens	Exports the attributes contained on the **Search Results** page into MS Excel
Log out or 	Log out	All SALIS screens	Logs you out of the SALIS 5 application

Table 3

3.4 SALIS menus

The SALIS menu structure for a non-administrator user is as follows:

Menu item	Sub menu item	Description
Dashboards	My Work	Opens the “My work” page, which is a page that contains lists of the soil profiles and landscapes that the user has worked on recently. The **My Work** page is also the default landing page for all users
Dashboards	Public Releases	Displays profile and landscape records recently made public
Manage	Soil Profiles	Opens the “Manage soil profiles” search page
Manage	Landscapes	Opens the “Manage soil landscapes” search page

Menu item	Sub menu item	Description
Tools	User Settings	Opens the “User Settings” page to customise user settings
Help	Application User Guide	Opens the page with a button to view/download the *SALIS 5 Profile User Guide* (this document) as a PDF
Logout	N/A	Logs the user out of the SALIS 5 application

Table 4

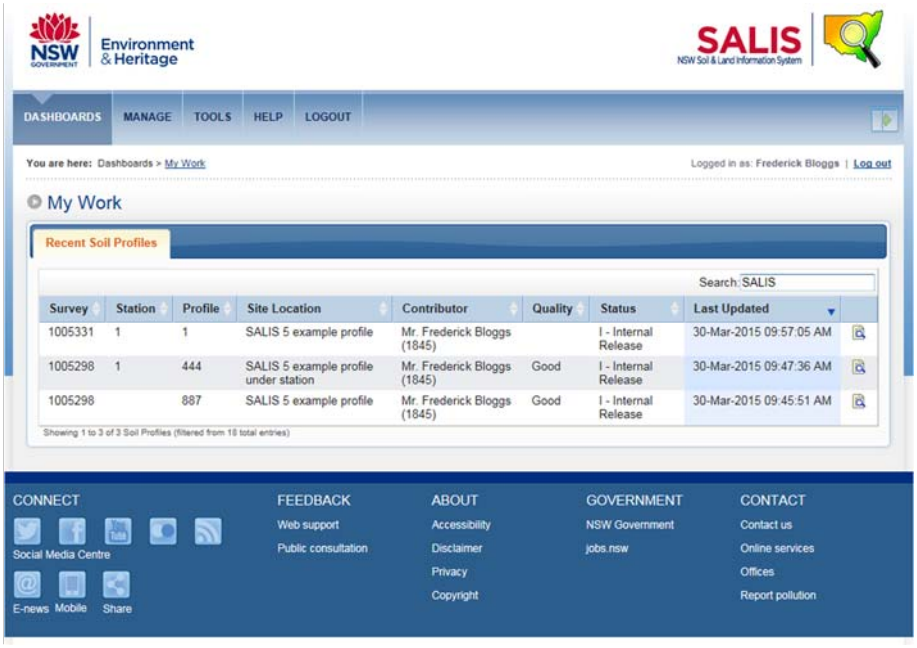


*Figure 5 **My Work** page limited by search term 'SALIS'*

4 Searching Soil Profiles

This chapter features:

- how to access the **Soil Profiles** search page;
- a description of the **Soil Profiles** search page;
- how to use the **Soil Profiles** search page to retrieve survey, profile and station records; and
- how to use the **Soil Profiles**, **Search Results** page to navigate through results returned from the database.

4.1 Opening the Soil Profiles Search Page

To open the **Soil Profiles** search page hover your mouse over the **Manage** item on the main menu. This will display a drop down list as displayed in ***Figure 6*** below.

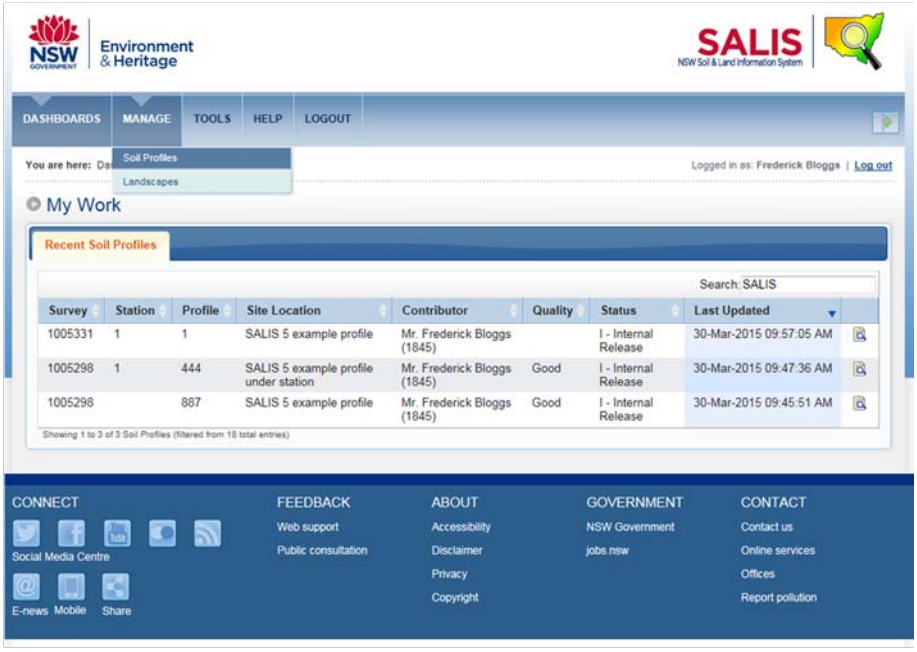


*Figure 6 Soil Profiles option under the **Manage** menu*

Select the **Soil Profiles** item in the drop down list and the **Soil Profiles** screen (***Figure 7***) will be displayed.

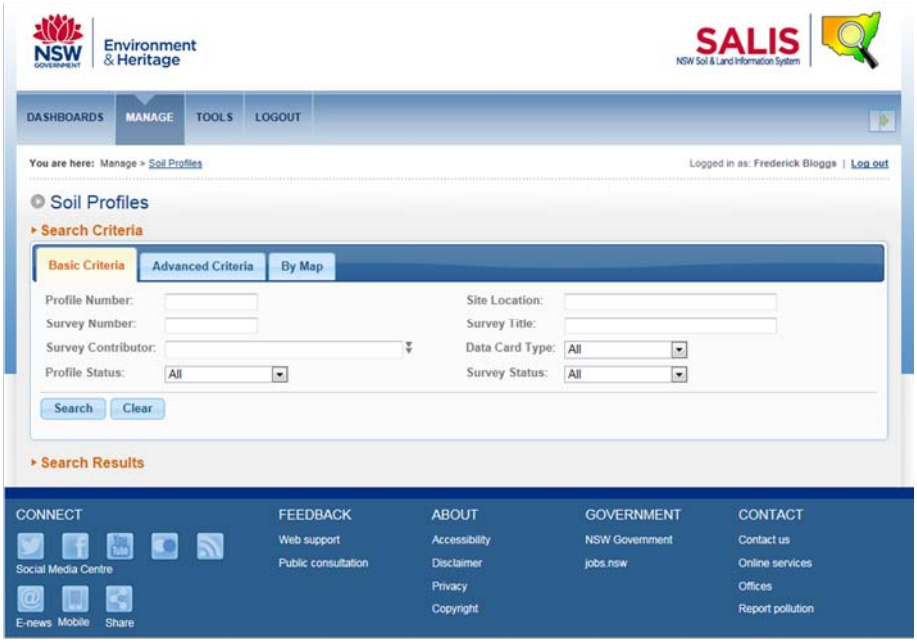


*Figure 7 Soil Profiles **Search Criteria** page*

4.2 Description of the Soil Profiles Search Page

In the **Search Criteria** page there are 3 tabs:

1. **Basic Criteria**;
2. **Advanced Criteria**; and
3. **By Map**

4.2.1 Basic Criteria Search

The **Basic Criteria** Search allows you to search by any combination of the fields on this page. The search performs an “and” (additive) search – meaning that each criterion added narrows the result set.

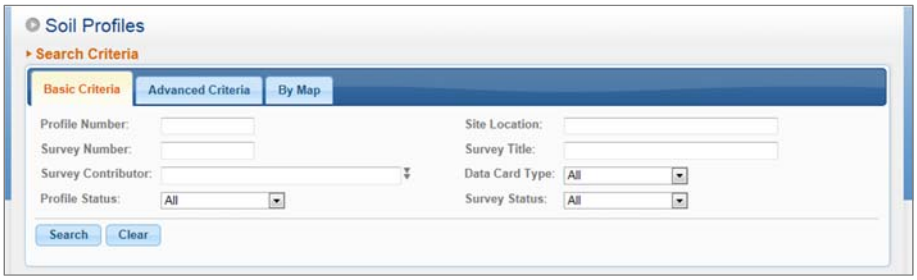


*Figure 8 Soil Profile search, **Basic Criteria** tab*

If you enter criteria such as profile number, survey number or site location then any soil profiles viewable to you that match those criteria are returned.

If you enter no search criteria and press the Search button then the entire set of surveys, stations and profiles accessible to you will be returned.

If you initiate a search from the **Basic Criteria** search tab, the search will ignore any criteria entered in the other tabs.

4.2.2 Advanced Criteria Search

Figure 9 shows the **Advanced Criteria** options.

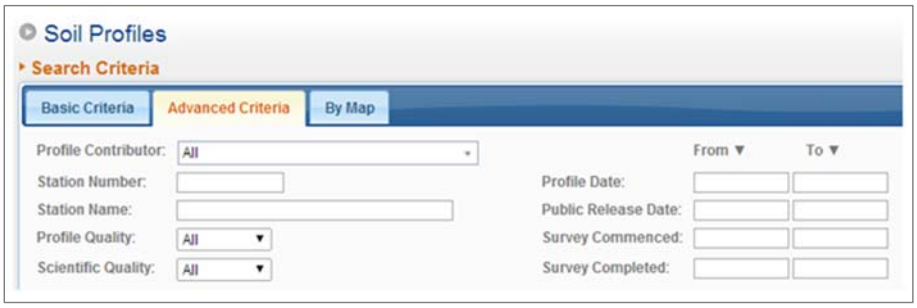


*Figure 9 Soil Profile search, **Advanced Criteria** tab*

The **Advanced Criteria** tab works in conjunction with the **Basic Criteria** tab. Any search criteria in the **Basic Criteria** tab restrict the results returned when you initiate a search from the **Advanced Criteria** tab.

4.2.3 By Map Search

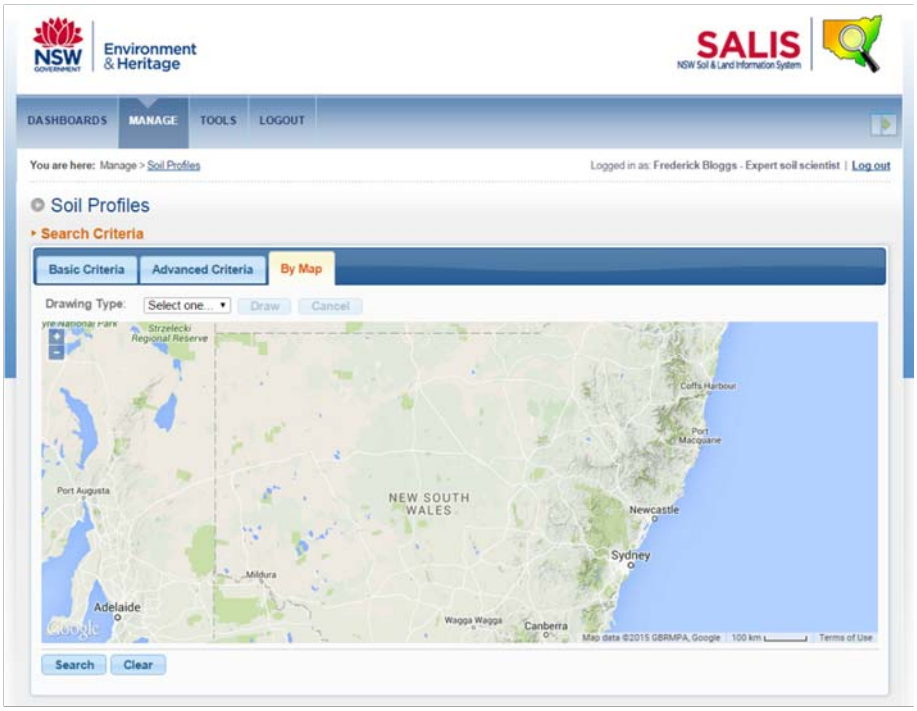


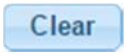
Figure 10 ***By Map*** *tab*

This allows the user to search for soil profiles that occur in a particular selected map area.

You can define a geographic area within which to search by drawing a shape onto the map area as follows:

1. navigate to your area of interest by using the zoom function on the map and panning (hold right mouse button down and move mouse);
2. selecting either **Polygon** or **Rectangle** from the **Drawing Type** drop down list box;
3. press the button;
4. click on the map one point at a time to define the search area;
5. close the shape by clicking back on the first point you entered.

A successfully completed shape changes colour from blue to green (see ***Figure 11***).

Use the  button to remove the shape you've drawn.

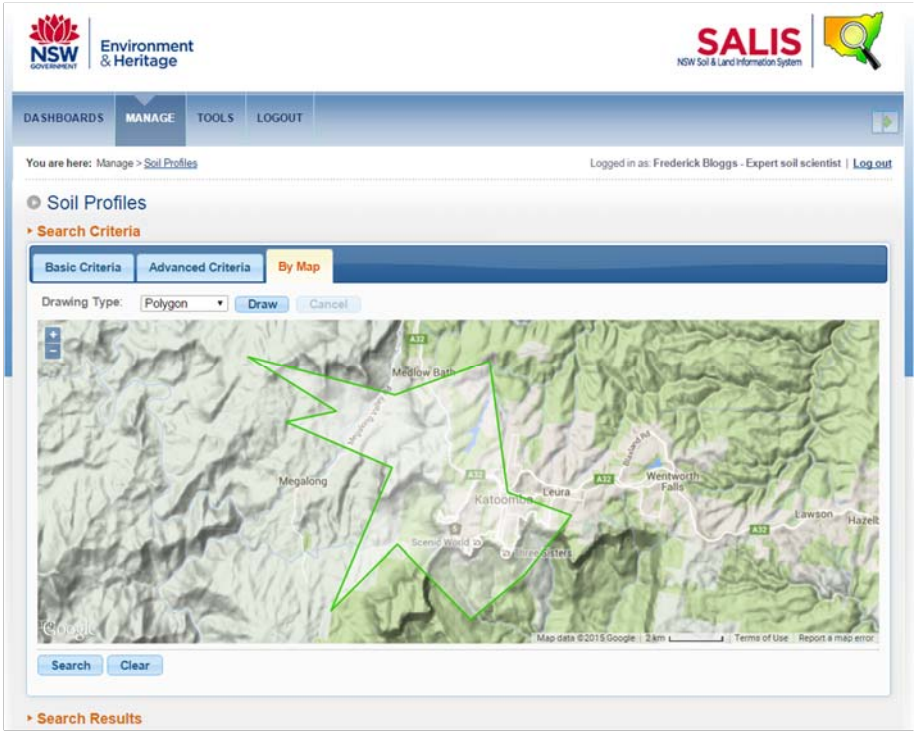


Figure 11 ***By Map*** *tab showing drawn polygon*

Once an area has been defined, you can search for any profiles within it by pressing the **Search** button. ***Figure 12*** shows the profiles retrieved in the example search area, with the surveys expanded to show all constituent profiles.

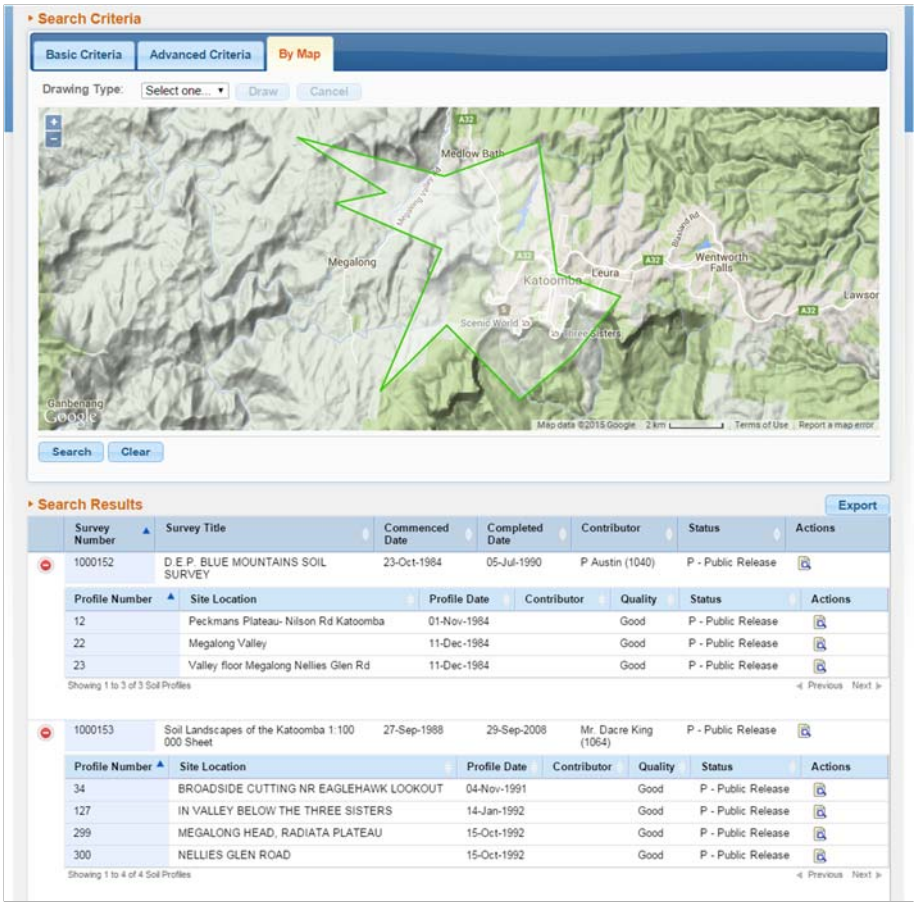


Figure 12 ***Search Results*** *from drawn polygon*

4.3 Working with Profile Search Results

Figure 13 shows an example of the **Search Results** returned by a search for a survey, specified using the **Survey Number** field in the **Basic Criteria** tab.

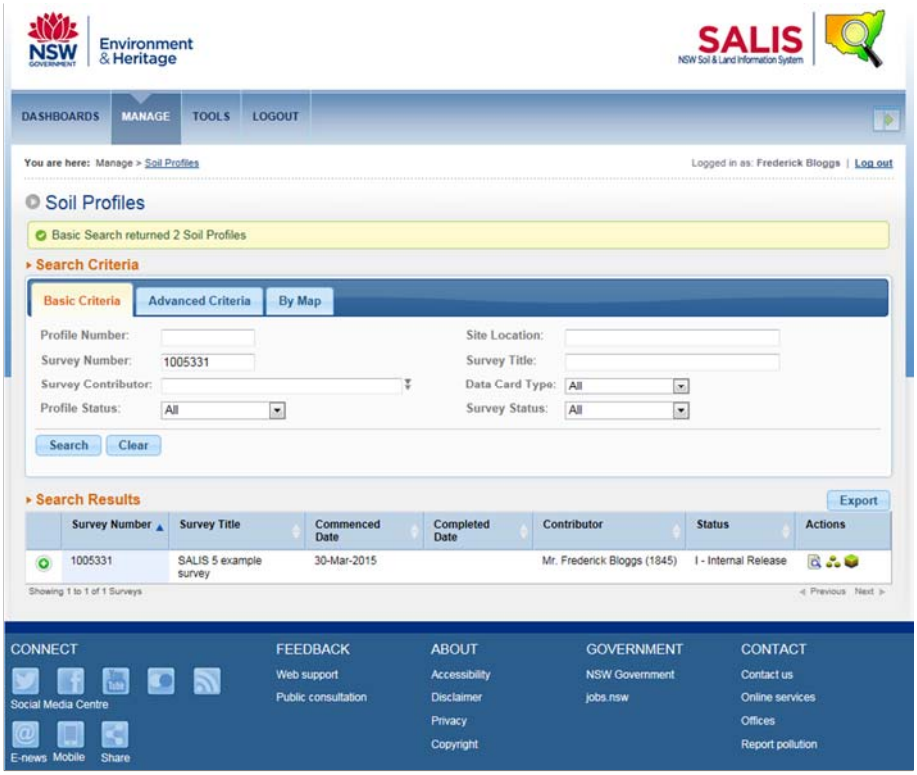


Figure 13 ***Search Results*** *for survey 1005331*

Figure 13 shows the single survey searched for using the survey number *1005331*. Clicking on the **Expand** button expands the survey and shows any stations or profiles that reside under the specified survey searched (see ***Figure 14***).

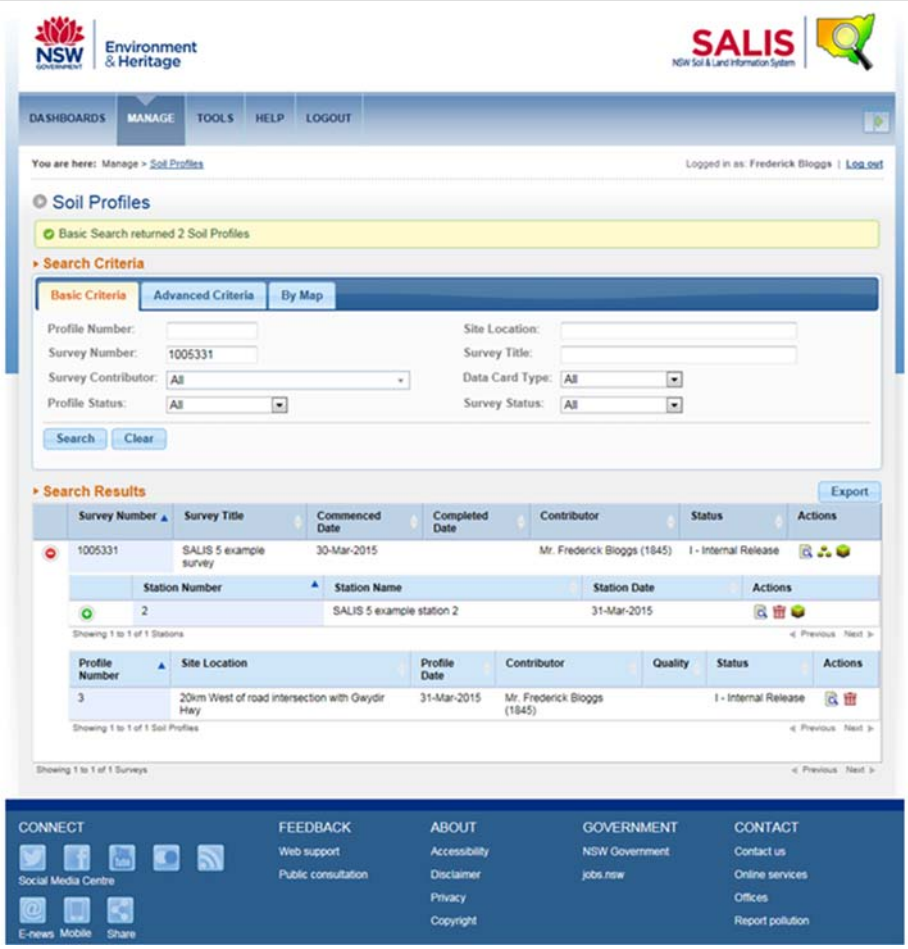


*Figure 14 Partially expanded **Search Results** for survey 1005331*

Figure 14 shows the single station (*2, SALIS 5 example station 2*) assigned to this survey (*1005331*). The default single page view displays the first 25 records from the search. Some searches may return greater than 25 records, so to view these use the **Next** button on the bottom right of the screen.

To increase the number of records returned by a search in a single view, increase the default **Data Grid Page Size** under **User Settings**. See ***Section 8.5***.

Clicking on the **Expand** button for this station enables the user to view the constituent soil profile(s). ***Figure 15*** shows the result.

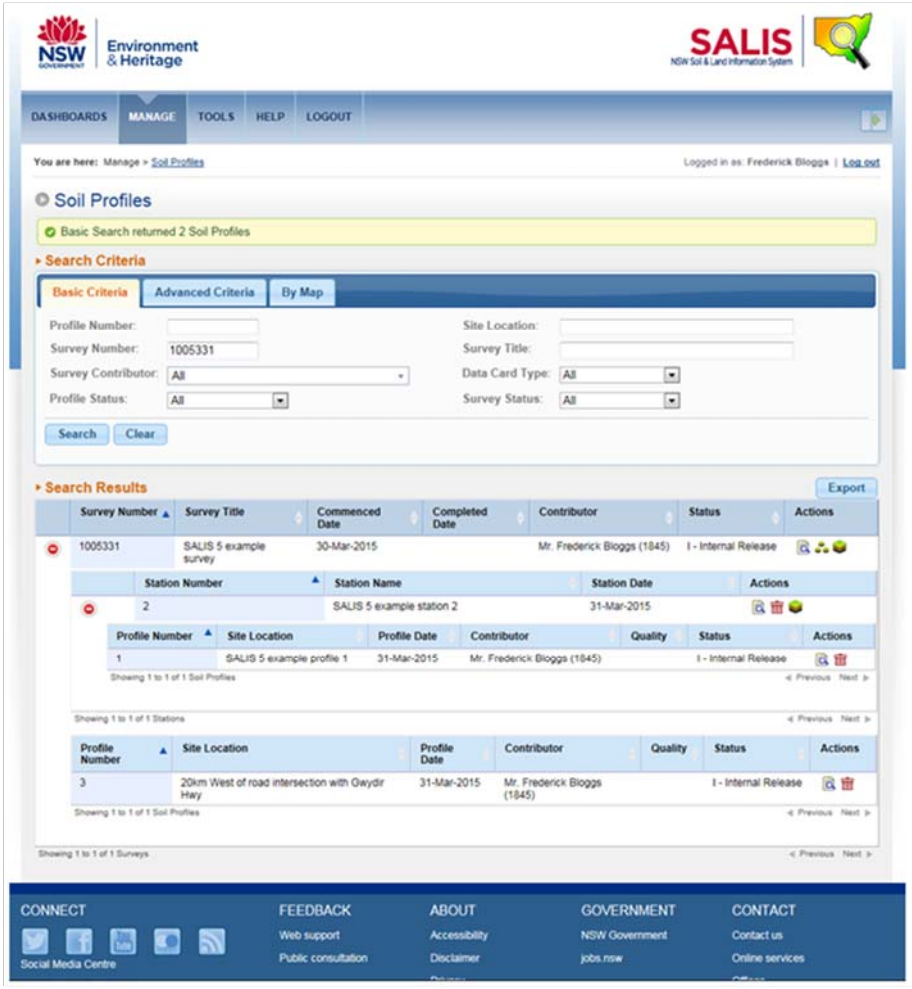


*Figure 15 Fully expanded **Search Results** for survey 1005331*

Figure 15 shows the single profile (*SALIS 5 example profile*), assigned to this station combination (*1005331/1*). This screen shows the hierarchy of survey, station and soil profile records in SALIS. For more information about SALIS data hierarchies see ***Section 2.6***.

The default single page view only displays the first 25 records from the search. Some searches may return greater than 25 records. To proceed to the next page, use the **Next** button on the bottom right of the page. To return to a previous page, use the **Previous** button. Individual sections of the **Search Results** have their own **Next** and **Previous** buttons, which you can use if needed.

To increase the number of records returned by a search in a single view, increase the default **Data Grid Page Size** under **User Settings**. See ***Section 8.5***.

5 Managing Surveys

This chapter features how to view the details of individual **Survey** records.

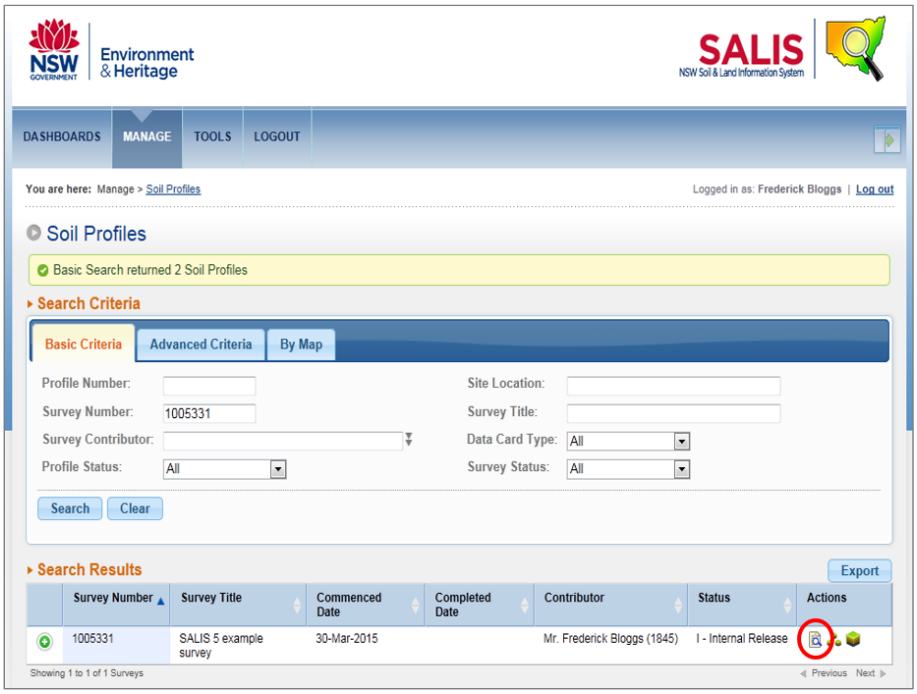


*Figure 16 **View** button for a survey*

To view a particular survey click the **View** button for your survey of interest (see ***Figure 16***).

After clicking on the **View** button you will see the screen shown in ***Figure 17*** below. To return to the **Search Results** screen click on the **Search Results** button as circled in red in ***Figure 17***. To add a station or soil profile, see ***Sections 6.1*** and ***7.1***.

Surveys can be added, modified or deleted only by a SALIS administrator.

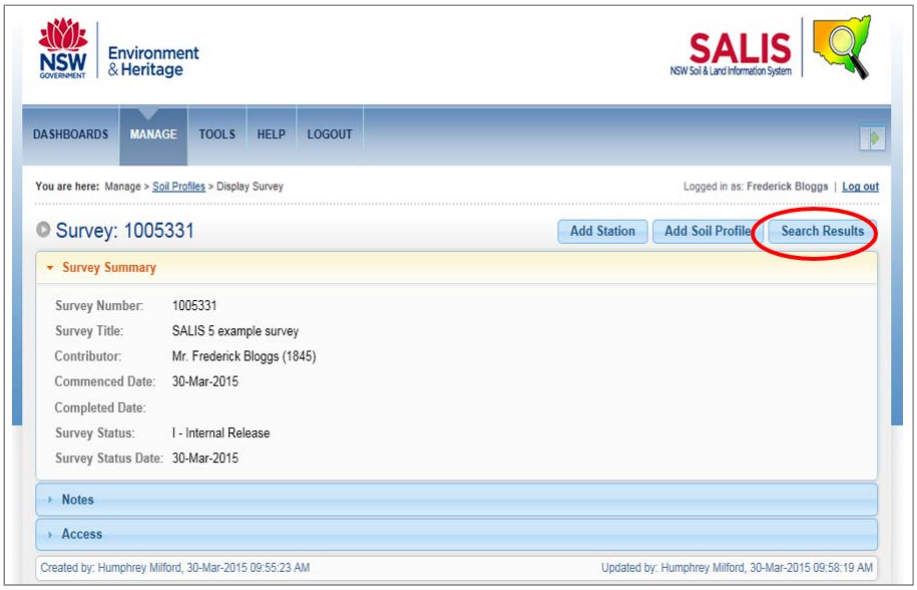


*Figure 17 **Survey** page, **Search Results** button*

6 Managing Stations

This chapter features;

- how to create a new station
- how to view and edit station details
- how to delete a station

6.1 Creating a new Station

See ***Section 4.2*** to search and navigate to a survey.

Click on the **Add Station** button that corresponds to the survey to which you wish to add a station. This button is circled in red in ***Figure 18*** below.

You can only add a station to an existing survey over which you have sufficient permission to add data.

If the survey you need doesn't exist, contact a SALIS administrator to create a new survey for you.

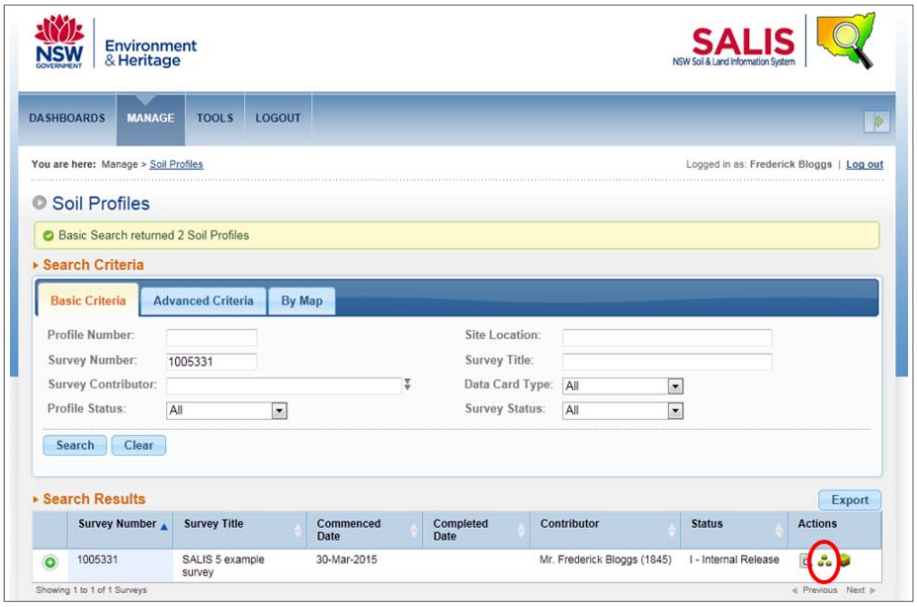


*Figure 18 **Add Station** button*

After clicking on the **Add Station** button you will see the pop-up screen shown in ***Figure 19*** below.

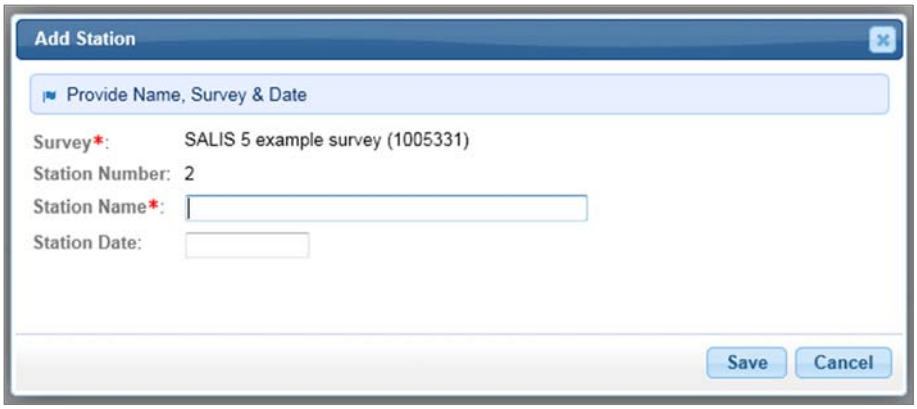


*Figure 19 **Add Station** page*

Enter the relevant details for the station and click on the Save button. The page will refresh and show your newly created station under the parent survey.

6.2 Viewing a Station

To view a particular station click the **View** button that corresponds to the station of interest. The **View** button is circled in red in ***Figure 20*** below.

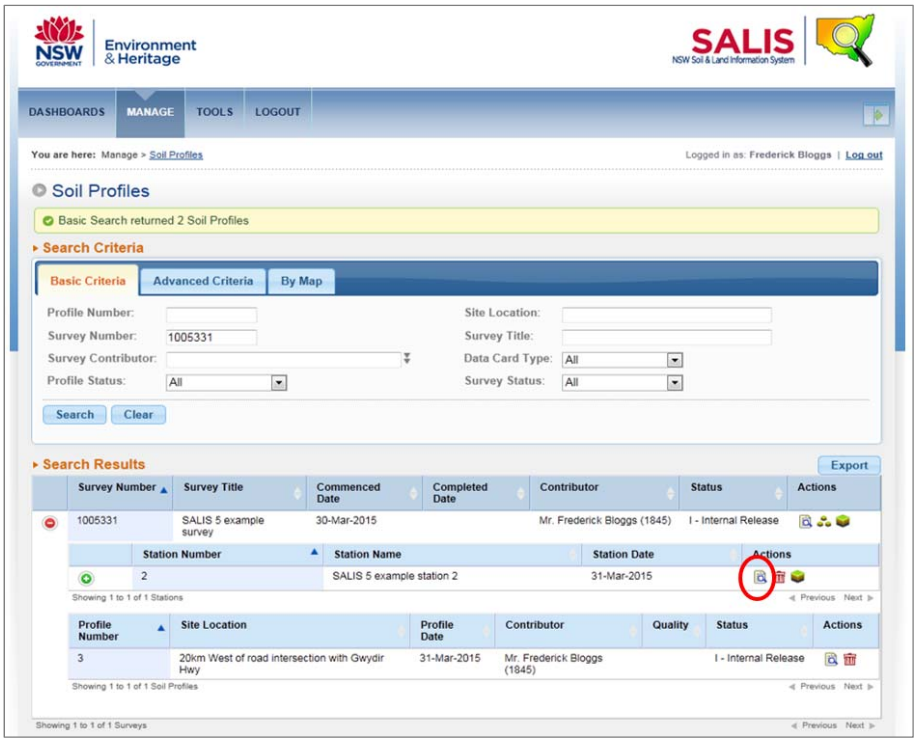


*Figure 20 **View** button for a station*

After clicking on the **View** button you will see the screen shown in ***Figure 21*** below. To return to the **Search Results** screen click on the **Search Results** button as circled in red in ***Figure 21***. To add a soil profile, see ***Section 7***.

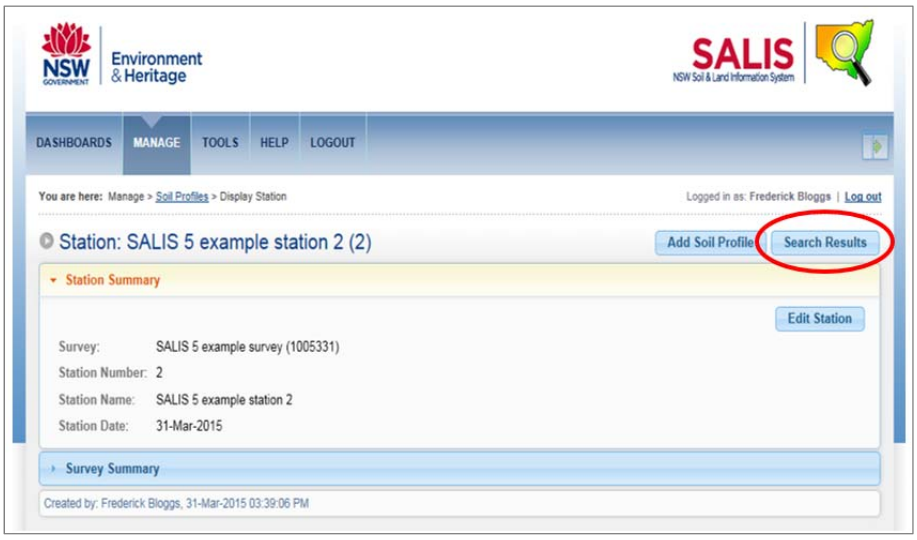


*Figure 21 **Search Results** button on the **Display Station** page*

6.3 Editing a Station

To edit a station's details, where available, click on the Edit Station button in the **Station Summary** tab. The **Edit Station** page is displayed, an example of which is shown in ***Figure 22*** below.

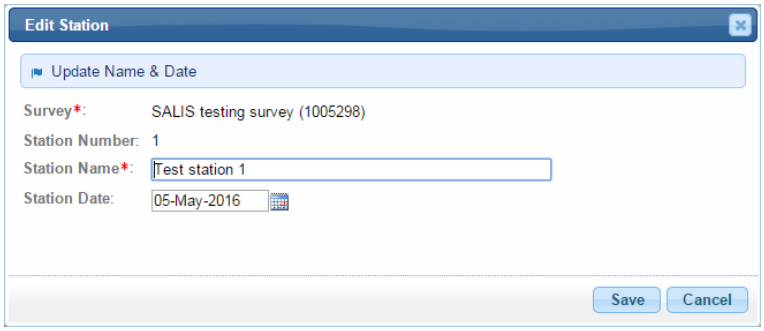


Figure 22 ***Edit Station*** *page*

You can use the various controls in this page to add or change the data recorded for this station.

Once done, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button, the **Station Summary** page refreshes to show your changes.

6.4 Deleting a Station

To delete a station, click on its **Delete** button in the **Search Results**, as circled in red in ***Figure 23*****.**

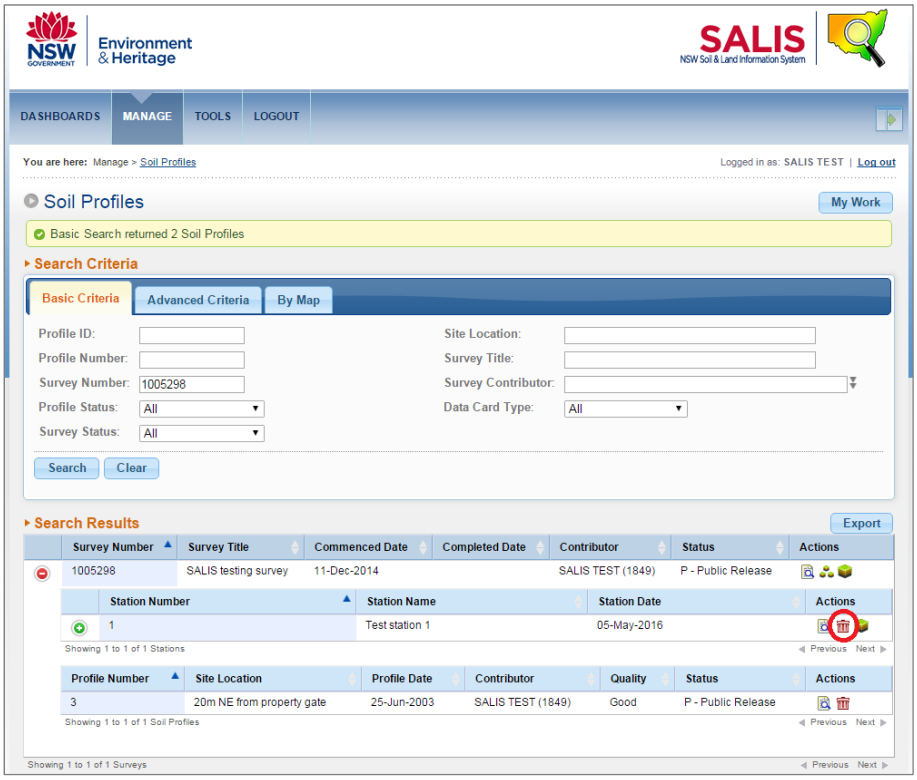


Figure 23 ***Delete*** *button for a station*

⚠ To delete a station, all associated soil profiles must be deleted first. SALIS will not allow Soil Profiles to be 'orphaned' – they must have a parent survey or station record. SALIS will return an error if you attempt to delete a station with soil profiles still associated with it (see ***Figure 24***).

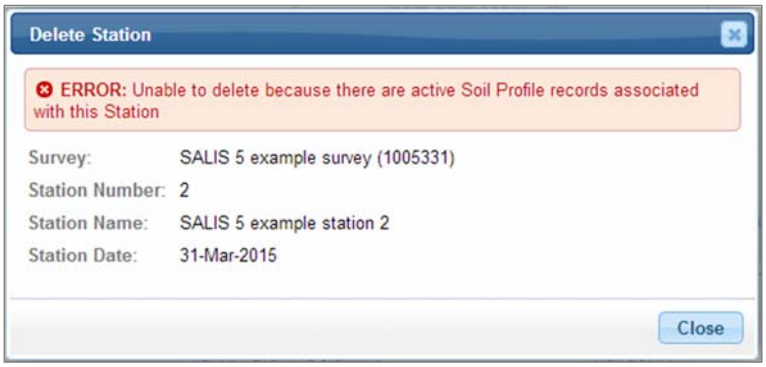


Figure 24 Error window when attempting to delete a station with associated profile(s)

7 Managing Soil Profiles

You can view any existing soil profile record that is public, or any existing soil profile record that you own, or any existing profile record within a survey over which you have access.

You can also edit any existing soil profile record in SALIS over which you have sufficient permission – typically because you created the profile and are thus its owner.

Each profile has numerous attributes used to capture the details and properties of a soil profile record. These attributes are categorised into tabs, each of which has one or more **Edit** buttons. Each of these buttons opens a separate window in which you can add or edit particular attributes.

This chapter covers;

- how to create a soil profile
- how to view a soil profile
- how to view and edit profile site data
- how to create, view and edit profile layer data
- how to create, view and edit profile sample data
- how to delete a soil profile
- how to delete soil profile attribute data

7.1 Creating a new Soil Profile

You can create a new profile within either an existing **survey** or existing **station**. To navigate to a survey or station see ***Section 4.2***.

Soil profiles are most commonly added to surveys, as stations are only used when recording time series/monitoring data, i.e. a program involving repeated data collection at the same site on consecutive occasions over given time intervals.

Click on the **Add Soil Profile** button that corresponds to the parent survey or station. This button is circled in red in ***Figures 25*** (for a survey) and ***26*** (for a station) below.

You can only add a soil profile to an existing survey or station over which you have sufficient permission to add data.

Ensure that the profile you are creating is within the correct survey. If the survey you need doesn't exist, contact a SALIS administrator to create a new survey for you.

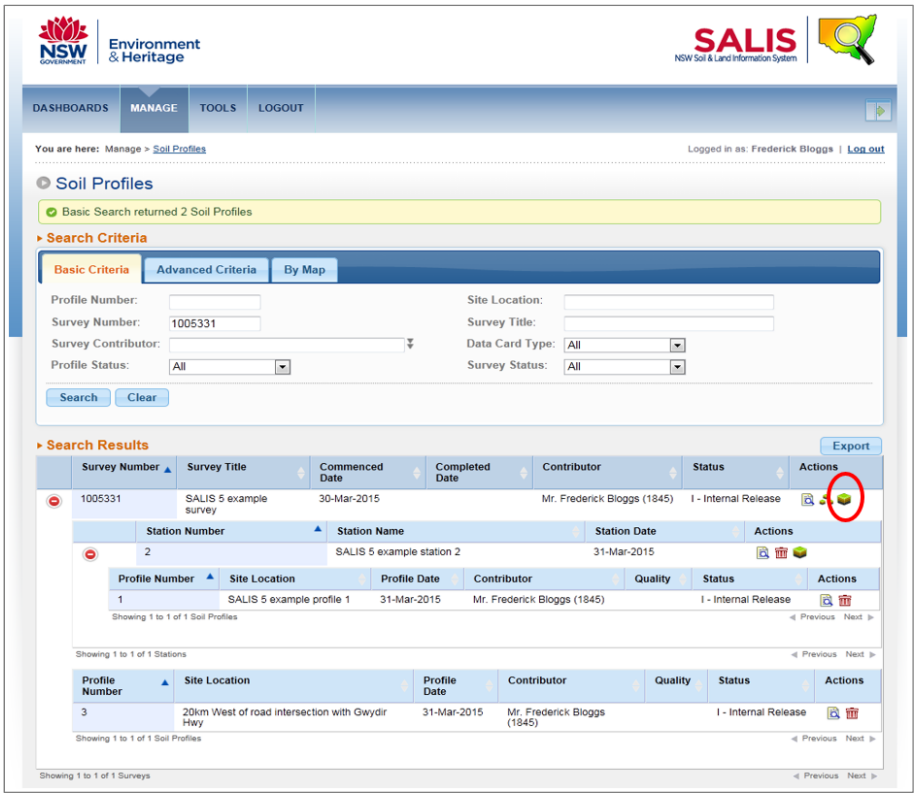


Figure 25 Adding a soil profile to a survey

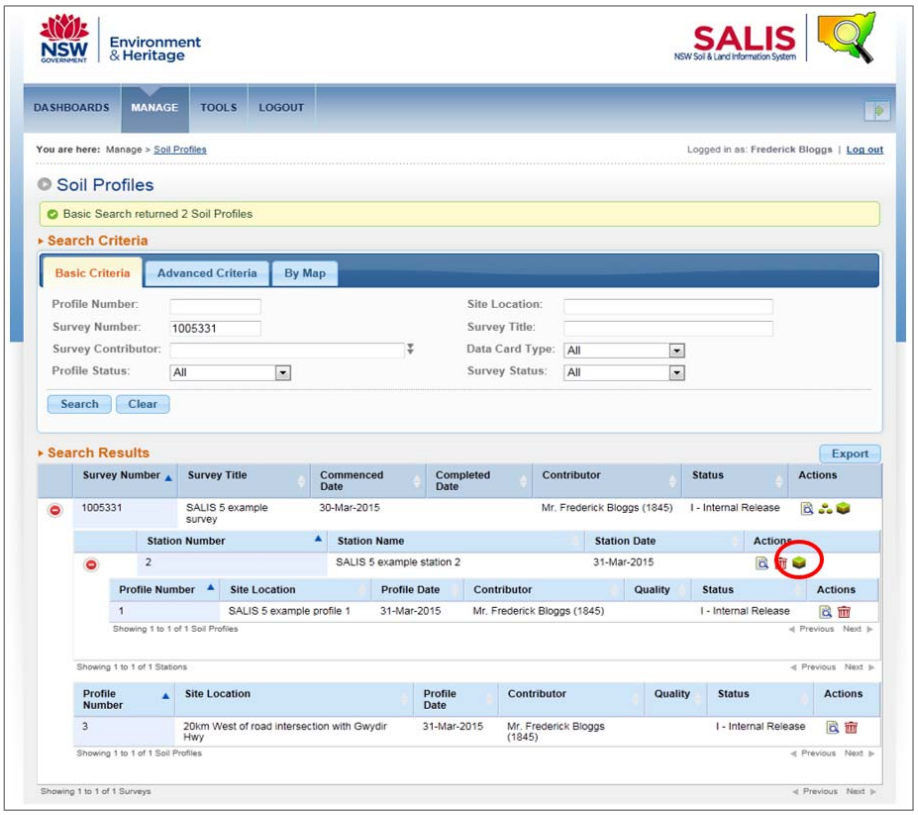


Figure 26 Adding a soil profile to a station

Regardless of whether you click the **Add Soil Profile** button under a **survey** or **station**, you will see the screen in ***Figure 27*** below.

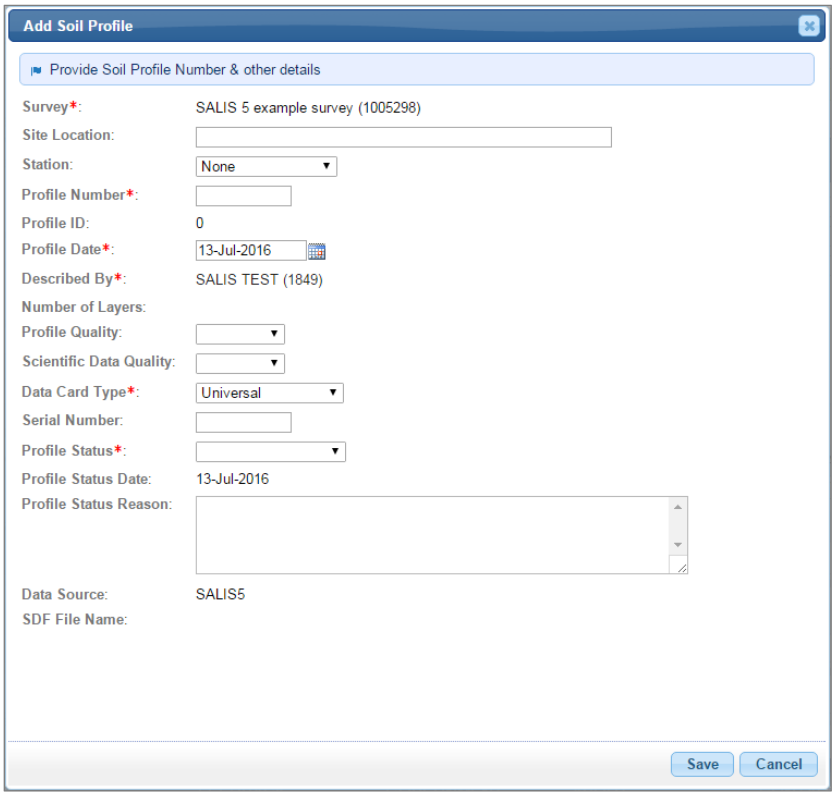


Figure 27 ***Add Soil Profile*** *page*

Enter as much data as possible into the **Add Soil Profile** page. All mandatory fields are given a red asterisk (*) following the field name. Details for each attribute are given in the table below.

Attribute name	Notes	Mandatory for system (S) and/or data quality (DQ)
Survey	Automatically assigned by SALIS	Not applicable
Site Location	A short description of the location of the profile using road names, property numbers/named and/or other permanent geographic features	DQ
Station	Lists existing stations within parent survey to which the profile may be assigned	If not required leave as ‘None’
Profile Number	Cannot be null or 0 and must be unique within the parent survey or station	S and DQ
Profile ID	Automatically assigned by SALIS	Not applicable
Profile Date	Date on which the profile was described in the field	S and DQ
Described By	Select your user name from the drop down	S and DQ
Number of Layers	Automatically assigned by SALIS	Not applicable
Profile Quality	Leave blank	Administrator use only
Scientific Data Quality	Leave blank	Administrator use only

Attribute name	Notes	Mandatory for system (S) and/or data quality (DQ)
Data Card Type	Enter the option of **Universal** as data was not collected using a hard copy card	S and DQ
Serial Number	Originates from a hard copy data card so leave field blank	Not applicable
Profile Status	Assign either Confidential, Internal or Public status	S and DQ
Profile Status Date	Automatically assigned by SALIS as current days date	Not applicable
Profile Status Reason	Give a reason for choice of profile status	DQ
Data to Become Public	Only appears on form if **Profile Status** is entered as **Internal** – If a value is recorded then leave **Public Release Date** blank	DQ
Public Release Date	Only appears on form if **Profile Status** is entered as **Internal** - If a date is selected then leave **Data to Become Public** blank	DQ
Data Source	Automatically assigned by SALIS	Not applicable
SDF File Name	Leave blank - Assigned by administrators when cards are used	Administrator use only

*Table 5 **Add Soil Profile** page attributes*

Once all data has been entered to the **Add Soil Profile** page, click on the

button and the soil profiles page will display your newly created profile record.

⚠ If you attempt to save a new profile record using a profile number that already exists within the parent **survey** or **station**, SALIS will return an error message as displayed in ***Figure 28*** below.

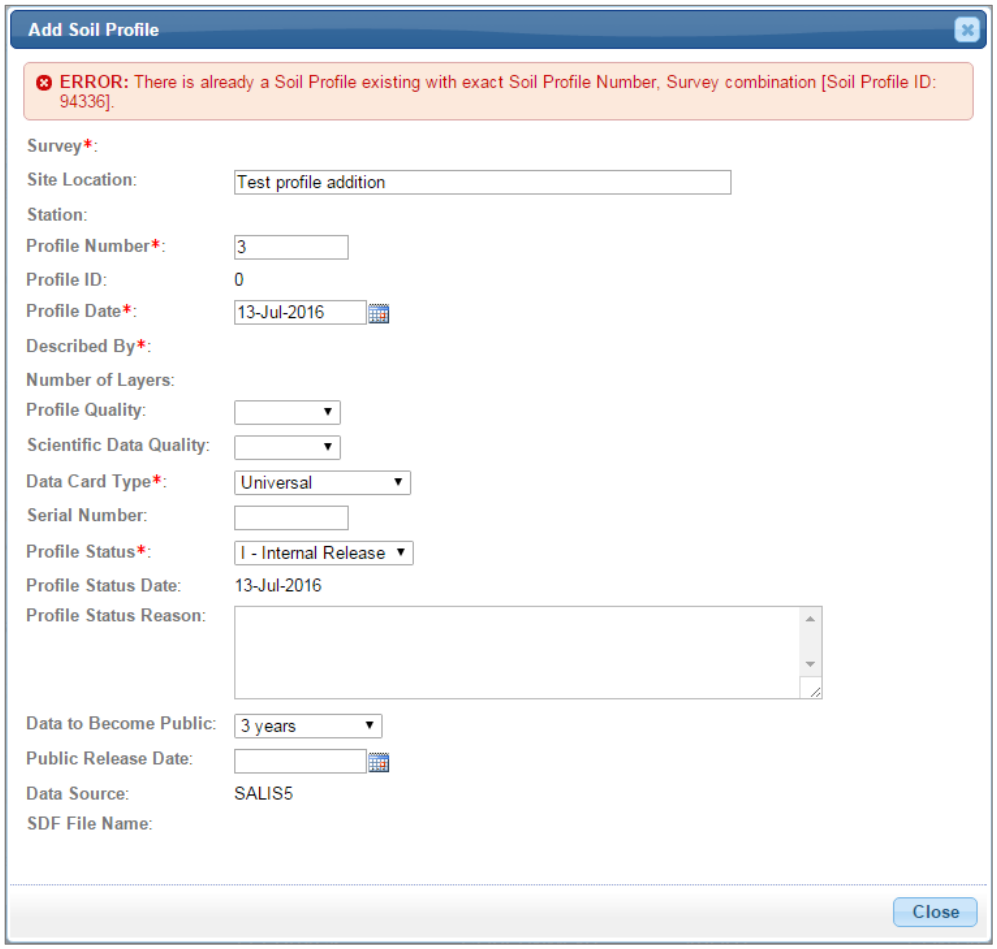


*Figure 28 Error message in **Add Soil Profile** for existing profile number*

7.2 Viewing a Soil Profile

To view a particular soil profile click the **View** button for the soil profile of interest (see ***Figure 29*** below).

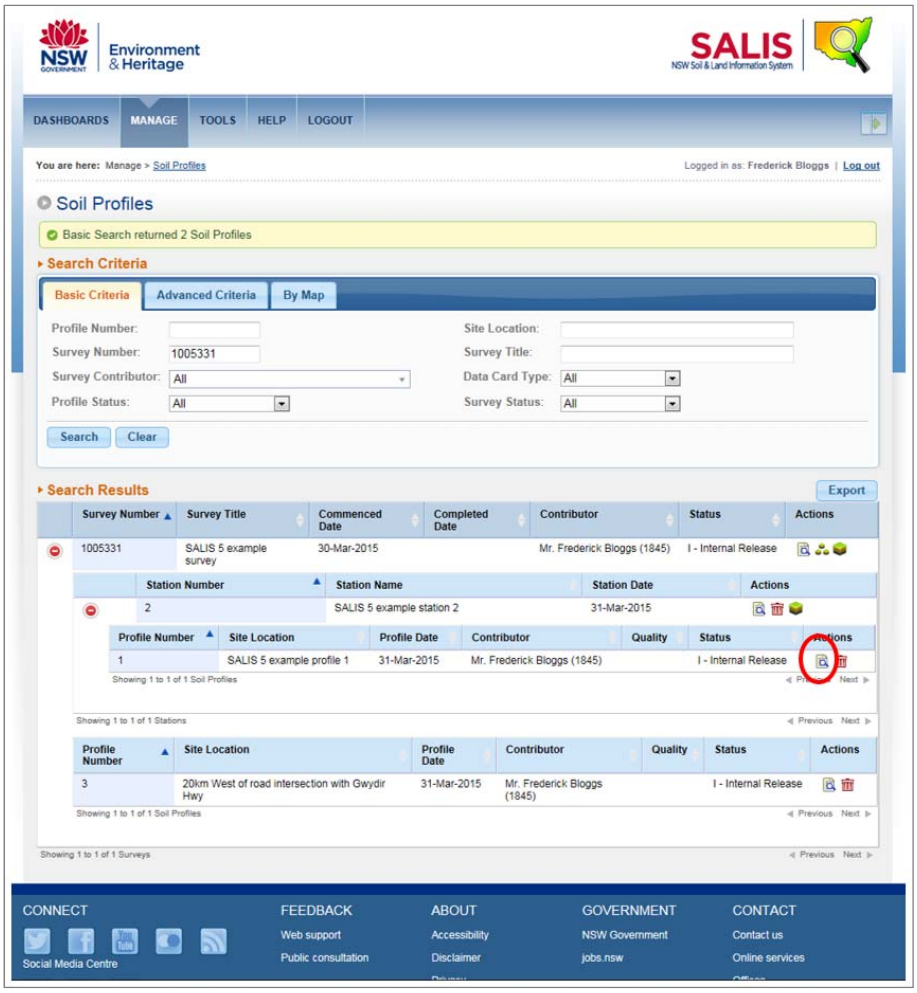


Figure 29 ***View Profile*** *button*

After clicking on the **View** button you will see the screen shown in ***Figure 30*** below.

Figure 30 ***Profile Summary*** *details and additional tabs*

The page header shows a full reference to the soil profile being viewed plus its parent survey and (where recorded) station, separated by '/' characters, e.g., in ***Figure 30*** the header indicator of *1005331/1/1* indicates that the record currently being viewed is survey *1005331*, station *1*, profile *1*.

7.3 Managing Site Data

7.3.1 Viewing site data

There are numerous attributes used to capture the details and properties of a soil profile record. These attributes have been grouped under logical categories to make things easier to find. Each category has its own tab with a series of attributes contained within. Attributes within each tab can be viewed by clicking on the tab of interest. Editing attributes within a tab is described in ***Section 7.3.2***.

Figure 31 below shows an example screen of a profile with the **Location**, **Site Details** and **Soil & Map Codes** tabs expanded with some data present. The **Search Results** button is circled in red and enables the user to close the profile and return to the **Search Results** page. The **My Work** button is also circled in red and enables the user to move directly to the **My Work** page.

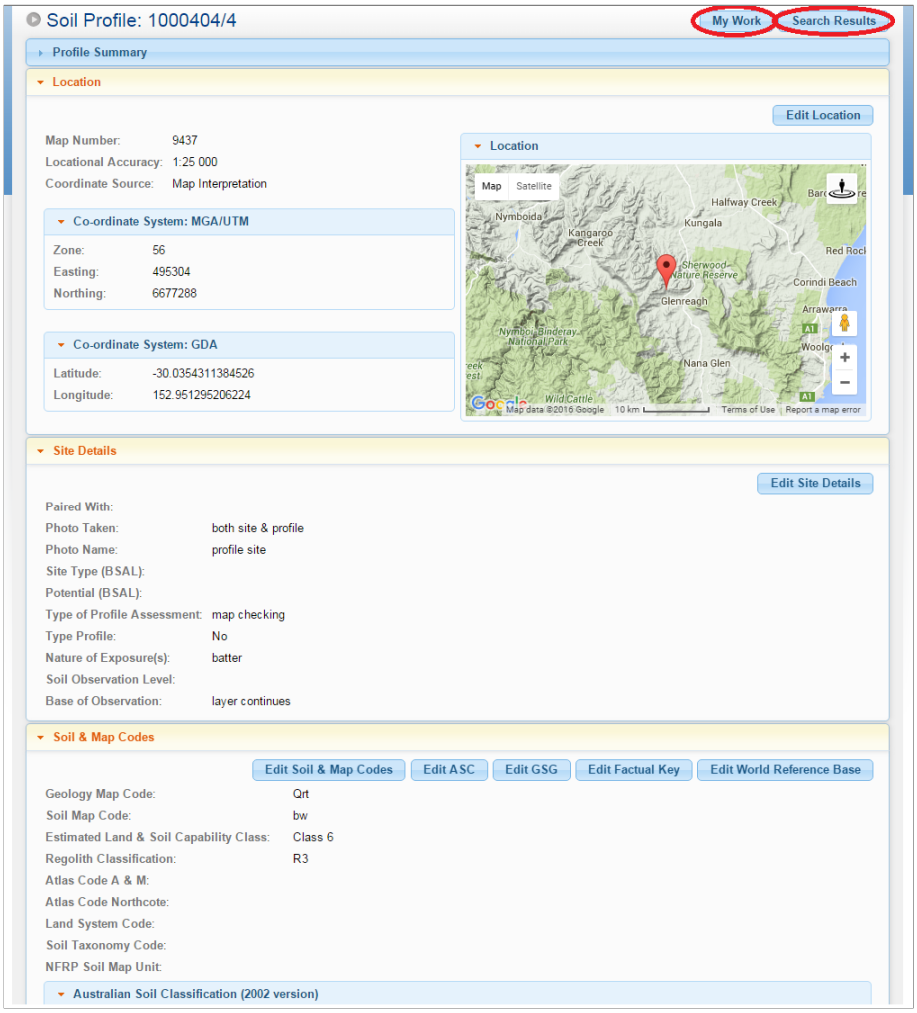


Figure 31 ***Location****,* ***Site Details*** *and* ***Soil & Map Codes*** *tabs*

You can expand and collapse all tabs with one mouse click by using the (expand) and (collapse) buttons on the right hand edge of the screen.

You can centre the map view on the profile location by pressing the button.

You can zoom in or out on the map view using the buttons.

You can change the background image of the map by using the Map Satellite buttons. The default setting is **Map**.

7.3.2 Editing site data

To add or edit information in a desired tab, expand the tab and then select the relevant **Edit** button. The particular tab you are in and the **Edit** button you select will determine the set of attributes displayed for you to edit.

Profile Summary and **Location** data are not editable once the profile has been created. To edit any details on these tabs, contact a SALIS administrator.

Figure 32 below shows an example screen with the **Vegetation** and **Layers** tabs expanded and the **Edit Vegetation Details** button circled in red.

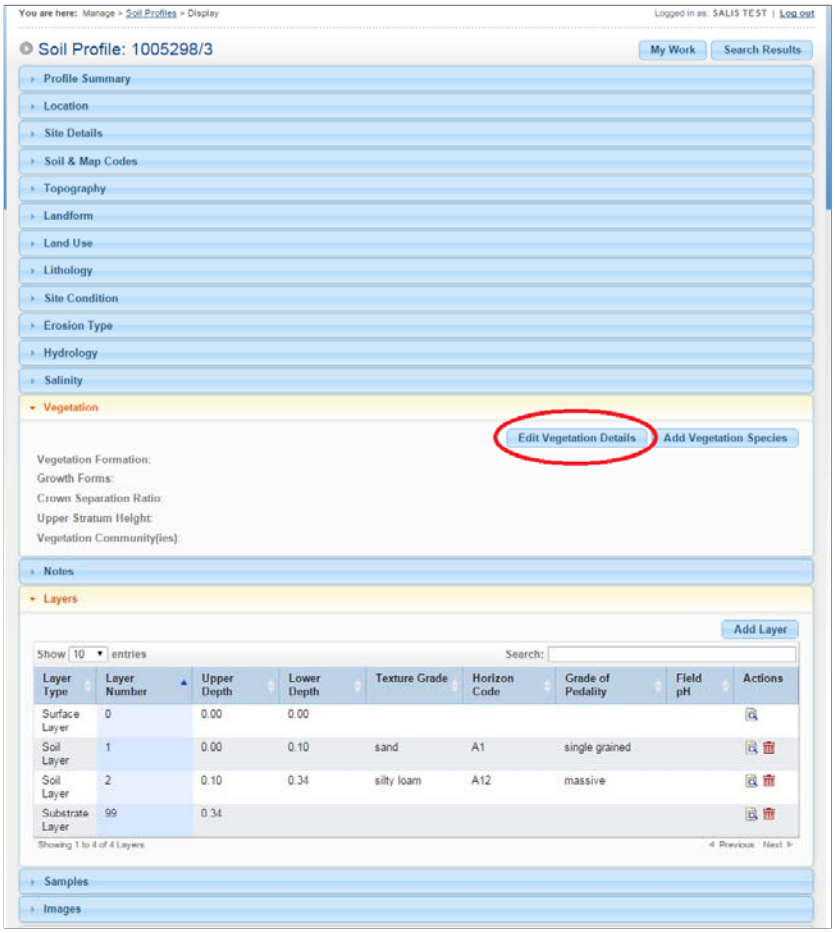


Figure 32 ***Edit Vegetation Details*** *button within the expanded* ***Vegetation*** *tab*

Figure 33 below shows the **Edit Vegetation Details** window.

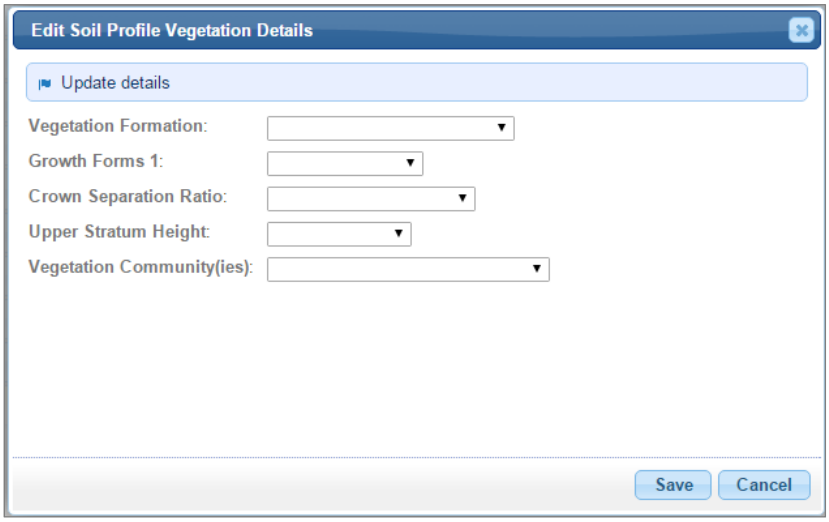


Figure 33 ***Edit Soil Profile Vegetation Details*** *page*

You can use the various controls in each edit window to add or change the data recorded for this soil profile.

Once done, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil profile window, in which your newly entered data is displayed (see ***Figure 34*** for an example).

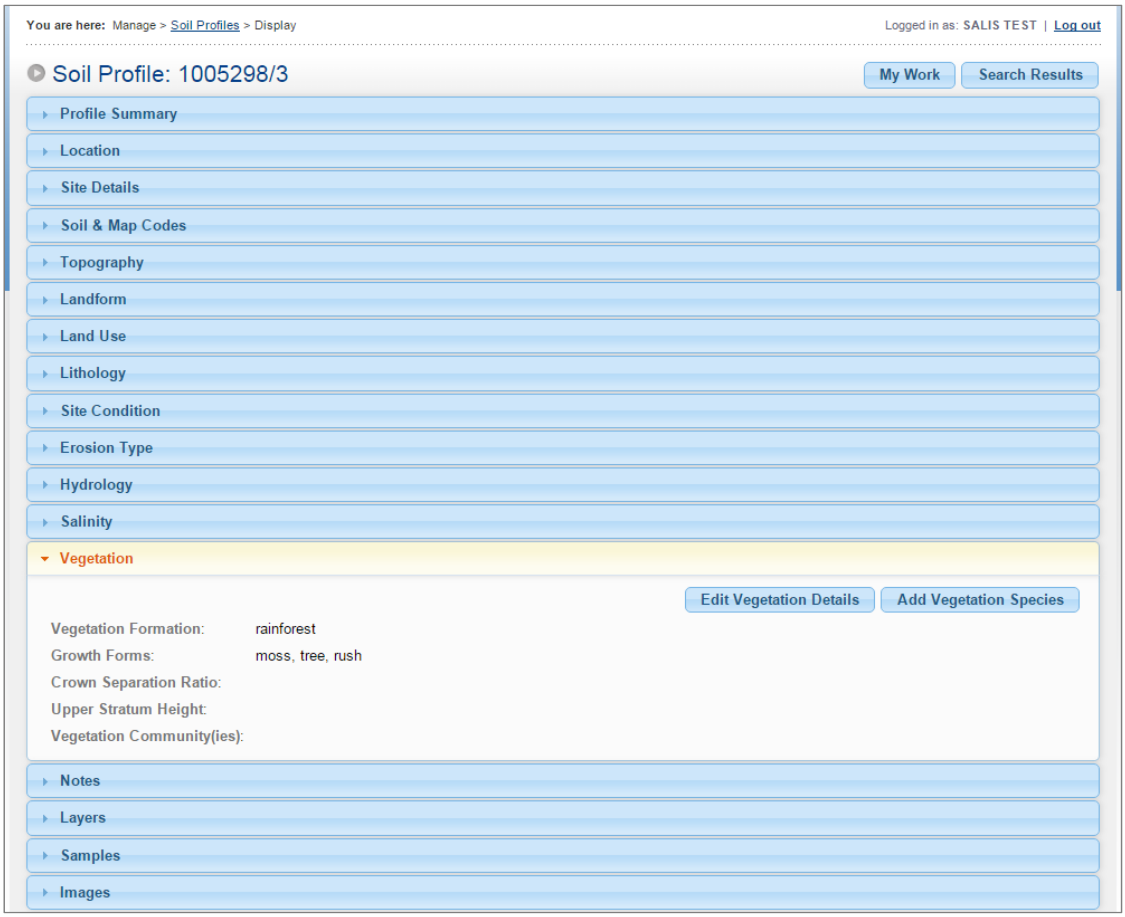


*Figure 34 **Vegetation** tab after edits to the attribute **Vegetation Formation** and **Growth Forms***

At any stage prior to clicking the Save button you can click the Cancel button, which closes the edit window without saving.

You can record up to four **Growth Forms**.

Adding profile notes, samples and images to a profile is covered in later parts of this section.

7.3.3 Managing Vegetation species

7.3.3.1 Adding a new Vegetation Species

Expand the **Vegetation** tab within the soil profile of interest. Click on the **Add Vegetation Species** button. ***Figure 35*** below has the **Vegetation** category tab circled in green and the **Add vegetation Species** button circled in red.

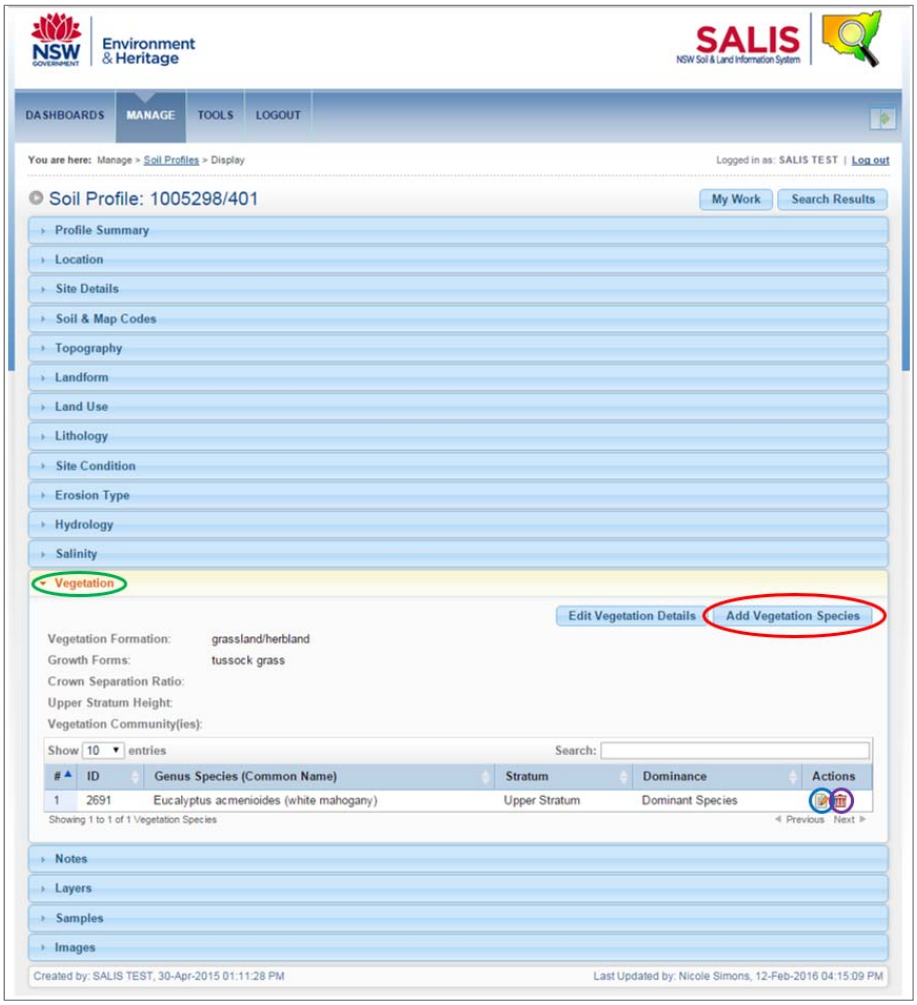


Figure 35 ***Soil Profile*** *page with* ***Vegetation*** *tab expanded*

Figure 36 below displays the attributes editable after the **Add Vegetation Species** button has been pressed.

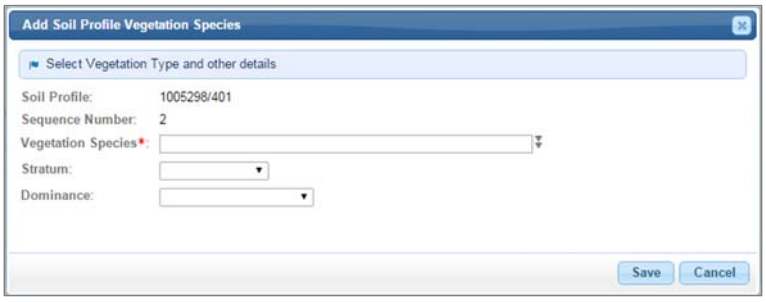


Figure 36 ***Add Soil Profile Vegetation Species*** *page*

Add the information you wish to record. The **Vegetation Species** field may take some time to display available options after text entry as the reference list is very long and takes some time to retrieve.

Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil profile window, in which your newly entered data is displayed.

7.3.3.2 Editing a vegetation species

To view or edit an existing vegetation species use the **View** button which is circled in blue in ***Figure 35***.

7.3.3.3 Deleting a vegetation species

To delete a vegetation species use the **Delete** button which is circled in purple in ***Figure 35***.

7.3.4 Managing Profile Notes

7.3.4.1 Adding a Profile Note

Expand the blue category tab called Notes within the soil profile of interest. Click on the **Add Note** button. ***Figure 37*** below has the **Notes** category tab circled in green and the **Add Note** button circled in red.

*Figure 37 **Soil Profile** page with **Notes** tab expanded*

Figure 38 below displays the attributes editable after the **Add Note** button has been pressed.

*Figure 38 **Add Soil Profile Note** page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil profile window, in which your newly entered data is displayed.

If you wish to enter additional information, you can either append information to an existing **profile note** or add one or more additional **profile note** records.

7.3.4.2 Editing a Profile Note

To view or edit an existing profile note, use the **View/Edit** button which is circled in blue in ***Figure 37***.

7.3.4.3 Deleting a Profile Note

To delete a profile note use the **Delete** button which is circled in purple in ***Figure 37***.

7.4 Managing Layers

7.4.1 Adding a new layer to a profile

In the **soil profile** page, expand the **Layers** tab. You can use the **Add Layer** button to add new layers to your profile. This button is circled in red in ***Figure 37***. The surface layer for a profile is automatically generated by SALIS.

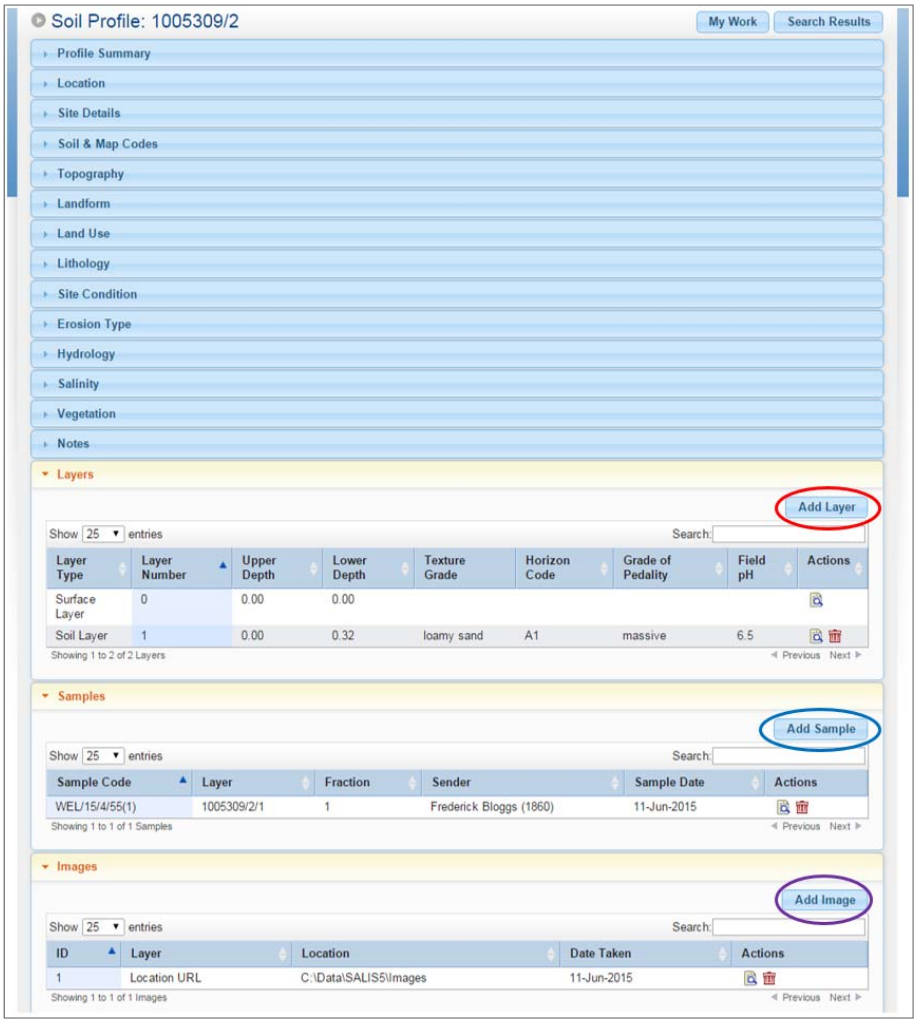


*Figure 39 **Soil Profile** page with **Layers**, **Samples** and **Images** tabs expanded*

Figure 40 below displays an example of the **Add Soil Profile Layer page** that appears.

You can use the **Layer Type** drop-down list box to select what type of soil layer you wish to add (see ***Section 2.6.4***).

Depending on what type of layer you have selected, enter the **upper depth** or **lower depth** into the respective field. These depths are recorded in metres to two significant figures, so a layer depth of 85 cm should be recorded as ‘0.85’. A defining depth is mandatory for all layers.

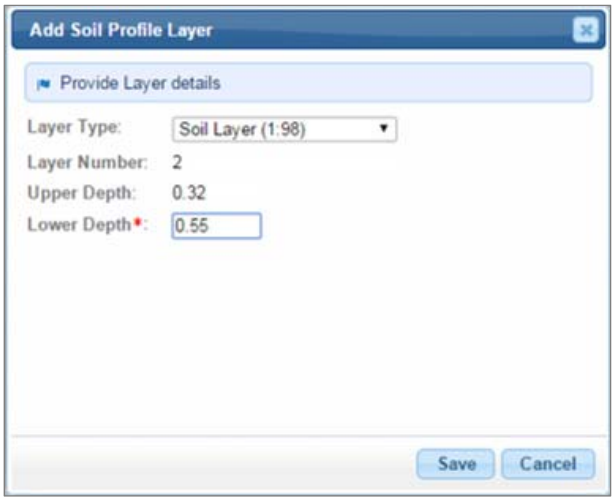


Figure 40 ***Add Soil Profile Layer*** *page*

Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil profile window, in which your newly entered layer is displayed in the summary table of the **Layers** tab. You can now proceed to enter descriptive data for your new layer by clicking on the **View** button for that layer in the summary table (see ***Figure 41)*** and following the procedures outlined in **Sections 7.4.2** and **7.4.3**.

7.4.2 Viewing layer data

To view attribute information for a given layer, click the **View** button which is circled in red in ***Figure 41***.

Figure 41 ***Layers*** *tab*

After selecting the **View** button against a layer, SALIS will display the category tabs for all layer attributes. These layer category tabs function in the same way as the profile attribute category tabs described earlier. ***Figure 42*** below displays all the layer category tabs with the layer summary tab expanded.

*Figure 42 **Layer Summary** tab*

7.4.3 Editing layer data

To edit layer information, select the relevant tab in the **Display Layer** page and select the relevant **Edit** button. The particular tab you are in and the **Edit** button you select will determine the set of attributes displayed for you to edit.

Figure 43 below shows a screen with the category tabs of **Field Texture** and **Chemical Tests** expanded and the **Edit Layer Field Texture** and the **Edit Layer Chemical Tests** buttons circled in red. To close a layer and return to the site attributes in the soil profile the **Soil Profile** button is used, this is circled in green in ***Figure 43***.

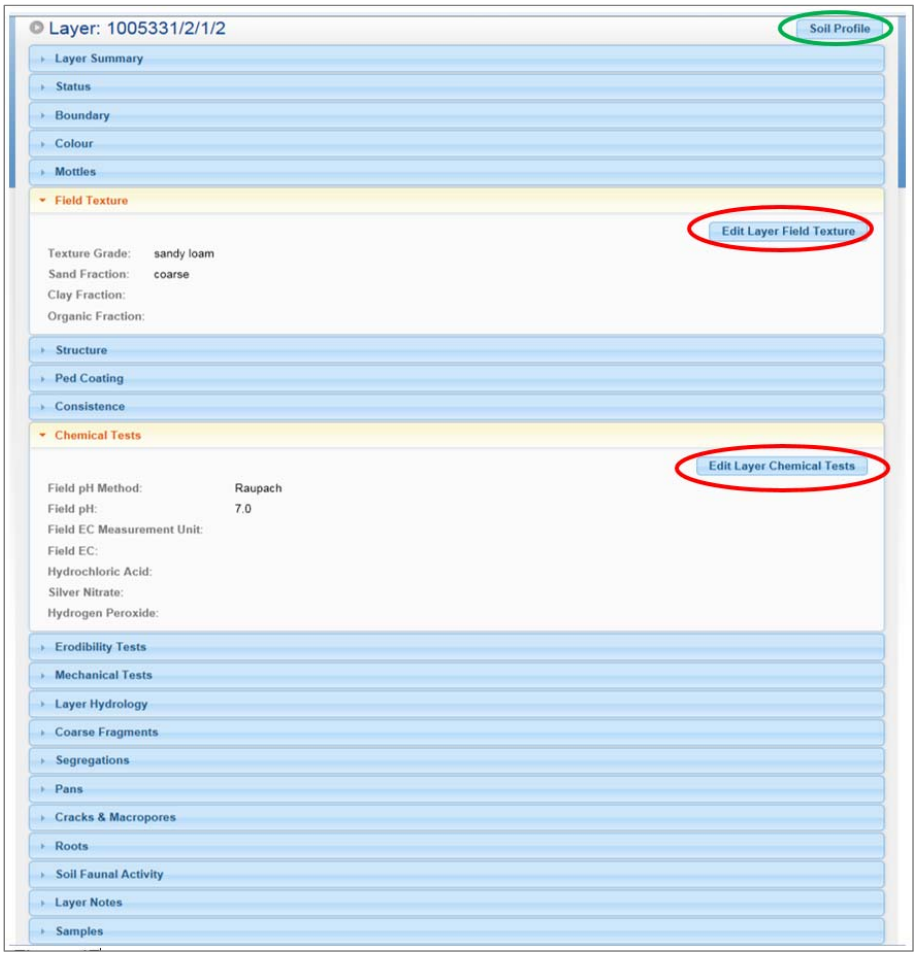


*Figure 43 **Edit** buttons for various layer attributes*

An example of an **Edit** page for a **layer** is show in ***Figure 44***, which displays the attributes editable after the **Edit Soil Profile Layer Structure** tab has been selected.

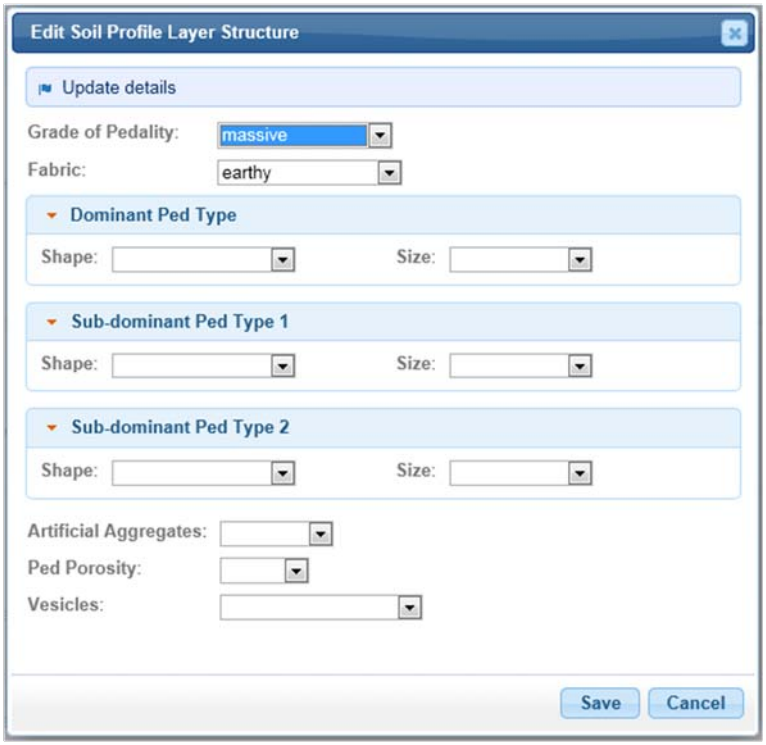


*Figure 44 **Edit Soil Profile Layer Structure** page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main layer window, in which your newly entered data is displayed. ***Figure 45*** shows the data entered through the page shown in ***Figure 44***.

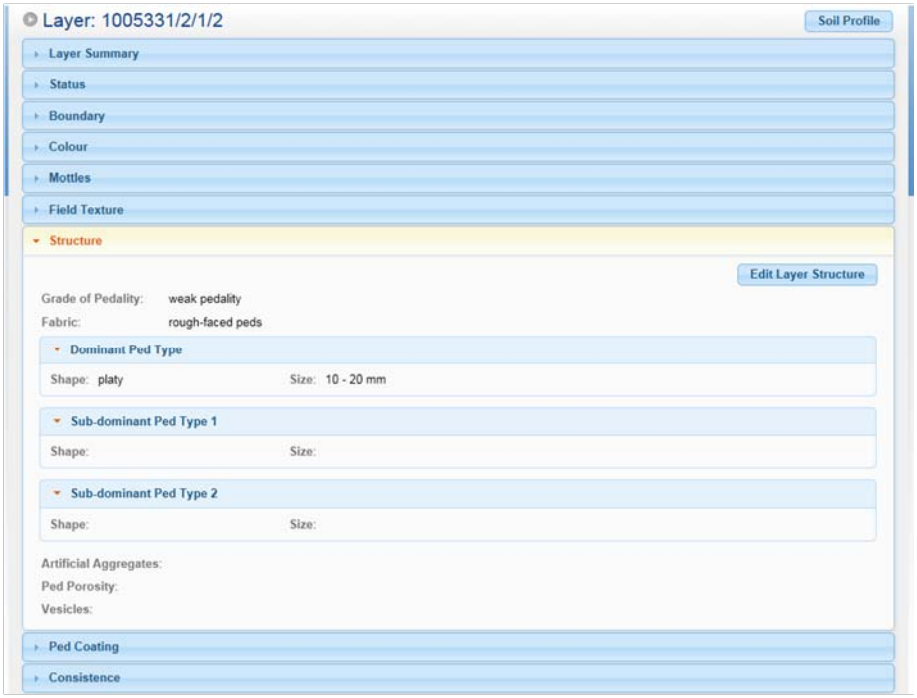


Figure 45 Edited layer structure attributes

7.4.4 Managing Coarse Fragments

7.4.4.1 Adding a coarse fragment to a layer

Within the layer of interest, expand the **Coarse Fragments** tab and click on the **Add Layer Coarse Fragment** button. ***Figure 46*** below has the **Coarse Fragments** tab circled in green and the **Add Layer Coarse Fragment** button circled in red.

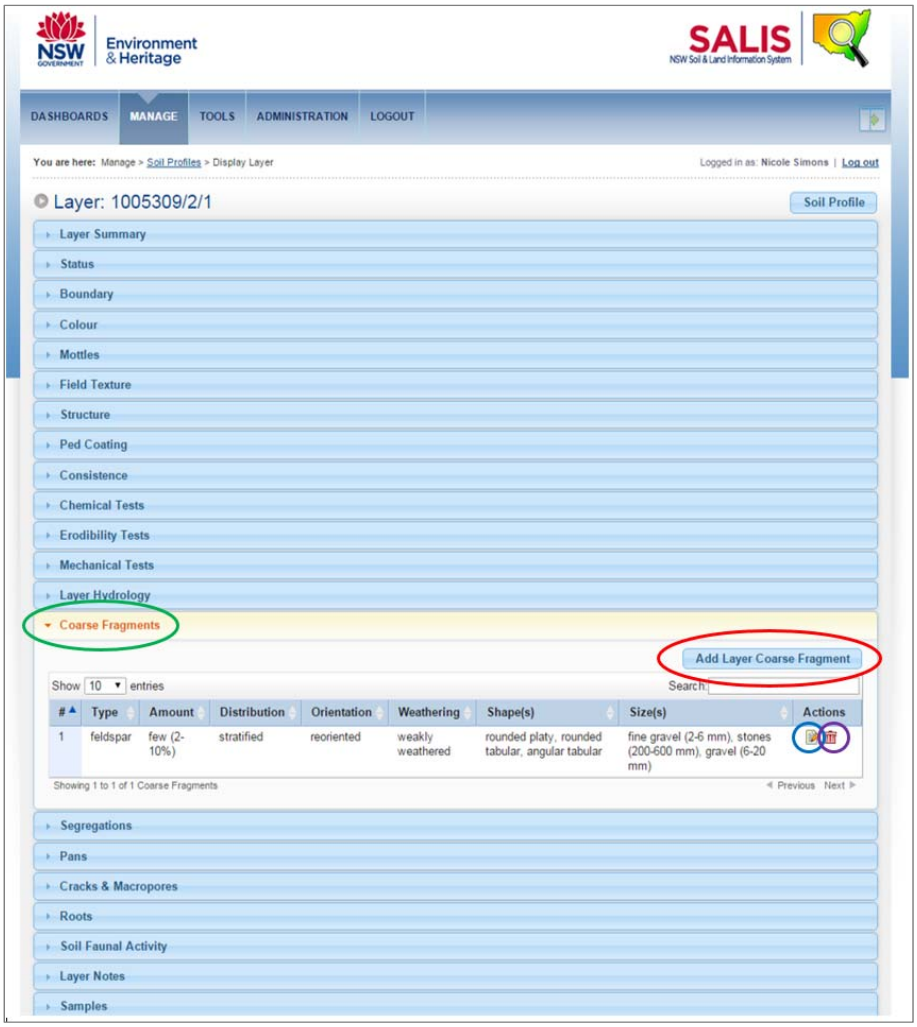


*Figure 46 **Layer** page with **Coarse Fragments** tab expanded*

Figure 47 below displays the attributes editable after the **Add Layer Coarse Fragment** button has been pressed.

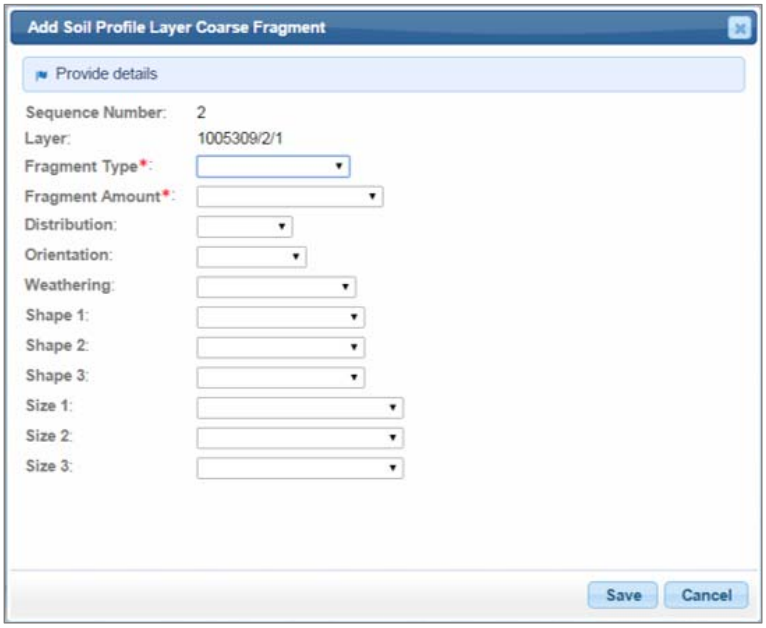


*Figure 47 **Add Soil Profile Layer Coarse Fragment** page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil profile window, in which your newly entered data is displayed.

7.4.4.2 Editing Coarse Fragments

To view or edit an existing coarse fragment use the **View/Edit** button which is circled in blue in ***Figure 46***.

7.4.4.3 Deleting Coarse Fragments

To delete a coarse fragment use the **Delete** button which is circled in purple in ***Figure 46***.

7.4.5 Managing Segregations

7.4.5.1 Adding a segregation to a profile

Within your layer of interest, expand the **Segregations** tab and click on the **Add Layer Segregation** button.

Figure 48 below has the **Segregations** category tab circled in green and the **Add Layer Segregation** button circled in red.

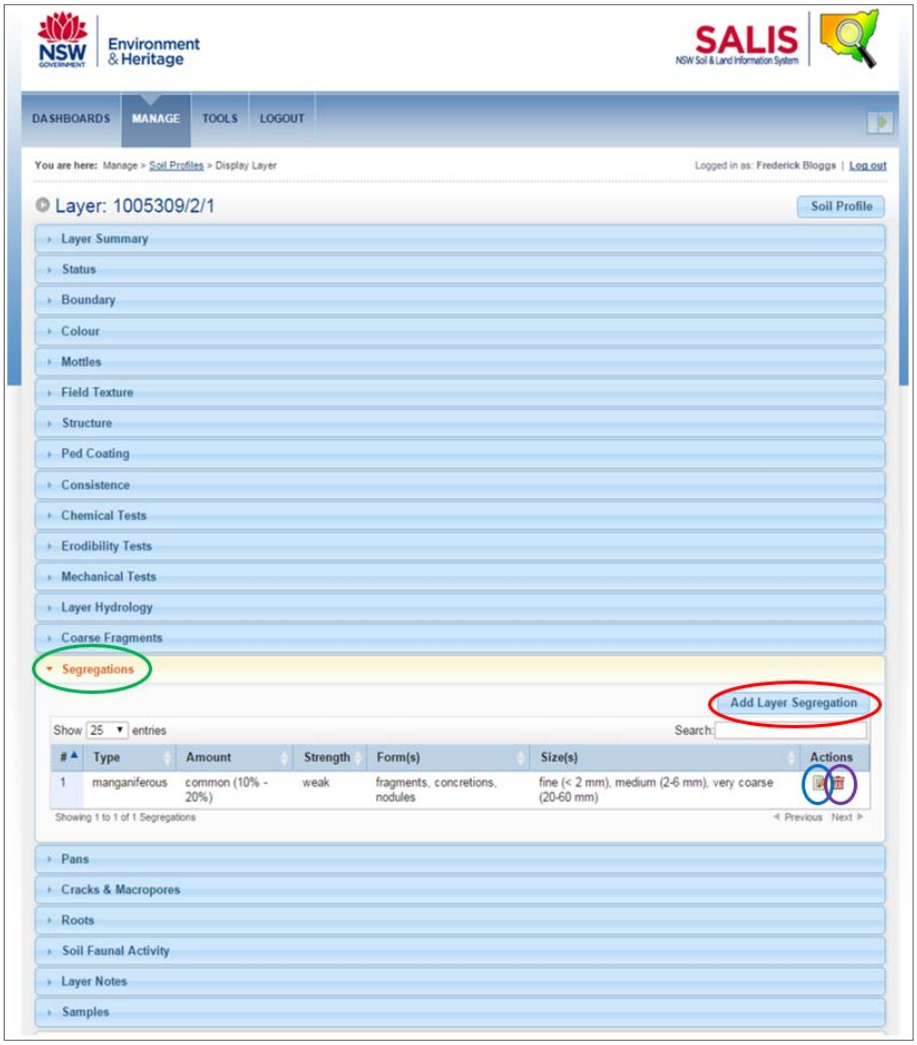


*Figure 48 **Layer** page with **Segregations** tab expanded*

Figure 49 below displays the attributes editable after the **Add Layer Segregation** button has been pressed.

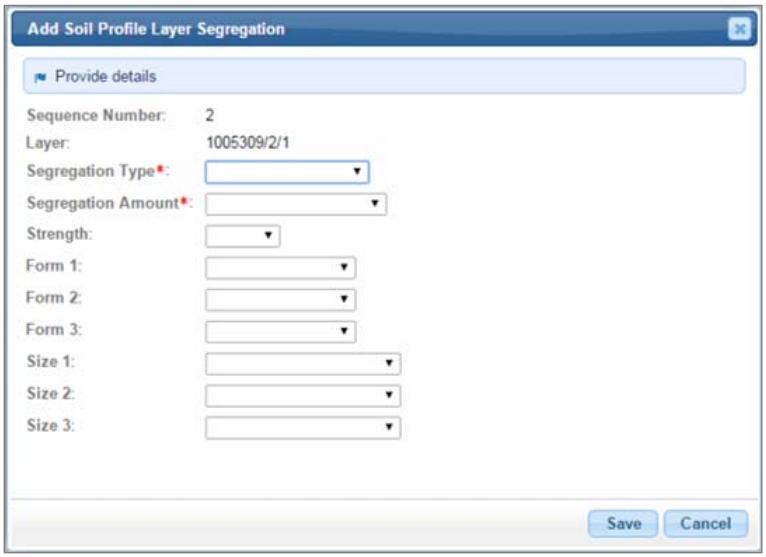


Figure 49 ***Add Soil Profile Layer Segregation*** *page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main layer window, in which your newly entered data is displayed.

7.4.5.2 Editing Segregations

To view or edit an existing segregation use the **View/Edit** button which is circled in blue in ***Figure 48***.

7.4.5.3 Deleting Segregations

To delete a segregation use the **Delete** button which is circled in purple in ***Figure 48***.

7.4.6 Managing Pans

7.4.6.1 Adding a pan to a profile

Within the layer of interest, expand the **Pans** tab, then click on the **Add Layer Pan** button. ***Figure 50*** below has the **Pans** category tab circled in green and the **Add Layer Pan** button circled in red.

*Figure 50 **Layer** page with **Pans** tab expanded*

Figure 51 below displays the attributes editable after the **Add Layer Pan** button has been pressed.

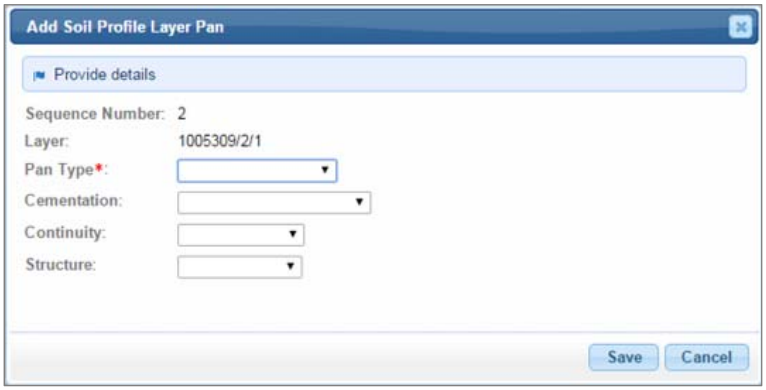


*Figure 51 **Add Soil Profile Layer Pan** page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main layer window, in which your newly entered data is displayed.

7.4.6.2 Editing Pans

To view or edit an existing pan use the **View/Edit** button which is circled in blue in ***Figure 50***.

7.4.6.3 Deleting Pans

To delete a pan use the **Delete** button which is circled in purple in ***Figure 50***.

7.4.7 Managing Layer Notes

7.4.7.1 Adding a Layer note

Within the layer of interest, expand the **Layer Notes** tab, then click on the **Add Note** button. ***Figure 52*** below has the **Layer Notes** category tab circled in green and the **Add Layer Note** button circled in red.

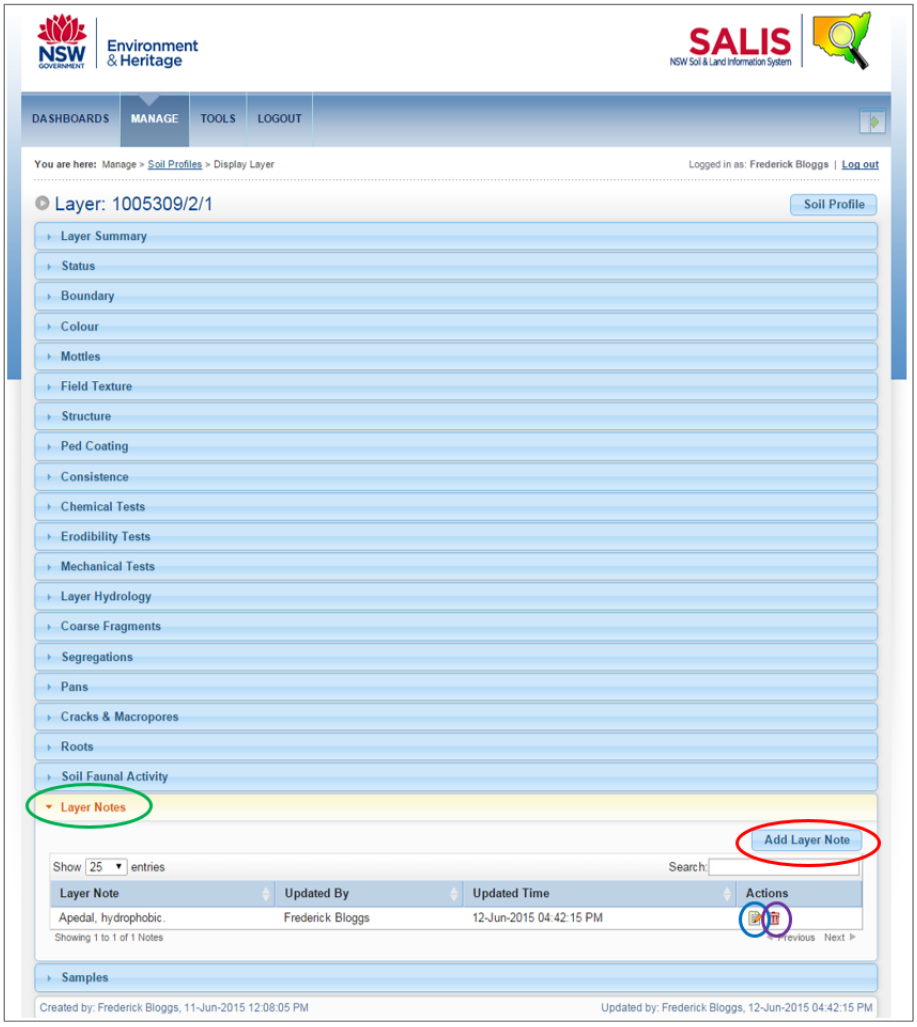


Figure 52 Layer page with Layer Notes tab expanded

Figure 53 below displays the attributes editable after the **Add Layer Note** button has been pressed.

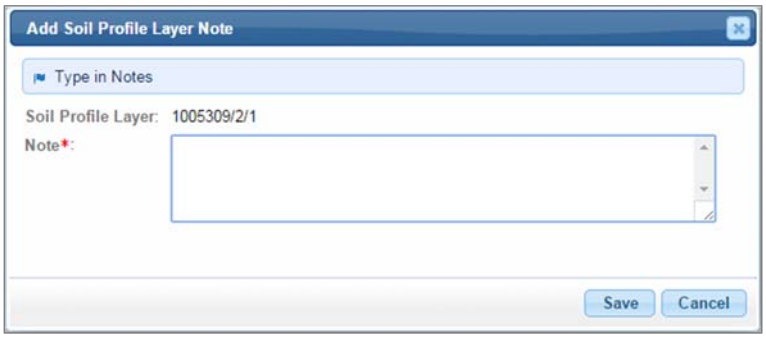


*Figure 53 **Add Soil Profile Layer Note** page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main layer window, in which your newly entered data is displayed.

If you wish to enter additional information, you can either append information to an existing **profile note** or add one or more additional **profile note** records.

7.4.7.2 Editing a Layer Note

To view or edit an existing profile note use the View button which is circled in blue in ***Figure 52***.

7.4.7.3 Deleting a Layer Note

To delete a profile note use the **Delete** button which is circled in purple in ***Figure 52***.

7.5 Managing Samples

7.5.1 Adding a Sample

In the **soil profile** page, expand the **Samples** tab. You can use the **Add Sample** button to add a new sample to your profile.

Figure 54 below shows an example of the **Add Soil Profile Sample** page.

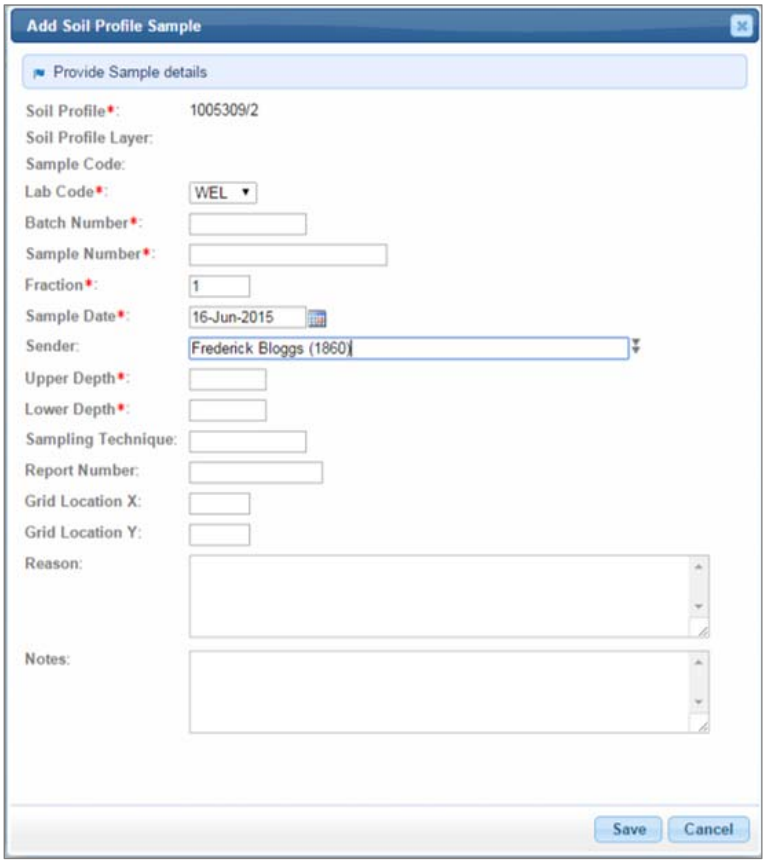


Figure 54 ***Add Soil Profile Sample*** *page*

Enter as much data as possible into the **Add Soil Profile Sample** page. All mandatory fields are given a red asterisk (*****) following the field name. Details for each attribute are given in the table below.

Attribute name	Notes	Mandatory for system (S) and/or data quality (DQ)
Soil Profile	Automatically assigned by SALIS	Not applicable
Soil Profile Layer	Automatically assigned by SALIS	Not applicable

Attribute name	Notes	Mandatory for system (S) and/or data quality (DQ)
Sample ID	Automatically assigned by SALIS	Not applicable
Sample Code	Automatically generated by SALIS	Not applicable
Lab	Select a laboratory test code from the drop down list, e.g. YAN is Yanco	S and DQ
Batch Number	Enter the batch number from the laboratory	S and DQ
Sample Number	Enter the sample number from the laboratory – must be unique	S and DQ
Fraction	Enter the fraction number from the laboratory – If none given enter '1' as the default.	S and DQ
Sample Date	Enter the date the sample was tested by the laboratory.	S and DQ
Sender	Enter your user name from the drop down.	S and DQ
Upper Depth	Enter the upper depth of the sample in meters.	S and DQ
Lower Depth	Enter the lower depth of the sample in meters.	S and DQ
Sampling Technique	You may enter the technique used to collect the sample, e.g. auger, batter, bulked	Not applicable
Report Number	You may enter the report number from the test laboratory	Not applicable
Grid Location X	Leave blank - used by MER projects	Not applicable
Grid Location Y	Leave blank - used by MER projects	Not applicable
Reason	You may enter a reason for the sample testing	Not applicable
Notes	You may enter any sample notes that are useful	Not applicable

If a **Lab** code you require doesn't exist please contact an administrator.

The Sample Code field is automatically generated by joining together the laboratory code, the last two digits of the sample year, the batch number, the sample number and the faction. An example, *WEL/15/4/55(1)*, is shown in ***Figure 57***.

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil sample window, in which your newly entered data is displayed.

7.5.2 Adding laboratory test results to a sample

To add laboratory results into a newly created sample, expand the **Lab Test Results** tab and click on the **Add Lab Test Results** button, circled in red in ***Figure 55*** below.

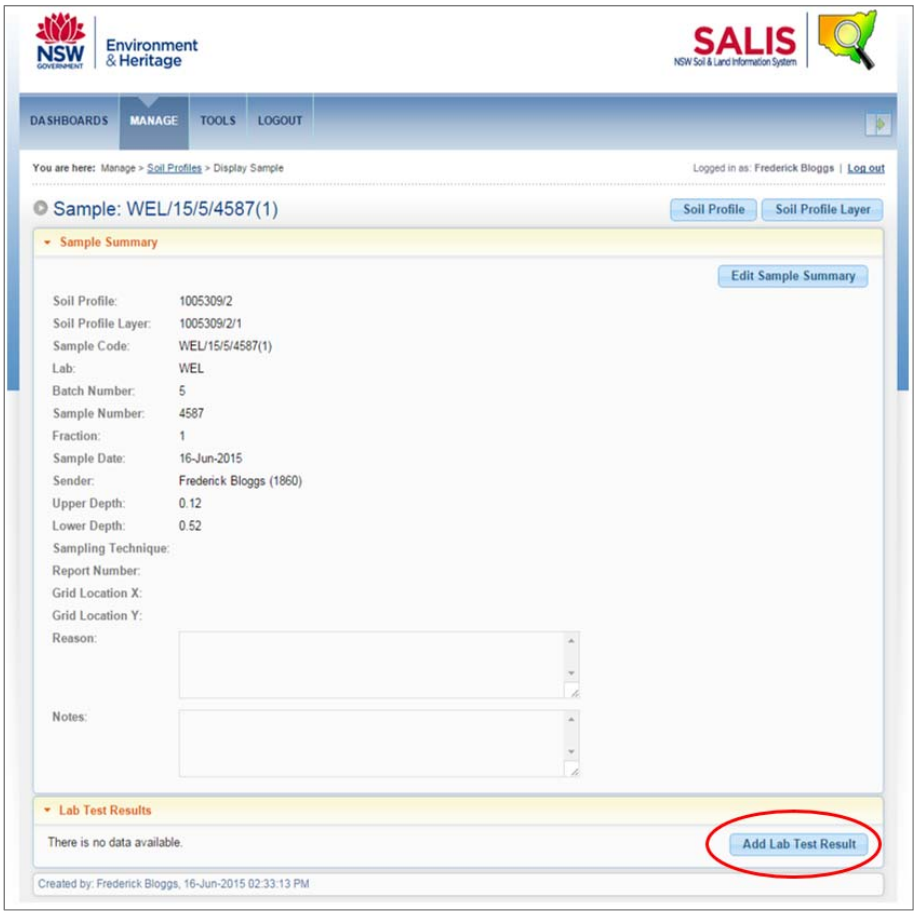


Figure 55 ***Sample*** *page with* ***Sample Summary*** *and* ***Lab Test Results*** *tabs expanded*

Figure 56 below shows an example of the **Add Soil Profile Sample Lab Test Result** page with a result entered for test method *4B2*.

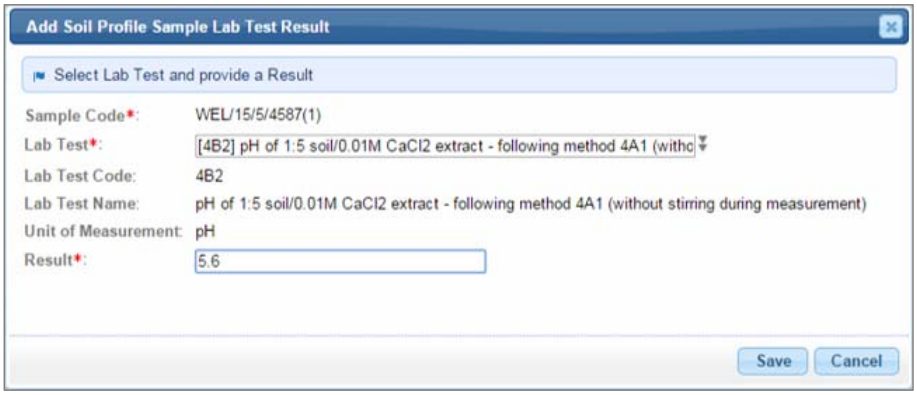


Figure 56 ***Add Soil Profile Sample Lab Test Result*** *page*

Select a test method from the **Lab Test** field by typing the first few characters of its code or name, then add the test result into the **Result** field.

All mandatory fields are marked with a red asterisk (*) on the page.

A full list of available SALIS national test codes can be found at http://www.environment.nsw.gov.au/soils/testmethods.htm

Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main sample window, in which your newly entered data is displayed.

7.5.3 Viewing sample attributes

To view a particular sample within a soil profile record, click the **View** button for the sample of interest. The **View Sample** button is circled in red in ***Figure 57*** below.

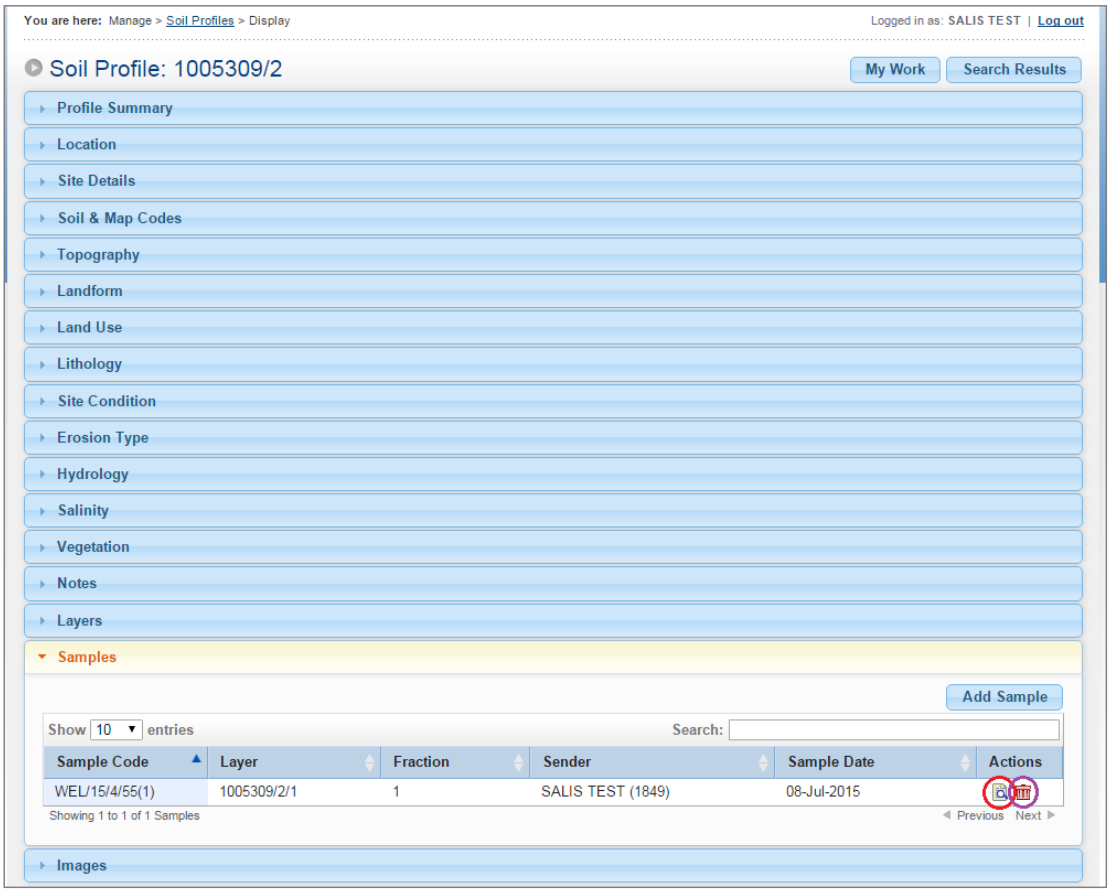


Figure 57 ***Samples*** *tab*

After clicking on the **View** button you will see the screen shown in ***Figure 58*** below.

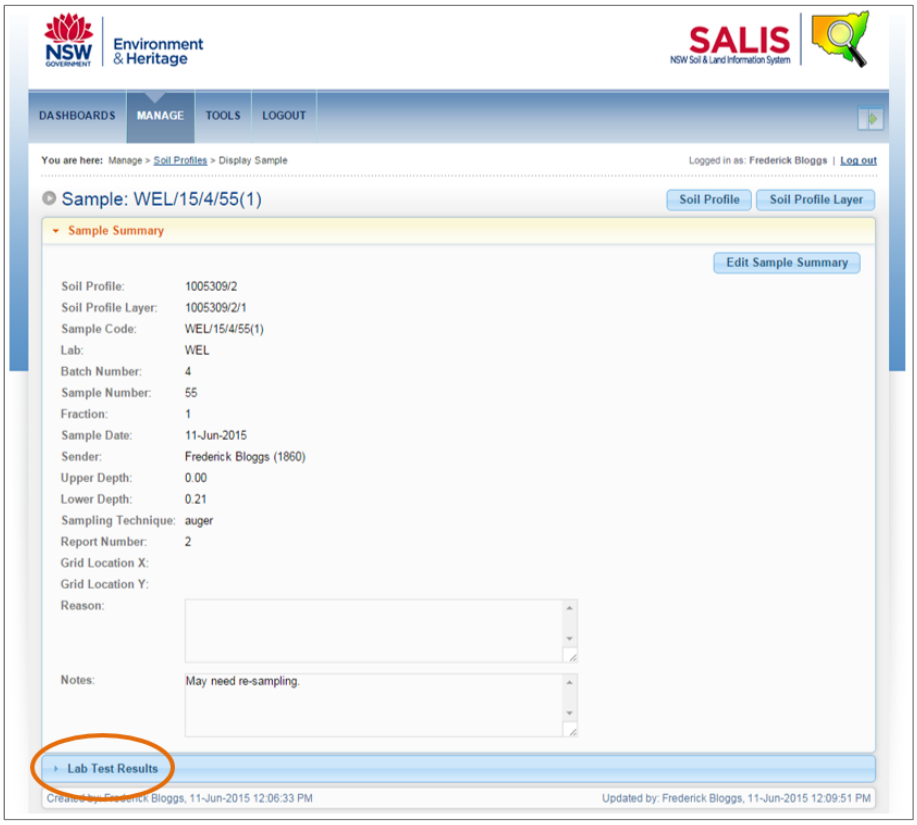


Figure 58 ***Display Sample*** *page*

To view laboratory test results, click to expand the **Lab Test Results** tab (highlighted orange in ***Figure 58*** above).

After clicking on the **Lab Test Results** tab you will see the screen shown in ***Figure 59*** below.

7.5.4 Viewing laboratory test results

To view an individual laboratory test result within a broader sample record, click the **View** button for the test result of interest while in the expanded **Lab Test Results** tab. The **View** button is circled in blue in ***Figure 59*** below.

7.5.5 Editing sample attributes

Within the display **Sample** page, click on the **Edit Sample Summary** button, which is circled in green in ***Figure 59*** below.

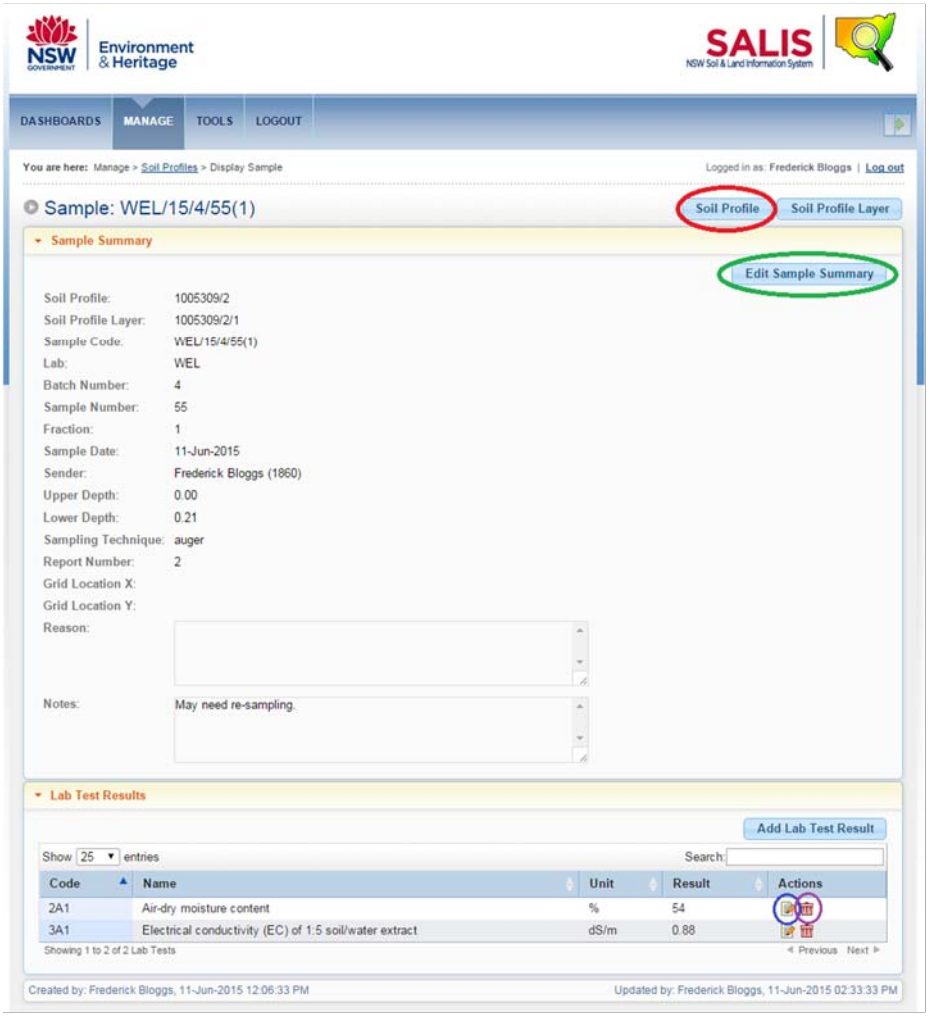


Figure 59 ***Sample Summary*** *tab and selected buttons highlighted*

Figure 60 below displays the **Edit Soil Profile Sample Summary** page.

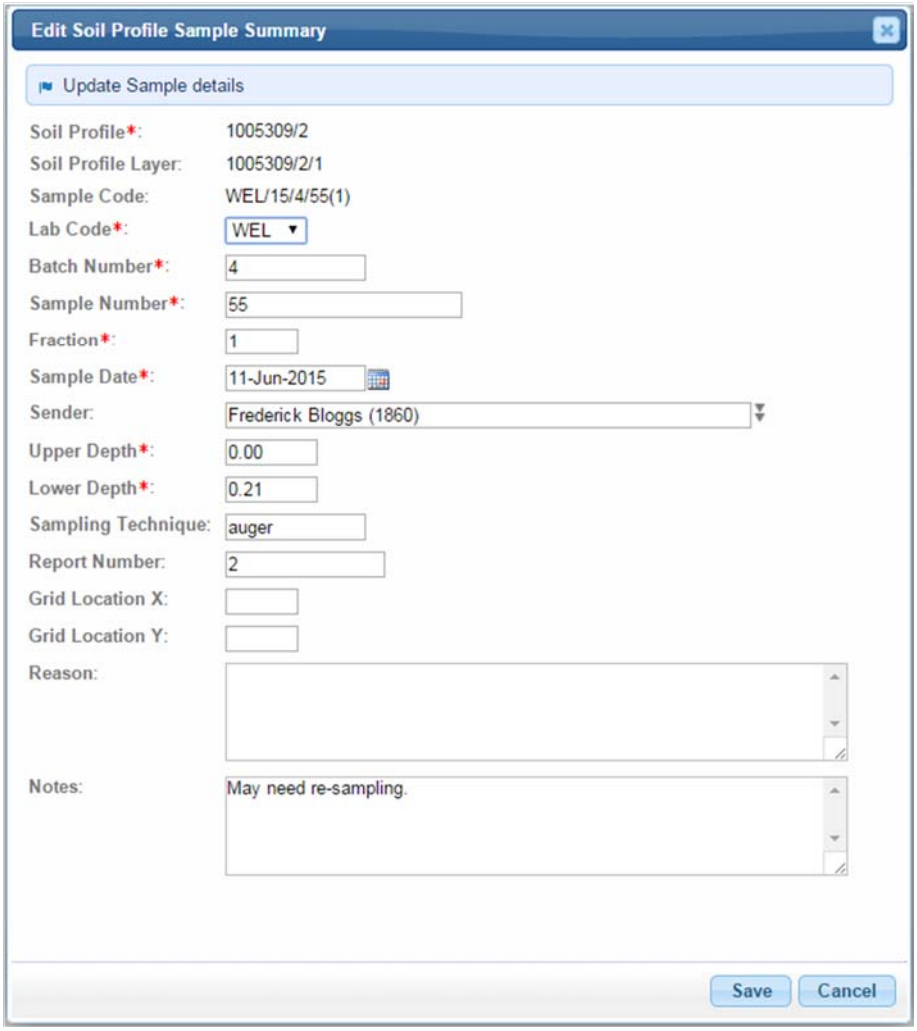


Figure 60 ***Edit Soil Profile Sample Summary*** *page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main sample window, in which your newly entered data is displayed (***Figure 59***).

To close a sample and return to the site attributes in the soil profile, click on the **Soil Profile** button, which is circled in red in ***Figure 59***.

7.5.6 Editing laboratory test results in a sample

To edit an individual laboratory test result within a broader sample record, click the **Edit** button for the test result of interest while in the expanded **Lab Test Results** tab. The **Edit** button is circled in blue in ***Figure 59*** above.

7.5.7 Deleting a sample

To delete a sample use the **Delete** button which is circled in purple in ***Figure 57***.

7.5.8 Deleting laboratory test results from a sample

To delete a laboratory test result use the **Delete** button which is circled in purple in ***Figure 59***.

7.6 Managing Images

7.6.1 Adding an image to a profile

Within your profile of interest, expand the **Images** tab and click on the **Add Image** button. ***Figure 61*** below has the **Images** tab circled in green and the **Add Image** button circled in red.

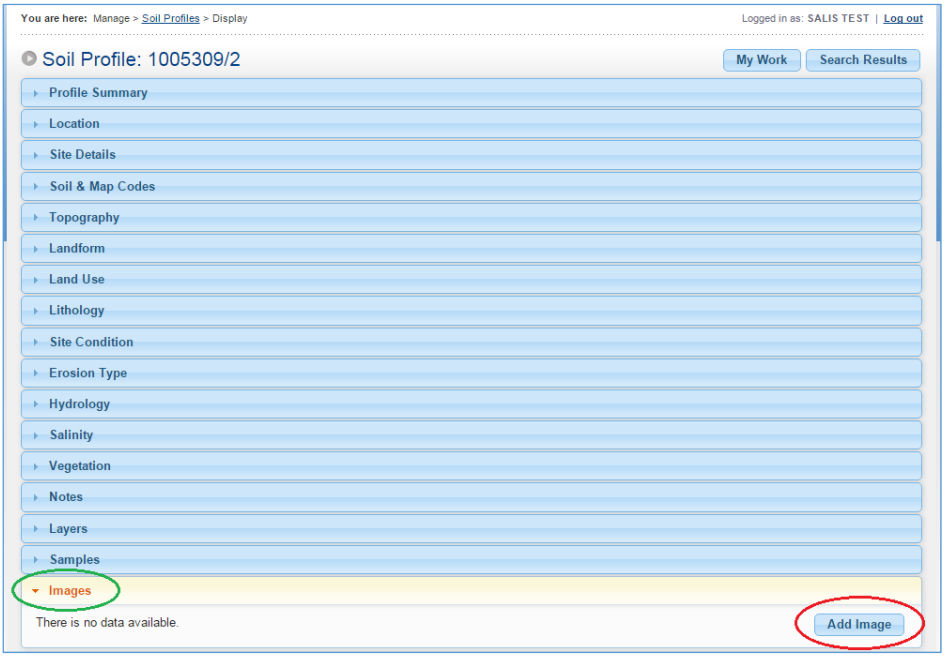


Figure 61 ***Image*** *tab expanded*

Figure 62 below displays the page shown after the **Add Image** button has been pressed and example data has been populated into the various fields. All mandatory entry fields on the **Add Soil Profile Image** page have a red asterisk (*) next to their name.

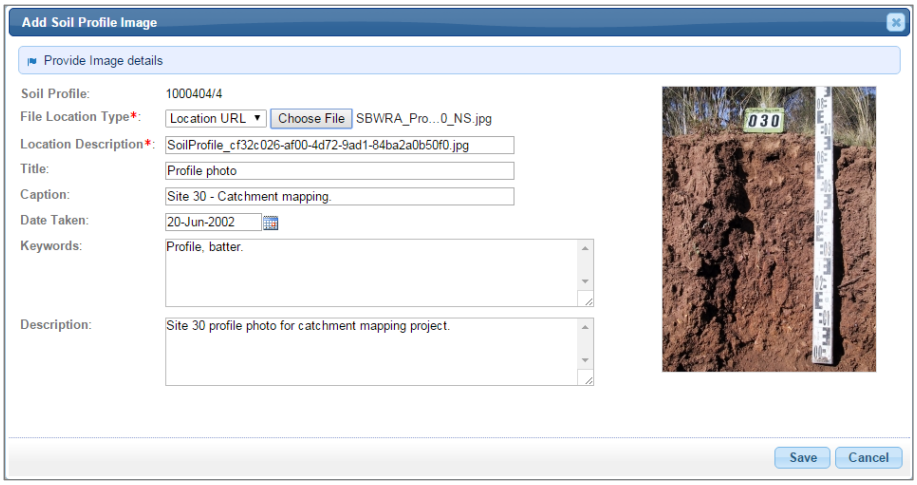


Figure 62 ***Add Soil Profile Image*** *page*

When adding a new image, follow these steps:

1. In the **File Location Type** field, select the **Location URL** item.
2. Press the Choose File button.
3. Browse to the image you wish to attach and select it by double-left clicking on it. The image should now appear in the **Add Soil Profile Image** page.
4. Enter details into the fields of **Title**, **Caption**, **Date Taken**, **Keywords** and **Description**.
5. Press the Save **Save** button.

SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main soil profile, images tab window, in which your newly entered data is displayed.

7.6.2 View image data

To view a particular image within a soil profile record, open the **Images** tab and click on the **View** button for the image of interest. This button is circled in red in ***Figure 63*** below.

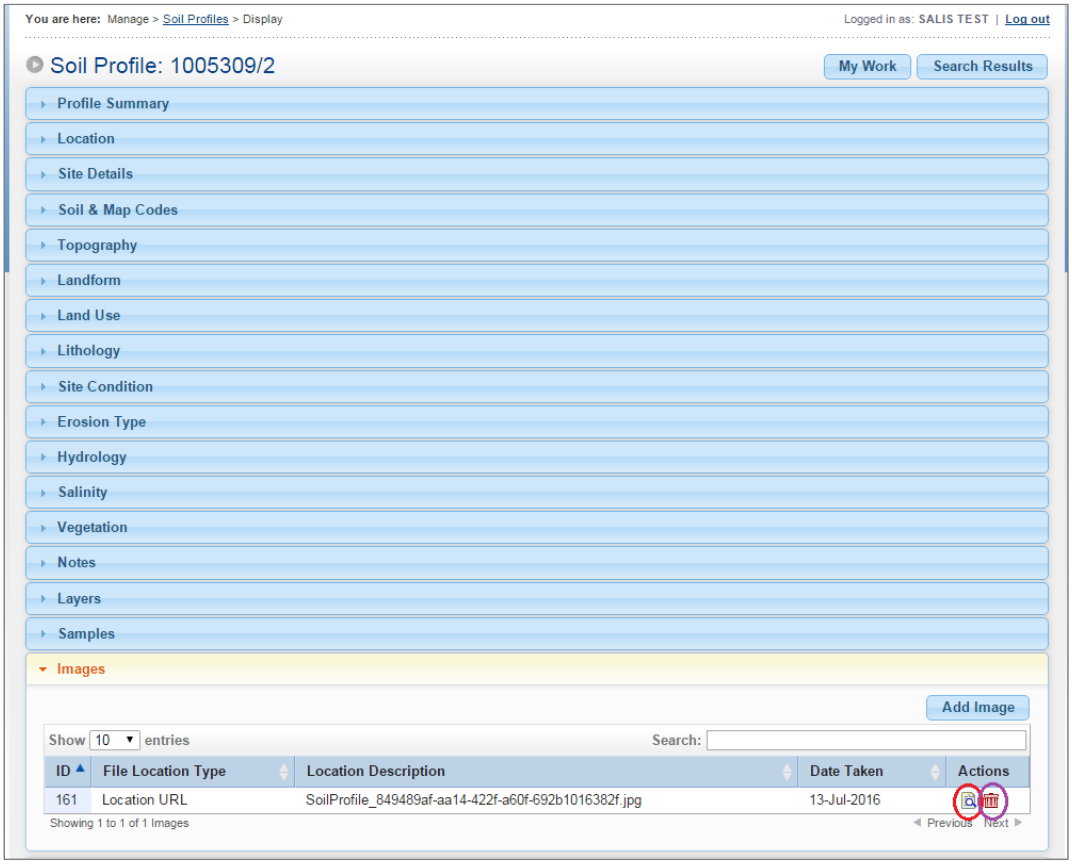


*Figure 63 **Images** tab*

After clicking on the **View** button for an image you will see the screen shown in ***Figure 64*** below.

To view image location details, click to expand the **Image Location** tab, as highlighted red in ***Figure 64*** below.

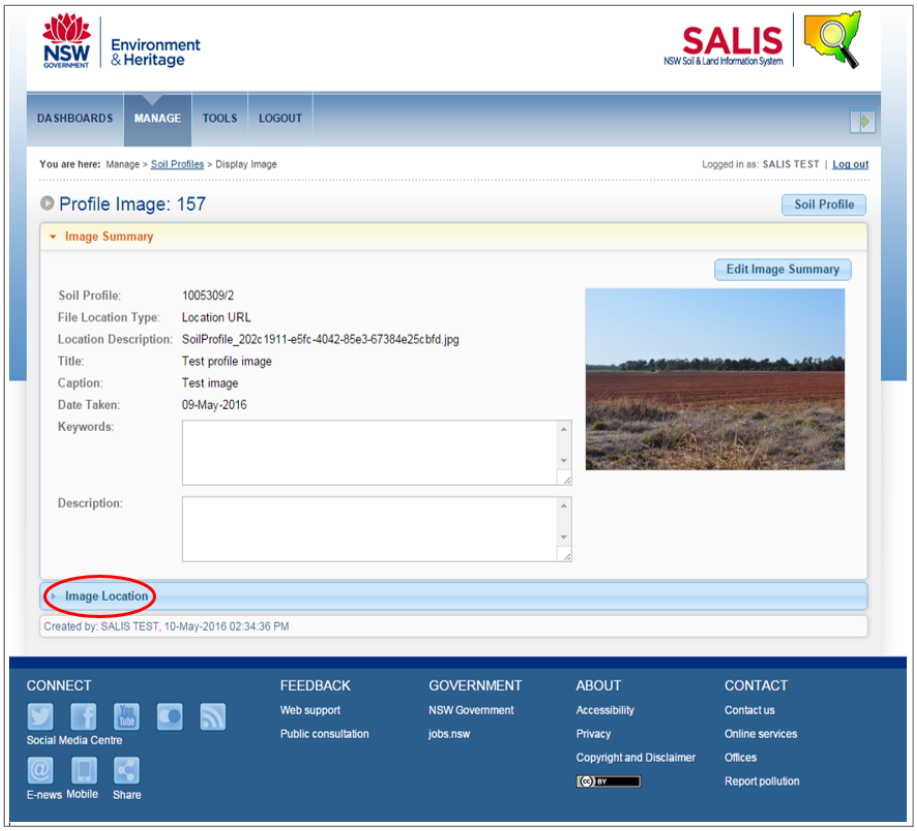


Figure 64 ***Image Summary*** *tab*

After clicking on the **Image Location** tab you will see the screen shown in ***Figure 65*** below.

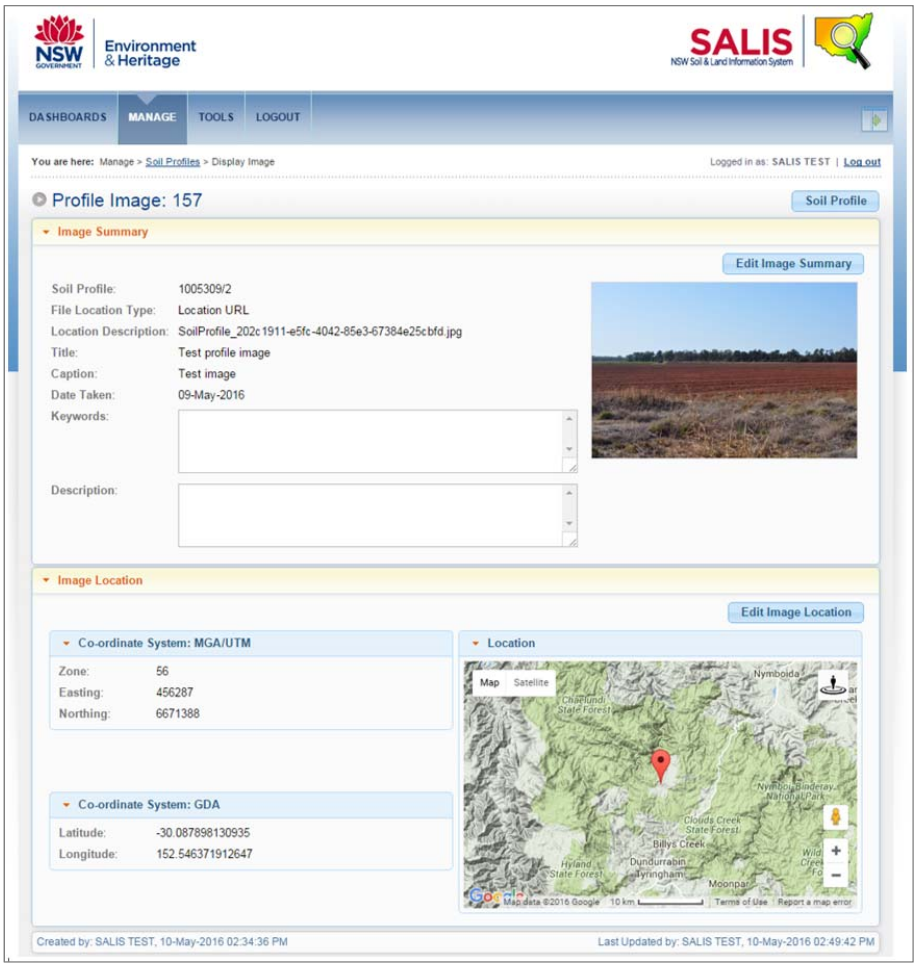


Figure 65 ***Image Summary*** *and* ***Image Location*** *tabs expanded*

7.6.3 Editing image attributes

You can edit the attributes in the **Image Summary** tab by using the **Edit Image Summary** button as circled in red in ***Figure 66*** below.

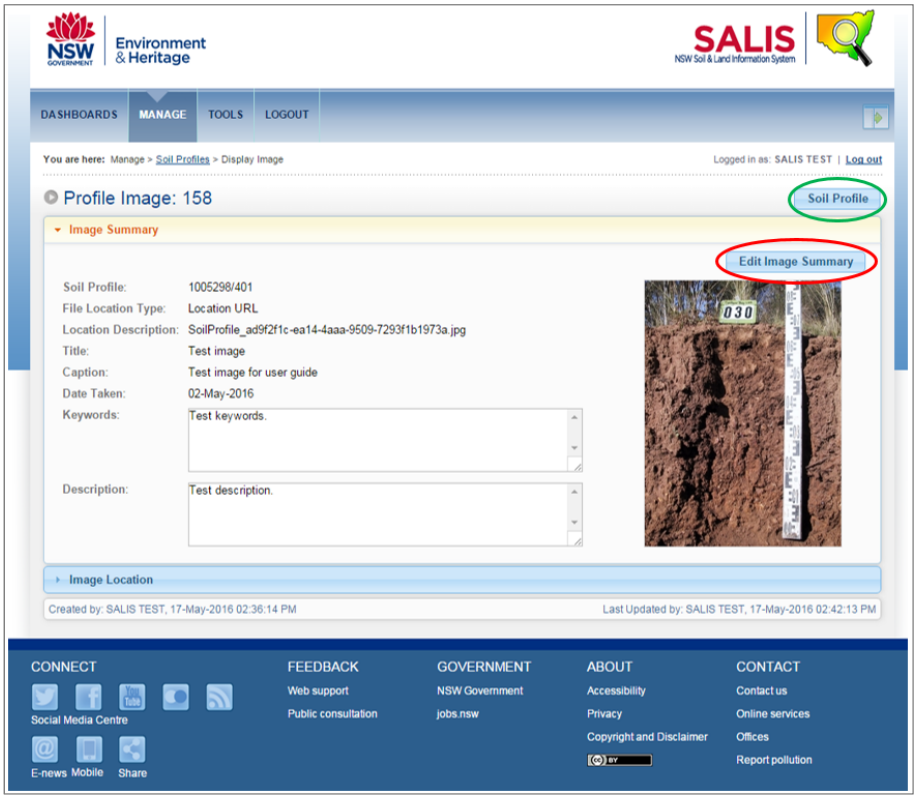


Figure 66 ***Profile Image*** *page with* ***Edit Image Summary*** *button and* ***Soil Profile*** *button circled*

Figure 67 below displays the attributes editable after the **Edit Image Summary** tab has been pressed.

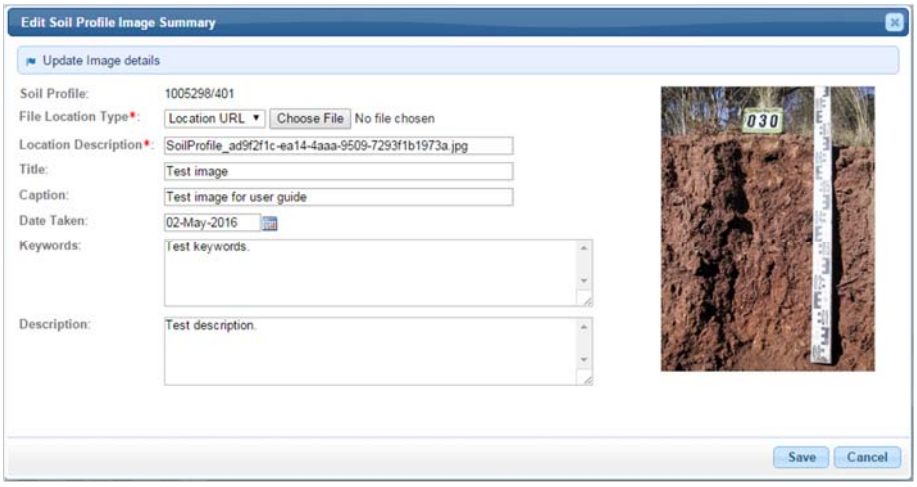


Figure 67 ***Edit Soil Profile Image Summary*** *page*

Add the information you wish to record. Once complete, click on the Save button. SALIS will return a non-editable version of the edit page and a message indicating that the data update was successful.

Once you click the Close button you are returned to the main Profile Image window, in which your edited image data is displayed.

To return to the profile page, click on the **Soil Profile** button, highlighted in green in ***Figure 66***.

7.6.4 Deleting an image within a profile

To delete an image use the **Delete** button which is circled in purple in ***Figure 63***.

7.7 Deleting a Soil Profile or Station

To delete a soil profile from SALIS, use its **Delete** button in the **Search Results** screen. This button is available for both soil profiles and stations which you have sufficient permission to delete. See ***Figure 68*** below which has the delete buttons circled in red..

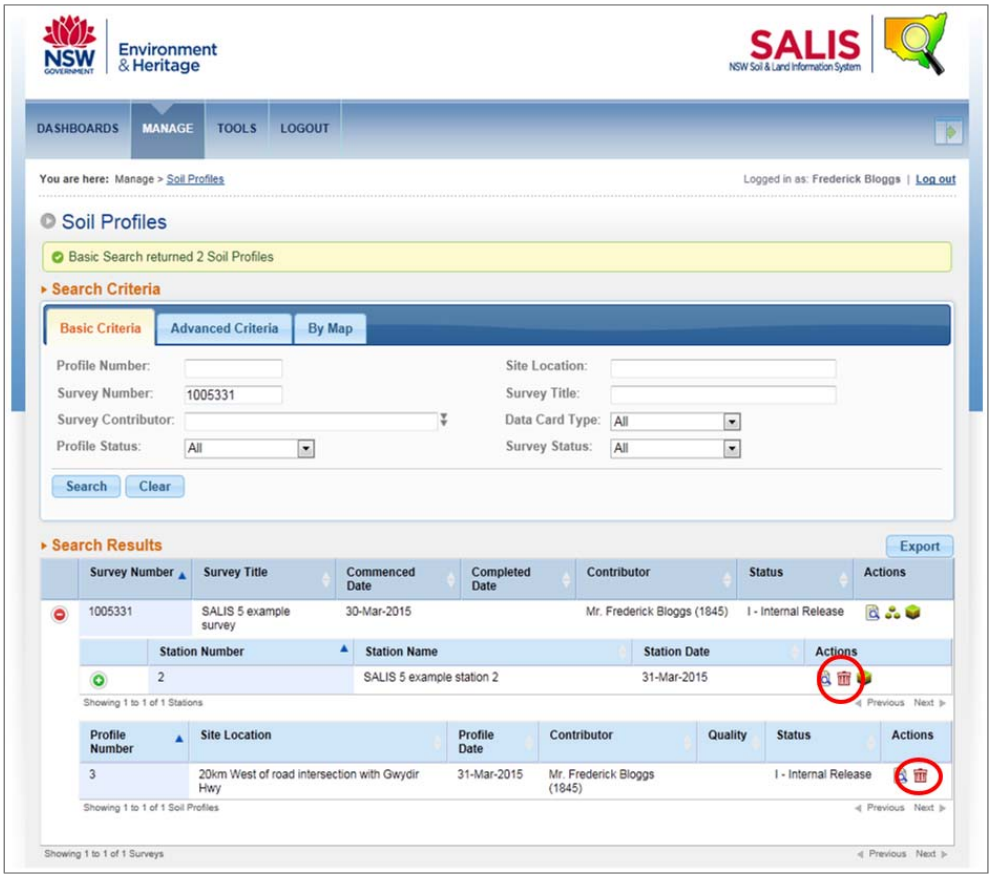


*Figure 68 **Delete** buttons for a soil profile and station*

After clicking on the **Delete** button for a soil profile or station, SALIS will display a pop-up window for you to confirm this action.

⚠ Attempting to delete a station with corresponding child profiles beneath it is not permitted. Profiles beneath a station need to be deleted first before the parent station can be deleted.

ⓘ You may not have sufficient privileges to delete some station or profile records. If you believe something should be deleted and cannot do so, contact a SALIS administrator.

7.8 Deleting attribute data

To delete attribute records within SALIS use the **Delete** button. Be aware that deleting a higher-level entity will result in all other information below or within this also being deleted:

⚠ Deleting a **profile** will delete all corresponding **layers**, **samples** and **images** that it contains.

⚠ Deleting a **layer** will result in the deletion of any and all data contained within it.

ⓘ You may not have sufficient privileges to delete some records or attributes. If you believe something should be deleted and cannot do so, contact a SALIS administrator.

8 User Settings

You can alter a variety of SALIS settings to personalise your SALIS experience using the **User Settings** page. Click to open the **TOOLS** menu and select the **User Settings** drop down option.

Figure 69 below shows the **User Settings** page. All mandatory entry fields on the page are marked with a red asterisk (*)

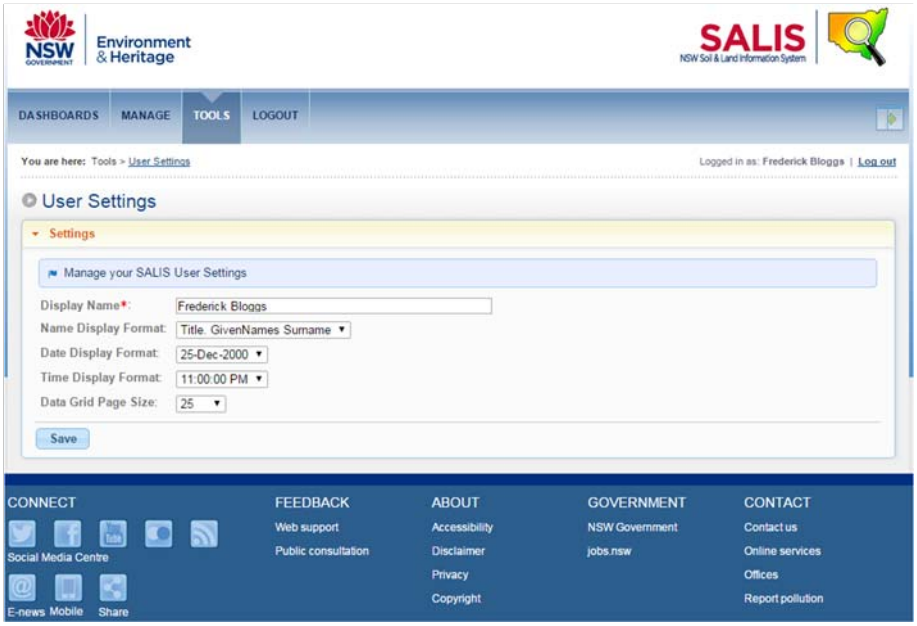


*Figure 69 **User Settings** page*

8.1 Changing the user display name

You can change the way your username is displayed in the upper right corner of the SALIS desktop using the **Display Name** field in the **User Settings** page. Enter any free text and hit the **Save** button. See ***Figure 70*** below which has the display name circled in red and the adjusted user identification circled in blue.

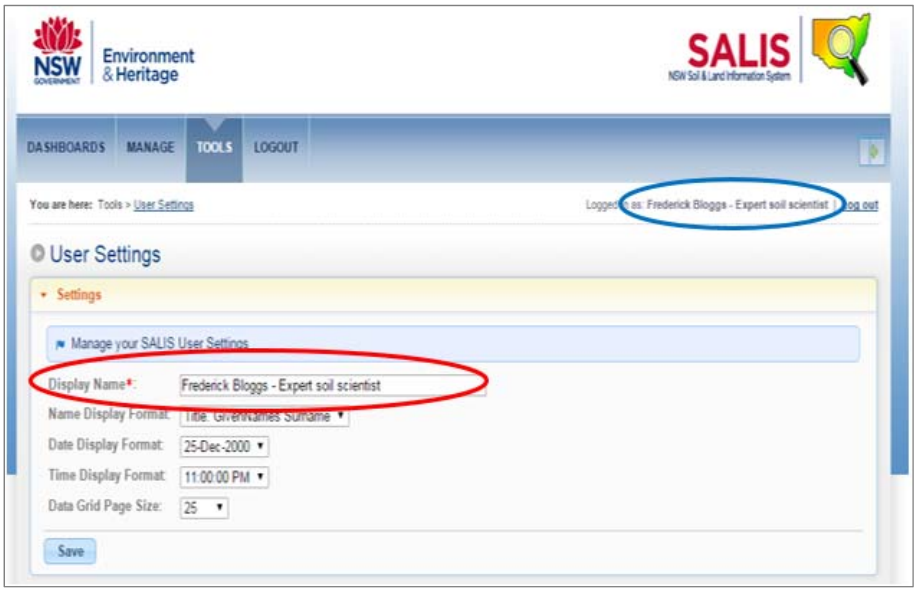


*Figure 70 **User Settings** page with **Display Name** circled*

Altering your **Display Name** does not change your SALIS identity or user name.

8.2 Changing the user name display format

You can change the way people's names are displayed in SALIS using the **Name Display Format** field. Select one of the format styles listed in the drop-down list box and hit the **Save** button. Options include **Surname, GivenNames**, **Title. GivenNames Surname** and **GivenNames Surname**. See ***Figure 71*** below, which has this field circled in red.

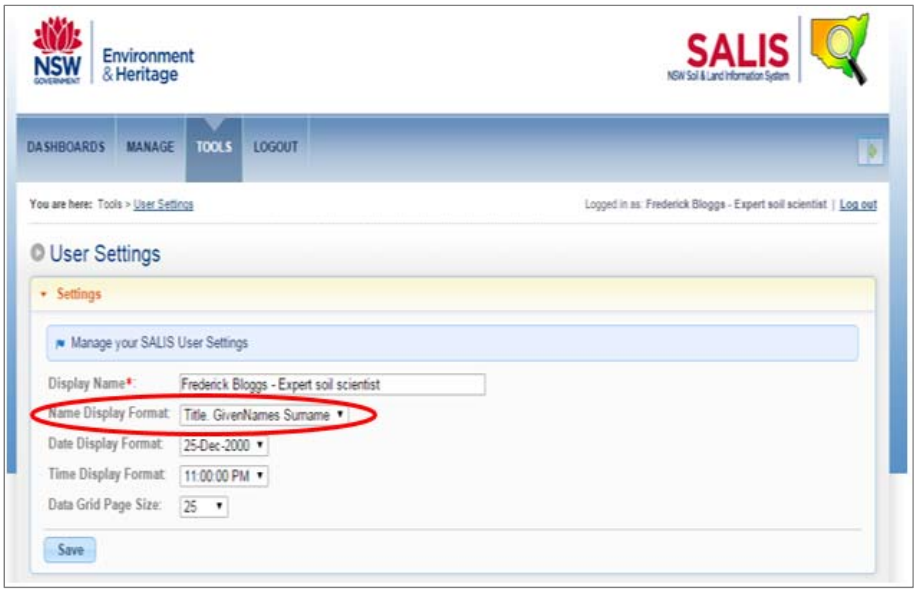


*Figure 71 **User Settings** page with **Name Display Format** circled*

8.3 Changing the user date display format

You can change the way dates are displayed in SALIS using the **Date Display Format** field. Select one of the format styles listed in the drop-down list box and hit the **Save** button. Options include **25-Dec-2000**, **25-12-2000** and **25/12/2000**. See ***Figure 72*** below, which has this field circled in red.

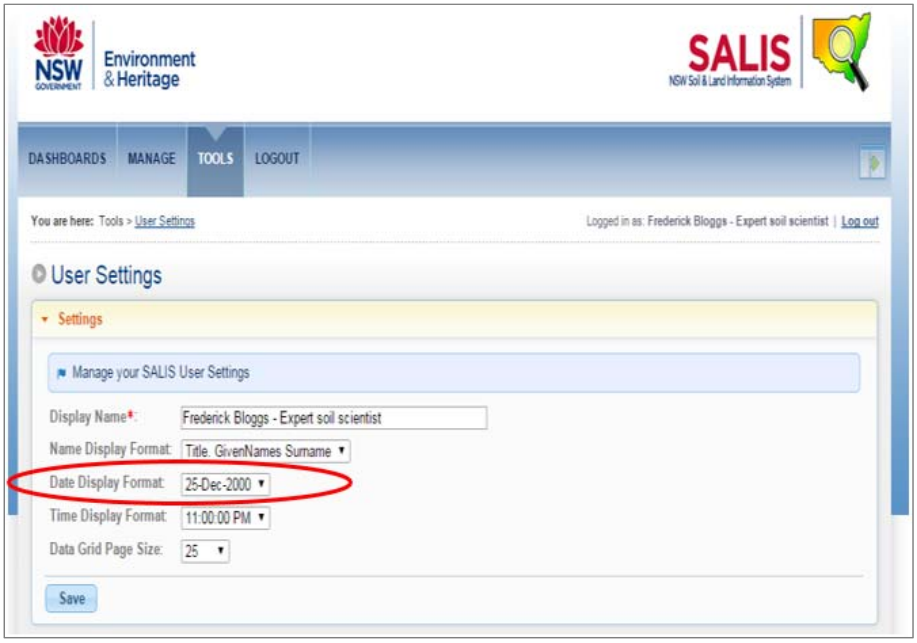


Figure 72 User Settings page with Date Display Format circled

8.4 Changing the user time display format

You can change the way SALIS displays date and time by using the **Time Display Format** field. Select one of the two styles listed in the drop-down list box and hit the **Save** button. See ***Figure 73*** below which has this field circled in red.

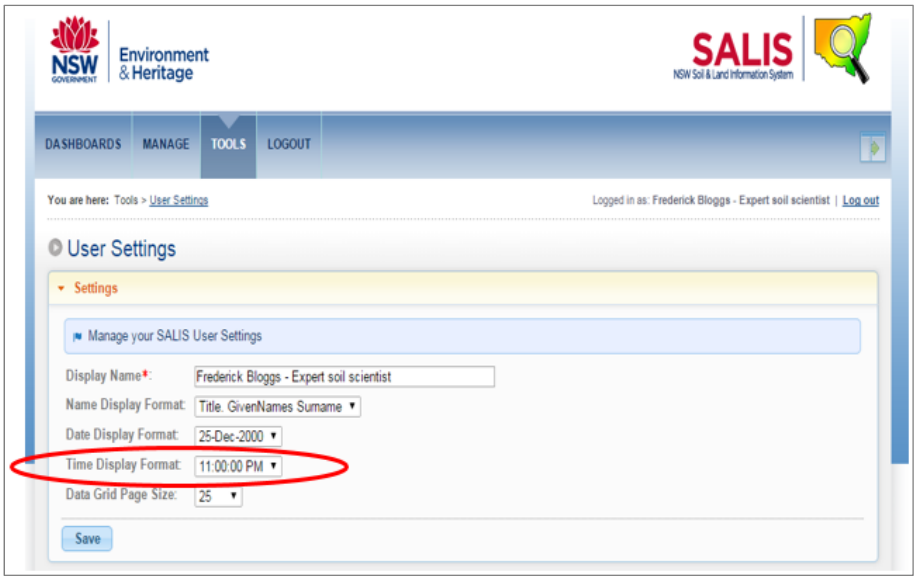


Figure 73 User Settings page with Time Display Format circled

8.5 Changing the user data grid page size

You can change the number of records displayed in a single SALIS page by using the **Data Grid Page Size** field. The number you select will also alter the size (vertical length) of the screen returned – the higher the number, the longer the vertical screen length will be. See ***Figure 74*** below which has this field circled in red. SALIS defaults to 25 lines to provide a balance between useful data display and system performance. Options include **10**, **25**, **50**, **100**, **500** and **1000**.

The larger number you select in the **Data Grid Page Size** field, the longer each search transaction will take. If you have a slow Internet connection you may wish to use a smaller value so that system performance is not adversely affected.

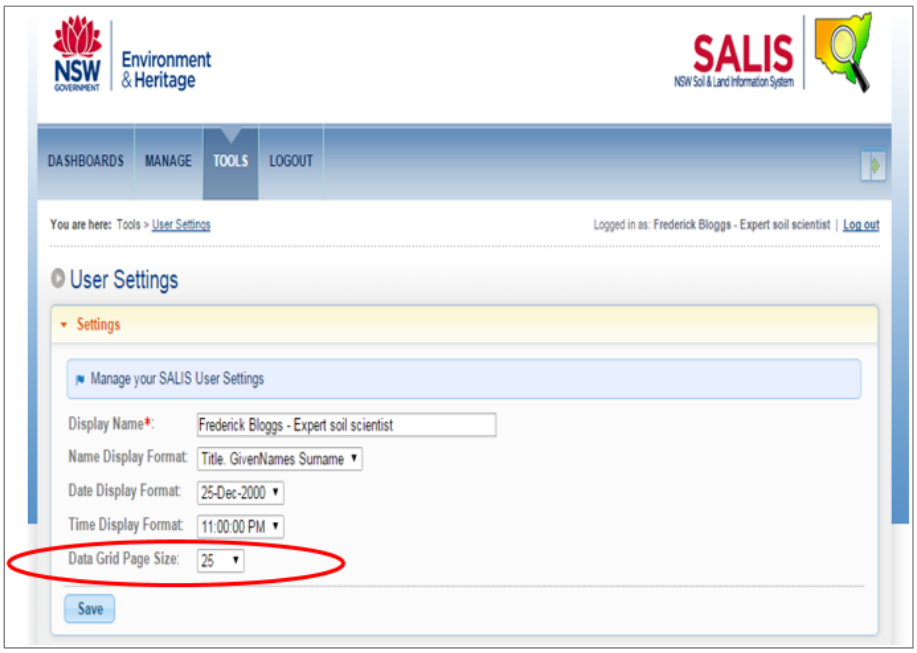


*Figure 74 **User Settings** page with **Data Grid Page Size** circled in red*