



# **RSLog OnSite**

User Guide (April 2026)

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# 1. About RSLog OnSite

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**RSLog OnSite** is an Android/iOS mobile application installed on your tablet allowing you to do data entry while you are offline. The following outlines the steps to setup and use the RSLog OnSite application:

## 1.1. Installation

RSLog OnSite is available on the App Store or Google Play store. You must have an RSLog account to use RSLog OnSite.

### Note

*OnSite app is designed to be used on a tablet, not a smartphone. If you run the application on a smartphone, it will interfere with the app interface and functionality.*

## 1.2. Login Details

Upon opening the app for the first time, you will be prompted to login to your RSLog account. You have the option to use a custom host to communicate with your RSLog account. If you are using the US server or a self-hosted server you can connect to it by tapping the settings button next to the company code input and verify that it is correct with the **Verify Host** button.

Logging in will save your credentials so you are able to sync with the RSLog website later. It will also download a list of settings (e.g. data templates) that are customized in your RSLog account, such as sample types, drill methods, field tests, etc.

Once settings are downloaded, you have the ability to bypass the login by clicking the **Offline Mode** button. This mode will disable features that require internet, such as syncing, generating logs, importing projects, and using the maps.

RSLog OnSite

Please enter the company code

demo

Log In

Enter your login information to connect to the RSLog Server

Username

admin

Password

Enter Value

Forgot password

Login Offline Mode

Are you a new user? [Create a new account](#)

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Login Page

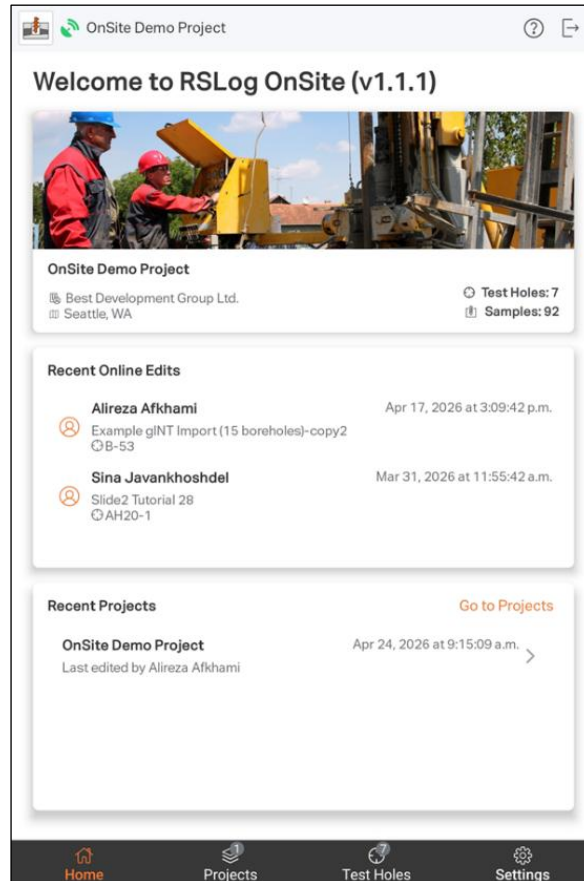
## 1.3. Data Entry

After the initial login, you can then start using RSLog OnSite to create your projects and add test holes. You do not need an internet connection when you use RSLog OnSite in **Offline Mode**. Your data will be saved locally on your device.

RSLog OnSite has been designed for facilitating field data collection. As a result, the data entry is only available for [projects](#) and [test holes](#). The user interface for data entry on these pages is similar to those of the RSLog web application.

## 1.4. Overview of Features

RSLog OnSite consists of four main tabs: **Home**, **Projects**, **Test Holes**, and **Settings**.



Home Page

- **Home** page includes active project information, recent field data collections, and a list of recent projects accessed on RSLog OnSite.
- **Projects** page displays a list of projects that exist on RSLog OnSite. Selecting a project from the list will activate the project and bring you to the **Test Holes** page for that project.
- **Test Holes** page lists the test holes of the active project.
- **Settings** page includes settings specific to RSLog OnSite.

At the top of all pages a status bar displays the internet status of your device (**Online** or **Offline**), the name of the active project, and the selected test hole if you are on the **Test Hole** edit page. It also includes a **Help** and **Logout** button on the right.

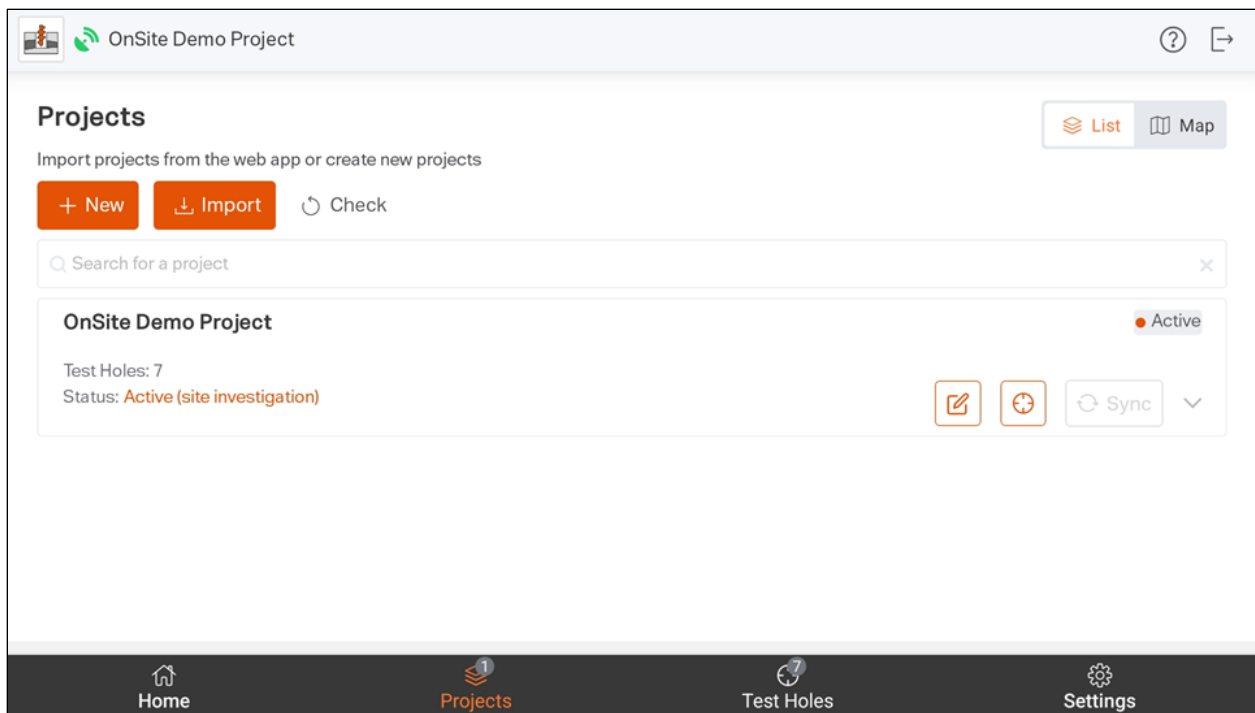
## 2. Projects

In **RSLog OnSite** test hole data is organized into separate **Projects**. The Project details define the location and detailed information of your project.

**To access your Projects, do one of the following:**

- Select **Projects** from the bottom navigation bar, or
- Click **Go to Projects** from the **Home** page.

From this page you can create or import projects from your RSLog account. You can view the projects in either **List** or **Map** view with the toggle button on the top-right of the page. The map view will navigate directly to the location of your active project.



Projects Page: Project View Toggle

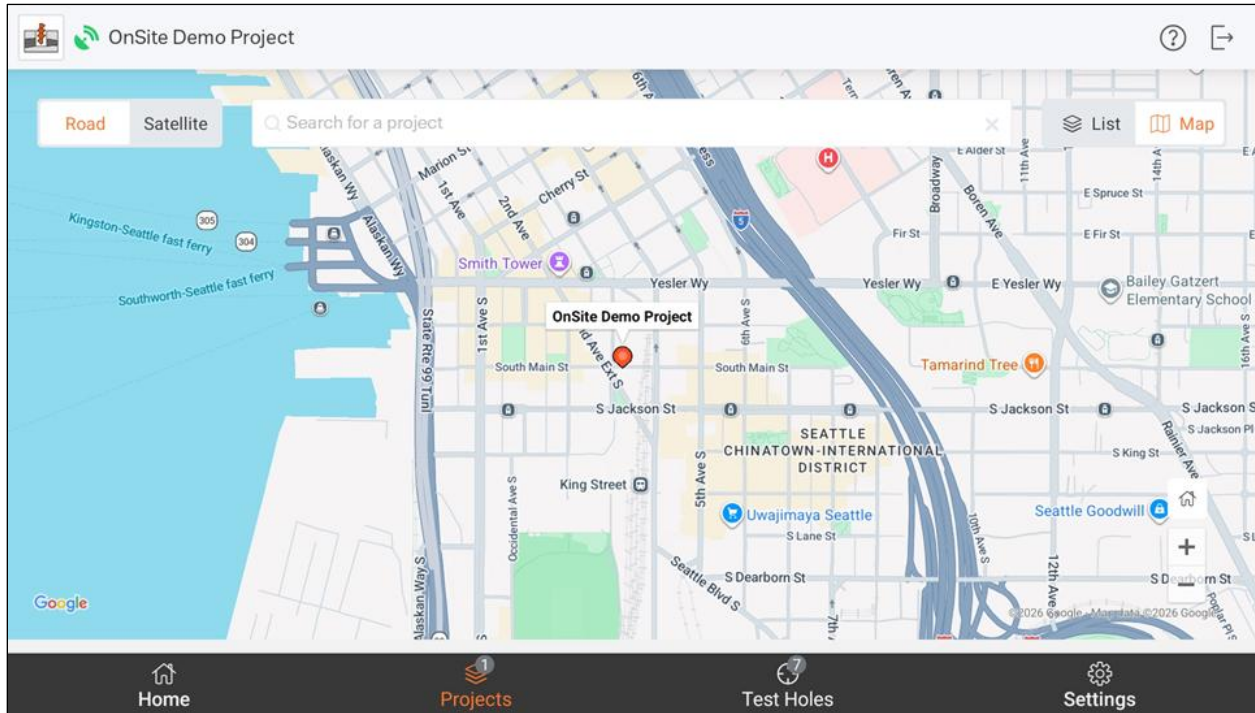
### 2.1. View Mode

#### 2.1.1. List View

The Project **List** view displays projects in a list format. Clicking on a project card will open a drawer that gives more information about the project.

## 2.1.2. Map View

The Project **Map** view displays the projects on a map (as shown below):



Projects Tab: Map View

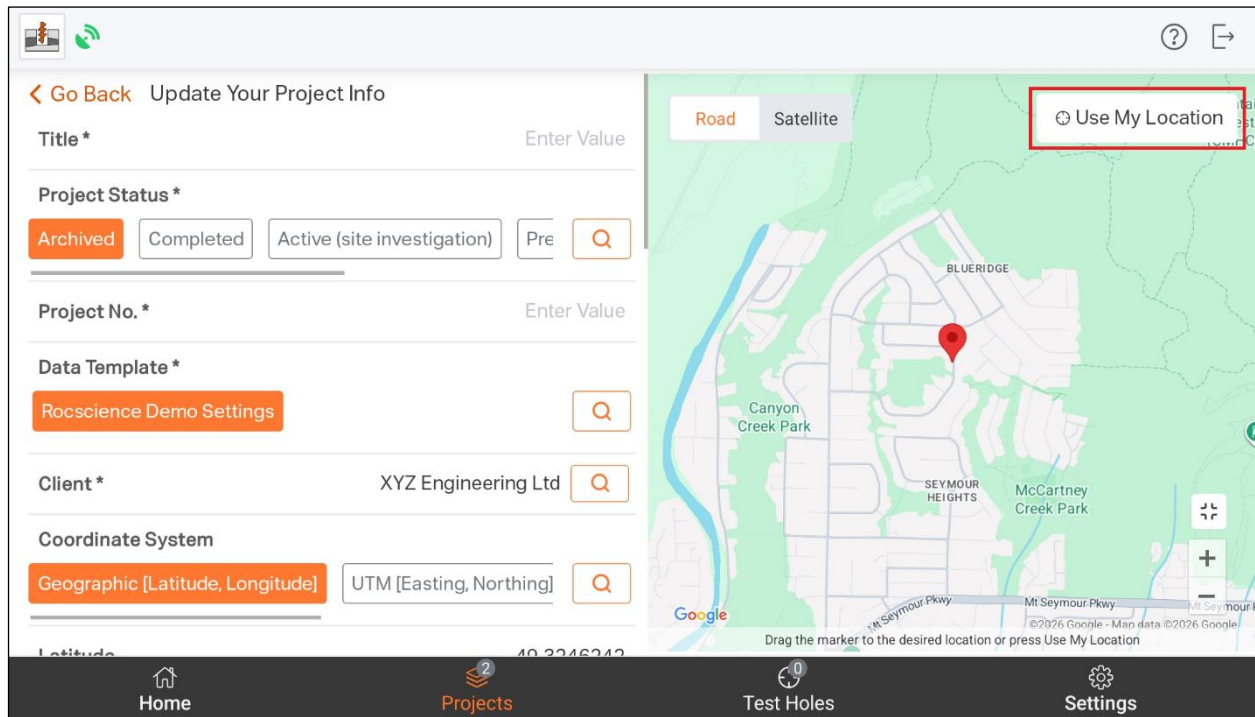
Clicking a specific project will open a callout with project information. Clicking on that project callout will set that project as **Active** and open the list of test holes under the **Test Holes** tab.

## 2.2. Creating a Project

To create a new project:

- Go to the **Projects** page. Ensure the **List** view is selected,
- Click **+ New** button,
- This will open the **Project Info** page,
- Enter your project data on the left,
- The map on the right side of the page shows the project location. In a new project, the location is automatically set to your location. You are able to change the location by
  - holding and dragging the marker, or
  - editing the latitude and longitude in the text boxes, or
  - clicking **Use My Location** to set coordinates as your current location
- If needed, expand the map by clicking the **Expand** button above the zoom buttons at the bottom-right corner of the map,

- Project Info is autosaved as you enter the details. Click **Go Back** button to return to the list of projects and start adding test holes.



Project Info Page: Location and Expand Map Buttons

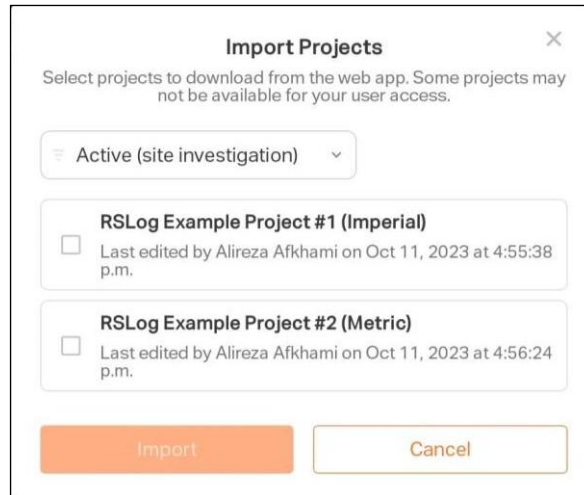
**Note**

The ability to use the map depends on the coordinate system. The map is fully available for Geographic, UTM (and Projected when the Coordinate Reference System uses EPSG codes). The map is not available for Local. Projected coordinate system when using SPC codes has limited functionality. In this case the Use My Location button is disabled, you are unable to drag the marker, and you are unable to enter latitude and longitude values.

### 2.3. Importing a Project from RSLog

To import a project from RSLog:

- Go to Projects page and click the **Import** button while on the **List View**,
- A modal will open with the projects available to import. The projects are sorted by Project Status, which you can change with the dropdown,
- Select the project(s) you wish to import and click Import,
- Please note that you can only import projects that are assigned to your user in your RSLog account.



Import Projects Modal

## 2.4. Editing an Existing Project

To edit the Project details for an existing project, click the **Edit** button on the project card. This will open the edit page as seen in the **Creating a New Project** section.



Project Page: Project Edit button

## 2.5. Opening a Project

To open a project and view the test holes from the **List view**:

- Click on the **Test Hole** button on the project card.



Projects Page: Open Test Holes Button

- On the **Map** view, clicking a specific project will open a callout with project information. Clicking on that project callout will then set that project as your **Active** project in OnSite and will navigate to the **Test Holes** page.

A project must first be selected/active (the name is in the top header), before you can proceed to the **Test Holes** page at the bottom of the page.

## 3. Test Holes

In **RSLog OnSite**, the **Test Holes** page is where users enter and edit their test hole data.

To access **Test Holes** page, do one of the following:

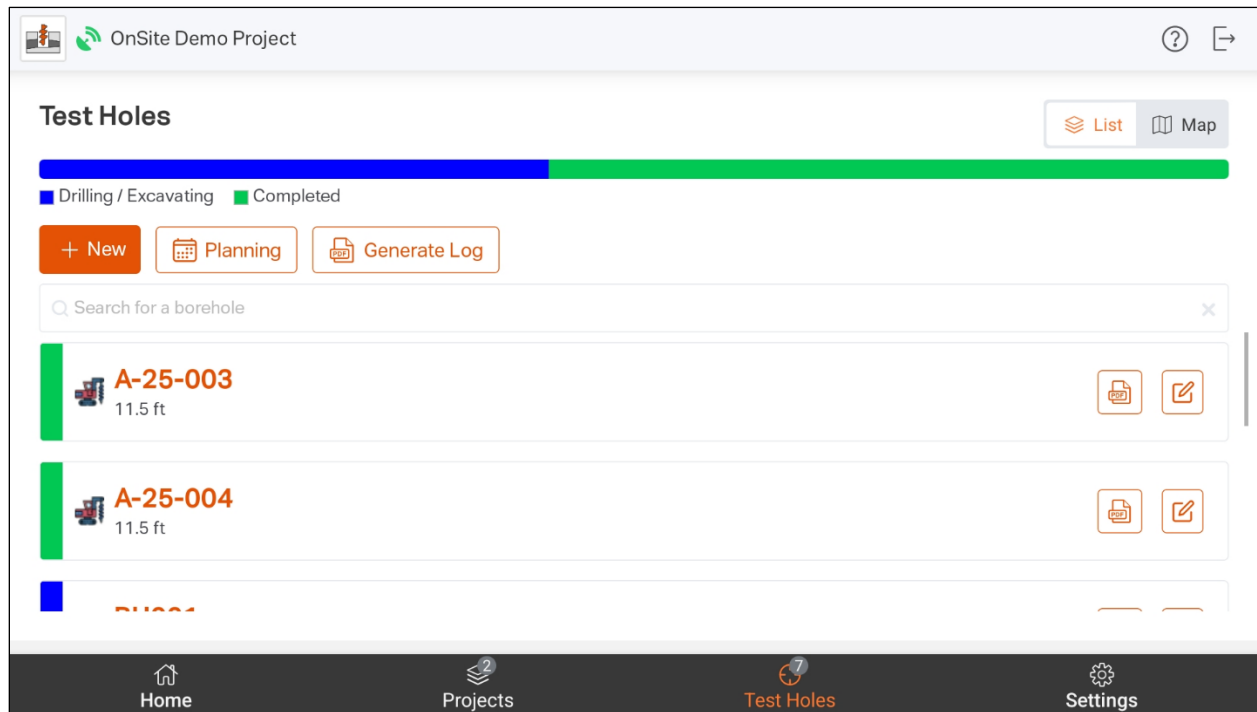
- In the bottom navigation bar, select the **Test Holes**.
- On the **Projects** tab, under **List** view, click the **Test Holes** button on the Project card.
- On the **Projects** tab, under **Map view**, click a project to open the callout, and click the callout.

### 3.1. View Mode

#### 3.1.1. List View

From this page you can create and edit your test holes. You are able to view the test holes in either **List** or **Map** view with the toggle button on the top right. The **List view** displays test holes in a list format:

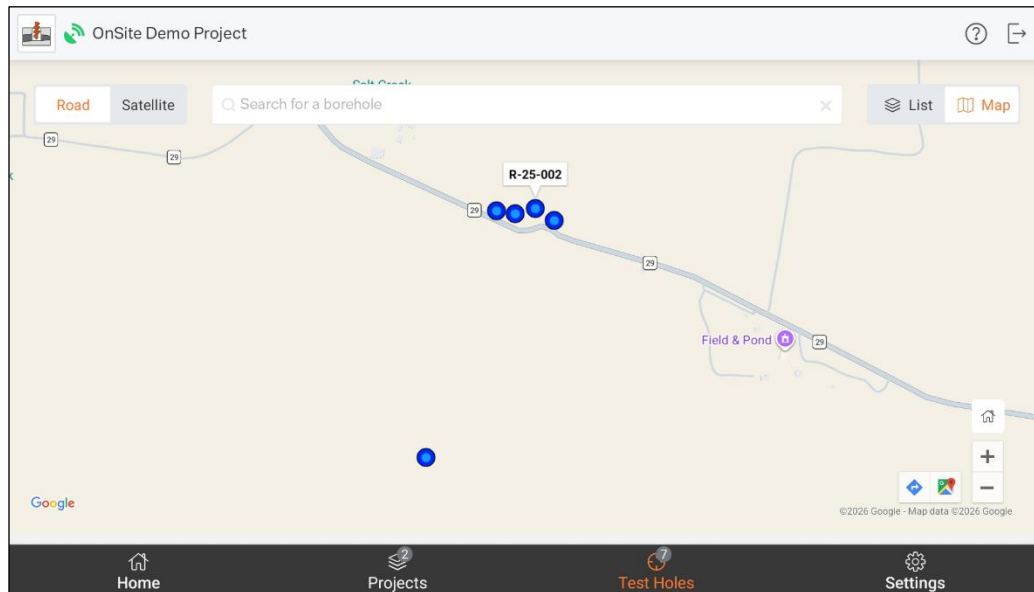
- Create a new test hole by clicking **+ New**,
- Click on a test hole card to open the edit page.



Test Holes Page: List View

### 3.1.2. Map View

The **Map view** displays the test holes on a map.



*Test Holes Page: Map View*

Clicking a specific test hole will open a callout with its name. Clicking on that callout opens the edit page.

## 3.2. Test Hole Edit Page

### 3.2.1. Overview

When you click on a test hole, you are taken to the edit page for that test hole. This page contains several tabs with editable fields and tables displaying the test hole data. Below is a list of all tabs:

- **General:** data entry for test hole name, depth, etc. The General tab also contains a map of the borehole location. The ability to use the map depends on the internet connection and your project's coordinate system.
- **Groundwater:** groundwater investigation, groundwater monitoring, and piezometer / well.
- **Samples:** list of soil and rock samples.
- **Field Tests:** field tests e.g. SPT blow counts.
- **Comments:** depth-related comments.
- **Stratigraphy:** soil and rock strata descriptions.
- **Drilling Details:** drilling methods and other details.
- **Drill Runs:** details of drill runs for cored boreholes.
- **Discontinuities:** details of defects and discontinuities.

### 3.2.2. Table Data Entry

The majority of tabs contain an editable table displaying the test hole data. On these pages you are able to:

- Click **+ New** to create a new entry/row in the table.
- Delete entries by selecting entries and clicking **Delete**.
- **Copy** or **Edit** entries with the buttons on the right of each entry.
- Search for specific entries with the search bar.

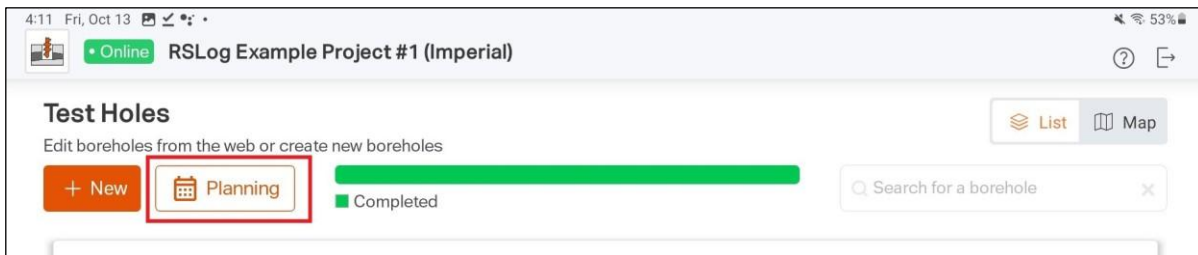


Table Buttons (toolbar)

See the following sections for more details on specific Test Hole tabs.

### 3.3. Planned Test Holes

When in **List view** on the **Test Holes** page, you have the option to view planned test holes by clicking the **Planning** button. This will open the **Pre-Investigation Planner Modal** with the planned test holes for the active project. The planning feature is read-only on RSLog OnSite app. You cannot create or edit planned test holes on RSLog OnSite. That means you must create them in RSLog and import to RSLog OnSite.



Test Holes Tab: Planning Button

In the **Pre-Investigation Planner**, you can view the **Field Test**, **Sample**, and **Note** information by clicking the link buttons.

Name	Engineer	Depth (m)	Location	Field Tests	Samples	Piezo.	Notes	
BH-1	admin	30	Lat: 12 ° Lon: 22 °			<input type="checkbox"/>		
BH-2	admin	20	Lat: 12 ° Lon: 22 °			<input checked="" type="checkbox"/>		

Pre-Investigation Planner: View Buttons

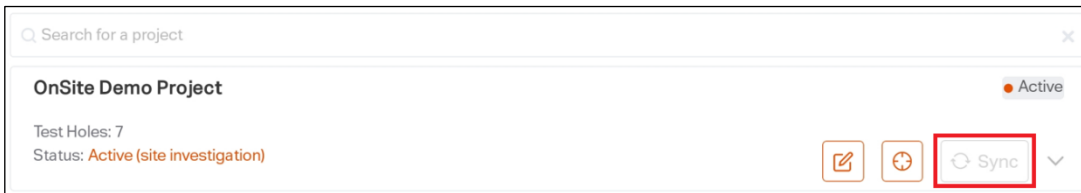
To create a test hole from the planned data click the arrow button on the right:

Name	Engineer	Depth (m)	Location	Field Tests	Samples	Piezo.	Notes	
BH-1	admin	30	Lat: 12° Lon: 22°			<input type="checkbox"/>		
BH-2	admin	20	Lat: 12° Lon: 22°			<input checked="" type="checkbox"/>		

Pre-Investigation Planner: Create Test Hole Buttons

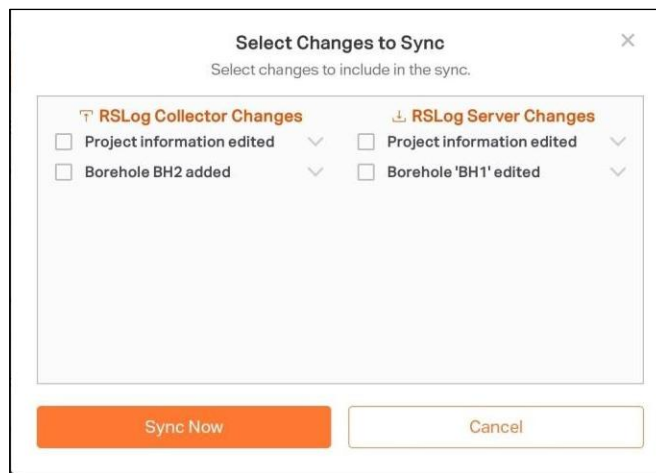
## 4. Syncing OnSite with RSLog

Use the **Sync** button on each project card to upload your project data to your RSLog account. The **Sync** button will only be available when there are changes made to this project either on RSLog or on RSLog OnSite app. Syncing requires an internet connection.



Project Page: Sync Button

- Click the **Sync** button to open the **Sync Modal**.
- Select the checkbox beside RSLog OnSite data you would like to upload and the RSLog data you would like to download from the website. Note that it is mandatory to sync the project data for a new project and as well as all the planned borehole data.



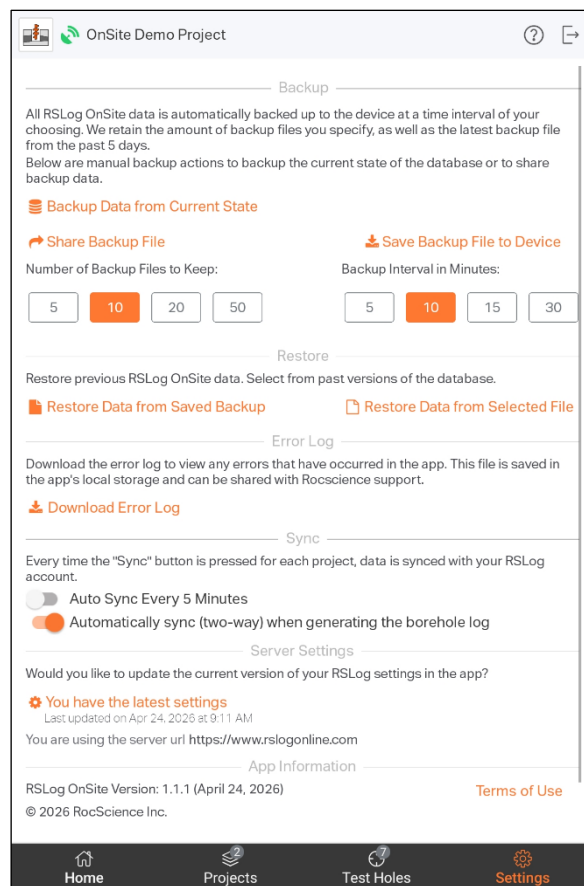
Sync Modal

**Note**

The sync feature first downloads new changes from RSLog, then uploads the selected OnSite changes to RSLog. If the same fields are edited on both RSLog and RSLog OnSite, by downloading the changes, you are keeping the changes from RSLog. To overwrite RSLog and keep the RSLog OnSite changes, do not download the changes, just push the RSLog OnSite data.

## 5. Settings

The **Settings** tab contains specific settings to RSLog OnSite, including settings for backing up your data, syncing, and servers.



Settings Page

### 5.1. Backing up Data

To ensure the safety of your data, RSLog OnSite backs up all your data at a configurable interval (default of every 5 minutes). We keep the most recent backup files, up to the configurable amount specified by you in the settings (default of 10). We also retain the latest backup file from the last 5 days on top of the configured amount, to maintain a more diverse historical record.

You can manually create a backup file by clicking **Backup Data from Current State**. You can also share a backup file or save it to your device.

## 5.2. Restoring Data

In the event of a crash, you will be prompted to restore data from one of the automatically saved backup files, or you can do so manually with **Restore Data from Saved Backup**. You can also restore your data from an external file that you saved manually using **Restore Data from Selected File**.

## 5.1. Error Logs

An error log is maintained for any unhandled errors, or app crashes. An error log may or may not exist depending on if you ran into any errors. You can download your error log here, and share it with the RSLog Support team if needed.

## 5.2. Sync

RSLog OnSite allows users to manually sync their project, which includes downloading new data from RSLog and pushing data from RSLog OnSite to RSLog. You also have the option of using **Auto Sync**. Auto sync pushes the data of the active project to RSLog every 5 minutes.

### Note

*Auto sync only pushes data from RSLog OnSite to RSLog. If any changes are made to an RSLog project, they will be overwritten.*

## 5.3. Server Settings

If your settings have been changed on RSLog, you can click the **Update Settings** button to download and save the current settings.

By default, RSLog OnSite is connected to <https://www.rslogonline.com/>. To change to a custom server, you must log out and update it on the log in page.