



an agency of the
Department of Arts and Culture



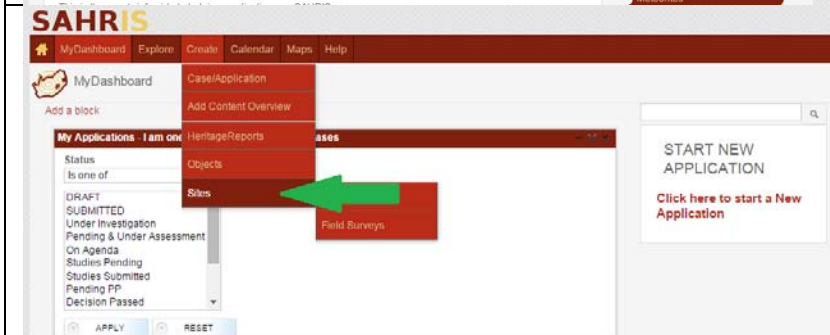
SITE CREATION



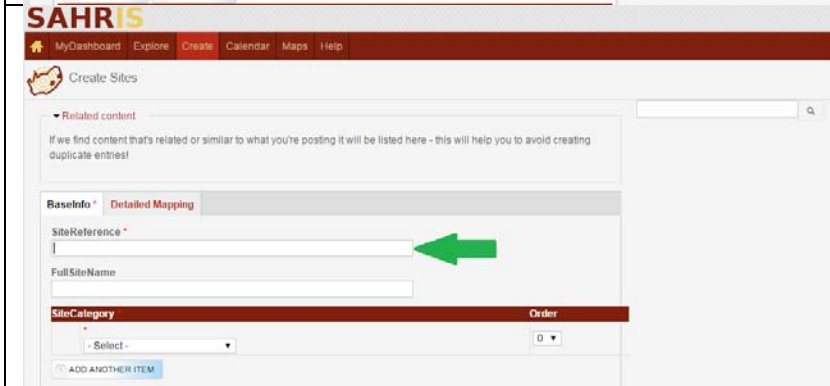
To begin you will first need to register on SAHRIS.

Click on the login/register.

Your registration will first be reviewed by a SAHRIS content moderator. You will be sent an email confirming your registration.



To create a site hover the mouse over the "Create" menu option then select the "Sites" option



The first field that will need to be completed is the Site Reference field.

If there is an existing SAHRA reference number for the site (eg: 9/2/018/0233) then this should be placed here.

If the site does not have a SAHRA reference or you are unable to obtain this information then you may simply enter the name of the site (eg: Old Mill Lodge)

Alternatively archaeological site references may be used (eg: KLAAS04).

SAHRIS
MyDashboard Explore Create Calendar Maps Help

Create Sites

Related content

If we find content that's related or similar to what you're posting it will be listed here - this will help you to avoid creating duplicate entries!

BaselInfo * Detailed Mapping

SiteReference *

FullSiteName

SiteCategory Order

- Select - 0

ADD ANOTHER ITEM

SiteCategory Order

- Select - 0

Battlefield

Burial Grounds & Graves

Conservation Area

Cultural Landscape

Local Geological

Meteorites

Monuments & Memorials

Natural

Palaeontological

Place

Structures

Bridge

Transport infrastructure

Underwater

Shipwreck

Submerged

Intertidal

Partially submerged

Fully submerged

State/province Please select

Postal code

Country South Africa

The next input field is for the full site name. Here you will write the full name of the site (eg: 25 Old Mill Way, Durban North).

To select the site category first you will need to click on the selection box to reveal the selection options.

Click on the option that best describes the site you are capturing.

Location

Only coordinates entered in decimal degrees are accepted. Coordinates in other formats (eg Degrees, Minutes, Seconds) must first be converted. You can use the free calculator to convert coordinates to decimal degrees at onlineconversion.com

Location name

e.g. a place of business, venue, meeting point

Street

Additional

City

State/Province Please select

Postal code

Country South Africa

Find Address on Map

Map Satellite

Queenstown

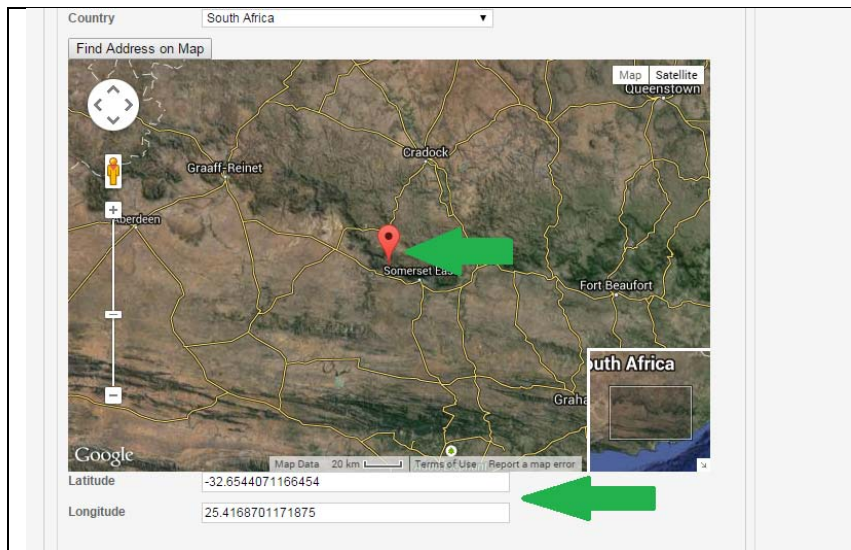
Graaff-Reinet

Cradock

To begin capturing the site location you will first need to input the location name (eg: Bradshaw's Mill). If the location name is the street address the simply input the street number and name (eg: 25 Main Street).

Then proceed to complete the rest of the location information ie: the street address, the suburb, the city, the province and the postal code. Once that has been completed click in to button labeled "Find Address on Map" which will then reference the location on the google maps interface.

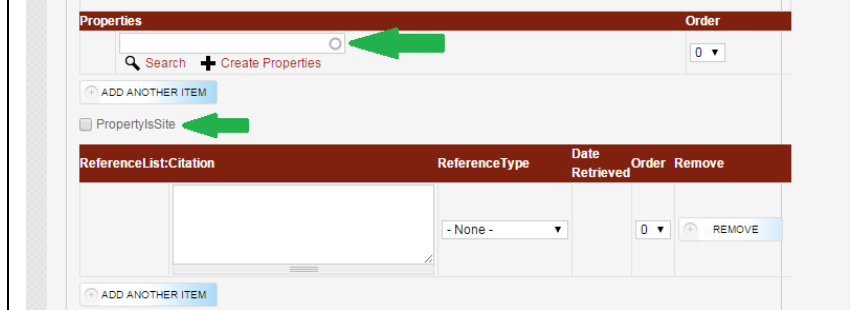
Some locations in small towns may not be correctly mapped in google maps, in this instance you may need to



refine the location on the map by dragging the red pin to more accurately show the location of the site.

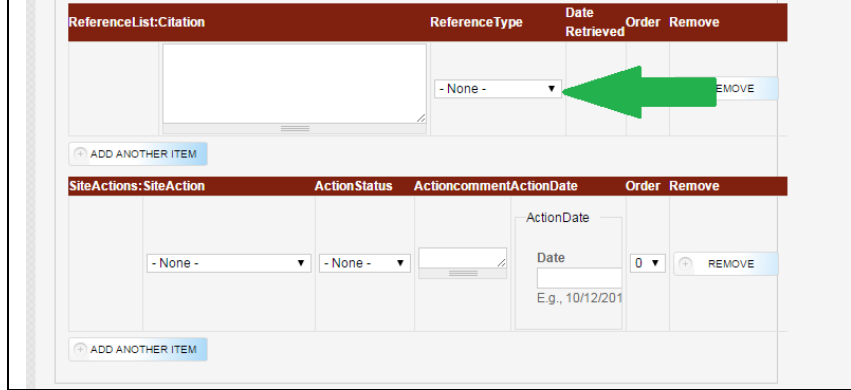
Alternatively if you have the coordinates of the site you can input them in the fields provided below the map.

Note: For built environment sites you will still need to complete the address details even if you have the coordinates. For Archaeological sites you can simply enter the location name and the coordinate data.



There may be some instances where there are multiple heritage sites on a single property, an example of this would be a collection of cottages on a large estate. In this case you will need to input the property name if it is already on SAHRIS, or create the property if it is not.

If the site you are creating is the property (eg: 25 Old Mill Way) then select the box labeled "Property Is Site"



If there are any publications that relevant to the site, such as archaeological impact assessments of architectural documents, please reference them in the space provided

ReferenceList:Citation	ReferenceType	Date Retrieved	Order	Remove	
	- None -		0	REMOVE	
ADD ANOTHER ITEM					
SiteActions:SiteAction	ActionStatus	Actioncomment	ActionDate	Order	Remove
	- None -		ActionDate Date E.g., 10/12/2011		
ADD ANOTHER ITEM					

There may be instances where site actions need to be recorded when creating a site, for example the site needs to be graded. To log these actions select the most appropriate option from the site action list, the status of the action, provide a comment on the action as well as the date when the action was requested or completed.

Please note that this is a section for additional information. Any site maintenance, demolition etc... will still need to be logged via the application system on SAHRIS.

UploadFiles

Add a new file

Files must be less than 50 MB.
 Allowed file types: pdf xls xlsx doc docx rtf txt odt kml kmz jpeg jpg gif png tif tiff.

Should you wish to upload any documents pertaining to the site you may do this by clicking choose file then navigate to the document using the popup box.

Once selected click "upload" to upload your document to SAHRIS.

UploadFiles

Add a new file

Files must be less than 50 MB.
 Allowed file types: pdf xls xlsx doc docx rtf txt odt kml kmz jpeg jpg gif png tif tiff.

Once you have completed all relevant information please click the save button to save the site.