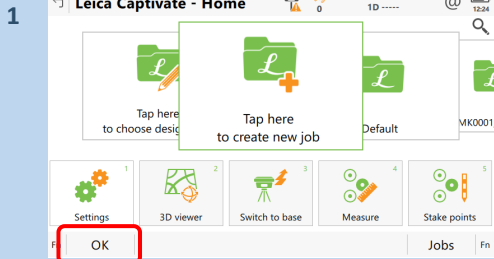


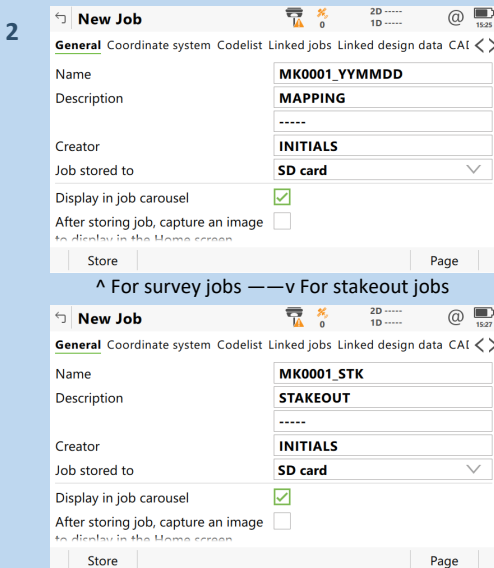


# COTSWOLD ARCHAEOLOGY CRIB SHEET: LEICA CAPTIVATE SET-UP BASICS

## CREATE A NEW PROJECT

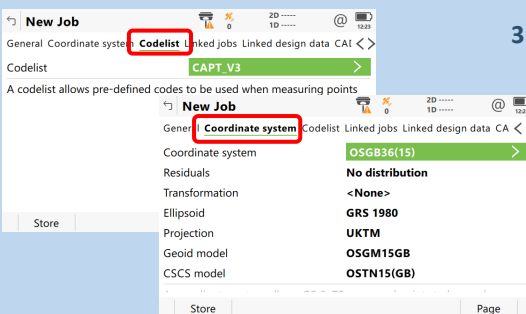


Navigate to 'create new job' and press OK



Under **General**, fill in job details. Survey names should include the project number, followed by the date formatted **backwards**. Ensure the job is being stored on the **SD Card**.

(To add an "\_" hold Fn and press the space button)



Double check the **Codelist** and **Coordinate system** tabs show the correct details. If not, contact Geomatics

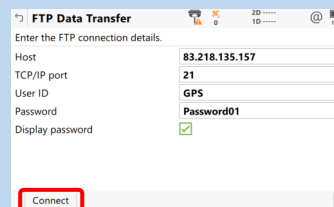
## SET-UP A STAKEOUT JOB



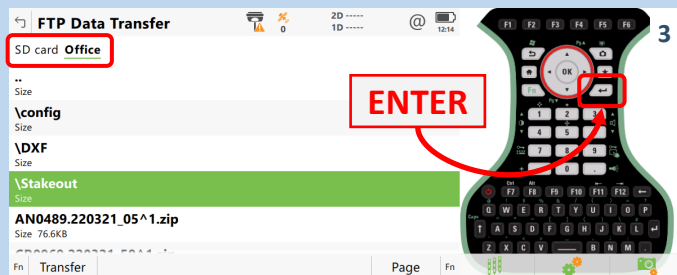
With a stakeout job created, navigate to **Settings**

From Settings, select **Tools**

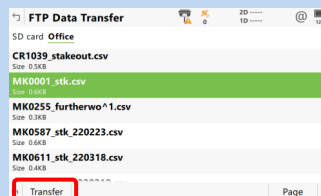
Then **FTP data transfer**



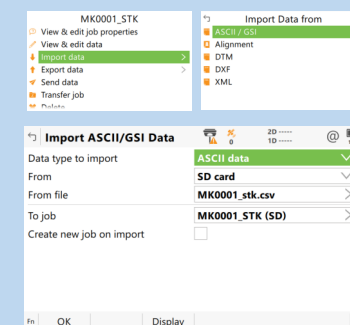
Confirm connection details and press **Connect**



On the bottom right select **SD Card**, then select the **Office** tab, highlight **\Stakeout**, and press **ENTER** on the keypad.



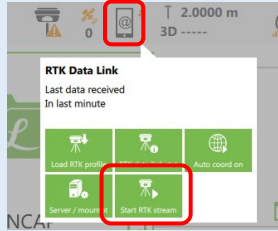
From the **Office** tab, find your project number and press **Transfer** to move data to your SD Card. Return to the home screen



On the home screen, tap your project on the carousel to access job options. From here select **Import data**, then **ASCII/GSI**. Find your downloaded data on the SD Card and press **OK**. When asked to import more data, select **No**

## CONNECT TO RTK

Before you start surveying, you will need to start the **RTK data stream**. Tap the **Cellphone** icon in the upper right corner.



Select **Start RTK stream**. Once connected, the crosshair icon will change to look as follows:



You are now ready to start your survey.

## LINKING EXISTING JOBS

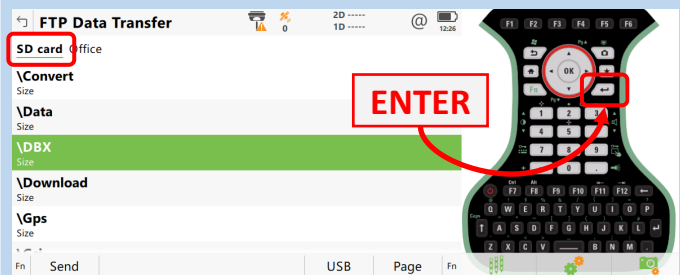
Linking existing jobs is helpful to avoid duplicating work while surveying.

- 1 Tap your current job in the carousel and select **View & edit job properties**. From here, navigate to the **Linked jobs** tab and select **Add**.
- 2 You will now see all jobs saved on the GPS. Tick the job that you wish to link and press **OK**. The data from this job will now be visible as a background layer in your current job.

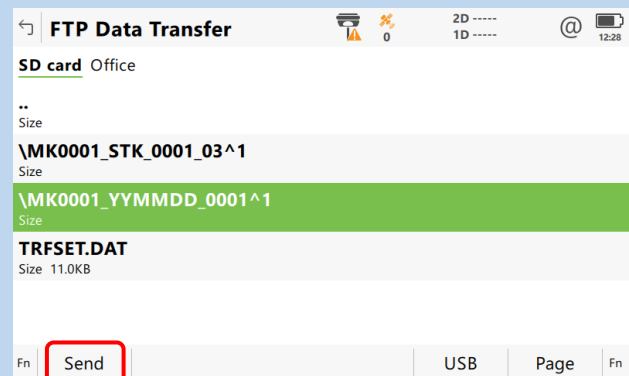
## SENDING YOUR JOB

- 1 Connect to the **FTP data transfer** using the steps shown in stakeout section

- 2 Once connected, select **SD Card** from the bottom right corner. This will then show in the upper tab options. From the **SD Card** tab scroll down to **\DBX** and press **ENTER** on the keypad.



- 3 From **\DBX**, navigate to your project and press **Send**. Continue to watch the GPS screen to check that the zip and transfer was successful

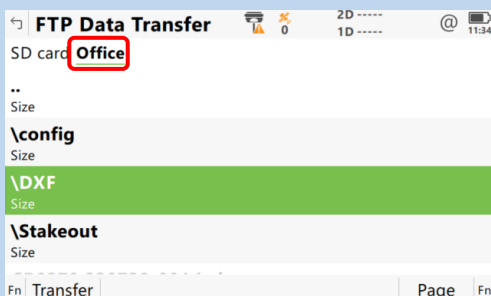


Confirm that the job has sent by selecting the **Office** tab and scrolling down to find your job. Once you have confirmed your job has sent, return to the home screen.

## USING DXF DATA

DXF data can be added to projects as a background reference layer to show previous excavations data, pre-ex survey, or pre-determined slot plans.

- 1 Connect to the **FTP data transfer** using the steps shown in stakeout section
- 2 Once connected, select **SD Card** from the bottom right corner and then select the **Office** tab. From here select **\DXF** and press **ENTER** on the keypad.



Select your .dxf file from within the **\DXF** folder and press **Transfer**.

- 3 From the job carousel, tap your project and select **View & edit job properties**. From here, navigate to the **Reference files** tab and select **Add**. Tick the box beside your downloaded .dxf file and tap the **Store**.

When in doubt and if all things go wrong, feel free to contact a member of the geomatics team in any office and they can help (hopefully.....)!