BiT: Quick Start Guide for New Users

STEP BY STEP GUIDE

Get Started with BiT

Step 1:

Go to KSUTAB.org and click on **E-TOOLS**.

News	Tribal TAB	Job Training	Login	Search

TAB Technical Assistance to Brownfields

ABOUT US   SERVICES   EVENTS   **E-TOOLS**   RESOURCES   CONTACT
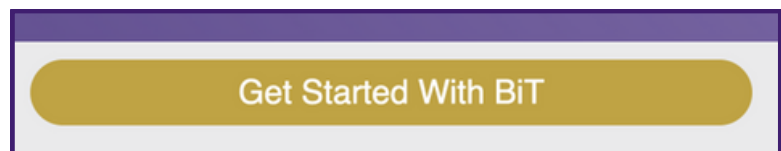
Step 2:

Click on **BiT**.

E-Tools

TAB EZ

BiT

PEER
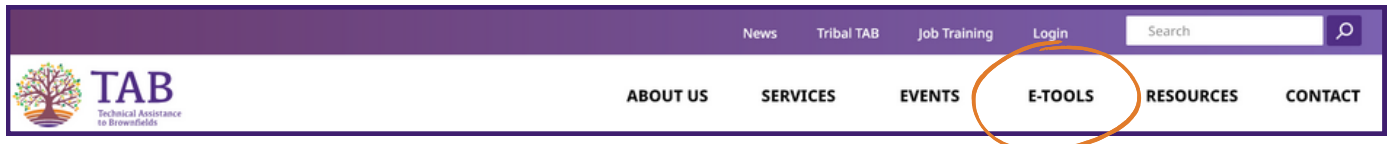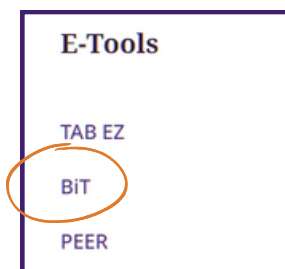
Step 3:

Click **Get Started with BiT**.

Get Started With BiT

Step 4:

If you do not yet have an account, click **Sign up**, provide your email and a password, and click **Create Account**.

TAB Technical Assistance to Brownfields

Welcome

Log in to KSUTAB to continue. If this is your first time using the new website you will need to click "Forgot Password" to reset your password. If you don't have an account then click "Sign Up".

Email address*

Password*

Forgot password?

Log In

Don't have an account? Sign up

Now you can log in and begin creating your site inventory.

Step 5:

If you are new to BiT, you will need to create a new program before you can enter data (as explained on the **Welcome to BiT** page). Each program will contain one or more sites.

Naming a Program

Note: It is helpful for the program name to refer to the sites being tracked and managed within that program.

Example Program Names:
- Brownfields/VCP
- FY24 Magstown Community Wide Assessment Grant
- City of Savannah 2024
- Gas Stations
- Abandoned Buildings
- Illegal Dump Sites
- Petroleum Sites

After creating a new program, you will see three panels in your display window
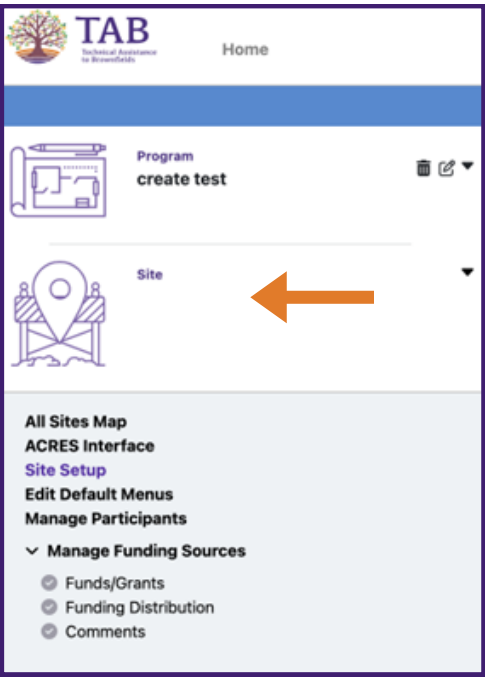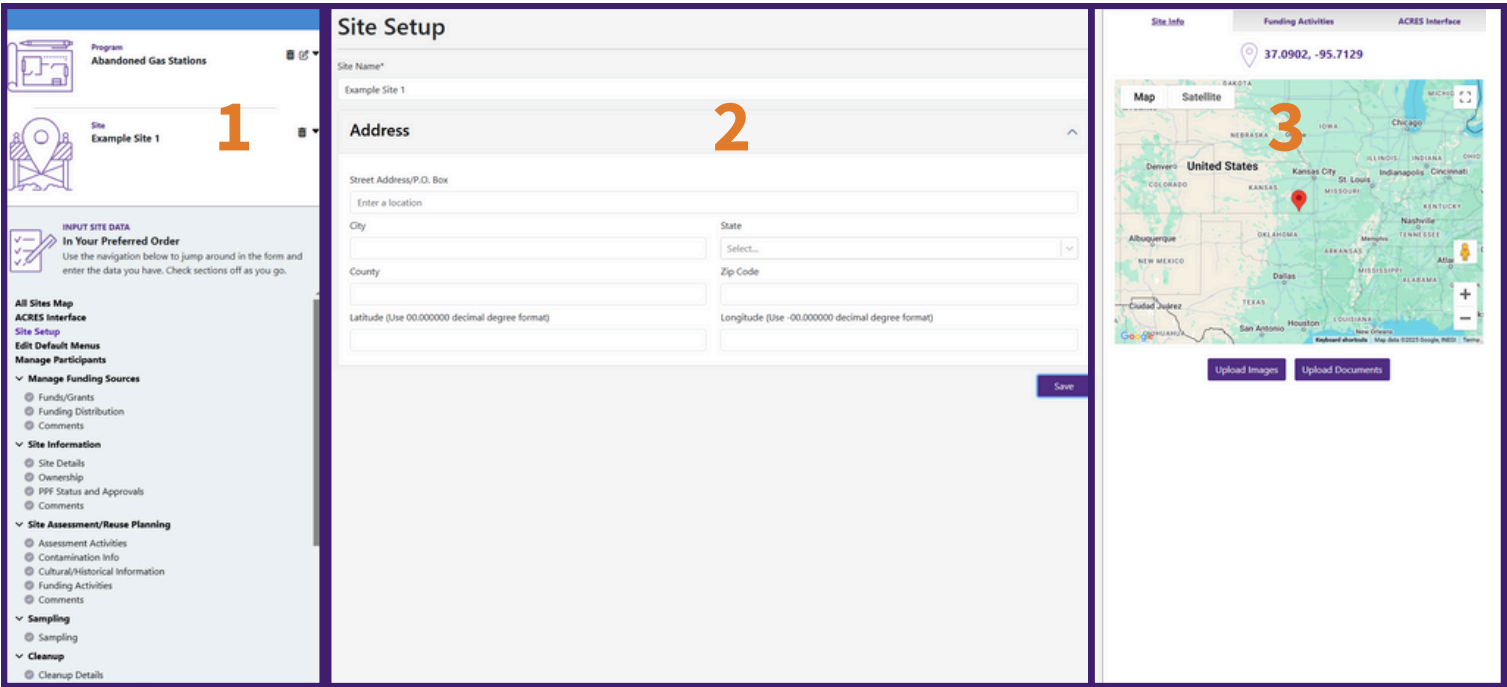
Step 6:

Use the first panel to choose the program and site you wish to work on. You can also use the navigation bar to move through your database.

TAB
Technical Assistance to Brownfields

Home

Program
test2

Site
KSU Engineering

INPUT SITE DATA
In Your Preferred Order
Use the navigation below to jump around in the form and enter the data you have. Check sections off as you go.

All Sites Map
ACRES Interface
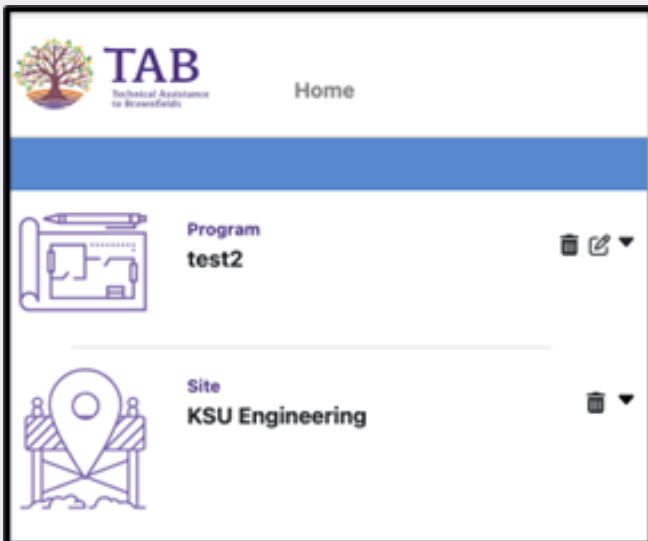**Site Setup**
Edit Default Menus
Manage Participants

∨ **Manage Funding Sources**
  ⊘ Funds/Grants
  ⊘ Funding Distribution
  ⊘ Comments

∨ **Site Information**
  ⊘ Site Details
  ⊘ Ownership
  ⊘ PPF Status and Approvals
  ⊘ Comments

∨ **Site Assessment/Reuse Planning**
  ⊘ Assessment Activities
  ⊘ Contamination Info
  ⊘ Cultural/Historical Information
  ⊘ Funding Activities
  ⊘ Comments

∨ **Sampling**
  ⊘ Sampling

∨ **Cleanup**
  ⊘ Cleanup Details
  ⊘ Contaminants Addressed
  ⊘ Media Addressed
  ⊘ Funding Activities

The navigation sections will continuously update as you add data. The navigation bar is organized to assist you through the process of setting up your brownfields site inventory. Once you create a site, the list will expand.
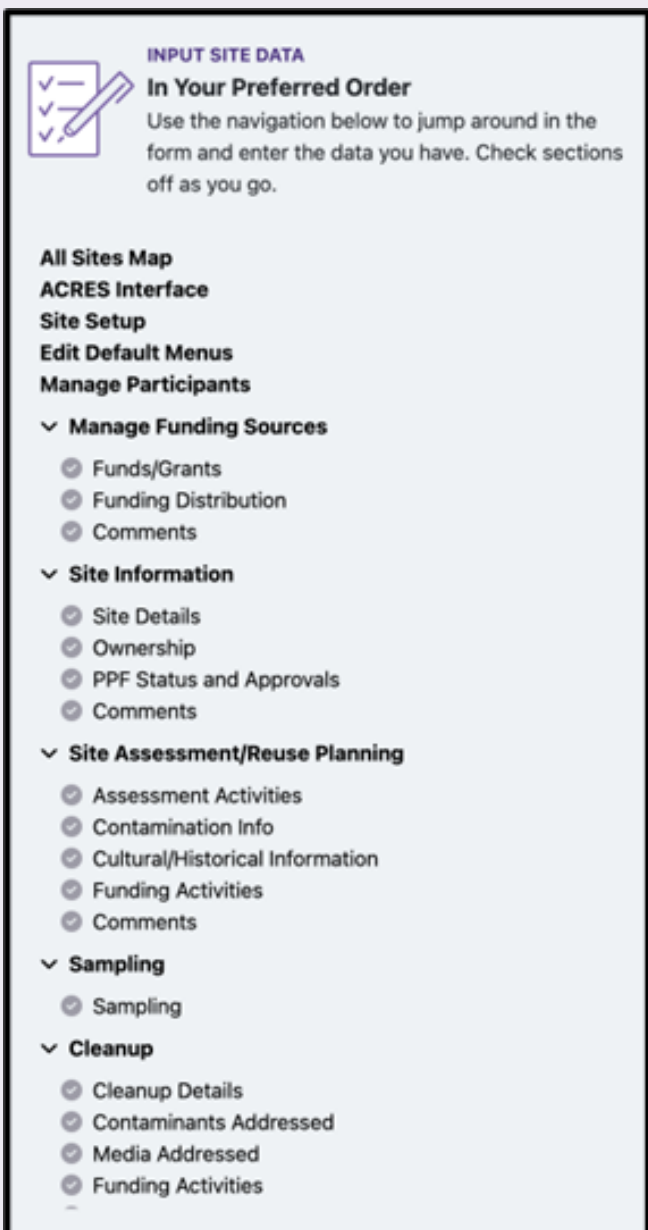
Step 7:

The second panel is where you add site-specific information. As you move through the different sections the field prompts will update.