

Submitting an EZ-2 in Wisaard

Updated 9/27/2016



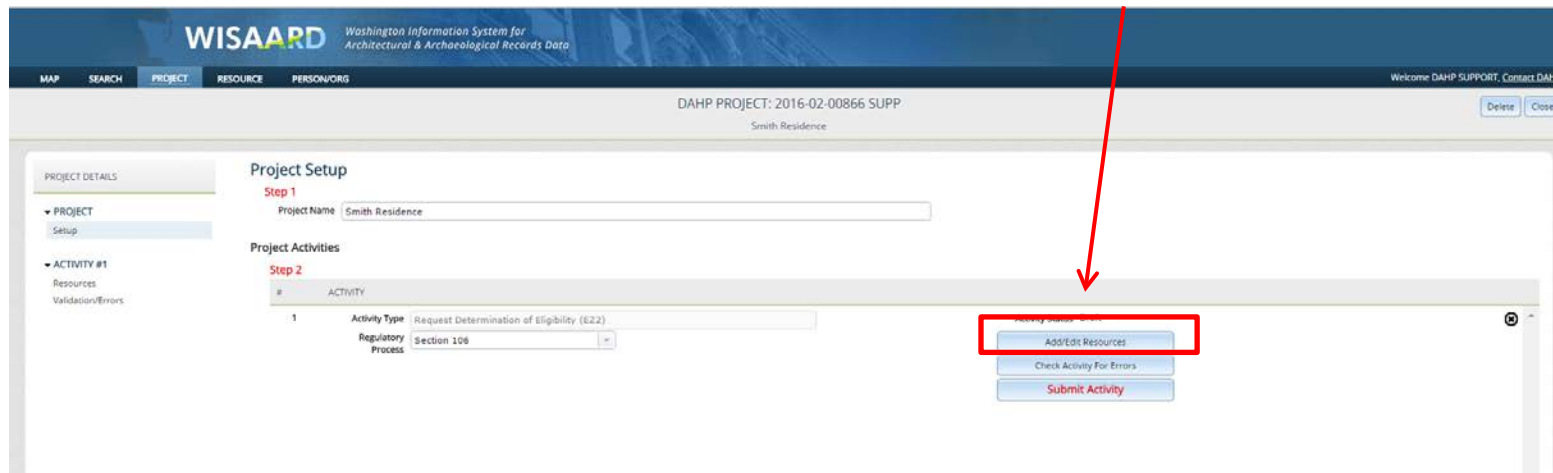
1. Before you submit an EZ-2 be sure to search for previous determinations. See [here](#) for instructions.
2. Go to the *Project Dashboard* and select *Start an EZ-2 Process*

This screenshot shows the WISAARD Project Dashboard. The top navigation bar includes 'MAP', 'SEARCH', 'PROJECT', 'RESOURCE', and 'PERSON/ORG'. The 'PROJECT' menu item is circled in red. Below the navigation bar, the 'Options' section contains a red-bordered box around the text 'Start an EZ2 process (Request Determination of Eligibility)'. Other options include 'Start a new project / undertaking' and 'Find an existing project:'. A welcome message and a link to comprehensive instructions are also visible.

3. This will take you to the *Project Setup* screen. Notice at the top you can see your new DAHP *Project #*. Write this down so you can come back to it later. For *Step 1*, provide a name for the *Project*. The name can be anything you like.

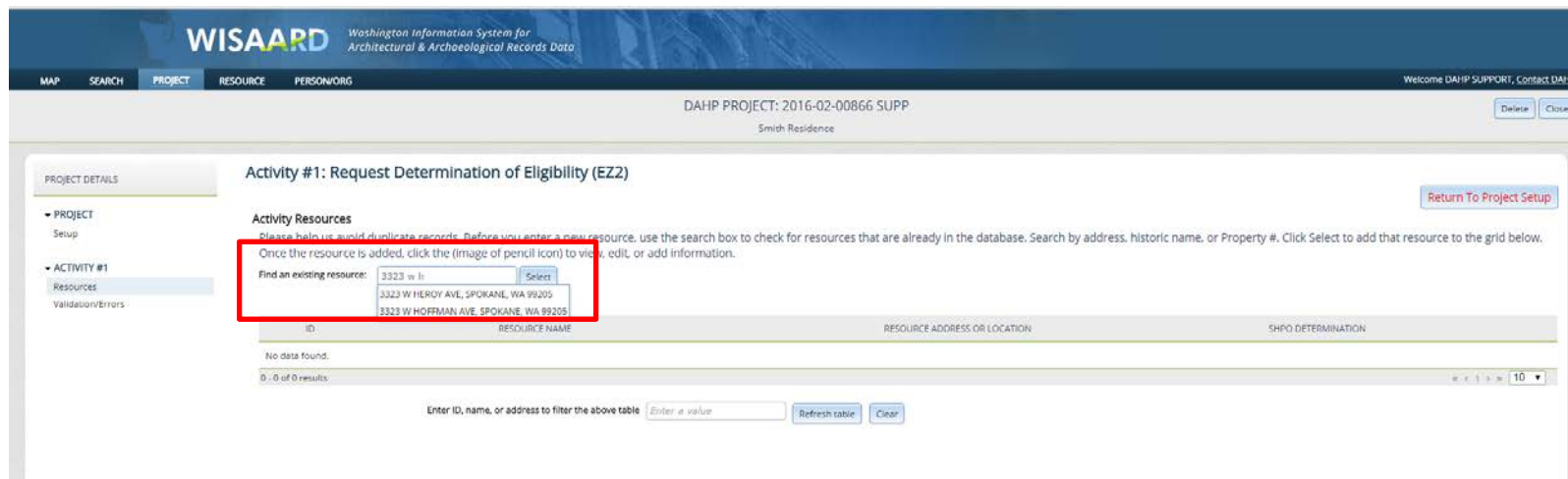
This screenshot shows the WISAARD Project Setup screen. The top navigation bar is the same as in the previous screenshot. Below it, the project ID 'DAHP PROJECT: 2016-02-00866 SUPP' is displayed. The 'Project Setup' section has 'Step 1' highlighted, and the 'Project Name' field is highlighted with a red box and contains the text 'Smith Residence'. The 'Project Activities' section has 'Step 2' highlighted. A sidebar on the left shows 'PROJECT DETAILS' with 'PROJECT Setup' selected.

4. Next you will add the address of the building and a photo. To begin, Press the *Add/Edit Resources* button.



The screenshot shows the WISAARD Project Setup page for a project named "Smith Residence". The page is divided into two main sections: "Project Setup" (Step 1) and "Project Activities" (Step 2). In the "Project Activities" section, there is a table with one activity listed: "Request Determination of Eligibility (EZZ)". Below the table, there are three buttons: "Add/Edit Resources", "Check Activity For Errors", and "Submit Activity". A red arrow points to the "Add/Edit Resources" button, which is also highlighted with a red box.

5. Enter the address in the *Find an Existing Resource* box to check for existing records (below). If the correct address appears in the selections below the box, that means we already have it in our system. Please select it by clicking on it. It will populate in the *Activity Resources* table. Proceed to Step 6. If the address does not appear in the box, click the Enter New Resource button and skip ahead to Step 8.



The screenshot shows the WISAARD Activity Resources page for the "Request Determination of Eligibility (EZZ)" activity. The page is divided into two main sections: "Activity Resources" and "Activity Resources Table". In the "Activity Resources" section, there is a search box labeled "Find an existing resource:" with the text "3323 w h" entered. Below the search box, there are two search results: "3323 W HEROFY AVE, SPOKANE, WA 99205" and "3323 W HOFFMAN AVE, SPOKANE, WA 99205". A red box highlights the search box and the search results. Below the search results, there is a table with the following columns: "ID", "RESOURCE NAME", "RESOURCE ADDRESS OR LOCATION", and "SHPO DETERMINATION". The table is currently empty. Below the table, there is a "No data found." message and a "0 of 0 results." message. At the bottom of the page, there is a search box labeled "Enter ID, name, or address to filter the above table" with a "Refresh table" button and a "Clear" button.

6. To add to this existing resource, click the pencil icon (see below). This will take you to the existing inventory form for the *Property* where you will simply provide an updated photo.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-05-03761 SUPP

Activity #1: E22

Activity Resources

Please help us avoid duplicate records. Before you enter a new resource, use the search box to check for resources that are already in the database. Search by address, historic name, or Property #. Click Select to add that resource to the grid below. Once the resource is added, click the (image of pencil icon) to view, edit, or add information.

Find an existing resource: Select

OR Enter New Resource

RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
Property #422733	3323 W HOFFMAN AVE, SPOKANE, WA 99205	Not Determined

1 Results

Enter ID, name, or address to filter the above table Refresh table Clear

7. This is the screen you will see after clicking the pencil icon. Double check the accuracy of the address. The next step is to attach a photo. *Click Documents & Images* on the left hand side of the screen. Skip to Step 9 for photo upload instructions.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-05-03761 SUPP

Activity #1: E22

PROPERTY: #422733

Address: 3323 W HOFFMAN AVE, SPOKANE, WA 99205

Resource Details

RESOURCE Location

Documents and Images

7/10/2011 INVENTORY Detail

OPTIONS

Resource Location

Use menu at left to navigate through pages

Begin entering an address and select from the auto-generated options.

Address 3323 W HOFFMAN AVE, SPOKANE, WA 99205

Location 3323 W Cora Ave, Spokane, Washington, 99205, USA

Comments 3323 W Hoffman Ave, Spokane, Washington, 99205, USA

3323 W Hoffman Pl, Spokane, Washington, 99205, USA

3323 W Knox Ave, Spokane, Washington, 99205, USA

3323 W Nora Ave, Spokane, Washington, 99205, USA

TIP: When you are within an inventory form for editing you will see two gray banners at the top of the screen, one with the Project number and one with the Property number.

8. If you clicked the *Enter New Resource* button, enter the address in the Address field and select from one of the suggestions provided. You do not need to supply anything in the Location Comments box. This is all you need to do on this screen. Next you will upload a photo. Go to that screen by clicking on *Documents and Images* on the left hand side of the screen.

The screenshot shows the WISAARD interface for 'Resource Location'. The top navigation bar includes 'MAP', 'SEARCH', 'PROJECT', 'RESOURCE', and 'PERSON/ORG'. The main header displays 'DAHP PROJECT: 2016-02-00866 SUPP' and 'Activity #1: Request Determination of Eligibility (EZZ)'. Below this, 'PROPERTY: #700972' and 'Address: 325 arledge' are shown. The left sidebar has 'Documents and Images' highlighted with a red box. The main content area is titled 'Resource Location' and includes a red instruction: 'Use menu at left to navigate through pages'. It prompts the user to 'Begin entering an address and select from the auto-generated options.' The 'Address' field contains '325 arledge ln'. The 'Location' dropdown shows '325 Arledge Ln SW, Olympia, Washington, USA'. The 'Comments' field contains '325 S 325th Ln, Federal Way, Washington, USA'. A 'Return to Project Activity' button is in the top right corner.

9. This is the screen where you can upload a photo. *Click the Attach Document or Image* button. Select the file or files from your computer and click *Upload*. When the upload is complete, click *Close*. When you see the photo(s) on the screen it has been successfully uploaded. There is no *Save* button. The system auto saves. **Please limit individual photos to 2MB and make sure it is a good quality photo of the front of the building.** When you have finished uploading photos click *Return to Project Activity*. Then click the *Return to Project Setup* button (same location top right corner.)

The screenshot shows the WISAARD interface for 'Documents and Images'. The top navigation bar is the same as in the previous screenshot. The main header displays 'DAHP PROJECT: 2016-02-00866 SUPP' and 'Activity #1: Request Determination of Eligibility (EZZ)'. Below this, 'PROPERTY: #700972' and 'Address: 325 arledge ln' are shown. The left sidebar has 'Documents and Images' selected. The main content area is titled 'Documents and Images' and includes instructions: 'Step 1: Upload document or image' and 'Step 2: Enter document or image information'. The 'Attach Document or Image' button is highlighted with a red box. A red arrow points from the bottom right towards the 'Return to Project Activity' button in the top right corner.

10. You should be on the *Project Setup* screen where you began. When you are ready to submit the form to DAHP, click the *Submit Activity* button (in red letters). You are finished!

The screenshot shows the 'Project Setup' page for a DAHP project. The 'Project Name' is '2232 Mercado'. Under 'Project Activities', there is a table with one activity. The 'Activity Status' is 'Review Complete'. A red circle highlights the 'Submit Activity' button. A red arrow points to the 'Activity Status' field, which is labeled 'Activity Status' in red text.

#	ACTIVITY	Activity Status
1	Activity Type: EZ2 Activity Title: Enter a value Activity Description: Regulatory Process: Section 106 Survey Level: Pick a value	Review Complete

You should receive an automated email when your property has been reviewed. When our review is complete the *Activity* will be in *Review Complete* status. You can check in to see the determination on the *Activity* page like in the example below.

The screenshot shows the 'Activity #1: EZ2' page. The 'Activity Resources' section contains a table with one resource. The 'Property' field is circled in red. A red arrow points to the 'Property' field, which is labeled 'Property number' in red text. The 'SHPO DETERMINATION' is 'Determined Not Eligible'.

ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
Property #706885		2232 S 284th Pl, Federal Way, Washington, 98003, USA	Determined Not Eligible

To Print the form refer to the [PRINT tutorial](#). You will need the Property number to Print.