

# Wisaard Project Module Tutorial

9/27/2016

The project module is used to submit the following information to DAHP:

1. Historic property inventories ([separate tutorial](#))
2. Archaeology and TCP sites ([separate tutorial](#))
3. EZ-2 forms (please see [separate tutorial](#))
4. Cultural resource reports
5. Historic built-environment survey reports

No other types of correspondence should be uploaded to Wisaard at this time unless directed by DAHP staff. For information about where to send correspondence see [here](#). This tutorial assumes that you have a [Secure Access Washington](#) account and have requested access to Wisaard.

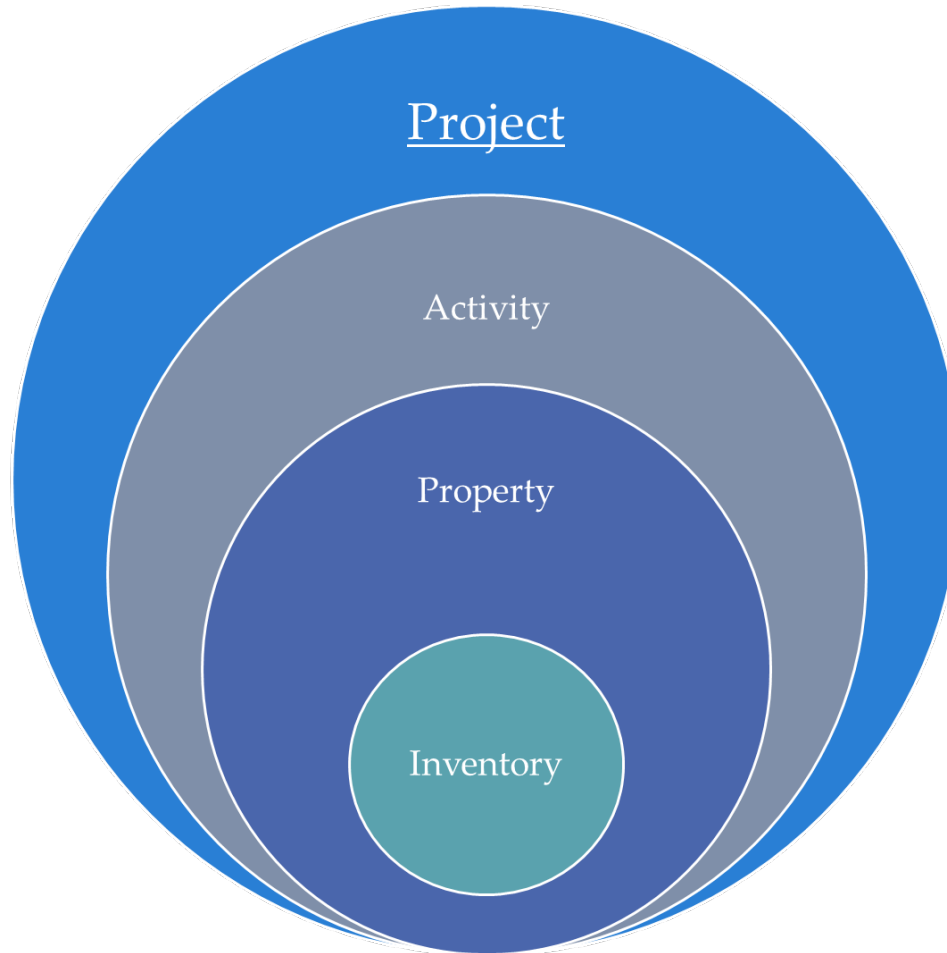
If you already have a DAHP Log number or a Project Tracking Code please use it to enter additional data regarding the same project. See Page 3 for tips on finding existing Projects.



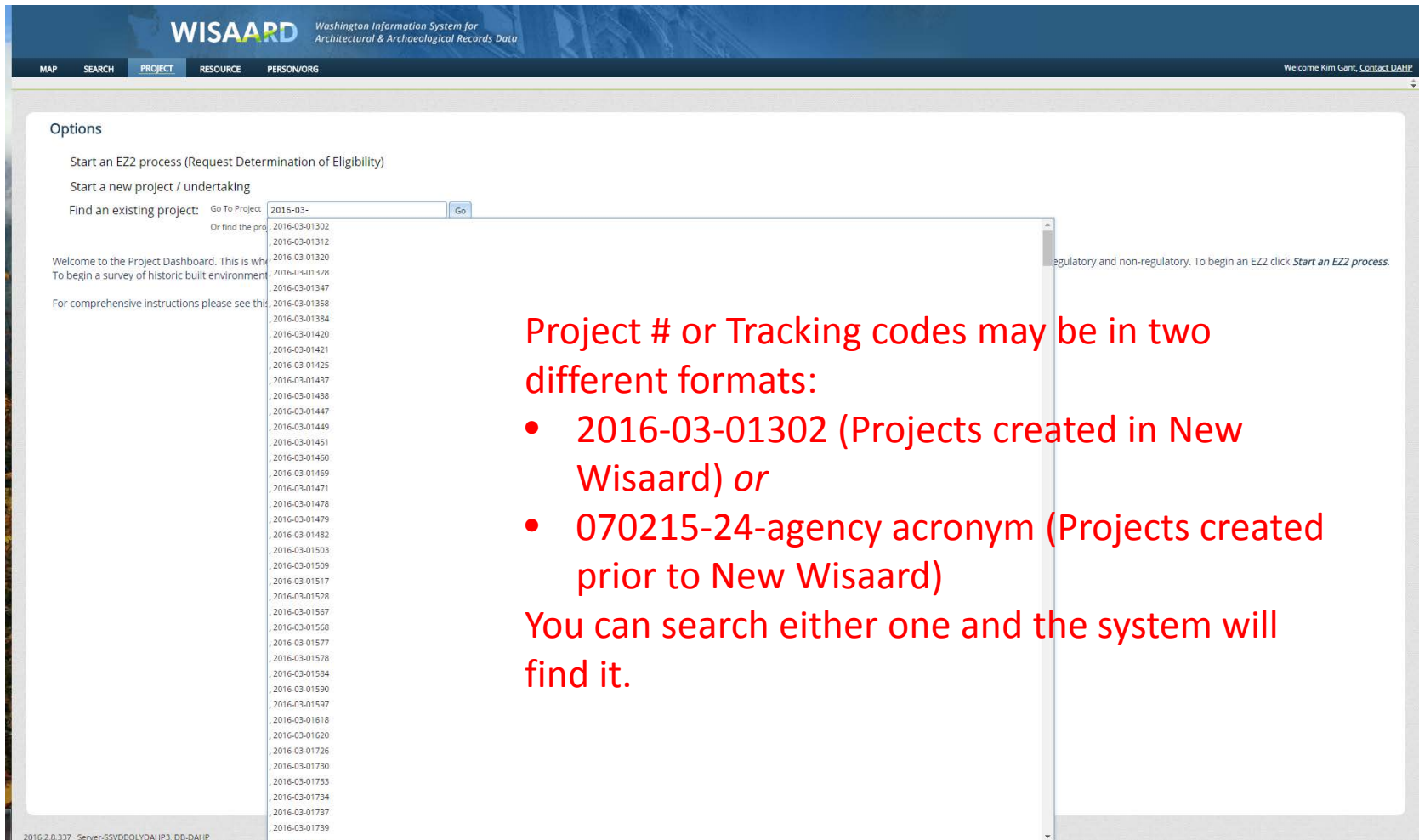
# Important Notices

- ❖ DAHP is not able to notify property owners when archaeology site forms are completed for a site on their property.
- ❖ DAHP is not responsible for coordinating agency review of site forms completed by consultants on their behalf. Agencies must coordinate with their consultants to ensure that forms meet their specifications before they are submitted to DAHP. Once site forms are submitted to DAHP, it is assumed they are complete and will be assigned a Smithsonian number per DAHP standards.
- ❖ Submission of an Activity in Wisaard does not automatically notify staff that an item is ready for review. Submitters must email correspondence per the instructions [here](#).
- ❖ Archaeology site forms and Historic Property Inventory Forms must be in separate Activities.

Think of a *Project* as a file folder. It holds an *Activity(ies)*, which is a survey that may include inventory forms or a report. A *Project* can hold one or multiple *Activities*. An *Activity* can hold multiple *Properties* and a *Property* can have multiple *Inventories*.



If you already have a DAHP Project # or Tracking code for a particular *Project*, use that number and add to that *Project*. **Please avoid creating duplicate Projects.** You can find the *Project* by searching the name or number or by contacting DAHP staff. Go to the *Project* tab and use the *Find an Existing project* box. Once you start typing the system will start searching for matching results.



The screenshot shows the WISAARD Project Dashboard. The header includes the WISAARD logo and the text "Washington Information System for Architectural & Archaeological Records Data". The navigation menu has tabs for MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The main content area is titled "Options" and includes sections for "Start an EZZ process (Request Determination of Eligibility)", "Start a new project / undertaking", and "Find an existing project:". The "Find an existing project:" section has a search box with "2016-03" entered and a "Go" button. Below the search box is a scrollable list of project numbers starting with "2016-03-01302".

Options

Start an EZZ process (Request Determination of Eligibility)

Start a new project / undertaking

Find an existing project: Go To Project:  Go

Or find the project by name

Welcome to the Project Dashboard. This is why you should use the Project Dashboard. To begin a survey of historic built environment, please see the Project Dashboard. For comprehensive instructions please see this link.

regulatory and non-regulatory. To begin an EZZ click [Start an EZZ process](#).

2016-03-01302  
2016-03-01312  
2016-03-01320  
2016-03-01328  
2016-03-01347  
2016-03-01358  
2016-03-01384  
2016-03-01420  
2016-03-01421  
2016-03-01425  
2016-03-01437  
2016-03-01438  
2016-03-01447  
2016-03-01449  
2016-03-01451  
2016-03-01460  
2016-03-01469  
2016-03-01471  
2016-03-01478  
2016-03-01479  
2016-03-01482  
2016-03-01503  
2016-03-01509  
2016-03-01517  
2016-03-01528  
2016-03-01567  
2016-03-01568  
2016-03-01577  
2016-03-01578  
2016-03-01584  
2016-03-01590  
2016-03-01597  
2016-03-01618  
2016-03-01620  
2016-03-01726  
2016-03-01730  
2016-03-01733  
2016-03-01734  
2016-03-01737  
2016-03-01739

2016.2.8.337 Server-SSVDBOLYDAHP3, DB-DAHP

- Project # or Tracking codes may be in two different formats:
- 2016-03-01302 (Projects created in New Wisaard) *or*
  - 070215-24-agency acronym (Projects created prior to New Wisaard)
- You can search either one and the system will find it.

You can also find *Projects* using *Search*. Go to the *Search* tab and use the *Filter Search* button. Search by name, number or Contact name.

Search DAHP Data

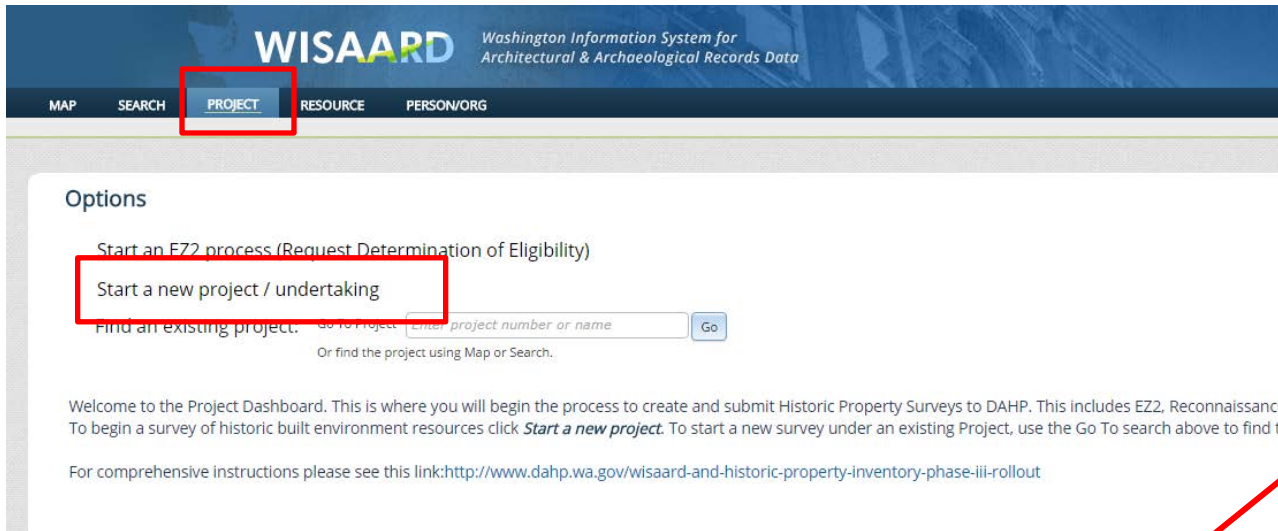
CATEGORIES  PROJECT FILTER SEARCH SORT BY: SELECT A FIELD Descending

- ARCHAEOLOGY (31797)
- CEMETERY (2893)
- COLLECTIONS (970)
- CULTURAL SURVEY (27956)
- HABS (754)
- HAER (458)
- MARITIME (409)
- MOA (988)
- ORGANIZATION (2901)
- PERMITS (694)
- PERSON (6508)
- PROJECT (84019)
- PROPERTY (628183)
- REGISTER (2900)
- REGISTER PUBLIC (2900)

|  |   |
|--|---|
| Project Name   | DAHP Tracking Code  |
| <input type="text" value="Enter a value"/>                                 | <input type="text" value="Enter a value"/>                                    |
| Organization   | Org Abbreviation  |
| <input type="text" value="Enter a value"/>                                 | <input type="text" value="Enter a value"/>                                    |
| County   | Survey/Activity Name  |
| <input type="text" value="Pick a value"/>                                  | <input type="text" value="Enter a value"/>                                    |
| Project/Activity Status  | Contact Name  |
| <input type="text" value="Pick a value"/>                                  | <input type="text" value="Gant"/>   |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | <ul style="list-style-type: none"><li>Kim Gant</li><li>More choices</li></ul> |

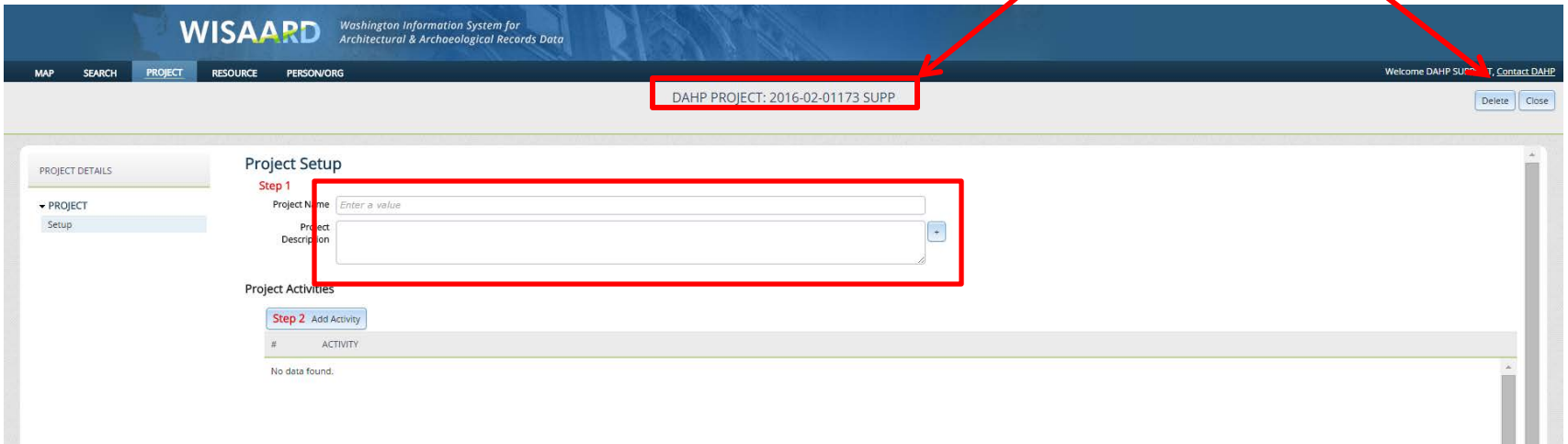
Hint: Search by Contact Name to find all of your Projects.

Step 1: To start a new *Project* , go to the *Project Dashboard* and select *Start a new Project/undertaking*



**Hint:** As soon as you click Start a new Project /undertaking the system generates a new Project #. If you decide you do not need the Project please delete it.

Enter a *Project Name* (required) and description (optional)



Step 2: *Add Activity*. The *Activity* is a report, survey with historic property or archaeology inventory forms or both. For *Activity Type* choose *Add/Edit resources or reports*. Fill in the *Activity title* as you wish and choose the *Regulatory Process* for the project. For built environment survey reports indicate the *Survey Level*. *Survey Level* is not required for archaeology.

The screenshot displays the WISAARD web application interface. At the top, the header includes the WISAARD logo and the text "Washington Information System for Architectural & Archaeological Records Data". Below the header is a navigation bar with tabs for MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The main content area shows the "Project Setup" section for a project identified as "DAHP PROJECT: 2016-02-01173 SUPP".

The "Project Setup" section is divided into two steps. "Step 1" includes fields for "Project Name" (with a placeholder "Enter a value") and "Project Description". "Step 2" is labeled "Add Activity" and is highlighted with a red box. Below this, the "Project Activities" section contains a table with one activity row. The "Activity Type" dropdown is set to "Add/Edit Resources or Reports". The "Activity Title", "Activity Description", "Regulatory Process" (with a placeholder "Pick a value"), and "Survey Level" (with a placeholder "Pick a value") fields are highlighted with a red box. To the right of the table, the "Activity Status" is "Draft", and there are four buttons: "Add/Edit Resources", "Add/Edit Documents/Reports", "Check Activity For Errors", and "Submit Activity".

If you are uploading a report without any historic property or archaeology inventory forms please see the next page. For a Form tutorials, please see [here](#).

To upload a cultural resources survey report click the *Add/Edit Documents/Reports* button.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-01173 SUPP

PROJECT DETAILS

- PROJECT
  - Setup
- ACTIVITY #1
  - Documents and Images
  - Resources
  - Validation/Errors

### Project Setup

**Step 1**

Project Name

Project Description

### Project Activities

**Step 2** Add Activity

| # | ACTIVITY  |
|---|---|
| 1 | <p>Activity Type <input type="text" value="Add/Edit Resources or Reports"/></p> <p>Activity Title <input type="text" value="Enter a value"/></p> <p>Activity Description <input type="text" value="Enter a value"/></p> <p>Regulatory Process <input type="text" value="Pick a value"/></p> <p>Survey Level <input type="text" value="Pick a value"/></p> |

Activity Status Draft

Add/Edit Resources

**Add/Edit Documents/Reports**

Check Activity For Errors

Submit Activity



Step 3: Click the *Attach Document or Image* button and follow the prompts to upload a document from your computer. The system accepts documents in PDF format only. The size limit is 100 MB. Once you have attached your document click the *Return to Project Setup* button on the top right corner.

The screenshot shows the WISAARD interface for a project titled 'DAHP PROJECT: 2016-02-01173 SUPP'. The navigation menu includes MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The main content area is titled 'Activity #1: Add/Edit Resources or Reports' and contains instructions: 'Step 1: Upload document or image' and 'Step 2: Enter document or image information'. Under the heading 'Project Documents and Images', the 'Attach Document or Image' button is highlighted with a red box. In the top right corner, the 'Return To Project Setup' button is also highlighted with a red box.

Select an Attachment type and Document Date. These are required fields.

This screenshot shows the WISAARD interface for a project titled 'DAHP PROJECT: 2016-02-01197 SUPP' with the subtitle 'Kim's Tutorial Project'. The 'Attach Document or Image' button has been clicked, and a document preview is visible on the left. The 'Document Date' and 'Attachment Type' dropdown menus are highlighted with red boxes. The 'Document Date' dropdown is currently set to 'Pick a date', and the 'Attachment Type' dropdown is set to 'Pick a value'. Other fields include 'ID: 279074', 'Attached: DAHP SUPPORT, 2/25/16, 7:48 AM', and 'Metadata Edited: DAHP SUPPORT, 2/25/16, 7:48 AM'. The file name is 'DesignGuidelinesOct2011.pdf; undefined; 23 MB'. The 'Return To Project Setup' button is visible in the top right corner.

**Hint:** Once a report is uploaded, it must be further incorporated into Wisaard by DAHP staff before it will appear in search results or on the map.

Now you are back on the *Project Setup* page. As a final check, make sure your *Project* contacts are correct. You must select a *Lead Agency* under *Organization*. The Role must be Editor. For all Section 106 Projects please select the Lead federal agency. For non-Section 106 projects please select the appropriate state or local agency. Step 4: You may now *Submit* by clicking the *Submit Activity* button.

The screenshot displays the WISAARD web application interface. At the top, the browser address bar shows the URL: <https://secureaccess.wa.gov/dahp/wisaardp3/>. The WISAARD logo and navigation menu are visible. A red box highlights the text "DAHP PROJECT: 2016-02-01173 SUPP" in the top right area. The main content area is divided into sections: "PROJECT DETAILS", "Project Activities", and "Project Contacts".

**Project Activities:** A table with one activity is shown. The "Activity Type" is "Add/Edit Resources or Reports". The "Activity Status" is "Draft". A red box highlights the "Submit Activity" button.

| # | ACTIVITY   | Activity Status  |
|---|--|--|
| 1 | Activity Type: Add/Edit Resources or Reports<br>Activity Title: Enter a value<br>Activity Description:<br>Regulatory Process: Pick a value<br>Survey Level: Pick a value | Draft<br>Add/Edit Resources<br>Add/Edit Documents/Reports<br>Check Activity For Errors<br><b>Submit Activity</b> |

**Project Contacts:** Two tables are shown, both with a red border. The first table is for "Organizations" and the second is for "People".

| ORGANIZATION | PROJECT ROLE | ACCESS | ACTIVITY | ACTIVE |
|--------------|--------------|--------|----------|--------|
| DAHP Support | Lead Agency  | Editor | All      | Yes    |

| NAME         | PROJECT ROLE     | ACTIVITY | EMAIL | ACTIVE |
|--------------|------------------|----------|-------|--------|
| DAHP SUPPORT | Activity Contact | All      |       | Yes    |

