Welcome to the new digital Archaeology Site Form and Traditional Cultural Property Template on Wisaard. These new forms have the same fields as the paper forms with the added benefit of digital mapping.

Please note: Traditional Cultural Property information (map and data) is only visible to DAHP staff and the organization that submitted the information, unless they choose to release it to the public.

The Archaeology Site Form should be used to submit archaeology sites and isolates. There is not a separate form for isolates. An archaeology site form may only be completed and submitted by an archaeologist meeting the Secretary of the Interior's *Professional Qualification Standards* for Archaeology (see 36 CFR Part 61).

For more information about content for the archaeology site form/TCP template please reference the [WA State Standards for Cultural Resources Reporting](). The guide still references the paper form, but the information and instructions for filling in the fields is unchanged. This tutorial is designed to assist you with the Wisaard submission process and will not detail each data field in the forms.

For more tutorials about the Wisaard Project Module or Historic Property Inventory Form please visit this link to our [website]().

NOTE: Words in *italics* within this tutorial refer to specific terms used in the Wisaard interface.

HINT: Although there are required fields for an archaeology site form to meet DAHP requirements (noted with an asterisk on the form), there are no system validations. If a form is submitted without the required information it will be returned to you by DAHP staff. Wisaard will not prevent the submission of a form.

HINT: The site form data and geometry will not appear in Wisaard for viewing until the *Activity* is reviewed and approved by DAHP. This is represented in a Wisaard *Activity* as *Review Complete* status.

HINT: Automated emails are not 100% reliable. They can be rejected at any time by your email system. If you feel you should have received a response to a submission, you can log in to the *Project* and check the *Activity* status.

HINT: Reports should be uploaded in a different *Activity* due to the submission process for site forms. Once site forms are reviewed for completeness by staff, the Activity will be in Review Complete status, which means it will not be editable.

Cultural Resource Reports that are uploaded to Wisaard are not available for viewing on the map until they are reviewed and processed by our staff. This may take a few weeks from the time of submission, or longer depending on the consultation.

HINT: Throughout the archaeology and TCP forms there are Add buttons for some data fields. It is important that if you enter data into these fields that you press the Add buttons or the data will not be retained.

IMPORTANT: 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. Draft forms may be viewed by Project Contacts and they may also be printed from within the Project.

**Adding an archaeology site to your Project is easy!**

Archaeology sites must be in their own *Activity* within the *Project* because they follow a different approval process than historic property inventory forms. From the *Project Setup* page, once you have created a new *Activity*, click the *Add/Edit Resources* button or *Resources* on the sidebar. These two buttons go to the same place, the *Activity Resources* page.
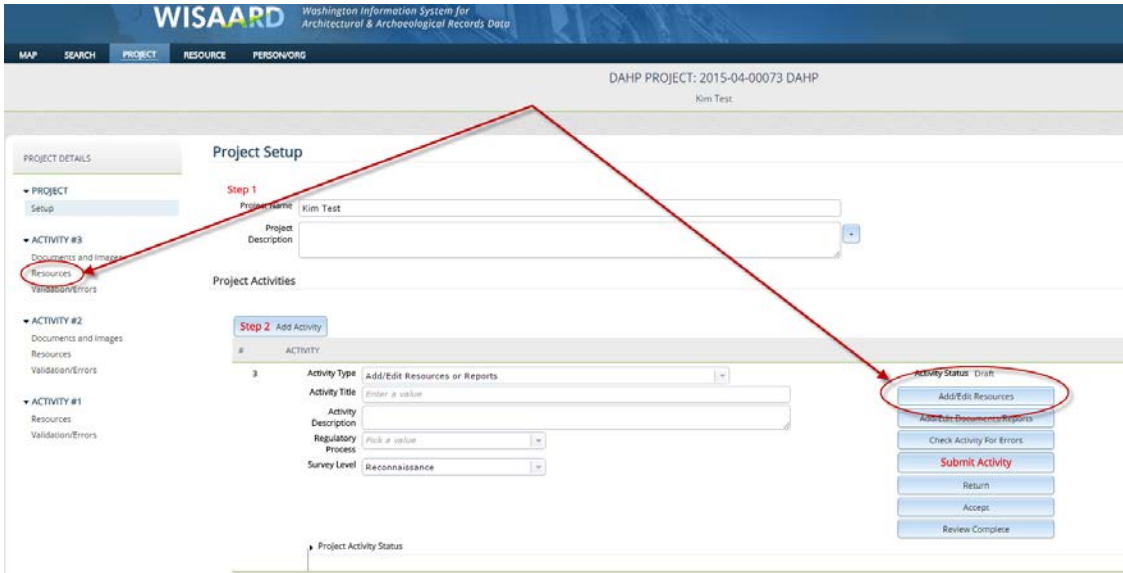

This is the *Activity Resources* page (below). If you would like to update a previously recorded archaeology site (has a Smithsonian number), enter the number in the *Find an Existing Resource* box. This will allow you to add a new *Inventory Detail* to an existing site form. You will essentially be filling out a new blank form that is associated with the existing Smithsonian number.
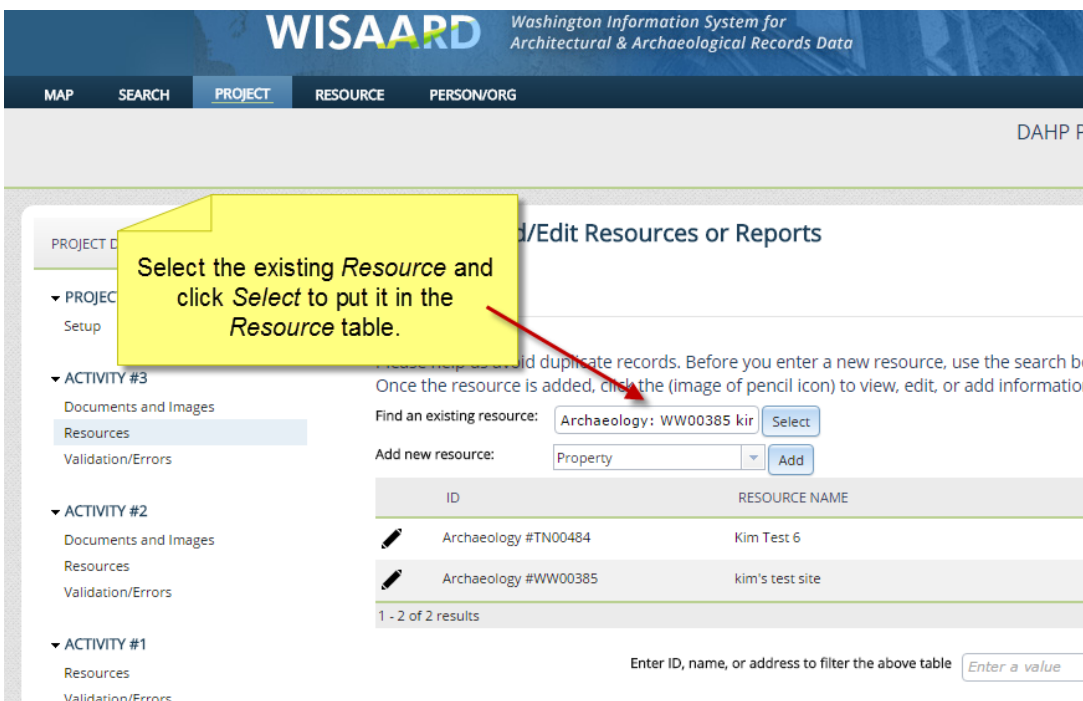
To create a new form for a site that was **not previously recorded**, select *Archaeology* or *Traditional Cultural Place* from the *Add New Resource* drop down menu, then click the *Add* button:
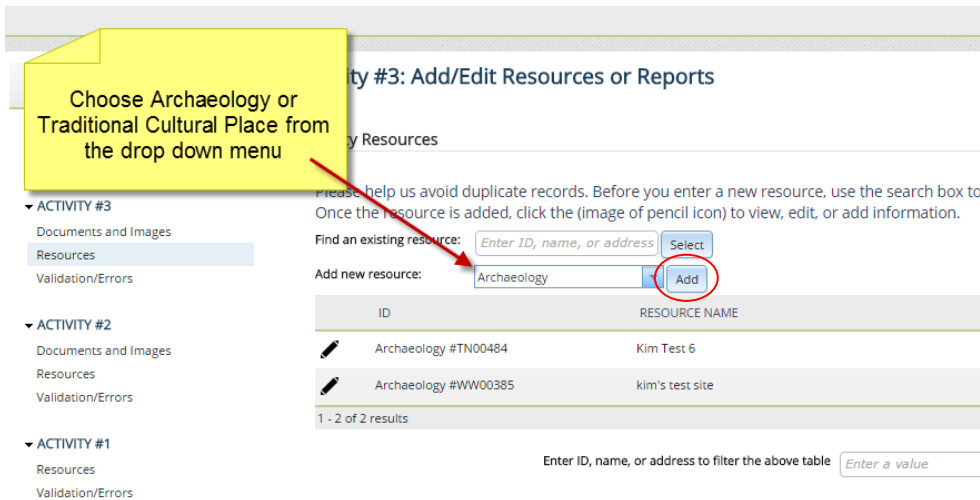

For new sites only: Once you click *Add*, the system will prompt you to either upload a shape file or draw the shape on the map. You are now in *Editing* mode. Use the tools on the right sidebar to continue. When you have completed the shape click *Save Edits*. **(You must draw a shape or the form will not save correctly. You can always come back later and change the shape.)** The blank form for data updates will appear.
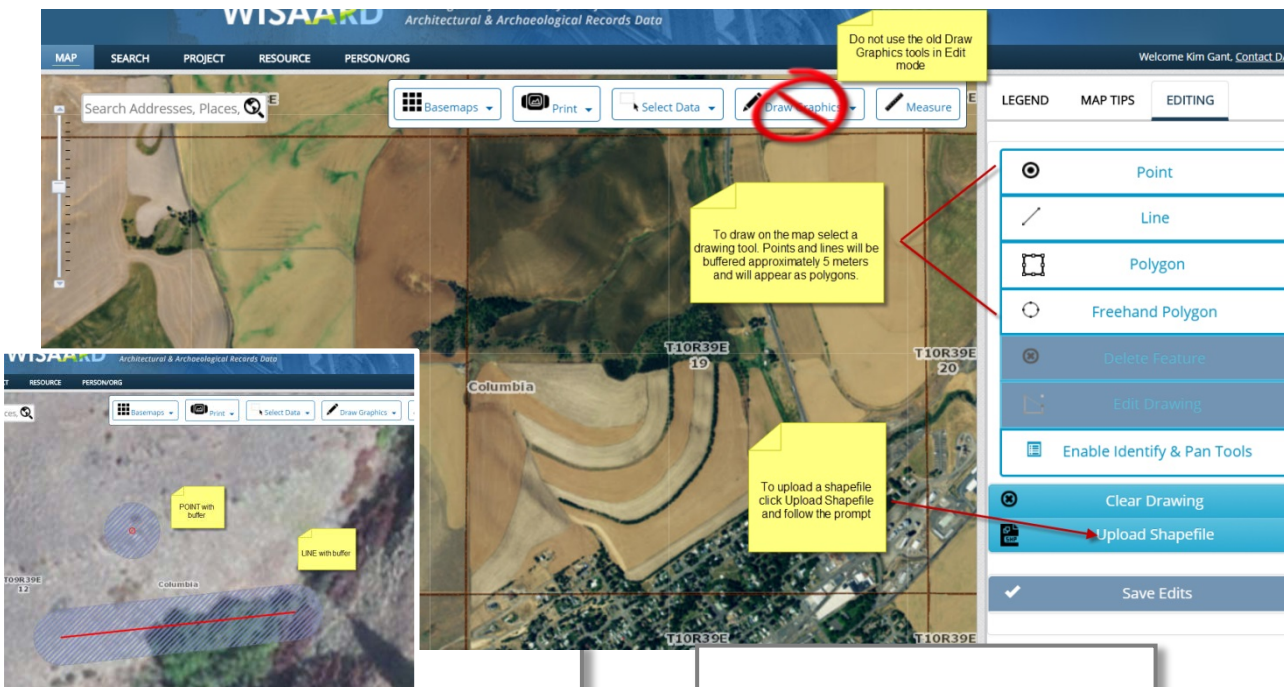
HINT: Use the Edit Drawing, Delete Feature, and Clear Drawing tools to change the shape or draw a new one if needed.

HINT: Shape files must be in zipped (.zip) format. All shapefiles must be polygons. Lines and points will not upload.

For existing sites: Click the *Show Detail* (pencil) button within the *Activity* table. The *Manage Archaeological Site* box will appear. The previous inventories will appear, but you are going to complete an update so click *Create New Inventory*.
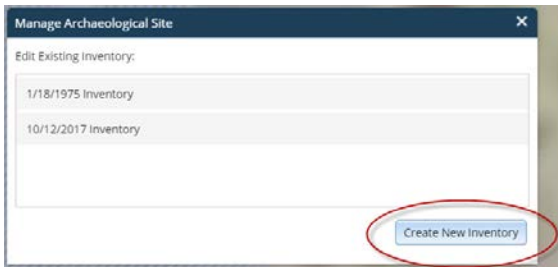
A blank form will open. It looks like this:

If there is no difference in the site boundary, you do not need to edit the shape. Simply update the data fields and the existing shape will continue to represent the site boundary. **If a boundary adjustment is required**, click *Show Map* to go to *Edit* mode. Click *Clear Drawing* to remove the existing shape. Then you may draw a new shape or upload a new shapefile. The resulting shape that will appear to other Wisaard users will be an aggregate of the old and new shapes. **Always remember to click Save Edits when you are finished with the shape. Always click Save & Exit when closing a form.**

If you wish to delete your draft inventory, click the Delete button at the bottom left corner of the open form. For new sites this will delete the entire record. For new inventories to existing sites, this will just delete the draft inventory you created.

Here are a few tips for entering data into the form:

- The text fields in the *Documents and Images* tab save differently from the other tabs. To save edits the user must move the cursor out of the text box and click, after every entry, no exceptions.
- *Compiler* - Start by typing the person's name, select it from the list and then click the *Add Selected Person* button to save.
- *Site Age* – You must select either "Prehistoric" or "Historic," then press *Add*. You must then complete the data fields and press the second *Add* button. The data will not be saved unless the second *Add* button is pressed.
- *Recorded by* – Start by typing the person's name in the box, select it from the list and then click the *Add Selected Person* button to save.
- *Land Ownership* – If you do not know the landowner, please retrieve the information from the County Assessor's Office or from the Washington State Parcel Database project. Click the *Add New Landowner* button to enter the information. Then, you must press the second *Add* button, located on the lower left, to save.
- Uploads:
  - In general, Wisaard will only display JPEG files when any form is printed. PDF files will only be printed as a PDF icon. Make sure that anything you want to show up in a printed form is uploaded as a JPEG. This includes images, tables, sketch maps etc…
  - Wisaard auto-generates a sketch map on a USGS quadrangle, which will show up on a printed form. It is not necessary to upload another USGS map. A sketch map that illustrates the specific site boundaries on a satellite map, hand drawing, schematic, CAD etc… should be provided. Upload the map image individually as a JPEG file and select "Sketch Map" in the *Attachment Type* menu.

Once a site is created and saved, a new site will appear in the *Activity Resources* list, with a temporary *Resource* number, until it is submitted to DAHP for Smithsonian designation (see below). If you are updating an existing site, the existing Smithsonian number will appear in the list. The temporary *Resource* number is not searchable.

You may exit the form at any time and come back to the form as long as it remains in Draft status. To get back to the form click the *Show Detail* icon (pencil) from the *Activity Resources* page

Creating a printable PDF of the form is simple. Click the *Print* button at the bottom left corner of the form. You may print at any time. Wisaard will create and download a PDF of the site form that you can save to your computer. You must have a PDF Reader on your computer to create and print a form.

To Submit a site form(s) for review, return to the *Project Setup* page. Please do not submit an *Activity* until all of the forms are completed and you are ready for Smithsonian numbers to be assigned. **Once a Smithsonian number is assigned the data will no longer be available for editing. Any changes will need to be completed as a site update.**

You must email DAHP to notify us that your forms are ready for review. The contact email for all Archaeology and TCP forms is Morgan.McLemore@dahp.wa.gov. After you *Submit* the *Activity*, please email Morgan with the Project #.

Sample email to Morgan:
Subject: Site forms for review: 2016-09-09987
Body Text: Project # 2016-09-09987, Activity 1 (or whichever Activity(s) is applicable) contains archaeology/TCP forms that are ready for your review.

- Morgan will review the site forms for completeness. If they are complete Morgan will accept the *Activity*. You should receive an automated email indicating that the *Activity* is *In Process*. This means that the forms are being processed. If they are deemed to be incomplete, the *Activity* will be *Returned* to you with comments. This will also be in the form of an automated email.
- If the forms are complete, Smithsonian numbers will be assigned and you will receive an automated email that the *Activity* is in *Review Complete* status.

The new Smithsonian numbers will appear in the *Activity Resource* list once they are assigned. In the image at left, TN00484 is a newly assigned number. WW00385 was an existing number that was updated with a new *Inventory Detail*. And the *Activity* will be in *Review Complete* status.