



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.


Activity #4:

Activity Resources

Please help us avoid duplicate records. Before you enter a new resource, u database. Search by address, historic name, or Property #. Click Select to a click the (image of pencil icon) to view, edit, or add information.

Find an existing resource:

Add new resource:

ID	RESOURCE NAME	RESOU
 Archaeology #KI00034		

1 - 1 of 1 results

Then click the Edit icon (pencil) to open the Resource address to filter the above table

The *Manage Archaeological Site* box will appear.

Manage Archaeological Site

Edit Existing Inventory:

12/12/1977 Inventory

To view an existing inventory click the date. Inventories with dates before 2016 are likely mostly blank and represent the date of an attached PDF of the site form

If you would like to update the site, press Create New Inventory

Create New Inventory

Manage Archaeological Site

DESIGNATION LOCATION DESCRIPTION CULTURAL MATERIALS AND FEATURES AGE RECORDERS HISTO

Smithsonian No.: KI00034

*Compiled Date: 03/27/2018 Human Remains?: ☐ DAHP Case No.:

*Compiler: Search a person by name

NAME & ORGANIZATION

To change the site boundary, click Show Map. This will take you to the map editing tools.

SITE DESIGNATION

Delete Print Show Map Previous

After pressing *Create New Inventory*, the new blank site form will appear with the Smithsonian number populated at the top. To edit the shape, click *Show Map*. If the shape does not need to change, then do nothing on the map.

PROJECT RESOURCE PERSON/ORG Welcome Kim Gant, Contact DA

esses, Places,

Basemaps Print Select Data Measure

LEGEND MAP TIPS EDITING

Freehand Polygon

Delete Feature

Edit Drawing

Enable Identify & Pan Tools

Clear Drawing

Upload Shapefile

Save Edits

Return to Form

If it is necessary to change the shape, it is very important that you press *Clear Drawing* before redrawing or adding a new shapefile. This ensures that the new shape will appear correctly on the map. Make sure to press *Save Edits* when you are finished and then *Return to Form*.

Activity #3: Add/Edit Resources or Reports

Please help us avoid duplicate records. Before you enter a new resource, use the search box to find an existing resource. Once the resource is added, click the (image of pencil icon) to view, edit, or add information.

Find an existing resource:

Add new resource:

ID	RESOURCE NAME
Archaeology #TN00484	Kim Test 6
Archaeology #WW00385	kim's test site

1 - 2 of 2 results

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

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:

Once you click *Add*, the system will prompt you to either upload a shape file or draw the shape on the map (If the form opens instead of the map, click *Show Map* on the bottom left of the form). 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.)**

WISAARD Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Search Addresses, Places,

Basemaps Print Select Data Draw Graphics Measure

Do not use the old Draw Graphics tools in Edit mode

LEGEND MAP TIPS EDITING

- Point
- Line
- Polygon
- Freehand Polygon
- Delete Feature
- Edit Drawing
- Enable Identify & Pan Tools
- Clear Drawing
- Upload Shapefile
- Save Edits

To draw on the map select a drawing tool. Points and lines will be buffered approximately 5 meters and will appear as polygons.

To upload a shapefile click Upload Shapefile and follow the prompt

POINT with buffer

LINE with buffer

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.

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

- **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.
- **Documents and Images:**

- If you are updating a site, it is likely that there are already documents or images associated with the site. Wisaard stores documents and images at the Resource level, not at the inventory level. This means that all documents and images will appear in each subsequent inventory. *It is important that you DO NOT DELETE any existing images or documents. It is also very important to label your photographs with the date and name so that they correspond to your inventory update. Use this naming convention in the Title field:*

- 03/26/2018 Inventory – Dept. of Archaeology and Historic Preservation
- 05/22/1985 Inventory – Dept. of Natural Resources
- 08/17/2005 Inventory - 4D Architects Inc.
- 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...
- The text metadata 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 the white space, before moving on to the next photo, no exceptions.
- 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 the *Activity* remains in Draft status. To get back to the form click the *Show Detail* icon (pencil) from the *Activity Resources* page. Make sure you select the correct inventory to continue editing.

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.

Activity #3: Add/Edit Resources or Reports

Resources

Please help us avoid duplicate records. Before you enter a new resource, use the Find an existing resource:

Add new resource:

ID	RESOURCE NAME
Archaeology #TN00484	Kim Test 6
Archaeology #WW00385	kim's test site
Archaeology #672255	Test Isolate

1 - 3 of 3 results

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

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 and the forms in the *Activity* will no longer be editable.