

EZ2 INSTRUCTIONS – 12/18/2019

Before you start an EZ2, please search the database to see if there is already a Property record for that address.

If so, jot down the Property ID number.

If you have more than one address to complete, you will need to start this process over for each one.

The screenshot displays the WISAARD web application interface. At the top, the logo for the Department of Archaeology & Historic Preservation is visible, along with the text 'WISAARD' and navigation links for 'Home', 'Map', 'Search', 'Projects', 'Resources', and 'Person/Org'. The main heading is 'My Projects'. Below this is a search bar and a section titled 'I Want To' with two blue buttons: 'Start a new Project' and 'Complete an EZ2'. To the right, there are three tabs: 'All My Projects', 'Favorites', and 'Open Projects'. A project card is shown with the ID '2016-01-00047' and the title 'Kim's Data Maintenance', accompanied by a yellow star icon. A red arrow points from the 'Complete an EZ2' button to the project card.

Step 1: From the Project Dashboard, press Complete an EZ2.

Step 2: Add the Project Name.

Select the Primary Regulation. For HUD, select Section 106. For state grant funds, select 0505. Click Next.

Create New EZ2

Project Name

Primary Regulation

Step 3: Decide whether to Add a new property record or Update an existing property record.

If you found an existing property record in your earlier search, enter the Property ID in the Search and select it. Then press Update Existing Property. Skip to step 5 in this tutorial.

Find Existing Resource

Please help us avoid duplicate Property records. Before creating a new Property, use the search box to find existing records. Search by address (4334 E 5th St, Spokane) or name, if applicable (Bigelow House). If you know a Property or Archaeology site is already recorded, and you wish to update it, you can search by Smithsonian (SP00453), address, name, or Property ID to add it to your inventory update list.

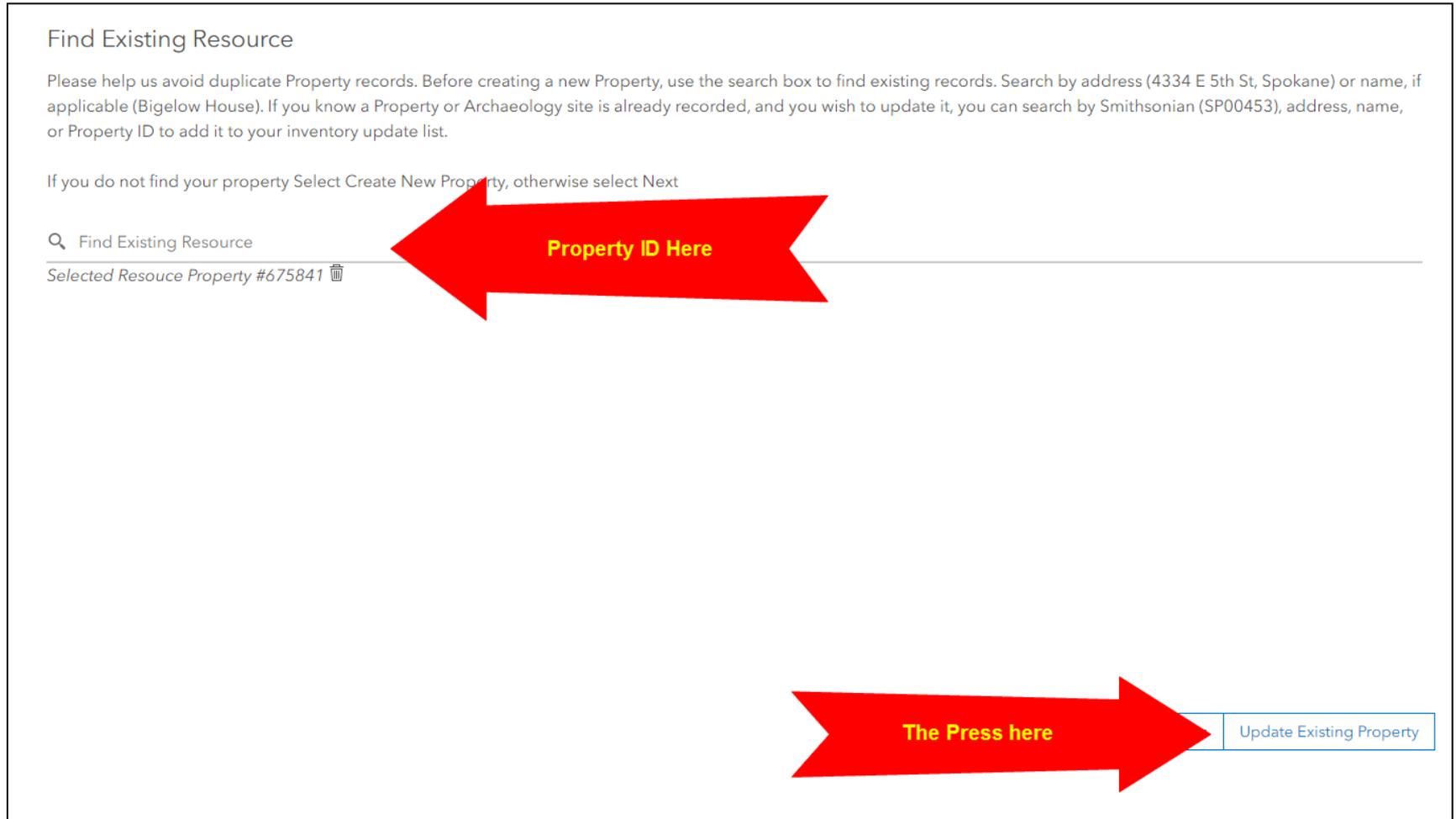
If you do not find your property Select Create New Property, otherwise select Next

🔍 Find Existing Resource

Selected Resource Property #675841 🗑️

Property ID Here

The Press here Update Existing Property

The image shows a screenshot of a web interface for finding existing resources. At the top, there is a heading 'Find Existing Resource' followed by a paragraph of instructions. Below this is a search input field containing the text 'Find Existing Resource'. A red arrow points from the text 'Property ID Here' to the search input field. Below the search input, there is a line of text 'Selected Resource Property #675841' with a trash icon to its right. At the bottom right of the interface, there is a button labeled 'Update Existing Property'. A red arrow points from the text 'The Press here' to this button.

Step 3a: If you are not updating an existing property record, press Create New Property

Find Existing Resource

Please help us avoid duplicate Property records. Before creating a new Property, use the search box to find existing records. Search by address (4334 E 5th St, Spokane) or name, if applicable (Bigelow House). If you know a Property or Archaeology site is already recorded, and you wish to update it, you can search by Smithsonian (SP00453), address, name, or Property ID to add it to your inventory update list.

If you do not find your property Select Create New Property, otherwise select Next

🔍 Find Existing Resource



Cancel

Previous

Create New Property

The Create New Property button brings you to the Map Editor.

First, Press the Search tab

Then, enter the address in the Search box and select it. The system may tell you there are No Results. Ignore this. The system will zoom to the location just fine when you select it.

The screenshot displays the Map Editor interface. At the top left, the 'Search' tab is highlighted with a red circle. Below it, the search input field contains the text '1 Wolf Rd, Cle Elum, WA, 98922, USA'. A 'No results' message is shown, with a red arrow pointing to it. A yellow callout box with a red 'X' over the search box contains the text: 'Don't use this search box in map edit mode. Only use the tabs on the left.' A search result popup is visible, showing '1 Wolf Rd, Cle Elum, Washington, 98922' and a 'Zoom...' option. The map shows a topographic view of a rural area with roads like Wolf Rd and Hawk Rd, and features like Hurley Creek and Lion Gulch. The interface includes navigation controls, a 'Save Edits' button, and a footer with 'County of Kittitas, Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA' and 'Powered by Esri'.

Please note that you can turn on the aerial image layers now so you can pinpoint the location

The image shows a web mapping application interface. On the left, there is a search bar with the text "1 Wolf Rd, Cle Elum, WA" and a search icon. Below the search bar, a message states "No results" and "There were no results found for '1 Wolf Rd, Cle Elum, WA, 98922, USA'." To the right of the search bar, there are tabs for "Instructions", "Search", "Draw", and "Upload". Below the search bar, there is a "Save Edits" button. On the right side of the map, there is a search bar with the text "Find address or place" and a search icon. Below the search bar, there are icons for layers, a pencil, and a print icon. A red arrow points to the basemap layer icon in the left sidebar, with a callout box saying "Click here for different basemaps". The map shows an aerial view of a wooded area with roads labeled Hawk Rd, Wolf Rd, and Teal Rd, and a parcel labeled T21R18E 18. At the bottom of the map, there is a footer with the text "DigitalGlobe | Esri Community Maps Contributors, County of Kittitas, WA State Parks GIS, BuildingFootprintUSA, Esri, HERE, Garmin, I... Powered by Esri". At the bottom right, there are buttons for "Cancel", "Previous", and "Next".

Click on the Draw tab and choose the Point tool (Hint: You may need to zoom in a little to place your point accurately)

The image shows a screenshot of a web-based mapping application interface. At the top, there are tabs for "Instructions", "Search", "Draw", and "Upload". The "Draw" tab is circled in red. Below the tabs, there is a toolbar with various icons. A red arrow points to the "Point tool" icon, which is a small black square with a white dot. The main area of the interface is a satellite map showing a rural landscape with roads and fields. A road labeled "Hawk Rd" and "Wolf Rd" is visible, along with a parcel labeled "T21P18E 18". On the left side of the map, there are navigation controls: a plus sign for zoom in, a minus sign for zoom out, a search bar with the text "Find address or place", and icons for layers and editing. At the bottom of the interface, there are buttons for "Save Edits", "Cancel", "Previous", and "Next".

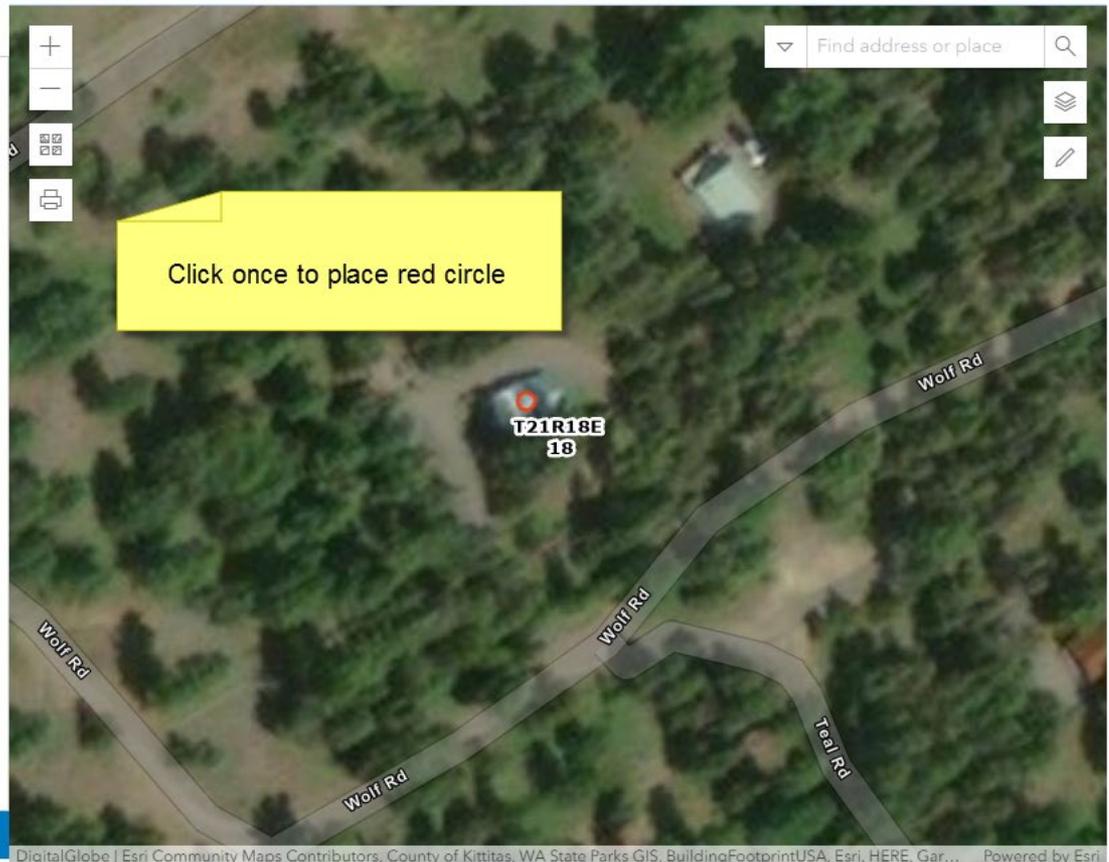
Then click once on the building and a red circle will appear. If the circle is where you want it, click Save Edits.

Instructions Search Draw ~~Upload~~

~~+~~ ~~+~~ ~~+~~

Select Tool to Draw Resource on the Map

Please do not use the Upload tab or the poly line tool for EZ2. They are not applicable.



Save Edits

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Cancel Previous Next

If the red circle is not where you want it, click the arrow pointer button, click the circle on the map to highlight it, then drag the circle where you want it. Then, click once more anywhere in the map so the blue dot turns back to the red circle. The Save Edits button will come back on. Press the Save Edits button (note: there is not indicator that the Save Edits button has done anything. That's ok, it has saved. Then press the Next Button.

The screenshot shows a GIS application interface. On the left, there is a toolbar with buttons for 'Instructions', 'Search', 'Draw', and 'Upload'. Below these are icons for navigation and editing. A red arrow points to a trash can icon labeled 'delete'. Below the toolbar, there is a text box that says '1 Feature' and a description: 'Update the selected feature by moving entire feature or updating vertices'. Two yellow callout boxes provide instructions: 'When the dot is highlighted, it will be blue. You can either delete it by pressing the trash can button, above, or simply drag it to the correct location. Then press Save Edits.' and 'If you delete the point, simply select the point tool again and click the map where you want it to go.' The main map area shows an aerial view of a wooded area with roads labeled 'Wolf Rd' and 'Teal Rd'. A blue dot is visible on the map. At the bottom of the map, there is a 'Save Edits' button. The footer of the application includes 'DigitalGlobe | Esri Community Maps Contributors. County of Kittitas, WA State Parks GIS, BuildingFootprintUSA, Esri, HERE, Gar... Powered by Esri'. At the bottom right, there are buttons for 'Cancel', 'Previous', and 'Next'.

Instructions Search Draw Upload

1 Feature delete

Update the selected feature by moving entire feature or updating vertices

When the dot is highlighted, it will be blue. You can either delete it by pressing the trash can button, above, or simply drag it to the correct location. Then press Save Edits.

If you delete the point, simply select the point tool again and click the map where you want it to go.

Save Edits

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Cancel Previous Next

Step 5: Upload photo.

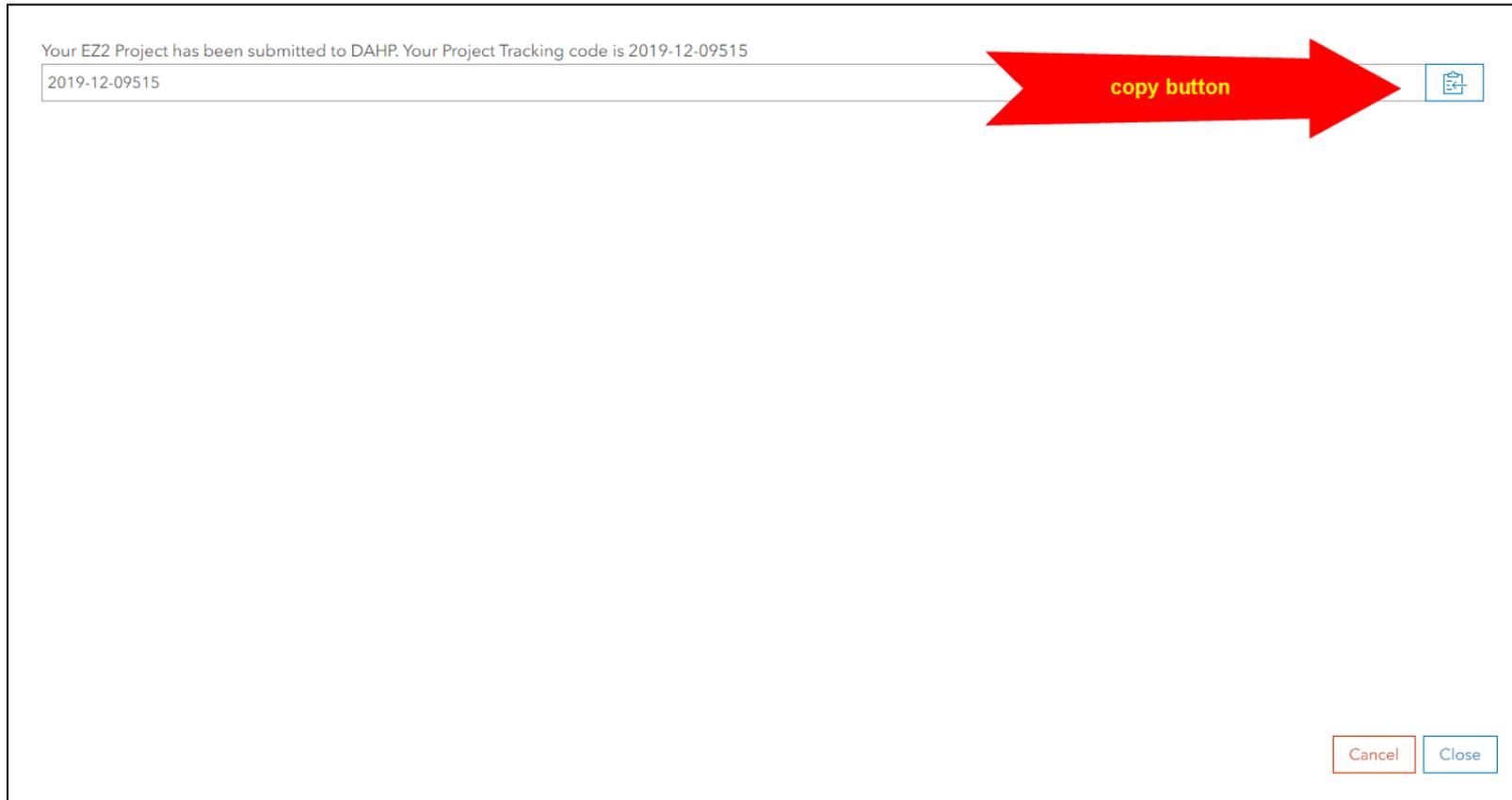
Please upload a JPEG that is approximately 1280 x 960 pixels at 72 dpi. Please size them and rotate them upright before uploading. Please do not upload PDFs of photos. Press the Choose File button to navigate to the file on your computer. You may choose one or more photos by holding down the Shift key and selecting them from the folder. Then press Submit.

Upload Photos

Upload at least one clear photo of the front exterior of the building. JPEG format only.

No file chosen

After pressing Submit, you will see this screen that gives you a tracking code. You can copy the number if you wish. The Project will now also appear in your project dashboard for later viewing.



Please allow a week for DAHP to process your request. To view the DAHP determination, click on the project from your Project Dashboard. The press Inventory and Evaluation to view the Property table. You will see the determination under SHPO Determination.

The screenshot shows a web application interface. At the top, there is a blue header bar with the text "Project: 2019-12-09515 | test" and a pencil icon. To the right of the header are navigation tabs: "Overview", "Inventory and Evaluation", "Delete", and "Close". Below the header is a "Property" section with a table. The table has the following columns: "Property ID", "Resource Name", "Resource Address or Location", "SHPO Determination", and "Status". The "SHPO Determination" column is circled in green. The table contains one row with the following data: "Property ID: 720749", a pencil icon, "Property ID: 720749", "Determined Not Eligible", and a blue "Submitted" button. A red arrow points from the "Inventory and Evaluation" tab to the "SHPO Determination" column. Another red arrow points from the "Property ID: 720749" row to the pencil icon.

Property ID	Resource Name	Resource Address or Location	SHPO Determination	Status
Property ID: 720749			Determined Not Eligible	Submitted

To print the record, click the pencil button to open the record and the print button will be at the top right.