

UPLOADING REPORTS IN THE NEW WISAARD REPORTING MODULE

Document Version

V.1	7/11/2023 – S. Belisle
V.2	
V.3	
V.4	

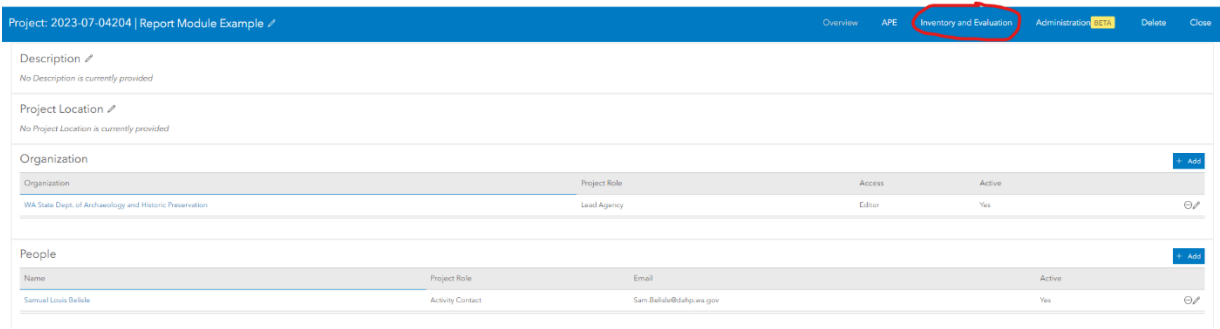
INTRODUCTION

These instructions are intended for use by WISAARD users needing to upload archaeological survey or monitoring reports, historic building survey reports, or any other kind of report in the Survey Module in WISAARD. This includes what each tab contains and is used for, how to upload a PDF, how to complete the bibliographic information, and mapping the report. Please reference [DAHP's reporting standards](#) for what should be included in the PDF file of the report.

If you have any questions about using this module, please contact support@dahp.wa.gov for assistance.

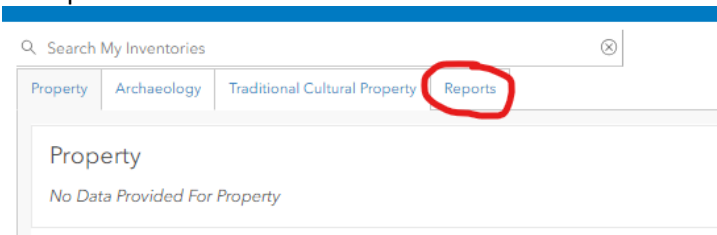
UPLOADING REPORTS

- Navigate to the project that the report will be submitted under
- Open the “Inventory and Evaluation” Tab by clicking “Inventory and Evaluation”



The screenshot shows a project page for 'Project: 2023-07-04204 | Report Module Example'. The top navigation bar includes tabs for 'Overview', 'APE', 'Inventory and Evaluation' (which is circled in red), 'Administration', 'Delete', and 'Close'. Below the navigation bar, there are sections for 'Description', 'Project Location', 'Organization', and 'People'. The 'Organization' section shows 'WA State Dept. of Archaeology and Historic Preservation' as the 'Lead Agency' with an 'Editor' role. The 'People' section shows 'Samuel Louis Belisle' as the 'Activity Contact' with an email address 'Sam.Belisle@dahp.wa.gov'.

- Open the “Reports” Tab



The screenshot shows the 'Reports' tab selected in the navigation bar. The navigation bar includes tabs for 'Property', 'Archaeology', 'Traditional Cultural Property', and 'Reports' (which is circled in red). Below the navigation bar, there is a search bar labeled 'Search My Inventories' and a section for 'Property' with the text 'No Data Provided For Property'.

- Click “Upload New Report”



Please upload only the following document types in this section. All of these types require secure access agreements to view unless noted*. Please ensure you select a secure document type if the document contains protected archaeological information.

- Survey Report
- Journal Article/Paper
- Ethnography or Oral History
- Dissertation or Thesis
- Data Recovery Report
- Pre-determination Report - Clark County use only
- Monitoring Report
- Monitoring Plan
- Overview - no field work
- Collections Assessment
- Archaeological Test Excavations/NRHP Eval.
- TCP Survey Reports
- Damage Assessment
- Historic Structures Survey Report - not secure*
- Historic Structure Report - not secure*
- Interview
- Historic Presentation Plan - not secure*
- Radio Carbon Dating Report - not secure*

Do not upload photos, Project Review Sheets, or correspondence of any kind.

All correspondence should be emailed to the appropriate email depending on the regulatory context:

- 106@dshp.wa.gov
- SEPAB@dshp.wa.gov
- 2102@dshp.wa.gov

Report Title:

Report Date:

Attachment Type:

Upload supporting documents (PDF Only)

No file chosen

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- Type the title of the report in the “Report Title” box
- Type the date of the report in the Report Date box
- Select the type of report from the drop down menu of the Attachment Type box
- Click “Choose File” in the “Upload supporting documents box”
 - Navigate to the report file in the File Explorer Window that appears
 - Only upload reports as a PDF
- Click “Save” and the report will upload and open in WISSAARD

REPORT RESOURCES

If the report includes any new Site Forms, Site Form updates, Historic Property Inventories (HPI’s), or Traditional Cultural Properties (TCP’s), they will need to be associated with your report in WISSAARD. This step goes over the process of associating those resources to the report.

- To associate these resources with the report, the resources will already need to be associated with the project. Essentially, the inventories will need to be available under their respective tabs on the inventory and evaluation page of the project. This can be done either through creating a new inventory using the “Create New Inventory” button or associating the resource with the project using the “Add Resource/Report” button on the Inventory and Evaluation tab.



- Click on the “Resources” tab in the report



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- Click “Manage Report Resources”
 - Select any Site Forms, HPI’s or TCP’s that are associated with this report
 - Click “Save”
- The Site Forms, HPI’s, and TCP’s associated with this report will be added

If there are no Site Forms, HPI’s or TCP’s associate with this report, please go on to the next step

BIBLIOGRAPHY

The Bibliography section includes author(s), performing and sponsoring organization, and other relevant information for the report.

PLEASE NOTE: The Performing Organization is the company, agency, group, organization, etc. that the archaeologist who wrote the report works for or represents. The Sponsoring Agency is whoever contracted the archaeological/built environment study. These can be, but often are not, the same organization.

- Click on the “Bibliography” Tab



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- Next to “Survey Authors”, click “+ Add”
 - Enter the author’s first name and middle initial (if one is used) in the “First Name” text box
 - Enter the author’s last name in the “Last Name” text box
 - Click “Save”
 - Multiple authors may be added to a report in this way, simply repeat the process for each author individually
 - Please add authors to the report in the order in which their names should appear
- Next to “Performing Organization”, click “+ Add”
 - Begin to type in the author’s organization into the text box
 - Select the proper organization as it appears from the list while typing
 - This field must be selected from the list
 - The sponsoring agency is the group, company, organization, or agency whom the archaeologist who performed the survey and authored the report represents.
 - EX: if Really Great Builders, LLC hired Super Cool Archaeological Consultants to complete the survey, then Really Great Builders, LLC would be the sponsoring agency and Super Cool Archaeological Consultants would be the performing organization.
- Click the Pencil icon next to “Bibliographic Information”

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- Ensure that the full title of the report is in the “Report Title” text box
 - If the title is incomplete, incorrect, or missing, please enter the title of the report into the “Report Title” text box
- Ensure that the report date is correct
 - If the date is incomplete, incorrect, or missing, please enter the date the correct date into the “Report Date” box in the mm/dd/yyyy format\
- Please enter the sponsoring agency into the “Sponsoring Agency” Text Box
 - The sponsoring agency is the company, group, organization, or agency that retained the consultant for the survey
 - EX: if Really Great Builders, LLC hired Super Cool Archaeological Consultants to complete the survey, then Really Great Builders, LLC would be the sponsoring agency and Super Cool Archaeological Consultants would be the performing organization.
- If any additional information needs to be included with the report, please include that in the “Notes” section here.

- Click “Save”

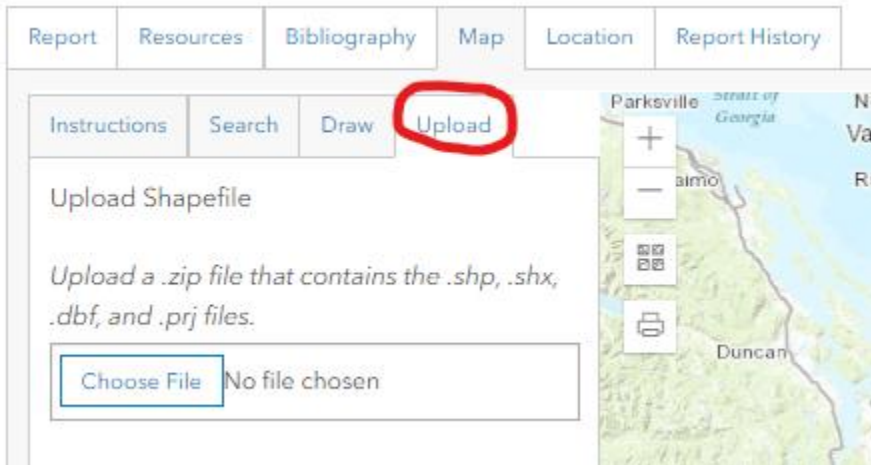
MAP

The Map tab allows for uploading shapefiles or drawing a survey area directly into WISAARD. Only upload shapefiles or draw areas that are the direct surveyed areas. Total APE’s or Project Areas are not always the surveyed areas. **Only include those areas that were directly examined for the archaeological or built environment survey.** Surveys can include points, lines, and polygons, or any combination of the three. Additionally, multiple points, multiple lines, and multiple polygons can be drawn that may or may not overlap.

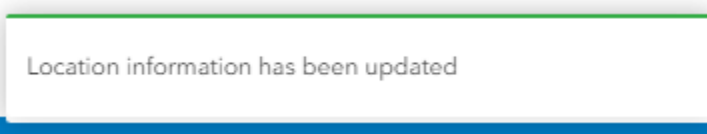
If a shovel test probe was completed in an area that was also covered by a pedestrian survey, there is no need to include a point feature (for the STP) within a polygon feature (for the pedestrian survey). There is no distinction in the map section for the type of survey activities performed

Uploading a Shapefile:

- Click the “Upload” tab



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- Click “Choose File”
- Navigate to the zipped shapefile in the file explorer window that appears
 - Only upload shapefiles in a .zip format
- Click “Save Edits” at the bottom of the screen and ensure that the green “Location information has been updated” message to appear in the top right of the screen

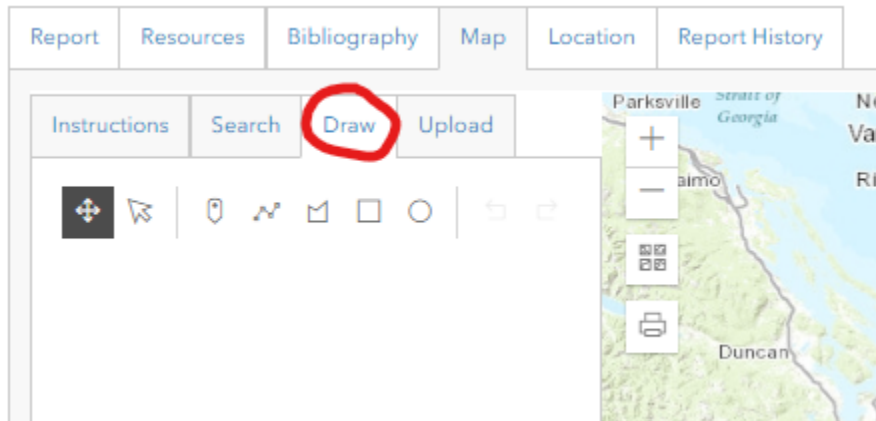


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- This ensures that the location data is saved and will be collected under the “Location” tab of the report

Drawing the surveyed area:

- Navigate to the survey area on the map
 - Using the zoom buttons in the top left corner of the map, click and drag and zoom in or out until the map shows where the survey took place.

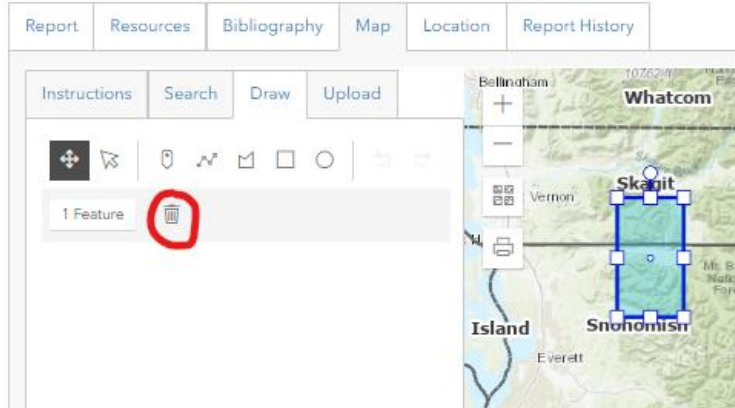
- Using the search bar in the top right of the map, search for the address or Township, Section and Range to navigate the map to the survey area. Then click and drag to pan the map and use the zoom buttons in the top left of the map to focus the display on the surveyed area.
- Click on the “Draw” tab



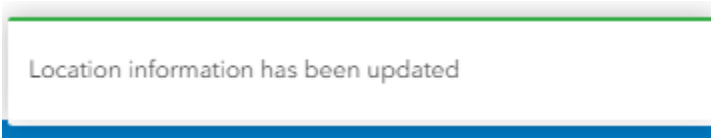
- Use the draw tools to draw the surveyed area on the map.
 - The tools are (From RIGHT to LEFT):
 - The circle tool
 - The rectangle tool
 - The polygon tool
 - The line tool
 - The point tool
 - The select tool
 - The move tool
 - The circle tool:
 - Click on the circle icon in the drawing tools.
 - On the map, click once to start drawing the circle
 - Click a second time to finish drawing the circle
 - The rectangle tool:
 - Click on the square icon in the drawing tools
 - On the map, click once to start drawing the rectangle
 - Click a second time to finish drawing the rectangle
 - The polygon tool:
 - Click on the polygon icon in the drawing tools
 - On the map, click once to begin drawing the polygon
 - Click a second time to add a vertex to the polygon
 - Add as many vertices as needed for the polygon to cover the surveyed area
 - Double click to finish and automatically complete the polygon
 - The Line tool:
 - Click on the line icon in the drawing tools
 - Click once to begin drawing a line
 - Click a second time to add a vertex to the line
 - Add as many vertices as needed for the line to cover the surveyed area
 - Double click to finish drawing the line
 - The point tool:
 - Click on the point icon in the drawing tools
 - Click on the map to add a point
 - The select tool:
 - Click the point icon (looks like a mouse) in the drawing tools
 - Select the features in the map to edit
 - They will highlight blue when select



- Select the vertices to edit the polygon or line or to create new vertices
 - The move tool:
 - Select the move icon in the drawing tools
 - Select the features in the map to edit
 - The features will highlight blue when selected
 - Click and drag the features to move them within the map
- If it becomes necessary to delete a point, line, or polygon, click on the feature that needs to be deleted so that it is highlighted in blue, and use the trash can icon next to the feature in the left toolbar to delete it



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- Click “Save Edits” at the bottom of the screen and ensure that the green “Location information has been updated” message to appear in the top right of the screen



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- This ensures that the location data is saved and will be collected under the “Location” tab of the report

LOCATION INFORMATION

The Location tab will automatically collect information on the surveyed area such as the county, the quadrangle, the Township, Section, and Range, and Coordinate Information for where the surveyed area is located. Polygon features will update this information automatically, point or line features may take some time for this data to appear.

REPORT HISTORY

The Report History section is where the status of the report can be tracked. There are five status’ that DAHP uses during the review process: Draft, Submitted, Accepted, Returned, and Review Complete.

- Draft:
 - This is the default status when a report is created
 - The report is currently undergoing creation, edits, revision, and more information is being added by the consultant/uploader
 - Reports or resources in Draft status may be edited or changed by anyone with access to the project and the resource as well as the proper WISAARD level permission
- Submitted:
 - The consultant/uploader finishes inputting all the required information and clicks “Submit” on the right hand side of the screen
 - WISAARD does not notify reviewers or any DAHP staff when a resource or report has been submitted, please email or notify the proper reviewer when a report or resource has been submitted and is ready for review
 - When a report has been Submitted, only DAHP staff may edit or change the information in it



- If a report in Submitted status needs further edits, please notify DAHP staff by either emailing the reviewer directly, or by reaching out to support@dahp.wa.gov to have the report or resource returned
- Accepted:
 - When DAHP staff begin the review, the report will be put into Accepted status
 - When a report has been Accepted, only DAHP staff may edit or change the information in it
 - If a report in Accepted status needs further edits, please notify DAHP staff by either emailing the reviewer directly, or by reaching out to support@dahp.wa.gov to have the report or resource returned
- Returned:
 - If a report or resource needs more information from the consultant/uploader, DAHP staff will Return the report or resource so the consultant/uploader can add the required information
 - When a report is in Returned status, it can be edited by DAHP staff/reviewers and by the consultant/uploader
 - When the required information has been added and the report is ready for review, please click “Submit” and notify the reviewer
- Review Complete:
 - When DAHP Staff have determined that all the required information is included in the report and that the report is satisfactory to the needs of the project and relevant regulatory processes, the report will be put into Review Complete status

