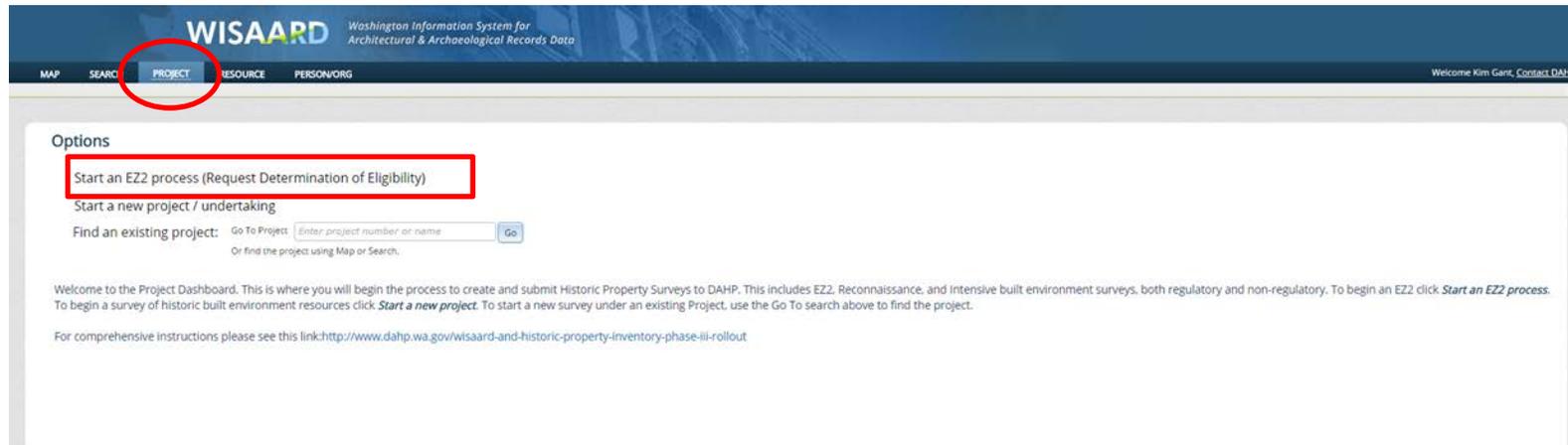


# Submitting an EZ-2 in Wisaard

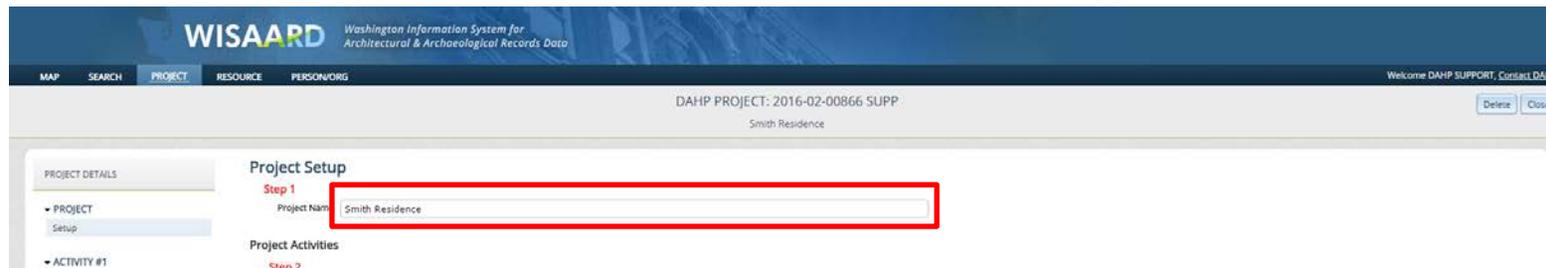
Updated 9/27/2016



1. Before you submit an EZ-2 be sure to search for previous determinations. See [here](#) for instructions.
2. Go to the *Project Dashboard* and select *Start an EZ-2 Process*



3. This will take you to the *Project Setup* screen. Notice at the top you can see your new DAHP *Project #*. Write this down so you can come back to it later. For *Step 1*, provide a name for the *Project*. The name can be anything you like.



4. Next you will add the address of the building and a photo. To begin, Press the *Add/Edit Resources* button.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-00866 SUPP  
Smith Residence

Welcome DAHP SUPPORT, Contact DAHP

PROJECT DETAILS

- PROJECT
  - Setup
- ACTIVITY #1
  - Resources
  - Validation/Errors

**Project Setup**

Step 1  
Project Name: Smith Residence

Project Activities

Step 2

#	ACTIVITY
1	Activity Type: Request Determination of Eligibility (EZZ) Regulatory Process: Section 108

Activity Name: [Red Box] Add/Edit Resources  
Check Activity For Errors  
Submit Activity

5. Enter the address in the *Find an Existing Resource* box to check for existing records (below). If the correct address appears in the selections below the box, that means we already have it in our system. Please select it by clicking on it. It will populate in the *Activity Resources* table. Proceed to Step 6. If the address does not appear in the box, click the Enter New Resource button and skip ahead to Step 8.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-00866 SUPP  
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PROJECT DETAILS

- PROJECT
  - Setup
- ACTIVITY #1
  - Resources
  - Validation/Errors

**Activity #1: Request Determination of Eligibility (EZZ)**

Return To Project Setup

**Activity Resources**

Please help us avoid duplicate records. Before you enter a new resource, use the search box to check for resources that are already in the database. Search by address, historic name, or Property #. Click Select to add that resource to the grid below. Once the resource is added, click the (image of pencil icon) to view, edit, or add information.

Find an existing resource: 3323 w h [Select]

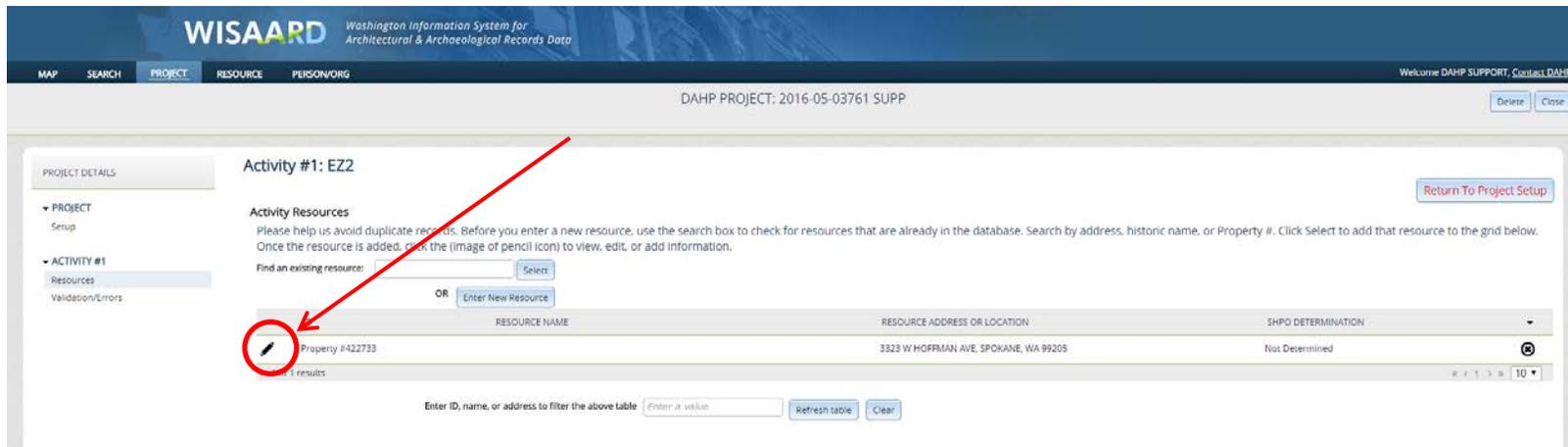
3323 W HEROY AVE, SPOKANE, WA 99205
3323 W HOFFMAN AVE, SPOKANE, WA 99205

ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
No data found.			

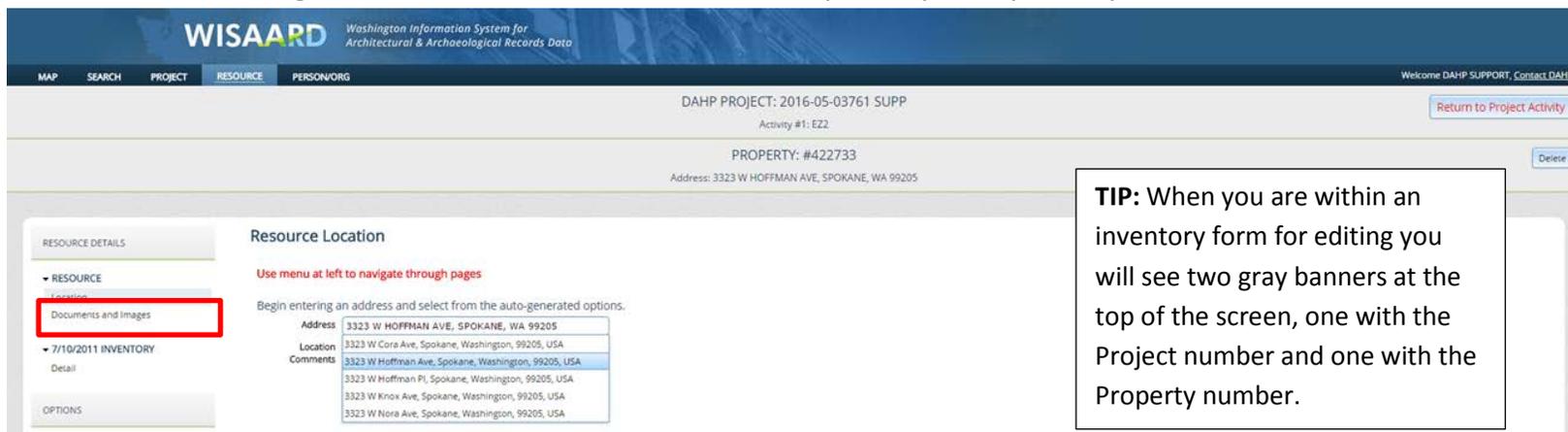
0 of 0 results

Enter ID, name, or address to filter the above table: Enter a value [Refresh table] [Clear]

6. To add to this existing resource, click the pencil icon (see below). This will take you to the existing inventory form for the *Property* where you will simply provide an updated photo.



7. This is the screen you will see after clicking the pencil icon. Double check the accuracy of the address. The next step is to attach a photo. Click *Documents & Images* on the left hand side of the screen. Skip to Step 9 for photo upload instructions.



8. If you clicked the *Enter New Resource* button, enter the address in the Address field and select from one of the suggestions provided. You do not need to supply anything in the Location Comments box. This is all you need to do on this screen. Next you will upload a photo. Go to that screen by clicking on *Documents and Images* on the left hand side of the screen.

The screenshot shows the WISAARD interface for a resource location. The top navigation bar includes 'MAP', 'SEARCH', 'PROJECT', 'RESOURCE', and 'PERSON/ORG'. The main header displays 'DAHP PROJECT: 2016-02-00866 SUPP' and 'Activity #1: Request Determination of Eligibility (EZZ)'. Below this, the 'PROPERTY: #700972' and 'Address: 325 arledge ln' are shown. The left sidebar has a 'RESOURCE' section with 'Documents and Images' highlighted in a red box. The main content area is titled 'Resource Location' and includes instructions: 'Use menu at left to navigate through pages' and 'Begin entering an address and select from the auto-generated options.' There are three input fields: 'Address' with '325 arledge ln', 'Location' with '325 Arledge Ln SW, Olympia, Washington, USA', and 'Comments' with '325 S 325th Ln, Federal Way, Washington, USA'. A 'Return to Project Activity' button is in the top right corner.

9. This is the screen where you can upload a photo. *Click the Attach Document or Image* button. Select the file or files from your computer and click *Upload*. When the upload is complete, click *Close*. When you see the photo(s) on the screen it has been successfully uploaded. There is no *Save* button. The system auto saves. **Please limit individual photos to 2MB and make sure it is a good quality photo of the front of the building.** When you have finished uploading photos click *Return to Project Activity*. Then click the *Return to Project Setup* button (same location top right corner.)

The screenshot shows the WISAARD interface for the 'Documents and Images' section. The top navigation bar is the same as in the previous screenshot. The main header displays 'DAHP PROJECT: 2016-02-00866 SUPP' and 'Activity #1: Request Determination of Eligibility (EZZ)'. Below this, the 'PROPERTY: #700972' and 'Address: 325 arledge ln' are shown. The left sidebar has a 'RESOURCE' section with 'Documents and Images' selected. The main content area is titled 'Documents and Images' and includes instructions: 'Step 1: Upload document or image' and 'Step 2: Enter document or image information'. A red box highlights the 'Attach Document or Image' button. A red arrow points to the 'Return to Project Activity' button in the top right corner.

10. You should be on the *Project Setup* screen where you began. When you are ready to submit the form to DAHP, click the *Submit Activity* button (in red letters). You are finished!

The screenshot shows the 'Project Setup' page for a project named '2232 Mercado'. The 'Project Activities' section is in 'Step 2: Add Activity' mode. A table lists one activity with the following details:

#	ACTIVITY	Activity Status
1	<p>Activity Type: EZ2</p> <p>Activity Title: <input type="text"/></p> <p>Activity Description: <input type="text"/></p> <p>Regulatory Process: Section 106</p> <p>Survey Level: <input type="text"/></p>	Review Complete

Below the table are buttons for 'Add/Edit Resources', 'Submit Activity' (circled in red), 'Accepts', and 'Review Complete'. A red arrow points to the 'Review Complete' status, which is labeled 'Activity Status' in red text.

You should receive an automated email when your property has been reviewed. When our review is complete the *Activity* will be in *Review Complete* status. You can check in to see the determination on the *Activity* page like in the example below.

The screenshot shows the 'Activity #1: EZ2' page. The 'Activity Resources' section contains a table with one resource:

ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
Property #706885		2232 S 284th Pl, Federal Way, Washington, 98003, USA	Determined Not Eligible

Red circles highlight the 'Property #706885' and the 'SHPO DETERMINATION' field. A red arrow points to the 'Property' field in the 'Add new resource' section, labeled 'Property number' in red text.

To Print the form refer to the [PRINT tutorial](#). You will need the Property number to Print.