To update or create a new historic property inventory form, and to Submit materials to DAHP, you must go through the Project Module (please see separate tutorial). EZ-2 forms also have a separate tutorial.

This tutorial assumes that you have started a Project and added an Activity.

*Italics* are used to indicate terms specific to the Wisaard application.
Click the **Add/edit Resources** button within the **Activity** to begin.

If the resource is existing in Wisaard and you would like to update it, use the search box to find it and add it to your **Activity**. You can search by address, historic name, or **Property ID** number. Click **Select** and it will be added to the **Activity Resources** table.
Click the *Show Detail* icon to access the existing inventory form for the *Property*. If there is no existing record in Wisaard, click the *Enter New Resource* button for a blank form.

**Hint:** You can delete *Properties* from the *Activity* any time by pressing this delete button. This only deletes them from your *Activity*, not from the system.

**Show Detail icon**

**Hint:** Use this box to filter your list of *Properties*. Very helpful for a long list!

**TIP:** You may add as many *Properties* to an *Activity* as is necessary. All *Properties* within one APE should be in the same *Activity*. Archaeology Site forms should be in a separate *Activity*.
• Each *Property* has a discrete number, which is the *Property ID*. As you can see on the left sidebar, information is located at the *Resource* level and at the *Inventory* level. *Resource* level information is that which is more static and unlikely to change. However, *Resource* information may be updated with each new *Inventory* as new information is available.

• An *Inventory Detail* is a snapshot of the *Property* at a certain period of time. A new *Inventory* can be added at any time, but previous *Inventory Details* are not editable.

• Use the left sidebar to navigate through the different pages of the form.

• Notice the gray top banners. You can tell which *Project* you are working in and which *Property* form you are in.

If you have created a new *Property*, there will be no existing Inventory date. You will need to click **Create a New Inventory** to reveal the additional fields you need to complete a form.
**Resource Location** - For existing Properties, make sure that the address is correct and the Property is located correctly on the map. To edit the point on the map click *Edit*, click the mouse once where you want the point to go, and click *Save*.

For **Resource Name**, enter the historic name. If there is no historic name, enter the type of resource it is (Residence, Commercial building, Barn, Bridge etc...)

**Hint:** If a property does not have an address, use the roller ball to zoom to the location on the map, click *Edit*, place the point with a mouse click, click *Save*. 
**Resource Information** - Add or Edit this information as needed. Click the *Add* button to produce a new blank data field. If you need more than one line, press the *Add* button again.
Resource Documents and Images – Add Images or PDF documents pertaining to the Property. You may upload multiple files at once. Please limit photo file size to 2MB each.

Hint: You may upload anything that is associated with the Property including photos, newspaper articles, historic photos etc… Just make sure they are in PDF or JPEG format.
Resource Registers – Association with a Register is located here. Register Status may only be changed by DAHP staff. You may associate a Property with a District, Thematic, or Local Register by using those fields. Click Add to add a new line, if applicable. If none are applicable, please leave blank.

**Hint:** Local register status is not updated by DAHP staff. For the most up to date local register information please contact the local jurisdiction.
Resource Project History – Here you can find all of the Projects that this resource is associated with.

**Hint:** You will also find previous determinations of eligibility here.
Create New Inventory – When you click Create New Inventory the new Inventory Details portion of the form with the date will be added to the left sidebar and the Inventory Details page will open. Use the Add buttons to enter new lines under the data categories as necessary. Click the Narrative button to get to the Narrative fields. If any fields are not applicable leave them blank. You can always click the Return to Project Activity button (top right corner) to get back to your list of survey Properties.

Hint: If you create a new Inventory, but do not need it, you can always delete it while the Activity is still in Draft status. You can also Delete single data lines by clicking the black X on the right hand side of each row.
In the Inventory Narrative section, the Narrative fields are located.
**XX/XX/XXXX Inventory** (previous dated inventory) – This represents a snapshot of a property in time. Existing Inventory Details should not be edited or deleted. You may notice that the system will allow you to edit or delete these. This is a bug in the system that cannot be immediately repaired. PLEASE DO NOT EDIT OR DELETE INVENTORIES THAT YOU DID NOT CREATE. If you would like to update the information click Create New Inventory under Options.
If you also have a historic property survey report, please upload it to the same Activity by pressing the Add/Edit Documents and Images button.

When you have completed all forms and uploaded any reports you may Submit the Activity to DAHP by pressing the Submit Activity button. This will lock the Activity from editing.
More Helpful Hints

• For Submission information see the Project Module Tutorial
• See our online architectural style guide for assistance with styles and forms
• Please do not use abbreviations when filling out free text fields such as Resource Name or Architect.
• Choices such as “Other” are no longer an option. If no choice is applicable, please leave blank
• Search for existing properties before entering new ones, fewer duplicates make better data