The project module is used to submit the following information to DAHP:
1. Historic property inventories (separate tutorial)
2. Archaeology and TCP sites (separate tutorial)
3. EZ-2 forms (please see separate tutorial)
4. Cultural resource reports
5. Historic built-environment survey reports

No other types of correspondence should be uploaded to Wisaard at this time unless directed by DAHP staff. For information about where to send correspondence see here. This tutorial assumes that you have a Secure Access Washington account and have requested access to Wisaard.

If you already have a DAHP Log number or a Project Tracking Code please use it to enter additional data regarding the same project. See Page 3 for tips on finding existing Projects.
Important Notices

- 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.
- Submission of an Activity in Wisaard does not automatically notify staff that an item is ready for review. Submitters must email correspondence per the instructions here.
- Archaeology site forms and Historic Property Inventory Forms must be in separate Activities.
Think of a *Project* as a file folder. It holds an *Activity(ies)*, which is a survey that may include inventory forms or a report. A *Project* can hold one or multiple *Activities*. An *Activity* can hold multiple *Properties* and a *Property* can have multiple *Inventories*.
If you already have a DAHP Project # or Tracking code for a particular Project, use that number and add to that Project. **Please avoid creating duplicate Projects.** You can find the Project by searching the name or number or by contacting DAHP staff. Go to the Project tab and use the Find an Existing project box. Once you start typing the system will start searching for matching results.

Project # or Tracking codes may be in two different formats:
- 2016-03-01302 (Projects created in New Wisaard) or
- 070215-24-agency acronym (Projects created prior to New Wisaard)

You can search either one and the system will find it.
You can also find *Projects* using *Search*. Go to the *Search* tab and use the *Filter Search* button. Search by name, number or Contact name.

Hint: Search by Contact Name to find all of your Projects.
Step 1: To start a new Project, go to the Project Dashboard and select Start a new Project/undertaking.

Enter a Project Name (required) and description (optional).

Hint: As soon as you click Start a new Project/undertaking the system generates a new Project #. If you decide you do not need the Project please delete it.
Step 2: Add Activity. The Activity is a report, survey with historic property or archaeology inventory forms or both. For Activity Type choose Add/Edit resources or reports. Fill in the Activity title as you wish and choose the Regulatory Process for the project. For built environment survey reports indicate the Survey Level. Survey Level is not required for archaeology.

If you are uploading a report without any historic property or archaeology inventory forms please see the next page. For a Form tutorials, please see here.
To upload a cultural resources survey report click the *Add/Edit Documents/Reports* button.
Step 3: Click the *Attach Document or Image* button and follow the prompts to upload a document from your computer. The system accepts documents in PDF format only. The size limit is 100 MB. Once you have attached your document click the *Return to Project Setup* button on the top right corner.

Select an Attachment type and Document Date. These are required fields.

**Hint:** Once a report is uploaded, it must be further incorporated into Wisaard by DAHP staff before it will appear in search results or on the map.
Now you are back on the *Project Setup* page. As a final check, make sure your *Project* contacts are correct. You must select a *Lead Agency* under *Organization*. The Role must be Editor. For all Section 106 Projects please select the Lead federal agency. For non-Section 106 projects please select the appropriate state or local agency.

Step 4: You may now *Submit* by clicking the *Submit Activity* button.