Submitting an EZ-2 Project in Wisaard

- 1. Before you submit an EZ-2 be sure to search the address for previous determinations. See here for instructions.
- 2. Go to the Project Dashboard and select Start and EZ-2 Process

wi	ISAARD Washington Information 9 Architectural & Archaeolo	rstem far ical Records Data	
MAP SEARCH PROJECT R	RESOURCE PERSON/ORG	CONCLUSION AND A DESCRIPTION	Welcome Kim Gant, <u>Contact DAVP</u>
Options			
Start an EZ2 process (Ree	quest Determination of Eligibility)		
Start a new project / und	lertaking		
Find an existing project:	Go To Project Enter project number or hame	60	
	Or find the project using Map or Search.		
To begin a survey of historic built	t environment resources click Start a new project.	te and submit Historic Property Surveys to DAHP. This includes E2 to start a new survey under an existing Project, use the Go To sea rd-and-historic-property-inventory-phase-ili-rollout	th regulatory and non-regulatory. To begin an EZ2 click <i>Start an EZ2 process</i> .

3. Provide a name for the Project. The name can be anything you like.

	WISAARD Washington Information System for Architectural & Archaeological Records Da		
MAP SEARCH PROJEC	T RESOURCE PERSON/ORG		Welcome DAHP SUPPORT, Contact DAHP
		DAHP PROJECT: 2016-02-00866 SUPP	Delete
		Smith Residence	
PROJECT DETAILS • PROJECT Settup • ACTIVITY #1	Project Setup Step 1 Project Nam Smith Residence Project Activities Step 2		

4. Press the Add/Edit Resources button

	WISAARD Westington Information System for Architectural & Archaeological Records Data	
MAP SEARCH PROJEC	T RESOURCE PERSONIORG	Welcome DAHP SUPPORT, Contect DAHS
	DAHP PROJECT: 2016-02-0 Smith Residence	0866 SUPP Delete Cose
PROJECT DETAILS • PROJECT Setup	Project Setup Step 1 Project Name Smith Residence Project Activities	
ACTIVITY #1 Resources Validation/Errors	Step 2 # ACTIVITY	
	Activity Type Request Determination of Elipibility (E22) Regulatory Process Section 106 #	Activity Status: Draft: Additicts Resources Check Activity For Errors Submit Activity

5. Enter the address in the Find an Existing Resource box to check for existing records. If the address appears in the selections below the box, select it by clicking on it. It will populate in the Resource table. If the address does not appear in the box, click the Enter New Resource button.

	RESOURCE PERSON/ORG		Welcome DAHP SUPPORT, Contact
	DAHP	PROJECT: 2016-02-00866 SUPP	Delete
		Smith Residence	
IECT DETAILS	Activity #1: Request Determination of Eligibility (EZ2)		
ECI DEINELS			Return To Project Setup
OJECT	Activity Resources		
ip.	Please belo 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, hist	oric name, or Property #. Click Select to add that resource to the grid below.
10 10 10 10 10 10 10 10 10 10 10 10 10 1	Once the resource is added, click the (Image of pencil icon) to view, edit, or add informati	ion.	
	Find an existing resource is added, click the (image of pencil icon) to view, edit, or add informatis	ion.	
ources	Find an existing resource: 3323 w h Select 3323 W HEROY AVE, SPOKANE, WA 99205	ion.	
urces	Find an existing resource: 3323 w It Select 3323 W HEROY AVE, SPOKANE, WA 99205 3323 W HOFFMAN AVE, SPOKANE, WA 99205		
urces	Find an existing resource: 3323 w h Select 3323 W HEROY AVE, SPOKANE, WA 99205	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
iurces	Find an existing resource: 3323 w It Select 3323 W HEROY AVE, SPOKANE, WA 99205 3323 W HOFFMAN AVE, SPOKANE, WA 99205		SHPO DETERMINATION
CTIVITY #1 isources liidation/Errors	Find an existing resource: 3323 w It Select 3323 W ILEROY AVE, SPOKANE, WA 99205 3323 W HOFFMAN AVE, SPOKANE, WA 99205 ID RESOURCE NAME		SHPO DETERMINATION
sources	Find an existing resource: 3323 w It Select 3323 W ILEROY AVE, SPOKANE, WA 99205 3323 W HOFFMAN AVE, SPOKANE, WA 99205 ID RESOURCE NAME No data found. RESOURCE NAME		

6. If you clicked the Enter New Resource button, this is what you will see. Enter the address and select from one of the choices provided. This is all you need to do on this screen. You will not see a map when completing an EZ-2. Next you will upload your photo. Do this by clicking on Documents and Images.

Welcome DAHP SUPPORT, Conta		RESOURCE PERSON/ORG	IAP SEARCH PROJECT
Return to Project Ac	DAHP PROJECT: 2016-02-00866 SUPP		
Contraction Contraction Contraction	Activity #1: Request Determination of Eligibility (EZ2)		
	PROPERTY: #700972		
	Address: 325 arledge		
		Resource Location Use menu at left to navigate through pages Begin entering an address and select from the auto-gen Address [325 actedge to]	RESOURCE Documents and Images
		Location Comments 325 & 325th Ln, Federal Way, Washington, USA	OPTIONS

7. This is the screen where you can upload a photo. Click the Attach Document or Image button. Select the file and click Upload. Then click Close. When you see the photo on the screen it has been successfully uploaded. There is no Save button. The system auto saves. You can repeat this process for multiple photos. Please limit individual photos to 2MB. When you have finished uploading photos click Return to Project Activity.

	WISAARD Washington Information System for Architectural & Archaeological Records Data		
MAP SEARCH PROJECT	RESOURCE PERSON/ORG		Welcome DAHP SUPPORT, Contact DAHP
		DAHP PROJECT: 2016-02-00866 SUPP Activity #1: Request Determination of Eligibility (EZ2)	Return to Project Activity
		PROPERTY: #700972 Address: 325 artedge fin	Delete
RESOURCE DETAILS	Documents and Images		
RESOURCE Location Documents and Images	Step 1: Upload document or image Step 2: Enter document or image Information		
OPTIONS	Attach Document of Image		

8. This is the Activity page. At this time you can click Validation/Errors button to check for errors.

SEARCH PROJE				Welcom	e DAHP SUPPORT, Con
	CT RESOURCE PERSON/ORG	DAHP F	PROJECT: 2016-02-00866 SUPP Smith Residence	H LEGON	Delete
ECT DETAILS	Activity #1: Request Deter	mination of Eligibility (EZ2)		Da	eturn To Project Se
DJECT	Activity Resources				
		ords. Before you enter a new resource, use the search b the (image of pencil icon) to view, edit, or add informatio	ox to check for resources that are already in the database. Search by address, histon.	oric name, or Property #. Click Select to add that resourc	e to the grid be
TIVITY #1	Find an existing resource:	Select			
dation/Errors		OR Enter New Resource			
	ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION	
	Property #22365	Critzer House	303 N. Vernon, Deer Park 99006	Not Determined	

9. Click the Refresh button to check for errors.

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	WISAARD Washington Information S Architectural & Archaeolog	istem for iical Records Data			
MAP SEARCH PROJEC	CT R SOURCE PERSON/ORG				Welcome DAHP SUPPORT, Contact DAHP
		DAHP PROJECT: 2010 Smith Resi			Delete
PROJECT DETAILS • PROJECT Setup	Attivity #1: Request Determination The following errors must be fixed before the Variation Errors Refresh				Return To Project Setup
ACTIVITY #1 Resources	ERROR Validations have not yet been run.	MODULE>PAGE	IDENTIFIER	RESOURCE NAME	
Validation/Errors	0 - 0 of 0 results				« < 1 > » [10 ¥]

10. If there is an error, click on the pencil icon to go to the place where you can correct it.

MAP SEARCH PROJECT	RESOURCE PERSONORG				Welcome DAHP SUPPORT, Contact DA
		DAHP PROJECT: 2016-0	2-00866 SUPP		Delete Clos
		Smith Residen	ce		
PROJECT DETAILS • PROJECT Setup	Activity #1: Request Determination of Eligibility The following errors must be fixed before the activity can be mov Validation Errors				Return To Project Setup
	ERROR	MODULE->PAGE	IDENTIFIER	RESOURCE NAME	
Resources Validation/Errors	For this EZ2 resource, please select Address from list of options.	Resource->Location	Property #22365	Critzer House	/
DISSERTION CONC.	1 - 1 of 1 results				10

11. When you have corrected the error click Return to Project Activity. Click Refresh again and you are now ready to submit. Click the Return to Project Setup button, then click the Submit Activity button. You are finished! You should receive an automated email when your property has been reviewed. You can then log back in to see the determination on this screen.

SEARCH PROJECT	RESOURCE PERSON/ORG			Wekome DAHP SUPPORT, C
		DAHP F	ROJECT: 121015-27-HHS HHS	
			Lee Olsen	
DJECT DETAILS	Activity #1: Request Dete	ermination of Eligibility (EZ2)		
ROJECT	Artivity Resources			Return To Project:
ROJECT etup		records. Before you enter a new resource, use the search bo ck the (image of pencil icon) to view, edit, or add information	ix to check for resources that are already in the database. Search by address, histo	C
Rup CTIVITY #1	Please help us avoid duplicate n			C
Hup	Please help us avoid duplicate r Once the resource is added, clic	ck the (image of pencil icon) to view, edit, or add information		cric name, or Property #. Click Select to add that resource to the grid be