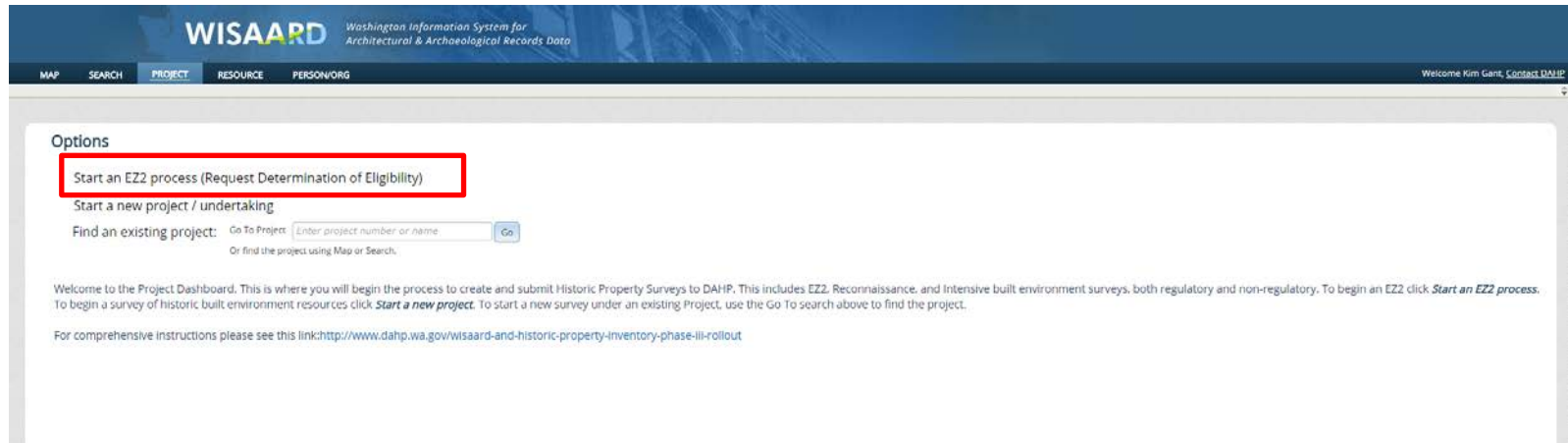
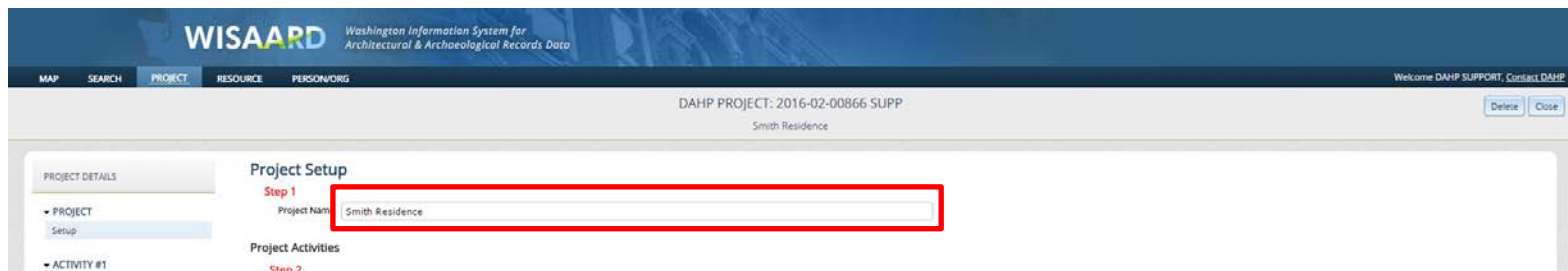


Submitting an EZ-2 Project in Wisaard

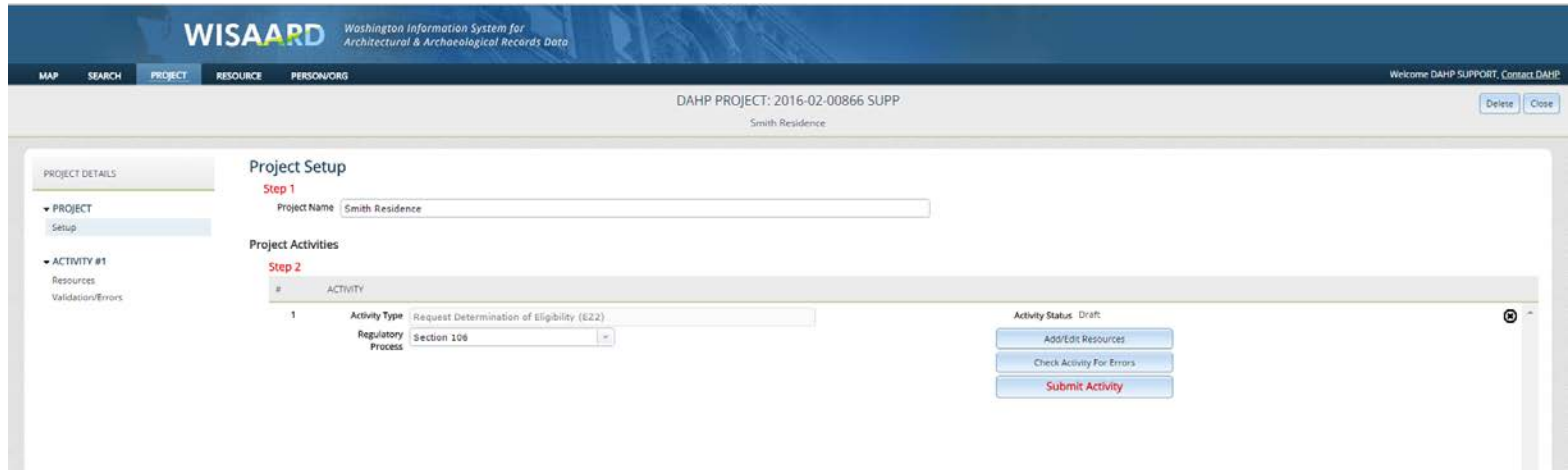
1. Before you submit an EZ-2 be sure to search the address for previous determinations. See here for instructions.
2. Go to the Project Dashboard and select Start and EZ-2 Process



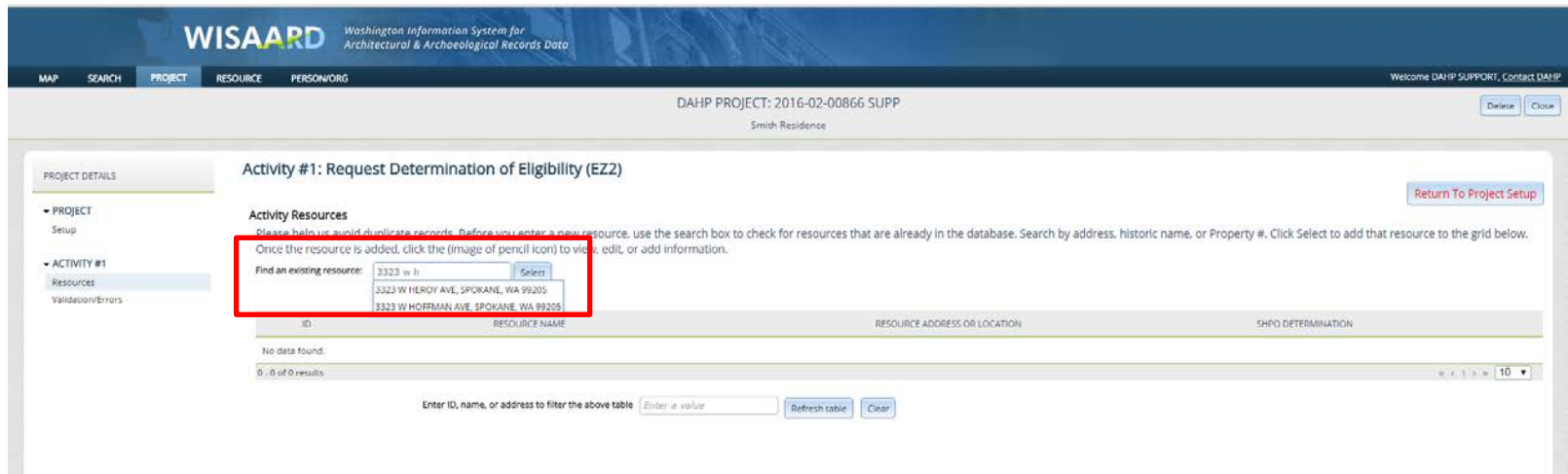
3. Provide a name for the Project. The name can be anything you like.



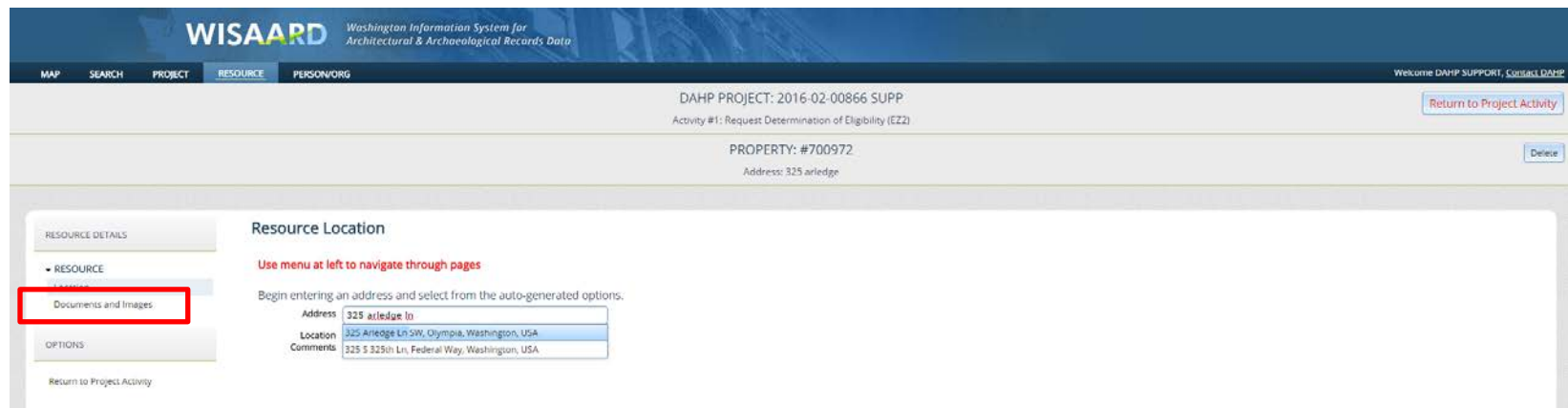
4. Press the Add/Edit Resources button



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.



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.



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.



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

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-00866 SUPP
Smith Residence

Return To Project Setup

PROJECT DETAILS

Activity #1: Request Determination of Eligibility (EZ2)

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: Select

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

1 - 1 of 1 results

Enter ID, name, or address to filter the above table Refresh table Clear

9. Click the Refresh button to check for errors.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-00866 SUPP
Smith Residence

Return To Project Setup

PROJECT DETAILS

Activity #1: Request Determination of Eligibility (EZ2)

The following errors must be fixed before the activity can be moved to the next status.

Validation Errors

Refresh

ERROR	MODULE->PAGE	IDENTIFIER	RESOURCE NAME
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Validations have not yet been run.

0 - 0 of 0 results

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

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 2016-02-00866 SUPP" with the resource "Smith Residence". The main heading is "Activity #1: Request Determination of Eligibility (EZ2)". Below this, a "Validation Errors" section contains a table with one error:

ERROR	MODULE-PAGE	IDENTIFIER	RESOURCE NAME
For this EZ2 resource, please select Address from list of options.	Resource-Location	Property #22365	Crisler House

A pencil icon in the bottom right corner of the error row is circled in red. A "Return To Project Setup" button is visible in the top right of the error section.

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.

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 121015-27-HHS HHS" with the resource "Lee Olsen". The main heading is "Activity #1: Request Determination of Eligibility (EZ2)". Below this, an "Activity Resources" section contains a table with one resource:

ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
Property #680625		3238 NW Market St, Seattle, WA 98107	Determined Not Eligible

The "SHPO DETERMINATION" column header and the value "Determined Not Eligible" are circled in red. A "Return To Project Setup" button is visible in the top right of the activity resources section.

