

Wisaard Historic Property Inventory Tutorial

2/25/2016

To update or create a new historic property inventory form, 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*.



Click the Add/edit Resources button to begin.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Welcome DAHP SUPPORT, Contact DAHP

DAHP PROJECT: 2016-02-01189 SUPP [Delete] [Close]

PROJECT DETAILS

PROJECT

- Setup

ACTIVITY #1

- Documents and Images
- Resources
- Validation/Errors

Project Setup

Step 1

Project Name

Project Description

Project Activities

Step 2 Add Activity

#	ACTIVITY
1	<p>Activity Type <input type="text" value="Pick a value"/></p> <p>Activity Title <input type="text" value="Enter a value"/></p> <p>Activity Description <input type="text"/></p> <p>Regulatory Process <input type="text" value="Pick a value"/></p>

Activity Status: Draft

[Add/Edit Resources]

[Add/Edit Documents/Reports]

[Check Activity For Errors]

[Submit Activity]

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.

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PROJECT DETAILS

PROJECT

- Setup

ACTIVITY #1

- Documents and Images
- Resources
- Validation/Errors

Activity #1:

[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:

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

0 - 0 of 0 results

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

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.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Welcome DAHP SUPPORT, Contact DAHP

DAHP PROJECT: 2016-02-01189 SUPP

Delete Close

PROJECT DETAILS

Activity #1: [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:

OR

ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
 Property #108689		315 E 22nd St., Vancouver, WA 98663	Not Determined

1 - 1 of 1 Results

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

Show
Detail icon

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

Hint: You can delete Properties from the Activity any time by pressing this delete button.

- 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 as new information is available.
- An Inventory is a snapshot of the Property at a certain period of time. New Inventories can be added at any time, but existing inventories remain the same.
- 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.

The screenshot displays the WISAARD (Washington Information System for Architectural & Archaeological Records Data) interface. At the top, a navigation bar includes 'MAP', 'SEARCH', 'PROJECT', 'RESOURCE', and 'PERSON/ORG'. A gray banner below the navigation bar contains the text 'DAHP PROJECT: 2016-02-01189 SUPP' and 'PROPERTY: #108689', with a red box highlighting this information. Below the banner, a sidebar on the left is also highlighted with a red box, showing a menu with 'RESOURCE DETAILS', 'RESOURCE' (with sub-items: Location, Information, Documents and Images, Registers, Project History), '1/15/2011 INVENTORY' (with sub-items: Detail, Narrative), and 'OPTIONS' (with sub-items: Create New Inventory, Return to Project Activity). The main content area is titled 'Resource Location' and includes a red instruction: 'Use menu at left to navigate through pages'. Below this, there is a text box for 'Resource Type' (set to 'Property') and a 'Resource Name' field with the placeholder 'Enter a value'. The 'Address' field contains '315 E 22nd St, Vancouver, WA 98663' and has a 'Map It' button. There are also fields for 'Vicinity', 'Location', 'Comments', and 'Location Confirmed'. At the bottom, a 'Mapped Location' section shows a map with a red point and buttons for 'Save', 'Cancel', 'Delete', and 'Edit'.

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...)

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT **RESOURCE** PERSON/ORG

DAHP PROJECT: 2016-02-01189 SUPP
Activity #1: [Return to Project Activity](#)

PROPERTY: #108689
Address: 315 E 22nd St., Vancouver, WA 98663 [Delete](#)

RESOURCE DETAILS

- RESOURCE
 - Location
 - Information
 - Documents and Images
 - Registers
 - Project History
- 1/15/2011 INVENTORY
 - Detail
 - Narrative
- OPTIONS
 - Create New Inventory
 - Return to Project Activity

Resource Location

Use menu at left to navigate through pages

To map a new resource, begin entering an address and select from the auto-generated options, then click Map It. The system will place a red point on the map.
Or, enter a non-standard address if applicable, and manually place the point on the map.

Resource Type:

Resource Name:

Address:

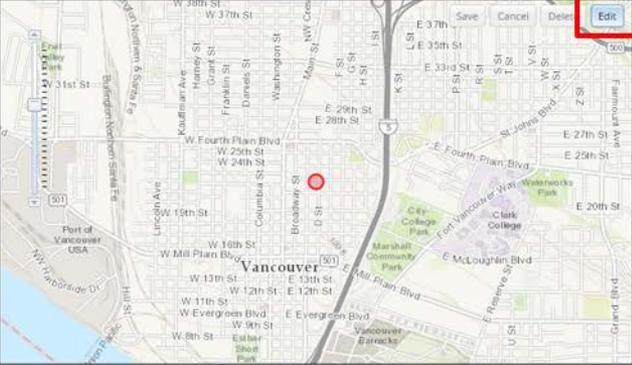
Vicinity:

Location Comments:

Location Confirmed:

Click Edit to add or update a mapped point. To update an existing point, click the new location on the map and Save

Mapped Location



Geographic Areas

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Hint: If a property does not have an address, 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 line to enter data. If you need more than one line, press the *Add* button again.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT **RESOURCE** PERSON/ORG

DAHP PROJECT: 2016-02-01189 SUPP
Activity #1:
PROPERTY: #108689
Address: 315 E 22nd St., Vancouver, WA 98663

Welcome DAHP SUPPORT, Contact DAHP
[Return to Project Activity](#)
[Delete](#)

RESOURCE DETAILS

- RESOURCE
 - Location
 - Information**
 - Documents and Images
 - Registers
 - Project History
- 1/15/2011 INVENTORY
 - Detail
 - Narrative

OPTIONS

- Create New Inventory
- Return to Project Activity

Resource Information

Property Type: Building

Construction Dates

[Add](#)

CONSTRUCTION TYPE	YEAR	CIRCA
Built Date	1922	<input type="checkbox"/>

1 - 1 of 1 results

Historic Use

[Add](#)

CATEGORY	SUBCATEGORY
No data found.	

0 - 0 of 0 results

Historic Context

[Add](#)

CATEGORY
No data found.

0 - 0 of 0 results

Architect/Engineer

[Add](#)

CATEGORY	NAME OR COMPANY
No data found.	

0 - 0 of 0 results

Easement
Covenant
Federal Tax Credit

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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.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-01189 SUPP
Activity #1: [Return to Project Activity](#)

PROPERTY: #108689
Address: 315 E 22nd St., Vancouver, WA 98663

RESOURCE DETAILS

- RESOURCE
 - Location
 - Information**
 - Documents and Images**
 - Registers
 - Project History
- 1/15/2011 INVENTORY
 - Detail
 - Narrative

OPTIONS

[Return to Project Activity](#)

Documents and Images

Step 1: Upload document or image
Step 2: Enter document or image information



ID 84008

Title

Primary

Year Taken

Circa

Notes

Attachment Type

Photo View

Attached DATA MIGRATION SYSTEM, 7/4/05, 5:00 PM

Metadata Edited DATA MIGRATION SYSTEM, 1/13/16, 2:12 PM

Date

File Summary 056 frontnorth.jpg; undefined; 437 kB



Front of house (north)
2011, 437 kB

East side of house
2011, 361 kB

1 - 2 of 2 results

« ‹ 1 › » 10 ▾

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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.

The screenshot displays the WISAARD web application interface. At the top, the header includes the WISAARD logo and the text "Washington Information System for Architectural & Archaeological Records Data". Navigation tabs include MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The current page is titled "DAHP PROJECT: 2016-02-01197 SUPP" with a sub-header "Activity #1: Add/Edit Resources or Reports". A "Return to Project Activity" button is visible. Below this, the "PROPERTY: #544122" is listed with the address "406 SE 96TH AVE, VANCOUVER, WA 98664" and a "Delete" button.

The main content area is divided into several sections:

- RESOURCE DETAILS:** A sidebar menu with options: RESOURCE (expanded), Location, Information, Registers (highlighted with a red box), Project History, 7/31/2011 INVENTORY (expanded), Detail, Narrative, and OPTIONS (Create New Inventory, Return to Project Activity).
- Registers Register Status:** A table with columns: REGISTER TYPE, LISTED DATE, REMOVED DATE, PERIOD OF SIGNIFICANCE, LEVEL OF SIGNIFICANCE, and CRITERIA. The table is empty, showing "No data found." and "0 - 0 of 0 results".
- Districts:** A section with an "Add" button and a table with columns: DISTRICT NAME and CONTRIBUTING. The table is empty, showing "No data found." and "0 - 0 of 0 results".
- Thematics:** A section with an "Add" button and a table with column: THEMATIC NAME. The table is empty, showing "No data found." and "0 - 0 of 0 results".
- Local Registers and Districts:** A section with an "Add" button and a table with columns: NAME, DATE LISTED, and NOTES. The table is empty, showing "No data found." and "0 - 0 of 0 results".

At the bottom left, the footer text reads: "2016.2.8.337 Server:SSVDBOLYDAHP3, DB-DAHP".

Resource Project History – Here you can find all of the Projects that this resource is associated with.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-01189 SUPP
Activity #1: [Return to Project Activity](#)

PROPERTY: #108689
Address: 315 E 22nd St, Vancouver, WA 98663

RESOURCE DETAILS

- RESOURCE
 - Location
 - Information
 - Documents and Images
 - Registers
 - Project History**
- 1/15/2011 INVENTORY
 - Detail
 - Narrative

OPTIONS

[Return to Project Activity](#)

Project History

PROJECT NUMBER, ORGANIZATION, PROJECT NAME	RESOURCE INVENTORY	SHPO DETERMINATION	SHPO DETERMINED BY / DETERMINED DATE
2011-09-00176, Arnada Historic Inventory	1/16/2011	Not Determined	
2016-02-01189, SUPP, Kim's Tutorial			

1 - 2 of 2 results

Hint: You will also find previous determinations of eligibility here.

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*.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Welcome DAHP SUPPORT, Contact DAHP

DAHP PROJECT: 2016-02-01197 SUPP
Activity #1: Add/Edit Resources or Reports

PROPERTY: #544122
Address: 406 SE 96TH AVE, VANCOUVER, WA 98664

Return to Project Activity

Delete Inventory

RESOURCE DETAILS

RESOURCE

- Location Information
- Documents and Images
- Registers
- Project History

7/31/2011 INVENTORY

- Detail
- Narrative

OPTIONS

- Create New Inventory
- Return to Project Activity

Inventory Details

This inventory originated from DAHP Project 2011-09-00190 Activity #1 (Add/Edit Resources or Reports)

Date Recorded: 8/1/2011

Field Recorder: Artifacts Consulting, Inc.

Inventory Level: Reconnaissance

Field Site Number: 406000137523

Common Name: Enter a value

Number of Stories: Enter a value

Construction Dates

Add

CONSTRUCTION TYPE	YEAR	CIRCA
No data found.		
0 - 0 of 0 results		

Characteristics

Add

CATEGORY	ITEM
Foundation	Pick a value
Form Type	Pick a value
Roof Type	Pick a value
Roof Material	Pick a value
Cladding	Pick a value
Structural System	Pick a value
Plan	Pick a value

1 - 7 of 7 results

Styles

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Create New Inventory – The new form with the date will be added to the left sidebar. Use the Add buttons to enter new lines under the headings as necessary. Fill out the Detail and Narrative sections as applicable. If any are not applicable leave them blank. Once you are finished with the form click the *Return to Project Activity* button to add or edit additional resources to the survey.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Welcome DAHP SUPPORT, Contact DAHP

DAHP PROJECT: 2016-02-01197 SUPP
Activity #1: Add/Edit Resources or Reports

PROPERTY: #544122
Address: 406 SE 96TH AVE, VANCOUVER, WA 98664

Delete

RESOURCE DETAILS

RESOURCE

- Location
- Information
- Documents and Images
- Registers
- Project History
- 2/24/2016 INVENTORY**
 - Detail
 - Narrative
- 7/31/2011 INVENTORY
 - Detail
 - Narrative

OPTIONS

- Create New Inventory
- Return to Project Activity

Inventory Details

This inventory originated from DAHP Project 2016-02-01197 Activity #1 (Add/Edit Resources or Reports)

Date Recorded: 2/25/2016

Field Recorder: DAHP SUPPORT

Inventory Level: Reconnaissance

Field Site Number: Enter a value

Common Name: Enter a value

Number of Stories: Enter a value

Delete Inventory

Construction Dates

Add

CONSTRUCTION TYPE	YEAR	CIRCA
No data found.		
0 - 0 of 0 results		

Characteristics

Add

CATEGORY	ITEM
Foundation	Pick a value
Form Type	Pick a value
Roof Type	Pick a value
Roof Material	Pick a value
Cladding	Pick a value
Structural System	Pick a value
Plan	Pick a value

1 - 7 of 7 results

Styles

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

Activity – You may add as many Properties to an Activity as you like. When you are finished you may check the Activity for errors by clicking *Validation/Errors*. Click the *Refresh* button to run the validation.

The screenshot shows the WISAARD interface for a project titled 'DAHP PROJECT: 2016-02-01197 SUPP' under 'Kim's Tutorial Project'. The main heading is 'Activity #1: Add/Edit Resources or Reports'. Below this, a message states: 'The following errors must be fixed before the activity can be moved to the next status.' A 'Return To Project Setup' button is visible in the top right. On the left sidebar, 'Validation/Errors' is selected. A 'Refresh' button is highlighted with a red box. Below the message is a table with columns: ERROR, MODULE->PAGE, IDENTIFIER, and RESOURCE NAME. The table content is: 'Validations have not yet been run.' and '0 - 0 of 0 results'.

If there are errors they will appear in a list as below. Use the *Show Detail* icon to go to the error and correct it. When you have fixed the errors click the *Refresh* again and the table should be empty. The system will not let you submit an Activity until all of the errors are fixed. You may run a validation at any time. Click Return to Project Setup to submit the Activity to DAHP.

This screenshot shows the same WISAARD interface but with a list of validation errors. The 'Return To Project Setup' button is highlighted in red. The 'Validation Errors' section has a 'Refresh' button. The table contains five rows of errors, each with a 'Show Detail' icon (pencil) in the right margin, which is also highlighted in red. The errors are:

ERROR	MODULE->PAGE	IDENTIFIER	RESOURCE NAME
Please select a County.	Resource->Location	Property #544122	
Please place a point to show the resource location.	Resource->Location	Property #544122	
In the Construction Dates table, please enter the actual or approximate built year.	Resource->Information	Property #544122	
In the Historic Use table, select at least one Category and SubCategory.	Resource->Information	Property #544122	
Please attach at least one photo for this Resource.	Resource->Docs and Images	Property #544122	

The bottom of the table shows '1 - 5 of 5 results'.

Make sure you check the Project contacts to ensure they are correct. When you have completed the Activity click the *Submit Activity* button. Please supply correspondence to DAHP via email. For more about email addresses for correspondence see [here](#).

The screenshot displays the WISAARD web application interface. At the top, the header includes the WISAARD logo and the text "Washington Information System for Architectural & Archaeological Records Data". Navigation tabs for MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG are visible. The main content area is titled "DAHP PROJECT: 2016-02-01197 SUPP" and "Kim's Tutorial Project".

The "Project Setup" section is currently in "Step 1". It shows the "Project Name" as "Kim's Tutorial Project" and a "Project Description" field. Below this is the "Project Activities" section, which is in "Step 2". A table lists one activity:

#	ACTIVITY
1	<p>Activity Type: Add/Edit Resources or Reports</p> <p>Activity Title: Survey</p> <p>Activity Description:</p> <p>Regulatory Process: Section 106</p> <p>Survey Level: Reconnaissance</p>

To the right of the activity table, there is an "Activity Status" section with a "Draft" status and four buttons: "Add/Edit Resources", "Add/Edit Documents/Reports", "Check Activity For Errors", and "Submit Activity". The "Submit Activity" button is highlighted with a red box.

Below the activity table, there are two sections for "Project Contacts". The "Organizations" section has a search field and an "Add" button. Below it is a table with columns for ORGANIZATION, PROJECT ROLE, ACCESS, ACTIVITY, and ACTIVE. One entry is shown:

ORGANIZATION	PROJECT ROLE	ACCESS	ACTIVITY	ACTIVE
DAHP Support	Lead Agency	Editor	All	Yes

The "People" section also has a search field and an "Add" button. Below it is a table with columns for NAME, PROJECT ROLE, ACTIVITY, EMAIL, and ACTIVE. One entry is shown:

NAME	PROJECT ROLE	ACTIVITY	EMAIL	ACTIVE
DAHP SUPPORT	Activity Contact	All		Yes

The "Project Contacts" section is also highlighted with a red box. At the bottom left, there is a small footer text: "2016.2.8.337 Server:SSVDBOLYDAHP3,DB:DAHP".

More Helpful Hints

- See our online [architectural style guide](#) for assistance with styles and forms
- 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