

# Wisaard Historic Property Inventory Tutorial

Updated 9/27/2016

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.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-01189 SUPP

Welcome DAHP SUPPORT, Contact DAHP

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> <p>Activity Status: Draft</p> <p><a href="#">Add/Edit Resources</a></p> <p><a href="#">Add/Edit Documents/Reports</a></p> <p><a href="#">Check Activity For Errors</a></p> <p><a href="#">Submit Activity</a></p>

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.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-01189 SUPP

Welcome DAHP SUPPORT, Contact DAHP

PROJECT DETAILS

PROJECT Setup

ACTIVITY #1 Documents and Images Resources Validation/Errors

Activity #1:

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			

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

DAHP PROJECT: 2016-02-01189 SUPP

Return To Project Setup

PROJECT DETAILS

Activity #1:

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!

**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*.

**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.

- 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.

The screenshot displays the WISAARD web application interface. At the top, the logo "WISAARD" is followed by the text "Washington Information System for Architectural & Archaeological Records Data". Below this is a navigation bar with tabs for "MAP", "SEARCH", "PROJECT", "RESOURCE", and "PERSON/ORG". The "RESOURCE" tab is currently selected. In the top right corner, there is a welcome message "Welcome DAHP SUPPORT" and a link "Contact DAHP".

A red box highlights a gray banner area containing the following information:
 

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

 To the right of this banner are two buttons: "Return to Project Activity" and "Delete".

On the left side, there is a sidebar with a red border. It contains the following sections:
 

- RESOURCE DETAILS**
  - ▼ RESOURCE
    - Location (highlighted)
    - Information
    - Documents and Images
    - Registers
    - Project History
  - ▼ 1/15/2011 INVENTORY
    - Detail
    - Narrative
  - OPTIONS
    - 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 with the following instructions: "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."

The form contains the following fields:
 

- Resource Type: Property (dropdown menu)
- Resource Name: Enter a value (text input)
- Address: 315 E 22nd St., Vancouver, WA 98663 (text input) with a "Map It" button
- Vicinity: (checkbox)
- Location Comments: (text input)
- Location Confirmed: (checkbox)

At the bottom, there is a "Mapped Location" section with a map showing a street grid. A red point is placed on the map. Below the map are 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:

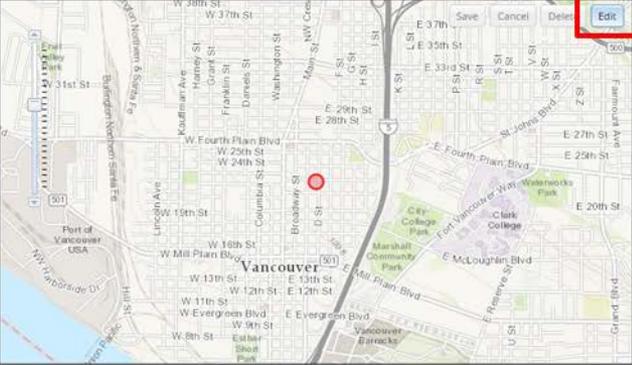
Address:

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, 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.

**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

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	

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 ▾

**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.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

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

Return to Project Activity

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

Delete

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

### Registers

#### Register Status

REGISTER TYPE	LISTED DATE	REMOVED DATE	PERIOD OF SIGNIFICANCE	LEVEL OF SIGNIFICANCE	CRITERIA
No data found.					
0 - 0 of 0 results					

#### Districts

Add

DISTRICT NAME	CONTRIBUTING
No data found.	
0 - 0 of 0 results	

#### Thematics

Add

THEMATIC NAME
No data found.
0 - 0 of 0 results

#### Local Registers and Districts

Add

NAME	DATE LISTED	NOTES
No data found.		
0 - 0 of 0 results		

**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.

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* under *Options*.

**WISAARD** Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

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

Return to Project Activity

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

Details

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 (top right corner) to add additional *Properties* or *Edit* the survey.

**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.

**Project Contacts:** You must select a *Lead Agency* under *Organization – Project Role* and you must select a contact *Person* to be a contact. The *Lead Agency* should always be the Lead Federal Agency for Section 106 Projects. If Section 106 is not applicable, please select the appropriate state or local Lead Agency, such as the City or County.

The screenshot displays the WISAARD web application interface for project management. The top navigation bar includes 'MAP', 'SEARCH', 'PROJECT', 'RESOURCE', and 'PERSON/ORG'. The main header shows 'DAHP PROJECT: 2016-02-01197 SUPP' and 'Kim's Tutorial Project'. The left sidebar contains 'PROJECT DETAILS' with sub-sections for 'PROJECT' (Setup) and 'ACTIVITY #1' (Documents and Images, Resources, Validation/Errors).

The main content area is titled 'Project Setup' and is divided into three steps:

- Step 1:** Project Name (Kim's Tutorial Project) and Project Description.
- Step 2:** Project Activities. A table lists activities with columns for #, Activity Type, Activity Title, Activity Description, Regulatory Process, Survey Level, and Activity Status. The first activity is 'Survey' with a status of 'Draft'. Action buttons include 'Add/Edit Resources', 'Add/Edit Documents/Reports', 'Check Activity For Errors', and 'Submit Activity'.
- Step 3:** Project Contacts. This section is highlighted with a red box and contains two sub-sections:
  - Organizations:** A search field 'Find Org to Associate' and an 'Add' button. Below is a table with columns: ORGANIZATION, PROJECT ROLE, ACCESS, ACTIVITY, and ACTIVE. The entry for 'DAHP Support' has a role of 'Lead Agency', access of 'Editor', and activity of 'All'.
  - People:** A search field 'Find People to Associate' and an 'Add' button. Below is a table with columns: NAME, PROJECT ROLE, ACTIVITY, EMAIL, and ACTIVE. The entry for 'DAHP SUPPORT' has a role of 'Activity Contact' and activity of 'All'.

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.

The screenshot displays the WISAARD web application interface. At the top, the header includes the WISAARD logo and navigation tabs: MAP, SEARCH, PROJECT, RESOURCE, PERSON/ORG. The main content area is titled 'Project Setup' and 'Project Activities'. The 'Project Setup' section includes a 'Step 1' with fields for 'Project Name' (Kim's Tutorial Project) and 'Project Description'. The 'Project Activities' section includes a 'Step 2: Add Activity' button and a table with one activity. The activity details are: Activity Type: Add/Edit Resources or Reports, Activity Title: Survey, Activity Description: (empty), Regulatory Process: Section 106, Survey Level: Reconnaissance. The activity status is 'Draft'. There are three buttons: 'Add/Edit Documents/Reports' (highlighted with a red box), 'Add/Edit Documents/Reports' (crossed out with a red line), and 'Submit Activity'. A red arrow points from the text below to the 'Add/Edit Documents/Reports' 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 Historic 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