

# Wisaard Historic Property Inventory Tutorial

Updated 10/18/2016

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	<div>Activity Type <input type="text"/></div> <div>Activity Title <input type="text"/></div> <div>Activity Description <input type="text"/></div> <div>Regulatory Process <input type="text"/></div>

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.

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DAHP PROJECT: 2016-02-01189 SUPP

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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

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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 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.

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  
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 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  Map It

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.

Mapped Location

If you have created a new *Property*, there will be no existing *Inventory* date. You will need to click *Create a New Inventory* to reveal the additional fields you need to complete a form

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...)

**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

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	

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



*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.

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Architectural & Archaeological Records Data

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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 Front of house (north)

Primary

Year Taken 2011

Circa

Notes



Attachment Type Photo

Photo View Front of house (north)

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

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

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

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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.

WISAARD

Washington Information System for  
Architectural & Archaeological Records Data

MAPSEARCHPROJECTRESOURCEPERSON/ORG

Welcome DAHP SUPPORT, [Contact DAHP](#)

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

Welcome DAHP SUPPORT, [Contact DAHP](#)

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.

**Create New Inventory** – When you click *Create New Inventory* the new *Inventory Details* portion of the form with the date will be added to the left sidebar and the *Inventory Details* page will open. Use the Add buttons to enter new lines under the data categories as necessary. Click the *Narrative* button to get to the *Narrative* fields. If any fields are not applicable leave them blank. You can always click the *Return to Project Activity* button (top right corner) to get back to your list of survey Properties.

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

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

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

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

Delete Inventory

Delete

Return to Project Activity

**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.

*Inventory Narrative* – this is the second page of the *Inventory* where the *Narrative* fields are located.

WISAARD

Architectural & Archaeological Records Data

MAP

SEARCH

PROJECT

RESOURCE

PERSON/ORG

Welcome Kim Gant, [Contact DAHP](#)

DAHP PROJECT: 2016-07-05240 DAHP

Activity #1: Add/Edit Resources or Reports

[Return to Project Activity](#)

PROPERTY: #706978 Eagle Lake Switchyard

Address: Sagehill Rd., Othello, WA

All changes saved. [Delete](#)

RESOURCE DETAILS

▼ RESOURCE

Location

Information

Documents and Images

Registers

Project History

▼ 10/11/2016 INVENTORY

Detail

Narrative

▼ 10/11/2016 INVENTORY

Detail

Narrative

OPTIONS

Create New Inventory

Return to Project Activity

Inventory Narrative

Surveyor Opinion

Property appears to meet criteria for the National Register of Historic Places:

Yes

Property is located in a potential historic district (National and/or local):

Yes

Property potentially contributes to a historic district (National and/or local):

Yes

Significance Narrative

BPA Control House Type 192. It is sighted so that the door faces the Switchyard and the back faces the public right of way. The Control House is completely intact and unaltered on the exterior and the interior has only seen minor alteration in wiring and switches. The Control House retains excellent integrity and is considered a contributing element of the Substation. The Switchyard is a small and compact 115kv yard. The Switchyard retains integrity and is considered a contributing element to the Substation. Overall, the Substation retains excellent integrity, and when viewed from the public right of way, conveys its historic character and association with BPA's Northwest Transmission System within the period of significance. With two contributing elements, the Eagle Lake Substation is therefore determined eligible and contributing to BPA's MPD.

Physical Description

The Eagle Lake Substation was designed and constructed by BPA in 1958 and has been owned and operated by BPA since energization. The Substation services the 115kv Scooteney Transmission Line and the 115kv Midway Transmission Line. The overall footprint of the Substation is about 100ft by 120ft. The Switchyard does not have any large steel superstructures or transformer bays typical of BPA's larger substations. The Switchyard remains as designed and built within the period of significance. The substation perimeter is closed with metal mesh fencing and the original BPA Substation sign is intact.

Bibliography

2010 Corridors of Power: The Bonneville Power Administration Transmission Network Historic Context Statement. Kramer & Company, Ashland, Oregon. Prepared for Bonneville Power Administration, Portland, Oregon.

2012 Bonneville Power Administration Transmission System National Register Multiple Property Documentation. Kramer & Company, Ashland, Oregon. Prepared for Bonneville Power Administration, Portland, Oregon.

**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

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

2016.2.8.337 Server:SSVDBOLYDAHP3, DB:DAHP

Historic Property Inventory Tutorial  
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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 Washington Information System for Architectural & Archaeological Records Data interface. The top navigation bar includes MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The main header shows the DAHP PROJECT: 2016-02-01197 SUPP and Kim's Tutorial Project. The left sidebar lists PROJECT DETAILS, PROJECT Setup, and ACTIVITY #1 Documents and Images, Resources, and Validation/Errors. The main content area is titled Project Setup and includes Step 1 (Project Name: Kim's Tutorial Project, Project Description) and Step 2 (Add Activity). The Add Activity section shows a table with one activity (Activity Type: Add/Edit Resources or Reports, Activity Title: Survey, Activity Description, Regulatory Process: Section 106, Survey Level: Reconnaissance). To the right of the activity form are buttons for Add/Edit Documents/Reports, Add/Edit Documents/Reports, and Submit Activity. A red box highlights the Add/Edit Documents/Reports button, and a red arrow points to the Submit Activity button. Below the activity form are sections for Project Contacts (Organizations and People) with search and add buttons.

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 Resource 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