

Wisaard Project Module Tutorial

3/24/2016

The project module is used to submit the following information to DAHP:

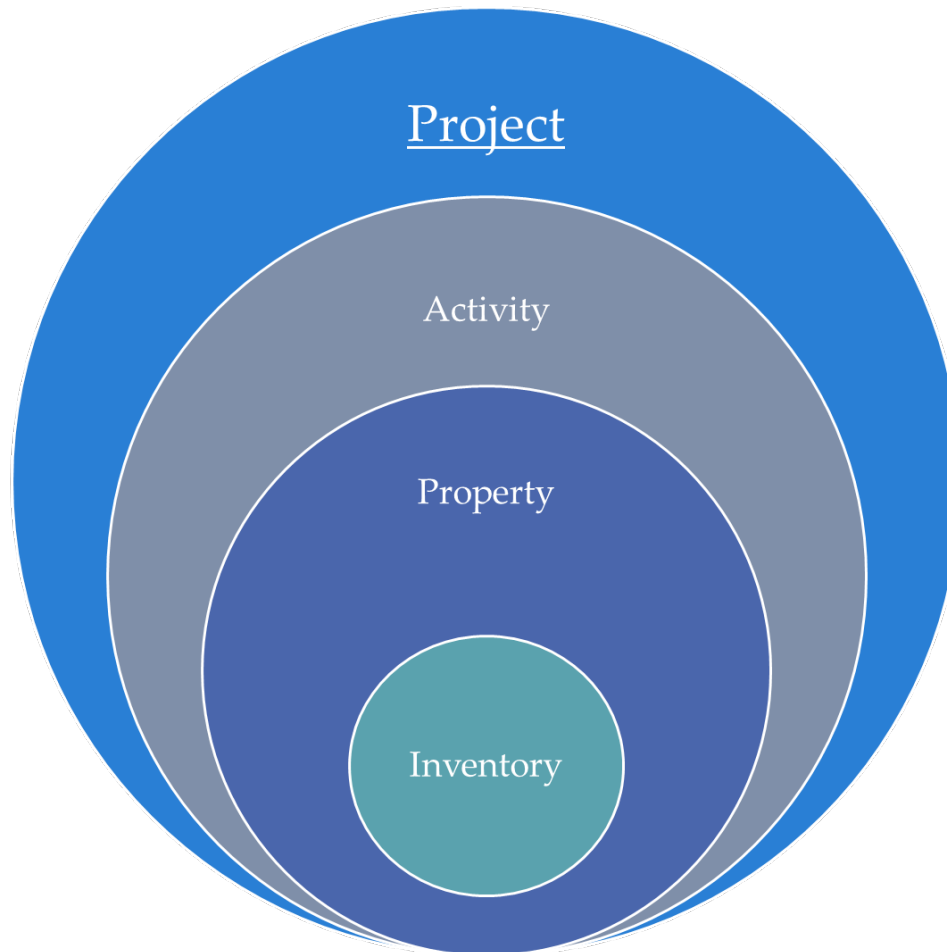
1. Historic property inventories ([separate tutorial](#))
2. EZ-2 forms (please see [separate tutorial](#))
3. Cultural resource reports
4. Historic built-environment survey reports

No other types of correspondence should be uploaded to Wisaard at this time. For information about where to send correspondence see [here](#). This tutorial assumes that you have a [Secure Access Washington](#) account and have requested access to Wisaard.

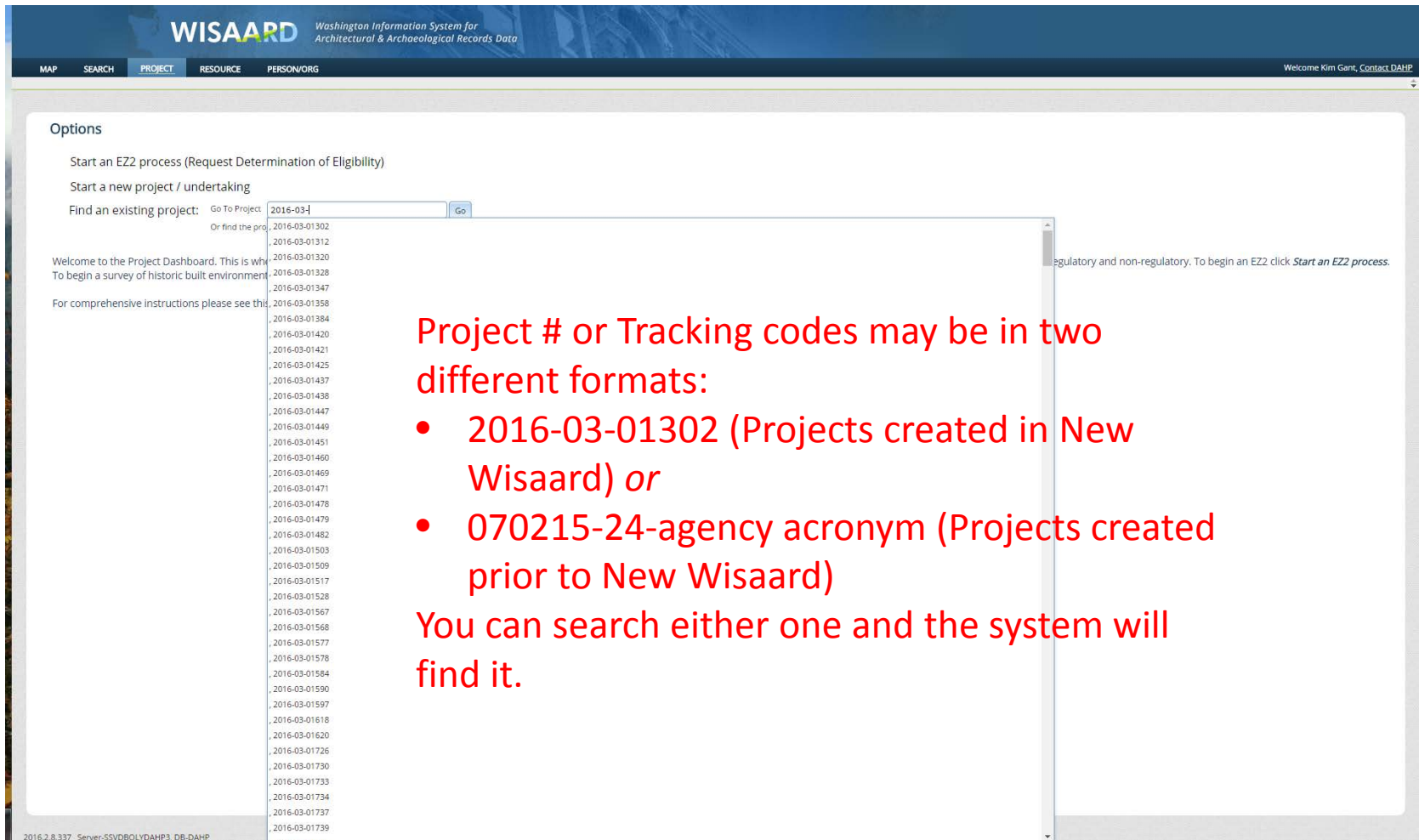
If you already have a DAHP Log number or a Project Tracking Code please use it to enter additional data regarding the same project. See Page 3 for tips on finding existing Projects.



Think of a Project as a file folder that holds Activities, which are inventory forms or reports.
A Project can hold one or multiple Activities.



If you already have a DAHP Project # or Tracking code for a particular Project, use that number and add to that Project. **Please avoid creating duplicate Projects.** You can find the Project by searching the name or number. Go to the Project tab and use the Search box. Once you start typing the system will start searching for matching results.



The screenshot shows the WISAARD web application interface. The header includes the WISAARD logo and the text "Washington Information System for Architectural & Archaeological Records Data". The navigation menu has tabs for MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The main content area is titled "Options" and contains several sections: "Start an EZZ process (Request Determination of Eligibility)", "Start a new project / undertaking", and "Find an existing project:". The "Find an existing project:" section has a search input field with "2016-03" entered and a "Go" button. A dropdown menu is open below the input field, displaying a list of project tracking codes. The codes are in two formats: "YYYY-MM-DD" (e.g., 2016-03-01302) and "YYYY-MM-DD-XXXX" (e.g., 2016-03-01312). The dropdown menu also includes a "Go" button. The footer of the page shows the version number "2016.2.8.337" and the server information "Server:SSVBOLYDAHP3, DB-DAHP".

Options

Start an EZZ process (Request Determination of Eligibility)

Start a new project / undertaking

Find an existing project:

Or find the project by name

Welcome to the Project Dashboard. This is why you should use the Project Dashboard. To begin a survey of historic built environment, please see the Project Dashboard. For comprehensive instructions please see this link.

regulatory and non-regulatory. To begin an EZZ click [Start an EZZ process](#).

Project # or Tracking codes may be in two different formats:

- 2016-03-01302 (Projects created in New Wisaard) or
- 070215-24-agency acronym (Projects created prior to New Wisaard)

You can search either one and the system will find it.

2016.2.8.337 Server:SSVBOLYDAHP3, DB-DAHP

To find Projects using Search, go to the Search tab and use the Filter Search button. Search by name, number or Contact name:

WISAARD

Washington Information System for
Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Search DAHP Data

CATEGORIES

ARCHAEOLOGY (31797)

CEMETERY (2893)

COLLECTIONS (970)

CULTURAL SURVEY (27956)

HABS (754)

HAER (458)

MARITIME (409)

MOA (988)

ORGANIZATION (2901)

PERMITS (694)

PERSON (6508)

PROJECT (84019)

PROPERTY (628183)

REGISTER (2900)

REGISTER PUBLIC (2900)

PROJECT

FILTER SEARCH

SORT BY: SELECT A FIELD

Descending

Search

Clear

Close

Project Name

DAHP Tracking Code

Enter a value

Enter a value

Organization

Org Abbreviation

Enter a value

Enter a value

County

Survey/Activity Name

Pick a value

Enter a value

Project/Activity Status

Contact Name

Pick a value

Gant

Kim Gant

More choices

Search

Clear

+ Date Created: March 24, 2016

DAHP Tracking Code: 2016-03-02014

Project Name: 420 103rd St S Friel

Orgs: Pierce County Weatherization

Location:

+ Date Created: March 24, 2016

DAHP Tracking Code: 2016-03-02013

Project Name: 4827 N. Howard

Orgs: Spokane Neighborhood Action Program

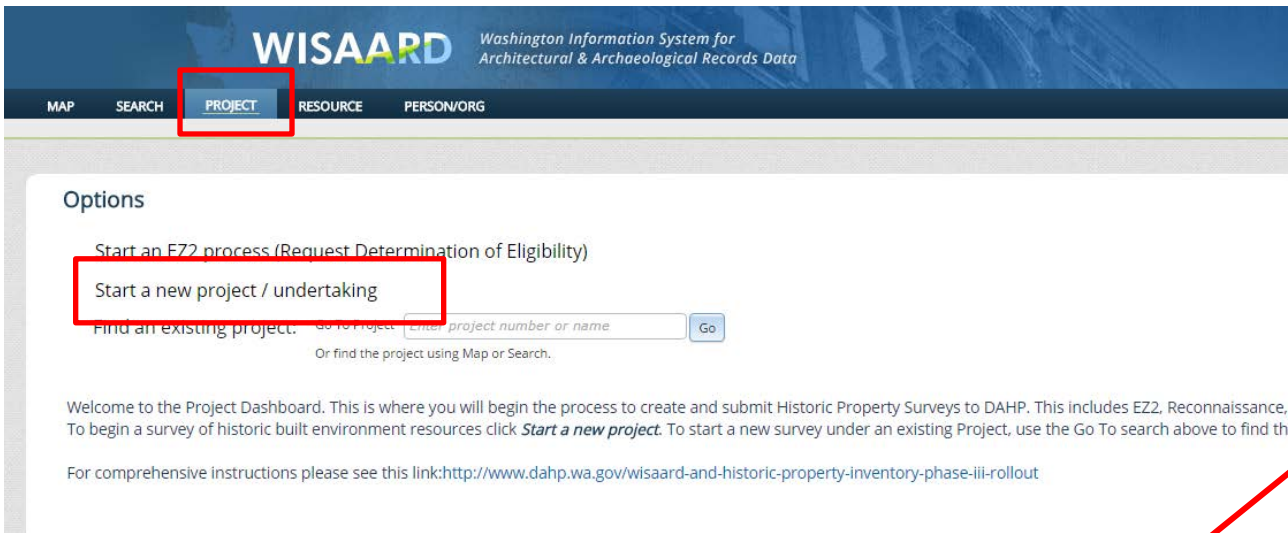
Location:

+ Date Created: March 24, 2016

DAHP Tracking Code: 2016-03-02012

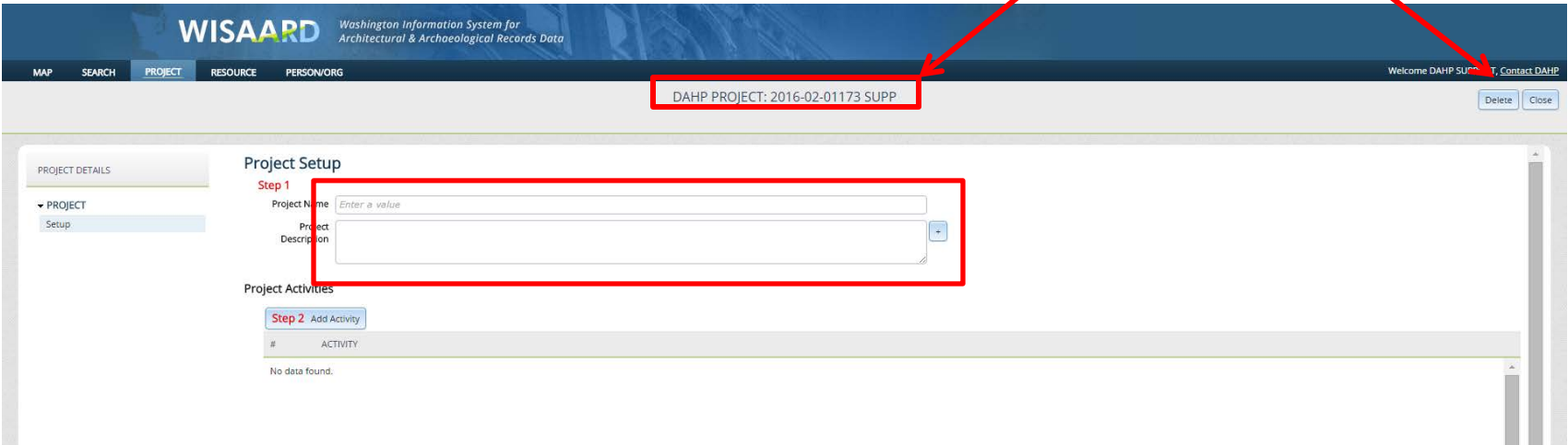
Hint: Search by Contact Name to find all of your Projects.

To start a new Project , Go to the Project Dashboard and select Start a new Project/undertaking



Hint: As soon as you click Start a new Project /undertaking the system generates a new Project #. If you decide you do not need the Project you can delete it.

Enter a Project Name (required) and description (optional)



Add an Activity. The Activity is a report, historic property inventory forms or both. In this case we will just be uploading a report. For *Activity Type* choose *Add/Edit resources or reports*. Fill in the *Activity title* as you wish and choose the *Regulatory Process* for the project, if applicable. For built environment survey reports indicate the *Survey Level*.

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". Below the header, there is a navigation bar with tabs for "MAP", "SEARCH", "PROJECT", "RESOURCE", and "PERSON/ORG". The current page is titled "DAHP PROJECT: 2016-02-01173 SUPP".

The main content area is divided into two sections: "Project Setup" and "Project Activities".

Project Setup

Step 1

Project Name:

Project Description:

Project Activities

Step 2 Add Activity (highlighted with a red box)

#	ACTIVITY										
1	<table border="1"><tr><td>Activity Type</td><td>Add/Edit Resources or Reports</td></tr><tr><td>Activity Title</td><td><input type="text" value="Enter a value"/></td></tr><tr><td>Activity Description</td><td><input type="text" value=""/></td></tr><tr><td>Regulatory Process</td><td><input type="text" value="Pick a value"/></td></tr><tr><td>Survey Level</td><td><input type="text" value="Pick a value"/></td></tr></table>	Activity Type	Add/Edit Resources or Reports	Activity Title	<input type="text" value="Enter a value"/>	Activity Description	<input type="text" value=""/>	Regulatory Process	<input type="text" value="Pick a value"/>	Survey Level	<input type="text" value="Pick a value"/>
Activity Type	Add/Edit Resources or Reports										
Activity Title	<input type="text" value="Enter a value"/>										
Activity Description	<input type="text" value=""/>										
Regulatory Process	<input type="text" value="Pick a value"/>										
Survey Level	<input type="text" value="Pick a value"/>										

Activity Status: Draft

Buttons: Add/Edit Resources, Add/Edit Documents/Reports, Check Activity For Errors, Submit Activity

If you are uploading a report without any historic property inventory forms please see the next page. For a tutorial about updating or entering new inventory forms please see [here](#).

To upload a cultural resources survey report click the *Add/Edit Documents/Reports* button.

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 current page title is 'DAHP PROJECT: 2016-02-01173 SUPP'. On the left, a sidebar shows 'PROJECT DETAILS' with sub-items: 'PROJECT' (Setup), 'ACTIVITY #1' (Documents and Images, Resources, Validation/Errors). The main content area is titled 'Project Setup' and is divided into 'Step 1' and 'Step 2'. 'Step 1' includes fields for 'Project Name' and 'Project Description'. 'Step 2' is titled 'Add Activity' and features a table with one row. The table has columns for '#', 'ACTIVITY', and 'Activity Status'. The row contains the number '1', a form for activity details, and the status 'Draft'. The activity details form includes fields for 'Activity Type' (set to 'Add/Edit Resources or Reports'), 'Activity Title', 'Activity Description', 'Regulatory Process', and 'Survey Level'. To the right of the table is a vertical stack of buttons: 'Add/Edit Resources', 'Add/Edit Documents/Reports' (highlighted with a red box), 'Check Activity For Errors', and 'Submit Activity'.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

DAHP PROJECT: 2016-02-01173 SUPP

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	Activity Status
1	<p>Activity Type <input type="text" value="Add/Edit Resources or Reports"/></p> <p>Activity Title <input type="text" value="Enter a value"/></p> <p>Activity Description <input type="text" value=""/></p> <p>Regulatory Process <input type="text" value="Pick a value"/></p> <p>Survey Level <input type="text" value="Pick a value"/></p>	Draft

Buttons: Add/Edit Resources, Add/Edit Documents/Reports, Check Activity For Errors, Submit Activity

Hint: Once a report is uploaded it must be further incorporated into Wisaard by DAHP staff before it will appear in search results or on the map. Please allow up to 30 days for reports to be processed.

Click the *Attach Document or Image* button and follow the prompts to upload a document from your computer. The system accepts documents in PDF format only. The size limit is 100 MB. Once you have attached your document click the *Return to Project Setup* button on the top right corner.

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 2016-02-01173 SUPP". The navigation menu includes MAP, SEARCH, PROJECT, RESOURCE, and PERSON/ORG. The main content area is titled "Activity #1: Add/Edit Resources or Reports" and contains two steps: "Step 1: Upload document or image" and "Step 2: Enter document or image information". Under the "Project Documents and Images" section, the "Attach Document or Image" button is highlighted with a red box. A "Return To Project Setup" button is also highlighted with a red box in the top right corner.

Select an Attachment type and Document Date. This is required.

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 2016-02-01197 SUPP" with the subtitle "Kim's Tutorial Project". The navigation menu is the same as in the previous screenshot. The main content area is titled "Activity #1: Add/Edit Resources or Reports" and contains two steps: "Step 1: Upload document or image" and "Step 2: Enter document or image information". Under the "Project Documents and Images" section, the "Attach Document or Image" button is visible. A document preview is shown on the left, titled "Appendix 3 - CTC 16.13" and "Design Guidelines". On the right, the "Document Date" and "Attachment Type" dropdown menus are highlighted with red boxes. The "Document Date" dropdown is currently set to "Pick a date" and the "Attachment Type" dropdown is currently set to "Pick a value". Other fields include "ID: 279074", "Attached: DAHP SUPPORT, 2/25/16, 7:48 AM", and "Metadata Edited: DAHP SUPPORT, 2/25/16, 7:48 AM". A "Return To Project Setup" button is also visible in the top right corner.

Now you are back on the Project Setup page. As a final check, make sure your Project contacts are correct. You may now Submit by clicking the *Submit Activity* button. In order for to DAHP to review the report we will need to be notified via separate correspondence. Please reference the Project number on all correspondence.

WISAARD Washington Information System for Architectural & Archaeological Records Data

MAP SEARCH PROJECT RESOURCE PERSON/ORG

Welcome DAHP SUPPORT, Contact DAHP

DAHP PROJECT: 2016-02-01173 SUPP

PROJECT DETAILS

Project Description

PROJECT

Setup

ACTIVITY #1

Documents and Images

Resources

Validation/Errors

Project Activities

Step 2 Add Activity

#	ACTIVITY
1	Activity Type: Add/Edit Resources or Reports Activity Title: Enter a value Activity Description: Regulatory Process: Pick a value Survey Level: Pick a value

Activity Status: Draft

Add/Edit Resources

Add/Edit Documents/Reports

Check Activity For Errors

Submit Activity

1 - 1 of 1 results

Project Contacts

Organizations

Find Org to Associate: Type here to search Add

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

1 - 1 of 1 results

People

Find People to Associate: Type here to search Add

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

1 - 1 of 1 results

External Project Number: Enter a value

2016.2.8.337 Server:SSVDBQLYDAH3,DB-DAHP