Procedures for Report and Site Data Intake To NVCRIS at Nevada SHPO

2/4/2004

Get report

Check to see if it has already been accessioned at NSM
Open the database by choosing the desktop icon called CR Data Entry
Log-in to the database (mcbrown, palomino)

Choose Investigations from the menu on the left

Choose Create New Investigation from the menu in the center of the screen

Choose NV as the state

This opens the form for a New Investigation Record

Performing organization and point of contact (POC)	
Performing organization	Gnomon Phony Lead Agency
Permit #	12345
Organization POC	Agency, John Q.
POC telephone	
POC email	something@anarchy.gov
POC fax	
Lead agency	
Lead agency office	Convention 2/2004 – if the lead agency is not shown on the list, use Gnomon Phony Lead Agency and put the real agency in the Lead Agency FAX and Phone fields below.
Lead agency POC	
Lead agency email	
Lead agency fax	

Change the performing organization as appropriate. (We will replace this with a drop down list in the future.) For entry of reports already received at SHPO and processed (reviewed) by SHPO, you do not need to worry too much about the POC (point of contact) information. There has to be *something* in the Organization POC field and the POC email field, but it does not have to be perfect for our entry process at NV SHPO right now.

Choose an appropriate lead agency. You must then choose a lead agency POC. You can change the email address if needed, but you cannot "free-text" the point of contact name. Now, we turn to the Investigation Rationale section.

Proponent/Sponsor/Client	Name of the triggering organization for the investigation. For example, "A & K Earthmoving", "ReallyBig Oil". For agency internal work, this might be the field office or ranger district itself: "Carson City Field Office" "CCFO", or the administrative unit "BIA Western Nevada Agency"
Reason for investigation	Reason for investigation is a short description of the general trigger. For example: "seismic survey", "housing development", "land exchange", "proposed mine"
Short description and field supervisor	Describe the fieldwork briefly in this field. Separate a short description (e.g., "systematic survey of lots of stuff"). **2/2004 Convention – Also put the report title in this field if it is appropraiate. Separate entries with semicolons: "**1500 acres for fire rehab; Christina Kelly; The Warrior Fire Rehabilitation Survey"
(Associated undertaking)	If there is an overall project name, it would generally go here, as might a NEPA case number, etc.; **2/2004 convention** – Also put the agency, SHPO and NSM report numbers in here in the following form: BLM 1-234;SHPO 520.042 1/18/02; NSM 16-112. Other sorts of numbers would be similar in format as in BLM NEPA 2003-12; USFS R4… Note the format of identifiers – NO lead zeros, no parentheses around the N or P (if given in BLM reports), semicolons separating different references.

Proposed activities	This section describes the general work that will be done in the investigation
Investigation name / #	This is the PERFORMING organization investigation name or number, or both. For agency internal projects, just use the agency report/project ID (e.g., 3-2082P)
Investigation actions	Cultural Resource Survey This is most often cultural resources survey. The intent is to ge the MAJOR activity reported. So, a project with 1000 acres of survey and testing at one place would probably still be survey. If it is really a mix, use OTHER and describe it in the description field
Scope/bias (surveys only)	All resources If a survey has a particular kind of property or age of property, choose it here.
Start date (mm/dd/yyyy)	Mandatory! If you don't know the dates precisely, that's fine. Just use the first of the month if you know the month, or first of the year if you only know the year. Note that an invalid date (2/29/2002) will cause the record to fail entry.
End date (mm/dd/yyyy)	as above

Continue through the form, choosing Add To List as appropriate.

Resources deserve some instruction:

2/2004 convention for now, put the center UTM in the Data Entry Notes field in the following format: N45123456 E123456. This gives us some geography to work from. If they state it is a NAD83 coordinate put a semicolon after the easting and then NAD83. Otherwise, these are assumed to be NAD27.

2/2004 convention for unaccessioned sites (no trinomial): enter as 26, COUNTY ABBREVIATION, 0 (zero).

Agency identifiers, temporary id's, field numbers, go in the other id text box in the following format: "BLM 3-1234; IMR736-MD-1; The Son of Dune Site". You get the idea – if it is someone's number scheme, say who, then give the number and separate it from the next identifier by a semicolon.

2/2004 convention – for site records for which concurrence/review is completed, put "concurred" in the data entry comments text box.

When you have completed the resources or skipped that page, you get a confirmation screen:

	Resource - name	**Prev. Elig. Det.**	**Age**	**Curr. Elig. Det.**	**Resource type**
Associated resources	48-AA-321 no other name made up site	Eligibility Unknown	Prehistoric	Not Eligible	SITE

Finish Send Record To Lead   Save Entry   Cancel Entry

Choose **SAVE ENTRY (do not send):**

When the record is saved successfully, you will get a confirming note that gives the DBI_NV_yyyy_nn string. This is the **D**ata**b**ase **I**nvestigation (DBI) number.

If you don't get a DBI number then it probably didn't save!

** Put the DBI number on the report (in pencil).
** If there are site records with the report, pencil the DBI number on to the records too.
** If there is a folder with the report, pencil the DBI number on to the folder.

Next step: Create a cover sheet.

Choose Investigation from the left hand menu

Choose View prior investigations from the center menu

Click on your DBI number

Print the resulting web page

2/2004 convention for now, put the DBI number on the top of the form. Fill in the entry info for database with initials and date.

File the sheet with the report as a cover sheet. It will be used again during digitization and verification.

Next step: Digitization

AT END OF SESSION – CHOOSE LOGOUT from left hand menu