

# **Oregon SHPO Standard Site Form User Manual**

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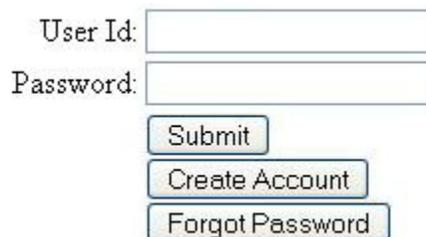
## I. Introduction

The Oregon SHPO Standard Site Form is designed as a web-based form that is linked with a larger statewide site attribute database. This site form takes the place of the Microsoft Access and Word site forms that have been in use in Oregon since 2000. The site form is designed to be easy to use with easy access by all archaeologists. Use of this web-based form does not replace the need to submit a paper site form to SHPO, but it does permit a paper form to be printed out upon completing your entry. The following information is provided to assist you in completing and submitting site forms to the State Historic Preservation Office. If, while attempting to use the site form you are unable to submit data or find the form malfunctioning please contact our office at (503) 986-0674 or (503) 986-0675.

### 1. Setting up an Account

Upon opening the SHPO web-based site form you are asked to select one of three options: 1) Submit your Used ID and Password; 2) Create an Account; or 3) an option to retrieve your earlier account information in case you have Forgot Password (see Figure 1). If this is your first time using this site form you will need to set up a new account. Select New Account. You will be directed to a form asking for personal identification information and asked to select a User ID and Password. If you have previously set up an account simply enter the appropriate data (User ID and Password) where requested and click on the Submit button. This will immediately move you into the site form itself. In case you later forget your password and wish to retrieve it from our system you will be asked to submit a key question and answer which you can identify for access to earlier information (e.g., mother's maiden name, pet name). Upon completing this user information page press Enter and you will be returned to the original page where you are asked to submit your User ID and Password. Once your account has been created you are automatically approved to move forward into the site form. There is no approval review process involved.

If you have Forgotten your Password, simply click on the Forgot Password button and you will be asked to enter your name and answer a preselected question. Once this has been completed press Enter and you will be immediately notified via email of your assigned User ID and Password. Once this information is received, enter this data on the log on page of the system and press Enter to begin the site form process.



The image shows a web form for user authentication. It consists of two input fields: 'User Id:' and 'Password:'. Below these fields are three buttons: 'Submit', 'Create Account', and 'Forgot Password'. The buttons are arranged vertically and have a light blue background with a thin border.

Figure 1: User ID & Password

## 2. Select Appropriate Form

After completing the log-in screen you will be asked to select the appropriate form you wish to view. The three options available include: 1) *Enter New Form*; 2) *View Submitted Forms*; and 3) *View In-Progress Forms* (Figure 2). A fourth category *Request Access to Previously Recorded Site Form* will later be added to the system once firewalls have been designed and installed that will insure appropriate security and limited access to site sensitive information.. If you wish to create a new site form select the Enter New Form and you will proceed to the next screen where you can select the appropriate type of form you wish to complete (i.e., new site, update site form, isolate form). If you wish to view the status of forms that have been previously submitted to SHPO or add additional data to forms that are in progress click on the appropriate box and press enter. Once option four (4) has been added to the system, if a site form has earlier been entered into the web-based system and you wish to access the previous site form so that it can be updated without having to reenter all site data, this option will be able to be selected. An explanation of the initial three processes is discussed in these guidelines. The following guidelines provide an explanation of the completion process for completing and submitting a new site form.



**Figure 2: Site Form Selection**

## 3. Form Type

A customized menu called a “switchboard” automatically appears whenever the site form application is opened (Figure 3). The menu currently allows three options: add a new site record, update an existing site record, and enter an isolate find record. Each of these forms may be printed as a **text file** or excel spreadsheet upon completion. This process is described in Section IV of this User Manual. The web-based site form is designed to create a searchable database of all classes of information for all sites located in Oregon. Previously recorded sites on file at the Oregon SHPO office are not automatically entered into this system. Such sites will need to be added to the database on a case-by-case basis when time and money allows the addition of these data. The larger site database will be accessible to researchers at the Oregon SHPO office through an Excel database. This database will provide a variety of tools for querying individual and groups of site records. This web-based version of the SHPO Standard Site Form does not provide any standardized queries via the web.

**Select Form Entry Type:**

- Initial (Full) Recording: Enter a new site that has no Smithsonian Trinomial.
- Update/Re-Recording: Update information for an existing site.
- Isolate: Enter an isolated find.

**Figure 3: Site Form Entry Type**

The **Initial (Full) Recording** entry category should be used whenever a user is entering data on a site that has not previously had a Smithsonian Trinomial assigned to it or have never been entered into the new web-based database system. The **Update/Re-Recording** entry category should be used for all sites that have been entered into the system by the current recorder and have previously been assigned a Smithsonian Trinomial. Once a previous site has been entered into the web-based system, portions of the earlier form that are found to have not changed since the initial recording (e.g., environmental data) will not need to be reentered. The process to exclude reentering such data will be explained later in the Site Form Manual.

If a previously recorded site form has not been entered into the web-based system, enter this site form as an initial (full) recording. The Update/Re-Recording option is not available for these earlier forms. The **Isolate Find** entry category should be used for recording all isolate finds (i.e., areas possessing less than 10 artifacts and/or no feature).

#### **4. Navigating through the Site Form**

The site form is organized into ten sections: Form Entry Type, Site Identification, Administrative Information, Site Type, Location, Environmental Information, Site Description, Rock Art (when applicable), Site Condition, and Bibliographic References. There is also an area at the end of the site form to input information regarding the recorder of the site form, a mechanism that will allow the attachment of maps (USGS and sketch maps) and photographs, and a mechanism to save site forms that are in the process of completion or submit completed forms for SHPO review. All attachments to site forms need to be in standard word processing (e.g., .doc, .wpd, .xls, .pdf, .dbf), graphic (.jpg, .png) or GIS (.shp, .prj, .shx, personal geo-database) file types. Attachments should not be over 5 megabytes in size.

The site form contains a number of data fields that are embedded within the main form (e.g., Figure 4). Data fields are used for recording several items occurring within a single site. For example, a single site might have multiple features, owners or alternate ID numbers. Drop down boxes are available for many categories with an option for highlighting multiple entries where applicable (e.g., significant vegetation). The scroll bar on the right is used to view all options available. Highlight a selection by clicking directly on it. Once a selection has been made, the selected attribute will appear.

Managing Office					
Owners					
Owner		Former Owner?	No	Add Another	
Site Ownership/Management Notes					
National Register Status Statements <i>Each Reviewing organization - including the field organization - can enter a status statement</i>					
Status		Role		Date	07/18/2007
				Statement Author	
					Add Another

**Figure 4: Sample of Site Form Data Fields**

Navigation through the site form fields is accomplished by using the arrows at the end of each field type. Drop down boxes will appear where applicable. Text descriptions should be typed directly into the text boxes provided or copy and pasted from a Word document in order to rely on spelling and grammar aids. At the bottom of each page is a button marked Next Step. Upon completion of each page of entries click on the Next Step button in order to save your information and to navigate to the following portion of the site form. If at any time you wish to navigate through the form to a particular area, a box entitled *Form Steps* is available to the left of your screen. This box includes all sections of the site form (Figure 5) and includes your user name and a number assigned to each particular site form. By clicking on the section you wish to navigate to in the form (either backward or forward) you will immediately be taken to that section. Be aware that some fields on the form must be completed prior to a form being accepted as completed. These fields are all clearly marked and you will be redirected back to these sections if you attempt to submit a completed form without entering such data (e.g., site age). You will also not be able to move forward in a form until data has been entered on all earlier pages. Once you have initially moved through a site form it is possible to go back and change any earlier entered data. To exit the site form, click on Step Twelve in the Form Step box on the left *Review/Submit*. You will be directed to saving your form so that it is available to you for editing at a later time or submitting a completed form directly to SHPO.



Figure 5: Form Step Box - Primary Navigation tool

## **II. Using the Web-Based Site Form – Initial (Full) Recording Form**

For each section in the site form, a heading appears in the status bar to the left of the screen. For more detailed information, consult the Oregon SHPO Standard Site Form Data Dictionary, which provides detailed information about each data element and the range of possible values listed under each site form heading. All data that is entered into each data field is automatically saved in the database once you click on *Next Step* at the bottom of each screen. There is no prompt to save data. Reentering the information will easily correct any errors entered in the data.

To exit out of the site form and return to the main menu, simply navigate via the Form Step box on the left. Step twelve will permit you to save all information and exit the Site Form Application either by saving it to a file for later editing or submitting a completed form directly to SHPO.

### **1. Form Type**

The first section of the Oregon Standard Site Form requests the recorder to select the type of site form that is to be entered. This category has been explained in detail earlier in the Oregon Site Form Manual.

### **2. Site Identification**

The second section of the Oregon SHPO Standard Site Form contains basic identification information about the site (Figure 6). Each data item contained in this section is listed below in the order it appears on the form, with instructions for how to enter the information.

The first data field is the **Smithsonian Number**. Since the Oregon SHPO assigns this number, it will be added to all new site forms after the completed form as been reviewed by our office. Once a number has been assigned to a site it may be entered later when editing the site record (i.e., update site form) by clicking once in this box and entering the alphanumeric entry, making sure the edit is being made to the appropriate site record.

**Agency/Field ID:** Please include the agency field number for the site in this box. If multiple alternative numbers are known, enter all alternative numbers beginning with the primary alternative number. If a Smithsonian site number has earlier been assigned to the site but it has not been entered into the web-based system, include the Smithsonian number in the Agency/Field ID box. If a **Site Name** has been assigned to the site, enter this name in the appropriate box. Enter the date you are recording this site form. Date information can be entered directly by typing out the numeric number for the month, day and year, divided by a forward slash (e.g., 11/13/2006) or you can use the calendar icon to the left of the entry field and navigate through the dropdown screens to the appropriate month, day and year.

## Site Identification

*Enter New Site Identifying information*

* = Required Field	
Smithsonian Trinomial	To be assigned
Agency/Field ID *	<input type="text"/>
Site Name	<input type="text"/>
Recording Date *	<input type="text" value="08/14/2008"/>
<input type="button" value="Next Step"/>	

**Figure 6: Site Identification**

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save your entry data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen. However, you cannot jump forward without initially adding data within some fields on all preceding sections (i.e., mandatory fields). Moving backward through the site form is always possible.

### 3. Administrative Data

The third section of the Oregon SHPO Standard Site Form contains administrative information about the site (Figure 7). An explanation of each entry field is listed below.

**Managing Office** – Click on the arrow facing down to select an option from a drop down list. Use the scroll bar on the right hand side of the drop down list to view all options that are available. If the appropriate agency is not found, highlight the *Other* category and type in the appropriate ownership/management agency in the **Site Ownership/Management Notes** box that follows.

**Owners** – The **Owners** entry box is designed to record the owner(s) of the site. Many sites are located on property spanning multiple landowners. If the property containing the site has changed ownership, record previous owner(s) as well. For example, if the site had been in state ownership but has recently been transferred into private ownership two land owner fields should be included on the form with the state marked as the former owner. Details regarding ownership should be included in the **Site Ownership/Management Notes** box that follows.

### Administrative Information

Your form for site **Days Creek Reservoir Site** has been saved with Entry #547  
 You can return to this process at any time to complete the entry

\* = Required Field

Managing Office

---

**Owners**

Owner  Former Owner?  [Add Another](#)

Owner  Former Owner?  [Remove](#)

---

Site Ownership/Management Notes

---

**National Register Status Statements**  
 Each Reviewing organization - including the field organization - can enter a status statement

Status  Role  Date  Statement Author  [Add Another](#)

Status  Role  Date  Statement Author  [Remove](#)

[Next Step](#)

**Figure 7: Administrative Information & Eligibility Status**

**National Register Status Statements**– This category and its subfields allow each reviewer to record eligibility status determinations. Click on the arrow after each sub category to select an option from a drop down list regarding status (eligible, not eligible, unevaluated, eligible under MOA, listed, delisted) or role ( field worker, lead agency/land manager, SHPO, NPS, Keeper). Enter the Date the eligibility determination was made in the next box. If an explanation regarding status is needed the following **Statement Author** box provides a text box for entering such comments. If additional eligibility status determinations have been made, click on **Add Another** and a new series of entry boxes will appear for recording multiple entries. In this way the site form can be used to record each level of eligibility status made by each organization/agency (e.g., Field worker- not eligible, Lead agency-eligible, SHPO-unevaluated).

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save your data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen. However, you cannot jump forward without initially adding data within some fields on all preceding sections (i.e., mandatory fields). Moving backward through the site form is always possible.

#### 4. Site Type

This section of the site form is designed to provide the recorder with sufficient fields to initially describe the type and relative age of the site being recorded and its associated features (see Figure 8). A more detailed description of the site will be included in Section Seven of this form.

The initial entry boxes are for listing basic site **Dimensions**. Type in the site **Length** and **Width** in the appropriate entry boxes and mark if measurements are recorded in meters or feet. The site acreage will automatically be calculated and included in the following field marked **Calculated Area**. Manually enter the **Depth of the Cultural Deposits** at the site (measured in centimeters). If depth is unknown type 0. Site Dimensions is a mandatory field. Some measurement attribute must be included in the site form in order for the form to be submitted to SHPO.

**Site Type(s)** – Click on the arrow facing down to select an option from a drop down list. Use the scroll bar on the right hand side of the list to view all options that are available. This field allows multiple entries. To select multiple site types hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box. If the appropriate site type is not found in the available list click *Other* and add the correct site type in the Site Type text box.

**Features** -- Click on the arrow facing down to select an option from a drop down list. Use the scroll bar on the right hand side of the list to view all options that are available. All entries are listed in alphabetical order. This field allows multiple entries. To select multiple site types hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box.

**Cultural Period(s)** -- Click on the arrow facing down to select an option from a drop down list. Use the scroll bar on the right hand side of the list to view all options that are available. This field allows multiple entries. To select multiple site types hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box.

**General Age** – The drop down box is designed to provide the recorder with a selection of general site age categories. The options available include: Prehistoric, Historic and both Prehistoric and Historic. Click on the arrow facing down to select an option from the drop down list. Use the scroll bar on the right hand side of the list to view all options that are available and highlight the appropriate entry with the cursor.

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save all data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen. However, you cannot jump forward without initially adding data within some fields on all preceding sections (i.e., mandatory fields). Moving backward through the site form is always possible.

## Site Type

**\* = Required Field**

**Dimensions**

Length \*  Width \*  Units

Calculated Area

Depth of cultural deposit \*  centimeters

**Site Type (hold ctrl key to select multiple) \***

<ul style="list-style-type: none"> <li>Burial/Grave/Cemetery</li> <li>Camp</li> <li>Feature</li> <li>Homestead</li> <li>Lithic Scatter</li> <li>Mine</li> <li>Other</li> <li>Quarry</li> </ul>	<p>Details of Site Type description:</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
--	---

**Features (hold ctrl key to select multiple)**

- Arastra
- Bridge
- Buried occupied surface
- Cabin
- Cache Pit
- Cadastral Marker
- Corral
- Dam/Intake

**Cultural Periods (hold ctrl key to select multiple) \***

- 19th Century
- Archaic (Specific period not established)
- Contact Period
- Depression/WWII (1929-1950)
- Early 20th Century (1900-1930)
- Early Archaic (10,500 BP - 7,000 BP)
- Historic
- Late Archaic (2,000 BP - Contact)

**General Age \***

- Prehistoric
- Historic
- Prehistoric and Historic

**Figure 8: Initial Site Summary Data**

## 5. Location

The fifth section of the site form provides information used to identify the site's location (See Figure 9). An explanation of each of the fields in this section follows:

# Location

*For sites in urban setting, give appropriate address in access description*

The screenshot shows a web form titled "Location" with several sections:

- County \***: A dropdown menu for selecting a county.
- Cadastral Locations**: A section with fields for Township \*, Range \*, Sec \* (with 1/4 increments), DLC#, and Meridian. It includes an "Add Another" button.
- Map References**: A section with fields for Map Name \* and Revision Year \*. It includes an "Add Another" button.
- UTM Coordinates \***: A section with fields for Type \*, East \*, North \*, Method \*, Zone \*, and Datum \*. It includes an "Add Another" button.
- Describe access to site from permanent feature and how to find primary datum:**: A large text area for providing a detailed description.
- Next Step**: A button at the bottom of the form.

Figure 9: Site Location Data

**County** – Click on the arrow facing down to select an option from a drop down list. Counties are listed alphabetically. Use the scroll bar on the right hand side of the list to view all options that are available. A county entry field is a mandatory field of every site form and must be highlighted in the **County** section of the site form prior to the form being submitted to SHPO.

Manually enter the **Township** number where the site is located in the appropriate box. For selecting **North, or South (N/S)** in relation to Township, click on the arrow facing down in the next attribute box to select an option from a drop down list.

Manually enter a number that identifies the **Range** where the site is located. Click on the arrow facing down to select **E** (east), or **W** (west) for identifying the site's general orientation in relation to the **Willamette Meridian**.

Manually enter the **Section** number where the site is located. For all three **Quarters (1/4)** of the Section, click on the arrow facing down to select an option from a drop down list. If the site spans multiple sections click on the **Add Another** button to the right of the screen and additional entry lines will appear as needed. If the site is located in a Donation Land Claim (**DLC**) add the appropriate DLC number in the available entry field. To record the proper **Meridian**, click on the arrow facing down to select an option from a drop down list. Available options include: Willamette, Boise and Mt. Diablo. A complete legal description is a mandatory field of every site form. Some measurement attribute must be included in the **Cadastral Locations** section of the site form prior to the form being submitted to SHPO.

The two **Map References** entry fields (i.e., Map Name, Revision Year) relates to the **USGS quad maps** where the site is located. To input the appropriate map name click within the box labeled **Map Name/Scale** and begin typing the map's name and a list of available options will appear. Select the appropriate map name, which is followed by the appropriate **Scale** (7.5', 15', 30'). Manually enter the **Publication/Revision Year** in the second box. If the site covers areas spanning multiple USGS maps, click on **Add Another** on the right side of the entry boxes and additional entry boxes will appear as needed.

Multiple **UTM Coordinates** can be entered for every site. The **Type** of coordinates recorded often include: center-point, site datum or marked point, boundary, or feature. The appropriate type can be selected by clicking on the available drop down box following the Type entry field. Manually enter the **UTM easting** at the site location. Each entry must have six (6) digits. Manually enter the **UTM northing** at the site location. Each entry must have seven (7) digits. Was the site location determined by the use of GPS? Use the drop down box to highlight the Method for recording the UTM coordinates. This box includes a range of options for recording the accuracy of the GPS unit used or whether the UTM coordinates were derived from a map. Highlight the appropriate **Zone** using the drop down box. For Oregon all UTM Coordinates are taken from either Zone 10 or 11. Select an option for the projection **Datum** of the UTM (**UTM Datum**) from a drop down list (27, 83) by clicking on the arrow facing down. If you are unsure of which Zone the site is located in refer to the bottom of the appropriate USGS Map where all UTM Zones and Datums are indicated

In the next box **Describe Access to Site** manually enter a description of how to reach the site location. This field can vary in length. Access directions should begin from well-known landmarks (e.g., major highway, bridge, intersection) to more obscure site-specific points. Directions should be easy to follow.

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save your data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen. However, you cannot jump forward without initially adding data within some fields on all preceding sections (i.e., mandatory fields). Moving backward through the site form is always possible.

## 6. Environmental Information

The environmental data section contains entry fields that help to describe the environmental features and context of the site setting (Figure 10).

The field for inputting the **Depositional Environment** allows multiple entries. Select an environment listed in the drop down list by clicking on the associated arrow and utilizing the scroll bar to view all options that are available. To select multiple environments hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box.

## Environmental Information

\* = Required Field

**Depositional Environment (hold control key to select multiple)**

Aeolian Environment  
 Alluvial Environment  
 Coastal Environment  
 Colluvial Environment  
 Erosional Environment  
 Glacial Environments

**Soil Description:**

**Culturally Significant Vegetation (hold control key to select multiple)**

Balsamroot  
 Bear Grass  
 Bitterroot  
 Black Cap

**Culturally Significant Vegetation Description:**

**Water Sources**

Name of Water Body	Type	Stream Type	Stream Class	Distance	Direction	
<input type="text"/> meters	<input type="text"/> deg	<a href="#">Add Another</a>				

**Site Setting**  
*Discuss environmental setting of site relevant to site location, including on-site vegetation, topography, dated landforms and formation processes):*

**Province/Basin**

Province	<input type="text"/>	Elev From (ft) *	<input type="text"/>	Elev to (ft) *	<input type="text"/>	Aspect	<input type="text"/>
Basin	<input type="text"/>	Subbasin	<input type="text"/>				
Drainage Name	<input type="text"/>						

**Figure 10: Environmental Setting**

Manually enter a description of the **Soils** located at the site in the next text box. This field varies in length.

**Culturally Significant Vegetation** found at the site location allows for multiple entries. Select a vegetation species from the accompanying drop down list by clicking on the arrow facing down. There are many plant species within the drop down list so it is important to use the scroll bar on the right hand side of the list to view all options that are available. To select multiple site types hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box.

Manually enter a description of the density and location of the species of culturally significant plants selected in the previous field in the **Culturally Significant Vegetation Description** text block. Discuss any plant communities found in the area around the site as well. In situations where the culturally significant plants found are not included as selectable options in the drop down list, or a more detailed explanation of the vegetation is needed, this information should also be recorded here.

Manually enter the name of the **Water Source(s)** that may have been used by the site occupants. For **Water Body type, Stream Type, and Stream Class**, use the drop down lists by clicking on their respective arrows to view options that are available. Use the scroll bar on the right of these lists to view all options. Manually enter the **distance** (measured in meters) to the sites' water source. Manually enter the **bearing** (measured in degrees) to the water source from the sites' primary datum. The **water source** information category allows for multiple entries within each category. If additional water sources are available click on **Add Another** and a new series of entry boxes will appear for recording multiple entries.

Manually enter a description of the **Site's Setting** at the site location. This field varies in length. If the cultural significance of the vegetation mentioned above is found to be irrelevant, such as quarries or historic refuse deposits, include any details within this text box.

For **Province, Basin, and Sub basin**, select options from drop down lists provided for each category by clicking on their individual arrows facing down. Basin cannot be selected until a Province is selected, and accordingly Sub-basin cannot be selected until the previous two fields have been selected. Choices of Basin and Sub-basin are restricted accordingly. Basin categories are adapted from the USGS Hydrologic Unit Maps and Oregon State Water Resources Board, revised to accommodate drainages located along the Pacific Ocean, Columbia River, and Snake River that drain directly into those water bodies. Sub-basins correspond to USGS hydrological cataloguing units. Maps depicting the extent of all basins/sub-basins within Oregon are available on the Oregon SHPO web page in the Site Form Data Dictionary.

Manually enter the **Elevation** of the site, measured in feet. If the site extends over a steep elevational grade a range in elevation can be included here.

Select the **Aspect** of the site by clicking on the arrow to view options on the drop down list. Use the scroll bar on the right to examine all options that are available.

Manually enter the name of the **Drainage** that the site is near. This field can also be the same as what was entered in the Sub Basin field. If the drainage is an unnamed drainage, refer to the next higher order of drainage in this entry and in the Site Setting text field, identify the smallest named drainage containing the site.

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save all data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen. However, you cannot jump forward without initially adding data within some fields on all preceding sections (i.e., mandatory fields). Moving backward through the site form is always possible.

## 7. Site Description

Physical characteristics of the site are to be entered in the Site Description section of the Site Form (Figure 11). This section is designed to provide room for a more descriptive analysis of the site, in addition to information on specific site age and observed artifacts. Manually provide a site description of the site including information on artifacts/tools that were found and any other relevant information in the text box labeled **Site Description**. If site function can be hypothesized, include any relevant details on basis for determination here.

**Date(s) of Use** and **How Date was Determined** are considered mandatory fields. If an age span for the site is known, enter beginning and ending dates in two separate date entries. For absolute dates, place the same date in both beginning and ending fields. In the third field enter “BC”, “AD” or “BP.” Select the appropriate designation for the dating method used. Prehistoric artifact typologies often include age ranges assigned in a BC range, Likewise, historically derived absolute and estimated dates are normally assigned AD age ranges. Radiometric dates are stated in uncorrected years before present (BP); present being equivalent to 1950. Enter the date only ( $\pm$  values are not recorded). In the fourth field mark how the date was determined by clicking on the arrow facing down to select an option from a drop down list. To add additional records for these fields, click on **Add Another** and a new series of entry boxes will appear for recording multiple entries. Provide a solid basis for age determined for the site. If using artifact typologies, include either supporting references for the selected age or description of artifacts that were used to make determination (e.g., amethyst glass,  $\geq 4$ ” tall vent hole (matchstick filler) lead soldered can). If specific ceramic or bottle marks were found describe or provide sketches of major typologically derived marks. This information should be included in the Site Description text box. Be sure to include a complete bibliographic reference for all citations used here in the bibliography portion of the site form.

### Site Description

**\* = Required Field**

**Site Description and Site Function \***  
*Include discussion of site condition, found artifacts and other relevant information*

**Date(s) of use**  
*(Be as specific as possible. 0 if unknown, may not leave blank.)*

From *	To *	BC/AD/BP *	Dating Method *	
<input style="width: 100%;" type="text"/>	<a href="#">Add Another</a>			

**Site Observations**  
*The following were observed:*

Artifacts Present *	Quantity *
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Estimated Counts**

Historic	Prehistoric
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Rock Art**

**Rock Art Present**

Click if Rock Art date to add.

**Figure 11: Site Description Information**

The next set of sub categories summarizes Site Observations of observed artifacts. These can include artifacts recorded during a pedestrian survey or subsurface investigations. The **Artifacts Present** box provides a drop down list of artifact types, which is followed by a Quantity box permitting the recorder to note the numbers of each artifact class found. Multiple entries are possible. To add additional records for these fields, click on **Add Another** and a new series of entry boxes will appear for recording multiple artifact types and quantities. The **Estimated Counts** entry fields are designed as summary counts for both **Historic** and **Prehistoric** materials noted within the site. Counts are estimated only so exact numbers are not needed. This is a numeric-based field so do not enter letters in the boxes (e.g., 1000's should not be used).

A box can be checked if rock art (pictographs/petroglyphs) are noted within the site. By checking this box a **Rock Art** recording form (Section Eight of this site form) will follow providing the recorder with the opportunity to include a basic description of the rock art. If this box is not checked the recorded will be directed to Section Nine of this form to record Visit Conditions.

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save all data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the page desired in the site form box on the left of the screen.

## **8. Rock Art**

If Rock Art is present at the site check the box following the statement “**Click if Rock Art Data to Add**”. This will provide access to the Rock Art data entry fields (Figure 12) which otherwise would not be available.

## Rock Art

Number of Rock: <input style="width: 40px;" type="text"/>	Number of Panels: <input style="width: 40px;" type="text"/>
<b>Panels are Situated on: (Hold control key to select multiple)</b>	
<ul style="list-style-type: none"> <li>Bedrock</li> <li>Boulder</li> <li>Cave Interior</li> <li>Cliff Face</li> <li>Rock Shelter Interior</li> <li>Other</li> </ul>	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>Panel Aspects</b>	
<input style="width: 100%;" type="text"/>	
<b>Type of Rock:</b>	
<ul style="list-style-type: none"> <li>Not applicable</li> <li>Basalt</li> <li>Granite</li> <li>Limestone</li> <li>Sandstone</li> <li>Tuff</li> <li>Unknown</li> <li>Other</li> </ul>	Formation name if known and additional information <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>Degree of Patination</b>	
<input style="width: 100%;" type="text"/>	
<b>Category and Techniques</b>	
<b>(Hold control key to select multiple)</b>	
<b>Petroglyphs</b> <ul style="list-style-type: none"> <li>None</li> <li>Cupule</li> <li>Abraded</li> <li>Incised</li> <li>Scratched</li> <li>Peked-Grooved</li> <li>Peked-Style</li> <li>Fainted</li> </ul>	<b>Pictographs</b> <ul style="list-style-type: none"> <li>None</li> <li>Monochrome</li> <li>Polychrome</li> <li>Outline</li> <li>Solid</li> <li>Sprayed</li> <li>Applied Manually (Brush, Finger, Etc.)</li> </ul>
<b>Colors (Hold control key to select multiple)</b>	
<ul style="list-style-type: none"> <li>Red</li> <li>Reddish-Orange</li> <li>Black</li> <li>White</li> <li>Yellow</li> <li>Multicolor</li> <li>Other</li> </ul>	Color Description <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>Rock Art Superimposed?</b>	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Superimposed art description <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
<b>Natural Destructive Agents (Hold control key to select multiple)</b>	
<ul style="list-style-type: none"> <li>None</li> <li>Bird or Insect Nests</li> <li>Wind and Rain Exposure</li> <li>Lichen</li> <li>Mineral Deposits</li> <li>Soil, Mud, Sediment</li> <li>Exploration</li> <li>Vegetation</li> <li>Runoff</li> <li>Freeze/Thaw</li> <li>Other</li> </ul>	Natural Destructive Agents Description <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>Other Destructive Agents (Hold control key to select multiple)</b>	
<ul style="list-style-type: none"> <li>None</li> <li>Abrasion/Defacing</li> <li>Bullet Holes</li> <li>Chalking</li> <li>Construction Activity</li> <li>Graffiti</li> <li>Latex Residue</li> <li>Livestock</li> <li>Names, Initials, Date</li> <li>Obliteration</li> <li>Paint</li> <li>Removal (Attempted)</li> <li>Removal (Completed)</li> <li>Smoke-Blackening</li> </ul>	Other Destructive Agents Description <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>Detailed Description</b>	
<input style="width: 100%; height: 50px;" type="text"/>	
<input type="button" value="Next Step"/>	

Figure 12: Rock Art Attributes

The **Rock Art** portion of the site form provides multiple entry boxes applicable for recording details of the rock art observed. Manually list the **Number of Loci** and **Number of Panels** where Rock Art was found in the initial two entry boxes. List the general location where the panels were found in the **Panels are Situated on** drop down box. Multiple locales are able to be selected for this field by simply holding down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box. Please include a more detailed description of each panel within the text box to the right.

The remaining boxes provide numerous categories for highlighting the rock art panels observed, **rock type**, **degree of patination**, specific characteristics related to observed designs (e.g., painted, pecked, scratched; colors,) and any destructive agents. Use the various drop down lists by clicking on the arrow facing down in the box for each category. There are many options listed within the drop down lists so it is important to use the scroll bar on the right hand side of the list to view all options that are available. To select multiple site types hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box. Please include a more detailed description of each category within the text boxes following each entry field.

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save all data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen.

## 9. Site Condition

The **Site Condition** table provides the recorder an opportunity to note the work accomplished at the site during their recent site visit, in addition to observations (e.g., Impact agents) and recommendations (Figure 13).

Manually enter the **date** the site was visited. Date information can be entered directly by typing out the numeric number for the month, day and year, divided by a forward slash (e.g., 11/13/2006) or you can use the calendar icon to the left of the entry field and navigate through the dropdown screens to the appropriate month, day and year. What was the relative **site condition** at the time of the visit? Use the available scroll down box to highlight the relative condition observed. Site visit conditions (e.g., date, condition, work preformed, impacts, and recommendations) are mandatory fields of every site form. These categories need to be completed prior to the site form being submitted to SHPO.

For **Recorder** (Name and Organization) category manually type in the name of the person completing the site form and the agency they are working for when conducting the site visit (e.g., contract company name, federal agency that employs visiting archaeologist).

Were **artifacts collected**? Check appropriate response (Yes/No) in the next entry box.

Manually list the type of **Activities/Work Performed** by the recorder (e.g., pedestrian survey, monitoring, subsurface testing).

## Site Condition

\* = Required Field

Visit Date \*

Visit Date is:

Site Condition \*

Recorder (Name and Organization)

Artifacts or Samples Collected?

Activities/Work Performed \*

Impacts and Impact Agents (Hold control key to select multiple)

Protective Measures Recommended/Present Use & Expected

Figure 13: Site Visit & Condition

For **Impacts and Impact Agents**, select an option from the associated drop down box by clicking on the arrow facing down. Multiple impact agents may be selected for one site visit. To select multiple entries simply hold down the *Control Key* while highlighting all appropriate entries using the mouse. Upon releasing the *Control Key* all entries will be shown in the entry box.

Given the observed Impact Agents to the site, manually list what **Protective Measures are Recommended** for the site. Is it likely that the site will be adversely affected in the future if the recommendations are not followed? List any proposed development activities that may affect the site.

Once you have completed all entry categories within the Table, click on *Next Step* and you will automatically save all data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen.

## 10. Bibliographic References

Information about reports associated with the site is entered in the **Bibliographic References** section (Figure 14). This section should include the project report in which the site is currently being discussed (initial recording or rerecorded) in addition to any references used within the text of the site form (e.g., artifact typology historical references, oral histories). Each entry needs to include the **Author**, **Publication Year**, **Title**, Publishing Company or **Agency**, and whether this is a **Primary Reference**. The **Primary Reference** category should be checked for the project report detailing the work noted in the current site form. The recorder must fill in all report information manually. This section allows multiple entries to be keyed in. Click on the **Add Another** button to the right of the screen and a new series of entry boxes will appear for recording multiple reference citations

**Bibliographic Information**

Bibliographic References				
Author	Publication Year	Title	Agency	Primary Reference?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
				<a href="#">Add Another</a>
<input type="button" value="Next Step"/>				

**Figure 14: Bibliographic References**

Once you have completed all entry categories within this portion of the form, you should have completed the entire form. By clicking on *Next Step* and you will automatically save all data and move to the next page of the site form. If you prefer moving to a different page of the site form (either forward or backward), click on the section desired in the site form box on the left of the screen.

## 11. File Upload

The **File Upload** section of the site form provides a means for the recorder to attach a copy of a USGS map showing the site's location, along with other associated files that may be pertinent (Figure 15). Such files may include site photographs, site sketch maps, GIS shape files or personal geo-database, or graphic spread sheets. All attachments to site forms need to have common extensions with .pdf files preferred. Other file types that will be accepted include: word processing (e.g., .doc, .wpd, .xls, .pdf, .dbf), graphic (.jpg, .png) or GIS (.shp, .prj, .shx) file types. Attachments should not be over 5 megabytes in size and zip files can not be accepted.

To locate files that you wish to attach to the site form simply click on the Browse button and locate the appropriate file(s) on your computer. Click on Upload file(s) to attach it to the existing file format. Multiple attachments are possible by simply clicking on the Browse and Upload buttons for each additional file needed. A USGS map showing the exact site location is required before a form can be processed. Please be sure that one is included before proceeding to the next step. When satisfied that all appropriate files have been attached, you should have completed the entire form. By clicking on *Next Step* and you will automatically move to the summary of the site form in order to view all of the details that you entered.

## File Upload

Upload Files. Maximum file size is 5Mb. Preferred format is PDF.

**Files to be uploaded:**

**Files already loaded**

FMS Build Process.doc Delete

Figure 15: File Upload

## 12. Review/Submit

A summary report provides a general view of all information that has been detailed in the site form (Figure 16). Please look this form over carefully and be sure that all information is correct. If you wish to correct any information in the form simply click on the appropriate page in the Navigation Menu box on the left hand side of the form and you will be directed back to the appropriate page. If you prefer moving to a second or third page of the site form (either forward or backward), click on the page desired in the site form box on the left of the screen and make any necessary corrections. Any mandatory data fields that have not been completed will appear in red. These data fields need to be completed prior to submitting the form to SHPO for final review.

If you wish to save a copy of the site form data or print a copy of the summary form it is possible to view the form in .Pdf or export the data to an Excel spreadsheet. To do either task, click on the appropriate file heading located at the bottom of the Navigation Menu at the left hand side of the form. The **View in .Pdf** link will provide a means of making a paper copy of the site form that can be attached to project reports and sent into SHPO for long-term curation. A hard copy of all site forms still needs to be submitted to Oregon SHPO. Please be sure that all relevant forms (e.g., USGS maps, photographs) that are attached to the web-based form are included with the paper copy of the site form that is submitted to SHPO. The web-based site form is designed to provide a vehicle for recording information into a master database for future research while maintaining the desire to keep all site information detailed on a standard site form. The web-based form is not a replacement for a paper site form; more a means of obtaining a paper form while fulfilling many other research potential designs. By clicking on the **Export to Excel**, all site form data will be transferred to an Excel spread sheet for your later use.

If you wish to save the form so that you can come back to it at a later date to add additional information you need do nothing. After closing the form it will be automatically saved for your later access. You can access this form at any time in the future to add to it simply by clicking on **View In-Progress Forms** in the **Main Menu** after logging in to the web-based Site File system.

## Form Summary

Administrative Data			
Institution Number:		All Site Numbers:	STATE
Site Name:		Form Type:	Reg
Managing Office:	Private	County:	LANE
National Register Status:	Status: <input type="text"/> Role: <input type="text"/> Date: <input type="text"/> Action: Unassociated SHPO 05/14/2008		
Administrative Data			
Site Type:	<input checked="" type="radio"/> Lithic Scatter	Owner(s):	Private
Facilities:		Cultural Period(s):	<input checked="" type="radio"/> Unknown
Ownership/Management Notes:	Life History		
Site / Type / Age			
Dimensions:	Length: 100	Width: 17	Notes: Refers: Area: 1000 Sq m
Depth of Cultural Deposits:	0 cm		
General Age:	Prehistoric		
Location Data			
Legal Description:	Township Range Section 14 14 34 02 Meridian 17 S. 4 W. 02 04 04 Willamette		
Site Coordinates:	Type: East North Method Zone Datum Centroid 487144 498243 GPS + 10m 12 03		
Map References:	Map Name/Year Revision Year USGS WEST 7 1991		
Access Description:	Site is located in field north west of Ruby Rd in Eugene		
Environmental Data			
Province:	Willamette Valley		
Basin:	Willamette		
Subbasin:	UPPER WILLAMETTE		
Drainage Name:			
Elevation:	From: 300 To: 300 ft		
Aspect:	Aspect: ALL		
Departmental Environment:	<input checked="" type="radio"/> Alluvial Environment		
Soil Description:	plowed field		
Culturally Significant Vegetation:			
Culturally Significant Vegetation Description:			
Water Sources:	Name: <input type="text"/> Type: <input type="text"/> Stream Type Stream Class Distance Direction Spring Creek Stream Intermittent miles ft		
Environmental Data			
Province:	Willamette Valley		
Basin:	Willamette		
Subbasin:	UPPER WILLAMETTE		
Drainage Name:			
Elevation:	From: 300 To: 300 ft		
Aspect:	Aspect: ALL		
Departmental Environment:	<input checked="" type="radio"/> Alluvial Environment		
Soil Description:	plowed field		
Culturally Significant Vegetation:			
Culturally Significant Vegetation Description:			
Water Sources:	Name: <input type="text"/> Type: <input type="text"/> Stream Type Stream Class Distance Direction Spring Creek Stream Intermittent miles ft		
Site Setting:	plowed field in orchard		
Site Description			
Site Description:	open lithic scatter, lithic reduction site		
Scale of Site:	From To 80/40/30 Method 0 0 00 N/A		
Site Observations:	Present: <input type="text"/> Quantities Lithic Scatter 50		
Submitted Number:	Prehistoric: 50		
Back Art			
No Back Art Specified			
Site Condition			
Soil Data:			
Site Condition:	<input checked="" type="radio"/> Fair Site Damage = or 40% and 40%		
Recorder:			
Artifacts Collected:	1		
Activities/Work Performed:	collected surface artifacts		
Protective Measures Recommended:			
Impacts/Impact Agency:	<input checked="" type="radio"/> Agriculture		
Bibliographic References			
References entered:			
File Uploads			
<input checked="" type="radio"/> 2014-00076.pdf			
Recorder date:	Recorder Recorded Date		
Please Read / Agency Review			
Prior to submitting this Form for SHPO review, if applicable, be sure that the appropriate lead agency has reviewed a draft Site Form. If lead agency has reviewed the Site Form and approved, print, submit to send form to SHPO. If lead agency has not reviewed the Form, print form, use and submit the draft form for agency review. Upon agency review and approval, the Site Form should be submitted to SHPO.			
<input type="button" value="Proceed to Print"/> or <input type="button" value="Proceed to Submit"/>			

Figure 16: Site Summary Form

If the form is complete, before submitting it to SHPO consider if your project's lead agency needs to review the site form before it is submitted to the SHPO office. If so, click on the print form button on the bottom left side of the screen and a copy of the form can be printed out and sent to the Lead Agency for review. If you have considered this need and are ready to submit your site form to SHPO, click on **Submit Form**. This will send the form and all associated attached documents to the SHPO office for review.

After submitting the site form to SHPO you should receive a message telling you that your form has successfully been submitted (Figure 17). From now on you can track the progress of this form by clicking on **View Submitted Form** in the **Main Menu** after logging in to the web-based Site File system. All site form information has now been entered into a general site form database which will be available to researchers in the future.

After submitting the form electronically to SHPO, be sure to print out a hard copy of the form and all attachments and send a copy to SHPO for review. To print copies of the completed form and attachments simply click on the file or attachment links included on your final screen (Figure 17).

Your Electronic Form has been submitted. Please print submitted form and any attachments and send hard copy to SHPO.

Submitted Items Form 574 35LA 00075.pdf
---

**Figure 17: Site Form Submitted**

### **III. Update/Re-Recording Form**

Until a site form has been added to the web-based site form database this option will not be available. Once a form has been entered into the system it will be possible to later update the site form without having to reenter much of the site information that may not have changed since last recorded (e.g., site location data, access, vegetation). This is what the Update/Re-Recording Form is designed to accomplish, thus saving the recorder time in completing the form while not sacrificing any important information.

When entering the web-based site form and wishing to enter data on a site Update/Re-Recording site form instead of completing an Initial (Full) Recording, you should click on the second option in the **Select Form Entry Type (Update/Re-Recording: Update information for an existing site)**. Follow this selection by clicking on the **Next Step** button. This will take you to a dropdown menu of all site forms that you have previously submitted to SHPO. Site forms are listed numerically under Smithsonian trinomial. By clicking on the file of the appropriate form you can gain immediate access to the earlier form and alter the information as needed to reflect your current observations during a recent site revisit. Your update form in no way alters or affects the earlier form. Your form is simply an addition to the existing data. As such, there is no need to retype information that remains the same as previously recorded (e.g., site location, environmental data, rock art description). Simply mark changes as necessary (e.g., Site Description) and be sure and complete the Site Conditions section (a mandatory field), which provides pertinent information on your current project that would have taken you to the site. To complete the remainder of the form, follow the general guidelines for completing an **Initial (Full) Recording** form.

Immediate access to site forms that have earlier been recorded and assigned Smithsonian numbers by the person wishing to now complete an update form for the same site is described above. If you wish to get access to site forms entered into the web database by other archaeologists in order to complete an update site form you will need to contact the SHPO office and we will make such site forms/data accessible to you. Access to all earlier site forms by all researchers is not automatically possible due to security concerns and the lack of an approval process to use the web-based site form but we are currently working on a more efficient system.

### **IV. Isolate Form**

When entering the web-based site form and you wish to enter data on an isolate (i.e., less than ten artifacts and/or no feature) form instead of completing an Initial (Full) Recording, you should click on the third option in the **Select Form Entry Type (Isolate: Enter an Isolate find)**. Follow this selection by clicking on the **Next Step** button. This will take you to the Isolate Entry Form which includes fields for describing the isolate and its location (see Figure 18). As explained in the Initial (Full) Recording format, fill in all appropriate boxes with the data requested.

The **Site identification/Field ID** box is for including the field designation given for the discovery. In Oregon, isolates are not assigned Smithsonian trinomials so the field ID number/name is kept as the primary identifier until such time as the isolate may be found to represent a site and would then be given a Smithsonian number. Include a description of the

isolate in the text box to the right of the Field ID. Provide isolate location information in the boxes that follow including UTM coordinates (type, method, zone, datum) and Cadastral Location (township, range, section, meridian). Information on completing this section of the isolate form is similar to that outlined in the Initial (Full) Recording guideline above. When complete, click on the next step button to proceed to the Site Upload.

**Isolate Entry**

\* = Required Field

**Site Identification**

Field Id \*  Isolate Description \*

County

Name of County \*

**UTM Coordinates \***

Type *	East *	North *	Method *	Zone *	Datum *
<input type="text"/>					

**Cadastral Locations**

Township *	Range *	Sec *	1/4	1/4	1/4	DLC# *	Meridian *
<input type="text"/>							

**Map Reference**

Name of Map	Series	Year of Revision
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Elevation**

Elev (ft) *	Elev to *	Aspect
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Site Samples**

Collected?

Figure 18: Isolate Form

## 1. File Upload

The **File Upload** section of the isolate form (Figure 19) provides a means for the recorder to attach a copy of a USGS map (mandatory) showing the isolates location, along with other associated files that may be pertinent. Such files may include photographs of any diagnostic artifacts or isolate locale, a sketch map of the find, or GIS shape file. All attachments to isolate forms need to have common extensions with .pdf files being the preferred form extension. Other file types that will be accepted include: word processing (e.g., .doc, .wpd, .xls, .dbf), graphic (.jpg, .png) or GIS (.sh, .prj, .shx) file types. Attachments should not be over 5 megabytes in size.

# File Upload

An upload file is MANDATORY. Maximum file size is 5Mb. Preferred format is PDF.



The screenshot shows a file upload interface. At the top, there is a text input field followed by a 'Browse...' button. Below this, the text 'Files to be uploaded:' is displayed. Underneath, there is another text input field containing the text 'Upload file(s)'.

Figure 19: Isolate File Upload

To locate files that you wish to attach to the isolate form simply click on the Browse button and locate the appropriate file(s) on your computer. Click on Upload file(s) to attach it to the existing file format. Multiple attachments are possible by simply clicking on the Browse and Upload buttons for each additional file needed. A USGS map showing the exact site location is required before a form can be processed. Please be sure that one is included before proceeding to the next step. When satisfied that all appropriate files have been attached, you should have completed the entire form. By clicking on *Next Step* and you will automatically move to the summary of the isolate form in order to view all of the details that you entered (Figure 20).

## Form Summary

### Summary of Isolate Form#: 581

Form Type/Identification	
Field Id:	1
Isolate Description:	5 obsidian flakes
Form Type:	Isolate
Recording Date:	09/22/2008
Location	
Cadastral Locations	Township Range Section 1/4 1/4 D1C Meridian 10 S 10 W 1 Willamette
Map References	Eddyville
	7.5
	1981
Elevation	From 140 To 140 ft
UTM Coordinates	Type East North Method Zone Datum Unknown 432037 4953332 24k map 10 83
Files Uploads	
	• iso_3.jpg
Please Read - Agency Review	
Prior to submitting Site Form for SHPO review, if applicable, be sure that the appropriate lead agency has reviewed a draft Site Form. If lead agency has reviewed the Site Form and approved, press submit to send form to SHPO. If lead agency has not reviewed Site Form print forms now and submit the draft form for agency review. Upon agency review and approval, the Site Form should be submitted to SHPO.	
Proceed to Print	OK Proceed to Submit

Figure 20: Isolate Form Summary

A summary isolate summary provides a general view of all information that has been detailed in the isolate form. Please look this form over carefully and be sure that all information is correct. If you wish to save or print a copy of the isolate form data it is possible to view the form in .Pdf by selecting the **Proceed to Print** button at the bottom of the screen and then printing the resulting .pdf file. This print link will provide a means of making a paper copy of the isolate form that can be attached to project reports and sent into SHPO for long-term curation. A hard copy of all site and isolate forms still need to be submitted to Oregon SHPO. Please be sure that all relevant forms (e.g., USGS maps, photographs) that are attached to the web-based isolate form are included with the paper copy of the isolate form that is submitted to SHPO. The web-based isolate form is designed to provide a vehicle for recording information into a master database for future research while maintaining the desire to keep all site and isolate information detailed on a standard form. The web-based form is not a replacement for a paper site form; more a means of obtaining a paper form while fulfilling many other research potential designs.

If you are ready to submit your isolate form to SHPO, click on the **Proceed to Submit** button. This will send the form and all associated attached documents to the SHPO office for review.

After submitting the isolate form to SHPO you should receive a message telling you that your form has successfully been submitted (Figure 21). From now on you can track the progress of this form by clicking on **View Submitted Form** in the **Main Menu** after logging in to the web-based Site File system. All site and isolate form information has now been entered into a general site form database which will be available to researchers in the future.

After submitting the form electronically to SHPO, be sure to print out a hard copy of the form and all attachments and send a copy to SHPO for review.

Your Electronic Form has been submitted. Please print submitted form and any attachments and send hard copy to SHPO.



**Figure 21: Isolate Form Submitted**