

# ASI DATA ENTRY



# So you have found a new archaeological site....

**First Step:** You must send in a USGS Quad map with your new site location clearly marked on it to:

WHSASI\_GIS\_Submittal@wisconsinhistory.org

Once your map has been received and reviewed, you will be notified that your WHPD account is open for new data entry.

Even with a WHPD license, you will not always have data entry access. Your existing license will be given a certain window of time for entry depending on the number of new sites that you need to enter.



# Preparing for New Site Entry

You should be prepared to enter all of the new site data before you begin.

There are a number of required fields that you must fill in.

NO ONE will ONLY fill out the required fields, these are merely the bare minimum.

We will be monitoring all new site entry to insure data quality, so incomplete entry will result in us contacting you.





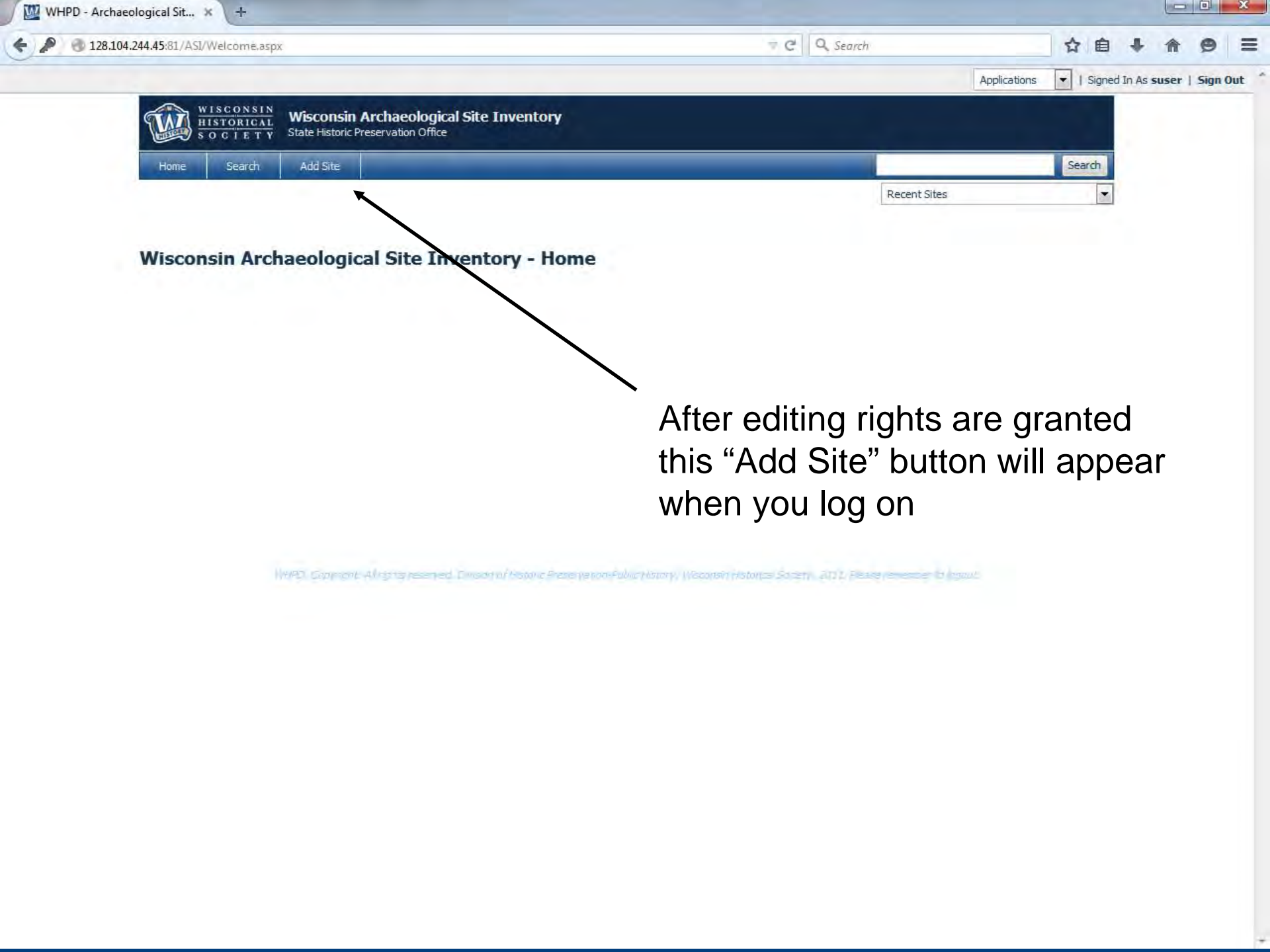
**Wisconsin Historic Preservation Database**  
Division of Historic Preservation

Username

Password

[Sign In](#)

Website Address: [www.wisahrd.org](http://www.wisahrd.org)



## Wisconsin Archaeological Site Inventory - Home

After editing rights are granted  
this "Add Site" button will appear  
when you log on



Home

Search

Add Site

Search

Recent Sites

## Start with the Basic Information

Primary Info

National Register / Burial

Documentation

Map

### Basic Information

|              |                        |
|--------------|------------------------|
| State Site # | (generated after save) |
| Name         | <input type="text"/>   |
| Field #      | <input type="text"/>   |
| Other Name   | <input type="text"/>   |

← Name is highly recommended  
← Add Field # and/or Other Name if applicable  
←

### Location Information

|              |  |                      |
|--------------|--|----------------------|
| County       | <input type="text" value="Adams"/><br><input type="text" value="Ashland"/><br><input type="text" value="Barron"/><br><input type="text" value="Bayfield"/><br><input type="text" value="Brown"/><br><input type="text" value="Buffalo"/> | <input type="text"/> |
| Municipality | <input type="text"/>   | <input type="text"/> |
| Civil Town   | <input type="text"/>   | <input type="text"/> |



Field #

Other Name

### Location Information

County

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo

Next click on this button to add the County



Click on your County so it's Highlighted

County is a required field, you cannot receive a site number without filling in this field.

Civil Town

Location Description

PLSS

| Township | Range | Direction | Section | QSection | Grid Alignment | French Lot | Gov. Lot |   |
|----------|-------|-----------|---------|----------|----------------|------------|----------|---|
| 1        | 1     | E         | 0       |          |                |            |          |   |

UTM Info

| UTM Method | UTM Zone | Easting | Northing |   |
|------------|----------|---------|----------|---|
|            |          |         |          |   |

USGS 7.5' Quad Info

Select Some Options

Parcel ID



### Site Description

Site Description

Field #

Other Name

**Location Information**

County

Adams  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett

Ashland

Municipality

Ashland  
Butternut  
Mellen

Civil Town

Agenda  
Ashland  
Chippewa  
Gingles  
Gordon  
Jacobs

Location Description

PLSS

| Township | Range | Direction | Section | QSection | Grid Alignment | French Lot | Gov. Lot |
|----------|-------|-----------|---------|----------|----------------|------------|----------|
| 1        | 1     | E         | 0       |          |                |            |          |

UTM Info

| UTM Method | UTM Zone | Easting |
|------------|----------|---------|
|            |          |         |

USGS 7.5' Quad Info

Select Some Options

Parcel ID

**Site Description**

Once your County is selected, the applicable Municipalities and Civil Towns will appear

Select either a Municipality or a Civil Town and add it the same way you selected your County

Next type in your verbal Location Description. This is important for future site relocation – See online Guide for help





Town – Range – Direction - Section all have pull down choices. Select the appropriate number values and East/West Range

|                              |                     |          |           |          |                      |                |            |          |
|------------------------------|---------------------|----------|-----------|----------|----------------------|----------------|------------|----------|
| PLSS                         | Township            | Range    | Direction | Section  | QSection             | Grid Alignment | French Lot | Gov. Lot |
|                              | 1                   | 1        | E         | 0        |                      |                |            |          |
| UTM Info                     | UTM Method          | UTM Zone | Easting   | Northing |                      |                |            |          |
| USGS 7.5' Quad Info          | Select Some Options |          |           |          |                      |                |            |          |
| Parcel ID                    |                     |          |           |          |                      |                |            |          |
| Site Description             |                     |          |           |          |                      |                |            |          |
| Site Description             |                     |          |           |          |                      |                |            |          |
| Site Dimensions (feet)       |                     |          |           |          | Site Area (acres)    |                |            |          |
| Site Dimensions (meters)     |                     |          |           |          | Site Area (hectares) |                |            |          |
| Site Type                    | Select Some Options |          |           |          |                      |                |            |          |
| Cultural Info                | Culture             |          |           |          | Certainty            |                |            |          |
|                              |                     |          |           |          |                      |                |            |          |
| Investigation Type           | Select Some Options |          |           |          |                      |                |            |          |
| Archaeological Phase/Complex | Select Some Options |          |           |          |                      |                |            |          |
| Tribe/Ethnic Group           | Select Some Options |          |           |          |                      |                |            |          |
| Site Status                  |                     |          |           |          |                      |                |            |          |

Town – Range – Direction – Section – Q Section are required fields

Municipality

Civil Town

Location Description

Type in the Q Sections using the format: SW, SE, NW, NE

Fill in Lot numbers if applicable

| Township | Range | Direction | Section | QSection | Grid Alignment | French Lot | Gov. Lot |
|----------|-------|-----------|---------|----------|----------------|------------|----------|
| 1        | 1     | E         | 0       |          |                |            |          |

Grid Alignment refers to the corner and section line used to line up a PLSS template (Example, W Edge, SW Corner)

Town – Range – Direction – Section – Q Section are required fields

Site Description

Site Description

Site Dimensions (feet)

Site Dimensions (meters)





Site Type

Cultural Info



Culture

Certainty

Finally, when all your PLSS info is entered, YOU MUST CLICK THE GREEN PLUS BUTTON TO SAVE!!!!

|                      |                     |       |           |         |          |                |            |          |   |
|----------------------|---------------------|-------|-----------|---------|----------|----------------|------------|----------|---|
| Municipality         |                     |       |           |         |          |                |            |          |   |
| Civil Town           |                     |       |           |         |          |                |            |          |   |
| Location Description |                     |       |           |         |          |                |            |          |   |
| PLSS                 | Township            | Range | Direction | Section | QSection | Grid Alignment | French Lot | Gov. Lot |   |
|                      | 1                   | 1     | E         | 0       |          |                |            |          |   |
| UTM Info             | UTM Method          |       | UTM Zone  |         | Easting  |                | Northing   |          |   |
|                      |                     |       |           |         |          |                |            |          |   |
| USGS 7.5' Quad Info  | Select Some Options |       |           |         |          |                |            |          |   |
| Parcel ID            |                     |       |           |         |          |                |            |          |   |

After you have pushed the Green Plus Button, another line for PLSS entry will appear for you to use if necessary – just remember to click the Green Plus Button again after additional info is entered.

|                          |                     |  |  |           |                      |  |   |  |  |
|--------------------------|---------------------|--|--|-----------|----------------------|--|---|--|--|
| Site Description         |                     |  |  |           |                      |  |   |  |  |
| Site Description         |                     |  |  |           |                      |  |   |  |  |
| Site Dimensions (feet)   |                     |  |  |           | Site Area (acres)    |  |   |  |  |
| Site Dimensions (meters) |                     |  |  |           | Site Area (hectares) |  |   |  |  |
| Site Type                | Select Some Options |  |  |           |                      |  |   |  |  |
| Cultural Info            | Culture             |  |  | Certainty |                      |  |   |  |  |
|                          |                     |  |  |           |                      |  |   |  |  |
| Investigation Type       | Select Some Options |  |  |           |                      |  |   |  |  |

First use the pull down to indicate how you determined the UTM's

Easting is a six digit # Northing is a seven digit #

|                     |   |          |         |          |
|---------------------|---|----------|---------|----------|
| PLSS                | 1   | 1        | E       | 0        |
| UTM Info            | UTM Method  | UTM Zone | Easting | Northing |
| USGS 7.5' Quad Info | Global Positioning System (GPS)<br>Interpolated from topo map |          |         |          |
| Parcel ID           |   |          |         |          |

Next enter the Zone (15 or 16)

Again, when all UTM info is entered, YOU MUST CLICK THE GREEN PLUS BUTTON TO SAVE!!!!!!

|                              |                     |
|------------------------------|---------------------|
| Site Description             |                     |
| Site Dimensions (feet)       |                     |
| Site Dimensions (meters)     |                     |
| Site Type                    | Select Some Options |
| Cultural Info                | Culture             |
| Investigation Type           | Select Some Options |
| Archaeological Phase/Complex | Select Some Options |
| Tribe/Ethnic Group           | Select Some Options |
| Site Status                  |                     |
| Covenant                     |                     |



Chippewa  
Gingles  
Gordon  
Jacobs

Location Description

USGS Quad Name is a required field

This is a pull down menu, but typing in the Quad name will advance you through the long list for quicker selection

| Grid Alignment       | French Lot           | Gov. Lot             |                          |
|----------------------|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Easting              |                      | Northing             |                          |
| <input type="text"/> |                      | <input type="text"/> | <input type="checkbox"/> |

USGS 7.5' Quad Info

Parcel ID

Site Description

Site Description

Site Dimensions (feet)

Site Dimensions (meters)

Site Type

- ABBOTSFORD
- ABRAMS
- ADAMS
- ALBANY
- ALBERTVILLE
- ALDERWOOD LAKE
- ALEXANDER LAKE
- ALGOMA
- ALGOMA NE
- ALLENTON
- \*\*\*\*\*
- Select Some Options

You may select more than one Quad Name by simply clicking on the field again and making another selection from the pull down menu

Type in a Parcel ID if it is available. Be sure to click the GREEN PLUS BUTTON to save the ID number

| Certainty            |                          |
|----------------------|--------------------------|
| <input type="text"/> | <input type="checkbox"/> |

Tribe/Ethnic Group

Select Some Options

Site Status

Covenant

Site Characteristics

Select Some Options

UTM Info

USGS 7.5' Quad Info

Pa

Type in your verbal Site Description. A brief summary of the nature of the site and what work was completed – See online Guide for help

Site Description

Site Description

Site Dimensions (feet)

Site Dimensions (meters)

Site Type

Site Area (acres)

Site Area (hectares)

Enter the Site Dimensions in the appropriate box (feet or meters) Example Format: 10 X 10

Site Area can be entered in acres or hectares

Archaeological Phase/Complex

Select Some Options

Tribe/Ethnic Group

Select Some Options

Site Status

Covenant

Site Characteristics

Modern Landuse

Select Some Options

Degree of Disturbance

Impacts to Sites

Select Some Options

Save

Cancel



USGS 7.5' Quad Info

Select Some Options

Parcel ID

Site ID

Site Type is a pull down menu, but typing in the site type will help you advance through the long list for quicker selection

Site Dimensions (feet)

Site Area (acres)

Site Dimensions (meters)

Site Area (hectares)

Site Type

- Abandoned community sites
- Cabin/homestead
- Cache/pit/hearth
- Campsite/village
- Cave/rockshelter
- CCC/WPA site
- Cemetery/burial
- Church/Mission
- Commercial
- Corn hills/garden beds

Cultural Info

Investigation Type

Archaeological Phase/Complex

Tribe/Ethnic Group

Site Status

Covenant

Site Characteristics

Modern Landuse

Select Some Options

Degree of Disturbance

Impacts to Sites

Save

Cancel

Site Type is a required field

You may select more than one site type by simply clicking on the field again and making another selection from the pull down menu

UTM Info

USGS 7.5' Quad Info

Parcel ID

**Site Description**

Site Description

Site Dimensions (feet)

This pull down asks you to define how certain you are about assigning this site's culture (Definite, Probable, Possible)

Culture is a pull down menu

**Cultural Info**

**Investigation Type**

**Archaeological Phase/Complex**

**Tribe/Ethnic Group**

**Site Status**

**Covenant**

**Site Characteristics**

**Modern Landuse**

**Degree of Disturbance**

**Impacts to Sites**

Save Cancel

**Culture**

**Certainty**

- Archaic
- Early Archaic
- Early Paleo-Indian (Fluted pt)
- Early Woodland
- Historic Euro-American
- Historic Indian
- Initial Woodland
- Late Archaic
- Late Paleo-Indian
- Late Prehistoric
- Late Woodland
- Middle Archaic
- Middle Mississippian
- Middle Woodland
- Old Copper
- Oneota
- Other
- Paleo-Indian
- Red Ocher

You MUST CLICK THE GREEN PLUS BUTTON TO SAVE!!

Once the Green Plus Button is pushed, another line will appear to enter additional cultures if needed – just remember to click the Green Plus Button after each entry

USGS 7.5' Quad Info  
Parcel ID

**Site Description**

Site Description

Investigation Type is a required field

Site Dimensions (feet) Site Area (acres)  
Site Dimensions (meters) Site Area (hectares)  
Site Type

Investigation Type is a pull down menu

Cultural Resource  
Investigation Type  
Archaeological Phase/Complex  
Tribe/Ethnic Group  
Site Status  
Covenant  
Site Characteristics  
Modern Landuse  
Degree of Disturbance  
Impacts to Sites

- Avocational Survey
- Chance Encounter
- Faunal Analysis
- Floral Analysis
- Geomorphology
- Historical research
- Interview/informant
- Major Excavation/Mitigation/Phase III
- Mechanical stripping
- Monitoring

Save Cancel

You may select more than one investigation type by simply clicking on the field again and making another selection from the pull down menu

UTM Info [dropdown] [input] [input] [input] [input] [add] [remove]

USGS 7.5' Quad Info [Select Some Options]

Parcel ID [input] [add]

### Site Description

Site Description [text area]

Site Dimensions (feet) [input] Site Area (acres) [input]

Site Dimensions (meters) [input] Site Area (hectares) [input]

These fields are both pull down menus. Please use these fields if cultural affiliation is known

Certainty [dropdown] [add] [remove]

Archaeological Phase/Complex [Select Some Options]

Tribe/Ethnic Group [Select Some Options]

Site Status [dropdown]

Covenant [dropdown]

These fields are blocked

### Site Characteristics

Modern Landuse [Select Some Options]



Degree of Disturbance [dropdown]

Impacts to Sites [Select Some Options]

Save Cancel



Modern Landuse, Degree of Disturbance, and Impacts to Sites are all required fields

|                              |                      |                      |   |
|------------------------------|----------------------|----------------------|---|
| Site Description             |                      |                      |   |
| Site Dimension               |                      |                      |   |
| Site Dimension               |                      |                      |   |
| Site Type                    | Select Some Options  |                      |   |
| Cultural Info                | <b>Culture</b>       | <b>Certainty</b>     |   |
|                              | <input type="text"/> | <input type="text"/> |   |
| Investigation Type           | Select Some Options  |                      |   |
| Archaeological Phase/Complex | Select Some Options  |                      |   |
| Tribe/Ethnic Group           | Select Some Options  |                      |   |

Modern Landuse is a pull down menu – more than one option can be selected by simply clicking on the field again

|                             |                      |
|-----------------------------|----------------------|
| <b>Site Characteristics</b> |                      |
| Modern Landuse              | Select Some Options  |
| Degree of Disturbance       | <input type="text"/> |
| Impacts to Sites            | Select Some Options  |

Impacts to Sites is a pull down menu – more than one option can be selected by simply clicking on the field again

Degree of Disturbance is a pull down menu – choose one



Covenant

**Site Characteristics**

Modern Landuse

Degree of Disturbance

Impacts to Sites

WHPD. Copyright: All rights reserved. Division of Historic Preservation-Public History, Wisconsin Historical Society, 2011. Please remember to log out.

Once all of your data has been entered,  
**YOU MUST CLICK THE "SAVE" BUTTON**

If all of the required fields are properly filled out on this page, the information will be saved. If you have missed any required fields you will be notified by a warning at the top of the webpage.





## Primary Info

## National Register / Burial

## Documentation

## Map

## Images



Photo Not Available



State Site # MI-0557

Burial Site #

Name St. Martins Road

Entered On 04/14/2015

Other Name

Entered By Survey User

Once your Primary Info has saved, click on the National Register/Burial Tab

## Location Information

County Milwaukee

Municipality Franklin

Civil Town

## Location Description

The site is located in the northwest corner of the intersection of North Cape Road and W St. martins Road in Franklin, WI.

## PLSS

| Township | Range | Direction | Section | QSection | Grid Alignment | French Lot | Gov. Lot |
|----------|-------|-----------|---------|----------|----------------|------------|----------|
| 5        | 21    | E         | 7       |          |                |            |          |

## UTM Info

| UTM Method                     | UTM Zone | Easting | Northing |
|--------------------------------|----------|---------|----------|
| Global Positioning Sytem (GPS) | 15       | 125125  | 1256256  |

USGS 7.5' Quad Info

HALES CORNERS

Parcel ID

## Site Description

Site Description

The site consists of a large amount of hisotirc debris listed as a store on the 1859 plat map.

Site Dimensions (feet)

Site Area (acres)

0.22

## Primary Info

## National Register / Burial

## Documentation

## Map

## Images



State Site #

TA-0212

Burial Site #



Name

Test Case

ASI #

98978

## Burial Site Info

[Update](#) [Cancel](#)

Burial Number

Burial Status

Date Catalogued

Cemetery Type

Earliest Grave Date

Latest Grave Date

Disposition Activity

Date of Disposition

Cataloging Comments

## National Register Information

## Other Eligibility Evaluation

Individual Eligibility Evaluation

Proposed Historic District

Contributing

Evaluation Date

Eligibility Comments

## Ownership

If the new site you are entering is a burial site, you are only able to fill in these fields

Entering a new burial site will always require you to contact the OSA Office. The OSA will assign the Burial Site Numbers. If you are entering a modern cemetery, further consultation is required.

**Primary Info** **National Register / Burial** Documentation Map Images [Print](#)

|   |              |           |               |       |
|---|--------------|-----------|---------------|-------|
|  | State Site # | BA-0586   | Burial Site # |       |
|   | Name         | Arch Site | ASI #         | 98980 |

**Burial Site Info** [Add](#)

**National Register Information**

**Other Eligibility Evaluation**

|                                   |  |
|-----------------------------------|--|
| Individual Eligibility Evaluation |  |
| Proposed Historic District        |  |
| Contributing                      |  |
| Evaluation Date                   |  |
| Eligibility Comments              |  |

**Ownership** [Add](#)

To enter Ownership Info click on the "Add" button

Primary Info

National Register / Burial

Documentation

Map

Images



State Site # BA-0586

Burial Site #

Name Arch Site

ASI # 98980

Burial Site Info

Add

National Register Information

Other Eligibility Evaluation

Individual Eligibility Evaluation

Proposed Historic District

Contributing

Owner's name is entered here

Ownership

Add

Owner

Address 2

Chronology

City

Ownership Type

State

Year Determined

Address 1

- Current Owner
- Former Owner

Choose whether this is current owner or not

Save | Cancel





State Site # BA-0586

Burial Site #

Name Arch Site

ASI # 98980

Burial Site Info

Add

National Register Information

Other Eligibility Evaluation

Individual Eligibility Evaluation

Proposed Historic District

Contributing

Evaluation Date

Eligibility Comments

Ownership

Add

Owner

Address 2

Chronology

City

Ownership Type

State

Year Determined

Zip

Address 1

Save | Cancel

- Indian
- Mixed Private and Public
- Private
- Public- Federal
- Public- Local
- Public- State
- Unknown

Choose the Ownership Type

Primary Info

National Register / Burial

Documentation

Map

Images



State Site # BA-0586 Burial Site #  
Name Arch Site ASI # 98980

Burial Site Info [Add](#)

National Register Information

Other Eligibility Evaluation

Individual Eligibility Evaluation

Proposed Historic District

Year Determined is the year you determined the ownership (Example: you found the site in 2015, so enter 2015)

The rest of the fields are for the owner's address – fill in as appropriate

|   |                      |           |   |
|---|----------------------|-----------|---|
| Owner   | <input type="text"/> | Address 2 | <input type="text"/>                        |
| Chronology                                    | <input type="text"/> | City      | <input type="text"/>                        |
| Ownership Type                                | <input type="text"/> | State     | <input type="text"/>                        |
| Year Determined                               | <input type="text"/> | Zip       | <input type="text"/> - <input type="text"/> |
| Address 1                                     | <input type="text"/> |           |   |
| <a href="#">Save</a>   <a href="#">Cancel</a> |                      |           |   |

Click the "Save" button to save your data





# Wisconsin Archaeological Site Inventory

State Historic Preservation Office

Home Search Add Site

 Search

Recent Sites

◀ Previous Record

[ Back to Search Results ]

Next Record ▶

Primary Info **National Register / Burial** Documentation Map Images Print

|              |           |               |       |
|--------------|-----------|---------------|-------|
| State Site # | TA-0212   | Burial Site # |       |
| Name         | Test Case | ASI #         | 98978 |

Once your Ownership Info is saved, click on the Documentation Tab

### Burial Site Info Edit Delete

|                      |                     |
|----------------------|---------------------|
| Burial Number        |                     |
| Date Catalogued      |                     |
| Earliest Grave Date  | Latest Grave Date   |
| Disposition Activity | Date of Disposition |
| Cataloging Comments  |                     |

### National Register Information

### Other Eligibility Evaluation

|                                   |  |
|-----------------------------------|--|
| Individual Eligibility Evaluation |  |
| Proposed Historic District        |  |
| Contributing                      |  |
| Evaluation Date                   |  |
| Eligibility Comments              |  |

### Ownership

Primary Info National Register / Burial Documentation Map Images Print



State Site # BR-0486

Burial Site #

Name Friday

ASI # 98981

Artifact Info

Artifact Repository

Material Class

Artifact List

Date of Site

Dating Method

Investigator Info

| Investigator | Organization | Date | Recommendation |
|--------------|--------------|------|----------------|
|--------------|--------------|------|----------------|

Site Reporter Info

Reporter

Organization

Date Reported

Bibliography

You must first click the "Edit" button to start adding information to this tab

Tracking Info

| WHS Project # | ARI # | Reason For Reporting |
|---------------|-------|----------------------|
|---------------|-------|----------------------|

Edit

Primary Info

National Register / Burial

Documentation

Map

Images



State Site # TA-0212  
Name Test Case

Enter location where artifacts are being stored – MUST CLICK GREEN PLUS BUTTON TO SAVE!!!



This is a pull down – choose more than one option by clicking the field again



Artifact List is a description of the artifacts found – See online Guide for help

Enter date range of site if known



Select Some Options

Select Some Options

Dating Method is a pull down – choose more than one option by clicking on the field again

Site Reporter Info

Reporter

Organization

Date Reported

Bibliography

**Artifact Info**

Artifact Repository

Investigator – Organization – Date are required fields

Material Class

Artifact List

Type in the name of the ONE Primary Investigator

**Investigator Info**

Investigator Organization Date Recommendation

Investigator: [text box] Organization: --- Select --- Date: [text box] Recommendation: --- Select ---

**Site Reporter Info**

Reporter [checkbox] [text box]

Organization [checkbox] [text box]

Date Reported [checkbox] [text box]

**Bibliography**

**Tracking**

WHS Project # [text box] ARI # [text box] Reason For Reporting [text box]

WHS Project #: [text box] ARI #: [text box] Reason For Reporting: [text box]

Save Cancel

Find the name of your Organization in the pull down menu

- Select ---
- Select ---
- Archaeological Consulting and Services, Inc.
- Archaeological Research Inc.
- Augustana College
- AVD Archaeological Services Inc.
- AVD Archaeological Services, Reports of Investigations
- Bear Creek Archaeology, Inc.
- Beloit College
- Black River Archaeology
- Braun Intertec Corp
- BRW, Inc.
- Bureau of Indian Affairs
- Bureau of Land Management**
- Burnett County Historical Society
- BZ Engineering
- Center for Archaeological Research, Marquette University
- College of Menominee Nation
- Commonwealth Associates, Inc. (now CCRG)
- Commonwealth Cultural Resource Group
- Corps of Engineers (United States Army)



**Artifact Info**

Artifact Repository

You can use the small black arrows on the top or click the month, year at the top to navigate to the correct date

Date of Site

Dating Method

Select Some Options

**Investigator Info**

Investigator

Organization

--- Select ---

Calendar for April, 2015

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |
|    | 5  | 6  | 7  | 8  | 9  | 10 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |

Today: April 24, 2015

**Site Reporter Info**

Reporter

Organization

Date Reported

Bibliography

Clicking on the Date field will bring up a calendar

**Tracking**

WHS Project #

Investigator – Organization – Date are required fields

Save

Cancel

**Artifact Info**

Artifact Repository

Material Class

Artifact List

Date of Site

Dating Method

**Investigator Info**

| Investigator         | Organization                              | Date                 | Recommendation                            |
|----------------------|---|----------------------|---|
| <input type="text"/> | <input type="text" value="-- Select --"/> | <input type="text"/> | <input type="text" value="-- Select --"/> |

- Select --
- Additional Archival Research
- Additional Field Investigations
- No Additional Investigation
- Preserve In Place
- Protect During Construction
- Redesign-Avoid

Choose a recommendation from the pull down menu

After the Investigator Info is entered, you MUST CLICK THE GREEN PLUS BUTTON TO SAVE

**Site Reporter Info**

Reporter

Organization

Date Reported

Bibliography

**Tracking**

| WHS Project #        | ARI #                | Reason For           |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Cancel



**Artifact Info**

Artifact Repository

Material Class

Artifact List

Date of Site

Dating Method

Site Reporter – Organization – Date are required fields

Type in the Site Reporter – the ONE person who should be contacted for questions about the site

Date

Recommendation

**Site Reporter Info**

Reporter

Organization

Date Reported

Bibliography

**Tracking**

WHS Project #

Save Cancel

Archaeological Consulting and Services, Inc.  
 Archaeological Research Inc.  
 Augustana College  
 AVD Archaeological Services Inc.  
 AVD Archaeological Services, Reports of Investigations  
 Bear Creek Archaeology, Inc.  
 Beloit College  
 Black River Archaeology  
 Braun Intertec Corp  
 BRW, Inc.  
**Bureau of Indian Affairs**  
 Bureau of Land Management  
 Burnett County Historical Society  
 BZ Engineering  
 Center for Archaeological Research, Marquette University  
 College of Menominee Nation  
 Commonwealth Associates, Inc. (now CCRG)  
 Commonwealth Cultural Resource Group  
 Corps of Engineers (United States Army)

Find your Organization in the pull down menu

## Artifact Info

Artifact Repository

Material Class

Artifact List

Date of Site

Dating Method

Clicking on the Date Reported field will again bring up a calendar – you can navigate it just like the one above

## Investigator Info

Investigator

| April, 2015 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | Mo | Tu | We | Th | Fr | Sa |
| 29          | 30 | 31 | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |

Today: April 24, 2015

## Site Reporter Info

Reporter

Organization

Date Reported

Bibliography

Enter the titles of all reports, articles, maps, personal letters, etc. that give relevant information on the site.

## Tracking

WHS Project #

ARI #

Reason For Reporting

Save

Cancel

### Artifact Info

Artifact Repository



Material Class

Select Some Options

Artifact List

Date of Site

Dating Method

Select Some Options

### Investigator Info

Investigator

Organization

Date

Recommendation

Once all of your data is entered for this tab you must click the "Save" button at the bottom of the page

Bibliography

### Tracking

WHS Project #

ARI #

Reason For Reporting

← These fields are all blocked

Save

Cancel

# You have now successfully entered a new archaeological site into the database

Now you should....

1. Make note of the site number that was assigned to your new site
2. Double check your entry for spelling and other errors
3. If you have a new burial site, contact Amy Rosebrough at this time to get a burial site number

Email: [amy.rosebrough@wisconsinhistory.org](mailto:amy.rosebrough@wisconsinhistory.org)

Phone: (608) 264-6494

## QUESTIONS?





# Guidelines for use of Abbreviations

Please limit the use of abbreviations in the descriptions.

## Some Acceptable Abbreviations:

CTH – County Highway  
STH – State Highway  
USH – United States Highway  
I – Interstate Highway  
Rd – Road  
St – Street  
Ave – Avenue  
APE – Area of Potential Effect  
A.D.  
B.C.  
B.P.  
cm – centimeters  
m - meters

## NOT Acceptable:

ca – approximately  
ac – acres  
c. – circa  
E – east  
W – west  
N – north  
S – south  
SE, SW, NE, NW, etc.

