# V-CRIS
# Architecture Data Entry

## Quick Guide

(Sept 2013)

# Introduction

- All data entry begins with the creation of a "project"

- There are two steps to completing a project. Each step requires different data fields in a record to be completed.

- V-CRIS will automatically validate for specific information at each step.

- All steps happen within the V-CRIS system and users will be notified by automatically-generated e-mails as to the project's progress.

- Users will navigate through the system using tabs.

Clicking on Help anywhere in the application will take you to very thorough help document.

# Changes from DSS – Projects

- Users will no longer have an "edit box".

- Instead records are grouped by project.

- Data entry begins with creating a project.

# Changes from DSS – Projects

- Users will enter basic information to initiate a project.

- Users define the projects.

- A project can consist of any number of records, including just one.

- Users can organize projects to suit their needs.

> Tip: Updating existing records in a survey area can be one project. Creating new records can be another project. Or they can be combined into one project.

# Step One: Initial QA/QC

- There are two parts to this step:

  - Part I is to enter the project information

  - Part II is to request existing records for editing and request new DHR ID numbers.

**Review Time**
Even though V-CRIS records go through a two-stage QC process, it will not take any longer to get records to edit and/or new DHR ID#s as it did with DSS.

# Part I – Project Information

- This information will be entered for all records in a project by the V-CRIS system.  Users only need to enter this general project information once.


- Project Information required fields:
  - Survey Event Type
  - Survey Date
  - Survey Report


- Once the project information is saved, a new tab will appear and users will enter the properties associated with the project.

# Part II – Adding Existing Properties to a Project

▸ Users will use V-CRIS to request properties for editing.

▸ Using the map and search functionality, users will identify properties and request them for editing.

▸ A shopping cart feature will indicate how many properties have been requested.

▸ Once a user requests properties, the V-CRIS system will send an e-mail to DHR Staff indicating a user has requested records to edit.

*Tip: DHR Staff suggests users request records for previously recorded properties first, and then work on mapping the newly identified properties.*

# Part II – Adding New Properties to a Project

▸ Users will use V-CRIS to obtain a DHR ID# for a newly identified property.

▸ Using the map interface users will draw the property boundary.

▸ User will enter the property name and address.

▸ The V-CRIS system will automatically enter some geographic information such as: USGS Quad name, County/Independent City.

*If the property is one more than one county or quad, the system will enter them all.*

Tip: Use the ⊕ Map It button to draw the property boundary.

# Part II – Validation

▸ Before submitting a project to DHR Staff for initial QA/QC, the V-CRIS system will check (i.e. validate) that each property has the following information:

- ## A mapped boundary.

- ## Property Name and Explanation.
  At this point, this field is validating for "current". User can enter a property name as "current" and type and location as "function/location".

- ## Property Address and Explanation.
  This also validates for "current".

# Step I – Initial QA/QC

▸ Once the request for editing records is approved and all new properties are entered, the project is ready for initial QA/QC.

▸ Users submit the project for initial QA/QC by hitting the submit button on the project page.

▸ Once the project passes the initial QA/QC validation it will automatically be submitted to DHR Staff for review. DHR Staff and users will be notified by e-mail.

▸ While the project is in review status, users will not be able to make any changes to that project.

▸ DHR Staff will issue the DHR ID#s and then return the project to edit mode for the user.

Now begins Step II – Detailed Data Entry

# Step II – Detailed Data Entry Property Level Information

- During this step, users will enter information for each property.

- Users will start with entering property-specific information such as setting, site description, and property evaluation.

- Property Level Required Information:
  ◦ Setting
  ◦ Ownership
  ◦ Surveyor Recommendation

- Once the property level information is entered and saved, a new tab opens for the detailed resource information.

# Step II – Detailed Data Entry Resource Level Information

▸ During this step users will enter information for each resource on the property.

▸ Some of the information will be automatically generated.

*(e.g.: Entering the date of construction will automatically populate the DHR Historic Time Period field. )*

▸ Users will choose a resource category then the resource type.

*The resource category is based on NPS Bulletin 16A:*
*http://www.nps.gov/nr/publications/bulletins/nrb16a/ (pages 20–23).*

# Step II – Detailed Data Entry Resource Level Information

- Individual Resource Information Required for Submittal:
  - Resource Category and Type
  - Condition
  - Year of Construction and Source
  - Architectural Style and Description
  - Number of Stories and Component Information

# Step II – Detailed Data Entry Resource Level Information

▸ Depending on the resource type a new tab will become available once a user hits "Save."

▸ Buildings will require additional information:
  ◦ Number of Stories
  ◦ Exterior Component Information

▸ The "Cemetery" tab will allow users to enter information specific to cemeteries.
  *Currently the system validates for all data fields, if the required information is not known, please enter "Unknown."*

▸ The "Bridge" tab will allow users to enter information specific to bridges.
  *The system currently validates for all data fields. If there is no data please enter "0" for numbers and "Unknown" for text fields.*

# Step II – Final QA/QC

- Once all the individual resources are entered, users will submit the project for final QA/QC by hitting the "Submit" button on the project tab.

- When the individual resources pass V-CRIS validation the project is automatically submitted to DHR Staff for review.

- DHR Staff will review the detailed entry, and either approve the project or send it back to the user for edits.
  - *If a project is returned for edits, DHR Staff will include a reason why the project is returned.*

**Note**: During final QA/QC, V-CRIS will validate the property and detailed resource information for existing properties. If there is any missing information, users will need to enter it.

# Completing a Project

▸ Once DHR Staff reviews and approves the data entry for the project, it is complete.

▸ The data from a completed project is automatically updated in the MapViewer and Querying functionality within V-CRIS.

▸ Users can use the query functionality in the MapViewer to locate and print their records.

# DSS to V-CRIS Comparison

| Action | DSS | V-CRIS |
|---|---|---|
| **User Edit Boxes** | In DSS users have an edit box that contains all records they are working on. | In V-CRIS, there are no longer specific edit boxes for a user. Instead users have an organization account, and within the organization account records are organized by project. All projects can be accessed by any authorized user in the organization. Records in a project are grouped together for all stages of the project. |
| **Updating Existing Records** | In DSS users email either the Archivist or the Survey Coordinator to place records in a user edit box. | In V-CRIS, there are no longer edit boxes specific to a user to place records in. Users will use the mapping interface and/or search functionality to identify previously recorded properties and request them for editing. When a user requests a record to edit, the V-CRIS system will automatically generate an email to DHR alerting staff of the request. When DHR staff approves the request, the user will receive an email alerting them the records are ready for editing. |
| **Recording New Properties/Receiving a DHR ID#** | In DSS users email a map and the name/location of a newly recorded property in order to receive a DHR ID#. | In V-CRIS users will utilize the mapping interface and/or search functionality to draw the property boundaries, add the property name and location, and submit this with the initial QA/QC. |
| **Data Validation** | In DSS fields that are required to be completed are indicated in red. | In V-CRIS fields that are required are indicated with a red star (*). When users submit a project for either the initial or the final QA/QC, the V-CRIS system will alert them to missing information. |
| **Record Templates** | In DSS users could template some of the information and create "shell" records. | In V-CRIS users will the project information once. This information will them be populated to all records in the project. |
| **Data Entry Screens** | In DSS users navigate through the system using screens. Once information is saved to a screen, users cannot easily navigate back to the screen. | In V-CRIS users will navigate through the system using tabs. Any tab is available for a user at any point during the data entry process. |

# Additional Help

- DHR Website:
  http://www.dhr.virginia.gov/archives/archiv_vcrisHome.htm

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