

# V-CRIS

# Archaeology Data Entry

## Quick Guide

Updated 9/18/2013

# Changes from DSS

- ▶ The biggest and most noticeable difference between data entry in DSS and V-CRIS is the **project** concept.
- ▶ In V-CRIS, all data entry is grouped into *projects*, including new sites and updates to existing records.
- ▶ A V-CRIS project may mirror your real-world CRM project (i.e. all sites located during a Phase I survey, etc.) or it may be arbitrary. Think of it as a container. All sites within the project travel through the QC (quality control) process together.

# Changes from DSS

Even if you are only recording one site, you will still start with “project level” information.

This structure keeps records better organized. Gone are the days of crowded and mixed up DSS “edit boxes.” Now, all sites are grouped into projects for ease of location.

This structure also reduces duplicate data entry. Information like survey level, investigator name, and final report information will only need to be entered once to be linked to all the records in your project.

# Changes from DSS

- ▶ Instead of emailing a graphic map or GIS shapefile to DHR staff, V-CRIS enables you to map your sites **directly** into the system.

\*For now, sites must be digitized through V-CRIS one at a time. If you currently work in GIS and can send GIS shapefiles for all the sites in your project, contact Jolene. DHR staff will continue to accept your geospatial data until a mechanism is developed in V-CRIS.

# Changes from DSS

- ▶ Records are completed and reviewed in **two** stages
  - Initial Data Entry captures basic site information
    - During Initial Q/C (Quality Control), the Archaeology Inventory Manager checks for existing site information and necessity for a new record.
  - Detailed Data Entry captures more in-depth information
    - Data is checked for content.

# General Workflow

- Create your project
- Add Existing Sites
  - Request sites for edit
- Add New Sites
- Submit Entire Project for Initial QC (map check)
- Add Site Details
- Submit Entire Project for Final QC
- **Receive Site Numbers and Print Full Records**

## Review Time

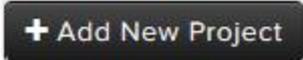
Even though V-CRIS records go through a two-stage QC process, it will not take you any longer to get site numbers than it did in the DSS era. The process should be much faster.

# Quality Control

- ▶ V-CRIS features integrated validation. In other words, the system will check to make sure that all required fields are filled out, saving time and eliminating back-and-forth communication.
- ▶ Any feedback from the Archaeology Inventory Manager will be included in V-CRIS system emails and also accessible through the Activity tab in your V-CRIS project.



# Starting a New Project

- ▶ Log into V-CRIS and select your role (if applicable)
- ▶ You can either add a new project from your homepage “dashboard” or Click the "Archaeology Projects" link in the menu. Click the "Add New Project" button to open the New Archaeology Project page. 

# Entering Project Data

- ▶ Enter as much information as possible on the Project Information tab. Remember that this info should apply to every site you will be recording/updating.

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

New Archaeology Project >

**Project Information**

\* Required to save   \* Required for QC submission

Project Name:  \*

Project Review File No:  ####-####

Organization / Company:  \*

Photographic Media:

DHR Library Report Num:  AA-###

Project Staff / Notes:

# Entering Project Data

- ▶ Note the symbols at the top right that show what is required for validation. Also note the small blue question marks. Clicking on these will display data entry tips.

New Archaeology Project >

Project Information

Project Name:  \* ?

Project Review File No:  ####-#### ?

Organization / Company:  \* ?

Photographic Media:

DHR Library Report Num:

Project Staff / Notes:  ?

\* Required to save \* Required for QC submission

Project Name:  \*

Project Review File No:

Organization / Company:

Photographic Media:

**Project Name**

Enter the preliminary name of your project to be used to organize records. An entry is required even if you are only recording one resource.

# Entering Project Data

- ▶ When you have entered enough information, click  Save at the bottom of the screen.
- ▶ Notice that two new tabs appear at the top: Sites and Activity. 
- ▶ Click Sites.

# Adding Sites to your Project

- ▶ Click to add existing sites or a new site to your project.

🔍 Add Existing Site

+ Add New Site

- ▶ We recommend adding existing sites first to save time (DHR staff still needs to approve your editing request).
- ▶ While you're waiting for editing approval, you can go ahead and add new sites.

# Editing Existing Sites

- ▶ Use the  button to make changes to site boundaries as part of your updated survey. Eventually, a history of boundary changes will be available for viewing.
- ▶ Any information you add to the record will be associated with your project.
- ▶ If you find any erroneous data in the record, please contact the archaeology inventory manager for corrections.

# Creating New Sites

- ▶ Add as much info as possible to the Location Information tab and map your site using the  button. Mapping through V-CRIS will auto populate many fields directly from GIS information.
- ▶ Click Save at the bottom of the screen

# Submitting for Initial QC

- ▶ When you're finished adding locational information for new and existing sites, go back to your Project Information tab by clicking on the "breadcrumb" link at the top of the page.



- ▶ At the bottom of the screen, click "Submit for Initial QC." Your records will move through the validation process and you may be prompted to add more details. Run through this as many times as necessary before submission.

# Waiting for review...

- ▶ When DHR staff have reviewed your submission, you will receive a system email letting you know whether it was approved or rejected with details. Proceed accordingly.

# Detailed Data Entry

- ▶ When your sites are approved after initial QC, you will see an additional tab for detailed site information.



- ▶ Click it and enter details for each site, new and existing.
- ▶ Follow the same process and submit for final QC at the end

# Finished Projects

- ▶ When your project has passed through the full review process, it is marked as Complete. All records are now visible in the system to all users, including mapping.
- ▶ You may now access the mapping or detailed information through the project grid or through the Map Viewer.

# Questions?

Contact Jolene Smith, Archaeology Inventory  
Manager

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