

DRAFT

Virginia Cultural Resource Information System
(VCRIS)
User Quick Guide

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Virginia Department of Historic Resources
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DRAFT

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Section 1: VCRIS General User Information

VCRIS User Information

VCRIS can be used in all modern browsers including Firefox, Chrome, Internet Explorer, and Safari.

VCRIS can be accessed on a mobile device; however, it is not mobile-enabled. The interactive mapping features do not work on mobile devices.

Individuals must have a user account and be a registered user to enter data into VCRIS and/or query the data.

VCRIS Accounts

All VCRIS user accounts are structured by organization.

An organization can be one person or multiple people.

Each VCRIS user must be a registered user with unique login information (username and password). Sharing usernames and passwords violates Commonwealth security requirements and DHR's [terms of use](#).

Account fees are for concurrent licenses not for authorized users. Having multiple authorized users will not affect your organization's subscription fee. Users within an organization will be able to collaborate on shared projects.

VCRIS Accounts

Additional VCRIS account, license, and fee information:

[http://www.dhr.virginia.gov/archives/20130716 Account Info.pdf](http://www.dhr.virginia.gov/archives/20130716_Account_Info.pdf)

Account FAQs:

[http://www.dhr.virginia.gov/archives/20130816 VCRIS faq.pdf](http://www.dhr.virginia.gov/archives/20130816_VCRIS_faq.pdf)

Register for an account:

<https://vcris.dhr.virginia.gov/vcris/Home/TermsAndConditions>

Additional questions about VCRIS accounts contact:

Jolene Smith, VCRIS Accounts Manager

Jolene.smith@dhr.virginia.gov

VCRIS Security Features

In order to access VCRIS all users must log into [VCRIS](#) by accepting the disclaimer information and providing valid user credentials.

The screenshot shows the V-CRIS login interface. At the top left is the logo for V-CRIS (Virginia Cultural Resource Information System). In the top right corner, there is a "Log in" button. The main content area is titled "Disclaimer" and contains the following text: "This system is the property of the Commonwealth of VA. Only persons authorized shall be allowed access to this system for the purposes for which they have been authorized. All access and usage on this system is logged. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law." Below the disclaimer is a checkbox with the text "By checking here, you agree to the information provided above", which is circled in red. Underneath the checkbox are two input fields: "E-mail Address:" and "Password:", each followed by a red asterisk. At the bottom left, there is a "Register" button and the text "for access to V-CRIS." At the bottom right, there is a "Forgot your password?" link and a "Log in" button.

VCRIS Security Features

Users are required to reset their password every three months. The system may not alert all users when their password is expired. Instead users will not be able to log in.

If a user cannot log in, try changing the password using the [Forgot your password?](#) button on the log in page.

Users choose their passwords. DHR does not issue passwords, and cannot reset user passwords.

VCRIS Security Features

After 15 minutes of perceived inactivity VCRIS will warn users that they will be locked out. User activity is defined as navigation through the system, saving work, etc. Click on the OK button to remain logged in.

If there is no user activity within five minutes of the warning the user account will be locked for 20 minutes.

If an account lock occurs, only the user's account is locked, not the organization account. Other organization users will be able to log into the system.

When finished using VCRIS, log off the system by clicking on the  button located in the upper right-hand corner of the system.

Do not click on the close button in the browser. This will lock the user account for 20 minutes.

DHR staff cannot unlock user accounts.

User Account Frequently Asked Questions

What is the difference between a license and a user?

- VCRIS users are individuals using the system.
- VCRIS licenses are for concurrent use of the VCRIS system by users in an organization.
- Multiple licenses allows for more than one user in an organization to access the system at any given time.
- Organizations holding only one license may still have many individual users, although only one user can log into the system at a time.

User Account Frequently Asked Questions

Why can't I log into VCRIS?

- Likely your user password is expired. On the [VCRIS](#) homepage click on the “forgot password button” and follow the instructions for changing a user password.
- You do not need to contact DHR staff to reset your password.

Section 2: General VCRIS Information

Introduction to VCRIS Functionality

VCRIS has two main functionalities:

1. To enter new survey data into both the architectural and archaeological records
2. To query and print information about the location and significance of architectural properties and archaeological sites



Use these buttons to enter archaeological or architectural data into VCRIS.

Use this button to search the database, view maps and print survey forms.

Navigating VCRIS

Navigating through VCRIS is primarily done with hyperlinks and tabs.

As data is entered into the system, hyperlinks will appear across the page. Click on the links to navigate to the properties or the project information.



In addition to the hyperlinks, there are a number of tabs in both the data entry and the data viewer module. Use the tabs to navigate to the resource information in the data entry module and the query results in the data viewer.

- ❓ Click on this symbol next to any of the data fields for additional information about the field.

VCRIS Data Fields

VCRIS contains a mix of data fields:

Drop-down menus with predefined values. This type of field is indicated with a small triangle.

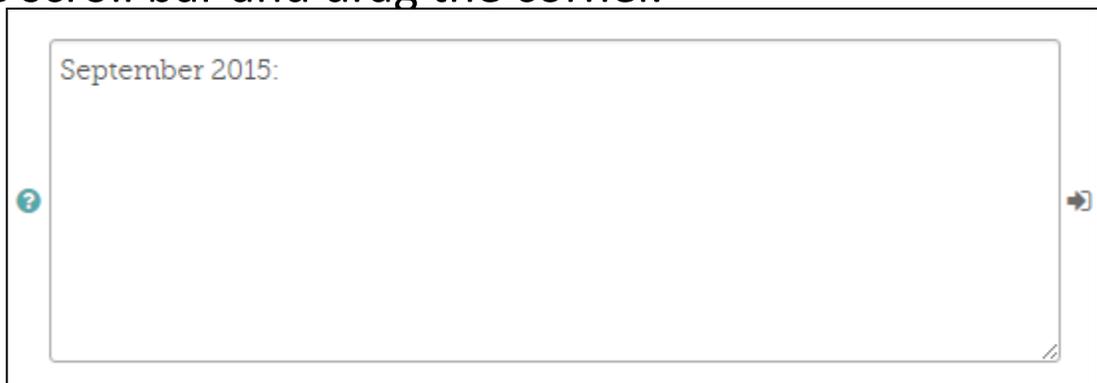


Small data fields only allow a certain number or type of characters. If this information is incorrect the field will be highlighted red. For example, only four numbers can be entered into the construction year data field.

Construction Year:

1927

Text boxes for longer, descriptive information for a property or a resource. When adding text into the text boxes use complete sentences and preface the information with month and year and colon, i.e. September 2015:. The text boxes will appear larger than the smaller data fields. In order to expand the box, use the scroll bar and drag the corner.



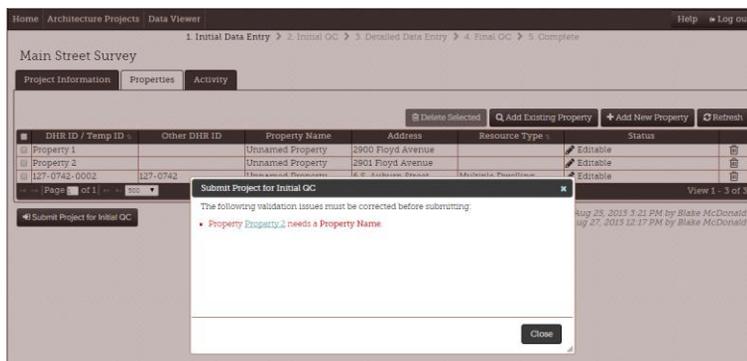
VCRIS Data Validation

VCRIS contains a number of built-in validations for required fields during data entry. These fields are indicated with the symbols below.

* Fields with this symbol require data to be entered in order to save the information on the page.

➔ Fields with this symbol require data to be entered in order to submit the data for review.

When you click **Submit Project for Initial QC** without completing the required fields, you will see a pop-up similar to the one pictured below. Within each bullet point is a hyperlink connected to the page where a change or addition is necessary. Make these corrections, and then click **Submit Project for Initial QC**.



A similar pop-up will appear when submitting a project for final QC.

Recording Above-ground Resources in VCRIS:

Overview

All above-ground resources are recorded at the property level. A property is defined by local parcel data or, if such information is not available, by visual estimation.

Each property consists of one and only one primary resource. Additional buildings, structures, sites, or objects are each recorded as a secondary resource on the property. For example, if the primary resource is a single dwelling, common secondary resources include a shed, garage, or barn. If the primary resource is a church, a common secondary resource is a cemetery.

Each property is assigned a DHR ID number. DHR ID numbers are composed of either two or three-parts, i.e. 123-4567 or 123-4567-8910.

The first three digits of the DHR ID number are used to indicate the Town, City, or County the resource is located in.

The next four digits comprise a sequential number varied on the order in which the DHR number was assigned within the town, city, or county and is **not** indicative of the importance of the property.

If a DHR ID number has an additional four digits, it is referred to as a “tertiary number” and indicates the property is in a historic district.

Recording Above-ground Resources in VCRIS:

Overview

All properties have at least one DHR ID number and can have multiple DHR ID numbers. Multiple DHR ID numbers do **not** indicate increased property significance. For example, if a property was originally recorded as an individual resource under a seven-digit number, and then is re-surveyed as part of a historic district survey the original seven-digit number is retained and a tertiary number is added as the *Other DHR IDs*. This associates the property with the historic district.

An example of a property with multiple DHR ID numbers is Monticello, which has an individual ID number and a historic district ID number, as seen here:

<input type="checkbox"/>	DHR ID ↕	Other DHR ID(s)	Property Name(s)
<input type="checkbox"/>	002-0050	002-5045-0050	Monticello (NRHP Listing), Thomas Jefferson

This is the DHR ID that refers only to the individual property.

This is the DHR ID added to associate the property with a historic district.

Entering Data into VCRIS:

Overview

All data entry – both recording newly identified properties and updating previously recorded properties – begins with a project.

A project can include one property or many properties.

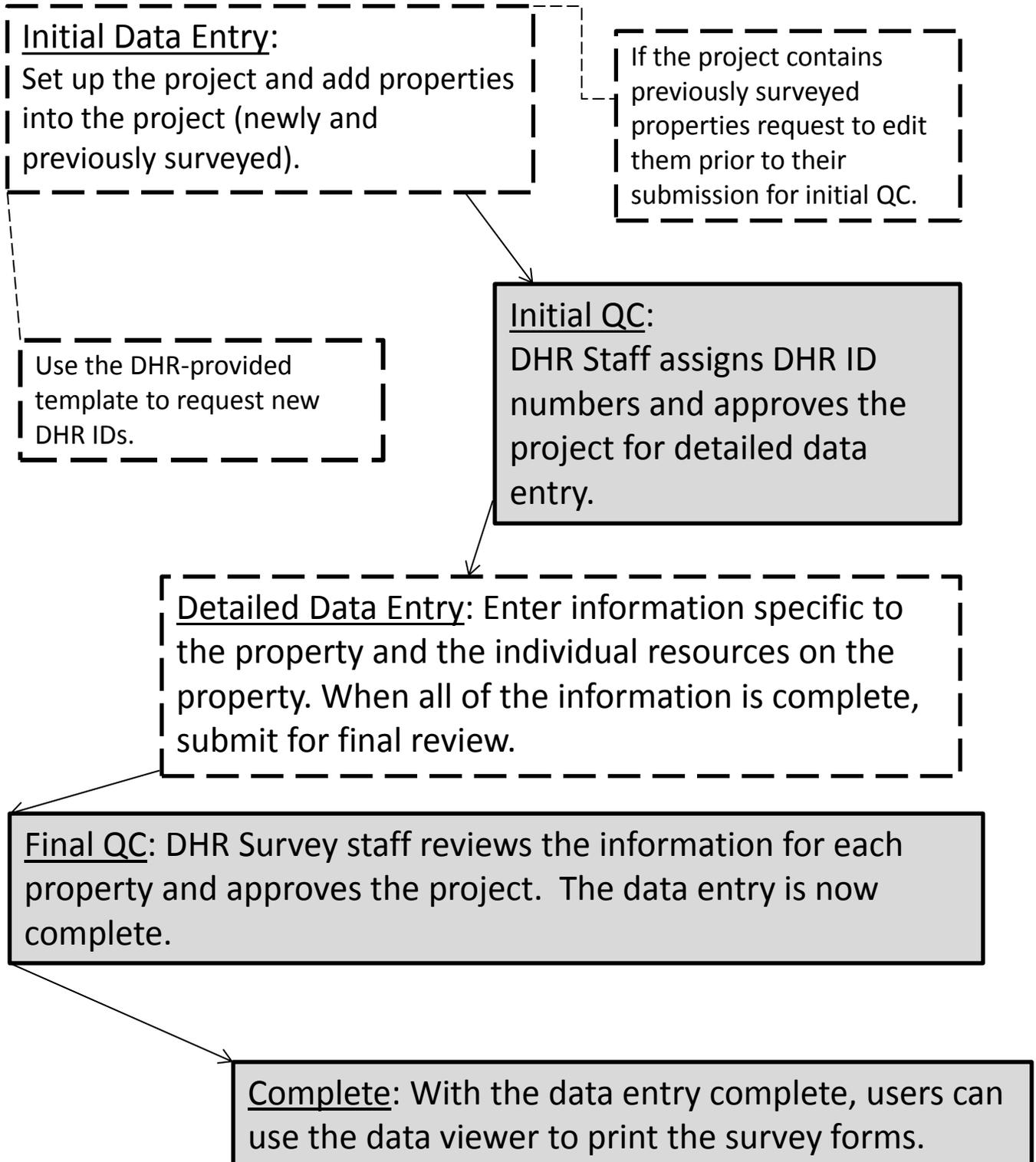
A project can include newly identified properties and previously recorded properties.

Any properties in historic districts will need to be in a separate project with only properties from the district in the project. Do not mix properties in that are within and not within a district into one project.

Data Entry Process Overview

Dashed line boxes indicate steps completed by data entry users

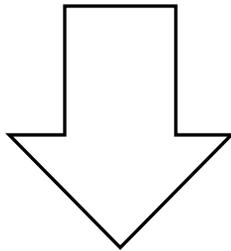
Solid line boxes indicate steps completed by DHR staff



Initial Data Entry and QC Overview

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

- During the initial data entry users set up the project and associate the properties that they will update in the project.
- Users need to request and receive approval from DHR to edit properties prior to submitting the project for initial QC.
- See pages 25-38 for detailed information about the initial QC process.



1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

- During the initial QC step DHR staff will issue DHR ID numbers for newly recorded properties.
- DHR requires that users utilize the DHR ID Request Template for newly recorded properties. The template is available here: [\(INSERT HYPERLINK\)](#)
- Once DHR approves Initial QC, the project is available for Detailed Data Entry.

Detailed Data Entry and Final QC

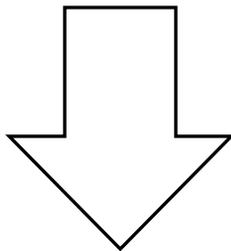
Overview

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

During detailed data entry, users add information about the property on the Property Information Tab.

Information about the individual resources that are on the property are entered on the Resources tab.

Once the data entry is complete, users will submit the project for Final QC. Users cannot make edits to the data after a project has been submitted for Final QC.



1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

During the Final QC stage DHR staff reviews the information about each property and resource.

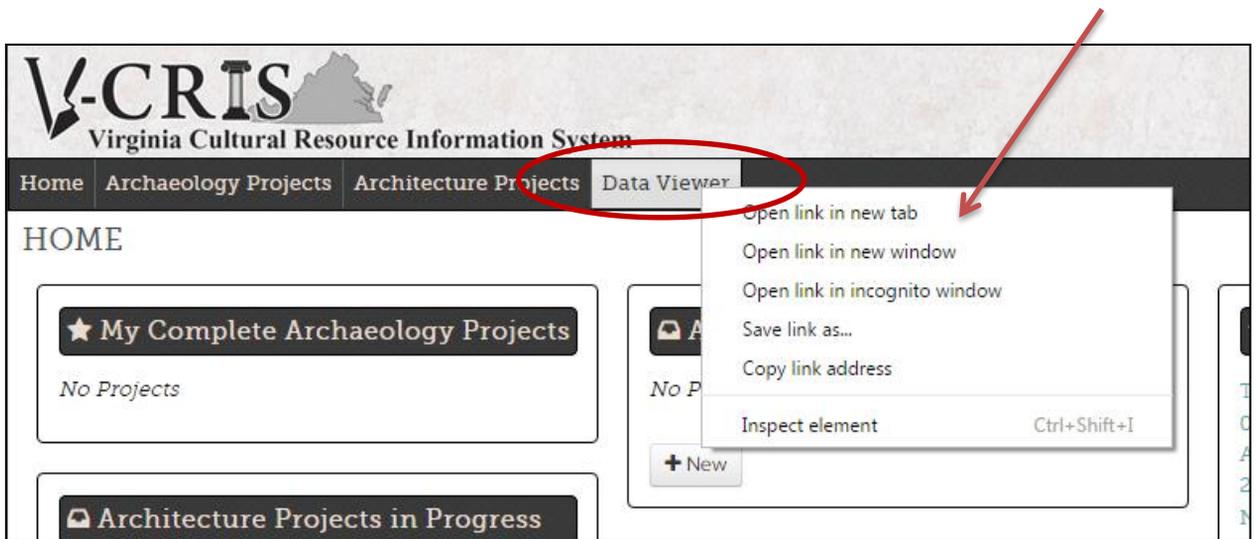
Once DHR staff review is finished, the data is approved and the project is marked complete.

Complete

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

As soon as the data entry is reviewed and marked complete, the information is instantly available in the data viewer.

Use the data viewer to print copies of the survey forms and maps. Left click on the tab to navigate directly to the data viewer. Right click on the tab to open in a new tab or window.



See pages 56-59 for additional information on printing survey forms from the data viewer.

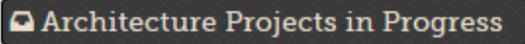
Section 3: VCRIS Data Entry Detailed Guide

Initial Data Entry: Starting a Project

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

When logged into VCRIS, you see two boxes on the home screen. The box on the left is for the completed projects. The box on the right holds all projects that are in process.



All data entry begins with the creation of a new project. From the VCRIS home screen, click  in the  tab.

Note: A project is defined only as a set of surveyed properties. In many cases, you may want to divide your data entry into several separate projects in VCRIS, either as an organizational tool, or because your survey includes properties in a historic district. You will need to create a separate project for properties in a historic district. **Do not add historic district properties to VCRIS projects that include newly or previously surveyed individual properties.**

Initial Data Entry: Project Information Page

The information entered into the Project Information page will populate individual property survey forms for the project. The information entered into the Project Information Page will appear as CRM Events on printed form and electronic information.

Project Name is a user-defined field meant to help you organize your records. The name that you give your project will not appear on final VCRIS records so feel free to use an internal tracking number or survey ID that helps you manage your work.

The most important elements of the survey date record are the month and year; if your survey lasted more than one day, select the first of the month.

Home Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial OC > 3. Detailed Data Entry > 4. Final OC > 5. Complete

New Architecture Project

Project Information * Required to save * required for OC submission

Project Name: *

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

Organization / Company: DHR

Photographic Media:

Project Staff / Notes:

Blake McDonald, DHR Staff. Survey entered to produce VCRIS help documentation.

Project Bibliographic Info:

Survey Event Type:

Primary Surveyor:

Survey Date:

Survey Reports:

Historic District

Historic District Survey: Yes No

When you finish, hit save.

If you are entering data for a historic district, make sure to click "Yes" at the bottom of the form. This selection will open three additional fields.

Initial Data Entry:

Adding Previously Surveyed Properties to a Project

Once the project information is saved, two tabs labeled Properties and Activity will appear at upper left of the project window. Use the Properties tab to add the properties associated with the data entry project. To add new information to existing survey records, users must request permission to edit the property. DHR recommends requesting permission to edit properties prior to adding new properties to the project. This provides DHR staff with time to approve the request for you.

To add a previously surveyed property to a project, click on the **Q Add Existing Property** button at the top right.

The screenshot shows the 'Main Street Survey' interface. At the top, there are navigation tabs: Home, Architecture Projects, Data Viewer, Help, and Log out. Below this is a breadcrumb trail: 1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete. The main content area has three tabs: Project Information, Properties (selected), and Activity. Below the tabs is a toolbar with buttons: Delete Selected, **Q Add Existing Property** (circled in red), Add New Property, and Refresh. Below the toolbar is a table with the following columns: DHR ID / Temp ID, Other DHR ID, Property Name, Address, Resource Type, and Status. The table contains two rows: Property 1 and Property 2, both with 'Unnamed Property' as the name and 'Editable' as the status. At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and a search box with '300'. Below the table, there is a 'Submit Project for Initial QC' button, the address '2900 Floyd Avenue' and '2901 Floyd Avenue', and a footer with creation and update dates: 'Created Aug 25, 2015 3:21 PM by Blake McDonald' and 'Last updated Aug 25, 2015 4:51 PM by Blake McDonald'.

Note: A project can include previously surveyed and newly surveyed properties provided none of them are in a historic district.

Initial Data Entry:

Adding Previously Surveyed Properties to a Project

This search form allows users to quickly find previously surveyed properties and add them to a project. The easiest way to find a previously surveyed property is to search with the DHR ID number. If the DHR ID number is not known, you may search by property name, address, or any of the other fields listed on this page.

Home | Architecture Projects | Data Viewer | Help | Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey > Add Existing Property

Search Form | Map Search | 0 Properties

Use the search form to determine if the Property already exists in the system.

DHR ID:

Property Name:

County/Independent City: USCS Quad:

Street Number: Street Name: Street Directional:

Incorporated Town:

Alternate Route No.:

Historic District Name:

Resource Category:

Resource Type:

Date of Construction: Start End

Architectural Style:

Interior Plan:

Component Type:

Material Treatment:

Survey Event Type:

Property Event Type:

Setting:

Magistrate:

DHR Historic Time Period:

DHR Historic Context:

Associated Person / Name:

Ownership Category:

Government Entity Name:

Historic Religious Affiliation:

Current Use:

VDOT Bridge ID:

Bridge Type:

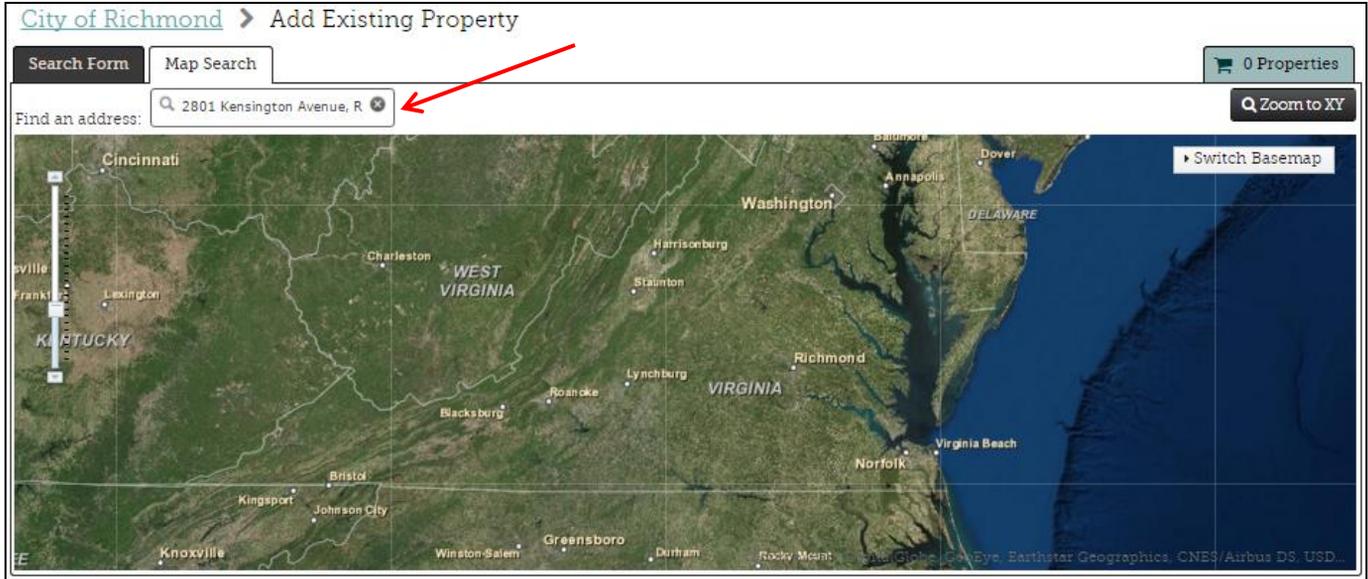
When you've entered your search terms, Press

Initial Data Entry:

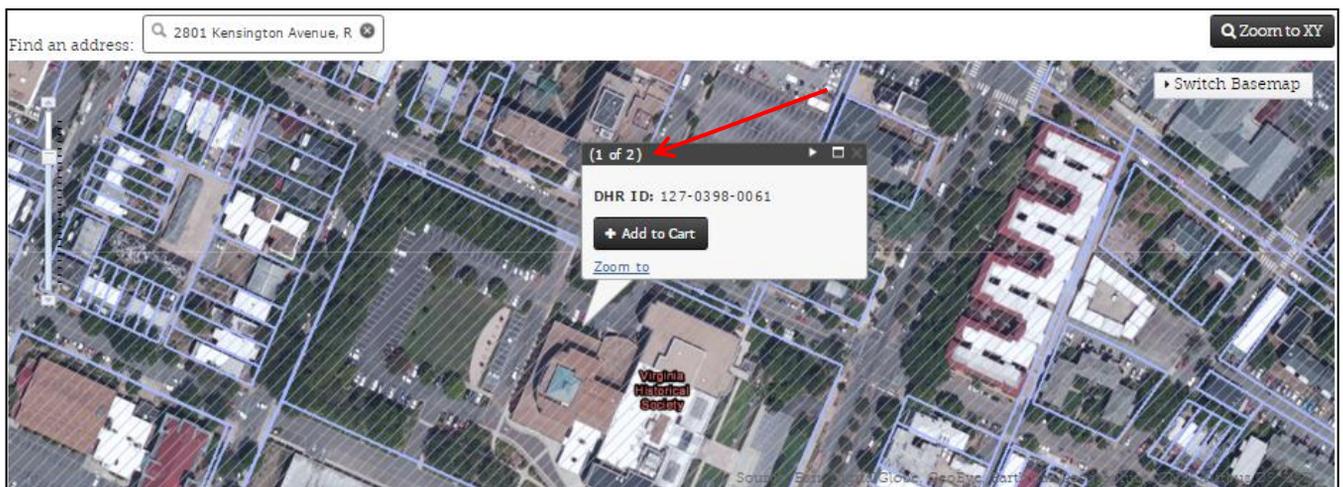
Adding Previously Surveyed Properties to a Project

VCRIS also allows users to search and request properties using a map interface. From the Add Existing Property page, click on the **Map Search** tab and enter the address or use the map navigation tools to locate the resource.

Note: If using the address locator enter the complete address including the city and state.



Once the property is located, click on it and select **+ Add to Cart** from the pop-up box. If there are overlapping properties in the same location, such as individual resources and historic districts, they will be indicated in the pop-up box indicates this at the upper left hand corner of the page. Use the arrows to select more than one property.



Initial Data Entry:

Adding Previously Surveyed Properties to a Project

If the search returns a previously recorded property that you wish to add to your project, select it, and then click on the **+ Add To Cart** button. If you need to add additional properties, click on the **Show Search Form** button on the upper right to start a new search.

The screenshot shows the 'Add Existing Property' page. At the top, there are navigation links: Home, Architecture Projects, Data Viewer, Help, and Log out. Below this is a breadcrumb trail: 1. Initial Data Entry > 2. Initial OC > 3. Detailed Data Entry > 4. Final OC > 5. Complete. The main heading is 'Main Street Survey > Add Existing Property'. There are two buttons: 'Search Form' and 'Map Search'. On the right, there is a '1 Property' button and a 'Show Search Form' button. Below the buttons, a message says 'Select a property from the grid below to add it to the property cart.' A table with the following data is displayed:

DHR ID	Year Built	Name	Resource Type	Status	
127-0742-0002	1927	Apartments, 6 South Auburn St. (Fu	Multiple Dwelling	Available	added to cart

At the bottom of the table, there is a pagination control: 'Page 1 of 1' and 'View 1 - 1 of 1'.

Once you've located the necessary records, you must submit a request to edit the record. Click on **1 Property** , and then

+ Request Properties .

The screenshot shows the 'Add Existing Property' page. At the top, there are navigation links: Home, Architecture Projects, Data Viewer, Help, and Log out. Below this is a breadcrumb trail: 1. Initial Data Entry > 2. Initial OC > 3. Detailed Data Entry > 4. Final OC > 5. Complete. The main heading is 'Main Street Survey > Add Existing Property'. There are two buttons: 'Search Form' and 'Map Search'. On the right, there is a '1 Property' button. Below the buttons, a message says 'Please use the search form or the map search to add properties to the property cart.' A table with the following data is displayed:

DHR ID	Property Name	Year Built	Remove
127-0742-0002	Apartments, 6 South Auburn St. (Function/Location)	1927	

At the bottom left, there is a '+ Request Properties' button.

Initial Data Entry:

Adding a Newly Surveyed Property to a Project

To add a newly identified property to the Project, click on the Properties tab, and then click on **+ Add New Property** to enter the property name and location information for the property.

Home Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey

Project Information Properties Activity

Delete Selected Add Existing Property **+ Add New Property** Refresh

DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status
No records to view					

Page 1 of 0 300

Submit Project for Initial QC

Created Aug 25, 2015 3:21 PM by Blake McDonald
Last updated Aug 25, 2015 3:57 PM by Blake McDonald

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey > Property 1

Location Information

DHR ID **Assigned by QA/QC Manager. * Required to save * Required for QC submission

Temporary Designation: x

Map It

USGS Quad:

County / Independent City:

Incorporated Town:

Zip Code:

Magisterial Districts

No Data

Tax Parcels

No Data

Property Names

No Data

Property Addresses

No Data

Created Aug 25, 2015 4:08 PM by Blake McDonald

The Temporary Designation field, like the Project Name field on the previous page, is meant to help you organize your records and will not appear on your final record. It also will not be usable after the Initial QC is approved.

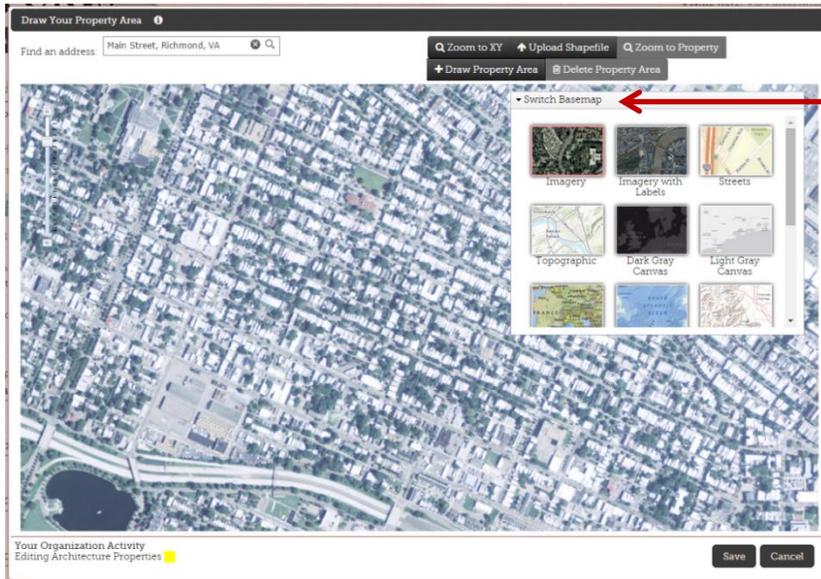
Once you've named the property, click on **Map It** to map the location of the property. The rest of the geographic data on this page will auto-generate once your property is mapped.

There are two ways to map your property: hand-drawing and uploading a shapefile.

Initial Data Entry:

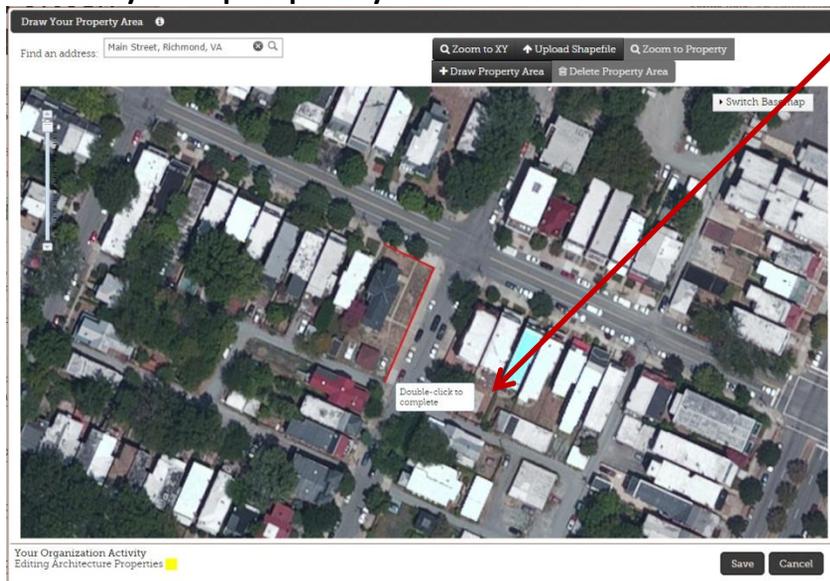
Mapping a Newly Surveyed Property: Hand Drawing

The  button will open a pop-up window with a satellite image of Virginia. Type the address into the field in the upper left corner. The aerial will zoom to general location of the property.



Choose your preferred basemap from the dropdown menu on the upper right.

To hand draw the property boundary click the  tab and begin tracing the boundary of your property by left-clicking once on the map. Left-click once at the property corner to complete a line. Press the Escape key on your keyboard if you need to start your property area outline over.

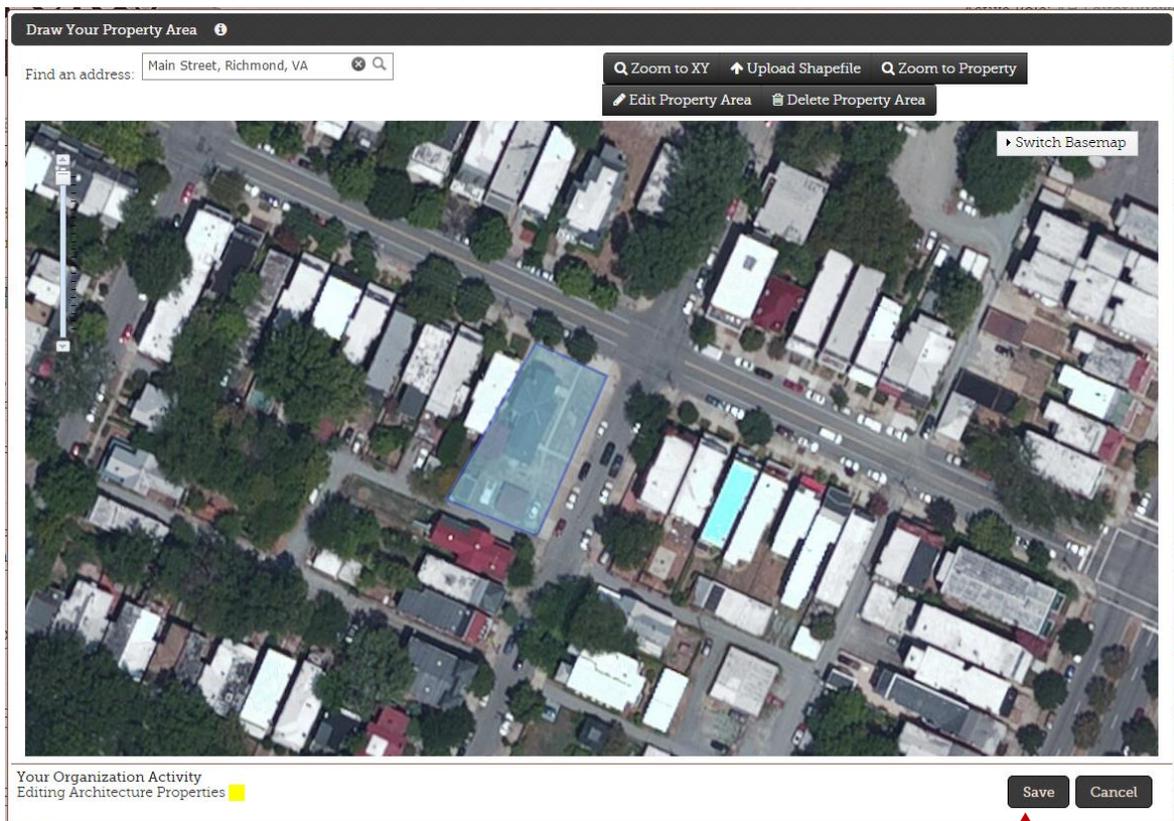


To complete a property area, double click. The outline tool will draw the shortest possible line from the last place that you clicked to the point where you started your area.

Initial Data Entry:

Mapping a Newly Surveyed Property: Edit the Shape

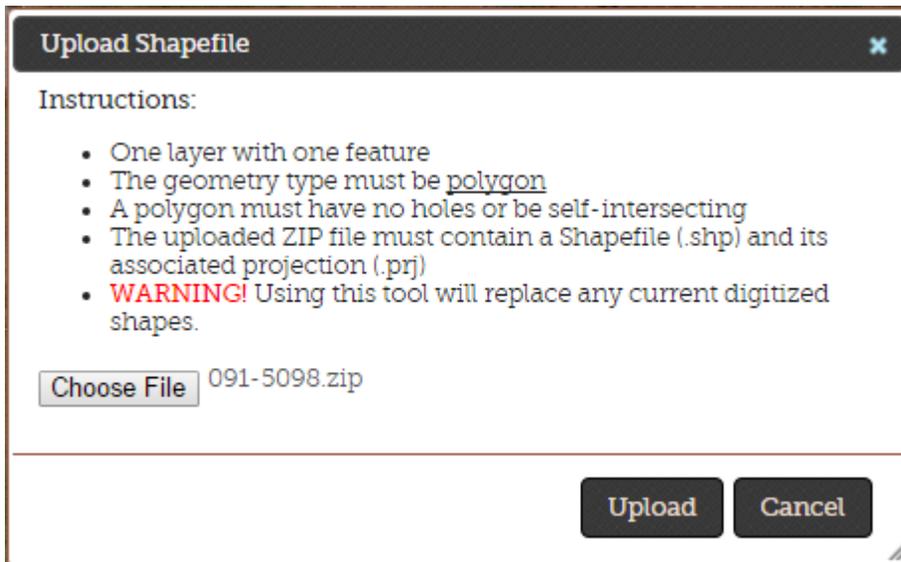
When you've completed your area outline, it will be shaded blue. If you need to alter your shape, click the  button in the upper right. A node will appear at the midpoint of each outline face. Click and pull on these dots to change the area outline. If you need to make significant changes to your outline, click the  button in the upper right to restart the outline.



When you have finished your outline, click save. You'll see that the additional fields in the Location Information section of your survey form.

Initial Data Entry: Mapping a Newly Surveyed Property: Shapefile Upload

To upload a shapefile click on the **↑ Upload Shapefile** button in the upper right. A pop-up box will appear, use the **Choose File** button to navigate to the GIS shapefile. Once you have chosen the GIS shapefile click on **Upload** to load the shapefile. The map will zoom to the location of the shapefile. If you need to edit the shape, follow the instructions outlined on the previous page.



Note: Additional information on how to prepare shapefiles and upload them into the map editor functionality available in the appendix and on the DHR's website:

[http://www.dhr.virginia.gov/archives/Import Shapefile to V CRIS.pdf](http://www.dhr.virginia.gov/archives/Import%20Shapefile%20to%20VCRIS.pdf)

Initial Data Entry:

Name and Address for Newly Surveyed Properties

After mapping the property boundaries, the system will automatically return to the Location Information tab. To complete this page, you need to enter the Property Name and Property Address. For the Property Name, the preferred format is Function/Location. Enter the building type (house, store, etc.,) followed by the street address. See below for an example.

Home System Admin Archaeology Projects Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial OC > 3. Detailed Data Entry > 4. Final OC > 5. Complete

Main Street Survey > Property 1

Location Information

DHR ID: * Required to save * Required for OC submission

Temporary Designation:

Map It

USGS Quad: RICHMOND

County / Independent City: Richmond (Ind. City)

Incorporated Town: + Add

Zip Code: 23221

Magisterial Districts: + Add

No Data

Tax Parcels: + Add

No Data

Property Names (1) + Add

Property Name	Property Name Explanation	Remove
House, 2900 Floyd Avenue	Function/Location	<input type="text"/>

Property Addresses (1) + Add

Street No	Street Name	Street Directional	Alternate Route No	Address Explanation	Edit	Remove
2900	Floyd Avenue			Current	<input type="text"/>	<input type="text"/>

Save

Created Aug 25, 2015 4:08 PM by Blake McDonald
Last updated Aug 25, 2015 4:49 PM by Blake McDonald

When you finish, hit save.

There are several other options for the Property Name section. If you know the historic or secondary name for a property, you can add them here by clicking on the + Add button.

Property Name Explanation

- Function/Location
- Select One --
- Alleged
- Alternate Spelling
- Current Name
- Descriptive
- Function/Location
- Historic
- NRHP Listing

Initial Data Entry:

Adding Additional New Properties to a Project

If you want to add another new property to the project, click on the project name hyperlink and then on the **+ Add New Property** button. The system will return to the Properties page and allow you to add additional properties to the project.

Home Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey

Project Information Properties Activity

1 property is awaiting edit approval.

Delete Selected Add Existing Property Add New Property Refresh

DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status
Property 1		Unnamed Property	2900 Floyd Avenue		Editable
Property 2		Unnamed Property	2901 Floyd Avenue		Editable
127-0742-0002	127-0742	Unnamed Property	6 S. Auburn Street	Multiple Dwelling	Awaiting Edit Approval

Page 1 of 1 500 View 1 - 3 of 3

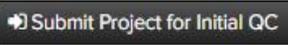
Submit Project for Initial QC

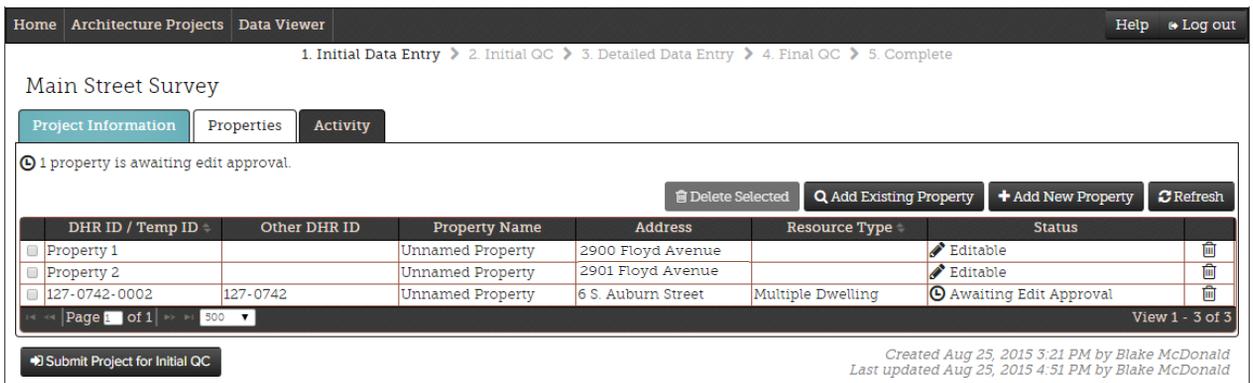
Created Aug 25, 2015 3:21 PM by Blake McDonald
Last updated Aug 25, 2015 4:51 PM by Blake McDonald

When all of the properties are added to the project, submit it for Initial QC.

Initial Data Entry: Submitting a Project for Initial QC

Once the location data for each new property is entered and the edit approval for each previously surveyed property is complete, the project can be submitted for Initial QC. Click

 to begin this process.



Home Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey

Project Information Properties Activity

1 property is awaiting edit approval.

Delete Selected Add Existing Property Add New Property Refresh

	DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status	
<input type="checkbox"/>	Property 1		Unnamed Property	2900 Floyd Avenue		Editable	
<input type="checkbox"/>	Property 2		Unnamed Property	2901 Floyd Avenue		Editable	
<input type="checkbox"/>	127-0742-0002	127-0742	Unnamed Property	6 S. Auburn Street	Multiple Dwelling	Awaiting Edit Approval	

Page 1 of 1 500 View 1 - 3 of 3

Submit Project for Initial QC

*Created Aug 25, 2015 3:21 PM by Blake McDonald
Last updated Aug 25, 2015 4:51 PM by Blake McDonald*

During the Initial QC process the newly identified properties will be assigned DHR ID numbers. Any previously surveyed properties included in your project will not be given a new DHR ID number, but will become editable.

Note: You cannot submit the project for Initial QC without the approval to edit previously surveyed properties.

Initial Data Entry: Submitting a Project for Initial QC

When a project is submitted for initial QC, the system will check that all the required information is entered and ask you to confirm you are ready to submit it. After submitting your project for initial QC, you will receive an email confirmation.

Once a project is under Initial QC review, users can not make any edits until the Initial QC is approved. This is what a project will look like while it is under Initial QC review:

The screenshot shows a web application interface for 'Main Street Survey'. The breadcrumb trail indicates the current step is '2. Initial QC'. The interface includes tabs for 'Project Information', 'Properties', and 'Activity'. A table displays property details, and a note at the bottom states the project is unavailable for editing due to being under review.

DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status
Property 1		Unnamed Property	2900 Floyd Avenue		Project Under Review
Property 2		Unnamed Property	2901 Floyd Avenue		Project Under Review
127-0742-0002	127-0742	Unnamed Property	6 S. Auburn Street	Multiple Dwelling	Project Under Review

Note: This Project is currently unavailable for editing because it is under QA/QC Manager review.

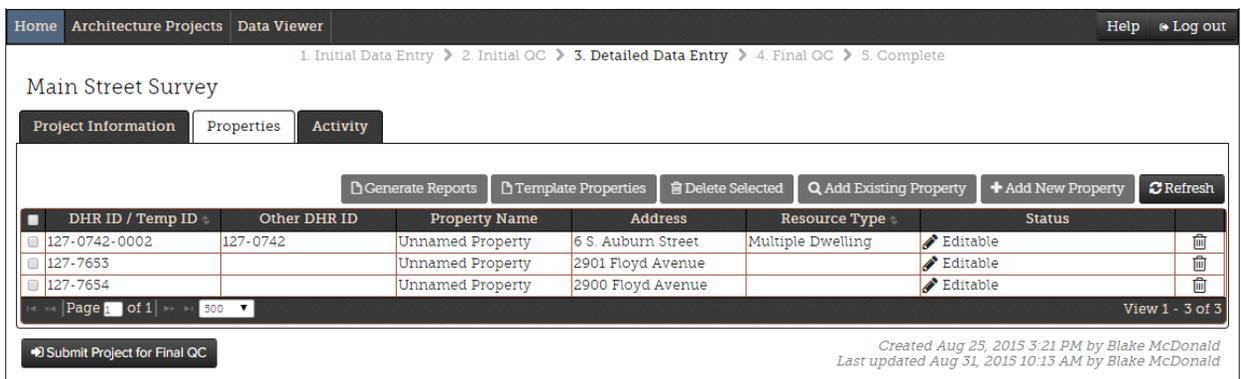
Created Aug 25, 2015 3:21 PM by Blake McDonald
Last updated Aug 27, 2015 12:19 PM by Blake McDonald

During the initial QC review, DHR staff reviews the property mapping and information and issues DHR ID numbers for the newly recorded properties. You will receive an email with the subject line **“VCRIS - Project ‘Your Project Name’ Initial QC was Approved.”** when the initial QC is approved.

Detailed Data Entry

1. Initial Data Entry > 2. Initial QC > **3. Detailed Data Entry** > 4. Final QC > 5. Complete

Once the Initial QC is approved users can begin detailed data entry. To do this, reopen the project in VCRIS, and click on a property to begin detailed data entry. When logged into VCRIS after the Initial QC is approved, the status of each property is  **Editable** and you will notice that a DHR ID number has replaced the temporary designation.



The screenshot shows the 'Main Street Survey' interface in VCRIS. The breadcrumb trail at the top indicates the current step is '3. Detailed Data Entry'. The interface includes tabs for 'Project Information', 'Properties', and 'Activity'. Below the tabs are several action buttons: 'Generate Reports', 'Template Properties', 'Delete Selected', 'Add Existing Property', 'Add New Property', and 'Refresh'. A table displays the following data:

DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status	
127-0742-0002	127-0742	Unnamed Property	6 S. Auburn Street	Multiple Dwelling	Editable	
127-7653		Unnamed Property	2901 Floyd Avenue		Editable	
127-7654		Unnamed Property	2900 Floyd Avenue		Editable	

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and a 'View 1 - 3 of 3' indicator. A 'Submit Project for Final QC' button is located at the bottom left of the interface. A footer note at the bottom right states: 'Created Aug 25, 2015 3:21 PM by Blake McDonald. Last updated Aug 31, 2015 10:13 AM by Blake McDonald.'

Detailed Data Entry: Location Information Page

When a property is in Detailed Data Entry, the Location Information page will appear first. This page is already complete, and unless edits are needed, proceed to the Property Information tab.

Home Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial GC > 3. Detailed Data Entry > 4. Final GC > 5. Complete

Main Street Survey > 127-7654

Location Information Property Information Resources File Attachments

DHR ID: 127-7654 * Required to save * Required for GC submission

[Map It](#)

USGS Quad: RICHMOND

County / Independent City: Richmond (Ind. City)

Incorporated Town: [+ Add](#)

Zip Code: 23221

Magisterial Districts [+ Add](#)

No Data

Tax Parcels [+ Add](#)

No Data

Property Names (1) [+ Add](#)

Property Name	Property Name Explanation	Remove
House, 2900 Floyd Avenue *	Function/Location *	Remove

Property Addresses (1) [+ Add](#)

Street No	Street Name	Street Directional	Alternate Route No	Address Explanation	Edit	Remove
2900	Floyd Avenue			Current	Edit	Remove

[Save](#)

Created Aug 25, 2015 4:08 PM by Blake McDonald
Last updated Aug 31, 2015 10:12 AM by Blake McDonald

NOTE: In Detailed Data Entry, the **File Attachments** tab will appear in the property page menu. **Do not** use this tab to upload photographs, reports, correspondence, etc.

As you move through Detailed Data Entry, remember to always press save at the bottom of the page.

Detailed Data Entry: Property Information Page

The Property Information page includes several fields and text boxes. Pictured below is the upper section of that page with descriptions for each item.

If you're including a previously surveyed property in a new historic district, add the new tertiary DHR ID here.

Select the most appropriate value from the predetermined list of settings.

The acreage is not a required field, but can often be found from online parcel data.

The screenshot shows a web application interface for data entry. At the top, there is a navigation bar with 'Home', 'Architecture Projects', and 'Data Viewer'. Below this is a breadcrumb trail: '1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete'. The main heading is 'Main Street Survey > 127-7654'. There are four tabs: 'Location Information' (selected), 'Property Information', 'Resources', and 'File Attachments'. The 'Property Information' section contains several fields: 'Other DHR IDs' with an '+ Add' button; 'Setting:' with a dropdown menu showing 'Urban'; 'Acreage:' with a text input field containing '.5'; 'Site Description:' with a large text area; and 'Property Event Type:' with a dropdown menu showing '--Select One--'. There are also asterisks indicating required fields: '* Required to save' and '* Required for QC submission'. Red arrows point from text boxes to these fields: one to the 'Other DHR IDs' section, one to the 'Setting:' dropdown, one to the 'Acreage:' input, one to the 'Site Description:' text area, and one to the 'Property Event Type:' dropdown.

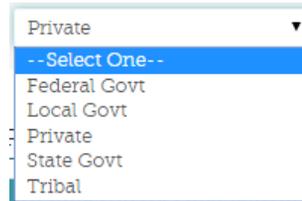
This open text box should describe where the property is located and provide a general description of the property. Also include the number and locations of any secondary resources. Begin your text entry with the month and year followed by a colon, ex: August 2015:.

If updating a previously surveyed property, use this field to indicate if the primary resource has been moved or destroyed.

Detailed Data Entry: Property Information Page

The middle section of the Property Information page is pictured below with descriptions for each item.

There are several options in the Ownership Category. If you select a governmental branch, an extra pull-down menu will appear requiring you to identify the agency.



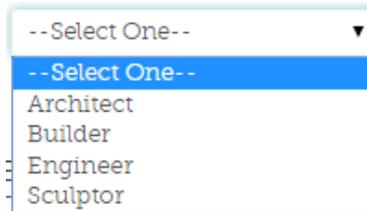
Ownership Information (1) + Add

Ownership Category	Ownership Entity	Remove
Private *	No related data	

Property Associates (1) + Add

Architect/Associated Person	Associated Person/Firm Name	Remove
--Select One--	<input type="text"/>	

There are several options in the Property Associates section. If you know the name of an associate from the dropdown menu, add it in the open text box. This is not a required field.



Detailed Data Entry: Property Information Page

The lower section of the Property Information page is pictured below with descriptions for each item.

Enter any bibliographic references that are specific to the property. Do not repeat entries added to the project bibliographic field.

Enter, in narrative form, any additional information about the property not entered elsewhere. Historic information and assessment of the property's potential eligibility should be entered in the Surveyor Assessment field. Begin your text entry with the month and year followed by a colon, ex: August 2015:

Bibliographic Information

Bibliographic Information:

Property Notes:

NR Eligibility Information

Surveyor Assessment:

Surveyor Recommendation:

Save

Enter, in narrative form, any known information about the history of the property and a recommendation about the property's potential eligibility for **individual** listing on the VLR/NRHP. If the property is in a historic district, identify which buildings on the property are contributing and/or non-contributing but do not recommend the property eligible or potentially eligible unless it possesses eligibility outside of the district level.

If an individual property is eligible or potentially eligible for the National Register of Historic Places, additional boxes will appear that allow you to select NRHP Criteria Recommendations and Recommendation Considerations. For more information On NRHP eligibility, see the [National Park Service Bulletin #15](#).

Recommended Eligible
Recommended for Further Survey
Recommended Not Eligible
Recommended Potentially Eligible

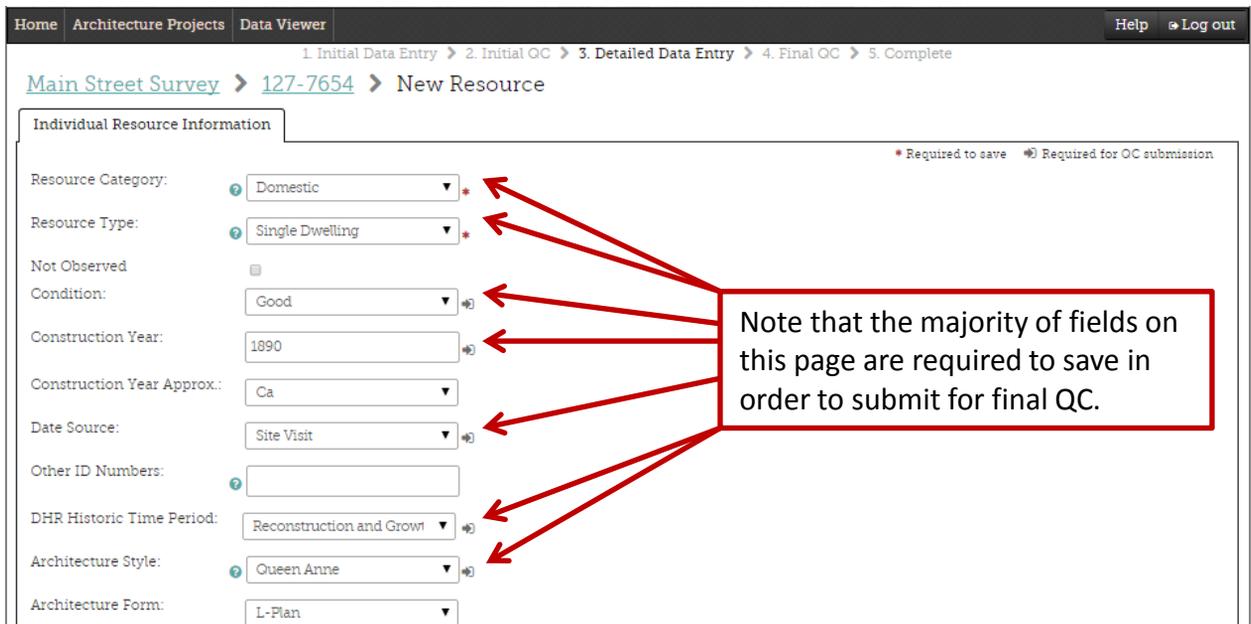
When you finish, hit save.

Detailed Data Entry: Adding New Resources

When the detailed Property Information page is complete, click on **Resources** tab, and then on **+ Add New Resource** to begin adding information about the individual resources on the property.



The **+ Add New Resource** tab opens the Individual Resource Information page. The Appendix includes a list of the resource category and types and the building component information.



Note: Use the “Tab” key to easily navigate between drop-down data boxes.

Detailed Data Entry: Adding New Resources

Next, enter threats to the resource, all historic contexts, and a detailed architectural description in the open text box at the bottom of the page.

The Threats to Resource section is a required section. More than one threat can be selected. If there are no evident threats, select "None Known."

Add any, and all, applicable Historic Contexts such as domestic for houses, funerary for cemeteries, transportation for bridges, etc.

The screenshot shows a web form with the following sections:

- Threats to Resource (1)**: A grid of checkboxes for various threats: Demolition, Development, Erosion, Neglect, None Known (checked), Other, Public Utility Expansion, Relocation, Structural Failure, Transportation Expansion, Vacant, and Vandalism.
- Historic Context (1)**: A dropdown menu currently set to "--Select One--" and an "+ Add" button.
- Historic Context**: A table with one row containing "Domestic" and a "Remove" button.
- Architectural Description:**: A large, empty text area for entering a narrative description.
- Save**: A button at the bottom left of the form.

When you finish, hit save.

Enter, in narrative form, a complete description of the resource that fully describes all visible elevations and exterior details and any known alterations or additions.

Detailed Data Entry: Building Information Tab

If the individual resource is a building, an additional tab will open. To add building specific information, click on the **Building Information** tab. After adding the number of stories (whole numbers and decimals only, no fractions) and interior plan, click **+ Add** to add data on specific components of the building.

Note: The component information is only required for the primary resource.

Home | Architecture Projects | Data Viewer | Help | Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey > 127-7654 > Single Dwelling

Individual Resource Information | Building Information

No. of Stories: 2

Interior Plan: Side Passage

Exterior Components **+ Add**

No Data

Save

Created Aug 31, 2015 12:40 PM by Blake McDonald

Add as many of the individual building components as your survey observations permit. The Appendix includes a listing of all of the options in each of the drop-down menus. Make sure to hit **Save** when you're done adding components.

Home | Architecture Projects | Data Viewer | Help | Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey > 127-7654 > Single Dwelling

Individual Resource Information | Building Information

No. of Stories: 2

Interior Plan: Side Passage

Exterior Components (3) **+ Add**

Component	Component Type	Material Treatment	Material	Edit	Remove
Chimneys	Exterior End	American/Common Bond	Brick		
Structural System and Exterior Treatment	Not Visible	American/Common Bond	Brick		
Windows	Double-hung		Wood		

Save

Created Aug 31, 2015 12:40 PM by Blake McDonald

Exterior Component

Component: Porch

Component Type: Inset/Engaged

Material Treatment: Posts

Material: Wood

Save **Cancel**

Detailed Data Entry: Adding Additional Resources

If a property contains more than one resource, add additional entries from the **Resources** tab. The process and pages associated with adding an additional resource to a property are identical to those used for the primary resource and described in the previous slides.

Home Architecture Projects Data Viewer Help Log out

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Main Street Survey > 127-7654

Location Information Property Information Resources File Attachments

+ Add New Resource Refresh

Primary Resource	Resource Type	Style	Form	Date of Construction
Yes	Single Dwelling	Queen Anne	L-Plan	1890

Page 1 of 1 30 View 1 - 1 of 1

Created Aug 25, 2015 4:08 PM by Blake McDonald
Last updated Aug 31, 2015 12:48 PM by Blake McDonald

Individual Resource Information Building Information

NR Resource Type: Building

Resource Category: Domestic

Resource Type: Single Dwelling

Is Primary Resource: Yes No

Not Observed:

Condition: Good

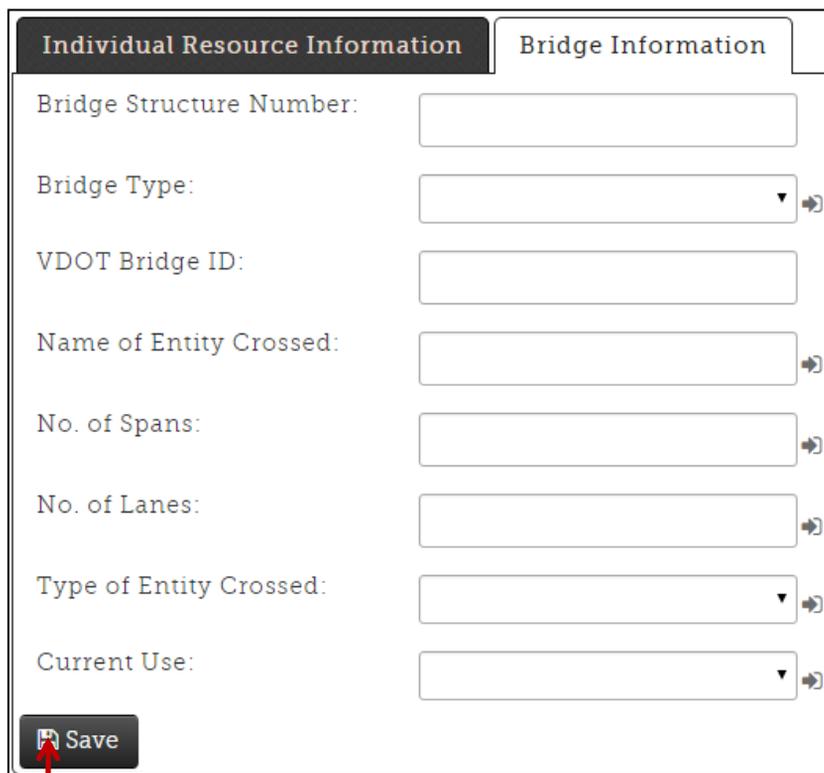
Construction Year: 1890

The addition of secondary resources opens an extra field, labeled "Is Primary Resource," on the Individual Resource Information page of each resource. When you add a secondary resource, this field will auto-populate to show that the first resource entered into the property is the primary resource. If the primary resource was not the first one entered, simply open the Individual Resource Information page of the newly identified primary resource and change this field. The other resources will auto-populate as secondary.

Detailed Data Entry: Bridge Information Tab

If a property contains a bridge, select “Transportation” in the “Resource Category” drop-down menu, and then choose “Bridge” in the “Resource Type” list.

The **Bridge Information** tab consists of open text boxes and drop-down menus. The Bridge Structure Number and Bridge ID are designated by the Virginia Department of Transportation and are not required for completion of the survey form.



The screenshot shows a form with two tabs: "Individual Resource Information" (selected) and "Bridge Information". The form contains the following fields:

- Bridge Structure Number:
- Bridge Type: ↗
- VDOT Bridge ID:
- Name of Entity Crossed:
- No. of Spans:
- No. of Lanes:
- Type of Entity Crossed: ↗
- Current Use: ↗

A "Save" button is located at the bottom left of the form. A red arrow points from a text box below to the "Save" button.

When you finish, hit save.

Detailed Data Entry: Cemetery Information Tab

If a property contains a cemetery, select “Funerary” in the “Resource Category” drop-down menu, and then choose “Cemetery” in the “Resource Type” list.

The **Cemetery Information** tab will open. This tab contains open text boxes and drop-down menus specific to cemeteries.

The screenshot shows the 'Cemetery Information' tab of a data entry form. It includes several fields: 'Current Use', 'Marked Graves', 'Unmarked Graves', 'Enclosure Type', and 'Appr # of Gravestones' (all dropdown menus); 'Earliest Marked Interment Year', 'Latest Marked Interment Year', and 'Historic Religious Affiliation' (text boxes). Below these is the 'Ethnic Affiliations' section with checkboxes for 'Native American', 'Other', 'African Descent', and 'European Descent'. At the bottom is the 'Significant Burials' section, which is currently empty and shows 'No Data'. A '+ Add' button is located to the right of this section. A 'Save' button is at the bottom left. In the top right corner, there are two status indicators: a red asterisk for 'Required to save' and a blue asterisk for 'Required for OC submission'.

When you finish, hit save.

Select **+ Add** to open a pop-up window where you can enter information on a significant burial, including marker type, name of interred, and birth/death year on marker. This section is not required.

Detailed Data Entry: Updating Previously Recorded Properties

When adding new information to previously recorded properties do not delete or modify any of the existing information in the record.

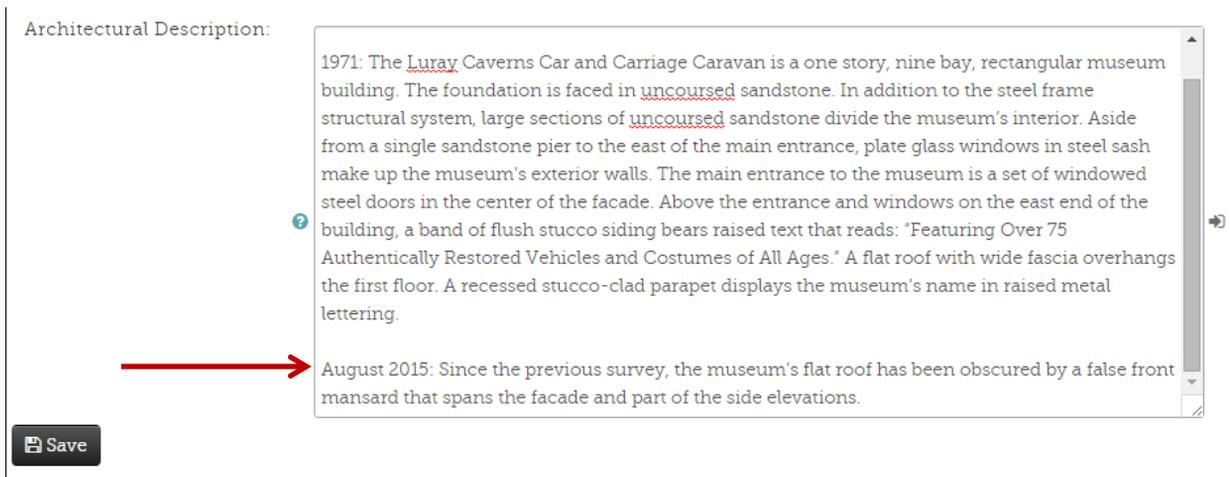
Instead add narrative updates to all of the open text boxes below the existing text.

Architectural Description:

1971: The Luray Caverns Car and Carriage Caravan is a one story, nine bay, rectangular museum building. The foundation is faced in uncoursed sandstone. In addition to the steel frame structural system, large sections of uncoursed sandstone divide the museum's interior. Aside from a single sandstone pier to the east of the main entrance, plate glass windows in steel sash make up the museum's exterior walls. The main entrance to the museum is a set of windowed steel doors in the center of the facade. Above the entrance and windows on the east end of the building, a band of flush stucco siding bears raised text that reads: "Featuring Over 75 Authentically Restored Vehicles and Costumes of All Ages." A flat roof with wide fascia overhangs the first floor. A recessed stucco-clad parapet displays the museum's name in raised metal lettering.

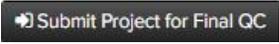
August 2015: Since the previous survey, the museum's flat roof has been obscured by a false front mansard that spans the facade and part of the side elevations.

Save



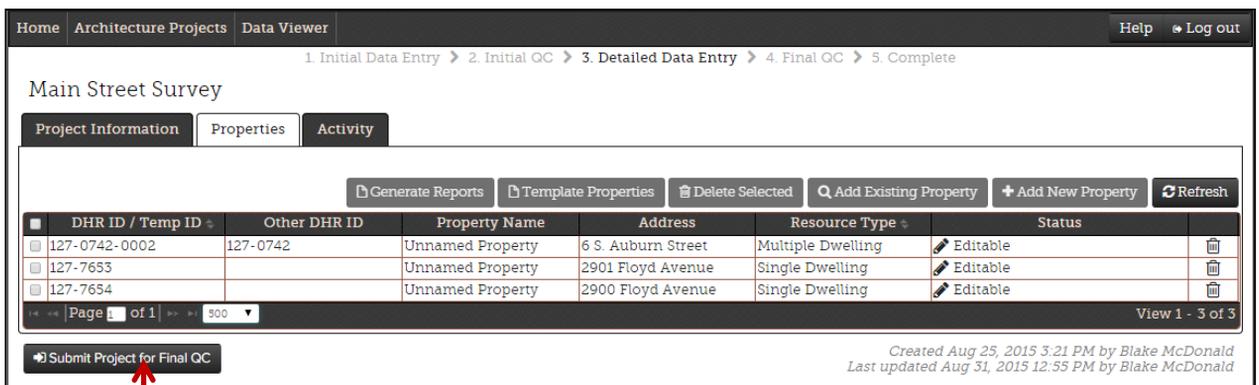
Remember to preface your narrative updates with the month and year that the property was observed, i.e. "September 2015:"

Detailed Data Entry: Submitting a Project for Final QC

Once all detailed data for each property is entered click  to begin final review process. Make sure that all text, recommendations, and map locations are finalized before submitting the project for Final QC.

During the Final QC review, DHR staff will review the detailed information and approved the project. When Final QC is approved, the project is marked complete and the data is visible in the VCRIS data viewer.

Once the data is part of the VCRIS data viewer, users can no longer edit it. Any requests for edits to properties should be coordinated with DHR survey staff.



The screenshot shows the 'Main Street Survey' page in the VCRIS Data Viewer. The breadcrumb trail is: 1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete. The page has tabs for 'Project Information', 'Properties', and 'Activity'. Below the tabs are buttons for 'Generate Reports', 'Template Properties', 'Delete Selected', 'Add Existing Property', 'Add New Property', and 'Refresh'. A table lists three properties:

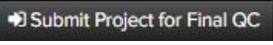
DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status
127-0742-0002	127-0742	Unnamed Property	6 S. Auburn Street	Multiple Dwelling	Editable
127-7653		Unnamed Property	2901 Floyd Avenue	Single Dwelling	Editable
127-7654		Unnamed Property	2900 Floyd Avenue	Single Dwelling	Editable

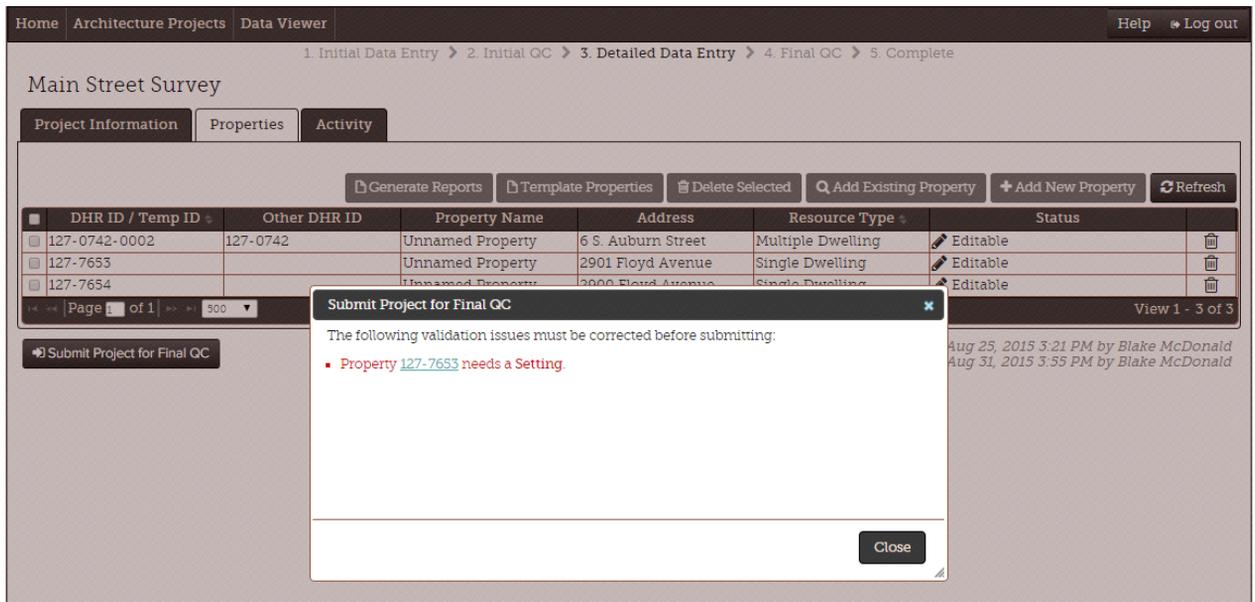
At the bottom left, there is a 'Submit Project for Final QC' button. A red arrow points from a text box below to this button. The page footer includes the text: 'Created Aug 25, 2015 3:21 PM by Blake McDonald' and 'Last updated Aug 31, 2015 12:55 PM by Blake McDonald'.

Click here to submit a project for final QC.

Detailed Data Entry: Submitting a Project for Final QC

Similarly to Initial QC, a pop-up describing any incomplete fields will appear. Within each bullet point is a hyperlink connected to the page where a change or addition is necessary. Make these corrections, and then click

 again.



The screenshot shows the VCRIS Data Viewer interface for a project named "Main Street Survey". The interface includes a navigation bar with "Home", "Architecture Projects", "Data Viewer", "Help", and "Log out". A breadcrumb trail indicates the current step: "1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete". Below the navigation, there are tabs for "Project Information", "Properties", and "Activity". A toolbar contains buttons for "Generate Reports", "Template Properties", "Delete Selected", "Add Existing Property", "Add New Property", and "Refresh". A table displays property information with columns for "DHR ID / Temp ID", "Other DHR ID", "Property Name", "Address", "Resource Type", and "Status". The table contains three rows of data. A "Submit Project for Final QC" button is visible in the bottom left. A modal dialog box is open, displaying a validation error: "The following validation issues must be corrected before submitting: Property [127-7653](#) needs a Setting." The dialog also shows a "Close" button. In the bottom right corner, there is a timestamp and user information: "Aug 25, 2015 3:21 PM by Blake McDonald" and "Aug 31, 2015 3:55 PM by Blake McDonald".

DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status
127-0742-0002	127-0742	Unnamed Property	6 S. Auburn Street	Multiple Dwelling	Editable
127-7653		Unnamed Property	2901 Floyd Avenue	Single Dwelling	Editable
127-7654		Unnamed Property	2900 Floyd Avenue	Single Dwelling	Editable

The VCRIS system will automatically generate an email when the project is reviewed and approved. At that point, the survey forms are accessible in the data viewer and the forms can be printed for submission. Information about what hard copy information to submit to DHR is in Section 4.

Additional Tabs

The activity tab provides a list of the data entry steps and dates completed. Click on the  icon to read any notes from DHR staff about the data entry project.

Project Information	Properties	Activity	
This is an event log of all activity regarding this Project record.			
Event	User	Date	Notes
Project record created - Initial Data Entry begins	Blake McDonald	8/18/2015 12:41 PM	<i>no data</i>
Project submitted to QA/QC Manager for Initial Quality Check	Blake McDonald	8/18/2015 2:46 PM	<i>no data</i>
QA/QC Manager Approves Project - Detailed Data Entry begins	Carey Jones	8/18/2015 2:52 PM	<i>no data</i>
Property Surveys Templated - Returned to Initial Data Entry	Blake McDonald	8/18/2015 4:46 PM	
Project submitted to QA/QC Manager for Initial Quality Check	Blake McDonald	8/19/2015 9:30 AM	<i>no data</i>
QA/QC Manager Approves Project - Detailed Data Entry begins	Carey Jones	8/19/2015 9:33 AM	<i>no data</i>
Property Surveys Templated - Returned to Initial Data Entry	Blake McDonald	8/19/2015 9:49 AM	
Project submitted to QA/QC Manager for Initial Quality Check	Blake McDonald	8/19/2015 2:28 PM	<i>no data</i>
QA/QC Manager Approves Project - Detailed Data Entry begins	Blake McDonald	8/19/2015 2:29 PM	<i>no data</i>
Project submitted to QA/QC Manager for Final Quality Check	Blake McDonald	8/24/2015 11:16 AM	<i>no data</i>
QA/QC Manager Approves Project - Project Data Entry Complete	Blake McDonald	8/24/2015 11:17 AM	<i>no data</i>

There is a File Attachments tab for each property. **Do not** use this tab to upload photos, site plans, reports, or any other files into VCRIS. Instead submit printed forms, photographs and site plans as described in Section 4.

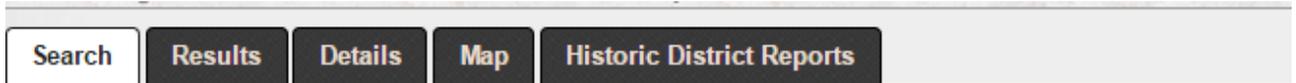
Section 4: Submitting Survey Materials

Required Materials for Every Property

- Printed VCRIS forms
- Printed black and white and digital images. For more information go to:
[http://www.dhr.virginia.gov/pdf_files/Photographic Documentation 2015 guidelines DHR.pdf](http://www.dhr.virginia.gov/pdf_files/Photographic_Documentation_2015_guidelines_DHR.pdf)
- Printed Site Plans
- Organize materials by primary DHR ID except for properties in a historic district
- Send all survey materials to:
Survey Coordinator, Department of Historic Resources
2801 Kensington Avenue,
Richmond VA 23221

Printing Survey Forms – Individual Forms

In the data viewer select the Architecture tab and enter the DHR ID number in the data field. Click the **Search** button.



Archaeology **Architecture** Both

Show Advanced Search Options

DHR ID: *Begin typing a DHR ID*

Property Name: *Begin typing a Property Name*

Street Number: *Begin typing a Street Number*

Street Name: *Begin typing a Street Name*

Street Direction: *Begin typing an Alternate Route Number*

County/Independent City: *Begin typing an Incorporated Town*

USGS Quad: *Begin typing a Magisterial District*

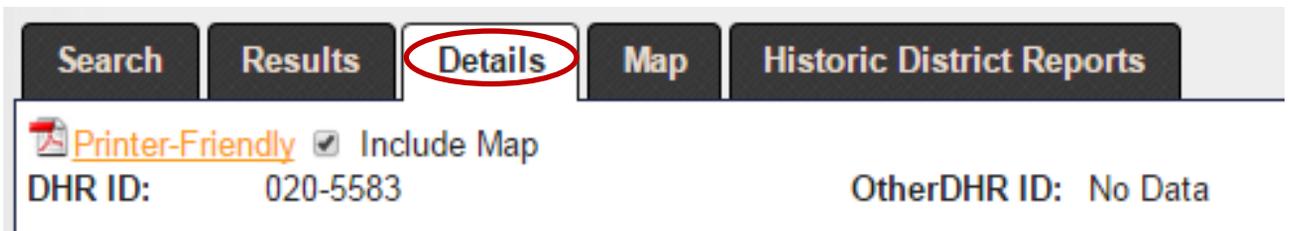
Alternate Route Number:

Incorporated Town:

Magisterial District:

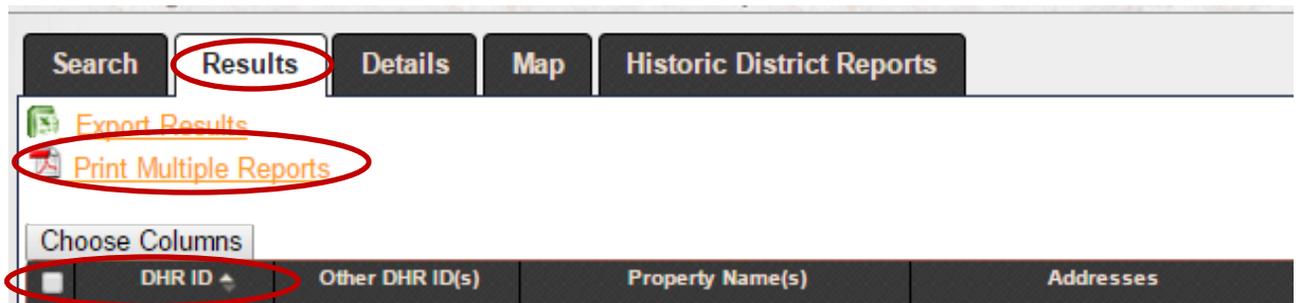
Search **Clear All**

This will activate the **Details** button and create a PDF. In order to generate the PDF for saving and printing click on the [Printer-Friendly](#) button. To generate a map with the form, click on the **Include Map** box.

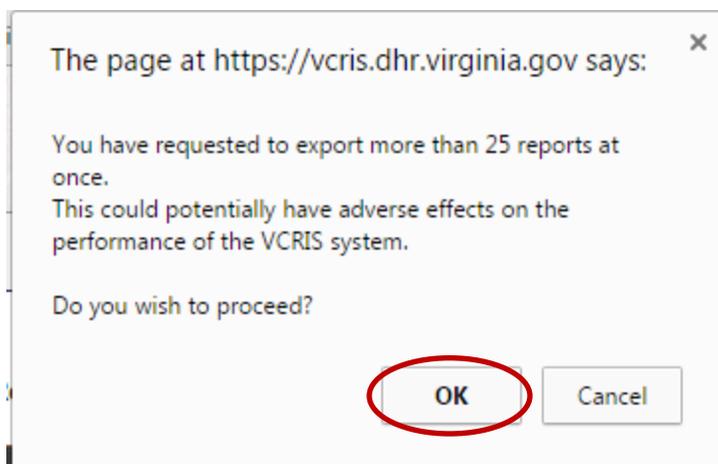


Printing Survey Forms – Multiple Forms: Historic Districts

In the data viewer select the Architecture Tab and enter the DHR ID number for the historic district. Click the **Search** button. This will activate the **Results** tab. Select all of the records by clicking on the **DHR ID** in the title line of the results grid. Then click on the  [Print Multiple Reports](#) button. This will generate one PDF of all the records in the district.



Note: A warning will pop-up if more than 25 reports are selected. Click OK to proceed.



Printing Survey Forms – Multiple Forms: Specific Project

In the Data Viewer select the Architecture tab and the **Show Advanced Search Options** button. Enter information unique to the project (see examples below and on the next page). Follow the directions for printing multiple forms as outlined on the previous page.

Example I: Survey performed by a specific organization in one locality: enter the organization name and select locality.

The screenshot shows a web interface for searching survey forms. At the top, there are three tabs: "Archaeology", "Architecture" (which is circled in red), and "Both". Below the tabs is a checkbox labeled "Show Advanced Search Options" which is checked. A red arrow points from the text above to this checkbox. The form contains several input fields and dropdown menus. The "County/Independent City" dropdown is circled in red and shows "Albemarle (County)". The "Organization / Company" field is also circled in red and contains the text "DHR". Other fields include "DHR ID", "Property Name", "Street Number", "Street Name", "Street Direction" (set to "- None -"), "USGS Quad" (set to "- None -"), "Alternate Route Number", "Incorporated Town", "Magisterial District", and "Investigator / Surveyor Name". To the right of the form, there are several lines of placeholder text: "Begin typing a DHR ID", "Begin typing a Property Name", "Begin typing a Street Number", "Begin typing a Street Name", "Begin typing an Alternate Route Number", "Begin typing an Incorporated Town", and "Begin typing a Magisterial District".

Printing Survey Forms – Multiple Forms: Specific Project

Example II: Surveys performed by a specific organization during a specific date range: enter the organization name and enter information in the Survey Date field.

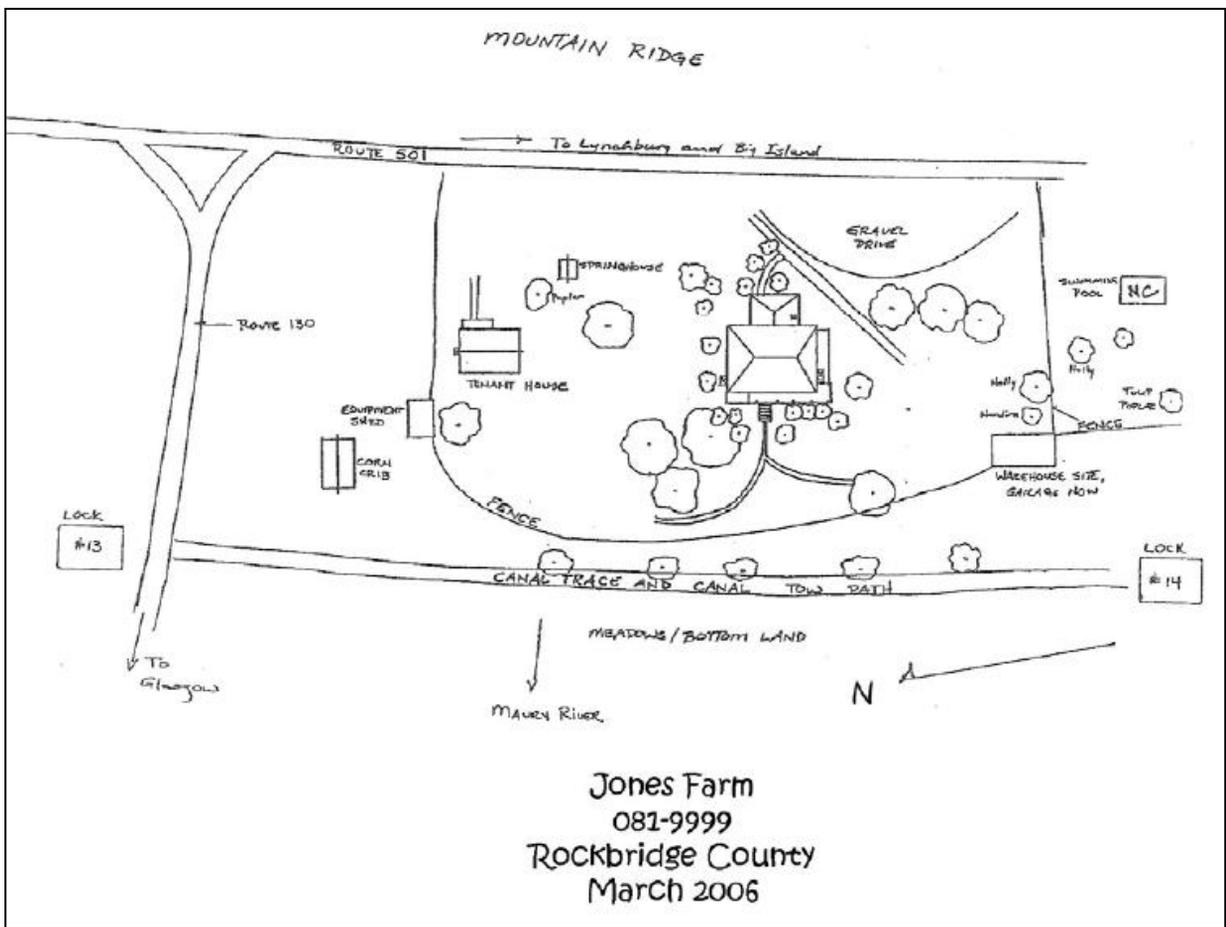
The image shows a web-based search form for survey records. At the top, there are three tabs: 'Archaeology', 'Architecture', and 'Both'. The 'Architecture' tab is selected and circled in red. Below the tabs is a checkbox labeled 'Show Advanced Search Options' which is checked. The form contains several input fields and dropdown menus. The 'Organization / Company' field is circled in red and contains the text 'DHR'. The 'Survey Date' field is also circled in red and contains a dropdown menu set to 'Greater Than' and a text input field containing '1/1/2015'. Other fields include 'DHR ID', 'Property Name', 'Street Number', 'Street Name', 'Street Direction', 'County/Independent City', 'USGS Quad', 'Alternate Route Number', 'Incorporated Town', and 'Magisterial District'. To the right of the form, there are several lines of placeholder text: 'Begin typing a DHR ID', 'Begin typing a Property Name', 'Begin typing a Street Number', 'Begin typing a Street Name', 'Begin typing an Alternate Route Number', 'Begin typing an Incorporated Town', and 'Begin typing a Magisterial District'.

In this example, all survey performed by DHR after 1/1/2015 will be returned. Others options include before (less than), on a specific date (equals) and during a specific time (between).

Site Plans

A property site plan is required for all properties in a survey area. The site plans should show the location of all recorded resources and other significant features on the property. The site plan should illustrate the relationship of the resources to the street or road that provides access to the property. The site plans should provide details about buildings, such as roof form, porches, and building type.

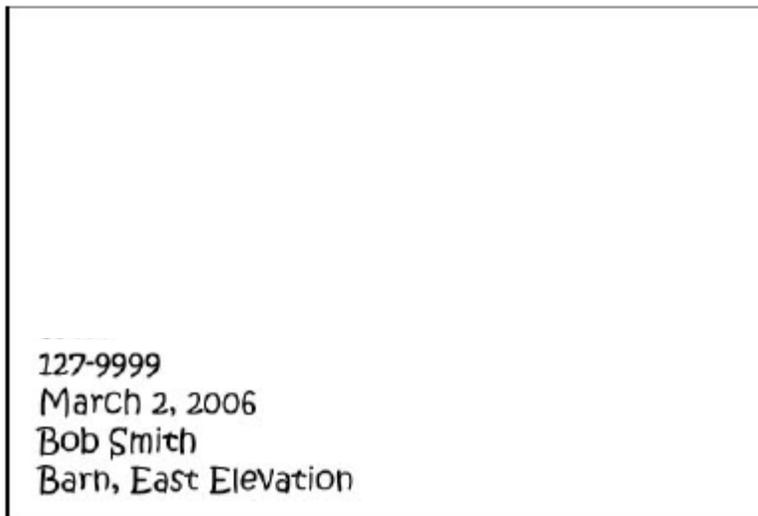
Site plans should be labeled with the resource name, DHR identification number, the date of survey, and a north arrow. Indicate whether or not the site plans are drawn to scale. Either hand-drawn or digitally produced site plans are acceptable.



This site plan is a good example of how to accurately represent several different resource types and landscape features.

Photographs

A photograph of each resource is required. DHR photographic guidelines require a printed black and white photograph and a corresponding digital image. The printed photos can be 3.5x5 or 4x6 inches and must be printed on archival paper using archivally stable ink. Submit photos in transparent photo protector sleeves.



Label the back of each photo with a soft lead pencil and include the DHR ID number, date of survey, photographer/agency/consultant name, and the resource name and photo direction.

Photographs

Color digital images are also required for all architectural surveys. The digital images should be submitted on a DVD or CD. The images must be:

- Saved as .JPGs
- 1600 X 1200 pixels at 300 ppi
- Less than 10 MBs per photo.

The individual digital images should be labeled with the following information in this order:

- DHR ID number
- Resource Name
- Year the photograph was taken
- Description of the view.

Examples:

 031-5089_Bishop_House_2015_barn_looking_S.JPG	11/24/2015 11:46 ...	JPEG image	3,618 KB
 031-5089_Bishop_House_2015_log_pen_1st-flr_fireplace.JPG	11/24/2015 10:43 ...	JPEG image	2,328 KB
 031-5089_Bishop_House_2015_log_pen_1st-flr_fireplace_detail.JPG	11/24/2015 10:54 ...	JPEG image	2,923 KB

The images should be organized in folders named using only the DHR ID#. No other information should be included in the folder name.

If a property has more than one DHR ID number use the original number DHR ID#, not the Other DHR ID number.

A complete copy of the photographic documentation is available in the Appendix and on DHR's website:

http://www.dhr.virginia.gov/pdf_files/Photographic_Documentation_2015_guidelines_DHR.pdf

Section 5: Advanced Functionality

VCRIS Template Functionality

In VCRIS, the template functionality provides users with a mechanism to make a copy (or template) information in a single record to create new records with the same information as in the original record.

The template functionality becomes available during Detailed Data Entry, and will copy all information entered into an individual property record up to this point into a new property record (Location Information, Property Information, Architecture Resource Fields, and Secondary Resource Entries).

The template functionality is helpful when creating records for several similar buildings. For example, recording a mid-20th century suburban residential development or a historic district with numerous similar resource types.

The following pages will demonstrate how to template both individual and multiple records using the Wicker Apartments Historic District in Richmond, Virginia (DHR ID number 127-6794) as an example.

V-CRIS Template Functionality

Once your project has been approved in Initial QC, the **Template Properties** button will appear above the properties table entries on the Properties tab. To begin the templating process, select a property by clicking on the box to the left of the DHR ID number and click in the **Template Properties** button to open the template pop-up window.

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Wicker Apartments

Project Information Properties Activity

Template Properties
 Delete Selected
 Add Existing Property

<input type="checkbox"/>	DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status	
<input type="checkbox"/>	127-6794-0001		Unnamed Property	Chamberlayne Avenue	Apartment Building	<input type="checkbox"/> Editable	<input type="button" value="Delete"/>
<input type="checkbox"/>	127-6794-0004		Unnamed Property	Chamberlayne Avenue	Apartment Building	<input type="checkbox"/> Editable	<input type="button" value="Delete"/>
<input type="checkbox"/>	127-6794-0006		Unnamed Property	Chamberlayne Avenue	Apartment Building	<input type="checkbox"/> Editable	<input type="button" value="Delete"/>
<input type="checkbox"/>	127-6794-0009		Unnamed Property	Old Brook Road	Outbuilding, Domestic	<input type="checkbox"/> Editable	<input type="button" value="Delete"/>
<input type="checkbox"/>	127-6794-0010		Unnamed Property	Chamberlayne Avenue	Apartment Building	<input type="checkbox"/> Editable	<input type="button" value="Delete"/>

Page 1 of 1 500 View 1 - 5 of 5

Created Aug 18, 2015 12:41 PM by Blake McDonald
Last updated Aug 18, 2015 4:44 PM by Blake McDonald

When templating properties, the project will be returned to Initial Data Entry in order to map each new record.

Enter the number of copies needed in the open text box.

The button will not activate until you check the box to confirm your action.

Create Properties From Template

NOTE: Your project will be reverted to [Initial Data Entry](#).

You may only create of 100 properties at a time for a given template.

I have selected my records and understand I will go back to Initial Data Entry

V-CRIS Template Functionality

Once a copy is made of the original record, VCRIS returns to Initial Data Entry. As with any Initial Data Entry, users must map and add address information for each of the newly created records.

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Wicker Apartments

Project Information Properties Activity

Delete Selected Add Existing Property Add New Property Refresh

DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status
127-6794-0001 (1)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (2)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (3)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (4)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (5)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (6)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (7)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001 (8)		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0001		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0004		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0006		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable
127-6794-0009		Unnamed Property	Old Brook Road	Outbuilding, Domestic	Editable
127-6794-0010		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable

Page 1 of 1 500 View 1 - 13 of 13

Submit Project for Initial QC

*Created Aug 18, 2015 12:41 PM by Blake McDonald
Last updated Aug 18, 2015 4:44 PM by Blake McDonald*

Once all properties are mapped and have property name and location information, resubmit the project for Initial QC by clicking in the **Submit Project for Initial QC** button. Once approved, all of the detailed data from the original record will be visible in the new records.

V-CRIS Template Functionality

Users can also template more than one record at a time. The process for copying several records at once is the same as for a single record. Simply select more than one property from Detailed Data Entry before clicking on the **Template Properties** button, as shown below.

1. Initial Data Entry > 2. Initial QC > 3. Detailed Data Entry > 4. Final QC > 5. Complete

Wicker Apartments

Project Information | **Properties** | Activity

<input type="checkbox"/>	DHR ID / Temp ID	Other DHR ID	Property Name	Address	Resource Type	Status	
<input type="checkbox"/>	127-6794-0001		Unnamed Property	4228, 4230, 4232 Old Brook Road	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0002		Unnamed Property	4222-4224-4226 Old Brook Road	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0003		Unnamed Property	4216-4218-4220 Old Brook Road	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0004		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable	
<input checked="" type="checkbox"/>	127-6794-0006		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0007		Unnamed Property	4203, 4205, 4207 Chamberlayne Avenue	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0009		Unnamed Property	Old Brook Road	Outbuilding, Domestic	Editable	
<input checked="" type="checkbox"/>	127-6794-0010		Unnamed Property	Chamberlayne Avenue	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0011		Unnamed Property	3937, 3939, 3941 Chamberlayne Avenue	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0013		Unnamed Property	3925, 3931, 3933 Chamberlayne Avenue	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0015		Unnamed Property	3917, 3919, 3921 Chamberlayne Avenue	Apartment Building	Editable	
<input type="checkbox"/>	127-6794-0017		Unnamed Property	3905, 3907, 3909 Chamberlayne Avenue	Apartment Building	Editable	

Page 1 of 1 | 300 | View 1 - 12 of 12

Created Aug 18, 2015 12:41 PM by Blake McDonald
 Last updated Aug 19, 2015 9:33 AM by Carey Jones

V-CRIS Template Functionality

When copying several records at once, the template pop-up window will show separate open text boxes for each DHR ID number being copied. Enter the number of copies wanted for each record, check the box to confirm this action, and click the **Create** button.

The screenshot displays the V-CRIS interface for 'Wicker Apartments'. The main window has tabs for 'Project Information', 'Properties', and 'Activity'. A table lists records with columns for 'DHR ID / Temp ID', 'Other DHR ID', and 'Unr'. A pop-up window titled 'Create Properties From Template' is overlaid on the table. It contains a note: 'NOTE: Your project will be reverted to Initial Data Entry. You may only create a max of 100 properties at a time for a given template.' Below the note, there are two rows of input fields: 'Template' and '# Properties to Create'. The first row shows '127-6794-0006' and '4'. The second row shows '127-6794-0010' and '1'. At the bottom of the pop-up, there is a checkbox labeled 'I have selected my records and understand I will go back to Initial Data Entry' and two buttons: 'Create' and 'Cancel'. The background table shows a list of records with 'Building' as the source type and 'Editable' as the status. The footer of the interface includes the text: 'Created Aug 18, 2015 12:41 PM by Blake McDonald Last updated Aug 19, 2015 9:33 AM by Carey Jones'.

Appendix A: Detailed Information

Initial QC Detailed Information:

Requesting New DHR IDs
Property Naming Conventions
Property Address Conventions
Uploading Shapefiles

Requesting DHR ID Numbers

ID numbers for newly surveyed properties are issued by DHR staff during the Initial QC approval process. The excel sheet pictured below and available from Quatro Hubbard, Archivist, (Quatro.Hubbard.dhr.virginia.gov) should be submitted to DHR staff when submitting a project for Initial QC. The form will be returned with assigned DHR ID numbers. The descriptions above each column provide additional information on how to complete the form.

DHR #	Property Name and/or Function/Location Name	County (City)	USGS Quad	Temp	Comment	CI/CO Type
Please leave this field blank - we will fill the field in once the numbers are identified or issued	Please put the historic and/or function/location name of the resource here - EX: House, 202 Main Street or Monticello	Name of county or independent city only.	Put name of USGS quad map that the resource is located on here. This should be taken from VCRIS - Property Location Page	Enter any temporary field survey number for the property here.	Feel free to put any additional comments you would like here - will return this sheet with this field filled in with your first initial, last name and the month and year that the DHR file #'s were issued.	You may leave this blank - we will fill this in with CI for independent city or CO for county.
<i>Example:</i>	<i>House 1 Main Street</i>	<i>Roanoke</i>	<i>Roanoke</i>	<i>Property I</i>		<i>CI</i>

Property Naming Conventions

The standard name for most properties will be the **Function/Location** name. This should consist of the historic function of the Primary Resource on the property, followed by the property's address. For example: House, 1719 14th Street, or Commercial Building, 101 Maple Avenue. The Property Name Explanation of "Function/Location" should then be selected for this entry.

Other property names should be entered in this field as appropriate (Historic, Current, Descriptive, Alternate Spelling, and Alleged).

It is not necessary to duplicate names in order to provide multiple name explanations. You do not need to enter the same property name twice.

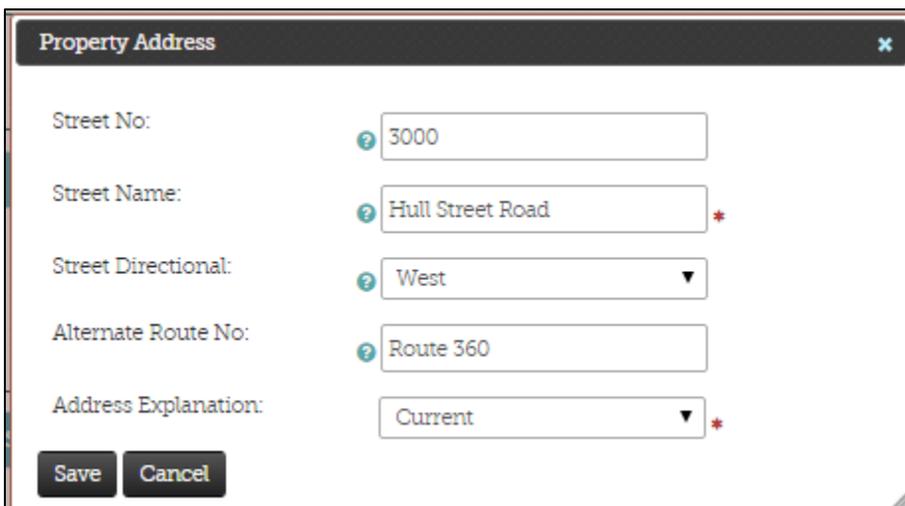
For example, if the Fifth Street Baptist Church has historically been known by that name, and is currently known by that name, you can select Historic or Current as the name explanation.

Property Naming Conventions

Property Address

An address entry with an Address Explanation selected from the associated drop-down menu is **required** for each property. If the property does not have a specific address, enter the street name for the nearest road in this field. Do not use abbreviations in the Street Name or Alternate Route No. fields. For example, spell out Maple Avenue, rather than abbreviating the word to Ave. or Av. Any directional additions to a street address should be entered in that specific field, rather than into the Street Name field. For example, a property on North Main Street should be entered by entering Main Street in the Street Name field, and then selecting North in the Street Directional field.

If the street is also a state or county route, and the route number is known, include that in the same Current address entry as the street name. For example a property at 3000 West Hull Street Road / Route 360 would have the following single entry in VCRIS:



The screenshot shows a web form titled "Property Address" with the following fields and values:

Field Label	Value
Street No:	3000
Street Name:	Hull Street Road *
Street Directional:	West ▼
Alternate Route No:	Route 360
Address Explanation:	Current ▼ *

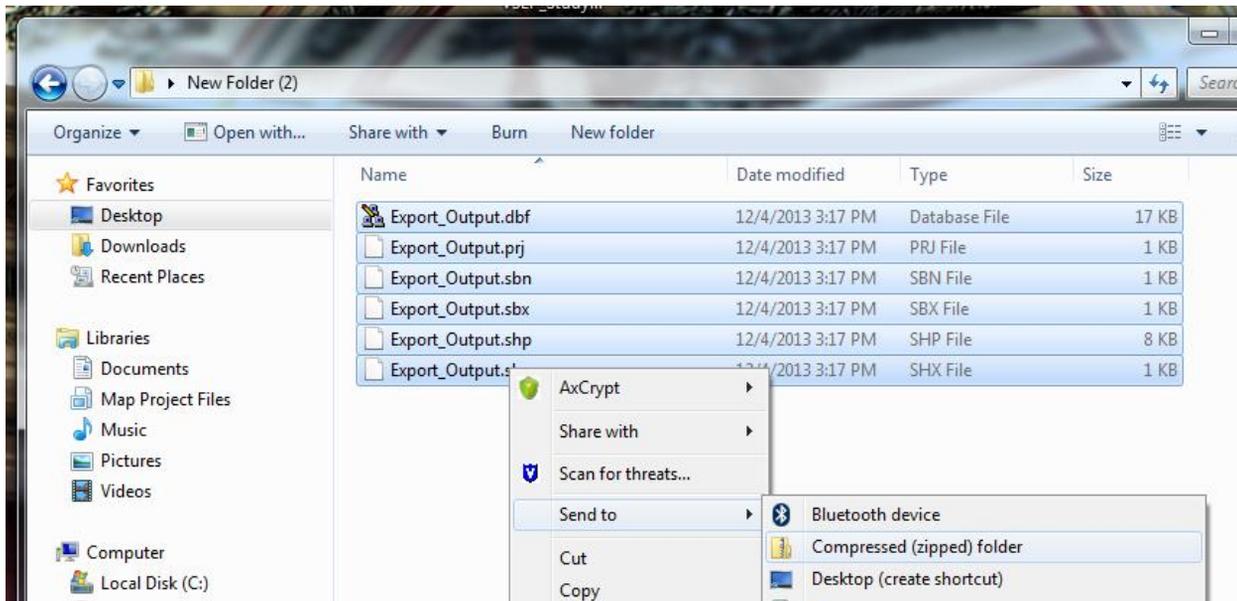
At the bottom left of the form are two buttons: "Save" and "Cancel".

Uploading Shapefiles

Uploading shapefiles into the Map Editor

Step #1 Compress shapefile

In order to upload a shapefile you must compress the files themselves and not the folder they are in. To do this select all the component files and right click, select “Send to” and then “Compressed (zipped) folder”. A compressed folder will appear in the folder. If you compress the folder the shapefile is in you will get an error.



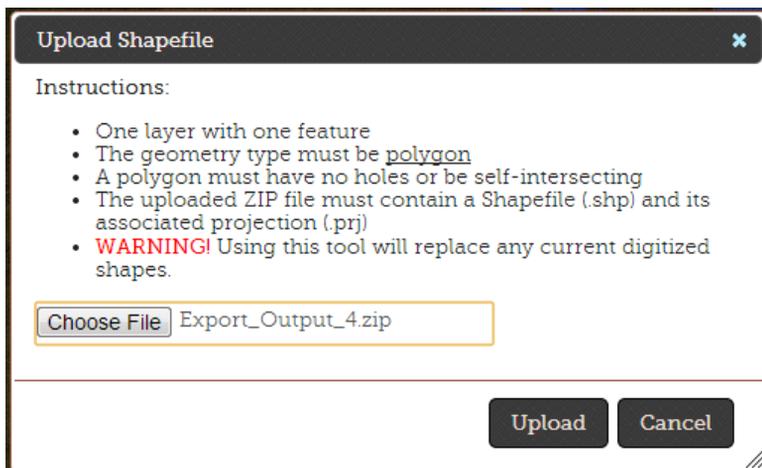
Step #2 Upload Zipped File

Navigate to the property you want to map and click 

Once in the mapper click on the  button.

Navigate to the location where the zipped data resides and click “Upload”

Verify that the shape is in the right location and click “Save”.



Note:
Shapefiles must not have “donut holes” or multiple parts. These will be rejected automatically by the system.

Shapefiles should only contain the one site you want to map.

Detailed Data Entry Additional Information:

Resource Category and Types

Building Component Matrix

VCRIS Resource and Category Types

Updated May 2016

<u>Category</u>	<u>Type</u>	
Agriculture/Subsistence	Animal Barn	Pump
	Animal Shelter/Kennel	Pump House
	Bank Barn	Riding Ring
	Barn	Scale/Scale Building
	Chicken House/Poultry House	Shed
	Cistern	Shed - Generator
	Complex	Shed - Tool
	Corncrib	Shed - Vehicle
	Dairy	Silo
	Dairy Barn	Smoke/Meat House
	Dovecote/Aviary	Stable
	English/Threshing Barn	Storage
	Equipment	Tobacco Barn
	Fish Hatchery	Tool
	Generator	Trough
	Granary	Vehicle
	Greenhouse/Conservatory	Vineyard
	Orchard	Windmill
	Outbuilding	Winery
	Pole Barn	Workshop
Potato House/Barn		
Archaeology Site	Archaeological Site	
Commerce/Trade	Automobile Showroom	Motel/Motel Court
	Bank	Office/Office Building
	Blacksmith Shop	Parking Garage
	Boat	Restaurant
	Commercial Building	Service Station
	Communications Tower	Shed
	Department Store	Shopping Center
	Funeral Home/Mortuary	Store/Market
	Mixed	Tavern/Ordinary
Defense	Armory	Hangar
	Battle Site	Hospital
	Boat	Magazine
	Coast Guard Station	Military Base
	Dining Hall/Cafeteria	Missile Site
	Dormitory/Barrack	Parade Ground/Drill Field
	Earthworks	Quonset Hut
	Fortification	Shed
	Gatehouse/Guard House	Wharf/Pier

VCRIS Resource and Category Types

Updated May 2016

<u>Category</u>	<u>Type</u>	
Domestic	Apartment Building	Secondary/Tenant
	Carport	Shed
	Carriage House	Shed - Vehicle
	Complex	Shed - Wood
	Double/Duplex	Single Dwelling
	Fallout shelter	Slave/Servant Quarters
	Garage	Spring
	Hotel/Inn	Spring House
	Ice House	Vehicle
	Kitchen	Wash House
	Mobile Home/Trailer	Well
	Outbuilding,Domestic	Well House
	Privy	Wood
	Root Cellar	
Education	Administration Building	Library
	Auditorium	Research Facility/Laboratory
	Classroom Building	School
	Dining Hall/Cafeteria	Shed
	Dormitory/Barrack	
Funerary	Cemetery	Pet Cemetery
	Crypt	Shed
	Mausoleum	Shrine
Government	Capitol Building	Jail/Prison
	City/Town Hall	Lighthouse
	Complex	Police Station
	Courthouse	Poor House/Farm
	Customs House	Post Office
	Fire Station	Sewer/Water Works
	Fish Hatchery	Shed
	Government Office	Water Tower
	Jail	
Health Care	Bath House	Mental Hospital
	Clinic	Nursing Home
	Complex	Sanitarium
	Doctors Office/Building	Shed
	Hospital	

VCRIS Resource and Category Types

Updated May 2016

<u>Category</u>	<u>Type</u>	
Industry/Processing/Extraction	Boiler House	Mill - Paper
	Brewery/Distillery	Mill - Powder
	Coal House/Tower	Mill - Rolling
	Complex	Mill - Saw
	Dam	Mill Race
	Electrical Transmission Line	Mining Structure
	Energy Facility	Power Plant
	Factory	Processing Plant
	Flume	Quarry
	Forge	Reservoir
	Foundry	Shed
	Furnace	Smith
	Incinerator	Tannery
	Kiln	Warehouse
	Mill	Water Tank/Tower
	Mill - Grist	Wharf/Pier
Landscape	Constructed Water feature	Parking Lot
	Fountain	Pergola
	Garden	Plaza
	Gateposts/Entry	Pond
	Gazebo	Sign
	Lake	Vacant Lot
	Park	Wall/Fence
Other	Cultural Landscape	Pedestrian-Related
	Fire Tower	Plantation
	Historic District	Property
	Mixed: Domestic/Industrial	Underwater
	Mixed: Commercial/Domestic	Work in Progress
	Other	Work of Art
Religion	Church School	Meeting/Fellowship Hall
	Church/Chapel	Monastery
	Convent	Parsonage/Glebe
	Dining Hall/Cafeteria	Synagogue

VCRIS Resource and Category Types

Updated May 2016

<u>Category</u>	<u>Type</u>	
Social/Recreational	Amphitheater	Gymnasium
	Amusement Park	Meeting/Fellowship Hall
	Athletic Field/Court	Monument/Marker
	Auditorium	Museum
	Bath House	Park/Camp Shelter
	Bell Tower/Carillon	Pool House
	Boat	Pool/Swimming Pool
	Boathouse	Restroom Facility
	Bowling Alley	Riding Ring
	Camp Cabin	Sculpture/Statue
	Campground	Shed
	Clubhouse	Stadium
	Exhibition Hall	Theater
	Fairground	
Transportation	Airfield	Marker
	Aviation-Related	Rail-Related
	Boat	Railroad Bed
	Bridge	Road/Road Trace
	Bus Station	Road-Related (Vehicular)
	Canal	Roundhouse
	Canal Lock	Shed
	Complex	Toll House/Booth
	Control Tower	Trail
	Culvert	Tunnel
	Depot	Wharf/Pier
	Ford	
Unknown	Chimney	Foundation

VCRIS Building Component Selections

December 2015

Chimney

Component Type	Material Treatment	Material	
Exterior End	American/Common Bond	Aluminum	Metal
Exterior Front/Back	Block	Asbestos	Other
Interior Central	Corbeled	Asphalt	Plastic
Interior End	Coursed	Brick	Plywood/Particle Board
Interior Slope	English Bond	Bronze	Rubber
Not Visible	Flemish Bond	Cast Iron	Sandstone
	Flue	Cement Fiber/Cementitious	Shake
	Not Visible	Ceramic Tile	Shingle
	Siding	Cloth/Canvas	Slate
	Stretcher Bond	Composite	Steel
	Stuccoed/Parged	Concrete	Stone
	Uncoursed	Copper	Stucco
		Earth	Terra Cotta
		Fiberglass	Unknown
		Granite	Vinyl
		Lead	Wood
		Limestone	
		Log	
		Marble	

Dormer

Component Type	Material Treatment	Material	
Arched	No related data	Aluminum	Metal
Eyebrow		Asbestos	Other
Flat		Asphalt	Plastic
Gable		Brick	Plywood/Particle Board
Hipped		Bronze	Rubber
Inset		Cast Iron	Sandstone
Not Visible		Cement Fiber/Cementitious	Shake
Shed		Ceramic Tile	Shingle
Wall		Cloth/Canvas	Slate
		Composite	Steel
		Concrete	Stone
		Copper	Stucco
		Earth	Terra Cotta
		Fiberglass	Unknown
		Granite	Vinyl
		Lead	Wood
		Limestone	
		Log	
		Marble	

Foundation

Component Type	Material Treatment	Material	
Englished/Raised	American/Common Bond	Aluminum	Metal
Not Visible	Block	Asbestos	Other
Piers	Corbeled	Asphalt	Plastic
Post-in-Ground	Coursed	Brick	Plywood/Particle Board
Slab	English Bond	Bronze	Rubber
Solid/Continuous	Flemish Bond	Cast Iron	Sandstone
Split-Level	Flue	Cement Fiber/Cementitious	Shake
	Not Visible	Ceramic Tile	Shingle
	Siding	Cloth/Canvas	Slate
	Stretcher Bond	Composite	Steel
	Stuccoed/Parged	Concrete	Stone
	Uncoursed	Copper	Stucco
		Earth	Terra Cotta
		Fiberglass	Unknown
		Granite	Vinyl
		Lead	Wood
		Limestone	
		Log	
		Marble	

VCRIS Building Component Selections

December 2015

Porch

Component Type	Material Treatment	Material
1-Story Full-Width	Cast Metal Supports	Aluminum Metal
1-Story Partial Width	Columns/Posts on Piers	Asbestos Other
2-Story Full-Width	Composite	Asphalt Plastic
2-Story Partial Width	Corinthian	Brick Plywood/Particle Board
Inset/Engaged	Doric	Bronze Rubber
Not Visible	Ionic	Cast Iron Sandstone
Overhang/Awning	Not Visible	Cement Fiber/Cementitious Shake
Portico/Entry Porch	Posts	Ceramic Tile Shingle
Stoop/Deck	Screened/Enclosed	Cloth/Canvas Slate
Wrap-Around	Square	Composite Steel
	Turned	Concrete Stone
	Tuscan	Copper Stucco
		Earth Terra Cotta
		Fiberglass Unknown
		Granite Vinyl
		Lead Wood
		Limestone
		Log
		Marble

Roof

Component Type	Material Treatment	Material
Clipped Gable (Jerkinhead)	No related data	Aluminum Metal
Complex		Asbestos Other
Cross Gable		Asphalt Plastic
Flat		Brick Plywood/Particle Board
Front Gable		Bronze Rubber
Gable w/Central Front Gable		Cast Iron Sandstone
Gambrel		Cement Fiber/Cementitious Shake
Hipped		Ceramic Tile Shingle
Hipped w/ Lower Cross Gables		Cloth/Canvas Slate
Mansard		Composite Steel
Monitor		Concrete Stone
Not Visible		Copper Stucco
Other		Earth Terra Cotta
Parapet		Fiberglass Unknown
Pyramidal		Granite Vinyl
Saltbox		Lead Wood
Sawtooth		Limestone
Shed		Log
Side Gable		Marble
Stepped		

Structural System and Exterior Treatment

Component Type	Material Treatment	Material
Horizontal Log	American/Common Bond	Parged Aluminum Marble
Masonry	Block	Rusticated Asbestos Metal
Not Visible	Board-and-Batten	Shingles Asphalt Other
Other	Coursed	Siding Brick Plastic
Poured Concrete	Curtain Wall	Stretcher Bond Bronze Plywood/Particle Board
Steel Frame	English Bond	Stuccoed Cast Iron Rubber
Unknown	Flemish Bond	Uncoursed Cement Fiber/Cementitious Sandstone
Wood Frame	Not Visible	Veneer Ceramic Tile Shake
	Other	Vertical Board Cloth/Canvas Shingle
	Panels	Weatherboard Composite Slate
		Concrete Steel
		Copper Stone
		Earth Stucco
		Fiberglass Terra Cotta
		Granite Unknown
		Lead Vinyl
		Limestone Wood
		Log

VCRIS Building Component Selections

December 2015

Windows

Component Type	Material Treatment	Material
Arch	No related data	Aluminum
Bay		Asbestos
Boarded Up/Covered		Asphalt
Casement		Brick
Clerestory		Bronze
Double-Hung		Cast Iron
Fixed		Cement Fiber/Cementitious
Hopper/Awning		Ceramic Tile
Industrial		Cloth/Canvas
Jalousied		Composite
Not Visible		Concrete
Palladian/Venetian		Copper
Round		Earth
Single-Hung		Fiberglass
Storefront		Granite
Transom		Lead
Tripartite/Ribbon		Limestone
Triple-Hung		Log
		Marble
		Metal
		Other
		Plastic
		Plywood/Particle Board
		Rubber
		Sandstone
		Shake
		Shingle
		Slate
		Steel
		Stone
		Stucco
		Terra Cotta
		Unknown
		Vinyl
		Wood

Photographic Documentation

Guidelines for Submitting Prints and Digital Files

Photographic Documentation - Virginia Department of Historic Resources (DHR) Architectural Survey

Important Note: If submitting photographic documentation to accompany a National Register of Historic Places nomination, please refer to “**Photographic Documentation for National Park Service (NPS) Register Nominations**”.

When submitting survey materials DHR requires, labeled black-and-white photographs on archival-quality photographic paper AND correctly labeled and formatted digital image files (either in the original color, or in electronic files created from 35mm negatives).

There are two source options for producing and submitting black-and-white photographic prints and the electronic image files that are required for DHR architectural survey: traditional 35mm negatives, or digital files. The following are requirements of all photographs submitted to DHR. Below these general guidelines are the technical requirements for each type of image.

The preferred photographic prints will be either 3½- by 5-inch (preferred) or 4- by 6-inch, unmounted, and printed in black-and-white on archival-quality photograph paper. Individual prints are preferred and encouraged. 3½- by 5-inch or 4- by 6-inch images arranged and labeled on 8- by 10-inch archival quality photograph paper will be accepted if all the images are of the same resource. Photographs should be labeled on the reverse side, using soft-lead pencil or china marker. **Pens, felt-tip markers, and adhesive labels are not accepted.** It is also acceptable to label the photographs within the white margin on the front of the image. When labeling in the margin on the front of the photographic print, the information may be generated by computer, or an archival photo labeling pen may be used.

In the lower left corner on the back or in the white margin on the front of each photograph, provide the following information:

Example of accurately labeled photograph (reverse side):

- Negative Number (for 35 mm prints only)
- DHR identification number for the resource
- Date the photograph was taken
- Name of photographer (Optional)
- A brief description (e.g. "Main House, south elevation" or "Main House, second-floor, southeast bedroom")

65123
127-9999
March 2, 2006
Bob Smith
Barn, East Elevation

Photographs must be submitted in transparent, *Print File* brand photograph sheets (style 35-10P, 46-6P, or 810-2P). Each photograph sheet holds up to ten 3½- by 5-inch, six 4- by 6-inch photos or two 8- by 10-inch photo pages, arranged back-to-back. The DHR ID number(s) should be written in the white margin along the edge of the photo sleeve, along with the date the photographs were taken. Adding the photographer's name is optional.

Digital Images:

Electronic image files must be saved as uncompressed .JPG files on DVD or CD-R media. The size of each image must be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. **The file size should be less than 10 megabytes.** It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. Digital images should be printed according to the general photography guidelines above.

DVDs and CD-Rs should be labeled with a project name, agency/company, month/year of photographs, project/contract # (if applicable), and the range of DHR resource numbers saved on the CD-R.

DHR has adopted the National Register of Historic Places and National Historic Landmarks Survey photograph policy with regard to [acceptable ink and paper combinations](#) for digital images. See NPS regulations at:
<http://www.nps.gov/nR/publications/bulletins/photopolicy/index.htm>

Digital images must be named using the following convention:

- 1) DHR Identification Number
- 2) Resource Name (may be abbreviated)
- 3) Year (that the photograph was taken)
- 4) View/Description

Folders:

All of the digital image files for a single property should be collected within a folder prior to being saved on the DVD or CD-R.

The folder should be named using **ONLY** the DHR identification number.

Examples:

 139-5103_House_705_E_Main_Street_rear_facing_NW.jpg	3/6/2012 5:03 PM	JPEG image	226 KB
 139-5103_House_705_E_Main_Street_facing_SE.jpg	3/6/2012 4:56 PM	JPEG image	234 KB
 139-5103_House_705_E_Main_Street_facing_NE.jpg	3/6/2012 4:55 PM	JPEG image	260 KB

Photographic Documentation - Virginia Department of Historic Resources (DHR) Architectural Survey

Historic Districts:

When labeling survey materials for a historic district survey:

1) **Hard-copy printed materials** (site plans and photographs) should be labeled and organized under the property’s three-part **historic district tertiary number**.

2) If **previously recorded**, all **electronic** materials (the VCRIS data entry and digital image files) must be labeled and organized under the previously issued two-part **individual identification number** for that property.

Organizing Survey Materials – Historic Districts		
	Previously Recorded	Newly Recorded
DHR ID Numbers	Originally recorded under a seven digit number, retain this number in the record, add on a tertiary number to the Other DHR ID field	Recorded with tertiary number only
Hard Copy Submittals	Organized with tertiary Number	Organized with tertiary number only
Digital Submittals (JPGs)	Labeled and organized in folder with original seven digit number	Organized in folder with tertiary number only

Black-and-White (35mm) Film:

If you are using B&W 35mm film for your survey, and if you are submitting the negatives for storage in the DHR Archives, then a negative number is required for those negatives. Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist, Quatro Hubbard, at quatro.hubbard@dhr.virginia.gov, or (804) 482-6102.

- 1) Negatives are submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames.
- 2) Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner.
- 3) Do not cut apart the negative strips or the negative sleeves.
- 4) Label the top of each negative sleeve with the DHR negative number, photograph date, and the DHR identification number(s).
- 5) For historic district surveys, the district name must be included on the negative sleeve.
- 6) The photographer's name and/or the agency/consulting firm's name may be added to this label (optional).

Hard Copy Submittals

Guidelines for Organizing Hard Copy Materials

Hard Copy Materials:

Once a project is completed in VCRIS, hard copy survey materials must be submitted to DHR. Hard copy submittals include a printed VCRIS form, a site plan, printed photos, and digital images. These materials should be held together with a plastic paperclip.

For newly surveyed properties, arrange the printed survey forms into groups of no more than five, arranged in sequential numeric order by DHR ID. This grouping reflects how the survey forms will be filed in the DHR Archives.

For newly surveyed properties, it is NOT necessary to append property photos to each survey form. Instead photos for more than one property can be added to the same photo sleeve.

For previously surveyed properties, the survey photos for each property should be in individual photo sleeves. Please do not combine photos for previously surveyed properties into one photo sleeve. These forms will be filed in the preexisting DHR Archives folder.

For historic districts, hard-copy printed materials must be labeled and organized under the property's three-part historic district tertiary number. This is for both previously recorded and newly recorded properties.

For Cost Share surveys or other projects where DHR has provided archival envelopes, each envelope should hold no more than five survey forms arranged in sequential numeric order by DHR ID and the associated photo sleeves. The file envelopes should be labeled

in pencil with the following information for **each** form in the envelope:

- Historic name of property, or function/address
- County, independent city, or county-incorporated town (for example, Montgomery- Blacksburg)
- DHR ID