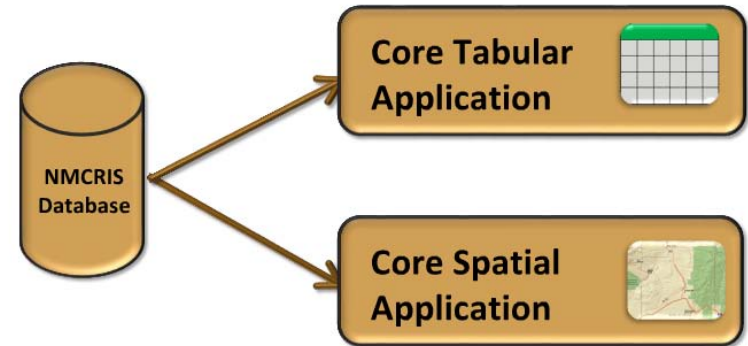


Data Entry Application Create a New Resource



Exercise goal: Students will register new Resources in NMCRIS.

Important: This exercise is a sample presentation of the NMCRIS tools. The current database is live. So your implementation of these methods should be on Activities and Resources that you have privileges to edit and intend to submit.




STEP	DESCRIPTION	PAGE
1	Open NMCRIS Data Entry Application	2
2	Query a Created Activity Number	3
3	Add Discovered Resources	4
4	Query Resources by Activity	5
5	Enter LA Information into Resource Form	7

Step 1: Open NMCRIS Map Service Application

- a. Enter <http://nmcris.dca.state.nm.us> into your web browser to get to the NMCRIS page.

We assume that you have filled in the online form to request an account and currently have a login name and password.

- b. Enter your **User Name** and **Password**.

New Mexico Cultural Resource Information System 
Historic Preservation Division
Archaeological Records Management Section

Sign In

Enter your user name and password to sign in.

User Name:

Password:

OK **Cancel**

This will take you to NMCRIS Core Tabular Application (CTA) referred to as Data Entry Application. At this point you could query and view a specific activity before interacting with it in the spatial viewer.

Step 2: Query a Created Activity Number

First we will query an activity to which we want to associate resources.

- a. From the CTA Activity List, enter an existing NMCRIS Activity No. This should be based on a known activity you have already created.

You will see the resulting record based on the search.

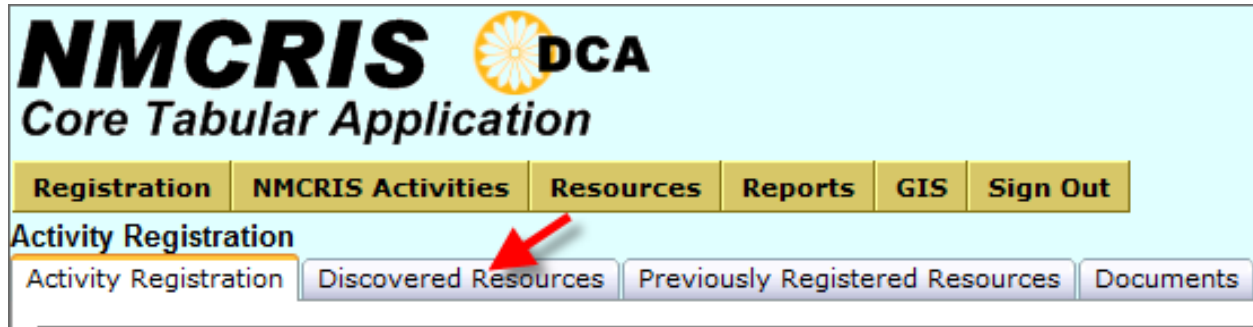
- b. Select the **Edit Registration** icon to take you back to the page where you initially registered this activity.

				1 of 1		1 Items		20 /Page		Go	
			NMCRIS Activity No.	Record Status	GIS (click)		Performing Org.				
			116643	Data entry in progress	No GIS -> Browse All		Gnomon				

Step 3: Add Discovered Resources

Now you will attach some new resources to this activity.

- a. From the Activity Registration tabs, select the **Discovered Resources** tab.



- b. Enter the required information for this record and click **Save**.

DCA NMCRIS Training Exercise

The screenshot shows the NMCRIS Core Tabular Application interface. At the top, there is a navigation bar with tabs for Registration, NMCRIS Activities, Resources, Reports, GIS, and Sign Out. Below this, there is a sub-navigation bar for Activity Registration, with tabs for Activity Registration, Discovered Resources, Previously Registered Resources, and Documents. The main content area contains a form for registering a new resource. The form fields are: Resource Type (Site), Field Number (Site 55), Occupation Type (HIST), Site Type (STRUCTURAL / ARCHAEOLOGY), and Collections Made? (checkbox). A Save button is located to the right of the form. Below the form is a table of resources. The table has columns for Prefix, Number, Field Number, Resource Type, and Collections Made?. The table contains three rows of data, with the newest resource (Site 55) at the bottom.

Choose resource type, enter field number(s), occupation, site type and collections, press Save.
The table shows the newly registered resources.

Resource Type	Field Number	Occupation Type	Site Type	Collections Made?
Site	Site 55	HIST	STRUCTURAL / ARCHAEOLOGY	<input type="checkbox"/>

Prefix	Number	Field Number	Resource Type	Collections Made?
X LA	164349	98787	Site	<input type="checkbox"/>
X LA	164351	Site 1	Site	<input type="checkbox"/>
X LA	164353	Site 55	Site	<input type="checkbox"/>

- c. You will see the new resource listed at the bottom of the table. The newest resources entered will automatically fall to the bottom of the list.

The screenshot shows a table of resources with a red arrow pointing to the newest resource (Site 55) at the bottom of the list. The table has columns for Prefix, Number, Field Number, Resource Type, and Collections Made?. The table contains four rows of data, with the newest resource (Site 55) at the bottom.

Prefix	Number	Field Number	Resource Type	Collections Made?
X LA	164349	98787	Site	<input type="checkbox"/>
X LA	164351	Site 1	Site	<input type="checkbox"/>
X LA	164352	Site 456	Site	<input type="checkbox"/>
X LA	164353	Site 55	Site	<input type="checkbox"/>

- d. If you mistakenly entered this resource, then you could click the **Delete** icon and click the **Save** icon.



Prefix	Number	Field Number	Resource Type	Collections Made?
X LA	164349	98787	Site	<input type="checkbox"/>
X LA	164351	Site 1	Site	<input type="checkbox"/>
X LA	164352	Site 456	Site	<input type="checkbox"/>
X LA	164353	Site 55	Site	<input type="checkbox"/>

e. Please enter 2 more resources for use later in the editing exercise.

Step 4: Query Resources by Activity

Knowing your activity number, you should now be able to see all resources attached to it.

a. Under the Resources tab, select **Resource List (by Activity)**.



b. Use your specific activity number to enter in the From and To fields.

DCA NMCRIS Training Exercise

Resource List (Listed By Activity)

Search for **Go**

Prefix

Resource Type

Number Range to

Agency ID 1 Source

Agency ID 2 Source

Agency ID 3 Source **Go**

Activity Number to **Go**

1 of 9 169 Items 20 /Page **Go**

				Resource Number	Activity Number	Resource Type	GIS (click)	Agency ID 1	Agency (1)
				LA1	36818	Site	GIS Link		
				LA4	36818	Site	GIS Link		
				LA10	36818	Site	GIS Link		
				LA12	36818	Site	GIS Link		
				LA25	36818	Site	GIS Link		
				LA27	36818	Site	GIS Link		

This will give you a list of all the resources you just entered for this activity.

Step 5: Enter LA Information into Resource Form

a. Click...

Summary: In this exercise you created new resources associated with an activity. You queried the activity to see this relational connection. Once these have been registered, you might move to the next steps of entering form information or map features.

End Exercise.