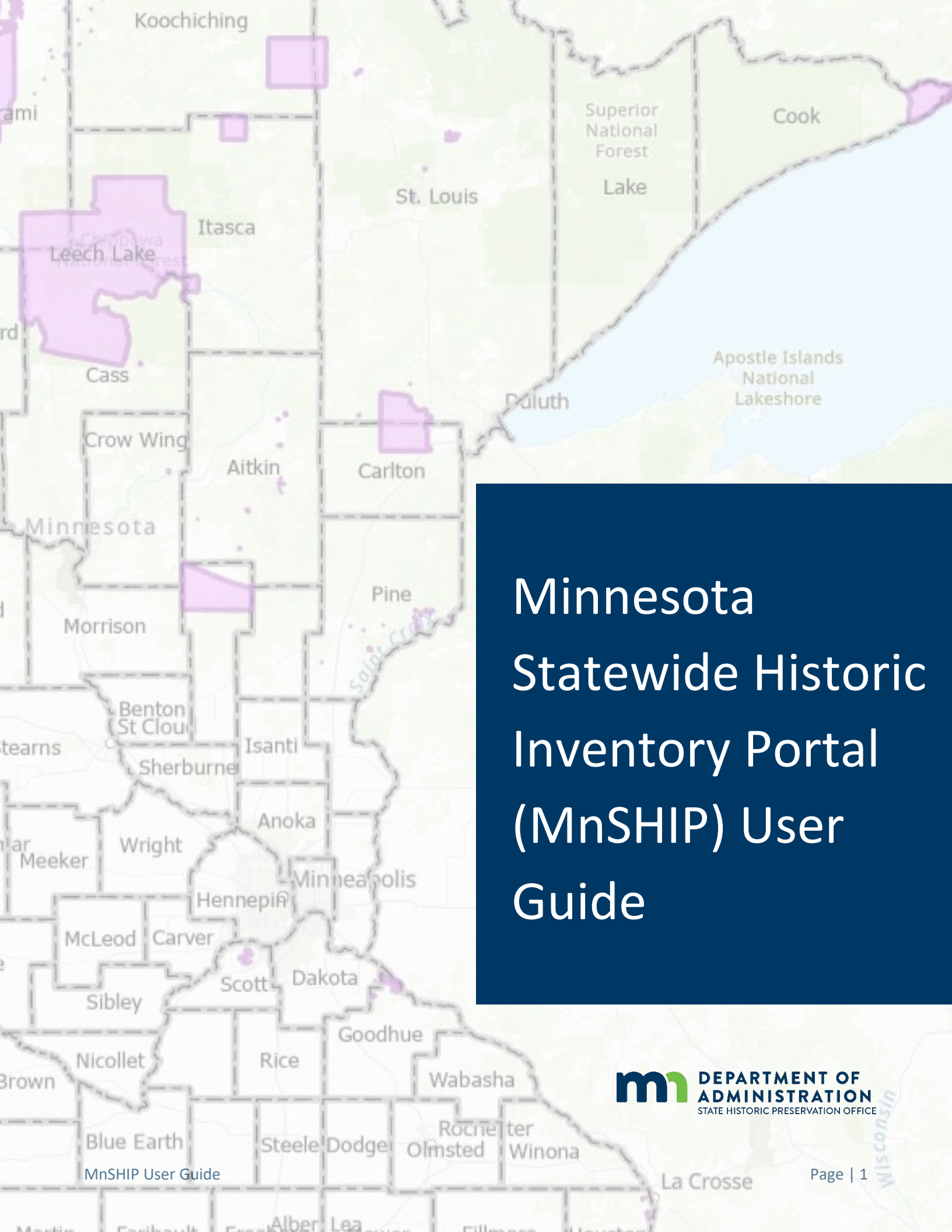


Minnesota Statewide Historic Inventory Portal (MnSHIP) User Guide

DEPARTMENT OF ADMINISTRATION
STATE HISTORIC PRESERVATION OFFICE

MnSHIP was made possible through a partnership between Minnesota State Historic Preservation Office, Minnesota Department of Transportation Cultural Resources Unit, and Minnesota Geospatial Information Office.

We are especially grateful to the many volunteer testers, think tank groups, and individuals that helped us bring this complex project to completion.

Special Thanks to State Staff and Consultants that contributed to this effort.

MN SHPO: Amy Spong, Jim Krumrie, Ginny Way, Nicole Foss, Curt Yoakum, John Rindal, Stacie Christensen
MNDOT: Katie Haun Schuring, Jake Foss, Maggie Jones
MnGeo: Veronica Hiza, Usman Ahmad, Alissa Miller, Swetha Hedlund, Jake Haferman, Hollie Kim, Pallavi Sathe, Brent Lund, Alison Slaats, Bill Mitchell, Blaine Hackett, Lihn Pham, Ed Spohr, Proshat Shafizadeh
Mead & Hunt, Inc.
106 Group

This activity has been financed in part with federal funds from the National Park Service, US Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. This program receives federal funds from the National Park Service. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the US Department of the Interior prohibits discrimination on the basis of race, color, national origin, or handicap in its federally assisted programs. If you believe that you have been discriminated against in any program, activity, or facility operated by a recipient of federal assistance, or if you desire further information, please write to: Office of Equal Opportunity, US Department of the Interior, National Park Service, 1849 C Street NW, Washington, DC 20240.

November 2023, revised December 2023, January 2024, October 2025

Table of Contents

Glossary **5**

Introduction **7**

Architecture-History Inventory 7

Archaeological Inventory 7

Types of Records within MnSHIP 8

Unrestricted Records 8

Restricted Records 8

What is Not Available in MnSHIP 9

How to Access MnSHIP 10

Accessing Web Feature Service 10

Part I: Access & Features **11**

User Roles & Functions 11

Public Users 11

Credentialed Users 12

Logging In 12

How to Register for a Credentialed User Account 12

How to Log In as a Credentialed User 12

State of MN Employees with Credentialed Access 13

Part II: Using the Maps **14**

Accessing the Map 14

Map Overview 15

Map Widgets 15

Map Layers & Basemaps 17

Reference Layers 18

Map Layer List 19

Searching the Map 20

Public Map Basic Search 20

Public Map Table Search 21

Part III: User Workflows **22**

Overview of the Dashboard 22

Credentialed User Workflows 24

Submit a New Inventory From 24

Batch Upload 32

Manage Forms 33
Research Records 34
Updating an Inventory Form 35
Attachment Search 36
Review Submitted Forms (SHPO only) 38
SHPO Review 39
SHPO Research Records (SHPO Only) 40
Direct Edits of Accepted Forms (SHPO Only) 42
Retire Records (SHPO Only) 42
Correct and Combine Duplicate Records for a Single Property 43
SHPO Admin Dashboard 44
Search & Export User Details and Manage Organizations 44
Lookup Tables 46
Announcements 47
Part IV: Reporting Issues 48
Report a Bug 48
Report a Data Error 48
Report a Location Error 49
Appendix A: Field Completion Instructions 50
Credentialed User Fields: 50
SHPO Review Fields: 53
Appendix B: Drop Down Menu Values 56
Appendix C: MnSHIP Field Crosswalk Table 60
Appendix D: Attachment Page Template 61

Glossary

Architecture-History inventory: non-archaeological expressions of human activity. These can include, but are not limited to, buildings, structures, landscapes, objects, districts, Traditional Cultural Places, and National Register listed properties.

Admin Tools*:* suite of functions available to MnSHIP application administrators.

Agency: a federal or state agency.

Attachments: User created information that is uploaded to inventory forms in MnSHIP as a single PDF. These are similar to continuation sheets used in the NRHP or tax incentive program applications.

Card: a high-level subdivision within MnSHIP, containing a set of related functions.

Consultant: individuals or companies that generate historic inventory information.

Credentialed User: individuals with a verifiable business need to access summary information on restricted properties, conduct robust research queries of SHPO inventory data, and/or create inventory forms to document properties.

CSV: comma separated value. This is the format in which MnSHIP exports tabular data.

Dashboard*:* page available to Credentialed Users upon logging into MnSHIP that contains the cards.

Data: The specific information provided on inventory forms. previously captured in SHPO's access databases."

Direct Edit*:* function available to SHPO user that allows for editing form data without updating.

ERP: SHPO's Environmental Review Program.

Filter: parameters available on the search cards and maps that allows for targeted queries.

Free Text Search*:* function that allows for text string searches.

Geometry: spatial data showing the location of an inventoried property, consisting of a point, line, or polygon. The latest version of a record will show the current geometry (accounting for boundary increases, decreases, and/or refinement). Green indicates that a property has been identified as eligible for listing in the National Register of Historic Places, or that it is listed. Red is used for all other inventoried properties, including those with unknown eligibility, those that are not eligible, and those that are nonextant.

Historic Inventory: inventory of buildings, sites, structures, objects, and districts in the state of Minnesota, including inventory forms, site forms, reports, National Register of Historic Places nominations, and other documentation.

Historic Inventory Number: unique identifier for historic inventory properties within MNSHIP.

Interdisciplinary: a property, record, or document that contains both architectural/historic and archaeological components. Archaeological location information is protected data and is not publicly available.

Inventory Form*:* the data fields within that MnSHIP, used to document historic inventory properties.

Inventory Record: the complete record of a property within MnSHIP, consisting of the form, attachments, and geometry.

Legacy Record*:* digitized inventory files included in MnSHIP that were not generated within the application.

Most Recent Version: the latest inventory form for a given property; this is what is displayed on the maps.

NRHP: National Register of Historic Places, the official list of the Nation's historic places worthy of preservation operated by the National Park Service.

NR-File: digitized inventory files (legacy record) of properties that are listed in the NRHP or that have been considered eligible for listing in the NRHP by the SHPO.

Organization: the high-level entity that a MnSHIP user belongs to, like a consulting firm, company, or agency.

Private Map: map available for credentialed and SHPO users, contains precise locations for unrestricted properties, and generalized locations for restricted properties. With a few exceptions discussed in this guide, archaeological data is not included in MnSHIP.

Protected data: Non-public information (such as archaeological site locations) that is protected under state or federal law.

Public User: a person requesting information about historic properties who does not (and cannot obtain) access to the OSA Portal because they are not an archaeologist and/or are not a MnSHIP credentialed user (does not have a user account and can only use the Public Map).

Public Map: map available to public users, contains unrestricted forms only.

Restricted Records: Forms that contain non-public data. This includes information about archaeological sites, burials, traditional cultural places, or other property types that have protected information under state or federal law. Restricted forms and archaeological data are not included in MnSHIP.

Report: a manuscript that provides summary project information, inventory methodology, historic context(s), and/or assessment of a property or multiple properties.

Role: each MnSHIP user type is assigned a role which governs the functions available to them (Public, Credentialed User, SHPO Staff, and SHPO Admin).

SHPO: State Historic Preservation Office, owner and steward of MnSHIP.

SHPO Staff: SHPO user account that provides access to the SHPO-only functions (Role = SHPO Staff).

SHPO Admin: SHPO user account that provides access to administrative functions (Role = SHPO Admin).

Unrestricted Records: forms that contain only public information.

Update Record: a new version of an inventory record that includes the latest documentation.

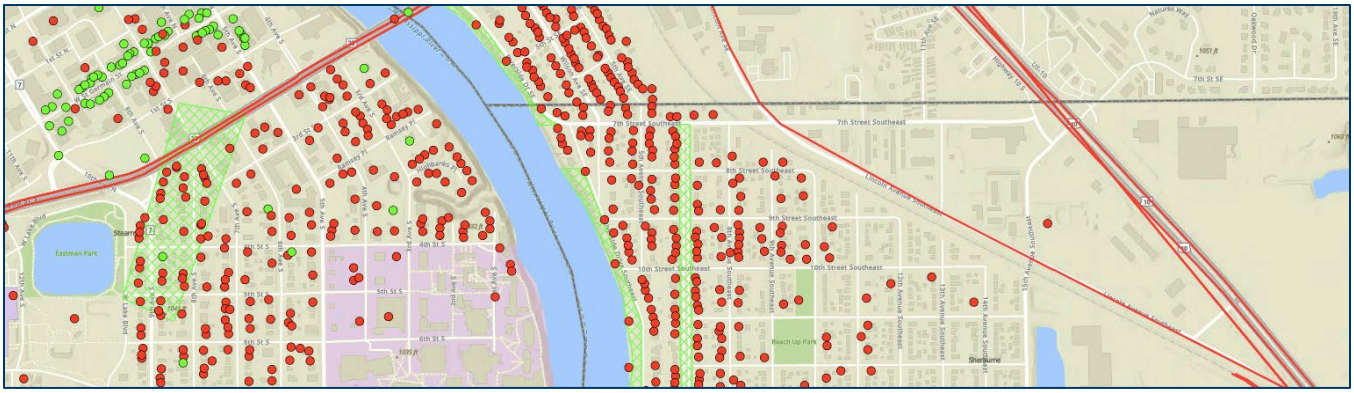
User: any person using MnSHIP.

User Account: an account with a username and password for accessing MnSHIP.

User Status: status associated with a user account to make it either active or inactive.

Version: Any single submission of an inventory form.

Widget: tools and functions available on the Public and Private Maps.



Screen grab from MnSHIP, St. Cloud, Stearns County

Introduction

The Minnesota State Historic Preservation Office (SHPO) has maintained an ongoing statewide survey program since the 1970s, recording more than 126,000 historic and architectural properties, as well as archaeological sites in every county in Minnesota. This information, housed at the SHPO and the Office of the State Archaeologist (OSA), is generated by the SHPO, other government agencies, cultural resource management professionals, county and local historical societies, educational institutions, research organizations, and property owners.

The statewide inventory includes architecture-history resources and archaeological sites that meet survey requirements. However, only a fraction of the historic resources in the state have been identified and inventoried. As that work is undertaken, additional properties will be added to SHPO and OSA files.

The SHPO tracks information in MnSHIP while the OSA tracks information in the OSA Portal. The two systems reference one another, and it is imperative that any research related to federal or state undertakings utilize both applications.

Architecture-History Inventory

Approximately 115,000 buildings, sites, structures, objects, and districts are included in the architecture-history part of the statewide inventory. While a portion of these are listed in the National Register of Historic Places, most properties included in the inventory have not been evaluated for nomination to the National Register.

In addition to survey information, the SHPO maintains approximately 3,000 comprehensive reports on Minnesota's architecture-history resources. Most are generated by federal agencies as part of the environmental review process; others are products of SHPO initiatives and community-based grant-funded studies. These reports are not available in the MnSHIP application, however, a searchable list of those reports can be found on the SHPO website. For more information on accessing SHPO files, please visit the Using our Files page.

Archaeological Inventory

More than 21,000 precontact, contact, and post-contact period archaeological sites are described by type, function, time period, artifacts, general location, and setting. The archaeology inventory also holds information about cemeteries, burials, and burial sites that are protected under Minnesota Statute 307.08, the Private Cemeteries Act. Most archaeological sites have not been evaluated for nomination to the National Register.

The majority of the 8,000 archaeological reports on file at SHPO were prepared for compliance with the environmental review process. Others are from grant-funded projects around the

state. For more information on accessing archaeological files, please visit the SHPO Using our Files page and the OSA Portal.

MnSHIP contains summary records on archaeological districts and building ruins that excludes specific locations, which is protected non-public data. With the exception of NRHP-listed properties which are shown at the quarter-Section level to credentialed users, individual archaeological sites and shipwrecks are not included in MnSHIP. The OSA Portal provides access to these records for qualified professionals with accounts.
It is necessary to contact SHPO for the following archaeological and interdisciplinary information:

- Complete NRHP nomination and inventory files for archaeological and interdisciplinary NRHP-listed and identified/eligible districts and sites.
- NRHP eligibility status for individual archaeological sites (whether or not a site has been previously determined eligible or not eligible for listing in the National Register).
- Archaeological, architectural history, and interdisciplinary reports. Reports are not included in MnSHIP.

Note: Access to some archaeological and interdisciplinary information is limited to qualified archaeologists

Types of Records within MnSHIP

In the past, SHPO filed the paper documentation in physical files and managed a Microsoft Access database of summary information on these properties. From 2019 to 2023, SHPO and the Minnesota Department of Transportation's Cultural Resources Unit partnered to scan all paper files (Legacy Records); create Geographic Information System (GIS) locations for as many properties as possible; and create MnSHIP, an online application to manage the database, legacy records, and GIS data. The Minnesota IT Services Geospatial Information Office built the MnSHIP application and now hosts and maintains it. MnSHIP completely replaces the previous paper files and Access database for inventoried properties. Going forward, all inventory forms for newly recorded or updated properties will be created, submitted, reviewed by SHPO, accepted, and accessed within MnSHIP.

Generally, MnSHIP only contains properties that meet the SHPO inventory guidelines (45 years or older) and are buildings, structures, objects, landscapes, or districts. The *Historic and Architectural Survey Manual* provides guidance on how to survey and document properties that are included in MnSHIP.

There are two categories of records in MnSHIP: unrestricted records and restricted records. Both are defined below.

All inventory forms for newly recorded or updated properties will be created, submitted, reviewed by SHPO, accepted, and accessed within MnSHIP.

Unrestricted Records

Unrestricted records make up the vast majority of records (99%) in the MnSHIP application. They are generally “above-ground” or “architecture-history” properties and contain information that is publicly available. All of the information related to these records is available to all users in MnSHIP, including the public, and does not require a Credentialed User account to access (see Credentialed User below).

Restricted Records

Restricted records are those records that contain information related to archaeological sites, burials,

traditional cultural properties, or other property types, including interdisciplinary properties, that have protected information under state or federal law. Restricted records makeup a small fraction of the properties within MnSHIP (less than 1%). Minimal data for restricted records is visible to credentialed users (see below); however, legacy records, attachments, and discrete locational information are not available in MnSHIP. Only summary information on restricted properties is provided. National Register-listed individual archaeology sites are shown at the quarter-Section level to credentialed users, and at the Section level on the Public Map. Access to archaeological and interdisciplinary information is limited only to qualified archaeologists.

In order to access information on restricted records please contact SHPO staff at DataRequestSHPO@state.mn.us.

What is Not Available in MnSHIP

MnSHIP is designed to provide direct access to Minnesota's historic inventory records, specifically data related to above-ground properties such as buildings, structures, objects, districts, landscapes, and linear resources. Documentation availability in MnSHIP is described in Figure 1 below.

The following documentation is not available in MnSHIP:

- Architecture-History survey reports.
- Some inventory file material such as slides, negatives, and large format maps that were not scanned for inclusion in the application.
- Archaeological site forms. Site forms housed at SHPO have been scanned and uploaded to the Office of the State Archaeologist (OSA) portal.
- Legacy records or attachments with protected data (only summary information on restricted properties is available in MnSHIP).

Visit Using SHPO's Files for more information on how to access this information. Requests can be made to DataRequestSHPO@state.mn.us.

Resource Type	**Above-ground resources**	**Archaeological and interdisciplinary districts**		**Archaeological sites**
	MnSHIP		**OSA Portal**	
Record Type (Below)				
Precise Geometry	X		X	X
Generalized Geometry		X		
Record Data	X	X		X
Scanned Documents	X	Request from SHPO		X
NRHP Nominations	X	X (public information; request complete document from SHPO)		X

Figure 1. Types of Records by Location

How to Access MnSHIP

MnSHIP is a web application, which means it can be accessed from any device with an internet connection. The URL is: https://mnship.gisdata.mn.gov/.

Tips:

- The web browsers with the best MnSHIP performance are Chrome, Firefox, and Edge; Internet Explorer does not work.
- If you encounter an error, be sure to clear your browser's cache and retry before reporting the error to the MnSHIP administrator.
- To see more content on the screen while using the application, zoom out in your browser (tap 'Ctrl **-** several times); to see less, zoom in (tap 'Ctrl **+** several times).
- Make sure that your browser allows popup windows for MnSHIP, otherwise not all the features will work.

Accessing Web Feature Service

If you have a business need for streaming the Public Map's MnSHIP Points, MnSHIP Lines, MnSHIP Polygons, National Historic Landmarks, State Historic Sites Network, State Register of Historic Places, and Historic Preservation Commission (HPC) and Certified Local Government (CLG) layers in a GIS, contact MnSHIPHELP.ADM@state.mn.us.

Part I: Access & Features

User Roles & Functions

The information you can access in MnSHIP and the tasks you can perform within the application is determined by your user role. When your account is created by SHPO Admin, your role is assigned. There are four roles (Figure 2, and discussed in further detail below): **Public User, Credentialed User, SHPO Staff**, and **SHPO Admin**.

Public Users

Public users can view and interact with unrestricted records through the Public Map interface. Once in the map, public users can access map-based search functions as well as view full records of unrestricted properties. The public can access unrestricted records by clicking **Public Map** (Figure 3) on the MnSHIP homepage.

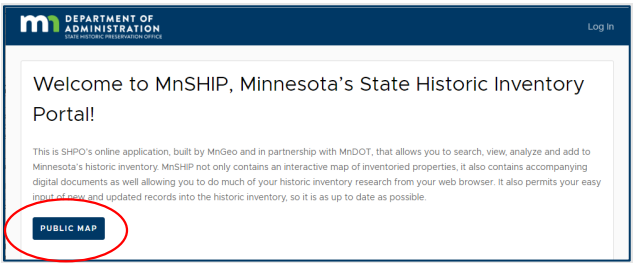


Figure 2. Public Map Access

	Card or Function	Public User	Credentialled User	SHPO Staff	SHPO Admin
General	Public Map	V	V	V	V
	Edit Profile	V	E	E	E
	Notice Board	V	V	V	E
Inventory Form Add & Edit	Submit an Inventory Form	-	E	E	E
	Inventory Form Batch Upload	-	E	E	E
	Manage Forms	-	E	E	E
	Review Submitted Forms	-	-	E	E
View/Search Records	Private Map	-	V	V	V
	Research Records	-	V	V	V
	Attachment Search	-	V	V	V
	SHPO Research Records	-	-	V	V
Admin.	Lookup Tables	-	-	-	E
	Users & Organizations	-	-	-	E

– no view **V** view only **E** edit

Figure 3. User Role Functionality in MnSHIP

Credentialed Users

Credentialed users are those with active user accounts. Credentialed users can see all properties in MnSHIP. Restricted records contain summary data and generalized geometry for properties with protected data. Complete restricted records are available to qualified archaeologists by contacting SHPO. Credentialed users can also submit new and update inventory forms.

Credentialed users are individuals with a verifiable business need to access summary information on restricted properties, conduct robust research queries of SHPO inventory data, and/or create inventory forms to document properties.

Logging In

How to Register for a Credentialed User Account

Every Credentialed User in the MnSHIP must be associated with an organization. All inventory forms created by an organization, can be seen and managed by any user associated with that organization. Individuals can be in an 'active' or 'inactive' state under multiple organizations, if necessary, but would need multiple user accounts in order to do so.

If you do not already have a MnSHIP account, and have a business reason for obtaining one, email MnSHIPHELP.ADM@state.mn.us to request an account and provide:

- Organization name
- Organization address
- User Name
- User Title
- User Address (If different from Organization)
- User Email
- User Phone
- Reason for needing a credentialed user request:
    - Submit inventory forms
    - Conduct robust searches and comparative analysis research*
    - Both

*A credentialed user account is not needed to submit project review requests to SHPO's Environmental Review Program. An account should only be requested by cultural resources staff who are preparing architecture-history or archaeological documentation to accompany a review submittal.

Once an account is created, further instructions to activate the account will be emailed. Remember to check your 'junk' or 'spam' email folder. If the email from **noreply_prod@identity.mn.gov**, is not in your inbox within an hour contact MnSHIPHELP.ADM@state.mn.us.

More information about SHPO workflows for creation and management of Organizations and Users can be found later in this manual.

How to Log In as a Credentialed User

Credentialed Users access the application by clicking **Log In** (Figure 4) in the upper right corner of the homepage.

Figure 4. Log In Access (circled in red)

Click the next **Login** (Figure 5, number (no.) 5) button to access a pop-up screen to enter your username and password (Figure 6).

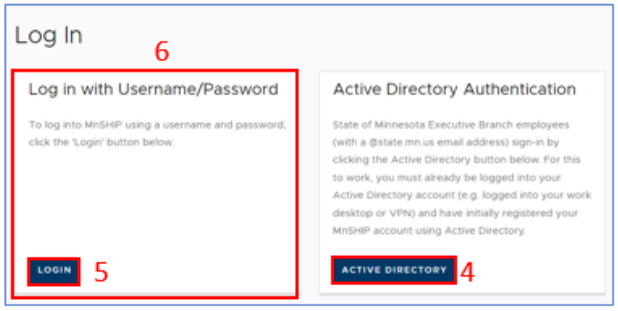


Figure 5. Active Directory Authentication

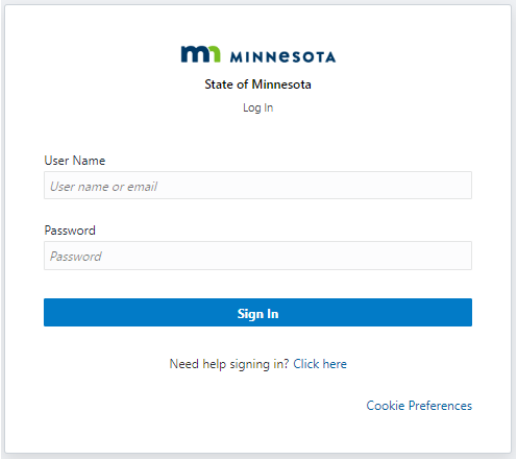


Figure 6. Credentialed User Log In.

If you have forgotten your password, click "Click Here", enter your username, and an email will be sent to you with instructions on how to reset your password.

If you have forgotten your User Name please email MnSHIPHELP.ADM@state.mn.us.

State of MN Employees with Credentialed Access

State employees with active user accounts log in to MnSHIP by clicking Log In, and then selecting **Active Directory** (Figure 6, no. 4). The Active Directory log in allows users that have already logged on to the state network using their state credentials to use the application without having to enter a MnSHIP username and password. If a state employee is not logged on to the state network, then they need to follow the steps outlined in 'How to Log In as a Credentialed User.'

Remember to check your 'junk' or 'spam' email folder. If the email from **noreply_prod@identity.mn.gov**,

if not in your inbox within an hour contact MnSHIPHELP.ADM@state.mn.us.

Part II: Using the Maps

MnSHIP is a web-based application which is accessed via the internet. The URL is https://mnship.gisdata.mn.gov/ (Figure 7, no. 1).

Please note: locations shown on all maps are approximate, and there will be instances when the location shown is inaccurate.

Accessing the Map

Public Users access an interactive map showing the locations of unrestricted records by clicking **Public Map** (Figure 7, no. 2) on the application homepage. Only properties that have an identifiable location are included on this map interface. Only the most recent version of inventory forms are available through the Public Map. If there is an earlier version of the form, you cannot access it from the Public Map.

The public user can access these records by clicking **Public Map** (Figure 7, no. 2) on the MnSHIP homepage.

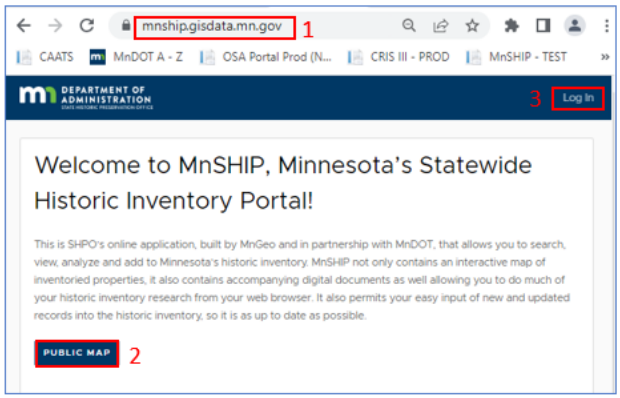


Figure 7. Accessing the Map

Credentialed users access an interactive map showing the precise locations of **unrestricted** records and generalized locations of **restricted** records by logging in (Figure 7, no. 3) and clicking Private Map card on the dashboard (see overview of Dashboard, page 22, for more information).

It is important to note that approximately 3% of the properties in MnSHIP are not shown on the Public Map either because they do not have an identifiable location or they are restricted records.

Map Overview

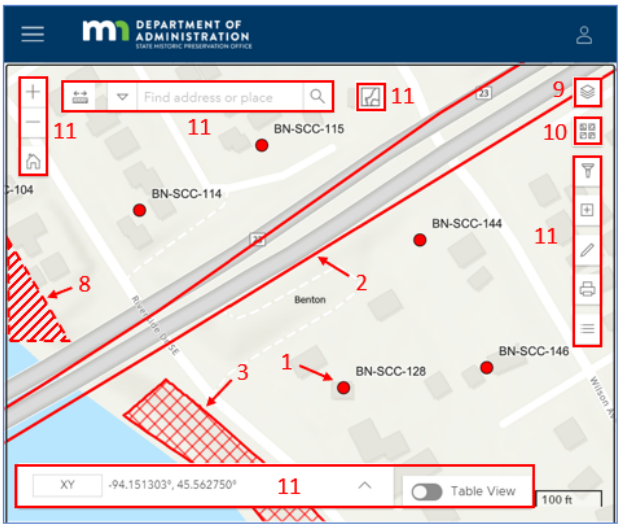


Figure 8. Map Overview

Once in the map, you may click a record's **point** (Figure 8, no. 1), **line** (Figure 8, no. 2), or **polygon** (Figure 8, no. 3) geometry to view the record's **pop-up** (Figure 9, no. 4). The pop-up shows **basic descriptive information** (Figure 9, no. 5). To the open the record, click **View Form** (Figure 9, no. 6) in the pop-up. Click **Zoom To** (Figure 9, no. 7) in the pop-up to center the map on the record and zoom in. You can also click a **restricted record** (not shown) on the map to view its pop-up, which only contains historic inventory number(s).

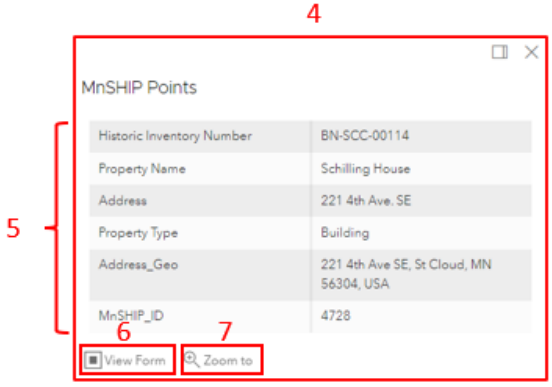


Figure 9. View Record Popup

The interactive map contains many **layers** (Figure 8, no. 9) and **base maps** (Figure 8, no. 10) that provide context for the records shown. It also contains **widgets** (Figure 8, no. 11) that allow you to search for records and locations, among other things. These layers, base maps, and widgets are explained throughout this help document.

Map Widgets

There are several ways to navigate the map view to different locations:

- click, hold, and drag the mouse in the desired direction.
- use the up, down, left, right keyboard keys.
- enter an address or location in **Find Address or Place** (Figure 10, no. 1) field. Note: this searches open-source location data, as opposed to inventory data.
- enter the township, range, range direction, and section in **Zoom to TRS** (Figure 10, no. 2)
- click **Default Map View** (Figure 10, no. 3) to return to original map extent.
- in the coordinates box click **Expand** (Figure 10, no. 4), click **Input Coordinates** (Figure 10, number 5), enter desired coordinates, select **Go to Location** (not shown), then click **Convert** (not shown) to center map on coordinates location.
- click **Select Format** (Figure 10, no. 6) to change coordinate systems.
- the **coordinate display** (Figure 10, no. 7) shows coordinates of cursor.
- **Add Conversion** (Figure 10, no. 8) adds additional coordinate systems to the coordinate display.
- use **capture mode** (Figure 10, no. 9) to record cursor coordinates with a click.
- use **Format Setting** (Figure 10, no. 10) to modify how coordinates display.

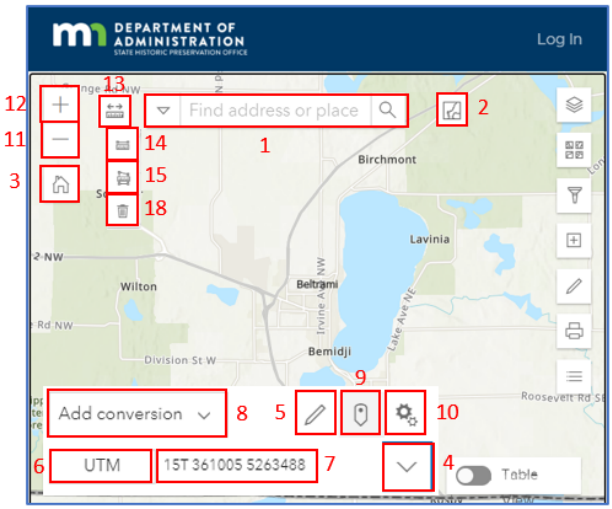


Figure 10. Map Widgets

There are several ways to change zoom extent.

- use the scroll wheel on the mouse to zoom in and out.
- click **Zoom In** (Figure 10, no. 11) or **Zoom Out** (Figure 10, no. 12).
- hold shift key and click and drag a box with mouse to zoom to location and extent drawn.
- use the + and – keyboard keys.
-

Click **Measure Tools** (Figure 10, no. 13) to open the measure widget. **Click Distance Measure Tool** (Figure 10, no. 14) to measure distance or **Area Measure Tools** (Figure 10, no. 15) to measure area.

In the **measure tool dialog box** (Figure 11, no. 16), click the **Unit** (Figure 11, no. 17) dropdown to change measurement units. Click **Clear Measurements** (Figure 10, no. 18) or **New Measurement** (Figure 11, number 19) to delete the current measurement and start a new one.

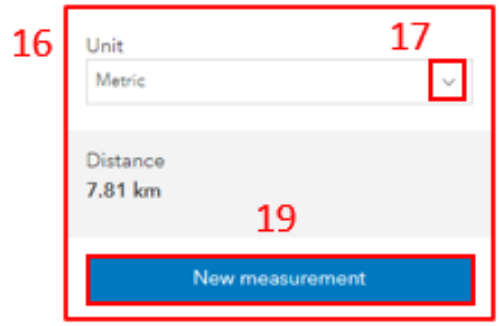


Figure 11. Measure tool dialog box

Click **Map Legend** (Figure 14, no. 20) to show the legend for all the layers that are turned on and visible.

Click **Draw** (Figure 12, no. 21) to add points, lines, or polygons features to map. Click **Draw a Point** (Figure 12, no. 22), **Draw a Polyline** (Figure 12, no. 23), **Draw a Polygon** (Figure 12, no. 24), **Draw a Rectangle** (Figure 12, no. 25), and **Draw a Circle** (Figure 12, no. 26) to add features. Click **Select Feature** (Figure 12, no. 27) or **Select by Rectangle** (Figure 12, no. 28) to select features to move (click and drag selection to new location), change dimensions (clicking and drag selection box vertices), or rotate (click and drag circle above selection box).

To edit a line or polygon, single click the feature, single click the feature again, click and drag the vertices, and then click outside of feature to complete edits. Click **Undo** (Figure 12, no. 29) or **Redo** (Figure 12, no. 30) to reverse edits. To erase a feature, select it and click Delete Feature (not shown).

To view a zipped shapefile on the map, click **Upload Shapefile (Context)** (Figure 12, no. 31), click **Choose File** (Figure 12, no. 32) to locate the zipped shapefile on your computer, and then click Open once the file is located. To erase uploaded shapefiles click Clear All Layers (not shown).

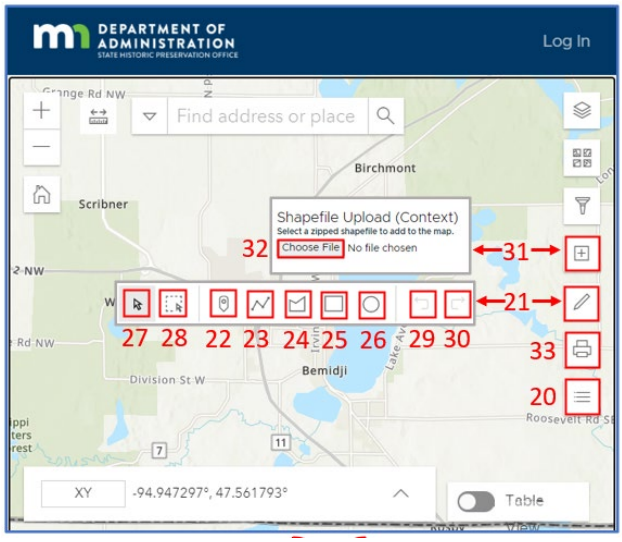


Figure 12. Draw and Shapefile Widgets

Click **Print** (Figure 12, no. 33) to open the **Export** (Figure 13, no. 34) dialog box. **Layout** (Figure 13, no. 35) is for creating an image of the map along with common map elements like a title, scale, and legend. **Map Only** (Figure 13, no. 36) is for creating an image of just the map. Edit the fields in the Export dialog box to customize output and then click **Export** (Figure 13, no. 37).

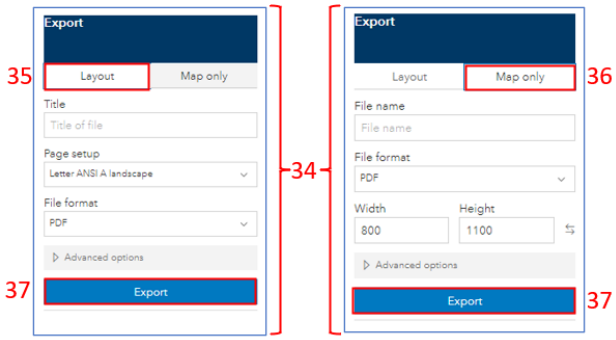


Figure 13. Export Dialogue Box

Note: The Bookmarks widget on the Private Map does not work – this is a known bug.

Map Layers & Basemaps

Click **Basemap Gallery** (Figure 14, no. 1) to view the basemap options. The basemap is the 'background' map that the map layers are drawn on top of.
Click **Map Layers** (Figure 14, no. 2) to open the layer list**.** The layers shown on the layer list draw in the order that they appear, so an upper layer on the list draws above lower layers.

Click the eye symbol next to a layer to turn it **on** (Figure 14, no. 3) or **off** (Figure 14, no. 4). Some layers are grouped within a layer group and can be turned on or off together. Layer groups are identifiable by the **expand** (Figure 14, no. 5) or **collapse** (Figure 14, no. 6) next to the title. The layers within a layer group are **slightly idented** (Figure 14, no. 7) below the layer group title. For a layer to be visible, it must be turned on and any layer groups it is also part of must be turned on.

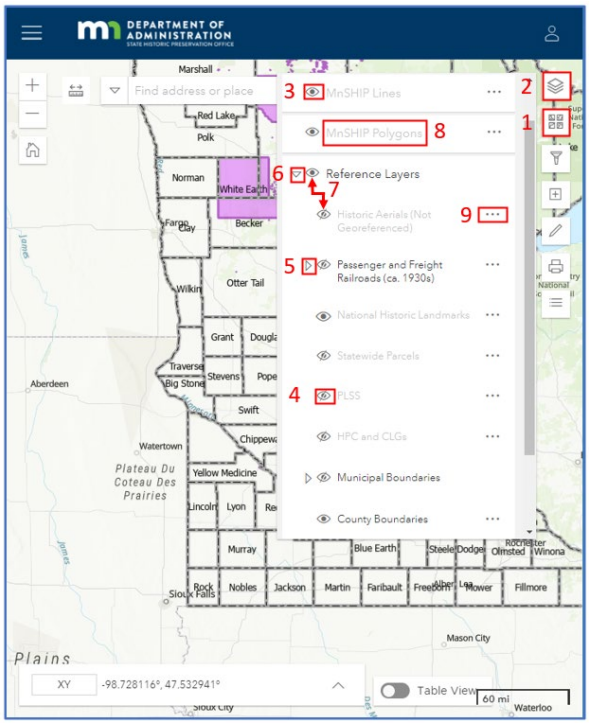


Figure 14. Map Layer & Basemaps

The zoom level determines whether some layers are visible, regardless of whether they are turned on or off. If a layer name is **greyed out** (Figure 14, no. 8), then it is not visible at that zoom level.
Click **Options** (Figure 14, no. 9) to toggle a layer's labels on/off (for MnSHIP Points, Lines, Polygons) or to adjust a layer's opacity. If you adjust the opacity of a layer group title, all opacity of all the layers within it are also adjusted.

Reference Layers

MnSHIP contains several reference layers, which are map layers that contain useful information.
To view the **reference layers**, click the Map Layers icon in the upper right that looks like a stack of papers (Figure 15).

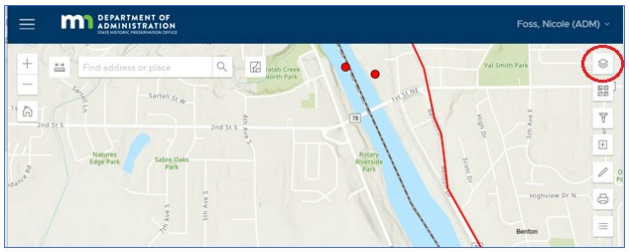


Figure 15. Reference Layers (circled in red)

This opens a drop-down menu (Figure 16) with all of the reference layers, which are organized by type. To turn a layer on or off, click the eye symbol next to the layer.

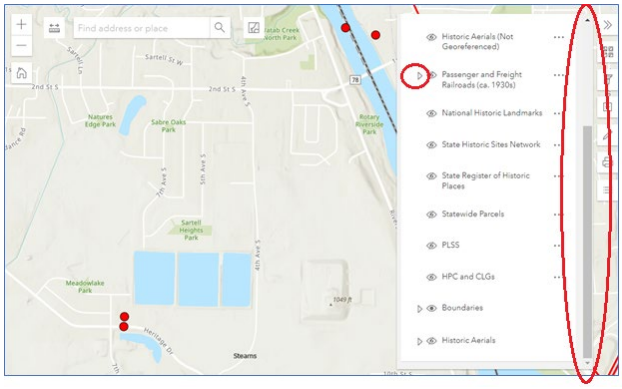


Figure 16. Reference Layers Continued

To view more reference layers, click on the small triangle immediately to the left of the reference group (Figure 16). A drop-down list of additional reference layers will appear, including historic aerials, historic railroad locations, and the Public Land Survey System (PLSS), which shows townships, ranges, and sections.

Use the scroll bar on the right to scroll through the available layers, clicking triangles next to layers to view sublayers.

Perhaps the most important reference layers in MnSHIP are the **Points, Lines, and Polygons** (Figure 17) since these show the location of inventoried properties. Some properties are depicted by points (such as houses), some by lines (such as railroads and roads), and some by polygons (such as districts). Each of these is a separate reference layer.

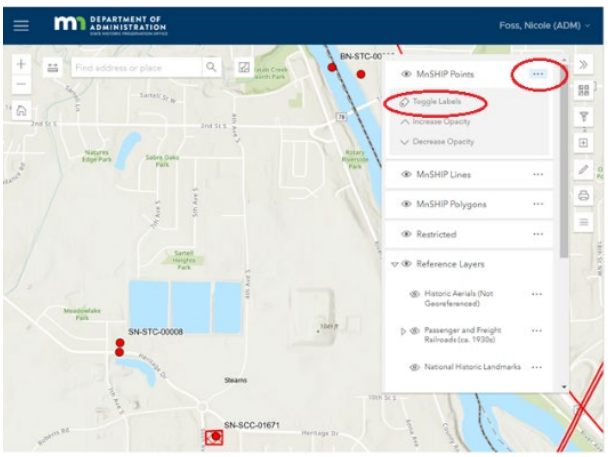


Figure 17. MnSHIP Layers - Points, Lines, and Polygons

Points are represented by red or green circles, lines are represented by red or green lines, and polygons are represented by red- or green-bordered shapes with red or green cross-hatching. To view a property's name, address, and inventory number, click on the point, line, or polygon symbol (see Figure 18).

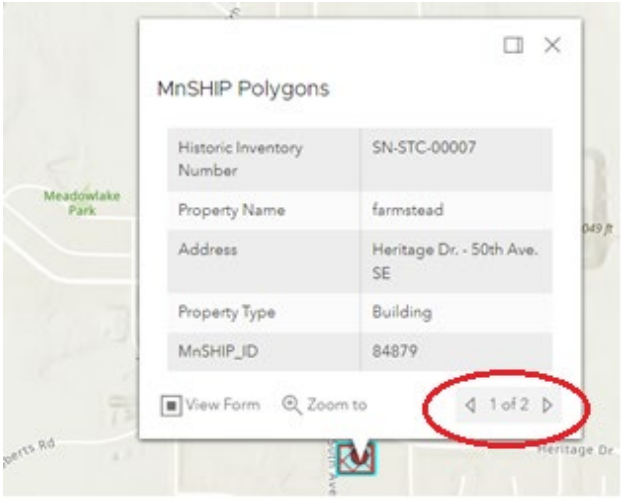


Figure 18. Pop Up Box

Property locations may be layered on top of one another. In these cases, click the right and left triangular arrows at the bottom right of the pop-up box to view the information for each property (shown in Figure 18).

You can also **turn labels on and off** for any of the MnSHIP Points, Lines, or Polygons layers by clicking on the three dots to the right of the layer and selecting "Toggle Labels" (Figure 17). By turning on the Labels for MnSHIP Points, the points are labeled with their inventory numbers. Click "Toggle Labels" again to turn off the labels.

Map Layer List

MnSHIP Points – historic inventory properties in MnSHIP with point geometry (only shows non-restricted records for Public Map)
MnSHIP Lines – historic inventory properties in MnSHIP with line geometry (only shows non-restricted records for Public Map)
MnSHIP Polygons – historic inventory properties in MnSHIP with polygon geometry (only shows non-restricted records for Public Map)
Restricted – generalized one square mile polygons showing how many 'restricted' properties reside within a section (Public Map Only)
Reference Layers
Historic Aerials Not Georeferenced – center points for historic aerial photos, click a point to view popup, then click 'view' to open image.
Passenger and Freight Railroads (ca. 1930s) – ca. 1930s extent of railroads as documented in Minnesota Statewide Historic Railroads Study

- Canadian Northern
- Chicago & North Western
- Chicago, Milwaukee, St. Paul & Pacific
- Chicago, Rock Island & Pacific
- Duluth & Northeastern
- Duluth, Missabe & Iron Range
- Great Northern
- Illinois Central
- Minneapolis, Northfield & Southern
- Minneapolis, Red Lake & Manitoba
- Minneapolis, St. Paul & Sault Ste. Marie
- Minnesota Transfer
- Minnesota Western
- Minnesota, Dakota & Western
- Northern Pacific

National Historic Landmarks – National Historic Landmarks ca. 2021
Statewide Parcels – compiled parcel boundaries for counties that agree to make data publicly available.
PLSS – Public Land Survey System, also known as Township, Range, and Section
HPC and CLGs – historic preservation commissions and certified local governments ca. 2020
Municipal Boundaries

- **City Boundaries** – city boundaries
- **Township Boundaries** – township and unorganized territory boundaries

County Boundaries – county boundaries
Tribal Government - Minnesota interpretation of the boundaries of the federal recognized tribes within Minnesota.
Historic Aerials

- **Carver County** – historic aerials from 1937, 1969, 1979, 1991, 1997, and 2000
- **Dakota County** – historic aerials from 1927, 1937, 1951, 1957, 1964, 1970, 1974, 1991, 1997, and 2000
- **Dodge County** – historic aerials from 1949 – 1953, 1964 – 1965, and 1991 – 1994
- **Goodhue County** – historic aerials from 1938, 1949, 1951, 1953, 1971, 1980, 1991, and 1997
- **Hennepin County** – historic aerials from 1940, 1953, 1957, 1964, 1969, 1988, 1989, and 2000
- **Itasca County** – historic aerials from 1939 – 1940
- **Ramsey County** – historic aerials from 1940, 1953, 1974, 1985, and 1991
- **Renville County** – historic aerials from 1938
- **Scott County** – historic aerials from 1964
- **St. Louis County** – historic aerials from 1939
- **Stearns County** – historic aerials from 1965, 1973, and 1998

Searching the Map

Public Map Basic Search

Public users can conduct limited searches of the MnSHIP database for unrestricted records within the Public Map.

Click **Open Basic Search** (Figure 19, no. 1) to view query filters. After completing a query, only the results that match your filter parameters will be highlighted on the map. You can also view the results in tabular form by selecting **Table View** (Figure 19, no. 2). The filters are additive, meaning that all the filter criteria must be met for a record to show up in the results. Use the Points, Lines, Polygons, and Restricted tabs in the Table View to view each data subset.

County (Figure 19, no. 3) and **Municipality** (Figure 19, no. 4) are the two spatial data filters. **Spatial Relationship** (Figure 19, no. 5) allows you to limit the results to the properties within the full extent of the map, to just properties within the current map extent, to just properties that intersect shapes drawn on map, or to just properties that intersect uploaded shapefiles.

Historic Inventory Number (Figure 19, no. 6) and **Historic Name** (Figure 19, no. 7) allow searches by property identifiers.

Historic Function/Use Category and Subcategory (Figure 19, no. 8) allow for searches of specific historic property use types.

Architectural Style (Figure 19, no. 9) and **Design Professional** (Figure 19, no. 10) allow for searches of specific styles or properties associated with specific designers, builders, or tradesmen.

National Register of Historic Places (NRHP) Listed (Figure 19, no. 11) allows for searches of individually listed properties. **NR Listed or Eligible** (Figure 19, no. 12) allows for searches of properties that are listed or eligible for the National Register. Once your filters are set, click **Search** (Figure 19, no. 15) to complete the search and view the results. Click **Clear Results** (Figure 19, no. 16) to reset the filters and clear the results.

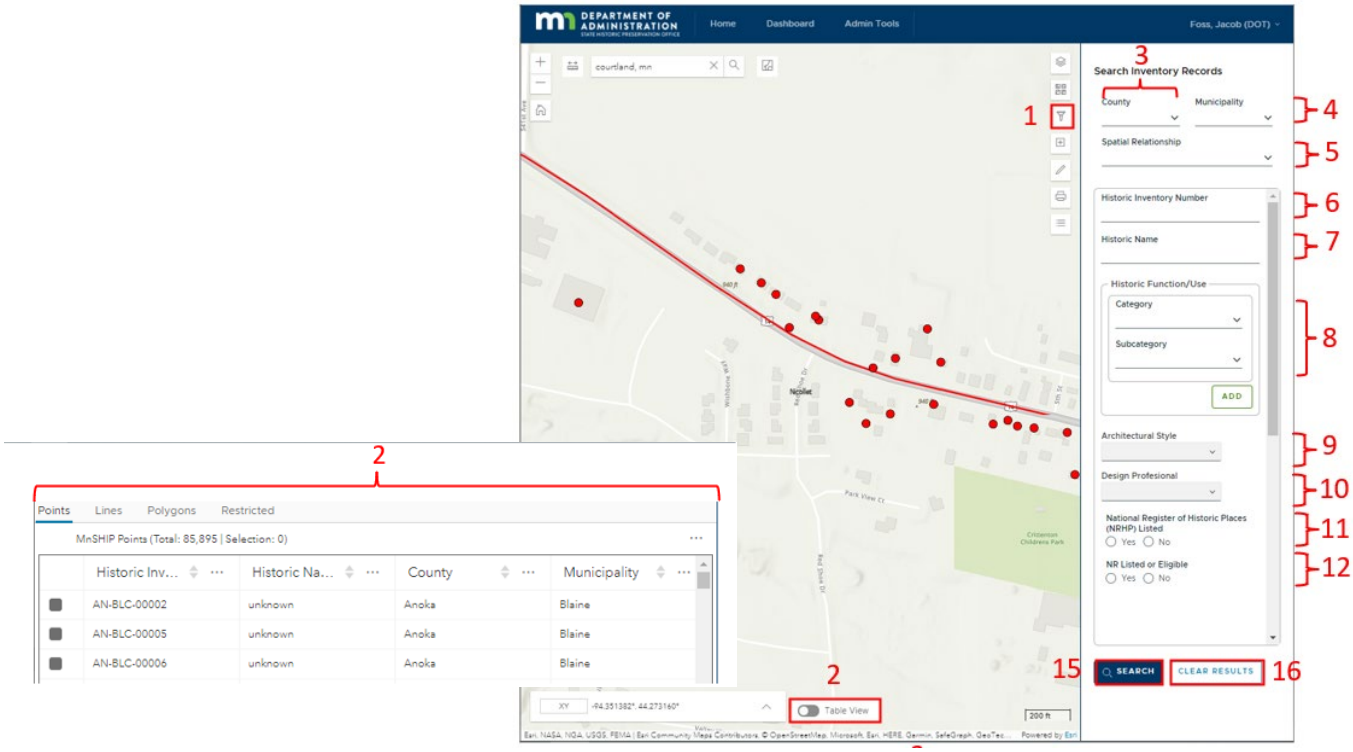


Figure 19. Public Map Basic Search

Public Map Table Search

Click **Table View** (Figure 20, no. 1) to see **tabular data** (Figure 20, no. 2) for all the properties shown on your map extent or that meet your search parameters. Each of the three geometry types has its own table, click **Points** (Figure 20, no. 3), **Lines** (Figure 20, no. 4), and **Polygons** (Figure 20, no. 5) to view tables. Click **Restricted** (Figure 20, no. 6) to view the restricted table.

Columns are sortable. Click **Column Options** (Figure 20, no. 7), then click **Sort Ascending** (Figure 20, no. 8) or **Sort Descending** (Figure 20, no. 9) to sort. Clicking **Up/Down Arrows** (Figure 20, no. 10) also sorts within columns.

Click **Table Options** (Figure 20, no. 11) to view table functions. Click **Show/Hide Columns** (Figure 20, no. 12) to view a list of all the columns. The column names are listed (not shown): those with checkmarks are visible; those without checkmarks are not visible. Click a column name on the list to add or takeaway checkmarks.

Click **Filter by Map Extent** (Figure 20, no. 13) to limited properties on the table to only ones that fall within the currently viewed map extent.

Click **Export to CSV** (Figure 20, no. 14) to export the table to a comma-separated value document. Microsoft Excel can be used to view and edit CSV files. If you want to do complex sorting, formatting, or formulas with the exported data, first use Excel to convert the CSV to an Excel spreadsheet (.xlsx).

Click the **Select Box** (Figure 20, no. 15) next to a record to select it. Click **Zoom to Selected** (Figure 20, no. 16) to zoom to selected properties.

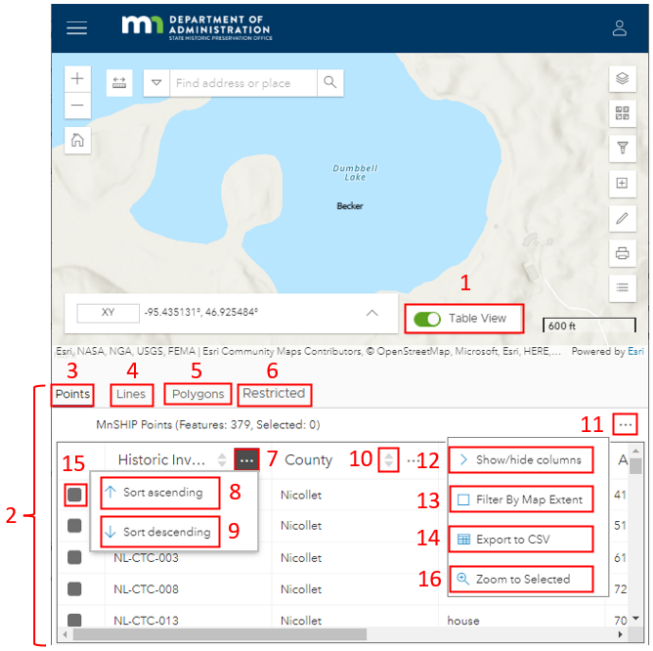


Figure 20. Public Map Table Search

Part III: User Workflows

Overview of the Dashboard

When your account is created, your role is assigned. There are three roles: **Credentialed User, SHPO Staff**, and **SHPO Admin**. SHPO Admin is assigned to individuals at SHPO that administer the application. SHPO Staff is assigned to all other SHPO users. Credentialed User is assigned to all other qualified users that require a MnSHIP account, including consultants, government agency staff, and tribal staff. Review Submitted Forms and SHPO Research cards are only available to SHPO staff.

To access your dashboard, click **Dashboard** (Figure 21, no. 1) in the top ribbon to open your dashboard. The application's main functions are separated into cards, which are visible on the dashboard.

The **Submit an Inventory Form** (Figure 21, no. 2) card is for entering new inventory forms, thereby generating draft inventory forms. Click **New** (Figure 21, no. 3) to open.

The **Inventory Form Batch Upload** (Figure 21, no. 4) card is for drafting multiple inventory forms at once. Click **Upload** (Figure 21, no. 5) to open.
The **Manage Forms** (Figure 21, no. 6) card is for editing draft inventory forms; submitting inventory forms for SHPO review; and for viewing all forms entered into MnSHIP by you organization. Click **Manage** (Figure 21, no. 7) to open.

The **Review Submitted Forms** (Figure 21, no. 8) card is for SHPO staff only and is used to provide SHPO program and eligilbity information. Click **Review** (Figure 21, no. 9) to open.

The **Private Map** (Figure 21, no. 11) card is for viewing locations of all the most recent versions of accepted inventory forms on an interactive map. Click **View Map** (Figure 21, no. 12) to open.

The **Attachment Search** (Figure 21, no. 13) card is for free text searches of all attachments for all versions of accepted inventory forms. Click **Search** (Figure 23, no. 14) to open.

The **Research Records** (Figure 21, no. 15) card is for database queries of all versions of accepted inventory forms. Click **Research** (Figure 21, no. 16) to open.

The **SHPO Research Records** (Figure 21, no. 17) card is for SHPO staff only and is for database queries of all versions of accepted inventory forms as well as SHPO specific reporting. Click **SHPO Research** (Figure 21, no. 18) to open.

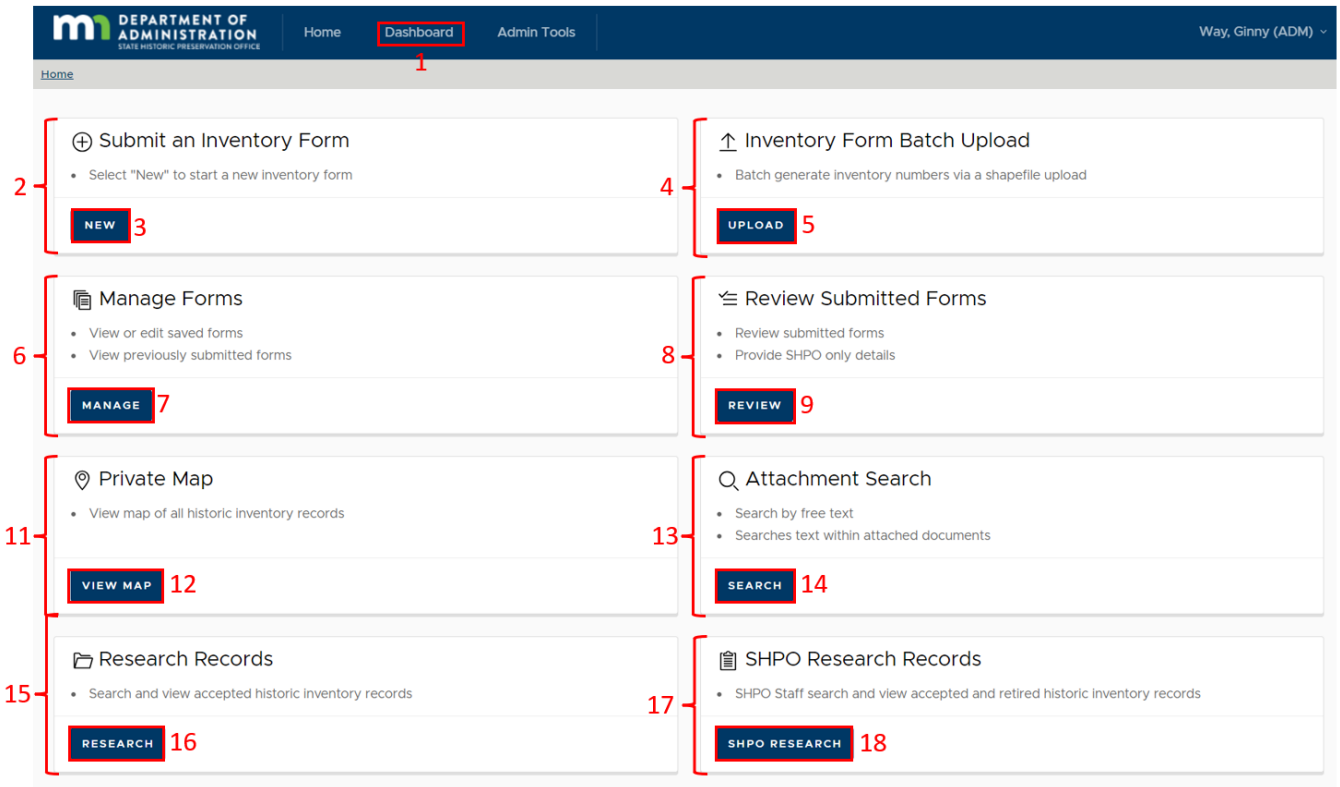


Figure 21. Overview of the Dashboard

Credentialed User Workflows

New forms are added to MnSHIP after a submitter drafts a form, submits it to SHPO for review, and SHPO accepts the form. SHPO reviews forms for accuracy and completeness and if additional work is needed, SHPO can return the form to the submitter for further editing and resubmittal. The new form statuses are 'draft', 'submitted', 'edits requested', 'resubmitted', and 'accepted'. Once a form is 'accepted', it is viewable by all MnSHIP users. Submitters can view their organization's MnSHIP-entered forms, regardless of status, in the Manage Forms card. In the Review Submitted Forms card, SHPO can only see non-accepted forms that are 'submitted' or 'resubmitted'. Below, the upper part of Figure 22 shows actions on the part of the submitter and SHPO and the status changes that are the result of those actions. The lower part of Figure 24 shows which portions of the inventory form are editable within each card.

Note: SHPO staff is **not** notified when an inventory form is submitted. The user must notify SHPO that forms are ready to be reviewed through the appropriate program processes. Submission processes can be found on the SHPO website.

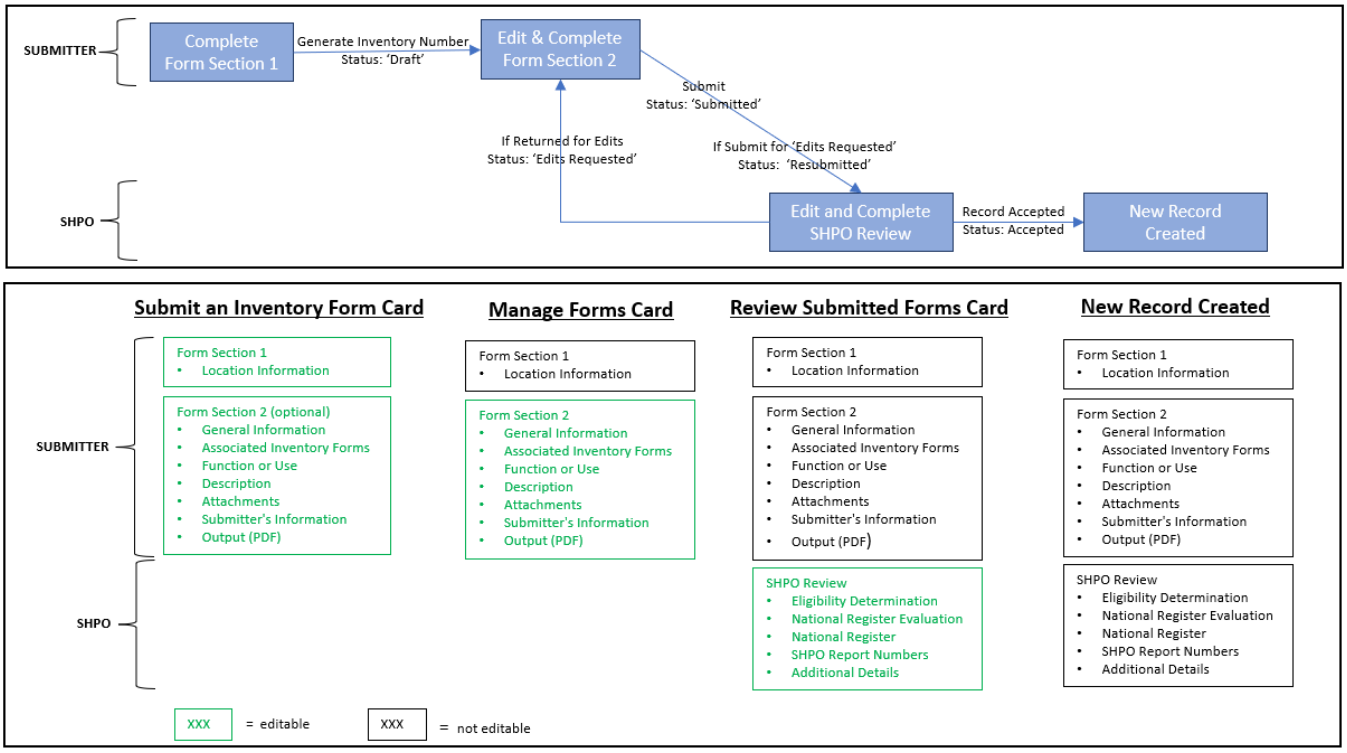


Figure 22. Credentialed User Workflows

Submit a New Inventory From

Identifying that the property that you plan to document has not already been recorded is necessary before submitting an inventory form. Check the Private Map to see if there are existing records near your property of interest. View these records to confirm they are not your property of interest. Remember that the locations shown on the map are not exact, and can be off by hundreds of feet, so include a wide search area in your analysis. Previously recorded properties without map geometry do not show on the Private Map (or any other map in the application), so search the address (the number and street – "1234 Main Street") and PLSS (township, range, section) of the property of interest on the Research Form card to verify that the search returns are not your property of interest.

Once you verified that your property of interest has not already been documented, click New on the Submit an Inventory Number card to draft an inventory form. The inventory form has two parts. Location information is in Section 1; all other data filled out by submitter is in Section 2 (Figure 24).

The *Historic and Architectural Survey Manual* outlines *when* a property needs to be inventoried, Appendix A of this document outlines *what* information should be entered in each field of the inventory form. Below are guidelines on *how* this information should be entered into inventory forms.

There are a few fields that are always required, these are:

- map geometry,
- address (point geometry only)
- acres,
- historic name,
- restricted status, and
- preparer name.

Additional fields may be required based on entries/values in other fields. For instance, you must enter a From Year and To Year for Date(s) Constructed. A **red asterisk** (Figure 23, no. 1) denotes a required field. If a save is attempted and a required field is not entered, or any entry is invalid, then an **error message** (Figure 23, no. 2) appears, the **field is highlighted** (Figure 23, no. 3), and an **error explainer** (Figure 23, no. 4) appears.

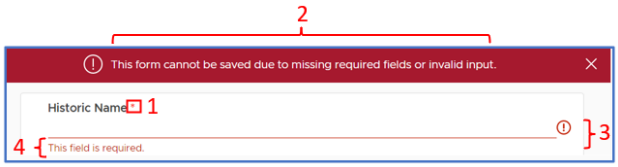


Figure 23. Error Message

SHPO staff is NOT notified when an inventory form is submitted. The user must notify SHPO that forms are ready to be reviewed through the appropriate program processes, found on the SHPO website.

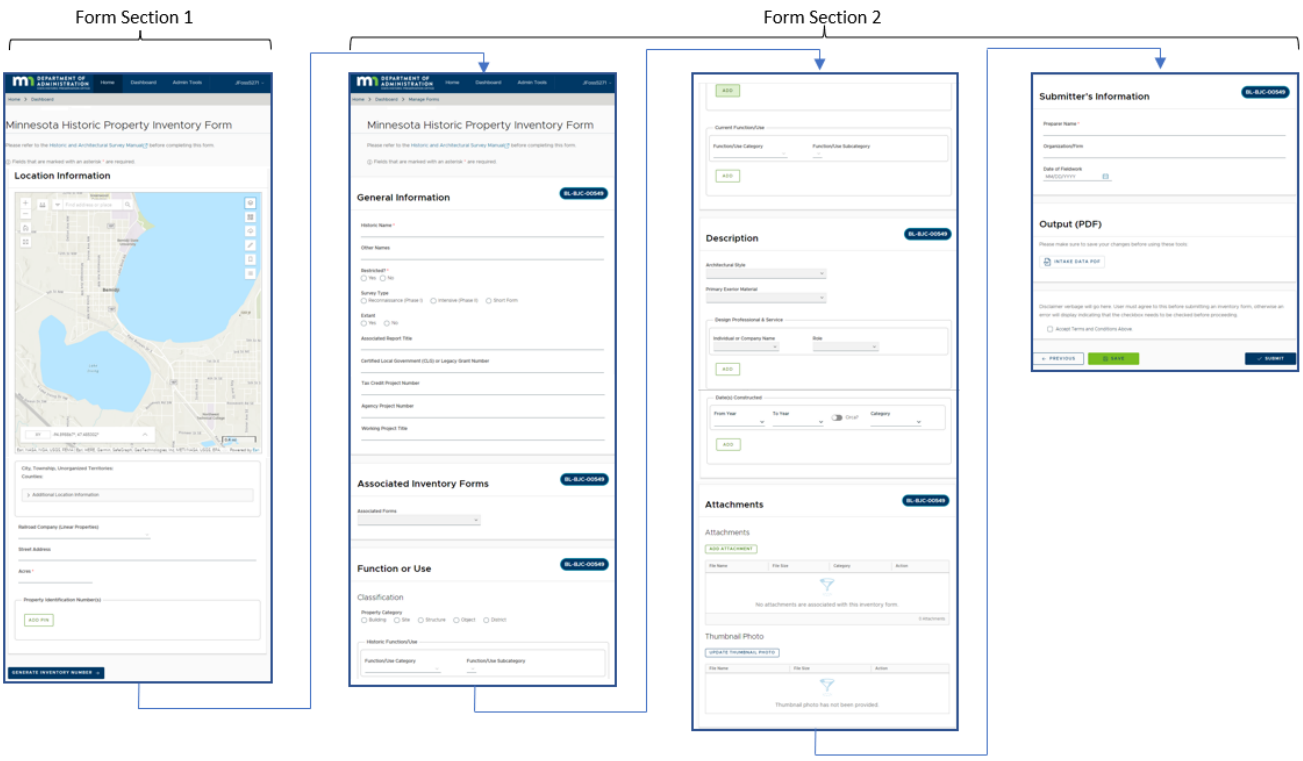


Figure 24. Inventory Form Sections

Field Entry Types

Text (Figure 25, no. 5) fields allow for entries of commonly used characters up to a set character limit. **Single select** (Figure 25, no. 6) fields allows for a single value to be selected from several options. **Toggle** (Figure 25, no. 7) fields allows for the turning an option 'on' (green), or 'off' (grey). **Multi-select** (Figure 25, no. 8) fields allows for multiple selections from a picklist. Type letters for desired selection in **text box** (Figure 25, no. 9) to narrow picklist. Some multi-select fields allow for the selection of **Other** (Figure 25, no. 10) which allows user to type a value not on picklist. **Date picker** (Figure 25, no. 11) fields allow for selecting a date from **calendar** (Figure 25, no. 12) or for entering the date in **MM/DD/YYYY format** (Figure 25, no. 13). **Add** (Figure 25, no. 14) buttons allow for adding a new set of values to be entered. Click the **right-facing arrow** (Figure 25, no. 15) to expand and the **down-facing arrow** (Figure 25, no. 16) to collapse.

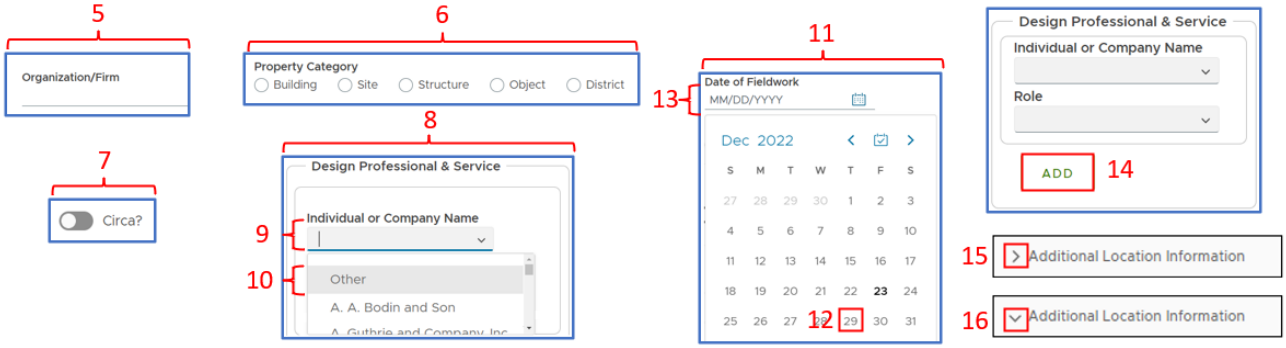


Figure 25. Field Entry Types

Location Entry

The first step for entering a new inventory form is to add the location to the Location Information Map. The Location Information Map has many of the same widgets and layers that are available on the Public Map and Private Map. Only the widgets and functions that are unique to the Location Map are discussed here.

Click **Draw Feature** (Figure 26, no. 1) to open the Draw Feature Dialog Box. Click **Draw a Point** (Figure 26, no. 2), **Draw a Polyline** (Figure 26, no. 3), or **Draw a Polygon** (Figure 26, no. 4) to add features. Properties in which there is a single primary building, such as a house or school, should be depicted as a point on the primary building. Linear properties such as roads and railroads should be drawn as lines. Districts or complexes should be drawn as polygons. Properties must have a least one feature of any geometry type and can be composed of multiple features of multiple geometry types. For example, a discontiguous district can be drawn as separate polygons.

Click **Select Feature** (Figure 26, no. 5) or **Select by Rectangle** (Figure 26, no. 6) to select features. Click and drag the **vertex box** (Figure 26, no. 7) to stretch the feature. Click and drag the **white circle above feature** (Figure 26, no. 8) to rotate. Click and drag within the feature to reposition.

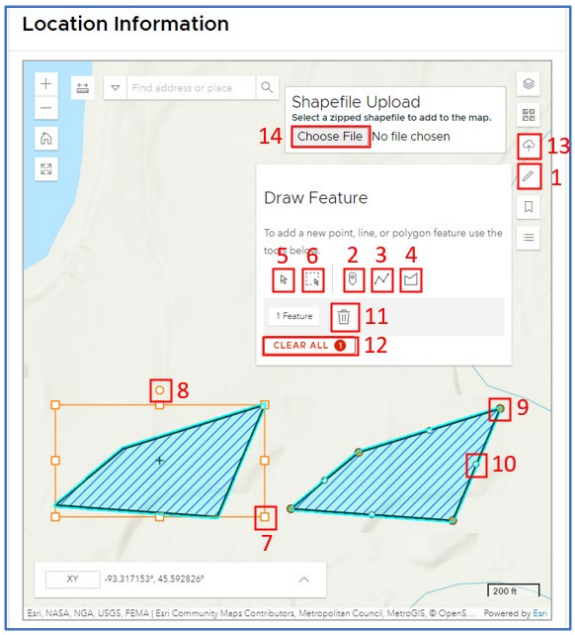


Figure 26. Draw Features and Upload Shapefiles

To edit vertices, select the feature then click on the selected feature again. Click and drag the **orange vertex circle** (Figure 26, no. 9) to move the vertex to the desired location. Click and drag the **white mid-vertex circle** (Figure 26, no. 10) to move mid-vertex to desired location. To erase, select features and click **Delete Feature** (Figure 26, no. 11) to delete selected features or **Clear All** (Figure 26, no. 12) to erase all features.

To upload geometry from an existing GIS dataset, click **Upload Shapefile (Feature)** (Figure 26, no. 13). Click **Choose File** (Figure 26, no. 14) to locate the zipped shapefile on your computer, and then click Open once the file is located. Note: uploaded shapefiles must be less than 70kb in storage size. **Please note that once an inventory number is generated, the geometry cannot be changed until the record is submitted and accepted by SHPO staff. If the geometry is incorrect, please email MnSHIPHelp.ADM@state.mn.us the correct geometry, and it will be updated once SHPO staff review and accept the form. Geometry can be also be updated during an inventory form update; see the process for Updates below.**

Automatically Calculated Values

Several fields on the Location Information page automatically calculate, these are: **City, Township, Unorganized Territories** (Figure 27, no. 15); **Counties** (Figure 27, no. 16); **USGS Quad Names** (Figure 27, no. 17) **PLSS** (Figure 27, no. 18); **UTM Coordinates** (Figure 27, no. 19); and, for polygon-only properties, **Acres** (Figure 27, no. 20).

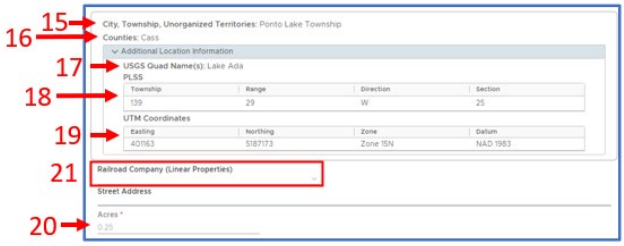


Figure 27. Automatically Calculated Values

Railroad Properties

If you are inventorying a railroad corridor, please check the MnSHIP map first to ensure that the corridor has not already been inventoried. If it has, check whether the corridor has been evaluated using the current (2013) railroad Multiple Property Documentation Form (MPDF). If it has, the line does not need to be reevaluated. If the corridor has not been previously inventoried, generate the inventory number by selecting the company from **Railroad Companies (Linear Properties)** (Figure 27, no. 21).

Associated properties, such as bridges and depots, should be inventoried using the standard inventory number-generation process (e.g., do not select an associated Railroad Company for these properties). XX-RRD inventory numbers are only for railroad corridors.

Upload Attachments & Thumbnails

The Attachments section in Section 2 of the inventory form is for uploading supplementary data. There are two parts to the section: **Attachments** (Figure 28, no. 1) and **Thumbnail Photo** (Figure 28, no. 2).

The Attachments section is for uploading narrative descriptions, a statement of significance bibliography, maps, images, and other information needed to document the property. See the *Historic and Architectural Survey Manual* for guidance on attachment pages and other supplementary information.

Note: There is no longer a standardized attachment, however, a suggested template is provided in Appendix C. The maximum size for a single uploaded file is 100mb; the maximum size of all the uploaded files is also 100mb. The acceptable file type is limited to PDFs. It is preferable that the PDF is been Optical Character Recognition (OCR).

When uploading supplementary information, it's best practice to upload as few individual files as possible. For example, if you have two maps, six photos, and a document with the narrative, statement of significance, and bibliography, you should combine them into a single PDF before uploading.

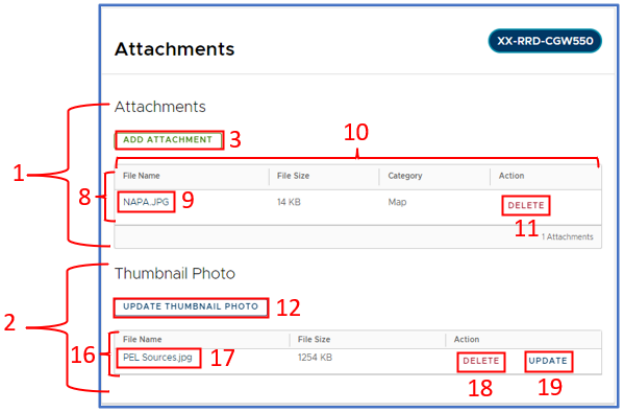


Figure 28. Upload Attachments and Images

Click **Add Attachment** (Figure 28, no. 3) to open the **Add Attachment dialog box** (Figure 29, no. 4). Click **Choose File** (Figure 29, no. 5), navigate to the file you'd like to upload, and then click Open (not shown). All Attachments should use this naming convention:
Inventory number_date of submission (YYYYMM)

Chose a **Category** (Figure 29, no. 6) that best fits your file and then click **Add** (Figure 29, no. 7).

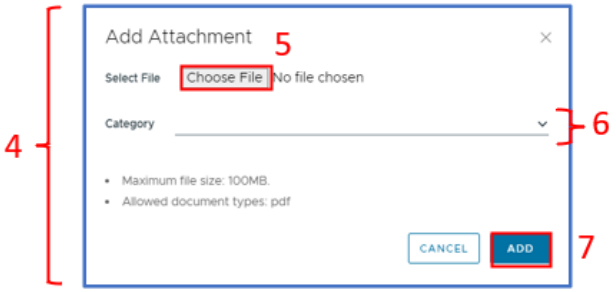


Figure 29. Add Attachment Dialogue Box

Uploaded files appear on the **Attachments list** (8). Click a **file name** (Figure 28, no. 9) on the list to open that file. Click the **columns headers** (Figure 28, no. 10) to sort. Click **Delete** (Figure 28, no. 11) to delete that file.

All Attachments submitted by form preparers should use this naming convention:

Inventory number_date of submission (YYYYMM)

Ex.: TR-LAK-00007_202312

In addition to the naming convention for attachments that form preparers follow, SHPO staff can directly upload additional documentation to inventory records, and follow an associated set of naming conventions. This directly uploaded documentation can include legacy documentation that had not been scanned and uploaded into MnSHIP previously, new National Register nominations and Tax Credit program documents that are received through through those program areas, and supplemental information generated outside of a formal compliance project submittal.

Table 1: MnSHIP Naming Conventions			
	Attachment Type	**Naming convention**	**Example**
1	Legacy Inventory File	[Inventory #]	PE-TFC-00018
2	Legacy National Register File	[Inventory #]-NR File	PE-TFC-00026-NR File
3	Compressed Legacy National Register files	[Inventory #]-NR File_compress	BE-MKC-00400-NR File_compress
4	Culled Legacy National Register files	[Inventory #]-NR File_compress_partial	GD-FLC-00024-NR File_partial
5	Update or New Inventoried Property	[Inventory #]-_date of submission	TR-LAK-00007_202312
6	New National Register NRHP listings	[Inventory #]_NPS_Nomination	HE-MPC-00164_NPS_Nomination
7	New National Park Service Determination of Eligibility	[Inventory #]_NPS_DOE	AK-WKB-00008_NPS_DOE
8	Additional Documentation to a NRHP listed property	Inventory number_Add Doc	KC-IVC-0004_Add Doc
9	Additional Documentation to a NRHP listed property (with two or more updates to nomination)	[Inventory #]_Add Doc_YYYMM	KC-IVC-0004_Add Doc_202409
10	Removal of a NRHP property	[Inventory #]_Removal	SN-FCC-00001_Delist
11	Historic Tax Credit Part 1 Application	[Inventory #]_Part 1	RA-SPC-05447_Part 1
12	NRHP Evaluations	[Inventory #]_SHPO _NRHP Eval	DK-EGC-00110_NRHP Eval
13	Certified Local Districts	[Inventory #]_NPS_CertLocalDist	RA-SPC-04581_CertLocalDist

The **Thumbnail Photo** (Figure 28, no. 2) section is for uploading a single image of the property that will be used throughout the application as a quick visual reference. When selecting an image to use as a thumbnail, be sure to choose one that best exemplifies the character of the property.

Click **Update Thumbnail Photo** (Figure 28, no. 12) to open the **Update Thumbnail Photo dialog box** (Figure 30, no. 13). Click **Choose File** (Figure 30, no. 14), navigate to the file you'd like to upload, click Open (not shown), and then click **Add** (Figure 30, no. 15).

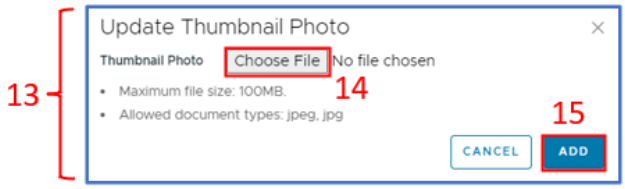


Figure 30. Update Thumbnail Dialogue Box

Uploaded files appear on the **Thumbnail Photo list** (Figure 28, no. 16). Click the **file name** (Figure 28, no. 17) on the list to open the file. Click **Delete** (Figure 28, no. 18) to delete that file. To change the thumbnail photo click **Update Thumbnail Photo** (Figure 28, no. 12) or **Update** (Figure 28, no. 19).

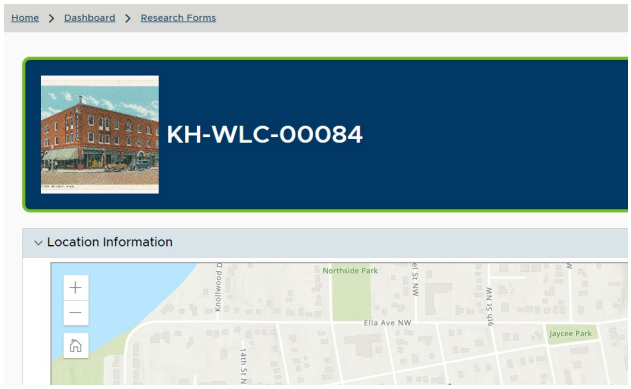


Figure 31. Example: Record with Thumbnail

Output PDF

MnSHIP allows users to create a single PDF of the data entered for an inventory form. This feature is in Part 2 of the inventory form, within the **Output (PDF)** (Figure 32, no. 1) section.

The PDF that is generated shows the map data entered for the property, all the data fields filled out for Section 1 and Section 2 of the inventory form , and uploaded Attachments.

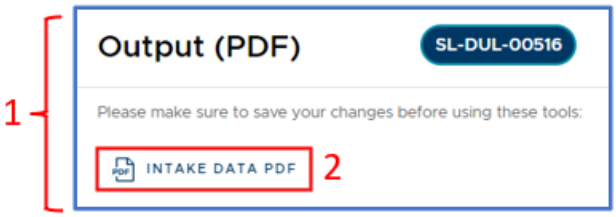


Figure 32. Output PDF

In order to generate a PDF, you first must click Save (not shown) at the bottom of Part 2 of the inventory form, then click **Intake Data PDF** (Figure 32, no. 2). After a short interval (5-20 seconds) the PDF should appear in your web browser. If it does not appear, then check your computer's Downloads folder.

The generated PDF shows **Part 1 and Part 2** (Figure 33, no. 3) of the inventory form, along with any **Attachments** (Figure 33, no. 4).

The PDF's file name, page number, and generation date are shown in the **bottom right corner** (Figure 33, no. 5) of the Part 1 and Part 2 portions of the document. The **file name** (Figure 33, no. 6) is composed of the 'Intake_Form_' prefix, followed by the inventory number, then by the date of the last save. The **page number** (Figure 33, no. 7) and **PDF generation date** (Figure 33, no. 8) are also shown. Note that the PDF's file name, page number, and generation date are not added to the portions of the document containing the Attachments.

Tips

- Prior to creating the PDF you can change the extent, zoom level, and the layers shown on the **map** (Figure 35, no. 9) by panning the location and/or turning layers on/off on the map in Section 1.

- The Attachments are shown in alphabetical order of the File Name.

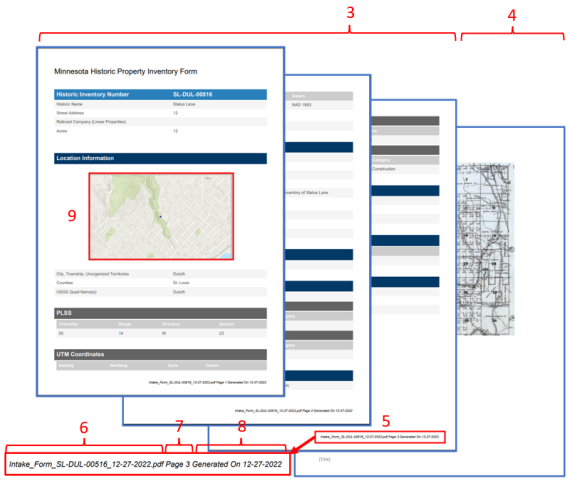


Figure 33. Generated PDF

Batch Upload

MnSHIP allows users to create up to 100 new inventory forms at once. This function can only be used for newly inventoried properties that contain a single geometry type (point, line, or polygon). If you are updating a form, you cannot utilize batch upload. This function involves uploading a specifically formatted point, line, or polygon zipped shapefile, resulting in draft inventory forms that you can access, complete, and submit in your Manage Forms card. Be deliberate when you use this function, since you can potentially create many inventory forms at once and it is bad practice to generate inventory numbers for properties that you do not end up submitting to SHPO for review.

To access the batch upload function, click Inventory Form Batch Upload on the Dashboard.

Click **Upload Shapefile** (Figure 35, no. 1). In the Upload a Zipped Shapefile box, click **Template** (Figure 34, no. 2) to download a zipped folder. This folder contains blank shapefiles for points, lines, and polygons. The folder also contains README.txt document that explains the constraints required for successful batch upload, which include:

- template is matched exactly,
- no more than 100 features are in shapefile,
- all required fields are filled out,
- all entered values match MnSHIP domain values, and
- all character length limits are followed.

Open the needed geometry type shapefile template in GIS and populate features and fields that conform to README.txt.

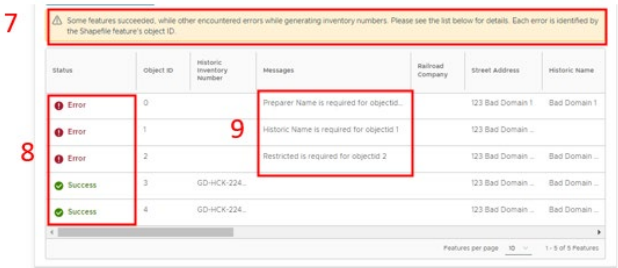


Figure 34. Batch Upload Report

Figure 35. Upload Zipped Shapefile

After you confirm that the shapefile conforms to README.txt, zip it. Click **Upload** (Figure 34, no. 3). You'll notice that the features appear on the **map** (Figure 35, no. 4) and on the **table** (Figure 35, no. 5). Click **Submit & Generate** (Figure 35, no. 6) to process the uploaded features. An **error message** (Figure 36, no. 7) appears if any of the properties did not upload correctly. The **Status** (Figure 36, no. 8) field in the table shows which properties were successfully uploaded or had errors. The **Messages** (Figure 36, no. 9) field explains the error.

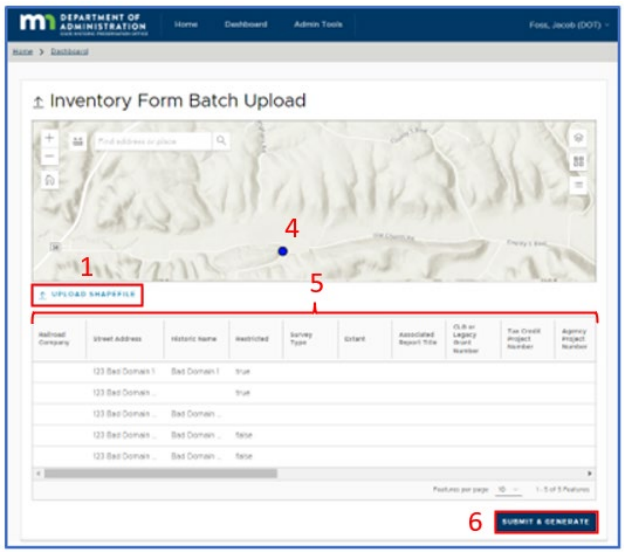


Figure 36. Batch Upload Inventory Forms

Batch upload only allows you to populate some of the intake form fields and you cannot upload any attachments. Go to Manage Forms to complete the inventory form, attach documents, and submit to SHPO for review.

Manage Forms

The **Manage Forms card** is for editing draft inventory forms; submitting inventory forms for SHPO review; and for viewing all the forms entered by your organization in MnSHIP. Click Manage within Manage Forms on the dashboard to open.

The **form table** (Figure 37, no. 1) shows all the forms that meet your search filter parameters. The default form table returns all properties entered in MnSHIP by your organization. Use **search parameters** (Figure 37, no. 2) and then click **Search** (Figure 37, no. 3) to filter results. Click **Clear Results** (Figure 37, no. 4) to reset search parameters. Click any of the **column headers** (Figure 37, no. 5) to sort the table. Click an **inventory number** (Figure 37, no. 6) from the form table to open a form. Once open, you can edit or submit forms that have a 'Draft' or 'Edits Requested' status and view forms that have a 'Submitted', 'Resubmitted', or 'Accepted' status.

Click **Export As…** (Figure 37, no. 7) to create a **CSV** (Figure 37, no. 8) or a **Shapefile** (Figure 37, no. 9) for the properties shown on the form table. The comma-separated value (CSV) option creates a document that can be opened and edited in Excel. If you want to do complex sorting, formatting, or formulas with the exported tabular data, first use Excel to convert the CSV to an Excel spreadsheet (.xlsx). The shapefile option creates a single shapefile for each geometry type (point, line, polygon), so forms with more than one geometry type will be split across multiple shapefiles. Not all the form attributes are included in the shapefile; you will need do a 'join by attribute' in GIS to join the full tabular data from the CSV export to the spatial data from the shapefile export.

If a new inventory form is erroneously created, for example, you've generated numbers but no longer need them and/or will not be preparing forms for them, please change the Historic Name to "Number Unused" and submit the record. SHPO staff will accept it without review to prevent gaps in the inventory numbering.

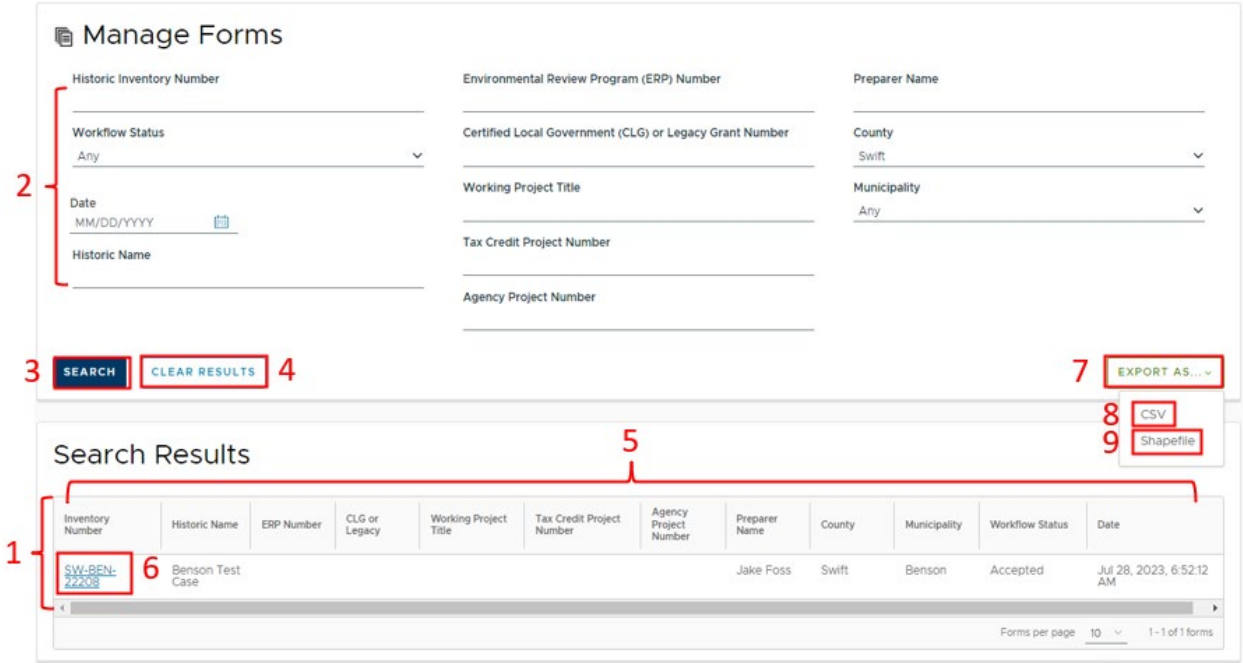


Figure 37. Manage Forms Card

Research Records

The **Research Records card** is where users can interact with and query MnSHIP's database. All form versions of accepted MnSHIP properties can be queried in Research Records. Users can select and open inventory forms from Research Records. Click Research within Research Records card on the dashboard to open.

The **search results** (Figure 38, no. 1) shows all the records that meet your research parameters. The default form table returns all properties entered in MnSHIP. Use **search parameters** (Figure 38, no. 2) and then click **Search** (Figure 38, no. 3) to filter results. Basic research fields always remain visible. More advanced research fields can be found by expanding the carrots next to the search categories PLSS, Architecture and Design Professional, Historic Function/Use, and SHPO Review. Click **Clear Results** (Figure 38, no. 4) to reset search parameters. Click any of the **column headers** (Figure 38, no. 5) to sort the table. Click an **inventory number** (Figure 38, no. 6) from the table to open a form.

Click **Export As…** (Figure 38, no. 7) to create a **CSV** (Figure 40, no. 8) for the properties shown on the form table. The comma-separated value (CSV) option creates a document that can be opened and edited in Excel.

Tips

- Inventory numbers have 5 digits after the county and city codes. Be sure to include the leading zeros for the most accurate return when searching by inventory number.
- All parameters, except for PLSS, execute AND searches, so results only show returns that fit all the parameters. The PLSS parameter functions as an OR search when multiple PLSS' are entered and an AND search when combined with other parameters.
- Selecting 'Any' in Versions Included in Search will include all versions of the records.
- National Register Listed or Eligible under SHPO review will search for properties listed in the NRHP or those found eligible by SHPO.

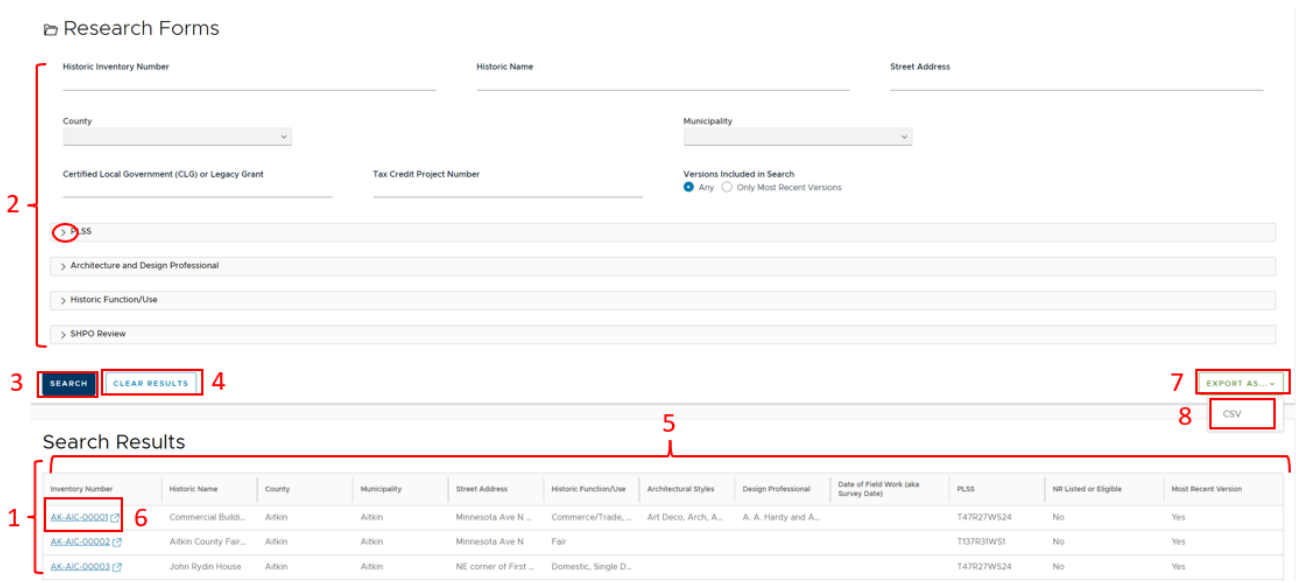


Figure 38. Research Forms Card

A researcher will be alerted to versions in two ways. The first is through Research Records. When you search an inventory number you will notice multiple returns. The original “legacy” inventory information will include only the inventory number (Figure 39, no. 1). Subsequent versions will have the inventory number and a date in parentheses (Figure 39, no. 2).

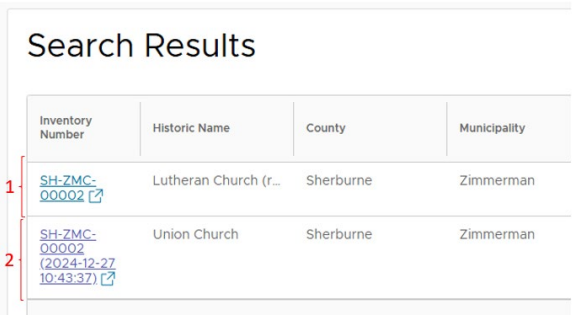


Figure 39: Versions within MnSHIP Search Results

Within all versions of the record a Versions panel (Figure 40, no. 2) appears above the Location Information showing a list of versions. In all but the most recent version of the form, a warning to the user is also visible (Figure 40, no. 1).

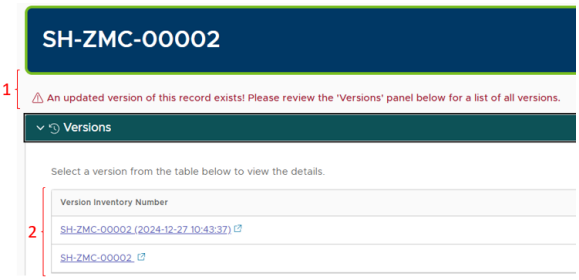


Figure 40: Versions within the Inventory Record

Updating an Inventory Form

An inventory form should be updated anytime substantive information is being added, deleted, changed to an inventoried property (see Figure 39). This does not include editorial changes such as misspelling, discovery of a more precise construction date, or augmenting a style. Contact MnSHIPhelp.ADM@state.mn.us to report an editorial error or for help determining is an update is necessary.

The mechanics of updating an inventory form are similar to submitting a new inventory form, but the first few steps are different. Instead going to the 'Submit an Inventory Form' card, you need to first select a form to update by either opening it in 'Research Records' or in the 'Private Map'.

Only the most recent versions of records can be updated. MnSHIP only allows one draft update at a time per form. If the Update option is not available, either the record is not the Most Recent Version or a draft update of the record has already been created by another user. If you need to update a record that is also being updated by another user, contact SHPO staff (MnSHIPhelp.ADM@state.mn.us).

The only time the form preparer can add or change geometry is when they are doing a new form or an initial form update - there is an option at that point to clear the current geometry and add new geometry. Once the form is submitted, even if later returned, then the geometry is" locked" until accepted at which point SHPO staff can direct-edit the geometry.

When preparing an update for an inventory form that already has geometry, please correct the geometry as needed, but do not upload additional geometry without removing previous geometry, as it results in multiple geometry within a single record.

Once a form update is initiated, most of the previous version's fields prepopulate in the update form. Fields that do not transfer to the new version include non-thumbnail attachments, preparer name, and the date of fieldwork. The SHPO Review fields are viewable on the update form but are not editable.

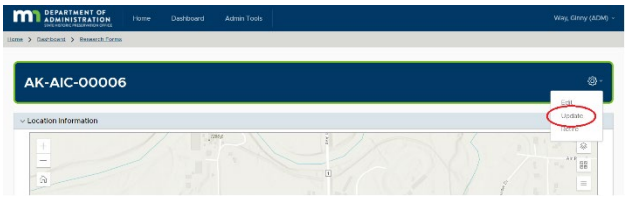


Figure 41. Action Dropdown Menu (“Update” circled in red)

There is no functional difference between completing a new inventory form and completing the updated inventory form. Like a new inventory form draft, the draft update inventory form can be accessed in 'Manage Forms'. The submittal/edits requested/resubmittal/accepted steps are identical to a new inventory forms.

After revisions are accepted by SHPO staff all versions of the form will be searchable in Research Records and SHPO Research Records (see Figure 40). The versions are differentiated by the date and time stamp after the inventory number. The **original submission** (Figure 42, no. 2) has only the inventory number. The **new submission** (Figure 42, no. 3) has the date and time stamp associated with SHPO acceptance.

Research Forms offers an option for searching inventory information. You can either search **Any** version of a form, which would search the original as well as any updates, or you can search **Only the Most Recent Version**, which will return a more limited number of results.

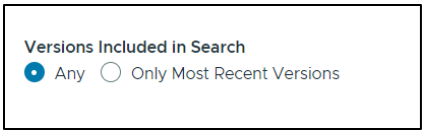


Figure 42. Version Search Parameter

Version information can also be found in the search results of the Research Forms card and the SHPO Research Forms card (Figure 41).

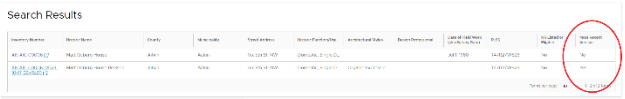


Figure 43. Versions in Search Results

All versions of an inventory record are viewable in any related inventory form. By opening the carrot next to **Versions** (Figure 42, no. 1) in an inventory record, you can see all version of that form. If you are in not in the Most Recent Version a **Warning** (Figure 42, no. 4) that an updated version of the form (Figure 42, no. 3) is available.

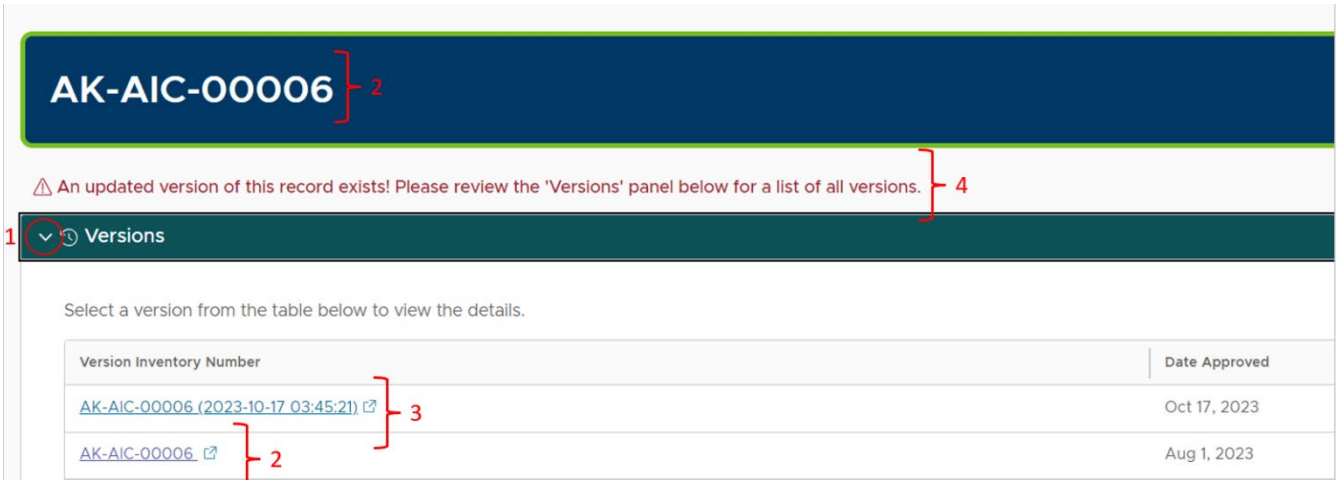


Figure 44. Versions of Inventory Records

Attachment Search

The **Attachment Search** card (Figure 46) provides a way for users to conduct free text searches across all of the Attachments in MnSHIP. Click Search within Attachment Search on the dashboard to open.

Figure 45. Attachment Search Example

(Figure 44, no. 5). Select a PDF file to open by

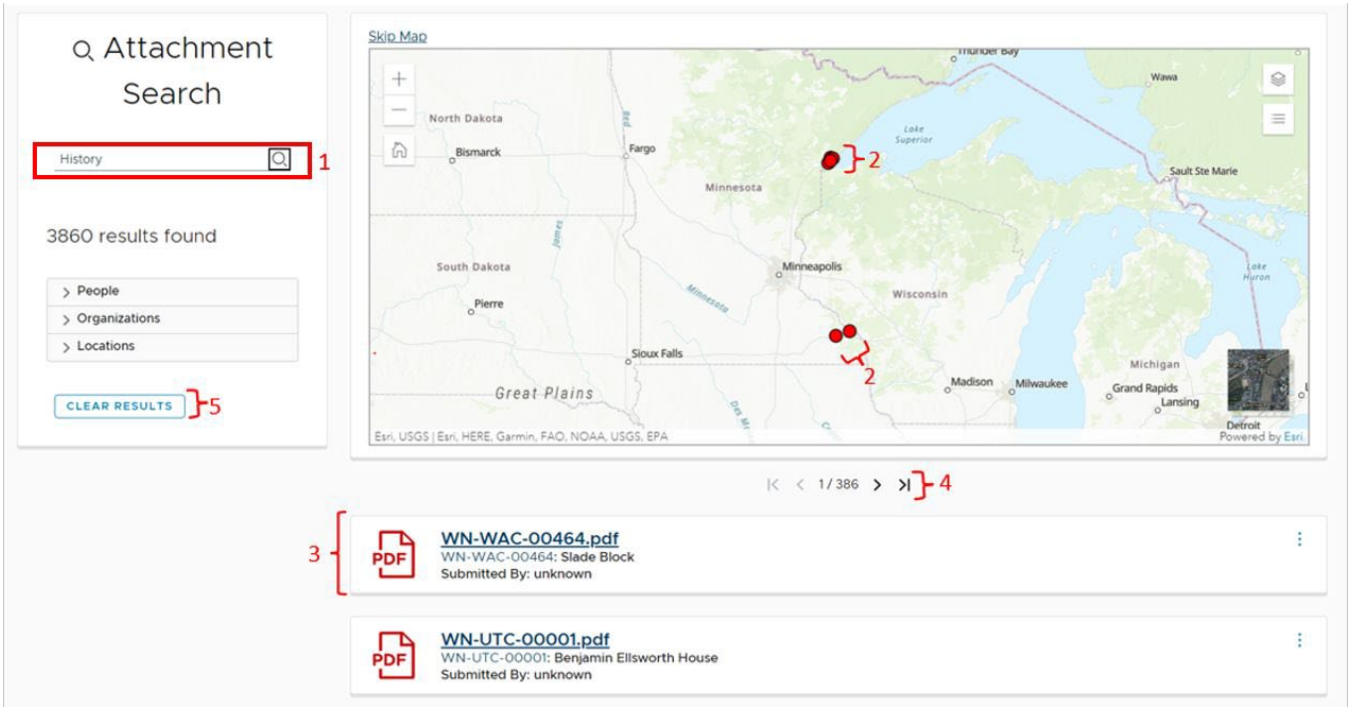
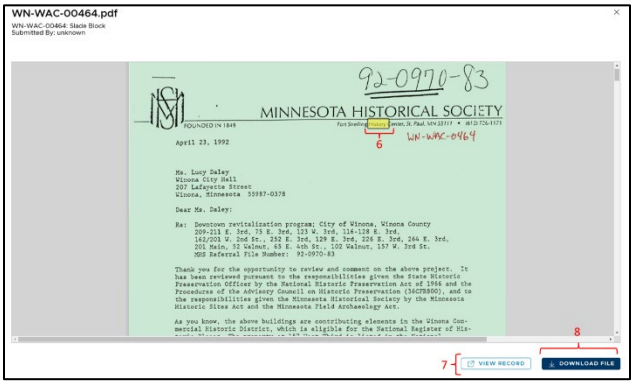


Figure 46. Attachment Search Card



Enter a word or phrase into the **search window** (Figure 44, no. 1) and click 'enter' on the keyboard. If you search "Itasca State Park" it will return documents with that exact phrase only. If you search for Itasca State Park it will return documents with any or all the words searched. Search results are displayed based on the inventory number associated with the attachment. Results, in groups or tens, are found graphically on the **map** (Figure 44, no. 2) as well as **individual PDFs** (Figure 44, no. 3). You can scroll through results by clicking the **arrows** (Figure 44, no. 4). To clear results and return to the Attachment Search card, click **Clear Results** clicking the PDF name (large blue underlined text) from the list. Search results are displayed based on the inventory number associated with the attachment. You will be able to scroll through the entire PDF in this window. The if you do not use quotes in your search the search term is **highlighted in yellow** (Figure 43, no. 6). Note that if you use quotes (i.e. "Itasca State Park") in the search, the term will not be highlighted in the document. To download the file click **Download File** (Figure 43, no. 7). To view the record within the MnSHIP application click **View Record** (Figure 43, no. 8).

Review Submitted Forms (SHPO only)

The 'Review Submitted Forms' card is where SHPO staff reviews submitted forms and fills out the 'SHPO Review' fields for the property. SHPO can accept the form or send it back to the submitter for edits. Once a form is accepted, it appears in the 'Private Map', 'Public Map' (if it is not for a Restricted property), 'Research Records', 'SHPO Research Records', and 'Attachment Search' cards.

The 'SHPO Review' fields contain data that fall into three broad categories: Eligibility Determinations (designation status at the national, state, and local levels); National Register Evaluation (includes National Register evaluation status and Environmental Review Program decisions); and administrative data (e.g., report numbers, old numbers, and whether a property has been identified as a traditional cultural property or place [TCP]).

The **Eligibility Determination** (Figure 46) section records official listing information reflecting decisions made by entities other than the SHPO, including the National Park Service and the state legislature. Local designation is provided as a courtesy only and should be confirmed with the municipality.

Once a SHPO staff member clicks on **Review Submitted Forms** card on the dashboard, the **Review Submitted Forms** page opens (Figure 45, no. 1). Use the **search parameters** (Figure 45, no. 2) to filter searches. After clicking **Search** (Figure 45, no. 3) the **search results table** (Figure 45, no. 4) is generated. Click **Clear Results** (Figure 45, no. 5) to reset search parameters.

Click **column headers** (Figure 45, no. 6) to sort within this table or click **Export CSV** (Figure 45, no. 6) to export table. Click an **inventory number** (Figure 45, no. 8) from the form table to open a form. Once open, you can review existing forms.

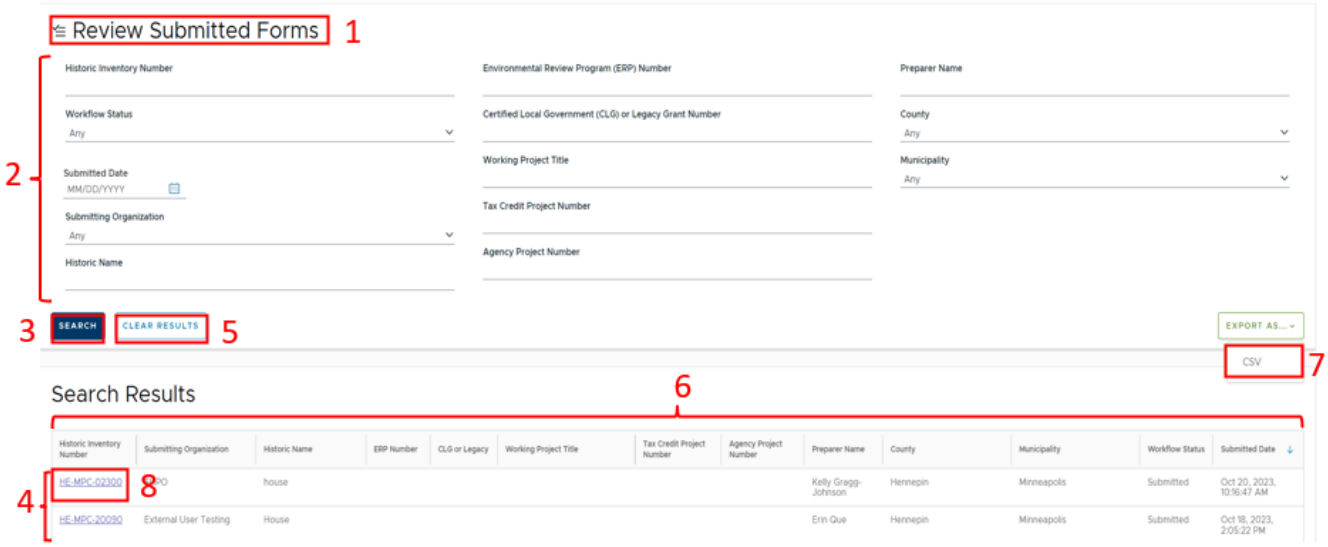


Figure 47. Review Submitted Forms (SHPO Only)

Erroneous Submittals

If an inventory form was erroneously created and submitted for a property that should not have been inventoried, the form should be accepted, and then immediately edited by SHPO staff as follows:

1) Clear all the property specific information (leave geometry as-is).
2) Change the Historic Name to "Number Unused."

The form may already be flagged by a consultant with "Number Unused" in the Historic Name. If an

inventory form **update** was erroneously created and submitted for a property (confirm that it is an update and not an original form), it can be deleted from Review Submitted Forms.

SHPO Review

After clicking on an inventory number to begin review, scroll to the bottom of the inventory page and click the **SHPO Review** button.

Toggle the **check box** (Figure 46, no. 1) next to each applicable determination. The **details boxes** (Figure 46, no. 2) will open. Complete the information as appropriate. Use the **Add** (Figure 46, no. 3) button to add an additional entry. Appendix A of this document outlines *what* information should be entered in each field of the inventory form.

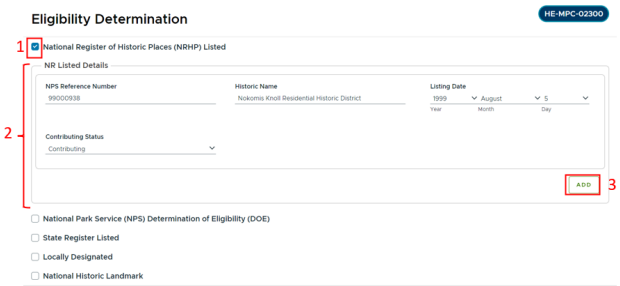


Figure 48. Eligibility Determination

The **National Register Evaluation** (Figure 47, no. 1) section is where SHPO eligibility evaluation decisions are recorded. If the inventoried property is an individual or multiple resource property that has been assessed for *individual* eligibility, SHPO staff will record the eligibility status in the **Individual Resource Evaluation Status** (Figure 47, no. 2).

If the inventoried property is an individual resource within an identified district or complex the SHPO will enter the relevant information multiple resource information and the individual resource's contributing status in the **Resource Within Identified District or Complex Evaluation Status** (Figure 47, no. 3) box. Use the **Add** (Figure 47, no. 4) button to add an additional entry.

The **Environmental Review Program (ERP) Determination** (Figure 47, no. 5) is where SHPO's eligibility concurrence and the related ERP number are recorded.

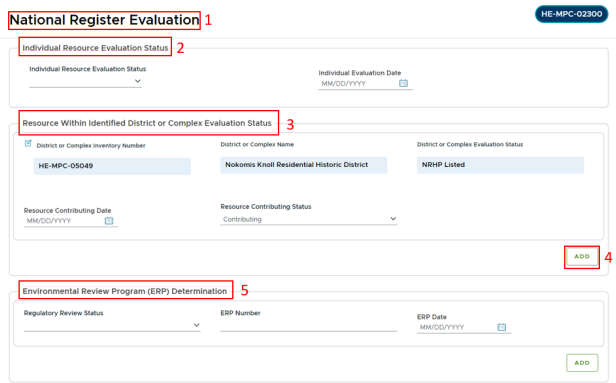


Figure 49. National Register Evaluation

The remainder of the fields in the SHPO review form are primarily used for administrative purposes. The **National Register Listed or Eligible** (Figure 48, no. 1) section is completed so that the map and the research results are more easily searchable. The **SHPO Report Numbers** (Figure 48, no. 2) field is used to record the report numbers with which an inventoried property is associated. Use the **Add** (Figure 48, no. 3) button to add additional associated reports.

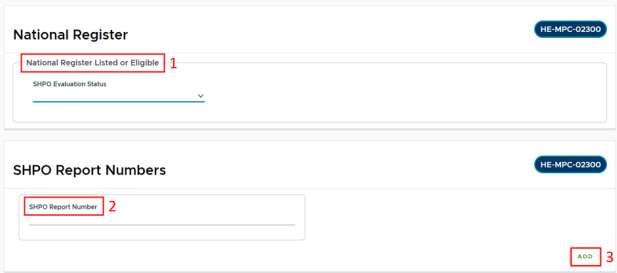


Figure 50. Additional SHPO Only Fields

The **Traditional Cultural Property** field identifies whether a property has been identified as a Traditional Cultural Property or Traditional Cultural Place (TCP). A district or complex relationship should be recorded in the "Resource Within Identified District or Complex Evaluation Status" fields under the "National Register Evaluation" section. The **Old Historic Inventory Number(s)** field

identifies whether a property was inventoried under any other inventory numbers. If so, these records may contain additional information about the property.

After all applicable fields have been completed, click the **Update Status** (Figure 49, no. 1) button. Then choose to **Update Form Status** (Figure 49, no. 2) by choosing either Accept of Edits Requested.

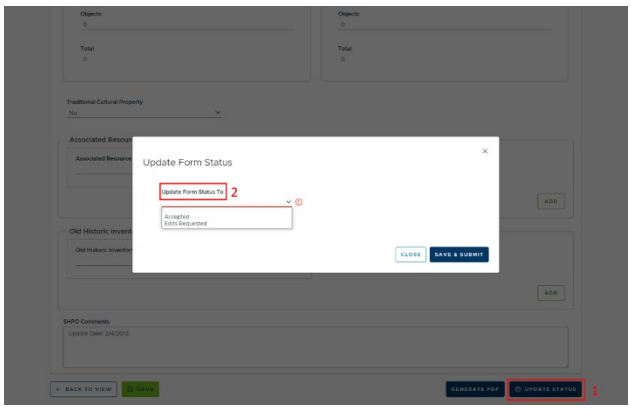


Figure 51. Update Form Status SHPO options

If edits are requested enter any comments for the submitter in the **Edits Requested Comments** (Figure 50, no. 3) box. If you have a need for complex edits, then generate a PDF of the form, mark it up the saved PDF, email it to submitter, and add note in the **Edits Requested Comments** (Figure 50, no. 3) that an email was sent with the marked-up document. Click **Save and Submit** (Figure 50, no. 4) to return the form to the submitter or to accept the form into the inventory.

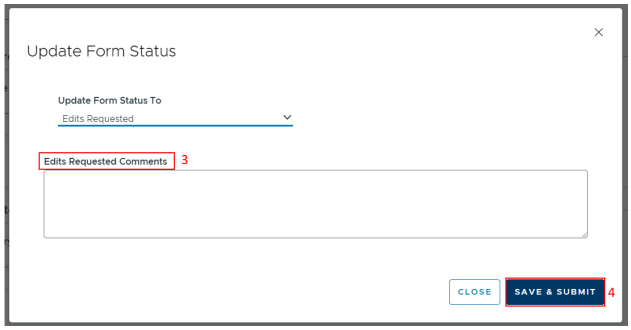


Figure 52.Update Form Status

SHPO Research Records (SHPO Only)

The **SHPO Research Records** card (Figure 51) is where SHPO staff can interact with and query MnSHIP's database. All accepted and retired MnSHIP inventory forms can be queried in 'SHPO Research Records', not just those with geometry. 'SHPO Research Records' is similar in functionality to 'Research Records', but more search filters are available.

The **search results** (Figure 51, no. 1) shows all the forms that meet the research parameters. The default form table returns all properties in MnSHIP. Use **search parameters** (Figure 51, no. 2) and then click **Search** (Figure 51, no. 3) to filter results. Basic research fields always remain visible. More advanced research fields can be found by expanding the carrots next to the search categories: General Information, Data(s) Constructed, PLSS, and SHPO Review. Click **Clear Results** (Figure 51, no. 4) to reset search parameters.

Click any of the **Column Headers** (Figure 51, no. 5) to sort the table. Click an **Inventory Number** (Figure 51, no. 6) from the form table to open a form. Click **Export As…** (Figure 51, no. 7) to create a **CSV** (Figure 51, no. 8) for the properties shown on the form table. The comma-separated value (CSV) option creates a document that can be opened and edited in Excel. If you want to do complex sorting, formatting, or formulas with the exported tabular data, first use Excel to convert the CSV to an Excel spreadsheet (.xlsx).

Tip

- All parameters, except for PLSS, execute AND searches, so results only show returns that fit all the parameters. The PLSS parameter functions as an OR search when multiple PLSS' are entered and an AND search when combined with other parameters.
- Selecting 'Any' in Versions Included in Search will include more than the Most Recent Version form for returns.

-

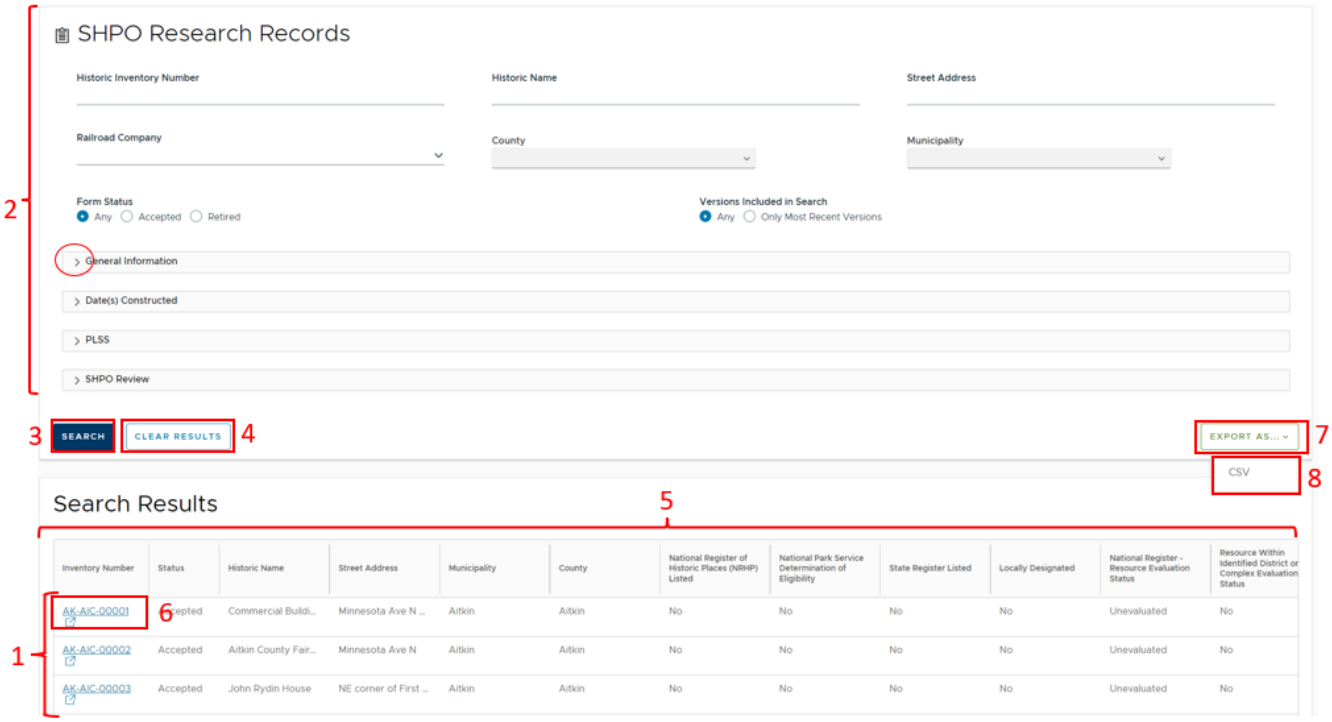


Figure 53. SHPO Research Records Card

Direct Edits of Accepted Forms (SHPO Only)

Users with SHPO Staff or SHPO Admin roles can make direct edits to records without going through the record update process and without creating a new version. This feature should be used to correct erroneous or incomplete field data or geometry, add or delete attachments, add data after a form was accepted (including ERP review information that did not result in inventory form creation or updates), or make any other necessary changes to a form. Only the most recent version of a form can be directly edited.

Direct Edit Workflow and Record History

To directly edit a form, open it up from Research Records or the Private Map. Click the gear icon on the upper right corner and click Edit (not shown) or scroll to the very bottom of the record, click **Options** (Figure 52, no. 1), and then **Edit** (Figure 52, no. 2). An editable version of the form is then opened. Make any necessary edits and click Save (not shown). Note that when you save your edits they instantly change the record; there is no further step where the changes need to be reviewed and accepted under the Review Submitted Forms card.

Whenever a direct edit is made, those edits are documented in the **Record History** (Figure 52, no. 3). The Record History tables shows the edited **Field Name** (Figure 52, no. 4), **Changed From** (Figure 52, no. 5), **Changed To** (Figure 52, no. 6), **Changed By** (Figure 52, no. 7), and the **Changed Date** (Figure 52, no. 8). The **row number** (Figure 52, no. 9) in **Row ID** (Figure 54, no. 10) helps identify which specific fields in the form were edited, which is useful when multiple complex edits occur.

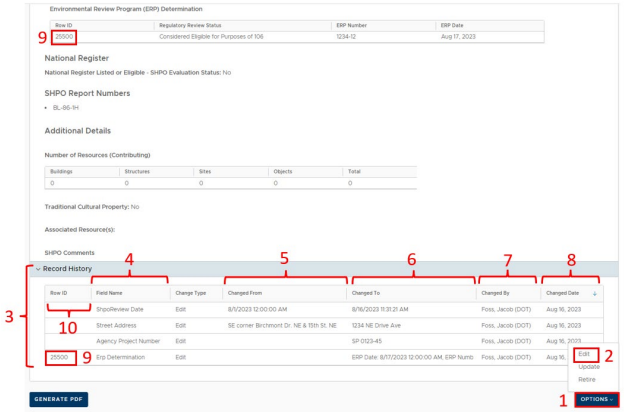


Figure 54. Direct Edit Workflow and Record History

Retire Records (SHPO Only)

Figure 55. Record History

Retire Records

Retiring forms in MnSHIP removes the data from the Public Map, Private Map, Research Records, and Attachment Search. The forms are still viewable in SHPO Research Records. Retiring should be done rarely and is not reversible. Retiring is only applicable in instances of duplicate forms for the same property, completely errant forms that cannot be reconciled with a direct edit or an update, or are invalid for some other reason. **If a MnSHIP property needs to be retired, all the record versions for that property must be retired**.

The workflow for retiring a form is nearly identical to a direct edit. Open the form from Research Records or the Private Map. Click the gear icon on the upper right corner and click Retire (not shown) or scroll to the very bottom of the record, click Options, and then Retire. **Again, retiring is irreversible, so only do this when absolutely necessary.**

Correct and Combine Duplicate Records for a Single Property

1. In Research Records, open the later record (higher number) – this is the “Duplicate Record”. Click “Generate PDF” at bottom of form.

2. Download all Attachments including PDFs and thumbnail images that are currently in the Duplicate Record. Insert all attachments at the end of the Duplicate Record PDF (including any legacy PDFs).

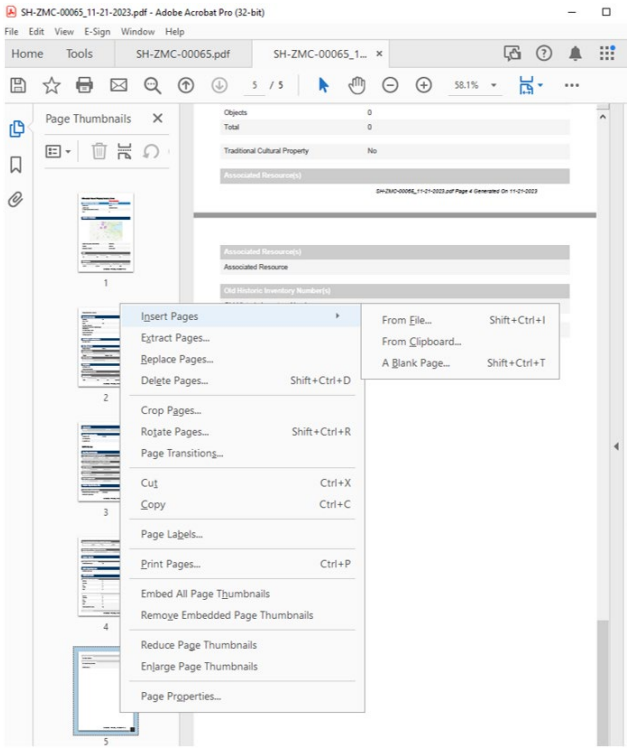
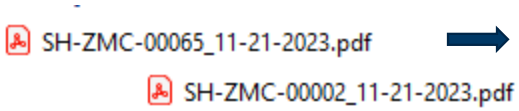


Figure 56: Adobe Acrobat, Insert Record

3. On the first page of the duplicate form, type “Incorrect number” in red text above the inventory number, and rename the PDF to reflect the correct inventory number, leaving the date you generated the form. E.g.,



4. Open the Original Record (lower number) and go to Edit function to edit directly.

5. Referencing the Duplicate Record PDF, make any necessary edits in the Original Record (e.g., update geometry and address, correct spelling, add additional information) in relevant fields.

6. Attach Duplicate record PDF created above (combination of print-out of MnSHIP fields for duplicate record, and all attachments from duplicate record, marked “incorrect number” on first page).

7. Click “Save & Continue,” and ensure that all designations, eligibility determinations, ERP project numbers and dates, report numbers, etc. are copied over on the next page that opens in Original Record. Enter the Duplicate inventory number (in this example, SH-ZMC-00065) in Old Historic Inventory Number, then save the record.

8. Return to Duplicate Form record, and update the property name to read “Duplicate Number - See [Original Inventory Number]”, e.g., “Duplicate Number - See SH-ZMC-00002” then save. Remove any data that identifies the property as National Register listed or eligible (if applicable), after ensuring this information has been transferred to the correct record. This record should no longer be updated, however, **do not** retire it. Records should never be retired.

SHPO Admin Dashboard

MnSHIP users with the SHPO Admin role have access to additional cards to access these cards, click **Admin Tools** (Figure 54, no. 1).

The **Users & Organizations** (Figure 54, no. 2) card is for creating new users and organizations, editing information for existing users and organizations, and searching and exporting account details for users. The **Lookup Tables** (Figure 54, no. 3) card is for viewing current lookup table values and allows for the edit and adjustment of those values. The **Announcements** (Figure 54, no. 4) card allows SHPO admin users to add or edit announcements on the MnSHIP home page.

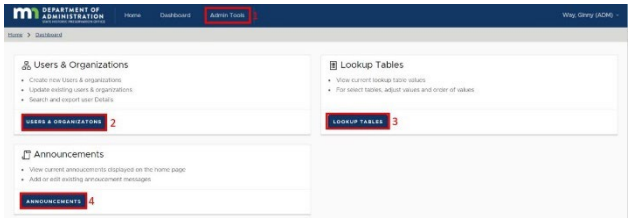


Figure 57. SHPO Admin Dashboard

Search & Export User Details and Manage Organizations

Once you click User & Organization on the Admin Tools card you open the **Search & Export User Details** (Figure 55, no. 1) page.

Use the search parameters (Figure 55, no. 2) to filter searches. After clicking Search (Figure 55, no. 3) the search results table (Figure 55, no. 4) is generated. Click column headers (Figure 55, no. 5) to sort within this table or click Export CSV (Figure 56, no. 6) to export table.

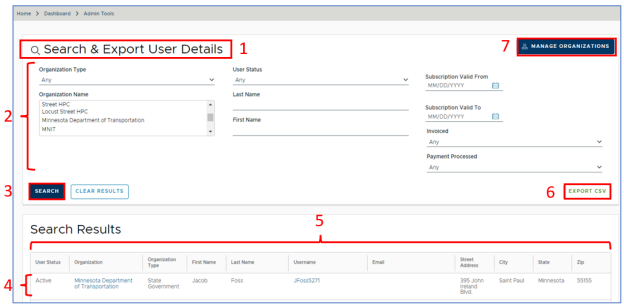


Figure 58. Search and Export User Details

Click **Manage Organizations** (Figure 55, no. 7) to open the **Organizations** (Figure 56, no. 8) page and view **organizations table** (Figure 56, no. 9). Click **column headers** (Figure 56, no. 10) to sort within this table. Click **+ Add New** (Figure 56, no. 11) to add a new organization.

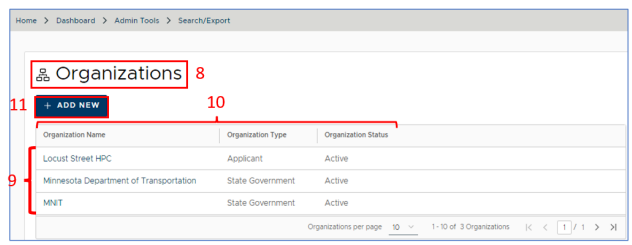


Figure 59. Manage Organization

Note – when adding or editing an organization, the Organization Status (not shown here) determines whether the organization's users' accounts will be Active or Inactive. If Organization Status is set to Active, then the organization's individual users' User Status can be set to Active or Inactive. If Organization Status is set to Inactive, then all the organization's users' User Status will be automatically set to Inactive. **If a User Status is Inactive, that user cannot login into the application.**

View Organizations and Manage Users

Once you click an organization from the organization table, the **organization details** (Figure 57, no. 1) are viewable. Click **Edit** (Figure 57, no. 2) to edit the organization's details. The **user table**

(Figure 57, no. 3) shows all the users associated with the organization. Click **column headers** (Figure 57, no. 4) to sort within this table. Click a **user** (Figure 57, no. 5) from the user table to open the **User Details** (Figure 58, no. 6).

Click **Edit** (Figure 58, no. 7) to edit the user's details. To create a new user, click **+ Add New** (Figure 57, no. 8).

Note – when adding or editing a user, **User Status** (Figure 59, no. 9) determines whether the user can login to MnSHIP (User Status = Active) or if they cannot login (User Status = Inactive).

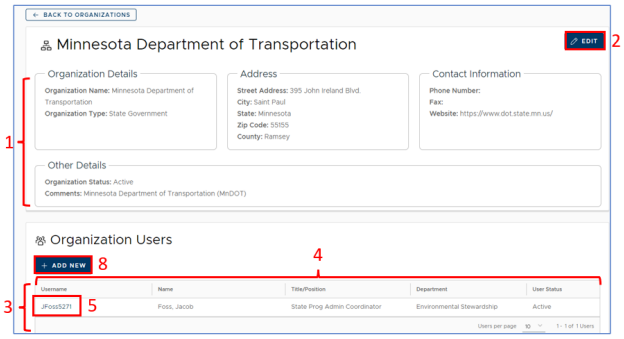


Figure 60. Add New User

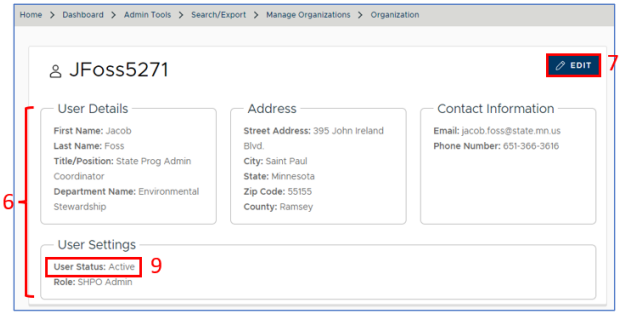


Figure 61. User Details

Adding New Users

After clicking **+ Add New** on the organization details page (not shown here), the **form for adding new users** (Figure 59, no. 1) appears. All of fields with a ***** are required**. W**hen adding a user, **User Status** (Figure 59, no. 3) determines whether the user can login to MnSHIP (User Status = Active) or if they cannot login (User Status = Inactive). Role determines what functions will are available to the user.

Once all the required fields, those indicated with a red asterisks (*), and other pertinent fields are the filled out, click **Save and Invite User** (Figure 59, no. 4).

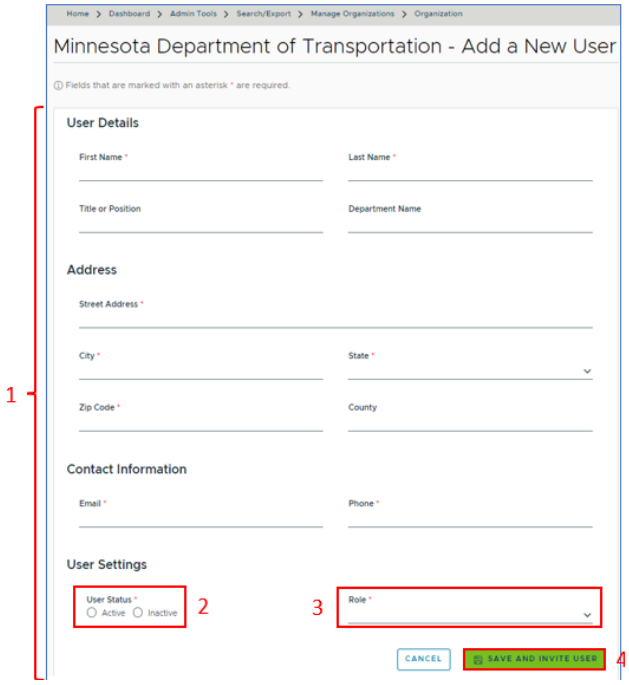


Figure 62. New User Details Form

MnSHIP then sends an email from Noreply_Prod@identity.mn.gov to the user's email address. Note: the email maybe placed in their 'junk email' folder. In that email, the user is prompted to activate their account and establish a password. After a password is established, the user can log into the application.

Note: Credentialed User accounts will be reviewed annually and those that have been inactive may be deactivated.

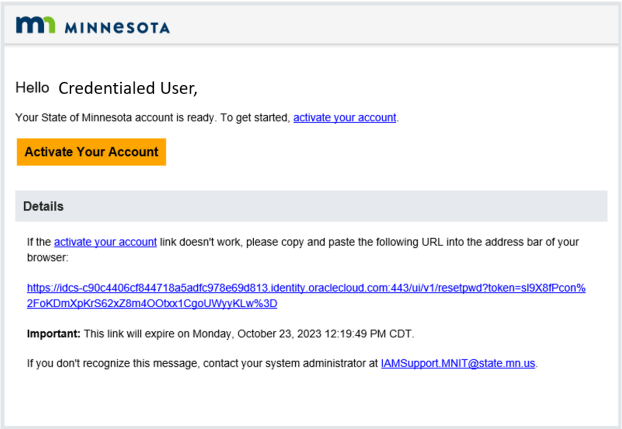


Figure 63. New User Details Form

Lookup Tables

MnSHIP allows the system administrators to add, edit, inactivate, and reorder some of the Lookup Tables utilized in the application. The Lookup Tables that are editable are ones that are used for simple processes in the application and are not generated/managed from an outside source. The Lookup Tables that are not editable are ones in which values very rarely change, are involved in complex processing in the application, and/or derive from a source outside of the application. Click Lookup Tables under **Admin Tools** (Figure 61, no. 1) to open to view the **Lookup Table list** (Figure 61, no. 2).

If a table can be edited, it will have a 'Yes' in the **Editable** (Figure 61, no. 3) column; otherwise, it will have a 'No'.

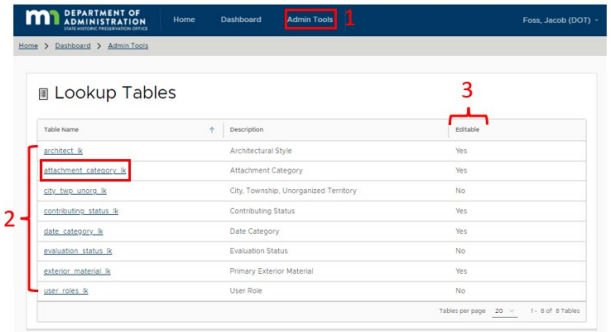


Figure 64. Lookup Tables

To open a table, click its **Table Name** (Figure 62, no. 4). Click **Edit** in the Manage Lookups to make changes to the table.

Click **Add a Value** (Figure 62, no. 4) to add a new choice to the table. When you add a value, that choice is an option when forms or organizations are added or edited going forward.

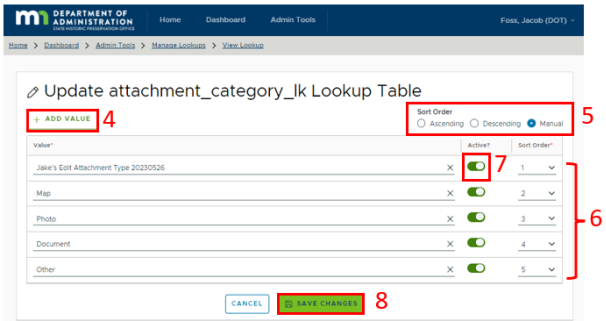


Figure 65. Lookup Table Functions

Change **Sort Order** (Figure 62, no. 5) to modify the order in which values display. If manual ordering is needed, change the **Sort Order column value** (Figure 62, no. 6) in the table for each value. Values cannot be deleted. If you don't want to see a value in MnSHIP for added or edited forms, move the **Active** (Figure 62, no. 7) indicator.

Click **Save** (Figure 62, no. 8) to save changes. Things to keep in mind:

- When viewing a record, previously selected values (whether active or inactive) are shown.
- Only active values are selectable when adding or editing a record. If you try to edit a record with an inactive value, you must change your selection to an active value.
- If you edit a lookup table value, that value is changed for <u>all</u> the records that contain it.
- The maximum number of values is 50 for all fully editable tables (attachment category, contributing status, date category, primary exterior material, organization type, property category, role, and survey type).
- The architectural style and individual or company name tables can only be added to;

- no edits to existing values or sort order are permitted.
- Never edit or deactivate the 'District' field in the Property Category table – there is OSA Portal code that relies on this value to stream restricted district polygons on the OSA Portal map.

Announcements

The Announcements section of the home page (Figure 63) is a place for SHPO to communicate time sensitive information to users. Announcements can be set to expire.

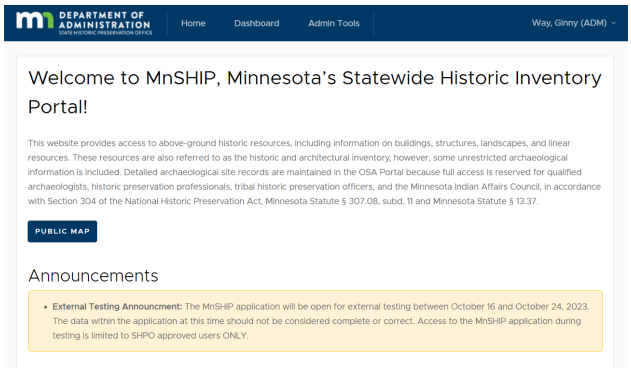


Figure 66. Announcements Section on Home Page

Once you click Announcements on the Admin Tools card you open the **Announcements** (Figure 64, no. 1) page will open. Existing and expired announcements are visible on this page. To create a new announcement click **Add New** (Figure 64, no. 2) Once an announcement has been successfully created, active announcements can be **sorted** (Figure 64, no. 3) in the order you wish them to be seen. To edit an existing announcement, click the **Announcement Title** (Figure 64, no. 4). To save changes and exit the screen click **Save Changes** Figure 64, no. (Figure 64, no. 5).

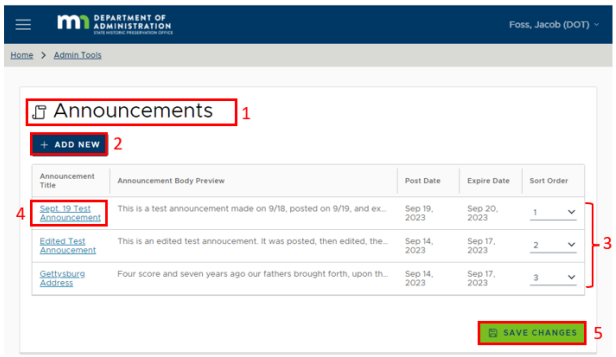
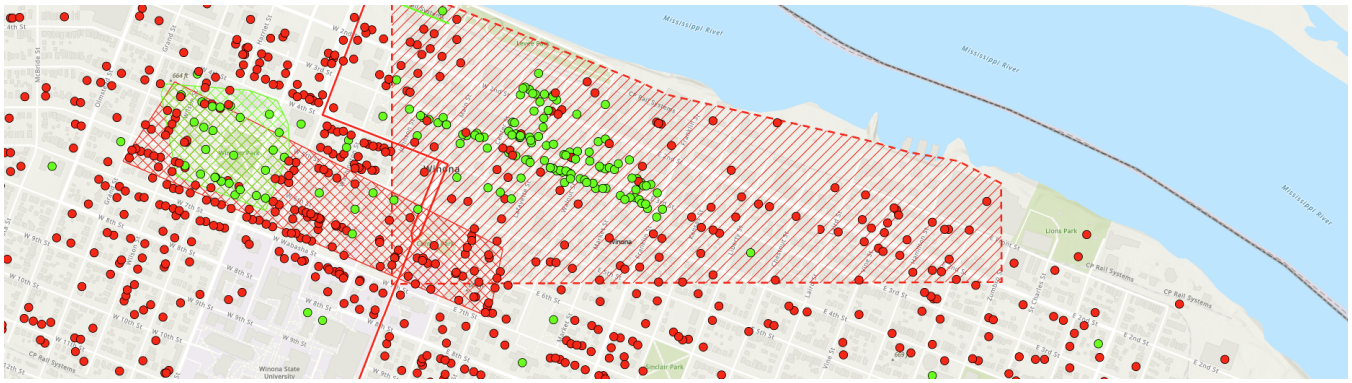


Figure 67. Announcement Management

Never edit or deactivate the 'District' field in the Property Category table – there is OSA Portal code that relies on this value to stream restricted district polygons on the OSA Portal map.



Screen grab from MnSHIP, Winona, Winona County

Part IV: Reporting Issues

If you run into an issue in MnSHIP, it is important that you report it so that it can be documented and fixed.

Report a Bug

A bug is an error or flaw in the application that results in incorrect results, unexpected behavior, or an unexpected error message. To report a bug please send an **email to** MnSHIPHELP.ADM@state.mn.us (Figure 65, no. 1), include 'MnSHIP Bug' in the **subject** (Figure 65, no. 2), include your name, **when the bug occurred** (Figure 65, no. 3), **a short description** (Figure 65, no. 4) of what you were doing that led up to the bug, and a **screen shot** (Figure 65, no. 5) that includes the **URL** (Figure 65, no. 6) of the resulting output, errant data, or error message. The MnSHIP administrator will reply to your email promptly and let you know if there are any workarounds and/or indicate when the bug will be fixed.

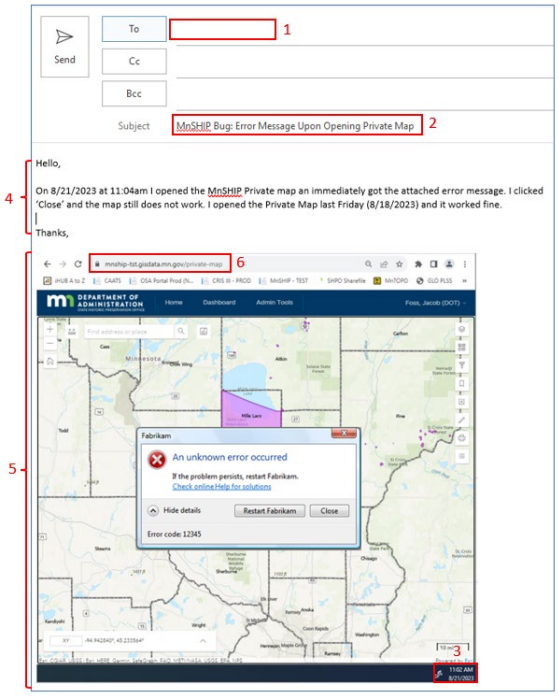


Figure 68. Email Format to Report a Bug

Report a Data Error

A data error is when a database field, attachment, or thumbnail is incorrect.
To report a data error please send an **email to** MnSHIPHELP.ADM@state.mn.us (Figure 66, no. 1), include 'MnSHIP Data Error' in the **subject** (Figure 66, no. 2), include your name, the **inventory number** (Figure 66, no. 3), **a description of the**

field(s) involved and the correct data if known (Figure 66, no. 4), and a **screen shot** (Figure 66, no. 5) that includes the **URL** (Figure 66, no. 6) of the data error location. The MnSHIP administrator will reply to your email promptly and will follow-up with questions if necessary.

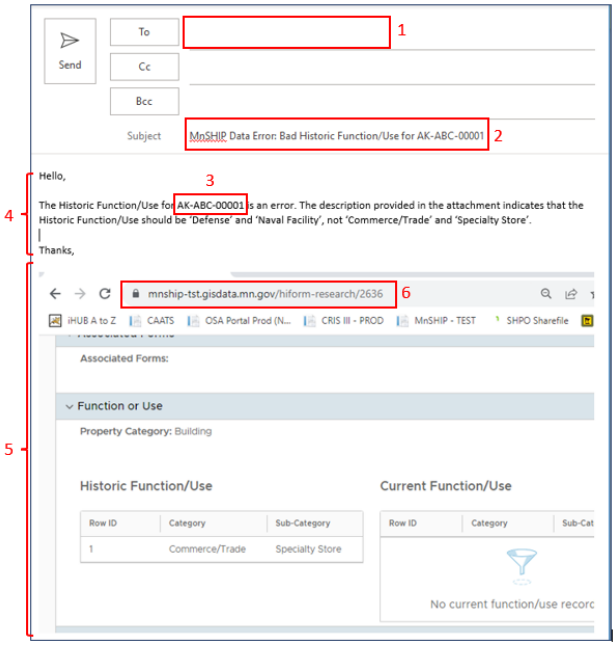


Figure 69. Email Format to Report a Data Error

Report a Location Error

A location error is when the point, line, or polygon geometry shown on the map for a record is incorrect.

To report a location error please send an **email to** MnSHIPHELP.ADM@state.mn.us (Figure 67, no. 1) include 'MnSHIP Location Error' in the **subject** (Figure 67, no. 2), include your name, the **inventory number** (Figure 67, no. 3), **a description of the correct location if known** (4), and a **screen shot** (Figure 67, no. 5) of correct location. Providing a **shapefile** (Figure 67, no. 6) or a **kmz** (Figure 67, no. 7) in the email is also helpful. The MnSHIP administrator will reply to your email promptly and will follow-up with questions if necessary.

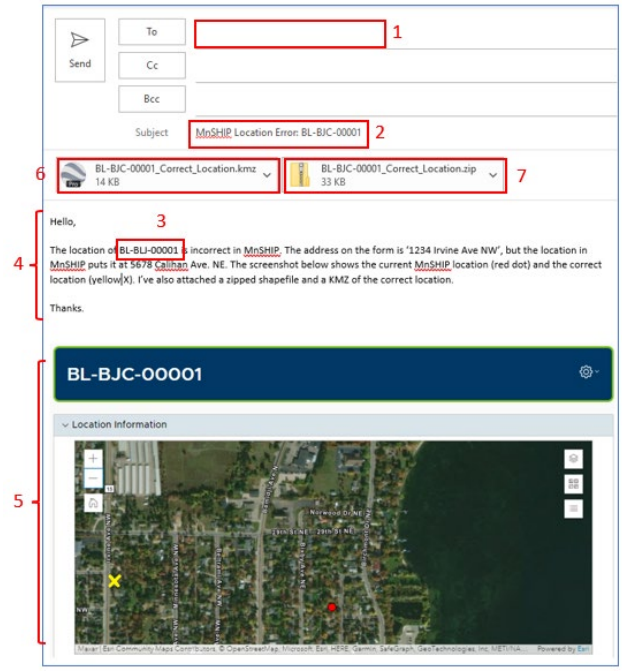


Figure 70. Email Format to Report a Location Error

Appendix A: Field Completion Instructions

Credentialed User Fields:

Complete the fields in accordance with the following instructions. Please note, those with an asterisk (*) are required fields. Any field, other than those required, that is not applicable to the submission should be left blank.

Location Information

Field Name	Instructions
City, Township, Unorganized Territories	Completed by system when geometry is added
Counties	Completed by system when geometry is added
USGS Quad Name(s)	Completed by system when geometry is added
PLSS	Completed by system when geometry is added
UTM Coordinates	Completed by system when geometry is added (only 50 vertices calculate for lines)
Railroad Company (Linear Properties)	If the property is a linear resource and associated with a particular railroad company, choose the appropriate parent company from the dropdown menu. For more information on inventorying rail-related properties see *SHPO's Guidelines for Inventory and Evaluation of Railroads in Minnesota.*
Street Address	Enter legal address of the property as assigned by city or county tax assessor's office. For properties that encompass more than one address enter the appropriate address range. For example, 300-340 Mills Street. If street number is not known approximate based on other known adjacent addresses. For example, "approximately 595 Girard Avenue." Do not write out and do not use superscript for numbered street names. For example, use "4th," not "Fourth" or "4th". Write out complete road names such as Street, Avenue, etc. For example, do not use "St.," "Ave.," etc. North, South, East, and West should come after the street name and be abbreviated For example, "123 Pleasant Street S". For a bridge, describe the feature carried/feature crossed. For example, "Trunk Highway 7 over Huntington Creek."
Acres*	Provide the number of acres comprising the property. This completed by the system for polygons.
Property Identification Number(s)	Enter the Property Identification Number from the city or county tax assessor's office, if known.

Field Name	Instructions
Historic Name*	Enter the historic name of the property.
Restricted*	Enter if the documentation contains information that is not appropriate for public distribution.
Survey Type	Select "Reconnaissance (Phase I)" when the survey goal is the preliminary identification of potential historic resources. Select "Intensive (Phase II)" when the survey goal is to evaluate a property for listing in the NRHP. Select "Short Form" only if you have received prior authorization from SHPO staff.
Extant	Select "Yes" or "No." "No" will apply only to previously surveyed properties that no longer exist (have been demolished or moved) and for which an updated form is being prepared.
Associated Report Title	Enter the title of the associated report (if applicable). This field may be used to identify forms related to projects managed outside the system (in leu of an ERP or grant number). We encourage you to use the exact same title for all associated forms.
Certified Local Government (CLG) or Legacy Grant Number	Enter the grant number exactly as it appears on the grant agreement. Leave blank if a number has not been assigned.
Tax Credit Project Number	Enter the Federal Historic Preservation Tax Incentives project number assigned by the National Park Service. Leave blank if the project number has not been assigned.
Agency Project Number	Enter the unique project number assigned by the Agency. Leave blank if the project number has not been assigned.
Working Project Title	Enter the project's working title (ex. "Blue Line Extension"). This field may be used to identify forms related to projects managed outside the system (in lieu of an ERP or grant number). We encourage you to use the exact same title for all associated forms.

Associated Inventory Forms

Field Name	Instructions
Associated Forms	Not in use. Leave blank.

Function or Use

Field Name	Instructions
Classification	Choose the property's classification from the dropdown menu. See NPS Bulletin 16A for guidance.
Historic Function/Use Category	Select historic function or use from the dropdown menu.

Historic Function/Use Subcategory	Select historic function or use subcategory from the dropdown menu. Note: A historic function/use must be selected to access dropdown options.
Current Function/Use Category	Select current function or use from the dropdown menu.
Current Function/Use Subcategory	Select current function or use subcategory from the dropdown menu. Note: A current function/use must be selected to access dropdown options.

Description

Field Name	Instructions
Architectural Style	Select the predominant architectural style(s) from the dropdown menu.
Primary Exterior Material	Select the primary exterior building material(s) from the dropdown menu.
Individual or Company Name	Select an individual or company name from the dropdown menu. Note: Each individual or company name must be associated with a role.
Role	Select the primary role of the individual or company dropdown menu. Note: An individual or company name must be selected to access dropdown options.
Other Individual or Company Name	If the individual or company is not represented in the dropdown menu, select "other" and provide the information in the field provided.
To/From Year	Enter the year construction began. Note: If construction took a single year, enter the same year in the "From" and "To" fields.
Circa?	Toggle the button if the construction dates are approximate.
Category	Select the category of action from the dropdown menu taken during the date range entered.

Attachments

Field Name	Instructions
Attachments	Add attachments that contain the description, significance, photographs, and supporting documentation related to property. It's best practice to upload as few attachments as possible (i.e. combine description, significance, photographs, etc. into a single PDF) and to keep file sizes as low as feasible. Do not upload complete survey reports that discuss multiple properties. Note: Only PDF attachments are permitted. Photo sheets should be two images per page and include captions.
Thumbnail Photo	Add a single photograph of the property taken during survey. Note: Only JPEG files are accepted.

Submitter's Information

Field Name	Instructions
Preparer Name*	Enter the name of the person completing the form.
Organization/Firm	Enter the preparer's organization or firm.

Date of Fieldwork	Enter the date the survey work took place. Not the date the form is being completed

SHPO Review Fields:

Eligibility Determination

Field Name	Instructions
NRHP Listed/NPS Reference Number	Enter the numerical portion of the NPS National Information Reference Number (NRIS).
NRHP Listed/Historic Name	Enter the historic name exactly as it is listed in Section 1 of the NRHP form.
NRHP Listed/Listing Date	Enter the date the property was formally listed in the NRHP
NRHP Listed/Contributing Status	If the inventoried property is individually listed Select "N/A". If the inventoried property is within a listed District/Complex/Group indicate the contributing status of the resource to the listed property.
NPS DOE/ Locally Designated/NHL Historic Name	Enter the historic name exactly as it is listed on the eligibility documentation.
NPS DOE/ Locally Designated/NHL Listing Date	Enter the date the property was determined eligible by the NPS.
NPS DOE/ Locally Designated/NHL Contributing Status	If the inventoried property has been individually determined eligible or listed Select "N/A" (e.g., it cannot contribute to itself). If the inventoried property is within a listed District/Complex/Group indicate the contributing status of the resource to the listed property.
State Register/Historic Name	Enter the historic name listed in the State Register of Historic Places (Minn. Stat. § 138.663); Historic Sites Act (Minn. Stat. § 138.662); or State Historic Site Network (Minn. Stat. § 138.661).
State Register/Listing Date	Enter the date the property was formally recorded.
State Register/Contributing Status	If the inventoried property has been individually determined eligible or listed Select "N/A" (e.g., it cannot contribute to itself). If the inventoried property is within a listed District/Complex/Group indicate the contributing status of the resource to the listed property.

National Register Evaluation

Field Name	Instructions
Individual Resource Evaluation Status	Enter the property's *individual* eligibility for listing in the NRHP. A property that is part of a listed or eligible district may be individually not-eligible or unevaluated. • *Blank* (only used for legacy records with no previous data for this field) • *Eligible for NRHP* (determined eligible following Phase II evaluation) • *Intensive Survey Recommended* (recommend Phase II evaluation) • *N/A* (do not use) • *No Intensive Survey Warranted* (does not meet criteria for eligibility, but has not undergone Phase II evaluation)

	• *Not Eligible for NRHP* (determined not-eligible following Phase II evaluation) • *Unevaluated* (eligibility unknown).
Individual Evaluation Date	Enter the date of SHPO's decision regarding the property's individual eligibility status. If this is for an ERP project, it will be the date of the ERP letter that conveys this decision.
District or Complex Inventory number	Use this field only if the property is within an identified district or complex. Click on the icon to the left of the field title. Enter the inventory number of district or complex related to the resource being inventoried.
District or Complex name	The application will automatically fill this field with the historic name of the District or Complex associated with that inventory number in MnSHIP.
District or Complex Evaluation Status	The application will automatically fill this field with the individual resource evaluation status for the District or Complex
Resource Contributing Date	Enter the date of SHPO decision regarding the property's contributing status to the District or Complex. If this is for an ERP project, it will be the date of the ERP letter that conveys this decision.
Resource Contributing Status	Enter the contributing status of the resource to the identified District or Complex.
ERP Regulatory Review Status	Select the appropriate ERP determination concurrence from the dropdown menu. According to 36 CFR 800.4c(2), if any of the National Register criteria are met and the SHPO agrees, the property shall be *considered eligible*; if the criteria are not met, the property shall be *considered not eligible*. In rare cases, an agency may elect to "treat" a property as eligible; if SHPO concurs, *considered eligible* is selected. "*N/A*" is selected if no eligibility concurrence is made by SHPO as part of the review. *Blank* is used only for legacy records with no previous data for this field.
ERP Number	Enter the associated ERP project number
ERP Date	Enter the date that SHPO communicated eligibility determination concurrence to the agency (e.g., the date of the comment letter).

National Register

National Register Listed or Eligible	Select 'Yes' or 'No' from the dropdown menu to indicate whether or not the inventoried property is listed in, or eligible for listing in, the NRHP according to SHPO. If a property is considered eligible as part of an ERP review, and/or determined eligible as part of a National Register evaluation, 'Yes' should be selected. If 'Yes' is selected, the property geometry will appear green on the public and private maps; otherwise, it will appear red.

SHPO Report Numbers

SHPO Report Numbers	Enter the report number(s) assigned to the accompanying survey report(s).

Additional Details

Number of Resources (Contributing)	Enter the appropriate numbers for each category of resource recorded on the inventory form.

Number of Resources (Noncontributing)	Enter the appropriate numbers for each category of resource recorded on the inventory form.
Traditional Cultural Property	Select 'Yes' or 'No' from the dropdown menu to indicate whether or not the SHPO is aware of the inventoried property being considered a Traditional Cultural Place.
Old historic Inventory Number(s)	If an inventoried property has been previously known by a different inventory number(s), enter them here.
SHPO Comments	Enter comments as needed. These are visible to all users.

Appendix B: Drop Down Menu Values

Railroad Company:

Name	Code
Canadian National Railway	CNR
Chicago Burlington and Quincy Railway Company	CBQ
Chicago Great Western Railway Company	CGW
Chicago Milwaukee St. Paul and Pacific Railroad Company	CSP
Chicago and North Western Railway Company	CNW
Chicago Rock Island and Pacific Railway Company	CRI
Duluth Missabe and Iron Range Railroad	DMR
Duluth and Northeastern Railroad	DNE
Great Northern Railway Company	GNR
Illinois Central Railroad	ICR
Minnesota Dakota and Western Railway Company	MDW
Minneapolis Northfield and Southern Railway Company	MNS
Minnesota Transfer Railway	MTR
Northern Pacific Railway Company	NPR
Minneapolis St. Paul and Sault Ste. Marie Railway Company	SOO

Property Category

Name
Building
Site
Structure
Object
District

Function Category

ID	Name
1	(Blank)
2	Domestic
3	Commerce/Trade
4	Social
5	Government
6	Education
7	Religion
8	Funerary
9	Recreation and Culture
10	Agriculture/Subsistence
11	Industry/Processing/Extraction
12	Health Care
13	Defense
14	Landscape
15	Transportation
16	Work In Progress
17	Unknown
18	Other
19	Vacant - Not In Use

Function Subcategory

ID	Name
1	(Blank)
2	Camp
2	Hotel
2	Institutional Housing
2	Multiple Dwelling
2	Secondary Structure
2	Single Dwelling
2	Village Site
3	Business
3	Department Store
3	Financial Institution
3	Organizational
3	Professional
3	Restaurant
3	Specialty Store
3	Trade (Archaeology)
3	Warehouse
4	Civic
4	Clubhouse
4	Meeting Hall
5	Capitol
5	City Hall
5	Correctional Facility
5	Courthouse
5	Custom House
5	Diplomatic Building
5	Fire Station
5	Government Office
5	Post Office
5	Public Works
6	College
6	Education-Related
6	Library
6	Research Facility
6	School
7	Ceremonial Site
7	Church School
7	Church-Related Residence
7	Religious Facility
8	Cemetery
8	Graves/Burials
8	Mortuary
9	Auditorium
9	Fair
9	Monument/Marker
9	Museum
9	Music Facility
9	Outdoor Recreation
9	Sports Facility
9	Theater
9	Work of Art
10	Agricultural Field
10	Agricultural Outbuilding
10	Animal Facility
10	Farmstead
10	Fishing Facility Or Site
10	Horticultural Facility
10	Irrigation Facility
10	Processing
10	Storage
11	Communications Facility
11	Energy Facility
11	Extractive Facility
11	Industrial Storage
11	Manufacturing Facility
11	Processing Site
11	Waterworks
12	Clinic
12	Hospital
12	Medical Business/Office
12	Resort
12	Sanitarium
13	Air Facility
13	Arms Storage
13	Battle Site
13	Coast Guard Facility
13	Fortification
13	Military Facility
13	Naval Facility
14	Conservation Area
14	Forest
14	Garden
14	Natural Feature
14	Park
14	Parking Lot
14	Plaza
14	Street Furniture/Object
14	Underwater
14	Unoccupied Land
15	Air-Related
15	Pedestrian-Related
15	Rail-Related
15	Road-Related (Vehicular)
15	Water-Related
16	(Blank)
17	(Blank)
18	(Blank)
19	(Blank)

Role

Name
Architect
Artist
Builder

Carpenter
Contractor
Engineer
Fabricator
Interior Designer
Landscape Architect
Manufacturer
Sculptor
Sponsor
Mason
Other

Individual/Company

Available upon request (consists of over 6,000 individual and company names)

Exterior Material

Name
Adobe
Aluminum
Asbestos
Asphalt
Brick
Bronze
Cast Iron
Ceramic Tile
Cloth
Composite
Concrete
Copper
Earth
Fiberglass

Glass
Granite
Iron
Lead
Limestone
Log
Marble
Metal
Nickel
None
Other
Plastic
Plywood
Porcelain Enamel

Rubber
Sandstone
Shingle
Slate
Steel
Stone
Stucco
Synthetics
Terra Cotta
Timber
Tin
Vinyl
Weatherboard
Wood

Date Category

Name
Construction
Addition
Major Alteration
Demolition
Move

Architecture Style

Name
A-Frame
American Foursquare
Arch
Art Deco
Art Moderne
Art Nouveau
Arts and Crafts
Beaux Arts
Bi-level Split
(Blank)
Box Beam
Box Culvert
Box Girder
Brutalism
Bungalow
Cape Cod
Carpenter Gothic
Channel Beam
Chateauesque
Chicago Style
Classical Revival
Collegiate Gothic
Colonial Revival
Commercial Style
Contemporary
Corporate Modernism
Corporate Postmodernism
Culvert
Deck Girder
Deconstructivism
Double Ellipsoidal
Dutch Colonial Revival
Elizabethan Revival
English Cottage
Exotic Revival
False Front
Federal

Folk Victorian
Gabled Ell
Georgian Revival
Googie
Gothic Revival
Greek Revival
I-Beam
I-Beam Stringer
International
Italianate
Jacobethan/Jacobean Revival
Log
Lustron
Mansard
Mediterranean Revival
Millennium Mansion
Minimal Traditional
Mission/Spanish Colonial Revival
Modern
Moderne
Monumental Classicism
Neoclassical
Neomodernism
New Formalism
New Traditional
No Style
Octagon
Organic Expressionism
Other
Parker Through Truss
Parker Truss
Pennsylvania Through Truss
Pile
Pipe Culvert
Plate Arch
Plate Through Girder
Pony Truss
Post Modern

Prairie
Pratt Pony Truss
Pratt Through Truss
Prestressed Stringer
Queen Anne
Quonset
Raised Ranch
Ranch
Renaissance Revival
Richardsonian Romanesque
Romanesque Revival
Rustic
Second Empire
Shed
Shingle Style
Slab
Slightly Askew
Split-Level Ranch
Stick/Eastlake
Streamline Moderne
Stringer
Stripped Classical
Sullivanesque
Swiss/Swiss Chalet
Through Girder
Through Truss
Timber Frame
Transitional Ranch
Trestle
Tri-level Split Ranch
Tudor Revival
Twentieth Century Industrial
Vernacular
Warren Pony Truss
Warren Through Truss
WPA Rustic
Ziggurat

Appendix C: MnSHIP Field Crosswalk Table

Search/Select Form Viewfame Statement (FDA)	Manage Forms/Review Submitted Forms Search Filters	Manage Forms/Review Submitted Forms Search Results Table	Manage Forms/Review Forms Search Results Table CSV Export	Manage Forms/Review Forms Search Results Table	Research Records Search Filters	Research Records Search Results Table	Research Records/Reports Search CSV Export	Record History	Public Map Search	Public Map Search Results Table	Public Map Search Results Table CSV Export	Private Map Search	Private Map Search Results Table	Private Map Search Results Table CSV Export	Patents Search Filters	Patents Search Results Table
Viewfame Statement Form Type	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form	Viewfame Statement Form
Any Contribution Management Timelines	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any	Any/Any
Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country
Quad Name(s)			Quad Name	Quad Name			Quad Name	Quad Name								
PLSS			PLSS	PLSS		PLSS	PLSS	PLSS								PLSS
UTM Coordinates			UTM Coordinates (Zone/Datum	UTM Coordinates (Zone/Datum			UTM Coordinates (Zone/Datum	UTM Coordinates (Zone/Datum								
Railroad/Company			Railroad/Company	Railroad/Company			Railroad/Company	Railroad/Company	Railroad/Company						Railroad Name	Railroad/Company
Street Address			Street Address	Street Address	Street Address	Street Address	Street Address	Street Address	Street Address						Street Address	Street Address
Property Identification Number(s)			Property Identification Number(s)	Property Identification Number(s)			Property Identification Number(s)	Property Identification Number(s)	Property Identification Number						Property Identification Number	Property Identification Number
Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name	Historic Name
Survey Date			Survey Date	Survey Date			Survey Date	Survey Date							Survey Date	
Event			Event	Event			Event	Event							Event	
Associated Report Title		Associated Report Title	Associated Report Title	Associated Report Title			Associated Report Title	Associated Report Title							Associated Report Title	Associated Report Title
Certified Local Government (CLG) or Legacy Grant Number	Certified Local Government (CLG) or Legacy Grant Number	CLG or Legacy	CLG or Legacy Grant	CLG or Legacy Grant	Certified Local Government (CLG) or Legacy Grant	Certified Local Government (CLG) or Legacy Grant	CLG or Legacy Grant	Certified Local Government (CLG) or Legacy Grant Number							Certified Local Government (CLG) or Legacy Grant	Certified Local Government (CLG) or Legacy Grant
Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number	Tax Credit Project Number							Tax Credit Project Number	Tax Credit Project Number
Agency Project Number	Agency Project Number	Agency Project Number	Agency Project Number	Agency Project Number			Agency Project Number	Agency Project Number							Agency Project Number	Agency Project Number
Working Project Title	Working Project Title	Working Project Title	Working Project Title	Working Project Title			Working Project Title	Working Project Title								Working Project Title
Associated Forms			Associated Forms	Associated Forms			Associated Forms	Associated Forms								
Property Category			Property Category	Property Category			Property Category	Property Category	Property Category							
Historic Function/Use - Category			Historic Function/Use (Concatenated)	Historic Function/Use (Concatenated)	Historic Function/Use - Category	Historic Function/Use - Category	Historic Function/Use (Concatenated)	Historic Function/Use (Concatenated)	Historic Function/Use - Category	Historic Function/Use - Category	Historic Function/Use (Concatenated)	Historic Function/Use - Category	Historic Function/Use (Concatenated)	Historic Function/Use (Concatenated)		
Historic Function/Use - Subcategory			Historic Function/Use (Concatenated)	Historic Function/Use (Concatenated)	Historic Function/Use - Subcategory	Historic Function/Use - Subcategory	Historic Function/Use (Concatenated)	Historic Function/Use (Concatenated)	Historic Function/Use - Subcategory	Historic Function/Use - Subcategory	Historic Function/Use (Concatenated)	Historic Function/Use - Subcategory	Historic Function/Use (Concatenated)	Historic Function/Use (Concatenated)		
Current Function/Use - Category			Current Function/Use (Concatenated)	Current Function/Use (Concatenated)			Current Function/Use (Concatenated)	Current Function/Use (Concatenated)			Current Function/Use (Concatenated)		Current Function/Use (Concatenated)	Current Function/Use (Concatenated)		
Current Function/Use - Subcategory			Current Function/Use (Concatenated)	Current Function/Use (Concatenated)			Current Function/Use (Concatenated)	Current Function/Use (Concatenated)			Current Function/Use (Concatenated)		Current Function/Use (Concatenated)	Current Function/Use (Concatenated)		
Architectural Style			Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style	Architectural Style		
Exterior Wall Material			Exterior Wall Materials	Exterior Wall Materials			Exterior Wall Materials	Exterior Wall Materials	Exterior Wall Material	Exterior Wall Material	Exterior Wall Material	Exterior Wall Material	Exterior Wall Material	Exterior Wall Material		
Architect or Builder(s)			Design Professionals	Design Professionals	Design Professional	Design Professional	Design Professionals	Design Professionals	Design Professional	Design Professional	Design Professionals	Design Professional	Design Professionals	Design Professionals		
Date			Design Professionals	Design Professionals			Design Professionals	Design Professionals			Design Professionals		Design Professionals	Design Professionals		
District/Construction - First Year			District/Construction	District/Construction			District/Construction	District/Construction			District/Construction		District/Construction	District/Construction	District/Construction - First Year	District/Construction - First Year
District/Construction - To Year			District/Construction	District/Construction			District/Construction	District/Construction			District/Construction		District/Construction	District/Construction	District/Construction - To Year	District/Construction - To Year
District/Construction - Circa			District/Construction	District/Construction			District/Construction	District/Construction			District/Construction		District/Construction	District/Construction		
District/Construction - Category			District/Construction	District/Construction			District/Construction	District/Construction			District/Construction		District/Construction	District/Construction	District/Construction - Category	District/Construction - Category
Attachments			Attachments	Attachments			Attachments	Attachments								
Numbered Photos			Numbered Photos	Numbered Photos			Numbered Photos	Numbered Photos								
Preparer Name	Preparer Name	Preparer Name	Preparer Name	Preparer Name			Preparer Name	Preparer Name								
Organization			Organization Full Path	Organization Full Path			Organization Full Path	Organization Full Path								
Date of Fieldwork			Date of Fieldwork	Date of Fieldwork			Date of Fieldwork	Date of Fieldwork							Date of Field Work	Date of Fieldwork
Eligibility Determination - NR Reference Number					NR Reference Number (NRIS)	Date of Fieldwork (Ala Survey Date)	NR Reference Number (NRIS)	NR Reference Number (NRIS)								NR Reference Number (NRIS)
Eligibility Determination - NR Listed Details - Historic Name					National Register of Historic Places (NRHP) Listed (presence/absence)		NRHP Listed Details (Concatenated)	Eligibility Determination	National Register of Historic Places (NRHP) Listed (presence/absence)	National Register of Historic Places (NRHP) Listed (presence/absence)	National Register of Historic Places (NRHP) Listed (presence/absence)	National Register of Historic Places (NRHP) Listed (presence/absence)	National Register of Historic Places (NRHP) Listed (presence/absence)	National Register of Historic Places (NRHP) Listed (presence/absence)		National Register of Historic Places (NRHP) Listed (presence/absence)
Eligibility Determination - NR Listed Details - Listing Date							NRHP Listed Details (Concatenated)	Eligibility Determination								
Eligibility Determination - NR Listed Details - Historic Name							NR ELIGIBLE Details (Concatenated)	Eligibility Determination								
Eligibility Determination - NR Eligible Listed Details - Historic Name					NR ELIGIBLE (presence/absence)		NR ELIGIBLE Details (Concatenated)	Eligibility Determination							National Park Service (NPS) Determination of Eligibility (DOE) (presence/absence)	NPS DOE (presence/absence)
Eligibility Determination - NR ELIGIBLE Details - DOE Date							NR ELIGIBLE Details (Concatenated)	Eligibility Determination								
Eligibility Determination - State Register Listed Details - Listing Status							State Register Listed Details (Concatenated)	Eligibility Determination								
Eligibility Determination - State Register Listed Details - Historic Name					State Register Listed (presence/absence)		State Register Listed Details (Concatenated)	Eligibility Determination							State Register Listed (presence/absence)	State Register Listed (presence/absence)
Eligibility Determination - State Register Listed Details - Listing Date							State Register Listed Details (Concatenated)	Eligibility Determination								
Eligibility Determination - Locally Designated Details - Designation Name					Locally Designated (presence/absence)		Locally Designated Details (Concatenated)	Eligibility Determination							Locally Designated (presence/absence)	Locally Designated (presence/absence)
Eligibility Determination - Locally Designated Details - Designation Date							Locally Designated Details (Concatenated)	Eligibility Determination								
Eligibility Determination - National Historic Landmark Details - Historic Name					National Historic Landmark (presence/absence)		National Historic Landmark Details (Concatenated)	Eligibility Determination							National Historic Landmark (presence/absence)	National Historic Landmark (presence/absence)
Eligibility Determination - National Historic Landmark Details - Listing Date							National Historic Landmark Details (Concatenated)	Eligibility Determination								
Eligibility Determination - Individual Resource Evaluation Status							Individual Resource Evaluation Status	Eligibility Determination							National Register - Resource Evaluation Status	National Register Evaluation - Individual Resource Evaluation Status
Eligibility Determination - Individual Resource Evaluation Status - Individual Evaluation Date							Individual Evaluation Date	Individual Resource Evaluation Date							Evaluation Date	National Register Evaluation - Individual Evaluation Date
NR Evaluation - Resource Within Identified District/Complex Evaluation Status - District or Complex Inventory Number							Resource Within Identified District/Complex (Concatenated)	Identified District or Complex Evaluation Status								Resource Within Identified District/Complex Evaluation Status - District or Complex Inventory Number
NR Evaluation - Resource Within Identified District or Complex Evaluation Status - District or Complex Evaluation Status							Resource Within Identified District/Complex (Concatenated)	Identified District or Complex Evaluation Status								District or Complex Name
NR Evaluation - Resource Within Identified District or Complex Evaluation Status - Resource Contributing Date							Resource Within Identified District/Complex (Concatenated)	Identified District or Complex Evaluation Status								Resource Within Identified District or Complex Evaluation Status (presence/absence)
NR Evaluation - Resource Within Identified District or Complex Evaluation Status - Resource Contributing Status							Resource Within Identified District/Complex (Concatenated)	Identified District or Complex Evaluation Status								
NR Evaluation - Environmental Review Program (ERP) Determination - Regulatory Review Status				ERP - Regulatory Review Status			Environmental Review Program (Concatenated)	Environmental Review Program							Environmental Review Program (ERP) Status	ERP - Regulatory Review Status
NR Evaluation - Environmental Review Program (ERP) Determination - ERP Number	Environmental Review Program (ERP) Number	ERP Number	ERP Number	ERP Number			Environmental Review Program (Concatenated)	Environmental Review Program				Environmental Review Program (ERP) Number	Environmental Review Program (ERP) Number	Environmental Review Program (ERP) Number	Environmental Review Program - ERP Number	ERP Number
NR Evaluation - Environmental Review Program (ERP) Determination - ERP Date							Environmental Review Program (Concatenated)	Environmental Review Program							Environmental Review Program - Date Form & Data To	ERP Date
National Register - National Register Listed or Eligible - SHPO Evaluation Status				National Register Listed or Eligible	NR Listed or Eligible		National Register SHPO Evaluation Status	National Register Listed or Eligible - SHPO Evaluation Status	NR Listed or Eligible	NR Listed or Eligible	National Register Listed or Eligible	NR Listed or Eligible	NR Listed or Eligible	NR Listed or Eligible	NR Listed or Eligible	
Survey Number				SHPO Project Number			SHPO Project Number	SHPO Project Number			SHPO Project Number	SHPO Project Number	SHPO Project Number	SHPO Project Number	SHPO Project Number	SHPO Project Number
Number of Resources Contributing - Buildings							Contributing Buildings	Contributing Buildings								
Number of Resources Contributing - Sites							Contributing Sites	Contributing Sites								
Number of Resources Contributing - Objects							Contributing Objects	Contributing Objects								
Number of Resources Contributing - Structures							Contributing Structures	Contributing Structures								
Number of Resources Contributing - Total							Contributing Total	Contributing Total								
Number of Resources Noncontributing - Buildings							Noncontributing Buildings	Noncontributing Buildings								
Number of Resources Noncontributing - Sites							Noncontributing Sites	Noncontributing Sites								
Number of Resources Noncontributing - Objects							Noncontributing Objects	Noncontributing Objects								
Number of Resources Noncontributing - Structures							Noncontributing Structures	Noncontributing Structures								
Number of Resources Noncontributing - Total							Noncontributing Total	Noncontributing Total								
Traditional Cultural Property							Traditional Cultural Property	Traditional Cultural Property							Traditional Cultural Property(ies)	Traditional Cultural Property
Associated Resources							Associated Resources	Associated Forms (ERL & SHPO tracking proc, but Viewfame between)							Archaeological Resource (Associated Inventory Form)	Associated Resources
Old Historic Inventory Number							Old Historic Inventory Numbers	Old Historic Inventory Numbers								Old Historic Inventory Number
Site Inventory Number							Site Inventory Numbers	Site Inventory Numbers								
Additional Information																
Form Status (pre, in-progress, retired)															Form Status (pre, in-progress, retired)	Status (Accepted, Retired)
Form Type (FDA, Viewfame Form, Viewfame Statement Form)															Best Practice (Best Practice Review Viewscan	Accepted Date
Last Form Change		Submitted Date (Review Submitted Forms) - Date and time form changed	Submitted Date (Review Submitted Forms) - Date and time form changed	Last Form Change			Last Form Change	Last Form Change								
Submitting Organization (Review Submitted Forms)		Submitting Organization (Review Submitted Forms) - Organization name user belonging to in WORDP	Submitting Organization (Review Submitted Forms) - Organization name user belonging to in WORDP	Date Form Submitted (Forms) - Date and time form was submitted			Date Form Submitted (Forms) - Date and time form was submitted	Organization - Organization full form name								
				Organization - Organization full form name			Organization - Organization full form name	Organization - Organization full form name								
								NR ELIGIBLE (presence/absence) in NR Eligible Status Name								
								State Register Listed (presence/absence) in State Register Historic Name								
								Locally Designated (presence/absence) in Locally Designated Historic Name								

Appendix D: Attachment Page Template

Inventory Number: _____
Historic Name:_____ Address:_____

Description Narrative:

(Provide full Narrative Description)

Significance Narrative:

(Provide full Statement of Significance)

Bibliography:

(Complete Bibliography)

Photographs, Figures and Maps:

(Include as appropriate)