PA-SHARE Tutorial:
Adding an Archaeological Resource to PA-SHARE

This tutorial will teach external users how to enter an archaeological resource in PA-SHARE.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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Overview

This section will outline the steps needed to submit a ***new*** Archaeological Resource. There are two typical scenarios for users to submit archaeological resources: as part of an Environmental Review (ER) project or independently.

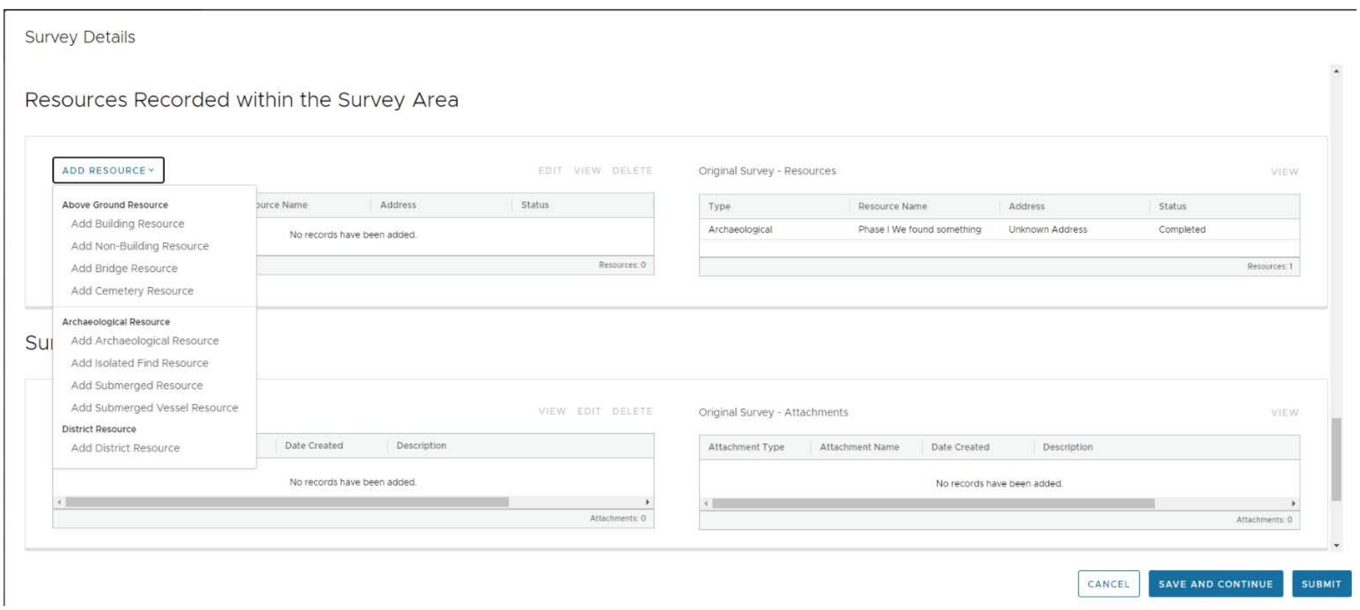
Both options allow the user to add Above Ground and Archaeological Resources including Archaeological Sites, Isolated Finds, Submerged Resources and Submerged Vessel Resources.

Adding Archaeological Resources for ER Projects

If you are submitting or updating an Archaeological Resource for an ***Environmental Review Project (ER)*** please see the related guidance on the [Help Materials page] of our website:

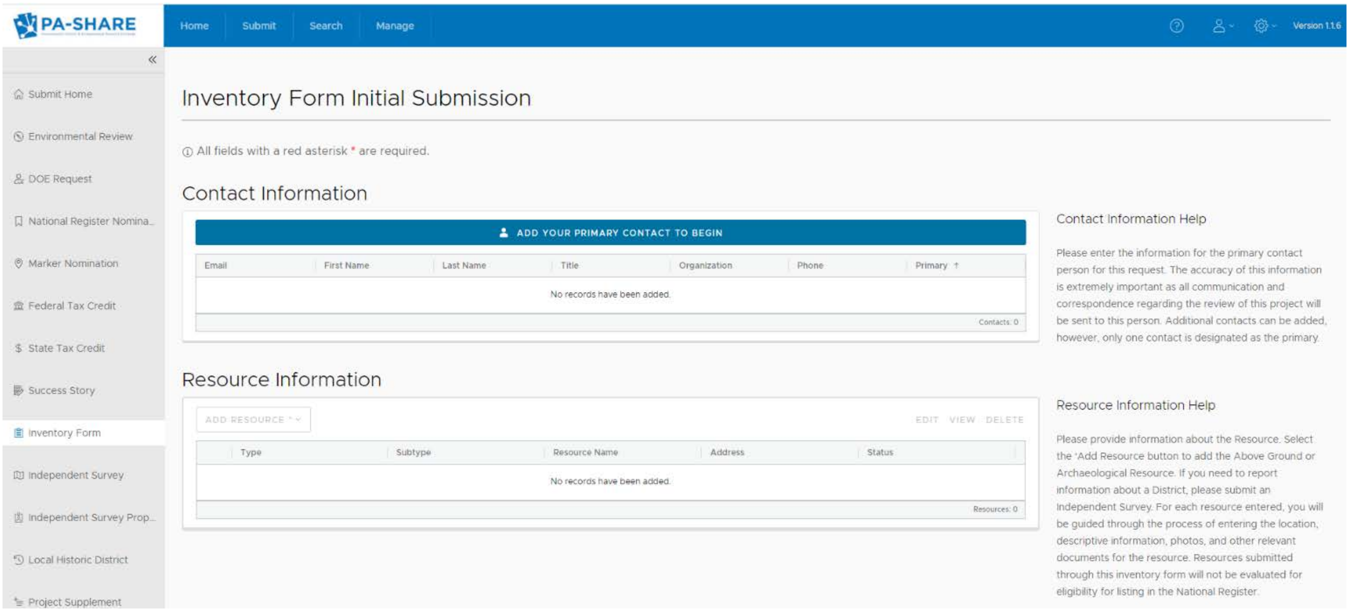
- Submitting a New Environmental Review Project in PA-SHARE
- Submitting a Survey, Resource, and Report for Archaeological Investigations

This is how the screen looks when submitting a resource for an ER project:

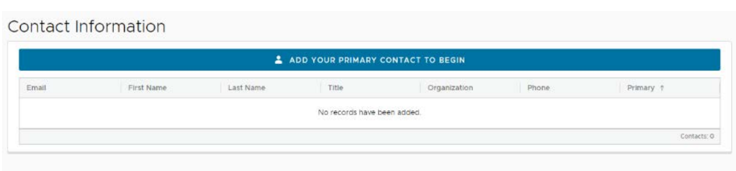


Adding Archaeological Resources Independently

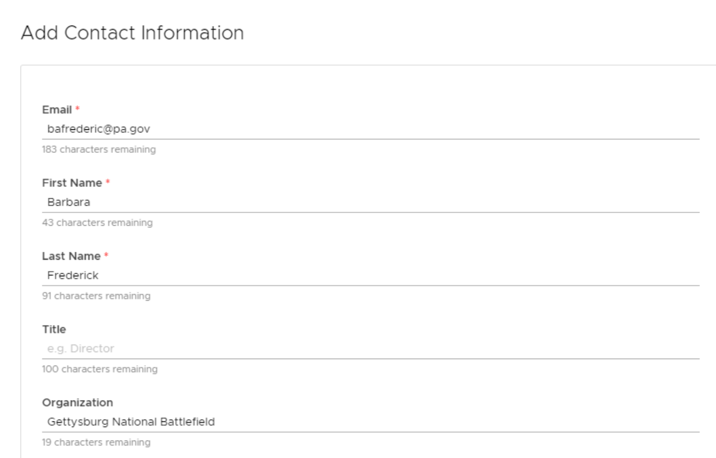
This is how the screen looks when Submitting a Resource through an Inventory Form:



If you are submitting a new archaeological resource through the inventory form, you will need to begin by adding your contact information.



At least one contact is required to begin your submission. Additional contacts may also be added. Click on the "Add Your Primary Contact To Begin" button.



The "Add Contact Information" screen will appear. You will need to scroll down to see all of the contact information fields.

It is helpful if you complete the non-required fields as well with your title, organization, and at least one phone number.

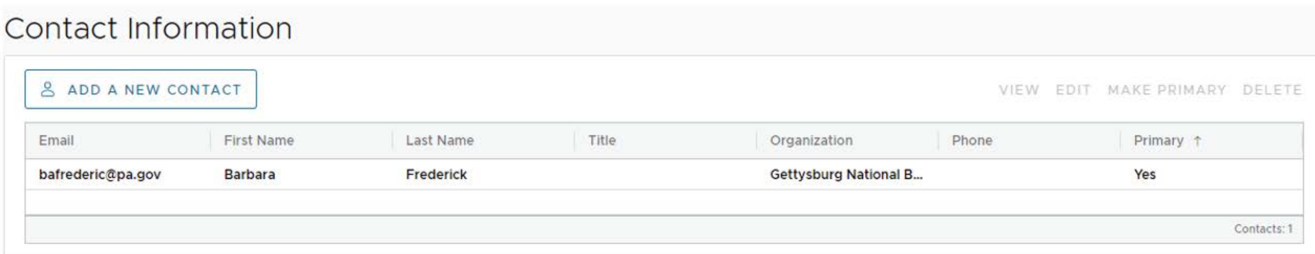
NOTE: If you have completed your User Profile, the Contact Information fields will automatically populate with your information.

This is the individual that will receive all communication regarding the review of this resource via email.

When you are finished data entering the primary contact information, Save.

The Save and Cancel buttons will always be located in the bottom right corner of your screen.

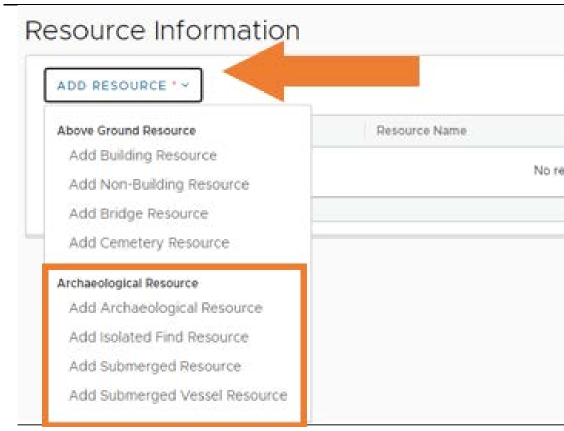
When you return to the main data entry screen, your contact information will appear:



Email	First Name	Last Name	Title	Organization	Phone	Primary
bafrederic@pa.gov	Barbara	Frederick		Gettysburg National B...		Yes

Entering Resource Data

Begin by finding the Add Resource button on either the Survey Details window (for an ER project) or Resource Information grid (not for an ER project).



Click "Add Resource" to open a dropdown menu of choices.

There are four choices for archaeological resources: archaeological resource, isolated find resource, submerged resource, submerged vessel resource.

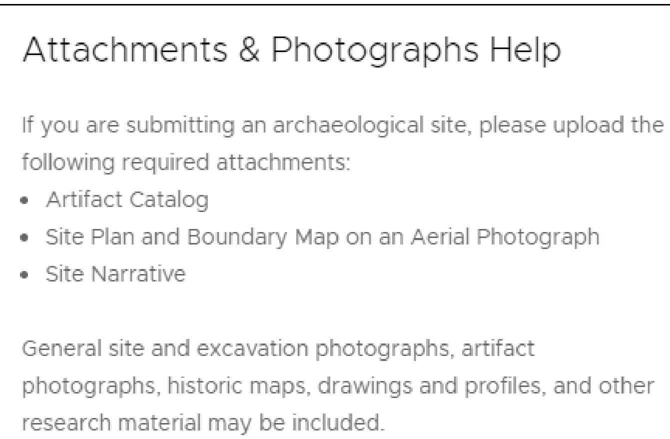
This example will be for an archaeological resource.

Once you select the type of resource you'll be entering, a new window will open titled "Archaeological Resource Details." This screen includes two primary sections and several subsections. You will need to scroll down using the bar on the right side of your screen to see all sections.

The two primary sections are:

- Identification: Information to create or update resource information
- Evaluation: Information required for a Determination of Eligibility (DOE)

Please note the following tools for working in all sections of this screen:



There is on-screen help for these sections on the right side of the screen.

Three actions buttons will always be visible at the lower right corner of your screen. They will be anchored here even as you scroll down the screen.

- Cancel allows you to close the Survey Details window.

	• Save and Continue allows you to save your work as you go along. NOTE: Your session will timeout after 30 minutes of inactivity and any unsaved changes will be discarded. To ensure information is not lost, we recommend saving the information after each section. • Save and Close allows you to save your work and close the window.
ⓘ All fields with a red asterisk * are required.	Those fields required to save a project are marked by a red asterisk.

Identification

The Identification section is open by default when you begin to enter resource details.

Within the Identification section are the following subsections, in this order:

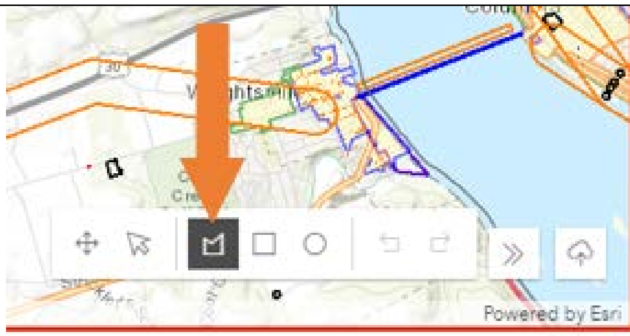
- Mapping
- Attachments & Photographs
- Location Information
- Summary Information
- Site Traits
- Chronology
- Features
- Artifacts
- Physical Data and Site Condition
- Water Drainage Area Information

Mapping Section

Adding an archaeological resource in PA-SHARE begins with mapping.

Two tools found in the lower right-hand corner of the mapping screen allow you to map the resource boundary.

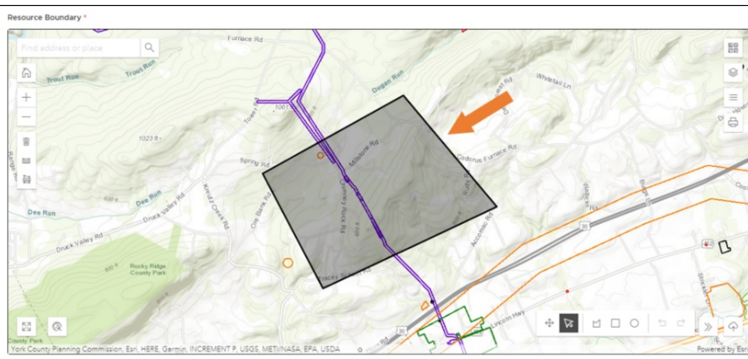
Click on the Sketch Widget (pencil) to draw the site boundary.



That will open various sketch options.

Please use the **POLYGON** option to sketch your site boundaries using your cursor.

To start drawing the site boundaries, click on the “Draw a Polygon” icon.



Next, left click on a point on the map to begin drawing the first line.

Drag your mouse in the direction of your next point. Left click your mouse to place the second point and move your mouse in the direction of the next point. Repeat as needed to draw the full site boundary.

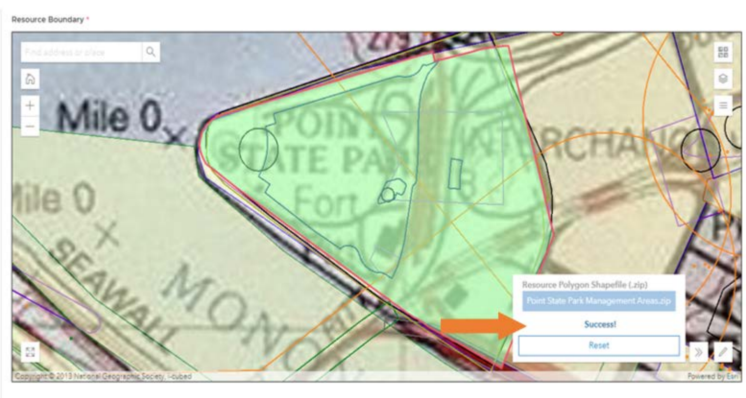
Double click on the last point placed on the map to complete the polygon.

The boundary for the resource will be shown on the map as a shaded shape.

You can also upload a shapefile of the site boundaries.

Click on the Cloud Icon in the in the bottom right corner next to the Sketch Widget.

Choose the single .zip file from your computer.



If loaded properly, the map will zoom to the uploaded shapefile location and a 'Success' Message will appear in the bottom right corner.

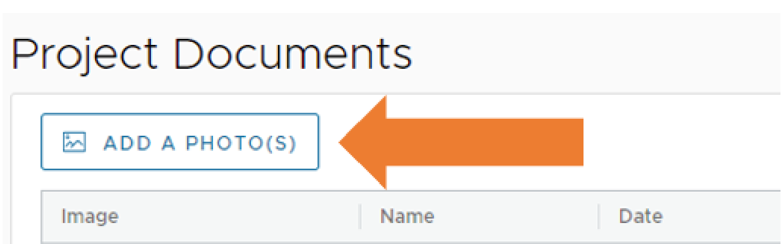
Photographs and Attachments

All archaeological resource submissions **REQUIRE:**

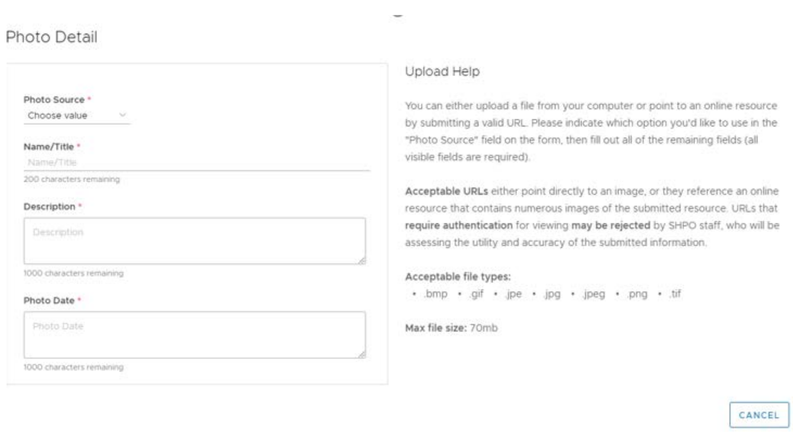
- An artifact catalog.
- Site plan and boundary map on an aerial photograph.
- Site narrative.

These items are added to the archaeological resource record in PA-SHARE as attachments. General site and excavation photographs, artifact photographs, historic maps, drawings and profiles, chronometric dating lab data, and other research material may also be included.

Instructions for Adding Photographs



Click the Add A Photo(s) button to begin.



The Photo Detail window will open.

All of the fields on the Photo Detail screen are required.

Direction for uploading photos is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.

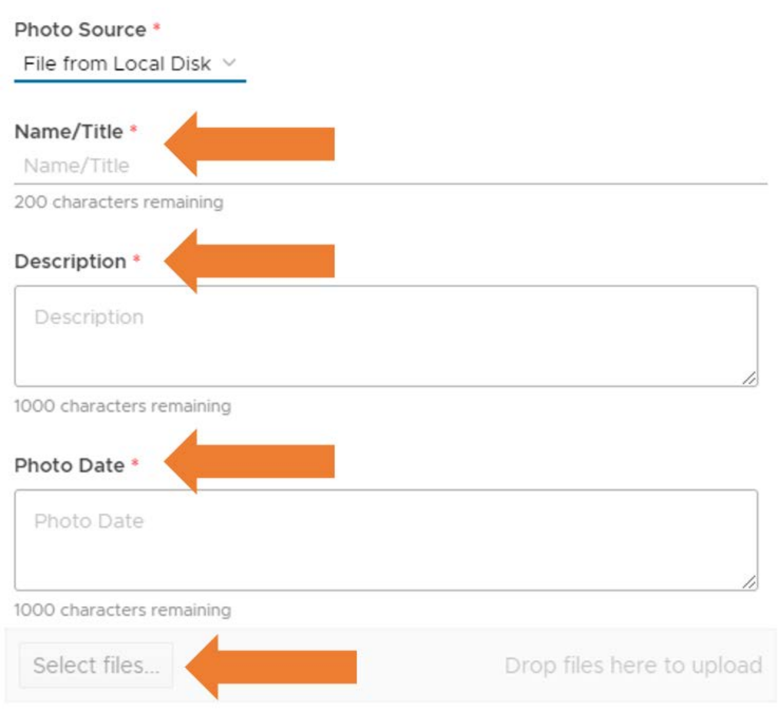


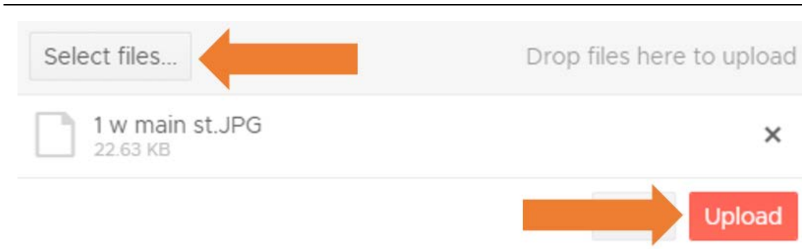
Photo Source: Select photos source. Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Include the temporary site number and/or name.

Description: Include provenience (feature, unit, STP, et cetera) and the direction the photo was taken.

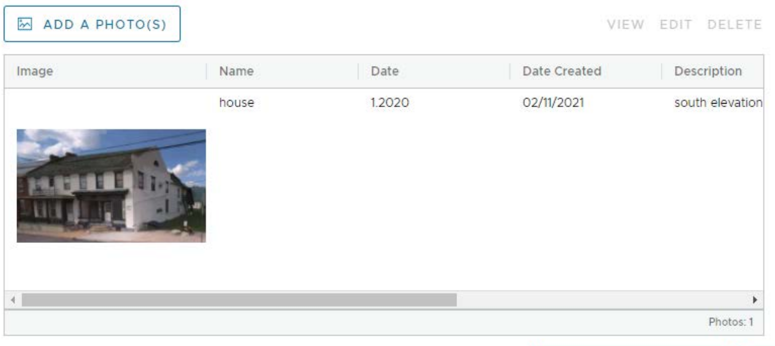
Photo Date: Provide the date the photo was taken. If the exact date is not known, provide an approximate date. The box allows for 1000 characters, so any additional information about the conditions when the photo was taken is accepted.

Once the last field is completed, the Select Files button at the bottom of the Photo Detail window will be activated.



Click the Select Files button to select the location of the file to be uploaded from your computer.

Once the photo has been selected, the photo name and size will show in the space below.



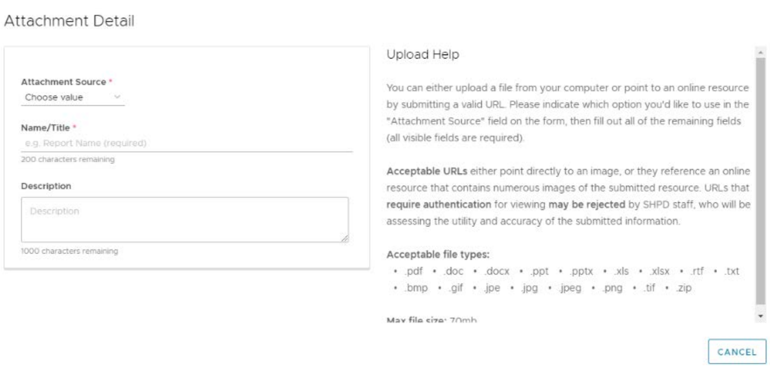
Once a photo is uploaded, it will appear as a thumbnail with the name, date of the photo, date the record was created, and description of the photo.

Repeat the same process to add additional photos.

Instructions for Adding Attachments

Click the “Add An Attachment” button to begin.

More than one attachment may be added.

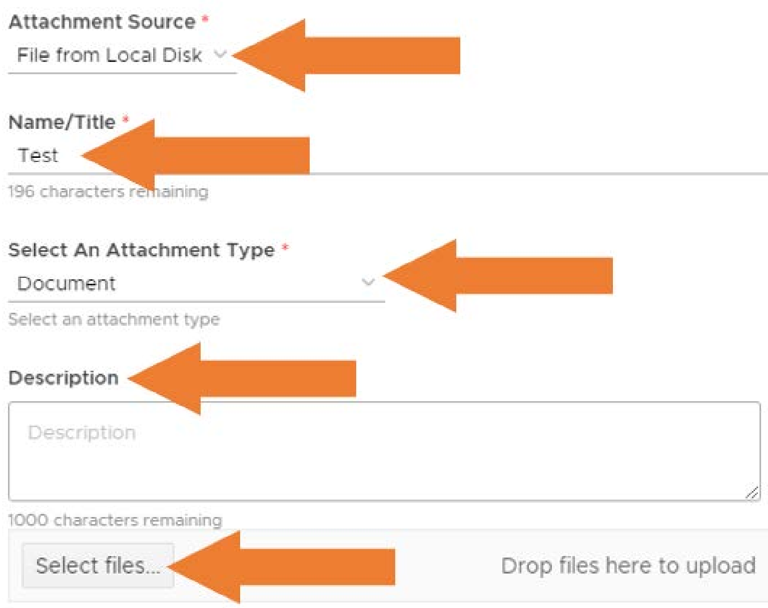


The Attachment Detail window will open.

Complete each of the required fields on the Attachment Detail screen.

Direction for uploading attachments is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.



Attachment Source: Select attachment source. Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

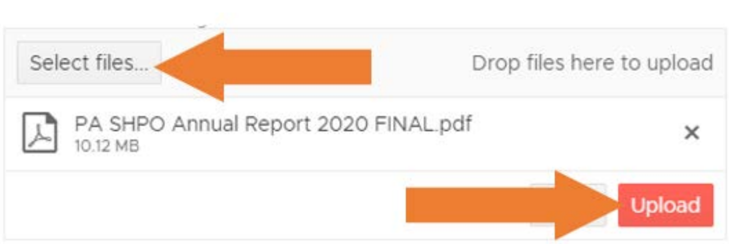
Name/Title: Provide the name or title of your attachment.

Select An Attachment Type: When selecting Attachment Type, please select one of the following from the list:

- “Catalog” for Artifact Catalog
- “Map” for Boundary Map
- “Narrative” for Site Narrative
- “Site Plan” for Site Plan

Description: Provide a more detailed description of what is included in the attachment or what information the attachment provides.

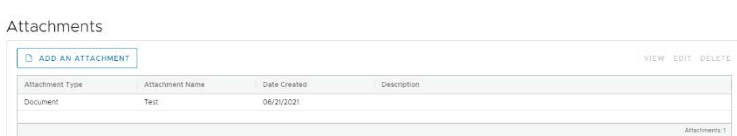
Once the last field is completed, the Select Files button at the bottom of the Attachment window will be activated.



Click the “Select Files” button to select the location of the file to be uploaded from your computer.

Once the file has been selected, the name and size will show in the space below.

Click “Upload” to add the attachment.

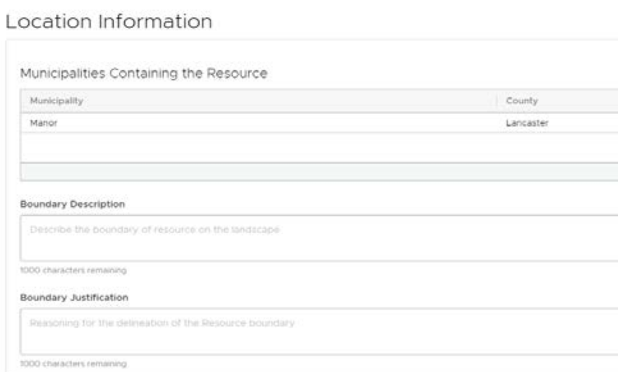


Once the attachment is uploaded, it will appear in the attachments grid. Select the attachment to view, edit, or delete.

Location Information

Information about the location of the archaeological resource is entered in this section. Please note the following:

- For archaeological sites, the boundary will reflect the extent of identified archaeological features and deposits and should heavily consider landform, topography, and historic land use (if applicable).
- Larger site areas, including multiple artifact concentrations more than 50 feet apart, should be grouped appropriately within the same landform.
- For projects limited to a narrow transect through a portion of a site (e.g. pipeline or sewer line rights-of-way or highway sliver-takes) the extent of the site within the right-of-way should be defined. The likely extent of the site beyond the right-of-way may be estimated based on topographic or other features, such as landforms and waterways, and this information should be included in the site attachments.
- For historic sites, associated standing structures and other historic features should be included within the site boundary. Site boundaries may coincide with historic or modern legal property boundaries, especially in the case of residential sites and sites in urban areas.



Municipalities Containing the Resource: The municipality and county in which the resources is located are auto populated when the site boundary is drawn above in the mapping section.

Boundary Description: Describe the resource boundary on the landscape.

Boundary Justification: Describe the reasoning for the delineation of the resource boundary.

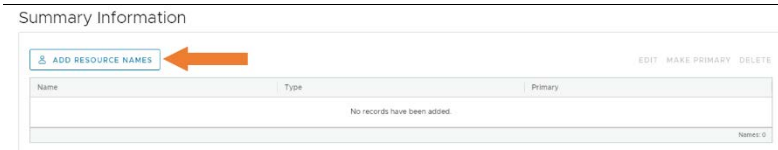
Summary Information

The Summary Information section includes fields for:

- Resource Name (s)
- Resource Number(s)
- Physical Summary narrative
- Recorder

- The Physical Summary is a text box where you a brief site description.
- “**Add a Recorder” is Required**

If an eligibility recommendation is being made, it should be captured in the recorder recommendation field with further explanation provided in the justification field.



Click “Add Resource Names.” This will open a box with two new fields.

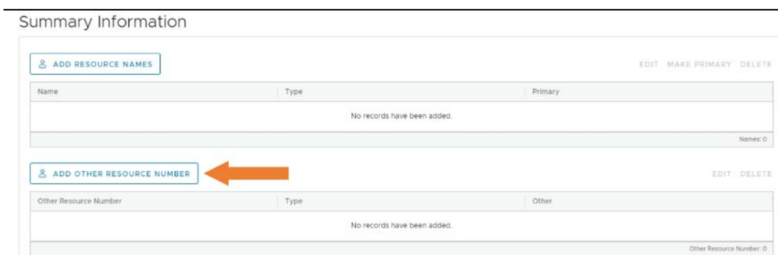
Resource Name: Enter the resource name, up to 200 Characters. Please note the following when adding the resource name:

- Archaeological site names should easily be associated with the site such as a historical or physical landmark, the name of a farm, or the surname of the property owner.
- Historical and physical landmarks are preferred. Common surnames or stream names have the potential for being duplicated at other sites, thus causing confusion.
- Do not include the word “Site” as part of the name.

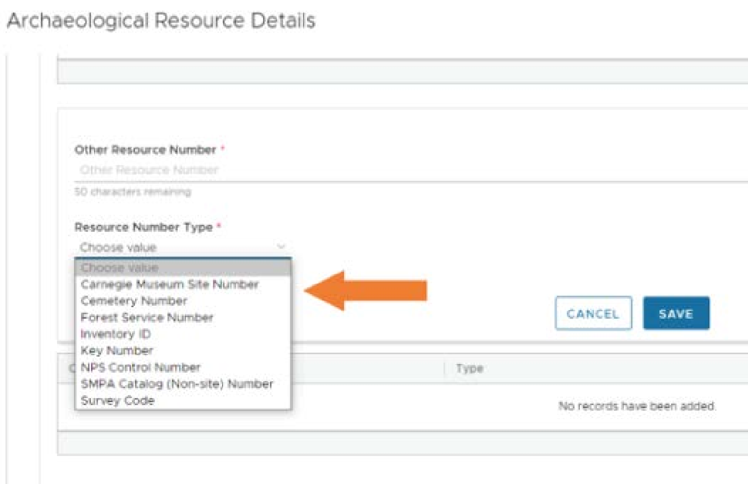
Select Type: Select if the name is the current name or historic name.

- Historic: what the site was called in the past.
- Current: the site’s current name such as the temporary field ID.

Click “Save” to exit. **Note**: You may add multiple resource names by repeating the above process.



Click “Add Other Resource Number” to add another resource number if the resource is identified using another institutional numbering system or survey code.



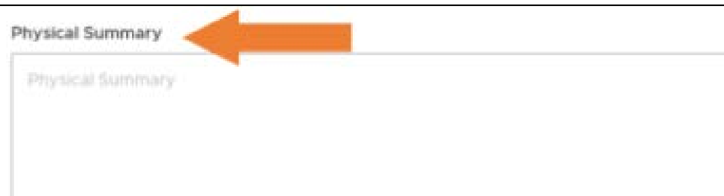
Do not enter PASS number in this location.

Other Resource Number: Enter the other resource number in the text field, up to 50 characters. Other Resource Number refers to other institutional numbering systems or survey codes.

Resource Number Type: Choose the type of the other resource number you entered from the dropdown list.

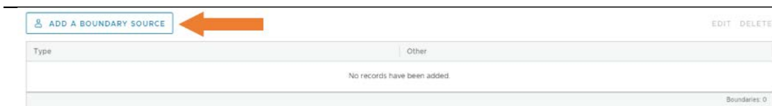
Examples include Forest Service resource numbers or Carnegie Museum archaeological site numbers.

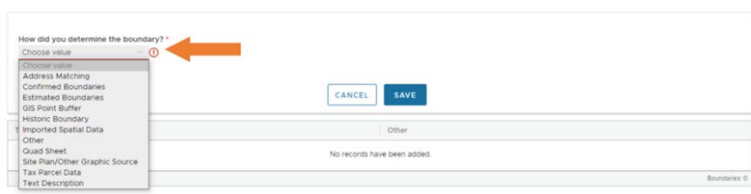
Click “Save” to exit.



Physical Summary: Provide a brief physical site description in the text box up to 1,000 characters. The physical summary reiterates the location and summary Information and introduces the site traits.

You can copy and paste from a Word document using the Ctrl+V function.



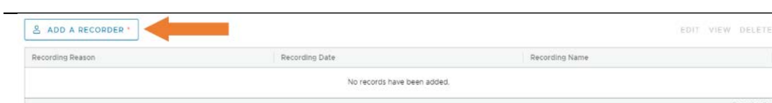


Click “Add a Boundary Source” to indicate how the archaeological resource boundary was determined.

How did you determine the boundary: Select from the dropdown list of options for how the boundary was determined.

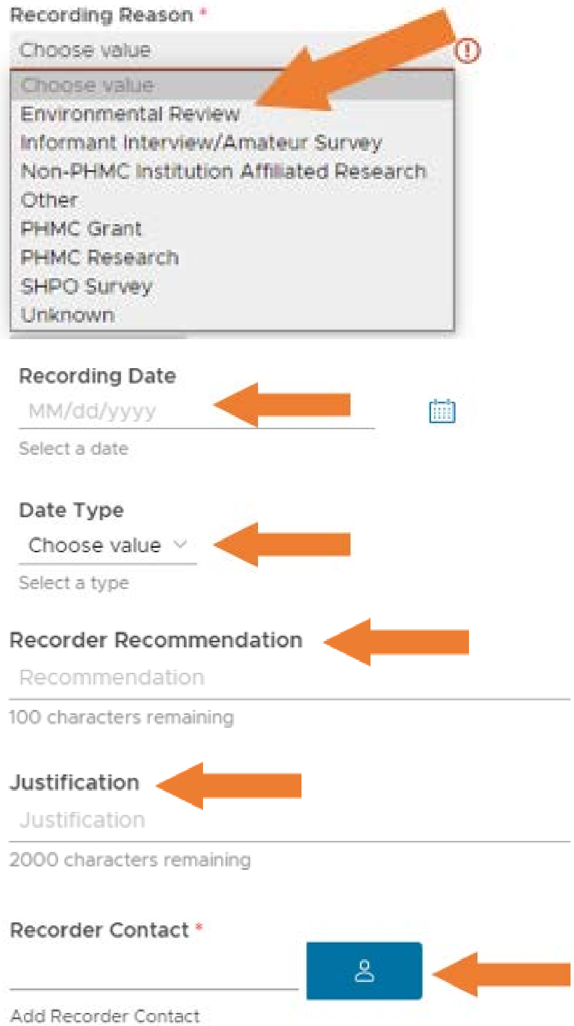
If you uploaded a shapefile for the site boundary, please choose “Imported Spatial Data”.

Click “Save” to exit.



Click “Add a Recorder” to open a new box to enter information about resource recording. **NOTE**: You must complete this section.

Recording Reason: Choose from the dropdown list the reason the archaeological resource was recorded.



If the site was recorded for an ER Project, please choose "Environmental Review" for recording reason.

Recording Date: Enter the date the archaeological resource was recorded or pick from the blue calendar icon.

Date Type: Select the option for the type of date as a circa date, exact date, or range.

Recorder Recommendation: Complete only if Recorder is providing recommendation about the resource's eligibility for listing in the National Register of Historic Places.

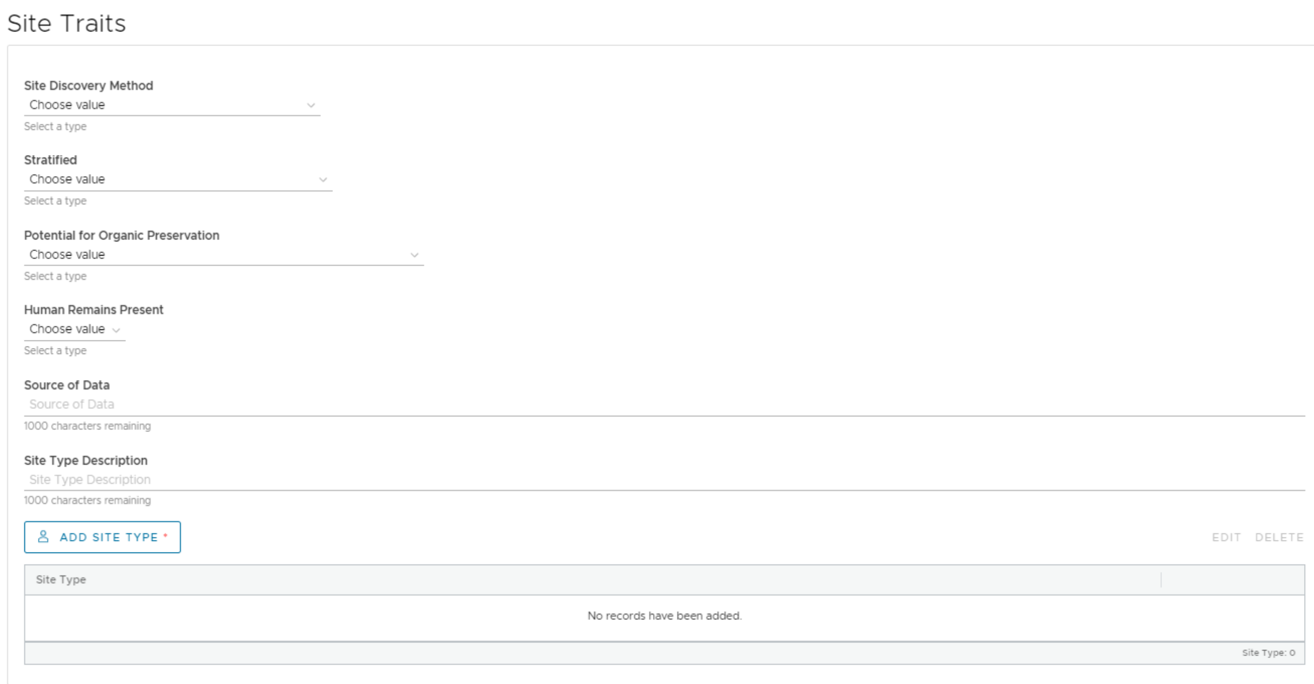
Justification: Complete only if providing an eligibility recommendation. Use this field to explain the Recorder's recommendation.

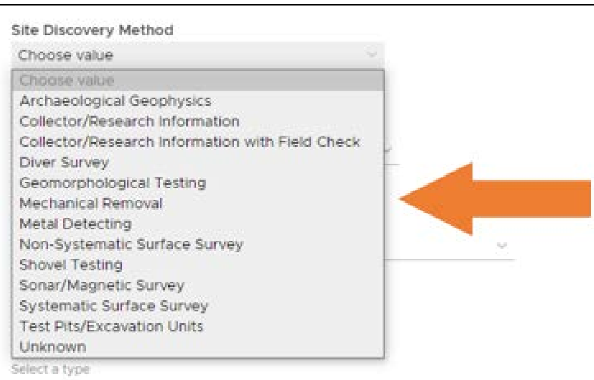
Recorder Contact: Click the blue box to populate this field. A "Add Contact Information" window will open. Complete required sections and click "Save" to close. Add multiple entries to the table as necessary.

Click "Save" to exit.

Site Traits

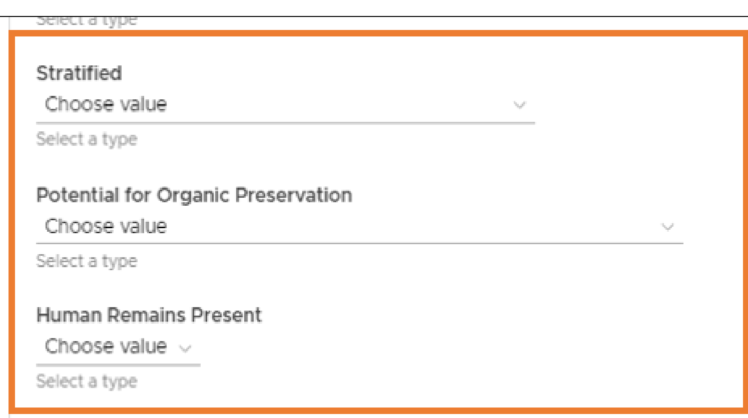
Please provide information about general site traits for this resource.





Site Discovery Method: Select a method from dropdown list to record the Site Discovery Method, or how the site was **First Discovered.**

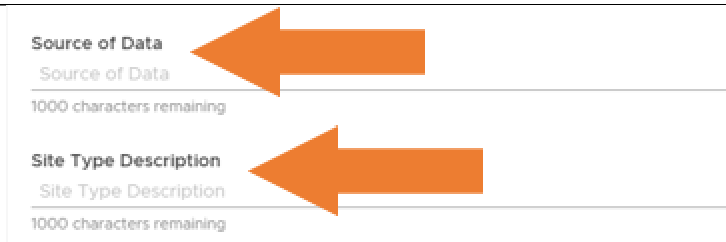
Additional testing or excavation methods can be included in the Fieldwork section.



Stratified: Click in field to open dropdown list. Indicate if site is stratified and if so, how, using the options provided.

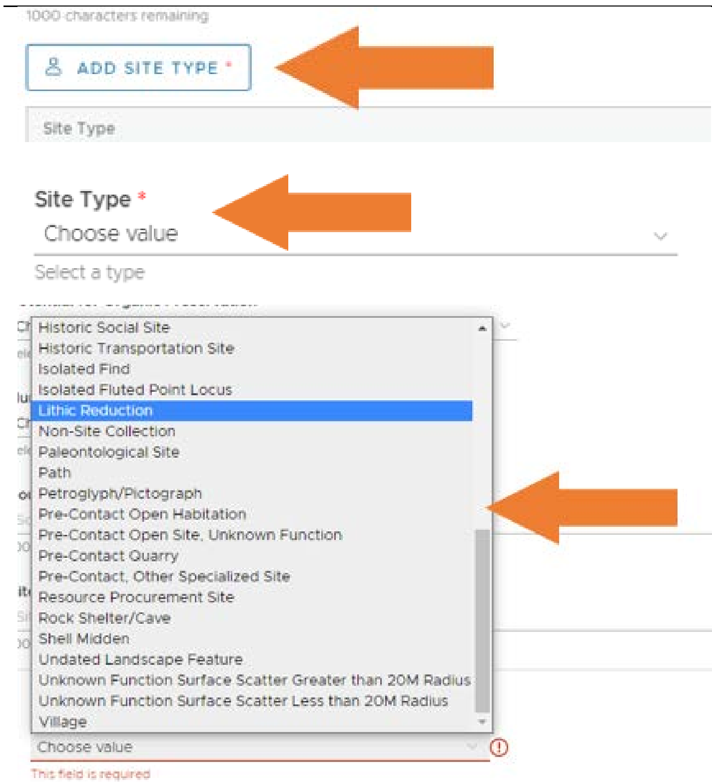
Potential for Organic Preservation: Click in field to open dropdown list. Indicate the types of conditions and presence of organic material.

Human Remains Present: Click in field to open dropdown list. Indicate if human remains are present, not present, or unknown if present.



Source of Data: Enter information about where your site data originated. Examples include local informants, historic maps, pedestrian survey, STP or Unit excavation, etc.

Site Type Description: Add information for additional clarity, or if you have identified a specific site function that is not included in the dropdown list.



Add Site Type: Click "Add Site Type" to open a new box.

Site Type: Click in field to open dropdown list. Use the bar at the right to scroll through all options.

Select the site type that best represents the site.

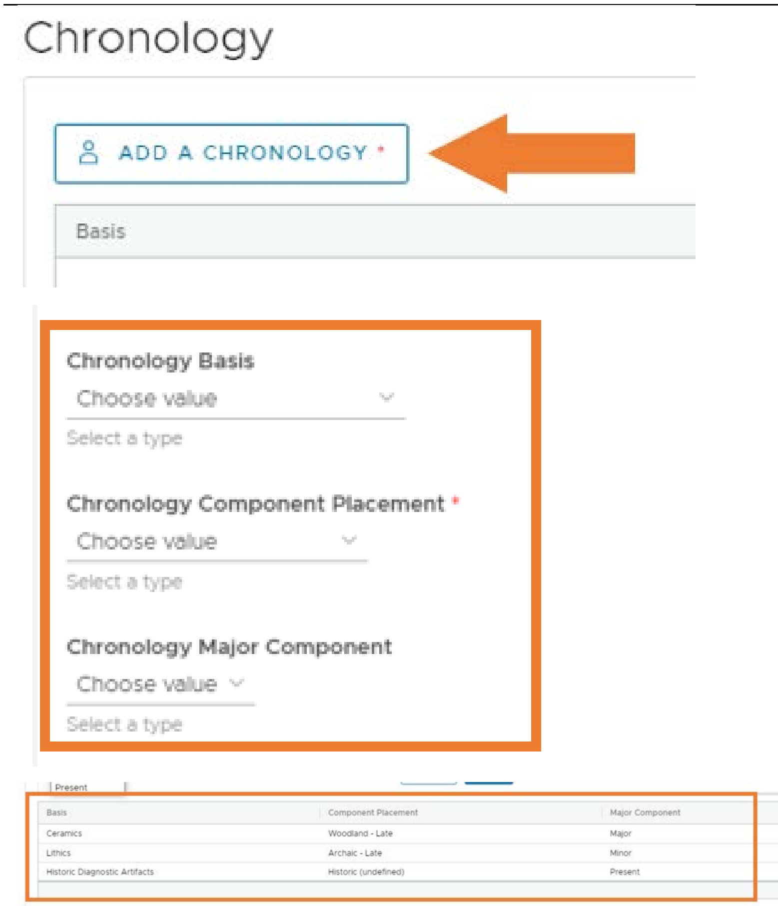
Click "Save" to exit.

NOTE: For multi-component or multi-function sites, please select multiple site types that best represent the site components.

To add more than one site type, repeated the steps above: "Add Site Type", choose from list, and save.

Chronology

Use this section to select the eras or cultural periods for when the site may have been used, if known. It is better to be general than inaccurate. This section also gives the user space to provide information about absolute, or chronometric, dating methods that were applied at the site.



Click "Add a Chronology" and the screen will expand with three fields and grid. The information provided by selecting information in the fields will populate the grid.

Chronology Basis: Choose the option that best defines the materials or methods used to determine a site component's context.

Chronology Component Placement: Choose the option that best defines the time-period associated with that site component's context.

Chronology Major Component: Choose one option to indicate if a time period represents a major, minor, or incidental component within the site.

Determining if your component can be defined as major or minor should be based on percentages of diagnostic artifacts (greater than 50% = major), but this should also take features, stratigraphy, integrity, and historic research into account, if applicable

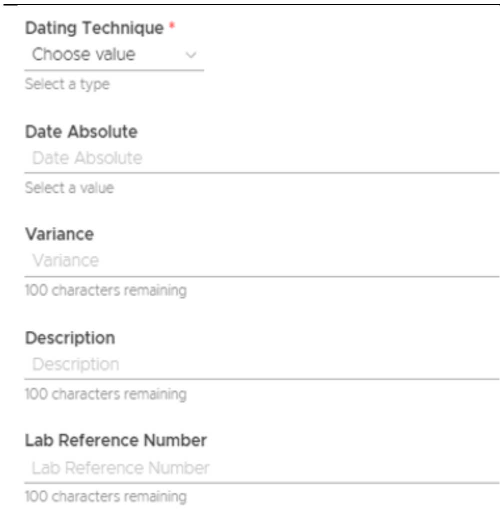
In this example, the site is primarily a Late Woodland site (diagnostic ceramics) with evidence of a Late Archaic component (lithics) and a unassociated historic scatter (historic diagnostic artifacts.

Click "Save" to exit.

Click "Add Date Sample" and the screen will expand with five fields and grid. The information provided by selecting information in the fields will populate the grid.

Dating Technique: Click in field to open dropdown list. Indicate the dating technique used.

Please enter the Date Absolute, Variance, Description, and Lab Reference Numbers as they appear on the Lab Results.



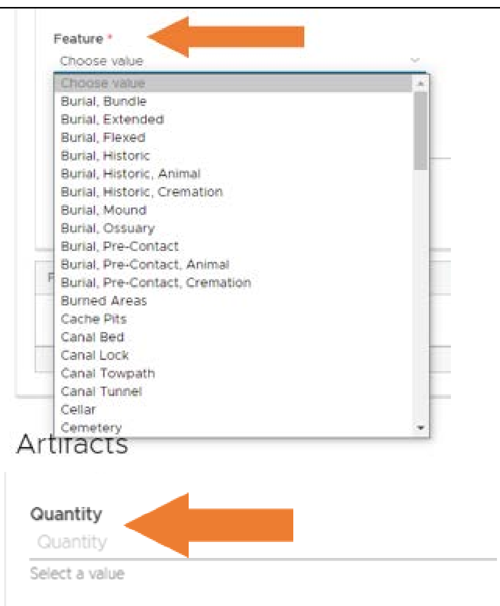
NOTE: Please attach Lab Results PDFs using the "Add an Attachment" button in the Attachments and Photographs section near the top of the page.

Click "Save" to exit.

Features

Add a row to this section for each type of feature that was identified on the site. If no features were identified, do not add any rows to this section.

To add a feature, click "Add a Feature." This will expand a box to provide additional information.



Feature: Choose feature type from dropdown list. Use the bar at the right side of the box to scroll through the options.

NOTE: If you have a feature type that is not included on the list, please describe it in the comments box located in the Summary Information section.

Quantity: Add the quantity of the feature type into the text box.

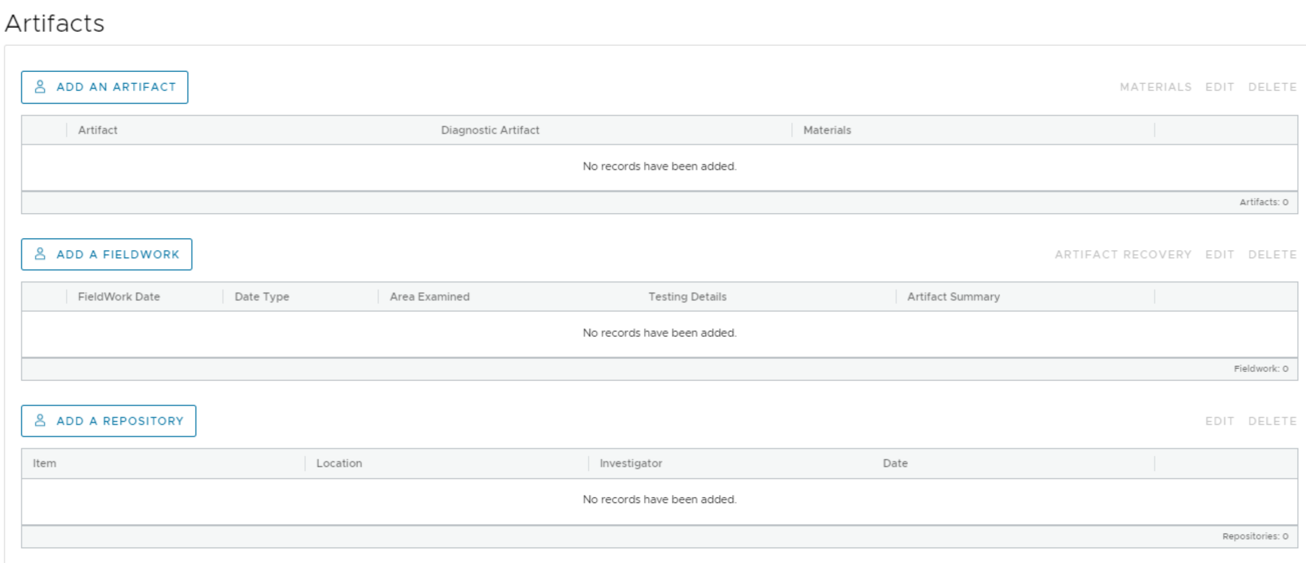
Click "Save" to exit.

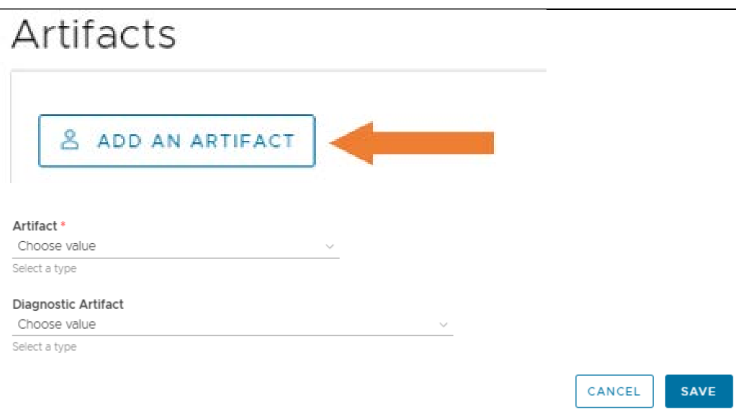
NOTE: Repeat this step to add as many different feature types as needed.

Artifacts

The artifact section includes three grids:

- *Artifacts*: this section is meant to summarize and categorize the artifact types, diagnostics, and materials found within a site so that researchers may query the PASS files based on this information. In addition to completing this section, you are **required** to attach a full artifact catalog using the "Add an Attachment" feature in the Attachments and Photographs section.
- *Fieldwork*: Use this section to provide information about field work that resulted in the recovery or identification of artifacts. Area Examined should be a measurement in square meters
- *Repositories*: This section is used to identify which repositories hold collections from a given site.





To add an artifact, click the "Add an Artifact" button.

Artifact: Choose the type of artifact from the options in the dropdown list.

Diagnostic Artifact: If the above Artifact Type is diagnostic, select the type of diagnostic artifact from the options in the dropdown list.

Click "Save" to exit.

Repeat these steps to add as many different Artifact types as needed.

To add a material type, highlight the artifact type in the table by clicking on the box next to the artifact name.

Click the word "Materials".

A pop-up window will open. Click the "Add An Artifact Material" button.

Artifact Materials: Choose the material type from the options in the dropdown list.

Quantity: Add the quantity of the material type into the text box. **Note**: The quantity does not appear in the artifact table.

Click "Save".

Additional material types can be added for the same artifact type before closing by selecting the "Add an Artifact Material" button and repeating the above steps.

Repeat these steps to add Artifact Materials for all artifact types as needed.

To add a fieldwork event associated with the artifacts entered above, click the "Add a Fieldwork" button.

Field Work Date: Enter date of field work in field or using blue calendar icon.

Date Type: Select type of date.

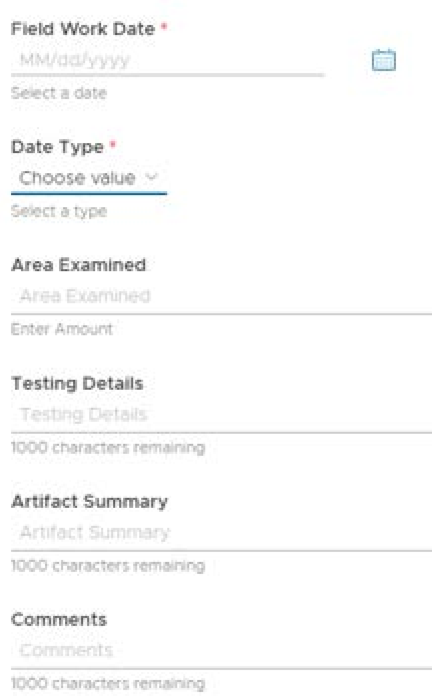
Area Examined: Enter measurement of area in square meters.

Testing Details: Describe the field methods employed during the site investigation.

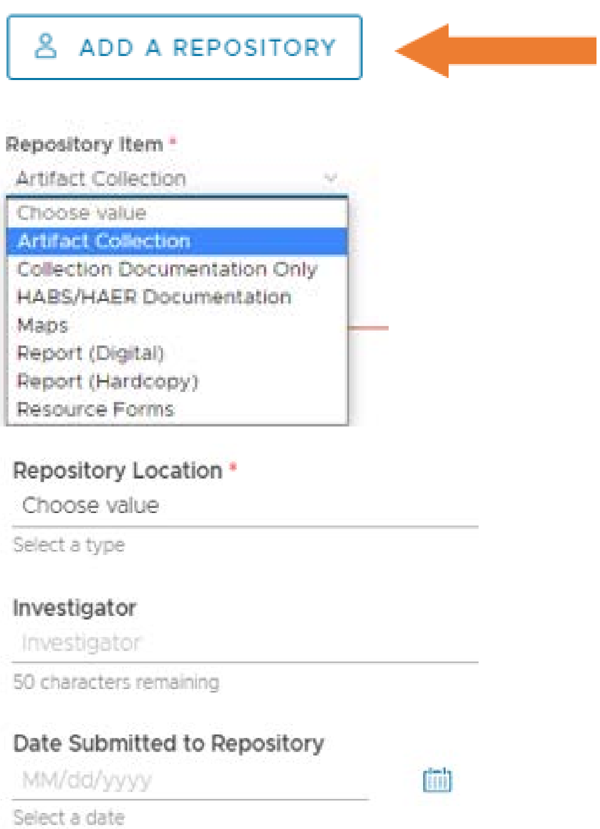
Artifact Summary: Briefly describe the materials that were recovered.

Comments: Add additional comments if necessary.

Click "Save" to exit.



Repeat above steps to add as many Fieldwork entries as needed.



To add a repository where the collections from a given site are held, click the “Add a Repository” button.

Repository Item: Choose “Artifact Collection” from the dropdown list.

Repository Location: Choose location of the repository from the dropdown list. If curating at the State Museum of Pennsylvania, choose “PHMC-State Museum”.

Investigator: Enter the name of the firm or organization that conducted the investigations in the text box.

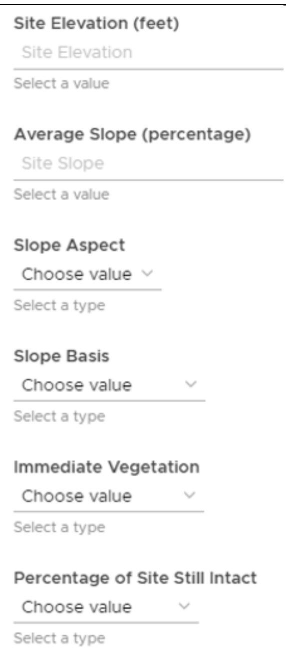
Date Submitted to Repository: Add the date the collection was submitted to the repository using the calendar icon or entering a date.

Click “Save” to exit.

Physical Data and Site Condition

The fields included in the Physical Data and Site Condition section provide information about how the site fits into the surrounding environment, whether it has been disturbed, and if the site is currently threatened. Please provide information based on field observations whenever possible.

NOTE: The Soil, Bedrock, and Physiographic Zone fields included at the end of this section should automatically populate based on the site boundary that you provided in the Mapping section. However, this functionality is currently not working and is under development.



Site Elevation: Enter the height of site elevation in feet.

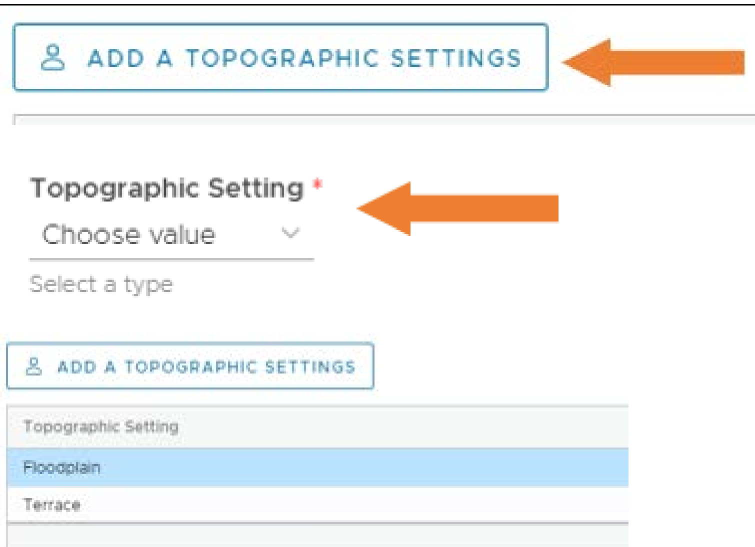
Average Slope: Enter average slope as a percentage.

Slope Aspect: Select from dropdown list.

Slope Basis: Select basis for identifying slope characteristics from dropdown list.

Immediate Vegetation: Choose the most accurate option for the type of vegetation immediately around the site.

Percentage of Site Still Intact: Choose the most accurate option for the percentage of site still intact.



Click “Add a Topographic Setting” to add topographic features present at the site.

Choose the appropriate topographic setting from the drop-down list.

Click “Save” to exit.

Repeat above steps to add as many topographic setting entries as needed.

This example shows that two topographic settings have been added.

Click “Add a Threat” to add a known threat to the site.

Choose the type of threat from the drop-down list.

Click “Save” to exit.

Repeat above steps to add as many threat entries as needed.

This example shows that two threat have been added.

Click “Add a Previous Disturbance” to add the ways in which the site has been previously disturbed.

Choose the type of previous disturbance from the drop-down list.

Click “Save” to exit.

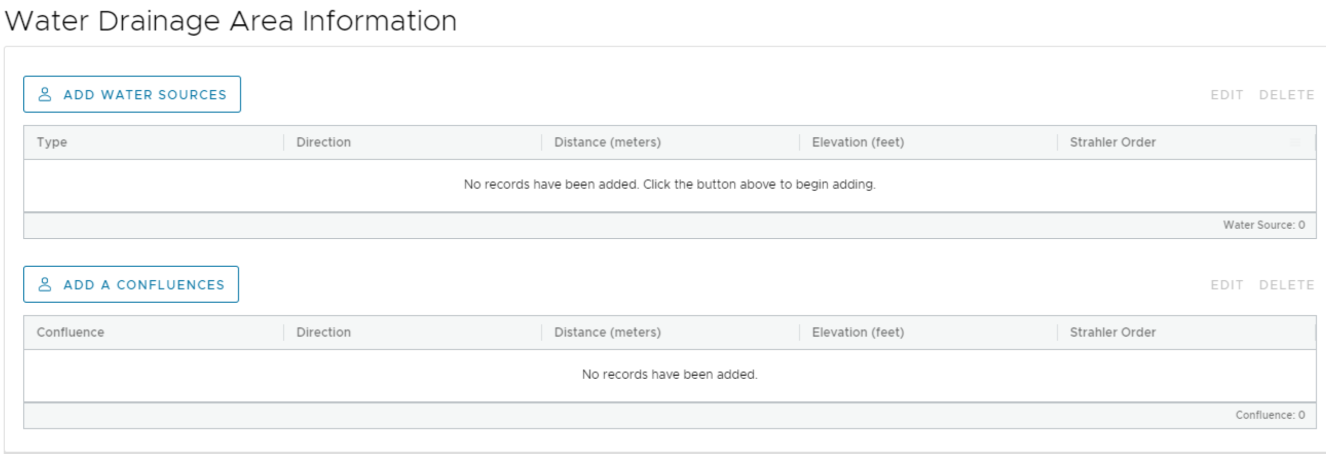
Repeat above steps to add as many threat entries as needed.

This example shows that two types of previous disturbance have been added.

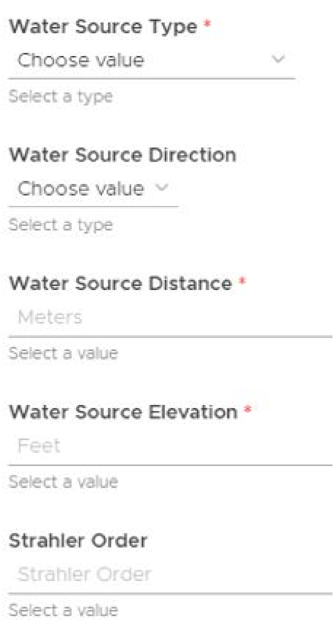
Water Drainage Area Information

The fields included in the Water Drainage Area section provide information about the two water sources that are closest to the site and the nearest perennial stream confluence. Please provide information based on field observations whenever possible.

The Watershed section will automatically populate based on the site boundary that you provided in the Mapping section, but you will need to manually add the Minor Stream, if applicable.



To add information about water sources, click “Add Water Sources”



Water Source Type: Select the type of water source.

Water Source Direction: Select the appropriate cardinal or ordinal direction of the water source.

Water Source Distance: Enter the distance of the water source from the site in meters.

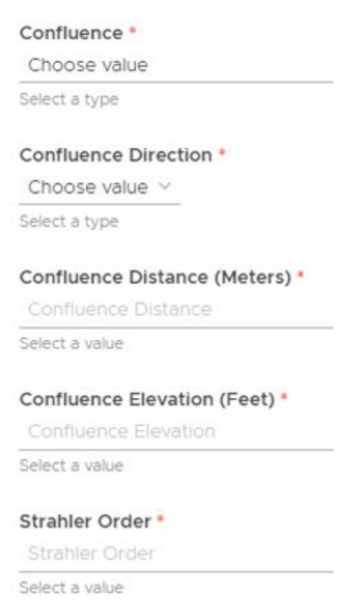
Water Source Elevation: Enter the elevation of the water source in feet.

Strahler Order: Enter Strahler Order number of water source.

Click “Save” to exit.

Repeat above steps to add as many water source entries as needed.

To add information about confluences, click “Add A Confluence”



Confluence: Select the relationship of the site to the confluence.

Confluence Direction: Select the appropriate cardinal or ordinal direction of the confluence.

Confluence Distance (Meters): Enter the distance of the confluence from the site in meters.

Confluence Elevation (Feet): Enter the elevation of the confluence in feet.

Stahler Order: Enter Strahler Order number of confluence.

Click “Save” to exit.

Repeat above steps to add as many water source entries as needed.

Evaluation

This section includes two parts: Significance and Bibliographical References.

Complete this section of the Archaeological Resource Details screen if:

- you are seeking a determination of eligibility (DOE) for this resource. Information in this section is required for a DOE. Please include applicable criteria/considerations and significant associations.

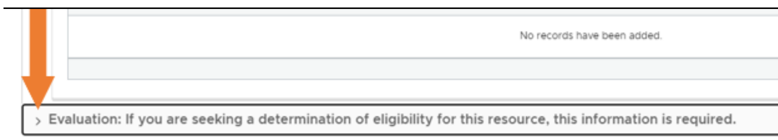
- you would like to provide PA SHPO with a recommendation on the site's eligibility for the National Register of Historic Places. Providing information in this section is optional. If you do not have enough information to make an evaluation of significance, please leave these fields blank.

NOTE: If the resource is associated with an ER project, please update these recommendations to reflect the recommendations made in the associated report.

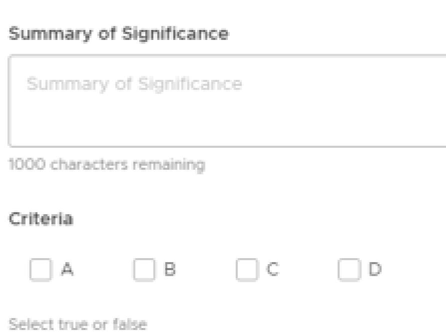
Significance

The significance fields and tables only appear when you expand the Evaluation section of the Archaeological Resource Details screen.

Provide information about the significance of the resource using the National Register criteria and categories.



By default, the Evaluation screen is collapsed. Click on the ">" next to "Evaluation" to expand the Evaluation entry screen.



Once expanded, begin entering information in the fields below "Significance."

Summary of Significance: Enter a Summary of Significance statement into the text box. You can copy and paste from a Word document using the Ctrl+V function.

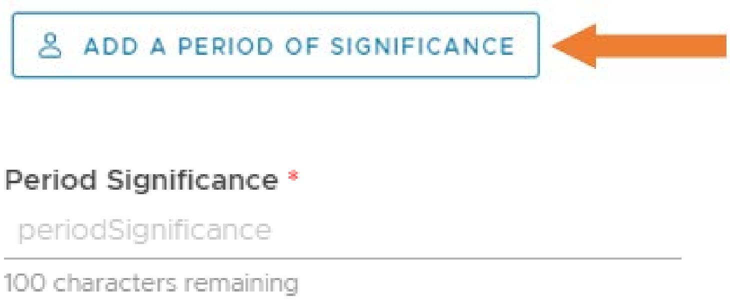
Criteria: Click in the box next to the applicable criterion or criteria. You may select more than one criterion.

To add information about one or more Areas of Significance, click "Add An Area of Significance."

Area of Significance: Choose the appropriate area of significance from the dropdown list.

Click "Save" to exit.

Repeat above steps to add as many Areas of Significance as needed.

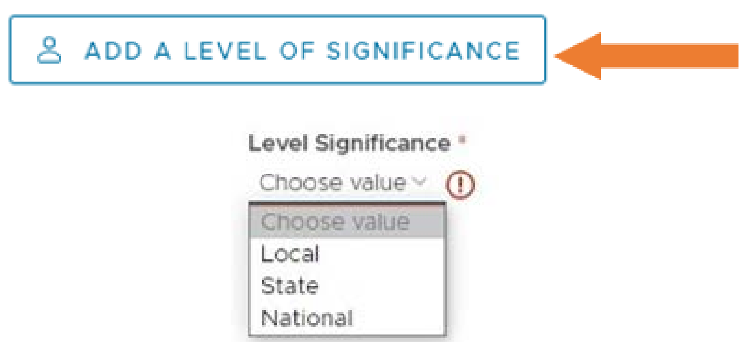


To add information about one or more Periods of Significance, click "Add A Period of Significance."

Period of Significance: Provide the National Register Period of Significance by entering the date or date range. Include "ca." to indicate whether the date or date range is a circa date or range. Provide only one Period of Significance per entry.

Click "Save" to exit.

Repeat above steps to add as many Periods of Significance as needed.



To add information about the Level of Significance, click "Add A Level of Significance."

Level of Significance: Select the National Register Level of Significance for the resource.

Click "Save" to exit.

Criteria: Click in the box next to the applicable criterion consideration or criteria considerations.

You may select more than one criterion.

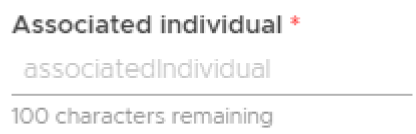
To add information about one as associated event, click "Add Associated Event."

Associated event: Very briefly describe the associated event. Field is limited to 100 characters. Please include one event per entry.

Click "Save" to exit.

Repeat above steps to add as many associated events as needed.

To add information about an associated person, click "Add An Associated Individual."



Associated individual: Very briefly describe the associated person. Field is limited to 100 characters. Please include one person per entry.

Click “Save” to exit.

Repeat above steps to add as many associated individuals as needed.

To add information about a cultural affiliation associated with the resource, click “Add A Cultural Affilitation.”

Cultural Affilitation: Very briefly describe the cultural affiliation. Field is limited to 100 characters. Please include one affiliation per entry.

Click “Save” to exit.

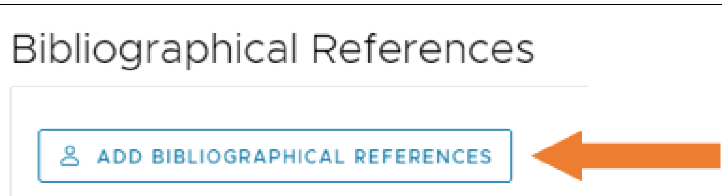
Repeat above steps to add as many associated individuals as needed.

Bibliographical References

The Bibliographical References table only appears when you expand the Evaluation section of the Archaeological Resource Details screen.

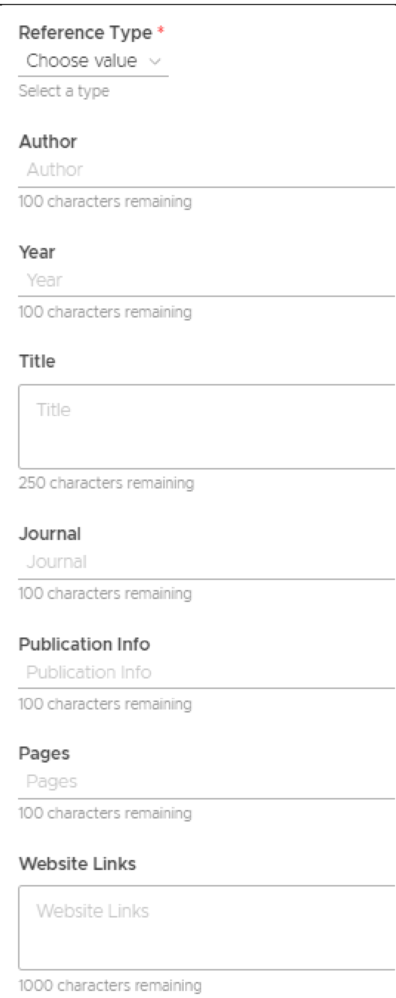
For archaeological sites, please provide information about any publications that concern this site. The purpose of this information is to point researchers toward resources that contain more detailed information on a site and its interpretation than what is contained in the PASS files. Examples include journal articles, books, and websites.

You may also add copies of the references as attachments under the “Add Attachment” tab at the top of the page. **NOTE:** Do not provide your research bibliography or include references to compliance reports that are already in PA-SHARE.



To add a bibliographical reference, click “Add Bibliographical References.”

This will expand the window to show a number of fields.



Reference Type: Choose the type of reference from the dropdown list.

Author: Enter the author first and last name.

Year: Enter year of reference's publication.

Title: Enter the title of the reference.

Journal: Enter the name of the journal, in applicable.

Publication Info: Enter publisher, etc.

Pages: If reference is an article or book chapter, provide pages numbers.

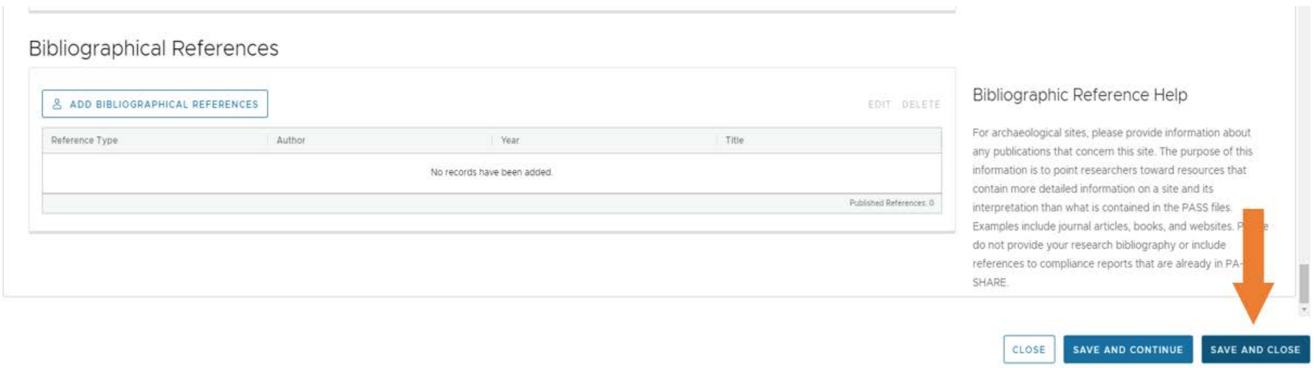
Website Links: Provide URL to reference if it is available online. Please make sure website links are active and not restricted.

Click "Save" to exit.

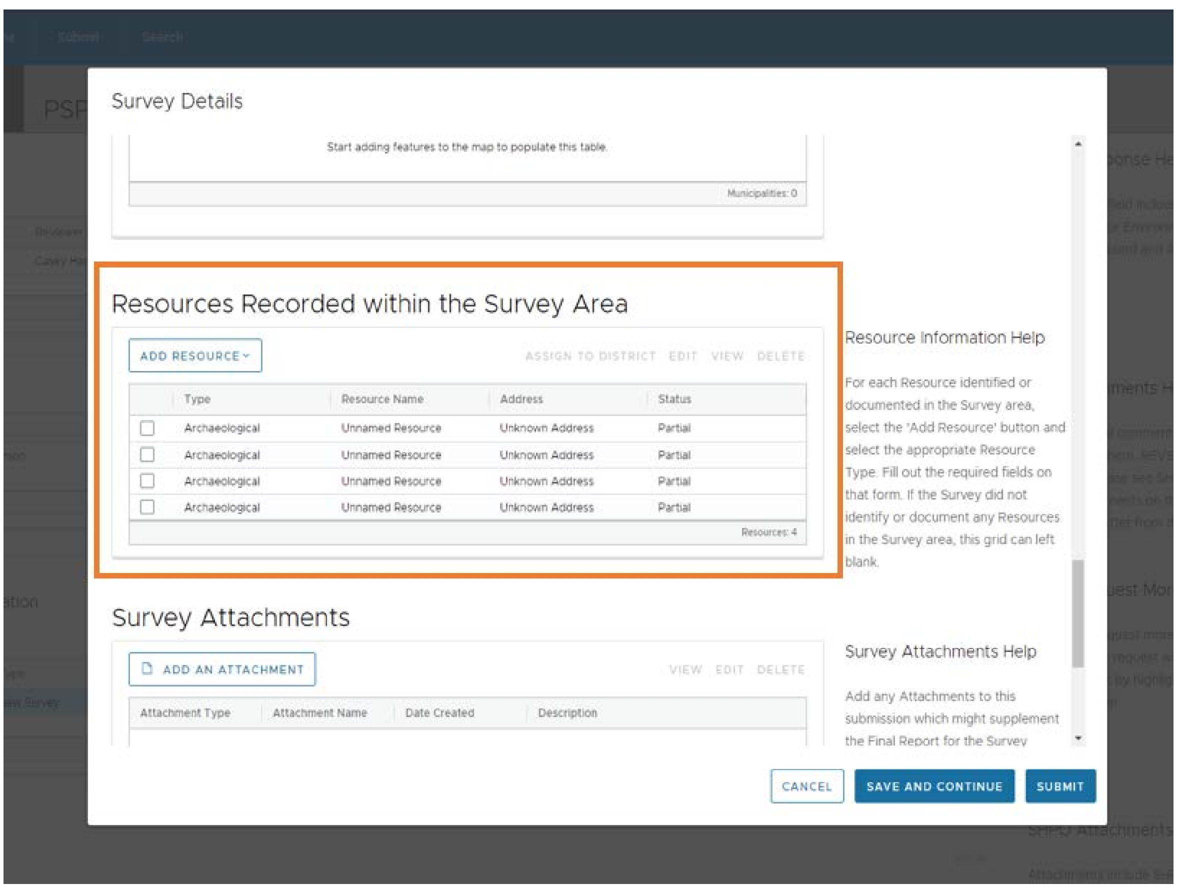
Repeat above steps to add as many bibliographical references as needed.

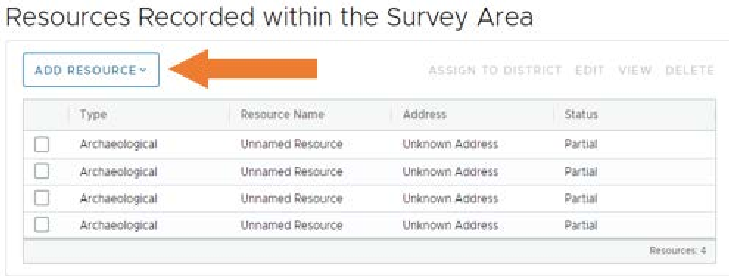
Submitting the Archaeological Resource to the SHPO – ER Projects

Once you have entered all of the required fields (denoted by a red asterisk) on the Archaeological Resource Details screen, click "Save and Close" at the bottom right corner of the page. Closing this screen will take you back to the Survey Details Screen.

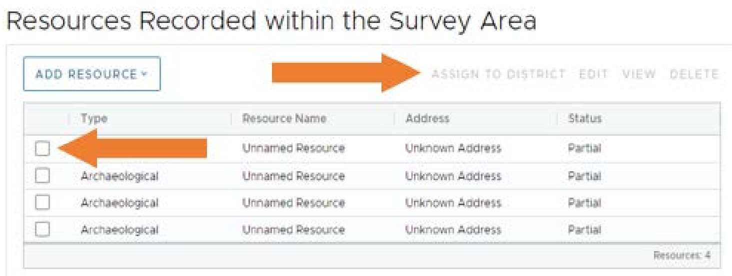


Below is the screen that you will see if after closing the Archaeological Resource Details screen. The grid titled "Resource Recorded within the Survey Area" will show all of the resources entered using the process described above.



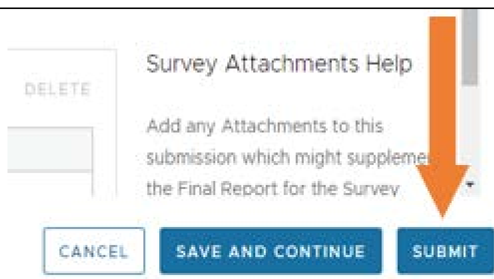


To add additional, click the “Add Resource” button in the upper right corner of the grid and repeat the process outlined above.



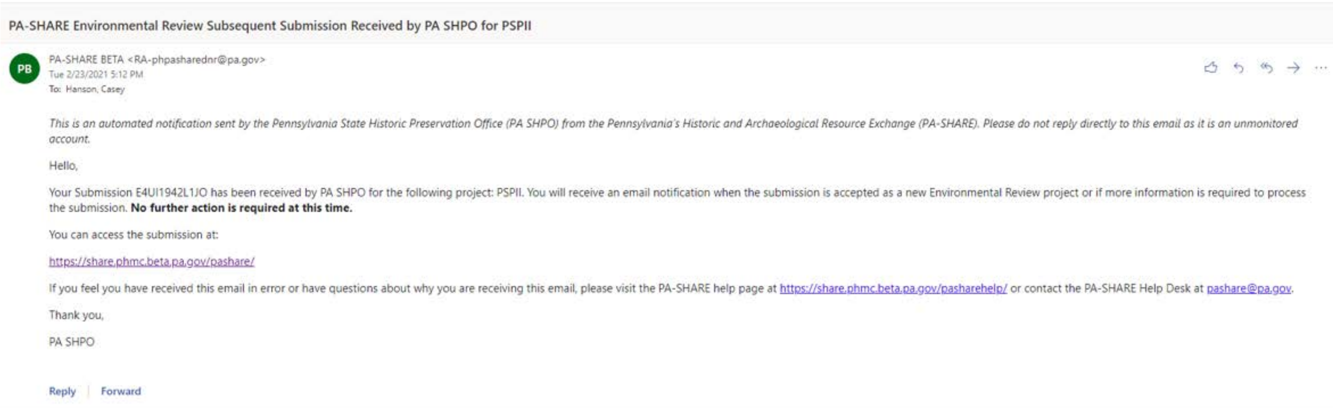
To edit or delete resources, click in the box next to the resource you would like to edit or delete. This will activate the “Edit,” “View,” and “Delete” options at the left corner of the grid.

- Edit: Reopens the Archaeological Resource Details screen with the information you previously entered. Edit desired fields and click “Save and Close”.
- View: Reopens the Archaeological Resource Details screen but does not allow you to edit any fields.
- Delete: Delete removes the resource from the grid. **NOTE**: There is no warning box before a resource is removed from the grid to verify that you are sure you want to delete. Deleted resources are not retrievable.



Once all archaeological resources have been entered, click “Submit” at the bottom right corner of the Survey Details Page.

After submitting your resource(s) you will receive an autogenerated email from PA SHARE with additional directions. This is an example of an email response for a resource submitted through an ER Project:



PA-SHARE Environmental Review Subsequent Submission Received by PA SHPO for PSPII

PB

PA-SHARE BETA <RA-phpasharednr@pa.gov>
Tue 2/23/2021 5:12 PM
To: Hanson, Casey

This is an automated notification sent by the Pennsylvania State Historic Preservation Office (PA SHPO) from the Pennsylvania's Historic and Archaeological Resource Exchange (PA-SHARE). Please do not reply directly to this email as it is an unmonitored account.

Hello,

Your Submission E4UI1942L1JO has been received by PA SHPO for the following project: PSPII. You will receive an email notification when the submission is accepted as a new Environmental Review project or if more information is required to process the submission. **No further action is required at this time.**

You can access the submission at:

https://share.phmc.beta.pa.gov/pashare/

If you feel you have received this email in error or have questions about why you are receiving this email, please visit the PA-SHARE help page at https://share.phmc.beta.pa.gov/pasharehelp/ or contact the PA-SHARE Help Desk at pashare@pa.gov.

Thank you,

PA SHPO

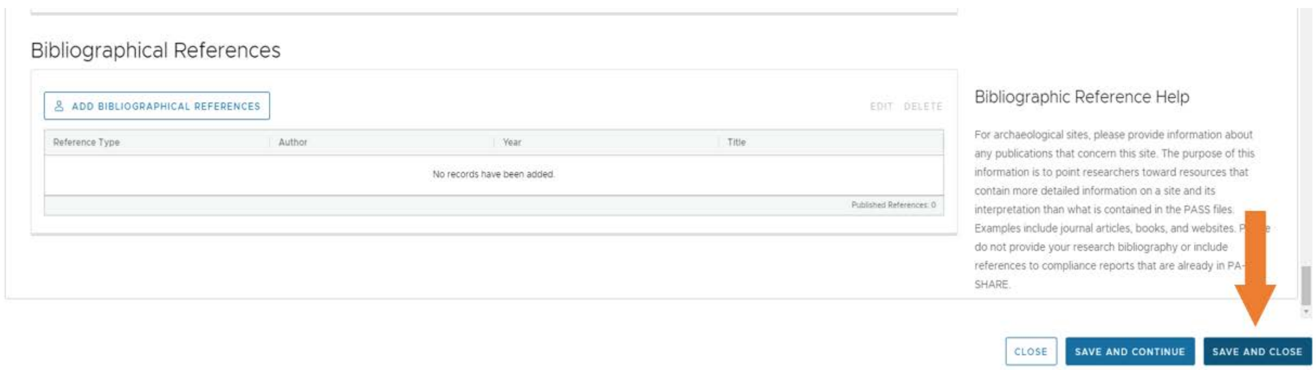
Reply | Forward

Once the resources are processed, you will receive another email notification that will allow you access the submission and determine if the SHPO has requested additional information for the Survey (ER Projects) or the Resource (both ER and non-ER Projects).

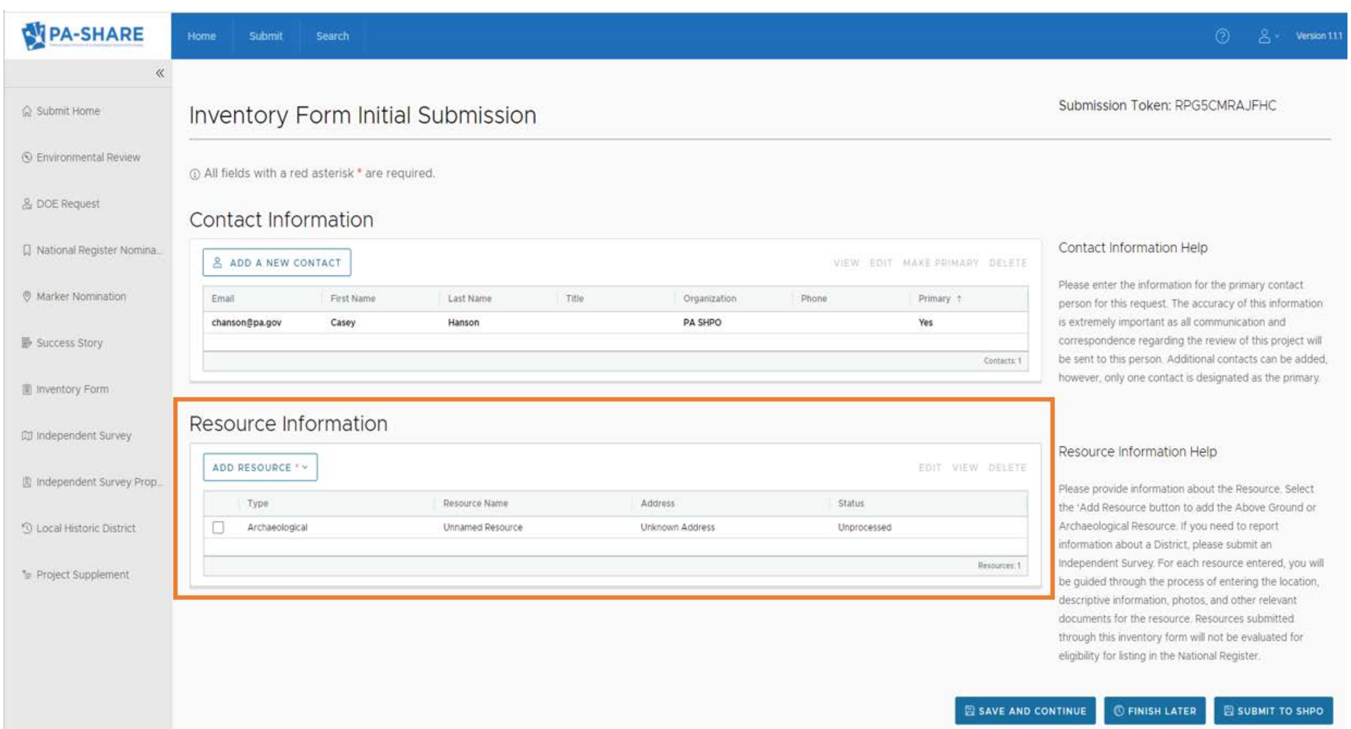
Once you receive this email, you will be able to enter back into PA SHARE to view the processed resource and the assigned PASS number.

Submitting the Archaeological Resource to the SHPO – non-ER projects

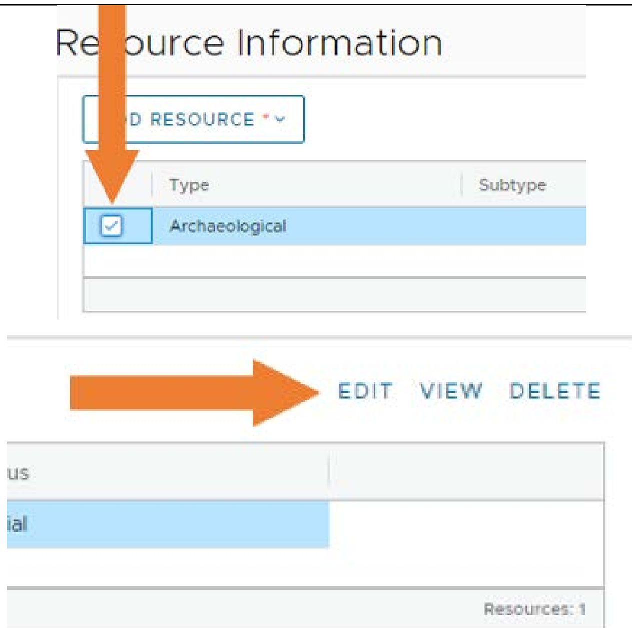
Once you have entered all of the required fields (denoted by a red asterisk) on the Archaeological Resource Details page, click “Save and Close” at the bottom right corner of the page. Closing this screen will take you back to the Inventory Form Initial Submission Screen for other types of submissions.



Below is the screen that you will see if you are entering a resource for any reason other than as part of an ER project. The grid titled “Resource Information” will show all of the resources entered using the process described above.

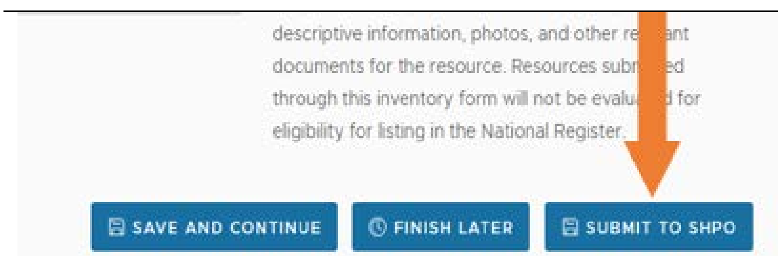


To add additional, click the "Add Resource" button in the upper right corner of the grid and repeat the process outlined above.



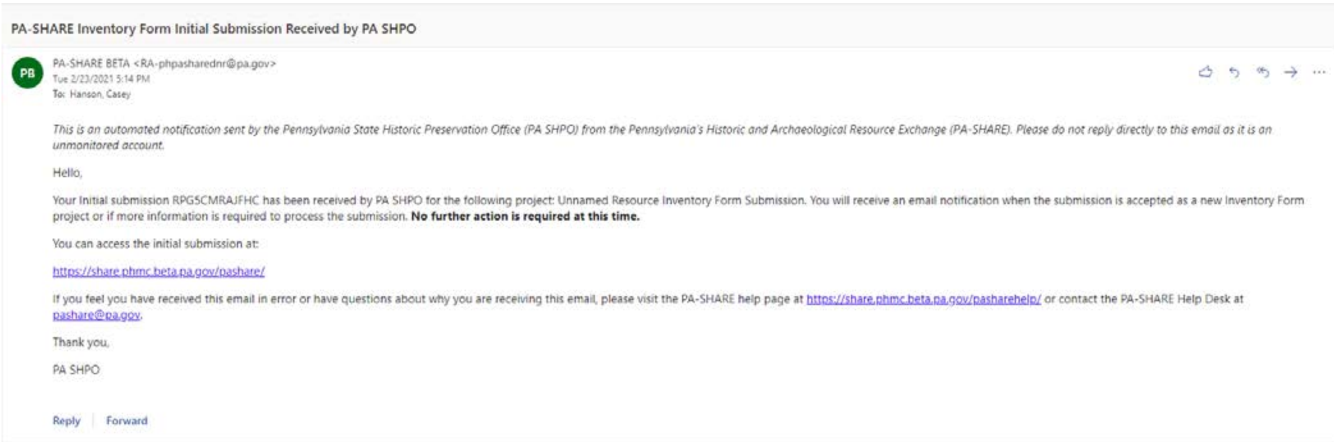
To edit or delete resources, click in the box next to the resource you would like to edit or delete. This will activate the "Edit," "View," and "Delete" options at the left corner of the grid.

- Edit: Reopens the Archaeological Resource Details screen with the information you previously entered. Edit desired fields and click "Save and Close".
- View: Reopens the Archaeological Resource Details screen but does not allow you to edit any fields.
- Delete: Delete removes the resource from the grid. **NOTE**: There is no warning box before a resource is removed from the grid to verify that you are sure you want to delete. Deleted resources are not retrievable.



Once all archaeological resources have been entered, click "Submit to SHPO" at the bottom right corner of the Inventory Form Submission.

After submitting your resource(s) you will receive an autogenerated email from PA SHARE with additional directions. This is an example of an email response for a resource submitted through an Inventory Form:



Once the resources are processed, you will receive another email notification that will allow you access the submission and determine if the SHPO has requested additional information for the resource. Once you receive this email, you will be able to enter back into PA SHARE to view the processed resource and the assigned PASS number.