Data Entry Application Create a New Resource

**Exercise goal:** Students will register new Resources in NMCRIS.

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

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Step 1: Open NMCRIS Map Service Application

a. Enter [http://nmcris.dca.state.nm.us](http://nmcris.dca.state.nm.us) into your web browser to get to the NMCRIS page.

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

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

This will take you to NMCRIS Core Tabular Application (CTA) referred to as Data Entry Application. At this point you could query and view a specific activity before interacting with it in the spatial viewer.
Step 2: Query a Created Activity Number

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

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

You will see the resulting record based on the search.

b. Select the Edit Registration icon to take you back to the page where you initially registered this activity.
Step 3: Add Discovered Resources

Now you will attach some new resources to this activity.

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

b. Enter the required information for this record and click Save.
c. You will see the new resource listed at the bottom of the table. The newest resources entered will automatically fall to the bottom of the list.

d. If you mistakenly entered this resource, then you could click the **Delete** icon and click the **Save** icon.
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**Step 4: Query Resources by Activity**

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

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

b. Use your specific activity number to enter in the From and To fields.
This will give you a list of all the resources you just entered for this activity.

**Step 5: Enter LA Information into Resource Form**

a. Click....

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

**End Exercise.**