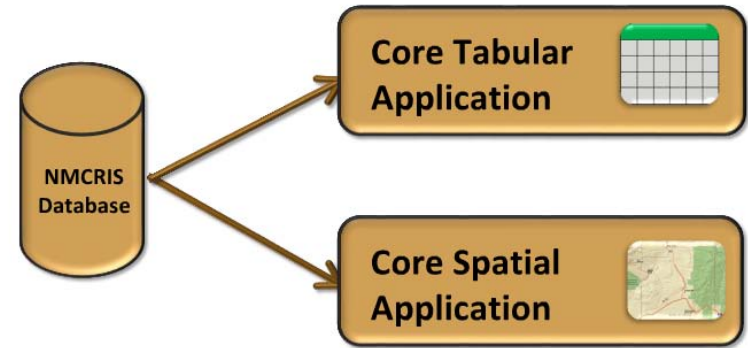


Data Entry Application Prefield Query



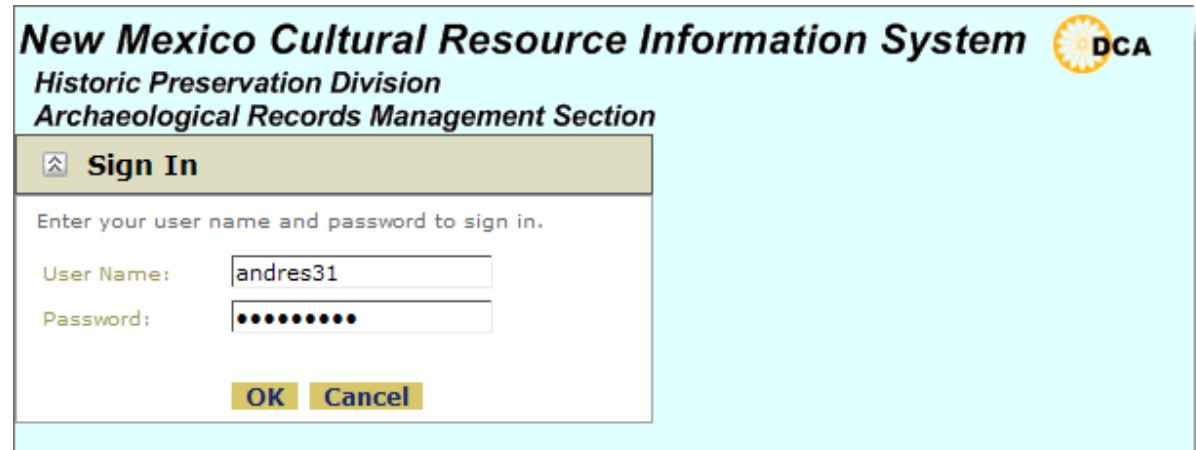
Exercise goal: Students will practice querying Activities and Resources within NMCRIS CTA referred to as Data Entry Application so that they may know detailed information about previous fieldwork.

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



STEP	DESCRIPTION	PAGE
1	Open NMCRIS CTA	2
2	Query an Activity	3
3	Query a Resource	5
4	Export Information	8

Step 1: Open NMCRIS CTA



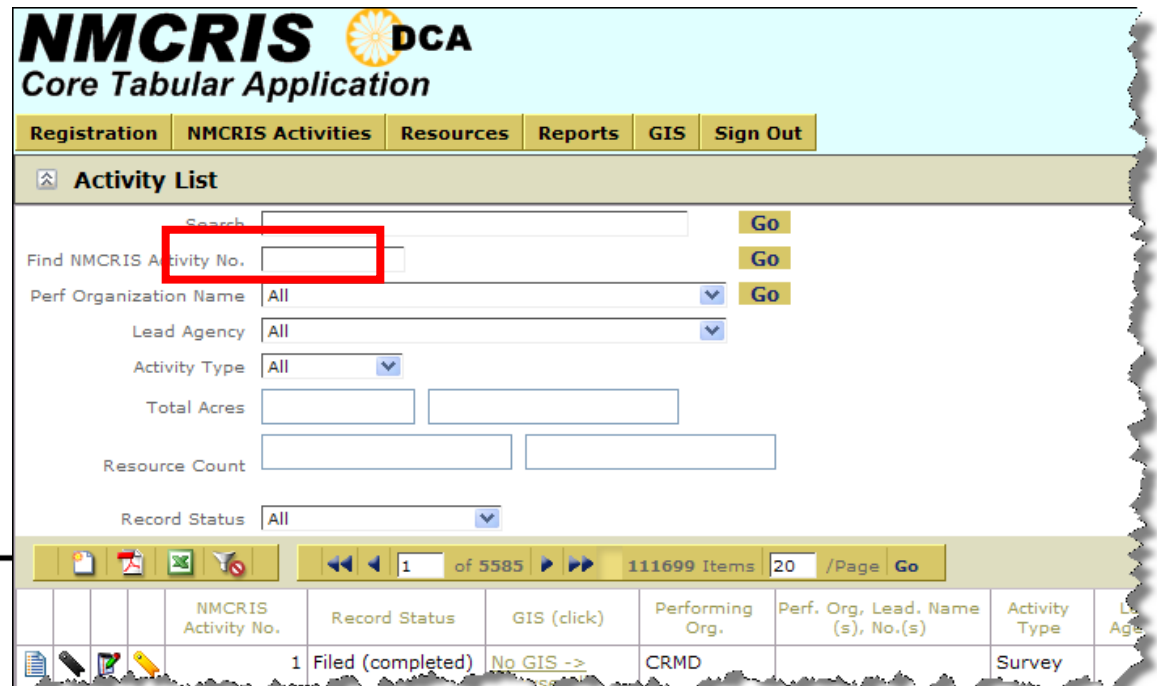
- a. Enter <http://nmcris.dca.state.nm.us> into your web browser to get to the NMCRIS page.

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

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

This will take you to NMCRIS Core Tabular Application (CTA). At this point you could query and view a specific activity.

- c. If your page does not match with the graphic on right,



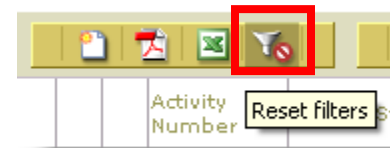
from the main menu click on **NMCRIS Activities**.

Step 2: Query an Activity

- a. From the Activity List page for **Find NMCRIS Activity No.** box, enter an activity number, **45153**. Click **Go**.

You have queried an activity by entering an activity number in the Search box. Let's continue querying using agency and scroll pages.

- b. Before performing another query, it is necessary to clear the existing query result. In order to do that, from navigation toolbar, select **Reset filters** icon.



clear the

- c. From the **Perf Organization Name** drop down, choose **DCA**. **Go**. A table containing activity numbers pertinent to the organization will be displayed.

Click


DCA NMCRIS Training Exercise

The screenshot shows the 'Activity List' interface. At the top, there is a search bar and several filter fields. The 'Find NMCRIS Activity No.' and 'Perf Organization Name' fields are highlighted with red boxes. Below the filters is a navigation toolbar with icons for print, save, and refresh, along with a page number '1 of 279', a total of '5569 Items', and a page size of '20 /Page'. Below the toolbar is a table with the following data:

			NMCRIS Activity No.	Record Status	GIS (click)	Performing Org.	Perf. Org, Lead, Name(s), No.(s)	Activity Type
			46	Filed (completed)	GIS Link	DCA		Survey
			50	Filed (completed)	GIS Link	DCA		Survey

You are going to query by scrolling pages or specifying a page number.

- d. After resetting filters, in the navigation toolbar, type **25** in the box in front of a total page number. Enter **5** for specifying the number of rows in the table displayed per page. Click **Go**.

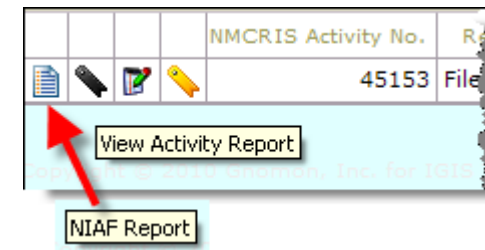
As shown below, only 5 rows are displayed per page. You can also use the arrow icon  to proceed onto the next page.

DCA NMCRIS Training Exercise

25 of 22339 ▶▶▶ 111691 Items 5 /Page Go										
		Activity Number	Record Status	GIS (click)	Performing Org.	Activity Type	Lead Agency	Total Acres	Resource Count	Short Descrip
		121	Data entry in progress	No GIS -> Browse All		Survey			0	
		122	Filed (completed)	GIS Link	SJCCRMP	Survey		3	1	ONE PROPOSED W MANCO INC
		123	Filed (completed)	GIS Link	SJCCRMP	Survey		8	1	
		124	Filed (completed)	GIS Link	DCA	Survey		104	7	GOBERNADOR CA JEMEZ MOUNTAIN
		125	Data entry in progress	No GIS -> Browse All		Survey			0	

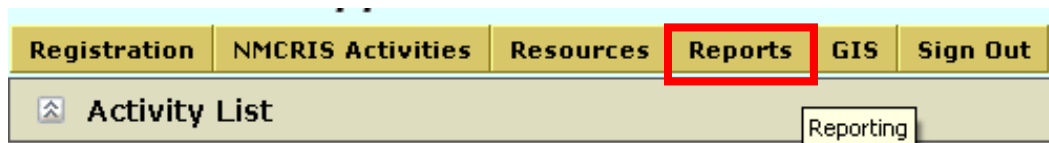
Once you have finished querying an activity number, you can create a report based on the activity number. There are two ways of doing this.

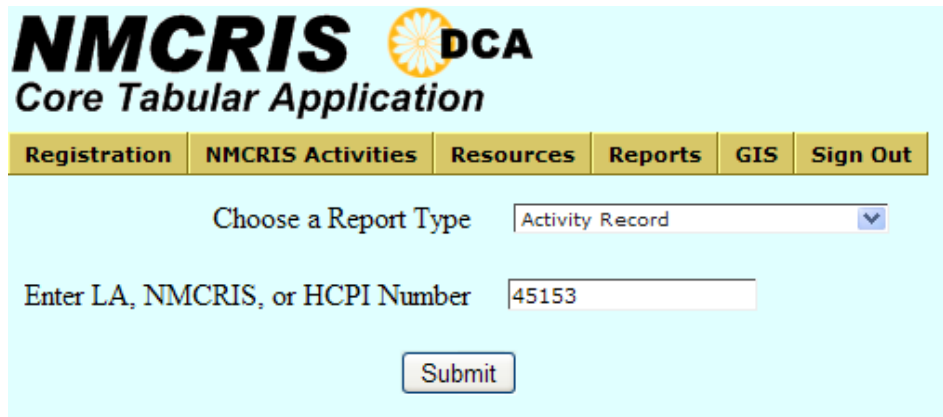
- e. From a row corresponding to the activity number of interest, if you have queried an activity number 45153, click either **NIAF Report** or **View Activity Report** icon in order to generate a report for the activity number.




On the web browser close the report to return to CTA window.

- f. The other option is from the main menu selecting **Reports**.





NMCRIS  **DCA**
Core Tabular Application

Registration | NMCRIS Activities | Resources | Reports | GIS | Sign Out

Choose a Report Type

Enter LA, NMCRIS, or HCPI Number

From the **Choose a Report Type** drop down, select a report type of interest. For the **Enter LA, NMCRIS, or HCPI Number** box enter **45153**. Click **Submit** to generate a report.

Close the report to return to the CTA window.

Step 3: Query a Resource

You are going to query Resources in this step, which is very similar to the previous step.

- a. From the main menu, select **Resources**. Make sure you are in the Resource List page.



- b. From the **Prefix** and **Resource Type** drop down menus, choose **LA** and **Site** respectively.
- c. For the **Number Range** input box, enter **100** to **150**. Click **Go**.

DCA NMCRIS Training Exercise

Resource List (Listed By Activity)

Search for

Prefix

Resource Type

Number Range to

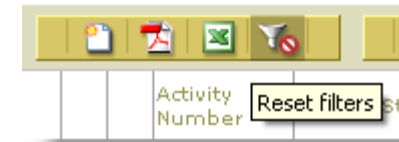
Agency ID 1 Source

Go

You will see a table containing the queried LA resource numbers with the range.

Let's continue querying resources by activity numbers.

- d. From the navigation toolbar, select **Reset filters** in order to clear the previous query result.
- e. In the **Activity Number** box, enter **500** and **500** in order to query resources related to the activity number 500. Click **Go**.



Activity Number to **Go**

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

Resource Number	Activity Number	Resource Type	GIS (click)	Agency ID 1	Agency (1)
LA38827	500	Site	GIS Link		

Once you finish querying a resource, you can generate a report of the results.

- f. From the row of the resource of interest, click on the **LA / HCPI report** icon.

DCA NMCRIS Training Exercise

Resource Number	Activity Number	Res
LA38827	500	Site

LA / HCPI report

You are going to see the report generated based on the LA number, which provides the details of the site.

Page 1 of 6 Pdf

LABORATORY OF ANTHROPOLOGY SITE RECORD

1 of 6

1. IDENTIFICATION & OWNERSHIP

LA Number: 38827 (contact ARMS for site registration) [] Site Update? (complete at least Sections 1-4)

Site Name(s):

Other Site Number(s): Agency Assigning Number:

GRCNM 70 Not specified

Current Site Owner(s): US Bureau of Land Management New Mexico State Office

Site Type: No features Occupation Type: Unknown

2. RECORDING INFORMATION

NMCRIS Activity No.: Field Site Number:

Site Marker? [] (specify ID #):

Recorder(s):

Agency: Grand River Consultants, Inc.

Recording Date: 01-Jan-1982

Site Accessibility (choose one): accessible buried (sterile overburden) flooded urbanized
 not accessible not relocated destroyed

Surface Visibility (% visible; choose one): 0% 1-25% 26-50% 51-75% 76-99% 100%

g. On the web browser close the report to return to CTA window.

Step 4: Export Information

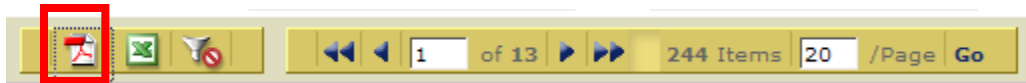
DCA NMCRIS Training Exercise

CTA allows you to export your queried results to different formats such as Pdf or Excel.

- a. Reset your results and recreate a query for these activities.



- b. From the navigation toolbar, click on the **PDF Report** tool.



DCA NMCRIS Training Exercise

The table containing your queried results has been exported to Pdf. You can also export the table to Excel format by selecting the Excel icon.

appVue_GISURLResourceList

Prefix	INM Seq Number	Resource Type	Label	Agency ID 1	Agency ID 1 Source	Agency ID 2	Agency ID 2 Source	Agency ID 3	Agency ID 3 Source	Activity Number	GIS Link
LA	100	Site	LA100							99515	?datatype=ARCSITE&value=100&activity=99515&username=
LA	101	Site	LA101							47704	?datatype=ARCSITE&value=101&activity=47704&username=
LA	101	Site	LA101							55159	?datatype=ARCSITE&value=101&activity=55159&username=
LA	102	Site	LA102							39568	?datatype=ARCSITE&value=102&activity=39568&username=
LA	102	Site	LA102							47704	?datatype=ARCSITE&value=102&activity=47704&username=
LA	102	Site	LA102							58780	?datatype=ARCSITE

Summary: In this exercise you have learned how to query an activity number and a resource from CTA. Queried results can be exported to Pdf or Excel format. All of these queries have happened in the Core Tabular Application to return records in the database. In another exercise, you can see how to query these same features of interest via the map in CSA.

End Exercise.