



## Step-by-Step Instructions for CRIS Data Entry for Independent Survey



## Step-by-Step Instructions for CRIS Data Entry for Independent Survey

First, go to the CRIS splash page at <https://cris.parks.ny.gov>. Click the **I Agree** button after reading the CRIS Legal Disclaimer. Next, click the **Sign In** button and enter your NY.gov ID username and password. If you do not have an NY.gov ID, you may create a personal account by clicking the **Sign Up Now** button. (Be sure to use the email address at which you plan to receive SHPO correspondence.)

Once you have entered the CRIS website, click **Submit** in the top navigation bar (between **Home** and **Search**). On the Submit page, click the **Independent Survey** link and then click the **Start** button on the right.

***IMPORTANT: It should be noted that this process should be used only when a survey was conducted independent from a SHPO consultation project. Surveys that were performed as part of a consultation project should be submitted as part of that project. An independent survey submission will create a new project with SHPO.***

There are two types of surveys that can be submitted:

- **Building Survey** - This survey identifies buildings, structures and objects (above ground resources) within a specified survey area.
- **Archaeology Survey** - This survey identifies archaeological sites (below ground resources) within a specified survey area.

The Independent Survey wizard leads the user through the submission of a building survey, archaeological survey or both. The wizard begins with two general steps prior to launching users into a sub-wizard to enter the survey data.

**Step 1: Contact Information**— You are required to enter your name, city, state, ZIP code, and email address; you may also fill in the remaining fields. (NOTE: This is NOT necessarily the person who CONDUCTED the survey. The person who conducted/prepared the survey is entered within the survey details itself in a later step). Click the **Next** button to submit your contact information. You will then be alerted that CRIS has emailed you a unique 12-character token (such as *ABC123DEF456*) for this particular submission that will allow you to return to the submission for additions or editing. You may continue with Step 2 of the wizard by clicking **OK** in the token alert.

**CRIS** HOME **SUBMIT** SEARCH COMMUNICATE Welcome Guest User | Contact Us | FAQ | Help | Sign Out

**New Survey Wizard** Step 1 | Step 2 Cancel

**Step 1: Contact Information**

Please enter the information for the primary contact person for this survey. The accuracy of this information is extremely important as all communication and correspondence regarding this survey will be sent to this person.

\* Sal./First Name Ms. Isla \* Last Name Peebles  
 Title Organization  
 \* Address 1 P.O. Box 189 Address 2  
 \* City Waterford \* State NY  
 \* ZIP 12188 Primary Phone 555-444-3333  
 Alternate Phone Fax  
 \* Email Isla.Peebles@gmail.com \* Confirm Email Isla.Peebles@gmail.com

If there are additional contacts for this survey, please add the information for each additional contact person below.

[+ Add Additional Contact](#)

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A description of each data item/control presented on the form is below.

Item	Description
Salutation/First Name	Select the appropriate salutation (Mr., Mrs., Ms., etc.) from the drop down list and enter a first name associated with the contact.
Last Name	Enter the last name for the contact.
Title (Optional)	Specify the title associated with the contact. This step is optional.
Organization (Optional)	Enter the name of the organization with which the contact is affiliated. This step is optional.
Address 1	Enter the street address for the contact.
Address 2 (Optional)	Enter the second part of the street address associated with the contact, if applicable. This step is optional.
City	Enter the appropriate city name.
State	Enter the appropriate state abbreviation.

ZIP	Enter a ZIP code.
Primary Phone (Optional)	Specify a primary phone number where the contact can be reached. This field is optional.
Alternate Phone (Optional)	If applicable, specify a secondary phone number for the contact. This field is optional.
Fax (Optional)	Provide a fax number. This field is optional.
Email	Enter a valid email address for the contact.
Confirm Email	Reenter the valid email address previously entered to validate it for consistency.

**Step 2: Surveys**—Select **Building Survey Only** from the dropdown menu, then click the **Launch Building Survey Wizard** button to open the Building Survey Wizard.

The screenshot shows the CRIS (Cultural Resource Information System) web interface. At the top, there is a navigation bar with the CRIS logo, 'HOME', 'SUBMIT', 'SEARCH', and 'COMMUNICATE' buttons. A user status bar indicates 'Welcome Guest User' with links for 'Contact Us', 'FAQ', 'Help', and 'Sign Out'. The main content area is titled 'New Survey #WW2GW35VX33W' and shows 'Step 1 | Step 2' of a process. The current step is 'Step 2: Surveys'. The instructions state: 'Please select the type(s) of survey(s) conducted. A button will be provided for each survey type selected. Click the button to launch the corresponding survey wizard.' Below this, there is a dropdown menu labeled 'What Type of Survey(s) Were Conducted?' with 'Building Survey Only' selected. A 'Launch Building Survey Wizard' button is positioned below the dropdown. At the bottom right of the form area, there are 'Previous' and 'Next' buttons. A 'Cancel' button is located at the top right of the form area. The footer of the page contains the copyright information: '© 2015 New York State Office of Parks, Recreation & Historic Preservation. All rights reserved.' and the version number: 'Version 1.0.15, April 14, 2015'.

1. The Building Survey Wizard will prompt you to enter the survey's **Preparer Information**. This form is similar to the Contact Information step you have already completed. If the preparer of the survey is the same as the contact entered in the Contact Information step, click the **Copy Submitter Details** button to automatically enter their information. When all contact information for the preparer has been entered, click the **Next** button.

The screenshot shows a web browser window titled "Building Survey Wizard" with a sub-header "New Building Survey #164". The navigation bar includes "Preparer | Details | Location | Resources | Documents | Summary" and a "Cancel" button. The main content area is titled "Step 1: Preparer Information" and contains the instruction: "Please enter the contact information of the preparer of this survey." A "Copy Submitter Details" button is located at the top left of the form area. The form fields are as follows:

* Sal./First Name	Ms. Isla	* Last Name	Peebles
Title		Organization	
* Address 1	P.O. Box 189	Address 2	
* City	Waterford	* State	NY
* ZIP	12188	Primary Phone	555-444-3333
Alternate Phone		Fax	
* Email	Isla.Peebles@gmail.com	* Confirm Email	Isla.Peebles@gmail.com

At the bottom right of the form area, there are "Previous" and "Next" buttons.

- Next, you will need to provide **Survey Details**. Please be as specific and comprehensive as possible when completing. Required fields on the form are marked with an asterisk.

*Note:* For larger surveys that include hundreds of properties, we recommend sending phased submissions to SHPO. So, for example, you may call subsequent submissions *[Name of Area] Survey 1.1, 1.2, 1.3,* and so forth. Each new submission, even in the same municipality/neighborhood, will require the boundary to be redrawn.

Complete the information on the form and click the **Next** button when done.

**Step 2: Survey Details**

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Please enter the details of the survey.

---

Type of Building Survey \* :

Survey Title \* :

Date Completed \* :

Certified Local Government Funded \* :

Number of Properties Inventoried \* :

Sponsor :

A description of each data item/control presented on the form is below.

Item	Description
Type of Building Survey	Use the drop-down to select the type of survey (Reconnaissance, Intensive, Context Study, Other)
Survey Title	Enter the title of the survey/report as it should be referenced throughout the process
Date Completed	Date the survey was completed
Certified Local Government Funded	Was this survey certified local government (CLG) funded? Select <b>Yes</b> or <b>No</b> . If this is unknown,

	select <b>No</b> .
Number of Properties Inventoried	Enter in the number of properties inventoried during the survey. A numeric value must be entered.
Sponsor (Optional)	Enter the name of the survey sponsor (if applicable).

3. Enter a description of the **Survey Area**. (You may type or paste text in this and other fields.) If the survey area is bounded by certain streets, include this information in the description. To zoom the map to the vicinity, select the county and municipality and click the **Zoom** button.

**Step 3: Survey Area**

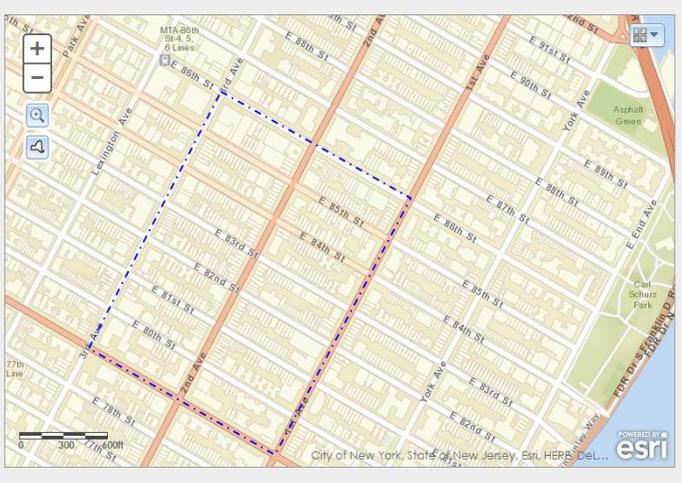
Please use the map on the right to digitize (trace) the boundary of the area surveyed. Use the dropdown lists below to zoom the map to the desired County or Municipality prior to digitizing the survey area.

**Step 3A:** Describe the survey area :  
 Yorkville neighborhood in Manhattan (Bounded to the north by E. 86th Street, south by E. 79th Street, west by Third Avenue, east by First Avenue)

**Step 3B:** Select the County / Town to zoom in quickly.  
 New York | MANHATTAN (NYC Borough) |

**Step 3C:** Digitize the survey area on the map. Click the button to start or restart drawing. Click each point to outline the area and then double-click to close the polygon.

Survey Area : 63.75 acres



Click the **Start Drawing** button to begin drawing the survey area boundary on the map. To set the first corner or point of the boundary, click once on the appropriate location on the map. A red line segment will follow your cursor to the next point, which you may set by clicking once at the desired location. Continue setting points along the boundary.

You may zoom in or out while drawing by using the mouse’s scroll wheel or by clicking the **+** and **-** buttons in the upper-left corner of the map. You may also pan the map by clicking, holding, and dragging within the map; a point will not be set until you release the mouse and click the next point location. To switch the basemap (such as for viewing aerial photography or topography), click the dropdown tool in the upper-right corner of the map.

You do not need to bring the cursor back to the first point to close the boundary. When you reach the final point location on the boundary, simply double-click to close the boundary. A line segment will connect the final point with the first point you drew. After you double-click to stop drawing, the polygon will show up in a blue dashed line.

Although a boundary cannot be edited once drawn, if you need to make changes, you may click the **Start Drawing** button to redraw the boundary. Once you have completed the boundary drawing, click the **Next** button.

*Note:* We recommend organizing the resource survey information by municipality or neighborhood boundaries. If the survey is municipality-wide, you will need to draw a boundary following the municipal lines, which are identified by dashed lines on the **Topographic** basemap. For a neighborhood within a municipality, draw the boundary line according to the streets surveyed.

4. For the **Districts and Resources** step, select Yes or No from the dropdown menu where it asks if there are **any proposed historic districts identified**.

**Step 4: Districts and Resources**

If any proposed historic districts were identified within the survey area, please click the Add District button below to enter each district, as well as the above ground resources (buildings, structures, objects) found within each district. If resources were surveyed within the survey area but outside of any proposed historic districts, please click the Add Resource button to enter each resource. Note: Only built resources (e.g., buildings, structures, objects) should be added below. Archeological sites should NOT be added in this survey.

Were there any proposed historic districts identified? Yes

Proposed Historic Districts Identified: Add District

	Edit	Name
No District Records		

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Resources identified outside of proposed districts: Add Resource

	Edit	Add Outbuilding	Name
No Resource Records			

Previous
Next

If you are entering a proposed historic district, click the **Add District** button. The map will zoom to the survey area you drew (shown as a red dashed line). Click on **Start Drawing** to draw the district boundary (Note: it is often helpful if the base map on the map display is changed to "Imagery" to view the actual building and landscape while tracing). Position the mouse over the map display (a tool tip "Click to Start Drawing" is displayed next to the mouse cursor) and click a series of points outlining the boundary and then double-click on the last point to finish and close the boundary. As you click each point, the district boundary lines will appear in a light color. After you double-click to stop drawing, the boundary will change to a blue dashed line. Next, enter a name for the proposed historic

district and describe its boundaries. Click the **Next** button to proceed to **District Details**.

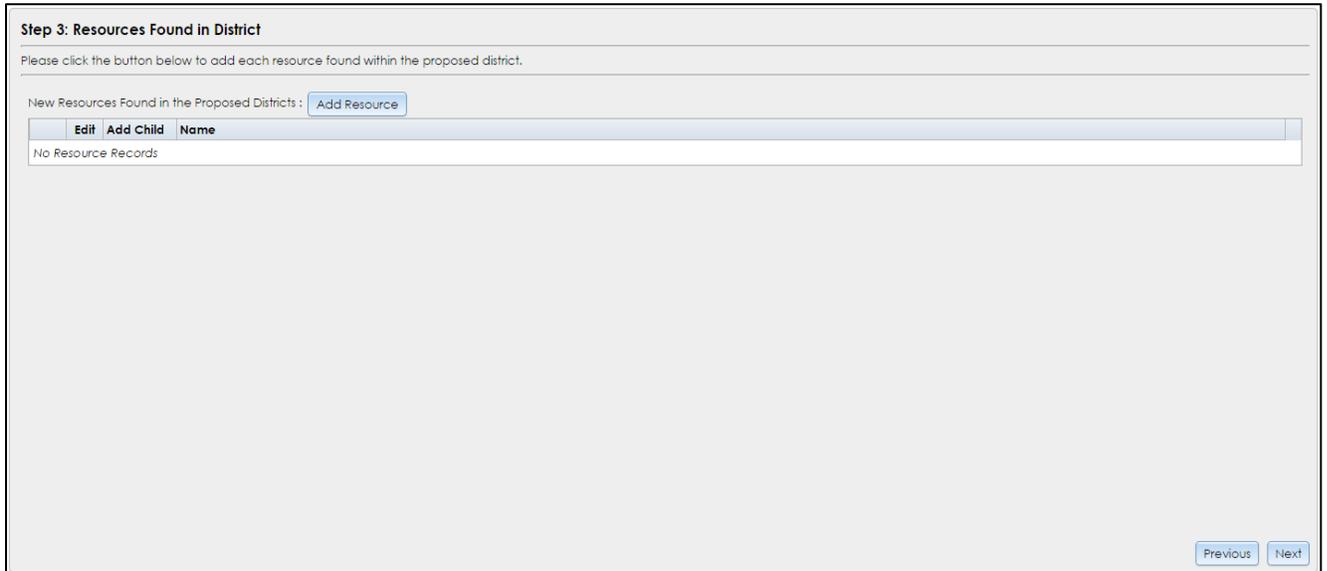
Enter the **District Details** by completing the following fields: **Number of Properties**, **Brief Description of District**, **Summary of Significance**, **Boundary Justification**, **Sources/Bibliography**, **Sponsor** (if applicable), and **Periods of Significance**. (You may add multiple periods of significance.) Click the **Next** button to proceed to the **Resources Found in District** step.

A description of each item/control presented on the form is below.

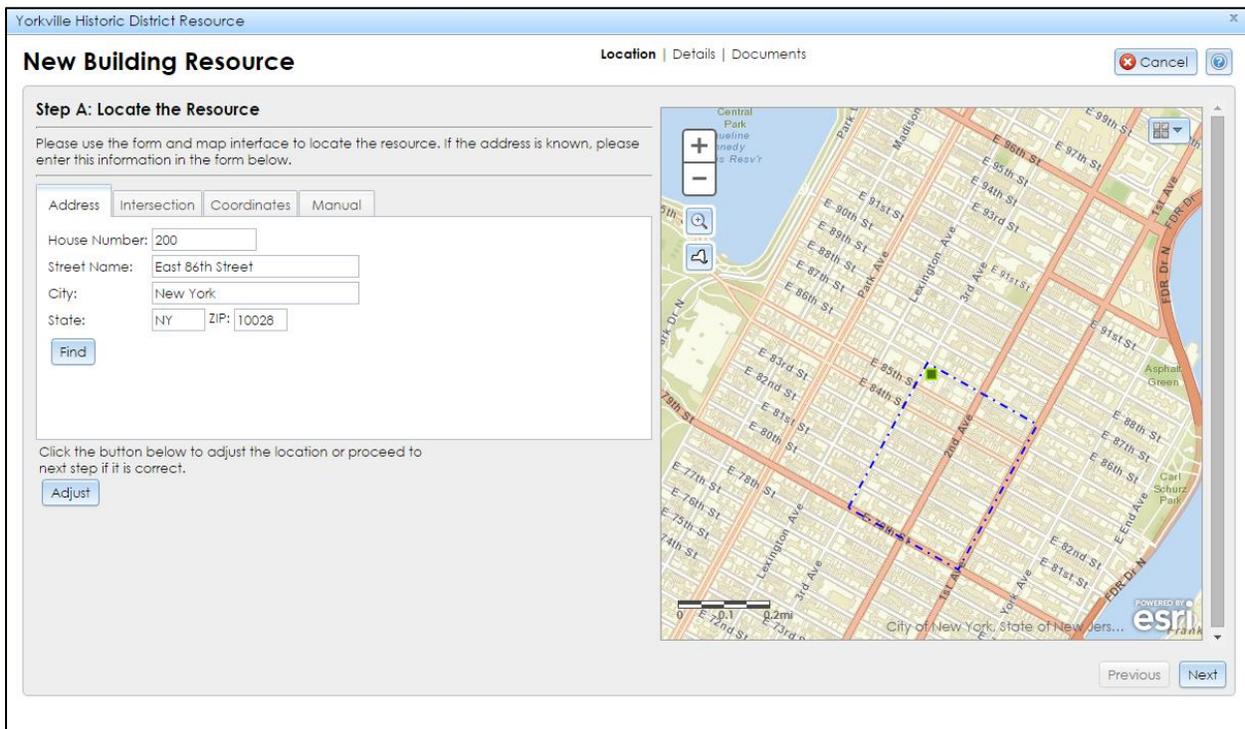
Item	Description
Number of Properties	Enter the number of properties within the proposed district. This must be a numeric entry.
Brief Description of the District	Enter a brief description of the district, including a summary of the general physical characteristics including prominent natural and built features, and a discussion of the surrounding environment. Describe general building types and architectural styles represented, as well as the general condition of properties, extent of alterations, additions or rehab activities present. Include any significant objects, structures or sites which contribute to the overall character of the district.
Summary of Significance	Enter a <b>concise</b> summary of the historic significance of the district. Include descriptions such as: factual historic overview of the district, including the events and themes of history that are reflected; how the district physically reflects its period or sense of place; why the district is important to the community.
Boundary Justification	Provide a description of the boundaries of the district and discuss the qualities that distinguish the district from its surroundings
Sources / Bibliography (Optional)	Provide a bibliography of any books, article, maps or other documents which contain information about the district. Please include author, title, place of publication, publisher and date of publication when known. Include the repository for unpublished materials or hard-to-find publications.
Sponsor (Optional)	Enter any sponsors/sponsoring organization.
Periods of Significance (Optional)	Enter any periods of significance for the district (i.e., in what period(s) of history did the district become important). Enter an approximate date range (e.g., 1920-1930) in the text box provided and click the add button (plus sign). Multiple entries can be added.

Click the **Next** button to proceed to the **Resources Found in District** step.

Enter each resource in the proposed district one at a time by clicking on the **Add Resource** button. The Add Resource sub-wizard will open each time at **Step A: Locate the Resource**.



You may locate the built resource by searching an address, intersection, or coordinates. If you use coordinates, select *WGS84 (Lat/Lon)* from the **Coordinate System** dropdown menu. Enter the X (longitude) and Y (latitude) coordinates as decimal degrees (such as *-73.680953* and *42.784750*, respectively).



When you click the **Find** button, the geocoder will locate the resource with a green point on the map. Select the **Imagery** base map from the dropdown tool in the upper-right corner of the map. Use the mouse's scroll wheel or the **+** and **-** buttons on the map to zoom to the resource point to verify that it is at the correct location.

The resource point should be centered on the rooftop of the building. If you need to move the location point, click the **Adjust** button and then click the center of the resource's rooftop on the map; the point will move to the rooftop.

If you have street address information (number, ZIP code, etc.), you may add it to the appropriate fields under the **Address** tab after you have plotted your GPS coordinates. Partial addresses are acceptable, but complete addresses, including ZIP Code, will substantially increase the results accuracy.

Once the coordinate point is centered on the resource and address information is entered (if available), click the **Next** button to proceed to **Step B: Resource Information**.

**Step B: Resource Information**

Please enter the information about the resource below. Please note the first tab is REQUIRED information, while the Supplemental tab, although not required, is extremely helpful in reviewing the project and will expedite the project review. The Comments tab can be used to provide notes on this resource to SHPO.

Required Comments Supplemental

**Required Information**

Resource Type:

Enter the Property Name:

Year of Original Construction:

Number of Residential Units:

Contributing to District:

Are there any outbuildings or landscape features?

Please identify the current uses for this resource (minimum of one):

**Current Uses** + Add Current Use

Use	Type	Other Description
✖ DOMESTIC	multiple dwelling	undefined
✖ COMMERCE/TRADE	business	undefined

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Under the **Required** tab, the fields to be entered include the following:

Item	Description
Resource Type	Specify the appropriate resource type by making a selection from the <b>Resource Type</b> drop down list. Options include Building, Structure, Object and Site.

	(Examples: Bridges = Structure, Monument = Object, Botanical Garden, Battlefield, Cemetery - Site)
Enter the Property Name	Enter a descriptive name for the property if it is known by a name other than the address (e.g., John Doe School, ABC Church). ; If there is no known property name, enter a generic name such as <i>House at 140 Main Street</i> .
Year of Original Construction	Enter the year of original construction. Note: this is a text field that can be used to enter a textual description to provide an approximate date (e.g., circa 1800, mid-19 <sup>th</sup> century, etc.).
Number of Residential Units	Enter the number of residential units at this location. If it is a commercial building, enter 0.

Select *Yes* or *No* to indicate whether there are any outbuildings or landscape features associated with the property. If *Yes*, click the **Add Outbuilding** button and select the appropriate option(s) from the list and enter the quantity of each outbuilding type.

Type	Examples
Agricultural Field	
Barn	
Cemetery	
Church-Related Dependency	Convent, Parsonage, Rectory, School
Garage or Carriage House	
Industrial Dependency	Warehouse, Shop, Rail Tracks, Power Plant
Park or Formal Garden	
Shed	
Statuary, Sculpture, or Monument	
Walls or Fences	
Water Features	River, Pond, Canal, Reservoir
OTHER	

Click the **Add Current Use** button in the **Required** tab and select the appropriate option(s) from the use category list. You may type in a category or current use example to filter the list instead of scrolling through the complete list. You may select multiple use categories if applicable.

Under the **Comments** tab, enter any brief additional comments about the resource. We recommend that you enter the proposed eligibility and USN number in the comment box. Make sure that the USN number is in the format *06101.012345*, with leading zeroes if applicable. *The correct USN format is very important for reference purposes.*

Under the **Supplemental** tab, enter any relevant historic information, such as the property name, historic uses, architectural classification, architects/builders, etc. In most cases, a reconnaissance-level survey will not require this information. *This information will be required for the Intensive Level Survey only.*

**Step B: Resource Information**

Please enter the information about the resource below. Please note the first tab is REQUIRED information, while the Supplemental tab, although not required, is extremely helpful in reviewing the project and will expedite the project review. The Comments tab can be used to provide notes on this resource to SHPO.

Required Comments Supplemental

**Supplemental Information**

**Historic Information**

Historic Property Name

Former Address

Former Municipality (if applicable)

Former ZIP Code (if applicable)

**Historic Uses** [+ Add Historic Use](#)

Use	Type	Other Description
No Historic Use Records		

**Description**

Brief description of the current physical attributes of the property

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Descriptions of each field on the supplemental tab are listed below.

Item	Description
Historic Property Name	Enter the historic property name
Former Address	Enter the former address if it has changed. This might be the case for addresses acquired before E-911 addressing was implemented, or if a building was physically moved.
Former Municipality	Enter the former municipality if it has changed. This might be applicable if the previous municipality was merged with another.
Former ZIP Code	Enter the former ZIP code, if applicable.

Add Historic Uses	Enter any Historic Uses information you may have by clicking the <b>Add Historic Use</b> button. In the new window that opens, select an available option. Note that you can also filter through the options by entering a search term in the <b>Filter Records...</b> field near the top of the window. In the lower left you will see a grid of <b>New Historic Uses</b> that you have just added. Click the red X button to remove these from the table, if needed. Optionally click the <b>Cancel</b> button to dismiss the dialog without saving any changes. If you have entered a historic use click <b>Save</b> to move on.
Description	Enter a description of the current physical attributes of the property.
Parcel ID (Block/Lot)	Enter the Parcel ID, SBL, or Block and Lot information
Architectural Classifications	Enter any architectural classifications by clicking the <b>Add Architectural Classifications</b> button. In the new window that opens, select one or more available options. Click <b>Save</b> to move on.
Foundation Materials	Click the <b>Add Foundation Material</b> button to enter foundation materials information. Make one or more selections in the new window that opens and click save to continue.
Wall Materials	Click the <b>Add Wall Material</b> button to enter foundation materials information. Make one or more selections in the new window that opens and click save to continue.
Roof Materials	Click the <b>Add Roof Material</b> button to enter information. Make one or more selections in the new window that opens and click save to continue.
Other Materials	Click the <b>Add Other Material</b> button to enter information. Make one or more selections in the new window that opens and click save to continue.
Major Alterations	Click the <b>New Alteration</b> button to describe the alteration and specify an alteration date in a new window that opens. Note that the date field accepts text characters such that you can give a general idea of when the alteration was made (e.g., around 1970). Click <b>Save</b> to save the alteration information. Repeat as needed.
Architects/Builders	Manually enter a name or description of the Architect/Builder and then click on the add button. The entry will show up in the

	Architect/Builder table.
Brief Description of the property's significance	Enter a description of the property's significance
Sources	Enter any source information for the above information
Area of significance	Enter information about any areas of significance at the location. Click the <b>Add Area of Significance</b> button and make selections as needed. Click <b>Save</b> when ready to move on to the next section.
Periods of Significance	Describe the period of significance in text and click the add button. Repeat as needed.
Significant Dates	Describe the significant date and click the add button. Repeat as needed.
Significant Persons	Describe the significant person and click the add button. Repeat as needed.
Cultural Affiliations	Describe any cultural affiliations of the resource and click the add button. Repeat as needed.

Click the **Next** button to proceed to the **Photographs and Attachments** step. Under the **Photos** tab, enter each photograph's **Title** (use the Property Name), **Description** (e.g. *Façade facing east, West elevation*), and **Date of Photo**, then select *Exterior* or *Interior*. Select each photograph by clicking on the **Browse / Choose / Choose File** button (wording depends on the browser). After choosing the file, click the **Upload Photo** button to add it to the list of photographs.

*Note:* For each resource recorded, we recommend entering *up to 3 photographs* in JPEG or TIFF formats. With most resources surveyed, this should suffice. In addition, this will make information/photographs upload less cumbersome. There is also a size limit of 30 MB per file for photographs and attachments.

If there is a resource that is determined to be historically significant and eligible for the National Register by SHPO, you may enter additional photos for the resource in the intensive survey submission(s).

**Step C: Photographs and Attachments**  
This step will allow you to upload digital photographs as well as other attachments (documents) related to this resource.

Photos Attachments

**Photographs**  
Please upload digital photos of this resource. Acceptable photo file formats are JPG, GIF, PNG, or TIF.

\* Title

Description

\* Date of Photo  \* Interior / Exterior

Max file size: 30MB

\* File  CAM00264.jpg 

Uploaded Photos:

	Title	File
	Ersatz Tower	2015-06-04T12-34-31_CAM00263.jpg

You may upload the individual property survey form as a PDF under the **Attachments** tab. If you have no attachments to upload or URLs to reference, click the **Done** button to move on.

After all the photographs and attachments have been uploaded, click the **Done** button to complete the Add Resource process and return to **Step 3: Resources Found in District**. You may enter additional resources by clicking the **Add Resource** button and following Steps A through C as described above. If you have finished adding all the resources for the district, click the **Next** button to proceed to **Step 4: District Photos**, where you may enter district-level photographs (such as general streetscapes) or attachments. (Do *not* upload your survey report at this step.) Click the **Done** button to return to the Building Survey Wizard at **Step 4: Districts and Resources**.

**STOP!** If you want to continue entering additional resources outside of the proposed district(s), you may do so here by clicking the **Add Resource** button to add the location, details and attach documents for the resource. A sub-wizard opens to walk you through the 3-part process of entering the built resource information: (A) locating the resource, (B) entering characteristics of the resource, and (C) uploading photos of the resource. If you are finished with your daily submissions of resources, then move to **Steps 5 and 6**.

- At the **Report Documents** step, upload the survey report(s) for the municipality, neighborhood, etc.

**Files that are large must be divided into multiple files as the maximum file size is 30mb.**

**Note: If a large survey report is 80mb in size, please break the file into a minimum of 3 "volumes" no larger than 30mb each in size, and upload each "volume" as an individual file in this step. This will insure a reasonable access time when users are attempting to download/view the report in the future.**

For each document, enter the **Name/Title** and select the file by clicking on the **Browse / Choose / Choose File** button (wording depends on the browser). After choosing the file, click the **Upload Attachment** button to add it to the list of report documents. After all uploads are complete, click the **Next** button to proceed to the **Summary** step.

**Step 5: Report Documents**

Please upload the report document(s) for this survey. This is a required step. If the file exceeds 30mb, the report must be divided into multiple files. Please use an appropriate Name/Title for each document uploaded to properly identify (e.g., Volume 1, Volume 2, etc).

Please upload the report document(s) :

\* **Name/Title**   
135 characters remaining

Max file size: 30MB

\* **File**  No file chosen

- This final step of the building survey wizard shows a summary of all information entered, by step, and provides a way to make changes to the information presented. If any information needs to be edited, the user can return to the desired step by clicking on the correct step button to open the wizard at the necessary location. Alternately, you can click the **Previous** button to navigate to the step that needs to be corrected. Once you have reviewed the **Summary** section, click the **Done** button to save the survey and return to the Independent Survey wizard at **Step 2: Surveys**. If you want to continue adding resources at this point, you may launch the Building Survey Wizard and proceed to **Step 4: Districts and Resources** as described above.

**New Survey #WW2GW35VX33W** Step 1 | Step 2 Cancel ?

**Step 2: Surveys**

Please select the type(s) of survey(s) conducted. A button will be provided for each survey type selected. Click the button to launch the corresponding survey wizard.

What Type of Survey(s) Were Conducted?  
 Building Survey Only ▾

Launch Building Survey Wizard Yorkville Historic Resources Survey

Save Survey(s) and Exit This will save your survey, WITHOUT submitting to SHPO. The survey can then be accessed for subsequent review prior to submitting to SHPO.

Save and Submit to SHPO This will submit your survey to SHPO for review.

Previous Next

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If the survey data is not ready to submit to SHPO, click the **Save Survey(s) and Exit** button. You will be able to access the survey again for review and edits. To do so, click the **Continue/Edit an Existing Submission** link on the **Submit** page. Your previously saved information will be available for editing. (To add more resources, proceed to **Step 2: Surveys**, click the **Launch Building Survey Wizard** button, and proceed to **Step 4: Districts and Resources**.)

Once you are ready to submit the survey to SHPO for review, click the **Save and Submit to SHPO** button.

After SHPO reviews and processes the Independent Survey submission, they will provide comments and send a request for more information. This could simply be to continue with a follow-up survey or to add a photograph or attachment to a previously identified resource. An email containing a link to the SHPO response will be emailed to the survey contact/preparer with a subject line in the format *SHPO Submission Consolidated Response for Project: 15PR01234*.

Click or browse to the link in the response email, which has the format <https://cris.parks.ny.gov/?type=CR&id=ABC123DEF456>. Once you've signed in or proceeded as a guest, the consolidated response page should display. If not, click

**Communicate** in CRIS's top navigation bar, then click the **View and/or Address a Response** link in the Communicate menu. Paste the 12-character response token in the text input and click **Start** to open the consolidated response page. (The response token is different from the original submission token, and is in the email at the end of the text *Please log into the CRIS web portal to view a Consolidated Response for submission- (ABC123DEF456).*)

The screenshot shows the CRIS web portal interface. At the top, there is a navigation bar with the CRIS logo and links for HOME, SUBMIT, SEARCH, and COMMUNICATE. A 'Welcome Guest User' message is visible in the top right. Below the navigation bar, the page title is 'View and/or Address a Response'. The project name is 'Project 15PR00124: Yorkville Historic Resources Survey (522CDVE29QJD)' with a 'View Project' button. A message states: 'Please accept the following information below as the consolidated response from NYS SHPO for the above referenced submission.'

**Review Responses**

Reviewer	Review Type	Response
Paul Archambault	Survey and Evaluation	In order for SHPO to fully review and process the survey that was submitted, we need further information. Please review the specific information request(s) below and click the Process button to respond to each request.

**Information Requests**

Process	Status	Reviewer	Review Type	Request Type	Request Entity	Request Item	Request Description
	Information Requested	Paul Archambault	Survey and Evaluation	Request a New Attachment, Photo, or Survey for this Independent Survey Project		Survey	Continue updating USNs

**Attachments**

Attachment	Reviewer	Review Type	Type	Name	Description
No Attachment Records					

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If desired, click the **View Project** button in the upper-right corner of the response page to open the project details.

*Note:* You may access the Independent Survey Project Details at any time, even before SHPO sends a response. If you have a NY.gov ID account, you may open the project details by clicking the project's **View** (magnifying glass) button in the **My Projects** tab in your dashboard (on the **Home** screen of CRIS). If you are using CRIS as a guest, you may open the project details by doing the following:

1. Click or browse to the following URL: <https://cris.parks.ny.gov>
2. At the CRIS Legal Disclaimer, click **I Agree** to proceed.
3. Click **Proceed as Guest** to open the guest interface.

4. Under **Find My Project**, select **I know my Submission Token**.
5. Paste the 12-character submission token in the **Token** field.
6. Click the **Search** button (just below the **Token** field). If the submission has been accepted by SHPO, the project details should open within a few seconds. If acceptance of the submission is still pending, the message “Either the project was not found or the submission has not yet been processed” will pop up.

On the response page, click the **Process** wheel in the **Information Requests** box (below the **Review Responses** box). This will open a new Independent Survey submission, which you may complete similar to the initial survey submission.

**IMPORTANT!** To update existing USNs identified in a previous survey, proceed to **Step 2: Survey Details** of the Building Survey Wizard. Select **Yes** to the question **Is this survey a continuation of a previous survey?** and select the appropriate survey from the dropdown menu that appears below this question. After you complete **Step 3: Survey Area**, a new step (**Step 3.5: Existing USNs**) will allow you to submit changes to existing USN records. *This step will save you the effort of filling in previously submitted USN data.*

If you have questions while using CRIS, please contact the CRIS Help inbox at [CRISHelp@parks.ny.gov](mailto:CRISHelp@parks.ny.gov).