

# **HICRIS Online Help System**

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# 1. Overview

Welcome to the online help system for the Hawaii Cultural Resource Information System (HICRIS). HICRIS is SHPD's latest development to go paperless and provide researchers and project managers a way to more efficiently and effectively interact with SHPD staff and assist in submitting their projects as well as searching for information about historic properties in or near their project areas. HICRIS is the integration of SHPD's intake log, digital library, the State Inventory of Historic Places, and geographic information system.




HICRIS can be utilized in many ways, but the two primary uses are:

- Searching the database for information on Resources, Surveys, and Projects, and for searching the SHPD Library.
- Submitting projects to SHPD for review.

This help system is arranged into the following primary topics:

- Quickstart Guides
- [Frequently Asked Questions](#): The most common questions received by HICRIS Help.
- [Sign into HICRIS](#): Instructions for registering for, and logging into, HICRIS.
- [Submitting Projects](#): How to submit a new project to SHPD or submitting additional information for an existing project
- [Search](#): Tools for searching in the HICRIS database using text or the map.
- [Home/SHPD Responses](#): Tools for viewing and responding to project correspondence from SHPD.
- [Map Interface](#): The map display and tools used throughout HICRIS.
- [Details Modules](#): Windows that display information about records in HICRIS.

The navigation panel in this help system features the topics arranged hierarchically, as indicated by three icons:

-  The book navigation icon, which resembles a closed book. The closed book icon represents a collapsed topic group. Click the icon to expand the group.
-  The book navigation icon, which resembles an open book. The open book icon represents an expanded topic group. Click the icon to collapse the group.
-  The sheet navigation icon, which resembles a sheet of paper with a folded corner. The page icon represents an end-level topic, with no further topics under it. Click the icon to open the topic page.

In all cases, you can open a topic page by clicking the topic's title in the navigation panel.

# 2. Quick Start Guides

## 2.1. Submit Documents to SHPD

In the past, SHPD manually tracked all submissions using an Intake Log and then filed final reports in the library. With HICRIS, the submission process will be fully automated, making research and project management easier and more efficient.

The prior process for submitting a new Project Review involved emailing a single consolidated PDF to the SHPD Intake email address. To submit a new Project Review now involves an electronic process within HICRIS.

To submit a new Project Review to SHPD, navigate to the Submit menu by selecting ‘Submit’ from the menu in the upper left of the screen. Either from the menu on the left side of the screen, or from the page of options you are presented with, select Project Review; the Project Review Initial Submission screen loads.

To fill out the Project Review Initial Submission screen a contact must first be entered – all other fields are temporarily disabled until this action is completed. Attention is called to this action through the blue banner across the top of the screen with the label ‘Add Your Primary Contact to Begin’. Select this button and fill out the contact details. This should be the responsible party for the undertaking.

Project Review Initial Submission

ⓘ All fields are **REQUIRED** unless specified as optional.

Contact Information

ADD YOUR PRIMARY CONTACT TO BEGIN

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						

Contacts: 0

Fill out the following sections:

- **Project Overview:** Description of the undertaking. Checkboxes represent filtering questions to help identify other information you may or may not need to provide on this screen.
- **Agencies:** Identify at least one primary Agency involved with this review. If there are other Agencies involved, they can be added as well. When adding an Agency, permit information may be noted.
- **Statutes:** Indicate the applicability of HRS Chapter 6E and NHPA Section 106 to this submission.
- **Fees:** If HRS Chapter 6E is applicable, the submitter is responsible for assessing any applicable fees on this submission.
- **Project Location:** Indicate Project Address and draw/upload an Area of Potential Effect (APE) / 6E Project Area for the undertaking.
- **Additional Tax Map Keys:** While Tax Map Keys (TMKs) for the Project are automatically captured from the APE / Project Area, if additional TMKs need to be added, for any reason, they can be added in this grid.
- **Resources within the Project Area:** If you have information about Resources in the APE / 6E Project Area at the

3

time of the Initial Submission, report the information about those Resources by filling out a Resource record for each Resource you have information on.

- **Project Photos:** Photos that are indicated as required, or that you wish to include in addition.
- **Project Attachments:** Attachments that are indicated as required, or that you wish to include in addition.

The Statute(s) that you indicate are applicable to this Submission may require specific documents to be uploaded in the Attachments or Photos. Clear validation messages will instruct you on specific Attachment Types or Photos that may be required. You must add those Attachment Types or Photos in the Attachment or Photos grids, as instructed on the screen, to complete the next step.

Once you have filled out the required data, select the 'Submit to SHPD' button in the bottom right of the screen. If there are no validation errors presented on the screen for you to resolve a confirmation screen will be presented, confirming that your submission has been received. You will also receive an email with this same information.

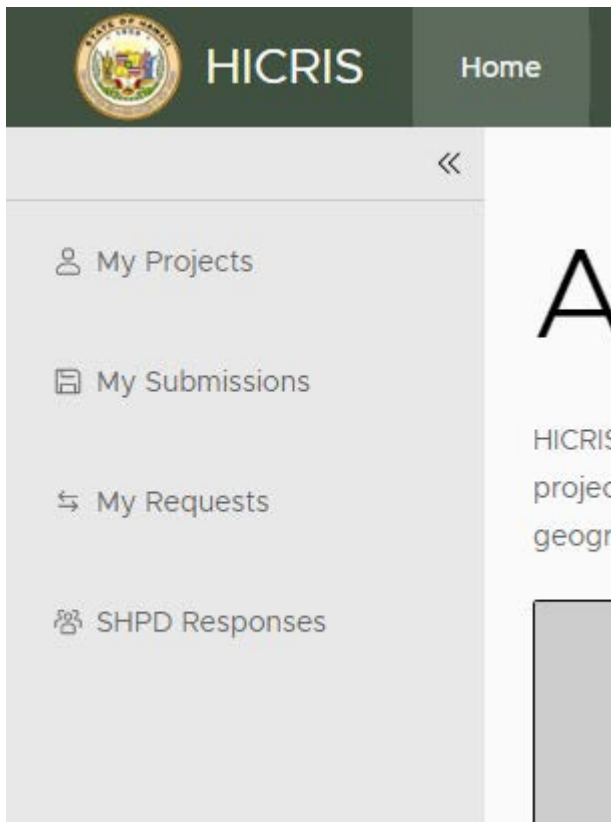
To learn more about Submitting Projects (including other Project Types beyond Project Reviews, and Fees on Project Reviews) please follow [this link](#) to additional content in this Help System.

## 2.2. Communicate With SHPD

The submission process in HICRIS guides you through all the forms and information you need to complete your submittal. You can now communicate with reviewers and view the progress of your submission without calling or emailing SHPD staff.

Users of HICRIS have several options for grids of information on the contextual menu on the left of the screen under the 'Home' option in the upper left menu. These options include:

- **My Projects:** A list of all Projects on which the user is a Contact.
- **My Submissions:** A list of all Submissions made by the User, to help track them through the process of submitting projects to SHPD.
- **My Requests:** A list of all requests for more information from SHPD that are awaiting action.
- **SHPD Responses:** A list of all SHPD responses, including any correspondence from SHPD.



An entry in the My Projects list will navigate the User to the detail screen for that Project, so that they may review the information they have submitted.

Some entries in My Submissions may be accessed, others may not.

If an Initial Submission has been started, but 'Finish Later' was selected, the submission will be noted in this list when toggled to 'Draft' status. 'Draft' status refers to a submission that is incomplete and must be completed later, and submitted, for SHPD to review. Click on the 'Go To' icon to open the submission and continue filling it out.

If an Initial Submission has been submitted to SHPD, but SHPD returned it with the message Insufficient Information, the submission will be noted in this list when toggled to 'Insufficient' status. Insufficient refers to a submission that has been received but has been identified as needing corrections or additional information before SHPD review can begin. Click on the 'Go To' icon to open the submission and address the corrections/additions noted in the email received from SHPD when it was marked as Insufficient.

The other two options in the toggle cannot open the submission. These allow you to monitor if the Submission is still in a submitted status, or if it has been processed into a Project and review begun, by SHPD.

The My Requests and SHPD Responses lists will both navigate to the SHPD Response screen from the 'Go To' icon where the details of SHPD's response are provided, including any correspondence – which can be downloaded from HICRIS from that screen.

- The SHPD Responses list indicates all responses provided by SHPD.
- The My Requests list indicates all SHPD Responses where SHPD has requested more information and that request has not been responded to.

To learn more about this topic, including additional details about each part of this screen, please follow [this link](#) to learn more.

## 2.3. Search SHPD Records

HICRIS makes project submission easier by allowing users access to the current GIS data and a digital library related to past projects and surveyed areas in the state. There are multiple ways to search for information to assist you in your research.

You can reach Search using the main menu in the upper left of the screen. Two examples here will help you get started.

### Criteria Search


In this first example, a criteria search is performed to find Buildings on the Island of O'ahu.

Navigate to Search by selecting 'Search' from the menu in the upper left of the screen.

Among the dropdowns and text fields where search criteria can be entered, along the left side of the Search screen, input the following (you may need to scroll down):

- Resource Type of "Above Ground"
- Resource Classification of "Building"
- Mokupuni of "O'ahu"

Then scroll down to the bottom of the search pane on the left side of the screen and select 'Search Resources'.


The results are presented in the results grid on the right side of the screen, below the map. Select the Go To icon  to view the Resource Detail screen of one of the Buildings returned in the results and learn more about it.


### Spatial Search

In this second example, a spatial search is performed to find records with GIS data near Hilo.

Navigate to Search by selecting 'Search' from the menu in the upper left of the screen.

In the upper left of the map window, in the white search box that has a placeholder of 'Find address or place', start typing 'Hilo' until the option for 'Hilo, HI, USA' appears, and select that option. The map is then zoomed to the general vicinity of this locality.

On the right side of the map window, in the Spatial Search pane, select the polygon tool  and draw a polygon around Hilo. Click once to place each vertex of the shape, and double-click to finish drawing and perform the search.


The results, which include everything with GIS data that is present within the geographic area of the shape that was drawn, is presented in the results grid on the right side of the screen, below the map. Select the Go To icon  to view the Detail screen of one of the items returned in the results and learn more about it.

To learn more about Search, including additional details about each part of this screen, please follow [this link](#) to learn more.

# 3. Search

SHPD has collected information on thousands of buildings, structures, objects, sites, and districts throughout the State of Hawaii. These records, as well as any documentation and photographs, are available for you to search in HICRIS.

In the top navigation bar, click Search to open the Search page, as shown below.



[Home](#)[Submit](#)[Search](#)

## Search HICRIS

[Quick Search](#)[Projects](#)[Resources](#)[Surveys](#)[Library](#)

Basic Search

Resource Type

All

Resource classification

All

Resource Number

2020RE00001

SIHP Number

Resource Name

Resource Description

Tax Map Key

(0) 0 - 0 - 000 : 000

Ahupua'a Filter

Mokupuni

All

This field is not searchable.

Moku

All

This field is not searchable.

Ahupua'a

All

Use the Mokupuni and Moku fields to limit this list, then select a search value.

CDP Filter

County

All

This field is not searchable.

Census Designated Place

All

Use the County field to limit this list, then select a search value.

Find address or place

+

-

Esri, HERE, Garmin, FAO, NOAA, USGS, EPA

Go To

View

Zoom To

ID Number

Clear Grid

Download CSV

Include

7



The search page consists of a map interface on the right and a pane on the left containing search tools. Results are below the Map. Sliding controls are provided between the different panes, allowing for search criteria, the Map, or the Results to be prioritized in the application.

- [Criteria Search](#): to search SHPD records by text, categories, dates, and other descriptive criteria are available in the pane on the left. These are organized by record type, and there is also a Lookup tab for searching identifying numbers.
- [Spatial Search](#): available as a widget in the Map Window, allows records by drawing a search area on the map interface.
- [Results](#): The results of your search, which you can browse, download as a table, view in greater detail, or zoom to on the map.

## 3.1. Criteria Search

The Criteria tab on the Search page contains a series of tabs with options for searching the HICRIS database.

- **Quick Search**: Search for a record by its identifying number.
- [Resources](#): Search for buildings, structures, objects, sites, and districts. This tab includes advanced search options.
- [Surveys](#): Search for surveys of built resources or archaeological investigations. This tab includes advanced search options.
- [Projects](#): Search for projects that have been reviewed by SHPD or are currently under review. This tab includes advanced search options. You can only view Projects which you have access to.
- [Library Items](#): Search the body of Items from the SHPD Library.

### 3.1.1. Projects

In the Search, the Project tab allows you to search for projects of any type that have been reviewed by SHPD or are currently under review.

The basic search fields are shown below. You do not need to fill all of them. If you enter search terms in multiple fields, only results that exactly match all of your search terms will be returned. Letters can be in upper or lower case. In text fields, partial search terms are acceptable.

Click the Search button in the lower left corner to apply your search terms. The Results tab will display your search results. Click the View, Go To, or Zoom buttons next to a project result to open a pop-up window about the project, go to the Project Details page, or Zoom to the project-related polygon on the map (if it exists).

The Project tab on the Search page contains dropdown selectors and text fields for entering criteria to search for all project types.

- **Project Type**: You may select one of these choices or leave the default value 'All'.
- **Project Status**: The project type-specific status of the project.
- **Project Number**: SHPD's identifying number for projects. This number is in the format 2021PR08851, where 2021 is a 4-digit year (2021 in this example) and 08851 is a 5-digit sequence number.

- **Project Name:** The name of the project. Since spelling or naming conventions may differ, you may wish to enter only part of the name to increase the chance of finding a match.
- **Project Description:** The description of the project. You may wish to enter only part of the description to increase the chance of finding a match.
- **Census Designated Place:** The Census Designated Place (CDP) that contains the project. You must select a county before you can select a CDP from the list.
- **Date Created:** You may search for a project that was created within the beginning and ending dates indicated.

Additional fields are available to include in a search for Projects in Advanced Search. Some fields are available regardless of the Project Type. However, to view all available fields for search you will need to select a Project Type.

## 3.1.2. Resources

Resource records include searchable information about cultural resources and often have additional documentation, such as digital photographs and scanned data, which may contain maps, narrative histories, and photographs.

The Resources tab provides basic search fields as shown below. You do not need to fill all of them. If you enter search terms in multiple fields, only results that exactly match all of your search terms will be returned. Letters can be in upper or lower case. In text fields, partial search terms are acceptable.



## Basic Search

### Resource Type

All

### Resource classification

All

### Resource Number

2020RE00001

### SIHP Number

### Resource Name

### Resource Description

### Tax Map Key

(0) 0 - 0 - 000 : 000

## Ahupua'a Filter

### Mokupuni

All

This field is not searchable.

### Moku

All

This field is not searchable.

### Ahupua'a

All

Use the Mokupuni and Moku fields to limit this list, then select a search value.

## CDP Filter

### County

All

This field is not searchable.

### Census Designated Place

All

Use the County field to limit this list, then select a search value.

## Added to HICRIS Date Range

Start

month/day/year

Click the Search button in the lower left corner to apply your search terms. The Results tab will display your search results. Click the View, Go To, or Zoom buttons next to a resource result to open a pop-up window about the resource, go to the Resource Details page, or Zoom to the Resource polygon on the map.

The Resources tab on the Search page contains various fields to input your search:

- **Resource Type:** Individual resources are broadly divided into Above Ground, Archaeological, and District Resources. You may select one of these choices or leave the default value 'All'.
- **Resource Classification:** The National Register defined classification of the resource.
- **Resource Number:** SHPD's identifying number for resources. This number is in the format 2021SR00157, where 2021 is a 4-digit year (2021 in this example) and 00157 is a 5-digit sequence number.
- **Resource Name:** The name of the resource. Since spelling or naming conventions may differ, you may wish to enter only part of the name to increase the chance of finding a match.
- **Resource Description:** The description of the resource. You may wish to enter only part of the description to increase the chance of finding a match.
- **Census Designated Place (CDP):** The CDP that contains the resource. You must select a county before you can select a CDP from the list.
- **Date Created:** You may search for a resource that was created within the beginning and ending dates indicated.

Additional fields are available to include in a search for Resources in Advanced Search. Some fields are available regardless of the Resource Type or Subtype. However, to view all available fields for search you will need to select a Resource Type (and if it is an Above Ground Resource, the Subtype as well).

### 3.1.3. Surveys

Surveys provide information to SHPD reviewers and researchers about cultural resource investigations throughout the State of Hawaii.

In Search, the Surveys tab provides basic search fields as shown below. You do not need to fill all of them. If you enter search terms in multiple fields, only results that exactly match all of your search terms will be returned. Letters can be upper or lower case. In text fields, partial search terms are acceptable.



## Basic Search

### Survey Type

All

### Survey Subtype

All

### Survey Status

All

### Survey Number

2020SR00001

### Survey Name

### Survey Description

### Tax Map Key

(0) 0 - 0 - 000 : 000

## Ahupua'a Filter

### Mokupuni

All

This field is not searchable.

### Moku

All

This field is not searchable.

### Ahupua'a

All

Use the Mokupuni and Moku fields to limit this list, then select a search value.

## CDP Filter

### County

All

This field is not searchable.

### Census Designated Place

All

Use the County field to limit this list, then select a search value.

## Added to HICRIS Date Range

Start

month/day/year

Click the Search button in the lower left corner to apply your search terms. The Results tab will display your search results. Click the View, Go To, or Zoom buttons next to a survey result to open a pop-up window about the Survey, go to the Survey Details page, or Zoom to the Survey polygon on the map.

The Survey tab on the Search page contains various fields to input your search:

- **Survey Type:** Select Above Ground or Archaeological, or leave the default value 'All'.
- **Survey Subtype:** Select the appropriate Subtype, or leave the default value 'All'.
- **Survey Number:** SHPD's identifying number for surveys. This number is in the format 2021SR00157, where 2021 is a 4-digit year (2021 in this example) and 00157 is a 5-digit sequence number.
- **Survey Name:** The name of the survey. Since spelling or naming conventions may differ, you may wish to enter only part of the name to increase the chance of finding a match.
- **Survey Description:** The description of the survey. You may wish to enter only part of the description to increase the chance of finding a match.
- **Census Designated Place (CDP):** The CDP that contains the survey.
- **Date Completed:** You may search for a survey that was completed within the beginning and ending dates indicated.

Additional fields are available to include in a search for Surveys in Advanced Search.

### 3.1.4. Library Items

In the Search, the Library tab allows you to search for Library Items of any type that have been reviewed by SHPD or are currently under review.

The basic search fields are shown below. You do not need to fill all of them. If you enter search terms in multiple fields, only results that exactly match all of your search terms will be returned. Letters can be in upper or lower case. In text fields, partial search terms are acceptable.



## Search HICRIS

[Quick Search](#)[Projects](#)[Resources](#)[Surveys](#)[Library](#)

### Basic Search

**Library Item Number**

e.g. 2020LI12345

**Library Item Type**

All

**Library Item Title**

e.g. Wind, Wings and Waves

**Library Item Author(s)**

e.g. Jane Doe

**Library Item Publisher**

e.g. UH Press

**Library Item Document Number**

e.g. 001

**Library Item Log Number**

e.g. 001

**Library Item Project Proponent**

e.g. Jane Doe

**Publication Date**

e.g. October 2019

**Tax Map Key**

(0) 0 - 0 - 000 : 000

Click the Search button in the lower left corner to apply your search terms. The Results tab will display your search results. Click the View, Go To, or Zoom buttons next to a project result to open a pop-up window about the project, go to the Library Item page.

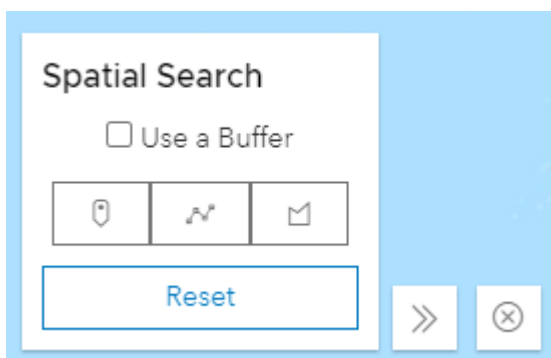
The Library tab on the Search page contains dropdown selectors and text fields for entering criteria to search for all project types.

- **Library Item Number:** SHPD's identifying number for a Library Item.

- **Library Item Type:** You may select one of these choices or leave the default value 'All'.
- **Library Item Title:** The title of the item. Since spelling or naming conventions may differ, you may wish to enter only part of the title to increase the chance of finding a match.
- **Library Item Author(s):** The Author of the item. Since spelling or naming conventions may differ, you may wish to enter only part of an author's name to increase the chance of finding a match.
- **Library Item Publisher:** The Publisher of the item. Since spelling or naming conventions may differ, you may wish to enter only part of the publisher's name to increase the chance of finding a match.
- **Library Item Document Number:** The Document Number of the item.
- **Library Item Log Number:** The Log Number of the item.
- **Library Item Project Proponent:** The Project Proponent of the item. Since spelling or naming conventions may differ, you may wish to enter only part of the proponent's name to increase the chance of finding a match.
- **Library Item Publication Date:** The Publication Date of the item.
- **Library Item Tax Map Key (TMK):** The TMK of the item.

## 3.2. Spatial Search

Spatial Search involves a series of steps for using the map interface to locate and open records in HICRIS.



- **Step 1:** Navigate to your area of interest by panning (clicking and dragging the screen with your mouse), zooming (using the zoom +/- buttons or your mouse wheel), or using the Search Bar.
- **Step 2:** Define or refine the location/area for your search by drawing a shape on the map to specify a search area. Click the button for each shape to activate the drawing tool on the map. Click the button again or click another button to reset the drawing tool.
  - **Point:** Click on the map to place a point. Select the Use a Buffer checkbox to specify a search radius around the point. Searching without a buffer will only identify spatial results that intersect with the point.
  - **Line:** Click on the map to place the endpoint of a line segment. Click on the map again to set a corner and continue with another line segment. Double-click on the map to set the final endpoint. Select the Use a Buffer checkbox to specify a search radius around the line. Searching without a buffer will only identify spatial results that intersect with the line.
  - **Polygon:** Click on the map to set a corner of the polygon. Click the map at other points to continue setting corners along the polygon boundary. Double-click at the last corner of the polygon boundary (before the first point you drew) to complete it. The drawing tool will automatically connect the last point you draw to the first one. Avoid double-clicking very close to or on the first point you drew, since



















































this may cause your boundary to overlap itself, which will make the boundary invalid. You may search within this polygon or select the Use a Buffer checkbox to specify a search radius around the polygon.

The 'Apply Spatial Definition' toggle is available on Criteria Searches to apply spatial constraints on a Criteria Search. This toggle is available if a spatial search has been defined in the map window. If you complete a criteria search with a spatial search area defined, the results will use both the criteria and spatial search parameters.

## 3.3. Search Results

When you click the Search button to perform a criteria or spatial search, the Results grid will be populated below the Map Window.

Go To	View	Zoom To	ID Number	Entity	Type
			2020PR00001	Project	Agreement
			2020PR00002	Project	Inadvertent Discovery
			2020PR00003	Project	Project Review
			2020PR00004	Project	Independent Survey
			2020PR00005	Project	Independent Survey
			2020PR00006	Project	Determination of Eligibility Request
			2020PR00007	Project	Inadvertent Discovery
			2020PR00008	Project	Inadvertent Discovery
			2020PR00009	Project	Inadvertent Discovery
			2020PR00010	Project	Inadvertent Discovery
			2020PR00011	Project	Tax Credit Federal
			2020PR00012	Project	Tax Credit State
			2020PR00013	Project	Inadvertent Discovery
			2020PR00014	Project	Inadvertent Discovery
			2020PR00015	Project	Inadvertent Discovery
			2020PR00016	Project	Inadvertent Discovery
✕ Clear Grid    ⬇ Download CSV    📖 Include TMKs    ☑ Clear Grid on Search					

The Results tab contains a grid showing your search results. Results are limited to a maximum of 1000 records. These grids include controls for interacting with these results.

- **Go To:** Opens the detail screen for the record.
- **View:** Opens the a modal with essential details about the record.
- **Zoom:** Zooms the map interface to the point or polygon for the record. If the record is not represented on the map, a message will communicate this when this button is pressed.

Below the Results grid are some additional options.

- **Clear Grid:** Clears all results from a grid. Only needed if you are not clearing results on Search.
- **Download CSV:** Generates a downloadable CSV (Comma-Separated Values) file of the search results grid. You may open the CSV in a text editor or spreadsheet program. The fields included in the CSV file are those in the Results grid.
- **Include TMKs:** Determines whether Tax Map Keys (TMKs) are included in Results; it is off by default. If selected,

TMKs are included with other object types in the Results.

- **Clear Grid on Search:** By default, whenever a search is run, the Results grid is cleared. You can unselect this to manually control the clearing of the grid.

To sort a grid by a certain column, click that column's header. An arrow icon will show whether the sort is ascending (upward arrow) or descending (downward arrow). To filter the grid, hover your cursor over a column's header to display the three-lined menu icon. Click the menu icon to open the filter tool and enter your filter text. You can also rearrange the column order by clicking and dragging the column header.

# 4. Frequently Asked Questions

## General Questions

### Is there a fee for using HICRIS?

HICRIS is currently available to all users free of charge. Some Project Review submissions may require a fee.

### What browsers are compatible with CRIS?

HICRIS is compatible with modern browsers such as Chrome, Firefox, Safari, and Edge. Internet Explorer version 11 (IE11) or any earlier Internet Explorer versions are not compatible with HICRIS.

### I received an error message from HICRIS. What should I do?

If the error prevents you from completing an action, send an email to [dlmr.hp.hicris@hawaii.gov](mailto:dlmr.hp.hicris@hawaii.gov) with the following information:

The exact text of the error message, copied and pasted from the pop-up alert.

A specific description of what you were attempting to do when the error popped up, such as "I attempted to draw my project boundary at Step 5 in initial consultation submission DF89HQQ4HFAK and received the following error message".

Optionally, include a screenshot of the entire HICRIS web page. In Windows, you may copy an image of the page by pressing Alt + PrintScreen (Windows) and paste it into your email or an image editing program. On a Mac, you may copy or save the image using instructions provided at <https://support.apple.com/en-us/HT201361>.

## User Access

### I can't remember my username or password. How do I log in?

Visit the Forgot Username Self Service or Forgot Password Self Service pages to recover or reset your login information.

## Search and Maps

### Can I download data from HICRIS?

Search results are available for download as tables in the CSV (Comma-Separated Values) format. Photographs and attachments (including building inventory forms and National Register nominations) are also downloadable. GIS data cannot be downloaded from HICRIS.

### How do I obtain access to archaeological sites and surveys?

Access to archaeological data in HICRIS is restricted to users who apply for and receive special privileges. To apply for archaeological permissions, please reach out to [dlmr.hp.hicris@hawaii.gov](mailto:dlmr.hp.hicris@hawaii.gov) with the text "Archaeology Permission Request" in the subject. You will need to register in HICRIS before SHPO can enable archaeological permissions for your user profile.

### I'm trying to click on a polygon on the map, but another polygon is blocking it. How can I see what the polygon represents?

Zoom to the polygon's location on the Search page. Use the Spatial Search tools to search the polygons in that location. The list of polygons in that location will display in the Results tab.

## Submissions and Projects

### What are Submission Tokens, and how can I use them?

Subsequent submission tokens: These tokens are created when you fulfill an information request or submit additional materials for an existing project. These tokens provide a unique identifier until your submission becomes part of a project.

### Do project contacts need to have a HICRIS account?

Anyone can be a project contact, even if they are not a HICRIS user. HICRIS users can receive more privileges, such as access to archaeological data. Project contacts may also use CRIS as guest users, but they will not have any additional privileges.

### The primary agency for my project isn't available in the agency list. How do I proceed?

The Project Review initial submission form agency grid list of values is a list maintained by SHPD. If you believe that an unrepresented federal, state, or local agency needs to be added to the list, please contact [dlmr.hp.hicris@hawaii.gov](mailto:dlmr.hp.hicris@hawaii.gov).

### Who receives project email notifications from HICRIS?

Below is a list of each type of email message sent from HICRIS. All contacts listed on a Project will receive these email messages. Where the information below references Project Review is

HICRIS Project Review Initial Submission Token: Sent to the primary contact when the first contact is added to an Initial Submission of any project type. Provides a reference to the submission token as an identifier for further notifications and follow-up.

HICRIS Project Review Initial Submission Received by SHPD: Sent to all submission contacts when the submitter completes the submission and sends it to SHPD. This message is sent again each time the submitter resends the submission to SHPD (in the eventuality that the submission is marked as insufficient and must be submitted again).

HICRIS Project Review Initial Submission Requires Additional Information to Complete Submission: Sent to all submission contacts if SHPD marks the submission as insufficient and sends the submission back with comments.

HICRIS Project Review Initial Submission has been Rejected: Sent to all submission contacts if SHPD marks the submission as rejected.

HICRIS Project Review Initial Submission Accepted by SHPD as Project Number 2021PR00001: Sent to all project contacts when SHPD accepts the initial submission and creates a new project.

SHPO Submission Consolidated Response for Project Review Project: 2021PR00001: Sent to all active project contacts when the SHPD reviewers sign off on a submission with comments and/or requests for more information.

HICRIS Project Review Submission Received by SHPD: Sent to all project contacts when someone completes an information request or submits to a project through the 'Project Supplement' submit screen and sends the submission to SHPO.

HICRIS Project Review Submission Requires Additional Information to Complete Submission: Sent to all active project contacts if SHPO sends a requested submission or a submission to a project through the 'Project Supplement' submit screen back with comments.

HICRIS Project Review Submission Accepted by SHPD as for Project Number 2021PR00001: Sent to all project contacts when SHPO accepts a requested submission or a submission to a project through the 'Project Supplement' submit screen and adds it to the project.

### How do I check the status of my initial submission?

If you are a HICRIS user and a Contact on a Submission, login to HICRIS, and select the Home button at the top of the screen and then select 'My Submissions' from the contextual menu at the left of the screen. Toggle between 'Insufficient', 'Submitted' and 'Processed' to determine if your submitted Initial submission is still awaiting action from SHPD, or has been processed into a project – and thus review has started. If your submission is indicated as insufficient,

review the email notification for the required follow-up actions, open the submission from this grid, add the additional information, and submit again.

### **How do I add contacts to my project?**

Please contact your SHPD reviewer or [dlmr.hp.hicris@hawaii.gov](mailto:dlmr.hp.hicris@hawaii.gov) with the Project Number

### **Can I upload GIS data directly into HICRIS?**

All map windows on Submission screens, whether for Projects, Resources, or Surveys include an option to upload a properly-formatted shapefile define the boundary of the polygon for that particular submission type, in addition to tracing the shape on the map. Instruction for uploading the shape in that manner are provided in the help that is alongside each map window to the right side.

If you have additional GIS data relevant to a submission, or which is requested by SHPD as an Attachment on a request, you may add a Shapefile as an Attachment (.zip file extension).

### **I tried to upload a file that was just under 30 MB, but HICRIS rejected it. Why was the file not accepted?**

The file size limit of 30 megabytes is exactly 30 million bytes. Microsoft Windows represents bytes in multiples of 1024, rather than 1000, so 30 million bytes is measured as about 28.6 MB in Windows. This means that a file that shows as 29 MB in Windows may in fact be larger than the 30-million-byte limit.

### **I have a file that's over 30 MB. How can I send it to SHPD?**

Depending on the file format, you may be able to compress the file or divide it into multiple sections to be uploaded as separate files under the same submission. SHPD prefers this method over sending files on disc or as paper copies.

### **What file formats are permitted in uploads to HICRIS?**

The following file formats may be uploaded for photos:

- .bmp
- .gif
- .jpe / .jpg .jpeg
- .png
- .tif

The following file formats may be uploaded for attachments:

- .pdf
- .doc / .docx
- .ppt / .pptx
- .xls / .xlsx
- .rtf
- .txt
- .bmp
- .gif
- .jpe / .jpg .jpeg
- .png
- .tif

- .zip

**I submitted new photographs or attachments for my project, but I don't see them in the project record. What happened to them?**

When you submit photographs or attachments in response to a SHPD information request or through the Project Supplement form, they will not yet be added to the project record, since the submission will be in SHPD's processing queue. After SHPD accepts the submission and adds it to the project, the photographs and attachments will be added to the project automatically. If the files were uploaded to a resource or survey then the files will be in those specific records after SHPD processes them.

**I have an architectural or archaeological survey to submit for a Project Review. How do I send this to SHPD?**

If SHPD has requested a cultural resource or ethnographic survey as part of its review of the project, you must submit the survey in response to a SHPD information request on the consolidated response page. SHPD strongly recommends that the consultant who prepared the survey is the person to submit it through HICRIS, since the survey forms ask for specialized information. You or your consultant may access the survey request by clicking the link in the consolidated response email notification or by doing the following:

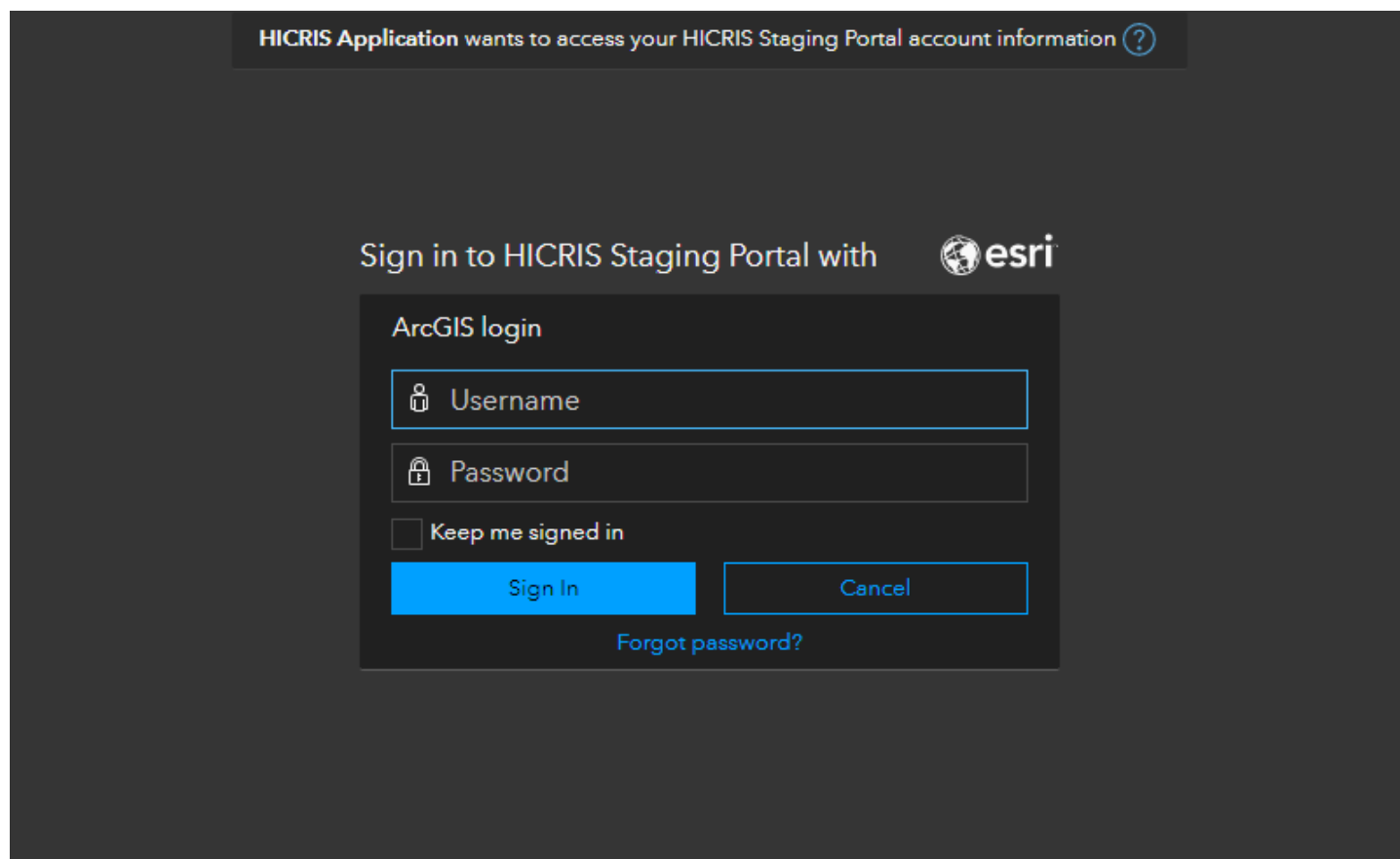
- In the menu in the upper left of the screen, select Home.
- In the contextual menu on the left of the screen, select My Requests. Identify the SHPD Response that includes the request and open it
- In the Requests grid, select the request in the grid and select the Process button on the right side of that grid to begin submitting your survey.
- If SHPD has not yet requested the survey or you cannot locate the response, please contact the appropriate SHPD reviewer with your Project Number submission number.

**Does a third party (such as a consultant) need to be on a project's contact list to submit additional project materials?**

Yes, any person who may need to submit additional project materials or respond to requests must be listed as a project contact on the Project, and be registered as a user in HICRIS.

## 5. Sign Into HICRIS

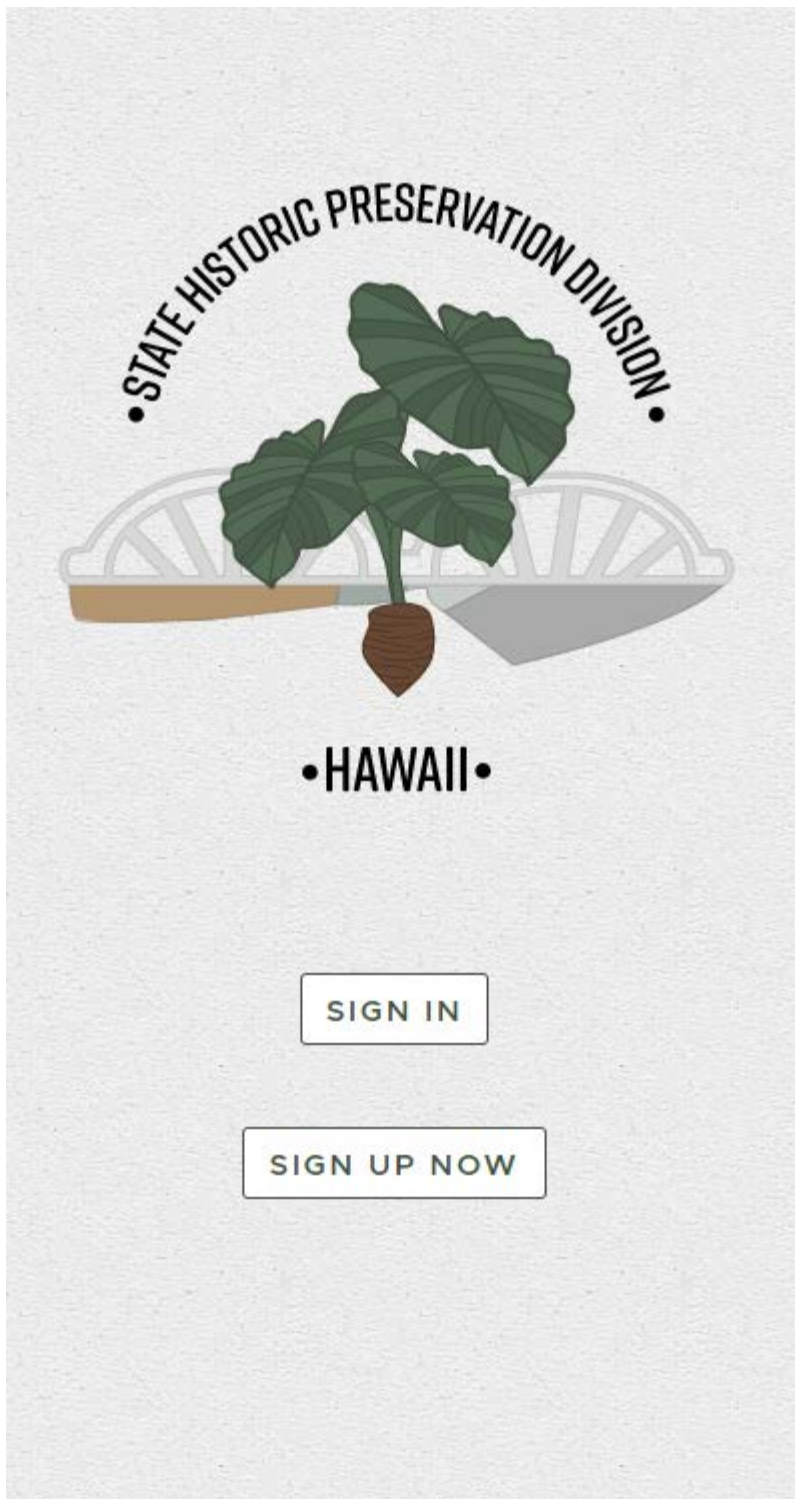
If you have already registered for HICRIS you may login by clicking the 'Sign In' button. In the popup window, input your Username and Password before clicking 'Sign In'. After a few moments you will be taken to a landing page once you are logged in.



The screenshot shows a dark-themed login window. At the top, a notification bar states: "HICRIS Application wants to access your HICRIS Staging Portal account information" with a question mark icon. Below this, the text "Sign in to HICRIS Staging Portal with" is followed by the Esri logo. The main login area is titled "ArcGIS login" and contains two input fields: "Username" (with a person icon) and "Password" (with a lock icon). Below these fields is a checkbox labeled "Keep me signed in". At the bottom of the login area are two buttons: a blue "Sign In" button and a white "Cancel" button. Below the buttons is a link that says "Forgot password?".

### 5.1. Create an Account

To create a HICRIS account, click the Sign Up Now button on the HICRIS landing page. Doing so will open a pop-up window with further instructions to guide a new user about what to do next.



Upon selecting 'Sign Up' from that window, the new user is taken to a Registration screen. On the Registration screen Name, Email, a Password and a secret question must be recorded to complete registration.



# Create an Account

Complete the form below to create an account.

First Name

Last Name

Email

Confirm Email

Username

Password



Password strength: None [?](#)

Confirm Password


Security Question

Answer

After completing registration, the user is taken to a confirmation page, after which they can return the HICRIS browser

tab and login with their newly registered credentials.

## HICRIS Registration Instructions



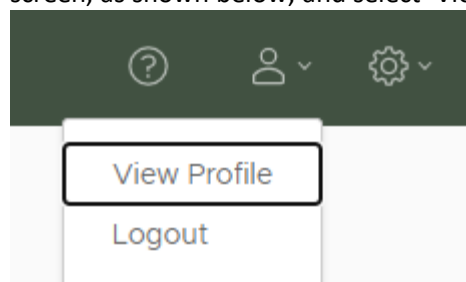
Thanks for choosing to register with HICRIS! We use [Esri's Portal software](#) to manage HICRIS accounts and authorization. As such, we will ask you to create an account with our Esri Portal. Once that is complete, you'll use your **Esri Portal credentials to login to HICRIS**. See below for detailed steps.

1. Click the **"SIGN UP"** button below, which will open the Esri Create Account page in a new tab.
2. Fill out the **"Create an Account"** form. All listed fields are **required**. Once ready, click the **"Create My Account"** button.
3. Be sure to **remember your username, password, and the email address you've used to register**.
4. Once your account is successfully created, the browser will redirect your tab to the Esri Portal. You can now **close the Esri Portal website**.
5. There should now be a **"SIGN IN"** button below. Click it, fill out your credentials if required, and **"Aloha and welcome to HICRIS!"**

CANCELSIGN UPSIGN IN

## 5.2. View and Edit Your Profile

To view and edit your HICRIS user profile, click person icon  in the menu in the upper right corner of the HICRIS screen, as shown below, and select 'View Profile':



In the Profile window, click the Edit button to modify your profile information. Your updated profile information will automatically be entered in the contact form when you start an initial submission for a new project.

## 5.3. Forgot Password?

Self-service password recovery is available from the login pop-up window. To recover a forgotten password, select the Sign In button, and select the 'Forgot Password?' option from the login pop-up window. Follow prompts to provide required information to recover your password.

ArcGIS login

Username

Password

Keep me signed in

Sign In

Cancel

Forgot password?

## 6. Site Navigation

The site navigation is centered around a few key elements:

- **Main Menu:** Located in the upper left of the screen, this menu provides access to the main screens of the application.
- **Contextual Menu:** Some Main Menu options have additional options to select from, these are displayed on the semi-collapsible menu on the left side of the screen. This menu is not included on some screens.
- **Secondary Menu:** Other options available to users are displayed in a secondary menu in the upper right of the screen. Included here are logout and view profile

The following describes the content behind the main menu elements in more detail:

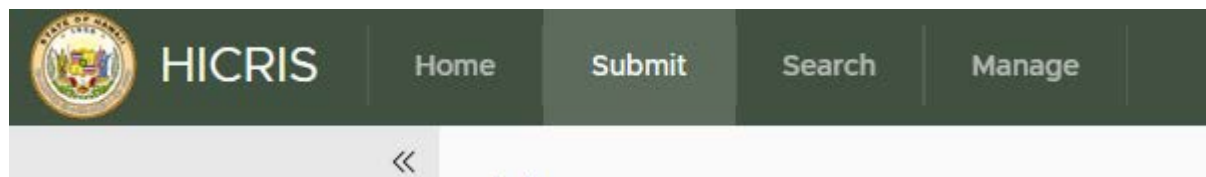
- **Home:** List for monitoring submission status and project status are available from this menu option.
- **Submit:** Screens for inputting the initial submission of a Project are available from the contextual menu for Submit.
- **Search:** The search interface, for criteria and spatial search are included here.

# 7. Submitting Projects

The Submit screen provides options for you to do the following:

- Submit a new project to SHPD
- Send additional unrequested information for an existing project

In the top navigation bar, click Submit (between Home and Search) to open the Submit screen, as shown below.



The main menu options are presented as tiles with images. These correspond to specific project types:

- [Project Review](#): The most common type of project reviewed by SHPD. If your project requires formal comments, you must submit it through HICRIS. This includes projects that are being reviewed under Hawaii Revise Statute Chapter 6E or National Historic Preservation Act Section 106.
- [National Register/Hawaii Register Nomination](#): This form allows you to submit a building, structure, district, or other cultural resource for SHPD to consider for nomination to the Hawaii Register of Historic Places and the National Register of Historic Places.
- [Federal Tax Credit](#): The SHPD review of a Federal Preservation Tax Credit can be initiated by submitting this form.
- [State Tax Credit](#): The SHPD review of a Hawaii State Preservation Tax Credit can be initiated by submitting this form.
- [Burial Registration](#): This screen provides instructions for registering a burial.
- [Descendancy Application](#): This screen provides instructions for submitting a Descendancy Application.
- [Determination Eligibility Request](#): Requests for evaluation of eligibility allow you to submit a building, structure, or other built resource to SHPD and request SHPD's evaluation of the resource's eligibility for the Hawaii Register and National Register of Historic Places. This project type does not result in the nomination of the resource for listing on the Hawaii or National Register, though an eligibility evaluation can be a preliminary step before proceeding with a Hawaii or National Register Nomination.
- [Independent Survey](#): These projects comprise surveys that are not conducted as part of a Project Review.
- [Inventory Form](#): This option allows you to submit information about a Resource without the need to create a full survey or project record. SHPD will review the information and upon approval, SHPD will add it to the records in the SIHP.
- **Project Supplement**: You may use this screen to submit photographs or attachments for a project that is already under SHPD review. These files will go to SHPD's processing queue and will eventually be added to the project as a subsequent submission. If SHPD has issued an information request in response to a previous submission, you must fulfill the request on the SHPD Response page, rather than through the Project Supplement screen; the Project Supplement screen allows you to submit information without a request from SHPD.

## 7.1. Submitting a Project Review

If your project requires comments or a determination letter from SHPD, you must submit it through HICRIS using the Project Review initial submission screen. This includes projects that are being reviewed under the following:

- National Historic Preservation Act Section 106
- Hawaii Revised Statutes Chapter 6E

To begin your Project Review, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes a Project Review – using the ‘Visit’ link, select the Project Review option.

## Project Review Initial Submission

① All fields are **REQUIRED** unless specified as optional.

### Contact Information

ADD YOUR PRIMARY CONTACT TO BEGIN

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
						Contacts: 0

### Project Overview

Project Name

e.g. Springfield Municipal Center

255 characters remaining

Description

e.g. Rehabilitation of the basement and attic spaces

1000 characters remaining

☐ Involves Ground Disturbance

☐ One Or More Resources In Project Area

There are 9 sections on the Project Review initial submission screen:

- **Contact Information:** The primary and secondary contacts for the project. These contacts will receive email notifications about the project.
- **Project Overview:** Basic information about the project.
- **Agency Information:** The primary reviewing agency for the project, as well as any other involved agencies.
- **Statutes:** Indicate the Statutes that apply to the Project Review.
- **Fees:** When an HRS Chapter 6E Statute is added, Fees must be assessed by the Submitter, a replacement for SHPD’s 6E Fee form.
- **Project Location:** The location of the project, including the project’s area of potential effect (APE)/6E Project Area.
- **Resources:** Resource information known at the time of submission, for Resources in the APE/6E Project Area.

Further information about Resources may be requested later in the project, as the result of a Survey.

- **Project-Level Attachments:** Any files pertaining to the proposed undertaking, such as scopes of work, plans, or drawings.
- **Project-Level Photos:** Any photos pertaining to the proposed undertaking.

When you are ready to send your submission to SHPD, click the Submit to SHPD button in the lower right corner to send the submission to SHPD's processing queue. You will be routed to a confirmation message in HICRIS and a "SHPD Initial Consultation Submission Received" email will be sent to the contacts you entered at the beginning. The submission will appear in My Submissions as a submitted Submission.

- A 'Submitted' submission is awaiting SHPD Intake processing.
- A 'Processed' submission has been processed by SHPD Intake and is awaiting SHPD Review. SHPD Review is ongoing until the Consolidated Response email notification.

If you are not able to complete the submission in a single session, you can select Finish Later. This will save your submission and close the screen. The submission can be continued again by reaching it from My Submissions, toggled to 'Draft'.

If SHPD needs more information or revisions before they will accept your submission, they will send a "HICRIS Project Review Initial Submission Requires Additional Information to Complete Submission" email notification to the submission's contacts. This email will include SHPD's comments on what needs to be changed or added.

When SHPD accepts your submission, a "SHPD Initial Consultation Submission Accepted" email will be sent to the project contacts. The submission will receive a Project Number and it will be entered in HICRIS as a new Project Review record. The project will appear under the My Projects list under your Home main menu option, from which you may open the project details.

If you have more information to add to your project after SHPD accepts your initial submission, you can send it using the Project Supplement screen, an option under the Submit main menu item.

SHPD's review of your Project Review submission will result in one of the two following outcomes:

- If a reviewer needs more information a 'SHPD Submission Consolidated Response for Project Review Project: 2021PR00001' email will be sent to the project contacts, and the email will include a link to the SHPD Response page. The reviewer will ask you to submit new information through the SHPD Response page.
- Otherwise, if a reviewer is providing comments without the need for more information, a 'SHPD Submission Consolidated Response for Project Review Project: 2021PR00001' email will be sent to the project contacts, and the email will include a link to the SHPD Response page.

## 7.2. Submitting a Hawaii or National Register Nomination

The Hawaii/National Register Nomination project type provides the option to start the process of nominating a property to the Hawaii and National Registers of Historic Places. If nominating to the National Register two submissions are required. The first for Hawaii Register Nomination, the second for National Register Nomination. To begin your submission, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes a Nomination submission – using the 'Visit' link, select the HI & NR Nomination option.

# National Register Nomination Initial Submission

① All fields are **REQUIRED** unless specified as optional.

## Contact Information

ADD YOUR PRIMARY CONTACT TO BEGIN

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
Contacts: 0						

## Nomination Overview

Additional Information About this Nomination

Describe why you are submitting this Nomination and any other relevant information about this Submission

1000 characters remaining

Integrity Statement

4000 characters remaining

Type of Nomination

Hawaii Register

Select a type

SELECT RESOURCE

Resource Type:

Resource Number:

Resource Name:

There are 5 sections on the Hawaii & National Register Submission screen:

- **Contact Information:** The primary and secondary contacts for the project. These contacts will receive email notifications about the project.
- **Nomination Overview:** Basic information about the project, including specifying the specific Resource being nominated. The Resource is selected using the ‘Select Resource’ button.
- **Significance Details:** Indicate the Hawaii or National Register Criteria and Criterion Considerations that the nomination is occurring under.
- **Project Documents:** Any files pertaining to the nomination, such as scopes of work, plans, photos, or drawings.
- **Associated Resources:** Provide optional additional information about the Resource which is associated with this nomination by filling out a Resource submission form.

When you are ready to send your submission to SHPD, click the Submit to SHPD button in the lower right corner to send the submission to SHPD’s processing queue. You will be routed to a confirmation message in HICRIS and a “SHPD Initial Consultation Submission Received” email will be sent to the contacts you entered at the beginning. The submission will appear in My Submissions as a ‘Submitted’ submission. SHPD will follow-up your submission with a request for further information to continue your application process.

## 7.3. Submitting a DOE Request




The Determination of Eligibility (DOE) project type provides the option to specific request SHPD comment on the eligibility of a property, which may be the first step in nominating a property to the Hawaii and National Registers of Historic Places. If a SHPD letter is needed about the effects of an undertaking, that is submitted as a Project Review, rather than a DOE Request project type. To begin your submission, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes a Nomination submission – using the ‘Visit’ link, select the DOE Request option.

## Determination of Eligibility Request Initial Submission

① All fields are **REQUIRED** unless specified as optional.

### Contact Information

 **ADD YOUR PRIMARY CONTACT TO BEGIN**

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
						Contacts: 0

### Determination of Eligibility Request Overview

**Reason for this Request**  

Choose value

Select a type

**Additional Information About this Request**  

Describe why you are submitting this DOE Request and any other relevant information about this submission

1000 characters remaining

**Type of Resource to be Evaluated**  

Choose value

Select a type

There are 4 sections on the DOE Request Submission screen:

- **Contact Information:** The primary and secondary contacts for the project. These contacts will receive email notifications about the project.
- **Overview:** Basic information about the project, including the context of the request.
- **Supporting Documents:** Any files pertaining to the request.
- **Resource to be Evaluated:** Provide optional additional information about the Resource which is associated with this request by filling out a Resource submission form.

When you are ready to send your submission to SHPD, click the Submit to SHPD button in the lower right corner to send the submission to SHPD’s processing queue. You will be routed to a confirmation message in HICRIS and a “SHPD Initial Consultation Submission Received” email will be sent to the contacts you entered at the beginning. The submission will appear in My Submissions as a ‘Submitted’ submission. SHPD will follow-up your submission with a request for further information to continue your application process.


## 7.4. Submitting a Federal Tax Credit

The Federal Tax Credit project type provides an opportunity to start the process of SHPD review on a Federal Preservation Tax Credit. To begin your submission, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes a Federal Tax Credit submission – using the ‘Visit’ link, select the Federal Tax Credit option.

## Federal Tax Credit Initial Submission

① All fields are **REQUIRED** unless specified as optional.

### Contact Information

 ADD YOUR PRIMARY CONTACT TO BEGIN

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
						Contacts: 0

### Project Overview

**Project Name**  


200 characters remaining

**Project Description**  

Description of the related project

1000 characters remaining

### Documents

 ADD A NEW ATTACHMENT

VIEW EDIT DELETE

Attachment Name	File Name or URL	Date Created
No records have been added.		

There are 4 sections on the Federal Tax Credit Project Submission screen:

- **Contact Information:** The primary and secondary contacts for the project. These contacts will receive email notifications about the project.
- **Project Overview:** Basic information about the project.
- **Associated Resources:** Provide optional information about the Resource which is associated with this Federal Preservation Tax Credit.
- **Documents:** Any files pertaining to the proposed undertaking, such as scopes of work, plans, or drawings.

When you are ready to send your submission to SHPD, click the Submit to SHPD button in the lower right corner to send the submission to SHPD’s processing queue. You will be routed to a confirmation message in HICRIS and a “SHPD Initial Consultation Submission Received” email will be sent to the contacts you entered at the beginning. The submission will appear in My Submissions as a ‘Submitted’ submission. SHPD will follow-up your submission with a request for further information to continue your application process.

## 7.5. Submitting a State Tax Credit

The State Tax Credit project type provides an opportunity to start the process of SHPD review on a State Preservation Tax Credit. To begin your submission, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes a State Tax Credit submission – using the ‘Visit’ link, select the State Tax Credit option.

### State Tax Credit Initial Submission

ⓘ All fields are **REQUIRED** unless specified as optional.

#### Contact Information

ADD YOUR PRIMARY CONTACT TO BEGIN

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
Contacts: 0						

#### Project Overview

Project Name

200 characters remaining

Project Description

Description of the related project

1000 characters remaining

#### Documents

ADD A NEW ATTACHMENT

VIEW EDIT DELETE

Attachment Name	File Name or URL	Date Created
-----------------	------------------	--------------

There are 4 sections on the State Tax Credit Project Submission screen:

- **Contact Information:** The primary and secondary contacts for the project. These contacts will receive email notifications about the project.
- **Project Overview:** Basic information about the project.
- **Associated Resources:** Provide optional information about the Resource which is associated with this State Preservation Tax Credit.
- **Documents:** Any files pertaining to the proposed undertaking, such as scopes of work, plans, or drawings.

When you are ready to send your submission to SHPD, click the Submit to SHPD button in the lower right corner to send the submission to SHPD’s processing queue. You will be routed to a confirmation message in HICRIS and a “SHPD Initial Consultation Submission Received” email will be sent to the contacts you entered at the beginning. The submission will appear in My Submissions as a ‘Submitted’ submission. SHPD will follow-up your submission with a request for further information to continue your application process.

## 7.6. Burial Registration

This screen provides instructions for registering a burial. Follow instructions to download a PDF, which should be filled out before submitting to the email address listed on that page. SHPD will review your submission and respond by email for further follow-up on your burial registration submission.

### Burial Registration

#### Instructions for Submitting to SHPD

 [DOWNLOAD FILLABLE PDF FORM](#)

Make sure to attach the PDF form you filled out.


 [SUBMIT FORM TO SHPD](#)

## 7.7. Descendancy Application

This screen provides instructions for submitting a descendancy application. Follow instructions to download a PDF, which should be filled out before submitting to the email address listed on that page. SHPD will review your submission and respond by email for further follow-up on your descendancy application.

### Descendancy Application

#### Fill-Out Application

 [DOWNLOAD FILLABLE PDF FORM](#)

While the best documentation to prove your descendancy include birth, marriage, and death certificates, refer to [Hawai'i Administrative Rules §13-300-35](#) for a complete listing of documents.

 [SUBMIT FORM TO SHPD](#)


## 7.8. Submitting an Independent Survey

The Independent Survey project type provides an opportunity to send SHPD information about the results of cultural resource survey not carried out for any Project Review-related purpose. To begin your Independent Survey submission, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes an Independent Survey submission – using the 'Visit' link, select the Independent Survey option. SHPD will review your submitted Survey form data and add approved data to the state's inventory resources and surveys.

## Independent Survey Initial Submission

① All fields are **REQUIRED** unless specified as optional.

### Contact Information

 **ADD YOUR PRIMARY CONTACT TO BEGIN**

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
Contacts: 0						

### Survey Details

**Survey Name**

Survey name

400 characters remaining

**Survey Type**

Choose value ▾

Select a type

**Survey Subtype**

Choose value ▾

Select a type

**Survey Description**

Description of survey

1000 characters remaining


## 7.9. Submitting an Inventory Form

The Inventory Form project type provides an opportunity to send SHPD information and photographs for a building, structure, or other resource outside of a formal survey or project. To begin your Inventory Form submission, click Submit in the top navigation bar to go to the Submit home page. From either the Submit contextual menu on the left side of the screen, or from the card on the home page that describes an Inventory Form submission – using the ‘Visit’ link, select the Inventory Form option. SHPD will review your submitted inventory form data and add approved data to the state’s inventory of built resources.

# Inventory Form Initial Submission

① All fields are **REQUIRED** unless specified as optional.

## Contact Information

 ADD YOUR PRIMARY CONTACT TO BEGIN

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
No records have been added.						
						Contacts: 0

## Resource Information

ADD RESOURCE ▾

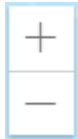
EDITDELETE

Type	Name	Address	Status	Census Designated Place	District
No records have been added.					
					Queue Resources: 0

## 8. Map Interface

The interactive map interface is displayed in many places throughout HICRIS, including the Search page, Resource and Project submission screens, and details screens for Resources, Projects, and Surveys. The interface contains several controls and tools that are listed below. Generally, all tools are included on all maps. The following controls perform a function as soon as they are clicked.

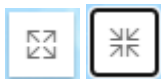
- **Zoom In/Out:** Clicking the Zoom In (plus) or Zoom Out (minus) button zooms the map in or out by a factor of 2. The scale bar in the map interface's lower left corner will indicate the scale in miles or feet.



- **Default Map View:** Zooms the map to the entirety of the State of Hawaii.



- **Enter/Exit Full Screen:** Makes the map the full width and height of the screen or returns to the normal application layout.



- **Bing Maps:** Opens Bing Maps to conduct a search.



The following controls are dropdowns. When you click them, they will open downward. To close the dropdown, click the control again.

- **Legend:** Shows the symbols used for each layer that is currently visible on the map. See the [Layers](#) help topic for a description of each layer.



- **Layer List:** Lists the layers that are currently available for viewing. Each layer will have a checkbox for toggling the layer on or off. If the checkbox is gray, the layer is invisible because the map is zoomed out too far. See the [Layers](#) help topic for a description of each layer.



- **Basemap:** Switches the background to labeled streets, aerial photography, or topography. Note that some landforms, water boundaries, and other details may not be accurately depicted in the Streets basemap. Photographic basemaps are generally better references for drawing accurate boundaries.



- **Measure Distance/Area:** Allows you to measure distance or area. Click the measuring tool you wish to use, select the unit of measure, and click on the map to begin measuring. For the area and distance tools, clicking once on the map will set a new corner for your polygon or line, and double-clicking the map will complete the polygon or line.



In addition, there is a Search Bar. Using the Search bar, a set of coordinates or an address can be input and the map will be panned to that location. The option for 'Use Current Location' will only work on a GPS enabled device, such as a tablet.

## 8.1. Layers

- **Project Area of Potential Effect:** Areas of Potential Effect and 6E Project Areas related to Project Reviews.
- **Above Ground Resource:** Building, Structure, and other Above Ground structural resources and landscapes maintained in the SIHP.
- **Archaeological Resource:** Archaeological resources maintained in the SIHP, including submerged archaeological sites. Access is restricted and access must be requested from SHPD.
- **Burial Resource:** Burial Resources maintained in the SIHP. Access is restricted and access must be requested from SHPD.
- **District Resource:** District Resources maintained in the SIHP.
- **Above Ground Survey:** Boundaries of Surveys conducted for Above Ground Resources.
- **Archaeological Survey:** Boundaries of Surveys conducted for Archaeological Resources.
- **Ethnographic Survey:** Boundaries of Surveys conducted for ethnographic analysis
- **ParcelsZoning – Statewide TMKs:** Statutory land divisions. This is data consolidated by the State from County TMK data.
- **Ahupuaa:** Traditional land divisions.
- **ParcelsZoning – Parcels – Department of Defense:** Land parcels owned by the Department of Defense.
- **ParcelsZoning – Special Management Areas:** Delineation of Special Management areas.
- **Census Designated Places (2015):** Boundaries of Census Designated Places in the State of Hawaii.
- **AdminBnd – USGS Quads NAD 83:** Represents the USGS quadrangle boundaries from the NAD83 quadrangle maps. This data is maintained by SHPD.
- **Terrestrial – Soils (Areas) – NRCS:** Soil map delineations provided by Natural Resources Conservation Service.



## 9. Communication with SHPD

Communicate with SHPD takes the form of email notifications from HICRIS, and actions taken in HICRIS as a result.

### 9.1. Understanding HICRIS Email Notifications

Below is a list of each type of email message sent from HICRIS. All contacts listed on a Project will receive these email messages. Some messages direct the recipient back into HICRIS to perform an action including viewing a SHPD Response. Where the information below references Project Review, that is representative of Project Type – replace the words ‘Project Review’ with another project type name to understand the email subject.

- **HICRIS Project Review Initial Submission Token:** Sent to the primary contact when the first contact is added to an Initial Submission of any project type. Provides a reference to the submission token as an identifier for further notifications and follow-up.
- **HICRIS Project Review Initial Submission Received by SHPD:** Sent to all submission contacts when the submitter completes the submission and sends it to SHPD. This message is sent again each time the submitter resends the submission to SHPD (in the eventuality that the submission is marked as insufficient and must be submitted again).
- **HICRIS Project Review Initial Submission Requires Additional Information to Complete Submission:** Sent to all submission contacts if SHPD marks the submission as insufficient and sends the submission back with comments.
- **HICRIS Project Review Initial Submission has been Rejected:** Sent to all submission contacts if SHPD marks the submission as rejected.
- **HICRIS Project Review Initial Submission Accepted by SHPD as Project Number 2021PR00001:** Sent to all project contacts when SHPD accepts the initial submission and creates a new project.
- **SHPD Submission Consolidated Response for Project Review Project 2021PR00001:** Sent to all active project contacts when the SHPD reviewers sign off on a submission with comments and/or requests for more information.
- **HICRIS Project Review Submission Received by SHPD:** Sent to all project contacts when someone completes an information request or submits to a project through the ‘Project Supplement’ submit screen and sends the submission to SHPD.
- **HICRIS Project Review Submission Requires Additional Information to Complete Submission:** Sent to all active project contacts if SHPD sends a requested submission or a submission to a project through the ‘Project Supplement’ submit screen back with comments.
- **HICRIS Project Review Submission Accepted by SHPD as for Project Number 2021PR00001:** Sent to all project contacts when SHPD accepts a requested submission or a submission to a project through the ‘Project Supplement’ submit screen and adds it to the project.

### 9.2. View a SHPD Response

When all of the SHPD reviewers assigned to a project submission have completed their reviews, they will issue a consolidated response that includes the following:

- Reviewers' Comments and other more detailed Sign-Off Comments
- Requests for more information (if applicable)
- Attachments from SHPD, which may include formal correspondence about a SHPD determination

SHPD Responses can be reviewed from a SHPD Response page in HICRIS that will display the above information. You can open the SHPD Respond page (shown below) in two ways, which require you to be a contact on the Project:

- If you are a contact for the project, the SHPD Response will be listed under the SHPD Responses option on the list of options under the 'Home' option in the main menu in the upper left of the HICRIS screen. Click the 'Go To' icon to open the page.
- If you are a contact for the project, the 'SHPD Submission Consolidated Response' email notification with a link was sent to you. If you are not already logged into HICRIS, the link will take you to the HICRIS landing page. After you sign in you will be taken to the consolidated response page.

At the top of the consolidated response page, the Submission Number and Project name will display. If you wish to open the project details, click the View Project button.

There are four grids on the consolidated response page:

- **SHPD Responses:** The responses from the SHPD reviewers will be listed, including each reviewer's name, review type (such as Archaeology), and Review Determination.
- **SHPD Comments:** More detailed comments from SHPD are noted here.
- **Requests:** If a reviewer needs more information, they may issue an information request. The Information Requests grid has the following columns:
  - **Status:** The status of the request, as explained below.
    - **Information Requested:** SHPD has issued the request, but no one has started the requested submission yet.
    - **Processed:** Submitter has responded to the request.
  - **Request Type:** The type of Request made by SHPD.
  - **Description:** The SHPD reviewer's comments about the request, such as details on what information needs to be included in your submission.
  - **Requested By:** The SHPD Reviewer who has requested the information.
- **Attachments:** This grid will allow you to view attachments from SHPD, including formal correspondence that may be attached.

## 9.3. Respond to a Request for Information

To respond to a request for information, select the Request you wish to take action on from the Requests grid on the SHPD Response screen and select 'Process' from the options in the upper right of that grid. For each type, you are presented with a pop-up window which will provide the necessary options for submitting that information.

Requests					PROCESS
Status	Type	Submission	Description	Requested By	
Information Requested	Update Existing Resource	4173	Could you update the resource information?	[REDACTED]	
Information Requested	New Survey	4173	Please conduct a survey of the location.		
Information Requested	New Resource	4174	Please add a new resource.		
Information Requested	New Photo	4175	Do you have a photo of the discovery?		
Information Requested	New Attachment	4176	Do you have any relevant documentation?		
Information Requested	Inquiry	4177	Could you provide further details on the location of the di...		
					Requests: 6

## 9.3.1. Inquiry Request

Inquiry represents a question and answer format. SHPD will ask the question, which will be presented to you, and you will provide a text-based response.

Once done providing the response, select the 'Save' button in the bottom-right of the pop-up window to submit this information to SHPD.

Inquiry Response

Request

Could you provide further details on the location of the discovery?

Response

200 characters remaining

Help

Input your question. The response will be text.

CANCEL

SAVE


## 9.3.2. Attachment Request

Attachments are a very common request type. A description is provided of the request, where SHPD will specify the Attachment(s) that you need to upload to fulfill the request. You may upload one or more Attachments to fulfill the request. From the grid provided on the pop-up window, select 'Add Attachment' to open the Add Attachment dialog where you can specify the Attachment details, and upload the file.

Once done providing the response, select the 'Save' button in the bottom-right of the pop-up window to submit this information to SHPD.

## Attachment Response

Attachments

 ADD A NEW ATTACHMENT

VIEW EDIT DELETE

Attachment Type	Attachment Name	File Name or URL	Attachment URL	Date Created
No records have been added.				
				Attachments: 0

CANCEL

SAVE


### 9.3.3. Photo Request

Photos are another very common request type. A description is provided of the request, where SHPD will specify the Photo(s) that you need to upload to fulfill the request. You may upload one or more Photos to fulfill the request. From the grid provided on the pop-up window, select 'Add Photo' to open the Add Photo dialog where you can specify the Photo details, and upload the file.

Once done providing the response, select the 'Save' button in the bottom-right of the pop-up window to submit this information to SHPD.

## Photo Response

Photos

 ADD A NEW PHOTO

VIEW EDIT DELETE

Image	Name	Date	File Name or URL	Date Created
No records have been added.				
				Photos: 0

CANCEL

SAVE

### 9.3.4. Resource Request

## Select Resource Type

### Resource Type

Choose value ▾

Select a type

### Help

To provide information on a resource, please first indicate the resource type to be provided. Follow all instructions to fill out the provided screen.

CANCEL

SAVE

## 9.3.5. Survey Request

When a Survey is requested, return to respond to the Survey request once the Survey is completed. The response will allow you to report details about the Survey, information about the Resources investigated or discovered, and an Attachment for the Survey Report. A description is provided of the request, where SHPD will specify some details about the survey submission required. A single Survey is provided at the time of the submission.

Once done providing the response, select the 'Save' button in the bottom-right of the pop-up window to submit this information to SHPD.

## Survey Details

### Survey Name

Survey name

400 characters remaining

### Survey Type

Choose value ▾

Select a type

### Survey Subtype

Choose value ▾

Select a type

### Survey Description

Description of survey

1000 characters remaining

### Sponsor

1000 characters remaining

### Date Completed

12/08/2020



Select a date

### Comments

1000 characters remaining

### Survey Information Help

Indicate key information about the completed Survey to help categorize and define the Survey coverage in the area of the completed Survey.

CANCEL

SAVE

## 9.3.6. Update Resource Request

SHPD may request updated information on a particular resource. In this case, they will specify the resource and the Resource Submission screen will be pre-populated with existing information that you, as the submitter, must then update.

Once done providing the response, select the 'Save' button in the bottom-right of the pop-up window to submit this information to SHPD.

### Resource Details

ⓘ All fields are **REQUIRED** unless specified as optional. To begin fill-out the required information section.

### Required Information

**Resource Name**  
Resource Name  
100 characters remaining

**Resource Description**  
Burial Description  
982 characters remaining

**Ethnicity**  
Indeterminate  
Select a type

**Basis of Determination**  
Basis  
95 characters remaining

**Resource Classification**  
Site  
Select a type

**Required Information Help**  
You must enter the required fields in this section to continue with the rest of this data entry screen.

### Resource Location

CLOSE

SAVE AND CONTINUE

SAVE AND CLOSE

## 9.3.7. Update Survey Request

SHPD may request updated information on a particular survey. In this case, they will specify the survey and the Survey Submission screen will be pre-populated with existing information that you, as the submitter, must then update.

Once done providing the response, select the 'Save' button in the bottom-right of the pop-up window to submit this information to SHPD.

Survey Details

Survey Name

Burial Survey

387 characters remaining

Survey Type

Archaeological

Select a type

Survey Subtype

Intensive Survey

Select a type

Survey Description

A survey of reported burial locations

963 characters remaining

Sponsor

VHB

997 characters remaining

Date Completed

12/08/2020

Select a date

Comments

1000 characters remaining

Survey Information Help

Indicate key information about the completed Survey to help categorize and define the Survey coverage in the area of the completed Survey.

CANCEL

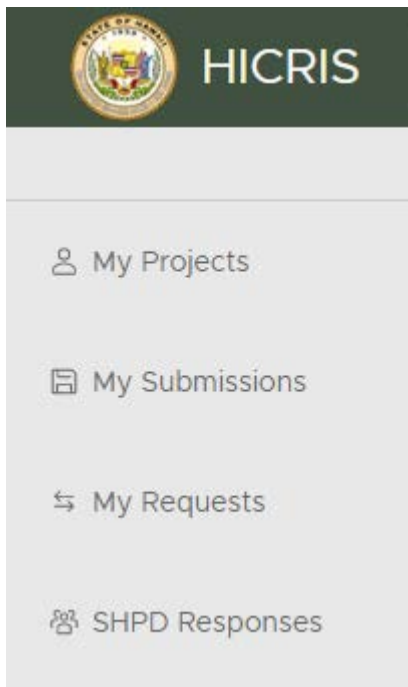
SAVE

## 9.4. Monitor Other Details About Your Submissions

Users of HICRIS have several options for grids of information on the contextual menu on the left of the screen under the 'Home' option in the upper left menu, some of which have already been described in some manner in earlier sections. These navigation options include:

- **My Projects:** A list of all Projects on which the user is a Contact.
- **My Submissions:** A list of all Submissions made by the User, to help track them through the process of submitting projects to SHPD.
- **My Requests:** A list of all requests for more information from SHPD that are awaiting action.
- **SHPD Responses:** A list of all SHPD responses, including any correspondence from SHPD.

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An entry in the My Projects list will navigate the User to the detail screen for that Project, so that they may review the information they have submitted.

Some entries in My Submissions may be accessed, others may not.

- If an Initial Submission has been started, but 'Finish Later' was selected, the submission will be noted in this list when toggled to 'Draft' status. 'Draft' status refers to a submission that is incomplete and must be completed later, and submitted, for SHPD to review. Click on the 'Go To' icon to open the submission and continue filling it out.
- If an Initial Submission has been submitted to SHPD, but SHPD returned it with the message Insufficient Information, the submission will be noted in this list when toggled to 'Insufficient' status. Insufficient refers to a submission that has been received but has been identified as needing corrections or additional information before SHPD review can begin. Click on the 'Go To' icon to open the submission and address the corrections/additions noted in the email received from SHPD when it was marked as Insufficient.
- The other two options in the toggle cannot open the submission. These allow you to monitor if the Submission is still in a submitted status, or if it has been processed into a Project and review begun, by SHPD.

The My Requests and SHPD Responses lists will both navigate to the SHPD Response screen from the 'Go To' icon where the details of SHPD's response are provided, including any correspondence – which can be downloaded from HICRIS from that screen.

- The SHPD Responses list indicates all responses provided by SHPD.
- The My Requests list indicates all SHPD Responses where SHPD has requested more information and that request has not been responded to.



# 10. Details Screens

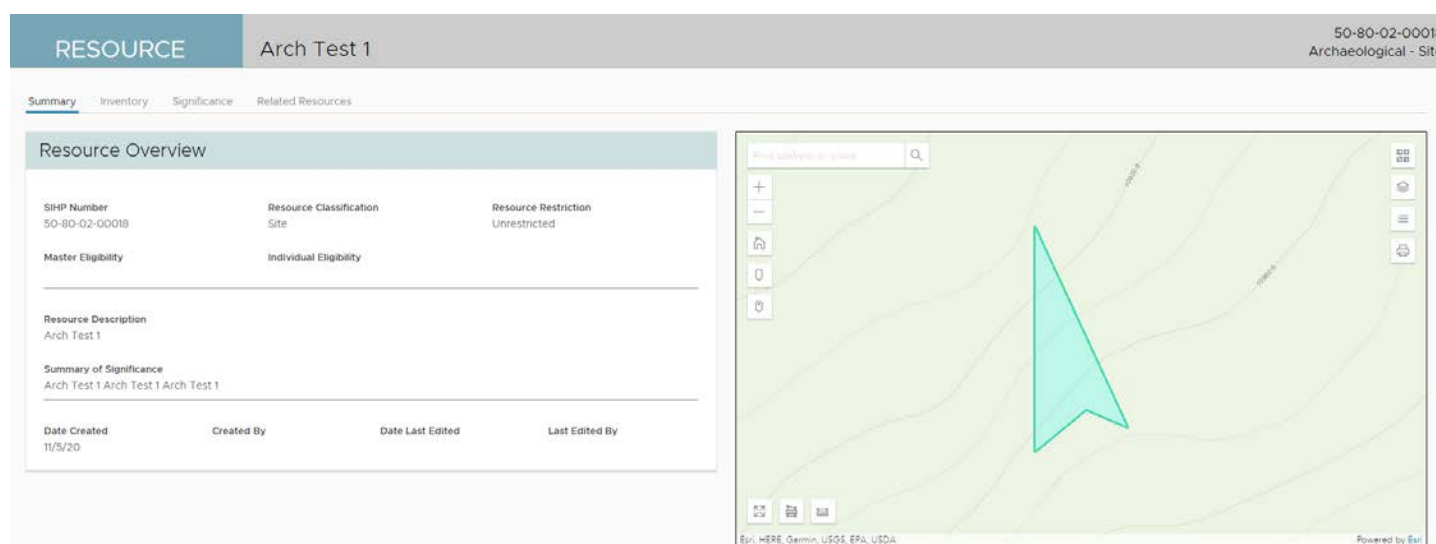
## 10.1. Resource Detail

The Resource Detail screen displays information about buildings, structures, objects, sites, and districts throughout the State of Hawaii, which are identified in HICRIS by a Resource Number and SHPD's State Inventory of Historic Places (SIHP) Number. Resource records include information about cultural resources and often have additional documentation, such maps, narrative histories, and photographs.

You can open the details module for a Resource in the following ways:

- Search for the Resource and click the Go To button for the Resource in the Results grid. You must have special privileges to search for archaeological Resources.
- Go to the Resources tab in a survey or project record and click the View button for the Resource.
- If the Resource is the “child” of a “parent” Resource (such as a resource in a district), it will be listed under the Child Resources grid in the parent Resource’s details module. Click the View button to open the child Resource.
- If the Resource is the parent of a child Resource (such as a district that contains multiple buildings), its name and Resource number will display as a link next to Parent Resource under the Overview tab in each child Resource details module. Click the link to open the parent Resource.

When you open the module, it will display with the Summary tab open by default, as shown below.



The Resources Details module contains tabs with information about the Resources attributes and a map interface that shows the Resource’s location.

- **Header:** The primary information about the Resource will display at the top of the screen.
- **Summary:** Basic information about the Resource, including description, key information, Attachments, Photos, and a map window to display spatial location.
- **Inventory:** Detailed information about the Resource.
- **Significance:** A dated list of status updates in the National Register nomination process for the Resource.
- **Related Resources:** Any Resources that are subordinate to the Resource record you are viewing. These may

include buildings that make up a district or outbuildings for a main building. Click the View (magnifying glass) button to open a child Resource record and close the parent Resource record. Also includes a grid for parents resources (district to which a resource is related), and Submitted Resources (previous resource information submitted).

## 10.2. Survey Detail

The Survey Detail screen displays information about architectural, archaeological, and ethnographic surveys. Surveys provide information to SHPD reviewers and researchers about cultural resources throughout the State of Hawaii. These are divided into three types:

- **Archaeological Surveys:** Investigations of archaeological sites or areas that are potentially archaeologically sensitive. These are often conducted as part of a Project Review. Archaeological Surveys are available only to HICRIS users with archaeological data access privileges.
- **Above Ground Surveys:** Inventories of Above Ground resources, including buildings, structures, objects, above-ground sites, and historic districts. These are often conducted as part of a Project Review. These typically include photographs and descriptions of each resource, as well as a contextual history of the survey area. Above Ground surveys are available to all users of HICRIS.
- **Ethnographic Surveys:** Documentation of ethnographic work over a particular geographic area. Ethnographic Surveys are available only to HICRIS users with archaeological data access privileges.

You can open the details module for a survey in the following ways:

- Search for the survey and click the 'Go To' button for the survey in the Results grid.
- Go to the Resources Surveys tab on a Project Detail screen and click the 'Go To' button for the Associated Surveys grid.

The Survey Details screen contains tabs with information about the survey's attributes and a map interface that shows the survey's location.

- **Header:** The primary information about the survey will display at the top of the module. This includes the survey's number, type, and name.
- **Summary:** Detailed information about the survey, including attributes about the Survey, the Survey report, and associated Projects.
- **Resources:** Any Resources that are linked to the survey, as well as submitted resources that were included in the survey submission. Click the 'Go To' icon to open a resource or submitted resource.

## 10.3. Library Item Detail

This Library Item Detail screen displays information about the scanned document from SHPD's Library. Library Items records include information about the document and a scan of the document itself.

You can open the detail screen for a Library Item in the following way:

- Search for the Library Item and click the Go To button for the Library Item in the Results grid.

When you open the module, it will display the detail screen, as shown below.

**LIBRARY ITEM** Sample Library Item 2020LI00004 Restricted

**Library Item Details**

Library Item Number 2020LI00004	Title Sample Library Item	Library Item Type Restricted
Authors Tony Stark, Steve Rogers, Pepper Potts	Publisher Library Item Press	Publication Date January 2020
Project Proponent The Historical Society of Hawaii	Doc Number 004-ABC-1	Log Number AA-456-B

**Attachments**

Attachment Name	File Name or URL	Date Created
Restricted Attachment	2020-11-16T17:25:53_rhino.jpg	11/16/2020

Attachments: 1

**Tax Map Keys**

TMK	Is Current
(1) 2 - 3 - 456 - 789	Yes

TMKs: 1

The Library Item Details screen is a single scrolling screen displaying the Library Item attributes and an option to download the document.

## 10.4. Project Detail

The Project Detail screen displays information about Projects submitted to SHPD for which you are a Contact on that Project.

You can open the Project Details for a project in the following ways:

- View the 'My Projects' list from the 'Home' option in the main menu in the upper left of the screen, and select the 'Go To' icon for that project.
- Search for a Project, and select the 'Go To' icon for that project.
- From the 'View Project' button on the SHPD Response screen.

Each project type has a slightly different Project Details screen based on the characteristics of that project type. All project types share the following elements and tabs. For tabs that are not in this list, see the help topic for the specific project type listed above.

- **Header:** The primary information about the project will display at the top of the module. This includes the project's type, number, and name.
- **Summary:**
  - **Overview:** Basic information about the project.
  - **Submissions:** A table of the project's submissions, including the status.
  - **Contacts:** A list of contacts who are linked to the project. Select a Contact and click 'View' from the buttons in the upper right of that grid to open a contact record.
  - **Photos:** Photographs pertaining to the project. Photographs that are specific to resources are included

in the submitted resource and resource records, rather than on this grid. Click Select a Photo and click 'View' to download the full-resolution image.

- **Attachments:** Documentation pertaining to the project. These may include letters, maps, site plans, or other files. Attachments that are specific to resources are included in the submitted resource and resource records, rather than on this grid. Click Select an Attachment and click 'View' to download the document and review it.
- **Inquiries:** A table of SHPD questions pertaining to the project.

- **Resources and Surveys:**

- **Map Window:** A map window shows any Resources and Surveys related to the Project in geographic context.
- **Resources:** Any resources that are linked to the project, as well as submitted resources that were included in project submissions. Click the 'Go To' icon to route to the Resource Detail screen for a particular resource.
- **Surveys:** Any surveys that are linked to the project. Click the 'Go To' icon to route to the Survey Detail screen for a particular survey.

# 11. Still Need Help?

If you are unable to find the answer to your question in this help system, or you need assistance with using HICRIS, you may contact SHPD for further help by contacting them at [dlnr.hp.hicris@hawaii.gov](mailto:dlnr.hp.hicris@hawaii.gov). The responder will either assist you directly or put in you in contact with a SHPD reviewer.

The following information will help us assist you:

- If you received an error message, please provide the exact text of the message and the context in which you received it.
- If the system is displaying incorrectly, please provide a screenshot of the entire HICRIS web page.
- If you are inquiring about a Project Review, please provide the Project Number (in the format of 2021PR00001). To ensure that it is correct, please copy and paste into your email.