

Searching Site, Survey, and Project Data

GUIDE FOR REGISTERED FULL ACCESS USERS

All forms and documents referenced herein are available at: <https://mhs.mt.gov/Shpo/Forms>

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Montana’s Cultural Resource Database is maintained by the State Historic Preservation Office in Helena. Established in 2016, the database contains more than 100,000 records with information about known historic, archaeological, traditional cultural, paleontological sites, cultural resource inventories, gray literature, National Register eligibility, and projects subject to environmental review.

Because of the sensitive nature of cultural resources records, access to specific site records, inventory reports, and GIS data requires a signed **Digital Data and Information Use Agreement** between the requesting party and Montana SHPO. In some cases, individuals conducting research or with established contracts with Montana SHPO are permitted partial or full access to the database as **registered users**. These users can view site records, inventory reports and other published and gray literature, project submission and review status, and eligibility and effects findings.

This guide is designed for database users who have signed a Data Use Agreement and have been granted authorized access by SHPO. The database is a web application with no add-ons necessary to use or view the data.

Access / Login

Users need to have a State of Montana Okta account to sign in to the database. Go to login.mt.gov to create an account.

When Montana SHPO has processed your Data Use Agreement and granted database permissions for your login.mt.gov user account, you will receive an email with instructions to log in.

Note: SHPO cannot recover your login.mt.gov account credentials. Contact SITSD for assistance

1. Navigate to the Cultural Resource Database

<https://svc.mt.gov/adsams/>

2. Login with your login.mt.gov credentials



Navigation / Orientation

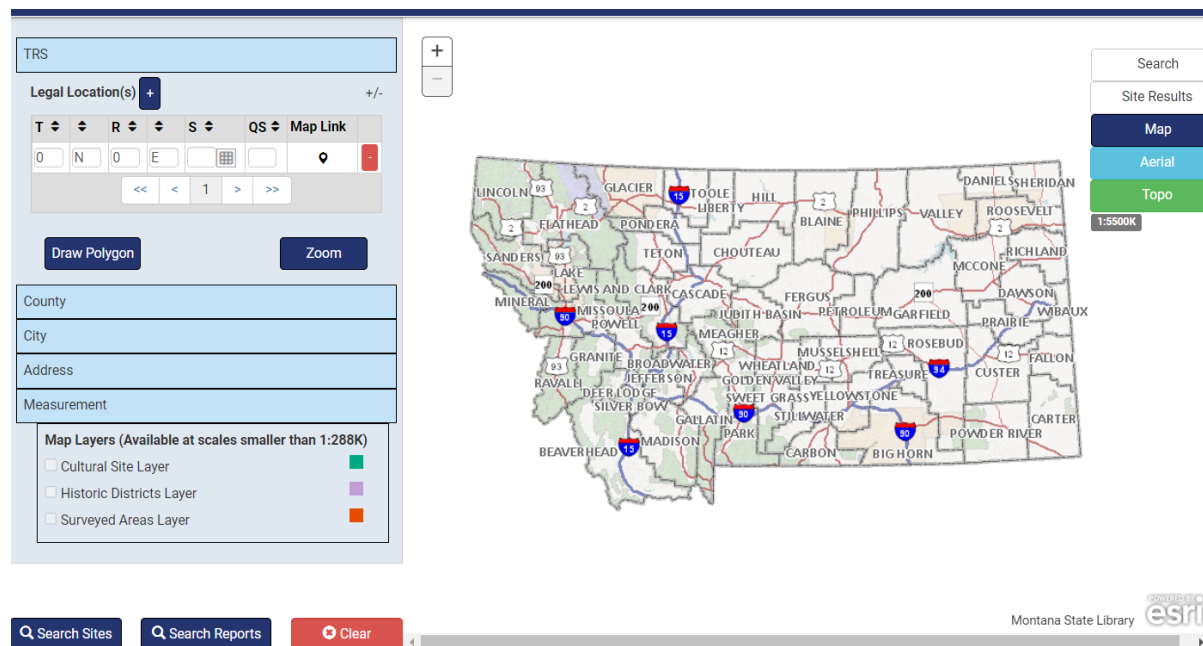
After logging in to the database, the homepage will refresh. Return to this home screen by clicking anywhere in the **site header banner image**.



The refreshed home page includes a **top navigation bar** with links to advanced features to search Sites, Reports, Projects, Eligibility, Effect, Manage, and Submit Data to SHPO.

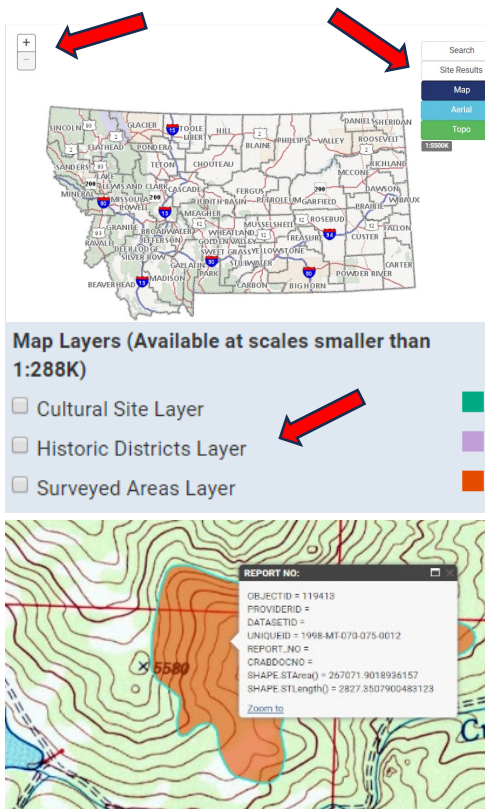


The area below the navigation bar includes **quick query tools** for finding site records and inventory reports by exploring the map and entering location attributes.



Quick Query for Sites and Reports


The search menu (left column) and interactive map tools on the database home page provide a variety of ways to query site records and inventory reports by location.

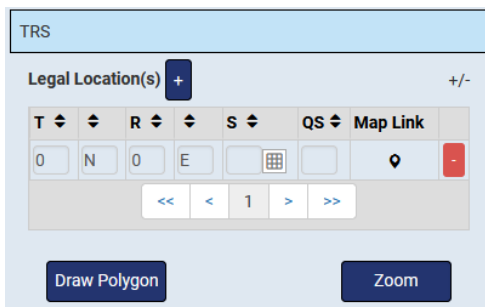


Search by Exploring the Map

1. Select **page view options** to select a base map (ownership, aerial photo, and topographic).
 2. Use +/- or your mouse scroll wheel to change map scale (1:288K or less required to display map layers). **Scale** is displayed under the page view options.
 3. Click, hold, and drag your mouse to move around to the area of the map you want to explore.
 4. Select the **map layer(s)** to display. Cultural sites, historic districts, and surveyed areas appear as points and polygons.
1. Click on a point or polygon to reveal more information about a record.
 2. Click on icons to link to site forms and report information. See icon key below.

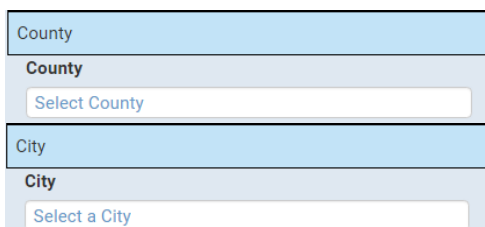
Search by Legal Description (TRS)

1. Enter Township (T), Range (R), and Section (S)
2. Click  to select multiple sections within a Township/Range
3. Click **Legal Location(s) +** to add new rows for multiple Townships/Ranges
4. Click Search Sites to display a list of sites within the TRS parameters or **Zoom** to enlarge a section on the map and view the digitized Reports results.



Search within a Drawn Polygon

1. Draw a shape by clicking 3 points on the map.
2. Double click the last point to search results for sites within the shape.



Search by County, City, and Address

Note: Zeros (0) in the TRS fields will produce an error message. If you are not searching by TRS, you must clear the default row by clicking the red minus sign.

1. Select County, City, or enter an Address.
2. Click Search Sites.

Address

Address

Measurement

Measurement Result

Search Sites Search Reports Clear

2983 Record(s) found

PDF CSV

Site Number		
24BH1584		
Precontact Rock Shelter or Cave		
Status: Undetermined*		
24BH3410		
Precontact Rock Cairn(s)		
Status: Ineligible		
24BH0494		
Status: Undetermined*		
24BH0492		
Status: Undetermined*		
24BH1522		
Status: Undetermined*		
24BH1424		
Status: Undetermined*		
24BH0543		

Measure Area, Distance, and Coordinates

1. Select the desired measurement tool
2. Select a polygon, two points, or location on the map.
3. Results display below the measurement tool icons.

Submit search criteria entered in search menu

1. Click Search Sites or Search Reports to generate results.
2. Click Clear to reset search parameters to begin a new search.

The search results table lists Site Number, Site Type, Legal Location, and current Eligibility Status.

Toggle the results table view on or off by clicking “Site Results”.

Search Results

Save list of results to your computer as a PDF

Save list of results to your computer as a CSV

[24BH1584](#) Open Site Record page

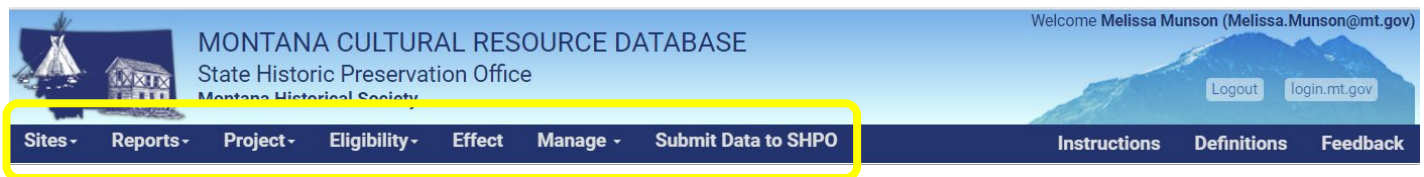
Zoom to site location on the map. If you have your GIS layers turned on (See GIS Section below) you will be able to see if that site has been digitized in our GIS.

View site record form and related reports

View Report Record page

Always use the Back button to return to your previous search. **DO NOT use the browser’s back arrow, or you will lose your search criteria.**

Advanced Search / Top Navigation

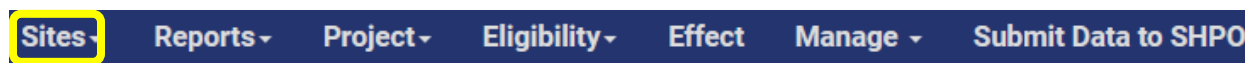


Top navigation tabs provide access to more advanced features to search, edit, and create records for sites, reports, projects, and eligibility and effect determinations. Feature availability varies depending on access permission settings. For example, search functions are available to all registered users, but editing and creating most types of records can only be performed by authorized SHPO staff.

Likewise, the database includes sensitive and sometimes restricted information. Contact SHPO cultural records manager about restricted records.

Instructions for using each top navigation tab are described below. See separate instructions for how to “Submit Data to SHPO”.

SITES



Use the Sites tab in the top navigation bar to access advanced search features for site records queries. Create/Edit features are only available to the Cultural Records database administrators.

1. Select Sites > Search to open the SITES DOCUMENT SEARCH form.
2. Enter search criteria such as legal location, or other specific site attributes.
3. Click the Search button at the bottom of the form to display results.

Search Results will display below the search form with options to download the full list of sites as a PDF or CSV or view individual site records (click site number) and related forms and reports (click document icon). View the location on a map (click waypoint icon).

SITES DOCUMENT SEARCH

Legal Location(s) [+] +/- Site Number [] Site Name []

T [] R [] S [] Map Link []

Site Type(s) [+]

Date Min: [] Date Max: []

Owner: [] Period: [] Dated: [] Culture: []

Diagnostic(s) [+]

Artifact(s) [+]

Map: [] Contour: [] Elevation Min: [] Elevation Max: []

Deposition: [] Water: [] Vegetation: []

Recommendation: [] Examiner: [] Picture: []

[Search]

FULL TEXT SEARCH

Enter Search Text [] [Search]

SEARCH RESULTS

Site Number	TRS	Documents	Site Type	Eligibility Status
<<	<	1	>	>>

[Back] [Download]

REPORTS

Sites ▾ **Reports ▾** Project ▾ Eligibility ▾ Effect Manage ▾ Submit Data to SHPO

Use the Reports tab to access cultural resource inventories conducted within the State of Montana. Documents in the Reports database also include... Create/Edit features are only available to authorized SHPO Staff.

1. Select Reports > Search/Edit to open the REPORT DOCUMENT SEARCH form.
2. Search by legal location (Township, Range, Section), document attributes, project attributes, site number, and more. Searching by multiple fields to help narrow results.
3. Select the Search button to see the results to your query listed below the search form.

MONTANA CULTURAL RESOURCE DATABASE
State Historic Preservation Office
Montana Historical Society

Welcome Melissa Munson (Melissa.Munson@mt.gov)
Logout login.mt.gov

Sites ▾ Reports ▾ Project ▾ Eligibility ▾ Effect Manage ▾ Submit Data to SHPO Instructions Definitions Feedback

REPORTS DOCUMENT SEARCH

Legal Location(s) +/-

T ▾ R ▾ S ▾ Map Link

Clear

Last Name: Enter Author La
County Code: Enter County
Document Type: Select a Docum

First Name: Enter Author Fir
File Code: Select File Codi
Project Number: Enter Project Number
Site Number: Enter Site Numl

Document Title: Enter Document Title
Report Number: Enter Report Nu
Other Site Number: Enter Other Site

Report Date: Min Max
Agency: Select an Agency
Agency Document Number: Enter Agency Document Ni

Keywords: Select Category/Keyword
Select Keywords

Entry Date: Min Max

Site Name: Enter Name

Search

FULL TEXT SEARCH

Enter Search Text Search

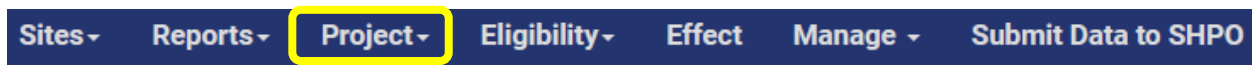
SEARCH RESULTS

Last Name ▾	First Name ▾	Report Date ▾	Title ▾	Report ▾
<< < 1 > >>				
Back Download ▾				

SEARCH RESULTS will appear below the REPORTS DOCUMENT SEARCH form. Click on Download button to save the full list of results as a PDF or CSV file or click on Edit in the right column of the report row to view report metadata and a PDF of the report. Editing features are only available for the Cultural Records Manager.

Author, Date, Title, Report # (click to download PDF), Edit (opens report editor with link to report download).

PROJECT



Use the Project tab to view information about federal and state projects subject to consultation with Montana SHPO. Any user with **login.mt.gov** credentials can create new projects, and then view submission status and review actions for those projects. Registered users can view projects associated with their agency.

The screenshot shows the 'PROJECT SEARCH' interface. At the top, there's a header for 'MONTANA CULTURAL RESOURCE DATABASE' with the State Historic Preservation Office and Montana Historical Society logos. A user is logged in as 'Melissa Munson'. Below the header is a navigation bar with 'Project' selected. The main area contains a search form with fields for Project Number, Reviewer, Agency, Date In, Date Out, Project Name, Agency Doc Number, Review Action, and Submission Status. A 'Search' button is below the form. Below the search form, it says 'SEARCH RESULTS:' followed by a table with columns: Project Number, Project Name, Submission Status, Agency, Reviewer, Review Action, Date In, Date Out, and Reports. The table shows one result on page 1. At the bottom, there are 'Back' and 'Download' buttons.

Search/Edit

1. Select Project > Search/Edit from the top navigation bar.
2. Enter your search criteria. Searching multiple fields can narrow your search results.
3. Click on the Search button to view the results directly below the Project Search form.
4. Select boxes next to the results you'd like to save, or just click on the Download button to save all search results as an Excel or PDF document.
5. **Edit** a project record in the search results by clicking on the Edit button in the left column.
6. Change desired fields and click the Save button.

Create

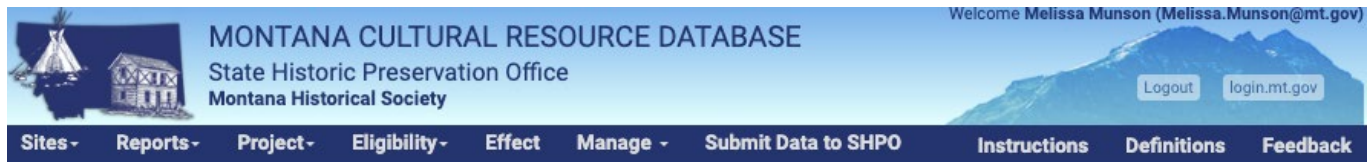
1. Select Project > Create from the top navigation bar.
2. Complete fields in the left column, including Date In*, Reviewer, Project Number*, Project Name*, Agency, and Agency Doc Number. *Required fields.
3. Click on Save to finish creating the project.

ELIGIBILITY



Registered users can search for sites that have been or are in the process of being evaluated for eligibility for listing in the National Register of Historic Places. Note: Editing and adding Eligibility records is only available to authorized SHPO staff.

1. Select Eligibility > Search/Edit from the top navigation bar.
2. Enter your search criteria. Narrow your search results by using more search fields/criteria.
3. Click on the Search button to view the results under the Eligibility Search form.
4. Click the Download button to save your search results as an Excel or PDF document.



ELIGIBILITY SEARCH

Site Number <input type="text" value="Select a Site Number"/>	Site Type <input type="text" value="Select a Site Type"/>	Eligibility Status <input type="text" value="Select an Eligibility Status"/>
Agency <input type="text" value="Select an Agency"/>	Address <input type="text" value="Select an Address"/>	City <input type="text" value="Select a City"/>
District <input type="text" value="Select a District"/>	Multiple Property Doc. <input type="text" value="Select a Multiple Property Doc."/>	Site Name <input type="text" value="Select a Site Name"/>
Project Number <input type="text" value="Select a Project Number"/>	Reviewer <input type="text" value="Select a Reviewer"/>	Start Date <input type="text" value="Min"/>
End Date <input type="text" value="Max"/>	<input type="button" value="Q Search"/>	

SEARCH RESULTS

Site Number	Site Name	Eligibility Status	Agency	Date	Reviewer	Project Number
<< < 1 > >>						



EFFECT



Registered users can search the Effects database to view effect determination status for recorded sites. Editing and adding Eligibility records is only available to authorized SHPO staff.

1. Select Effect and then Search/Edit from the top navigation bar.
2. Enter your search criteria. Searching multiple fields will narrow your search results.
3. Click on the Search button to view the results below the Effect Search form.
4. Click on the Download button to save your search results as an Excel or PDF document.

EFFECT SEARCH

Site Number <input type="text" value="Site Number"/>	Effect Status <input type="text" value="Select a Status"/>	Project Number <input type="text" value="Project Number"/>
Start Date <input type="text" value="Min"/>	Site Name <input type="text" value="Site Name"/>	Reviewer <input type="text" value="Select a Reviewer"/>
End Date <input type="text" value="Max"/>	<input type="button" value="Q Search"/>	

SEARCH RESULTS/EDITOR

	Site Number ↕	Site Name ↕	Effect ↕	Date ↕	Reviewer ↕	Project Number ↕	
<input type="checkbox"/>	<input type="text" value="Select a Site"/>		<input type="text" value="Select a Status"/>	<input type="text" value="Select a date"/>	<input type="text" value="Select a Reviewer"/>	<input type="text" value="Select a Project"/>	<input type="button" value="Delete"/>
<input type="button" value="Search Elig."/>							
<input type="button" value="1"/>							

MANAGE > SEARCH SITES

Quickly search by site number, run a SHPO Data Report based on time ranges, or search for reports with sites from other states.

SUBMIT DATA TO SHPO

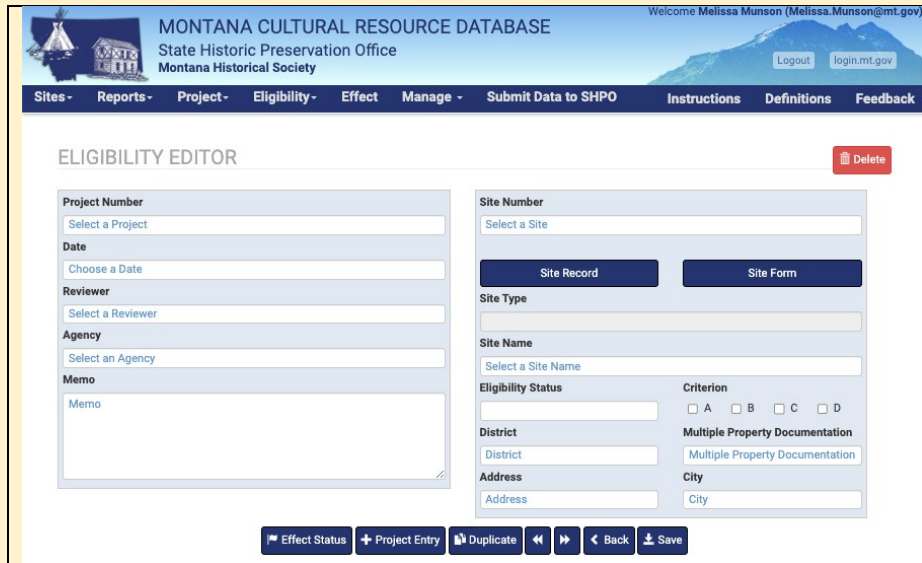
Requests for file searches, digital data, Smithsonian numbers, project review, National Register nomination review, and Historic Tax Credit application review are initiated by submitting required documentation through the Montana Cultural Records Database portal, accessible by the “Submit Data to SHPO” link on the top Navigation Menu.

See “Submitting Data and Tracking Status” to learn about preparing documentation for upload, initiating a project, uploading files, and tracking submission status.

SHPO STAFF ONLY: Edit / Create Eligibility Record

A new Eligibility record requires that the site have a valid Smithsonian Number. A site with an Eligibility finding *may or may not be* associated with a project review.

1. Navigate to the ELIGIBILITY EDITOR form either by:
 - a. Click Edit next to the record in Eligibility Search results (steps above).
2. Select Eligibility>Create from top navigation menu.
3. In the ELIGIBILITY EDITOR, make your desired changes.
4. Click the Save button.



Effect Status Add effect for eligibility record. Requires that the project and eligibility records have already been created.

Duplicate To make multiple Eligibility record entries, click the Duplicate button. Change the site number and any other appropriate fields. Click the blue Save button after each eligibility record entry.

+ Project Entry << >> < Back Save

SHPO STAFF ONLY: Edit Effect Record from Search Results

A new Effect record requires that the site have a Smithsonian Number, an Eligibility record, and a SHPO Project Number. A site with an Effect finding *is always* associated with a project review. New Effects are added through by clicking “New Effect” in the project editor or “Effect Status” in eligibility editor.

1. Perform a search for Effect following directions above.
2. From the results below the Effect Search form, click the +Add button to create a new effect entry.
3. Make your desired changes.
4. Click the Save button.