SITE STEWARD PROGRAM
SITE VISIT REPORTING

I. Steps to Submit a Report with no Vandalism/Damage

- Log in to "**azsitesteward.org**."
- Click on " **Site Tracking And Reporting**" on the menu page
  - ➢ This will give you a list of sites you report on. If you are missing any sites, email your RC and we will assign you to the proper site(s).
- **Click on the site** you are reporting on.
- Near bottom left, **In Archaeological Site Components,** click on "**Site Reports**"
- Click "**Add**." Located at top of page, Center.
- Select: **Standard Report (hours only)** -this means, no damage just basic visit.
- Top right click "**Save.**"
- Click "**Return to Components.**"
- For the **Standard Report**: You will see two forms listed in the lower left of the page, click on "**Standard Report.**"
- This page is where you will input your information for your site visit.
- Enter your Full name; click on the **Calendar icon** to the right of "**Activity Date**" or type in the date of the site visit.
- Enter "**Hours**" -combine your time at site and drive time.
- Click on "**Activity Type**" -click drop-down list of activities, select "**Site Visit**" for site visit data. Add **Mileage** for complete site visit trip - cannot leave blank but can enter '0'
- New BLM Question -if the site is a BLM question, click yes, answer question that appears.
- Add any "**Additional Details**" that you want to note for your site visit.
- When complete, click on the "**Save**" at the top right corner of the page.
- Click on "**Mark as Complete**"
- Click on "**Submit**" -Click on "**OK**"

II. How to Submit Hours For Training, Outreach, Admin, Etc.
Identical steps for submitting hours.
- Click **Site Report and Tracking**, then search for the **Admin, Outreach, Training, Conferences etc...Folder.** Select the one applicable to your Primary region.
- Follow same steps as above -click **Site Reports**, Click **ADD**…

III.   Vandalism Report (initial steps are identical to submitting hours only)

Before starting a vandalism/damage report -make sure the photos you took are uploaded to your computer. Photos need to be taken any time there is damage to a site. If you don't know how to upload photos reach out to your RC for assistance.
- After logging in, Click on "**Site Tracking and Reporting**"
- Click on the site you are reporting on.
- Click on "**Site Reports**"
- Click "**Add**." Located at top of page, Center.
- In Dropdown: Select: "**Vandalism Report + Site Hours**" then "**Save.**"
- Click "**Return to Components.**"
- For a Vandalism/Damage Report: You will see two forms listed in the lower left of the page, click "**Vandalism Report**."
- **Section I** -enter in your name, volunteer hours, mileage driven, etc.
- **Section II**. Answer/respond to inquiries. When complete, click on the "**Save**" at the top right corner of the page.
- **Section III**. Photos. Click **ADD** -located on the right side of screen -it's within Sect III. If you don't have a "**ADD**" button, then you didn't hit the save button up top.
- **New Page appears**: When you click "**ADD**" you'll see at the bottom a text box (Description) and right below that is ⬚Choose File button. Click "Choose File" and search for where you stored the picture(s) and upload one (1) picture. Add a good description of the photo -what is it that we are looking at, indicate north direction, general description of where photo taken.
- Click "**Save.**" You can only upload one (1) photo at a time, repeat step for each picture you want to upload.

Note: YOU DO NOT HAVE TO DO A SEPRATE <u>STANDARD REPORT</u> FOR YOUR HOURS -THE VANDALISM FORM DOES THIS ALREADY.

NEXT STEP: Now that you are done with the report follow these 3 steps:
- Click on "**Mark as Complete**"
- Click on "**Submit**"
- Click on "**OK**" - A message will appear: It will say that <u>you have successfully submitted the report</u>. At the end of that sentence click the word "**here**" -this will take you back to the Site folder for the site you were just in. **There is one final step: See next Page**

- **Last Step**: You must send an internal email using the **Correspondence** feature to let your team know a vandalism report has been submitted. Next page walks through the easy steps:

A. **Contacting Your RC, Fellow Stewards and Land Manager:**
After submitting a Vandalism report, you must alert everyone associated with the specific site that vandalism has occurred. It's very easy:
Note: Use Correspondence feature for other purposes such as alerting your team of a safety issue at the site, or to email teammates asking if anyone would like to join you on a visit.
- Click **Correspondence** folder -bottom, left corner of the Site Folder -right below **Site Reports** -where you go to submit a report.
- After clicking on Correspondence, you are taken to a new webpage. Far right side, down near bottom -Click **"ADD."**
- New page appears: This page will look like any ordinary email screen. There is a "**To**" field, a "**CC**" field, a text box for messages and a send button.
- **"TO" Field**: This field will have everyone associated with this site. It will include all Stewards that were assigned to the site, the RC and assistants and the Land Manager. **Click everyone listed** in the "To" field. *Instructions are above on same page on how to select all people.*
- **"CC" Field**: If someone is missing in the "**To**" field, you can add them in the **CC** field -but, you must have their full email address. This will rarely be used.
- **Subject Field**: Add "**Vandalism Report Submitted**"
- **Text Box: Add: "***To everyone assigned to this site, a Vandalism report has been submitted. To view, login to the Site Steward Database and refer to the report number (example -281-04) for details.***"** Note: Each report gets an ID #; You find it by going to "**Site Reports**" and looking at the report you submitted.
- **Attachments:** You <u>do not need</u> to upload any vandalism photos here -all your photos need to be uploaded in the report itself. If you were emailing the group about a dangerous Bee hive at the site and took pictures, then you would upload here.
- **Last Step -**Click **"Send"**. Right side, half-way up on screen.

In addition to these quick steps, please refer to the Attached guide with pictures of each screen for additional assistance