

Site Steward Database Guide: How Stewards Submit Hours & Vandalism Reports in the Database Print Version II. Guide Updated March 1, 2021

The screenshot shows the homepage of the Arizona Site Steward Program. At the top, there is a banner with the program's name in large green letters: "ARIZONA'S Site Steward Program". Below the name is a tagline: "Volunteers dedicated to protecting and preserving cultural resources and the heritage of Arizona". The banner also features the Arizona State Parks & Trails logo on the left and the Arizona Site Stewards logo on the right. A "System Compatibility" link is visible in the top right corner of the banner.

Below the banner, there is a "Log In" link with a key icon. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "User ID:" (containing "bfirmino1") and "Password:" (masked with asterisks). Below the password field are "Log In", "Forgot User Id?", and "Forgot Password?" links. The right column features logos for the US Forest Service, BLM, and AZ State Parks & Trails, along with a "New to WebGrants - Arizona Site Steward? Register Here" link.

Below the login and registration area is an "Announcements" section. It begins with a welcome message: "Welcome to the new Site Steward Database. The database serves the Cultural Preservation community and is the location for:". This is followed by a numbered list of four items:

1. New volunteers to apply to become a Site Steward;
2. Active Members to submit their volunteer hours and activity reports;
3. Providing State and Federal reports in support of grants, and other funding sources; and
4. Completing and processing Volunteer Agreements.

Below the list is a section titled "What is the Site Steward Program (SSP)". The text below this title describes the program as an organization of volunteers in partnership with public land managers of Arizona (US Forest Service, AZ State Lands, BLM, and other jurisdictions), whose members are selected, trained and certified by Arizona State Parks & Trails (ASPT). The chief objective of the program is to provide a network of trained and certified site stewards to monitor and report on cultural resources on public lands.

WEB ADDRESS: www.azsitesteward.org

Central Arizona Dispatch Office (CADO)

602-417-9440



30% of all sites we monitor are Bureau of Land Management (BLM) sites. All BLM field volunteers with positions in remote areas with no BLM supervision are required to check in and out with the Central Arizona Dispatch Office (CADO) before heading out to the field and reporting to duty.

- CADO was established to help ensure volunteers arrive safely home after working.
- It is a requirement that Stewards call in and check out when out monitoring BLM sites. Example of exceptions –site visit didn't involve a drive to a remote area (short drive, could view site from car)
- If going out in a group (2+) only one person needs to call CADO and provide the names of the other stewards and list the site (s) you will visit that day and expected time home.
- The use of CADO is also critical for the program as it is used to determine if funding will be provided to the program from BLM and how much.

New reporting question added to the report form: For tracking purposes, BLM requested that the SSP add a question about CADO on the form you use to report your hours, mileage, etc.

- If the site visited was not a BLM site, simply click “No. If it is a BLM site, click “Yes” and the question asking if CADO was called will popup. If you didn't use CADO, please explain.
- **How do I know if the site I visit is a BLM Site?** RC will give you a site packet which will include everything about the site, including who the land manager is.

Standard Report

Newly added field (Oct 2nd).

RCs & ARCs, if you are submitting volunteer hours on behalf of a Steward, you still must login under their account.

Full Name:* Anton Chekhov
First Name Last

Date must be today or prior. Reports with future or incomplete dates will not be recorded.

Activity Date* 02/02/2021

Hours* 2.0
(.5 Increments)

Activity Type* Site Visit

Miles Driven 4.0
(.5 increments)

Is this a BLM managed site?* Yes No

Was CADO called for this trip? If no, please explain below (e.g. drove right to site, required no hiking, "I forgot", etc.. Yes No
Questions about CADO? [Click Here.](#)

Additional Detail Site was in town, required no hike, viewed from parking lot

Table of Contents	Slide(s)
Central Arizona Dispatch Office (CADO): New Question on Report Form	2
<p><u>MODULE I. How to Submit Volunteer Hours</u></p> <p><u>Activity 1:</u> Submitting Hours After Conducting a Site Visit. No Damage or Vandalism; This is a Standard Visit.</p> <p><u>Activity 2:</u> How To Submit Reports For Activities Related to Admin, Outreach, Trainings, First Aid/Wilderness Training, etc.).</p>	<p>4-13</p> <p>4 - 11</p> <p>13-14</p>
<p><u>MODULE II. Steps to Submit a Vandalism/Damage Report</u></p> <p><u>Activity 1:</u> Steps to Process a Vandalism Report and Submit Hours.</p> <p><u>Activity 2:</u> Uploading Photos and Videos in the Vandalism Report.</p> <p>Submitting Vandalism Report: Save-Mark as Complete and Submit.</p> <p><u>Activity 3:</u> Correspondence Subfolder: Finishing the Vandalism Report; How to communicate to all assigned members of a site.</p> <p>Image: Sample Email Alert when sending an alert using Correspondence.</p> <p>Image: Full list of Vandalism Codes. Please Print, keep with you when monitoring sites.</p>	<p>15-26</p> <p>16-26</p> <p>24-25</p> <p>26</p> <p>27-29</p> <p>30</p> <p>31</p>

MODULE I. How to Submit Volunteer Hours

**Activity 1: Submitting Hours After Conducting a Site Visit –No Damage or Vandalism;
This is a Standard Visit.**

ARIZONA'S
Site Steward Program

Volunteers dedicated to protecting and preserving cultural resources and the heritage of Arizona

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Welcome 1. SiteSteward 1. Test

Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Program Forms
- My Applications
- Site Tracking and Reporting

Step 1: Click "Site Tracking & Reporting"

Activity 1: Submitting Hours After Conducting a Site Visit Cont'd

[Menu](#) | [Help](#) | [Log Out](#)

[Delete](#) | [Edit](#) | [Save](#)

Archaeological Site Tracking and Reporting

Current Archaeological Sites

Archaeological Sites in the status Underway or Suspended appear on this list. To view other Archaeological Sites, click the closed Archaeological Sites link.

[Search My Archaeological Sites](#) | [Closed Archaeological Sites](#)

ID	Status	Year	Title	Region	Archaeological Site Administrator	Awarded Amount
281	Underway	UTMs	Test Site-John Muir Homestead	NE Arizona	David Salge	\$0.00
AR-03-12-01-37 to 43	Underway		Brooklyn Rim	Agua Fria	Michael Nushawg	\$0.00
Payson Non Monitor	Underway		Payson (Admin, Outreach, Training, Conference)	Payson	Christine Tetzloff	\$0.00
1605	Underway		Apache Peak Area	Tucson	Linda Hanson	\$0.00
1604A	Underway		BOX CANYON NORTH (SAGUARO NP West)	Tucson	Linda Hanson	\$0.00
1604B	Underway		BOX CANYON SOUTH (SAGUARO NP West)	Tucson	Linda Hanson	\$0.00
3273	Underway		Camp Pima	Tucson	Linda Hanson	\$0.00
1602	Underway		Javelina Wash (Saquaro West)	Tucson	Linda Hanson	\$0.00
870	Underway		Mam-a-gah (Kings Canyon)	Tucson	Linda Hanson	\$0.00
1540	Underway		Red Hills Group	Tucson	Linda Hanson	\$0.00
1601	Underway		Signal Hill	Tucson	Linda Hanson	\$0.00
1603	Underway		Sus Area	Tucson	Linda Hanson	\$0.00
Total						\$0.00

Showing 1 - 12 of 12

Step 2:

- Click on the applicable site you visited.
- Click on the **title** of the site.

Archaeological Site: 281 - Test Site-John Muir Homestead - UTM

Status: Underway
 Region: NE Arizona
 Site Steward Organization: Arizona Site Steward Program
 Regional Coordinator: David Salge

Instructions
 The Archaeological Site forms appear below.

Archaeological Site Components

Component	Last Edited
General Information	07/10/2020
Site Reports	
Correspondence	05/21/2020
Site Kit Information Form	05/28/2020
Site Maps, Photos & Sketches Folder	06/23/2020
Opportunity	-

Note: Want to know who the land manager of this site is? Want to know who your other teammates are that monitor the site? Click [“General Information”](#) –right above Site Reports.

Step 3: Click on [“Site Reports.”](#)

Menu | Help | Log Out | Back | Print | Add |

Archaeological Site Tracking

Archaeological Site: 281 - Test Site-John Muir Homestead - UTM

Status: Underway
 Region: NE Arizona
 Site Steward Organization: Arizona Site Steward Program
 Regional Coordinator: David Salge

Site Reports [Copy Existing Status Report](#) | [Return to Components](#)

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
281 - 01	Standard Report (Hours Only)	-		10/03/2019	-	Submitted
281 - 02	Vandalism Report + Site Visit Hours	10/16/2019-10/16/2019		11/15/2019	-	Submitted
281 - 03	Vandalism Report + Site Visit Hours	10/04/2019-10/04/2019		11/15/2019	-	Submitted
281 - 05	Standard Report (Hours Only)	02/10/2020-		02/14/2020	-	Submitted
281 - 06	Vandalism Report + Site Visit Hours	02/10/2020-		02/14/2020	-	Submitted

Step 4: Create a report to submit hours **BY** clicking [“Add.”](#)

To view any previous reports, click on the ID number. When you login and go to a site, you will not only see your reports, but the reports of other team members.

Archaeological Site Tracking and Reporting

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: *
✓ Standard Report (Hours Only)
Vandalism Report + Site Visit Hours

Step 5:

1. Stay on “**Standard Report**” (Default).
2. Then click **SAVE**.

Remember: In this example, we are pretending that your visit did not show any signs of damage/vandalism –which is why you are selecting STANDARD REPORT (HOURS ONLY). If you were submitting a vandalism report you **would not** have to complete the **Standard Report**. The Vandalism report has the fields for you to **submit hours + the vandalism report** questions.

Archaeological Site Tracking and Reporting

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 00335

Status Report Status: Editing

Due Date:

Status Report Type: * Standard Report (Hours Only)

[Return to Components](#)

Step 6: After Saving, click on “**Return to Components**”. Ignore Due Date.

Archaeological Site Tracking and Reporting

Status Report: 281 - 15

Grant: [281-Test Site-John Muir Homestead](#)
Status: Editing
Region: NE Arizona
Grantee Organization: Arizona Site Steward Program
Program Manager: David Salge

Components


[Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	05/11/2020
Standard Report		

Step 7: Click "[Standard Report](#)" to input your hours

Step 8: Complete form

1. FULL NAME: Add your name to the report.
2. ACTIVITY DATE: Click on the calendar icon.  A calendar will pop-up. Then click on the date you monitored. You can also type in the date (00/00/2021).
3. HOURS: Add your hours (combine travel w/ site work).
4. ACTIVITY REPORT: 99.9% of the time you will click "SITE VISIT."
5. MILES DRIVEN: Keep mileage simple –if you drove, using your vehicle, and visited 3 different sites over a day, you can divide the miles into 3 or just add all the miles on the first entry, then leave a "0" for the next 2 reports.
6. BLM Question: if this is not a BLM site, simply click "No." If yes, provide a short answer if you didn't use CADO. CADO is used for remote areas, areas that require hiking. This will help BLM understand why CADO wasn't called.


Standard Report

Newly added field (Oct 2nd).

If you are submitting volunteer hours on behalf of a Steward, you must login under their account to report hours/damage reports.

Full Name:*
Anton Chekhov
First Name Last

Date must be today or prior. Reports with future or incomplete dates will not be recorded.

Activity Date*
02/02/2021 

Hours*
2.0
(.5 Increments)

Activity Type*
Site Visit

Miles Driven
1.0
(.5 increments)

Is this a BLM managed site?*

Yes No

Was CADO called for this trip? If no, please explain below (e.g. drove right to site, required no hiking, "I forgot", etc..)

Yes No

Questions about CADO

Note: New question required by BLM. See page 3 for why this new question as added.

Additional Detail

Site is located within the Cave Creek community and site is just off the road -no hike required.

Other examples of notes you may leave behind in the additional details section.

Examples of some notes to leave:

**I visited 3 different sites today, the miles listed (30) are the total miles I drove between the 3 sites. I add "0" on the other reports.

**Today, my partner (add name) and I found vandalism at this site. He is the one submitting the vandalism report.

**Took new Steward to visit site, provided some training.

Step 9:

1) When Complete, click **“Save.”** THEN...

2) Click **“MARK AS COMPLETE.”**

NOTE: Mark as Complete will only appear after you click “Save.”

Standard Report [Mark as Complete](#) | [Go to Status Report Forms](#)

Newly added field (Oct 2nd).
If you are submitting volunteer hours on behalf of a Steward, you must login under their account to report hours/damage reports.

Full Name* Anton Chekhov
First Name Last

Date must be today or prior. Reports with future or incomplete dates will not be recorded.

Activity Date* 02/02/2021

Hours* 2.0
(.5 Increments)

Activity Type* Site Visit

Miles Driven 1.0
(.5 increments)

Is this a BLM managed site?* Yes

Was CADO called for this trip? If no, please explain below (e.g. drove right to site, required no hiking, "I forgot", etc..) No
Questions about CADO? [Click Here.](#)

Additional Detail
Site is located within the Cave Creek community and site is just off the road -no hike required.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Archaeological Site Tracking and Reporting

Status Report: 281 - 13

Grant: [281-Test Site-John Muir Homestead](#)
 Status: Editing
 Region: NE Arizona
 Grantee Organization: [Arizona Site Steward Program](#)
 Program Manager: David Salge

STEP 10: Click **“Submit”**

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	05/11/2020
Standard Report	✓	05/11/2020

NOTE: AS OF March 1, 2021 WE HAVE DOZENS AND DOZENS OF REPORTS IN THE DATABASE IN WHICH STEWARD/RCs/ARCs FORGOT TO CLICK **SUBMIT**. This causes quite a bit of Administrative work so please make sure you follow this step.

FINAL STEP: After Clicking **SUBMIT**: You will see this box pop-up, click **“OK”** when you are ready to submit.

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

↓

[Cancel](#) [OK](#)

This is the final message you will see now that you are done.

- Click [Menu](#) Tab in left corner to go back out and start a new report-if needed, or [log out](#).
- You can click "[here](#)" to view the report you just submitted (Access Site Reports)

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

[Contracts](#)

Status Report Submitted Confirmation






You have successfully submitted your Status Report with Status Report ID [00204]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

**Activity 2: How to submit reports for activities related to:
Admin, Outreach, Trainings, First Aid/Wilderness Training, etc.).**

You will see a folder, next to your list of sites, specific to your region, titled “YOUR REGION (Admin, Outreach, Training, Conferences, etc)”. You will report hours if you participate in the following Site Steward non-monitoring activities:

1. Administration	2. Training/Conferences	3. Project Archaeology
4. 1st Aid, Wilderness Safety Training	5. Public Outreach	6. Land Manager Special Projects (Stabilization, recording, surveys, etc.)

to reset password.

-  Instructions
-  My Profile
-  Program Forms
-  My Applications
-  Site Tracking and Reporting

Step 1: Click Site Tracking & Reporting”

 **Archaeological Site Tracking and Reporting**

Current Archaeological Sites [Search My Archaeological Sites](#)

Archaeological Sites in the status Underway or Suspended appear on this list. To view other Archaeological Sites, click the closed Archaeological

ID	Status	Year	Title	Region	Archaeological Site Ad
281	Underway	UTMs	Test Site-John Muir Homestead	NE Arizona	David Salge
AR-03-12-01-37 to 43	Underway		Brooklyn Rim	Agua Fria	Michael Nushawg
Payson Non Monitor	Underway		Payson (Admin, Outreach, Training, Conferences, etc)	Payson	Christine Tetzloff

Step 2: Click on the (Admin, Outreach, Training, Conferences etc...) folder applicable to your region.

Activity 2: How to submit reports for activities related to Admin, Outreach, Trainings, First Aid/Wilderness Training, etc.).

The screenshot shows the 'Archaeological Site Tracking and Reporting' web application. At the top, there are navigation links for Menu, Help, and Log Out, along with utility icons for Back, Print, Add, Delete, Edit, and Save. The main content area displays site information for 'Archaeological Site: Payson Non Monitor - Payson (Admin, Outreach, Training, Conferences, etc) -'. The site status is 'Underway', the region is 'Payson', the site steward organization is 'Payson Region', and the regional coordinator is 'Christine E Tetzloff'. Below this is an 'Instructions' section stating 'The Archaeological Site forms appear below.' A table titled 'Archaeological Site Components' lists 'General Information', 'Site Reports', 'Correspondence', and 'Opportunity'. A green arrow points to 'Site Reports'. A text box with a green border contains the instruction: 'Step 3: Click on Site Reports. You will find the same steps to submit this report are the same steps used in Slides 4-10.'

The screenshot shows the 'Standard Report' form. It includes a warning: 'Date must be today or prior. Reports with future or incomplete dates will not be recorded.' The form has fields for 'Activity Date*' (with a calendar icon), 'Hours*' (set to 0, with increments of 0.5, 1.5, and 5.5), and 'Activity Type*'. A dropdown menu for 'Activity Type' is open, showing options: Administration, First Aid/Wilderness/Safety Training, Land Manager Special Project, Other, Project Archaeology, Public Outreach, and Training/Conferences. A text area for 'Additional Details' is visible, with a note that it is limited to 500 characters.

This screenshot is showing the report for **Admin, Outreach, Trainings, etc.**. They are almost identical to a standard report for sites. Pay attention to the various fields that pop up depending on on the activity. Trainings, Outreach and Project Archaeology all have extra fields to collect important data.

MODULE II. Steps to Submit a Vandalism/Damage Report



MODULE II. Steps to Submit a Vandalism/Damage Report

Activity 1: Steps to Process a Vandalism Report



The screenshot shows the Arizona's Site Steward Program web application. At the top left is the Arizona State Parks & Trails logo. The main header features the text "ARIZONA'S Site Steward Program" in green, with a circular logo on the right that says "ARIZONA SITE STEWARDS". Below the header is a navigation bar with icons for Menu, Help, and Log Out, and a secondary bar with icons for Back, Print, Add, Delete, Edit, and Save. A welcome message reads "Welcome SiteSteward-Test 1." Below this is a "Main Menu" section with the instruction "Click Help above to view instructions. Go to 'My Profile' to reset password." The menu items are: Instructions, My Profile, Program Forms, My Applications, and Site Tracking and Reporting. A green arrow points to the "Site Tracking and Reporting" link.

Note: The steps to create a vandalism report are the same for steps 1-4 when submitting a report where no damage occurred.

Step 1: From the Main Menu, click: "[Site Tracking and Reporting](#)".

Activity 1: Steps to Process a Vandalism Report Cont'd

Archaeological Site Tracking and Reporting

Current Archaeological Sites

Archaeological Sites in the status Underway or Suspended appear on this list. To view other Archaeological Sites, click the closed Archaeological Sites link.

ID	Status	Year	Title	Region	Archaeological Site	
281	Underway	UTMs	Test Site-John Muir Homestead	NE Arizona	David Salge	
AR-03-12-01-37 to 43	Underway		Brooklyn Rim	Agua Fria	Michael Nushawg	
Payson	Non Monitor	Underway	Payson (Admin, Outreach, Training, Conferences, etc)	Payson	Christine Tetzloff	
1605	Underway		Apache Peak Area	Tucson	Linda Hanson	\$0.00
1604A	Underway		BOX CANYON NORTH (SAGUARO NP West)	Tucson	Linda Hanson	\$0.00
1604B	Underway		BOX CANYON SOUTH (SAGUARO NP West)	Tucson	Linda Hanson	\$0.00
3273	Underway		Camp Pima	Tucson	Linda Hanson	\$0.00
1602	Underway		Javelina Wash (Saguaro West)	Tucson	Linda Hanson	\$0.00
870	Underway		Mam-a-gah (Kings Canyon)	Tucson	Linda Hanson	\$0.00
1540	Underway		Red Hills Group	Tucson	Linda Hanson	\$0.00
1601	Underway		Signal Hill	Tucson	Linda Hanson	\$0.00
1603	Underway		Sus Area	Tucson	Linda Hanson	\$0.00
Total						\$0.00

Showing 1 - 12 of 12

Step 2: Click on the applicable site title that sustained damage.



Archaeological Site: 281 - Test Site-John Muir Homestead - UTM S

Status: Underway
Region: NE Arizona
Site Steward Organization: Arizona Site Steward Program
Regional Coordinator: David Salge

Instructions
The Archaeological Site forms appear below.

Archaeological Site Components

Component
General Information
Site Reports
Correspondence
Site Kit Information Form
Site Maps, Photos & Sketches Folder
Opportunity

Step 3: Click on "Site Reports"

t

king

te-John Muir Homestead - UTM S

Underway
NE Arizona
Arizona Site Steward Program

Back | Print | Add

Step 4: Click on "Add"

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save


Archaeological Site Tracking and Reporting

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: *
 Standard Report (Hours Only)
 ✓ Vandalism Report + Site Visit Hours

Step 5: Select "Vandalism Report", then click "Save"

ARIZONA'S Site Steward Program

Volunteers dedicated to protecting and preserving cultural resources and the heritage of Arizona

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Archaeological Site Tracking and Reporting

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 00336
 Status Report Status: Editing
 Due Date:
 Status Report Type: * Vandalism Report

[Return to Components](#)

Last Edited By: SiteSteward-Test 1., 06/15/2020

Arizona Site Steward

Dulles Technology Partners Inc.
 © 2001-2017 Dulles Technology Partners Inc.
 WebGrants 6.10 - All Rights Reserved.

Step 6: Click "Return to Components".

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Archaeological Site Tracking and Reporting

Status Report: - 78

Grant: **-Test Site-John Muir Homestead**
 Status: Editing
 Region: NE Arizona
 Grantee Organization: **Arizona Site Steward Program**
 Program Manager: Sean Hammond

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information		01/28/2021
Vandalism Report ←		

Step 7: Complete form. To see details on the vandalism report continue on the next slide.

UPDATE: As of February, 2021, the Vandalism Form now includes the fields to enter in your hours, mileage driven, etc. YOU DO NOT NEED TO COMPLETE THE STANDARD REPORT FORM AND THE VANDALISM FORM – BOTH ARE COMBINED. When a site has been vandalized, everything is done on this one report.


Step 8: Complete SECTION I. Enter in Your Name, Site Visit Date, Hours, etc.

1. Click "**Edit**," top, right side of screen to activate.
2. **Save** form after each section (3).

SECTION I. Volunteer Hours

1. DO NOT place another Steward's name in the fields except for your name. You can not submit hours on behalf of another Steward if logged in as yourself.

Full Name*
First Last

Activity Date* 

Hours*
Please include travel time plus site monitoring; (.5 Increments)


Vandalism Activity Type*
Activity Type should almost always be "Site Visit" but if you select "Other," please explain below.

Miles Driven
(.5 Increments)

Is this a BLM managed site? Yes No

Was CADO called for this trip? If no, please explain below (e.g. drove right to site, required no hiking, "I forgot", etc...) Yes No
Questions about CADO? [Click Here.](#)

Additional Detail



Note: New question required by BLM.

3. **NAME:** Note, if you are logged in using your own User ID and passcode, you cannot enter another person's name here. If you are logging in hours for someone, please login under their USER ID/Password.
4. **ACTIVITY DATE:** Click on the calendar icon. A calendar will pop-up. Then click on the date you monitored. You can also type in the date (00/00/2021)
5. **HOURS:** Add your hours (combine travel w/ site work).
6. **MILES DRIVEN:** Keep mileage simple –if you drove, using your vehicle, and visited 3 different sites over a day, you can divide the miles into 3 or just add all the miles on the first entry, then leave a "0" for the next 2 reports.

Section II. Vandalism Report (Questionnaire)

SECTION II. Vandalism Report
*. Required fields must be completed.
! After completing Section II. hit "SAVE" at top before proceeding to add photos/videos in Section III.*

Accompanied By:
List the other Site Steward(s) that joined you on this trip.

If you have coordinates to the location of damage, please click Yes and a drop down box will appear. Yes No

Datum
down list -select from list of 3 types of datum (NAD27, NAD83, WGS84)
NAD27 CONUS
NAD83
WGS84

UTMs (location of damage)
Please add location information here

Last Visit 
To view who made the last visit, return to list of previously submitted reports.

Estimated Age of Vandalism

Vandalism Codes*

- 00 Any vandalism on entry/exit route, NOT on site
- 01 New Roads/trails
- 02 Potholes
- 03 Backhoe or Bulldozer Trench(es)
- 04 Signs Removed or Used for Targets

To Select Multiple Vandalism Codes:
For PC:
1. Press CONTROL tab on keyboard, then click each Code using mouse. Each properly clicked Code will first be highlighted in blue. Always press CONTROL before clicking on an item.
2. For Mac, follow same steps in #1 except, use COMMAND TAB instead of CONTROL.

If Other, Please List

- 1. Coordinates and Datum** – we know not all Stewards have been taught the skills or understand how to answer the few items above. Classes will be provided in the near future.
- 2. Last Visit:** To know when the last person before you visited the site, return to Site Reports and view the last entry—that generally tells you the last visit that occurred.
- 3. Vandalism Codes:** This list of 29 items relates to the type of damage you may find at a site. Please proceed to the next page for details on all 29 codes, and how to select multiple codes.

Vandalism Codes: On a visit where damage has occurred, you will find different types of damage or cause of damage at a site. On this report, you will identify and select the code (s) that reflect what you witnessed. Below is the full list of codes.

Vandalism Codes

The options for the drop down appear below. You can reorder the options & option click Add. To edit an option click on the Code.

Order	Code	Label
0	00	00 Any vandalism on entry/exit route, NOT on site
1	01	01 New Roads/trails
2	02	02 Potholes
3	03	03 Backhoe or Bulldozer Trench(es)
4	04	04 Signs Removed or Used for Targets
5	05	05 Rearranging of Archeological Rock Features
6	06	06 Collector's Pile
7	07	07 Fires Made on Site
8	08	08 Unauthorized Visitors on Site
9	09	09 Artifacts Removed (Surface Collecting)
10	10	10 Human Remains Uncovered
11	11	11 Unidentified Bone Fragments
12	12	12 Petroglyph Thief (or attempted removal)
13	13	13 Spray Paint/Paintball
14	14	14 Petroglyph Used for Target Shooting
15	15	15 Shrines or Cairns Built
16	16	16 Erosion/Flooding Damage to Site
17	17	17 Human Tracks
18	18	18 Damaged/Removed Vegetation
19	19	19 Boulders Moved or Removed
20	20	20 Probe Holes
21	21	21 Trash/Debris
22	22	22 Misc. Graffiti
23	23	23 Fencing Downed
24	24	24 ATV Tracks
25	25	25 Bioturbation (rodent or insect disturbance)
26	26	26 Livestock Damage
31	27	27 Camping
32	28	28 Logging/Woodcutting
33	29	29 Other

The screenshot shows a web form with a dropdown menu labeled 'Estimated Age of Vandalism' and a 'Vandalism Codes' dropdown menu. The 'Vandalism Codes' dropdown is open, showing the following options: 00 Any vandalism on entry/exit route, NOT on site; 01 New Roads/trails; 02 Potholes; 03 Backhoe or Bulldozer Trench(es); 04 Signs Removed or Used for Targets.

To select multiple Vandalism Codes:

1. Scroll to find the code(s) you want to add.
2. Press down on your keyboard CONTROL Button (COMMAND if using MAC).
3. With the CONTROL still pressed, Take your mouse and click all code(s) needed. Codes will now be highlighted.
4. You can Release the **CONTROL** button after each click, just make sure to press down on CONTROL (or COMMAND –MAC Users) before you find and click another code.

Note: If you struggle with this step, please indicate the Code # and Code Label (Potholes, Human Tracks, etc.)

Please Upload any Photos and or Videos Below in Section III.

Did You Take Pictures? Yes No

Did You Make a Photo Log? Yes No
You may attach multiple photos with descriptions to a Word document and upload below in acceptable.

Did You Take any Videos? Yes No
Land managers have indicated that videos could be very helpful. If you took videos keep it under 5 minutes.

Did You Make Sketches? Yes No

Was the Vandalism Witnessed by You? Yes No

Describe Incident, Add Details Below

Suspect Observation
Two male suspects, 30's; 6 feet tall, Suspect 1 wore black jackets
Suspect 2 had a gray, long sleeve shirt -no markings. Both in Jeans,
Caucasian. Both had baseball caps -LA Dodgers

This field is limited to 750 characters.

List Any Other Witnesses
NA

This field is limited to 500 characters.

Equipment
2 Shovels, bucket, 2 backpacks

Vehicle Make
Off-Highway Vehicle, Side x Side 4 seater

State & Plate Numbers:
AZ-03456

Suspect Count
2
Use only numbers (i.e. 1, 2, 3)

Contact Description
No contact made; Polaris model

This field is limited to 250 characters.

Did You Contact Some Type of Law Enforcement? Yes No

1. Add any other notes that may help in the investigation of the damage discovered.
2. Describe and quantify visible surface artifacts.
3. Describe threats to Preserve Site. Add Recommendations to prevent Alteration:

Additional Notes:

Came across 2 individual men digging at the location of the ballcourt. Viewed from a distance of about 40 yards. Witnessed suspects digging. We were watching for about 2 minutes and made sure we would not be detected. Took video -see attached under Section III.
We found an Off-Highway Vehicle parked at the trailhead -we had our concerns immediately as the OHV was parked in a spot rarely used.
Took Photos of the vehicle -see photos, license plate #. OHV is blue, damage on right side -dent, scratched paint.
Suspects stopped working and it looked like they were going to return to vehicle, we contacted the Dispatch number for Law Enforcement and left scene due to safety concerns. We are not sure of LE made any contact.

5000 character limit

For Southwest Archaeology Sites Only

Check Box if this is a SW Archaeology site, then open attached Sketch Document, complete and upload under Photos section. Sketch Document [Click Here.](#)

After Submitting Vandalism Report:

***REQUIRED: please return to the Site Folder, use the CORRESPONDENCE and send an internal message to those assigned to this site. This is a new step that wasn't required in the previous system.

Completing Section II of the Vandalism Report

- If there is any damage at a site, you must take photos (unless your safety is at risk).
- You can now take videos. Land Managers (LMs) have indicated that a combination of photos and videos can greatly assist in the review of a vandalism report.

Was the Vandalism Witnessed By You?

If the answer is **Yes** on this question, the form will expand and list the following fields: From Suspect Observation to Contact Description.

- Provide enough detail to help the LM understand what happened at the site.
- Remember, your report will most likely be viewed by a law enforcement official if the site was vandalized.
- It may also be used in court to prosecute a person(s).
- Lack of details in a vandalism report could have a negative impact in the investigation.
- You may use the Additional Notes field (max 5000 characters) or use **Word** to write your description –you would upload it in Section III. with photos/videos if you create your won document.
- **New to the Report:** If the site is an Archaeology Southwest Site, please download the sketch paper and draw the site damage - required.
- You may do a sketch for any land manager if you choose.

Activity 2: Uploading Photos and Videos in the Vandalism Report.

SECTION III. Vandalism Pictures/Videos & Documents Add

In addition to photos/videos, documents pertaining to the damage may be attached as well.

1. To upload photos or videos to this section click;"ADD" on the far right side.
2. When you click "ADD" a new window will appear -it will include a text box to add a small description of the picture.
* Click **CHOOSE FILE** and find the photo/video you saved on your computer and upload.

NOTE

a.) You can only add one photo at a time. If you have more photos to upload, you will continue clicking the "ADD" button. You can add as many photos/videos that you feel will assist in the investigation.

b.) "I Can't see an "ADD" button?"

* If you can't see the ADD button the top section of the form is in editing mode. Click "Save" at the top right corner. Once you hit "Save" the "ADD" button will be visible in this Section (Pictures/Video).

To view additional information about uploading items here, what you can and can't do with pictures and videos, please click on the HELP tab above, left side.

Description

Vandalism Pictures

Step 9: Click **ADD** to upload photos, videos, photo logs to this section.



Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Archaeological Site Tracking and Reporting

Status Report: 281 - 17

Grant: 281-Test Site-John Muir Homestead
Status: Editing
Region: NE Arizona
Grantee Organization: Arizona Site Steward Program
Program Manager: David Salge

Vandalism Pictures

Description*

This field is limited to 250 characters.

Vandalism Pictures

This window will appear after you click **ADD**.

Step 10:

- 1) Make sure you first upload your pictures to your computer.
- 2) Click **CHOOSE FILE** and find the photo/video you saved on your computer and upload.
- 3) Add description and **SAVE**.

Activity 2: Uploading Photos and Videos in the Vandalism Report.

- Each time you upload and save a photo you will be taken back to the Vandalism report.
- Scroll down to the bottom and this is where you will see the image(s) you selected and uploaded.
- In this example, there are 2 photos that were uploaded.

SECTION III. Vandalism Pictures/Videos & Documents Add

In additional to photos/videos, documents pertaining to the damage may be attached as well.

1. To upload photos or videos to this section click;"ADD" on the far right side.
2. When you click "ADD" a new window will appear -it will include a text box to add a small description of the picture.
* Click **CHOOSE FILE** and find the photo/video you saved on your computer and upload.

NOTE

a.) You can only add one photo at a time. If you have more photos to upload, you will continue clicking the "ADD" button. You can add as many photos/videos that you feel will assist in the investigation.

b.) "I Can't see an "ADD" button?"
* If you can't see the ADD button the top section of the form is in editing mode. Click "Save" at the top right corner. Once you hit "Save" the "ADD" button will be visible in this Section (Pictures/Video).

To view additional information about uploading items here, what you can and can't do with pictures and videos, please click on the HELP tab above, left side.

Description	Vandalism Pictures
Photo #2 shows damage to second Panel. You can see at top of petroglyph where someone used a saw to try and cut the panel out.	IMG_4050-2.jpg
Photo shows damage done to 1st Petroglyph panel.	IMG_4029-2.jpg

NOTE: If you wish to replace an image you already uploaded you will click on the description of the photo–this will open up the window where you can upload another image or delete entirely.

Completing the Vandalism Report

Volunteers dedicated to protecting and preserving cultural resources and the heritage of Arizona

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Archaeological Site Tracking

Status Report: 281 - 17

Grant: 281-Test Site-John Muir Homestead
 Status: Editing
 Region: NE Arizona
 Grantee Organization: Arizona Site Steward Program
 Program Manager: David Salge

Vandalism Report Create New Version | **Mark as Complete** | Go to Status Report Forms

Incident Date: 05/10/2020 10:30 (HH:MM) AM (AM/PM)

Step 11:

1. If needed, click **SAVE** in top right corner, then click -
2. **"MARK AS COMPLETE"** on the form when you have finished.

Volunteers dedicated to protecting and preserving cultural resources and the heritage of Arizona

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Archaeological Site Tracking and Reporting

Status Report: - 84

Grant: -Test Site-John Muir Homestead
 Status: Editing
 Region: NE Arizona
 Grantee Organization: Arizona Site Steward Program
 Program Manager: Sean Hammond

Components Preview | **Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/26/2021
Vandalism Report	✓	03/01/2021

Step 12: Click **"Submit"**

Final Step:
Click **"OK."**

www.azsitesteward.org says

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

Activity 3: Correspondence Subfolder: Finishing the Vandalism Report; How to communicate to all assigned members of a site.

1. In the old database, after you submitted a vandalism report the report would automatically be sent to the RC and LM. In this database, **you have to alert the RC and land manager. You also get to alert the other stewards assigned to the site** by sending an internal message using the **Correspondence folder**.
2. While an extra step, there is a great benefit to this step - In this database, you can view everyone assigned to a specific site and send an important alert to the RC, LM and the Stewards assigned to this site.
3. Additionally, if you come across a dangerous situation at a site (e.g. the road to the site is washed out, or there is a swarming nest of bees that are now along the route to the site), you will want to alert your team immediately using Correspondence.



Activity 3: CORRESPONDENCE Subfolder: Finishing the Vandalism Report; How to communicate to all assigned members of a site.

Instructions

The Archaeological Site forms appear below.

Archaeological Site Components

Componer

General Information

Site Reports

Correspondence

Site Kit Information Form

Site Maps, Photos & Sketches

Opportunity

Step 1: Click on "CORRESPONDENCE" FOLDER

Step 2: To send an internal email to report the vandalism report, click "ADD." Please review the instructions found on the Correspondence webpage.

Instructions

Communicating to the RC, Land Manager and Stewards Assigned to this Site. Using the Correspondence System enables you to send an important message to team members assigned to this site.

How Does this Work?

1. It's easy, it is just like using email. Click; "ADD" on the far-right side to open up the form.
2. We use this to report critically important information, and/or store information permanently. Use the Correspondence folder:
****To report vandalism reports**
****To alert your fellow Site Team members (Everyone assigned to this specific site) about anything potentially unsafe at the site (i.e. Bees Nest formed along trail, area is washed out, no access).**
3. To send a message to all members, click the first name. Scroll down to last listed name. Hold down SHIFT KEY, and click on the name. All names should now be highlighted. If additional situations arise ("I only want to send the email to a few people") click on the tab 'HELP' above for instructions.

Messages:

4. Examples of the type of messages to enter in the text box:
 "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 (281-04) for details."

 "To everyone assigned to this site, a large beehive has formed in the fallen tree that crosses over the trail to the site. Unable to access site safely. Attached is a photo of the fallen tree with the hive."
5. Click SEND to complete the alert to the selected team members.

Inter-System Site Steward Correspondence

[Return to Components](#) | [Add](#)

Subject	From	To	Sent/Received	Attachments
Grant - Test Site-John Muir Homestead: Dangerous Situation at Site -Bees Swarming	Sean Hammond		09/16/2020	image7.jpg
Grant - Test Site-John Muir Homestead: vandalism Report Submitted	Sean Hammond		09/16/2020	
Grant - Test Site-John Muir Homestead: Vandalism Report Submitted	Sean-Admin 1. SiteSteward		09/22/2020	

Each person assigned to this site will be listed here in the "To" field.

How to select multiple people or all?

There's a few ways:

1. Click on the very first person, scroll down to the last person, press down on "SHIFT KEY" AND CLICK. Everyone will be highlighted.
2. Click on the first person (Site Steward Test 1.), hit control + the letter "A."

The screenshot shows an email composition form with the following fields and annotations:

- To:** A dropdown menu containing "SiteSteward-Test 1.", "Land Manager (LM)-TESTER 2.", "Regional Coordinator(RC)Tester 3.", and "Admin TESTER 4.". A green circle highlights the "To:" label, and an orange arrow points to the dropdown menu.
- CC:** An empty text input field. An orange arrow points to this field.
- Subject:** A text input field containing "Vandalism Submitted for Site".
- Message:** A large text area containing the text: *"Examples of the type of messages to enter in the text box: '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 (281-??) for details.'"*
- Attachments:** Two "Choose File" buttons, both showing "no file selected".
- Send:** A blue "Send" button in the top right corner, with an orange arrow pointing to it.

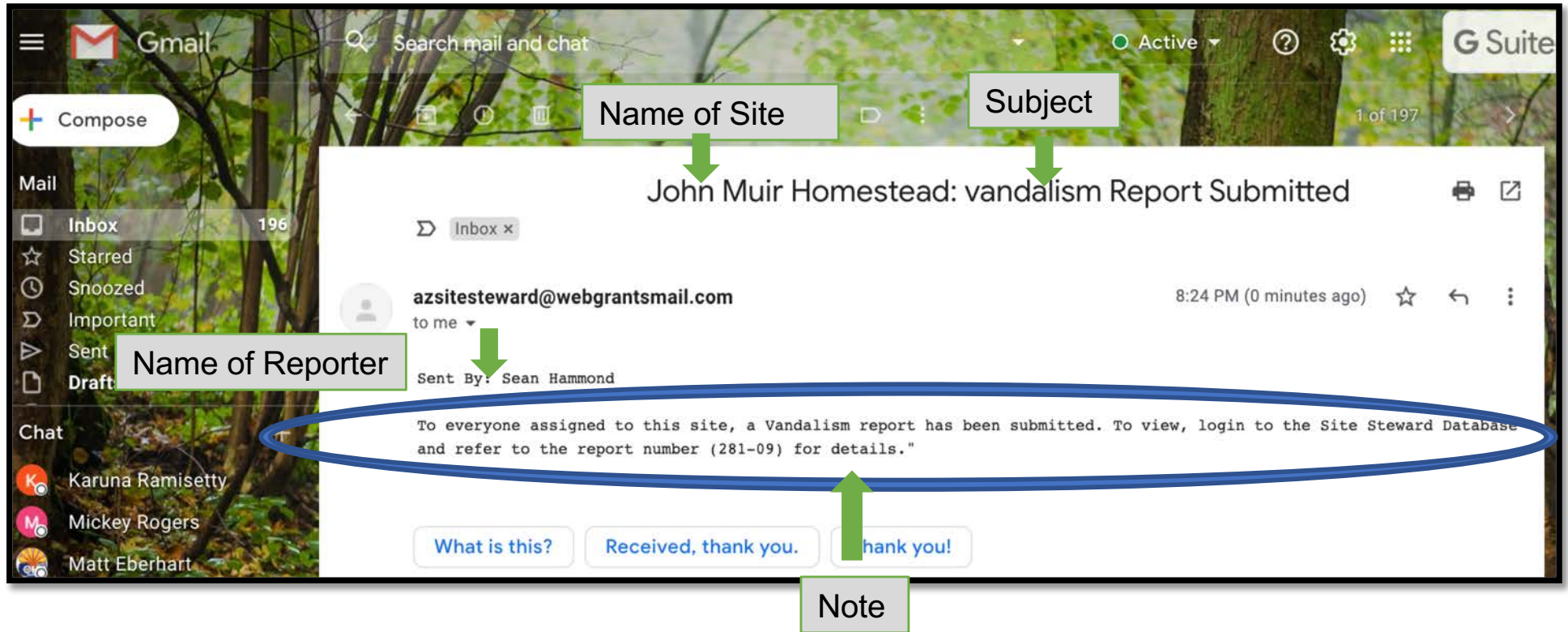
Additional text in the form includes: "CC addresses must be entered in a valid email format. Use a semicolon (;) to separate multiple CC email addresses."

Step 3:

1. Select each person listed in the "TO" box.
2. Add Subject line
3. Add message
4. Click "SEND"

Proceed to Final Slide to View what the email alert your teammates (or you) will receive.

When you, or one of your teammates submits a vandalism report, and then sends an alert using the Correspondence Feature, this is what the email will look like. The land manager, RC, ARC and fellow Stewards assigned to the site will all receive the alert.



Vandalism Codes

The options for the drop down appear below. You can reorder the options by option click Add. To edit an option click on the Code.

Order	Code	Label
0	00	00 Any vandalism on entry/exit route, NOT on site
1	01	01 New Roads/trails
2	02	02 Potholes
3	03	03 Backhoe or Bulldozer Trench(es)
4	04	04 Signs Removed or Used for Targets
5	05	05 Rearranging of Archeological Rock Features
6	06	06 Collector's Pile
7	07	07 Fires Made on Site
8	08	08 Unauthorized Visitors on Site
9	09	09 Artifacts Removed (Surface Collecting)
10	10	10 Human Remains Uncovered
11	11	11 Unidentified Bone Fragments
12	12	12 Petroglyph Thief (or attempted removal)
13	13	13 Spray Paint/Paintball
14	14	14 Petroglyph Used for Target Shooting
15	15	15 Shrines or Cairns Built
16	16	16 Erosion/Flooding Damage to Site
17	17	17 Human Tracks
18	18	18 Damaged/Removed Vegetation
19	19	19 Boulders Moved or Removed
20	20	20 Probe Holes
21	21	21 Trash/Debris
22	22	22 Misc. Graffiti
23	23	23 Fencing Downed
24	24	24 ATV Tracks
25	25	25 Bioturbation (rodent or insect disturbance)
26	26	26 Livestock Damage
31	27	27 Camping
32	28	28 Logging/Woodcutting
33	29	29 Other

We recommend printing this page, keeping it with you on site visits, be alert of the different types of codes you may see.