

OPaC User Guide Section 4 – Submitting an Archaeological Report Summary

The OPaC User Guide Section 4 provides instructions for completing and submitting an online Archaeological Report Summary, which is required whenever an archaeological permit report is submitted to the Historic Resources Management Branch.

4.1 Submitting an Archaeological Report Summary

During the life cycle an archaeological permit, the applicant is required to submit a final report. After consultation with the Historic Resources Management Branch (HRMB), an interim report also may be accepted. To notify HRMB that a final or interim report is being submitted, the applicant must submit an Archaeological Report Summary. To do this, the applicant will select the “Submission of Archaeological Report Summary” link located on the Main Menu page. This will display the “Submission Entry” screen:

Using this Site [Contact Us](#)

Alberta Online Permitting and Clearance TEST
Welcome Ms. Nora Jones-Mathison

[Main Menu](#) [My Profile](#) [Log Off](#)

Archaeological Report Summary

ARCHAEOLOGICAL REPORT SUMMARY

[Details](#)

Application Number:
Revision Number:
Submitted Date:
Status: New

*Report Type: Final Interim


Release 0.0.0, Screen ID: 29650

Alberta Government

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After a report type has been selected, the following screen will be displayed:

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Online Permitting and Clearance **TEST**

Welcome John Q. Archaeologist

[Using this Site](#) [Contact Us](#)

Main Menu
My Profile
Log Off

Archaeological Report Summary

ARCHAEOLOGICAL REPORT SUMMARY

Application Number:

Revision Number:

Submitted Date:

Status: New

* **Permit Number:**

* **Report Title:**

* **Number of Volumes:** **Number of Pages:**

* **Number of Folded Maps:** **Publication Year:**

* **Number of Back Pocket Maps:**

* **Covered Projects**

Project / Development Name	Clearance Status
Smith well site 12-2-37-2-W4M	<input type="text" value="Clearance Requested"/> <input type="button" value="Delete"/>

* **Authors**

Title	First Name	Initials	Last Name
Mr.	John	Q.	Archaeologist

Title	First Name	Initials	Last Name
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Sites Visited

Site Id	Recommended HRV Status			
<input type="text" value="FxOn-1"/>	<input type="text" value="4"/>	<input type="radio"/> New	<input checked="" type="radio"/> Revisited	<input type="button" value="Delete"/>
<input type="text" value="Historic barn"/>	<input type="text" value="5"/>	<input checked="" type="radio"/> New	<input type="radio"/> Revisited	<input type="button" value="Delete"/>

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4.1.1 Data Entry Guide

Field Label / Section	Description
Report Type	Enter Report Type by selecting “Final” or “Interim.”
Permit Number	Select the Permit Number of the report from the dropdown list. The list of available permits is restricted to those issued to the current applicant that have not been completed or cancelled and are not currently under amendment.
Report Title	Enter the Report Title. The format for a final report title must follow the Library of Congress guidelines, with capital letters used only at the beginning of the title and for proper nouns and with the report type indicated at the end of the title (e.g., Historical resources impact assessment of lands associated with West Park subdivision: final report). Use of abbreviations should be avoided.
Covered Projects	Identify each project/development included in the report by clicking the “Add Project” button and selecting all relevant projects. Indicate the clearance status for each project by selecting the appropriate entry from the dropdown list in the “Clearance Status” window. Valid statuses are “Clearance Requested,” “Clearance Already Approved,” “Clearance will be Requested Later,” and “Clearance Not Required.”
Sites Visited	List all sites discussed in the report. The list must include all sites recorded or revisited: archaeological sites, historic structures and any other sites. The applicant must provide a suggested HRV (0-4) for each site.
Attachments	Upload any necessary supporting documents, indicating Document Type and providing description of the report. Do not submit pdf copies of reports, site forms or site data through this mechanism.
Save/Submit	By clicking the “Save” button, an applicant may save a Report Summary at any time, leave it and come back to it later (using “My Applications” option detailed in <i>OPaC User Guide Section 1 – Registration and Common Features</i>). Clicking the “Submit” button will prompt the system to check if the required information has been entered appropriately. If it has not, the system will return an instructional error message. If submission is successful, a confirmation page will be generated. There is no fee associated with the submission of a Report Summary.

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4.1.2 Confirmation Page

Following successful submittal of the Archaeological Report Summary, the following confirmation page will be displayed:

The screenshot shows a web page with a blue header. On the left is the Alberta logo. In the center, it says 'Online Permitting and Clearance TEST' and 'Welcome Ms. Nora Jones-Mathison'. On the right, there are links for 'Using this Site' and 'Contact Us', and a search box with a 'Search' button. Below the header are three buttons: 'Main Menu', 'My Profile', and 'Log Off'. The main content area is titled 'Archaeological Report Summary' and contains the following information:

Application Number:	000005485
Account:	Ms. Nora Jones-Mathison
Revision Number:	01
Permit No:	09-002
Created Date:	Feb 26, 2009

Below the table, the text reads: 'Thank you for your Report Summary Submission. Review of this submission will begin once the paper copies of the referenced permit report have been received by this office. You can see the status of this submission in the My Applications list.'

At the bottom right of the content area, it says 'Release 0.0.0, Screen ID: 19432'. The footer contains the Alberta Government logo and a list of links: Home, Government, Search, Site Map, Accessibility, Using this Site, Privacy, International Travel Expenses, Contact Us, and Copyright and Disclaimer. The copyright notice is '© 1995 - 2008 Government of Alberta'.