



# ICRIS

Idaho Cultural Resource Information System

## ICRIS BASICS

JUNE 2026

VERSION 1.4

# ICRIS Basics

GETTING STARTED WITH ICRIS AND NAVIGATING CORE FEATURES

Version 1.4

Last Updated: June 2026

Prepared by:

Idaho State Historic Preservation Office (SHPO)

The Idaho Cultural Resource Information System (ICRIS) is Idaho's online platform for managing cultural resource information and supporting cultural resource review and consultation activities. This guide introduces the basic features of ICRIS, including public access tools, account registration, searching Resources, Surveys, and Projects, navigating maps, and using common system tools.

*Front Cover: Idaho Building, 8<sup>th</sup> St., Boise, Ada County, Idaho*



---

# Contents

|   |           |
|---|-----------|
| <b>GENERAL PUBLIC .....</b>                       | <b>3</b>  |
| ICRIS FOR THE GENERAL PUBLIC.....                 | 4         |
| HISTORIC RESOURCES MAP .....                      | 5         |
| MAP TOOLS .....                                   | 6         |
| Search Tool .....                                 | 6         |
| Basemap Gallery .....                             | 6         |
| Coordinates .....                                 | 7         |
| Measure.....                                      | 8         |
| Layers .....                                      | 8         |
| SECTION 106 PROJECTS .....                        | 9         |
| <i>Project Status</i> .....                       | 10        |
| SECTION 106 MAP .....                             | 11        |
| <b>REGISTRATION .....</b>                         | <b>12</b> |
| REGISTERING FOR ICRIS .....                       | 13        |
| <i>Registration Requirements</i> .....            | 13        |
| <i>Registering for ICRIS — Step-by-Step</i> ..... | 13        |
| <b>SEARCH .....</b>                               | <b>15</b> |
| GENERAL SEARCH GUIDANCE.....                      | 16        |
| RESOURCE SEARCH .....                             | 17        |
| <i>Searching Resources — Step-by-Step</i> .....   | 17        |
| <i>Map Color Key</i> .....                        | 17        |
| SURVEY SEARCH .....                               | 18        |
| <i>Searching Surveys — Step-by-Step</i> .....     | 18        |
| <i>Map Color Key</i> .....                        | 18        |
| PROJECT SEARCH .....                              | 19        |
| <i>Searching Projects — Step-by-Step</i> .....    | 19        |
| <i>Map Color Key</i> .....                        | 19        |
| MAP TOOLS .....                                   | 20        |
| Search Tool .....                                 | 20        |
| Basemap Gallery .....                             | 20        |
| Coordinates .....                                 | 21        |
| Measure.....                                      | 22        |
| Layers .....                                      | 23        |
| <i>Search by Shape</i> .....                      | 24        |
| <i>Results Export Tools</i> .....                 | 25        |
| <b>CREATE AND EDIT GIS .....</b>                  | <b>26</b> |
| CREATE.....                                       | 26        |
| EDIT .....  | 26        |
| <b>ICRIS ATTACHMENTS .....</b>                    | <b>27</b> |
| <i>Viewing and Downloading Attachments</i> .....  | 27        |
| <i>Attachment Management Tools</i> .....          | 27        |
| <b>PRINT RESOURCE RECORD .....</b>                | <b>28</b> |
| <b>ORGANIZATIONS.....</b>                         | <b>29</b> |
| <b>ACCESS AND SUBSCRIPTION INFORMATION.....</b>   | <b>30</b> |

# GENERAL PUBLIC

## YOUTUBE TRAINING VIDEOS

ICRIS General Public Resource Search and Section 106 Projects – <https://youtu.be/Wn1Aj8i9XoY>

# ICRIS FOR THE GENERAL PUBLIC

ICRIS provides limited, read-only access to non-restricted cultural resource information for public research and general interest.

What the public can see without registering:

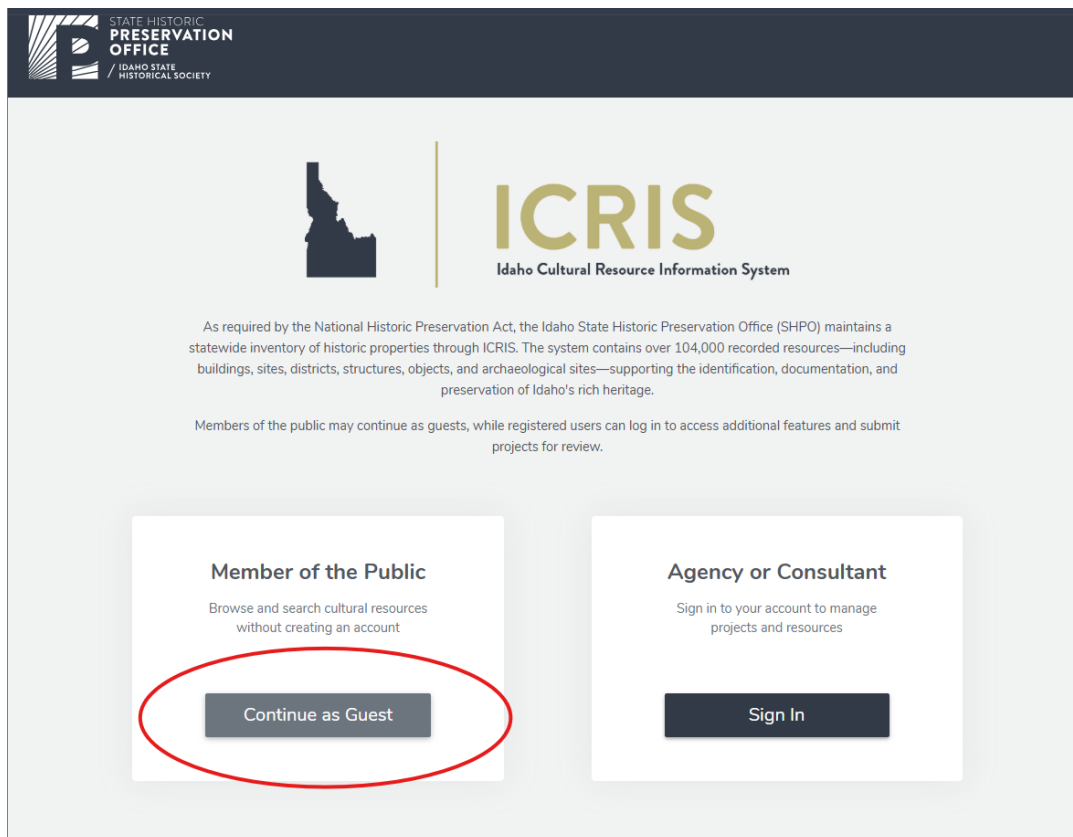
- A list of active Section 106 projects (project name, status, lead agency only).
- Unrestricted architectural/historic built environment resources.

What is not visible to the public:

- Archaeological site data (always restricted).
- Sensitive resource information (TCPs, government facilities, etc.).
- Project documentation, attachments, maps, or agency correspondence.

A free Guest search portal is available directly from the ICRIS homepage—no account required.

<https://icris-history.idaho.gov/>



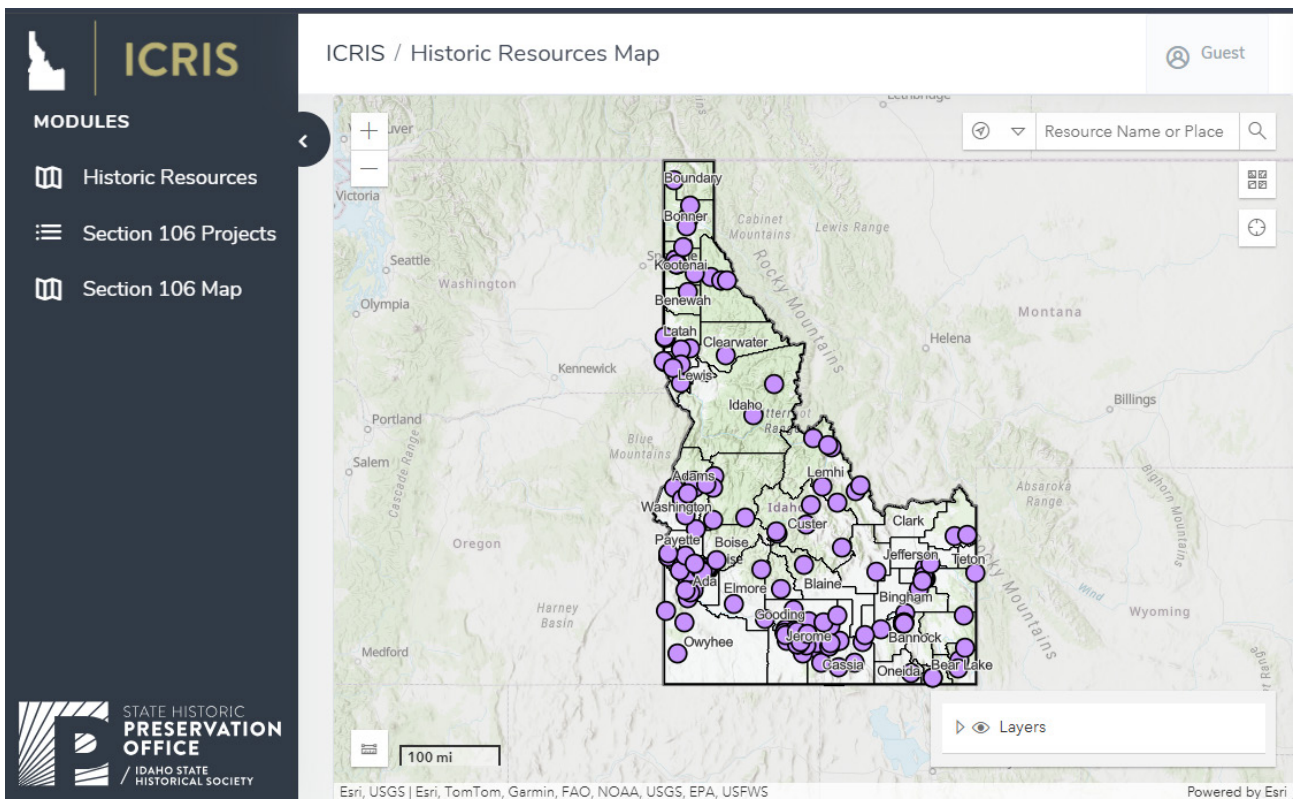
# HISTORIC RESOURCES MAP

The public-facing Historic Resources Map, available through the **Guest Portal**, displays **unrestricted resources**, primarily historic buildings and other built-environment properties. These records include basic information and are available for public viewing.

## ● Map Display Note

On the map, **purple dots** indicate areas where resources are present. Zoom in to view the actual resource locations and boundaries. Archaeological sites and other restricted resources are not shown in order to protect sensitive information.

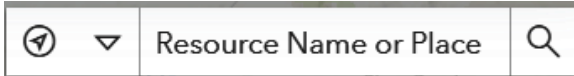
The map includes a variety of tools that allow users to search for specific locations, explore resource data, and navigate between different map views. The following sections provide guidance on how to use these tools to locate and review information in ICRIS.



# MAP TOOLS

## SEARCH TOOL

Use the Search tool to quickly locate places, addresses, or ICRIS resource records.



### To search for a location:

1. Type an address, place name, or building name into the search bar.
2. Use the **data source dropdown** ▾ to choose what you want to search:
  - All
  - Resources (ICRIS resource records)
  - Idaho Places
3. Select the **Current Location** icon 📍 to zoom the map to where you are.

## 🗨️ BASEMAP GALLERY

The Basemap Gallery tool displays a collection of images representing basemaps from ESRI

### To change the basemap:

1. Open the **Basemap Gallery**.
2. Scroll through the available options.
3. Click a basemap to immediately update the map display.



Imagery



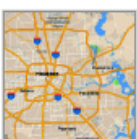
Imagery Hybrid



Streets



Topographic



Navigation

## 📍 COORDINATES

You can find the geographic coordinates of any point on a map using the **Coordinate** tool 📍.

You can display coordinates in any of the following notations:


- Longitude and Latitude (XY)
- Decimal Degrees (DD) (*00.0000000°N, 000.0000000°E*)
- Degrees Decimal Minutes (DDM) (*00° 00.0000000'N, 000° 00.0000000'E*)
- Degrees Minutes Seconds (DMS) (*00° 00' 00.0000000"N, 000° 00' 00.0000000"E*)
- Military Grid Reference System (MGRS)
- United States National Grid (USNG)
- Universal Transverse Mercator (UTM)
- BASEMAP—Display x,y coordinates in the coordinate system and units used by the current basemap.

### Find a location

1. Click **Coordinate** tool. 📍
2. Move the pointer to a location on the map and view the coordinates in the **Location** window.
3. Click Expand ▾ to reveal additional location options.
4. Optionally, click the **Add conversion** drop-down menu and choose additional coordinate systems to display the location.
5. Optionally, do any of the following:
  - Click **Remove conversion** ✕ next to the coordinate system you want to remove if you have multiple coordinate system conversions and want to remove one or more from the list.
  - Click **Input coordinate** ✎, choose a coordinate system, and provide the coordinates.
  - Click **Capture** 📍 to capture a location and switch to capture mode. When in capture mode, you can click anywhere on the map to capture the coordinates of that location.
  - Click **Format settings** ⚙️ to format how the coordinates appear. From the drop-down menu, choose the coordinate system, and change the formatting in the field below it. Click **Reset to default** ↺ to reset the formatting.

|                  |                                   |        |
|------------------|-----------------------------------|--------|
| DD               | 43.729342°N, 121.539063°W         | ^      |
| DDM              | 43° 43.760520'N, 121° 32.343758'W |        |
| UTM              | 10T 617661 4842849                |        |
| Add conversion ▾ |                                   | ✎ 📍 ⚙️ |

## MEASURE

**Measure distance**  – Measure a linear distance. Click the map where you want to start the measurement, and click once for every vertex of the line you want to measure. Double-click to complete the line.


Optionally, do any of the following:

- From the **Unit** drop-down menu, select a different unit of measure. The measurement results are converted to the newly selected unit.
- Click **New measurement** to start another measurement.



### **Move the map while measuring**

You may find that what you want to measure is not completely contained within the current extent of the map; for example, a street or parcel may extend beyond what is visible. To move the map as you're measuring, while maintaining the cumulative total distance or area, press the mouse button (or the equivalent navigation) while dragging the map in the desired direction. Double-click to complete the measurement.

## LAYERS

Click **Expand**  to view available layers

- Non-Linear Resources
- Linear Resources
- THPO (Tribal Historic Preservation Office)
- Idaho Boundaries
  - TRS
  - Incorporated Cities (city boundaries)
  - USGS Quads
  - Counties
  - State outline
- SHPO Layers (ArcGIS Online)
  - Multiple Property Documentation
  - Certified Local Governments
  - National Register Listed Properties
  - National Register Districts

Click **Hide layer**  or **Show layer**  to hide or show, respectively, individual layers

# SECTION 106 PROJECTS

The **Active Section 106 Projects** page provides a public view of ongoing consultation activities submitted to the Idaho SHPO. This list includes all Section 106 projects that are **currently in progress** or were **completed within the last six months**, offering a snapshot of recent federal compliance work across the state.

Each project entry displays key information to help users quickly understand the type, status, and lead agency for the consultation. The following fields are included:

- SHPO Project No.
- Project Name
- Project Status
- Lead Agency
- Agency Project Finding
- SHPO Project Finding (displayed only for projects marked *Complete*)

Users may refine or reorganize the list using built-in tools:

- Search by Project Name or Lead Agency
- Filter by County to narrow results to a specific geographic area.
- Sort by Project Number, Project Name, Lead Agency, Date Submitted, or Status to quickly locate relevant projects.

This page is intended to improve transparency and provide easy access to the most up-to-date Section 106 review activity in ICRIS.

If a project is not listed, users should contact the appropriate federal agency to determine its status, as the project may not yet have been initiated in ICRIS and SHPO has likely not been consulted.

| Active Section 106 Projects |   | Project Name: <input type="text" value="Search Project Name"/> | Lead Agency: <input type="text" value="Search Lead Agency"/> | Filter by County: <span>All</span> <span>▼</span> | Sort by: <span>Project Name</span> <span>▼</span> | <span>Asc</span> <span>▼</span> |
|-----------------------------|---|--|--|---|---|---------------------------------|
| Project No.                 | Name  | Status   | Lead Agency  | Agency Finding                                    | SHPO Finding                                      |                                 |
| 2023-569                    | 10075841 / ID29 / MOSCOW DORMITORY, 52 West Paradise Creek St., Moscow, Latah County, 83843 | In Progress  | Federal Communications Commission (FCC)                      |   |   |                                 |
| 2024-601                    | 1012 West 3rd Ave Nezperce  | In Progress  | Idaho Department of Health and Welfare (DHW)                 |   |   |                                 |
| 2019-60                     | 1115 N. Hayes Ave., Pocatello   | MOA Needed   | Department of Housing and Urban Development (HUD)            |   | Adverse Effect                                    |                                 |
| 2024-512                    | 115 S Main St Hailey  | Lead Agency Review   | Office of Energy & Mineral Resources (Idaho OEMR)            | No Adverse Effect                                 |   |                                 |
| 2025-524                    | 119 N. 1st Ave. Sanpoint<br>Submitted 4/14/25   | MOA Needed   | U.S. Small Business Administration (SBA)                     | Adverse Effect                                    | Adverse Effect                                    |                                 |
| 2020-959                    | 1218 E Center St, Pocatello, 83201  | MOA Needed   | Department of Housing and Urban Development (HUD)            |   | Adverse Effect                                    |                                 |
| 2026-27                     | 123456<br>Submitted 12/15/25  | Complete   | BLM, Bruneau   | No Adverse Effect                                 | No Adverse Effect                                 |                                 |
| 2026-32                     | 123456545461523   | In Progress  | USFS, Boise  |   |   |                                 |
| 2024-517                    | 1240 E Center St  | In Progress  | Department of Housing and Urban Development (HUD)            |   |   |                                 |

Each Section 106 project in ICRIS is assigned a **Project Status** to indicate where it is in the consultation and review process. These statuses help users, agencies, and the public quickly understand whether a project is newly submitted, under review, awaiting information, or complete. The table below defines each status and explains what it means within the Section 106 workflow.

| PROJECT STATUS            |             |  |
|---------------------------|-------------|--|
| STATUS                    | SUB-STATUS  | DESCRIPTION  |
| <b>In Progress</b>        | —           | The project is being prepared by the Submitter Organization and has not yet been submitted to the Lead Agency or SHPO for review. This status may also indicate that a project was returned for revisions or additional documentation. |
| <b>Lead Agency Review</b> | —           | The project has been submitted to the Lead Agency and is awaiting the agency's determination and transmittal to SHPO. No SHPO review is active while the project is in this status.  |
| <b>SHPO</b>               | Submitted   | The project has been received by SHPO and is awaiting assignment to a reviewer.  |
|                           | Review      | The project is undergoing SHPO review. SHPO may request revisions or additional information from the Lead Agency or Submitter during this stage.   |
| <b>Complete</b>           | —           | SHPO's review is finished and consultation is closed. No further action is required by SHPO.   |
| <b>MOA</b>                | Needed      | The Lead Agency has determined that the undertaking results in an Adverse Effect, and consulting parties are working to develop a Memorandum of Agreement (MOA) outlining how the effects will be resolved.                            |
|                           | In Progress | A Memorandum of Agreement has been executed, and the Lead Agency is implementing the agreed-upon stipulations. The project remains in this status until all stipulations are fulfilled.  |

# SECTION 106 MAP

The **Section 106 Map**, available through the **Guest Portal**, provides a spatial view of active Section 106 projects in Idaho. This page is intended to improve transparency and provide easy access to the most up-to-date Section 106 review activity in ICRIS.

This tool complements the **Active Section 106 Projects** table by allowing users to search for projects based on location rather than project name.

The map displays project boundaries for all active Section 106 reviews, allowing users to quickly determine whether a project is occurring in a specific area of interest.

On the map, **purple dots** indicate areas where projects are present. Zoom in to view the actual project boundaries. Once visible, select a project area to open a pop-up window with additional project information.

The Section 106 Map is especially useful for:

- Identifying projects near a specific address or location
- Reviewing project distribution across a broader area
- Quickly determining if an area has ongoing Section 106 activity

Use the **Map Tools** described in the **Historic Resources Map** section of this guide to search by address, navigate the map, and explore project details.

The screenshot displays the ICRIS Section 106 Map interface. On the left is a dark sidebar with the ICRIS logo and a 'MODULES' menu containing 'Historic Resources', 'Section 106 Projects', and 'Section 106 Map'. The main map area shows Idaho with a grid of county boundaries and numerous purple dots representing project locations. A search bar at the top right is labeled 'Project Name'. Below the map is a 'Layers' panel and a scale bar indicating 100 miles. The bottom of the interface features the State Historic Preservation Office logo and the text 'IDAHO STATE HISTORICAL SOCIETY'. At the very bottom, it lists data sources: 'Esri, USGS | Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS' and 'Powered by Esri'.

---

# REGISTRATION

## YOUTUBE TRAINING VIDEOS

Register for ICRIS – <https://youtu.be/kbgNx9tdb-k>

# REGISTERING FOR ICRIS

You only need to register for ICRIS if you are:

- Submitting projects
- Uploading surveys, resource recordings, or monitoring reports
- Working as a consultant, agency staff member, or Secretary of Interior (SOI)-qualified professional
- Needing access to archaeological data (Basic+ or Pro subscription level)

## REGISTRATION REQUIREMENTS

- A completed online registration form
- A signed ICRIS Confidentiality Agreement
- A CV/resume that demonstrates SOI professional qualifications if requesting access to restricted data
- Approval from SHPO staff


Once approved, users can log in and begin submitting projects or entering resource data.

## REGISTERING FOR ICRIS — STEP-BY-STEP

1. Navigate to the ICRIS Welcome Page  
<https://icris-history.idaho.gov/>
2. Click **Sign In** → **Register**  
Tip: Use Chrome for best performance.
3. Complete online registration form
  - a. Name
  - b. Job Title
  - c. Organization Name  
Start typing the name of your organization and select from the dropdown. If your organization is not listed, enter the complete organization name
  - d. Phone
  - e. Email  
We require you to register with the email address of your company and not a generic gmail, yahoo, or msn account. Your account is tied directly to the organization you work for and therefore must have a matching email address. We also do not accept generic in-house email like info@mycompany.com
- a. Password
  - ✓ Must contain at least 8 characters.
  - ✓ Must contain an uppercase letter.
  - ✓ Must contain a lowercase letter.
  - ✓ Must contain a number.
  - ✓ Must contain a symbol.
4. Verify email  
You will be sent an email that you will need to click "Verify Email"

## REGISTRATION

5. Return to ICRIS Welcome page  
Enter email and password
6. View Account  
Upper right corner, select your name → **My Account**
7. Upload Required Documentation:
  - a. Signed Confidentiality Agreement (PDF)
  - b. CV/Resume showing Secretary of Interior qualifications (if requesting restricted access)
8. Wait for SHPO to approve your registration  
Reminder: Accounts are manually reviewed by SHPO staff.



First Name\*

Last Name\*

Job Title

Organization Name\*

Phone\*  (XXX) XXX-XXXX

---

**Your Account**

Email\*

Confirm Email\*

Password\*

Confirm Password\*

---

# Q SEARCH

## YOUTUBE TRAINING VIDEOS

ICRIS Searching for Resources, Surveys, and Projects - <https://youtu.be/j3fEa-VJN-0>

# GENERAL SEARCH GUIDANCE

ICRIS search tools allow users to locate Resources, Surveys, and (for Pro users) Projects using a consistent set of functions. The following tools and behaviors apply across all search types.

## Performing a Search

### 1. Open a Search Tool

Log in → Navigate to **Search** in the left menu → Select **Resources**, **Surveys**, or **Projects** (Pro only).

### 2. Enter Search Criteria

Type values or select items from dropdowns to refine your results.

Searches may be broad or highly targeted depending on the fields used.

### 3. Run the Search


Click **Search** or press **Enter**.

## Map Display Note


Purple dots indicate that Resources, Surveys, or Projects are present in that area. To view actual boundaries, zoom in on the map until the shapes appear. Once visible, select a shape to open the pop-up window and view additional information.

The purple dot display improves system performance by reducing map loading time at broader zoom levels, where drawing every boundary would significantly slow the application.

## Reviewing and Sorting Results




- Results appear in a sortable table.
- Click the arrows next to any column name to sort ascending or descending.
- Use the **Zoom to Record**  tool to automatically center the map on the selected record.

## Adjusting Visible Columns

- Add fields by selecting them from the **Visible Columns** list.
- Click the **Remove**  icon to hide a column from the results table.


## Exporting Results

ICRIS supports several export tools:

- **Export Table**  — Exports the visible results into a CSV file (opens in Excel or any spreadsheet program).
- **Export Shape**  — Exports results as a shapefile (Pro users only).
- **Export Line**  — Exports linear features as a shapefile (Pro users only; Resources only).

## Adjusting Map and Table Ratio or Table Column Widths

You can resize the map, search panel, or results table to fit your workflow.

- Hover over the edge between the map and the panel you want to adjust.
- When the resize cursor  appears, **click and drag** the edge to increase or decrease the panel width.
- Release the mouse when the layout reaches your desired ratio.
- To adjust a table column, hover over the edge of a column header until the resize cursor appears, then click and drag to increase or decrease the column width.

## Searching by Shape (optional)

Users may draw or upload a shape to spatially filter results.

Refer to the [SEARCH BY SHAPE](#) section of this guide for detailed instructions.



# RESOURCE SEARCH

Use the Resource Search to locate built environment resources and (for Basic+ and Pro users) restricted archaeological sites. Users can view details, map locations, associated documents, and export results. For definitions of each field, refer to the ICRIS Resource Data Standards Guide.

## Available Search Fields

### General Fields

- Property Type
- National Register Listed (yes, no)
- Smithsonian No.
- IHSI No. (*legacy number, no longer issued*)
- Resource Name
- Counties
- Area of Significance


### Archaeology Fields

- Primary Site Type
- Phase/Period
- Brief Resource Description





### Built Environment Fields

- City
- Original Function or Use → Original Sub-Use
- Architectural Style
- Architect/Builder
- Original Construction Year Range




## SEARCHING RESOURCES — STEP-BY-STEP

1. Log in → **Search** → **Resources**
1. Enter search criteria
2. Click **Search** or press **Enter**
3. Review and sort results
4. Adjust visible columns as needed .
5. Select a **Smithsonian No.** to open the resource record.
6. Export results as needed (CSV or shapefile).
7. Use [SEARCH BY SHAPE](#) if desired.

## MAP COLOR KEY

-  Building, Structure, Object, or Site
-  Archaeology
-  District
-  Linear

### Shape Outline

-  Overall Eligible
-  Overall Not Eligible
-  Overall Unevaluated




# SURVEY SEARCH

The Survey Search includes Archaeological Surveys, Architectural Surveys, Ethnographic Studies, and Non-Field Studies. Basic+ and Pro users can view survey boundaries on the map, export results, and open detailed survey records. For definitions of each field, refer to the **ICRIS Project Data Standards Guide**.

## Available Search Fields

- Survey No. (*format: 0000/0*)
- Project No. (*format: 0000-0*)
- Counties (*select all that apply*)
- Title
- Author (*Last Name, First*)
- Year
- Organization (*choose from list*)
- Organization Project No.
- Keywords

## SEARCHING SURVEYS — STEP-BY-STEP

1. Log in → **Search** → **Surveys**
2. Enter search criteria.
3. Click **Search** or press **Enter**.
4. Review and sort results.
5. Adjust visible columns as needed .
6. Export results (CSV or shapefile, if enabled).
7. Use [SEARCH BY SHAPE](#) if desired (By GIS or By TRS).
  - **By GIS** — Shows records with overlapping GIS boundaries.
  - **By TRS** — Shows records without GIS, but that overlap by Township-Range-Section.

## MAP COLOR KEY

 Survey


# PROJECT SEARCH

Pro and Pro Basic users can search active, in-progress, and completed projects using a variety of fields. Results can be exported or spatially filtered. For definitions of each field, refer to the **ICRIS Project Data Standards Guide**.

## Available Search Fields

- Project Type
- Project Status
- SHPO Project No. (*format 0000-0*)
- Project Name
- Organization Project No.
- Lead Agency (*choose from list*)
- Submitter Organization (*choose from list*)
- Secondary Agency (*choose from list*)
- Year Created Range

## SEARCHING PROJECTS — STEP-BY-STEP

1. Log in → **Search** → **Projects**
2. Enter search criteria.
3. Click **Search** or press **Enter**.
4. Review and sort results.
5. Adjust visible columns as needed .
6. Export results (CSV or shapefile).
7. Use [SEARCH BY SHAPE](#) if desired

## MAP COLOR KEY

 Project


# MAP TOOLS

The map tools in ICRIS provide consistent functionality across the system. These tools can be used within search views as well as within individual **Project**, **Resource**, and **Survey** records.

The following sections describe how to use these tools to search, navigate, and interact with map data in ICRIS.

## SEARCH TOOL


Use the Search tool to quickly locate places or addresses.

1. Select the **Current Location** icon  to zoom the map to where you are.
2. Enter an address or business name to zoom to a specific location

## BASEMAP GALLERY

The Basemap Gallery tool displays a collection of images representing basemaps from ESRI

**To change the basemap:**

1. Open the **Basemap Gallery** .
2. Scroll through the available options.
3. Click a basemap to immediately update the map display.



Imagery



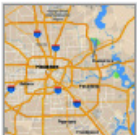
Imagery Hybrid



Streets




Topographic



Navigation








## COORDINATES






You can find the geographic coordinates of any point on a map using the **Coordinate** tool .

You can display coordinates in any of the following notations:


- Longitude and Latitude (XY)
- Decimal Degrees (DD) (*00.0000000°N, 000.0000000°E*)
- Degrees Decimal Minutes (DDM) (*00° 00.0000000'N, 000° 00.0000000'E*)
- Degrees Minutes Seconds (DMS) (*00° 00' 00.0000000"N, 000° 00' 00.0000000"E*)
- Military Grid Reference System (MGRS)
- United States National Grid (USNG)
- Universal Transverse Mercator (UTM)
- BASEMAP—Display x,y coordinates in the coordinate system and units used by the current basemap.

### Find a location

1. Click **Coordinate** tool. 
2. Move the pointer to a location on the map and view the coordinates in the **Location** window.
3. Click Expand  to reveal additional location options.
4. Optionally, click the **Add conversion** drop-down menu and choose additional coordinate systems to display the location.
5. Optionally, do any of the following:
  - Click **Remove conversion**  next to the coordinate system you want to remove if you have multiple coordinate system conversions and want to remove one or more from the list.
  - Click **Input coordinate** , choose a coordinate system, and provide the coordinates.
  - Click **Capture**  to capture a location and switch to capture mode. When in capture mode, you can click anywhere on the map to capture the coordinates of that location.
  - Click **Format settings**  to format how the coordinates appear. From the drop-down menu, choose the coordinate system, and change the formatting in the field below it. Click **Reset to default**  to reset the formatting.

|  |                                   |   |
|--|-----------------------------------|---|
| DD   | 43.729342°N, 121.539063°W         |    |
| DDM  | 43° 43.760520'N, 121° 32.343758'W |   |
| UTM  | 10T 617661 4842849                |   |
| Add conversion  |                                   |    |

## MEASURE

**Measure distance**  – Measure a linear distance. Click the map where you want to start the measurement and click once for every vertex of the line you want to measure. Double-click to complete the line.


Optionally, do any of the following:

- From the **Unit** drop-down menu, select a different unit of measure. The measurement results are converted to the newly selected unit.
- Click **New measurement** to start another measurement.



### **Move the map while measuring**

You may find that what you want to measure is not completely contained within the current extent of the map; for example, a street or parcel may extend beyond what is visible. To move the map as you're measuring, while maintaining the cumulative total distance or area, press the mouse button (or the equivalent navigation) while dragging the map in the desired direction. Double-click to complete the measurement.

## LAYERS

Click **Expand**  to view available layers

- **\*\*Search related layers\*\***
- THPO (Tribal Historic Preservation Office)
- Idaho Boundaries
  - TRS
  - Incorporated Cities (city boundaries)
  - USGS Quads
  - Counties
  - State outline
- SHPO Layers (ArcGIS Online)
  - Multiple Property Documentation
  - Certified Local Governments
  - National Register Listed Properties
  - National Register Districts
- Added Value Layers (*Pro and Pro Basic users*)
  - Roads
  - Watershed Layers
    - Flowlines
    - Waterbodies
  - Geology (IGS) layers
    - Lithostratigraphy
    - Geology Unit
  - State Parks
  - BLM Field Office
  - US Forest Service
  - Land Management
  - Idaho Transportation Department Districts
  - Mining




Click **Hide layer**  or **Show layer**  to hide or show, respectively, individual layers

## SEARCH BY SHAPE


You can search for Resources, Surveys, and (for Pro users) Projects by drawing simple shapes on the map or by uploading your own spatial data. This tool allows you to identify content within a point, line, polygon, or buffered area. Select a drawing tool: Click a button to choose a feature type (point, line, polygon, etc.).

### Draw a shape to define your search area

1. **Choose a drawing tool** by selecting a feature type:

- **Polygon**  – Draw a custom area to select content within that shape. Click to create vertices and double-click to close the shape.
- **Line**  – Draw a linear feature for corridor-based searches. Click to create the start point, click to add vertices, and double-click to finish.
- **Point**  – Select a single location on the map to search around.

*Alternatively:*


- **Upload a shapefile**  – Import a polygon created outside of ICRIS to use as your search area.
2. **Set a buffer distance** (optional).

Use the slider to increase or decrease the buffer around your point, line, or polygon. Click the numeric labels to manually enter a distance or adjust the slider limits.

*Default buffer = 1 mile*

Select a buffer distance using the slider below. Click on the labels to manually set a distance or change the upper/lower bounds for the slider.

1 mi

0 mi —  — 5 mi


miles ▼

Submit

3. **Run your searches.**




- For a complete review, run searches separately in both Resources and Surveys.
- Projects can be searched by shape only by users with Pro access.

4. Clear your shapes and filters when finished.

Click **Clear all GIS filters**  to remove drawn or uploaded features from the map.

## RESULTS EXPORT TOOLS

**Shapefile download tools are available only to Pro-level subscribers.** Pro users may download GIS data as polygon or linear shapefiles for the search results currently visible in the table, depending on how each record was mapped. Basic users will see the CSV download option only.

| ACCESS | ICON  | ACTION                     | DESCRIPTION  |
|--------|---|----------------------------|--|
| BASIC  |  | Download Table (CSV)       | Click this icon to download a CSV file containing the results currently displayed. The exported table reflects applied filters and search criteria.  |
| PRO    |  | Download Polygon Shapefile | Click this icon to download a shapefile containing polygon geometry for the results currently listed in the results table. The exported data reflects any filters applied to the table.  |
|        |  | Download Linear Shapefile  | Click this icon to download a shapefile containing line geometry for the resources currently visible results section. Linear shapefiles typically represent canals, ditches, roads, rail lines, trails, and other linear cultural features. The exported data reflects any filters applied to the table. |

# CREATE AND EDIT GIS

Users must have the appropriate permissions to create or edit any Resource, Survey, or Project shape in ICRIS.

## CREATE



### DRAW A SHAPE

- Click **Draw Shape**  
Click to place the starting point, click to add vertices, and double-click to finish the shape.



### UPLOAD A SHAPEFILE

- Click **Upload shapefile** to import a polygon created outside of ICRIS.
- Shapefiles must be uploaded as a **.zip** file. A valid shapefile typically includes **five or more component files**, all of which must be included in the zipped folder.

## EDIT

- Use the **Zoom to Record**  tool to automatically center the map on a shape.
- Use the **Delete Shape**  tool to remove incorrect shapes. (At least one shape must remain.)
- Select a shape to edit vertices.
  - Drag orange vertices to adjust the boundary.
  - Add a new vertex by selecting the white dot between two existing vertices. When hovering, the cursor changes to an arrow with a "+" symbol.
  - To move the entire shape, click inside the boundary to highlight the full feature with an orange outline, then drag to the new location.
- Select Update Shape button to save edits.



### FULLSCREEN TOOLS

- Use the **Enter Fullscreen**  tool to expand the map to full screen.
- Use the **Exit Fullscreen**  tool (or press **ESC**) to return to standard view.

# ICRIS ATTACHMENTS

Attachments in ICRIS may include reports, maps, photographs, forms, and supporting documentation associated with Resources, Surveys, and Projects. Users can view, download, and manage attachments depending on their access level and role.



## VIEWING AND DOWNLOADING ATTACHMENTS

-  **Open File** — Opens the attachment in a new browser tab or window.
-  **Download File** — Saves a copy of the attachment to your computer.

---

## ATTACHMENT MANAGEMENT TOOLS

(Available only to users with edit permissions)


-  **Edit Attachment Type** — Change the file category (*e.g., Cover Letter, Architectural Drawing, Artifact Sketch, MOA*).
-  **Delete File** — Permanently remove the attachment from the record.

# PRINT RESOURCE RECORD

ICRIS provides a print-friendly view of each Resource record that compiles all information into a single, continuous page for printing or saving.

---

## Create a Print View

1. Open a Resource record.
  2. Select the **Print** button  located in the upper-right corner of the screen.
  3. A print-friendly version of the record will open in a new browser tab.
- 

## What Is Included in the Print View

The print view compiles all data from each tab into one continuous document, including:

- Resource Details
  - Property Type-specific information
  - GIS map and spatial data
  - Historic District information (if applicable)
  - GIS Details, including coordinates, counties, quadrangles, PLSS, and area
  - Photographs
  - Resource Versions
  - Associated Projects
  - Associated Surveys
  - SHPO comments
- 

## Print or Save as PDF

- Use your browser's print function (**Ctrl + P** or **Cmd + P**) to print the record.
- Select **Save as PDF** to create a digital copy for reports or documentation.

# ORGANIZATIONS

The **Organizations** menu is available to all registered users and functions as an internal address book within ICRIS. This tool allows users to search for and view information about organizations and their associated users.

Users can search for an organization by name and select it to open the organization profile page.

The Organization Profile page displays:

- **Organization contact information**
- **Subscription level** (e.g., Basic, Pro Basic, Pro) and expiration date
- **Organization type** (Agency, Consultant, Tribe, CLG, Local)
- A list of **registered users** associated with the organization, including:
  - Name
  - Title
  - Email
  - Registration status
  - Permission role

This feature is useful for identifying points of contact, confirming organizational affiliation, and understanding user roles within ICRIS.

# ACCESS AND SUBSCRIPTION INFORMATION

ICRIS provides different levels of access based on a user's role, qualifications, and organizational needs. Access to restricted archaeological information, advanced GIS tools, work queues, and other features may require additional permissions or a paid subscription.

For detailed information regarding:

- Access levels and permissions
- Restricted data requirements
- Confidentiality Agreements
- Professional qualification requirements
- Subscription options and pricing
- User limits and subscription management

Refer to the [ICRIS Guide: Subscriptions and Access](#).