

User Guide

Monuments and Markers Database

Wyoming Department of State Parks and Cultural Resources



User Guide and Database

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List of Figures:

The figures, located at the end of this document, are organized as listed below. Each figure is a full-page printout of a single site record in the database, except for the List and Maintenance List layouts, which show multiple sites. Different sites were used in the preparation of these example pages.

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Software Environment:

FileMaker Pro v. 7; FileMaker, Inc.; <http://www.filemaker.com>

More Information:

Adobe acrobat (PDF) versions of this User Guide, example site layouts with how-to information, and other documentation are in the Documents subfolder. The FileMaker Pro website has software updates, user forums, and articles on various subjects related to FileMaker Pro database applications.

Introduction

The Monuments and Markers Database is a comprehensive storage, retrieval, and management system for information about Wyoming's historical monuments and markers. The database includes relational data tables, tabbed layouts, scripts, and linked photographs and maps that run within the FileMaker Pro 7 software environment. Folder-like tabs give easy access to layouts for entering, editing, viewing, and retrieving information. Control icons and buttons allow users to find, view, print, and export data for all or a selected set of monument and marker sites in the database.

Program History

The database was originally developed in 2002 by Harrison Goodall, Conservation Services, as a series of templates running in FileMaker Pro 6. The goal was to “provide a simple and easy way to record, organize, and access information about Wyoming's Monuments and Markers” (Monuments & Markers Program Reference Guide, 2003, p. 1). From 2001 to 2004, Sheila Bricher-Wade and Richard Collier, Wyoming State Historic Preservation Office, conducted site visits to nearly all monument and marker sites in Wyoming. They recorded Global Positioning System (GPS) coordinates and site condition information and amassed more than 2,500 digital photographs. Concurrently, Rose Wagner compiled legend text, driving directions, and other site information with the intent that all of these data would ultimately be consolidated into a single, comprehensive database.

In 2004, Dennis Grasso, Rainbow Computer Consulting, was contracted to update the database, upload all available site information, and develop a user interface that would allow for multi-level access by its primary users, namely: (1) State Historic Preservation Office (SHPO), (2) State Parks and Historic Sites (SPHS), (3) Wyoming Department of Transportation (WYDOT), and (4) the public. The goal was to provide an efficient means to enter new data, view and modify existing data, check the status of sites, track maintenance information, generate reports, and export data as formatted data files for use in other applications. By Spring 2005, the following revisions and updates were completed:

- All data from the previous FileMaker Pro 6 version and an old Access version of the database were retrieved, organized, and compiled into a new FileMaker Pro 7 version of the database.
- The user interface was re-written in the original style and numerous layouts were added. The goal of allowing multi-level access to add, edit, and retrieve information by SHPO, SPHS, WYDOT, and to view information via Internet access by the public, was completed.
- All site inspection information, including ratings, recommendations, and comments, were compiled from on-site data logs, uploaded into the database, and verified.
- All site location information, including GPS coordinates, were compiled from on-site data logs, uploaded into the database in their original WGS84 format and in UTM (NAD83) coordinates, and verified. Elevation data, also recorded during site visits, were compiled and added to the database. The “Location” layout was revised to display these data and the site maps.
- All other location information, including county, city, highway, topo quad, PLSS T/R/S/QQQ, and driving directions, were updated and verified. Modifications were made to the “Location” layout, as needed, to accommodate these updates.
- GIS maps for all 23 counties in the State were prepared and all monument and marker sites were plotted using new GPS coordinates. These maps, which are displayed on the “Location” layout, show the location of all sites, by county, together with Site ID labels, highways, and county boundaries overlaid on a shaded-relief base map. A new “Zoom” layout was added for full-resolution views of these maps.

- A new “Data Export” script with one-click access button was added to the “Location” layout so that users can now easily export site information and location coordinates to file for mapping, planning, and management tasks.
- All photographs were sorted and arranged by site and up to six photos per site were uploaded into the database. New “Zoom” layouts were created to view enlargements of the photos with date and caption information. Currently, more than 1,800 photos can be easily viewed, by site, for the 467 monument and marker sites now contained in the database.
- Instant Web Publishing (IWP), an integrated feature of FileMaker Pro 7, and a complete set of IWP-compatible layouts were developed for on-line access via the Internet. Microsoft Internet Explorer web browser (v. 6+) and a user logon name and password are required.
- Separate database access accounts with user logon names and passwords were created for multi-level access by the primary users and the public. Public access is view only.
- Five Help Screens were prepared for easy access to information about the *Layouts*, *How To Use The Database*, and its *Import and Export Data* functions, as presented below. Thus, users can easily access much of the information content of this User Guide from within the database via one-click-access to these help screens.

Contents and Organization

Seven primary layouts provide easy access to the information content of the Monument and Markers Database (MMDB). Click a tab to access the layout. Click the “Help” icon on any layout to open the help interface. Click Help Page buttons 1-5 at the top of the help pages to access information on the operational characteristics of the database. Additional icon- and button-like controls and pop-up-help tips are provided throughout the database.

A description of each layout, the types of data it displays, and its intended use is given below. Printed examples of these layouts are provided at the end of this User Guide (see List of Figures). Lists and descriptions of the data fields, as shown on these layouts and derived from the relational data tables of the MMDB, are given in Appendix A. “Value Lists” that provide many of the pop-up menu items for the user interface are given in Appendix B.

Layouts

List: Displays lists of monument and marker sites with general location, inspection, and management information. Use this layout to search by Name or Site ID using the “Find” icon; to list all sites in the database using the “Show All” icon; to sort site lists by Site ID, Name, or Data/Time using the “Sort Records” controls; or to print site lists and data sheets using the “Print” icon and “Data Sheet” button. Select a site by clicking on it. A black vertical bar appears along the left side. Go to other layouts for additional information about the site by clicking on the different layout tabs.

General: Displays physical, thematic, and historic information for each site. Use this layout for Name, Site ID, Type, Material, Size, Physical Description, Theme, and Historical Information about the placement of the site. A site photo (Photo 1) is also displayed. On this, and other layouts, click the photo to quickly jump to the “Photographs” layout.

Photographs: Displays photo and legend information for each site. Use this layout to store (view) up to six photos per site with date and caption. Legend text is shown above the Legend photo (Photo 3). Click the “Zoom” button above each photo for a larger view. Click “Additional Photos” (A) (B) (C) to view. Click “Return” button to return.

Location: Displays location and map information for each site. Use this layout for information about a site's geographic location (County, City, Highway, Road, and Milepost); its map coordinates (PLSS, Latitude / Longitude, UTM Northing / Easting, and Elevation); driving directions; and other location information. Click "Zoom Map" button for a larger view of the map. Click "Return" button to return. Insert a "Site Plan," if available, or Location Notes and Comments. Click the "Export Data" button to export site locations to file for GIS mapping.

Inspection: Displays inspection information for each site based on the last site visit. Use this layout for Condition and Recommendation information including Rating, Condition Description, Inspection Date, Action(s) needed, and if (and when) Replacement is required. Add Comments, Suggestions, Thoughts regarding site condition and recommendations in text box. Add Reviewer's Name and Review Date near base of layout.

Management: Displays ownership, responsibility, and insurance information for each site. Use this layout for Land Ownership, Sign Ownership, Responsibility, and Insurance information. Add Department Memo information in text box. Reviewer's Name and Review Date are displayed near base of layout.

Maintenance: Displays maintenance information for each site. Use this layout for Maintenance Issues, Annual Maintenance Tasks, Maintenance Schedules and Costs, and to track the Maintenance Histories of sites. Included are: Date of Last Maintenance Inspection and Date of Last Task Performed. Click "View Maintenance List" button for a list of sites with Maintenance Tasks Scheduled and Tasks Performed. Click "Return" button to return.

How To Use The Database

The Monuments and Markers Database was designed around a set of common tasks. These include: add and delete site records; enter and edit site information; find sites and specific information; view, sort, and print site records; view photographs and maps; add, replace, and modify photographs; and import and export maps, map data and objects. Descriptions of how to perform these tasks are provided below. Examples are given to illustrate the design function of the database. Once familiar with these tasks, more advanced operations can be performed using the FileMaker Pro 7 (FMP7) software tools.

Add and Delete Site Records:

The database administrator can add and delete site records using the "Add" and "Delete" icons ("General" layout) or the FMP7 tools from the "Records" pull-down menu. To add a site record, click the "Add New Record" icon. Enter a Name for the site, press [Tab] and add a Site ID number. Fill in the remaining information and proceed to other layouts to enter additional site information. To delete an existing site record, click the "Delete Record" icon. Warning: Deleting a record will permanently remove the site and all of its data from the database. Select sites for deletion wisely!

Note: The database opens to the "General" layout. When entering a new site, or editing existing site data, you should start with the information provided on this layout. Next, enter (edit) information displayed on the remaining layouts, moving from left to right. This is important because some entries (e.g., a site's Name and Site ID) are automatically entered into the display fields of succeeding layouts based on information entered on preceding layouts.

Enter and Edit Site Information:

Information is entered and edited on layouts using roll-down lists, check boxes, and by typing entries directly into the text boxes and number or date fields. Click in and out of these boxes and fields to enter information. Press the [Tab] key to move to the next field or the [Enter] key in date fields. For

other data types, such as maps, photos, and objects, click the “Help” icons, located adjacent to these objects for more information.

Notes: (1) The item “Other...” in check box sets is used to enter a new list item. These lists are “dynamic” in that they are generated from the actual data contained in the field for all sites in the database. After a new item is entered using the “Other...” check box it will be available as a check-box selection choice for other sites in the database. (2) Many of the roll-down lists are also dynamically created from data in the database, while others are based on set “Value Lists.” Roll-down menus based on Value Lists have an item named “Edit...” at the end of the list. Use this to add, delete, or edit the list. For dynamically created roll-down lists you can simply add a new item to the list by typing it into the field.

Find Sites and Specific Information:

Click the “Find” icon at top of layouts to locate specific sites, groups of sites, or specific information. Click inside of a field of interest and select a check box or roll-down item, or enter a date or text as your search criteria. To perform the search click the “Find” button in FMP7 control panel at left. The number of sites matching the search request is shown in control panel. Use control panel to move through the found set. Use “List” layout to view and print site lists or to sort sites based on Site ID, Name, or Date/Time. You can also find sites based on one or more search criteria.

Note: Date/Time in “List” layout refers to auto-entered values that track changes in the database. These values are displayed in site lists and on Data Sheets. The Date/Time sort is in reverse chronological order (i.e., site most recently modified at top).

Examples: (1) To find all sites with “Fort” in their name, type “Fort” into the Name field (no quotes) and click the Find button. (2) To find all sites located in Albany County and on Interstate 80, select “Albany” and then select “I-80” from the roll-down lists for the “County” and “Road” fields on the “Location” layout, respectively, and click the Find button.

View, Sort, and Print Site Records:

Each layout displays different thematic information for a site. Click the folder-like tabs to view the layouts. Use the FMP7 control panel (at left) from within a layout to move from one site to the next, or use the tabs to view the different thematic data for a single site. Use the “List” layout to view, sort, and print lists of more than one site, for example, a group of sites (the found set) resulting from a search request. Sort the list of sites quickly based on Site ID, Name, or Date/Time using the “Sort Records” controls, or perform more complex sorts using the “Sort Records...” tool from the FMP7 “Records” pull-down menu. On the “List” layout, click the “Data Sheet” button to view and print a formatted data sheet for each site. The Data Sheet displays a synopsis of pertinent data for each site. Use the print preview tool from the FMP7 control panel to view any of the layouts before printing. Click “Print” icon (top of layouts) to print, or use the “Print...” tool from the FMP7 “File” pull-down menu. The “Show All” icon in “List” layout is useful for deselecting a found set so that all site records in the database are listed. Use the FMP7 “Zoom” tools (below control panel), or from the “View” pull-down menu to zoom in and out on any of the layouts. These tools can be used in combination with the “Zoom” buttons in the database to, for example, view the photos in considerable detail.

Notes: (1) If FMP7 control panel is not open, click to view “Status Area” [Ctrl+Alt+S] from the FMP7 “View” pull-down menu to open. (2) Printing: The layouts were designed to fit a standard letter-size page. Select “Current Record” or “Records being browsed” option. To print a Data Sheet for a single site, for example, use the “Current Record” option.

View Photographs and Maps:

The "Photographs" and "Location" layouts can display up to six photographs, two maps, and a site plan for each site.

Photographs: Site photos are organized on the "Photographs" layout as follows:

Photo 1, with date and caption, is the primary photograph for the site. It is displayed in the upper, right corner on the "Photographs" layout and on most of the other principal layouts in the database.

Photo 2, with date and caption, is the secondary photograph for the site. It is displayed in the lower, right corner on the "Photographs" layout and is generally a close-up or alternate view of the site.

Photo 3, with date and "Legend Text," is a close-up view of the text printed on the monument, marker, plaque, or sign. It is displayed in the lower, left corner, while the "Legend Text" is shown above in the upper, left corner of the layout.

Additional Photos: Three small photo frames appear at the lower, right on the "Photographs" layout. These are used to store and view up to three optional photos of the site. A small thumbnail view of the photo indicates that an optional photograph is available. Click frame (A) (B) or (C) to view the photo. From this large view layout of the photo a date and caption can be entered or viewed. Additional photos are commonly used to store alternate views of the site or photos of damage to site features that need maintenance attention. Click "Return" button to return.

Maps: On the "Location" layout, an Index Map and County Map are shown for each site at top, right. The Index Map highlights the county. The County Map shows the locations of all sites in the county with Site ID labels. The map base is a shaded relief view of topography. A "Site Plan" for the site is displayed, if available, at bottom, right.

Zoom: Click the "Zoom" button above each photo on the "Photographs" layout or to the left of the County Map on the "Location" layout for a larger view. The "Zoom" button tools open new layouts where the photos and maps are display at full resolution. Click "Return" button to return. Optional: Use the FMP7 zoom tools (lower left) to zoom in on these layouts further to as much as 400%.

Import and Export Data

Photographs:

The photographs displayed in the database are linked to each site record using a "reference to the file" approach. This means that the photos are not directly inserted (or stored) in the database. Instead, a "pointer" to a photo file is made and stored. Advantages of this approach are a smaller, faster database and easy updates. Disadvantages are that no changes can be made to a file's name or location (folder) because this will sever the link to the photo; and any photo added to the database for an existing site or new site must be correctly named and placed in a specific folder. File folder and file name conventions used for the database are outline below:

File Folders: Photographs, up to six per site, are stored in six separate subfolders within the folder that contains the database. These subfolders are named Pic1, Pic2, Pic3, PicA, PicB, and PicC; and are used to store Photo 1, Photo 2, Photo 3, and optional photos A, B, and C, respectively.

File Names: Photograph names are specific to the monument or marker site they represent. Also, each site can have up to six photos. The file naming convention uses the "Site ID" label for the site and the number (or letter) of the photo. Thus, for Ames Monument, which has Site ID AB0001.91 and six photos, the files are named and located as follows:

Photo 1 is stored and linked as file AB0001_91_P1.JPG in subfolder Pic1

Photo 2 is stored and linked as file AB0001_91_P2.JPG in subfolder Pic2

Photo 3 is stored and linked as file AB0001_91_P3.JPG in subfolder Pic3

Photo A is stored and linked as file AB0001_91_PA.JPG in subfolder PicA

Photo B is stored and linked as file AB0001_91_PB.JPG in subfolder PicB

Photo C is stored and linked as file AB0001_91_PC.JPG in subfolder PicC

Notes: (1) Notice that the period in the Site ID is replaced with an underscore character “_” and that a second “_” is placed before the picture (P) and number (or letter) designation. (2) JPEG (JPG) files are common digital photograph file types, but the container fields of FMP7 can hold other file types such as GIF, BMP, TIF, etc. (3) Instant Web Publishing, the FMP7 feature that enables the Monument and Markers Database to be accessed over the Internet, requires that the database be located in the “C:\Program Files\FileMaker\FileMaker Pro 7\Web” folder. Therefore, the photo subfolders Pic1, Pic2... are located in this “...Web” folder.

Add, Replace, or Modify Photographs:

Existing Sites: For the 467 sites in the database, as of Feb 25, 2005, either an “actual” or “dummy” photo file was used to populate the database (a total of 2,802 photos). Each photo subfolder therefore contains a photo file for every site, whether or not an actual photo exists. The “dummy” photos are essentially placeholders that display throughout the database as blank gray backgrounds with the words “Photograph Not Available” written in the center. To add an actual photo for one of these sites simply name the actual photo file, as outlined above, and copy it over the “dummy” file in the correct subfolder. The database will automatically display the new photo the next time the site is viewed. Use this same approach to replace an old photo with a new one, or to modify an existing photo; in the latter case, the photo file can simply be opened, modified, and saved. The database will automatically display the updated photo.

New Sites: When a new site record is created, photos for the site can be named and placed into the photo subfolders using the naming and placement conventions outline above. Then, from within the Monument and Markers Database using FMP7, right click each photo frame, select [Insert Picture...] from the pop-up menu, navigate to the appropriate folder (Pic1, Pic2...), and select the new photo file for the site by name. Make sure “Store only a reference to the file” is selected at the bottom of the dialog [the default setting] and click the “Open” button. This will insert the photo using the reference to the file. Complete the task by adding a photo date and caption (or Legend Text) into the appropriate fields on the “Photographs” layout. Note: Only the database administrator should perform this task.

Maps:

The “Location” layout displays a Wyoming Index Map and a County Map for each site. These maps are GIF and JPG image files, respectively, and are stored in the “Maps” subfolder. Similar to photos in the database, the “reference to the file” link displays these maps for associated sites based on the “County” selected for the site. However, unlike the photos, the map file references are store in a separate related data table named MM_Maps. This table contains 23 records, one for each county, and is linked to MM_Main, the primary data table for the database, via the “County” field, which is present in both tables. Thus, a site located in Albany County will show the index map file (Indx_Albany.gif) and county map file (Albany.jpg) because “Albany” is selected in the “County” field.

Map Updates: To update the maps in the database, create or acquire new map files; name the files according to the naming conventions outlined above; and copy the files over the existing files. The database will automatically display the new maps. Note: Only the database administrator should perform this task.

Site Plans:

A “Site Plan” for each site is stored in the MM_Main data table so that each site can have a unique site plan. To add a site plan simply create or acquire a site plan file (JPG, GIF, BMP, TIF, etc.) and copy it to the “Site_Plan” subfolder. Then, from within the Monument and Markers Database using FMP7, go to the “Location” layout for the site; right click the “Site Plan” frame; select [Insert Picture...] from the pop-up menu; navigate to the “Site_Plan” subfolder; and select the file. Make sure “Store only a reference to the file” is selected at the bottom of the dialog [the default setting] and click the “Open” button. This will insert the Site Plan as a reference to the file. Note: Only the database administrator should perform this task.

Export Map Data:

Location data, useful for GIS mapping, can be easily exported to file in tabular format for all or a selected set of sites in the database. Simply click the “Export Data” button on the “Location” layout; navigate to the desired folder; select a file type (dBase DBF recommended); enter a name for the file; and click the “Save” button. Site records are sorted by Site ID and exported to file. Exported data include: Site ID, Name, PLSS T/R/S, Latitude/Longitude, UTM Northing/Easting, and other geographic information, as well as Type, Material, Inspection Date, and Ownership and Responsibility. To export data for a selected set of sites in the database make the selection before performing the export.

Notes: (1) A dBase (DBF) file can be directly opened in ArcGIS v. 9x as a data table. Map the site locations as events using either the Latitude/Longitude (WGS84) coordinates or the UTM Northing/Easting (NAD83) coordinates. (2) UTM coordinates are Zone 12 (west of longitude -108) and Zone 13 (east of longitude -108). Zone designation is also output to file.

Sounds, Files, and Objects:

Sound recordings, external files, and linked objects can be imported as “Maintenance Procedures” for each site on the “Maintenance” layout. Right click “Procedure 1” or “Procedure 2” and select "Insert Sound," "Insert File," or "Insert Object" from the pop-up menu. To record a sound clip, click the record button. To insert a file, browse to and select the file to import. To insert an object, select Object Type from the menu and click either “Create New” or “Create from File” for the document type associated with the external software package. Double click or right click the frames to hear or view the contents. Images, video and sound clips, text and spreadsheet documents, slide shows, and presentations can be inserted. Note: Ask the database administrator for assistance.

Appendix A: Field Descriptions

DATA TABLE (MM MAIN): *Field Name: (Data Type): Description of field*

- Recnum: (Number): Record Number. Auto entered numerical value. A new number is added for each site added to the database.
- Mod_Date: (Date): Modification Date. Date of last modification to information about this site in the database.
- Mod_Time: (Time): Modification Time. Time of last modification to information about this site in the database.
- Site_ID: (Text): Site identification number
- Name: (Text): Name given to the monument or marker
- County: (Text): County where site is located
- City: (Text): Nearest city or town
- Highway: (Text): Nearest highway
- Quad: (Text): USGS 7 1/2 minute topographic quadrangle map where site is located
- Quad_ID (Text): USGS 7 1/2 minute topo quad map ID number (DRG24k filename)
- Township: (Number): PLSS Township Number
- Range: (Number): PLSS Range Number
- Section: (Number): PLSS Section Number
- QQQQ: (Text): PLSS Quarter, quarter, quarter, quarter section
- UTM_Zone: (Number): UTM Zone 12 (west of long -108) and Zone 13 (east of long -108)
- UTM_North: (Number): UTM Northing. North America Datum 1983 (NAD83), in meters
- UTM_East: (Number): UTM Easting. North America Datum 1983 (NAD83), in meters
- Latitude: (Number): GPS recorded Latitude, in decimal degrees (WGS84)
- Longitude: (Number): GPS recorded Longitude, in decimal degrees (WGS84)
- Elevation: (Number): GPS recorded elevation, in meters
- Road: (Text): Name of road on which site is located
- Milepost: (Text): Milepost along road on which site is located
- Directions: (Text): Driving Directions (instructions) to site
- Type: General type (monument, marker, plaque, sign, etc.)
- Description: (Text): Physical Description of the site
- Theme: (Text): Primary, secondary, tertiary...theme(s) of the site. Can contain multiple themes.
- History: (Text): Historical Information about the site
- Legend: (Text): Text currently place on legend. See Photo 3 (Pic3) for photograph of legend.
- Material: (Text): Principal construction material for the monument or marker
- Size: (Text): Size of the monument or marker (WxDxH)
- Base_Mat: (Text): Base material
- Base_Size: (Text): Base Size of monument or marker (WxDxH)
- Plaq_Mat: (Text): Plaque material
- Plaq_Size: (Text): Plaque size (WxDxH)
- Encl_Mat: (Text): Enclosure material
- Encl_Size: (Text): Enclosure size (WxDxH)
- Date_Placed: (Date): Date that monument or marker was placed, constructed, or erected
- Placed_By: (Text): Who placed, constructed, or erected the monument or marker

- Land_Owner: (Text): Land Ownership
- Sign_Owner: (Text): Sign Ownership
- Responsibility: (Text): Organization responsible for managing and maintaining this site.
- Insurance: (Text): Is the site covered by insurance?) (Yes/No/Unknown)
- Insurance_Value: (Text): Estimated value of insurance coverage
- Review_Name: (Text): Reviewer's or inspector's name (or initials)
- Review_Date: (Date): Date of last review
- Insp_Date: (Date): Date of last inspection during site visit. Also, date of last GPS location reading.
- Rating: (Text): Rating (good, fair, poor, etc), as determined during last site inspection
- Condition: (Text): Condition Description, as determined during last site inspection
- Rec_Date: (Date): Recommendation Date--Date recommendation was made (updated using latest inspection dates) (se Insp_Date)
- Rec_Action: (Text): Recommended Action(s), as determined during last site inspection
- Rec_Replace: (Text): Recommended Replacement. When (or if) the site should be replaced, as determined during last site inspection
- Rec_Comment: (Text): Recommendation Comments--Descriptive text about the recommended action(s) or recommended replacement
- Trash_Pickup: (Text): Is there a trash receptacle and trash removal service at the site (Yes/No)
- Parking: (Text): Parking (proximity) information
- Turnout: (Text): Turnout (proximity) information
- Apr_Sign: (Text): Approach Signage condition, as determined during last site inspection
- Loc_Notes: (Text): Notes about physical/map location based on GPS data or GIS mapping
- Dept_Memo: (Text): Department Memorandum
- Maint_Sec: (Text): Maintenance section for road at location of site
- Maint_Issues: (Text): Maintenance Issues (Main)
- Maint_Annual: (Text): Maintenance (Annual Maintenance Tasks)
- Maint_Season: (Text): Maintenance (Season)
- Maint_Insp_Date: (Date): Date of Last Maintenance Inspection
- Maint_Date: (Date): Date Maintenance Last Performed
- Maint_History: (Text): History of Maintenance Tasks Performed
- Maint_Year_Sch: (Text): Maintenance (Year Scheduled). Year in which maintenance is scheduled.
- Maint_Task_Sch: (Text): Maintenance Tasks (Scheduled)
- Maint_PH: (Number): Maintenance PH (not sure what this is)
- Maint_Cost_Labor: (Number): Maintenance Cost (Labor)
- Maint_Cost_Materials: (Number): Maintenance Cost (Materials)
- Maint_Cost_Travel: (Number): Maintenance Cost (Travel)
- Maint_Cost_Total: (Calculation) (Number): Maintenance Cost (Total) Calculated Field
Calculation: [Maint_Cost_Total = Maint_Cost_Labor + Maint_Cost_Materials + Maint_Cost_Travel]
- Maint_Media1: (Container): Maintenance (Media #1)
- Maint_Media2: (Container): Maintenance (Media #2)
- Site_Plan: (Container): Site Plan (or site map) showing detailed drawing or location of individual sites

- Pic1: (Container): Photo 1 (Primary photo of site)
- Pic1_date: (Date): Date that Photo 1 was taken
- Pic1_text: (Text): Text (caption) for Photo 1
- Pic2: (Container): Photo 2 (Secondary photo of site)
- Pic2_date: (Date): Date that Photo 2 was taken
- Pic2_text: (Text): Text (caption) for Photo 2
- Pic3: (Container): Legend Photo (Photo 3)
- Pic3_date: (Date): Date that Legend Photo (Photo 3) was taken
- PicA: (Container): Photo A (Optional)
- PicA_date: (Date): Date that Photo A was taken
- PicA_text: (Text): Text (caption) for Photo A
- PicB: (Container): Photo B (Optional)
- PicB_date: (Date): Date that Photo B was taken
- PicB_text: (Text): Text (caption) for Photo B
- PicC: (Container): Photo C (Optional)
- PicC_date: (Date): Date that Photo C was taken
- PicC_text: (Text): Text (caption) for Photo C

DATA TABLE (MM MAPS): *Field Name: (Data Type): Description of field*

MM_Maps is a relational data table that is linked to MM_Main based on the field “County” that is in both data tables.

- County: (Text): County where site is located (MM_Main and MM_Maps link field)
- Index_Map: (Container): State-wide maps that highlight the location of the county-wide maps contained in field Cnty_Map
- Cnty_Map: (Container): County-wide maps showing all sites located within each county

Appendix B: Value Lists

“Fixed” value lists used in the database are listed below. The “Theme” list is dynamic, but included here for reference purposes. These lists provide the roll-down menu items and check-box sets used in the database. Fixed value lists include an item named “Edit...” in the roll-down lists. Use “Edit...” to modify the list as needed. Other roll-down menus and check box sets are dynamically generated from entries contained in these fields. Add an item by simply typing its name into the field or by clicking the “Other...” check box. The new item will appear as a selection choice on next use.

General Layout:

Type	Material	Base Material	Plaque Material	Enclosure Material
Marker	Aluminum	Aluminum	Aluminum	Barbed Wire
Marker with Plaque	Brick	Brick	Bronze	Chain Link
Memorial Park	Bronze	Building	Marble	Metal Fence
Monument	Combination	Combination	Metal	Metal Pipe
Monument with Plaque	Concrete	Concrete	Novaloy	Rock
Monument with Sign	Granite	Granite	-	Wood
Plaque	Metal	Metal	No Plaque	-
Statue	Novaloy	Posts/Top Board	Unknown	No Enclosure
Sign	Rock	Rock	-	Unknown
-	Sandstone	Sandstone		-
	Wood	Wood		
	-	-		
	Unknown	No Base		
	-	Unknown		
		-		

Theme		
American History	Military Camp	Texas Trail
American Legion	Military Fort	Trading Post
Archaeology	Mining	Trail
Art	Miscellaneous	Trail Memorial
Astor	Mormon	Transportation
Battle	Mormon Fort	Urban
Boy Scouts	Mormon Trail	War Memorial
Bozeman Trail	National Landmark	Water
Bridger Trail	National Park	WPA
Building	Native American	Other...
Cabin	Oregon Trail	
Cemetery	Overland Trail	
Church	Person	
Education	Petroleum	
Equality	Po Expedition	
Exploration	Political Affairs	
Ferry	Pony Express	
Fire Department	Prehistory	
Forest Service	Railroad	
Geology	Ranching	
Grave	Religion	
Historic Structure	Rendezvous	
Historic Trail	Science	
Hot Springs	Settlement	
Industry	Stage Station	
Irrigation	Stock Drive Trail	
Johnson County War	Technology	
Memorial	Telegraph	

Location Layout:

County		Highway (Nearest)	Turnout	Parking	Trash Pickup
Albany	Natrona	Interstate	Good Turnout	Less than 3	Yes
Big Horn	Niobrara	U.S. Highway	Bad Turnout	spaces	No
Campbell	Park	State Highway	No Turnout	More than 3	-
Carbon	Platte	County Road	Rest Area	spaces	
Converse	Sheridan	Private Road	State Historic	No parking	
Crook	Sublette	BLM Road	Site	-	
Fremont	Sweetwater	USFS Road	State Park		
Goshen	Teton	Street	Local Park		
Hot Springs	Uinta	-	-		
Johnson	Washakie				
Laramie	Weston				
Lincoln	-				

Inspection, Management, and Maintenance Layouts:

Condition (Rating)	Ownership & Responsibility	Insurance	Maintenance Season	Maintenance Year
Good	Federal	Yes	Spring	2005
Fair	State	No	Summer	2006
Poor	Local	Unknown	Fall	2007
-	Private	-	Winter	2008
Destroyed	WYDOT		-	2009
Unknown	-			2010
-	Unknown			2011
	-			2012
				-

Wyoming Monuments & Markers

List General Photographs Location Inspection Management Maintenance

List of Sites

Name: [Ames Monument](#)

Site ID: [AB0001.91](#)

Type: Monument

County: Albany

Inspection Date: Aug 24, 1991

Material: Granite

City (near): Laramie

Condition (Rating): Unknown

Size: 60'x60'

Highway (near): Interstate

Recommend: Do nothing at this time

Topo Quad: Sherman Mountains West

Land Owner: State

PLSS T/R/S/QQQQ: 13 / 71 / 6 / SENWNENW

M / M Owner: State

Site Information Last Modified: March 4, 2005; 8:41 PM

Responsibility: State



Name: [Ames Monument Descriptive Sign](#)

Site ID: [AB0002.91](#)

Type: Sign

County: Albany

Inspection Date: Jul 29, 2004

Material: Aluminum

City (near): Laramie

Condition (Rating): Fair

Size: 6'x4'x6"

Highway (near): Interstate

Recommend: None

Topo Quad: Sherman Mountains West

Land Owner: State

PLSS T/R/S/QQQQ: 13 / 71 / 6 / SENWNENW

M / M Owner: State

Site Information Last Modified: January 31, 2005; 7:21 PM

Responsibility: State



Name: [Big Laramie Stage Station](#)

Site ID: [AB0003.93](#)

Type: Sign

County: Albany

Inspection Date: Jul 29, 2004

Material: Wood

City (near): Laramie

Condition (Rating): Fair

Size: 6'x4'x6"

Highway (near): State Highway

Recommend: New Legend

Topo Quad: Laramie SW

Relocate Turnout

PLSS T/R/S/QQQQ: 15 / 74 / 21 / SESENE

Land Owner: WYDOT

Site Information Last Modified: March 4, 2005; 8:29 PM

M / M Owner: State



Name: [First Woman Jury](#)

Site ID: [AB0004.93](#)

Type: Monument

County: Albany

Inspection Date: Jul 29, 2004

Material: Combination

City (near): Laramie

Condition (Rating): Fair

Size: 20"x12"x0.75"

Highway (near): Street

Recommend: None

Topo Quad: Laramie

Land Owner: Local

PLSS T/R/S/QQQQ: 16 / 73 / 33 / NWNWSWSW

M / M Owner: State

Site Information Last Modified: January 31, 2005; 7:23 PM

Responsibility: State



Name: [Fort Sanders Monument](#)

Site ID: [AB0005.93](#)

Type: Monument

County: Albany

Inspection Date: Jul 29, 2004

Material: Granite

City (near): Laramie

Condition (Rating): Good

Size:

Highway (near): County Road

Recommend: None

Topo Quad: Laramie

Land Owner:

PLSS T/R/S/QQQQ: 15 / 73 / 17 / SESWSENE

M / M Owner:

Site Information Last Modified: January 31, 2005; 7:24 PM

Responsibility:



Name: [Laramie Information Sign at U.P. Depot](#)

Site ID: [AB0006.93](#)

Type: Sign

County: Albany

Inspection Date: Jul 29, 2004

Material: Aluminum

City (near): Laramie

Condition (Rating): Good

Size: 6'x4'x1"

Highway (near): Street

Recommend: New Legend

Topo Quad: Laramie

Land Owner: Private

PLSS T/R/S/QQQQ: 16 / 73 / 32 / SESESE

M / M Owner: State

Site Information Last Modified: January 31, 2005; 6:58 PM

Responsibility: State



Name: [Abraham Lincoln Monument](#)

Site ID: [AB0007A.93](#)

Type: Monument

County: Albany

Inspection Date: Jul 29, 2004

Material: Rock

City (near): Laramie

Condition (Rating): Good

Size: 13'

Highway (near): Interstate

Recommend: None

Topo Quad: Sherman Mountains West

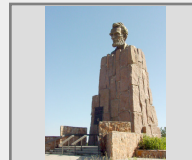
Land Owner:

PLSS T/R/S/QQQQ: 15 / 72 / 26 / NWNESESW

M / M Owner:

Site Information Last Modified: January 31, 2005; 7:28 PM

Responsibility: State



Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)**Name:** Ames Monument**Site ID:** AB0001.91**General Information:**Type: MonumentMaterial (Size): Granite (60'x60')Base Material (Size): Granite ()Enclosure Material (Size): No Enclosure ()Plaque Material (Size): No Plaque ()Theme(s) Category: Railroad
Transportation**Location:**County: AlbanyNearest City: LaramieNearest Highway: InterstateRoad (Milepost) / (Maint. Section): Unknown (NA) / (NA)Topographic Quad: Sherman Mountains WestElevation (meters): 2522.504Public Land Survey System Coordinates (PLSS):Township / Range / Sec / QQQQ: 13 / 71 / 6 / SENWENWGeographic Coordinates (WGS84):Latitude / Longitude: 41.1311575 / -105.397981UTM Coordinates (NAD83):Northing / Easting / Zone: 4553393.27 / 466595.586 / 13**Ownership and Responsibility:**Land Owner: StateMonument Owner: StateResponsibility: State

Date Erected:

Placed By: Union Pacific Railroad**Inspection, Rating, Recommendations:**Inspection Date: August 24, 1991Condition (Rating): UnknownRecommend: Do nothing at this timeReplace: If vandalizedTrash Removal: NoApproach Signage: Unknown**Maintenance:**

Last Maintenance Inspection:

Last Maintenance Task:



Photo 1

Legend:**North Face:** In memory of Oakes and Oliver Ames.**East Face:** Bust of Oakes Ames; Born January 10, 1804, Died May 8, 1873.
(^A) enclosed in a circle**West Face:** Bust of Oliver Ames; Born November 1807, Died March 7, 1877.
(^A) enclosed in a circle**Condition Description:***Site Data Last Modified: Friday, March 4, 2005 8:41:54 PM*

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)**Name:** **Site ID:** **Type:**

Material: **Size:** (whd)
Base **Base** (whd)
Plaque **Plaque** (whd)
Enclosure **Enclosure** (whd)

Physical Description:

Theme: Selected...

Select theme from list...

- | | | |
|---|---|---|
| <input type="checkbox"/> American History | <input type="checkbox"/> Military Camp | <input type="checkbox"/> Texas Trail |
| <input type="checkbox"/> American Legion | <input checked="" type="checkbox"/> Military Fort | <input type="checkbox"/> Trading Post |
| <input type="checkbox"/> Archaeology | <input type="checkbox"/> Mining | <input type="checkbox"/> Trail |
| <input type="checkbox"/> Art | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Trail Memorial |
| <input type="checkbox"/> Astor | <input type="checkbox"/> Mormon | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Battle | <input type="checkbox"/> Mormon Fort | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Boy Scouts | <input type="checkbox"/> Mormon Trail | <input type="checkbox"/> War Memorial |
| <input type="checkbox"/> Bozeman Trail | <input type="checkbox"/> National Landmark | <input type="checkbox"/> Water |
| <input type="checkbox"/> Bridger Trail | <input type="checkbox"/> National Park | <input type="checkbox"/> WPA |
| <input type="checkbox"/> Building | <input type="checkbox"/> Native American | <input type="checkbox"/> Other... |
| <input type="checkbox"/> Cabin | <input checked="" type="checkbox"/> Oregon Trail | |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Overland Trail | |
| <input type="checkbox"/> Church | <input type="checkbox"/> Person | |
| <input type="checkbox"/> Education | <input type="checkbox"/> Petroleum | |
| <input type="checkbox"/> Equality | <input type="checkbox"/> Po Expedition | |
| <input type="checkbox"/> Exploration | <input type="checkbox"/> Political Affairs | |
| <input type="checkbox"/> Ferry | <input type="checkbox"/> Pony Express | |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Prehistory | |
| <input type="checkbox"/> Forest Service | <input checked="" type="checkbox"/> Railroad | |
| <input type="checkbox"/> Geology | <input type="checkbox"/> Ranching | |
| <input type="checkbox"/> Grave | <input type="checkbox"/> Religion | |
| <input type="checkbox"/> Historic Structure | <input type="checkbox"/> Rendezvous | |
| <input type="checkbox"/> Historic Trail | <input type="checkbox"/> Science | |
| <input type="checkbox"/> Hot Springs | <input type="checkbox"/> Settlement | |
| <input type="checkbox"/> Industry | <input type="checkbox"/> Stage Station | |
| <input type="checkbox"/> Irrigation | <input type="checkbox"/> Stock Drive Trail | |
| <input type="checkbox"/> Johnson County War | <input type="checkbox"/> Technology | |
| <input type="checkbox"/> Memorial | <input type="checkbox"/> Telegraph | |



Fort Sanders Monument

Historical Information:**Date Erected** **Placed By**

Placement History

Wyoming Monuments & Markers

List General Photographs Location Inspection Management Maintenance

Name: State Centennial Monument (Buffalo Statue)

Site ID: LA0004E.04

Legend Text:

1890-1990
WYOMING CENTENNIAL
A LASTING LEGACY

In celebration of the Centennial of the State of Wyoming, this buffalo by sculptor Dan Ostermiller, was purchased at the 7th Annual Cheyenne Frontier Days Governor's Invitational Art Show by the following people...

Photo 1

Zoom



Description

Date 7/30/2004

Primary photo of site..

Legend (Photo 3)

Zoom



Date 7/30/2004

Photo 2

Zoom



Description

Date 7/30/2004

Secondary photo of site..

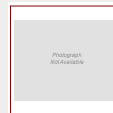
Additional Photos (optional)

Use the frames at right to add three more photos (A), (B), and (C) for each site. Click the photo frame to view. If frames is blank, no additional photo is available.

(A)



(B)



(C)



Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)

Name:

Site ID:

Photo 1 (Large View)



Photo Caption

Photo Date

Primary photo of site..

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)

Name:

Site ID:

Photo 2 (Large View)



Photo Caption

Photo Date

Secondary photo of site..

Wyoming Monuments & Markers

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[Inspection](#)
[Management](#)
[Maintenance](#)

Name: **State Centennial Monument (Buffalo Statue)**

Site ID: **LA0004E.04**

Legend Photo (Large View)



Legend Text

Photo Date **7/30/2004**

1890-1990
WYOMING CENTENNIAL
A LASTING LEGACY

In celebration of the Centennial of the State of Wyoming, this buffalo by sculptor Dan Ostermiller, was purchased at the 7th Annual Cheyenne Frontier Days Governor's Invitational Art Show by the following people...

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)

Name: State Centennial Monument (Buffalo Statue)

Site ID: LA0004E.04

Photo A



Photo Caption

Photo Date 7/30/2004

View from left (looking into the face of the buffalo) and of plaque located on base.

Wyoming Monuments & Markers

List General Photographs **Location** Inspection Management Maintenance

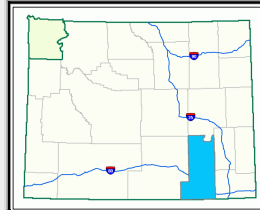
Name: **Big Laramie Stage Station**

Site ID: **AB0003.93**

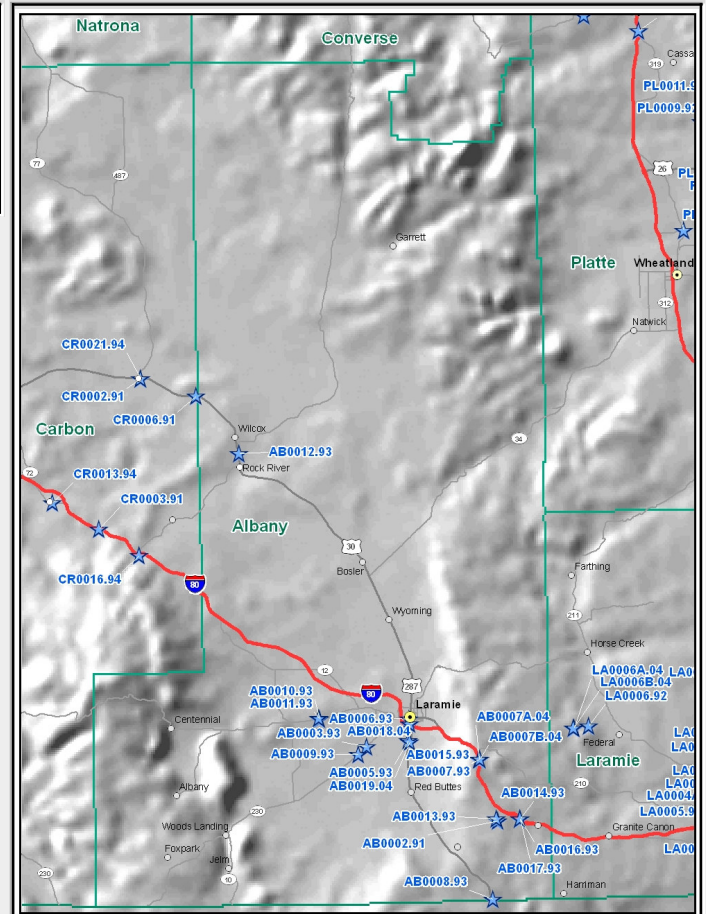
General Information:

County **Albany**
City (nearest) **Laramie**
Highway (nearest) **State Highway**
Road **WY230**
Road (milepost) **7.03**
Maintenance Section **AL-05**

Wyoming



County Map



Map Location and Coordinates:

Topographic Quad **Laramie SW**
Township **15** Latitude **41.262099** (WGS84)
Range **74** Longitude **-105.693755** (WGS84)
Section **21** UTM Northing **4,568,085** (NAD83)
QQQQ **SESENE** UTM Easting **441,886** (NAD83)
Elevation **2,184** (Meters)

Driving Directions:

Travel west of Laramie on Wyoming Highway 230 for approximately 4.7 miles past the junction of Wyoming Highway 230 and Wyoming Highway 130. Then, turn left onto County Road 33 at the junction of the county road and Wyoming Highway 230.

Turnout: **Bad Turnout** Parking:

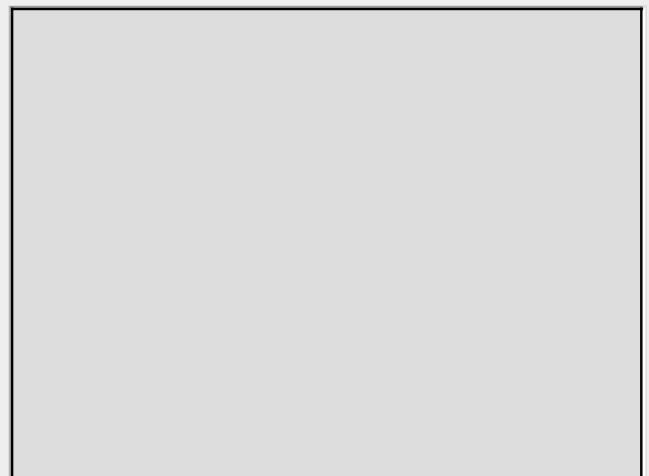
Trash Pickup: **No**

Approach Signage:

- ☐ Change to Nat'l Historic Place
- ☐ Change to State Historic Marker
- ☐ Change to State Historic Site
- ☐ Good
- ☒ Not Needed
- ☐ Unknown
- ☐ Other...

Location Notes or Comments:

Site Plan



Wyoming Monuments & Markers

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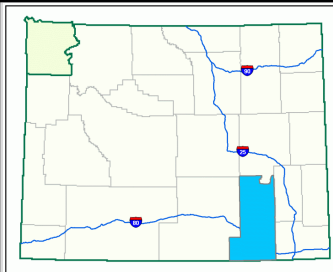
Name: **Big Laramie Stage Station**

Site ID: **AB0003.93**

County Map (Large View)

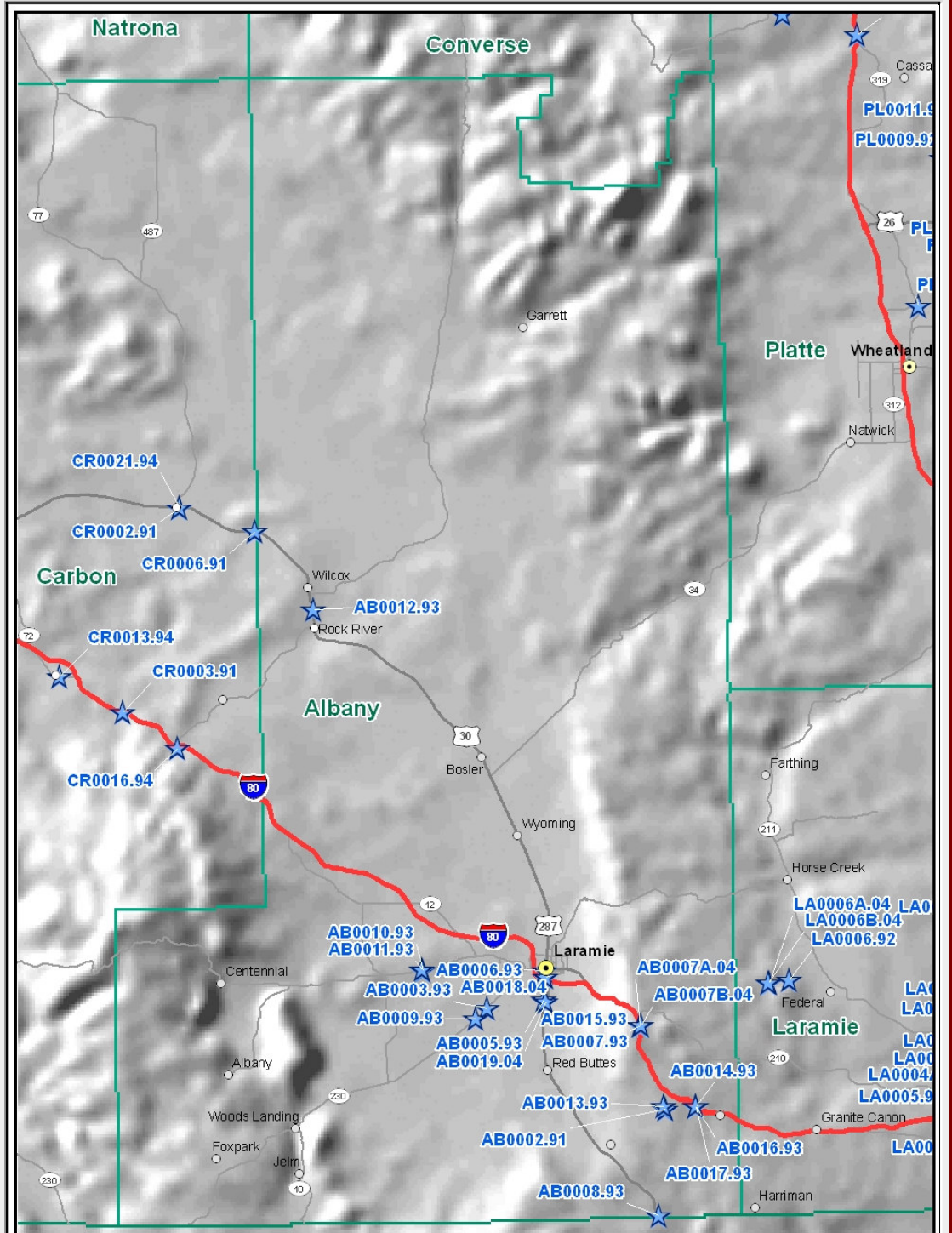
County: **Albany**

Index Map



Driving Directions

Travel west of Laramie on Wyoming Highway 230 for approximately 4.7 miles past the junction of Wyoming Highway 230 and Wyoming Highway 130. Then, turn left onto County Road 33 at the junction of the county road and Wyoming Highway 230.



Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)

Name:

Site ID:

Condition:

Rating

Condition Description

Inspection Date



State Centennial Monument (Buffalo Statue)

Recommendations:

Action(s)

Recommendation Date

- ☐ Do nothing at this time ☐ Other...
- ☐ Move
- ☐ New Legend
- ☒ None
- ☐ Other
- ☐ Refinish
- ☐ Relocate Turnout
- ☐ Remove

Replacement

- ☐ Don't replace
- ☒ If vandalized
- ☐ Next required maintenance
- ☐ Soon as possible
- ☐ Other...

Comments, Suggestions, Thoughts

None at this time.

Reviewer's Name (or Initials):

Review Date:

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)**Name:** **Site ID:** **Ownership and Maintenance Responsibility:**Land Owner M / M Owner Responsibility Date Erected Placed By 

Big Laramie Stage Station

Insurance:☒ Yes ☐ No ☐ UnknownValue: **Department Memo:**

This sign needs to be replaced. The Highway Department is considering moving this sign to the Overland Trail Turnout up the road. Data in text will be incorrect if the sign is moved. Original #4, then #9, then #2.

Reviewer's Name (or Initials): Review Date:

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)**Name:** **Site ID:** **Condition:**Inspection Date Rating **Maintenance Issues:**Date: Last Maintenance Inspection Date: Last Maintenance Task Performed **List of Issues****Annual Maintenance Tasks:****List of Tasks**

Big Laramie Stage Station

Maintenance Procedures

Procedure 1

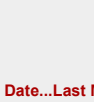

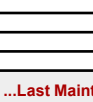
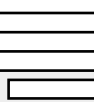


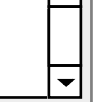
Procedure 2

Maintenance Schedule:

Season	Year	Maintenance Tasks Scheduled	PH	Labor	Materials	Travel	Total Cost
<input type="text"/>	<input type="text"/>						

Maintenance History:**List of Inspections and Tasks Performed**Reviewer's Name (or Initials): Review Date:

Wyoming Monuments & Markers

List	General	Photographs	Location	Inspection	Management	Maintenance
Maintenance List						
Name: Ames Monument			Site ID: AB0001.91			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			
Name: Ames Monument Descriptive Sign			Site ID: AB0002.91			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			
Name: Big Laramie Stage Station			Site ID: AB0003.93			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			
Name: First Woman Jury			Site ID: AB0004.93			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			
Name: Laramie Information Sign at U.P. Depot			Site ID: AB0006.93			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			
Name: Abraham Lincoln Monument			Site ID: AB0007A.93			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			
Name: Original Summit Marker			Site ID: AB0007D.93			
	Season	Year	Maintenance Tasks Scheduled		List of Inspections and Tasks Performed	
	[]	[]	[]		[]	
	Date...Last Maintenance Inspection...		...Last Maintenance Task...			
	[]		[]			
	[]		[]			

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)

Wyoming's Monuments and Markers Database



Page 1--Contents and Organization

The Monuments and Markers Database is a comprehensive storage, retrieval, and management system for information about Wyoming's historical monuments and markers. The database includes relational data tables, tabbed layouts, scripts, and linked photos and maps that run within the FileMaker Pro 7 software environment. Folder-like tabs give easy access to layouts for entering, editing, viewing, and retrieving information. Control icons and buttons allow users to find, view, print, and export data for all or a selected set of monument and marker sites in the database.

Seven primary layouts provide access to the information content of the database. Click a tab to access the layout. Click the "Help" icon on any layout to open this help page. Click Help Page buttons 1-5 (at top) for more help. Similar icon- and button-like controls and pop-up-help tips are provided throughout the database.

Layouts

List: Displays lists of monument and marker sites with general location, inspection, and management information. Use this layout to search by Name or Site ID using the "Find" icon; to list all sites in the database using the "Show All" icon; to sort site lists by Site ID, Name, or Data/Time using the "Sort Records" controls; or to print site lists and data sheets using the "Print" icon and "Data Sheet" button. Select a site by clicking on it. A black vertical bar appears along the left side. Go to other layouts for additional information about the site by clicking on the different layout tabs.

General: Displays physical, thematic, and historic information for each site. Use this layout for Name, Site ID, Type, Material, Size, Physical Description, Theme, and Historical Information about the placement of the site. A site photo (Photo 1) is also displayed. On this, and other layouts, click the photo to quickly jump to the "Photographs" layout.

Photographs: Displays photo and legend information for each site. Use this layout to store (view) up to six photos per site with date and caption. Legend text is shown above the Legend photo (Photo 3). Click the "Zoom" button above each photo for a larger view. Click "Additional Photos" (A) (B) (C) to view. Click "Return" button to return.

Location: Displays location and map information for each site. Use this layout for information about a site's geographic location (County, City, Highway, Road, and Milepost); its map coordinates (PLSS, Latitude / Longitude, UTM Northing / Easting, and Elevation); driving directions; and other location information. Click "Zoom Map" button for a larger view of the map. Click "Return" button to return. Insert a "Site Plan," if available, or Location Notes and Comments. Click the "Export Data" button to export site locations to file for GIS mapping [see Help Page 4 for more information].

Inspection: Displays inspection information for each site based on the last site visit. Use this layout for Condition and Recommendation information including Rating, Condition Description, Inspection Date, Action(s) needed, and if (and when) Replacement is required. Add Comments, Suggestions, Thoughts regarding site condition and recommendations in text box. Add Reviewer's Name and Review Date near base of layout.

Management: Displays ownership, responsibility, and insurance information for each site. Use this layout for Land Ownership, Sign Ownership, Responsibility, and Insurance information. Add Department Memo information in text box. Reviewer's Name and Review Date are displayed near base of layout.

Maintenance: Displays maintenance information for each site. Use this layout for Maintenance Issues, Annual Maintenance Tasks, Maintenance Schedules and Costs, and to track the Maintenance Histories of sites. Included are: Date of Last Maintenance Inspection and Date of Last Task Performed. Click "View Maintenance List" button for a list of sites with Maintenance Tasks Scheduled and Tasks Performed. Click "Return" button to return.

Wyoming Monuments & Markers

[List](#)[General](#)[Photographs](#)[Location](#)[Inspection](#)[Management](#)[Maintenance](#)

Wyoming's Monuments and Markers Database

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Page 2--How to Use the Database (Part I: Enter, Edit, and Find)

The Monuments and Markers Database was designed around a set of common tasks. These include: add and delete site records; enter and edit site information; find sites and specific information; view, sort, and print site records; view photographs and maps; add, replace, and modify photographs; and import and export maps, map data and objects. Descriptions of how to perform these tasks are provide below and on Help Pages 3-5. Examples are given to illustrate the design function of the database. Once familiar with these tasks, more advanced operations can be performed using the FileMaker Pro 7 (FMP7) software tools.

Add and Delete Site Records:

The database administrator can add and delete site records using the "Add" and "Delete" icons ("General" layout) or the FMP7 tools from the "Records" pull-down menu. To add a site record, click the "Add New Record" icon. Enter a Name for the site, press [Tab] and add a Site ID number. Fill in the remaining information and proceed to other layouts to enter additional site information. To delete an existing site record, click the "Delete Record" icon. Warning: Deleting a record will permanently remove the site and all of its data from the database. Select sites for deletion wisely!

Note: The database opens to the "General" layout. When entering a new site, or editing existing site data, you should start with the information provided on this layout. Next, enter (edit) information displayed on the remaining layouts, moving from left to right. This is important because some entries (e.g., a site's Name and Site ID) are automatically entered into the display fields of succeeding layouts based on information entered on preceding layouts.

Enter and Edit Site Information:

Information is entered and edited on layouts using roll-down lists, check boxes, and by typing entries directly into the text boxes and number or date fields. Click in and out of these boxes and fields to enter information. Press the [Tab] key to move to the next field or the [Enter] key in date fields. For other data types, such as maps, photos, and objects, click the "Help" icons, located adjacent to these objects, or see Help Page 4 for more information.

Notes: (1) The item "Other" in check box sets is used to enter a new list item. These lists are generated based on the actual data contained in the field for all sites in the database. After a new item is entered it will be available as a selection choice for other sites in the database. (2) Many of the roll-down lists are also dynamically created from data in the database, while others are based on set "Value Lists". Roll-downs based on Value Lists have an item named "Edit..." at the end of the list. Use this to add, delete, or edit the list. For dynamically created roll-down lists you can simply add a new item to the list by typing it into the field.

Find Sites and Specific Information:

Click the "Find" icon at top of layouts to locate specific sites, groups of sites, or specific information. Click inside of a field of interest and select a check box or roll-down item, or enter a date or text as your search criteria. To perform the search click the "Find" button in FMP7 control panel at left. The number of sites matching the search request is shown in control panel. Use control panel to move through the found set. Use "List" layout to view and print site lists or to sort sites based on Site ID, Name, or Date/Time. You can also find sites based on one or more search criteria.

Note: Date/Time in "List" layout refers to auto-entered values that track changes in the database. These values are displayed in site lists and on Data Sheets. The Date/Time sort is in reverse chronological order (i.e., site most recently modified at top).

Examples: (1) To find all sites with "Fort" in their name, type "Fort" into the Name field (no quotes) and click the Find button. (2) To find all sites located in Albany County and on Interstate 80, select "Albany" and then select "I-80" from the roll-down lists for the "County" and "Road" fields on the "Location" layout, respectively, and click the Find button.

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Page 3--How to Use the Database (Part II: View, Sort, and Print)

View, Sort, and Print Site Records:

Each layout displays different thematic information for a site. Click the folder-like tabs to view the layouts. Use the FMP7 control panel (at left) from within a layout to move from one site to the next, or use the tabs to view the different thematic data for a single site. Use the "List" layout to view, sort, and print lists of more than one site, for example, a group of sites (the found set) resulting from a search request. Sort the list of sites quickly based on Site ID, Name, or Date/Time using the "Sort Records" controls, or perform more complex sorts using the "Sort Records..." tool from the FMP7 "Records" pull-down menu. On the "List" layout, click the "Data Sheet" button to view and print a formatted data sheet for each site. The Data Sheet displays a synopsis of pertinent data for each site. Use the print preview tool from the FMP7 control panel to view any of the layouts before printing. Click "Print" icon (top of layouts) to print, or use the "Print..." tool from the FMP7 "File" pull-down menu. The "Show All" icon in "List" layout is useful for deselecting a found set so that all site records in the database are listed. Use the FMP7 "Zoom" tools (below control panel), or from the "View" pull-down menu to zoom in and out on any of the layouts. These tools can be used in combination with the "Zoom" buttons in the database to, for example, view the photos in considerable detail.

Notes: (1) If FMP7 control panel is not open, click to view "Status Area" [Ctrl+Alt+S] from the FMP7 "View" pull-down menu to open. (2) Printing: The layouts were designed to fit a standard letter-size page. Select "Current Record" or "Records being browsed" option. To print a Data Sheet for a single site, for example, use the "Current Record" option.

View Photographs and Maps:

The "Photographs" and "Location" layouts can display up to six photographs, two maps, and a site plan for each site.

Photographs: Site photos are organized on the "Photographs" layout as follows:

Photo 1, with date and caption, is the primary photograph for the site. It is displayed in the upper, right corner on the "Photographs" layout and on most of the other principal layouts in the database.

Photo 2, with date and caption, is the secondary photograph for the site. It is displayed in the lower, right corner on the "Photographs" layout and is generally a close-up or alternate view of the site.

Photo 3, with date and "Legend Text," is a close-up view of the text printed on the monument, marker, plaque, or sign. It is displayed in the lower, left corner, while the "Legend Text" is shown above in the upper, left corner of the layout.

Additional Photos (optional): Three small photo frames appear at the lower, right on the "Photographs" layout. These are used to store and view up to three optional photos of the site. A small thumbnail view of the photo indicates that an optional photograph is available. Click frame (A) (B) or (C) to view the photo. From this large view layout of the photo a date and caption can be entered or viewed. Additional photos are commonly used to store alternate views of the site or photos of damage to site features that need maintenance attention. Click "Return" button to return.

Maps: On the "Location" layout, an Index Map and County Map are shown for each site at top, right. The Index Map highlights the county. The County Map shows the locations of all sites in the county with Site ID labels. The map base is a shaded relief view of topography. A "Site Plan" for the site is displayed, if available, at bottom, right.

Zoom: Click the "Zoom" button above each photo on the "Photographs" layout or to the left of the County Map on the "Location" layout for a larger view. The "Zoom" button tools open new layouts where the photos and maps are display at full resolution. Click "Return" button to return. Optional: Use the FMP7 zoom tools (lower left) to zoom in on these layouts further to as much as 400%.

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Page 4--How to Use the Database (Part III: Photographs)

Photographs:

The photographs displayed in the database are linked to each site record using a "reference to the file" approach. This means that the photos are not directly inserted (or stored) in the database. Instead, a "pointer" to a photo file is made and stored. Advantages of this approach are a smaller, faster database and easy updates. Disadvantages are that no changes can be made to a file's name or location (folder) because this will sever the link to the photo; and any photo added to the database for an existing site or new site must be correctly named and placed in a specific folder. File folder and file name conventions used for the database are outline below:

File Folders: Photographs, up to six per site, are stored in six separate subfolders within the folder that contains the database. These subfolders are named Pic1, Pic2, Pic3, PicA, PicB, and PicC; and are used to store Photo 1, Photo 2, Photo 3, and optional photos A, B, and C, respectively.

File Names: Photographs are uniquely named based on the monument or marker Site ID and the photo number (letter) in the database. Using this naming convention every photo file in the database will have a specific file name. Thus, for Ames Monument, which has Site ID AB0001.91 and six photos, the files are named and located as follows:

- Photo 1 is stored and linked as file AB0001_91_P1.JPG in subfolder Pic1
- Photo 2 is stored and linked as file AB0001_91_P2.JPG in subfolder Pic2
- Photo 3 is stored and linked as file AB0001_91_P3.JPG in subfolder Pic3
- Photo A is stored and linked as file AB0001_91_PA.JPG in subfolder PicA
- Photo B is stored and linked as file AB0001_91_PB.JPG in subfolder PicB
- Photo C is stored and linked as file AB0001_91_PC.JPG in subfolder PicC

Notes: (1) Notice that the period in the Site ID is replaced with an underscore character "_" and that a second "_" is placed before the picture (P) and number (or letter) designation. (2) JPEG (JPG) files are common digital photograph file types, but the container fields of FMP7 can hold other file types such as GIF, BMP, TIF, etc. (3) Instant Web Publishing, the FMP7 feature that enables the Monument and Markers Database to be accessed over the Internet, requires that the database be located in the "C:\Program Files\FileMaker\FileMaker Pro 7\Web" folder. Therefore, the photo subfolders Pic1, Pic2... are located in this "...Web" folder.

Add, Replace, and Modify Photographs:

Existing Sites: For the 467 sites in the database, as of Feb 25, 2005, either an "actual" or "dummy" photo file was used to populate the database (a total of 2,802 photos). Each photo subfolder therefore contains a photo file for every site, whether or not an actual photo exists. The "dummy" photos are essentially placeholders that display throughout the database as blank gray backgrounds with the words "Photograph Not Available" written in the center. To add an actual photo for one of these sites simply name the actual photo file, as outlined above, and copy it over the "dummy" file in the correct subfolder. The database will automatically display the new photo the next time the site is viewed. Use this same approach to replace an old photo with a new one, or to modify an existing photo; in the latter case, the photo file can simply be opened, modified, and saved. The database will automatically display the updated photo.

New Sites: When a new site record is created, photos for the site can be named and placed into the photo subfolders using the naming and placement conventions outline above. Then, from within the Monument and Markers Database using FMP7, right click each photo frame, select [Insert Picture...] from the pop-up menu, navigate to the appropriate folder (Pic1, Pic2...), and select the new photo file for the site by name. Make sure "Store only a reference to the file" is selected at the bottom of the dialog [the default setting] and click the "Open" button. This will insert the photo using the reference to the file. Complete the task by adding a photo date and caption (or Legend Text) into the appropriate fields on the "Photographs" layout. Note: Only the database administrator should perform this task.

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Page 5--How to Use the Database (Part IV: Maps, Map Data, Objects)

Maps:

The "Location" layout displays a Wyoming Index Map and a County Map for each site. These maps are GIF and JPG image files, respectively, and are stored in the "Maps" subfolder. Similar to photos in the database, the "reference to the file" link displays these maps for associated sites based on the "County" selected for the site. However, unlike the photos, the map file references are stored in a separate related data table named MM_Maps. This table contains 23 records, one for each county, and is linked to MM_Main, the primary data table for the database, via the "County" field, which is present in both tables. Thus, a site located in Albany County will show the index map file (Indx_Albany.gif) and county map file (Albany.jpg) because "Albany" is selected in the "County" field.

Map Updates: To update the maps in the database, create or acquire new map files; name the files according to the naming conventions outlined above; and copy the files over the existing files. The database will automatically display the new maps. Note: Only the database administrator should perform this task.

Site Plans:

A "Site Plan" for each site is stored in the MM_Main data table so that each site can have a unique site plan. To add a site plan simply create or acquire a site plan file (JPG, GIF, BMP, TIF, etc.) and copy it to the "Site_Plan" subfolder. Then, from within the Monument and Markers Database using FMP7, go to the "Location" layout for the site; right click the "Site Plan" frame; select [Insert Picture...] from the pop-up menu; navigate to the "Site_Plan" subfolder; and select the file. Make sure "Store only a reference to the file" is selected at the bottom of the dialog [the default setting] and click the "Open" button. This will insert the Site Plan as a reference to the file. Note: Only the database administrator should perform this task.

Export Map Data:

Location data, useful for GIS mapping, can be easily exported to file in tabular format for all or a selected set of sites in the database. Simply click the "Export Data" button on the "Location" layout; navigate to the desired folder; select a file type (dBase DBF recommended); enter a name for the file; and click the "Save" button. Site records are sorted by Site ID and exported to file. Exported data include: Site ID, Name, PLSS T/R/S, Latitude/Longitude, UTM Northing/Easting, and other geographic information, as well as Type, Material, Inspection Date, and Ownership and Responsibility. To export data for a selected set of sites in the database make the selection before performing the export.

Notes: (1) A dBase (DBF) file can be directly opened in ArcGIS v. 9x as a data table. Map the site locations as events using either the Latitude/Longitude (WGS84) coordinates or the UTM Northing/Easting (NAD83) coordinates. (2) UTM coordinates are Zone 12 (west of longitude -108) and Zone 13 (east of longitude -108). Zone designation is also output to file.

Sounds, Files, and Objects:

Sound recordings, external files, and linked objects can be imported as "Maintenance Procedures" for each site on the "Maintenance" layout. Right click "Procedure 1" or "Procedure 2" and select "Insert Sound," "Insert File," or "Insert Object" from the pop-up menu. To record a sound clip, click the record button. To insert a file, browse to and select the file to import. To insert an object, select Object Type from the menu and click either "Create New" or "Create from File" for the document type associated with the external software package. Double click or right click the frames to hear or view the contents. Images, video and sound clips, text and spreadsheet documents, slide shows, and presentations can be inserted. Note: Ask the database administrator for assistance.