

New York's State Preservation and Historic Inventory Network Exchange

Once you enter SPHINX you will be brought to the module selection screen. From this screen you can select Project Review, NR Listing, or Survey/Inventory.

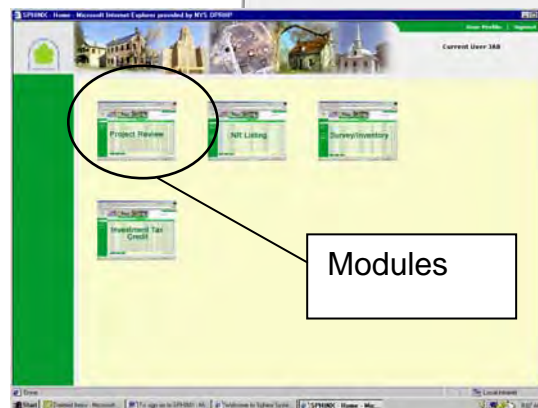
NOTE: Users will have access to:

Project Review: Reports: USN Report

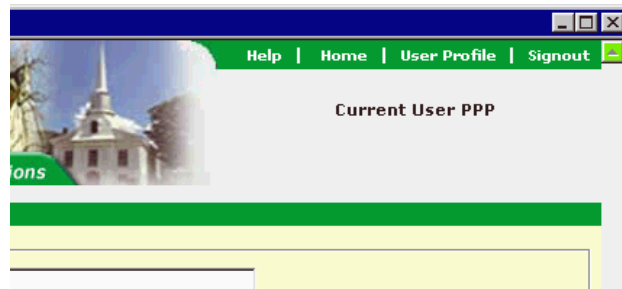
NR Listing: Reports: NR Listing Reports, USN Report



To select a module simple click on the program area you wish to search. In general all of the modules offer the same type of search functions.



To move from one module you are working in to another click on the HOME key located at the upper right corner of the screen.



SEARCH SCREENS

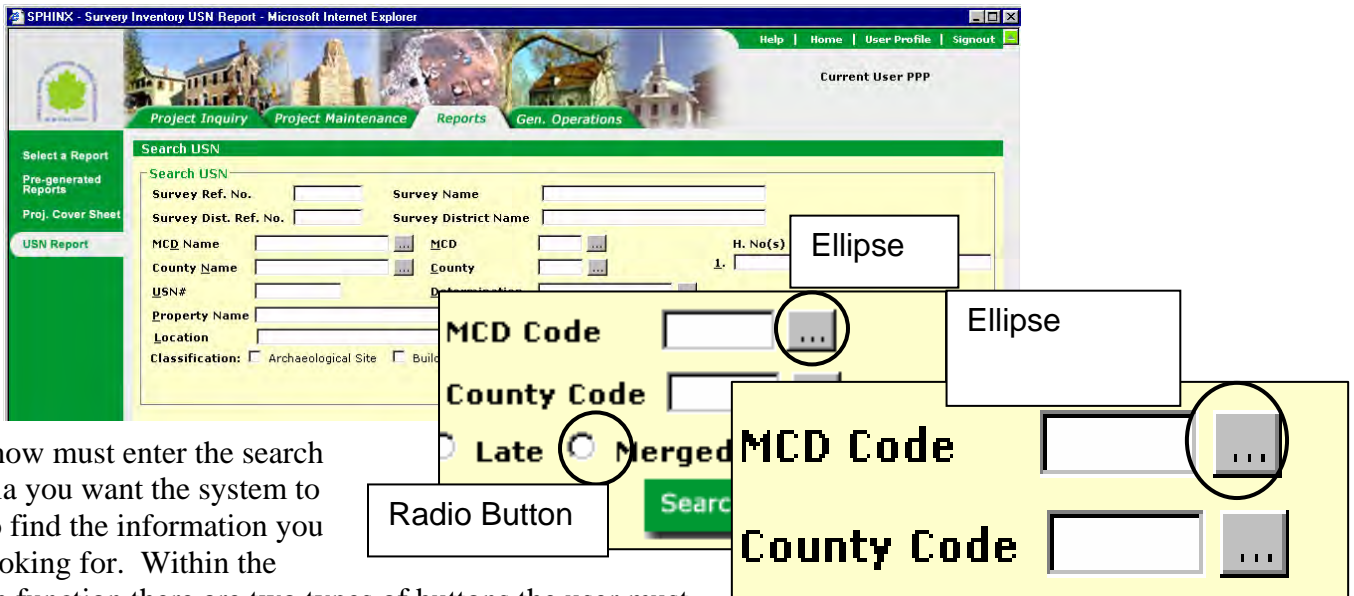
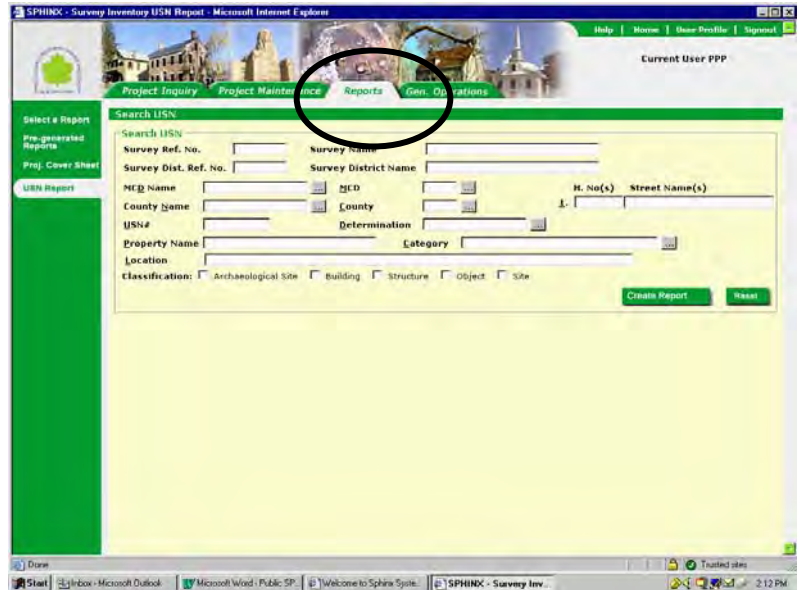
After signing on to SPHINX and selecting the **PROJECT REVIEW** module you will be brought to the Project Review **REPORTS** tab.

In this section USN REPORT will be selected and is available for use.

A **USN** (Unique Site Number) is assigned to each of the state's 256,000 inventoried buildings, structures, objects, and sites.

In this section you can search for individual properties by address, minor civil division, or name.

You can also generate lists of properties in a municipality by street, name, or designation.

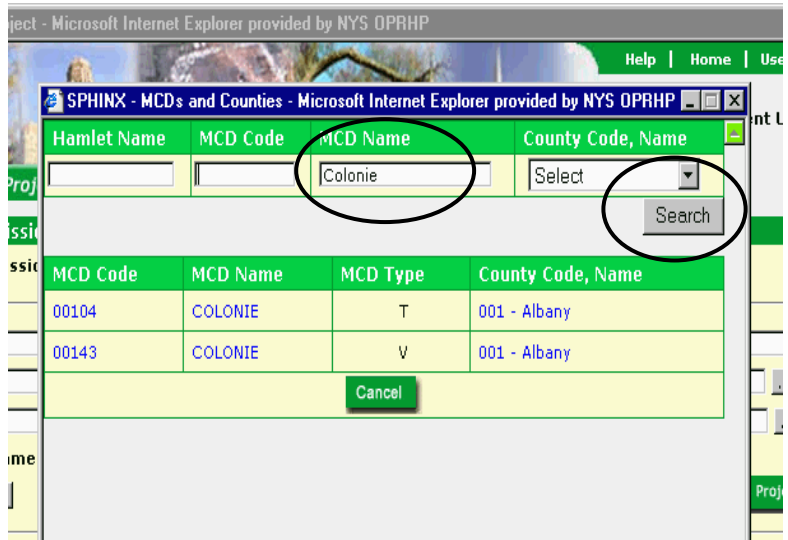


You now must enter the search criteria you want the system to use to find the information you are looking for. Within the search function there are two types of buttons the user must be aware of. The first is an **ELLIPSE** (square button with three dots). Clicking on the ellipse will open a selection box. From this box you can select information that will populate the selected field on the inquiry screen.

The second type of button is a **RADIO BUTTON**. These allow the user to select one option. You cannot select more than one radio button at a time.

As an example of a simple search, we will look for a project in the town of *Colonie*. First, you would select the ellipse next to either the field titled MCD Code (Minor Civil Division) or MCD Name.

A search box will pop up. Simply enter the name of the community you want to search into the field titled **MCD Name**. If the community you want to search is not a town or incorporated village enter the name in the **Hamlet Name** field.

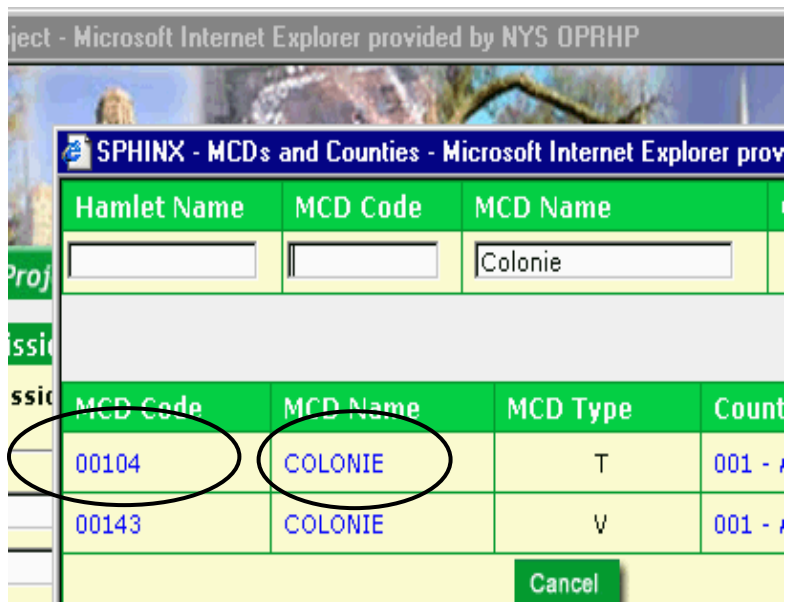


Once you have entered information into **ONE** of these fields click on the **Search** button.

The system will return any community that includes the name you entered in the search field. An exact name will produce one or only a few matches. A portion of a name will produce more choices.

Select the community that you want to search in by clicking on either the MCD Code or MCD Name for the community you want (in this system any item that is in **BLUE** can be selected).

NOTE: This is the basic starting point for all searches. These same steps will be used regardless of the module you are working in.



USN Reports

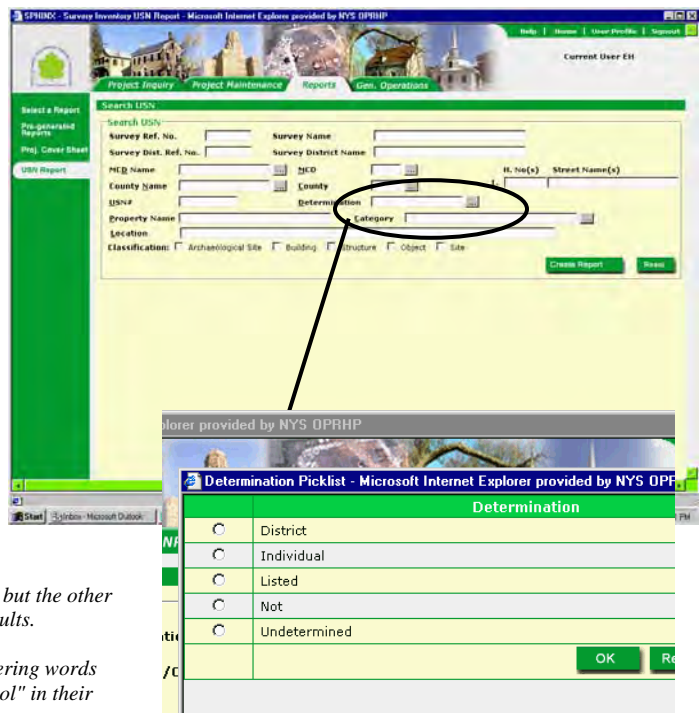
On the top of the page select the **REPORTS** file tab.

Using the same search methods as described in the previous section select/enter the specific information you are looking for. Select MCD (Minor Civil Division) by using the ellipse.

Note: For fields that do not have Ellipse Buttons you do not need to enter full or exact information. For example, if you are looking for a property on North Pearl Street the user can enter the full street name or only a portion (pearl). The less information the broader the search will be. Also remember all street designations are abbreviated in the system (Street is St, Avenue is Ave, etc.).

Note: The **Classification** buttons will work for all the state's archeological sites but the other categories have only recently been implemented and will provide only limited results.

Note: **Property Name** refers to the common name assigned to the property. Entering words such as "school" will return all properties in a chosen area with the word "school" in their name.

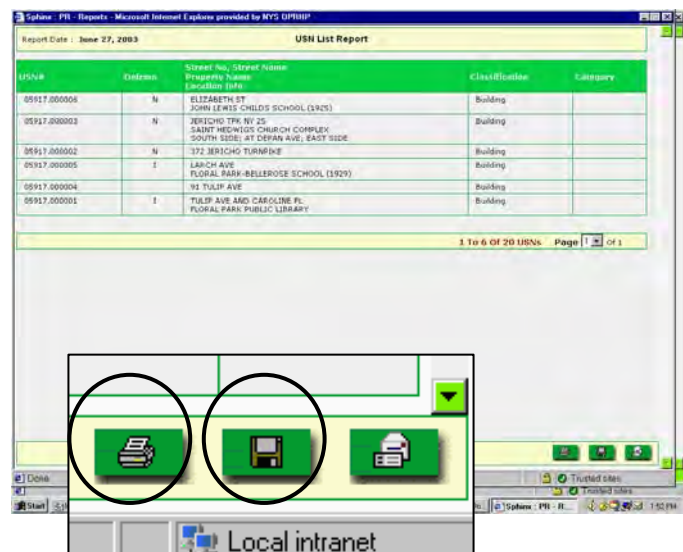


By selecting the ellipse at the **DETERMINATION** field you will be offered a choice of five designations: **D**istrict (historic districts), **I**ndividual (individually eligible properties), **L**isted (National and or State Register Listed properties), **N**ot (Not eligible properties), **U**ndetermined (evaluated but no determination assigned).

Once you have filled in all of the criteria data you wish to use in your search select the **CREATE REPORT** button. Remember, the more criteria entered the more narrow the search

If you choose **not** to specify a determination the system will return ALL categories.

Page through the report by selecting the next page using the page drop down box. When done with the report simply close it [X].



The report formats very slightly depending on which option is chosen.

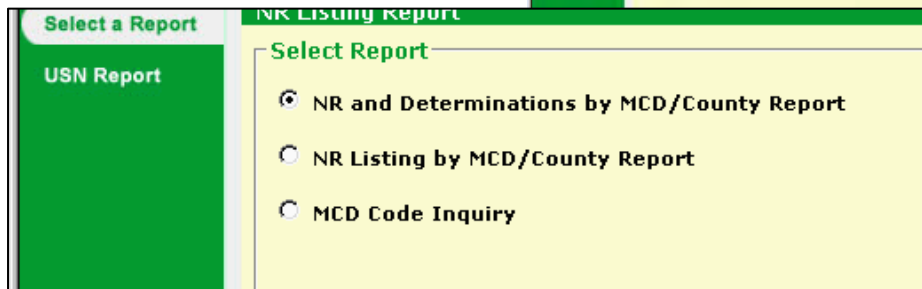
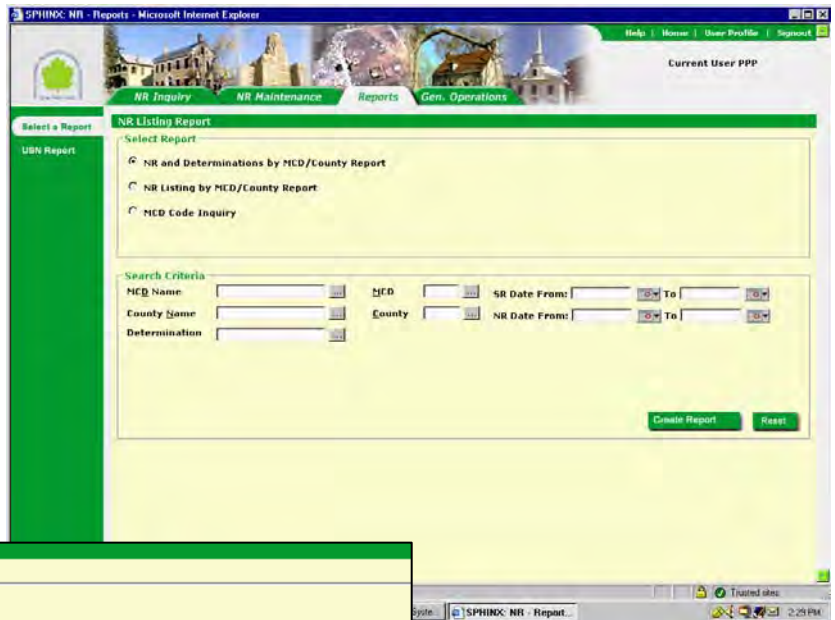
The system will allow you to Print (Printer Icon) or Save (Disk Icon) the information in the report.

NR Reports

Select the REPORTS tab from the NR Listing Module.

The user can select two types of National Register listing reports. These two reports differ slightly in the type of information returned to the user.

The user may also select to use the USN Report feature located in the menu at the left of the screen. (See previous pages for instructions to use the USN Report)

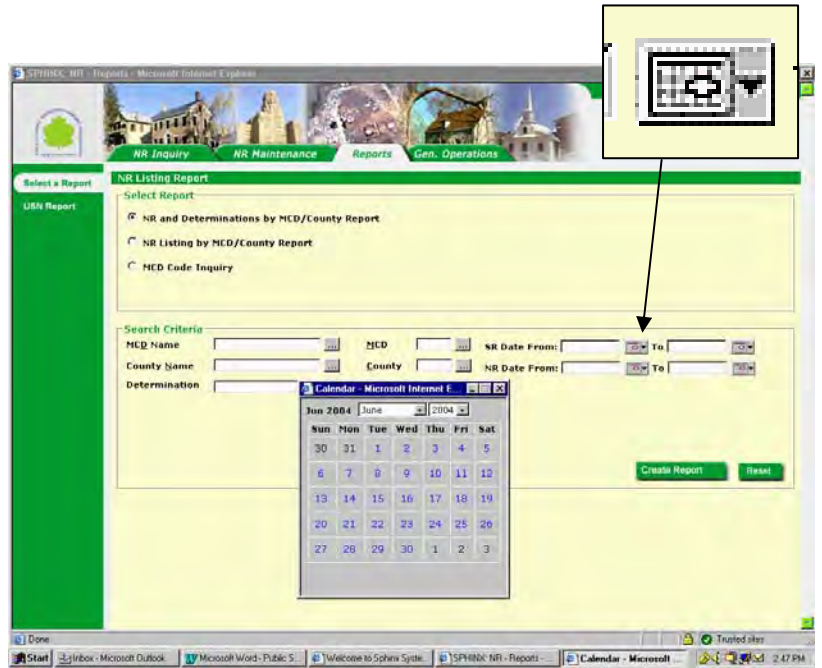


NR and Determinations by MCD/County Report

The report searches a specific community or county for ALL USNs. The report provides the USN number, property address and name, determination of eligibility, National Register number and dates listed to the State and National Registers if applicable. This search allows the user to narrow the search by selecting a specific date span or a determination type.

USN	Class	BF	Street Address/Location/Blkg. Name	Deter.	NR Ref. No.	SR Date	NR Date	Intl. Date
00103.000124			WESTERLO ST MAP CODE 92					
00103.000125			WESTERLO ST MAP CODE 83					
00103.000126			WESTERLO ST MAP CODE 84					
00103.000127			WESTERLO ST MAP CODE 85					
00103.000128			WESTERLO ST MAP CODE 86					
00103.000129			WESTERLO ST MAP CODE 87					
00103.000131			WESTERLO ST MAP CODE 89					
00103.000132			WESTERLO ST MAP CODE 90					
00103.000133			WESTERLO ST MAP CODE 91					
00103.000134			WESTERLO ST MAP CODE 92					
00103.000135			WESTERLO ST MAP CODE 93					
00103.000136			WESTERLO ST MAP CODE 94					
00102.000008			WESTERLO ST ACTON CIVILL POLYTECHNIC INSTITUTE (COEYMANS SCHOOL) SOUTH SIDE, AT CIVILL AVE	L	90NR02766	6/23/1980	12/29/1970	
00103.000056			WESTERLO ST BLAISDELL FARM	L	01NR01737	12/8/2000	3/12/2001	
00103.000142			WESTERLO ST IRWIN HOUSE MAP CODE 101					
00103.000003			10 WESTERLO ST Westerlo and Second Streets	D				

To select a date span simply click on the calendar icon located next to the NR/SR Date fields. A calendar will pop up that will allow you to select the specific months and years you wish to use as your criteria. You must enter both a "from" and "to" date.



By selecting the ellipse at the **DETERMINATION** field you will be offered a choice of five designations: **D**istrict (historic districts), **I**ndividual (individually eligible properties), **L**isted (National and or State Register Listed properties), **N**ot (Not eligible properties), **U**ndetermined (evaluated but no determination assigned).



Once you have filled in all of the criteria data you wish to use in your search select the **CREATE REPORT** button. Remember, the more criteria entered the more narrow the search

If you choose *not* to specify a determination the system will return ALL categories.

Page through the report by selecting the next page using the page drop down box. When done with the report, simply close it [X].

The report formats very slightly depending on which option is chosen.

The system will allow you to Print (Printer Icon) or Save (Disk Icon) the information in the report.

NR Listing by MCD/County Report

Unlike the previous report, this option looks only for properties that are listed in the New York or National Registers of Historic Places.

Like the previous report the user can search by **minor civil division** or **county** and can choose to select a **date span** for the listing dates of the properties included in the search.

The screenshot shows the 'NR Listing Report' selection screen. The 'NR Listing by MCD/County Report' option is selected. Search criteria fields for MCD Name, County, SR Date From, and SR Date To are visible.

The report that is generated provides the name of the registered property/district, location, State board review date and action, State Register and National Register dates.

The screenshot shows the 'State and National Register Listing' report. The report date is June 16, 2004. The table lists properties with columns for NR Number, NR Name, MCD Name, SBMR REVIEW DATE, SBMR VOICE, SR LISTING DATE, NR LISTED DATE, and NHR DATE.

NR Number	NR NAME	MCD NAME	SBMR REVIEW DATE	SBMR VOICE	SR LISTING DATE	NR LISTED DATE	NHR DATE
01NR01737	Blaisdell, Fletcher, Farm Complex	COEYMANS	12/8/2000	A	12/8/2000	3/12/2001	
01NR01857	Vanderzwe House	COEYMANS	9/7/2001	A	10/15/2001	1/11/2002	
02NR05107	Coeymans-Bronk Stone House	COEYMANS	4/8/2003	A	9/4/2003	11/25/2003	
02NR05176	Valley Paper Mill Chimney & Site	COEYMANS	11/19/2003	A	1/25/2004	4/21/2004	
02NR05187	Wilks, Alexander, House	COEYMANS	11/19/2003	A	1/20/2004	4/6/2004	
90NR02765	Albion Historic District	COEYMANS	11/29/1977	A	3/24/1980	7/24/1980	
90NR02766	Coeymans School (Acton Civil Polytechnic Institute)	COEYMANS		A	6/23/1980	12/29/1970	
90NR02767	Coeymans, Ariamatz, House	COEYMANS		A	6/23/1980	10/16/1972	
90NR02802	Onesquehain Valley Historic District	BETHLEHEM	7/18/1973	A	6/23/1980	1/17/1974	
94NR00750	Ten Eyck, Tobias C., House and Cemeterias	COEYMANS	9/23/1994	A	10/14/1994	11/25/1994	
94NR00973	District School No. 7	COEYMANS	3/25/1996	A	3/29/1996	5/15/1996	
94NR01070	Shear, Israel, House	COEYMANS	9/20/1996	A	10/9/1996	12/6/1996	
90NR01296	Houghtaling, Abraham, House	COEYMANS	12/5/1997	A	12/16/1997	2/20/1998	
94NR01476	Hull House and Cemetery	COEYMANS	3/12/1999	A	4/30/1999	7/22/1999	