To create a case on SAHRIS to track a HERITAGE CRIME, these are the steps you will need to follow:

SETTING UP YOUR ACCOUNT
1. Log on to www.sahris.org.za and click on create an account at the top left of the screen. Follow the steps and wait to receive confirmation that your new account has been authenticated.
2. Log in and go to My Account, click on Create a Profile. Please check that your profile doesn't already exist as the RELATED CONTENT matches will show possible matches for your profile on SAHRIS.
3. If your profile already exists on SAHRIS - email sahrisadmin@sahra.org.za so that you can be linked to your profile and given authorship rights over it.

CREATING AN OBJECT
1. Hover your mouse over CREATE and select OBJECTS from the dropdown list
2. Fill in the fields appropriate to your item. Not all fields are necessary, but make sure to enter the **ObjectCode**, which reflects the accession number of the item; add a description and attach any images you might have under the IMAGES tab.
3. Click SAVE

CREATING THE CASE
1. Start your application via http://www.sahra.org.za/node/add/heritage-cases (SAHRIS menu option is to hover over CREATE, then click on CASE/APPLICATION dropdown menu option)
2. You are now in the application wizard which has 4 steps:
   1. DEFINE YOUR APPLICATION
   2. APPLICATION DETAILS
   3. CASE INTEGRATION (STEP 3)
   4. SUPPORTING DOCUMENTATION & UPLOADS

   DEFINE YOUR APPLICATION (STEP 1)
1. Tick **YES** to accept terms and conditions.
2. Choose the OBJECT OWNER/MUSEUM/CURATOR in the **Applicant** field
   Please read the help text below the field to understand the AUTOSEARCH fields. For group users, you can, if you wish, enter your ORGANISATION as a SECOND applicant (i.e. Curator first, Museum second).
3. Do the same for **Consultants** - typically architects, heritage practitioners, environmental practitioners etc. NO COMPANIES allowed in this field. If there is no specialist involved in the case, you can leave this blank.
4. Tick the relevant **Heritage Authority** for your application: SAHRA and the Provincial Heritage Authority for the relevant province.
5. Choose **Heritage Crime** as your CASE TYPE.
6. Choose the **Object** you created by beginning to type the **ObjectCode**. The item will come up and you can then click on it.

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   APPLICATION DETAILS (STEP 2)
7. Name your case in **CaseReference** e.g. "Theft of Ezemvelo leopard skin from Msunduzi Museum, Pietermaritzburg, KZN" Try to keep these titles standardized for ease of searching cases later.
8. **Proposal description** is a slightly more comprehensive version of the **CaseReference** short eg "Report and case tracking for theft of Ezemvelo leopard skin from Msunduzi Museum, Pietermaritzburg, KZN". Again, standardizing the titles makes searching easier.
9. **Expanded motivation** provides a space for a full account of the theft, including the details that were made in the police statement. If this information is very detailed, please upload it as a PDF to

AdditionalDocuments on the final step.

10. List relevant citations if applicable under **Reference List** – these are instances where the theft has been reported in the newspapers or online. It is not necessary to attach the documents if you do not have them.

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CASE INTEGRATION (STEP 3)

11. Leave your **DevelopmentType** as none.
12. Specify the relevant stakeholders under **OtherReferences**, using ADD ANOTHER ITEM for each entry. These could include the SAPS, Directorate for Priority Crime Investigations, Customs and/or Interpol, as relevant.
13. Enter the case number under **CaseReference**, for each stakeholder, but ignore **Application Type** and **DeadlineDate**.
14. Enter the name of the official at each organization responsible for the case under **ContactPerson**.
15. If the organizations or people aren't on the system already (i.e. their names did not appear as you began to type, hover your mouse over CREATE and then over ADD CONTENT OVERVIEW and click on PEOPLE or ORGANISATIONS as relevant. Follow the steps to create the necessary content types.

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SUPPORTING DOCUMENTATION & UPLOADS (STEP 4)

16. If a heritage specialist has generated some kind of report on the object, you can upload the heritage report to the **HeritageReports** field. For most heritage crime applications this step can be SKIPPED.
17. **CaseImages** - upload JPEG photographs of the object, if you have these. Up to 10 images may be uploaded here - if you have more please upload them to AdditionalDocuments. Please write out what the files are in the description fields once you have uploaded them.
18. Upload any other related material, police statements, etc to **AdditionalDocuments** in PDF format. Please write out what the files are in the description fields once you have uploaded them.
19. **ConsentLetters** and **Proof of Payment** are not related to heritage crime applications and do not need to be attached.
20. **VERY IMPORTANT FIELD!** The **Status** field controls the workflow of the application. You may work on a case in DRAFT and it will not be assessed until you set it to SUBMITTED.

Finally, click on

SAVE

If the process gives you any error messages, go through the wizard again, only filling in those fields marked with red asterisks. Save immediately and then click on edit to complete the process.

For further enquiries about SAHRIS, please contact the system administrator on sahrisadmin@sahra.org.za or ask for the SAHRIS helpdesk at SAHRA on 021 462 4502.

Amafa Applications: http://www.sahra.org.za/content/amafaheritage-kwazulu-natal

Eastern Cape PHRA Applications:
http://www.sahra.org.za/content/eastern-cape-provincial-heritage-resources-authority