🔄 WSPS: Workflow

How data moves from the Real World to The Archive.

Phase 1: Acquisition (Three Paths)

Path A: The Anonymous Web User (Engagement Status 1)

- **Action:** A user finds the Splash Page online.
- **Input:** They submit the Questionnaire. They leave Contact Info **blank**.
- **Data:** Row appears in Google Sheet. contact_email is empty.
- **Result: Spontaneous Data Point.**

Path B: The Contactable Web User (Potential Status 2)

- **Action:** A user finds the Splash Page online.
- **Input:** They submit the Questionnaire and **include** an email or phone number.
- **Data:** Row appears in Google Sheet. contact_email is **populated**.
- **Result: Flagged Data Point** (Requires Triage in Phase 2).

Path C: The Field Intercept (Engagement Status 3)

- **Action:** A Field Researcher approaches a subject at a location.
- **Input:**
  - **Subject:** Fills out the Questionnaire on a tablet.
  - **Researcher:** Fills out the *Data Collection Instrument* on a clipboard.
- **Sync:** Researcher writes the exact **Time of Submission** on the paper form.
- **Result: Verified Data Point.**

Phase 2: Processing (The Registry)

Step 1: Ingestion & Triage

- The **Data Steward** opens the Google Sheet daily to check for new rows.

- They perform a **Triage Check** on every new row:

  - **Check A (The Field Sync):** Is there a matching physical Clipboard Form for this timestamp?

    - *If Yes:* Proceed to **Step 2 (Reconciliation)**.

  - **Check B (The Contact Check):** Is there data in contact_email?

    - *If Yes:* Proceed to **Step 3 (Remote Follow-Up)**.

  - **Check C (Default):** If neither, mark engagement_status as **1** and proceed to Analysis.

Step 2: Reconciliation (For Path C / Status 3)

- The Steward manually types the Clipboard data (Weather, GPS, Notes) into Columns 30–41.

- **Status Update:** They change engagement_status to **3**.

Step 3: Remote Follow-Up (For Path B / Status 2)

- The Steward flags the row for a Researcher.

- The Researcher contacts the subject (via email/text) to clarify details.

- *If successful:* They add notes to the file and change engagement_status to **2**.

- *If no reply:* The status remains **1**.

Step 4: Analysis

- The **Senior Analyst** reviews the narrative (narrative_blob).

- They consult the **Coding Cheat Sheet**.

- They assign a **Typology** (class_code) and **Consistency Score**.

Step 5: Archival

- The row is locked. The data is considered part of the permanent **Washington State Periphenomenal Archive**.