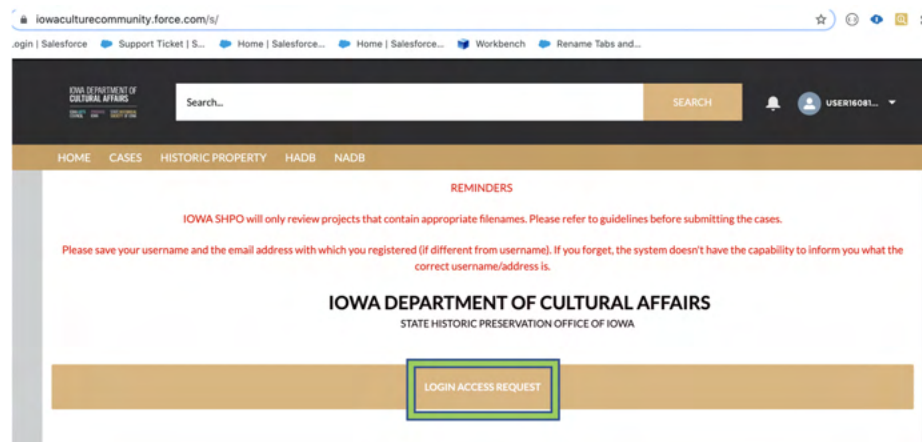


HISTORIC PROPERTY

The Community users will be able to search for to create or update a Historic Property Record whenever you would like to submit an Iowa Site Inventory form or your project includes a Historic Property or above ground resource to be reviewed.

1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>

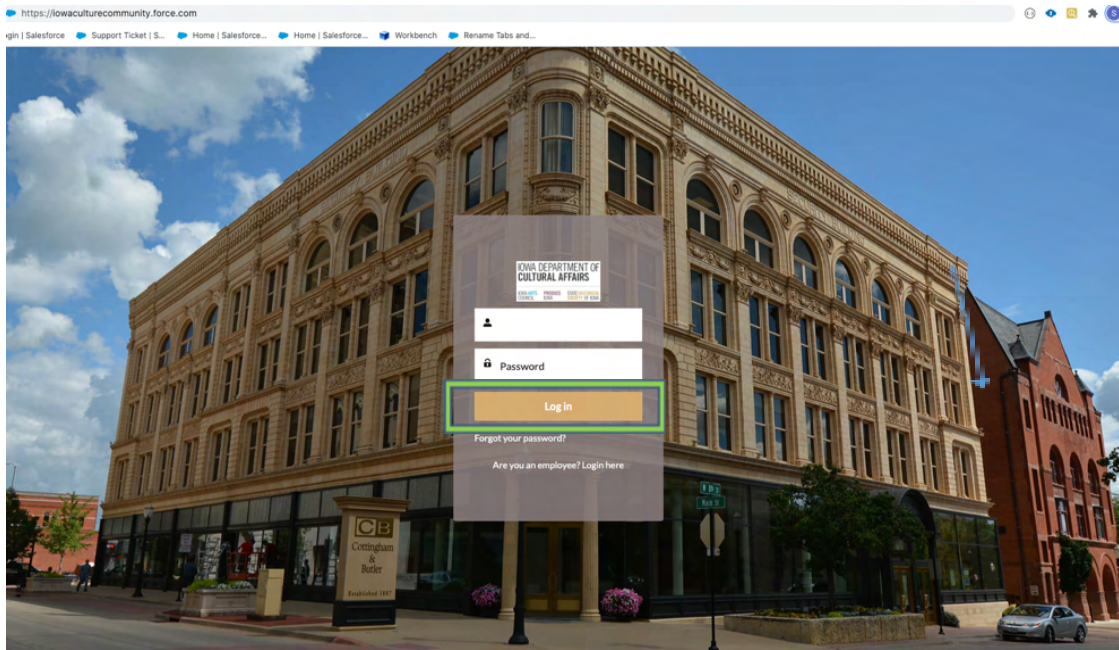


2. Click on Login Access Request.
 - a. Please fill the Login Access request form to get access to the community page.
 - b. Please click submit and you will receive an email communication regarding your account from the SHPO Salesforce Team.

The screenshot shows the 'LOGIN ACCESS REQUEST FORM' in the Salesforce Community. The form is titled 'LOGIN ACCESS REQUEST FORM' and is highlighted with a green box. It contains the following fields:

- * Status: A dropdown menu with 'New' selected.
- What type of Project you are working on?: A dropdown menu with '--None--' selected.
- * Agency Name/Company: A text input field.
- Consultant: A checkbox that is unchecked.
- Applicant Name: A text input field.
- Applicant Phone: A text input field.
- Applicant Email: A text input field.
- Applicant Address 1: A text input field.

3. Enter the username and password that you have been emailed and click Log in



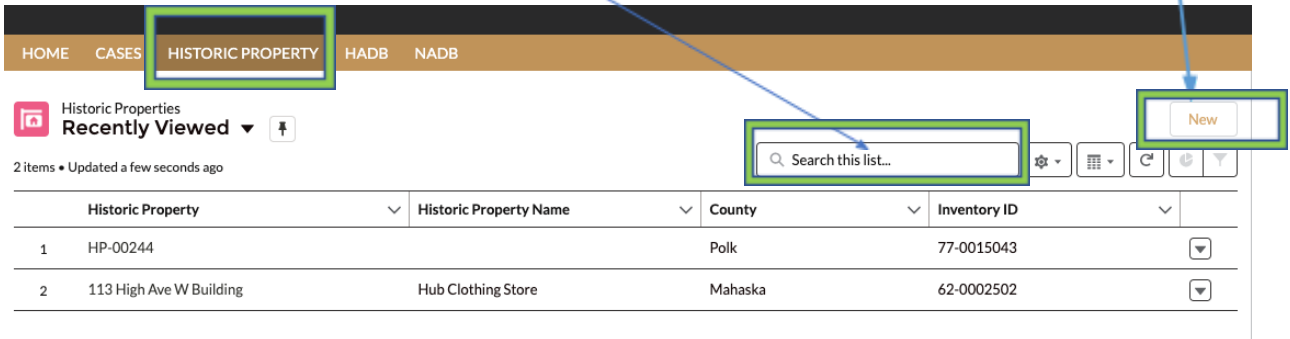
4. Then, you will need to navigate to the Historic Property tab.

- a. Click on the Tab Launcher
- b. Select the Historic Property Tab

To create a New Historic Property, click "New"

5. Search for **Historic Properties**

- a. User will be able to **Search for Historic Properties** in Search this list



- b. Once you select Historic Property a list view will be displayed, where you can see previous Historic Properties that have been submitted. To create a new historic property form and attach an Iowa Site Inventory Form, click on the "New" button in the upper righthand corner.

6. Users should be presented with the screen with all the details about the new Historic Property you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a new property record.

7. Once all the appropriate fields are filled click Save

* If save was successful, user will receive a green success message " # was created"

New Historic Property

Basic Property

Historic Property Site Number *

Historic Property Name

Street Number

Street Prefix *

Street Name

Street Type *

Street Suffix *

Address Description *

City

Historic Property Zip Code *

HOME CASES HISTORIC PROPERTY HADB NADB

Historic Property
HP-00000255

Printable View Submit for Approval

ISIF FORM: <http://iowaculture.gov/sites/default/files/history-preservation-siteinventory-form-re-01-09-2018.pdf>

Basic Property

Inventory ID
01-0015054

Historic Property Site Number ⓘ

Historic Property Name
Test Historic Property

Street Number

Street Prefix ⓘ

Street Name

National Register Status (0) New

HADB (0) New

8. You will have the opportunity to add a Iowa Site Inventory Form to this record. Please use the “attach files” button. **Please make sure that this file is saved as a pdf with the Inventory ID provided to the left as the file name.**

- a. Once all the appropriate fields are filled out and Saved, please make sure that you have attached a “Iowa Site Inventory Form” (refer to above).
- b. Please Click **Submit for Approval** Tab.

HOME CASES HISTORIC PROPERTY HADB NADB

Historic Property
HP-00000255

Printable View **Submit for Approval**

ISIF FORM: <http://iowaculture.gov/sites/default/files/history-preservation-siteinventory-form-re-01-09-2018.pdf>

Basic Property

Inventory ID
01-0015054

Historic Property Site Number ⓘ

Historic Property Name
Test Historic Property

Street Number

Street Prefix ⓘ


Street Name

National Register Status (0) New

HADB (0) New

Submit for Approval

Comments



Cancel

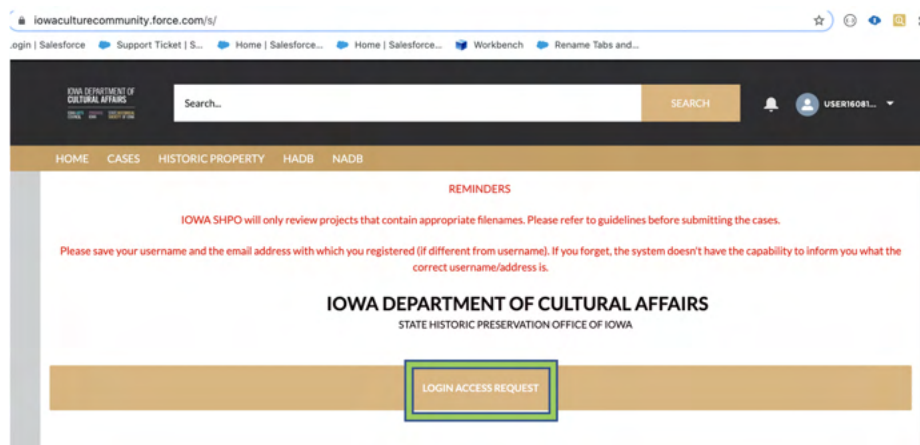
Submit

9. **Historic Property** "Submit for Approval" notifies the IOWA SHPO team that your historic property record and Iowa Site Inventory Form is ready for **review**.

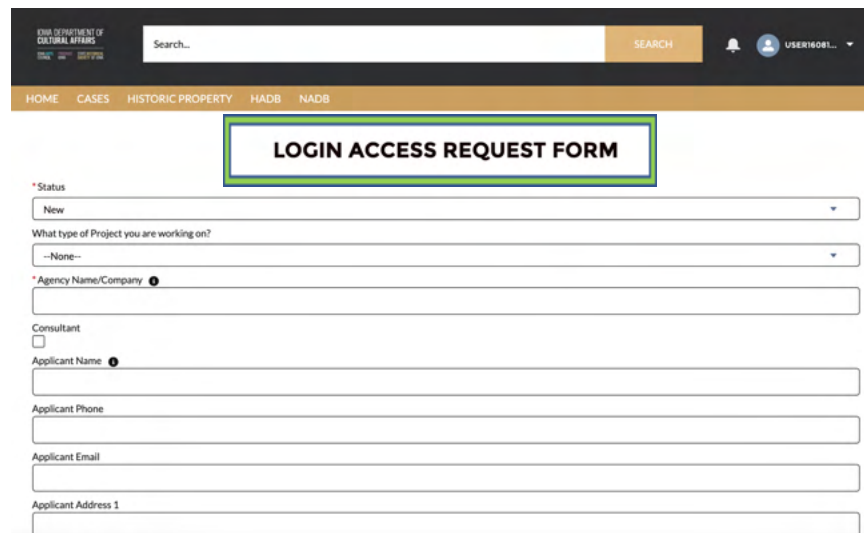
NADB

The Community users will be able to **search for and create or update a NADB Record** whenever you would like to submit **an archaeological survey report** or similar material.

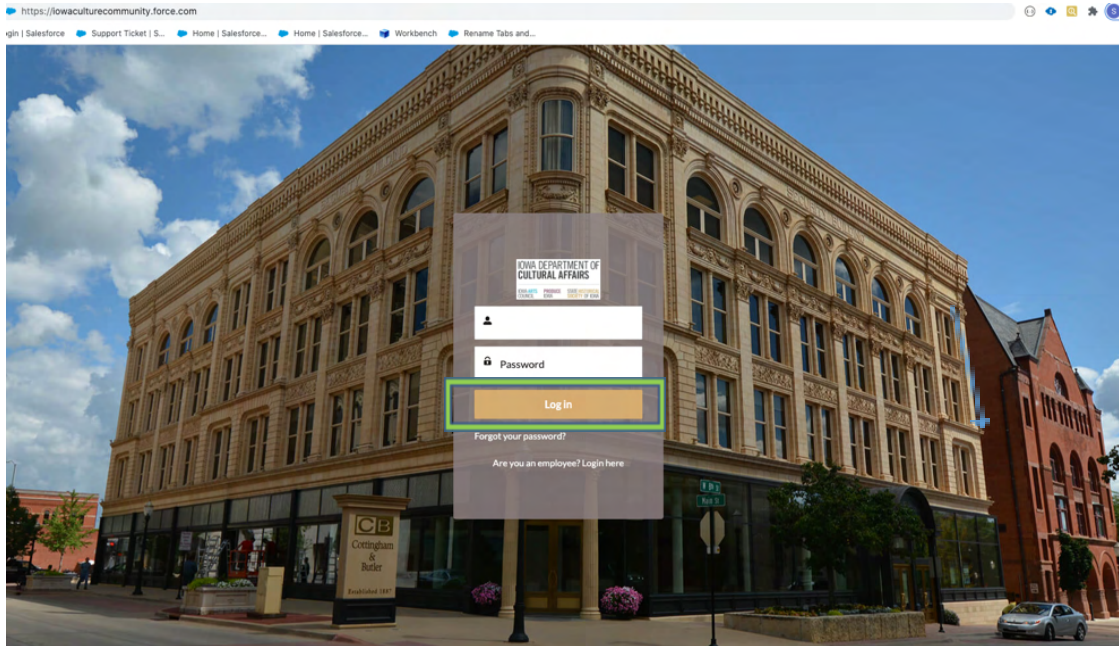
1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>



2. Click on Login Access Request.
 - a. Please fill the Login Access request form to get access to the community page.
 - b. Please click submit and you will receive an email communication regarding your account from the SHPO Salesforce Team.

A screenshot of the "LOGIN ACCESS REQUEST FORM" on the website. The form title is highlighted with a green box. The form contains several fields: a "Status" dropdown menu set to "New", a "What type of Project you are working on?" dropdown menu set to "--None--", a text input field for "Agency Name/Company", a "Consultant" checkbox, and text input fields for "Applicant Name", "Applicant Phone", "Applicant Email", and "Applicant Address 1".

3. Enter the username and password that you have been emailed and click Log in



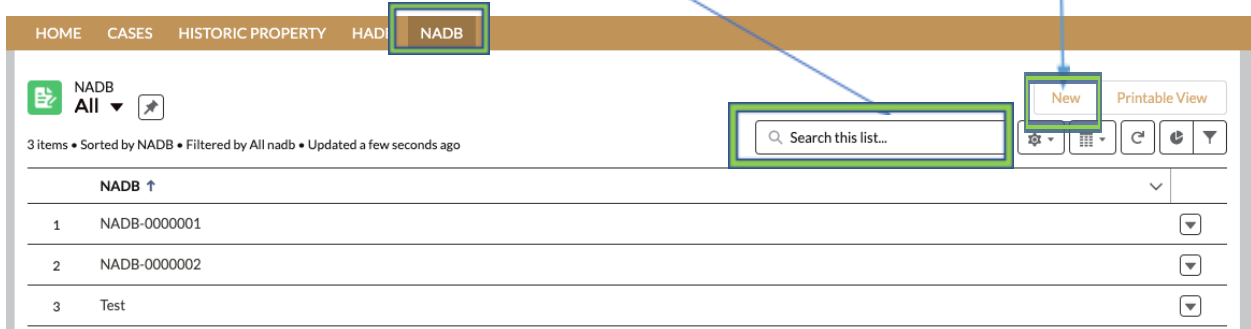
4. Then, you will need to navigate to the **NADB** tab.

- a. Click on the Tab Launcher
- b. Select the NADB

To create a New NADB form, click "New"

5. Search for **NADB**

- a. User will be able to **Search for NADB** in "Search this list"



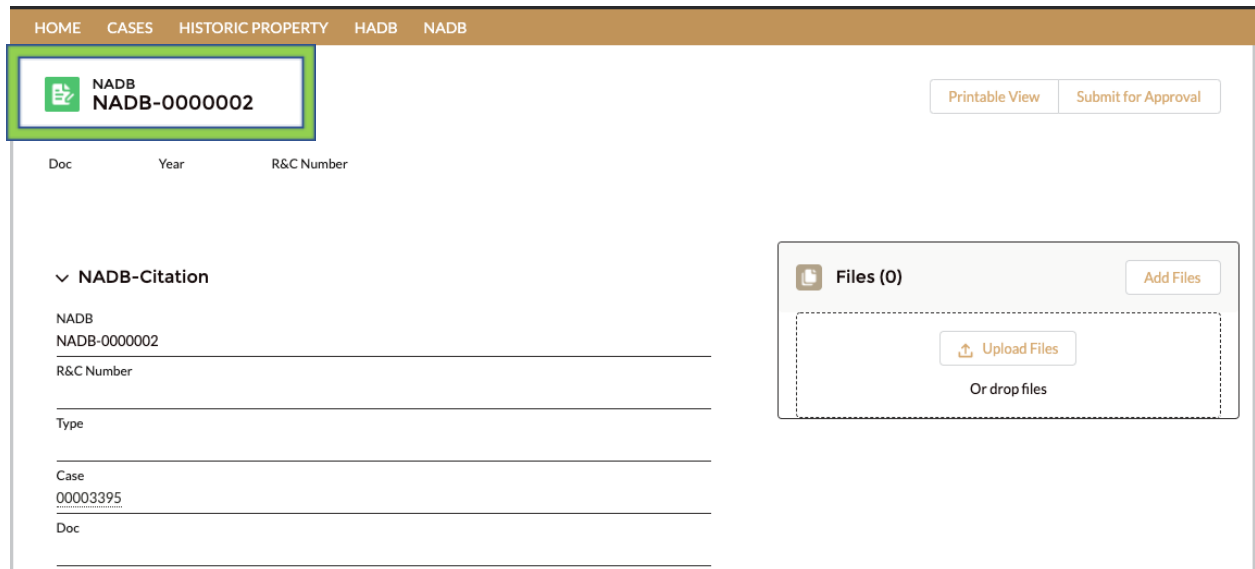
- b. Once you select **NADB** tab, a list view will be displayed, where you can see previous **NADB** that you have submitted. To create a new, click on the "New" button in the upper righthand corner.

6. The user should be presented with the screen with all the details about the new **NADB** you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a **new record**.

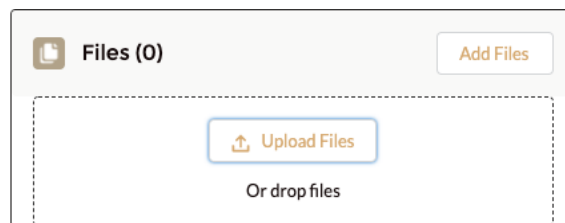
7. Once all the appropriate fields are filled click **Save**

* If save was successful, user will receive a green success message " # was created"



8. User will be able to **Upload Files** - this is where an archaeological report can be submitted.

- a. Click **Upload Files** on the right side on the Attachments section of the case page



9. Once all the appropriate fields are filled and Saved then please Click the **Submit for Approval** button.

The screenshot shows the NADB form interface. At the top, there is a navigation bar with links for HOME, CASES, HISTORIC PROPERTY, HADB, and NADB. Below the navigation bar, the form title is "NADB NADB-0000002". To the right of the title, there are two buttons: "Printable View" and "Submit for Approval". The "Submit for Approval" button is highlighted with a green border. Below the title, there is a table with columns for "Doc", "Year", and "R&C Number". To the left of the table, there is a section titled "NADB-Citation" with several input fields for "NADB", "R&C Number", "Type", "Case", and "Doc". To the right of the table, there is a "Files (0)" section with an "Add Files" button and an "Upload Files" button. Below the "Files (0)" section, there is a dashed box with the text "Or drop files".

Submit for Approval

Comments

A large empty text area for comments, outlined in blue. In the bottom right corner, there is a green circular icon with a white 'G' inside.

Cancel

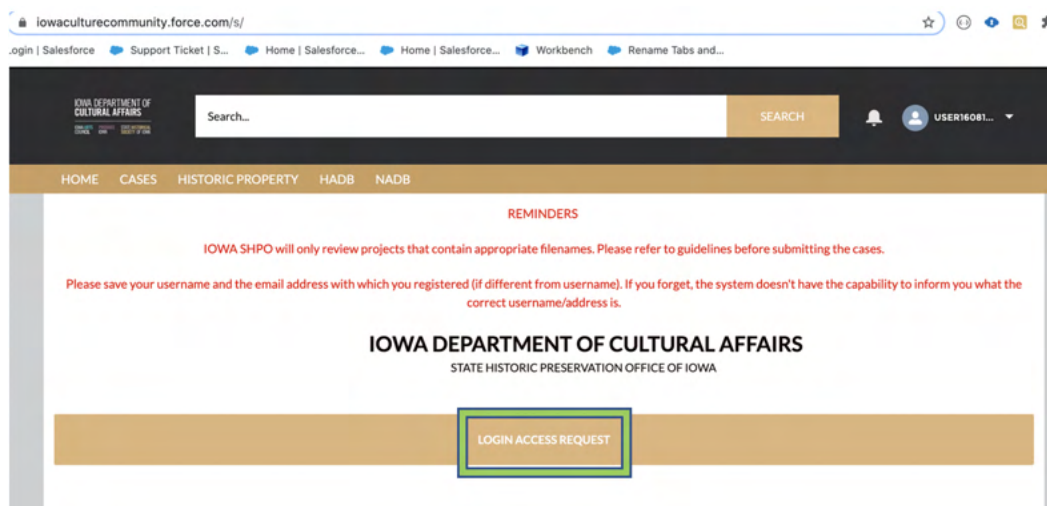
Submit

9. The NADB "Submit for Approval" button notifies the IOWA SHPO team that your form is ready for **review**.

HADB

The Community users will be able to search and fill out a create **HADB** form whenever you would like to submit an Architectural Survey Report.

1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>

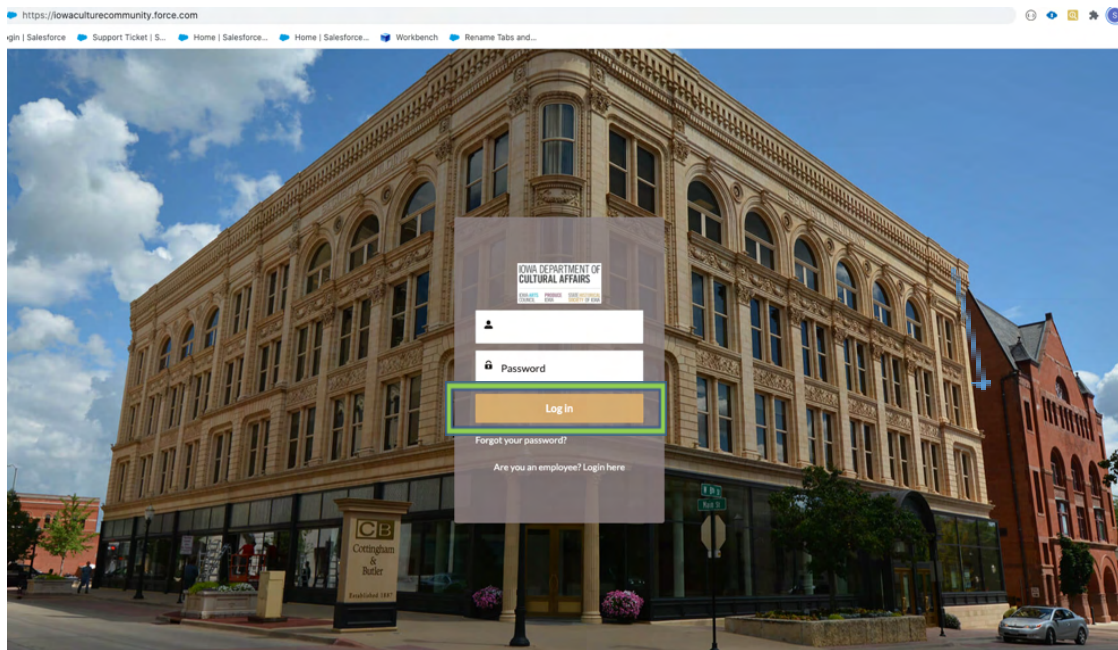


2. Click on Login Access Request.
 - a. Please fill the Login Access request form to get access to the community page.

The screenshot shows the 'LOGIN ACCESS REQUEST FORM' with the following fields:

- * Status: New
- What type of Project you are working on?: --None--
- * Agency Name/Company: [Empty field]
- Consultant: [Empty field]
- Applicant Name: [Empty field]
- Applicant Phone: [Empty field]
- Applicant Email: [Empty field]
- Applicant Address 1: [Empty field]

3. Enter the username and password that you have been emailed and click Log in

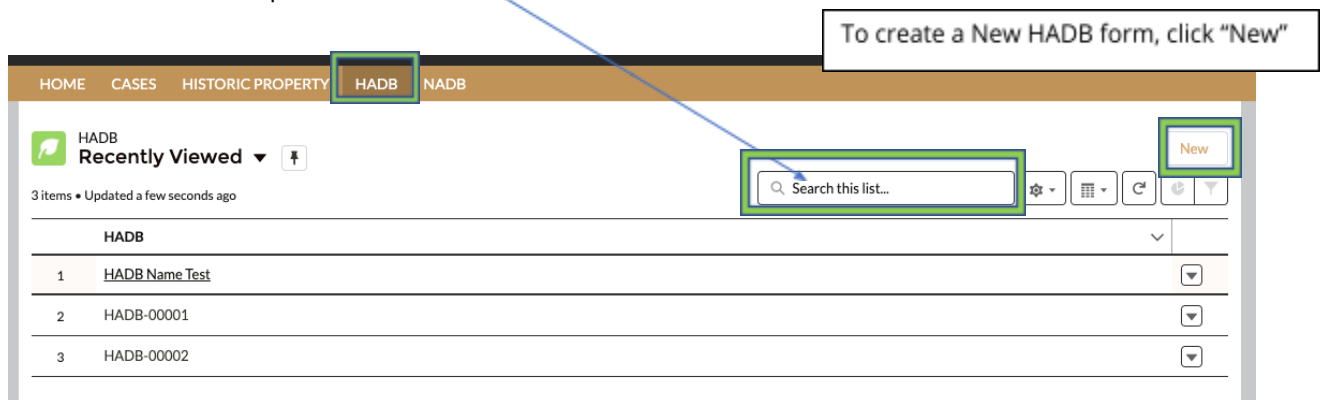


4. Then, you will need to navigate to the **HADB** tab.

- a. Click on the Tab Launcher.
- b. Select the **HADB** tab.

5. Search for **HADB**

- a. Once you select **HADB**, A list view will be displayed, where you can see previous, **HADB**, that you have worked on. To create a new, click on the “New” button in the upper righthand corner.
- b. The user will be able to Search for a report in **HADB** in “Search this list”. If the report is not located in **HADB** then the user will need to complete a **HADB** form and upload the report.

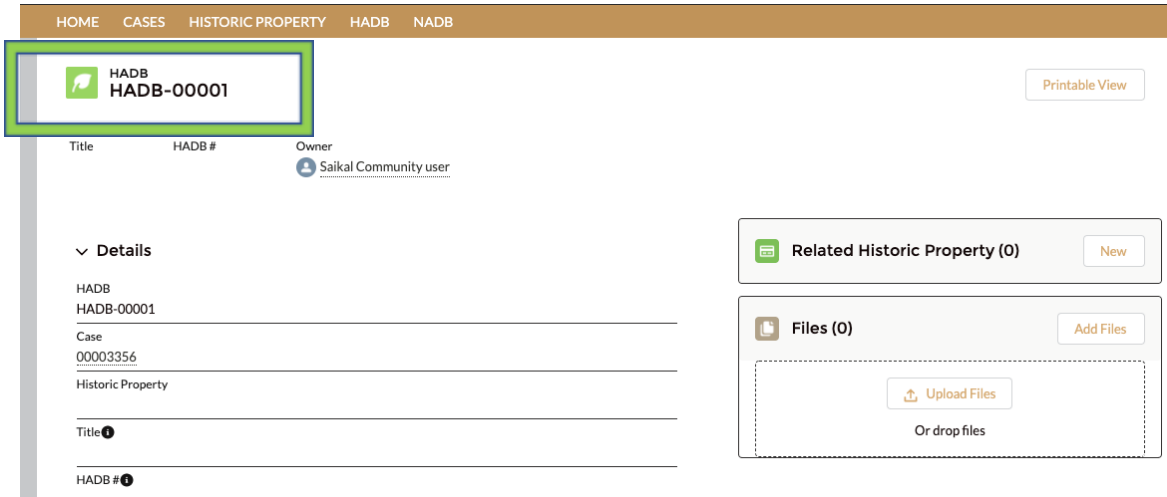


6. The user should be presented with the screen with all the details about the new **HADB** you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a new **HADB** Form.

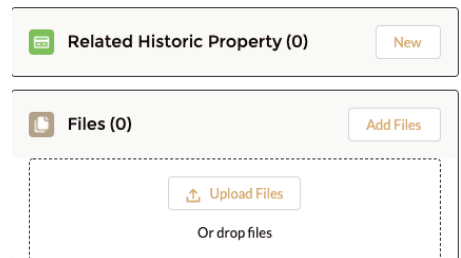
7. Once all the fields are filled click Save

*If save was successful, user will receive a green success message " # was created"



If the Community User has identified historic properties in the Architectural Survey that are currently in or new to our Historic Site Inventory File, they can be added at this point.

1. To attach an existing Historic Property record - Click New in "Related Historic Properties"
2. Search for Historic Properties - User will be able to Search for Historic Properties in Search this list
3. User will be able to Attach multiple Historic Properties and Search Historic Property related to the particular case under Related Historic Property Tab. Click Save.



New Related Historic Property

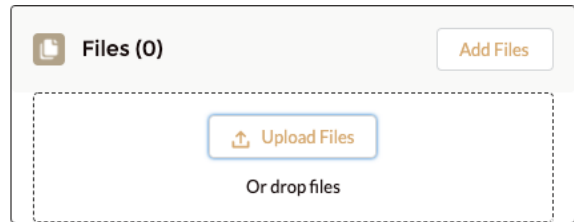
Information

Related Historic property # Owner
Saikal Community user

Cancel Save & New Save

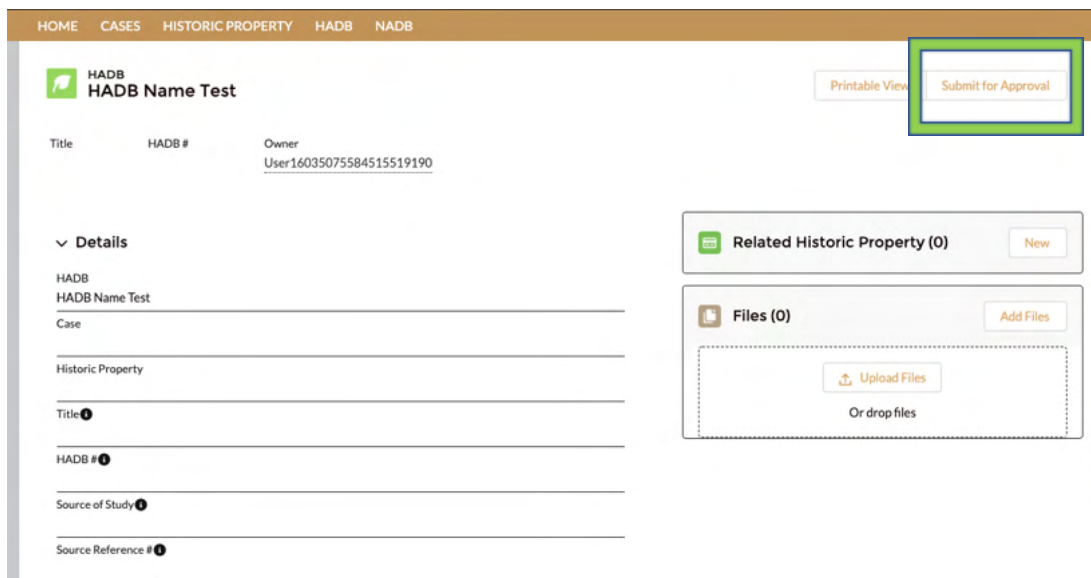
User will be able to Upload Files, which could include the report, supporting tables or other documentation.

Click Upload Files on the right side on the Attachments section of the case page



To Complete

Once all the fields are filled and Saved and all required Forms attached and Saved Please Click Submit for Approval Tab.



HADB form “submit for approval” notifies the IOWA SHPO team that your form is ready for review.

Submit for Approval

Comments
