



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 <u>https://iowaculturecommunity.force.com</u>

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					REMINDERS				
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- 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.

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HOME CASES HISTORIC PROPE	RTY HADB NADB		
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New			•
What type of Project you are working on?			
None			•
*Agency Name/Company			
Consultant Applicant Name			
Applicant Phone			
Applicant Email			
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 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

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1 HP-00	244				Polk		77-0015043	
2 113 Hi	gh Ave W Building		Hub Clothing Store		Mahaska		62-0002502	

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"

STATE HISTORICA		iowaculture.gov
	Basic Property	
	Historic Property Site Number	
	Historic Property Name	
	Street Number	
	Street Prefix ()	
	None 🔻	
	Street Name	
	Street Type 1	
	None	
	Street Suffix 1	
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	Address Description	
	City	
_	Historic Property Zip Code 🕦	
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New Historic Property

HOME CASES HISTORIC PROPERTY HADB NADB	
Historic Property HP-00000255 ISIF FORM: http://tips://iowaculture.gov/sites/default/files/history-preservation-siteinventory-form-re-	Printable View Submit for Approval e-01-09-2018.pdf
	National Register Status (0) New
01-0015054	
Historic Property Site Number	HADB (0)
Historic Property Name	
Test Historic Property	
Street Number	
Street Prefix	
Street Name	
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8. You will have the opportunity to add a lowa 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.

Historic Property HP-00000255 SUF FORM: http://ttps://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 Site Number Historic Property Habb (0) Image: Comparity of the property site Number Historic Property Street Prefix Street Name Image: Comparity Site Number 	OME CASES HISTORIC PROPERTY	HADB NADB	
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Submit for Approval

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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**.