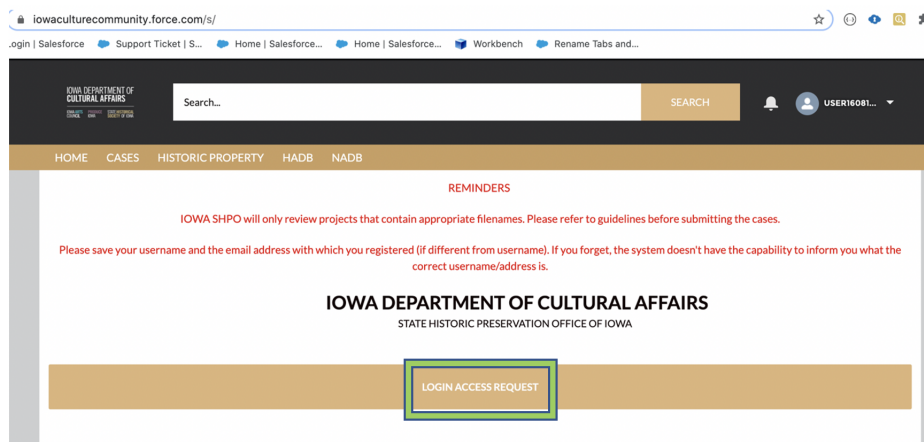


HISTORIC PROPERTY

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.

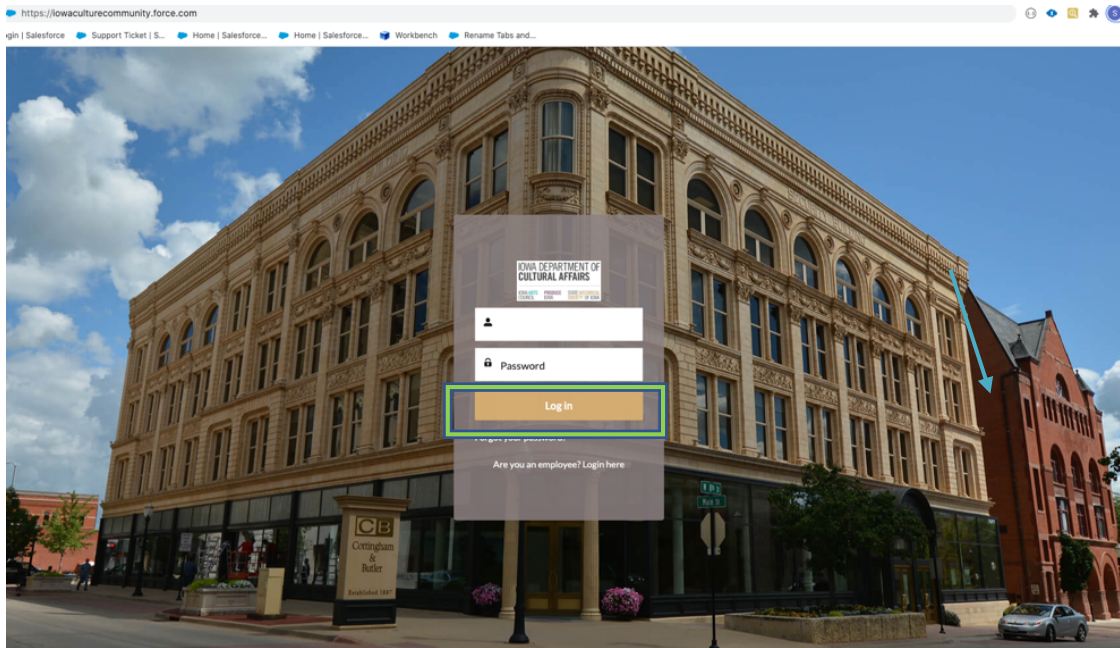
1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>



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.

A screenshot of the 'LOGIN ACCESS REQUEST FORM' on the website. The form is titled 'LOGIN ACCESS REQUEST FORM' in a green-bordered box. It contains several input fields: a dropdown menu for 'Status' (set to 'New'), a dropdown for 'What type of Project you are working on?' (set to '--None--'), a text field for 'Agency Name/Company', a checkbox for 'Consultant', a text field for 'Applicant Name', a text field for 'Applicant Phone', a text field for 'Applicant Email', and a text field for 'Applicant Address 1'. The form is set against a white background with a dark header and navigation menu visible at the top.

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



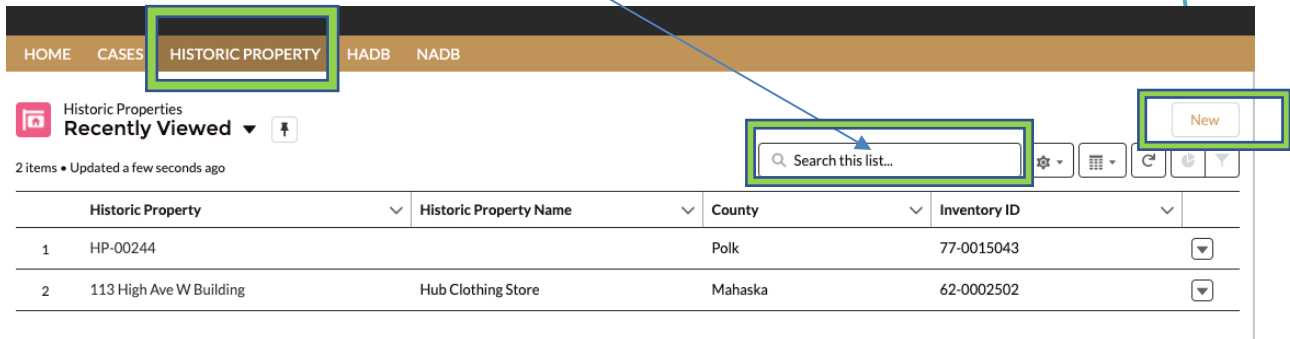
4. Then, you will need to navigate to the Historic Property tab.

- 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

STATE HISTORICAL PRESERVATION OFFICE OF IOWA iowaculture.gov

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://https://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://https://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**.