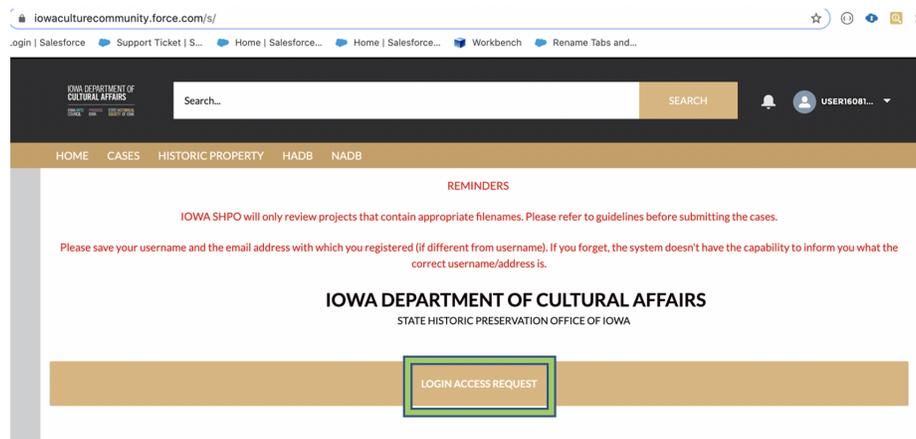


NADB

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.

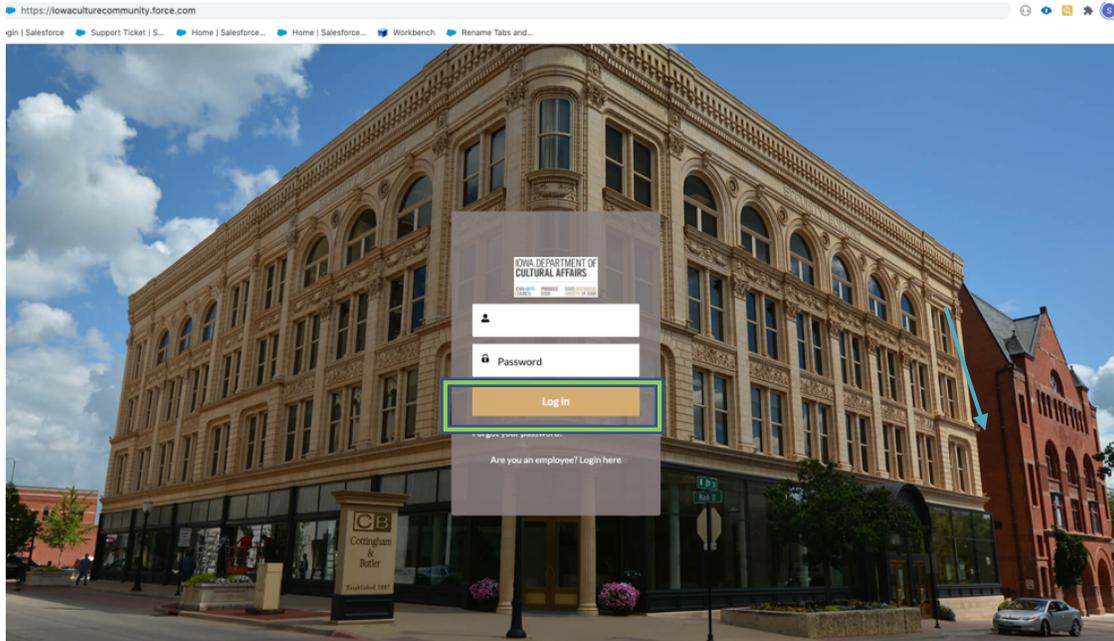
1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>



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 and blue border. The form 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'.

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



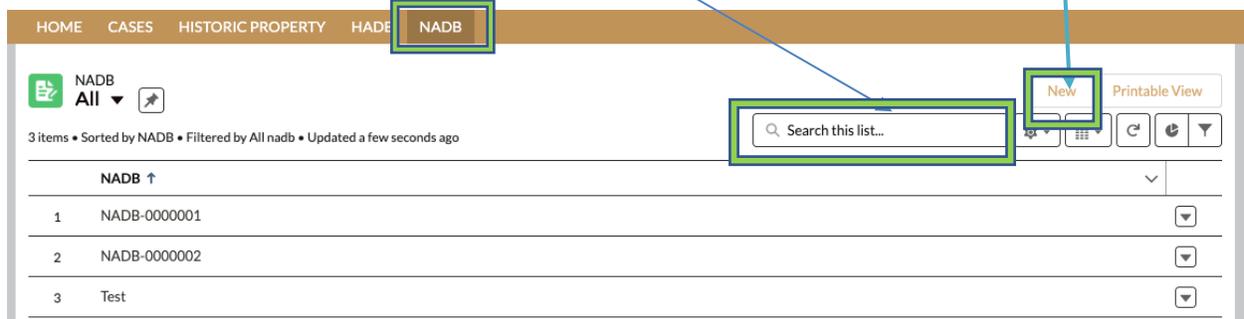
4. Then, you will need to navigate to the **NADB** tab.

- 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 a web interface for the National Antiquities Database (NADB). At the top, there is a navigation bar with links for HOME, CASES, HISTORIC PROPERTY, HADB, and NADB. Below this, the page title is 'NADB NADB-0000002'. On the right side, there are two buttons: 'Printable View' and 'Submit for Approval', with the latter being highlighted by a green rectangular box. The main content area is divided into two columns. The left column contains a table with headers 'Doc', 'Year', and 'R&C Number'. Below the table is a section titled 'NADB-Citation' with several input fields: 'NADB' (containing 'NADB-0000002'), 'R&C Number', 'Type', 'Case' (containing '00003395'), and 'Doc'. The right column features a 'Files (0)' section with an 'Add Files' button and a dashed box containing an 'Upload Files' button and the text 'Or drop files'.

Submit for Approval

Comments

A large, empty rectangular text area with a blue border, intended for entering comments. In the bottom right corner of this area, there is a small 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**.

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