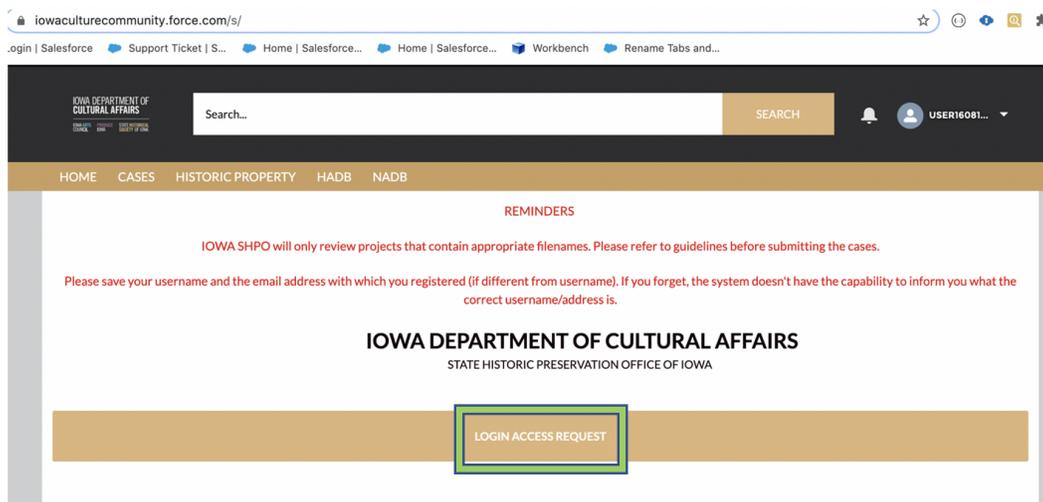


## HADB

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>

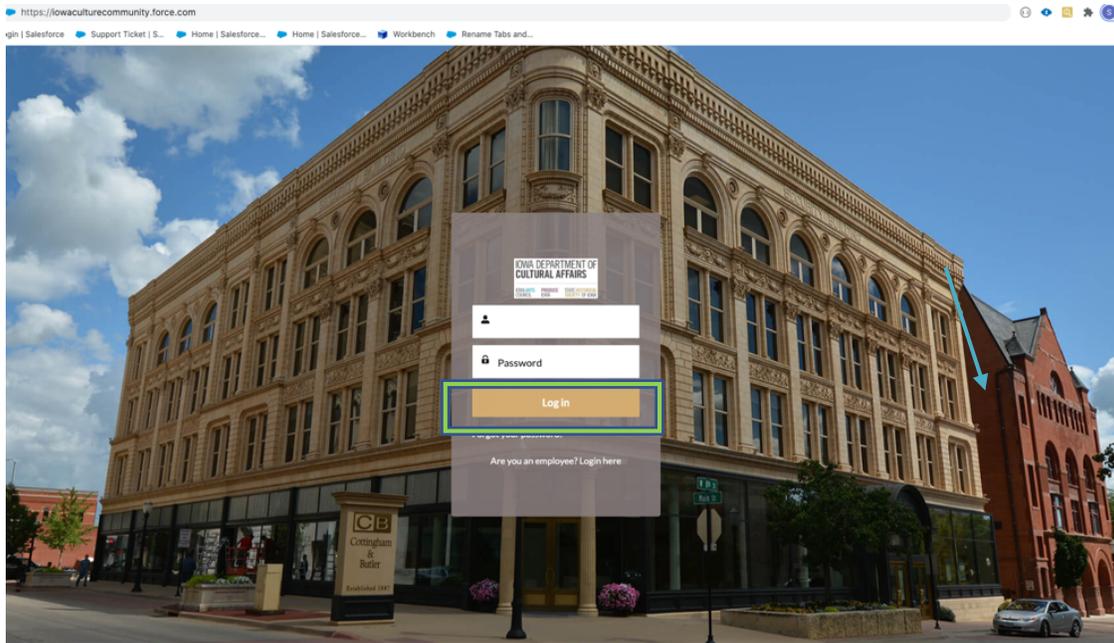


2. Click on Login Access Request.
  - a. Please fill the Login Access request form to get access to the community page.

The screenshot displays the 'LOGIN ACCESS REQUEST FORM' with a green double-line border around the title. The form 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 currently 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



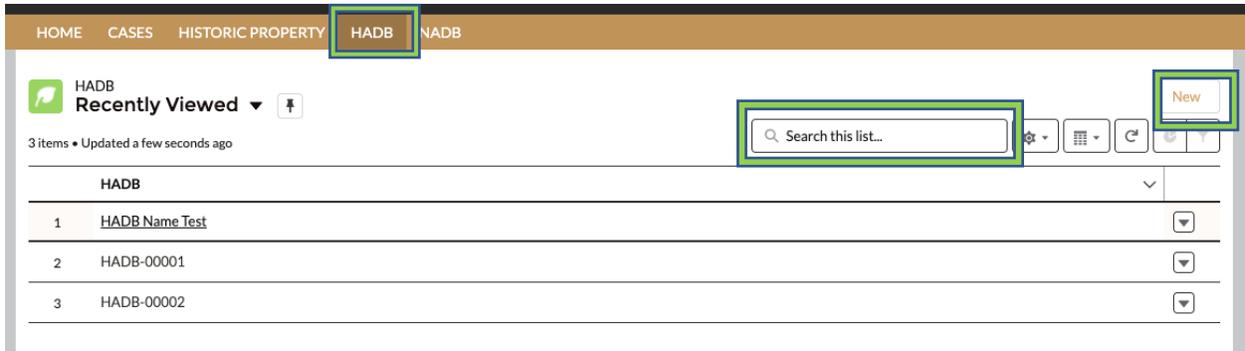
4. Then, you will need to navigate to the **HADB** tab.

- 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.

To create a New HADB form, click “New”

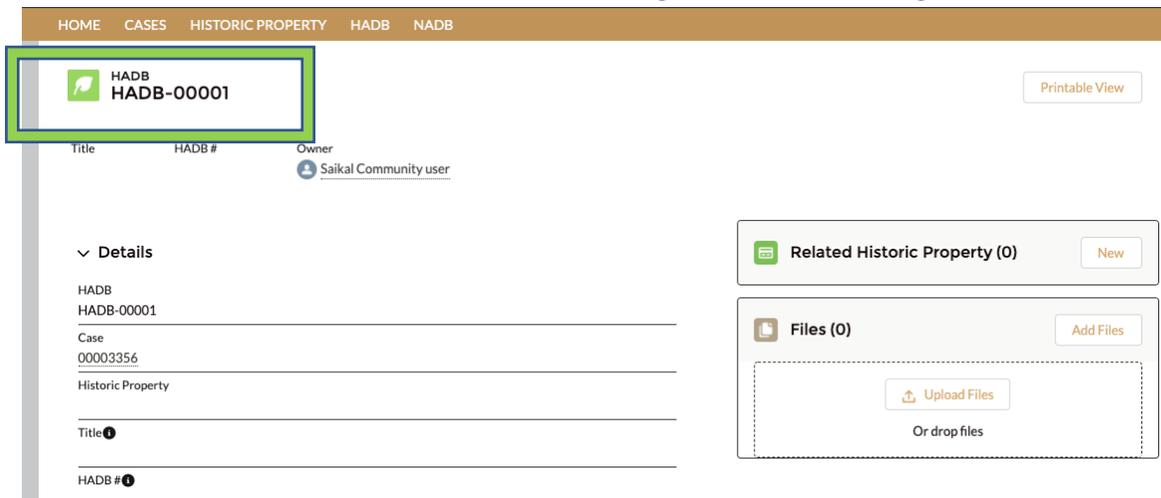


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6. The user should be presented with the screen with all the details about the new **HADB** you are creating.
  - a. Any fields with a red asterisk next to them must be filled out before you can create a new **HADB** Form.

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

Case

Historic Property

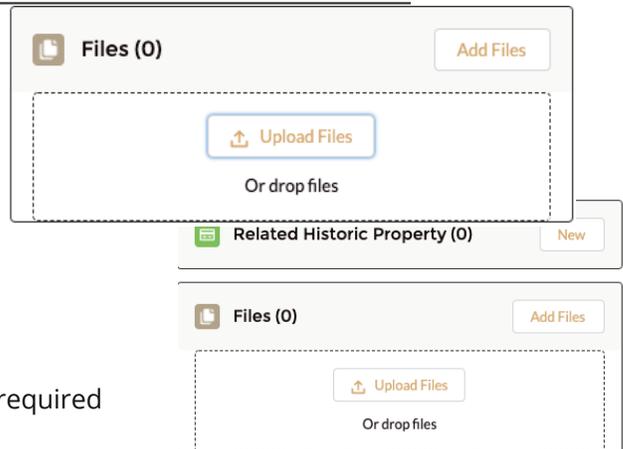
HADB

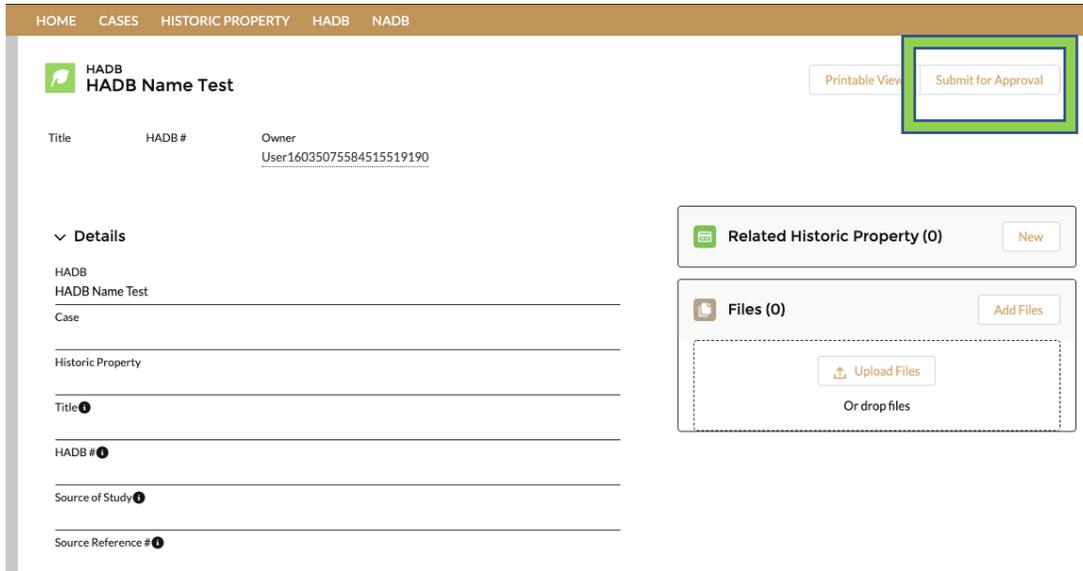
User will be able to Upload Files, which could include the report, supporting tables or other documentation.

**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

Cancel

Submit