

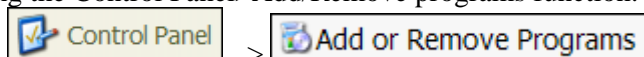


Getting started with IForm V4 (10\30\2012)

Note: In order to install and use IForm, you will need to have administrative rights on your computer. If you are not logged on as an administrator, you may not be able to install components necessary to run IForm or allow it to make changes to your computer system's settings.

Download and Installation Instructions

1. Please shut down all other applications that you may have running on your machine.
2. If you have a previous version of IForm on your machine, please remove it prior to this install using the Control Panel>Add/Remove programs function.



3. After you have uninstalled any previous versions of IForm restart your computer before proceeding.
4. Go to the web page: www.ohpo.org/iform/.
5. Locate the **Downloads list** on the page and click on the following links to download the items to your computer:
 - OHPO I-Form Browser Application
 - IForm Compatibility Instructions
6. When you click on **OHPO I-Form Browser Application**. You will see a pop-up window titled **File Download—Security Warning**. You will be asked whether you want to save or run the file. Select **'save'** and save the file to your computer.
7. When the download is complete, you will see a window titled, **'Download Complete'**. Select **'run'** and you will see an installation window titled **'IForm Installation Version 4.0'**. Click **install** and then choose the option **yes, I want to restart my computer now** and then click **finish**.
8. After the computer restarts, you will find a new shortcut called IForm_V4 on the desktop. If your computer uses Windows 7 as an operating system, open the **IForm Compatibility Instructions** and follow the directions for setting the IForm shortcut up to run the application in XP compatibility mode.



(Please do not alter the name of the shortcut!)

9. After you have completed the setup for XP compatibility, double click the IForm icon on your desktop. The IForm server at the Ohio Historic Preservation Office will complete the installation process by downloading the most up-to-date version of the browser to your computer. The process may take a while, depending on your Internet connection speed. Browser updates will be an infrequent occurrence, happening only when updates are made to the IForm application. Once the browser update is complete, you will see the IForm Login Window. Three links are embedded in the Login Window. Clicking on the Ohio Historical Society logo will connect you directly to the OHS front page. Clicking on the blue **Ohio Historic Preservation Office** link will connect you to the OHPO front page. Clicking on the red **NEW! Free Online Mapping Application for I-Form Users** link will take you directly to the IForm webpage. Under the **Tools** section of the page you will find two links:

- **OHPO Online UTM Collection and Map Creation Tools** link. Clicking on this link will take you to the Online Mapping System page which instructs you on how to obtain a free account to access the UTM Collection and Map Creation Tools.
- **Video Tutorial on OHPO Online Mapping Tools** link. Clicking on this link will take you to the Online Mapping Tools Video tutorial page. We hope to expand our video tutorials to include both IForm and the Online Mapping System in the future.



Example of IForm Login Window

User Registration:

Select the, “**If you are a New User, Register here**”, button and complete every field in the registration window. Even if you are a current and active IForm user, you will still need to register as a new user. Incomplete information will result in processing delays and prolong the initial wait to access the IForm application.

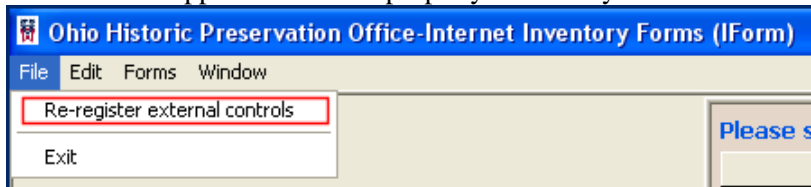
Next, select the ‘**Submit**’ button to submit your request to OHPO. Once the IForm Administrator has verified your registration information, you will receive a ‘Verification Complete’ email, sent to the address submitted during the registration process. After receiving this email, you are free to access the IForm site at anytime.

To access the IForm application:

Double click on the IForm_v4 shortcut and you will see the Login window as shown above. Enter the **User ID** and **Password** created during the New User Registration Process and click on the ‘**Submit**’ button. Icons for the Ohio Historic Inventory and the Ohio Archaeological inventory will appear.

- **First Time set up requirements**

From the initial navigation view, select **File>Re-register external controls** to register files necessary for the IForm application to run properly. You only need to do this after the initial install.



Example of Re-register external controls

Double click on the desired inventory type (archaeology or historic) and enter the required information. New users should download and review the IForm Archaeological or Historic Inventory User Guides. Look for a Frequently Asked Questions document soon to address user questions regarding IForm V4. Please direct all questions or comments regarding the IForm application to the IForm Administrator at:

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