



IForm V4 Frequently Asked Questions and Latest Updates

Updated 11/3/2014

I. What has changed in the I-Form Application?

Added:

1. Direct export to PDF file format.

A rectangular button with a light gray background and a thin black border, containing the text "View Inventory Form as PDF".

- Added button to allow direct export of inventory form as PDF, with either OHI or OAI inventory number used as default file name, so you don't need to label each pdf.

A rectangular button with a light gray background and a thin black border, containing the text "Export Inventory Forms by Project".

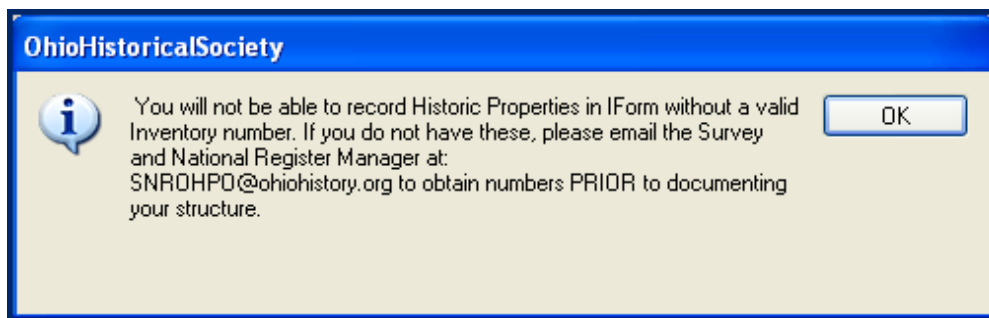
- Added button to allow export to PDF by project number. As long as you have the identical project number in the project number field, you will be able to export the inventory forms en masse instead of doing each one individually. Each will be saved with the inventory form number as file name in a separate folder inside the application.

Users Running Windows 7 will see PDF Files saved to this location:

- C:\Users\Public\IForm

2. Ability to load color .jpg images into IForm.

3. Dialog reminders for to assist users in the completion of inventory forms process.



Removed:

- Configuration and RLD view buttons from the Historic Interface; only full Inventory forms will be accepted.

Updated:

1. The look of the inventory forms has changed and will now indicate when a form is a draft or final (final meaning reviewed and accepted by OHPO staff).
 - Added "Draft Form" to the archaeology and historic inventory form header and/or footer, as forms are not final until after OHPO review. Final inventory forms will be printed and filed at OHPO and available to research staff in either electronic or paper file versions.

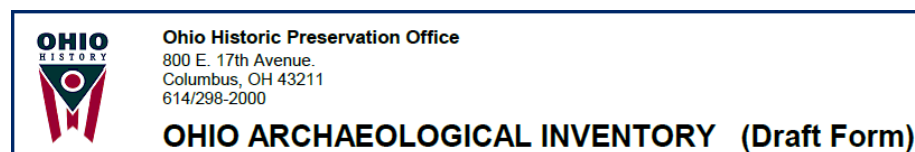


OHIO HISTORY Ohio Historic Preservation Office
800 E. 17th Avenue
Columbus, OH 43211
614/298-2000

OHIO HISTORIC INVENTORY
Draft Form - Not Reviewed by OHPO

Section 106/RPR Review: _____ RPR Number: _____

Example of Historic Inventory Form Header

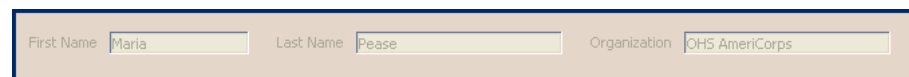


OHIO HISTORY Ohio Historic Preservation Office
800 E. 17th Avenue.
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OHIO ARCHAEOLOGICAL INVENTORY (Draft Form)

Example of Archaeological Inventory Form Header

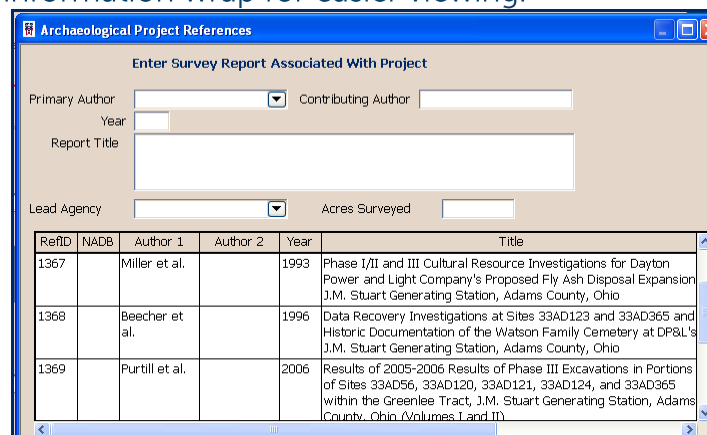
2. Made preparer information read-only to prevent users from applying modifications that would prevent them from being able to see their inventory forms the next time they log in to IForm.



First Name Last Name Organization

Example of preparer information

3. Rewrote the archaeology drainage tree to allow users to select the proper major drainage instead of defaulting to a geographic location.
4. Made References information wrap for easier viewing.



Archaeological Project References

Enter Survey Report Associated With Project

Primary Author Contributing Author
Year
Report Title
Lead Agency Acres Surveyed

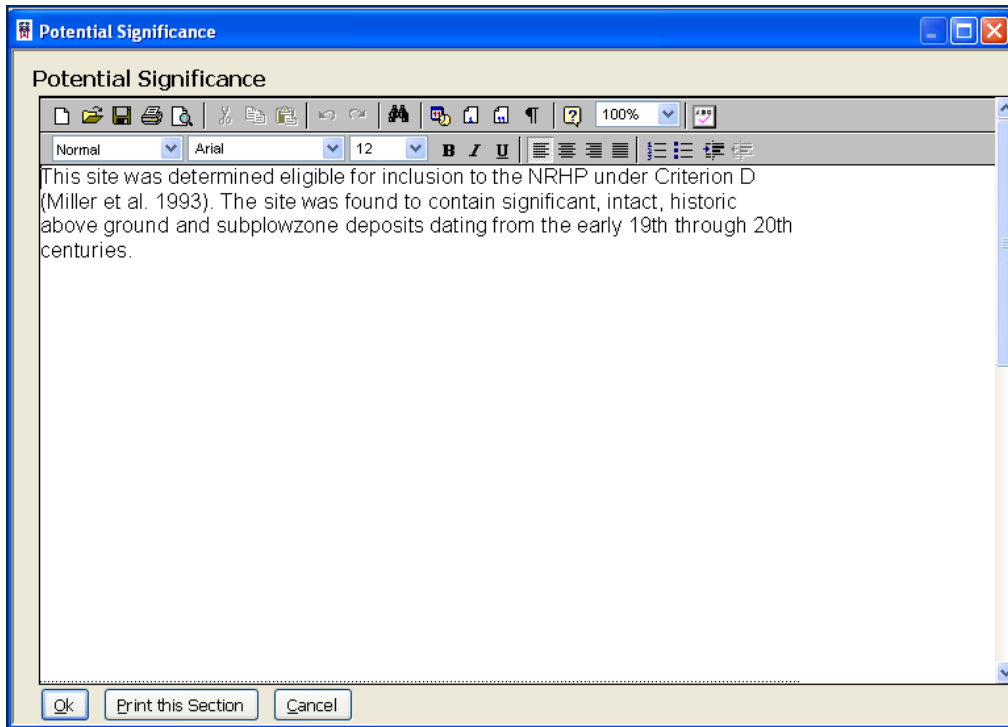
RefID	NADB	Author 1	Author 2	Year	Title
1367		Miller et al.		1993	Phase I/II and III Cultural Resource Investigations for Dayton Power and Light Company's Proposed Fly Ash Disposal Expansion J.M. Stuart Generating Station, Adams County, Ohio
1368		Beecher et al.		1996	Data Recovery Investigations at Sites 33AD123 and 33AD365 and Historic Documentation of the Watson Family Cemetery at DP&L's J.M. Stuart Generating Station, Adams County, Ohio
1369		Purtill et al.		2006	Results of 2005-2006 Results of Phase III Excavations in Portions of Sites 33AD56, 33AD120, 33AD121, 33AD124, and 33AD365 within the Greenlee Tract, J.M. Stuart Generating Station, Adams County, Ohio (Volumes I and II)

Example of the updated look of the references


5. Updated the larger narrative fields in both inventory interfaces with basic word-processing functionality.

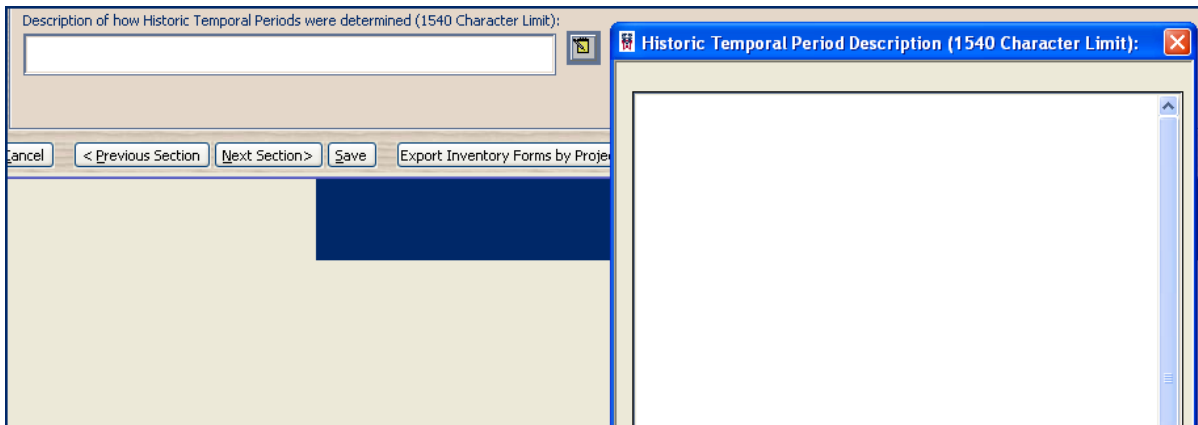


These updated fields use this symbol and are now able of accepting paragraph indentation, quotation marks, underscores, bold, and italic formatting. **DO NOT** paste tables or images into this field.



Example of the Archaeological Interface - Potential Significance field basic word processing view.

6. Smaller notepad-style fields  have been assigned character limits and remain with the same limitations regarding the use of double quotations and paragraph spacing as the previous version of IForm. These fields are typically briefer than the narrative fields, so no modification has been made other than to set character limits.



Example of a notepad-style field in the Archaeology interface

II. How do I paste text into the fields equipped with the basic word-processing functionality?

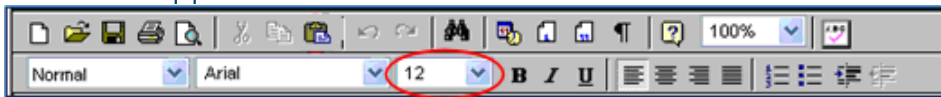


In your word document, highlight and copy the text you wish to paste into the IForm application. Once you have copied the text, the paste tool in the toolbar is no longer gray-out and is active for selection. Click on the paste tool (circled in red on the image above) and the text will appear in the window. **DO NOT** paste tables, footnotes, or images into this field.

III. I had inventory survey information in IForm prior to the IForm update, now when I review the PDF version of the inventory form; I find the narrative fields to not appear. How can I make the narrative information appear?

This is a temporary issue and only appears to affect information added to IForm prior to the update. You should not see this issue with any new survey information created after you have installed the IForm update.

To make text appear:



- Highlight the entire block of text, select the font drop down and change the font to Arial and the font size to 9 for each of the narrative fields. After you have modified the font size, for each of the narrative fields, select the save button, and then select the View Inventory Form as PDF button. You should now see the text appearing on the PDF form.

IV. I'm not allowed to be an administrator on my computer; will IForm still work on my computer?

User Account Control Issues (UAC)

Some of our Windows 7 IForm users have reported permission issues when they tried to install IForm to the Program Files folder. In Windows 7, the Program Files folder is secured, so users without Administrator permissions on their computer found some of the IForm functionality missing or were unable to access the IForm application.

- OHPO has recently updated the IForm installation download from our website so that it installs the application to a less restrictive path - C:\Users\Public\IForm. If you are not allowed to be an administrator on your machine, then installing the latest OHPO I-Form Browser Application from our site <http://www.ohiohistory.org/state-historic-preservation-office//survey-and-inventory/i-form> may be a start to improving performance.