



## Ohio Historic Inventory Submitting a Completed ArcGIS Survey123

After completing the form, including all necessary fields, and uploading photos and maps, use the Check Mark at the bottom of the form and select.

- **Send Now**
- **Continue this Survey**, or
- **Save in Outbox**

The OHI Entry Form main screen will reappear with options to see what you have sent or saved and to start a new form (Collect).

Additional information about how to print a copy of the OHI form will be made available soon.

### Tips for Using the Survey123 OHI Form

**Photos & Map:** Prepare your photos and site plan/location map in advance. You will be able to drag and drop them into the Survey123 OHI form.

**Coordinates:** Survey123 plots the Lat/Long coordinates by asking you to enter the address and returning an aerial map of the location. Zoom in far enough to confirm the property's location (close enough to see the street names) or correct it by moving the blue marker. Click the Check mark. This will add the Lat/Long data to your form.

**Drop-down Menus:** You can select directly from the menu or also start typing and select from the filtered choices offered.

**Required Fields:** Enter all information that you have collected for the resource. To make the form applicable to various types of resources, many of the building attributes (such as foundation material, wall construction, style, and others) are not designated as required fields, but this information is important and should be entered, as applicable.

**Information not collected in this version of the Ohio Historic Inventory:** The name and address of the property owner; UTM's – Latitude/Longitude coordinates for the location of the resource replace UTM's and will be collected automatically by the map; Type of ownership (public or private).