1. Go to https://iadhvrs.netsmartcloud.com/VRWebIAPROD (which is the production site)

2. Select the Bookmark Vital Records button and enter in the name of the favorite.

This can be changed to Iowa EDRS or IVES system (something that makes sense to you)
3. Add the site to your **trusted sites** in Internet Explorer (**this is a very important step**)

- Click on Tools-Internet Options, select the Security tab, select Trusted sites, and select ‘Sites’. If you don’t see the Tools menu, press the **ALT key** for it to display.

  ![Image of Internet Options Security tab](image)

  - Verify the below URL is listed correctly, select ‘Add’ then select ‘Close’ and ‘OK’

  ![Image of Add site to trusted sites](image)

  If the Add button is not enabled, your I.T. staff may have it disabled using a security policy on the computer. Please speak to them to get it added.
4. Select **View Application Prerequisites**

**Application Prerequisites**

- Windows XP SP2 or greater, Windows Vista SP1 or greater, or Windows 7
- .NET 4.0 Framework
- IE 6+
- Current windows user with full access to local client resources (Printer, Signature Pad, Fax, etc.)
- Netsmart VR BA Prerequisites
- **Netsmart VR BA Prerequisites Setup wizard** (does all of the above)

5. Select **Netsmart VR BA Prerequisites Setup wizard** *(which will install most necessary prerequisites)*

- You will receive a message similar to this (currently we can’t run install from production, this one shown below is the training environment)....select **Run**

- If you receive this message, select **Run**:  

- Select **☑ I agree to the license terms and conditions** and select **Install**
You may be prompted by a UAC security window...select **Agree**

**Select Close**

![Netsmart BA Setup](image)

Setup Successful

You should be able to login to the Iowa Vital Events System (IVES) now