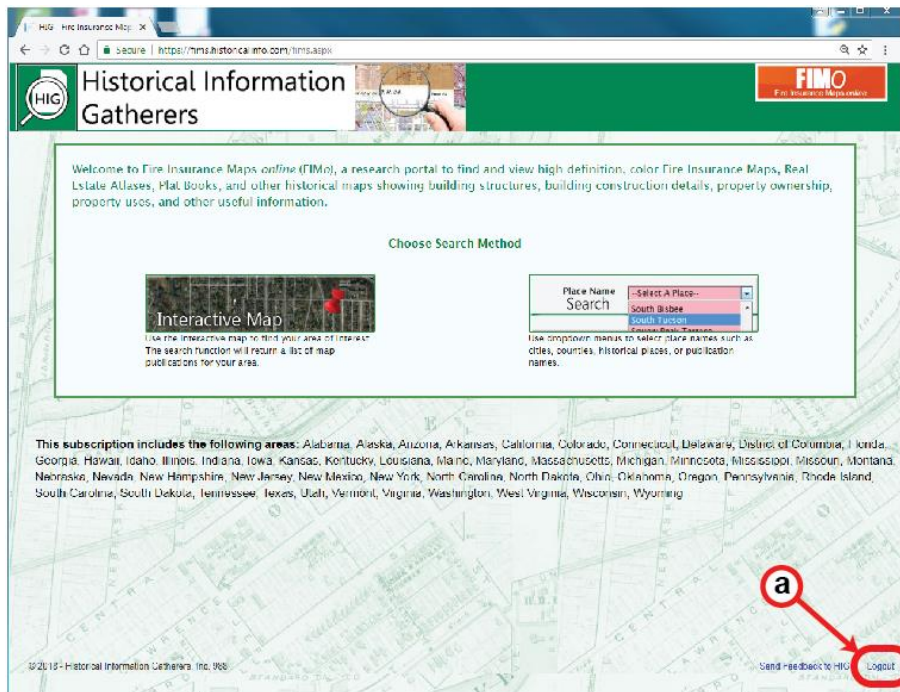
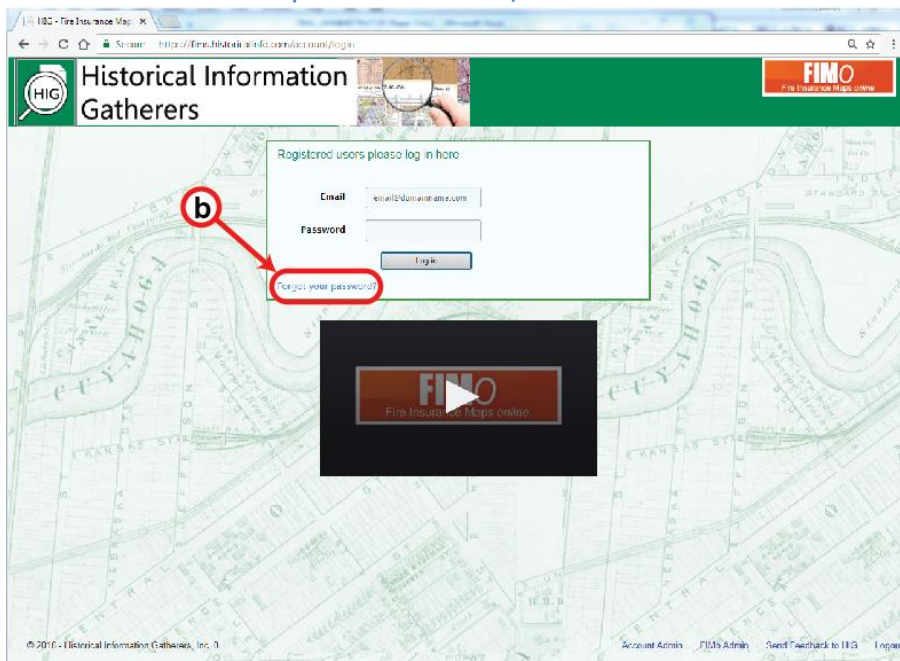


SETTING UP FIMo ADMINISTRATOR

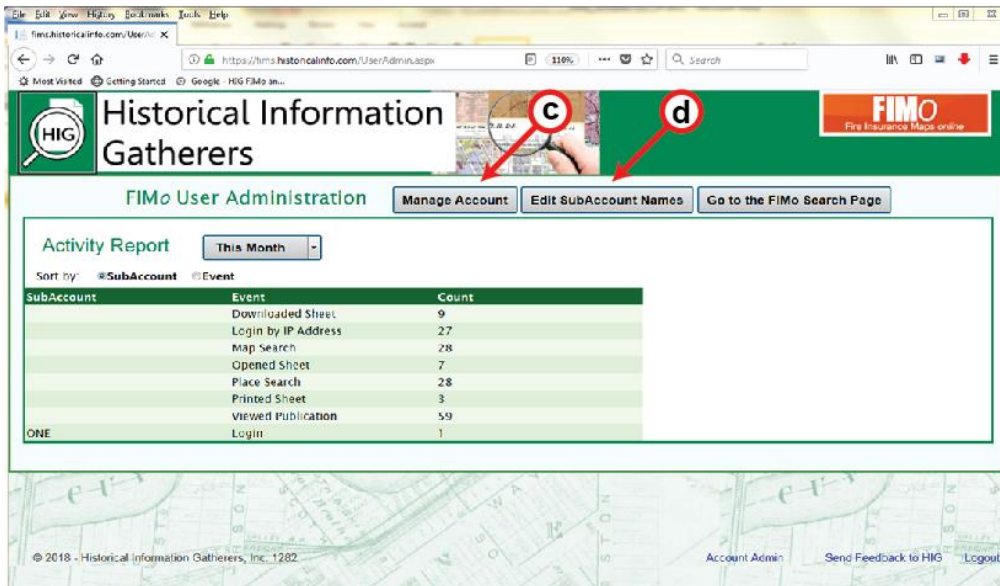
1. Beginning from the **FIMo** Start Page, Click **Logout (a)** using the link in the lower right corner.



2. Enter your email address and click **Forgot your password (b)**. (There is only one administrator email per subscriber*)



3. Follow screen prompts to change password.
4. Log into **FIMo** using email and new password. The Admin page will load.



The Admin Page (**above**) allows you to see usage statistics for this month, last month, last 90 days, this year, or all. If subaccounts are used (based on IP ranges), usage statistics can be displayed separately for each subaccount created.

Description of Events:

Downloaded Sheet - Full resolution download of map sheet (available as option)

Login by IP Address - Connections made based on IP Address

Map Search - Search for coverage using the Interactive Map

Opened Sheet - Opened sheet in new window

Place Search - Search for coverage using Placename Search

Printed Sheet - Custom map output to PDF

Viewed Publication - Opened publication from Search Results

Login - Administrative login

Manage contact information and change passwords by clicking **Manage Account (c)**.

Set up subaccounts based on IP Address Range by clicking **Edit SubAccount Names (d)**.

*If a change in email address is desired, please contact HIG at fims@historicalinfo.com.