



New Electronic Graphic Request Form To Speed Graphic Creation

INDOT Communications recently unveiled a new electronic version of the Graphic Request Form. This form must be submitted when requesting maps, posters, nameplates or other materials from the Graphics Department.

The new form is available on the INDOT Intranet at <http://intranet.indot.state.in.us/cmsrequest/>. Created by INDOT's Management Information Systems, the new electronic form replaces a previous, printed version. It enables employees to specify the number and types of graphics needed, identify deadline dates, request assistance, provide photos or text files, and track project status and activity.

The form enables the Graphics Department to begin work more quickly on projects, and better track current project status, amount of time spent on a project and materials used.