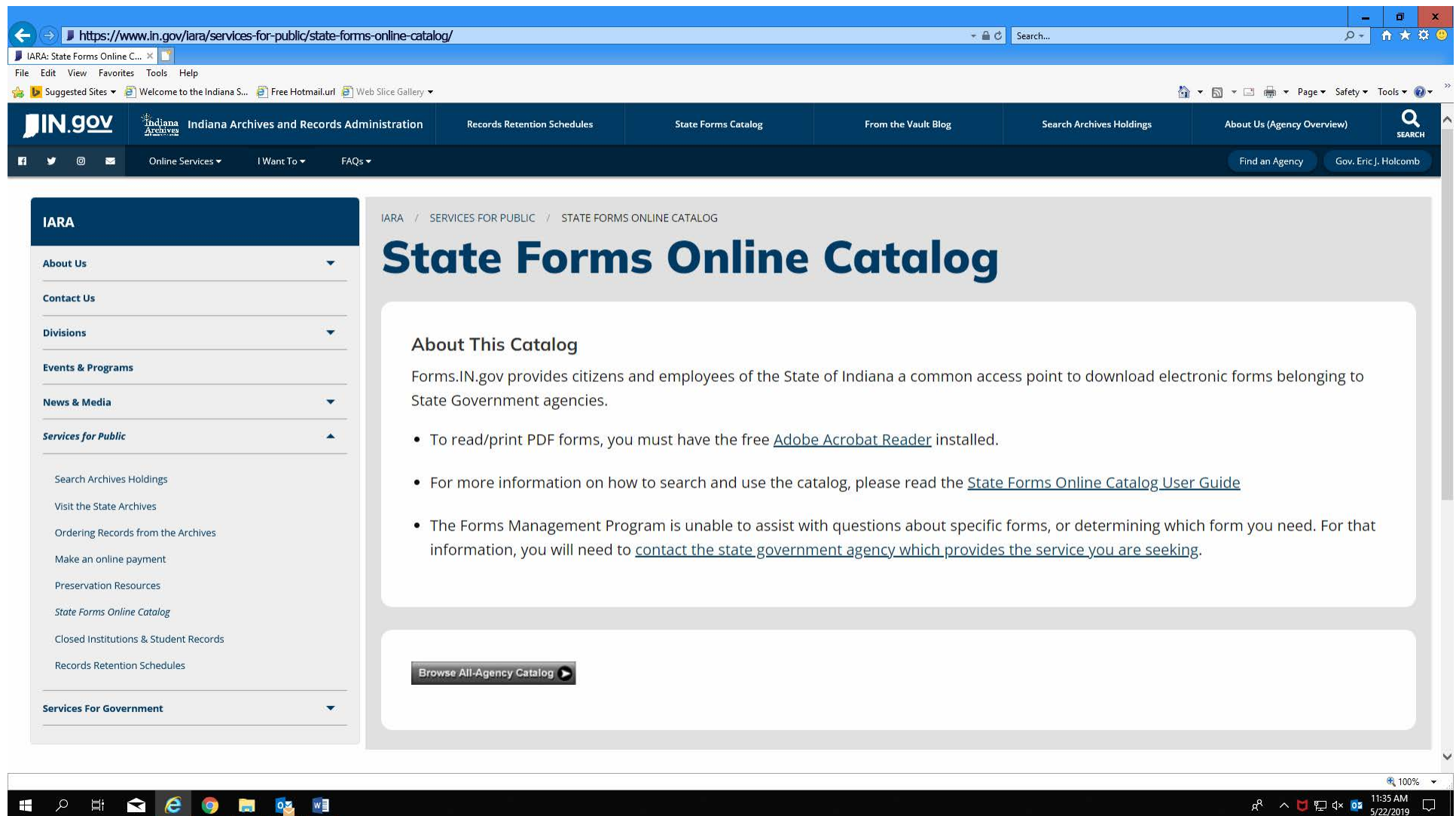


Using the State Forms Online Catalog

When users go to the State Forms Online Catalog, they will see this screen:



Users should click “Browse All-Agency Catalog” to access the State Forms Online Catalog.

Clicking “Browse All-Agency Catalog” will bring users to the public search screen:

The screenshot shows a web browser window displaying the IARA State Forms Online Catalog. The address bar shows the URL: <https://www.in.gov/iara/services-for-public/state-forms-online-catalog/state-forms-online-catalog-all-agencies-all-formats/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The IARA website header features the IN.gov logo, the text "Indiana Archives and Records Administration", and navigation links for Records Retention Schedules, State Forms Catalog, From the Vault Blog, Search Archives Holdings, and About Us (Agency Overview). A search bar is located in the top right corner. Below the header, a dark blue navigation bar contains links for Online Services, I Want To, FAQs, Find an Agency, and Gov. Eric J. Holcomb. The main content area is titled "State Forms Online Catalog". On the left, a sidebar menu lists various IARA sections: About Us, Contact Us, Divisions, Events & Programs, News & Media, Services for Public, and Services For Government. The central search area includes a "State Employee Login" button, a "Form Number" dropdown menu (set to "Equals"), a "Form Title" text input, a "Form Description" text input, a "Language" dropdown menu, and an "Agency" dropdown menu. Below these fields are "Search" and "Reset" buttons. A message states: "Forms are Maintained and Managed by the Indiana Archives and Records Administration". At the bottom, a "Results" section is visible but empty. The Windows taskbar at the bottom shows the Start button, search icon, and several application icons, along with the system clock displaying 11:36 AM on 5/22/2019.

IN.gov Indiana Archives and Records Administration

Records Retention Schedules State Forms Catalog From the Vault Blog Search Archives Holdings About Us (Agency Overview)

Online Services I Want To FAQs Find an Agency Gov. Eric J. Holcomb

State Forms Online Catalog

State Employee Login

Form Number: Equals

Form Title:

Form Description:

Language:

Agency:

Search Reset

Forms are Maintained and Managed by the Indiana Archives and Records Administration

Results

Here, users may search by form number, form title, form description, agency, or any combination of the four.

Please Note: If you use a combination of search items, they must be entered exactly as they are saved in the Catalog or there will be no Results. IARA recommends using only the form number OR only one word of the Form Title to help ensure you receive Results.

The State Forms Online Catalog has three levels of access, which are specified by the agency: Public Search, State Employee Only, and Agency Employee Only.

If users want to access forms that are restricted to State Employee Only or Agency Employee Only, they will click “State Employee Login” from the public search screen, which will bring them to the login screen:

IN.gov

An official website of the Indiana State Government

Indiana Archives
and Records Administration

Indiana Archives and Records Administration

Accessibility Settings

Language Translation

Governor Eric J. Holcomb

Search IARA

IARA

About Us

Contact Us

News and Events

Divisions

Services For Public

Services For Government

I Want To

Online Services

Top FAQs

IARA / SERVICES FOR PUBLIC / STATE FORMS ONLINE CATALOG / STATE FORMS ONLINE CATALOG (ALL AGENCIES ALL FORMATS)

State Forms Online Catalog (All Agencies All Formats)

User Name:

Password:

OK

Cancel

Here users will enter the same user name and password they use to log in to their State computers each day.

When users are successfully logged in, the employee search screen displays:

The screenshot shows a web browser window displaying the IARA State Forms Online Catalog. The browser's address bar shows the URL: <https://www.in.gov/iara/services-for-public/state-forms-online-catalog/state-forms-online-catalog-all-agencies-all-formats/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows Suggested Sites, Welcome to the Indiana S..., Free Hotmail.url, and Web Slice Gallery. The browser's status bar shows Page, Safety, Tools, and a search icon.

The IARA website header includes the IN.gov logo, the Indiana Archives and Records Administration logo, and navigation links: Records Retention Schedules, State Forms Catalog, From the Vault Blog, Search Archives Holdings, and About Us (Agency Overview). The header also includes a search icon and a user profile link for Gov. Eric J. Holcomb.

The IARA sidebar menu includes links to About Us, Contact Us, Divisions, Events & Programs, News & Media, Services for Public, and Services For Government.

The main content area is titled "State Forms Online Catalog". It displays a welcome message: "Welcome Doe, Jane (IARA)." and a "Logout" link. Below the welcome message are search filters: Form Number (set to Equals), Form Title, Form Description, Language, and Agency. The Agency filter is set to "Search State Employee Forms" and "Search Agency Specific Forms". There are "Search" and "Reset" buttons.

Below the search filters, it states: "Forms are Maintained and Managed by the Indiana Archives and Records Administration".

Below the search filters, there is a "Results" section, which is currently empty.

The Windows taskbar at the bottom shows the Start button, search icon, and several open applications: Internet Explorer, Google Chrome, File Explorer, Outlook, and Word. The system clock shows 11:48 AM on 5/22/2019.

In addition to any combination of the search criteria, users will notice that two boxes are checked by default: “Search State Employee Forms”, which displays only forms available to State employees, but not public forms; and “Search Agency Specific Forms”, which displays forms available to the user’s agency only, but not to other State employees or to the public.

Deselecting one of these boxes will give more specific search results, but only those categorized under the still-selected box. Deselecting both boxes allows for browsing of public forms only. When any type of search is successful, the results will display as shown:

The screenshot shows a web browser window displaying the IARA State Forms Online Catalog. The browser's address bar shows the URL: <https://www.in.gov/iara/services-for-public/state-forms-online-catalog/state-forms-online-catalog-all-agencies-all-formats/>. The page header includes the IARA logo and navigation links: "Records Retention Schedules", "State Forms Catalog", "From the Vault Blog", "Search Archives Holdings", and "About Us (Agency Overview)". A search bar is located in the top right corner.

The main content area is titled "State Forms Online Catalog". It features a search form with the following fields and options:

- Form Number: A dropdown menu set to "Equals" and a text input field containing "36040".
- Form Title: A text input field.
- Form Description: A text input field.
- Language: A dropdown menu.
- Agency: A dropdown menu.
- Search Criteria: Two checkboxes, both of which are checked by default: "Search State Employee Forms" and "Search Agency Specific Forms".

Below the search form are "Search" and "Reset" buttons. The search results are displayed below the form, showing the search criteria: "Form Number: 36040 | State Employee Forms: true | Agency Specific Forms: true". The results are titled "Forms are Maintained and Managed by the Indiana Archives and Records Administration".

The results section shows a list of forms, with the first result being "36040 - Request for Approval of New, Revised, Deleted, or Reactivated Form". This result includes links to "Download Form: 36040 (Fillable PDF)" and "Instructions".

The left sidebar contains a navigation menu with the following items: "About Us", "Contact Us", "Divisions", "Events & Programs", "News & Media", "Services for Public", and "Services For Government".

Users may download the desired form by clicking its link.

Agencies may also create links to their forms by right-clicking on the desired link and copying the shortcut:

The screenshot shows a web browser window displaying the Indiana State Forms Online Catalog. The URL in the address bar is <https://www.in.gov/iara/services-for-public/state-forms-online-catalog/state-forms-online-catalog-all-agencies-all-formats/>. The page header includes the IN.gov logo and navigation links for Indiana Archives and Records Administration, Records Retention Schedules, State Forms Catalog, From the Vault Blog, Search Archives Holdings, and About Us (Agency Overview). A search bar is located in the top right corner.

On the left side, there is a sidebar menu with the following sections: About Us, Contact Us, Divisions, Events & Programs, News & Media, Services for Public, and Services For Government.

The main content area is titled "State Forms Online Catalog". It displays a search result for "Form Number: 36040". The search criteria are "Form Number: 36040" and "State Specific Forms: true". The results show "Forms are Maintained and Managed by Administration".

A right-click context menu is open over the "Download Form: 36040 (Employee Request for Approval)" link. The menu options include: Open, Open in new tab, Open in new window, Save target as..., Print target, Cut, Copy, Copy shortcut (highlighted), Paste, E-mail with Windows Live, Translate with Bing, All Accelerators, Inspect element, Add to favorites..., and Properties.

The resulting link may be used by agencies on their websites, brochures, e-mails, etc.

Agencies must use direct links to the State Forms Online Catalog on their individual websites; agencies may not use separately posted copies of the forms. When copies of forms are posted on the internet independent of the State Forms Online Catalog, they are not connected to the central repository and will not update when the forms are revised. This results in outdated copies of forms – which may contain incorrect information such as instructions, addresses, and fees – remaining available to users. IARA encourages all agency heads, webmasters and forms coordinators to not post copies of State forms onto agency websites; webmasters should only post links to State Forms onto the agency websites.

If you have any questions about how to access the new State Forms Online Catalog, please contact the IARA main desk at (317) 232-3380 or e-mail Forms Management at fmd@iara.in.gov.