

Using the E-forms Catalog - ROCIS

<http://www.forms.gov/admin>

Interface Overview

Process ROCIS Interface Forms

Review ROCIS Interface Status

Change Form Status

Interface Overview

(1 of 1)

- ◆ Simplifies Forms Catalog data population
 - ◆ Daily electronic transfer of OMB approved form data
 - ◆ Provides for agency administrator review prior to populating the Catalog with the form data
 - ◆ Support for direct transfer to Catalog in later phases
- ◆ Agency Administrator review process steps
 - ◆ Receive Email notification receipt of form
 - ◆ Review and update non-OMB data
 - ◆ Accept the action (Add, Update or Remove Form)
 - ◆ Make form VISIBLE for Citizen Interface



Process ROCIS Interface Forms

View

Remove

Add

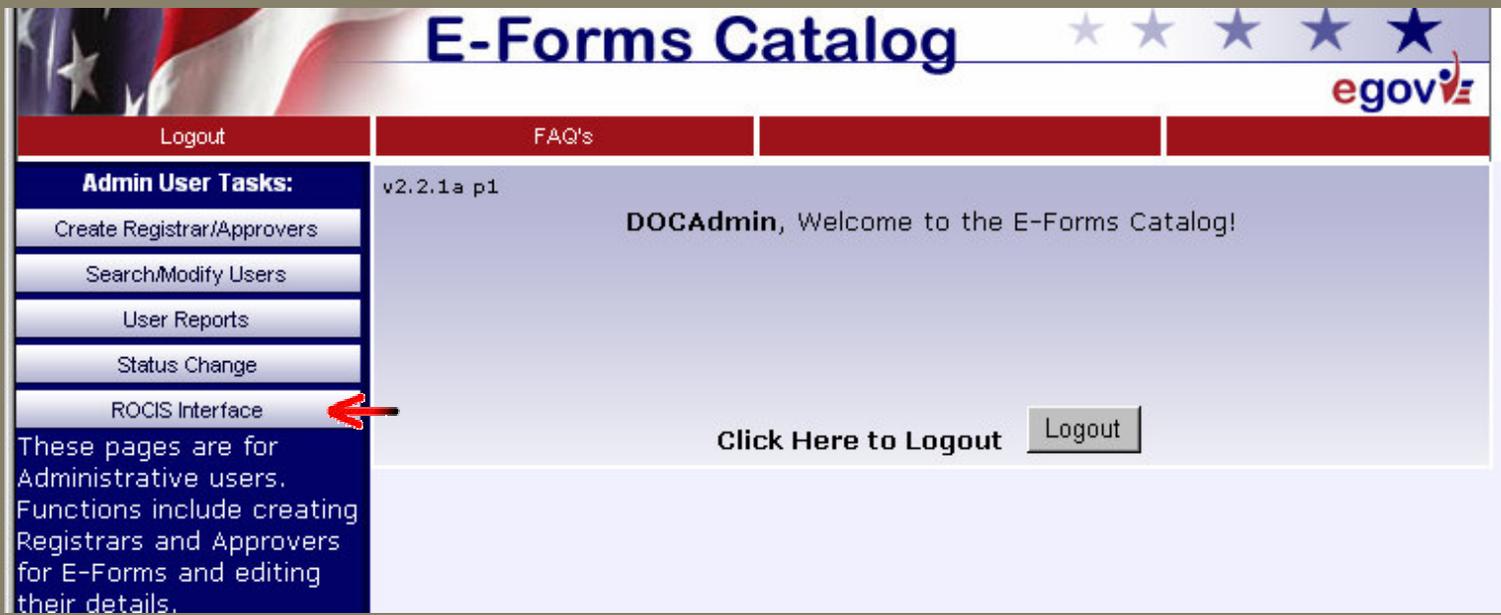
Update



View ROCIS Interface Forms

(1 of 2)

- ◆ Email sent by System on receipt of forms from the interface
- ◆ Log in and select 'ROCIS Interface'



The screenshot displays the 'E-Forms Catalog' web interface. At the top, there is a navigation bar with 'Logout' and 'FAQ's' links. Below this is a sidebar menu titled 'Admin User Tasks:' which includes options like 'Create Registrar/Approvers', 'Search/Modify Users', 'User Reports', 'Status Change', and 'ROCIS Interface'. A red arrow points to the 'ROCIS Interface' option. The main content area shows a welcome message for 'DOCAdmin' and a 'Logout' button. The version number 'v2.2.1a p1' is also visible.

E-Forms Catalog ★ ★ ★ ★ ★
egov

Logout FAQ's

Admin User Tasks:
Create Registrar/Approvers
Search/Modify Users
User Reports
Status Change
ROCIS Interface

v2.2.1a p1

DOCAdmin, Welcome to the E-Forms Catalog!

Click Here to Logout Logout

These pages are for Administrative users. Functions include creating Registrars and Approvers for E-Forms and editing their details.

View ROCIS Interface Forms

(2 of 2)

- ◆ Pending Forms listed in order received

The screenshot displays the 'E-Forms Catalog' interface. At the top, there is a navigation bar with 'Logout' and 'FAQ's' links. Below this is a sidebar menu with 'Admin User Tasks' and 'Form Tasks' sections. The main content area shows a 'ROCIS Documents List' for the Department of Commerce, listing documents received from the ROCIS system. The list includes columns for Received Date, Agency/Bureau Name, OMB Number, Document Number, Document Name, Action, and Status.

Received Date	Agency/Bureau Name	OMB Number	Document Number	Document Name	Action	Status
05/04/2006 14:36:43	Bureau of the Census	0607-0907	QSS 200 (G)	DOC Census QSS1E Rocs Update	Add	Pending
05/04/2006 14:36:43	Bureau of the Census	0607-0907	QSS 200 (E)	DOC Census QSS1E Rocs Update	Update	Pending
05/04/2006 14:36:43	Department of Commerce	0640-0002	0640-0002	DOC No Bureau Rocs Interface Test	Add	Pending
05/04/2006 14:36:43	Bureau of the Census	0640-0002	1234	DOC No Bureau Rocs Interface Test	Remove	Pending
05/04/2006 14:25:26	Bureau of the Census	0607-0999	QSS 200 (D)	DOC Census QSS1E Rocs Update	Update	Completed

Delete ROCIS Form From Catalog

(1 of 4)

- ◆ Forms marked with Remove action if ROCIS system indicates the form is no longer valid
- ◆ Allows removal of the form from Catalog
- ◆ Click on the form with Remove action

14:36:43	Commerce	0002	0002	Rocis Interface Test	Add	Pending
05/04/2006 14:36:43	Bureau of the Census	0640- 0002	1234	DOC No Bureau Rocis Interface Test	Remove	Pending
05/04/2006 14:35:26	Bureau of the Census	0607- 0888	QSS 200 (D)	DOC Census QSS1E Rocis	Update	Completed



Delete ROCIS Form From Catalog

(2 of 4)

- ◆ Form data displayed in read only mode for review
- ◆ Click on Remove Document to continue with delete

* BRM
Classification: Recreational Resource Management & Tourism [117-058]

* Industry
Impact: 0 [Generic]

Topic:

Remove Document  Cancel

Delete ROCIS Form From Catalog

(3 of 4)

- ◆ Click on Remove Document to confirm delete

v2.2.1a p43

Confirm Document Removal

Please click on Remove Document to confirm the removal of the following document:

OMB #: 0640-0002
Document Name: DOC No Bureau Rocis Interface Test
Document Number: 1234

Remove Document

Cancel



Delete ROCIS Form From Catalog

(4 of 4)

- ◆ Delete confirmation page displayed
- ◆ Click on Continue for ROCIS Review page

v2.2.1a p44

Remove Document Result

Successfully removed the following document:

OMB #: 0640-0002
Document Name: DOC No Bureau Rocis Interface Test
Document Number: 1234

Continue



Add ROCIS Form To Catalog

(1 of 3)

- ◆ Forms marked with Add action if no existing data
 - ◆ Form data received from ROCIS is not editable
 - ◆ Form listed only if it's effective date is not in future
 - ◆ Add forms in order received
- ◆ Click on the form with Add action

05/04/2006 14:36:43	Department of Commerce	0640- 0002	0640- 0002	DOC No Bureau Rocis Interface Test	Add	Pending
				DOC Census		



Add ROCIS Form To Catalog

(2 of 3)

- ◆ Review and modify data if necessary
 - ◆ Update form link if not provided

Client Types
Each document / form must have one or more client types associated with it to be properly accessible through the catalog.

FORMAT	URL	PAGES	SIZE (KB)	CAPABILITY
 doc	No URL Provided <input type="text" value="No URL Provided"/>		39062	[1] Paper Only

- ◆ Click on Add Document to continue

Topic:
(Multiple topics may be selected)

Agriculture & Food
Agriculture & Food - Acreage allotments
Agriculture & Food - Agricultural commodities
Agriculture & Food - Agricultural research
Agriculture & Food - Agriculture

Add ROCIS Form To Catalog

(3 of 3)

- ◆ Add confirmation page displayed
- ◆ Click on Continue for ROCIS Review page

v2.2.1a p44

Add Document Result

Successfully added the following document:

OMB #: 0640-0002
Document Name: DOC No Bureau Rocis Interface Test
Document Number: 0640-0002

Continue



Update ROCIS Form To Catalog

(1 of 3)

- ◆ Forms marked with Update action if Catalog has the form data
 - ◆ Form data received from ROCIS is not editable
 - ◆ New data overrides the existing data
 - ◆ Update forms in order received
- ◆ Click on the form with Update action

05/04/2006 14:36:43	Bureau of the Census	0607- 0907	QSS 200 (E)	DOC Census QSS1E Rocis Update	Update	Pending
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Update ROCIS Form To Catalog

(2 of 3)

- ◆ Review and modify data if necessary
 - ◆ Update form link if no longer valid

Client Types
Each document / form must have one or more client types associated with it to be properly accessible through the catalog.

FORMAT	URL	PAGES	SIZE (KB)	CAPABILITY
 doc	No URL Provided <input type="text" value="No URL Provided"/>		39062	[1] Paper Only

- ◆ Click on Update Document to continue

Topic:
(Multiple topics may be selected)

Agriculture & Food
Agriculture & Food - Acreage allotments
Agriculture & Food - Agricultural commodities
Agriculture & Food - Agricultural research
Agriculture & Food - Agriculture

Update ROCIS Form To Catalog

(3 of 3)

- ◆ Update confirmation page displayed
- ◆ Click on Continue for ROCIS Review page

v2.2.1a p44

Update Document Result

Successfully updated the following document:

OMB #: 0607-0907
Document Name: DOC Census QSS1E Rocis Update
Document Number: QSS 200 (E)

Continue



Review ROCIS Interface Status

(1 of 1)

◆ Status updated to Completed

v2.2.1a p48

ROCIS Documents List: - Department of Commerce

List of documents received from the ROCIS System.

Received Date	Agency/Bureau Name	OMB Number	Document Number	Document Name	Action	Status
05/04/2006 14:36:43	Bureau of the Census	0607- 0907	QSS 200 (G)	DOC Census QSS1E Rocis Update	Add	Pending
05/04/2006 14:25:26	Bureau of the Census	0607- 0999	QSS 200 (D)	DOC Census QSS1E Rocis Update	Update	Completed
05/04/2006 14:36:43	Bureau of the Census	0607- 0907	QSS 200 (E)	DOC Census QSS1E Rocis Update	Update	Completed
05/04/2006 14:36:43	Department of Commerce	0640- 0002	0640- 0002	DOC No Bureau Rocis Interface Test	Add	Completed
05/04/2006 14:36:43	Bureau of the Census	0640- 0002	1234	DOC No Bureau Rocis Interface Test	Remove	Completed



Change Form Status

(1 of 1)

- ◆ For forms processed via ROCIS Interface
 - ◆ Status is changed to Approved
- ◆ Change status to **VISIBLE**
 - ◆ Click on Status Change
 - ◆ Click on Change All to Visible

Admin User Tasks:

- Create Registrar/Approvers
- Search/Modify Users
- User Reports
- Status Change
- ROCIS Interface

These pages are for Administrative users. Functions include creating Registrars and Approvers for E-Forms and editing their details.

Form Tasks:

- Register Forms
- Search Forms

v2.2.1 a p26

Document Status Change - Department of Commerce

To change the status of all the approved documents for the agency, click on 'Change All to Visible'.

Select Level of Change

Change Level: All Documents

Change All to Visible

