

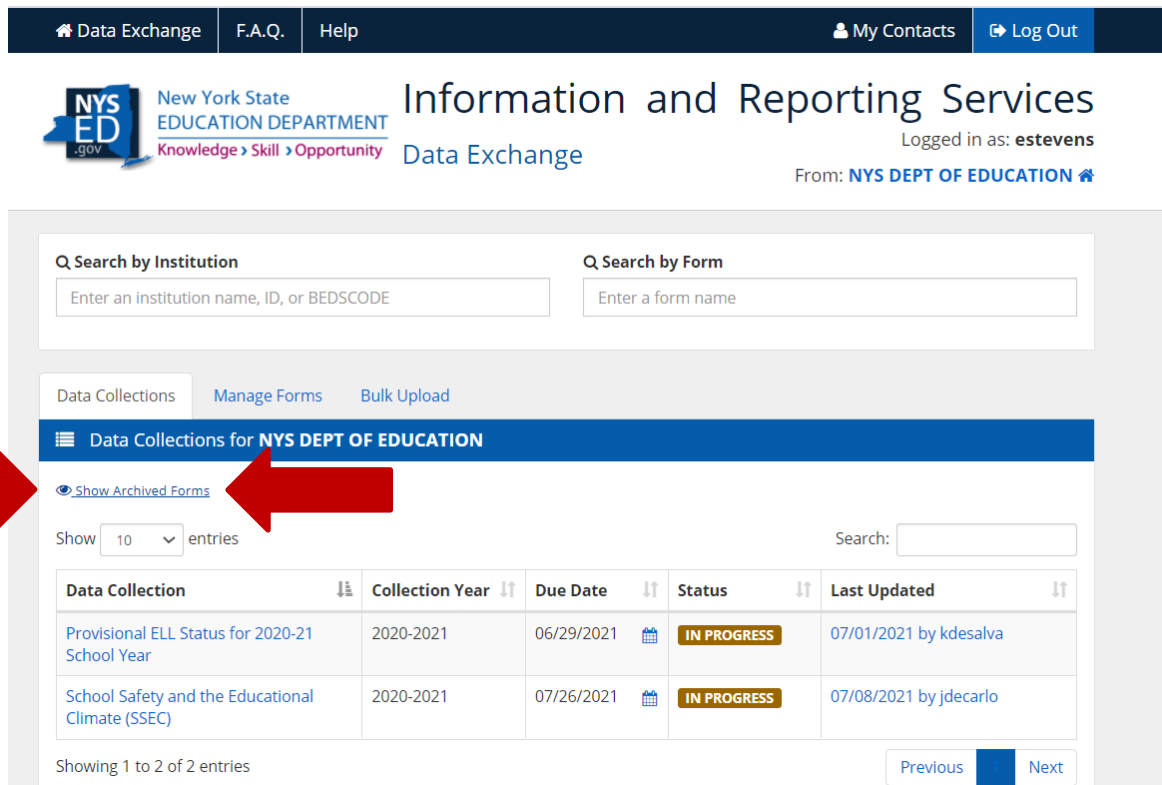


Information & Reporting Services (IDEx) Application Update

New feature : SHOW ARCHIVED FORMS


The new  **Show Archived Forms** feature allows the user to control what forms display in the Data Collection List.

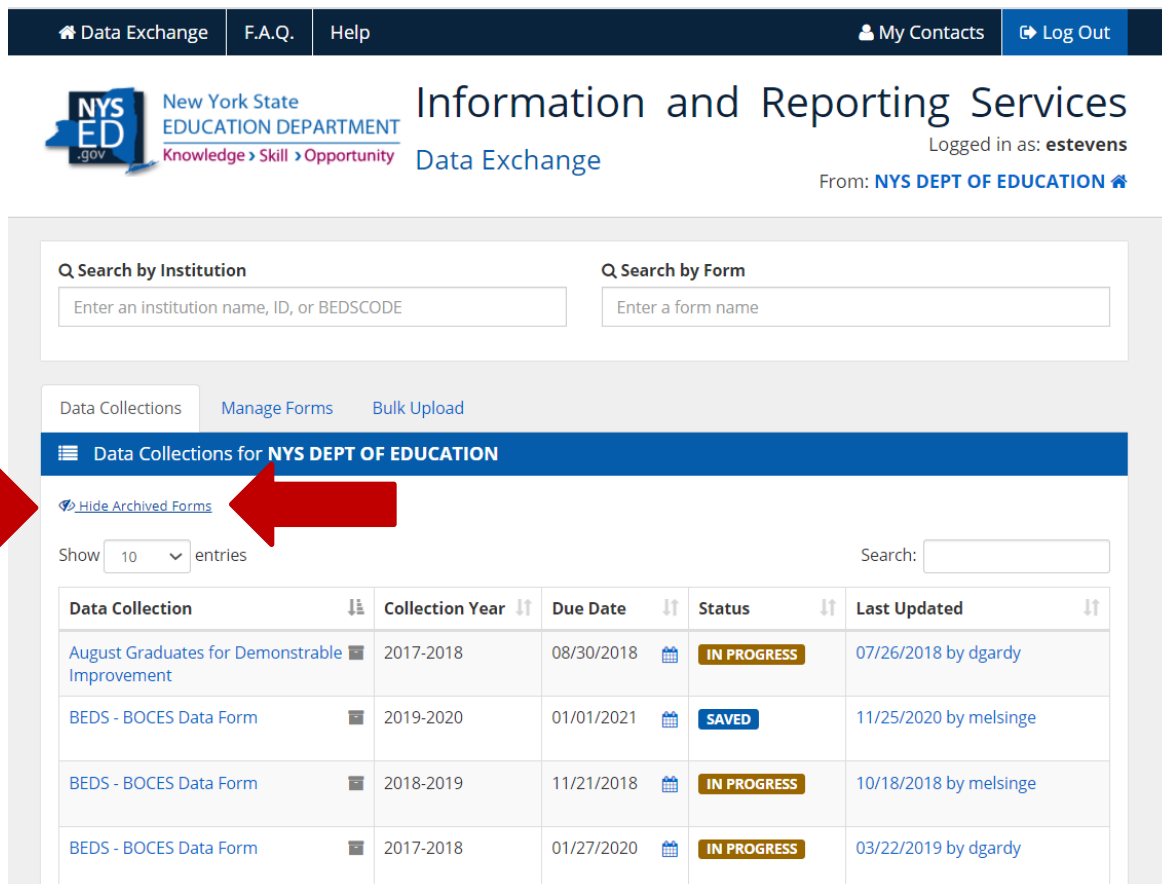
By default, only current year forms are displayed. Older forms can be displayed by clicking on the  **Show Archived Forms** link located in the DATA COLLECTIONS tab just above the Data Collection list. Clicking on the link will bring up ALL forms for your institution – old and new.



The screenshot shows the top navigation bar with 'Data Exchange', 'F.A.Q.', 'Help', 'My Contacts', and 'Log Out'. The main header includes the NYS ED logo and 'Information and Reporting Services Data Exchange'. The user is logged in as 'estevens' from 'NYS DEPT OF EDUCATION'. Below the header, there are search boxes for 'Search by Institution' and 'Search by Form'. The 'Data Collections' tab is active, and the 'Data Collections for NYS DEPT OF EDUCATION' section is displayed. A red arrow points to the 'Show Archived Forms' link, which is highlighted with a blue background. Another red arrow points to the 'Show Archived Forms' link in the table header area. The table below shows two data collection entries:

Data Collection	Collection Year	Due Date	Status	Last Updated
Provisional ELL Status for 2020-21 School Year	2020-2021	06/29/2021	IN PROGRESS	07/01/2021 by kdesalva
School Safety and the Educational Climate (SSEC)	2020-2021	07/26/2021	IN PROGRESS	07/08/2021 by jdecario

To hide the older forms, click the  **Hide Archived Forms** link.



The screenshot shows the same IDEx application interface as the previous one. The 'Data Collections' tab is active, and the 'Data Collections for NYS DEPT OF EDUCATION' section is displayed. A red arrow points to the 'Hide Archived Forms' link, which is highlighted with a blue background. Another red arrow points to the 'Hide Archived Forms' link in the table header area. The table below shows four data collection entries:

Data Collection	Collection Year	Due Date	Status	Last Updated
August Graduates for Demonstrable Improvement	2017-2018	08/30/2018	IN PROGRESS	07/26/2018 by dgardy
BEDS - BOCES Data Form	2019-2020	01/01/2021	SAVED	11/25/2020 by melsinge
BEDS - BOCES Data Form	2018-2019	11/21/2018	IN PROGRESS	10/18/2018 by melsinge
BEDS - BOCES Data Form	2017-2018	01/27/2020	IN PROGRESS	03/22/2019 by dgardy