# View a Signed Clearance Sheet

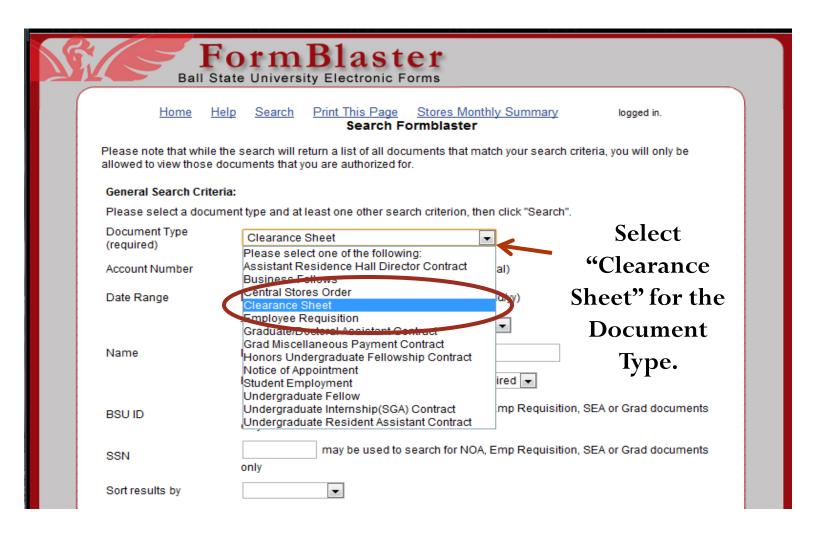
### Step 1: Log on to FormBlaster

- Once a clearance sheet has been signed by all responsible parties, it is available in FormBlaster to be viewed.
- Go to <a href="http://www.bsu.edu/formblaster">http://www.bsu.edu/formblaster</a>. Log on using your BSU Outlook username and password.
- A link to FormBlaster is also available on the Sponsored Programs Office website under "Proposal Development" .

### Step 2: Access search form



### Step 3: Enter Criteria



# Step 3: Enter Criteria

FormBlaster Ball State University Electronic Forms					
Home He	elp <u>Search</u> <u>Print This Page</u> <u>Stores Monthly Summary</u> logged in.  Search Formblaster				
Please note that while the search will return a list of all documents that match your search criteria, you will only be allowed to view those documents that you are authorized for.					
General Search Criteria:					
Please select a document type and at least one other search criterion, then click "Search".					
Document Type (required)	Clearance Sheet Select				
Account Number	(subcode optional) "Principal				
Date Range	From To (ex: mm/dd/yy) Investigator"				
	These dates represent: Date Form Created  as the Name				
Name	Last First type.				
	Find this name as: Principal Investigator Student/Employee being hired				
BSU ID	may b Created the Form uisition, SEA or Grad documents				
SSN	Principal Investigator  may be used to search for NOA. Emp Requisition, SEA or Grad documents only				
Sort results by					

# Step 3: Enter Criteria

FormBlaster Ball State University Electronic Forms						
Home He	elp <u>Search</u> <u>Print This Page</u> <u>Stores Monthly Summary</u> logged in.  Search Formblaster					
Please note that while the search will return a list of all documents that match your search criteria, you will only be allowed to view those documents that you are authorized for.						
General Search Criteria:						
Please select a document type and at least one other search criterion, then click "Search".						
Document Type (required)	Clearance Sheet • Enter					
Account Number	(subcode optional) principal					
Date Range	From To (ex: mm/dd/yy) investigator					
	These dates recresent: Date Form Created name					
Name	Last Smith First John					
	Find this name as: Principal Investigator					
BSU ID	may be used to search for NOA, Emp Requisition, SEA or Grad documents only					
SSN	may be used to search for NOA, Emp Requisition, SEA or Grad documents only					
Sort results by						

# Step 4: Search!

FormBlaster Ball State University Electronic Forms						
Home He	elp Search Print Th	is Page Stores Monthly Summary earch Formblaster	logged in.			
Please note that while the search will return a list of all documents that match your search criteria, you will only be allowed to view those documents that you are authorized for.						
General Search Criteria:						
Please select a docum	ent type and at least one	e other search criterion, then click "Search	rt.			
Document Type (required)	Clearance Sheet ▼					
Account Number		(subcode optional)				
Date Range	From	o (ex: mm/dd/yy)				
	These dates represent	: Date Form Created	G1: 1			
Name	Last Smith	First John	Click			
	Find this name as:	Principal Investigator				
BSU ID	may be only	used to search for NOA, Emp Requisition	"Search" at			
SSN	may be only	used to search for NOA, Emp Required	bottom of			
Sort result		1				
Form-spe For a spec		onally enter additional search criteria.	Form			
NOA, En	Search	]				
		ct from Building list	▼ Room			
1						
Gr						
		(ex: 2003/2004)				
Clearance Sheet Proposal Number						
Search						
Home He	elp Search Print Th	is Page Stores Monthly Summary	logged in.			
113116 110	DOGION TAINETH	Stores monthly communy	- age and an			

# Step 5: Identify Clearance Sheet by Title, click Document ID to view

