Electronic Forms Initiative (EFI)
NASA Electronic Forms (NEF)
https://nef.nasa.gov

End User Procedure – Public Site
Last Updated Wednesday, September 24, 2014
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Important Information
Any user requiring access to NASA forms that are not available to the public will need to utilize VPN if not located at a NASA Center. The site utilizes the user’s Launchpad credentials for authentication and authorization.

If you have problems downloading a form please ensure you have the most up to date version of Adobe Reader installed for your Operating System (OS). To download the latest version of Adobe Reader please visit the Adobe Reader install site by clicking here. After installation of Adobe Reader it may be necessary to overwrite your browser default reader to the Adobe Reader in order to view the document in your browser. You can learn more about this by visiting the Adobe site.

If you continue to have problems downloading a form please contact the Enterprise Service Desk (ESD) at 1-877-677-2123.

The New Look and Feel
The new look-up (search) method has been enhanced from the previous site. While it maintains a new look and feel the content (forms) displayed on the site is the same.

Form Functionality
A form may open differently based on the way it has been designed.
• If a form is designed to open outside of Adobe Livecycle Workspace it will open in the browser utilizing the pdf plugin
• If a form is designed to open using maximized screen space within Adobe Lifecycle Workspace then not all features of Adobe Lifecycle Workspace will be viewable upon first opening
• If a form is designed to open in Adobe Livecycle Workspace, but not set to maximize then all Adobe Livecycle Workspace features will be viewable upon first opening

Navigating the New NEF Site
What’s on the Home Page (Landing Page)

The home page (Figure 1) of https://nef.nasa.gov displays current News and Events relevant to the Agency. This page will also display the NAS Forms Officer Contact information. You may also initiate a search from this page (Entry A in Figure 1) and select one or more Centers (Entry B in Figure 1 below) for initiating the search. Although, selecting a Center is not a requirement to initiate a search. The previous site required the user to enter a form number to initiate a search from the home page, however the new site allows the user to enter any relevant search data in the field to initiate a search. For instance you may choose to enter the word “visitor” to search the current forms. Any form with the “word” visitor found either in the title or form description will be returned in the search results. The user may also continue to search on form number as well. If you are accessing the site from the public (not behind the NASA firewall or utilizing VPN) then the search results will only return forms that are available for public consumption. If the search results do not return the needed form the user may also perform an advanced search (see advanced search section for additional information).
Working with the Search Page

Once the user has selected search from the navigation bar the search page will be displayed showing a listing of forms available to the user. A total of 50 form entries (search results) will be displayed on the page. The user may page through the various pages to find the form or may choose to simply initiate a search using the search option found at the top of the page (see A in Figure 2). The page will display the Form Number, Title, Center, Date, Format, Version, Edition and Status of each form. The default sort has been set to Number, but the user may sort on any form attribute they choose. For instance if I were only interested in those forms that were published within a recent time period then I would sort by Date.
Figure 2 - Search Results

Advanced Search Options

An advanced search option is available to the user, and may be useful in initiating a more focused search if additional details are known about the form metadata that the user is trying to retrieve. Please note when performing an advanced search the default search has been set to search “All Specified Criteria” (see A in Figure 3), however the user may choose to change this option and search for “Any Specified Criteria” (See B in Figure 3). If the user chooses the any specified criteria then any forms matching any of the criteria set in the search field will be returned. If the user chooses to search on all specified criteria then results will only be returned if all specified search criteria has been met for a given form.
Help

The Help selection is available to both authenticated and non-authenticated users. Those users who have been authenticated into the site will be presented with additional links for end user documentation, which has been created using the NASA Enterprise Applications Competency Center standard learning tool, Enterprise Performance Support System (EPSS). Non-authenticated users will be presented with information and documentation relevant to the public user.