



How to Search Current Forms For External LaMPSS users

All applications that are currently 'In-Progress', 'Submitted' or 'Requires More Info' are listed in LaMPSS. To navigate to this page, select 'View/Access In-Progress Forms' under the 'Apply for Funding' section on the left navigation menu.

You are logged in as **Self Serve User** working as Cancel

LaMPSS Organization #:
Name:

Type: Private Vendor Inactive: No Inactive Organization: No
FMS Vendor #:

Organization Forms Search

Form Type: - select - Form Status: Requires More Info: In Progress
Program: - select -
Agreement Id: - select -
Date Range: - select - From: (dd/mm/yyyy) To: (dd/mm/yyyy)
Name: Owner:

Search Clear

Organization Forms Results

Name	Type / Program	Form Status / Agrmnt Id	Date Updated / Due Date
<input type="checkbox"/> AWSOA Org Program Application Form	Org Program Application Form Apprenticeship Wage Subsidy Program-OFA	In Progress	Mar 01, 2023
<input type="checkbox"/> JNL28 Agrmnt #291183 Agrmnt Financial Reporting Form Dec 01, 2021 - Mar 31, 2022	Agrmnt Financial Reporting Form JobsNL 28 (OFA)	In Progress 291183	Apr 13, 2023
<input type="checkbox"/> WS-CC Org Program Application Form	Org Program Application Form Wage Subsidy - Community Coordinator	In Progress	May 03, 2023

Displaying Forms 1 - 3 of 3

Delete Form Cancel

By default, the information under the 'Organization Forms Results' section will display the forms that the user is the 'Creator/Owner' of. Form status will be listed as either 'In-Progress' or 'Requires More Info'. Users can use the search parameters under the "Organization Forms Search" section to expand or narrow the results. For example, to search for:

- A specific form, use the 'Form Type' dropdown;
- A specific program associated with a form, use the 'Program' dropdown; or

- The name of the form, enter the text of the form under the 'Name' field.

Once users have selected their desired parameters or entered search criteria, click the 'Search' button to update the 'Organization Forms Results' section. To clear the search and start over, click the 'Clear' button.

Organization Forms Results Section:

The forms search results will display all forms that match the search criteria. Displayed will be the Name, Type/Program, Form Status/Agreement Id, and Date Updated/Due Date headers.

Application forms will only have an agreement number once the form is successfully submitted. Due dates will be displayed for activity reports, financial reports, and for application forms that have an application deadline.

The results are sorted by form status: 'In-Progress', 'Requires More Info' and/or 'Submitted'.

If a user clicks on a form name in the search results and is not authorized to access the form, a warning message will be sent advising that access is not authorized. The error message will provide the name of the creator/owner on the form. The creator/owner can be contacted to grant access, if necessary.

A checkbox will only be displayed to the left of the form name when a form status is showing 'In-Progress' and the user is the current owner. To delete the form, select the box and click 'Delete Form'.