

## Annual Reports: Quick and Easy with INFRMS

Save a stamp and complete your Classified Forest & Wildlands Annual Report online with the Indiana Forest Resources Management System (INFRMS). INFRMS is the DNR Division of Forestry's secure Internet-based Classified Forest & Wildlands application. Use it to submit your annual report, update contact information, view your classified tract information (including a map of your property), and report management activities throughout the year.

Notice: INFRMS may not work with Internet Explorer 11. It will work with earlier versions of Internet Explorer, Chrome, Safari, or Fox Fire.

### Logging In

The INFRMS application is at [infoforestry.com](http://infoforestry.com). Type this Web address into your Web browser. The initial Division of Forestry eResource Management Services homepage will appear. Click on the **INFRMS** link to get to the INFRMS program (Figure 1).

Click **Login** to sign into INFRMS (Figure 2).

Enter your User Name and Password, and then click the **Log In** button (Figure 3).



Figure 1 eResource Management Services homepage



Figure 2 INFRMS homepage

#### Need a User Name?

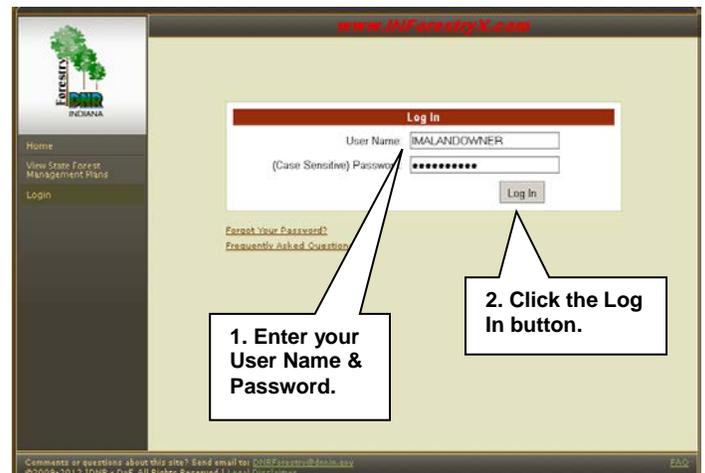
Email [DNRFORESTRY@dnr.IN.gov](mailto:DNRFORESTRY@dnr.IN.gov) your name or the name of the organization, company or trust that owns the property, and your phone number. We will send your User Name and, in a separate email, a temporary password.

#### Forgot your password?

Use the **Forgot your Password?** link (Figure 4). In the popup window enter your user name, and DNRForestry will email you a temporary password.



Figure 4 Resetting your password.



## Opening an Annual Report

Before you begin, collect any records you have about natural resources-related training sessions you attended and any work activities performed on your Classified tracts in 2016.

Getting to your annual report is easy. Click the large **Click Here to Submit Annual Report** button (Figure 5). If you have only one classified tract, your annual report will open automatically (Figure 6).

If you have two or more classified tracts, an Annual Report tract chart will open (Figure 7). Because you need to complete an Annual Report for each tract, the chart lists each tract and the status of the annual report. If you haven't completed the annual report for the tract, there will be a Submit link in the Annual Report column. Click on the Submit link to open the Annual Report for that tract. Once you have completed the report, the Annual Report column will change to Submitted.



Figure 5 Annual Report button



Figure 6 Open Annual Report

Submit Annual Report for year 2016

The Annual Report column will tell you the status of the Annual Report for each tract.  
 Submitted = completed  
 Submit = still needs to be finished

Land Owner's Tract(s)					
Tract Number	Total Acres	Tract Name	Owner/Organization Name	Role	Annual Report
07-0007	102.700	HICKORY HILL	IMA LANDOWNER	Landowner	Submitted
07-0008	40.000	OAK ALLEY	IMA LANDOWNER	Landowner	Submit
07-0009	43.600	MAPLE MANOR	IMA LANDOWNER	Landowner	Submit

Click on the Submit link to open the Annual Report for the selected tract.

Figure 7 Annual Report tract chart

# Completing the Annual Report

Questions 1-5: Click the Yes or No button to answer the question. If you answer Yes to Question 1 or Question 2, the application will prompt you for additional information

Have ideas on how we can do a better job? Type them in Question 6.

Use the Add Training link in question 7 to enter natural-resources-based meetings, trainings, workshops, etc. you attended in 2016.

Question 8 relates to work activities you performed or hired someone to perform on your Classified tract. There are several sections to this question.

- “Planned Activities Completed” lists of any management activities performed and recorded in 2016. If it is in the list, you don’t need to add it again below.
- “Planned Activities Not Completed” refers to your Stewardship/Management Plan and any work activities identified to be performed during the time covered by the Annual Report. This year, it will be blank on most Annual Reports.
- Use the “Add Other Completed Activities” section to report work you completed on your classified land in 2016. Select a work activity from the dropdown (click the arrow) and then click the Add link (Figure 8). A new window will open to gather the activity-specific details (Figures 9 & 10). Repeat for each completed activity.
- Enter activities you plan for 2017 or 2018 in the “Future Work Activities” section. Use the dropdowns to select the activity and year. (Figure 11) Click Add. Repeat for each planned activity.

Update your contact information on your annual report. If you need to change a name, please contact your District Forester.

**Remember to click the Submit button at the end of the Annual Report to save the report.**

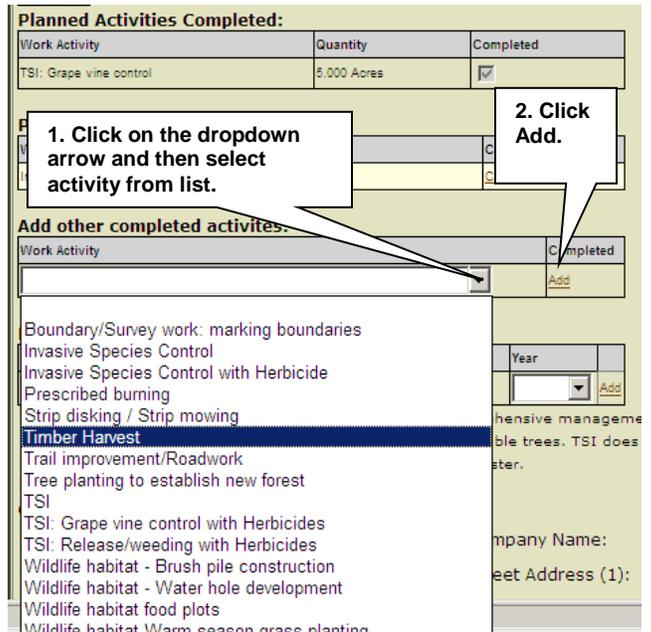


Figure 8 Adding other completed activities.

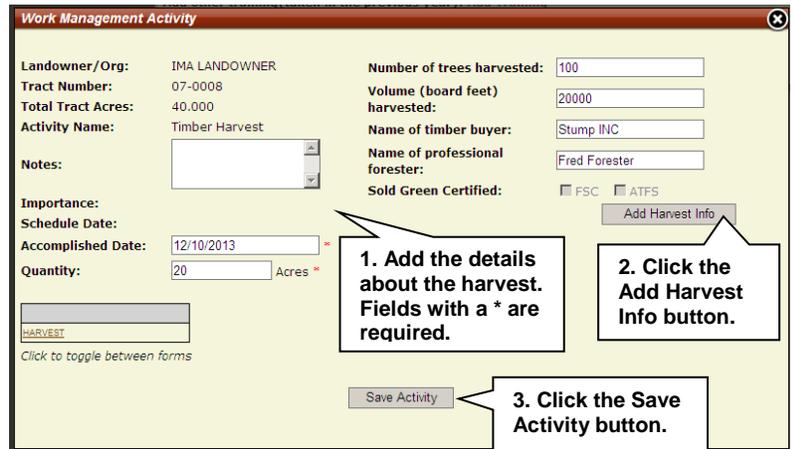
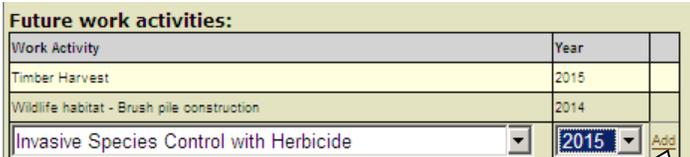
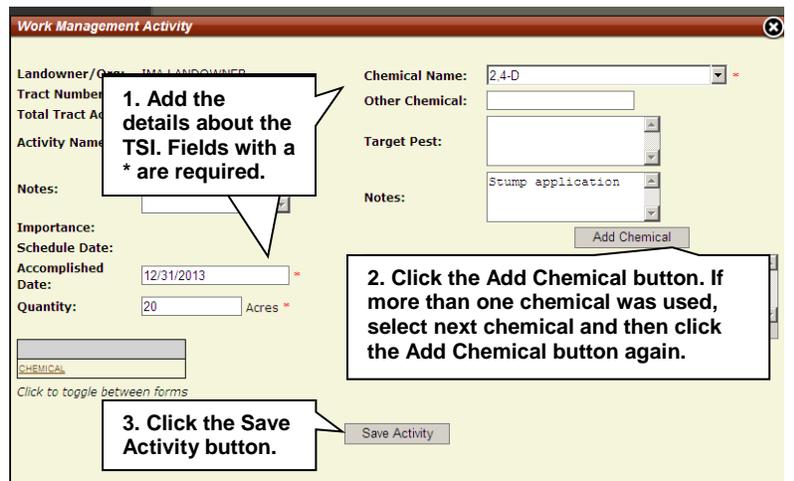


Figure 9 Timber harvest detail window



1. Click on the dropdown arrow and then select activity from list.

2. Select year.

3. Click Add button.

## **We're here to help.**

If you need assistance logging into INFRMS or filling out your annual report, please contact the Division of Forestry at (317) 232-4105 or [dnrforestry@dnr.IN.gov](mailto:dnrforestry@dnr.IN.gov). Please describe your issue and include your contact information. Someone will get in touch with you as soon as possible. Assistance is available between 8 a.m. and 4 p.m., Monday through Friday.