Accessing and Completing a Form

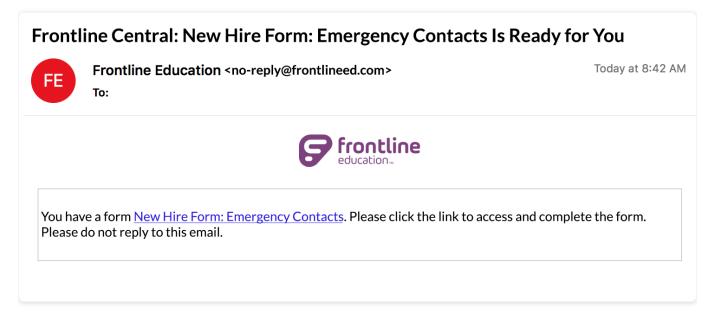
Forms contain details about system or organizational needs/requirements, and you will need to understand how to access and complete the information made available to you.



Check out our related video - My Forms (2:02) - as you review this topic.

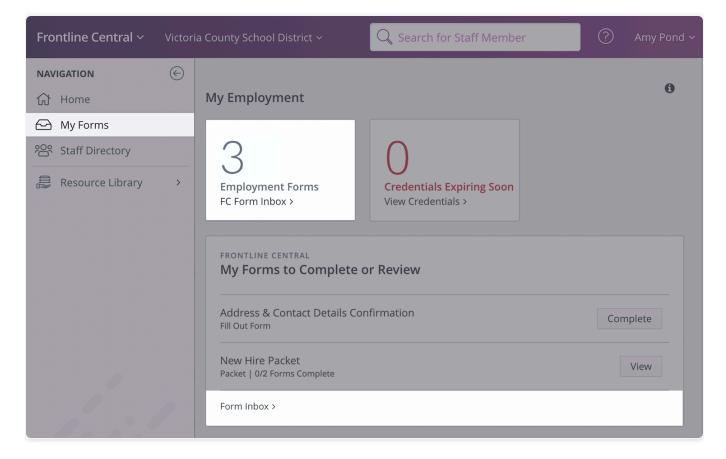
Accessing a Form (Sent to You)

If a form is sent by an administrator, you will receive a notification email via the email address associated with your Central profile. Select the link within the email or log in directly to your application.



Accessing a Form (Via the Central Application)

Once logged in, you can reference the form you were sent via the Forms inbox, the My Forms section on the homepage, or by selecting **My Forms** in the side navigation.



You will see a series of tabs at the top of the "My Forms" page. Reference the "Current Forms" tab and click **Complete Form** beside the documents you want to review and complete.

My Forms	Q Find Form or Packet
Current Forms 3 Sent Forms Completed Forms	
	Sort by Due Date ~
Address & Contact Details Confirmation Fill Out Form Due In 2 Days	Complete Form
E New Hire Form: Emergency Contacts Fill Out Form	Complete Form
E New Hire Form: Payroll and Finance Fill Out Form	Complete Form

This action opens the form where you can enter and submit the requested details. Review your entries carefully before submitting, because you will not be able to edit the form after submission.

Sent 02/13/2018 At 8:35 AM By Matt Smith Emergency Contact Details Please enter your emergency contacts and sign off on the employee agreement. Emergency Contacts Name Relationship Personal Phone Work Phone (610) 555-1342 Name Personal Phone Work Phone Please Select Piease Sign* Add Digital Signature Comments - Visible to all participants			ntline Central New Hire Form
Please enter your emergency contacts and sign off on the employee agreement. Emergency Contacts Name Rory Williams X Spouse Personal Phone (431) 555-3324 Name Relationship Please Select Personal Phone Work Phone Please Sign* Add Digital Signature No attachments No attachments	t Smith	35 AM By Matt Sm	Sent 02/13/2018 At 8:3
Emergency Contacts Name Rory Williams × Spouse Vork Phone (d10) 555-1342 × (d31) 555-3324 × Relationship Please Select Vork Phone Presonal Phone Work Phone Please Sign* Add Digital Signature No attachments	s and sign off on the employe		
Rory Williams × Personal Phone Work Phone (610) 555-1342 × (431) 555-3324 × Name Relationship Please Select ~ Work Phone Work Phone Personal Phone Work Phone Please Sign* Add Digital Signature		gency contacts ar	
Personal Phone (610) 555-1342 Name Relationship Please Select Work Phone Work Phone Personal Phone Work Phone Please Sign* Add Digital Signature Form Workflow Form Workflow Form Workflow Workflow Step 1 - Emergency Contact Details Main Participant Add Digital Signature			
(610) 555-1342 × Name Relationship Please Select ✓ Personal Phone Work Phone Please Sign* Add Digital Signature	× Spouse	×	Rory Williams
Name Relationship Please Select Personal Phone Work Phone Please Sign* Add Digital Signature Workflow Step 1 - Emergency Contact Details Workflow Step 1 - Emergency Contact Details Main Participant Add Digital Signature Other Participants No Additional Participants	Work Phone		Personal Phone
Name Relationship Please Select Personal Phone Work Phone Please Sign* Please Sign* Add Digital Signature Details Main Participant	× (431) 555-3324	×	(610) 555-1342
Personal Phone Work Phone Amy Pond ✓ Form Entry No Add Digital Signature Main Participant Main Participant Modeling	Relationship		Name
Please Sign* Add Digital Signature	Please Select		
Please Sign* Add Digital Signature Form Entry View & Edit Other Participants No Additional Participants	Work Phone		Personal Phone
Please Sign* Other Participants Add Digital Signature No Additional Participants			
Add Digital Signature No Additional Participants			Diana Cinat
	Add Digit:		Please Sign*
Comments - Visible to all participants	Add Digita		
		articipants	Comments - Visible to all pa
		andepartes	
Submit Form			

Completing Employee-Generated Forms (E-Forms)

Based on permissions, you may also have access to submit employee-generated forms. These forms are found within the "Forms I Can Start" tab and include any options made available to employees that do not require administrative assistance.

Keep in mind, you will *not* be sent these forms. They are made available via your application for topic-specific needs (such as change of address, etc.).

To fill out and send an available form, select the "**Forms I Can Start**" tab within your "My Forms" section and click **Start this Form**.

Fror	ntline Central V Victoria County School District V	Q_{k} Search for Employee	? Amy Pond ~
() () () () () () () () () () () () () (My Forms Current Forms 3 Sent Forms Completed Forms	🏕 Forms I Can Start	Q Find Form or Packet
如即			Sort by Form Category \sim
	Medical Leave of Absence Request Category: Leaves of Absence Form Administrator: Matt Si	mith	A Start this form
	Change of Address Request Category: Other Form Administrator: Matt Smith		A Start this form

This action opens a new forms page where you can complete the content.

Enter the required information and click **Submit Form**. (*Be sure to review your entries carefully before submitting, because you will not be able to edit the form after submission.)

Frontline Central	Delete Print Form Save Progress
Change of Address Request Sent Today At 8:07 AM By Kirito Kirigaya	
Change of Address Please indicate your new address in the space provided.	Attachments
Address	No attachments
Address 1 311 Virtual Drive × Address 2	Form Workflow
City	Workflow Step 1 - Change Of Address
Onlineville × State Zip Code Pennsylvania >	Main Participant Kirigaya Form Entry View & Edit Other Participants No Additional Participants
Comments - Visible to all participants Submit Form	

Viewing Completed Forms

You can access the "My Forms" page once more to review a form's current status and view your current or completed forms. The system organizes these within the "Current," "Sent," and "Completed," tabs.

My Forms						Q Find Form or Packet
Current F	Forms 3	Sent Forms	Completed Forms		🎓 Forms I Can Start	
						Sort by Due Date \sim
	New Hire I Form Complet	Form: Payroll a ted	nd Finance		Completed 04/10/17	View Form
	Technolog Form Complet				Completed 11/17/16	View Form