

Site Level eForms

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You can upload a Site level eForms two different ways. Follow the steps below and choose the one that works best for you

1) Log into the customers page in question, click on the Sites/Systems tab below, then click on the Site number in question.

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2) Click on the eForms tab, and then click the add eForm button

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add a name, description and select the eform from the templates drop down and click save

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3) You will be transferred to the assignee screen and you can proceed to send the eForm to the recipient

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4) If you prefer to do this from eForms Click on eForms and then Templates

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5) Click on Send Template, add a Name, Description, Template, Site and Save

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6) You will be transferred to the assignee screen and you can proceed to send the eForm to the recipient□