



USER MANUAL – REVIEW FORM SUBMISSIONS

TARGET AUDIENCE: APPROVERS

Updated November 1, 2024



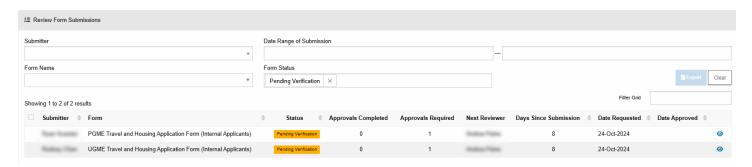


HOW TO REVIEW FORM SUBMISSIONS

Refer to the "Review Form Submissions" dashboard on your Forms homepage to...

- Review any form that require your attention
- See what status of the form is (i.e. pending, approved, etc.)
- See how many approvals are required vs. completed
- See who the next verifier (approver) is in the approval workflow
- See who submitted the form and when
- Etc....

You can use the filters to search for any specific form, status, etc. The "filter grid" will search the data on the dashboard you have filtered.

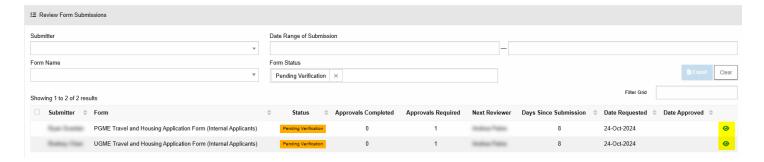


Forms submissions can have one the following status':



If you want to see a copy of the form you can either...

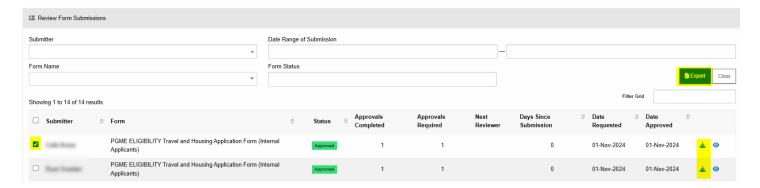
1. Select the eye icon beside the form submission...







2. Download the form submission(s) using the export functionality or the export icon beside the form submission...



If you want to download a form submission, please note that you can only do so once the form has been approved.

QUESTIONS?

If you have any questions or difficulties with this process, please contact the FHS Forms Manager Team at fhsforms@mcmaster.ca.