

# USER MANUAL – REVIEW FORM SUBMISSIONS

**TARGET AUDIENCE: USERS**

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Updated November 1, 2024

# HOW TO REVIEW FORM SUBMISSIONS

Refer to “My Submitted Forms” dashboard on your Forms homepage to...

- Review any of your form submissions or drafts
- 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 if the form has expired
- See when it was last updated
- 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.

The screenshot shows the 'My Submitted Forms' dashboard. At the top, there are filter sections for 'Form Status' (with buttons for Declined, Draft, Pending Verification), 'Date Range of Submission', 'Form Name', and 'Form Verifier'. A 'Filter Grid' is also present. Below the filters, it says 'Showing 1 to 2 of 2 results'. The main table has columns for Form, Approvals Completed, Approvals Required, Verifier, Expiry, Submitted, Status, and Updated.

Form	Approvals Completed	Approvals Required	Verifier	Expiry	Submitted	Status	Updated
<a href="#">Distributed Campus Clinical Placement Application (Internal Applicants)</a>	0	0				Draft	01-Nov-2024
<a href="#">PGME Travel and Housing Application Form (Internal Applicants)</a>	0	1			24-Oct-2024	Pending Verification	24-Oct-2024

Your form submissions can have one the following status’:

**Status Legend**

- Draft** - Form has been saved but not submitted for approval.
- Approved** - Form has been approved by all required verifiers.
- Withdrawn** - Form as been withdrawn and will not be reviewed.

- Pending Verification** - Form requires approval from one or more verifiers.
- Declined** - Form has been declined by one or more verifiers with an explanation in the comments.
- Expired** - The approval of the form has expired.

If you want to see a copy of the form you have submitted, please select the hyperlinked form name.

The screenshot shows a list of forms under the heading 'Form'. The first form is 'Distributed Campus Clinical Placement Application (Internal Applicants)' and the second is 'PGME Travel and Housing Application Form (Internal Applicants)'. Both are hyperlinked.

If your form was declined, the approver is required to provide a comment. The comment can be found at the top of the form under “comments.”

Distributed Campus Clinical Placement Application (Internal Applicants) (v14)

▼ Comments

== Form Submission Rejected by [redacted] @01-Nov-2024 09:29am ==

no capacity

If you want to download a form submission, please note that you can only do so once the form has been approved. You can do this by selecting the download icon next to the submission in the “My Submitted Forms” dashboard.

☰ My Submitted Forms

Form Status:  | Date Range of Submission:  -

Form Name:  | Form Verifier:  Clear

Showing 1 to 5 of 5 results Filter Grid

Form	Approvals Completed	Approvals Required	Verifier	Expiry	Submitted	Status	Updated
PGME ELIGIBILITY Travel and Housing Application Form (Internal Applicants)	1	1	[redacted]		01-Nov-2024	Approved	01-Nov-2024
Distributed Campus Clinical Placement Application (Internal Applicants)	1	1	[redacted]		01-Nov-2024	Approved	01-Nov-2024

## QUESTIONS?

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