

# USER MANUAL – FORM SUBMISSION

## **TARGET AUDIENCE: USERS**

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Updated November 1, 2024

# HOW TO SUBMIT A FORM

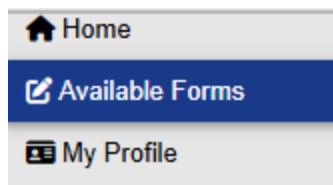
To submit a form in the Forms Manager, you can either...

1. Select "Submit a Form" on your FHS Forms Homepage...

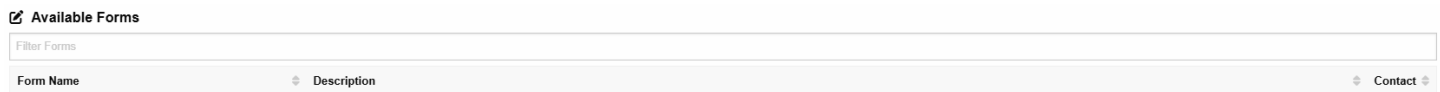


OR

2. Select "Available Forms" on the lefthand drop down menu...



From there you will see a list of forms that are available to you based on whether you are an external user (non-McMaster), or an internal user (McMaster medical learner). The following fields will be available...



**Form Name:** If you select the hyperlink, you will be directed to a new form submission.

**Description:** The purpose/intention of the form and any relevant resources.

**Contact:** If you have any questions regarding the form, please select the hyperlinked contact to draft an email.

**Important Note:** Once you have completed a form, make sure you select "Submit Form" not "Save Draft" if you intend to submit your form for approval.



## PRE-REQUISITES

Some forms require a pre-requisite form to be **approved** before you can proceed. If you select a form that requires a pre-requisite, you will get the following message.

### Prerequisites Required

The following prerequisite form must be approved before [form name] can be submitted.

Prerequisite Form	Description	Status
[Link]	[Description]	[Status]

The message will direct you to what form needs to be completed first and if you have any current submissions pending. If you do have any submissions pending, the status will show as "Pending Verification."

## INTERNAL MCMASTER USERS

If you are an internal McMaster medical learner, many of the questions will be pre-populated based on your MedSIS profile information. Fields that are informed by MedSIS will be greyed out. If any of the information is incorrect, it will need to be updated in your MedSIS profile. It will take 24 hrs. for corrections to sync to the Forms Manager.

### 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).