

Activate a Form

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Activating a form means that you are making it available for completion by yourself or sending it to another person or resource to complete. If you have this authority, in the main menu, under *Form*, you will see the **Activate Form** option.

Springfield, USA (DEMO)

Form

Activate Form

ACTIVE EVENTS (2)

Hospital Intoxication Patient Surveillance

Heat Advisory

Activate Forms

System Notice

Pending Forms(1)

Help

Fill Form	DMORT Activation	Use this form to inform the DMORT Team of activation.	Deliv
Fill Form	Hospital to Hospital Asset/Resource Request Form	Please indicate your resource needs.	Deliv
Fill Form	Message to EMS Agencies	Use this to send a message to EMS Agencies.	Deliv
Fill Form	Wildfire Surveillance	Please complete this form based on the patients presenting in your facility within the past 24 hours (0700 - 0659).	Deliv

Send A Form To Be Filled Out By Others

Action	Title ^	Description	Delivered To
Send Form	Weekly Flu Volume Report	Use this to gather daily flu info.	User Defined

Typically, a form is completed by a user or a resource, not both. However, if you specify both, the solution will deliver it to both.

Forms may already have recipients or you may need to identify the recipients. If necessary, on the Activate Form page, use the filters above the table to locate one or more people and select them as recipients. For more information, go to the article [About Forms](#).

To activate a form to complete yourself

1. In the main menu, click **Form** and, in the list, click **Activate Form**. The *Activate Forms* page opens.
2. In the *Fill Out A Form* section, locate the form and, on that row, click **Fill Form**. The form opens.
3. Enter all required information.
4. Click **Submit**.

To activate a form to be completed by others

1. In the main menu, click **Form** and, in the list, click **Activate Form**. The *Activate Forms* page opens.
2. In the *Send A Form To Be Filled Out By Others* section, locate the form and, on that row, click **Send Form**. The *Activate Form* page opens.
3. In the *Users to Fill Out Form* section, select the checkbox for the people you want to complete the form.
4. If this page includes the *Resources to Fill Out Form* section, select the checkbox for the resources you want to complete the form.
5. If recipients have not been identified for the form, in the *Users to Receive Completed Form* section, select the checkboxes to designate recipients.
6. Click **Activate Form**. The form is sent accordingly.