

Complete and Send a Form

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You and/or the resources you are associated with may be required to complete and submit forms. If you have pending forms that need to be completed, the forms open when you access EMResource. If you open, but do not complete and send the forms, they remain accessible through the Form List.

You can view pending forms by clicking the **pending forms** link in the page utilities bar or through the main menu, by clicking **Form** and selecting **Form List**. The *My Forms List* page opens.

The *My Pending Forms* section shows the forms you are responsible for completing and submitting. If you have rights to a resource, forms designated for that resource also appear in your pending forms queue. The page shows each form's title, when it was activated and by whom, and its recipient (you or your resource). If you have saved a draft of a form, it remains available to you in this queue.

Forms that you have completed without designating recipients appear in the *My Unsent Forms* queue. Click **Send** to select recipients and send the form.

Note the following about completing a form:

- You can save a form without submitting it and return to it later. This is especially useful when you need to pause the process in order to locate additional information.
- You must fill in all required fields () before you can complete the form.
- If you are required to complete the form, it remains in your pending forms queue, and you cannot delete it. If you are not required to complete it, you can **Delete**
- If you decide you do not want to submit the form and you do not want to save a draft, simply click **Delete Form** in the *Select Completed Form Recipients*. This option is available only for forms that are not set up to be mandatory.
- You can temporarily close the pop-up (**snooze**); however, if you are required to complete the form, it will continue to re-open periodically until you complete and submit it.

To submit a form

There are several ways to access, complete, and submit a form. Please follow the most appropriate path for you, as described in this procedure.

1. If the form opens automatically, proceed to step 3.
2. Otherwise, to open the form, take one of these actions.

Where...	What...
In the solution bar,	Click the quick link. The form opens.
In the main menu,	a. Click Form and, in the list, select Activate Form . The <i>Activate Forms</i> page opens. b. Locate the form and, on that row, click Fill Form . The form opens in a new window.
In the main menu,	a. Click Form and, in the list, select Form List . The <i>My Forms List</i> opens. b. Locate the form and, on that row, click Fill Out . The form opens in a new window.
In the page utilities bar,	a. Click Pending Forms . The <i>My Forms List</i> opens. b. Locate the form and, on that row, click Fill Out . The form opens in a new window.

3. Enter the requested information.
4. Click **Submit**.

Tip: If you do not want to complete the form currently, click **Save as Draft**. The solution saves your work and you can access it later through the Form List.