

Forms List

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The *Forms List* contains three sections, for pending, unsent, and recent forms, to help you keep track of forms that require some action on your part. If you do not have use forms, a message will indicate that you do not have any at this time. Otherwise, details about the forms in each section are provided.

My Pending Forms

You can view pending forms at any time by clicking the Pending Forms link in the top banner or through the main menu by clicking **Form** and then selecting **Form List**. The forms you have received and not yet completed appear in the *My Pending Forms* section of the *My Forms List*.

If you start a form and save it as a draft, it remains available to you in this queue.

My Unsent Forms

Forms that you complete without designating recipients appear in your *My Unsent Forms* queue. You can click **Send** to select recipients and send the form. If you no longer want to submit the form, you can click **Delete**, as long as the form is not set up as a mandatory form.

Refer also to [Save and Complete](#).

My Recent Forms

In any form's life cycle, there are essentially three "actors" that include, the:

- Individual who activates the form
- Individual and/or resource completing and submitting the form (can also be the activator)
- Individual and/or resource receiving the completed form

If you are involved with the form in any of these ways, the form appears in your *My Recent Forms* queue for 24 hours after receipt. Even if you did not complete the form, it will appear in this queue if you or your resource was listed as responsible for it. For example, the first shift nurse at your facility completed it. You can view it during your shift, as long as it is within the 24-hour timeframe.