

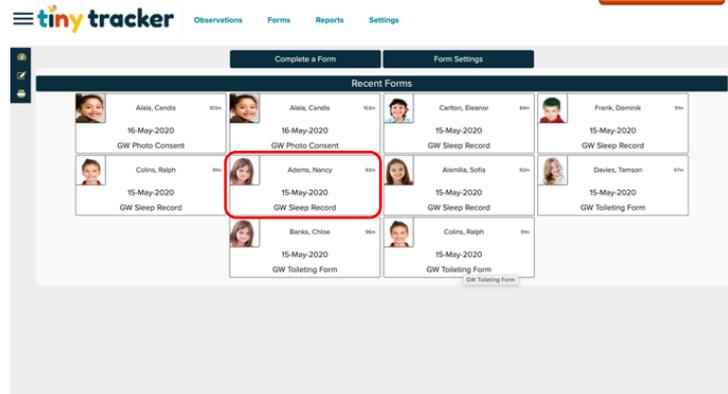
How to... Navigate Forms

Notes: Users can easily access the Forms you have designed in Form Settings to collate and share information. To design a new form, see: Form Settings

1. Viewing Forms

Select Dashboard

The Dashboard displays the children who have Forms.
Select the child to open and view their Form(s).

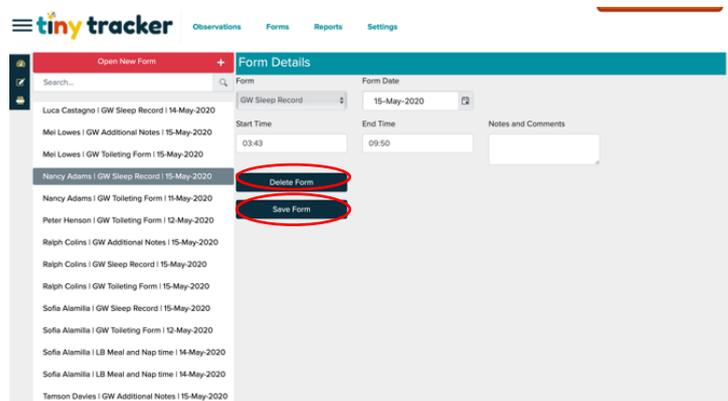


2. Editing and Deleting Forms

The name of the child is highlighted in the list with the Form details on the right.

To edit a Form select

To delete a Form select

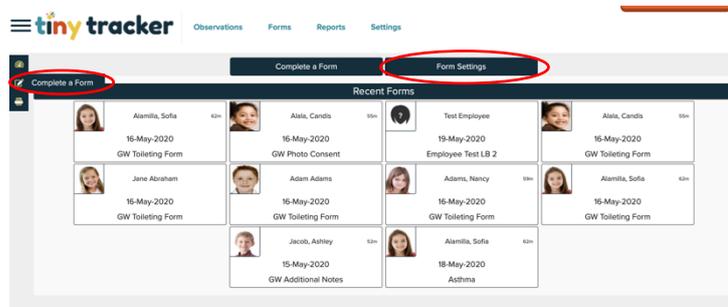


3. To Complete a New Form

Select

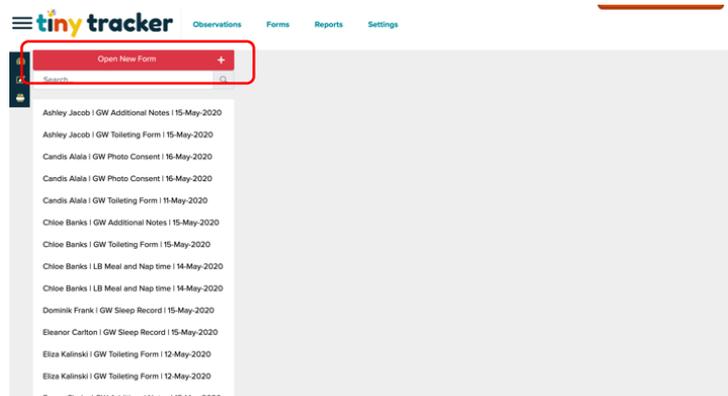
Note: To create a New Form select

See: Form Settings

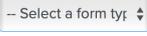


4. Open a New Form for a Child

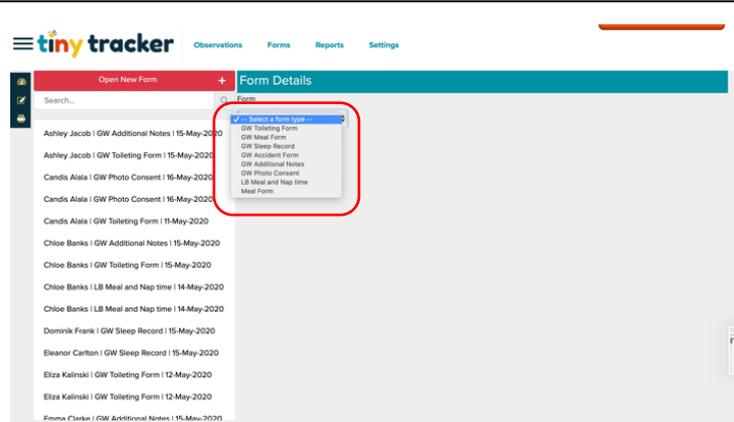
Select



5. Select a Form to Complete

Select  -- Select a form type

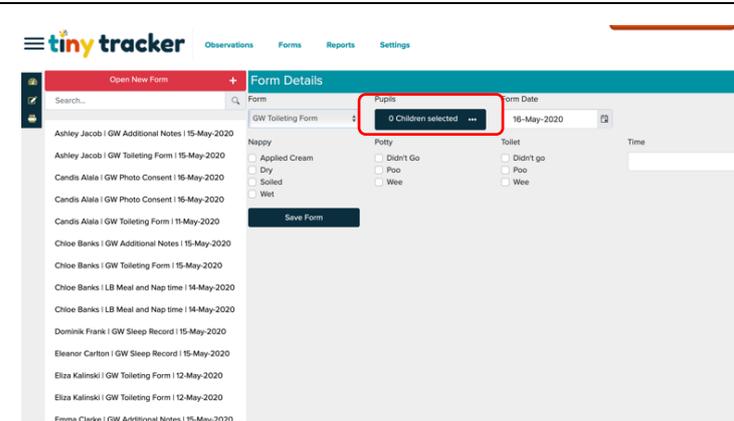
Note: The dropdown menu shows all Forms created by your school in Settings.



6. Completing the Form

Select  2 Children Selected to choose children from the Pupil Picker. Make selections in all fields on the Form.

Select  Save Form



7. Printing a Form

Select  Print Form from the Navigation Bar.

Select the form(s) to be printed from the drop-down menu. Or Check Pupils or Users to navigate to the list of forms for a pupil or user.

Select  Print Selected Forms to download the Form into a pdf

