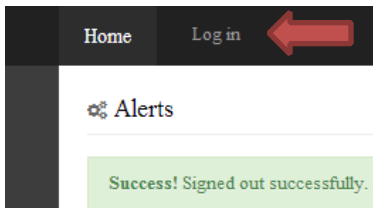# How to: Use Forms Web

1. Login to the landing page, below the Hands of Hope Twitters link you will see a link that says TEST. Please click on that link(Once the tool is fully rolled out it will be the Forms web icon).

2. Click on the Login button at the top left above "Alerts"

3. Once on the login screen you can select login through google.(It is best to already be logged into email, if you are not then just use your email username and password)

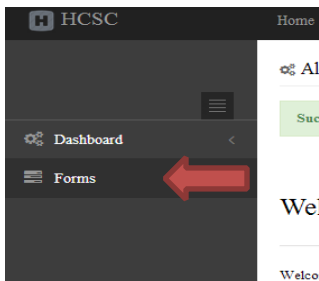4. Once you are logged in you will notice 2 options on the left hand side, Dashboard and Forms. The Dashboard is where you would go to log out or edit your user information.
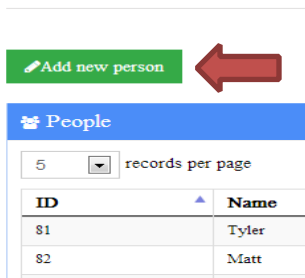

5. To complete a form simply select the Forms option and then the desired form to be completed.

6. Once there you will see a list of all of the forms that are available to fill out, select the appropriate form.
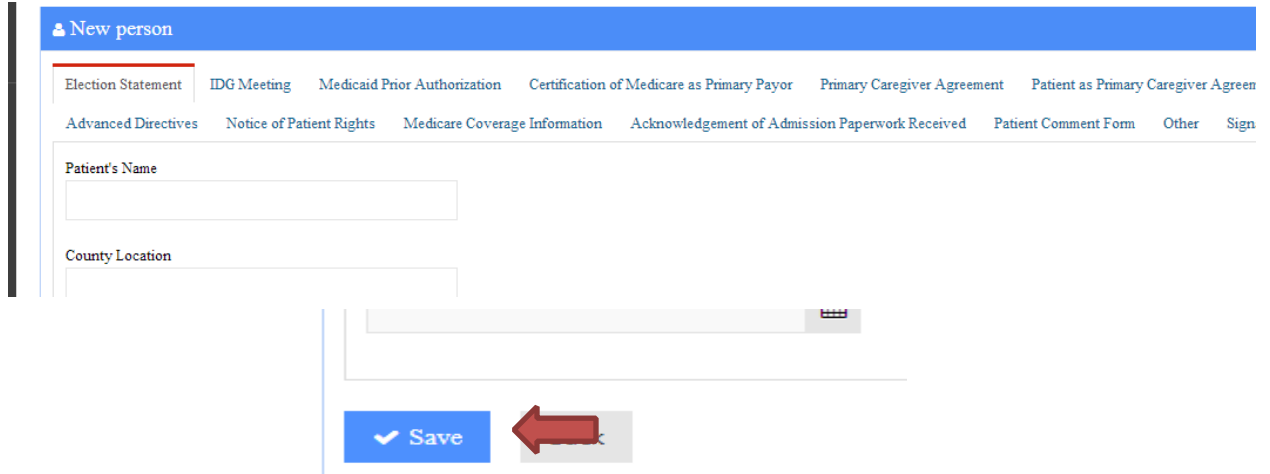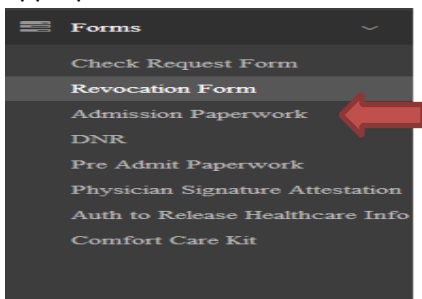
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7. When the form is selected you will notice a green add person button, to start a new form please select that button.

8. Once you have selected to add new person you notice that each page in the form is titled above the question fields, to go to another page just click on the title of that page.   At the bottom of each page there is a save icon. In order for the information to populate to the form you must click on the save button.


9. There is also a page called signatures and send form. The signatures page will show you a list of the signatures that need to be completed, if the button is blue then it has not been completed, if it is green then it has been signed. You will also need to select the save button on the bottom of this page to apply the signatures to the form. The signatures work best on the Iphone.

10. Once the form is completed you can select the send form option and fill out the appropriate information to send the form.
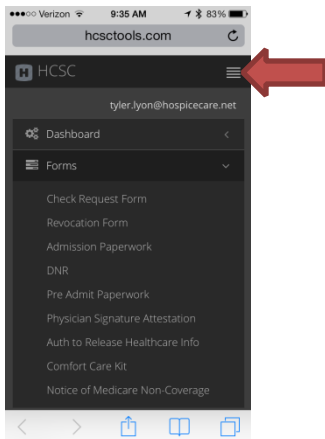
How to: Use Forms Web
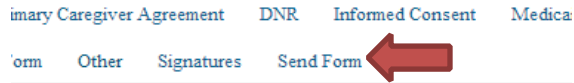
To sign the form on your iPhone please do the following:

1. Click on the Forms Web icon on your iPhone, if you do not have an icon please contact the helpdesk.

2. Once there you will click the login button just like you would on the computer. Click on the 4 bars and then on Forms to select the appropriate form

3. Go to the form that you have already filled out and select edit.
4. From here you can select the signatures tab at the top and sign the pages that need to be to signed.

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	Sign	← Has not been signed
	Sign	
	Signed	← Has been signed