Etrieve - Originator Guide

1. Locating an e-form

2. How to fill out an e-form

3.

Figure 5. Attachment box with an attached document.

5. Submitting a completed e-form

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8. Tracking a e-form's status in the workflow
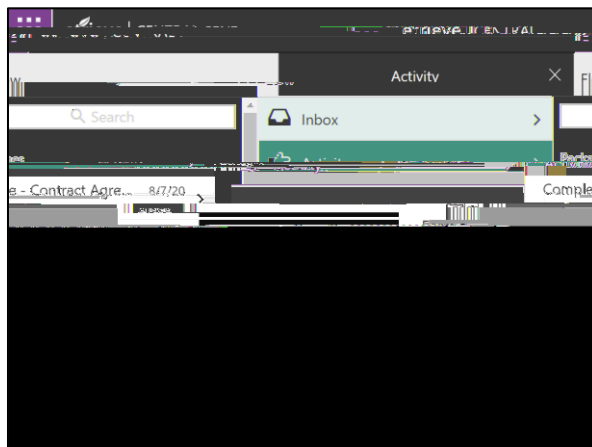
Activity

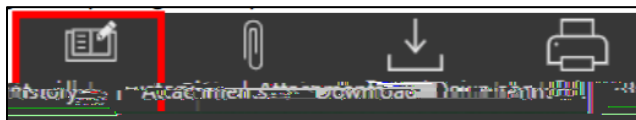Figure 11. Activity shows all previously submitted forms.

History

Figure 12. History button at the bottom of the webpage.

9. Changing and resubmitting an e-form that has been returned

Inbox

Figure 13. Inbox indicates that a form is waiting to be acted upon.

10. Discarding an e-form that has been returned

a) If an e-form is ed ed a d d like di ca d i a d a e l ca e he checkb ea he f he form that states, I ld like di ca d hi f
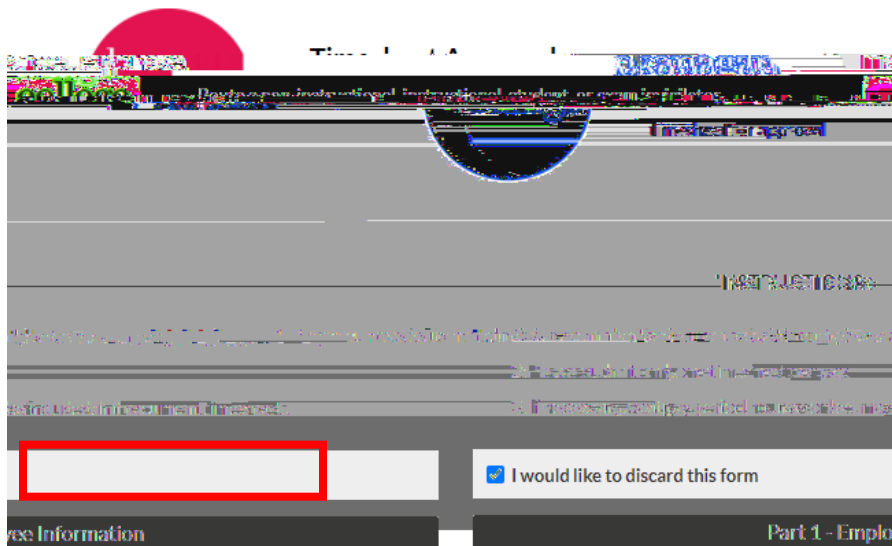

Figure 15. Discard checkbox location.

b) Once this box is checked, the *Discard* button will appear in place of the Submit button on the Action Bar bellow the form.
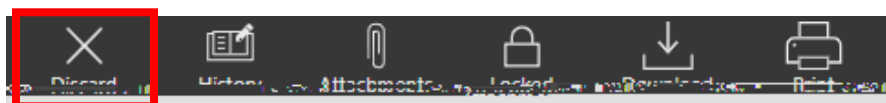

Figure 16. Discard button location.

c) Click the Discard button and, after a confirmation, the form will be deleted from your inbox and the workflow.

11. Downloading and printing an e-form

Figure 17. Activity shows all previously submitted forms.

Figure 18. Download and print buttons.