



Goal: This document focuses entirely on enabling a user to submit online forms within EcoDox.

Complexity Level: Functional User

Prereq / Related Instructions: NONE

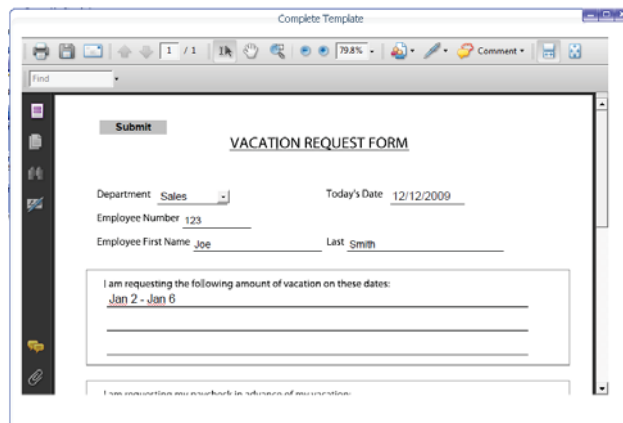
Step 1: Navigate to Online Forms - Select the **Online Forms** icon from the **Fisheye Navigation Board**.



Step 2: Forms Menu – Upon selecting the Online Forms icon, you will be redirected to the Online Forms screen. Select the Online Form from the List. The form on the right is a thumbnail preview of the form currently highlighted.



Step 3: Complete Form – Once you select the form from the list, the form will open to be completed. Fill out the Form.





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Step 4: Submit Form– When you are ready to submit your form, Select the submit form button from the form itself.

Complete Template

Find

Submit

VACATION REQUEST FORM

Department Sales Today's Date 12/12/2009

Employee Number 123

Employee First Name Joe Last Smith

I am requesting the following amount of vacation on these dates:
Jan 2 - Jan 6

Step 5: Confirmation Page – A Confirmation Page is presented once the form is submitted.

Complete Template

Your template submission is complete... Thank you.

