

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.



Figure 6. Originator Action Bar showing one document is attached.



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 i e 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

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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.