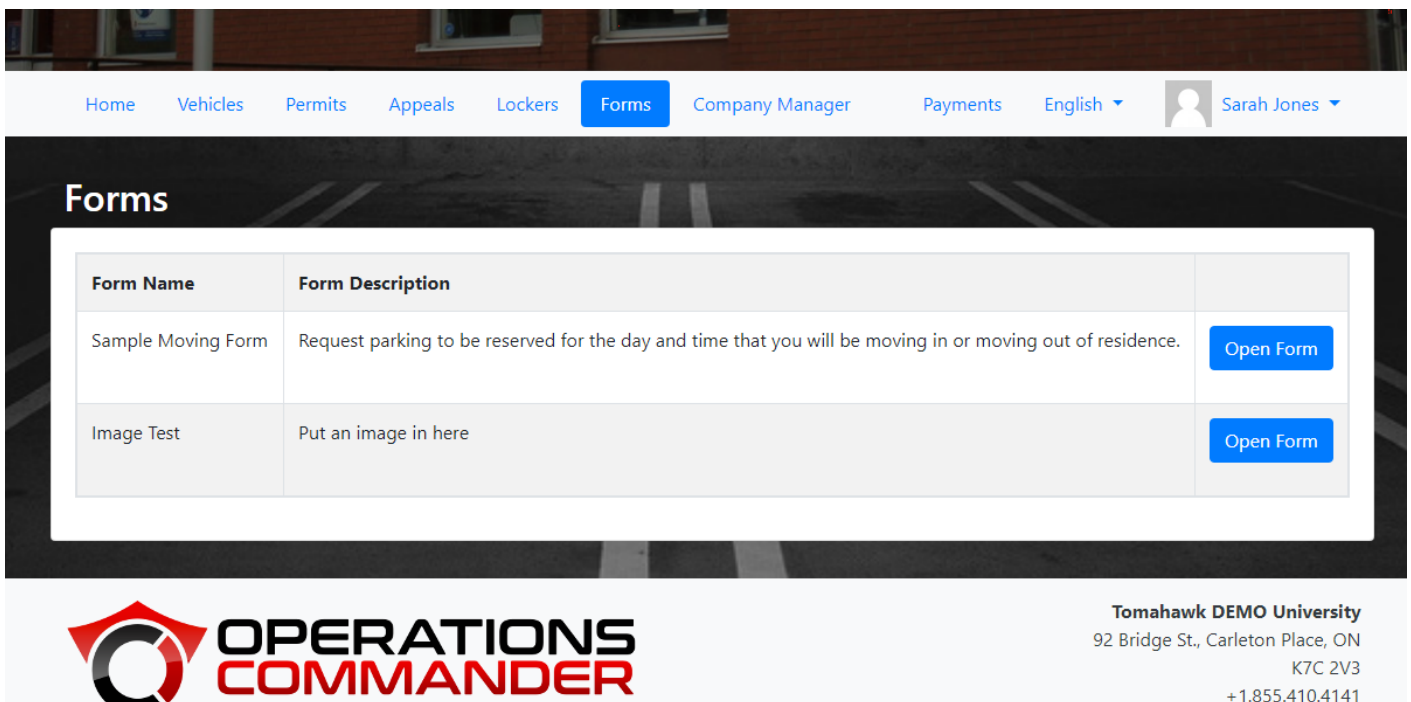



Using Forms on the User Portal

Getting to Forms

Login to the User Portal and click **Forms**. This will take you to the Forms page that will list all forms that are available to customers. If there is no form listed here that addresses your need, contact your parking office.

A screenshot of the 'Forms' page in the Operations Commander User Portal. The page has a navigation bar at the top with links: Home, Vehicles, Permits, Appeals, Lockers, Forms (highlighted in blue), Company Manager, Payments, English (with a dropdown arrow), and a user profile for Sarah Jones. Below the navigation bar, the title 'Forms' is displayed. A table lists two forms: 'Sample Moving Form' with a description 'Request parking to be reserved for the day and time that you will be moving in or moving out of residence.' and 'Image Test' with a description 'Put an image in here'. Each form has an 'Open Form' button to its right. At the bottom of the page, there is a logo for 'OPERATIONS COMMANDER' and contact information for Tomahawk DEMO University: 92 Bridge St., Carleton Place, ON K7C 2V3, +1.855.410.4141.

Form Name	Form Description	
Sample Moving Form	Request parking to be reserved for the day and time that you will be moving in or moving out of residence.	Open Form
Image Test	Put an image in here	Open Form

 **OPERATIONS
COMMANDER**

Tomahawk DEMO University
92 Bridge St., Carleton Place, ON
K7C 2V3
+1.855.410.4141

Submitting a Form

Click the **Open Form** button. This will open up the form to be completed. Once you have filled the form, click the **Submit** button. The completed form will be forwarded to your parking office.

Form Details - Sample Moving Form

Coordinator *

Mrs. Sharpe

Phone Number *

613-257-4141

Date Moving *

August 30, 2019

Comments

Will need a dolly and to reserve the elevator.

Cancel

Submit

When the form has been submitted admins will receive a confirmation notice by email. The page will show a green confirmation message (as seen in image below). Users will not receive an email during this process as the admin must submit this manually.

Home

Vehicles

Permits

Appeals

Lockers

Forms

Payments

English

Michael Ashbury

Forms

Your form details have been saved.

Form Name	Form Description	
Sample Moving Form	Request parking to be reserved for the day and time that you will be moving in or moving out of residence.	Open Form
Image Test	Put an image in here	Open Form

When your request is approved you will get an email back from your parking office.