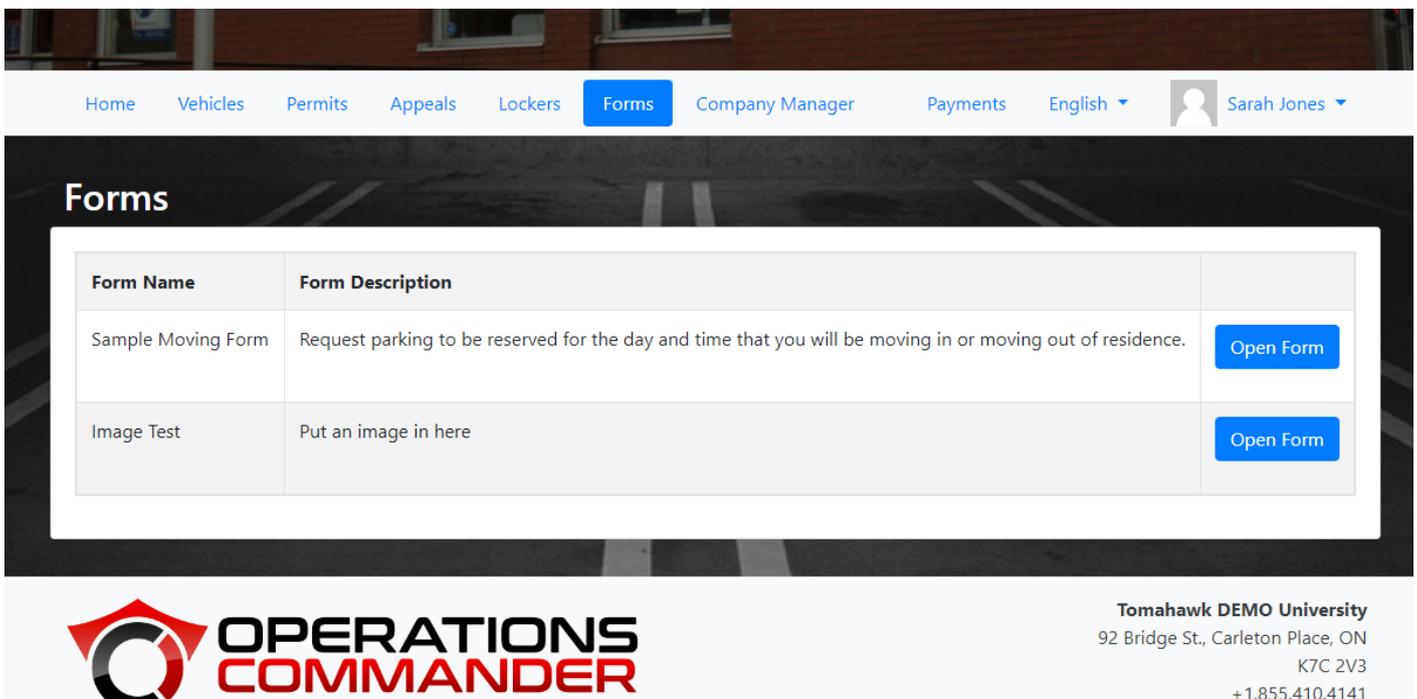


Using Forms on the User Portal

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.



The screenshot shows the 'Forms' page in the user portal. The navigation bar includes links for Home, Vehicles, Permits, Appeals, Lockers, Forms (highlighted), Company Manager, Payments, English, and a user profile for Sarah Jones. The main content area is titled 'Forms' and contains a table with two rows of form listings. Each row has a 'Form Name', a 'Form Description', and an 'Open Form' button.

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 *

Phone Number *

Date Moving *

Comments

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.	<input type="button" value="Open Form"/>
Image Test	Put an image in here	<input type="button" value="Open Form"/>

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

Revision #4

Created 23 April 2024 09:00:39

Updated 11 September 2024 13:40:49