

Using Forms on the User Portal

The Forms module is useful for clients to communicate with the organization about special requests. Some examples of forms used by organizations include University move in/move out, special parking requests, special events requiring parking, etc.

Quick Steps:

1. Login to the **User Portal**.
2. Click **Forms** to view available forms.
3. Click **Open Form** to start.
4. Complete the form.
5. Click **Submit** to send the form.
6. Look for a green confirmation message on the page.
7. Wait for approval email from your parking office.

Step-by-Step Instructions:

1. **Login:** Log in to the User Portal.
2. **Locate the Forms Page:** Click on **Forms**. This will take you to the **Forms** page, where all available forms are listed.
3. **Submitting a Form:** Click the **Open Form** button to open the form.
4. **Complete the Form:** Complete the form as needed.
5. **Submit Form:** Once done, click the **Submit** button. Your completed form will be sent to your parking office.
6. **Confirm Submission:** After submission, the admin will receive a confirmation email. On the page, you will see a green confirmation message (as shown in the image below).
7. **When your Request is Approved:** Once your form is approved, you will receive an email from your parking office.

If you don't see a form that addresses your need, contact your parking office for assistance.

Note: Users will not receive an email upon submission; an admin will handle that manually.

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