

# Completing Forms (Process View)

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 [pd-help.frontlineeducation.com/hc/en-us/articles/115004158347-Completing-Forms-Process-View-](https://pd-help.frontlineeducation.com/hc/en-us/articles/115004158347-Completing-Forms-Process-View-)

*The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.*

Legacy: District Admin (tab) > Process View

Platform: Evaluations > Process View

A form (element) may be opened in order to enter data to complete the form. Forms may be accessed in the bottom section of the Process View. You may also access forms from the Detail View.

Use these steps to Complete Forms in the Process View:

1. Select the user from the top section of the Process View.
2. In the lower section of the Process View expand the component to locate the correct form for completion.
3. Click the form icon to the right of the Status column. The form icon looks like a blue square.

**Evaluation Administration - Process View**

Status: Any Status | Type: Any Type | Building: Any Building | Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
21stcentcyber3, Demo	MI Demo	01/01/2018-01/01/2019	0 of 6	Not Started
21stcentcyber4, Demo	Teacher	09/01/2016-06/30/2017	7 of 7	Awaiting Finalization
Aaron, Sally	Teacher	09/01/2014-06/04/2016	0 of 10	In Progress
Abber, Cathi	Tenured Teacher - NYS	09/01/2012-06/30/2013	0 of 7	In Progress
Abbotts, Mariax	New Teacher Yr 1 - AZ	01/03/2014-06/30/2014	0 of 12	In Progress

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Abber, Cathi (Tenured Teacher - NYS) | Building: Rogers Elementary School

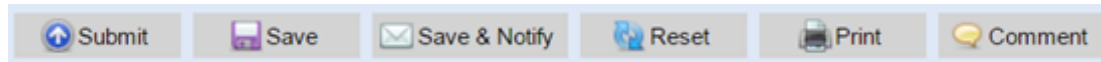
Manage 0 instance components

Component Name	Progress	Status	Actions
Observation Process #1	1 of 3	In Progress	Settings, Calendar, Thumbs Up
Self Reflection	0 of 1	Incomplete	Settings, User, Thumbs Up
Observation Process #2	0 of 2	Incomplete	Settings, Calendar, Thumbs Up

Element Name	Schedule/Assigned Admin	Status	Actions
Teacher Observation Evidence #2	Not Scheduled	In Progress	Settings, Calendar, Thumbs Up, <b>Submit</b>
Teacher Post-Observation Conference	Not Scheduled	Not Scheduled	Settings, Calendar, Thumbs Up

4. Enter data and at the bottom of the form click:

- **Submit:** Used if the form is finished and ready to be shared with the end-user.
- **Save:** Used if you'd like to save the data entered on the form to finish later. *Important:* It is recommended to save data often since there is no auto-save feature on the form.
- **Save & Notify:** Typically used by the end-user when they want to save data they added to a form and send an email with questions to their assigned administrator.
- **Reset:** Used to clear all entered data on the form.
- **Print:** Used to print a hard copy of the form.
- **Comment:** Used to add a comment on the form. Comments appear at the bottom of a form and are not part of a section on the



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