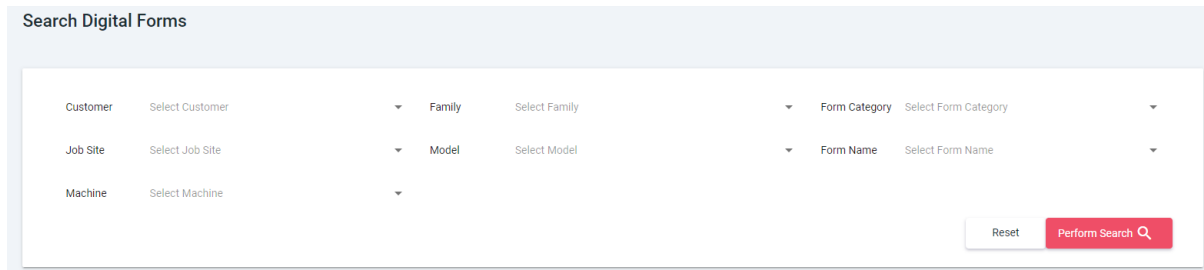


## How Do I – Edit a Digital Form?

Then use the Search Criteria provided to search for your form;

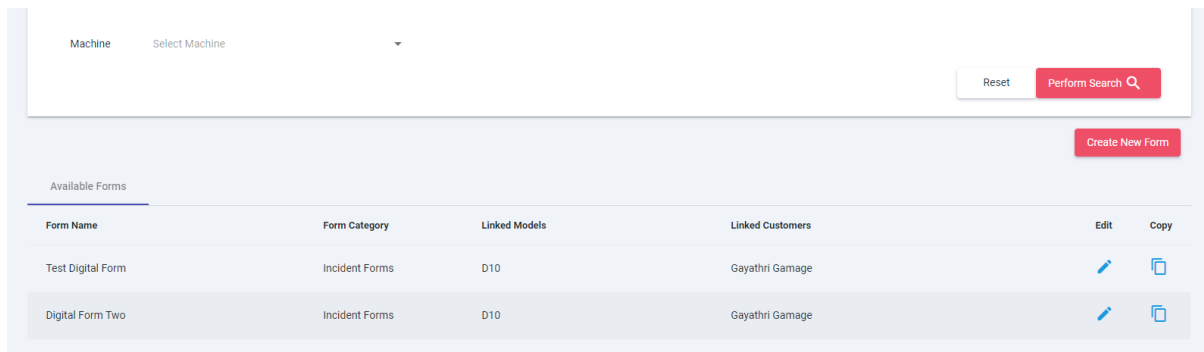


The 'Search Digital Forms' interface features a search bar at the top with a 'Reset' button and a 'Perform Search' button with a magnifying glass icon. Below the search bar are six dropdown menus for filtering: Customer (Select Customer), Family (Select Family), Form Category (Select Form Category), Job Site (Select Job Site), Model (Select Model), and Form Name (Select Form Name). A 'Machine' dropdown (Select Machine) is also present.

Once the form has been selected click on Perform Search this will then show you the forms that meet that criteria.

There are two options Edit or Copy

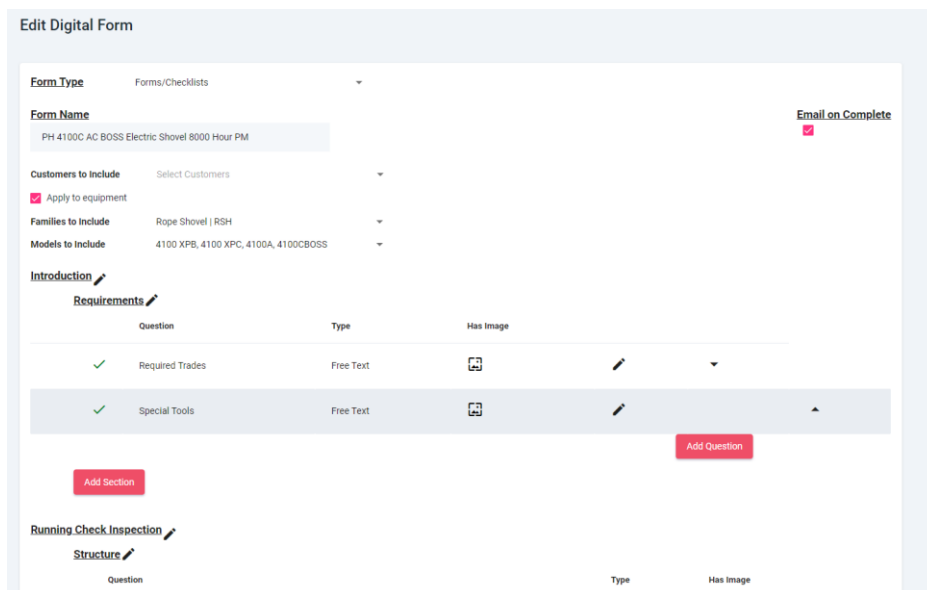
Select the Edit pencil and the Form will open.



The search results interface shows a 'Machine' dropdown and search buttons. Below is a 'Create New Form' button and a table of 'Available Forms'. The table has columns for Form Name, Form Category, Linked Models, Linked Customers, Edit, and Copy.

Form Name	Form Category	Linked Models	Linked Customers	Edit	Copy
Test Digital Form	Incident Forms	D10	Gayathri Gamage		
Digital Form Two	Incident Forms	D10	Gayathri Gamage		

Make any changes or additions required. It will save automatically.



The 'Edit Digital Form' interface shows form configuration options. It includes a 'Form Type' dropdown (Forms/Checklists), a 'Form Name' field (PH 4100C AC BOSS Electric Shovel 8000 Hour PM), and an 'Email on Complete' checkbox (checked). There are dropdowns for 'Customers to Include', 'Families to Include' (Rope Shovel | RSH), and 'Models to Include' (4100 XPB, 4100 XPC, 4100A, 4100CBOSS). The 'Introduction' section has a 'Requirements' table with columns for Question, Type, and Has Image. The 'Running Check Inspection' section has a 'Structure' table with columns for Question, Type, and Has Image.

Question	Type	Has Image
✓ Required Trades	Free Text	
✓ Special Tools	Free Text	