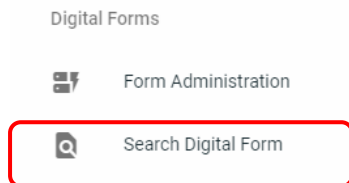
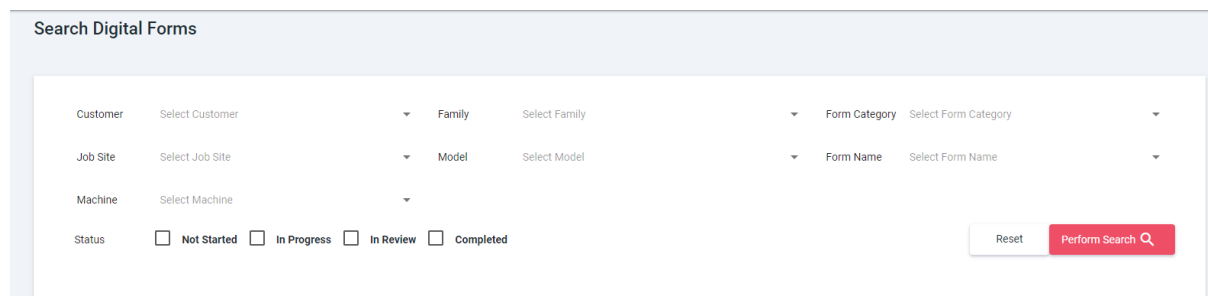


How Do I – Search for a Digital Form?

Navigate to the menu item, Digital Form, it is at the bottom of the menu items, if you cannot see it please contact your administrator – you will need to be given access, then click on Search Digital Forms



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



The image shows the "Search Digital Forms" search criteria form. It includes several dropdown menus for "Customer", "Job Site", "Machine", "Family", "Model", "Form Category", and "Form Name". There are also checkboxes for "Status" with options "Not Started", "In Progress", "In Review", and "Completed". A "Reset" button and a "Perform Search" button with a magnifying glass icon are located at the bottom right of the form.

There are 2 tabs provided.

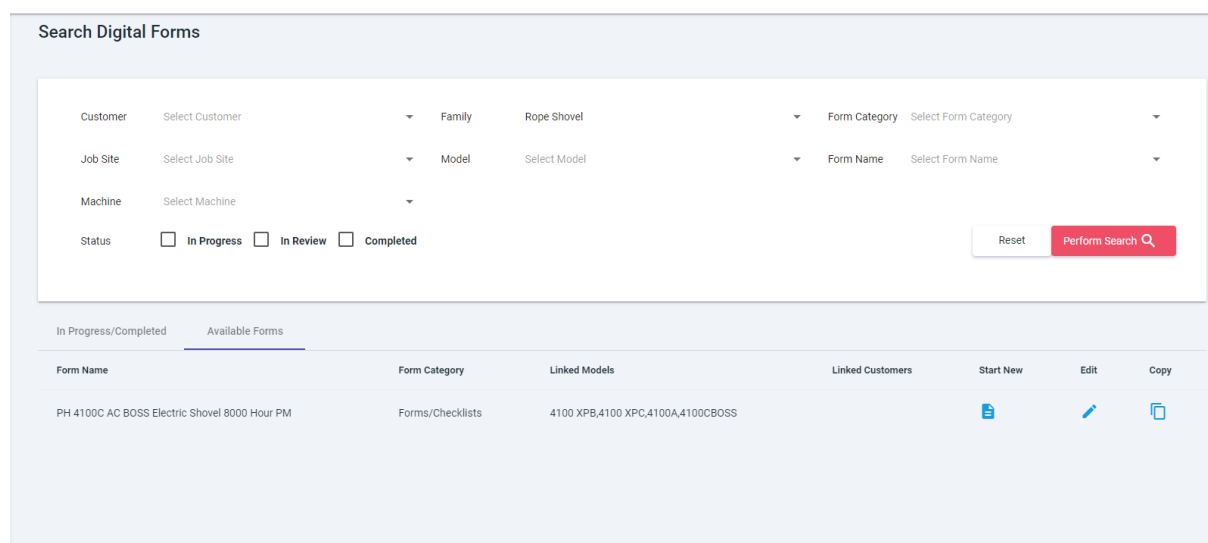
In Progress/Completed

Forms which have some or all information and have been assigned to an equipment

Available Forms

Forms which are blank or setup to be used as a template

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



The image shows the "Search Digital Forms" search criteria form with the "Available Forms" tab selected. The form is filled with the following values: Customer (Select Customer), Job Site (Select Job Site), Machine (Select Machine), Family (Rope Shovel), Model (Select Model), Form Category (Select Form Category), and Form Name (Select Form Name). The "Status" checkboxes are "In Progress", "In Review", and "Completed". The "Perform Search" button is highlighted in red. Below the form, there are two tabs: "In Progress/Completed" and "Available Forms". The "Available Forms" tab is active and shows a table of search results.

Form Name	Form Category	Linked Models	Linked Customers	Start New	Edit	Copy
PH 4100C AC BOSS Electric Shovel 8000 Hour PM	Forms/Checklists	4100 XPB,4100 XPC,4100A,4100CBOSS		