

eForms

FAQs

Can you explain what happens for each action a Reviewer can take?

Reviewers in eForms have the authority to Approve, Request Revision, or Decline a form.

Approve – The form is acceptable. The form is marked as Approve by the reviewer and assigned to the next reviewer of the form. If there are no more reviewers, the form is assigned to the processors of the form. If there are no processors, the form is flagged as complete and an e-mail is sent to the submitter.

Request Revision – The form is not acceptable as is or the form was accidentally sent to the wrong person. The form is marked as Request Revision by the reviewer and you are required to enter a reason in the Comments field. The submitter is notified via e-mail and is able to correct the form.

Decline – The form is invalid. The form is stopped within the system and will not get processed further. This happens if someone uses the form for the wrong reason or if the request has been completely declined by a reviewer. For example: a request to travel to a conference might be completely declined.

What is the difference between a Reviewer and a Processor?

Reviewers - These are people who review and approve or decline a form. To view the list of forms pending your review, click the Reviews Pending from the Main Menu. The Reviews Pending page is displayed.

✓ **Reviews Pending**

This is a summary view of the forms that have not been reviewed. Click the Form Name to view the details of the form.

Category	Form Name	Forms to review
IT	Equipment Request Form	1
IT	Work Order Form	2

Processors - These are people who take some action because a form is approved.

I have a paper form that I want to go online, what do I do?

[Click Here](#) and complete the eForms conversion form.

Where can I find an eForms user's guide?

[Click Here](#) to view the User's Guide.