

User Guide

How to View All Referral Forms in the Forms Section

Introduction

The 'Forms' section contains all draft and completed referral forms. This guide will show you how to view all referral forms in the 'Forms' section.

Instructions

1. The small number located in the left corner of the 'Forms' button indicates the number of forms assigned to you.





2. To view all referral forms, including forms assigned to other users, select 'Show All'.



3. When 'Show All' has been selected, the number of forms in the 'Inbox' will change.





4. Referral forms that have been assigned to you will be displayed in black, whereas referral forms assigned to other users will be greyed out.





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