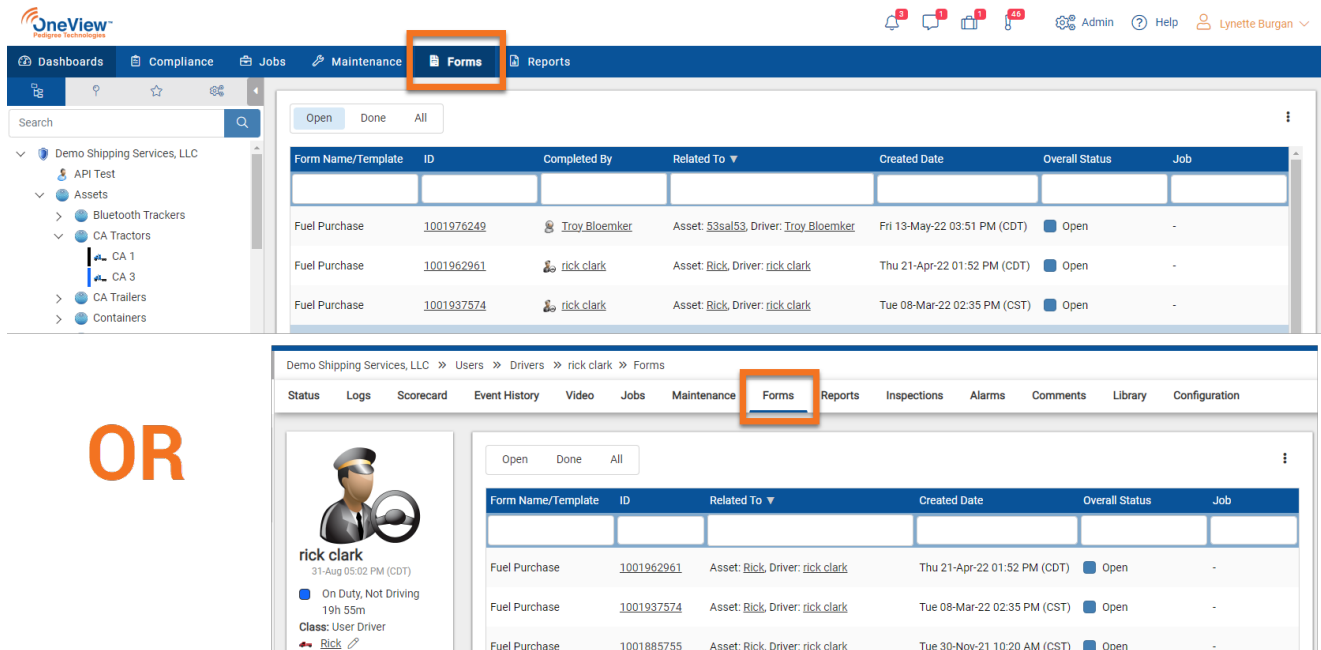


# Forms

To find forms that have been filled out by any of your users, you can use the Forms tab on the top menu bar or on any individual user's sub-tabs. (Filled out forms are no longer available in the Event History).

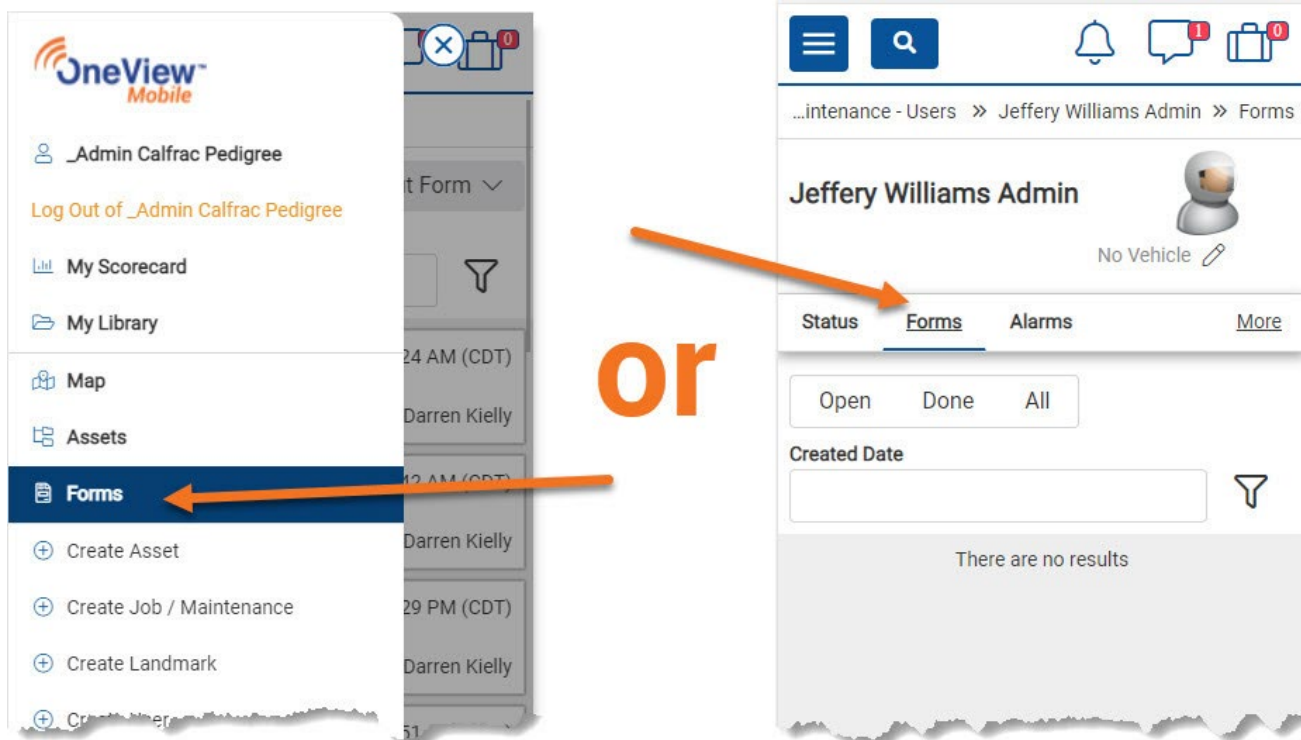


The screenshot shows the OneView desktop interface. In the top menu bar, the 'Forms' tab is highlighted with an orange box. Below the menu bar, a table lists forms filled out by users. The table has columns: Form Name/Template, ID, Completed By, Related To, Created Date, Overall Status, and Job. The data rows show 'Fuel Purchase' forms completed by 'Troy Bloemker' and 'rick clark'.

Below the main interface, a user profile for 'rick clark' is shown. In the user's sub-menu, the 'Forms' tab is also highlighted with an orange box. This sub-menu shows a similar table of forms filled out by the user 'rick clark'.

OR

Users of OneView Mobile will have a Forms link in their main menu and a forms tab visible on any user they view.



The screenshot shows the OneView Mobile interface. On the left, a main menu is displayed with the 'Forms' link highlighted by an orange arrow. On the right, a user profile for 'Jeffery Williams Admin' is shown. In the user's sub-menu, the 'Forms' tab is highlighted by an orange arrow. The sub-menu shows a table of forms, but it currently displays 'There are no results'.

or

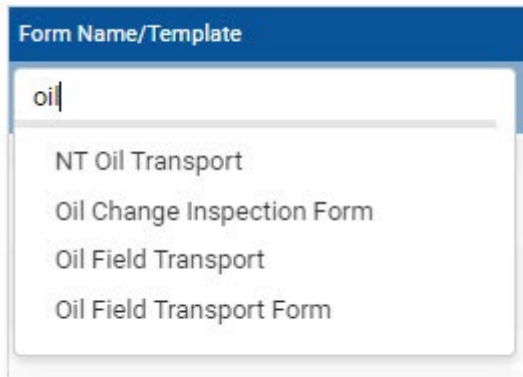
You can easily filter for the type of form you want to include in the Forms list.

**Note: If you are on an individual's Forms tab, there will not be a "Completed By" column as all of the forms on their tab will have been filled out by that user.**

All column heads are clickable to sort.

## Form Name/Template Filter

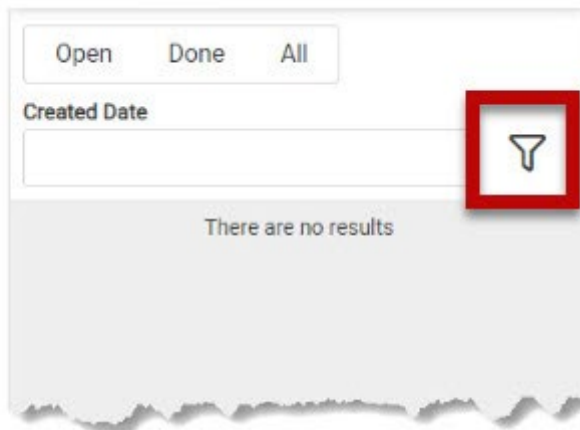
Use the Form Name/Template filter to narrow your results by the template or form name that was used. Click to reveal your Forms/Templates in a list, or type to search. (On OneView mobile, use the filter icon on the right)



Form Name/Template

oil

- NT Oil Transport
- Oil Change Inspection Form
- Oil Field Transport
- Oil Field Transport Form



Open Done All

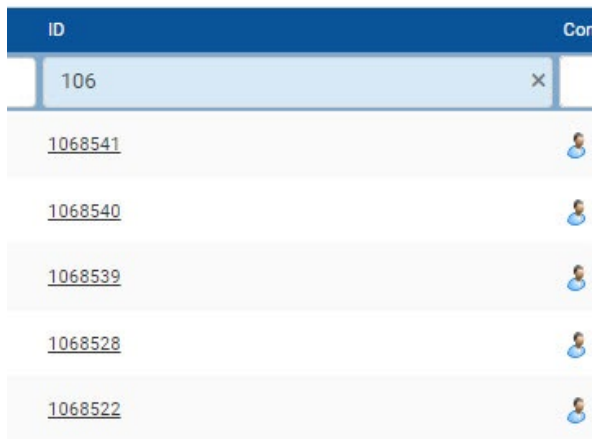
Created Date

There are no results

Filter icon (funnel) highlighted with a red box.

## ID Filter

Use the ID filter to find a specific form based on its ID.



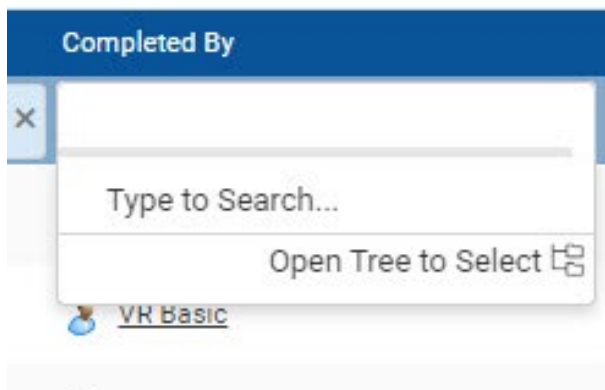
ID

106

- 1068541
- 1068540
- 1068539
- 1068528
- 1068522

## Completed By

Use the Completed By column to find all forms filled out by selected user(s). If you're on a single user's Forms tab, this column will not appear because all forms in the results will have been filled out by that user.



Completed By

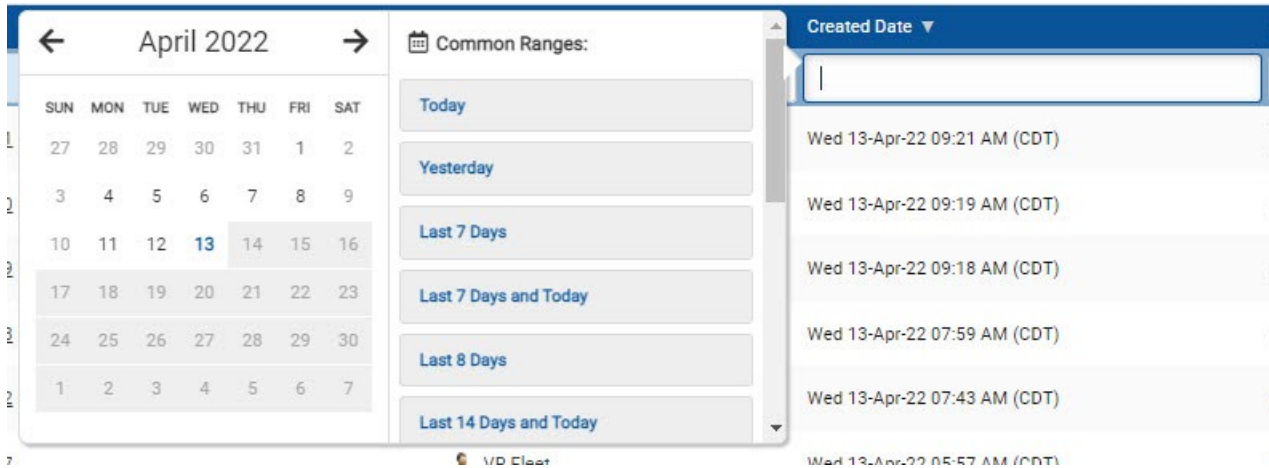
Type to Search...

Open Tree to Select

VR Basic

## Created Date

Use this column to choose a selected date or date range for your results.

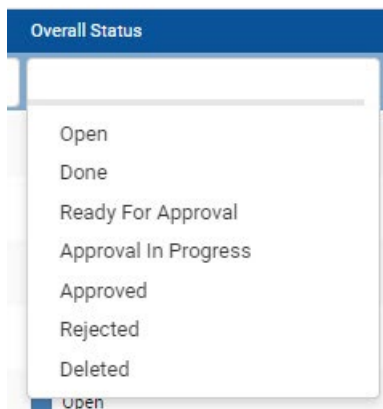


The 'Created Date' filter interface consists of three main parts:

- Calendar:** A calendar for April 2022. The date 13 is highlighted in blue.
- Common Ranges:** A dropdown menu with the following options:
  - Today
  - Yesterday
  - Last 7 Days
  - Last 7 Days and Today
  - Last 8 Days
  - Last 14 Days and Today
- Date List:** A list of dates with timestamps, all starting with 'Wed 13-Apr-22'. The timestamps are:
  - 09:21 AM (CDT)
  - 09:19 AM (CDT)
  - 09:18 AM (CDT)
  - 07:59 AM (CDT)
  - 07:43 AM (CDT)
  - 05:57 AM (CDT)

## Overall Status

Use this column to choose which status of forms to search from. Note: the image below includes approval stages. Your company may not be using that feature. In that case you will see Open and Done and possible Deleted, depending on your permissions.



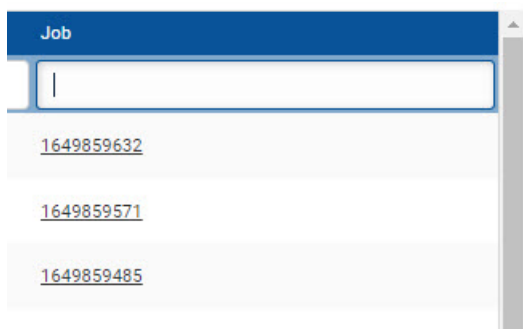
The 'Overall Status' dropdown menu shows the following options:

- Open
- Done
- Ready For Approval
- Approval In Progress
- Approved
- Rejected
- Deleted

The 'Open' option is currently selected.

## Job

The Job filter column would allow you to search by the job name.

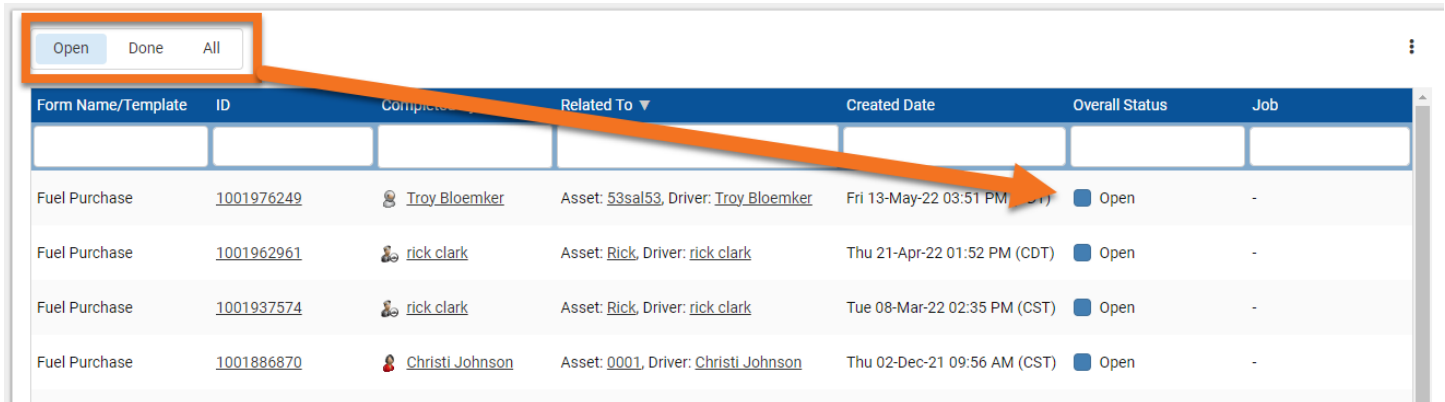


The 'Job' filter dropdown menu shows the following job IDs:

- 1649859632
- 1649859571
- 1649859485

## Open Done All

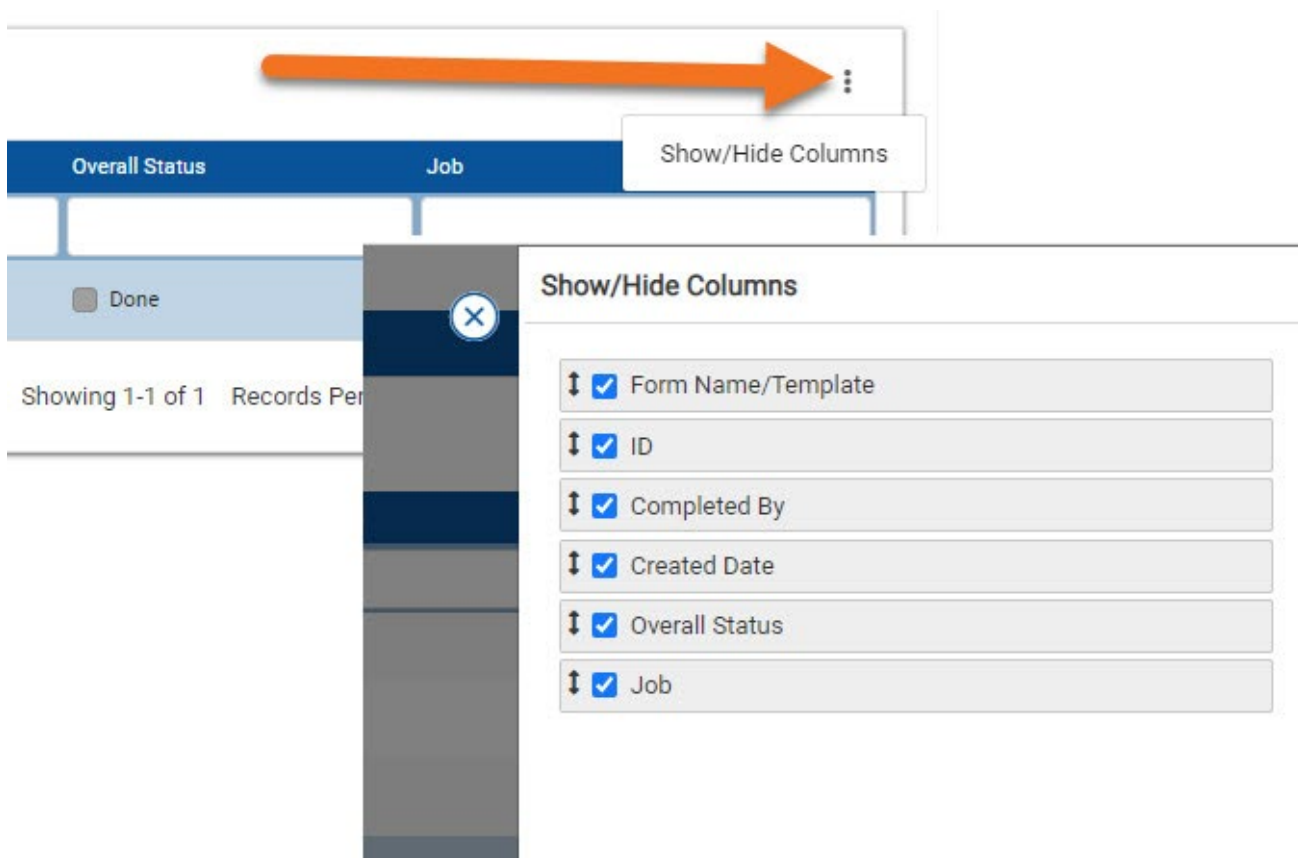
Use the left top quick filters to show Open forms (not completed yet) Done (completed) or All.



Form Name/Template	ID	Completed By	Related To	Created Date	Overall Status	Job
Fuel Purchase	<a href="#">1001976249</a>	<a href="#">Troy Bloemker</a>	Asset: <a href="#">53sal53</a> , Driver: <a href="#">Troy Bloemker</a>	Fri 13-May-22 03:51 PM (CDT)	<input checked="" type="checkbox"/> Open	-
Fuel Purchase	<a href="#">1001962961</a>	<a href="#">rick clark</a>	Asset: <a href="#">Rick</a> , Driver: <a href="#">rick clark</a>	Thu 21-Apr-22 01:52 PM (CDT)	<input checked="" type="checkbox"/> Open	-
Fuel Purchase	<a href="#">1001937574</a>	<a href="#">rick clark</a>	Asset: <a href="#">Rick</a> , Driver: <a href="#">rick clark</a>	Tue 08-Mar-22 02:35 PM (CST)	<input checked="" type="checkbox"/> Open	-
Fuel Purchase	<a href="#">1001886870</a>	<a href="#">Christi Johnson</a>	Asset: <a href="#">0001</a> , Driver: <a href="#">Christi Johnson</a>	Thu 02-Dec-21 09:56 AM (CST)	<input checked="" type="checkbox"/> Open	-

## Show Hide Columns

Use the ellipsis menu on the far right to show or hide certain column and to drag columns into any order you want.



Overall Status Job

Showing 1-1 of 1 Records Per

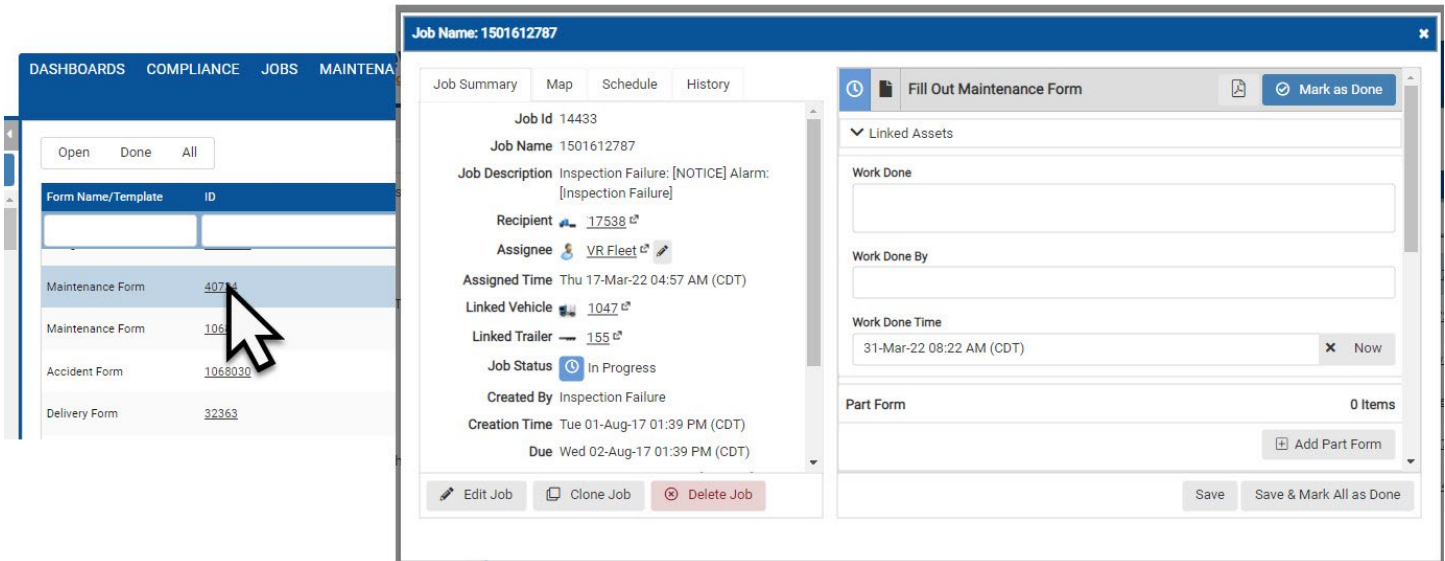
Done

Show/Hide Columns

- ☒ Form Name/Template
- ☒ ID
- ☒ Completed By
- ☒ Created Date
- ☒ Overall Status
- ☒ Job

## Click to View

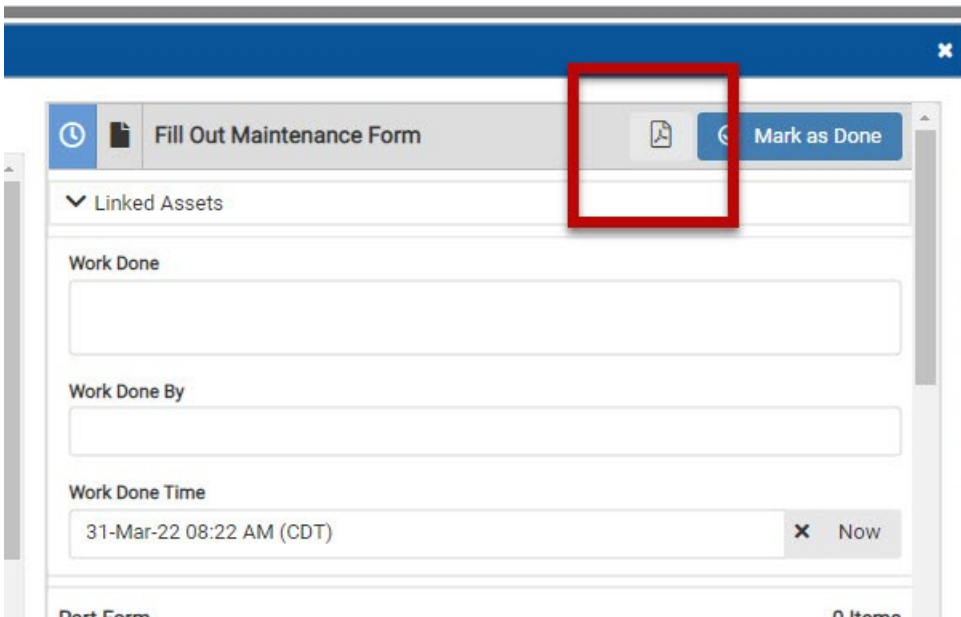
You can click on the ID number of the form or the Job associated with the form to open and view.



The screenshot shows the OneView Forms interface. On the left, a sidebar lists various form templates: Maintenance Form (ID 40714), Maintenance Form (ID 106), Accident Form (ID 1068030), and Delivery Form (ID 32363). A mouse cursor is pointing at the first Maintenance Form. The main area displays a job summary for Job ID 14433, Job Name 1501612787. The job description is 'Inspection Failure: [NOTICE] Alarm: [Inspection Failure]'. The recipient is 17538, and the assignee is VR Fleet. The assigned time is Thu 17-Mar-22 04:57 AM (CDT). The linked vehicle is 1047, and the linked trailer is 155. The job status is 'In Progress'. The creation time is Tue 01-Aug-17 01:39 PM (CDT), and the due time is Wed 02-Aug-17 01:39 PM (CDT). At the bottom of the job summary are buttons for 'Edit Job', 'Clone Job', and 'Delete Job'. On the right, there is a 'Fill Out Maintenance Form' section with a 'Mark as Done' button. Below this are fields for 'Work Done', 'Work Done By', and 'Work Done Time' (31-Mar-22 08:22 AM (CDT)). At the bottom right are buttons for 'Save' and 'Save & Mark All as Done'.

## Download or View Form

You can click on the pdf viewer icon to view a pdf version of the filled out form or to download it to your computer



This is a close-up screenshot of the 'Fill Out Maintenance Form' section. A red box highlights a PDF icon (a document with a magnifying glass) located next to the 'Mark as Done' button. Below the icon are fields for 'Work Done', 'Work Done By', and 'Work Done Time' (31-Mar-22 08:22 AM (CDT)). At the bottom right are buttons for 'Save' and 'Save & Mark All as Done'.