



Form Buster

WEBSITE USER MANUAL

Introduction

Student Coordinator

Start a form on behalf of a student
Student lookup

Student

Start forms, save as draft and submit forms
Track forms
Notifications
View completed forms

Faculty

Approve/Decline forms
Student lookup
View signed forms

Staff

Mark forms as Processed/Not Processed
Student lookup
View handled forms



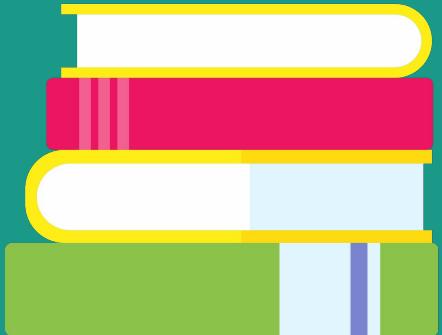
Form Buster



Form Buster

INTRODUCTION

Form Buster is a senior design project that aims to fully digitalize the university forms submission and approval process. It offers novel features such as forms tracking and automatic routing of forms based on approvers. Users can access a friendly interface where they perform actions such as submitting forms, approving or declining forms, receiving forms-related notifications, and student form records look-up among others. The system is designed to be easily interoperable with existing authentication systems and databases.





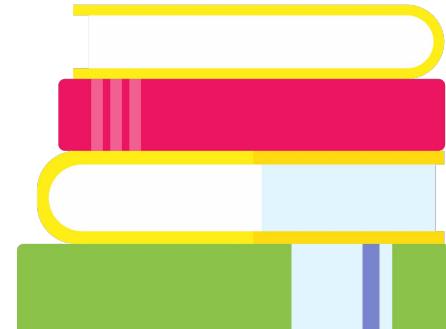
Form Buster

STUDENT COORDINATOR

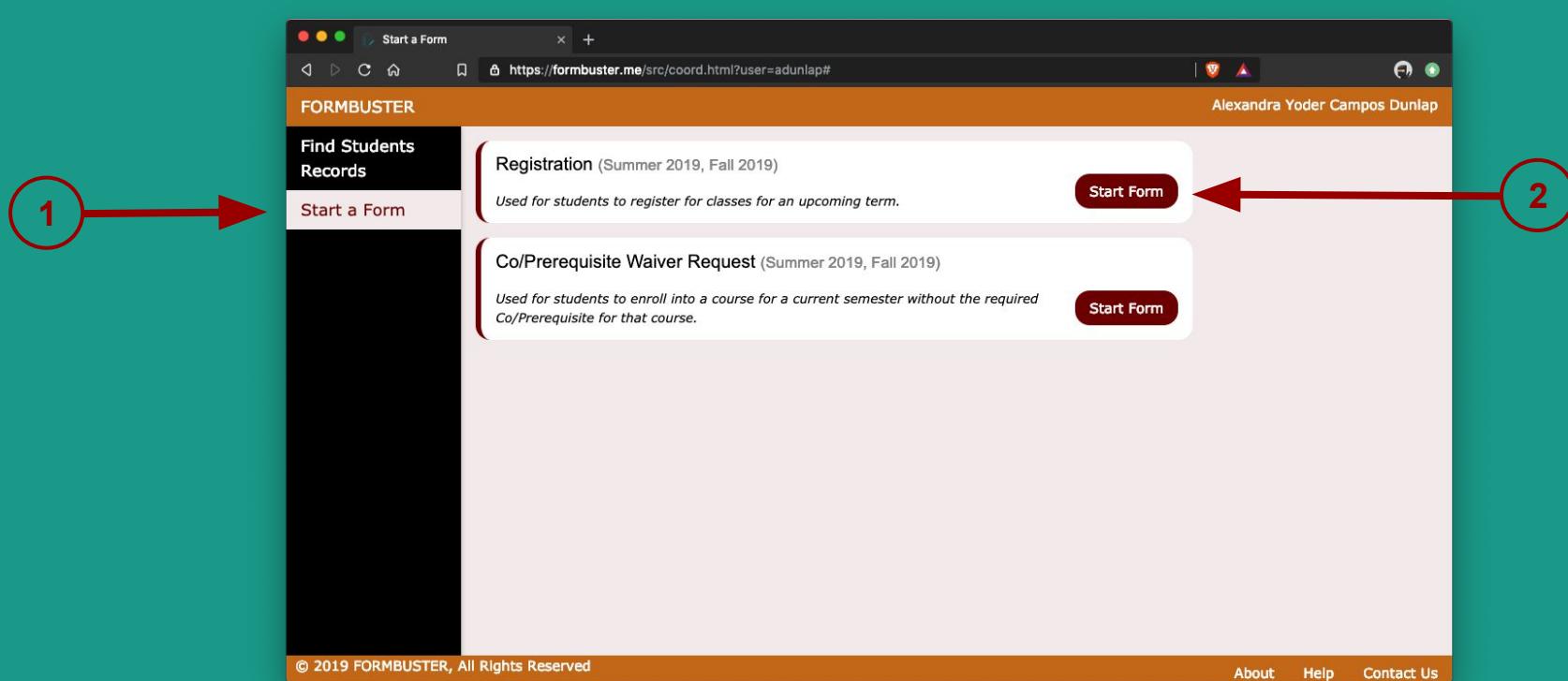
Start a form on behalf of a student

To start a form on behalf of a student:

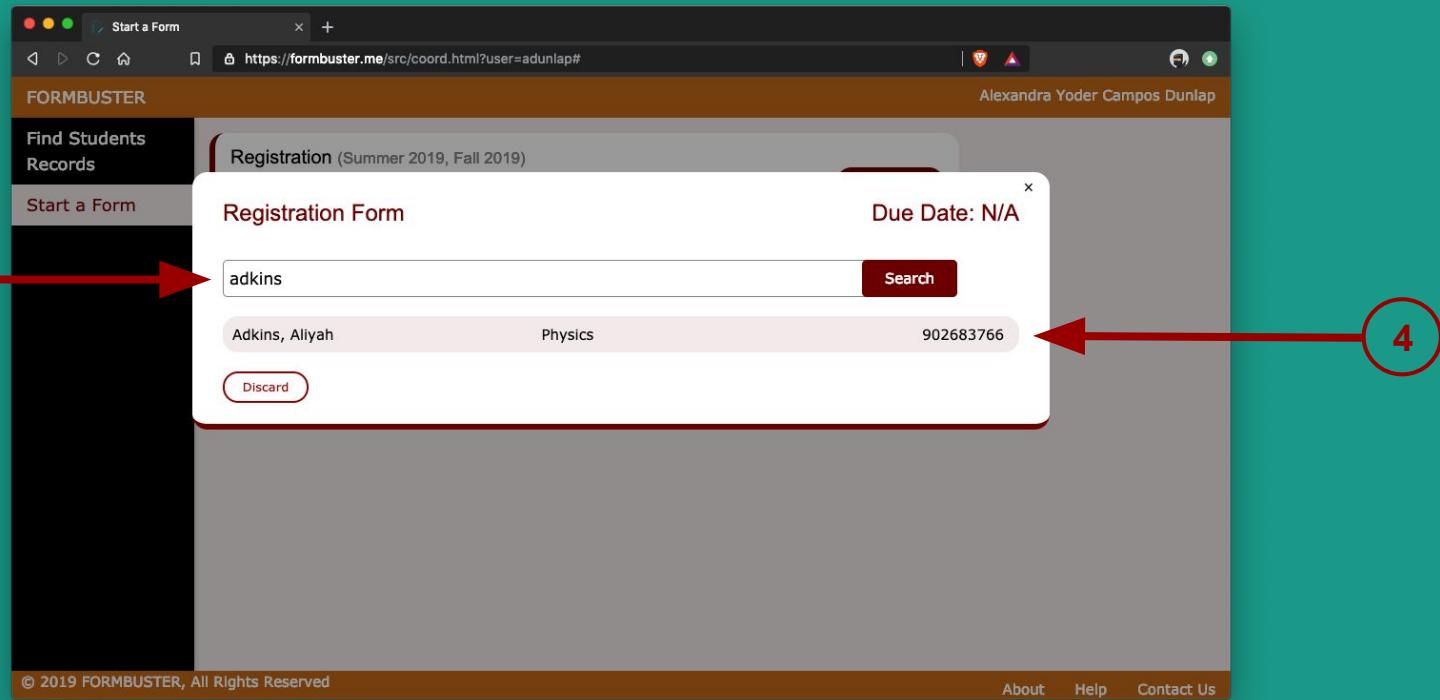
1. Click on **Start a Form**
2. Select the form you would like to start
3. Enter the student's name you would like to start a form for in the **search bar**
4. Click on the student's name
5. Fill out the form*
6. Click **Send to Student**



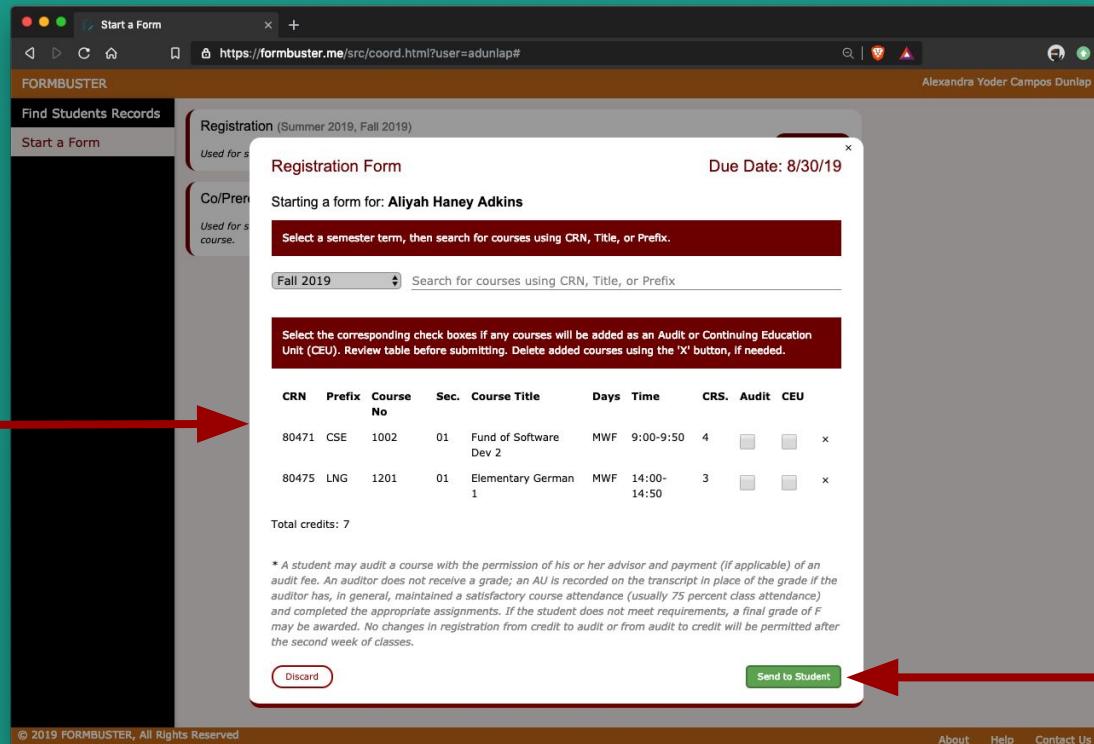
Illustration



Illustration



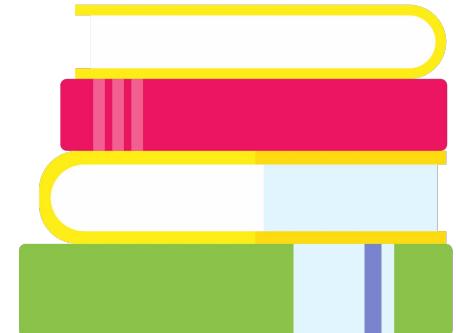
Illustration



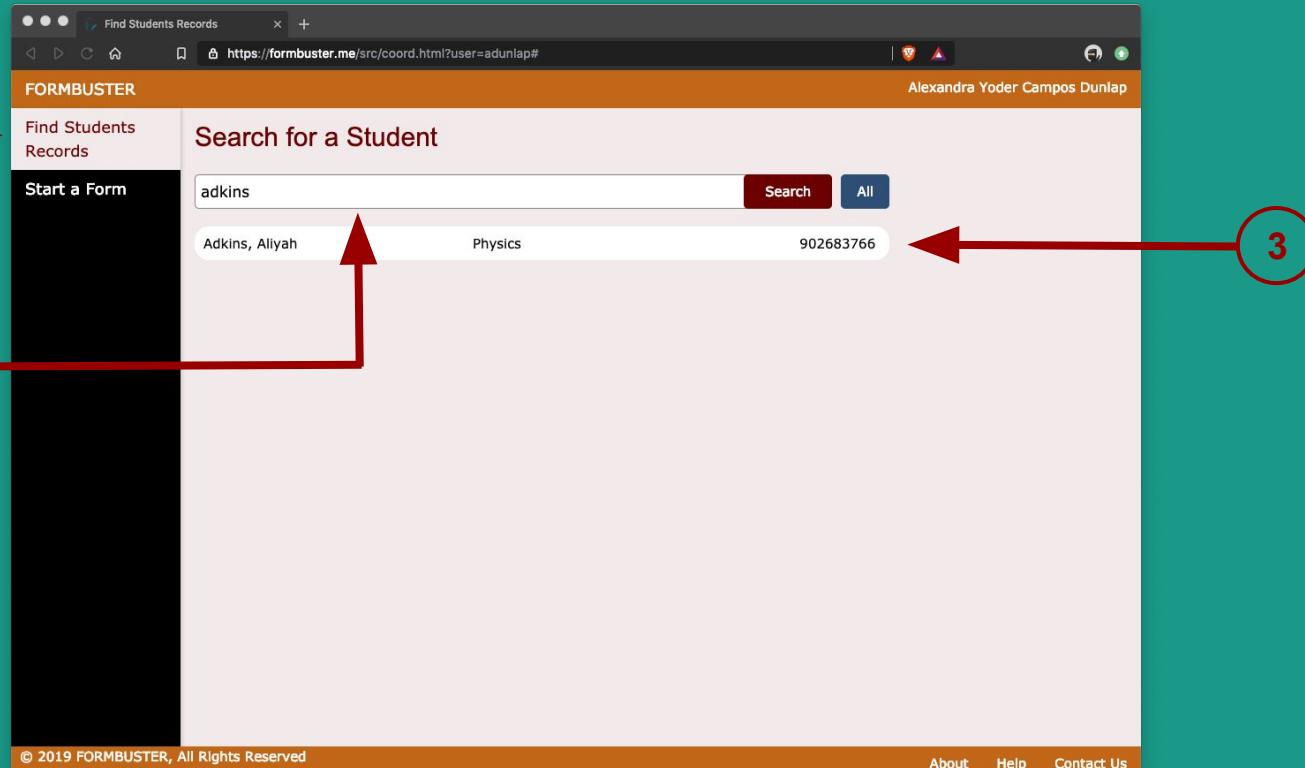
Student lookup

To look up a student:

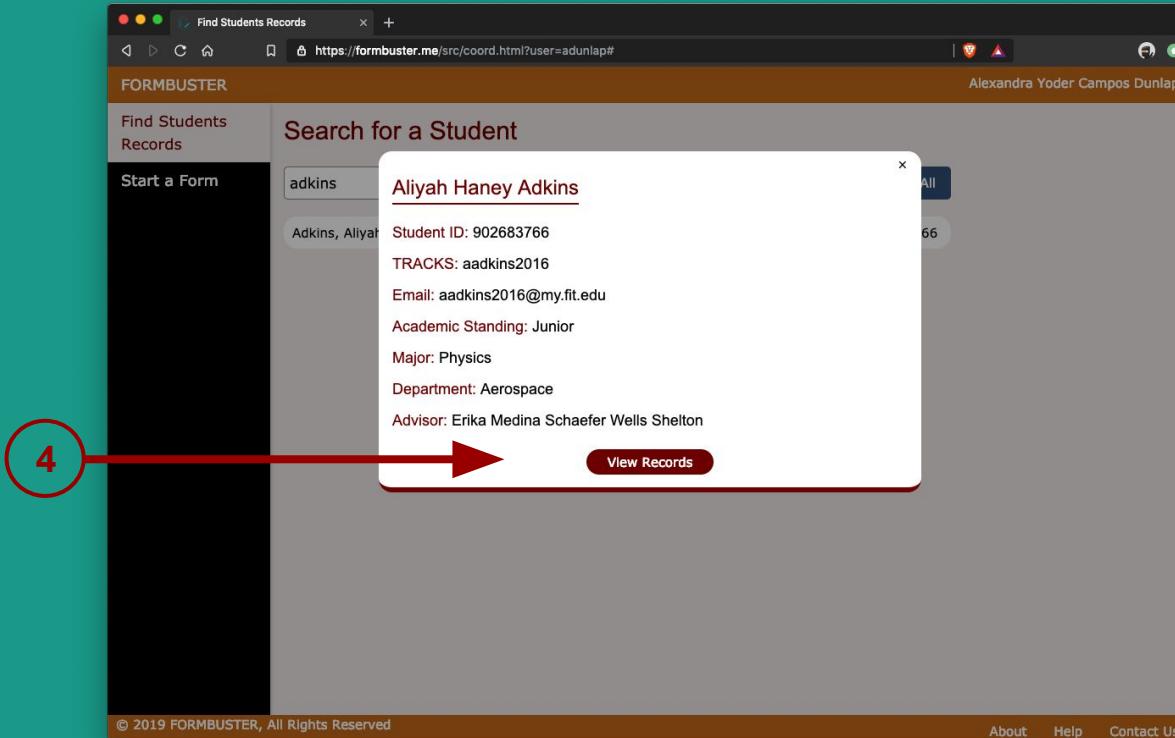
1. Click on **Find Students Records**
2. Enter the student's name you would like to look up in the **search bar**
3. Click on the student's name
4. Click on **View Records** to see the student's form records
5. By default, **Completed Forms** are shown.
6. Click on **In-Progress Forms** to see the in-progress forms



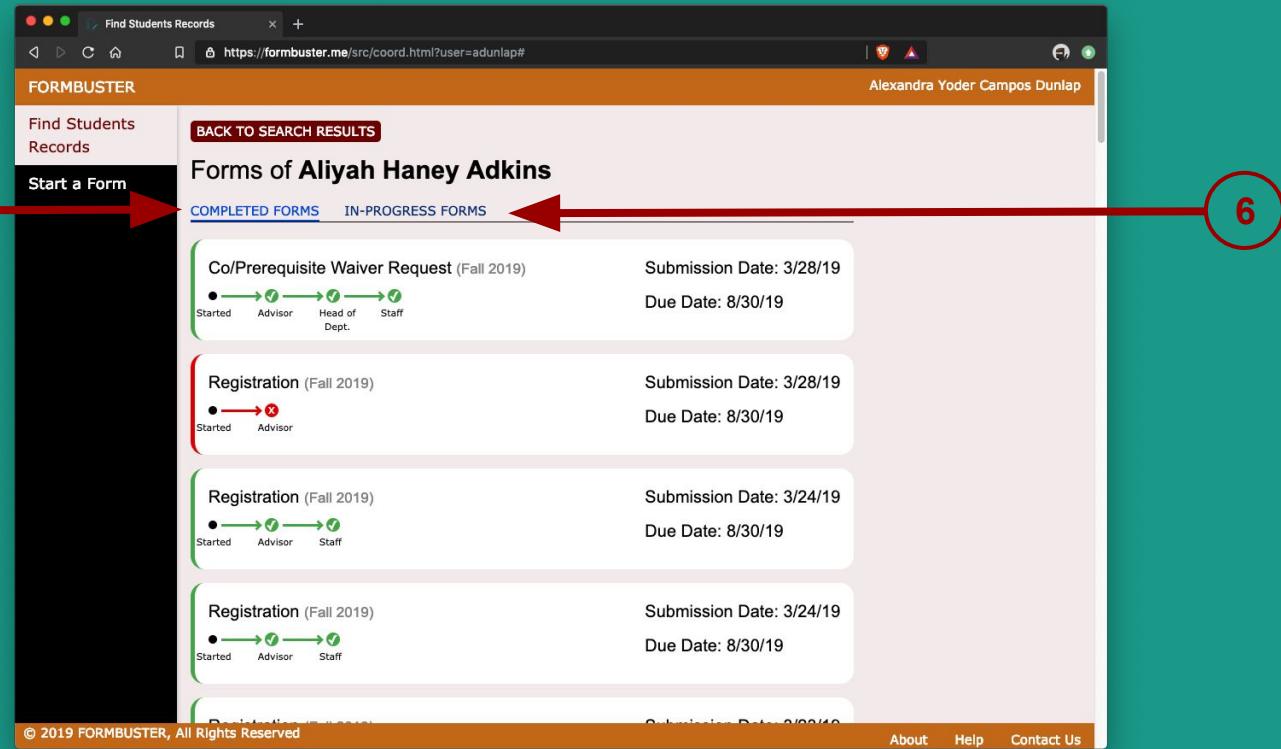
Illustration



Illustration



Illustration





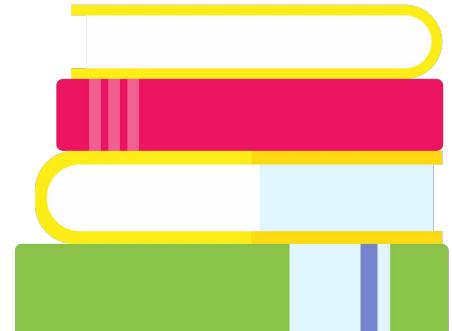
Form Buster

STUDENT

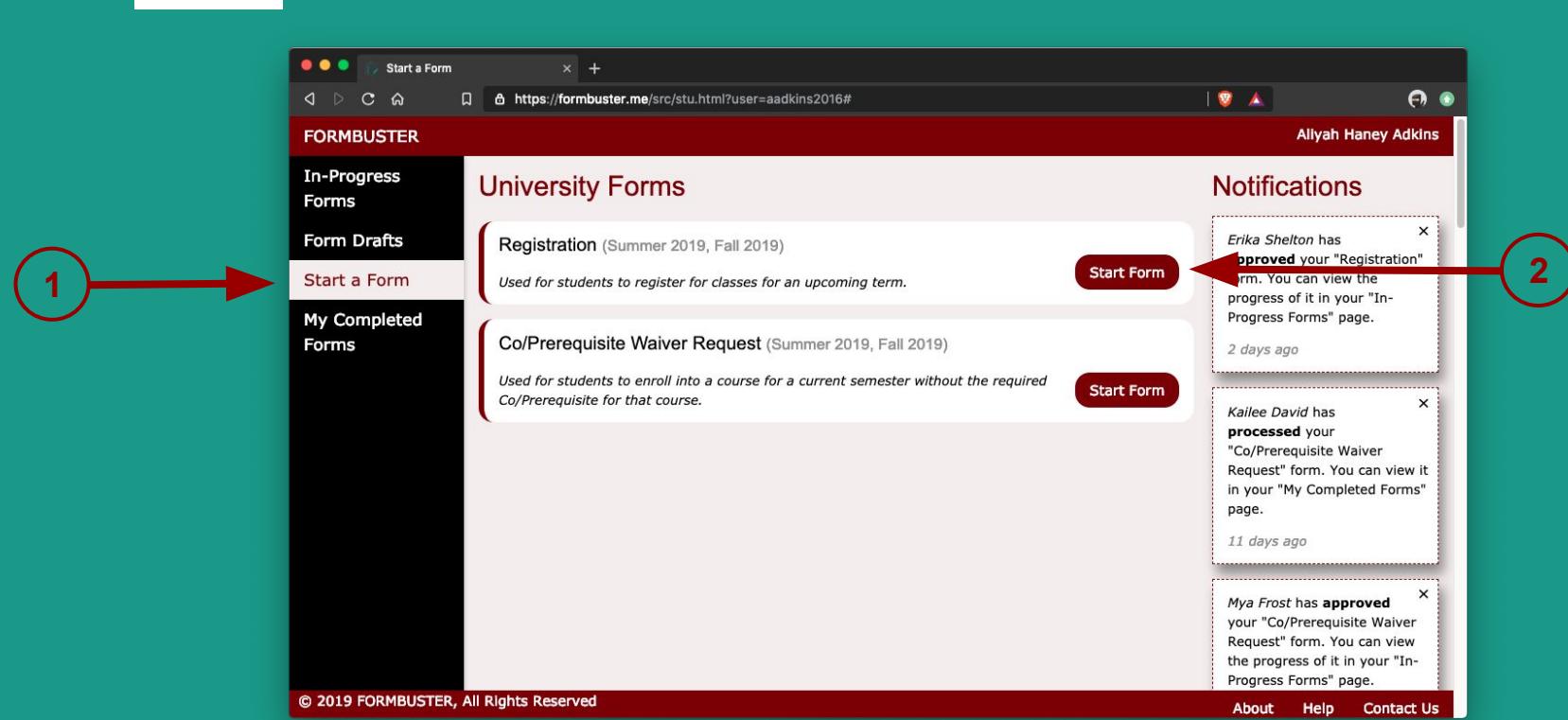
Start forms, save as a draft or submit forms

To start a form and submit it:

1. Click on **Start a Form**
2. Click **Start Form** on the form you want to fill out
3. Fill out the form*
4. Click on **Submit** to submit the form
5. Click on **Discard** to cancel the operation
6. Click on **Save** to save the form as a draft instead of submitting



Illustration



Illustration

The screenshot shows a web browser window titled "Start a Form" with the URL <https://formbuster.me/src/stu.html?user=aadkins2016#>. The main page is titled "University Forms" and displays a "Registration Form". The form has a due date of 8/30/19. It includes fields for selecting a semester term (Fall 2019) and searching for courses using CRN, Title, or Prefix. A note below the search bar instructs users to select checkboxes for Audit or Continuing Education Unit (CEU) if applicable. The main table lists two courses:

CRN	Prefix	Course No.	Sec.	Course Title	Days	Time	CRS.	Audit	CEU
80215	CSE	1001	01	Fund of Software Dev	TR	8:00-9:15	4	<input type="checkbox"/>	<input type="checkbox"/>
82852	COM	1010	02	Media Practicum	TBA	0-0	1	<input type="checkbox"/>	<input type="checkbox"/>

Total credits: 5

* A student may audit a course with the permission of his or her advisor and payment (if applicable) of an audit fee. An auditor does not receive a grade; an AU is recorded on the transcript in place of the grade if the auditor has, in general, maintained a satisfactory course attendance (usually 75 percent class attendance) and completed the appropriate assignments. If the student does not meet requirements, a final grade of F may be awarded. Changes in registration from credit to audit or from audit to credit will be permitted after the second week of classes.

Buttons at the bottom include Discard, Save, and Submit.

Annotations are present on the left side of the screenshot:

- Annotation 3: A red arrow points from the top-left towards the registration form area.
- Annotation 4: A red arrow points from the bottom-right towards the notifications sidebar.
- Annotation 5: A red arrow points from the bottom-left towards the registration form area.
- Annotation 6: A red arrow points from the middle-left towards the registration form area.

Notifications sidebar:

- Ma Sheldon has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 3 days ago
- Ma Sheldon has approved your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. 3 days ago
- Lee David has processed your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 3 days ago
- Frost has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 3 days ago
- Ma Sheldon has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 3 days ago

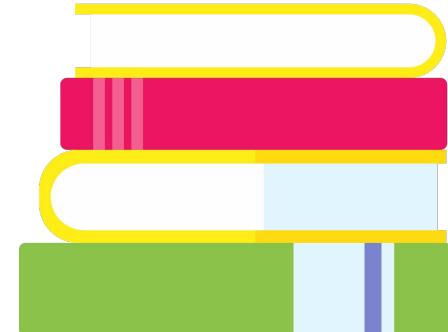
Bottom navigation bar:

- About
- Help
- Contact Us

Track forms

Once a form has been started and submitted:

1. Click on **In-Progress Forms**
2. Forms are listed on the dashboard
3. Hover over the nodes of the **progress tracker** to get more details
4. Click on a form to have more **details** about the status of the form



Illustration

The screenshot shows the FORMBUSTER application interface for managing forms. On the left, a sidebar menu includes "In-Progress Forms" (highlighted with a red circle and arrow), "Form Drafts", "Start a Form" (highlighted with a red circle and arrow), and "My Completed Forms". The main area displays "In-Progress Forms" with the following details:

- Registration (Summer 2019)**: Submission Date: 3/17/19, Due Date: 5/17/19. Status: Started → Advisor → Staff.
- Registration (Fall 2019)**: Submission Date: 3/25/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.
- Registration (Fall 2019)**: Submission Date: 3/26/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.
- Registration (Fall 2019)**: Submission Date: 3/28/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.
- Co/Prerequisite Waiver Request (Fall 2019)**: Submission Date: 3/29/19, Due Date: 8/30/19. Status: Started → Advisor → Head of Dept. → Staff.

The right side of the screen shows a "Notifications" panel for "Allyah Haney Adkins" with the following messages:

- Erika Shelton has **approved** your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 2 days ago
- Erika Shelton has **approved** your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. 4 days ago
- Kailee David has **processed** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 13 days ago
- Mya Frost has **approved** your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 13 days ago

At the bottom, the footer reads: © 2019 FORMBUSTER, All Rights Reserved. About Help Contact Us.

Illustration

4

The screenshot shows the FORMBUSTER web application interface. On the left, a sidebar lists navigation options: Form Drafts, Start a Form, and My Completed Forms. The main content area displays several forms:

- Registration Form**:
 - Student: Aliyah Adkins
 - Submission Date: 3/17/19
 - Due Date: 5/17/19
 - Courses table:

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
24929	CSE	4280	01	Computer Graphics Algorithms	TR	1230-1345	3	false
 - Approvals table:

Name	Status	Date	Declined Reason
Erika Shelton	Approved	3/26/19	N/A
Baron P.	Waiting to be processed or not processed	N/A	N/A
- Co/Prerequisite Waiver Request (Fall 2019)**:
 - Submission Date: 3/29/19
 - Due Date: 8/30/19
 - Process flow diagram: Started → Advisor → Head of Dept. → Staff
- Registration (Fall 2019)**:
 - Submission Date: 3/31/19
 - Due Date: 8/30/19
 - Process flow diagram: → ○ → ○

On the right side, there is a **Notifications** section with three messages:

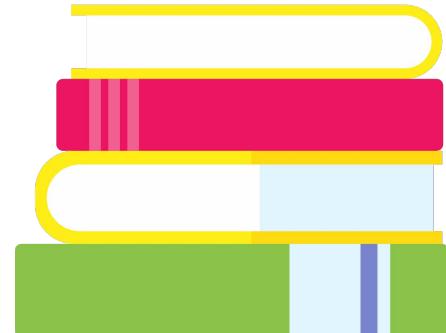
- Erika Shelton has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 3 days ago
- Erika Shelton has approved your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. 3 days ago
- Lee David has processed your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 3 days ago
- Mya Frost has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 13 days ago
- Erika Shelton has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 13 days ago

At the bottom, a footer bar includes links for About, Help, and Contact Us.

Notifications

Students receive notifications when :

- A form is approved/declined
- A form is mark as Processed/Not Processed



Illustration

The screenshot shows the FORMBUSTER In-Progress Forms dashboard. On the left, there's a sidebar with links for 'In-Progress Forms', 'Form Drafts', 'Start a Form', and 'My Completed Forms'. The main area is titled 'In-Progress Forms' and lists several forms:

- Registration (Summer 2019)**: Submission Date: 3/17/19, Due Date: 5/17/19. Status: Started → Advisor → Staff.
- Registration (Fall 2019)**: Submission Date: 3/25/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.
- Registration (Fall 2019)**: Submission Date: 3/26/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.
- Registration (Fall 2019)**: Submission Date: 3/28/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.
- Co/Prerequisite Waiver Request (Fall 2019)**: Submission Date: 3/29/19, Due Date: 8/30/19. Status: Started → Advisor → Head of Dept. → Staff.
- Registration (Fall 2019)**: Submission Date: 3/31/19, Due Date: 8/30/19. Status: Started → Advisor → Staff.

In the top right corner, the user's name 'Aliyah Haney Adkins' is displayed. Below it, a red arrow points to a section titled 'Notifications'.

The 'Notifications' section contains three bubbles:

- Erika Shelton has approved your "Co/Prerequisite Waiver Request" form.** You can view the progress of it in your "In-Progress Forms" page.
2 days ago
- Erika Shelton has approved your "Registration" form.** You can view the progress of it in your "In-Progress Forms" page.
4 days ago
- Kailee David has processed your "Co/Prerequisite Waiver Request" form.** You can view it in your "My Completed Forms" page.
13 days ago

At the bottom of the page, there's a footer with the text '© 2019 FORMBUSTER, All Rights Reserved' and links for 'About', 'Help', and 'Contact Us'.

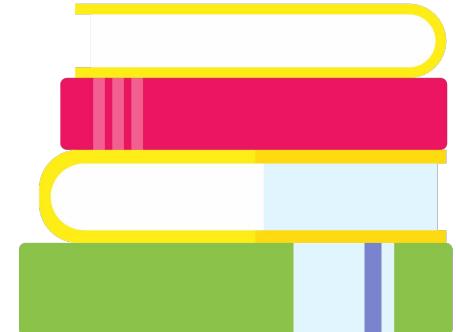
Notification
section

Notification
bubble

View completed forms

To view a previously submitted form where all decisions have been obtained:

1. Click on **My Completed Forms**
2. Completed forms are listed on the page
3. Hover over the nodes of the **progress tracker** to get more details
4. Click on a form to have more **details** about the completed form



Illustration

1

2

3

My Completed Forms

FORMBUSTER

In-Progress Forms

Form Drafts

Start a Form

My Completed Forms

Co/Prerequisite Waiver Request (Fall 2019)

Started Advisor Head of Dept.

Submission Date: 3/28/19
Due Date: 8/30/19

Registration (Fall 2019)

Started Advisor

Submission Date: 3/28/19
Due Date: 8/30/19

Registration (Fall 2019)

Started Advisor Staff

Submission Date: 3/24/19
Due Date: 8/30/19

Registration (Fall 2019)

Started Advisor Staff

Submission Date: 3/24/19
Due Date: 8/30/19

Registration (Fall 2019)

Started Advisor Staff

Submission Date: 3/23/19
Due Date: 8/30/19

Notifications

Erika Shelton has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page.
2 days ago

Erika Shelton has approved your "Registration" form. You can view the progress of it in your "In-Progress Forms" page.
4 days ago

Kalee David has processed your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page.
13 days ago

Mya Frost has approved your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page.

Aliyah Haney Adkins

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Illustration

The screenshot shows a web-based application titled "FORMBUSTER" with a dark theme. A red circle with the number "4" is overlaid on the top-left corner of the interface.

My Completed Forms

FORMBUSTER

In-Progress Forms
Form Drafts
Start a Form
My Completed Forms

Co/Prerequisite Waiver Request Form

Student: Aliyah Adkins

Submission Date: 3/28/19
Due Date: 8/30/19

Course Requested for Registration

CEU	CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
false	17456	CSE	1002	01	Fund of Software Dev 2	TR	930-1045	4	false

Missing Corequisite(s) or Prerequisite(s)

Prefix	Course No.	Course Title
CSE	1001	Fund of Software Dev 1

Justification for the Waiver

Justification: Tested out of 1001

Approvals

Name	Status	Date	Declined Reason
Erika Shelton	Approved	3/28/19	N/A
Mya Frost	Approved	3/28/19	N/A
Kailee David	Processed	3/28/19	N/A

Due Date: 5/17/19

Notifications

- Erika Shelton has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 1 days ago
- Mya Frost has approved your "Registration" form. You can view the progress of it in your "In-Progress Forms" page. 1 days ago
- Kailee David has processed your "Co/Prerequisite Waiver Request" form. You can view it in your "My Completed Forms" page. 1 days ago
- Erika Shelton has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 1 days ago
- Mya Frost has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 1 days ago
- Erika Shelton has approved your "Co/Prerequisite Waiver Request" form. You can view the progress of it in your "In-Progress Forms" page. 1 days ago

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Form Buster

FACULTY

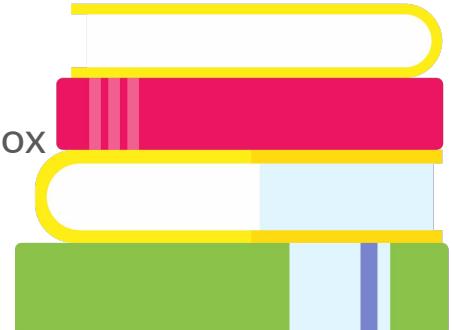
Approve/Decline forms

To provide a decision on a form:

1. Click on **Pending Forms**

Forms awaiting decision are listed on the dashboard

2. Click on a form to get more details and to either approve or decline the request
3. Click on **I Approve** to approve the request
4. Click on **I Decline** to decline approval of the request
5. Provide a reason why you decide to decline a form in the text box
6. Click on **Confirm** to confirm your decision



Illustration

1

2

The screenshot shows a web browser window titled "Pending Forms" from the "FORMBUSTER" platform. The URL in the address bar is <https://formbuster.me/src/faculty.html?user=eshelton#>. The top right corner displays the user name "Erika Medina Schaefer Wells Shelton". On the left, a sidebar menu lists "Pending Forms", "Find Students Records", and "My Completed Forms". A red arrow labeled "1" points to the "Pending Forms" link. Another red arrow labeled "2" points to the list of forms on the right.

Pending Forms

- Co/Prerequisite Waiver Request (Summer 2019)
Aliyah Adkins
Submission Date: 4/5/19
Due Date: 5/17/19
- Registration (Summer 2019)
Aliyah Adkins
Submission Date: 4/5/19
Due Date: 5/17/19
- Co/Prerequisite Waiver Request (Summer 2019)
Aliyah Adkins
Submission Date: 4/8/19
Due Date: 5/17/19
- Registration (Fall 2019)
Aliyah Adkins
Submission Date: 3/28/19
Due Date: 8/30/19
- Registration (Fall 2019)
Aliyah Adkins
Submission Date: 3/31/19
Due Date: 8/30/19

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Illustration

The screenshot shows a web browser window titled "Pending Forms" from the "FORMBUSTER" application. The URL is <https://formbuster.me/src/faculty.html?user=eshelton>. The main content is a "Registration Form" for Student: Aliyah Adkins, submitted on 4/5/19, due by 5/17/19. The "Courses" section lists a single course: CRN 59936, Prefix PHY, Course No. 2003, Section 01, Course Title Modern Physics, Days MW, Time 1000-1215, Credits 3, Audit false. The "Approvals" section shows two entries: Erika Shelton (YOU) with Status N/A, Date N/A, and Declined Reason N/A; and Kevin Meyer with Status N/A, Date N/A, and Declined Reason N/A. Below this is a "Form Approval" section with instructions: "If you approve this form, click on "I Approve" button; if you decline, click on "I Decline" button. If you decline, please write a sentence or two of at least 5 words, so that the Student knows the reason why you declined the approval of this form." A red callout bubble with the number 3 points to the "I Approve" button. At the bottom, there is a confirmation message: "By clicking on the button below, you agree to your action or process my decision, and that you have full awareness that you may not be able to cancel this form after the form has been sent." A "CONFIRM" button is present, along with the due date "Due Date: 8/30/19". The footer includes links for "About", "Help", and "Contact Us".

3

Pending Forms

Registration Form

Submission Date: 4/5/19

Student: Aliyah Adkins

Due Date: 5/17/19

Courses

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
59936	PHY	2003	01	Modern Physics	MW	1000-1215	3	false

Approvals

Name	Status	Date	Declined Reason
Erika Shelton (YOU)	N/A	N/A	N/A
Kevin Meyer	N/A	N/A	N/A

Form Approval

If you approve this form, click on "I Approve" button; if you decline, click on "I Decline" button.
If you decline, please write a sentence or two of at least 5 words, so that the Student knows the reason why you declined the approval of this form.

I Approve I Decline

Approve this student's form

CONFIRM

Due Date: 8/30/19

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Illustration

The screenshot shows a web browser window titled "Pending Forms" at the URL <https://formbuster.me/src/faculty.html?user=eshelton>. The main content is a "Registration Form" for student **Aliyah Adkins**, with a submission date of **4/5/19** and a due date of **5/17/19**. The "Courses" section lists one course: CRN 59936, Prefix PHY, Course No. 2003, Section 01, Course Title Modern Physics, Days MW, Time 1000-1215, Credits 3, Audit false. The "Approvals" section shows two entries: Erika Shelton (YOU) with status N/A, date N/A, and reason N/A; and Kevin Meyer with status N/A, date N/A, and reason N/A. A message box in the center states: "If you approve this form, click on "I Approve" button; if you decline, click on "I Decline" button. If you decline, please write a sentence or two of at least 5 words, so that the Student knows the reason why you declined the approval of this form." It also says "You do not meet the pre-requisites for this course." with a word count limit of 300 words. At the bottom, a confirmation message reads: "By clicking on the button below you agree that you wish to proceed in your decision, and that you have full awareness that you may not be able to cancel this form after the form has been sent." Buttons for "CONFIRM" and "DECLINE" are present. Red arrows and numbered circles (5 and 6) point to the "I Decline" button and the "CONFIRM" button respectively.

Registration Form
Student: Aliyah Adkins
Submission Date: 4/5/19
Due Date: 5/17/19

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
59936	PHY	2003	01	Modern Physics	MW	1000-1215	3	false

Approvals

Name	Status	Date	Declined Reason
Erika Shelton (YOU)	N/A	N/A	N/A
Kevin Meyer	N/A	N/A	N/A

Form Approval

If you approve this form, click on "I Approve" button; if you decline, click on "I Decline" button.
If you decline, please write a sentence or two of at least 5 words, so that the Student knows the reason why you declined the approval of this form.

I Approve I Decline

You do not meet the pre-requisites for this course.

Maximum of 300 words.
You have 291 words remaining.

By clicking on the button below you agree that you wish to proceed in your decision, and that you have full awareness that you may not be able to cancel this form after the form has been sent.

CONFIRM

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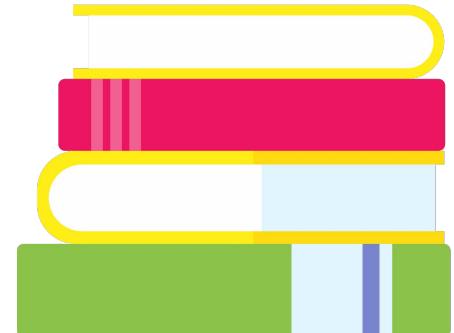
5

6

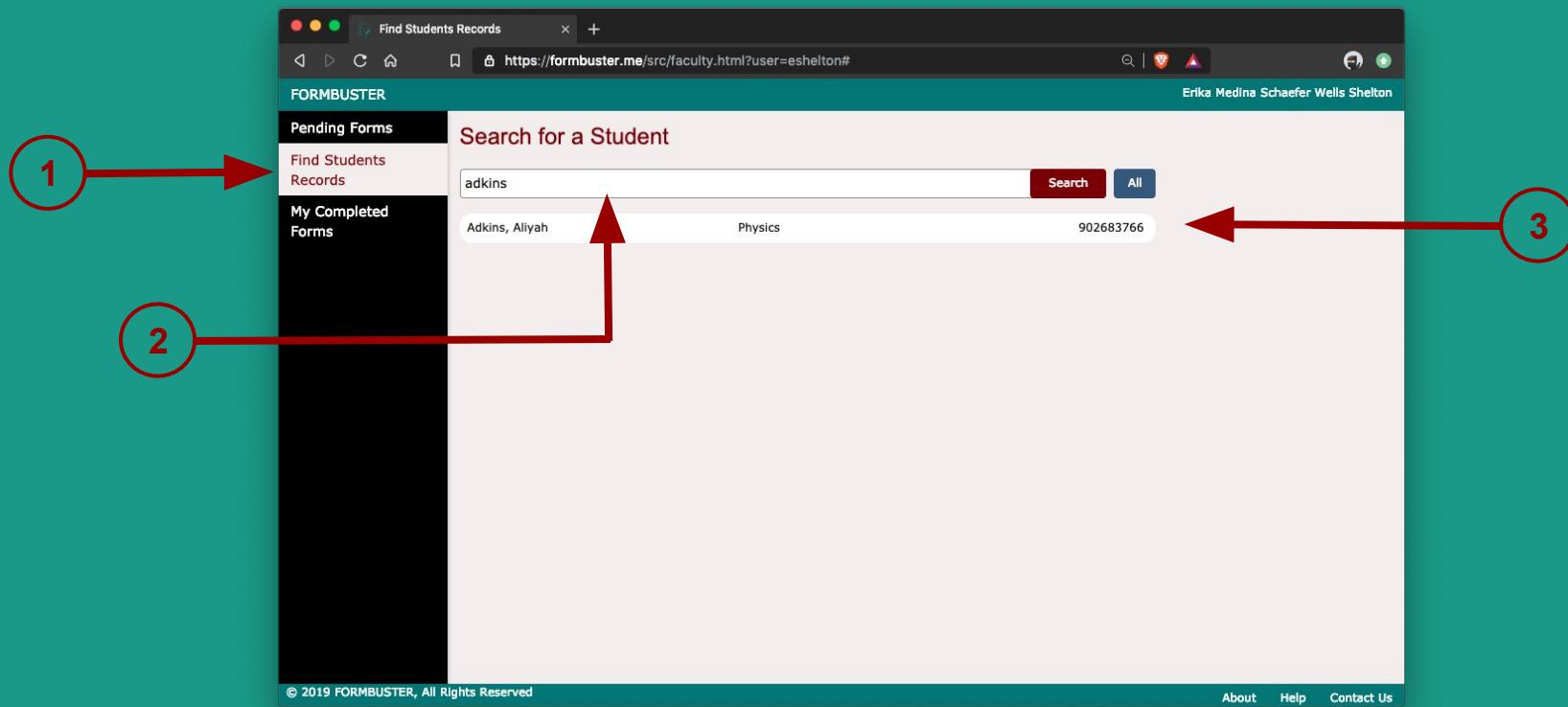
Student lookup

To look up a student:

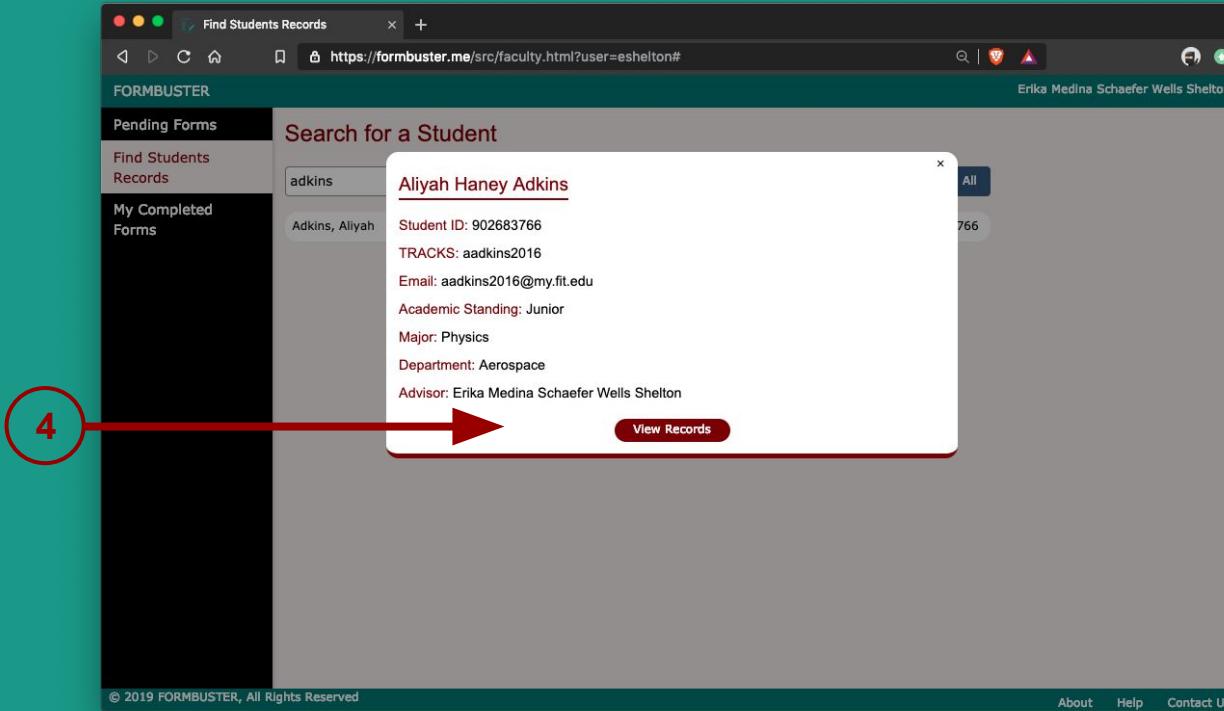
1. Click on **Find Students Records**
2. Enter the student's name you would like to look up in the **search bar**
3. Click on the student's name
4. Click on **View Records** to see the student's form records
5. By default, **Completed Forms** are shown.
6. Click on **In-Progress Forms** to see the in-progress forms



Illustration



Illustration



Illustration

The screenshot shows a web browser window titled "Find Students Records" with the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page is titled "Forms of Aliyah Haney Adkins". On the left, there's a sidebar with "Pending Forms" and "Find Students Records" (highlighted with a red arrow labeled 5). The main content area shows "Completed Forms" (highlighted with a red arrow labeled 6) and "In-Progress Forms". There are five completed form entries:

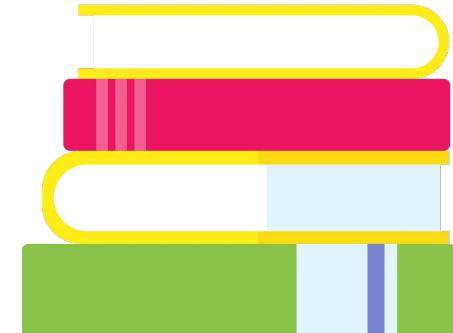
- Co/Prerequisite Waiver Request (Fall 2019)**
Status: Started → Advisor → Head of Dept. → Staff
Submission Date: 3/28/19
Due Date: 8/30/19
- Registration (Fall 2019)**
Status: Started → Advisor (with a red X)
Submission Date: 3/28/19
Due Date: 8/30/19
- Registration (Fall 2019)**
Status: Started → Advisor → Staff
Submission Date: 3/24/19
Due Date: 8/30/19
- Registration (Fall 2019)**
Status: Started → Advisor → Staff
Submission Date: 3/24/19
Due Date: 8/30/19
- Registration (Fall 2019)**
Status: Started
Submission Date: 3/23/19

At the bottom, there are links for "About", "Help", and "Contact Us".

View signed forms

To view a form for which you have given a decision:

1. Click on **My Completed Forms**
2. Completed forms are listed on the page
3. Click on a form to have more **details** about the completed form



Illustration

The screenshot shows a web browser window titled "My Completed Forms" at the URL <https://formbuster.me/src/faculty.html?user=eshelton#>. The page is titled "FORMBUSTER" and displays a sidebar with links: Pending Forms, Find Students, Records, and My Completed Forms. A red circle labeled "1" points to the "My Completed Forms" link. Another red circle labeled "2" points to the list of signed forms on the right. The sidebar is partially obscured by a black rectangular box.

Signed Forms

- Registration (Fall 2019)
Aliyah Adkins
Submission Date: 4/6/19
Due Date: 8/30/19
- Co/Prerequisite Waiver Request (Fall 2019)
Aliyah Adkins
Submission Date: 3/29/19
Due Date: 8/30/19
- Co/Prerequisite Waiver Request (Fall 2019)
Aliyah Adkins
Submission Date: 3/28/19
Due Date: 8/30/19
- Registration (Fall 2019)
Aliyah Adkins
Submission Date: 3/28/19
Due Date: 8/30/19
- Registration (Fall 2019)
Aliyah Adkins
Submission Date: 3/26/19
Due Date: 8/30/19

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Illustration

3

The screenshot shows a web-based application titled "FORMBUSTER" with a sidebar menu and a main content area.

Sidebar Menu:

- Pending Forms
- Find Students Records
- My Completed Forms

Main Content Area:

Signed Forms

Registration Form

Student: Aliyah Adkins

Submission Date: 4/6/19
Due Date: 8/30/19

Courses

CRN	Prefix	Course No.	Section	Course Title	Days	Time	Credits	Audit
80206	PHY	2002	01H	Physics 2	MTRF	1000-1050	4	false

Approvals

Name	Status	Date	Declined Reason
Erika Shelton (YOU)	Approved	4/6/19	N/A
Damian Pope	N/A	N/A	N/A

Other Forms:

- Registration (Fall 2019) - Submission Date: 3/28/19, Due Date: 8/30/19 (Aliyah Adkins)
- Registration (Fall 2019) - Submission Date: 3/26/19, Due Date: 8/30/19 (Aliyah Adkins)

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Form Buster

STAFF

Mark forms as Processed/Not Processed

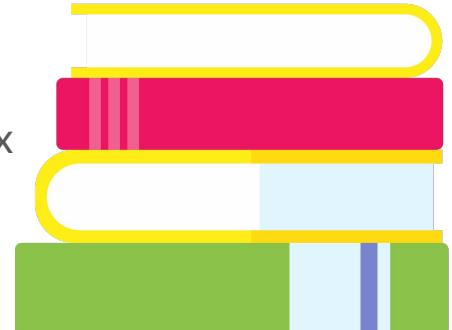
To mark a form as Processed or Not Processed:

1. Click on Pending Forms

Forms awaiting decision are listed on the dashboard

2. Click on a form to get more details and to either mark it as Processed or not
3. Click on **I Have Processed** to mark the form as Processed
4. Click on **I Cannot Process** to mark the form as Not Processed
5. Provide a reason why you cannot process a form in the text box
6. Click on **Confirm** to confirm your decision

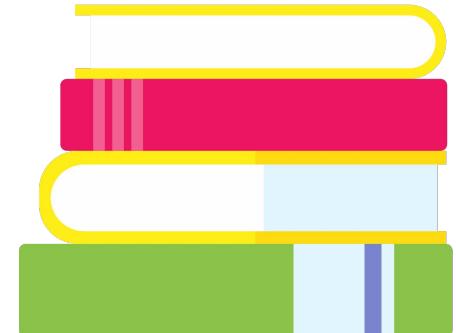
Please refer to pages 28 - 30 for illustration.*



Student lookup

To look up a student:

1. Click on **Find Students Records**
2. Enter the student's name you would like to look up in the **search bar**
3. Click on the student's name
4. Click on **View Records** to see the student's form records
5. By default, **Completed Forms** are shown.
6. Click on **In-Progress Forms** to see the in-progress forms



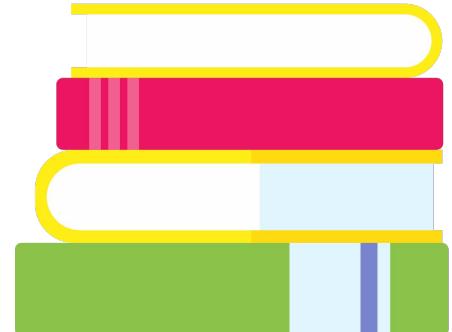
Please refer to pages 32 - 34 for illustration.

View handled forms

To view a form for which you have previously handled:

1. Click on **My Completed Forms**
2. Completed forms are listed on the page
3. Click on a form to have more **details** about the completed form

Please refer to pages 36 and 37 for illustration.



THANK YOU FOR USING



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Buster