



# NextGen Dynamic Forms



## Using the Pending/Draft Forms Page

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### STEP S

The Pending/Draft Forms Page allows students to access, review and complete forms that are in process, and forms that have already been completed.

#### INTRO

##### These instructions will show you how to:

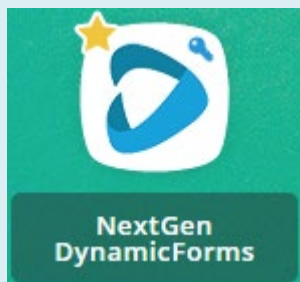
- Access your Pending/Draft Forms Page
- Access your Forms History Page
- Use the Form Que
  - Review Forms in Process
  - Complete Forms
- Download/Print PDFs

1

Start by signing into MyVVC using your login information

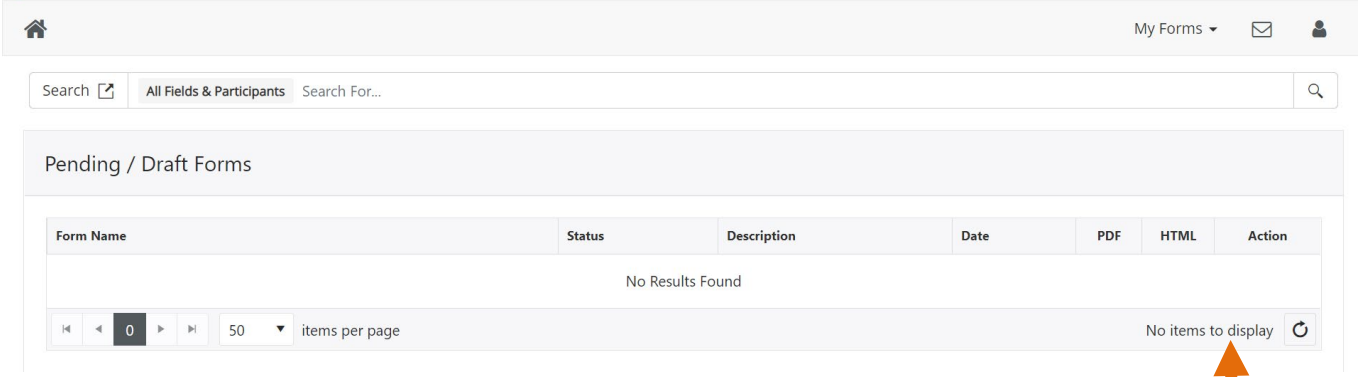
2

From MyVVC, select NextGen Dynamic Forms



3

You will see a **WEBPAGE** that looks like the following:



4

This is your Pending/Draft Forms Page!

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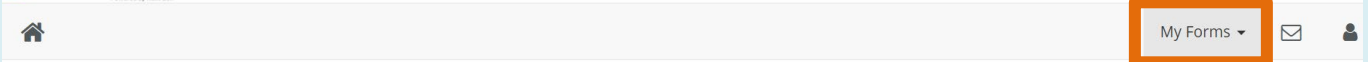
All Forms that are currently **in process** will appear on this page.

**IN PROCESS** means any forms that are currently submitted by the student, and are collecting signatures.

Only forms that currently have you selected as a participant will appear.

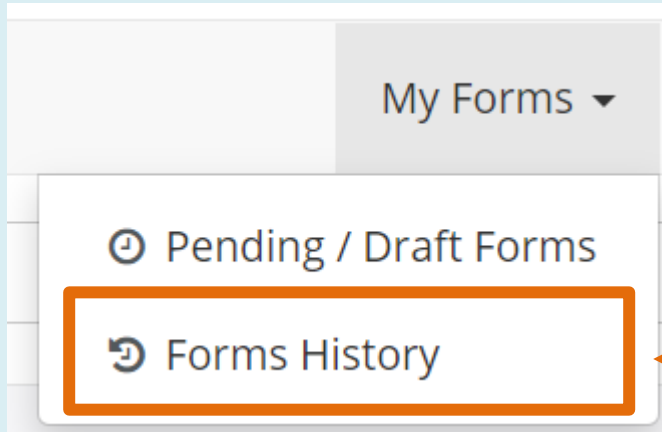
If you want to view forms that have already been **COMPLETED**, you will need to access your **FORMS HISTORY** page.

To do this, select the **MY FORMS** drop down at the top right of the page



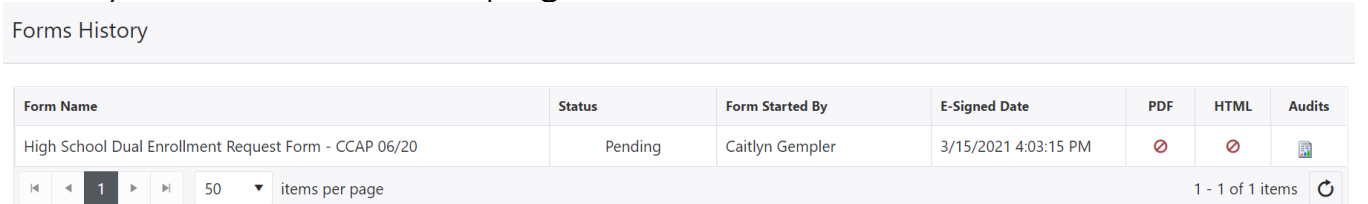
And select **FORMS HISTORY**.

6



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This is your **FORMS HISTORY** page:



Both the **Pending/Drafts Page**, and **Forms History Page** are considered your **FORM QUES**.

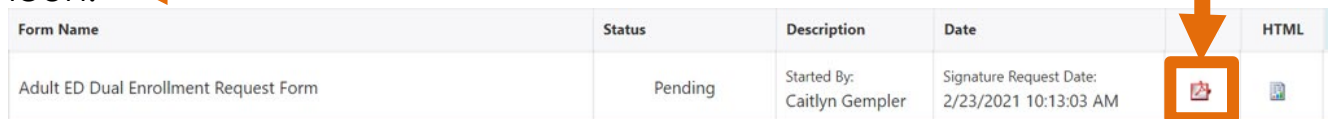
The Pending/Drafts Page will show the following columns:



- **Form Name** – The Name of the Form used to create that specific form instance (in the row).
- The **Status** – which can be one of the following:
  - **MultiPending**: Indicates the form has been submitted by the student, but still requires additional signatures. You will also receive a confirmation email with a timeline.
  - **Incomplete**: the form requires your signature or action on your part.
  - **Draft**: The student, or another co-signer has saved a version of the form, but has not yet submitted it for the next co-signer.
  - **Returned**: The form has been returned to another user by one of the co-signers. Please follow any instructions indicated when returned to your student email account.
  - **Pending**: The form has been signed by all participants and is ready to be processed.
  - **Processed**: The form you have submitted is now processed.
- **Form Started by** – this will be the student's name.
- **E-signed Date** – When the student signed and completed their form.
- **PDF & HTML Columns** - Allows participants to view the PDF and HTML versions of the form.
- **Action** – Allows participants to complete the form in the status says INCOMPLETE.
  - **!!! Action will not appear on the Forms History Page as the form has already been completed and no longer requires any action. !!!**

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To **DOWNLOAD** or **PRINT PDF** versions of each form, you only need to navigate to the form that you want to make a copy of and select the PDF icon.

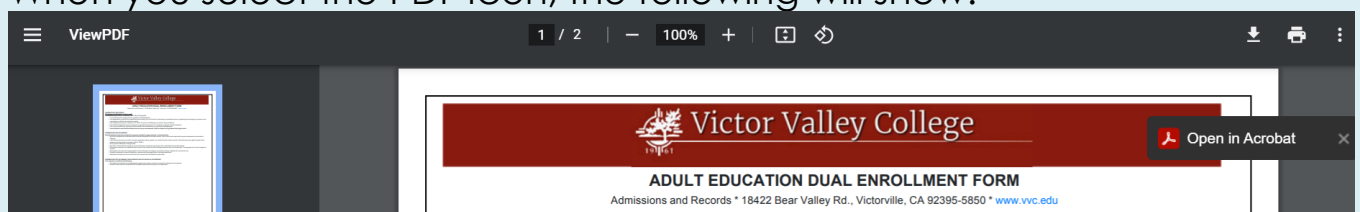
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Form Name	Status	Description	Date	HTML
Adult ED Dual Enrollment Request Form	Pending	Started By: Caitlyn Gempler	Signature Request Date: 2/23/2021 10:13:03 AM	 

When you select the PDF Icon, the following will show:

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Choose the **DOWNLOAD** Icon to download the form:





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Or Choose the **PRINT** Icon to print the form:



[CLICK HERE TO GO TO THE PENDING/DRAFTS FORM PAGE](#)