UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
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UFS

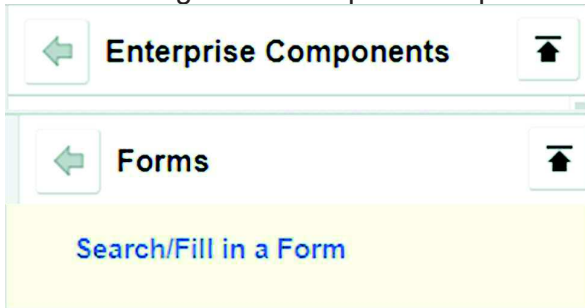## To Complete and Submit an Form with Initial Status

1   Login to PeopleSoft Campus Solutions
2   Use the compass and Navigator to reach the menu

Navigator

3   And navigate to Enterprise components > Forms > Search/Fill in a Form

Enterprise Components

Forms

Search/Fill in a Form

4   Click on Search and the forms you have filled will appear

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Sequence Number: [= ▼]   [   ]
Subject: [begins with ▼]   [   ]
Form: [begins with ▼]   [   ] 🔍
Document Key String: [begins with ▼]   [   ]
Priority: [= ▼]   [▼]
Due Date: [= ▼]   [   ] 📅
Approval Status: [= ▼]   [▼]

☐ Case Sensitive

[Search]   [Clear]   Basic Search   Save Search Criteria

5   Once open update any outstanding information and save

[Save]

✉ Notify

Form | Instructions | Attachments

6   Confirm that your uploaded attachments by checking the Attachments tab

Form	Instructions	Attachments

Upload your attachments		Personalize | Find | View All | 🔁 | 🔣	First ◀ 1 of 1 ▶ Last
*Description	Attached File	Attach	Open
1		Attach	Open ➕

📧 Notify

Form | Instructions | Attachments

7 Upload any outstanding attachments

Personalize | Find | View All | 🔁 | 🔣	First ◀ 1 of 1 ▶ Last
Attach	Open
Attach	Open ➕ ➖

8 And then navigation back to Form to save and submit

Form	Instructions	Attachments

Save

📧 Notify

Form | Instructions | Attachments

Due Date [   ] 📅

Submit

END OF PROCEDURE