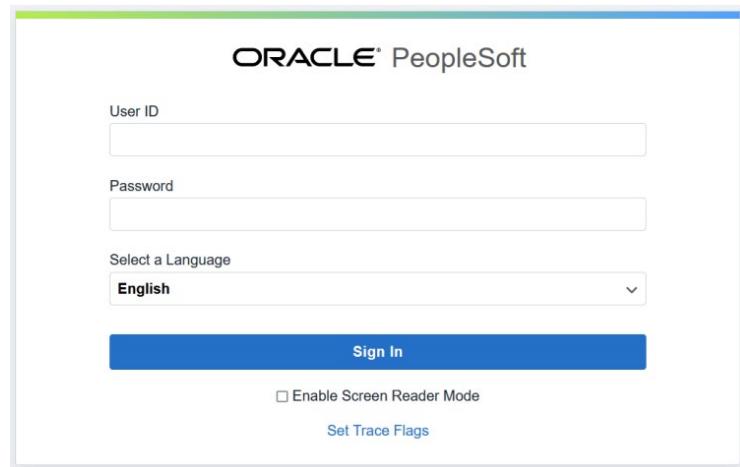


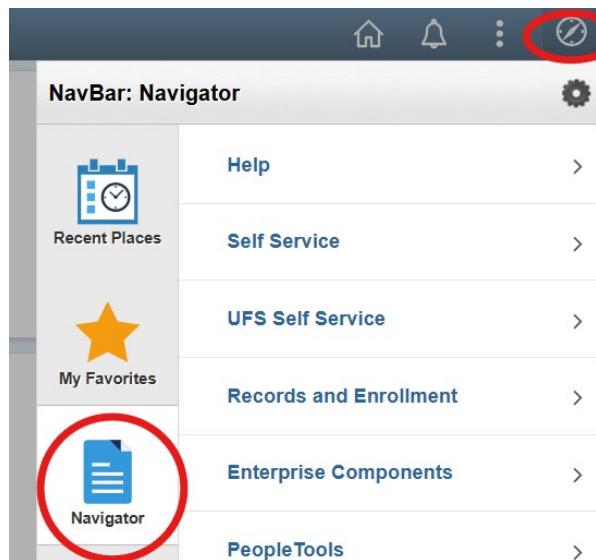
# To Complete and Submit an Form with an *Initial Status*

1. Login to PeopleSoft Campus Solutions



The image shows the Oracle PeopleSoft login screen. It features a header with the text "ORACLE PeopleSoft". Below the header are three input fields: "User ID", "Password", and "Select a Language". The "Select a Language" field has "English" selected. At the bottom of the screen are two buttons: "Sign In" and "Enable Screen Reader Mode". Below the "Sign In" button is a link "Set Trace Flags".

2. Use the compass and Navigator to reach the menu



3. Navigate to Enterprise components > **Forms** > **Search/Fill in a Form**



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

### Search/Fill a Form

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

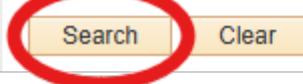
[Find an Existing Value](#) [Add a New Value](#)

**▼ Search Criteria**

Sequence Number:	=	<input type="text"/>
Subject:	begins with	<input type="text"/>
Form:	begins with	<input type="text"/> 
Document Key String:	begins with	<input type="text"/>
Priority:	=	<input type="text"/>
Due Date:	=	<input type="text"/> 
Approval Status:	=	<input type="text"/>

Case Sensitive

**Search** [Clear](#) [Basic Search](#)  [Save Search Criteria](#)



5. Once open update any outstanding information and save.

Seq # 92119 **QwaQwa\_organized\_transport**

\*Subject

Priority  Due Date  

Status  [Preview Approval](#) [Submit](#)

\*Organized transport  \*Please select your funder  Funder if other

period of need please  
select one of options:

More Information

**Save**



6. Once it has been saved, submit the form.

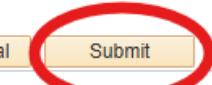
[Form](#) [Instructions](#) [Attachments](#)

Seq # 92119 **QwaQwa\_organized\_transport**

\*Subject

Priority

Status  [Preview Approval](#) **Submit**



7. Once your submission is successful, you will see the screen below displaying a **PENDING** status

**QwaQwa\_organized\_transport**

Subject QwaQwa\_organized\_transport

**Review/Edit Approvers**

QwaQwa\_organized\_transport: 92119:Pending Start New Path

1

Pending

Multiple Approvers

QQ\_TRANSPORT\_FORM



**END OF PROCEDURE**