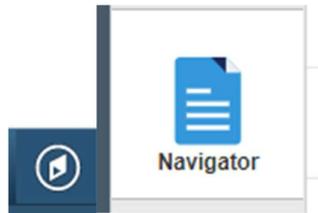# To Complete and Submit an Form with an Initial Status

1.   Login to PeopleSoft Campus Solutions

2.   Use the compass and Navigator to reach the menu

3.   And navigate to 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