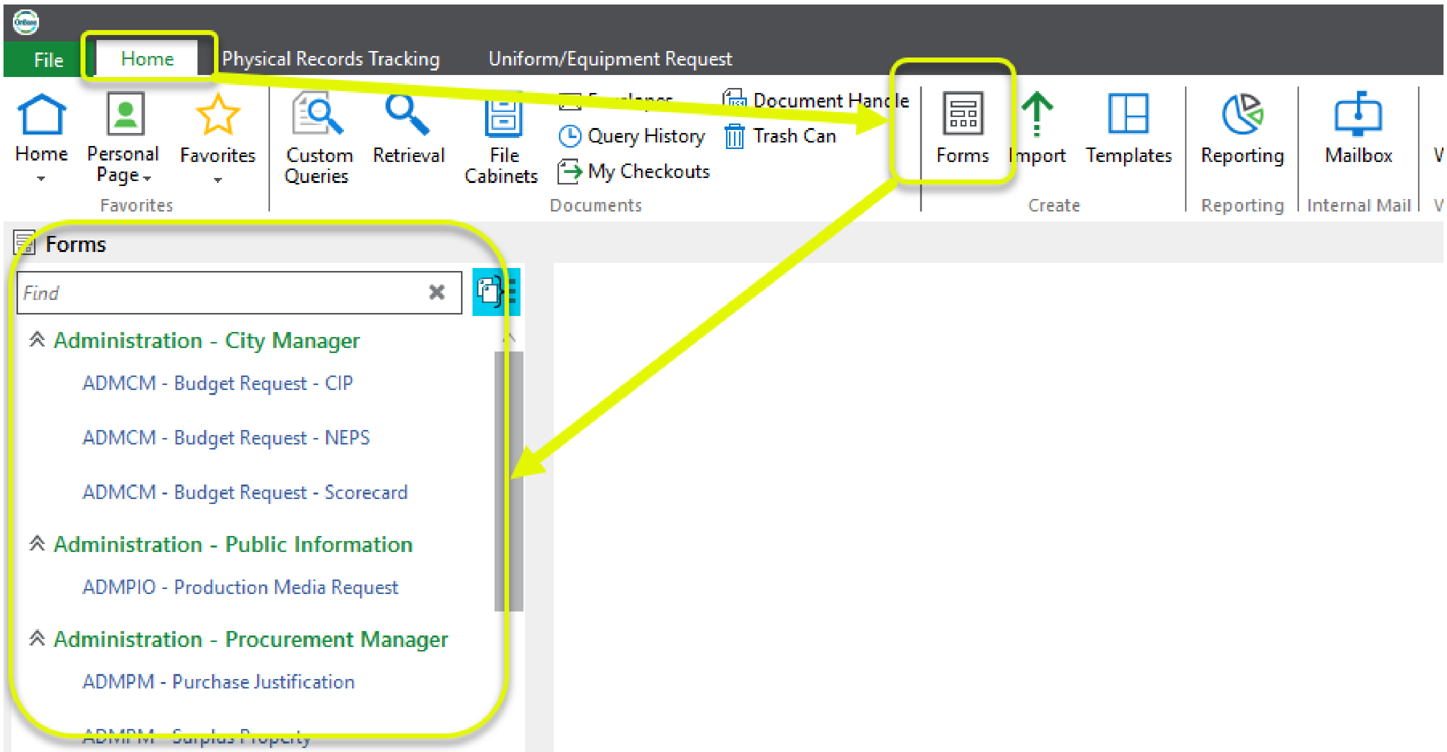
Form Submissions

Over the past several years, many of our city-wide forms have been moved into OnBase. This is to help avoid paper (where possible), as well as automate many levels of approval and workflow.

How to Access/Submit Forms

If you wish to fill out and submit a form, click on the Home tab at the top and select the Forms icon. You will be presented with a list of forms you can create and fill out. When you see the form you want to open, click the form to begin.



When finished, click on the "Submit" button at the bottom of the form 

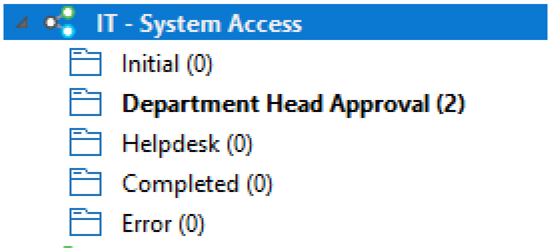
. This will kick off any required approvals and workflow.

How to use Workflow Tab

The Workflow tab is where you manage forms and documents that require action, approval, or routing. This guide covers the basics of navigating the tab.

Workflow Layout:

- **Left-hand column**: Displays all lifecycles available to you. Click the arrow next to a lifecycle to expand its queues, where individual forms and documents are located. Numbers next to each queue indicate how many documents it contains. **Note**: Employees may see fewer queues than supervisors or department heads.



- **Main screen (top)**: After selecting a queue, a list of forms/documents appears at the top. Each item shows its name and the date/time it entered the queue. Click a document to view its contents below.

- **Main screen (bottom)**: Selecting a document displays it in this area, where you can review or make changes. Always click Save or Submit when finished.

- **Task buttons (top):** For most forms, you can find a list of tasks near the top of the window. Usually, these are simple Approve/Deny buttons but vary based on the form and queue.