
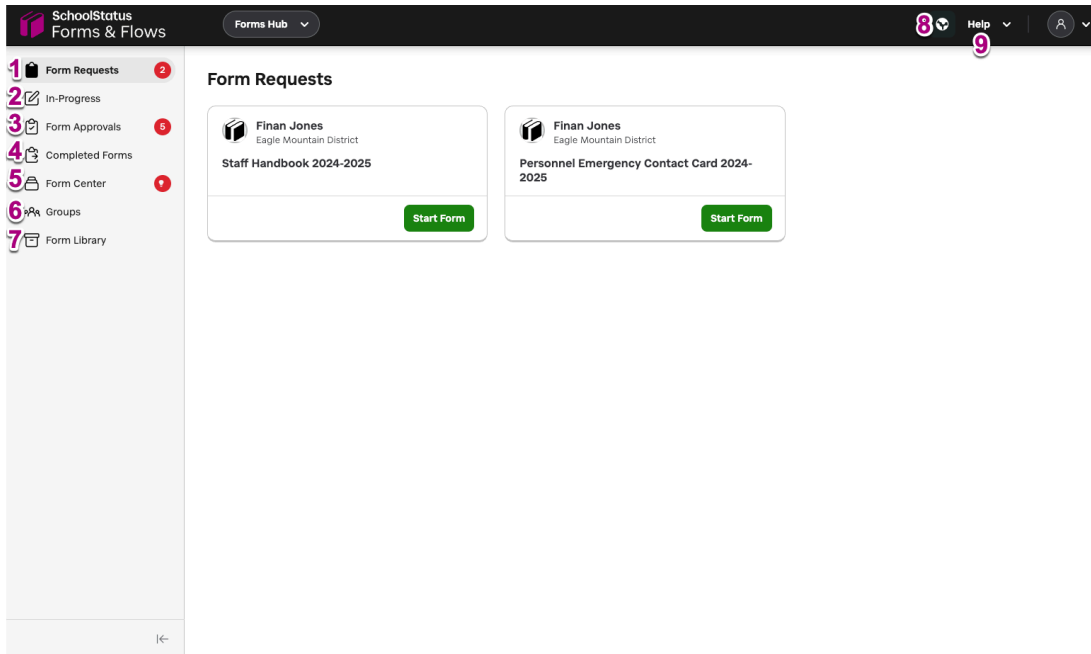


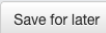
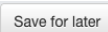





Forms & Flows Staff Account Basic Navigation

When you log into your Forms & Flows Account, you will see your **Forms Hub** page. It is defaulted to the **Forms Requests** page. Anytime you want to navigate to another page, you can always click on any of the choices on the menu to your left. You can expand it by clicking on the  towards the bottom of the menu.



1. **Form Requests** - Any forms that the school needs you to complete will appear here. Click on  to fill out the form. Once you have completed the form and are ready to submit, click on . If you are not ready to submit, you can always click  and come back to complete it when you are ready.
2. **In-Progress** - Any forms that you have  will appear here. Just  on the form that you want to complete.
3. **Form Approvals** - Any forms that need your approval will appear in this section. Click  on the form you need to approve/deny. Then, save your response to submit the approval or denial.
4. **Completed Forms** - A list of every form you have submitted.
5. **Form Center** - This is where you will find all of the Self-Service forms available to you. Click  on any form you want to complete.
6. **Groups** - View students of any groups/eForms that you are assigned to
7. **Form Library** - List of forms at your school that you can view and/or have access to

8. **Help** - Link to Forms & Flows Knowledge Base for help articles and Chat button for Support Specialist Assistance.
9. **Profile Icon** - Where you can find your account settings, managed linked accounts, switch between legacy Operoo and Forms & Flows, set your preferred language, and log out of your account