



NextGen for Faculty



Using the Pending/Draft Forms Page

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STEP 1

The Pending/Draft Forms Page allows users to access, review and complete forms that are in process, and forms that have already been completed.

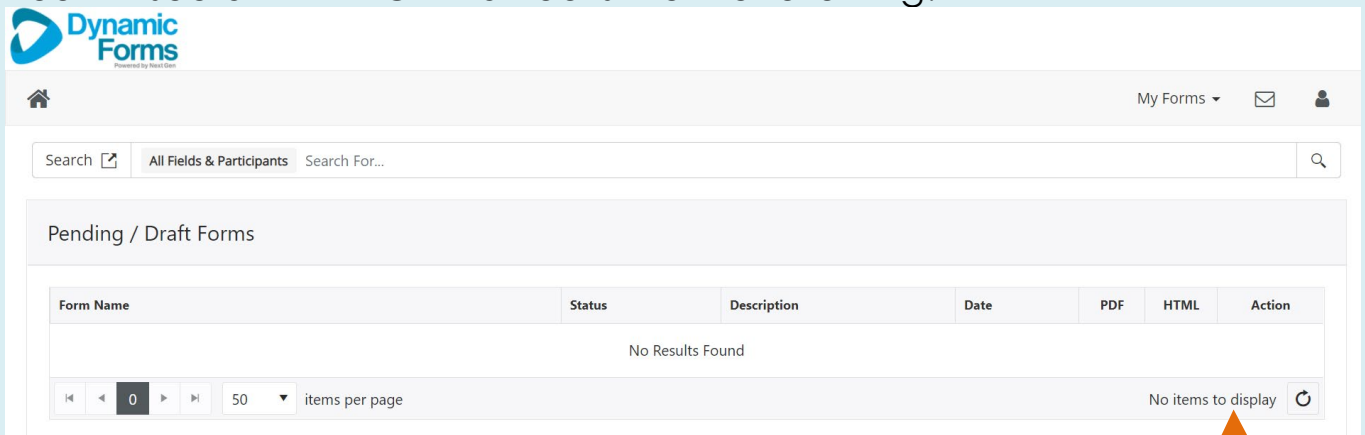
INTRO

These instructions will show you how to:

- Access your Pending/Draft Forms Page
- Access your Forms History Page
- Use the Form Que
 - Review Forms in Process
 - Complete Forms
- Download/Print PDFs

1 Start by clicking the **LINK** at the end of these instructions.

You will see a **WEBPAGE** that looks like the following:



3 This is your Pending/Draft Forms Page!

4

All Forms that are currently **in process** will appear on this page.

IN PROCESS signifies any forms that are currently submitted by the student, and are collecting signatures.

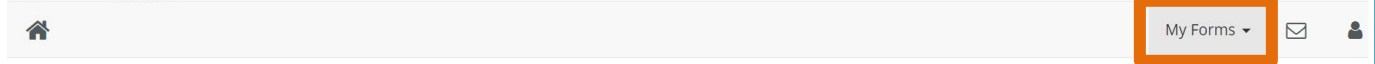
Only forms that currently have you selected as a participant will appear.

- This means if you work for Hesperia High School, you will not get forms for Apple Valley High School.

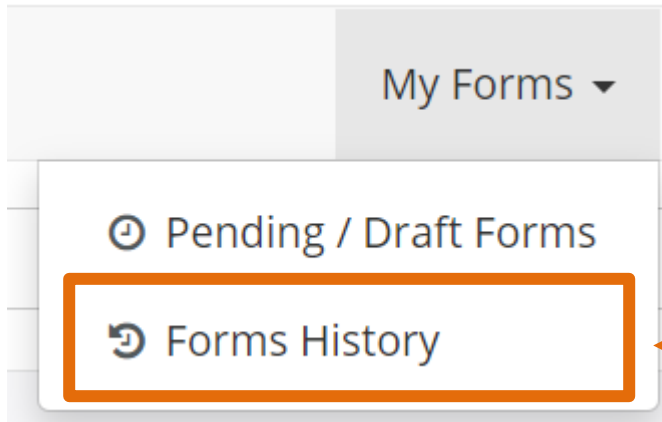
5

If you want to view forms that have already been **COMPLETED**, you will need to access your **FORMS HISTORY** page.

To do this, select the **MY FORMS** drop down at the top right of the page



And select **FORMS HISTORY**.



6

This is your **FORMS HISTORY** page:

Forms History

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits
High School Dual Enrollment Request Form - CCAP 06/20	Pending	Caitlyn Gempler	3/15/2021 4:03:15 PM			

50 items per page 1 - 1 of 1 items

7



Both the **Pending/Drafts Page**, and **Forms History Page** are considered your **FORM QUES**.

The Pending/Drafts Page will show the following columns:

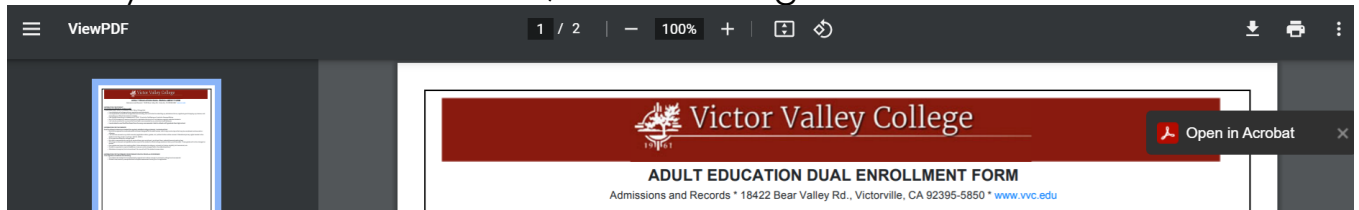
- **Form Name** – The Name of the Form used to create that specific form instance (in the row).
- The **Status** – which can be one of the following:
 - **MultiPending**: Indicates the form has been submitted by the student, but still requires additional signatures.

- **Incomplete:** the form requires your signature or action on your part.
- **Draft:** The student, or another co-signer has saved a version of the form, but has not yet submitted it for the next co-signer.
- **Returned:** The form has been returned to another user by one of the co-signers. In this case, it will likely be returned by yourself, or Admissions & Records.
- **Pending:** The form has been signed by all participants and is ready to be processed by outside parties.
- **Processed:** Usually indicates an outside process, like data entry has been completed from the form. This is a manual movement made by the Organization's Admin from Pending to Processed.
- **Form Started by** – this will be the student's name.
- **E-signed Date** – When the student signed and completed their form.
- **PDF & HTML Columns** - Allows participants to view the PDF and HTML versions of the form.
- **Action** – Allows participants to complete the form in the status says INCOMPLETE.
 - **!!! Action will not appear on the Forms History Page as the form has already been completed and no longer requires any action. !!!**

8 To **DOWNLOAD** or **PRINT PDF** versions of each form, you only need to navigate to the form that you want to make a copy of and select the PDF icon.

Form Name	Status	Description	Date	PDF	HTML
Adult ED Dual Enrollment Request Form	Pending	Started By: Caitlyn Gempler	Signature Request Date: 2/23/2021 10:13:03 AM		

9 When you select the PDF Icon, the following will show:



10 Choose the **DOWNLOAD** Icon to download the form:



11 Or Choose the **PRINT** Icon to print the form:



[CLICK HERE TO GO TO THE PENDING/DRAFTS FORM PAGE](#)