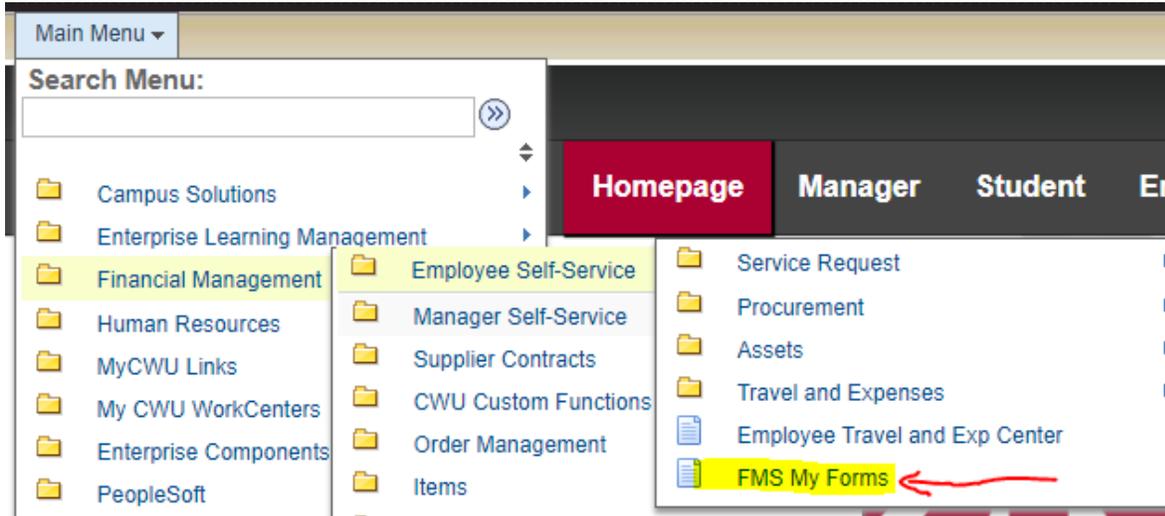


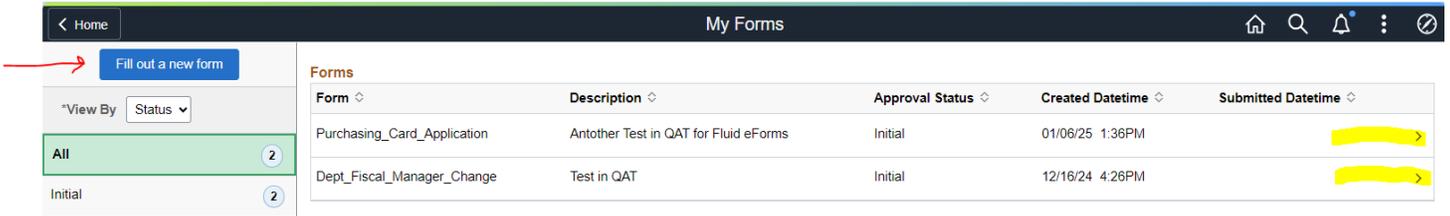
FMS eForms Directions

As of January 2025, all eForms have been consolidated in FMS My Forms under the Employee Self-Service Menu. This replaces the previous menu which navigated to each form individually under the Employee Self-Service menu.

Navigation: Financial Management>Employee Self-Service>FMS My Forms

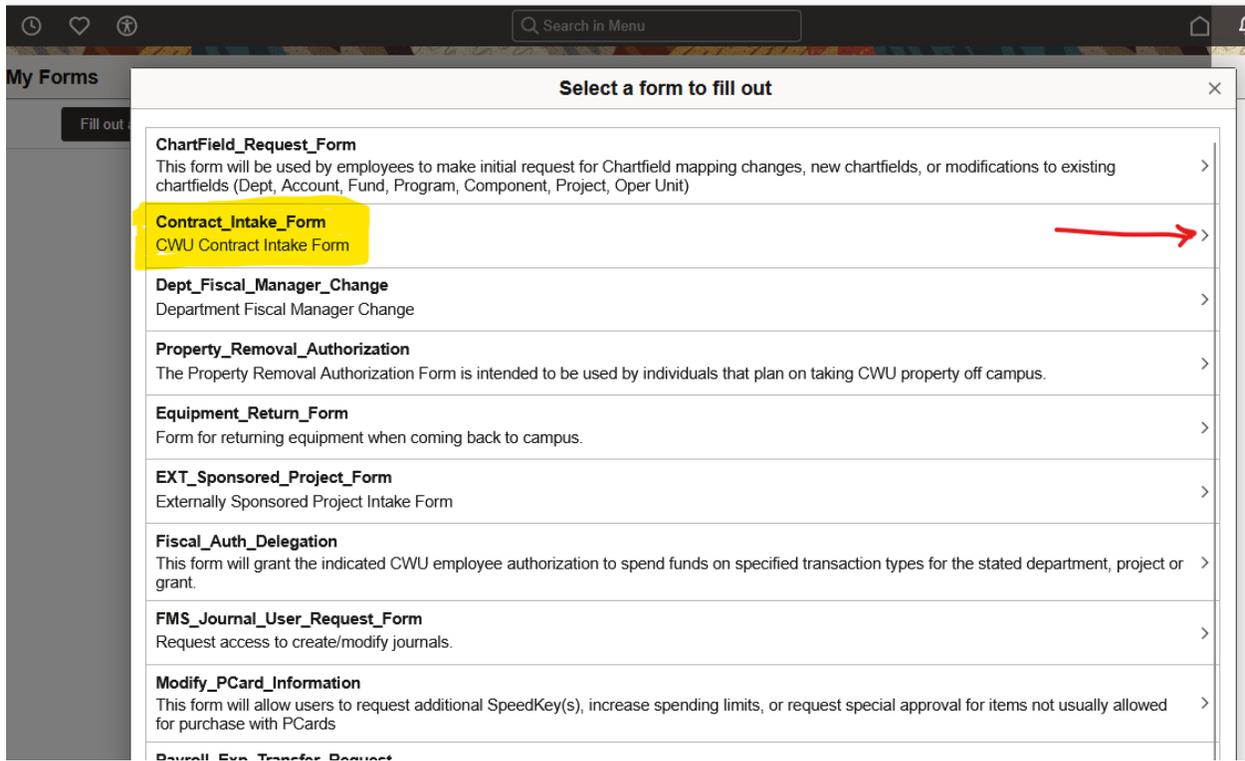


To create a new form, select the **“Fill out a new form”** button as shown below.



Note: The FMS **My Forms** page also lists all FMS eForms you are currently working on or have created and submitted for approval. You can click anywhere on the line for the form with the little expand > arrow to open the form to edit or review. See more information on page 4.

A list will pop up of all the FMS eForms you have access to complete:



Look for the Contract_Intake_Form row and click anywhere on the line with the little expand > arrow for the form you want to use.

The form will open up for you to fill out – Save, attach, and submit the same way you do now.

The content of the eforms have not changed however, the page layout may have shifted some of the field locations.

NOTE: THE IMAGES BELOW ARE NOT IMAGES OF THE CONTRACT INTAKE FORM, BUT EXAMPLES OF THE PROCESS TO ENTER, SAVE, AND ACCESS ALL FORMS.

Equipment_Return_Form

My Forms

Instructions

Save

*Description

Seq # 9999999999999999

Approval Status Initial Created On

*Equipment Custodian *Custodian Email

*Custodian Supervisor *Custodian Department

Building Location Rm. Number

Enter any tagged CWU equipment in the fields below:

Submit as many eforms as necessary if you have more than 4 tag numbers.

CWU Tag #1 CWU Tag #2

CWU Tag #3 CWU Tag #4

Enter any non-tagged equipment that you are returning below as a comma separated list. i.e. mouse, keyboard

Equipment List

If you need any assistance with reconnecting your computer equipment you can make a request by clicking here.

Are you returning any of this equipment to Computer Support Services (CSS)? No

More Information

Attachments

There is no attachment uploaded.

Add Attachment

To access the directions for the specific eForm you can select the **Instructions** link in the upper left corner. To Save the eForm click the **Save** button in the upper right corner.

After you save the eform you can add any needed **Attachments** by clicking the button in the lower left corner. To return to your list of eForms select the **< My Forms** button at the top.

Purchasing_Card_Application

My Forms

Instructions

Save Preview Approval Submit

*Description Another Test in QAT for Fluid eForms

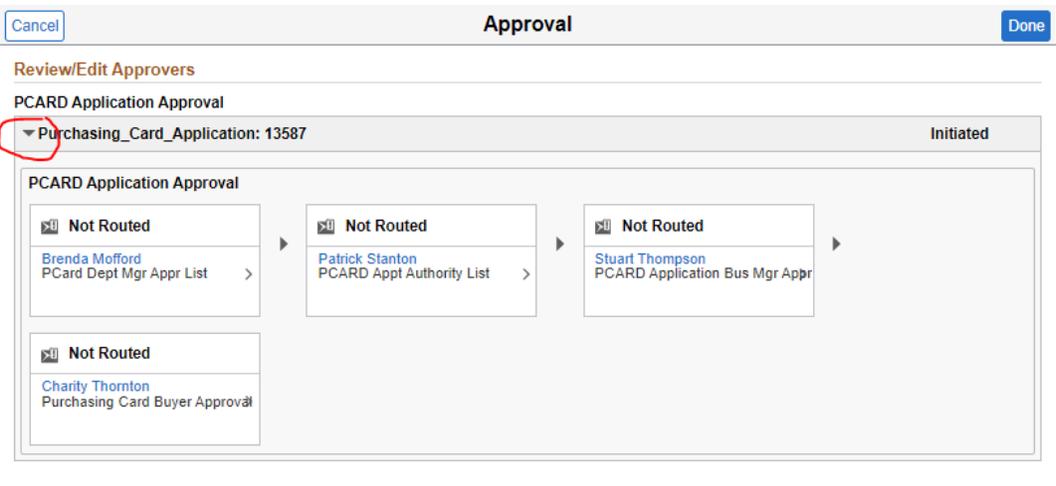
Seq # 13587

Approval Status Initial Created On 01/06/2025

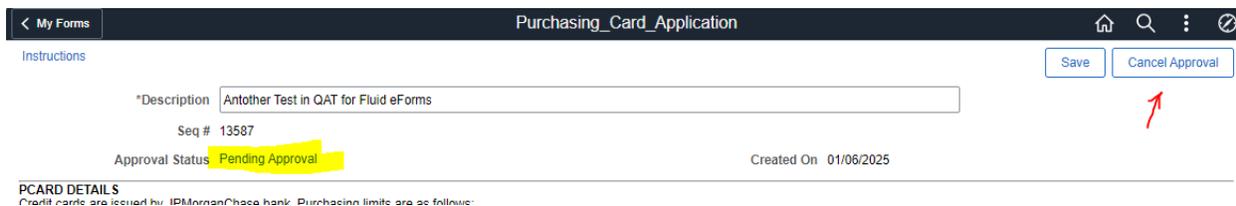
PCARD DETAIL

After saving your eForm, you can continue to edit it, **Preview Approval** path, or **Submit** it for approval. Also, after initially saving it, the **Seq #** will change from the 9999999999999999 placeholder to the unique identifier for this specific form instance that can be used for reference in the future.

If you select the Preview Approval button the Review Approver pop-up area will appear. Expand the section details by clicking on the right pointing triangle, then the triangle will point down indicating it has been expanded.



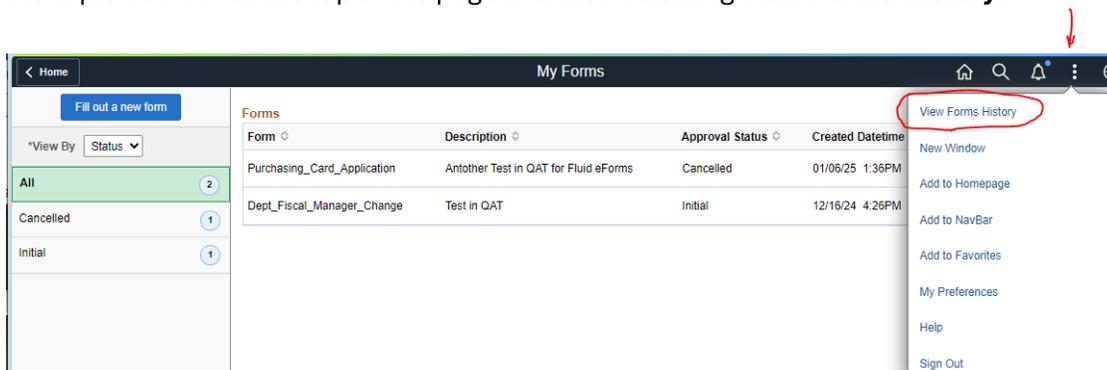
After submitting your eForm for approval the Approval Status will change to **Pending Approval**. Clicking the [Pending Approval](#) link will allow you to review the approval path and see the current approval status.



The **Cancel Approval** button can be used to Cancel the form. It can be resubmitted as needed.

Viewing Forms Previously Submitted

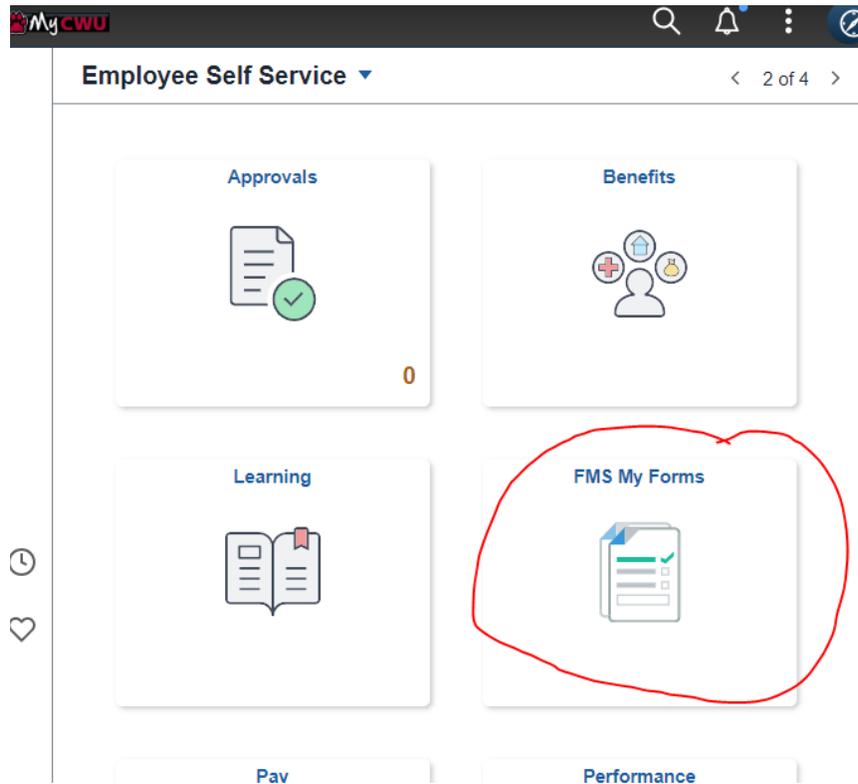
Older forms that are no longer displayed in your current list of My Forms can be displayed by using the triple dot icon at the top of the page and then selecting **View Forms History**.



FMS Fluid eForms on small form factor devices such as cell phones

For small form factor devices, the **FMS My Forms** tile can be used on the **Employee Self Service** home page to navigate to the Fluid FMS My Forms page.

Follow the steps above to select the form you wish to submit.



FMS eForms Approvals via FMS Fluid Path

You can still use the FMS Approvals pagelets with links to approval, however, the eForm Approval links will take you to the new Fluid style Approvals pages:

 FMS Approvals	
Approve Travel Transactions	Manage Requisition Approvals
Manage Requisition Approv(OLD)	Manage eForm Approvals 
Manage Voucher Approvals	Approval Delegation

The FMS Fluid Approvals page lists all eForms pending your review.

Select the row for the form you want to approve and it will open the form page providing visibility to all the information in the eForm.

You can then select **Approve** or **Deny**.

If you are on a smaller form factor device or just using Fluid Tile navigation, look for the **FMS Approvals** tile for reviewing FMS Fluid eForms.

Employee Self Service ▾

