**Hello Users of the Financial Management System (FMS),**

We are transitioning FMS eForm and Approval functionality to the new Fluid format. They will retain the basic core functionality but will have minor navigation and page formatting changes that have a more modern user experience and work better with smaller form-factor devices like phones or tablets.

The current Classic format has menu navigation to each form individually under the Employee Self-Service menu:
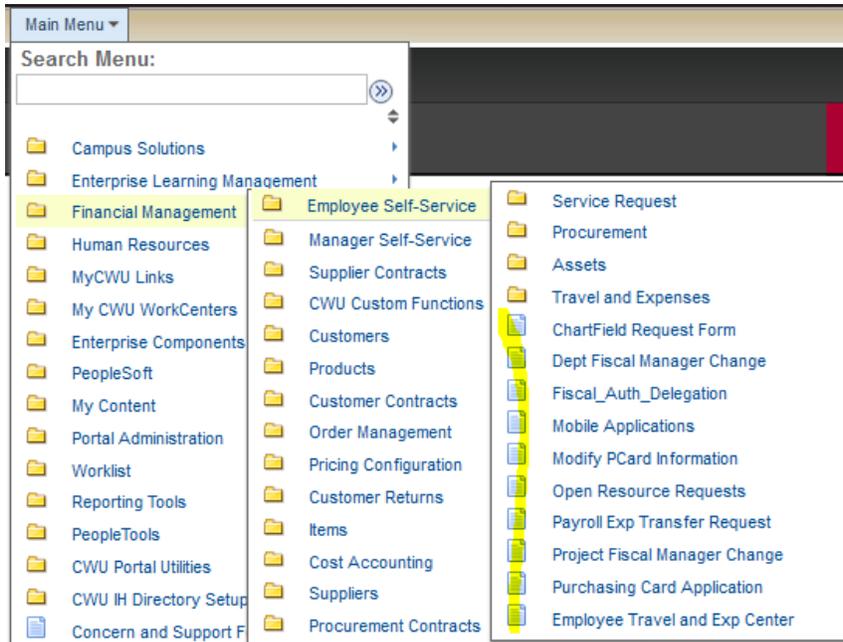

The New Fluid eForm navigation will have them all consolidated in **FMS My Forms** under the Employee Self-Service Menu:
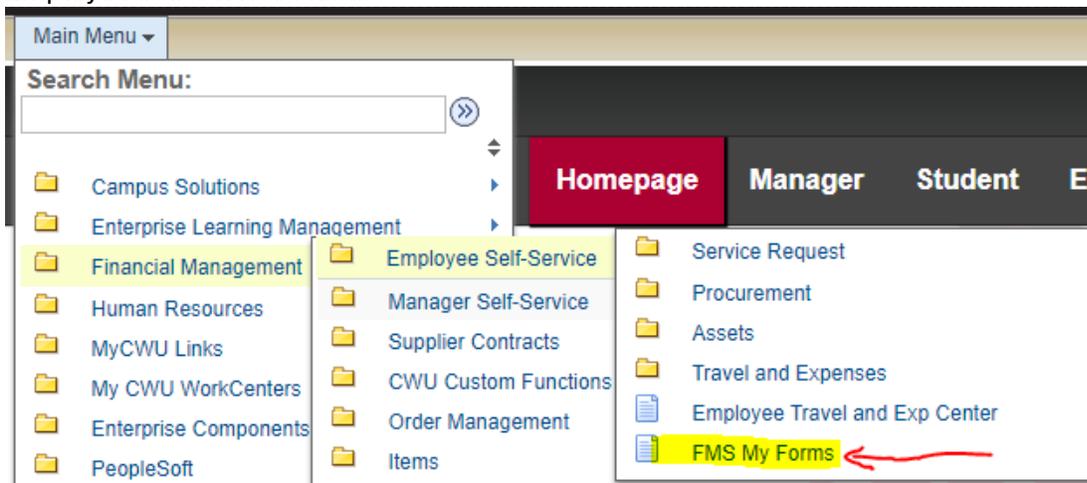
The FMS **My Forms** page is in the new Fluid Format and lists all FMS eForms you are currently working on or have created and submitted for approval. You can click anywhere on the line for the form with the little expand > arrow to open the form to edit or review:
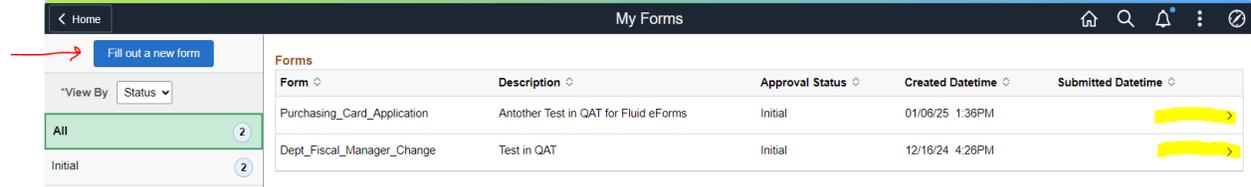
To create a new form, select the blue **Fill out a new form** button (see above).
This will pop up a list of all the FMS eForms you have access to:
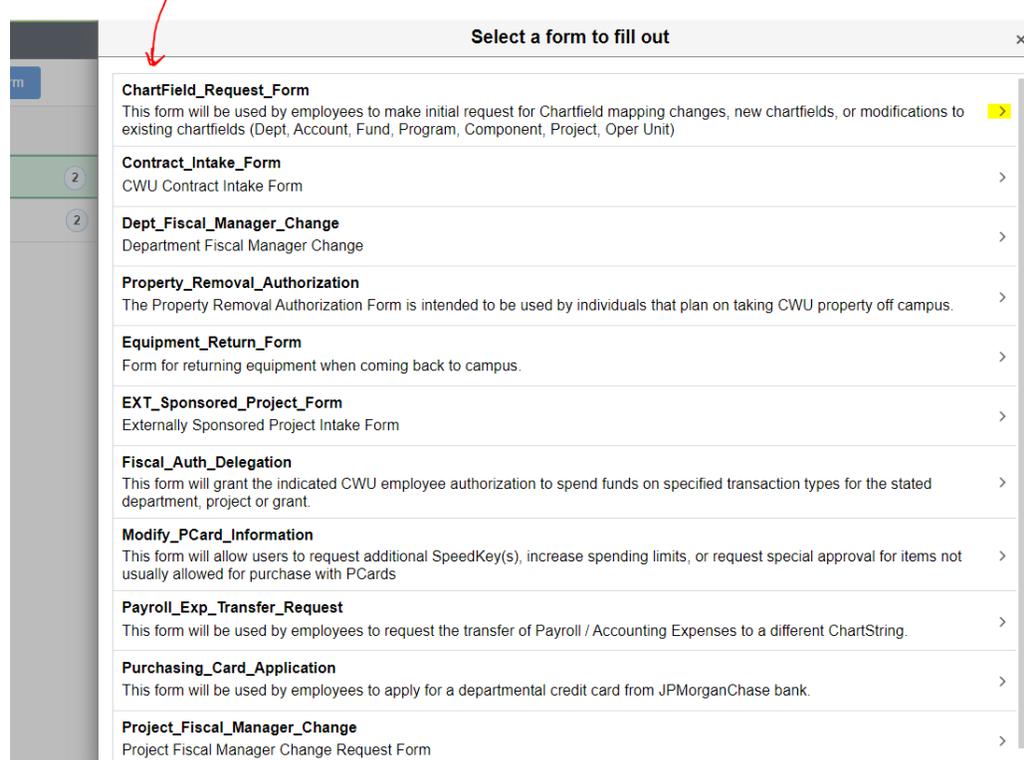
Click anywhere on the line with the little expand > arrow for the form you want to use.
The form will open up for you to fill out - Save and Submit the same way you do now.

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


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.

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 99999999999999 place-holder 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.
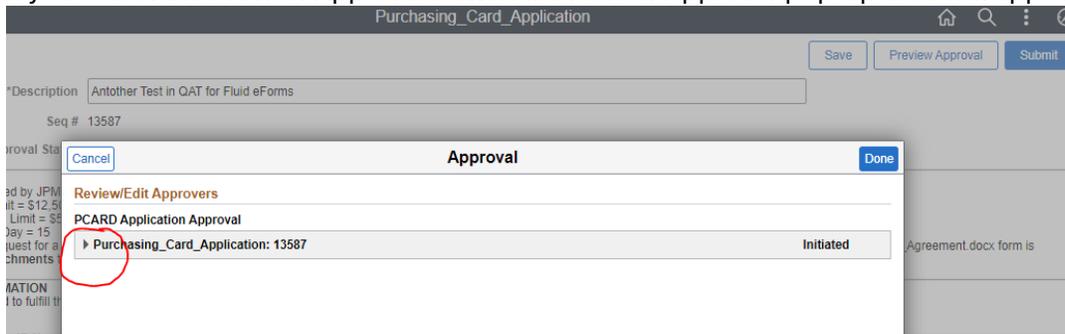
Standard Fluid navigation indicates areas that can be expanded with a right pointing triangle. Selecting that row will expand the section details and the triangle will point down indicating it has been expanded.
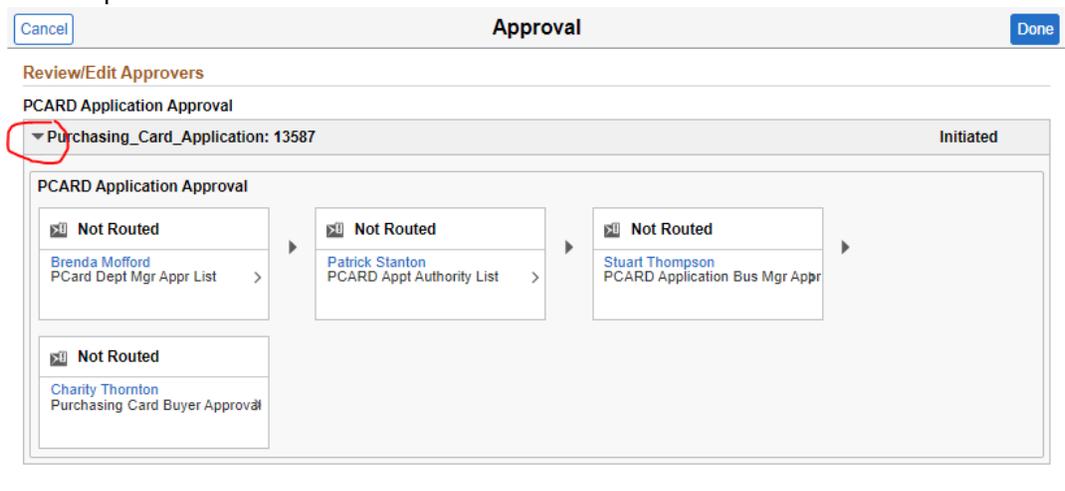

After Submitting your eForm for approval the Approval Status will change to **Pending Approval.** Clicking the Pending Approval link will allow you to review the approval path and see the current approval status.


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

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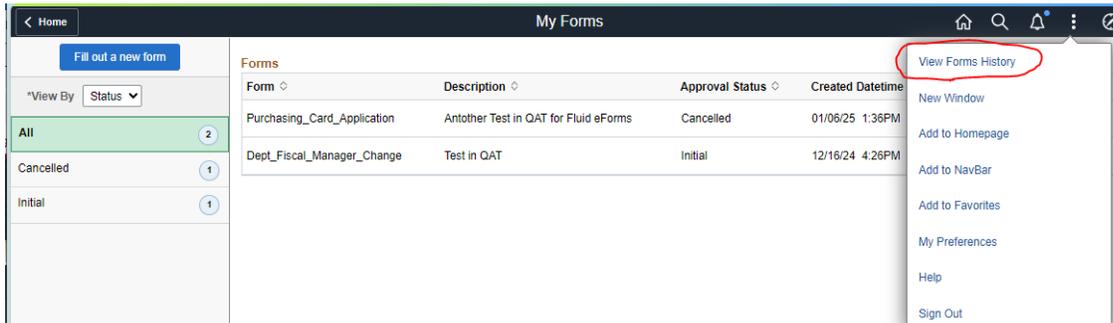
For small form factor devices, the **FMS My Forms** tile can be used on the **Employee Self Service** home page to navigate to the Fluid FMS My Forms page.
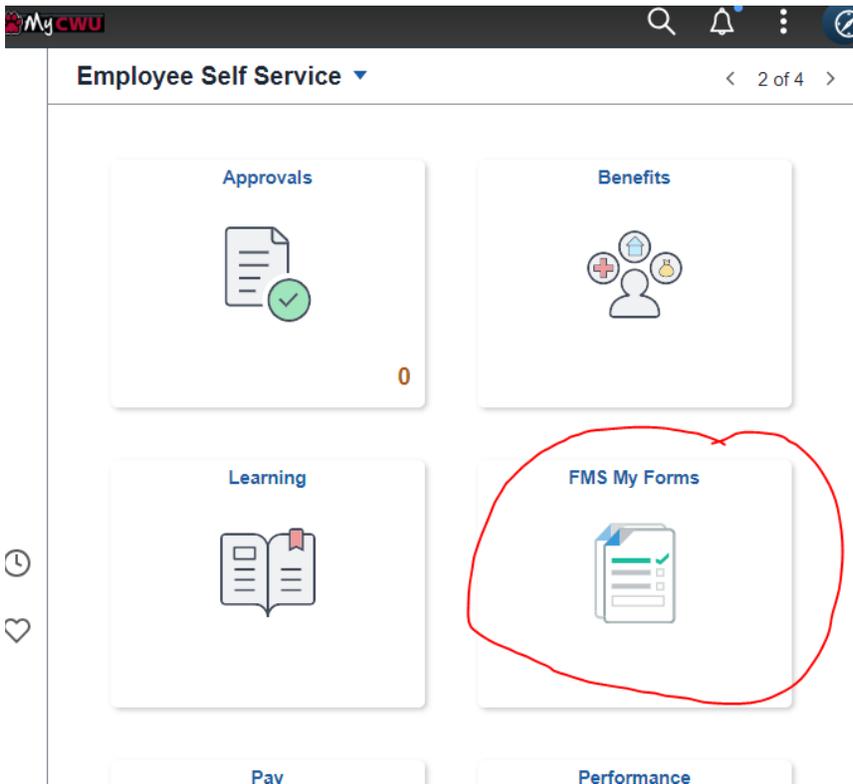
FMS Fluid eForms now also use FMS Fluid Approvals

The navigation to FMS eForm approvals stays the same.
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.

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 ▾

FMS Approvals	Learning	Benefits

1