

# System Level eForms in Managely

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You can upload a System level eForm two different ways. Follow the steps below and choose the one that works best for you

1) Log into the customers page in question, click on the Sites/Systems tab below, click on the Site number and then the System

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2) Click on the eForms tab, and then click the add eForm button

□

3) add a name, description and select the eForm from the templates drop down and click save

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4) You will be transferred to the assignee screen and you can proceed to send the eForm to the recipient

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5) If you prefer to do this from eForms Click on eForms and then Templates

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6) Click on Send Template, add a Name, Description, Template, System and Save

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7) You will be transferred to the assignee screen and you can proceed to send the eForm to the recipient

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