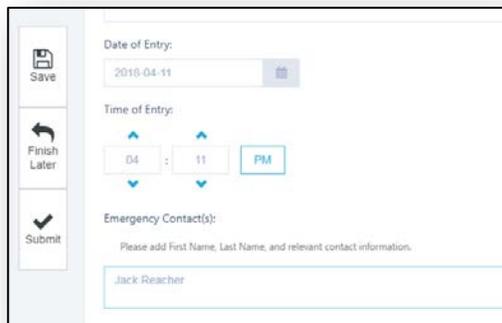


How do I fill out templates that I am assigned?

As a user, you will find the templates that Authors have shared with you upon login.

- To begin filling out a template, choose the “play” button on the right side of the screen across from the template name of your choice.
- Once the template is selected, you’ll be brought into the template.
- The questions that you are presented prompt you for information that you input directly underneath the question.
 - *For more information on the types of questions and what they mean, please see our user guide titled Collect’s Available Questions.*
- Once you have filled out your document, select Save to save it to finish later or Submit to submit it. (Note: if you use Finish Later and do not hit save first, you will lose your entry)

How do I view and export my completed forms?

Completed forms may be viewed in the “Forms” section of the home screen. They will be grouped by template.



- Choose View Forms to expand the listing of completed forms.
- Choose View to view your completed form, or Export CSV to export the single form into a CSV file. Choosing the down tick next to View Forms will present the option to export all completed forms within that template.