Managing Forms

Administrators can import forms into PinPoint as editable PDF's at any time. These forms can then be completed from the File Single Document screen while using Internet Explorer.

1. First, create your form using an external PDF creator. Adobe is an example.
2. Select the Document Type this form applies to.
3. Give the form a Name.
4. Click Browse and upload the form from your workstation.
5. Click Save.

To fill out a form (must be using **Internet Explorer** and have the PDFXViewer installed and have the PDF Tools enabled in your profile):

1. Go to Menu > Filing > Single Document
2. First, select the Document Type that you uploaded the form to.
3. Click the Fx icon above the Document Name field, then click the clipboard icon next to Forms.
4. Select the Form you'd like to open and the form will appear in the document view, and is able to be completed.
5. Once you have completed the form, finish completing the other document details for filing, then click Save.