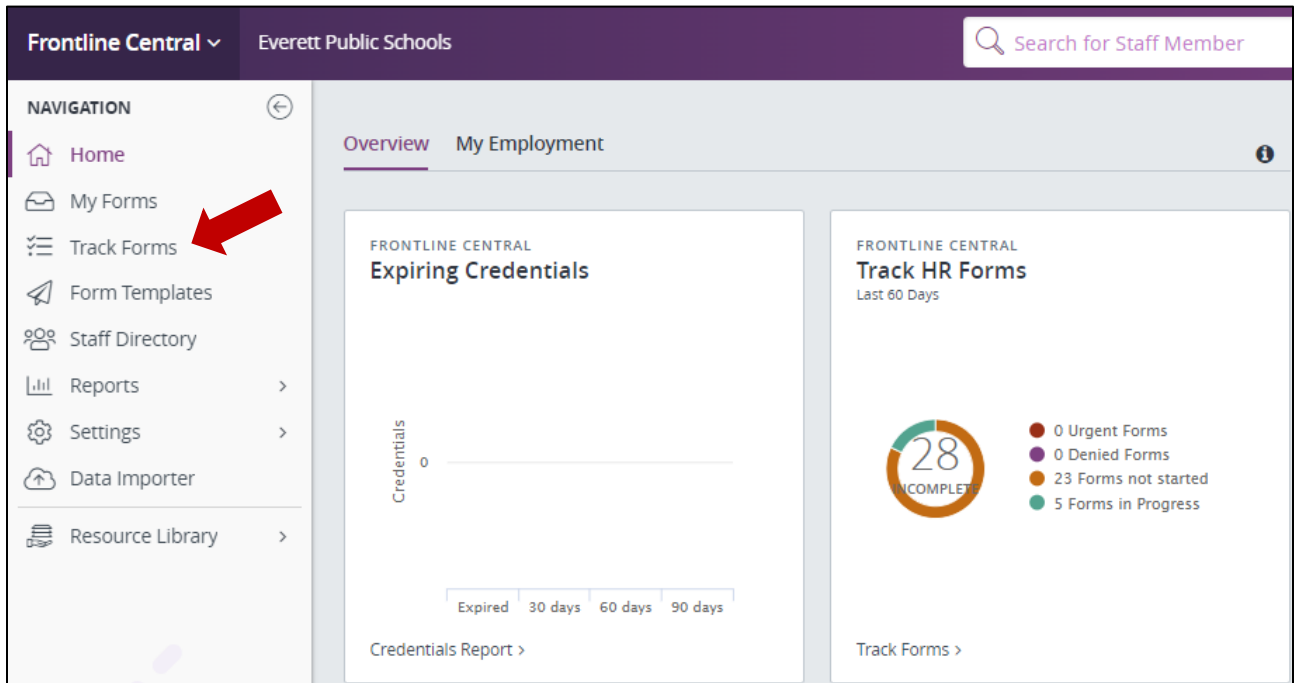


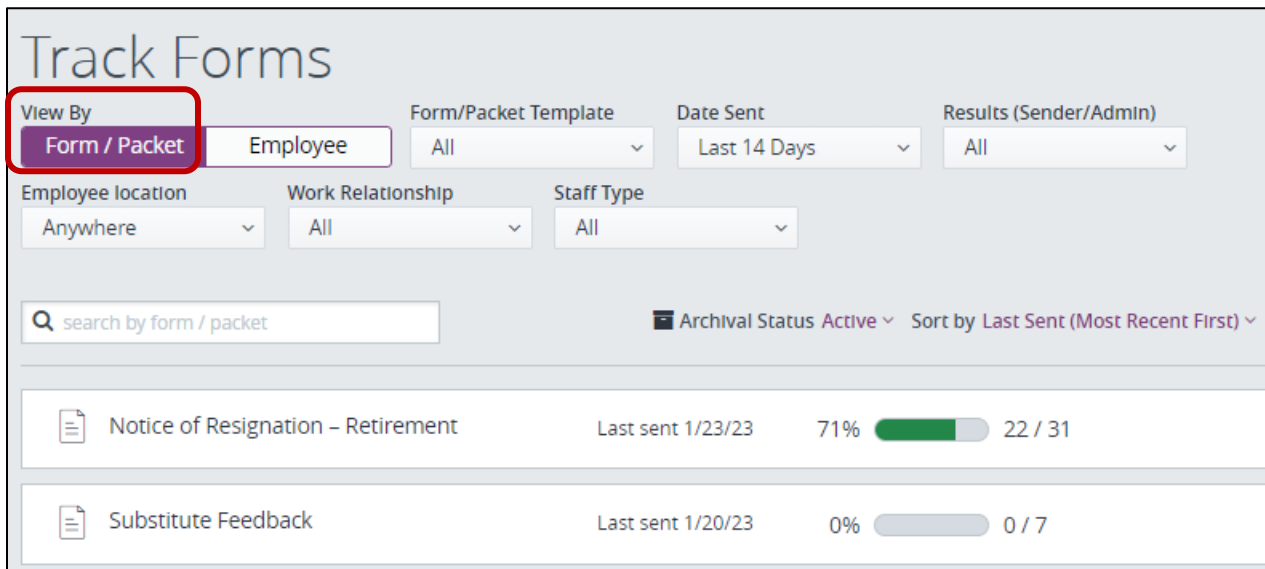
Tracking Forms

Based on your permissions, you can view or access a series of relevant form notifications from the homepage. Select either the **"Track Forms"** link, located within the **"Track HR Forms"** tile on the **"Overview"** tab, or click **Track Forms** from the side navigation



The screenshot shows the Frontline Central interface for Everett Public Schools. The side navigation menu on the left includes links for Home, My Forms, **Track Forms** (highlighted with a red arrow), Form Templates, Staff Directory, Reports, Settings, Data Importer, and Resource Library. The main content area displays the 'Overview' tab with two tiles: 'Expiring Credentials' and 'Track HR Forms'. The 'Track HR Forms' tile shows a progress indicator for 28 incomplete forms, with a breakdown: 0 Urgent Forms, 0 Denied Forms, 23 Forms not started, and 5 Forms in Progress.

The **"Form/Packet"** view opens by default and offers an overview of applicable forms based on what was sent within the past 14 days. You can adjust these filters, as needed, or you can select the second **"Employee"** view.

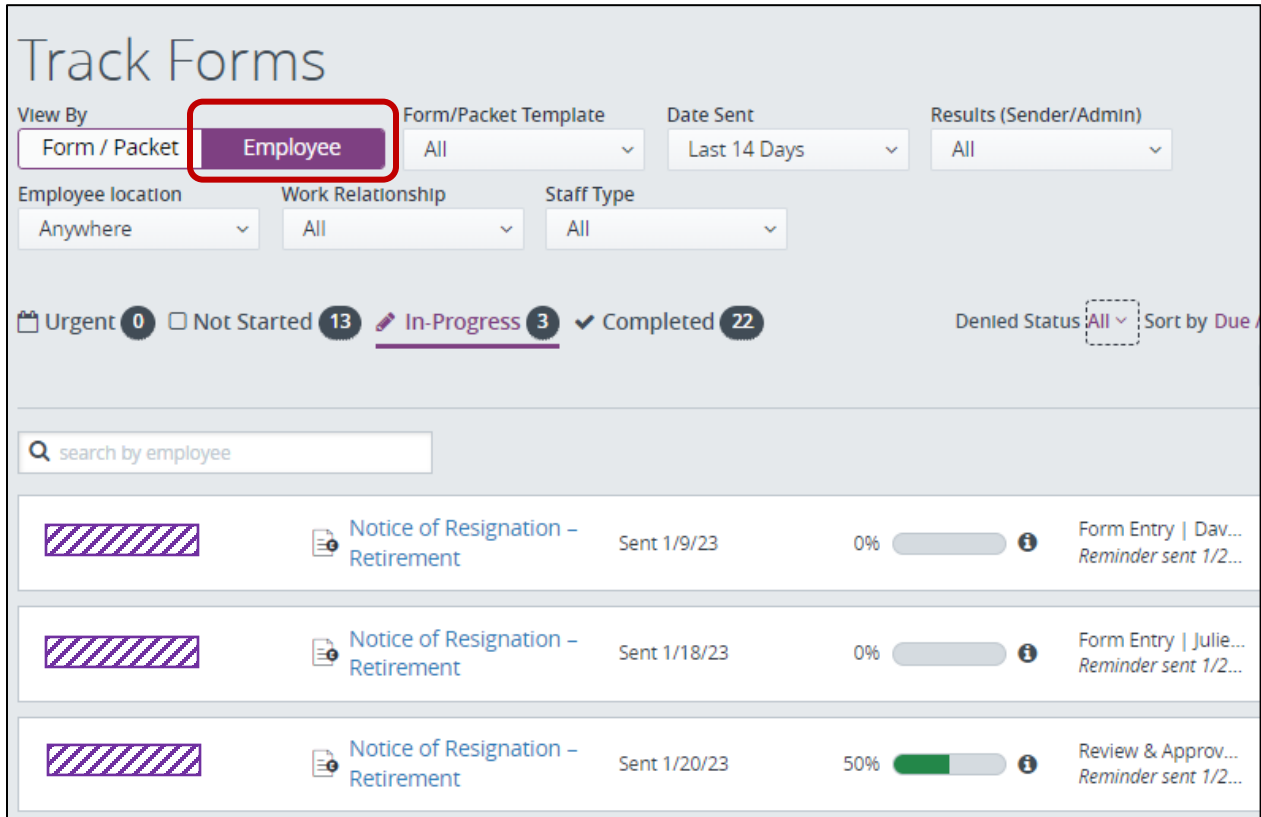


The screenshot shows the 'Track Forms' interface. The 'View By' dropdown is set to 'Form / Packet' (highlighted with a red box). Other filters include 'Form/Packet Template' (All), 'Date Sent' (Last 14 Days), 'Results (Sender/Admin)' (All), 'Employee location' (Anywhere), 'Work Relationship' (All), and 'Staff Type' (All). A search bar is available for searching by form/packet. The table below shows the list of forms:

Form/Packet Template	Date Sent	Progress	Results (Sender/Admin)
Notice of Resignation – Retirement	Last sent 1/23/23	71% <div><div></div></div>	22 / 31
Substitute Feedback	Last sent 1/20/23	0% <div><div></div></div>	0 / 7

Frontline: Central Admin Tracking Forms

The employee view categories the forms by their status. This includes "Urgent," "Not Started," "Denied," "In-Progress," or "Completed" tabs.









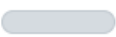





Track Forms

View By: **Form / Packet** **Employee** Form/Packet Template: All Date Sent: Last 14 Days Results (Sender/Admin): All

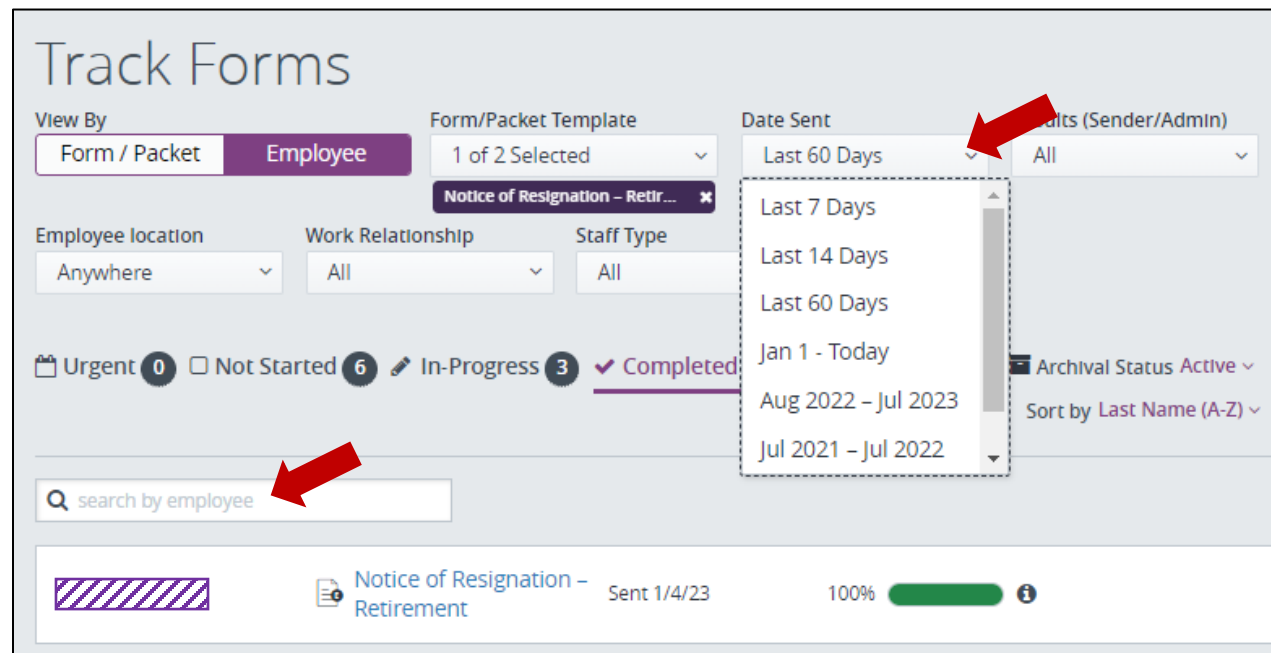
Employee location: Anywhere Work Relationship: All Staff Type: All

Urgent 0 Not Started 13 **In-Progress 3** Completed 22 Denied Status: All Sort by Due

search by employee

	 Notice of Resignation – Retirement	Sent 1/9/23	0% 	 Form Entry Dav... Reminder sent 1/2...
	 Notice of Resignation – Retirement	Sent 1/18/23	0% 	 Form Entry Julie... Reminder sent 1/2...
	 Notice of Resignation – Retirement	Sent 1/20/23	50% 	 Review & Approv... Reminder sent 1/2...

The Track Forms page includes a series of filter options for both the tab portion and forms section, as well as a search option at the top of the page.



Track Forms

View By: **Form / Packet** **Employee** Form/Packet Template: 1 of 2 Selected Date Sent: Last 60 Days Results (Sender/Admin): All





Employee location: Anywhere Work Relationship: All Staff Type: All

Urgent 0 Not Started 6 In-Progress 3 **Completed 3** Archival Status Active Sort by Last Name (A-Z)

search by employee

Notice of Resignation – Retir...

Last 7 Days
Last 14 Days
Last 60 Days
Jan 1 - Today
Aug 2022 – Jul 2023
Jul 2021 – Jul 2022

	 Notice of Resignation – Retirement	Sent 1/4/23	100% 	
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