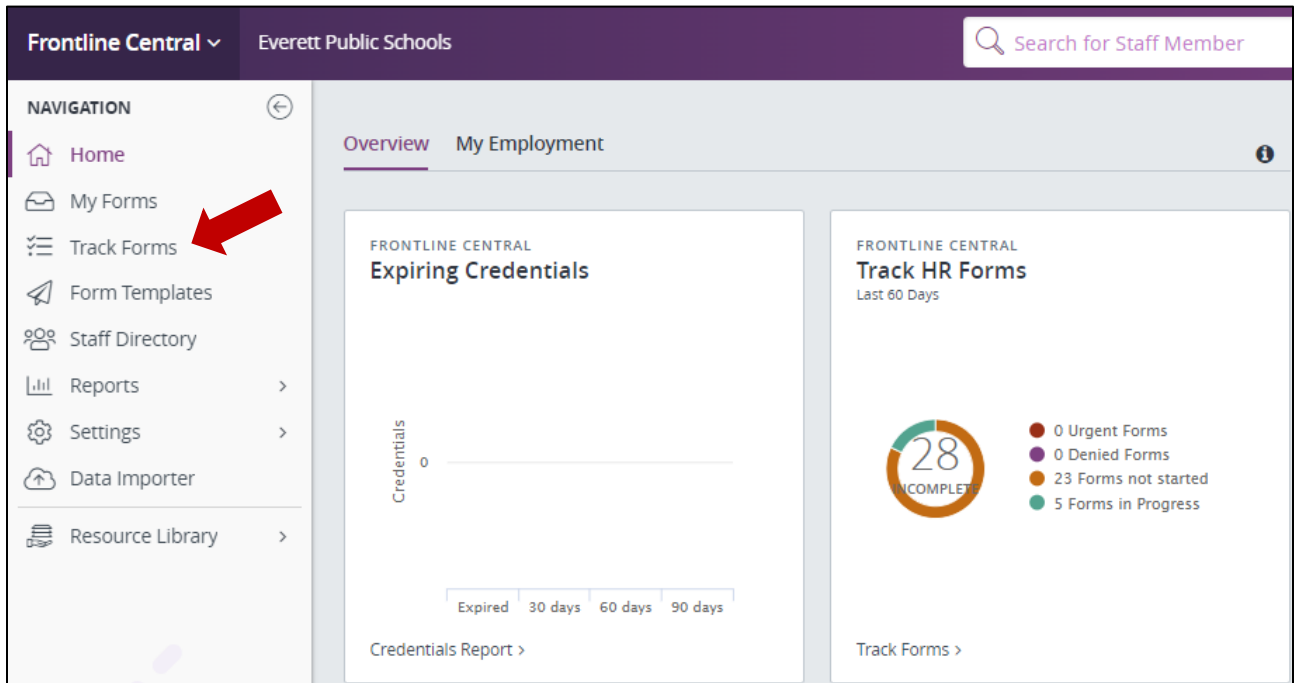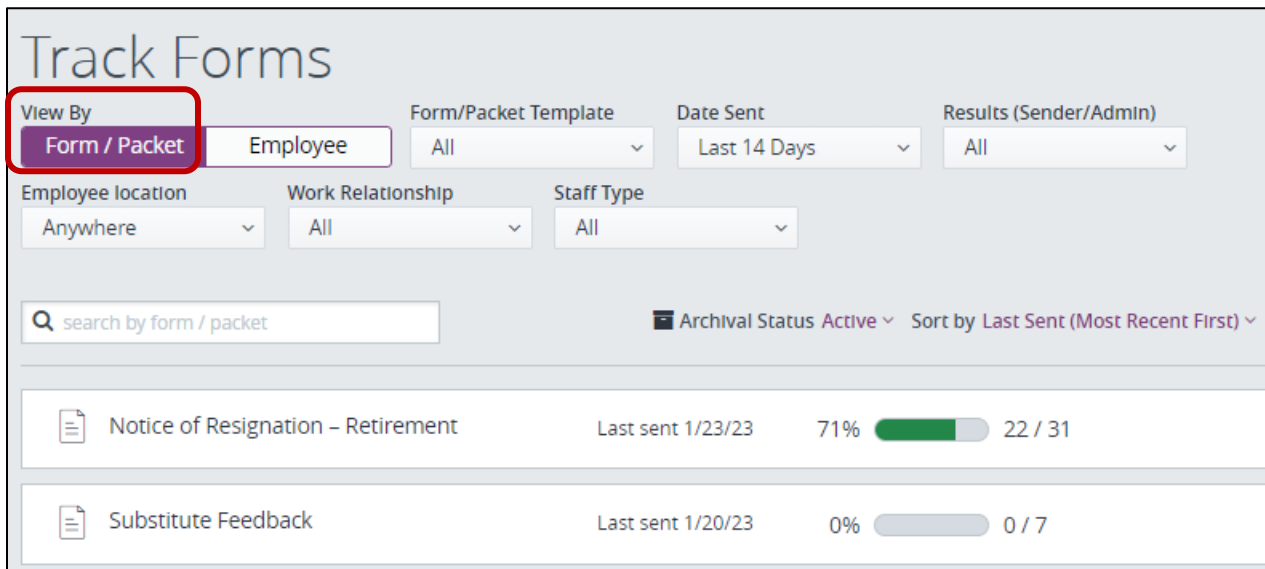# Tracking Forms

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 "**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.

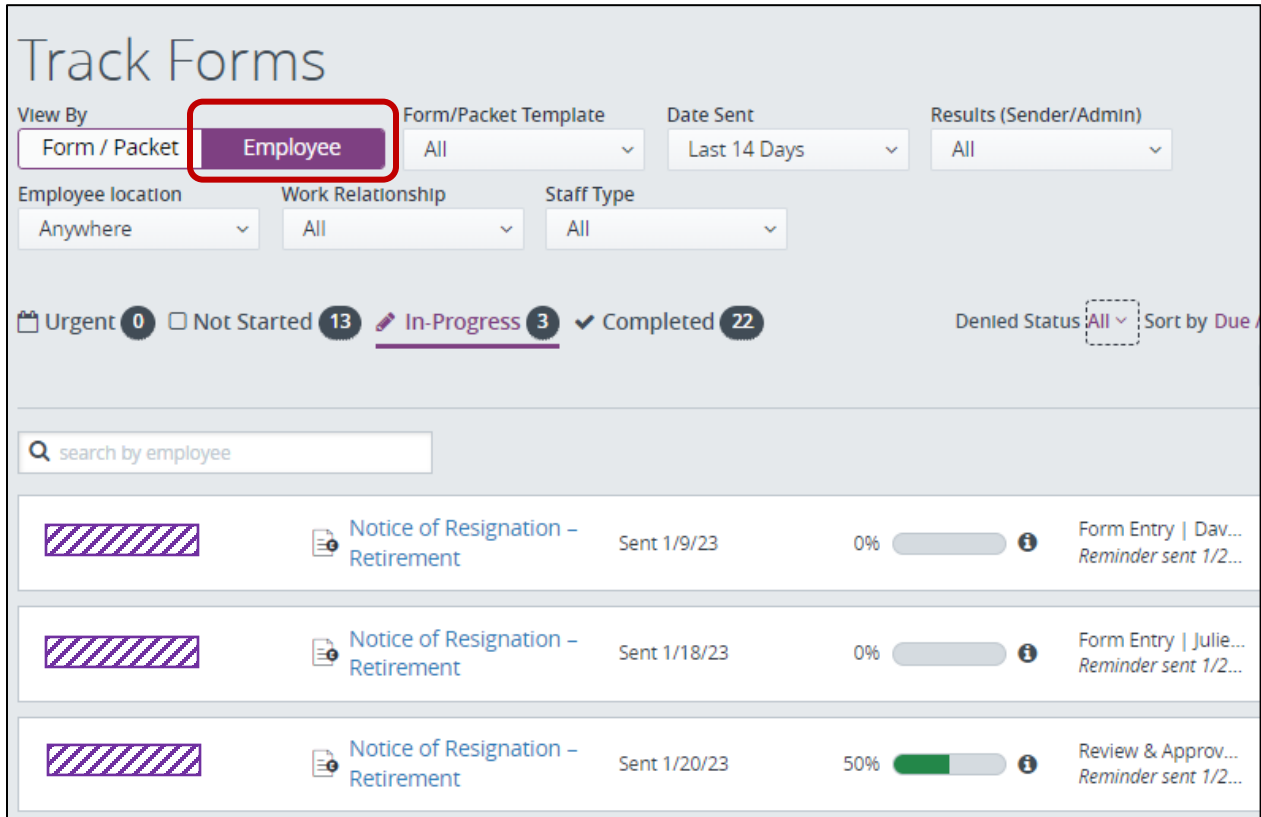The employee view categories the forms by their status. This includes "Urgent," "Not Started," "Denied," "In-Progress," or "Completed" tabs.
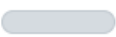
The Track Forms page includes a series of filter options for both the tab portion and forms section, as well as a search option at the top of the page.