



CMS4Schools™

# WEBOFFICE4SCHOOLS INTERACTIVE FORMS



Training Webinar



**01**

Permissions

**02**

Add I-Form

**03**

I-Form Items

**04**

Submit

**05**

Approve/Reject

**06**

Completed  
I-Forms

**AGENDA**



# PERMISSIONS

02

## PERMISSIONS

Groups  
Managers



## I-FORM

- I-Form Title
- Approval Process
- Email Addresses
- Additional Message
- Active



# I-FORM ITEMS

- Text
- Label & Text Box
- Label & Text Area
- Label & Radio Buttons
- Label & Check Boxes
- Drop Down/List Box



## 04 SUBMIT

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**05**

**APPROVE/REJECT**



**06**

**COMPLETED I-FORMS**





# THANK YOU!

**QUESTIONS?**

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