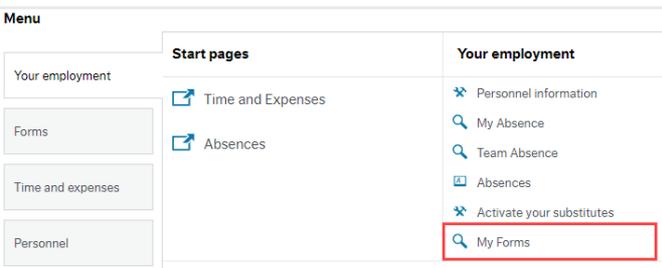


## How to view 'My Forms'

There is now new functionality within Business World that will enable you to view all of your HR forms submitted through Business World in the one place. Please follow the steps below.

**1**



The screenshot shows a menu with three main sections: 'Your employment', 'Start pages', and 'Your employment'. Under 'Your employment', there is a list of items: 'Personnel information', 'My Absence', 'Team Absence', 'Absences', 'Activate your substitutes', and 'My Forms'. The 'My Forms' item is highlighted with a red box.

Navigate to **'Your Employment'** tab then click on the **'My Forms'** button in the Your Employment section.

This will open the My Forms window.

**2**

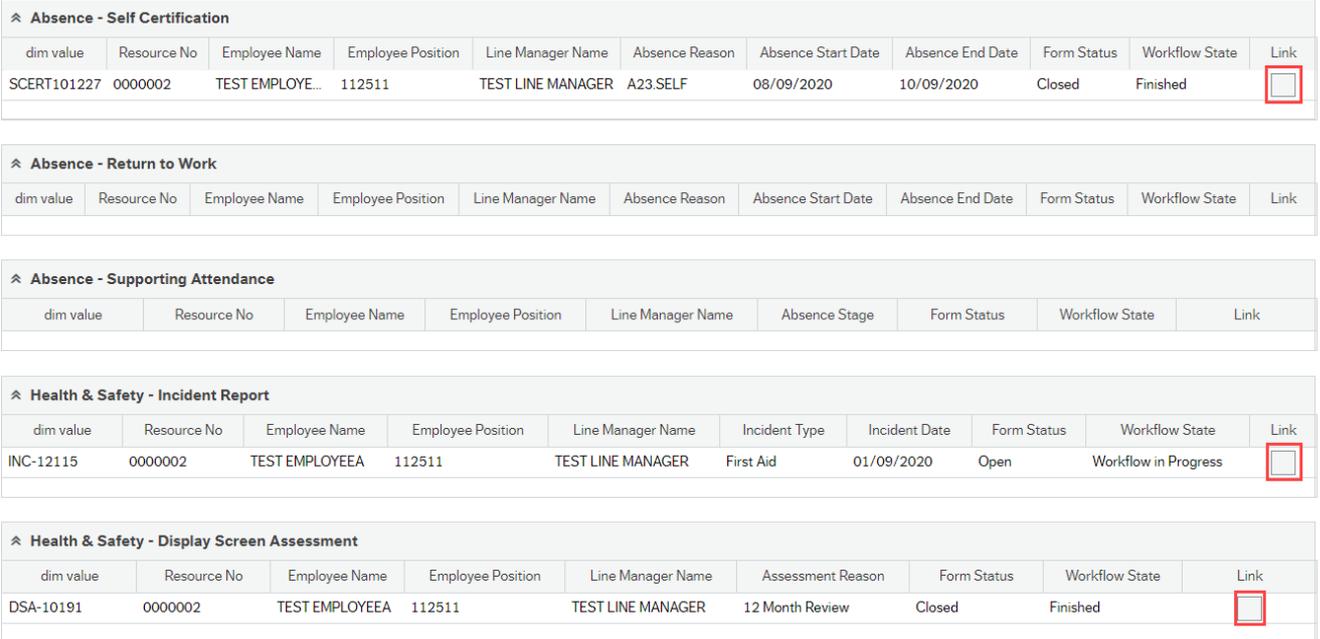


The screenshot shows the 'My Forms' window. It has a search bar for 'Resource ID \*' with the value '0000002' and 'TEST EMPLOYEEA'. There is a 'Form' dropdown menu set to 'ALL (ALL)'. A 'Load' button is highlighted with a red box.

To load all your forms, click on the Load button.

Please note you can filter on the form type by using the Form drop-down.

**3**



The screenshot shows a list of forms under the heading 'My Forms'. There are four sections: 'Absence - Self Certification', 'Absence - Return to Work', 'Absence - Supporting Attendance', and 'Health & Safety - Incident Report'. Each section has a table with columns: 'dim value', 'Resource No', 'Employee Name', 'Employee Position', 'Line Manager Name', 'Absence Reason', 'Absence Start Date', 'Absence End Date', 'Form Status', 'Workflow State', and 'Link'. The 'Link' column for the first row in each section is highlighted with a red box.

Absence - Self Certification										
dim value	Resource No	Employee Name	Employee Position	Line Manager Name	Absence Reason	Absence Start Date	Absence End Date	Form Status	Workflow State	Link
SCERT101227	0000002	TEST EMPLOYE...	112511	TEST LINE MANAGER	A23.SELF	08/09/2020	10/09/2020	Closed	Finished	<a href="#">Link</a>

Absence - Return to Work										
dim value	Resource No	Employee Name	Employee Position	Line Manager Name	Absence Reason	Absence Start Date	Absence End Date	Form Status	Workflow State	Link

Absence - Supporting Attendance									
dim value	Resource No	Employee Name	Employee Position	Line Manager Name	Absence Stage	Form Status	Workflow State	Link	

Health & Safety - Incident Report										
dim value	Resource No	Employee Name	Employee Position	Line Manager Name	Incident Type	Incident Date	Form Status	Workflow State	Link	
INC-12115	0000002	TEST EMPLOYEEA	112511	TEST LINE MANAGER	First Aid	01/09/2020	Open	Workflow in Progress	<a href="#">Link</a>	

Health & Safety - Display Screen Assessment										
dim value	Resource No	Employee Name	Employee Position	Line Manager Name	Assessment Reason	Form Status	Workflow State	Link		
DSA-10191	0000002	TEST EMPLOYEEA	112511	TEST LINE MANAGER	12 Month Review	Closed	Finished	<a href="#">Link</a>		

To view the details of a form, click on the link button.

Please note once a form is closed you can view the information submitted on the form but will be unable to make changes.