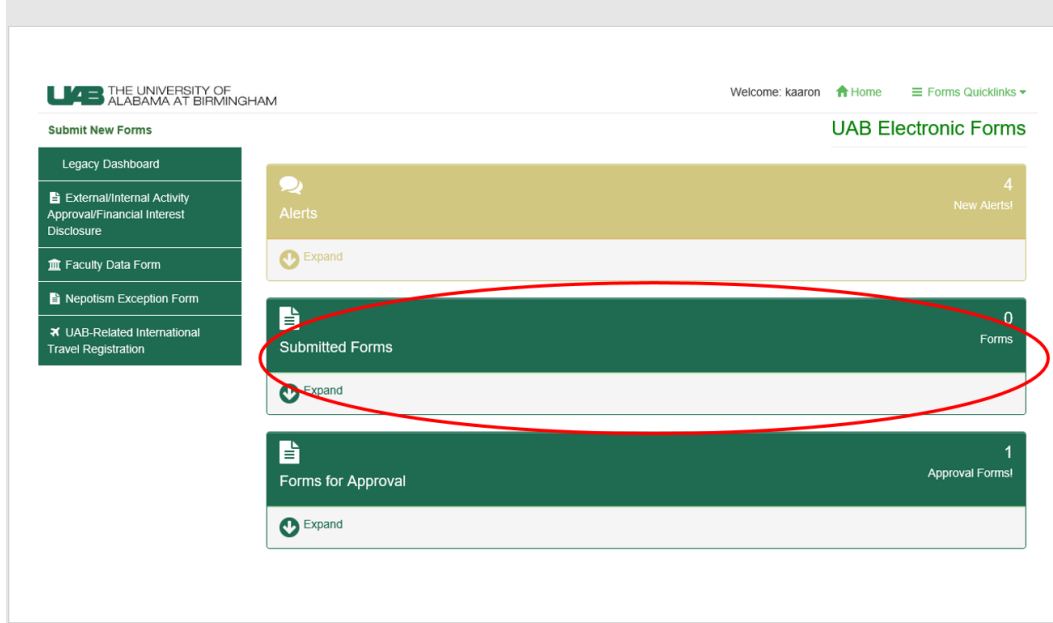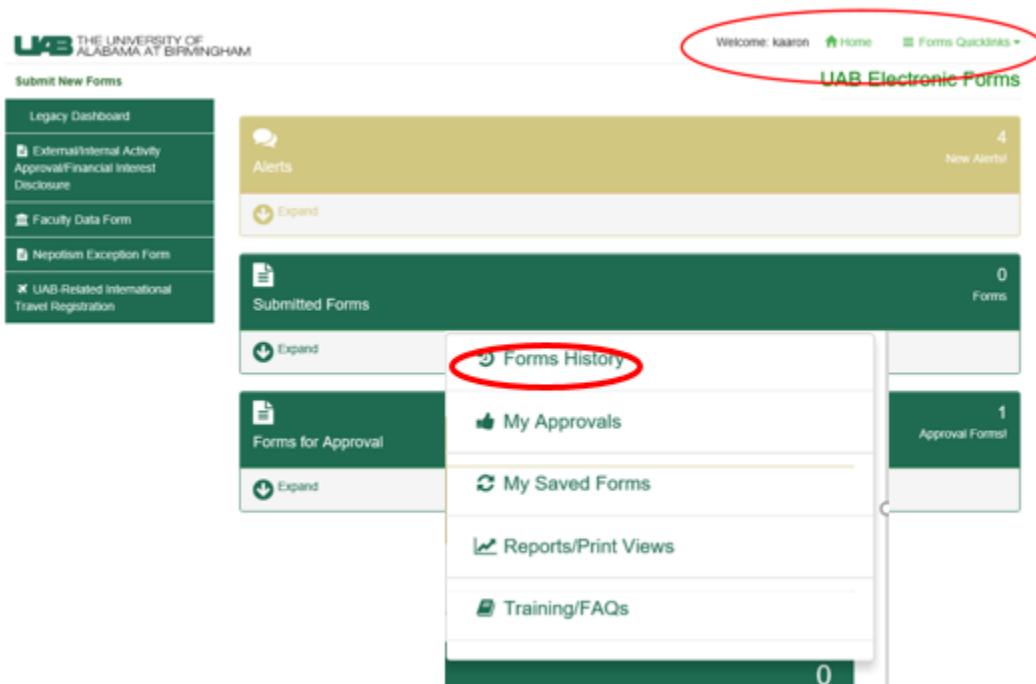# Where is my document quick reference guide?

On the right hand side of the Submitted Forms bar you will see a number of forms that you have submitted, if you click on the expand arrow, you can see links to the submitted forms. This will include all saved forms and submitted forms **in process for the past 7 days**.

Submitted forms **older than 7 days** can be found in Forms History under the Quick links dropdown.

Where is my document quick reference guide?

The search box allows you to search on any of the columns. You also can sort the Submitter and Created columns by clicking on the column header. The first click will sort in oldest to newest order. To sort newest to oldest, click the column header again. Both search and sort can be used together.
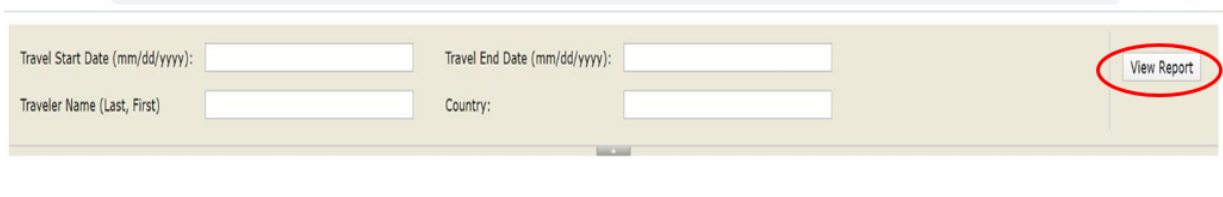
Page navigation is available at the bottom right of the expanded section. You can use this function with both the search and sort functions.

Where is my document quick reference guide?

Submitted forms can be accessed through reporting also. To navigate to reporting, click on Forms Quicklinks and then Reports/Print Views.
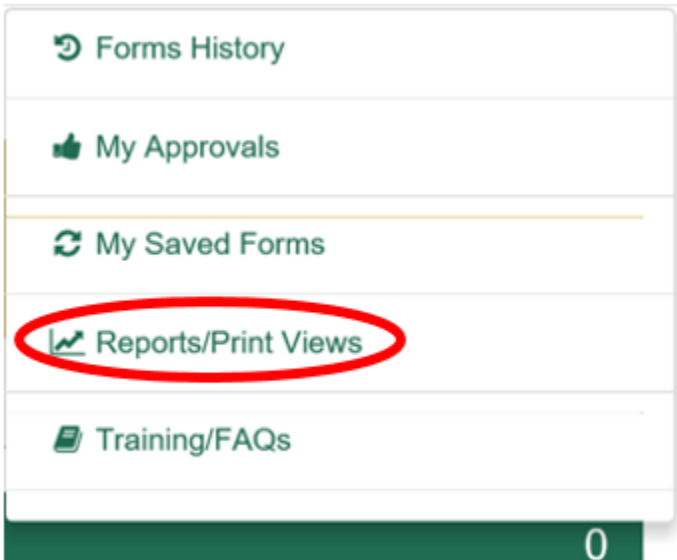
Select the form type that you would like to search and fill out the appropriate filters. Click the View Report button to run the report. All reports from the legacy system will be available through reporting.

If you are still having difficulty locating a submitted form, please open a ticket enter at ticket at uab.edu/techhelp.