

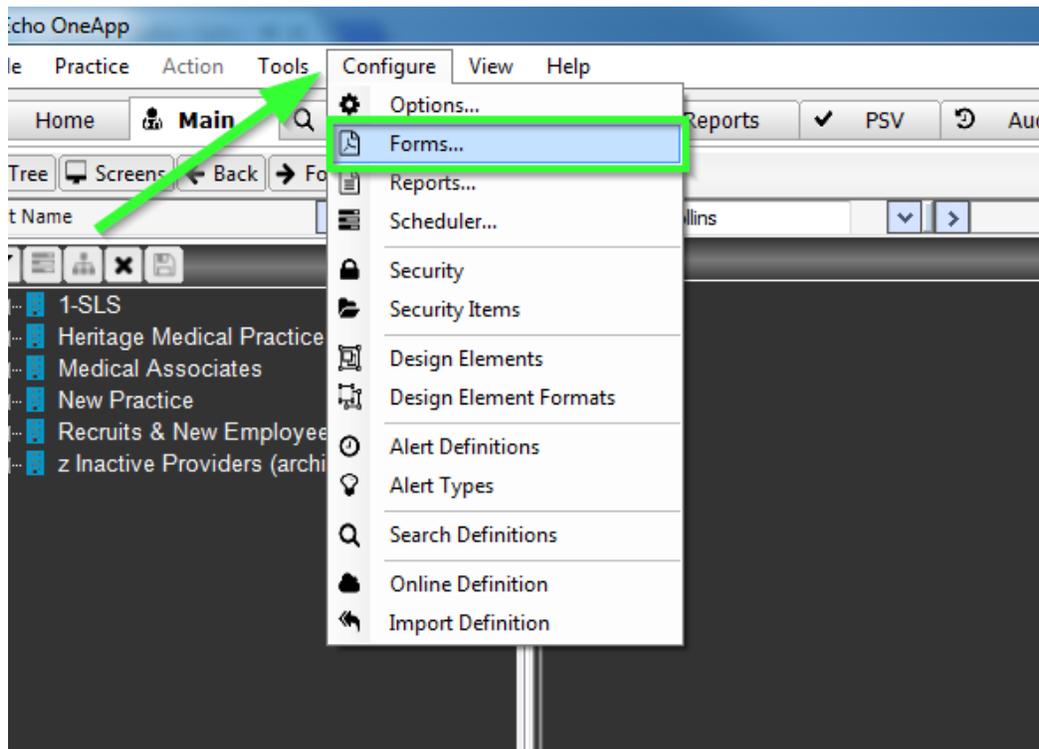
# DOWNLOADING FORMS FROM THE FORMS LIBRARY

## OVERVIEW

This document will outline the steps to import Library forms directly into EchoOneApp.

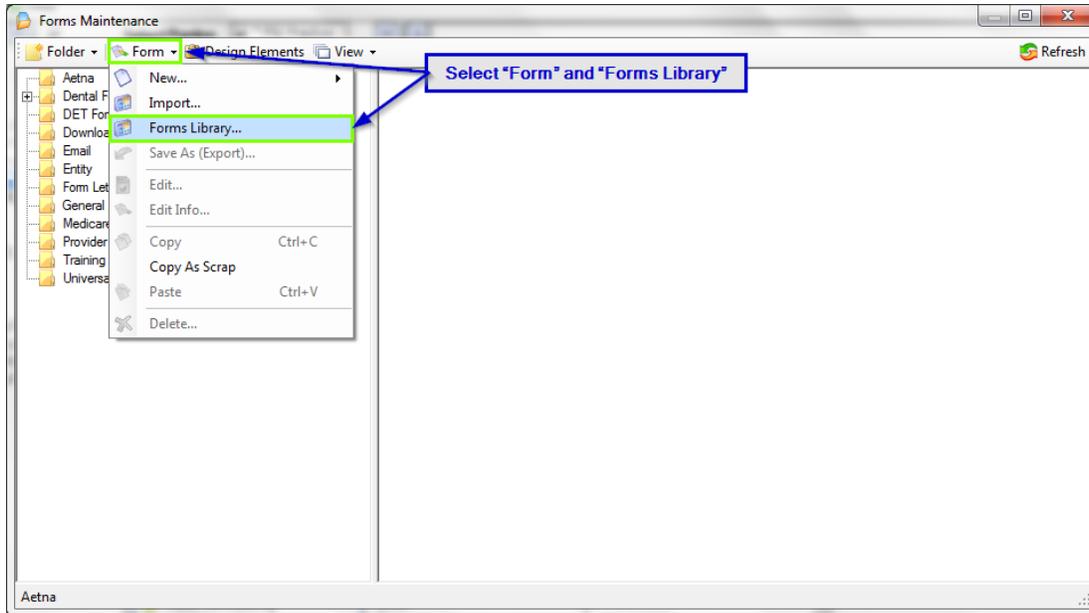
## OPEN FORMS MAINTENANCE

To open Forms Maintenance, Select “Configure” and “Forms”.



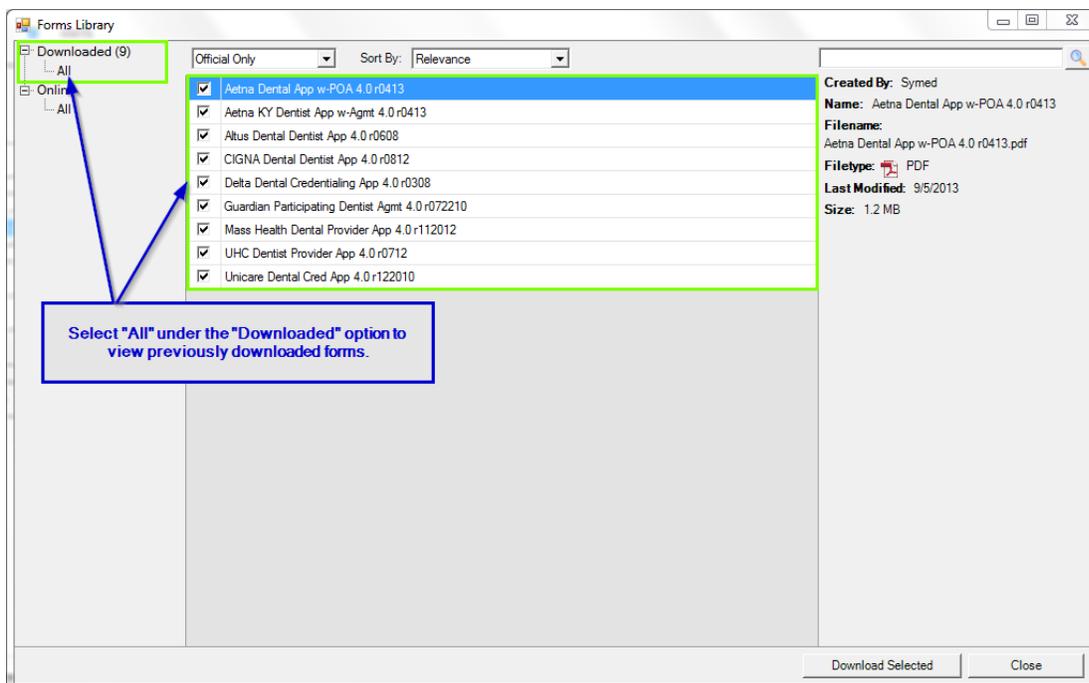
## ACCESSING FORMS LIBRARY

To access the forms library, select "Form" and "Forms Library".

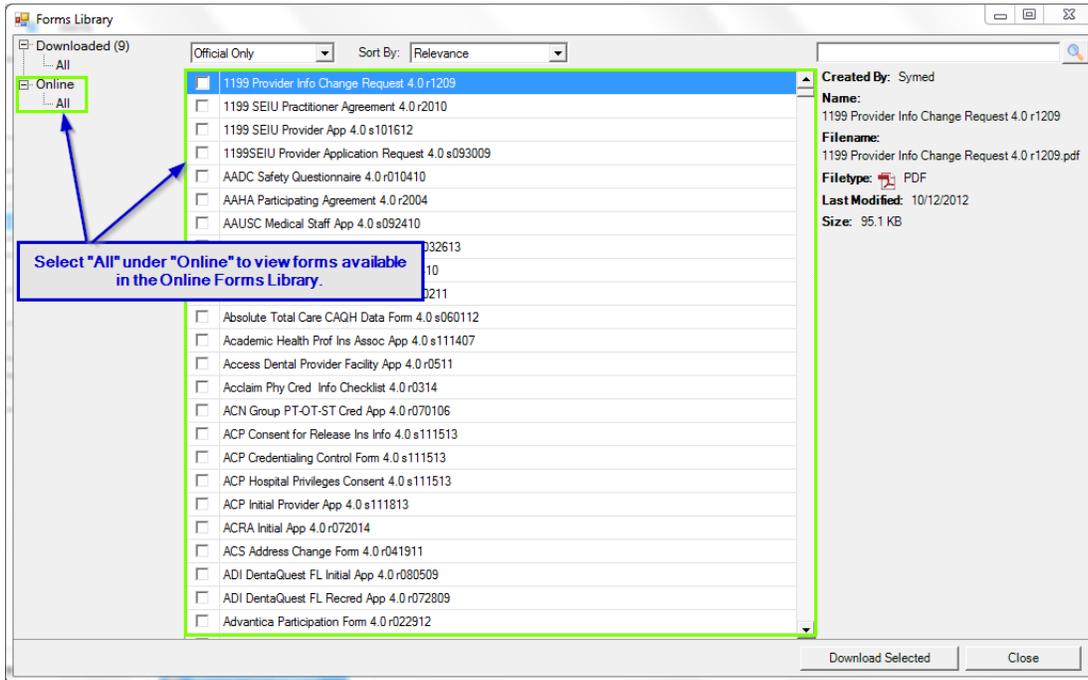


## THE FORMS DOWNLOAD WINDOW

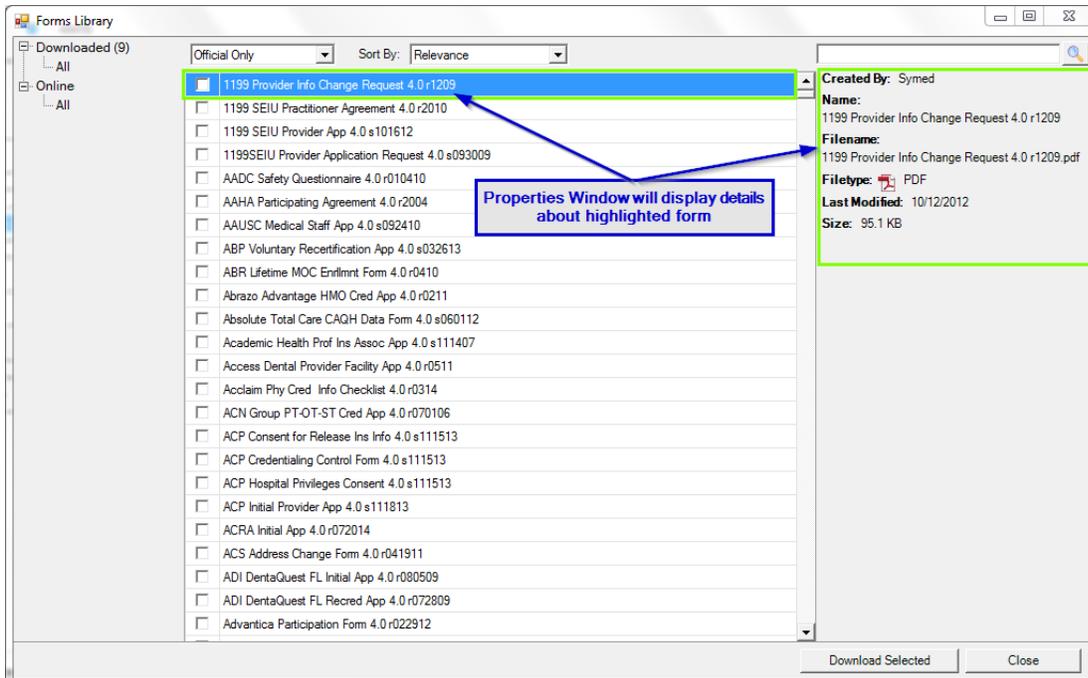
Select "All" under the "Downloaded" option to view previously downloaded forms.



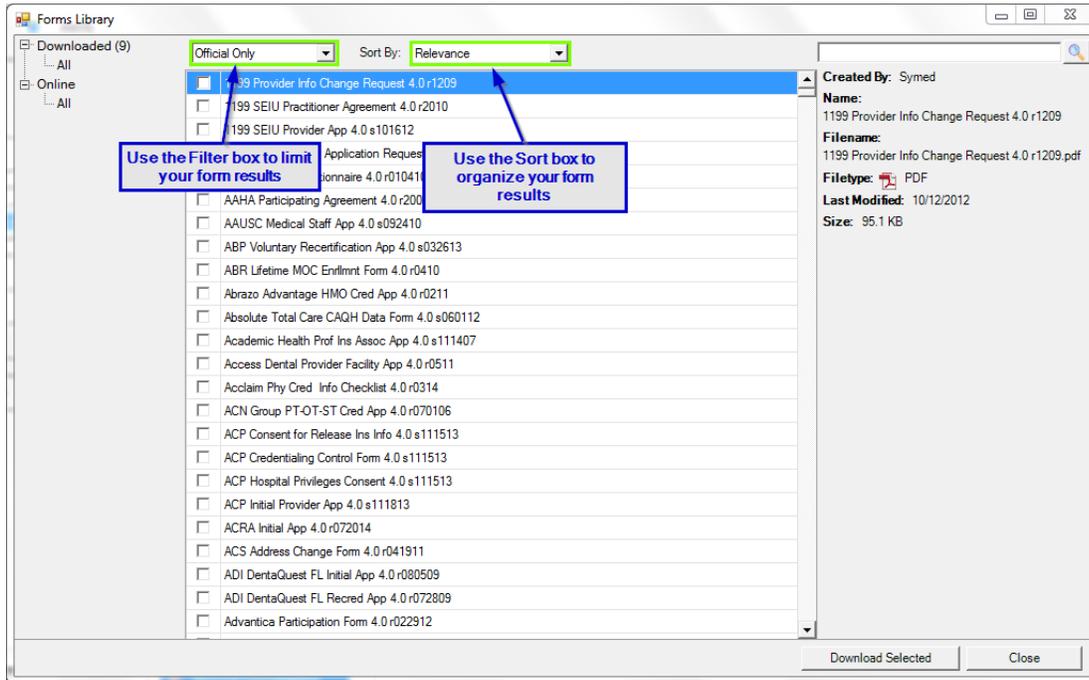
Select "All" under "Online" to view forms available in the Online Forms Library.



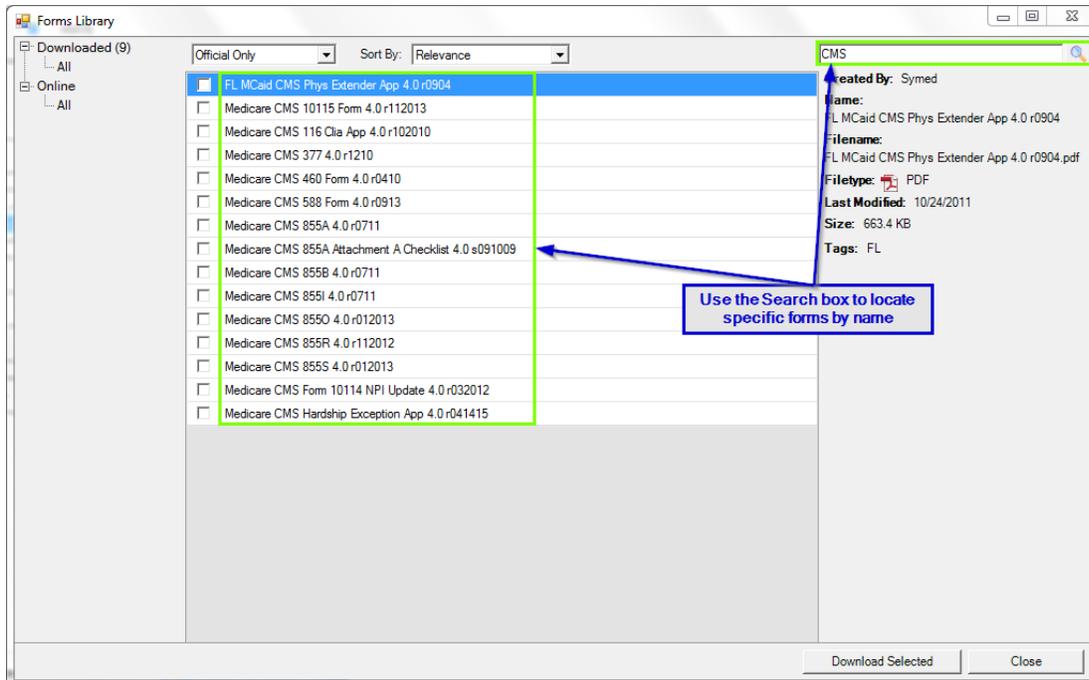
The Form Properties window will display details about the highlighted Form



Use the “Filter” and “Search” boxes to limit the results and the order of available forms.

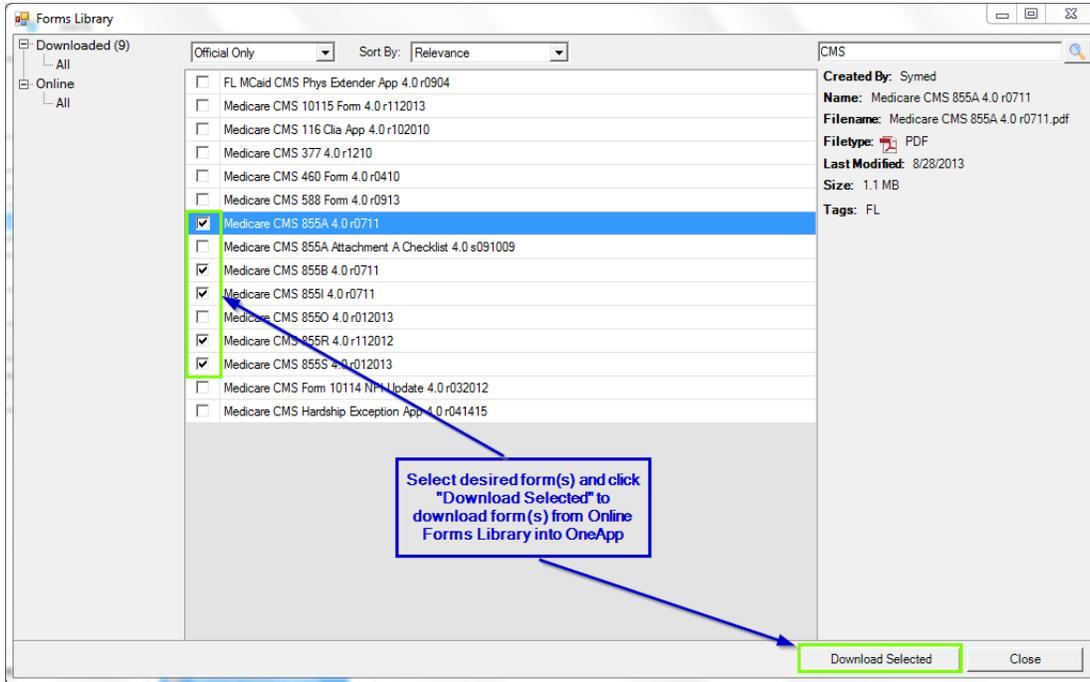


Use the “Search” box to locate specific forms by name.

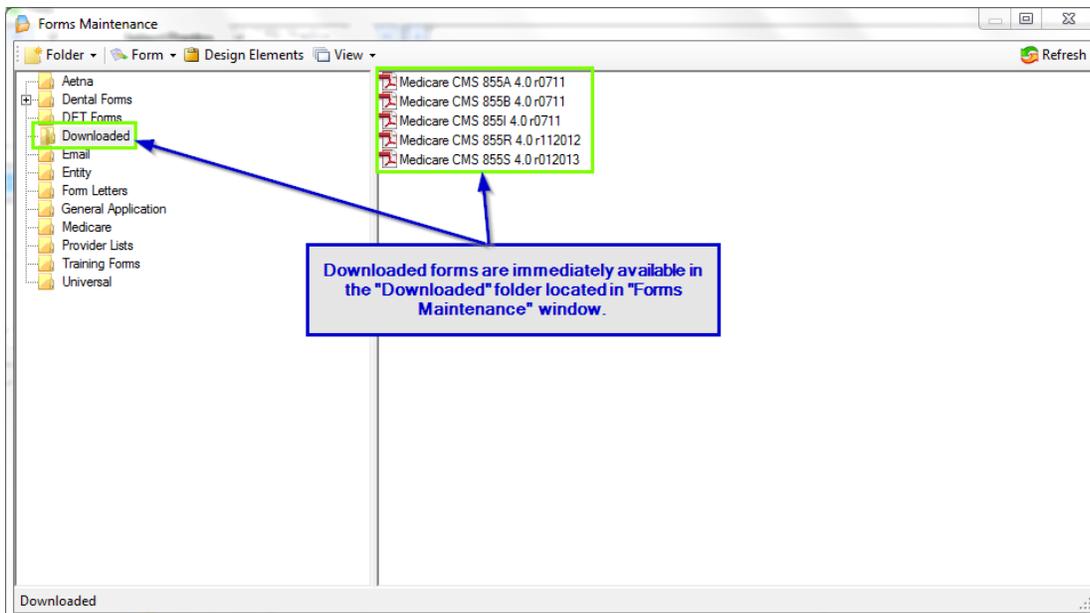


## DOWNLOADING FORMS

Select the desired form(s) and click "Download Selected" to download form(s) from Online Forms Library into EchoOneApp.



Downloaded forms are immediately available in the "Downloaded" folder located in "Forms Maintenance" window.



Forms located in the "Downloaded" folder may be moved to any other existing folder.

## NEED HELP?

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[support@symed.com](mailto:support@symed.com)  
8:00 AM – 5:00 PM Central