## Assign a Form

Assigned forms appear to users in the My Forms section of GAL.

1. To assign a form, click the Forms icon in the navigation bar, and open the form you wish to assign.

2. Click the Assigned Forms tab.

3. Locate the user you want to assign from the Select Users pane, then click the user.



4. Select a date and time the form will be assigned to the user in the Due Date section. To assign the form on today's date, click Set to Now.

5. Select the Include Review checkbox if a review is required, then enter the review details in the Add Review Schedule window.

**Add Review Schedule**

Title:

Type: Select a review type ▾

Due Every: [____] Day(s) ▾

Start Date: Set to Now
9/21/2018 AT: 2 ▾ : 06 ▾ PM ▾

6. Click Assign Form.

7. To edit the form, click the entry in the Assigned Forms section, then click Edit Assigned Forms.



**Assigned Forms**

| Assigned To | Due Date | Status | |
|---|---|---|---|
| Plan Reviewer | 09/21/2018 02:06:00 PM | Requested | 🖫 |

Due Date: 09/21/2018 02:06:00 PM

**Edit Assigned Form**