FORMS CONTENT MANAGEMENT USER GUIDE

Forms Content Management Program User Guide

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Introduction

This document provides an introduction to the Forms Content Management Program (FCMP) system and explains how a user can fill, sign, route and track forms. The document is primarily annotated screen shots from the system.

This document is based on the FCMP Test and Evaluation system, which may vary in appearance and functionality from the FCMP production system.

This document will be updated as the system is completed. A reader should always assume that the system has been updated since this document was revised.

What is the Forms Content Management Program?

The Forms Content Management Program (FCMP) is the Army's solution for managing business workflows by automating the predefined business processes and their associated forms and publications. The solution integrates electronic forms software, content management software, and digital signature software.

The FCMP provides a single portal where all forms (departmental forms and eventually command and local forms) can be found, filled, completed, signed, copied, renamed, and added to folders. The portal contains capabilities similar to an e-mail system (e.g., an Inbox). The forms can be routed to other FCMP users for approval. Additionally, the portal includes a forms library, tracking system and has searching and sorting capabilities.

Objectives

This user guide gives the user an overview of all of the capabilities of FCMP by showing and annotating the system's capabilities using screenshots.

Getting Started

Step-by-Step Overview

The use of the system follows some basic steps. Although every form is different, the following example shows how a typical set of users might use FCMP to complete a Request for Leave form.

User A

- 1. Logs into FCMP.
- 2. Goes to Form Finder.
- 3. Locates the form (Request for Leave, DA-31).
- 4. Opens the form.
- 5. Complete the appropriate data.
- 6. Save the form. The form is saved into the user's drafts.
- 7. Select the form in the Drafts and click Route.
- 8. Complete the routing information for User B.
- 9. Continue with other work or log out. User A can continue to track this form using the FCMP Tracking capability.

User B

- 1. Logs into FCMP.
- 2. Goes to Inbox.
- 3. Clicks on the form name and the form opens.
- 4. Enters any additional information and signs, if appropriate.
- 5. Save the form. The form is saved back into the Inbox.
- 6. Select the form in the Inbox and click Route.
- 7. Complete the routing information for the next user, if any.
- 8. Continue with other work or log out. User B can continue to track this form using the FCMP Tracking capability.

Note: This is an example; the basic steps of finding a form, filling it out, using the Inbox and Drafts, and routing and tracking are the same for all forms.

Login to Forms

The Forms Content Management Program can be accessed via the Internet at

https://www.us.army.mil/suite/login/welcome.html

AKO Login



Figure 1 Login Screen

Link to "Forms" Portal



Figure 2 Forms Portai Link

Using the Forms Content Manager

Welcome Page



Figure 3 Welcome Screen

Form Finder – Search by Form Title



Figure 4 Welcome Screen – Using the Form Finder

The user cli	cks on the form title PA_1_0_FL/Session form.	onCheckServlet?acti	ion=search&field.u	ıserid=calvin	🗖 🗖	\mathbf{X}
	Form Sea	arch Resi	ults 🗧		Form Find a list of for meet the s criteria. The was enter	er displays ms that search he letter "a'
Form Number	Form Title	Published Date	Signature Enabled	Form Ve	search ene displays a	gine ny form tha
AF 40	Authorization For Inactive Duty Training	Dec 01, 1977 00:00:00 GMT	no	No versio	has the let Form Title	tér "a" in th
AF 910	🗅 Enlisted Performance Report (AB thru TSgt)	Jun 25, 2007 00:00:00 GMT	YES	No versio	n found	
AF 931	Performance Feedback Worksheet (AB thru TSgt)	Jun 25, 2007 00:00:00 GMT	no	No versio	n found	
AF 988	C Leave Request/Authorization	Sep 01, 1991 00:00:00 GMT	no	4.00		
AF 1206	🗅 Nomination for Award	Jul 01, 2000 00:00:00 GMT	no	5.00		
AF 1288	Application For Ready Reserve Assignment	Aug 03, 2004 00:00:00 GMT	no	1.00		
AF 1768	🖞 HAF Staff Summary Sheet	No date found	no	No versio	n found	
AF 2096	Classification/On-The-Job Training Action	Feb 01, 1985 00:00:00 GMT	no	1.00		
AFSPC 1768	AFSPC ESS DKO Version 1.1	No date found	no	No versio	n found	
DA 2-2	INSERT TO DA FORM 2-1 RECORD OF COURT-MARTIAL CONVICTION	Nov 01, 1974 00:00:00 GMT	no	1.00		
DA 4	DEPARTMENT OF THE ARMY CERTIFICATION FOR AUTHENTICATION OF RECORDS	Feb 01, 1998 00:00:00 GMT	no	1.10		
DA 5-129	GAGE OBSERVATION	Oct 01, 1956 00:00:00 GMT	no	1.00		
DA 8-272	CENTRALIZED MATERIEL SECTION - NON-EXPENDABLE TECHNICAL EQUIPMENT CHARGEOUT RECORD	Mar 01, 1961 00:00:00 GMT	no	1.00		
DA 10-161	INDUSTRIAL STORAGE BATTERY SERVICE RECORD	Mar 01, 1959 00:00:00 GMT	no	1.00		
DA 11-2-R	B MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT	Jul 01, 1994 00:00:00 GMT	Yes	No versio	n found	
DA 12-99-R	INITIAL DISTRIBUTION REQUIREMENTS FOR PUBLICATIONS	Apr 01, 1996 00:00:00 GMT	no	No versio	n found	
DA 12-R	REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT	Apr 01, 1996 00:00:00 GMT	yes	2.01		
DA 17	REQUISITION FOR PUBLICATIONS AND BLANK FORMS	Oct 01, 1979 00:00:00 GMT	Yes	3.00		
DA 17-1	REQUISITION FOR PUBLICATIONS AND BLANK FORMS (Continuation sheet)	Oct 01, 1979 00:00:00 GMT	no	2.20		
DA 31	C REQUEST AND AUTHORITY FOR LEAVE	Sep 01, 1993 00:00:00 GMT	Yes	5.02		
DA 54	RECORD OF PERSONAL EFFECTS	May 01, 1999 00:00:00 GMT	Yes	1.00		
DA 61	D APPLICATION FOR APPOINTMENT	Jun 01, 1981	ves	2.01		~

Figure 5 Search Results for Search by Form Title

The user clicks on the form title

ps://myforms.us.army.mil/wps/PA_1_0_FL/DownloadFormServlet?field. □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	formtype=DA%2010598 U.S. ARMY forms Content Ma	field.us - Micr 7 11121/Jannen	osoft Int	The form is disp repository when the Form Title in results.	layed from the the user clicks the search	
SERVICE SCHOOL ACADEMIC EVALUA	TION REPORT		DATE (Y)	<u>Г</u> (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	1	
For use of this form (see AK 523-3) the proponent ag 1. LACT NAME - DECT NAME - VICTURE NIT AL	ency is DCS, C-1 2. SSN	1 GRADE	4 DR	5 SPECIALTY/MOSC	-	
		U. VIANUE	4. DI	5. GFEOMETHMOOD		
6. COURGE TITLE	7. NAME OF SCLOCE			0 COMP		
9. THIS S A RETERRED REPORT, DO YOU WISH TO WAKE COMMENTS?	10 DURATION OF CO From:	JRSE (YYYY)	<i>IMDD</i> ! Thru:			
11. PERFORMANCE SUMMARY * . EXCEEDED COURSE STANDARDS (Limited in 20% of cless errolment)	12. DEMONGTRATED / © WRITTEN COMI INCT FVAIU E. ORAL COMMUN DIST FUAL	ADILITIES MUNICATION ATER TUN ICATION	SAT П			
b. ACHIEVED COURSE STANDARDS	C. LEADERSHIP S	KILLS AT=D IIIN	SAT 🗆	SAT DISUPERIOR		
*L. MARGINALLY ACHIEVED COURSE STANDARDS		TO GROUP V	/ORK SAT □	SAT IS IPEDIAR		
*c. FALED TO ACHEVE COURSE STANDARDS	€. EVALUATION O ■ NOT EVALU	FSTUDENT'S AT=⊓ □UN	RESEARC	HABILITY SAT TSUPERIOR		
*Rating must be subscened by comments in ITEM 14. 13. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL YES NO NO (A 'NC'' resconse m	(SUPERIOPAUNSAT FOR SELECTION TO HID wai be supported by comi	Tating must be HER LEVEL S nerta in ITEM	supportea b CHCOLNC 141	ycomments in ITEN 14 VTRAININC?	-	
14. COMMENTS (This item is intended to obtain a word picture of each st performance, intellectual qualities, and communication skills and abilities potential, isedership capabilities, moral and overall protessional qualities respond to recommendations for improving academic or personal effairs.)	tudent that will accurately The namina shouxi also In particular, comments s	and completely discuss breac hould be made	poitiey as: ler aspecis if the stuck	idemic of the student's srt failed to		

Figure 6 Form Displayed (DA Form 1059)

The Service School Academic Evaluation Report, DA 1059 was selected from the search results. A user can display any form located in the Forms Content Manager repository.

Form Finder – Search by Form Number



Figure 7 Search by Form Number

					form Finder displays a list of forms that meet the search criteria. The number "21" w
Form Number	Form Title	Published Date	Signature Enabled	Form Versi	entered and the search engine displays any form that
AF 3215	L IT/NSS Requirements Document	Jun 01, 2001 00:00:00 GMT	no	1.00	has the number "21" in the Form Number.
DA 621	STRATEGIC AND CRITICAL MATERIAL STORED IN ARMY INSTALLATIONS	Mar 01, 2001 00:00:00 GMT	Yes	1.01	
DA 2100-R	MEMORANDUM OF UNDERSTANDING FOR SALE OF UTILITIES SERVICES	Jul 01, 1990 00:00:00 GMT	no	1.00	
DA 2101-R	D SPECIAL PROVISIONS A (S) ELECTRIC SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00	
DA 2102-R	SPECIAL PROVISIONS B (S) GAS	Jun 01, 1976 00:00:00 GMT	no	1.00	
DA 2103-R	SPECIAL PROVISIONS C (S) WATER SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00	
DA 2104-R	D SPECIAL PROVISIONS D (S) SEWAGE SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00	
DA 2105-R	D SPECIAL PROVISIONS E (S) STEAM SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00	
DA 2106-R	B SPECIAL PROVISIONS F (S) REFUSE DISPOSAL SERVICE	Jun 01, 1976 00:00:00 GMT	no	1.00	
DA 2107	D NONAPPROPRIATED FUND - RECEIPT AND DISBURSEMENT VOUCHER	May 01, 1958 00:00:00 GMT	yes	1.00	
DA 2121-R	B RECORD OF GRAVESITE RESERVATION	May 01, 1973 00:00:00 GMT	yes	1.00	
DA 2122	CRECORD OF	Jun 01, 1982 00:00:00 GMT	yes	1.00	
DA 2125	B REPORT TO TRAINING AGENCY	Mar 01, 1999 00:00:00 GMT	no	1.01	
DA 2142	D PAY INQUIRY	Apr 01, 1982 00:00:00 GMT	yes	2.00	
DA 2166-8	DINCO EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	YES	6.00	
DA 2166-8-1	DINCOER COUNSELING AND SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	4.00	
DA 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	Oct 01, 1972 00:00:00 GMT	Yes	2.01	
DA 2182	D INVENTORY OF PUBLIC PROPERTY	Nov 01, 1958 00:00:00 GMT	no	1.00	
DA 2188-R	D DATA SHEET (LRA)	Mar 01, 1991 00:00:00 GMT	no	1.01	
DA 2217	CHRONOLOGY RECORD (Military Personnel Security Case)	Oct 01, 1959 00:00:00 GMT	no	1.00	
DA 2408-21	LIFE RAFT INSPECTION RECORD	Dec 01, 1991 00:00:00 GMT	no	1.00	

This is the result of selecting 2166-8 from the search results shown on the previous page.

https://myforms.us.army.mil/wps/PA_1_0_FL/DownloadForm	iServlet?field.formtype=DA%202166-8&field Microsoft In	ternet Explorer 🔤 🗖 🔀
≱ ∎₩A ₹ ♥ ₽ ⊖100%▼ ●№2		The form is displayed from the
US. AAMT SAVE SAVE AS PRINT	U.S. ARMY FormsContentManagement Mizard Next>>	Edit Compon This Repository when the user clicks the Form Title in the search results.
+ NCO EVALUATION I + For use of this form, see AR 623-3; the pr	REPORT FOR OFF SEE PR/I roponent agency is DCS, G-1.	ICIAL USE ONLY (FOUD) ACY ACT STATEMENT +
PAR	TI - ADMINISTRATIVE DATA	
a. NAME (Last, First, Middle Initial)	b. SSN c. RANK d. DATE OF	RANK C. PMOSC
f.1. UNIT ORG. STATION ZIP CODE OR	APO, MAJOR COMMAND 1.2. STATUS CODE g. REASO	
h. PERIOD COVERED I. RATED J. NON- RATED COVERED WONTHS RATED CODES	0. OF I. RATED NCO'S EMAIL ADDRESS m. UIC (gov or .mit) 0	n. CMD o. PSB CODE
P	ART II - AUTHENTICATION	
a. NAME OF RATER (Last, First, Middle Initial)	SIGNATORE	DATE (YYYYMMDD)
	N DUTY ASSIGNMENT RATER'S AKO EM	AIL ADDRESS (gov. or .mil)
b. NAME OF SENIOR RATER (Last, First, Middle Initial)	SSN SIGNATURE	DATE (YYYYMMDD)
	N DUTY ASSIGNMENT SENIOR RATER S AI	KO EMAIL ADDRESS (gov. or .mil)
c. NAME OF REVIEWER (Last, First, Middle Initial)	SSN SIGNATURE	DATE (YYYYMMDD)
RANK PMOSC/BRANCH ORGANIZATIO	DUTY ASSIGNMENT REVIEWER'S AKO	EMAIL ADDRESS (gov. or .mil)
d. CONCUR WITH RATER AND SENIOR RATER EVALUATIONS	NONCONCUR WITH RATER AND/OR SENIOR RATER E	VAL (See attached comments)
8. RATED NCO: I understand my signature does not constitute agreement or disag the rater and senior rater. I further understand my signature verifies that the admini officialis in Part II, the duty description to include the courseling dates in Part III, ar entries in Part IVo are correct. I have seen the completed report. I am aware of the	reement with the evaluations of SIGNATURE strative data in Part 1, the rating of the APFT and heightweight a appeals process of AR 623-3.	DATE (YYYYMMDD)
PART	III - DUTY DESCRIPTION (Rater)	
a. PRINCIPAL DUTY TITLE	b. DUTY MOSC	
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equ	jpment, facilities and dollars)	
d. AREAS OF SPECIAL EMPHASIS		M

Figure 9 Form Displayed, DA Form 2166-8

The NCO Evaluation Form, DA 2166-8 was selected from the search results. A user can search for and display any form located in the Forms Content Manager repository.



Forms Content Management User Guide

Actions Help Adobe PDF

🕘 https://myforms.us.army.mil/wps/PA_1_0_FL/SessionCheckServlet?action=searchRange&begin=DA 100... 🖕

This is the result of searching by Form Range 2001-3000.

Form Number	Form Title	Published Date	Signature Enabled	Form Version
DA 1045	D ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL	Aug 01, 1990 00:00:00 GMT	no	3.00
DA 1058-R	DAPPLICATION FOR ACTIVE DUTY FOR TRAINING, ACTIVE DUTY FOR SPECIAL WORK, TEMPORARY TOUR OF ACTIVE DU	Jul 01, 1993 00:00:00 GMT	yes	2.00
DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	Yes	1.00
DA 1059-1	CIVILIAN INSTITUTION ACADEMIC	Mar 01, 2006 00:00:00 GMT	Yes	1.00
DA 1085-R	MANAGEMENT INFORMATION REQUIREMENT AND ADP PRODUCT REVIEW SCHEDULE	Dec 01, 1982 00:00:00 GMT	no	1.00
DA 1086-R	Deriodic review of Management information Requirements - preparing Agency response and Recommendati	May 01, 1986 00:00:00 GMT	no	1.00
DA 1103	APPLICATION FOR ARMY EMERGENCY RELIEF (AER) FINANCIAL ASSISTANCE	Sep 01, 1994 00:00:00 GMT	no	1.00
DA 1106	RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE	Dec 01, 2007 00:00:00 GMT	no	1.00
DA 1112	BUILDING PREVENTIVE MAINTENANCE RECORD	Mar 01, 1954 00:00:00 GMT	no	1.00
DA 1125-R	SUMMARY RECEIPT AND DISBURSEMENT VOUCHER PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1129-R	B RECORD OF PRISONERS PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1130-R	STATEMENT OF PRISONERS PERSONAL DEPOSIT FUND ACCOUNT AND REQUEST FOR WITHDRAWAL OF PERSONAL FUNDS	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1131-R	PRISONERS CASH ACCOUNT - PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1132-R	D PRISONERS PERSONAL PROPERTY LIST - PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	no	1.01
DA 1133-R	PERSONAL PROPERTY TRANSMITTAL SLIP - PERSONAL DEPOSIT FUND	Apr 01, 1986 00:00:00 GMT	Yes	1.00
DA 1134-R	C REQUEST FOR WITHDRAWAL OF PERSONAL PROPERTY	Apr 01, 1986 00:00:00 GMT	no	1.00
DA 1135-R	D PERSONAL PROPERTY PERMIT	Apr 01, 1986 00:00:00 GMT	Yes	1.00
DA 1144	C REQUEST FOR DOSSIER/INDEX	Dec 01, 1966	DO.	1 00

Figure 11 Search Results for Search by Form Range

🖹 https://myforms.us.army.mil/wps/PA_1_0_FL/DownloadFormServlet?field.formtype=DA%201135-R&field Microsoft Internet Explorer	_ @ 🔀
U.S. ARMY SAVE SAVE AS PRINT EMAIL	
	^
PERSONAL PROPERTY PERMIT	
NAME (Last - First - Middle Initial)	
IS PERMITTED TO HAVE THE FOLLOWING:	
FROM (Date) SIGNATURE (Custodian)	
TO INCLUDE (Dats)	1
(This permit may be renewed upon expiration)	
DA FORM 1135-R APR 1986 REPLACES DA FORM 1135, 1 OCT 52, WHICH MAY BE USED UNTIL EXHAUSTED. APD PE v1.00ES	

Figure 12 Form Displayed, DA Form 1135-R

FCMP Help



Figure 13 FCMP Help

BM WebSphere Portal - Microsoft Internet Expl I CMIP POILAL HEIP (Search) (Search) Help Topics Form Finder Form Name Form Number Search by Range (Search) Help Descriptions Form Finder Form Finder Form Finder allows the user to search the Army's Forms Content Management repository using the Form Name, Form Number, or Search by Range features. Form Finder is located on the Inbox, Drafts and Favorites pages. Back To Help Topics	This is the result of clicking "Form Name." The user can scroll up or
(Search) Help Descriptions Form Finder Form Finder allows the user to search the Army's Forms Content Management repository using the Form Name, Form Number, or Search by Range features. Form Finder is located on the Inbox, Drafts and Favorites pages. Back To Help Topics Form Name The Form name is the title the Army assigned to a form and is used to identify that specific form. A user can search the Army's Forms Content Management repository by form name. Back To Help Topics Form Number The Form Number is a number the Army assigned to a form and is used to identify that specific form (e.g. DA 260). A user can search the Army's Forms Content Management repository by form number. Back To Help Topics Search by Range feature allows the user to search the Army's Content Management repository by a predefined range of form numbers. Back To Help Topics Search by Range feature allows the user to search the Army's Content Management repository by a predefined range of form numbers. Back To Help Topics Close Window	This is the result of clicking "Form Name." The user can scroll up or down to view the contents of the Help page.

Figure 14 FCMP Help Result

Army Publishing Directorate's News

🕘 My Forms on Army Knowledge Online - Microsoft Internet Explorer	- 22
File Edit View Favorites Tools Help	A
🕝 Back 🔹 🕥 👻 📓 🏠 🔎 Search 📌 Favorites 🚱 🔗 - 😓 🔜 🛄 🎇	
Address 🕘 https://myforms.us.army.mil/wps/myportal	💌 ラ Go 🛛 Links 🌺 🔹
Walcome Calvin ! Log out	
Click this link to access the Army Publishing Directorate's (APD) news via AKO. Welcome Form Finder	
Form Form Title: Search Search By Range Non-PureEdge Forms	
Wetk Links ATTS Website, APD News, PureEdde, Approvalt, User Guide, PureEdde/WorkPlace User Center, Awards Wetchins What is the "My forms" Portal 1/QP The "My forms" bortal is the Army Publishing Directorate's (APD) nett-generation forms forware, Portal 1/QP or Portal 1/QP The "My forms" bortal 1/QP or Portal 1/QP or Po	
2	×
	📋 😼 Local intranet

Figure 15 APD's News

Forms Content Management User Guide

街 Army Publication News Headlines - Microsoft Internet Explorer	The Army Publishing Directorate news is displayed after selecting the	_ 0 🗙
File Edit View Favorites Tools Help	APD News link.	
🕝 Back - 🕥 - 🖹 🖻 🏠 🔎 Search 📌 Favorites 🤣 😥 - 🌺 🗔 🛄 🏭		
Address 🕘 https://akocomm.us.army.mil/usapa/news/news_head_1.html	💌 🄁 Go	Links » 📆 🔹
ALARACT Forms and Digital Signature Enterprise Site License Purchased For The Army.		<u>^</u>
Secretary of the Army Publishing Award Nominations.		
New, Improved Ordering System.		
DD Form 1805, US District Court Violation Notice, is no longer available from APD.		
Army Directive 2007-01 is now available.		
DA Form 638, Recommendation for Award - Frequently Asked Questions.		
Transition Period On Revised OER And NCOER Support Forms		
PureEdge Forms Are Now Available		
Chief of Staff, Army Announces Establishment of the Combat Action Badge and Changes to the Combat Infantryman Badg	e and Combat Medical Badge	
Revised Army Travel Policy Published.		
New Army Publishing System.		
APD launches Publishing Community page on Army Knowledge On-line (AKO) Website.		
Self-contained DOS version of PAM 25-30 (Consolidated Index of Army Publications and Blank Forms) Now Available		
Attention Army Units Deploying to or Stationed in the European Theater of Operations.		
• end		
	A 🔍	cal intranet

Figure 16 APD's News is Displayed

Inbox Tab



Figure 17 Inbox Tab

Inbox Page – Overview

Ø My Forms on Army Knowledge Online - Microsoft Internet Explorer	This screen appears after the user clicks the Inbox tab.	
File Edit View Favorites Tools Help		N
🚱 Back 🔹 🕥 👻 📓 🚮 🔎 Search 🤺 Favorites 🤣 👔	3- 🍓 🖃 📙 🛍	
Address 🗃 https://myforms.us.army.mil/wps/myportal/lut/p/kcxml/04_5j95Pykssy0xPLM	InMz0vM0Y_QjzKLN4i3dAPJgFku-pGoIsam6CKOcAFfj_zcVKBwpDmQ7xmsH5W1	mp6YXKlfrO-tH6BfkBsaGlGe7wgA2TwIaA!!/delta/base64xr 💽 🄁 Go 🛛 Links 🂙 👰 🔹
		<u> </u>
	Welcome Calvin ! Log out	
Form Name is the name of the form. There are four folders located	orms and zero in the Inbox. The user can sort by Form Type, Create D Date or Suspense Da the title.	Form Name, late, Action ate by selecting
FCMP Welcome Inbox Drafts Favor es ti Form Finder	Action Date is the date the form was opened.	
Form Number: Inbox Forms Folders Inbox 4 Form(s), 0 Fol	Search Search B Range Non-Pur dge Forms ender(s)	Suspense Date is the date the form creator or
Form Name Form Type	Routed User Action Date Suspend Date	originator assigned to the
Add To Folder	sh ia.young Dec 18, 2007 No suspense 19:25:28 GMT date set	torm.
History Bistory Bistory Bistory Bistory Bistory DA 7627 DA 7627	sh tia.young May 16, 2008 No suspense 17:51:07 GMT date set	
Rename Calvin.chasejr_Up DA 67-9	ca in.chasejr Jan 25, 2008 No suspense 18:50:22 GMT date set	
Copy Delete	sh tia.young May 07, 2008 No suspense 13:27:12 GMT date set	
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Figure 18 Inbox Page Overview

Forms Content Management User Guide

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The actions on the Actions List can be performed on a selected form or folder when the action appears in bold print.		~
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Figure 19 Inbox Page Overview Continued

Inbox – Form History

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Figure 20 Form History

Inbox - Form Comments

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Figure 21 Form Comments

Forms Content Management User Guide

Inbox – Route Function

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Figure 22 Routing Slip

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Figure 23 Search by Last Name

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Figure 30 Send Private Email with Form

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Figure 31 Selected Suspense Date and Email

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Figure 33 Remove Function

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Figure 35 Completed Routing Slip

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Figure 36 Form Routed Successfully

Forms Content Management User Guide

Inbox – Delete Function



Figure 37 Confirm Deletion

Forms Content Management User Guide

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Figure 38 Form Deleted Successfully

Inbox – Rename Function

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Figure 39 Rename Function

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Figure 40 Rename Form



Figure 41 Form Renamed Successfully

Inbox - Copy Function

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Figure 42 Copy Function



Figure 363 Copy Form

Please note that when you put form in your templates the form will appear in your "Favorites Page Overview" under templates.



Figure 44 Form Copied Successfully

Inbox - Tracking



Figure 45 Tracking Window

Inbox – Recall Function

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Figure 46 Recall Form

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Figure 47 Recall Form Successful

Please note once the form is recalled it will be placed in your inbox.

Drafts Tab

Drafts Page Overview

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Figure 48 Drafts Page Overview

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Figure 49 Drafts Page Overview Continued

Forms Content Management User Guide

Drafts – Upload Form Function

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Figure 50 Upload Form Function

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Figure 51 Browse for a Form to Upload



Figure 52 Select a Form to Upload and Upload the Form

Favorites Tab

Favorites Page Overview



Figure 53 Favorites Page Overview

Forms Content Management User Guide

Template Overview



Figure 54 Template Overview

Favorites – Overview



Figure 55 Favorites Edit Function

Forms Content Management User Guide

Favorites – Edit Function

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	Welcome Calvin ! Log out		
	U.S. ARMY Forms Content Management	The "Search" allows the user to search the Army's Forms Content Manager using Form Name or Form Number.	
Welcome Inbox Drafts Favorites Recycle Bin	Help Settings Repor		
Current Favorites	Search		
Name Type Description Form OFFICER EVALUATION DA 67-9 This is an evaluation form used by the Army. Num A A A A A	n nber: n Search		
This is a list of forms in the user's Eavorites	The "Remove" button allows the user to remove forms from the Favorites.		
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Figure 56 Edit Function

Favorites – Search Function

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FCMP Welcome Inbox Drafts Favorites Recycle Bin Help the Form Title.	
Favorites	
Edit Favorites	
Current Favorites Search	
Name Type Description Form 67-9	
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Remove Search Note: The border of the "Search" button appears bold when it is selected.	
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Figure 57 Search Function

Favorites – Add Function

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Address 🗃 https://myforms.us.army.mil/wps/myportal/ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vMAfijzeMM	:MN4r0M9aNyUtMTkyv1H JTMkv0w3ITKzJzM6tSU_Qj9KPMgEosPUCaw: 🗾 🎅 Go 🛛 Links	» 🔁 🗸
		<u> </u>
	Welcome Wesley Log out	
	The system displays a list of forms that meet the search criteria. The number "67-9"	
	was entered and the search engine displays	
U.S. ARIMY	Form Title.	
FCMP Welcome Inhox Drafts Favorites Recycle Bin	Help Settings Reports	
Favorites		
Edit Eavorites		
Current Favorites	Search	
Name Type Description	Name: Type:	
OFFICER EVALUATION DA 67-9 This is an evaluation form used by the Army.	DEVELOPMENTAL SUPPORT DA 67-9-1A	
	OFFICER EVALUATION DA 67-9-1	
select multiple forms to add to		
their Favorites.		
Remove	<< Add	
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😢 Done Pristant 🚳 🚓 🧲 » 🦕 Washey 🖉 Anny K 🖉 HELD 🕅 Charda 🖉 Hittariff		2:40 DM
Figure 58 Favorites Add Function	forms to their Favorites.	3.43 FW
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	Note: The border of the "Add" button appears bold when it is	
	selected.	

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Welcome Calvin ! Log out	
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Edit Favorites	
Current Favorites Search	
Name Type Description Form Number:	
ADJUSTMENT VOUCHER DA 3295-1 Form Title:	
CFFICER EVALUATION DA 4349 Search	
A Used by the Army.	
Remove	
The two selected forms were added to the user's Favorites. Note: Five forms are in Favorites.	
a Done a a a a a a a a a a a a a a a a a a a	tranet
Figure 59 Forms Added Successfully	

Forms Content Management User Guide

Favorites – Remove Function

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	Welcome Calvin I Log out		
The user has selected one form for removal from their Favorites.	Forms Content Management		
Favorites Edit Favorit	Back 🤋 🗕 🗗		
Current Favorites	Search		
Nam Type Description	Form		
JUSTMENT VOUCHER DA 3295-1	Form		
USTMENT REPORT DA 4949	Search		
REPORT DA 67-9 This is all evaluation form			
The user has elected to remove a form from their Favorites.			
Note: The border of the "Remove" button appears bold when it is selected			
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Figure 60 Favorites Remove Function

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Address https://myforms.us.army.ml/wps/myportal/luk/pfk.cxml/04_5j95Pykssy0xPLMnM20vMAfTjpeMN4r0M9aklyUUMTkyv1113 Welcome Calvin 1 [1 Welcome Calvin 1 [1 FCNP Welcome Inbox Drafts Favorites Recycle Bin Help Sc Favorites	The "Back" button allows the user to return to the main Favorites page. Note: The user clicks "Back" after editing Favorites.	Go Links » 🐑 •
Edit Favorites		
Current Favorites Se	arch	
Name Type Description Form		
ADJUSTMENT VOUCHER DA 3295-1		
OFFICER EVALUATION DA 67-9 This is an evaluation form Title:		
Remove The selected form was removed from the user's Favorites. Note: Only four forms remain in Favorites.		
e Figure 61 Form Domovod Successfully		Succel intranet

Forms Content Management User Guide

Favorites – Back Function



Figure 62 Back Function

Forms Content Management User Guide

Help Page

Frequently Asked Questions (FAQs) and User Guide



Figure 63 Frequently Asked Questions (FAQs) and User Guide