



# Completing a Student Meal Request Form in eduphoria Formspace

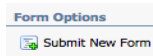
## Log into eduphoria

- Link to PDAS eduphoria in KISD Staff Links
- Link to eduphoria in KISD Connect
- Go to website: <http://eduphoria.killeenisd.org>

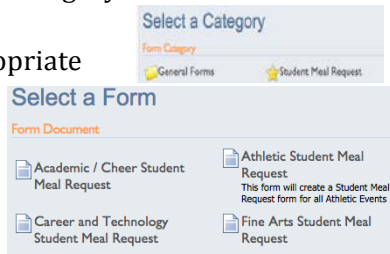
Select FormSpace Module

## Start a new Form


- When formspace opens the My Forms tab is active
- Select the Submit New Form button at the bottom of the My Forms section



- Select the Form Category Student Meal Request
- Select the appropriate form for the type of Student Meal Request needed.



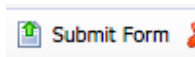
## Fill out a Form

- Fill out the form
- Fields with an \* are required.
- When selecting the Departure / Return Date and Time select Set Time to populate the field.
- When entering Student Meals enter the Meal and number requested (i.e. Lunch – 45) Include staff meals in the count. Select the  icon to populate the field.
- Click Save Draft for Later if the form is not complete
- Select Submit form at bottom or in toolbar to begin the approval process



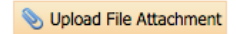
## Delete a Form

The X icon will allow you to delete this form before it has been submitted.



## Add Document of Students Traveling to Form

- Select the Upload File Attachment button on the form.
- Select Choose File button
- Browse to the location of the file and click Open
- The file name will appear next to the Choose File.
- Select Attach File.



After successful upload the file will appear under the Upload File Attachment button.



## Checking status of Form

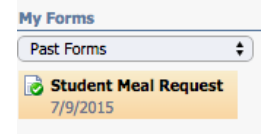
After submitting the form the workflow will begin. To check the status log into Formspace.

Your My Forms section will default to Current Forms and display the forms in Progress.

Click on the Form, the workflow history with any remaining approvals will show to the right of the form.

If the form you submitted does not show click the dropdown and select Past Forms.

Click the form, the workflow history, with dates approved will display to the right of the form.



## Print Completed Forms

The Print icon will create and download a pdf of the form.

## Email Form Data

The E-Mail icon will open a dialog box.

- Enter the last name of the person to receive the email.
- Select the magnifying glass icon
- Select the person from the list displayed
- Enter any comments
- Select E-mail

