

## All List

The **All** tab in the left menu when logged in shows ALL documents you have access to (whether or not they are on your caseload). This may be a very long list, if you have used the program for over many years. If you are an administrative user, you have access to documents district-wide under this tab.

To look at specific forms or do bulk actions, you can use the dropdown filters in the blue bar. The **Show: All Forms** dropdown shows every form that you have access to. In the **Show: All Docs** dropdown you can choose to filter between all, complete, or incomplete documents. Once you check off the student records you would like to change, the **Actions** dropdown menu lets you **Complete** and **Delete** documents. If you are an administrative user, you can also **Incomplete** documents from the **Actions** dropdown menu.

To find a document for a specific student, it may be most practical to search for the student under **Students / create new** in the left menu.