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INTREPID INFORM

User Guide Mobile

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Intrepid NETWORKS®

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Introduction

The Forms module in the Intrepid mobile app lets users complete, save, and review digital forms assigned to their current channel.

Forms replace paper and PDF workflows with fast, structured, secure digital submissions — including photo capture and automatic PDF generation.

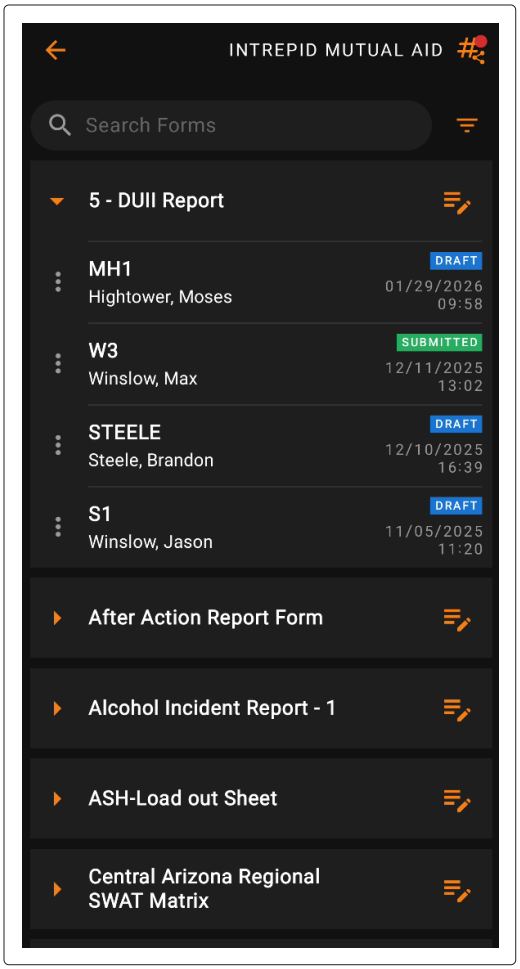
Who should use this guide?

All users with an Inform license can access Forms on mobile. The mobile experience is Submit-only: you cannot build or edit form templates in the app.

Forms appear based on the channel you are currently viewing in Response.

Key Features

- Complete forms tied to your current channel
- Save drafts and resume later
- Capture and upload photos from your device
- Filter, search, and review submissions
- Download submission PDFs using your device's native file system



Access and Navigation

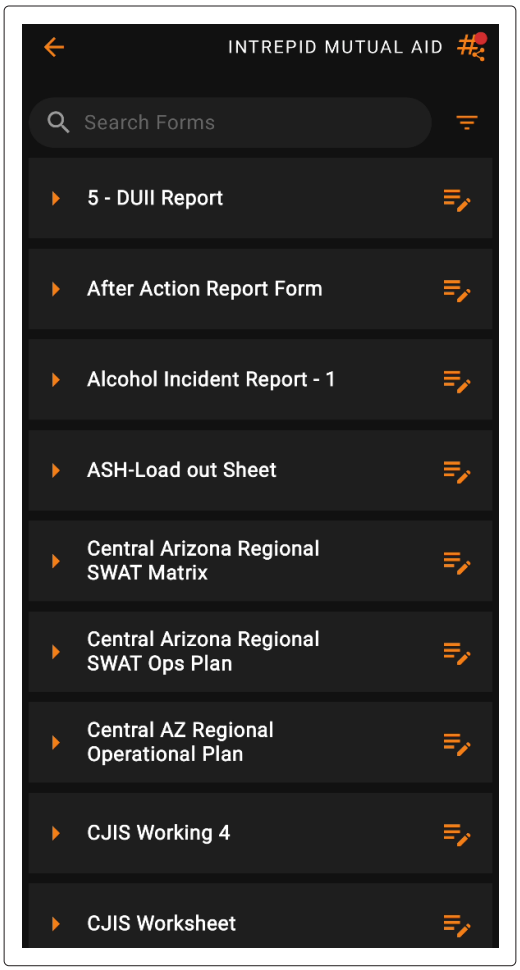
1. Open the Intrepid mobile app.
2. Tap the **Forms** icon on the main screen.

Forms opens automatically to the Submit view for your current channel.

To switch channels, use the global channel selector at the top of the app.

Screen Layout

- **TOP HEADER:** Displays the current channel name; shows the **Submit** button when filling out a form.
- **MIDDLE VIEW:** Shows the list of available forms or, when inside a form, the active fields.
- **BOTTOM BAR:** Displays the **Save Draft** button when filling out a form.



Viewing Forms and Submissions

When you enter the Forms module, you see all forms available in your current channel.

Each form card displays

- Form title
- Number of submissions for that form

Tap a form card to expand it and view its submissions.

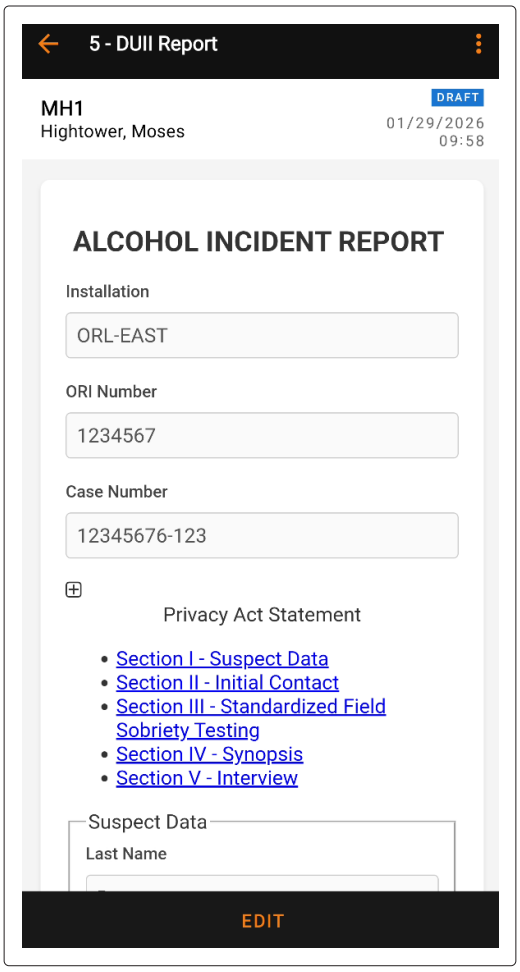
Each submission shows

- Submitter name or call sign
- Status (Draft or Submitted)
- Timestamp of last update

Tap the three-dot menu next to any submission to open the action card.

Available options

- **Open Submission**
- **Download PDF** (available to all users)
- **Delete Submission** (available only to the submission owner)



Submission States

State	Who Can Edit	Who Can View	Description
Draft	Only the creator	Everyone with channel access	Saved but not submitted; editable/deletable by owner
Submitted	Locked (read-only)	Everyone with channel access	Final version; no further edits allowed

Filling Out a Form

1. From the forms list, tap the **Fill Out Form** icon on the desired form card.

2. The form opens in Fill Out view.
   - **Submit** button appears in the header.
   - **Save Draft** button appears in the footer.
   - Main body displays all form fields.

3. Complete each field as needed. Required fields are marked with a red asterisk (*).

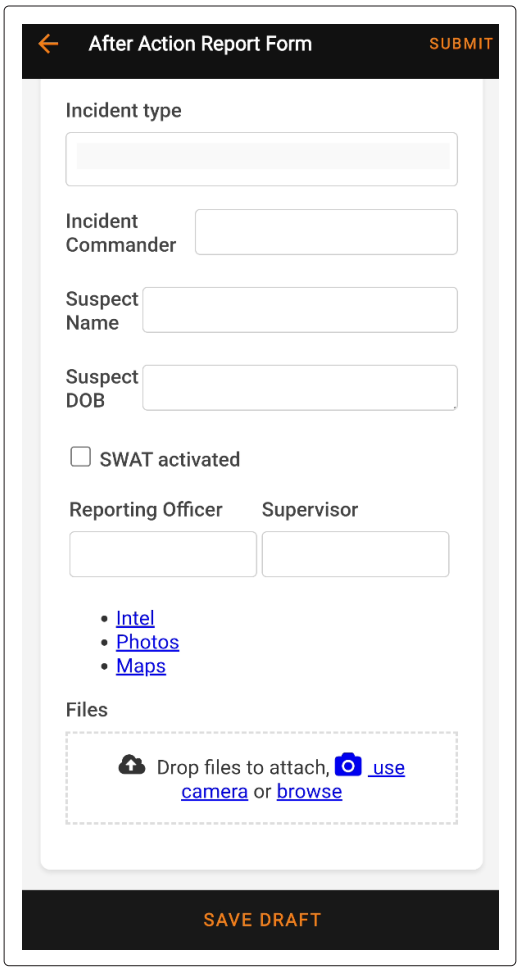
If the form includes an **Image Upload** field:

- Tap the field to open your camera or photo gallery.
- Capture or select one or more photos (as allowed by the form).

4. Tap Save Draft to store progress without submitting.

5. Tap Submit in the header when complete.

After submission, the form locks (read-only) for everyone.



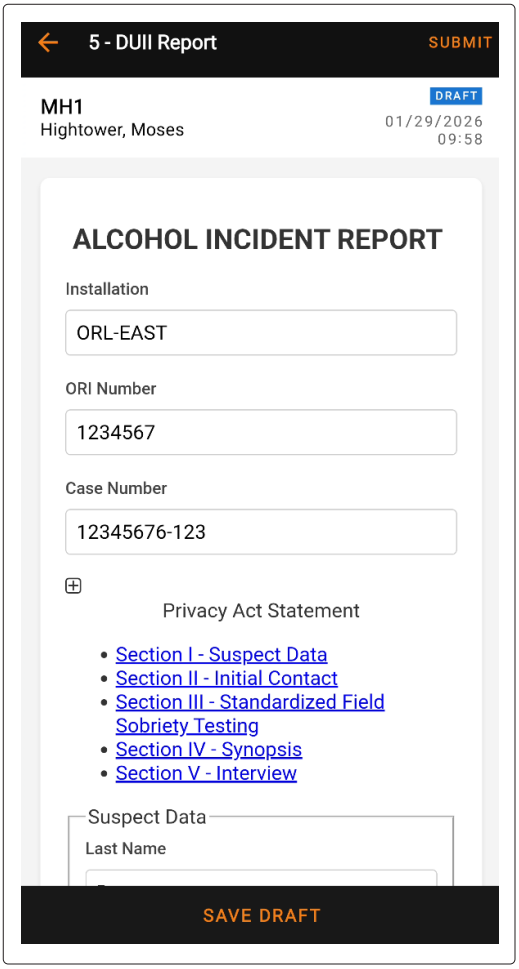
Working with Drafts

Drafts let you save progress and resume later.

- Only the creator can edit or delete a draft.
- Everyone with channel access can view drafts in read-only mode.

To delete a draft

1. Expand the form to view its submissions.
2. Tap the three-dot menu next to your draft.
3. Tap **Delete Submission** from the action card

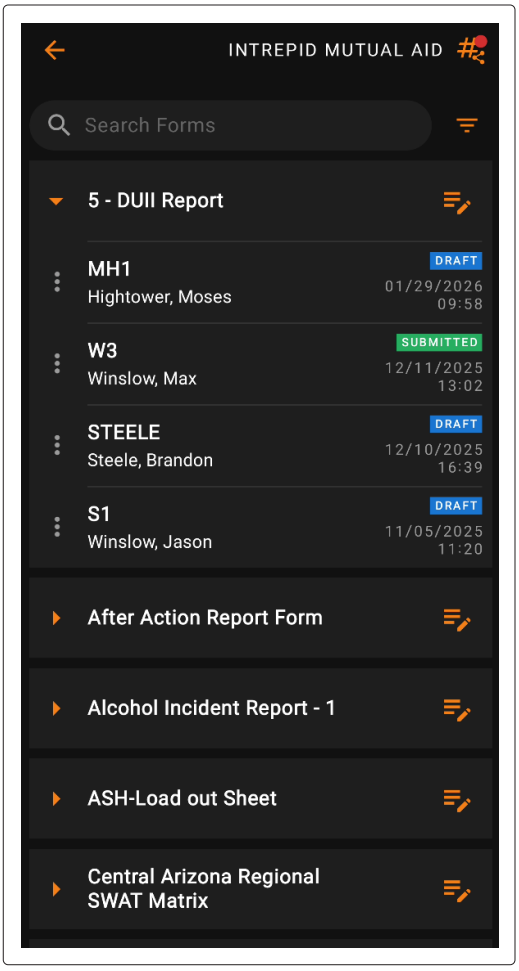


Submitting Forms

1. Review all required fields.
2. Tap Submit in the header.
3. A confirmation message appears.

The status updates to **Submitted**, and the form becomes read-only. Submitted forms are denoted by the green highlighted box.

All channel users can now view or download it.



Filtering and Searching

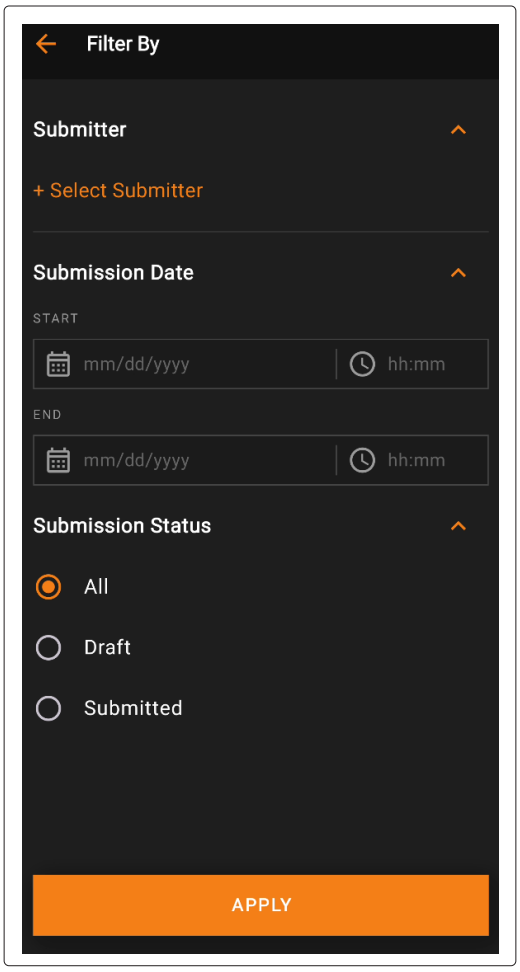
Filters

- Tap the **Filter** icon in the top bar.
- Filter by: Submitter, Status (Draft or Submitted), or Date Range.
- The Filter icon stays highlighted when active.
- To clear: Open Filters → tap **Reset → Apply**.

If no matches: “No submissions meet the current filter parameters.”

Search

- Tap the search bar at the top of the forms list.
- Search applies to form titles in the current channel.
- Results update live as you type.
- If no matches: “Search applied, no forms found.”
- Tap the **X** in the search bar to clear the term



Downloading PDFs

1. Tap the three-dot menu next to the submission.
2. Tap Download PDF.

The file downloads via your device's native system:

- **iOS:** Opens in Files app or chosen location.
- **Android:** Appears in Downloads folder or notification bar.

Channel Visibility

The Forms list always reflects your current channel.

Switch channels anytime using the global selector at the top.

Forms published to **Global** appear across all channels in your organization.

Troubleshooting

- **No forms showing:** Check your current channel or clear active search/ filters.
- **Can't upload photo:** Ensure the app has camera/gallery permissions.
- **Can't submit form:** Complete all required fields (red asterisk *).
- **Filter shows no results:** Go to Filters → **Reset → Apply**.
- **App timed out:** Log back in; drafts are automatically saved.

Support and Resources

Email: support@intrepid-networks.com

Resource Center: intrepid-networks.com/resource-center



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