

# Finding & filling in a form on your smartphone

1. After logging into the QCONZ SYNC app you will see the homescreen.
2. To fill in a new form select *Create New*.  
From the form list, select the form you wish to complete.
3. The selected form will open, click on the boxes and begin entering data to answer the questions.

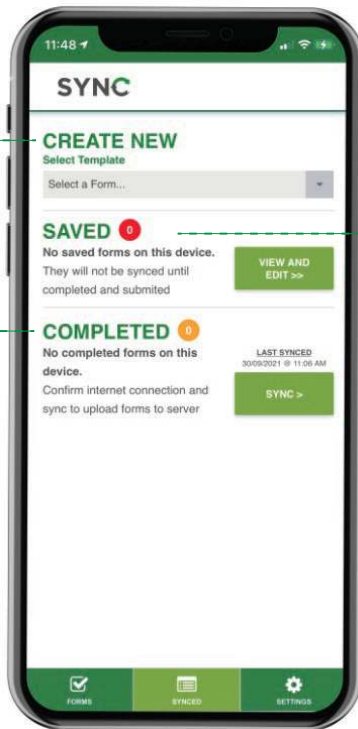
4. Once you have completed your form you can either:  
Cancel, Save or Submit

## CREATE NEW

New forms ready to be completed.

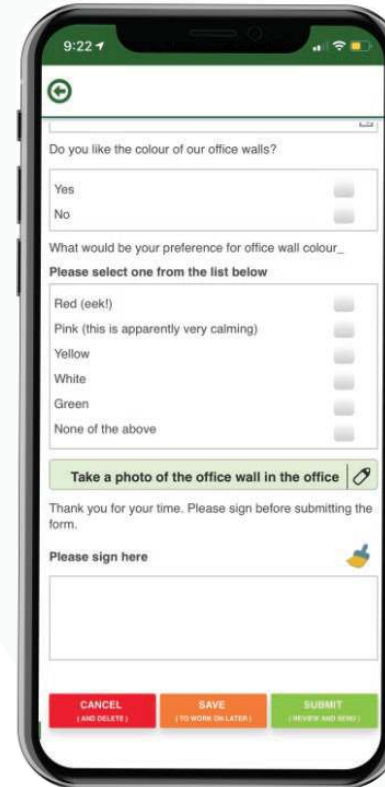
## COMPLETED

New forms ready to be completed.



## SAVED

New forms ready to be completed.



## CANCEL (AND DELETE)

Cancel and delete the work you have done on this form.

## SAVE (TO WORK ON LATER)

Save the work you have completed on the form so far, so you can go back and complete later.

## SUBMIT (TO WORK ON LATER)

Save the work you have completed on the form so far, so you can go back and complete later.