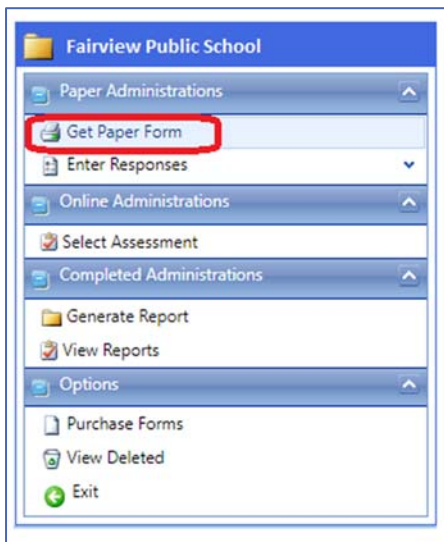


How to release pending forms

Before you can upgrade your account to the Online Assessment Center+, you must decide what to do with your pending forms. If you expect a pending form to be filled out, you can leave the form as pending and complete the upgrade process. However, if you don't expect a pending form to be completed, you should release it so it can be transferred to the new portal. The instructions to do this are below.

To release pending paper forms

1. Click **Get Paper Form**.

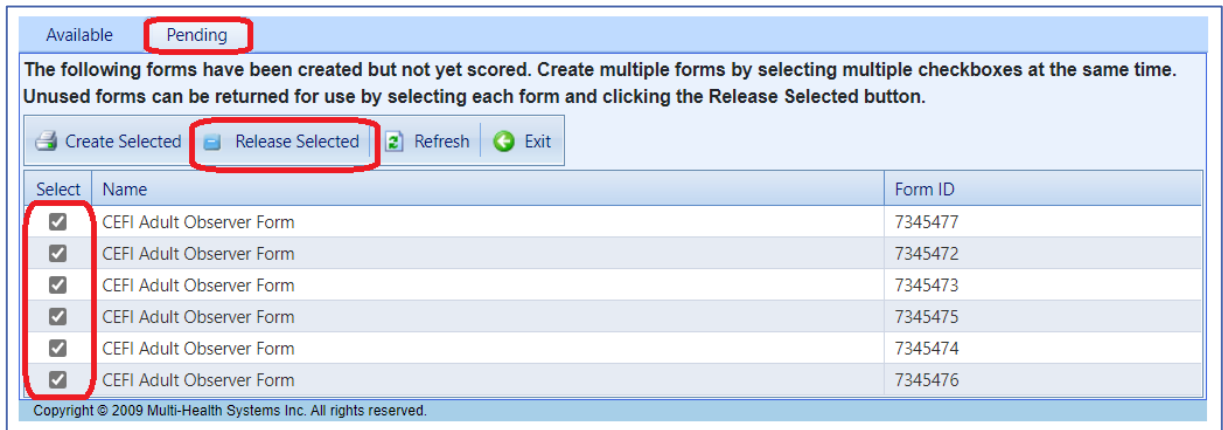


2. Select the product from the product list on the left.
3. Click **Select** beside the form name in the Forms column.
4. Click the **Pending** tab at the top.

A list of your pending forms is displayed.

5. Select the forms that you want to release by clicking the checkbox.

- Click **Release Selected**.



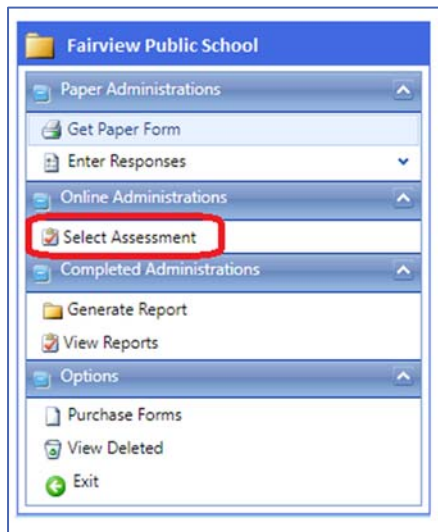
A pop-up message asks if you wish to continue.

- Click **OK**.

The form appears under the Available tab and is now ready to be transferred to the Online Assessment Center+.

To release pending forms sent through a link

- Click **Select Assessment**.



- Select the product from the product list on the left.

3. Click **Select** beside the form name in the Tests column.
4. Click the **Pending** tab at the top.

A list of your pending forms is displayed.

5. Select the forms that you want to release by clicking the checkbox.
6. Click **Release Selected**.

Select	Name	Form ID	Start Now	Generate Link
<input checked="" type="checkbox"/>	CEFI Adult Observer Form	7345476	Start Now	Generate Link
<input checked="" type="checkbox"/>	CEFI Adult Observer Form	7345472	Start Now	Generate Link
<input checked="" type="checkbox"/>	CEFI Adult Observer Form	7345473	Start Now	Generate Link
<input checked="" type="checkbox"/>	CEFI Adult Observer Form	7345475	Start Now	Generate Link
<input checked="" type="checkbox"/>	CEFI Adult Observer Form	7345477	Start Now	Generate Link
<input checked="" type="checkbox"/>	CEFI Adult Observer Form	7345474	Start Now	Generate Link

A pop-up message asks if you wish to continue.

7. Click **OK**.

The form appears under the Available tab and is now ready to be transferred to the Online Assessment Center+.