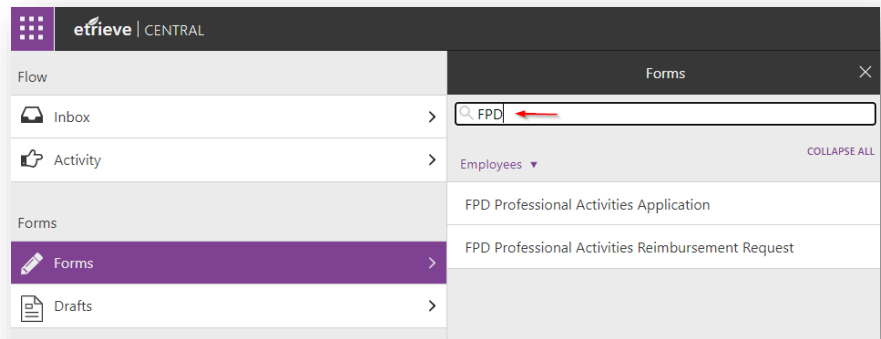


# SoftDocs – Getting Started

Bookmark the SoftDocs link:  
<https://etcentral.lanecc.edu/>

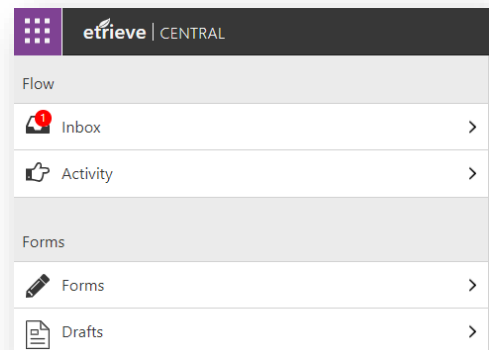
To quickly access the FPD forms click on the **Forms** section then type “FPD” into the search field.



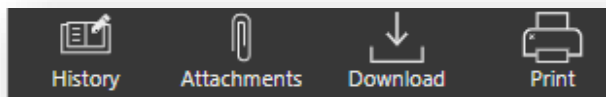
Your **Inbox** will indicate when a form has been returned to you with a red circle.

The **Activity** section stores all completed form submissions.

The **Drafts** section will save forms that have been started but not submitted.



The **Action Bar** contains icons to view the **history** of a form, attach a document, or download a PDF copy for your records.



The comment field will be saved into the **History** of the form but it does not create a notification that a comment has been made. To ensure that your comment is seen, please notify the sender via email that you have left a comment.

When the workflow has **ended** the form has been accepted.

