

# [VIDEO] View eForm Invitation Statuses

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CDT

The View Status page provides an overview of your centers' invitation statuses. You can see how many invitations have been sent, how many are complete, and so on.

1. From the menu to the left, click **eForms**.
2. Click **View Status**.

Name	Number	State	Total Sent	Not Started	In Progress	Needs Approval	Submitted	Sponsor Approved	Manually Completed	Renewed	Cancelled
Tt-C	909	DC	1	0	0	0	1	0	0	0	0
-	1	OR	0	0	0	0	0	0	0	0	0
Abbot	234	WA	0	0	0	0	0	0	0	0	0
Active Lifestyle	777	WA	19	1	1	7	0	1	0	9	0
DC test	554	DC	0	0	0	0	0	0	0	0	0
deploy hai update	123	AL	0	0	0	0	0	0	0	0	0
Evee	1	AL	0	0	0	0	0	0	0	0	0
FL 300725	6813	FL	0	0	0	0	0	0	0	0	0
Jess Center	123	TX	0	0	0	0	0	0	0	0	0
Johnson & Johnson	400	TX	0	0	0	0	0	0	0	0	0
Johnson Release Center	099	GA	0	0	0	0	0	0	0	0	0
Kari's Little Bunch	1337	TX	0	0	0	0	0	0	0	0	0
Little Rainstorms	777	OH	1	1	0	0	0	0	0	0	0
Mike's Minions	74	TX	0	0	0	0	0	0	0	0	0
Miv C test	245	MN	0	0	0	0	0	0	0	0	0
OH test	111	OH	1	0	0	0	0	0	0	1	0
Phan center of minitest	6969	WI	1	0	0	0	0	0	0	1	0
Phan Incompleted Three Change Only Name	89631	OH	0	0	0	0	0	0	0	0	0
Reg Test Center	301	MA	0	0	0	0	0	0	0	0	0

3. Set filters for the information to view.
  - a. Click the **State** drop-down menu and select the state(s) to view. This option is only available if you are set up for multiple states.
  - b. Click the **Centers** drop-down menu and select the specific center(s) to view.
  - c. Select EF, IEF, or both.
  - d. Click the **Invitation Sent Date** drop-down menu and select 30 Days, 60 Days, 90 Days, or Custom Date. If you select Custom Date, set a date range in the **From/To** boxes.
  - e. Click **Go**.
4. Click each column to sort information in ascending or descending order.
5. Click a center name to view that center in Observer Mode.
6. Click  next to Export and View or All to export eForms status information.
  - o **Export View**: This exports the information displayed on the View Status page.
  - o **Export All**: This exports complete invitation status details.

Once you have invitations in the Submitted status, you can approve and renew them. For more information, see [Approve and Renew](#).

## Customizing the View Status Page

Click **Filters** in the top-right corner to choose which columns to display. You can also filter by access to the eForms feature. Possible columns include:

- Name

- Number
- State
- Total Sent
- Not Started
- In Progress
- Needs Approval
- Submitted
- Sponsor Approved
- Manually Completed
- Renewed
- Canceled

#### Invitation Statuses

Status	Definition
Not Started	The parents have not started filling out the form yet.
In Progress	The parents have started filling out the form, but have not yet finished.
Needs Approval	The form needs to be approved (by you or the center).
Submitted	The parent or the center has submitted the form to you.
Sponsor Approved	You have approved the forms.
Manually Completed	The parent completed a <b>paper</b> form.
Renewed	You have updated the system with the new date.
Canceled	The invitation was canceled.