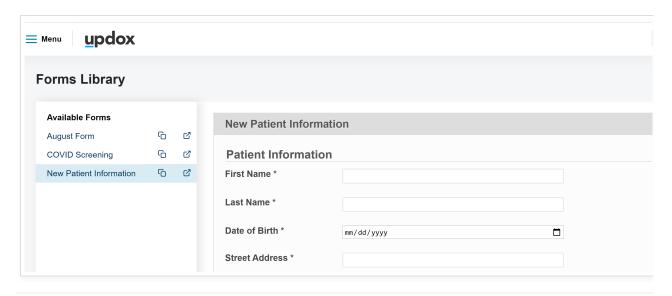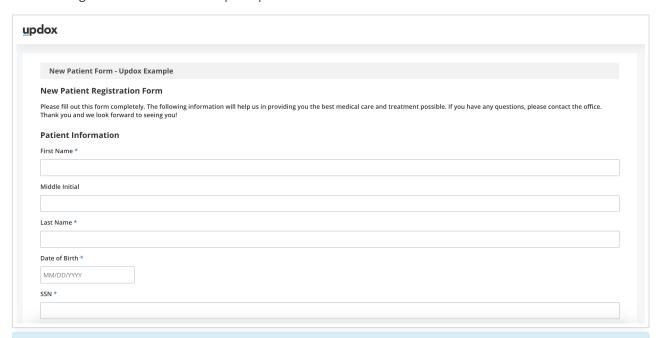# How To: Access Forms

🖨

Last Modified on 10/26/2023 2:57 pm EDT

To review created forms for your practice or to access the unique URL link associated with the form:

Click on **Menu - Home - Form Library.**

- Clicking on the first icon will copy the unique URL to your computer's clipboard.
- Clicking on the second icon will open a preview of the full form

Tip: Copy the unique URL for a form to save time when sending it to patients:

1. Create a Template (Menu - Admin -Templates - New) with the form URL for staff to quickly text to a patient.

2. Create a custom Reminder script to include forms that need to be completed prior to an appointment.

3. Shorten URLs with free tools, such as Bitly, to avoid character limits for text delivery.

4. Link to relevant forms from your practice's website for your patients to quickly access.