Blue Voice Forms

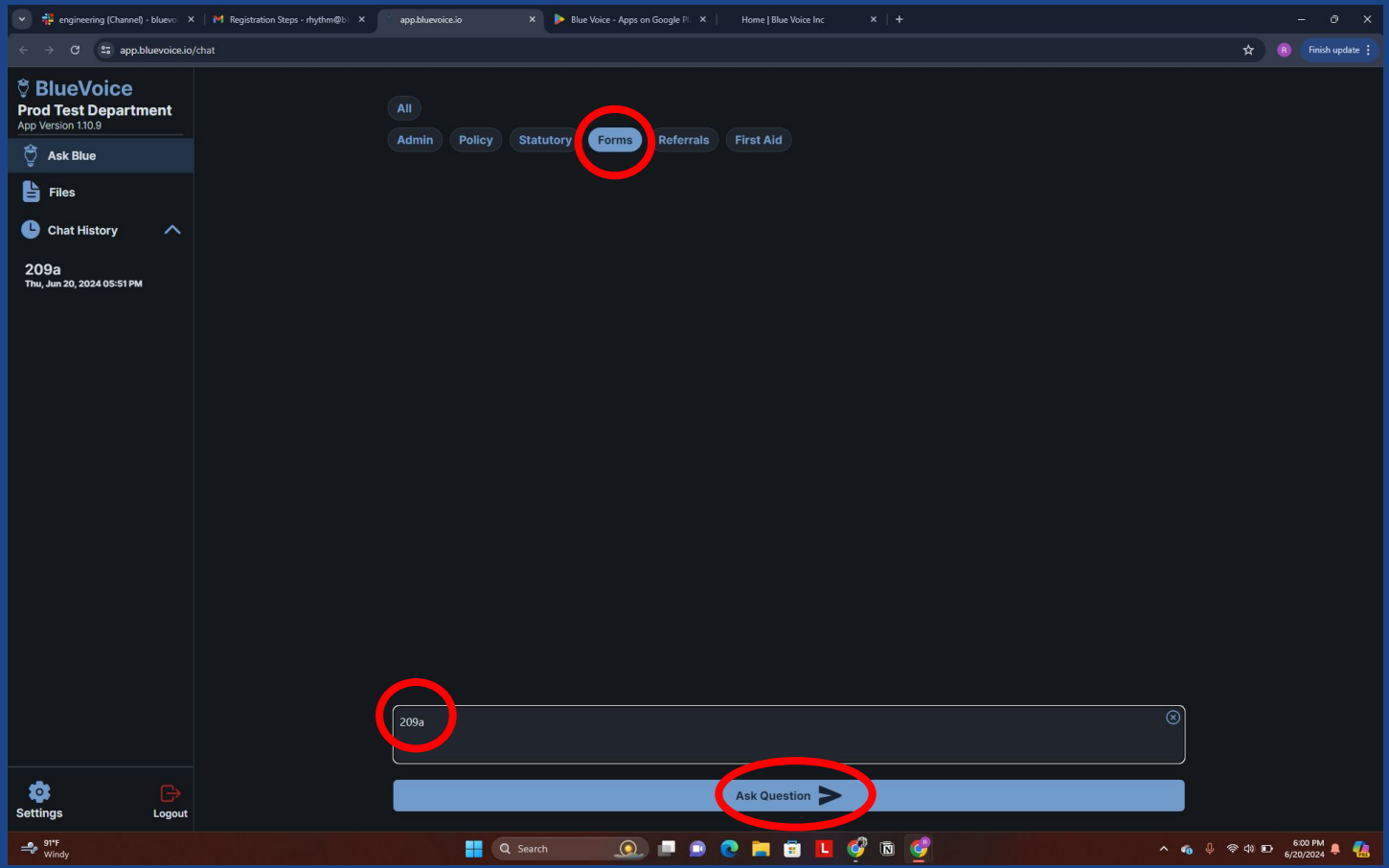
Support for Chrome and Edge

Table of Contents

Title:	Page:
Finding a form using search (Both Chrome and Edge)	3
Finding a form using file viewer (Both Chrome and Edge)	6
Filling Out Forms (Edge)	7
Filling Out Forms (Chrome)	11
Troubleshooting	14

Note: Edge is preferred as it allows you to add custom text fields to forms while Chrome does not.

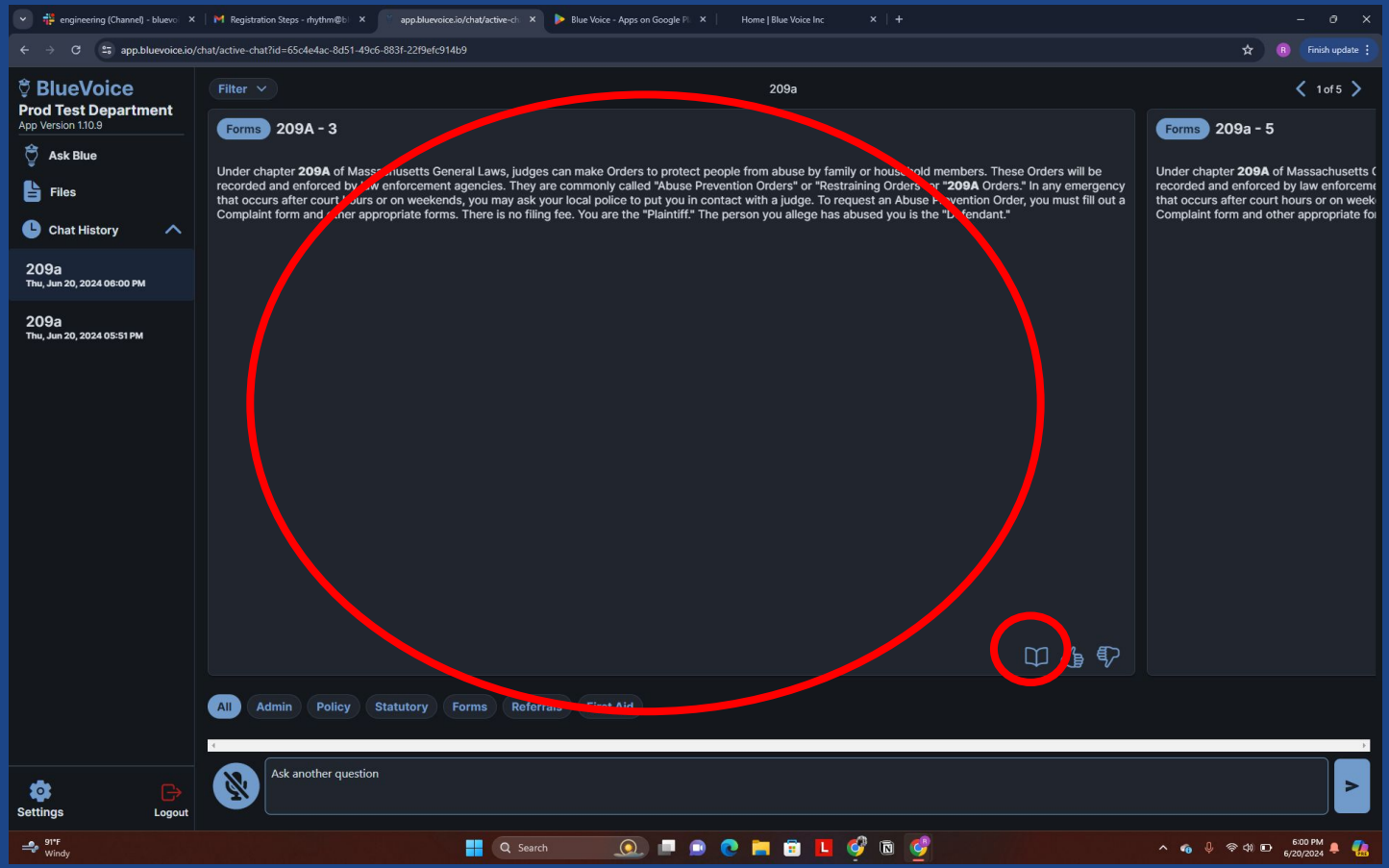
Finding a Form using search (1/3)



1. Search for a form in the Forms category. (eg. 209A) or search for it in the Files tab.

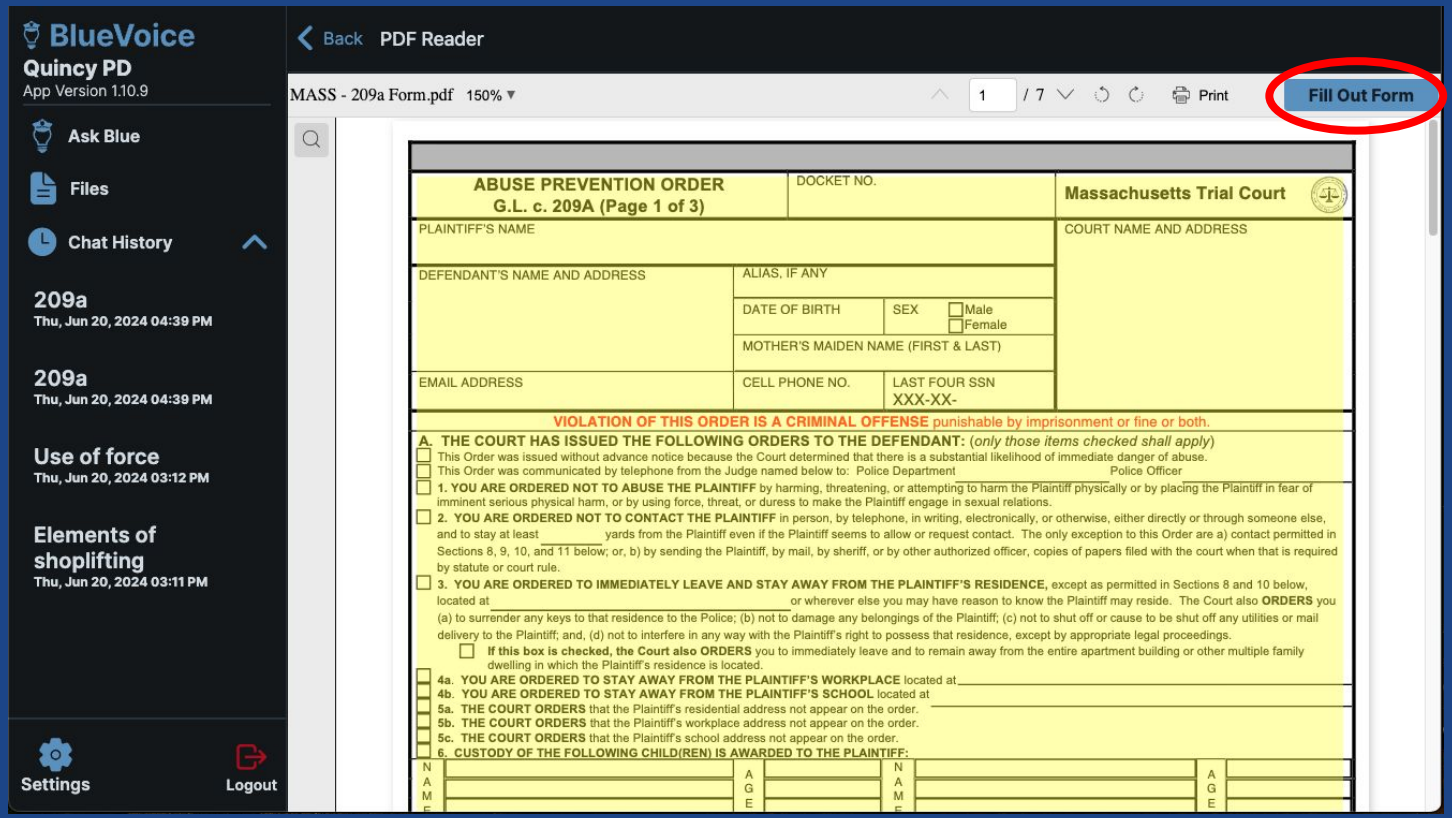
Finding a Form using search (2/3)

1. Click the card or the book icon to open it.



Finding a Form using search (3/3)

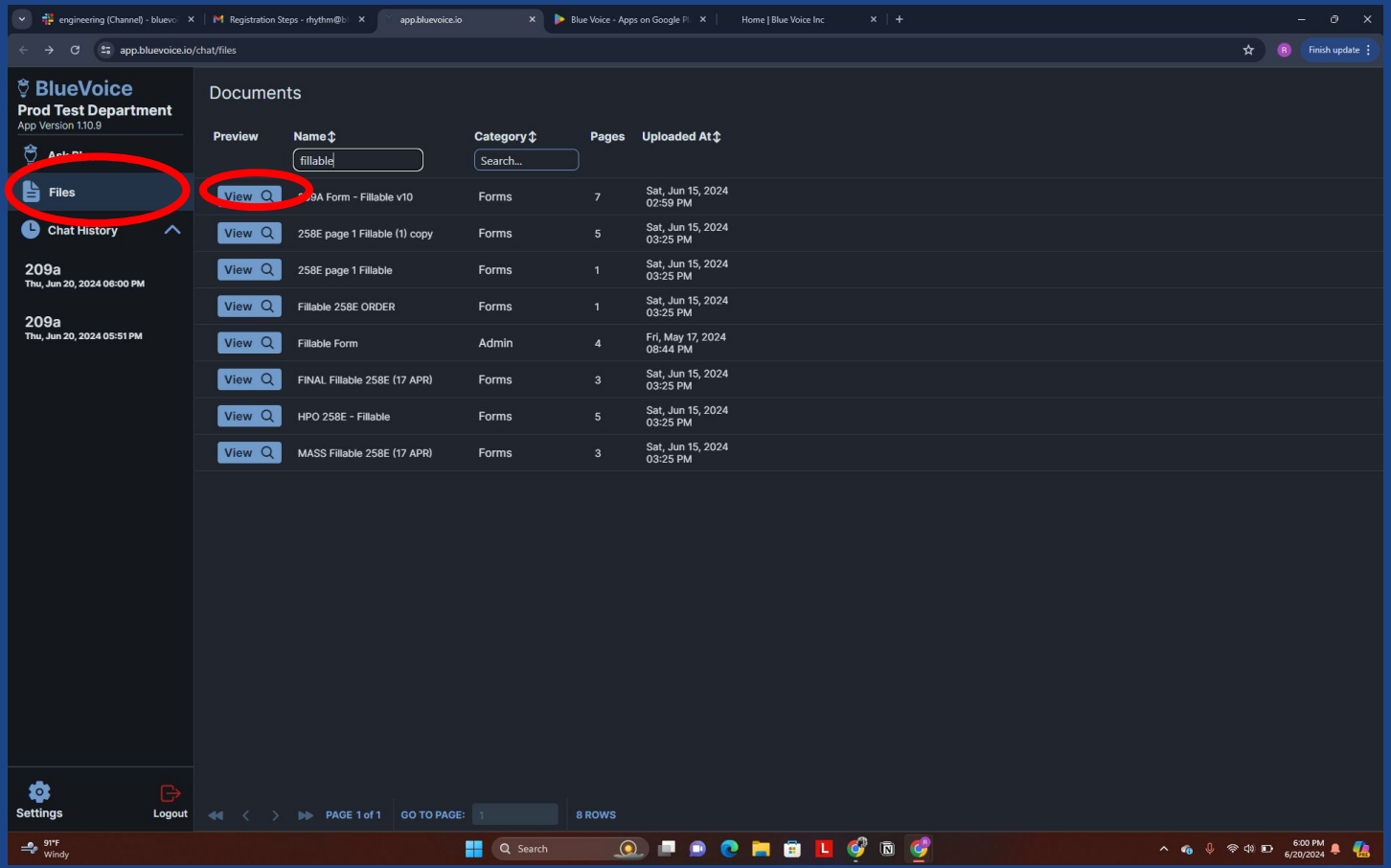
1. Tap the Fill Out Form icon.



Finding a Form in Files

1. Tap the Files tab and search for a form. (eg. 209a)

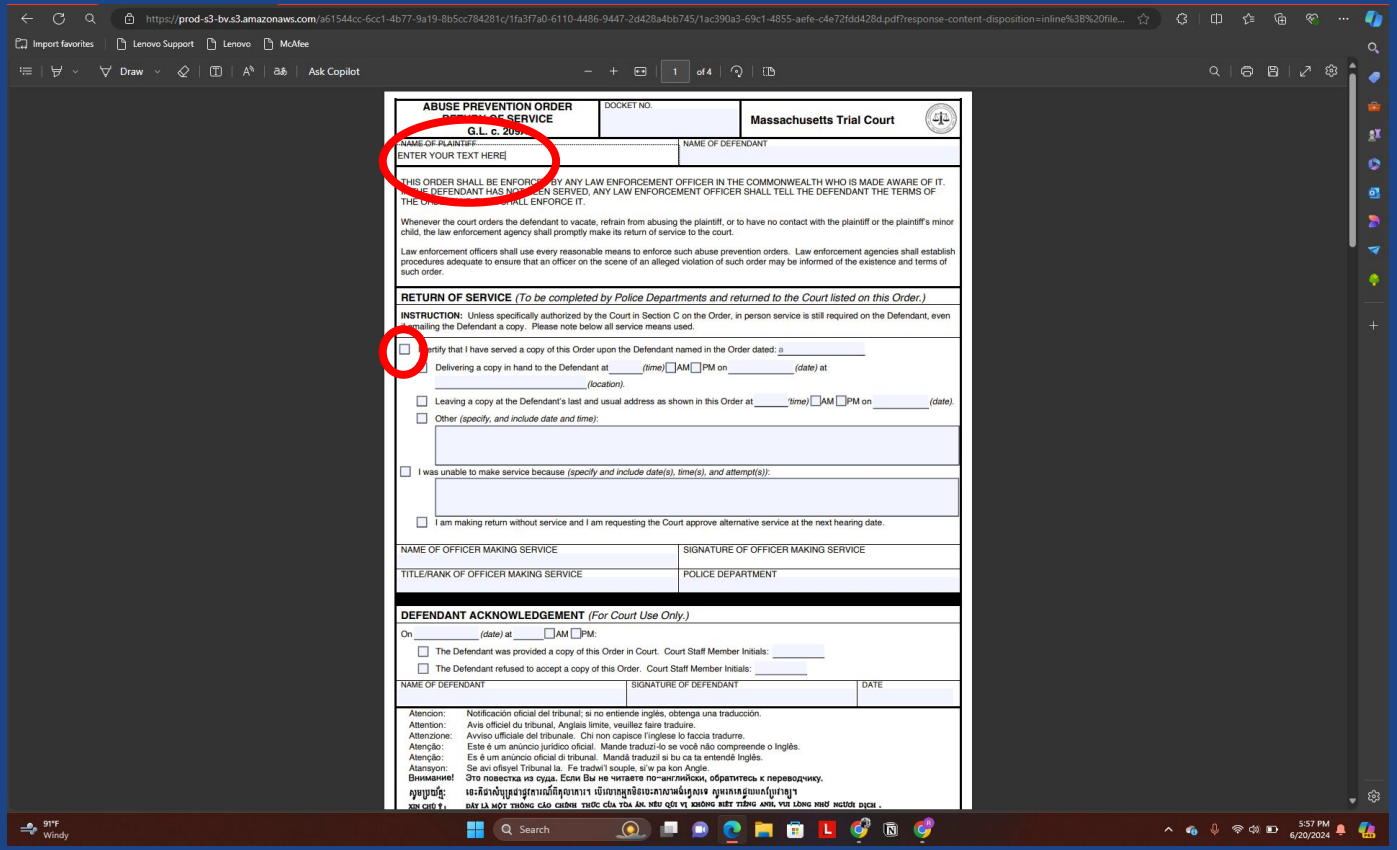
2. Then press View.

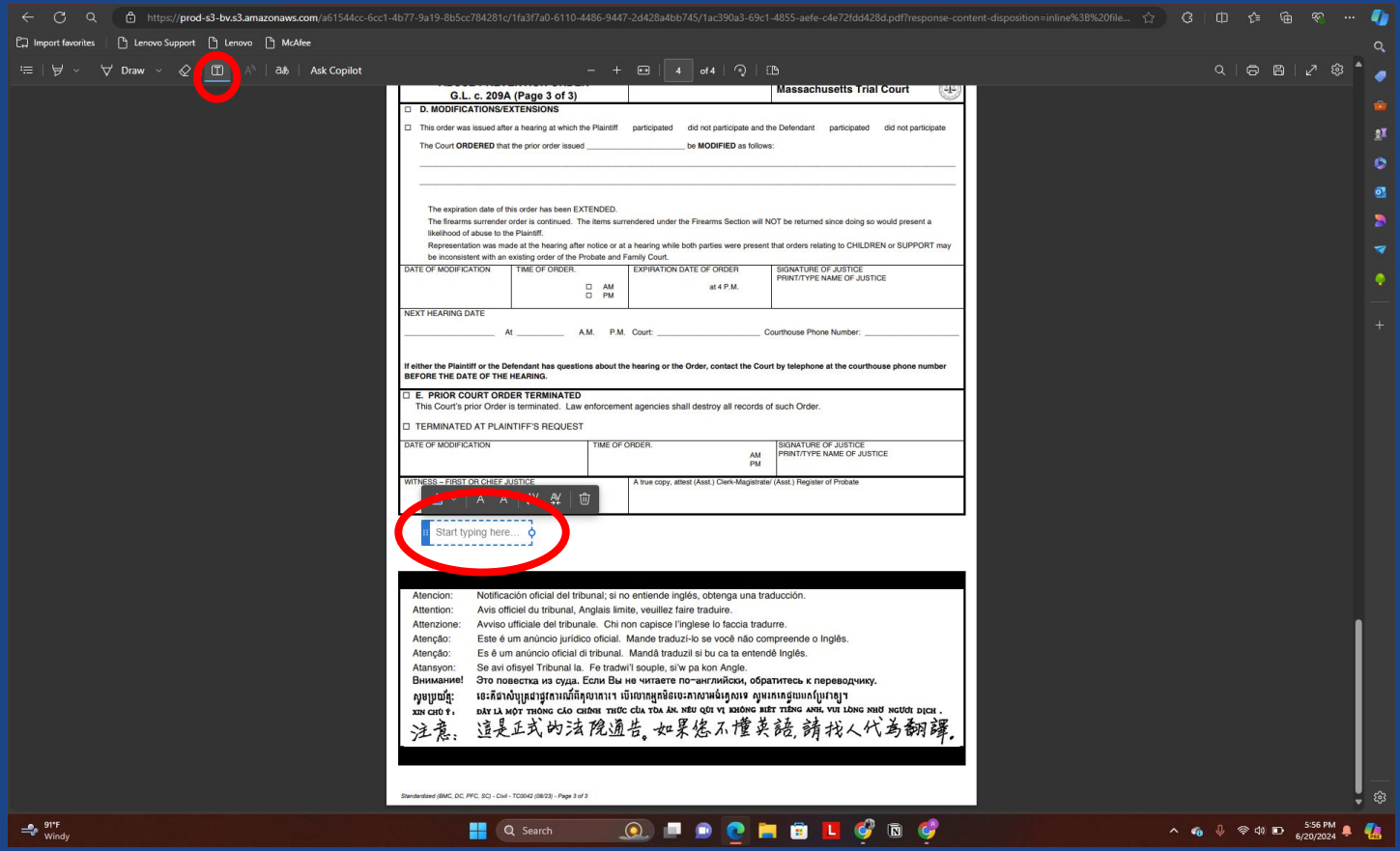


Edge

Filling out a Form (Edge) (1/2)

1. Check off boxes and enter text in fields.





Filling out a Form (Edge) (1/2)

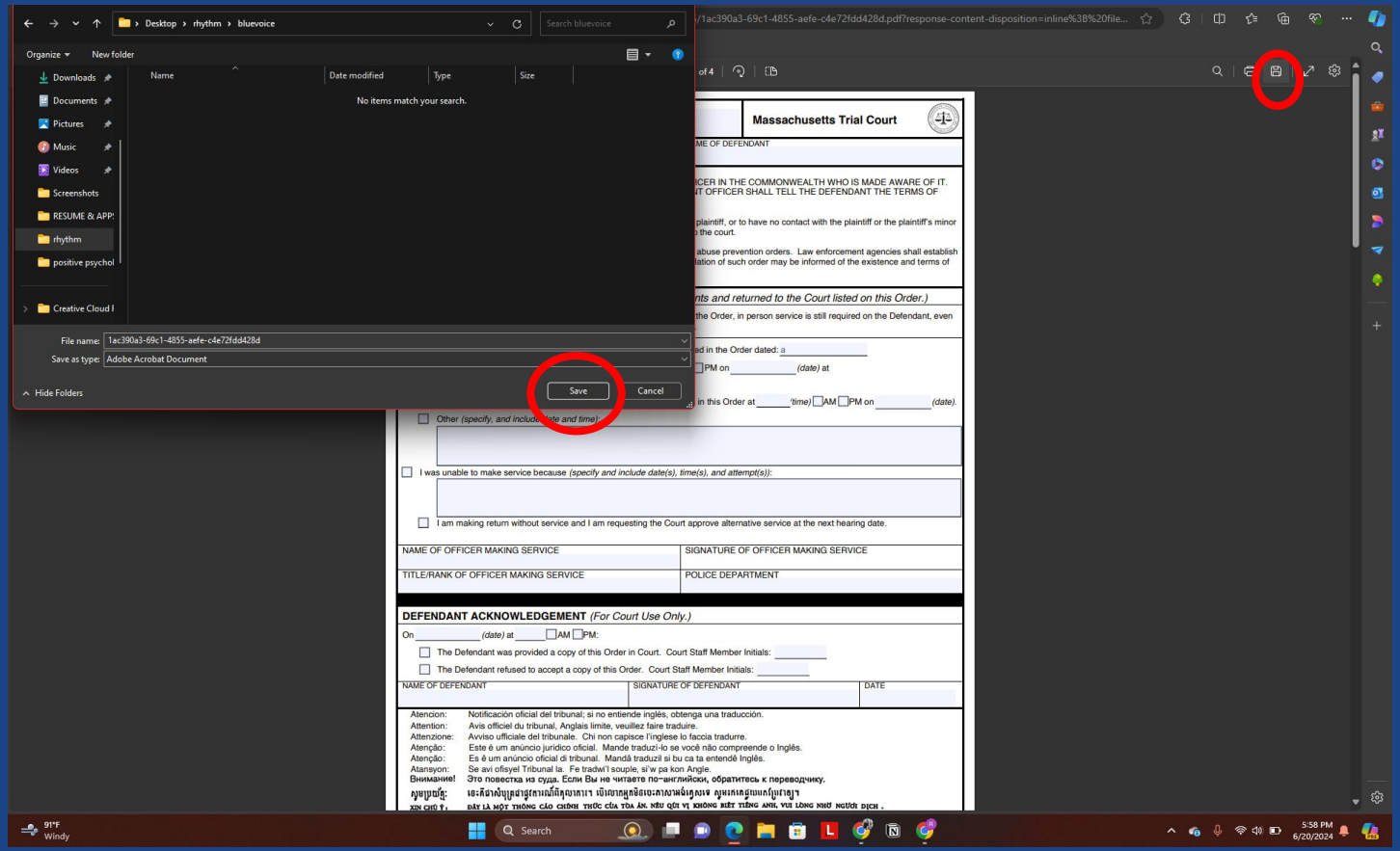
1. To add a text field, tap the icon in the menu and then click somewhere to add it.

Sharing a Form (Edge)

1. Tap the save icon in the top right.

2. Save it to your Desktop.

3. Email it as an attachment to anybody.

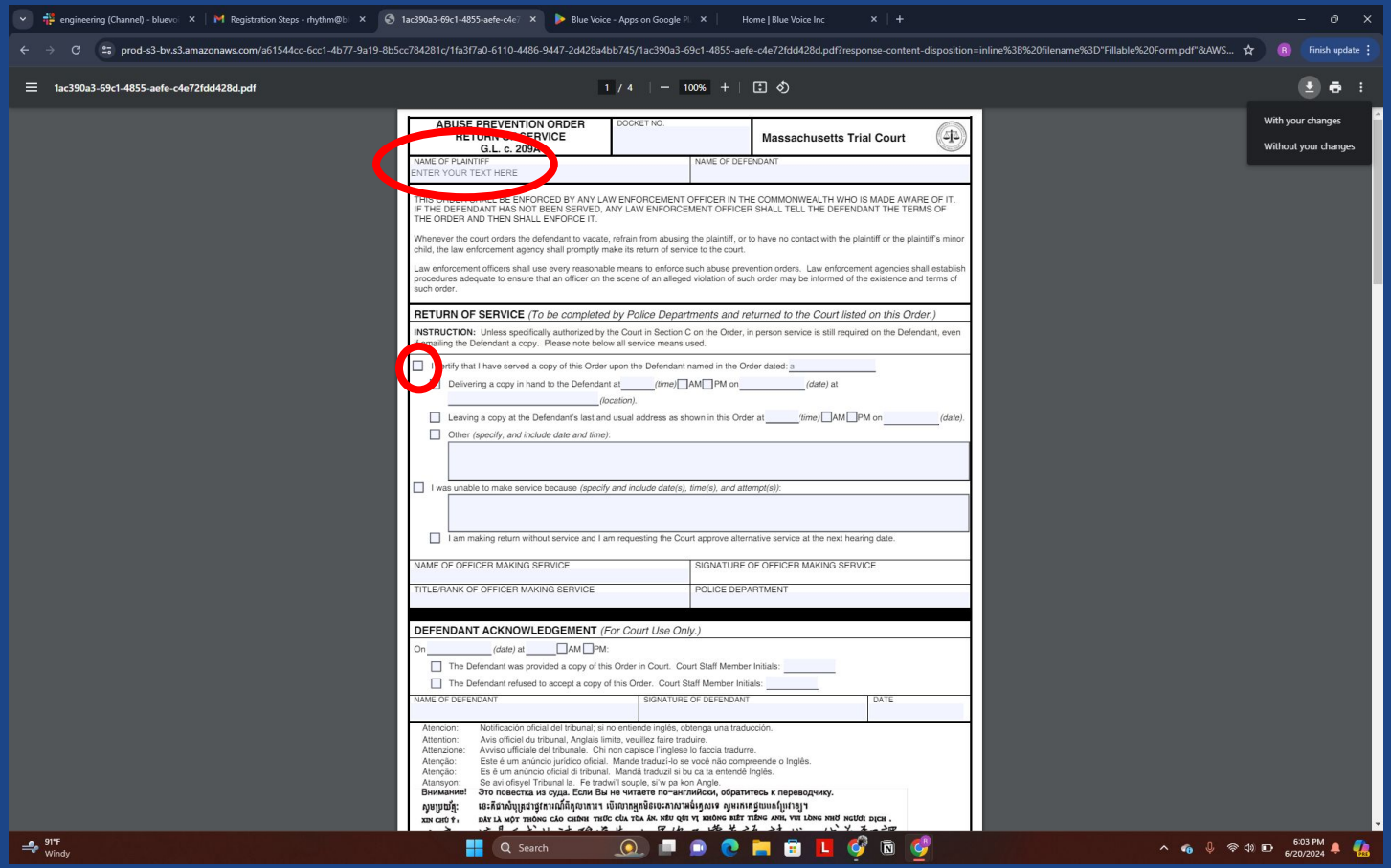


Chrome

Filling out a Form (Chrome)

1. Check off boxes and enter text in fields.

2. Chrome does not allow you to add text fields. You can only fill out “fillable” forms.

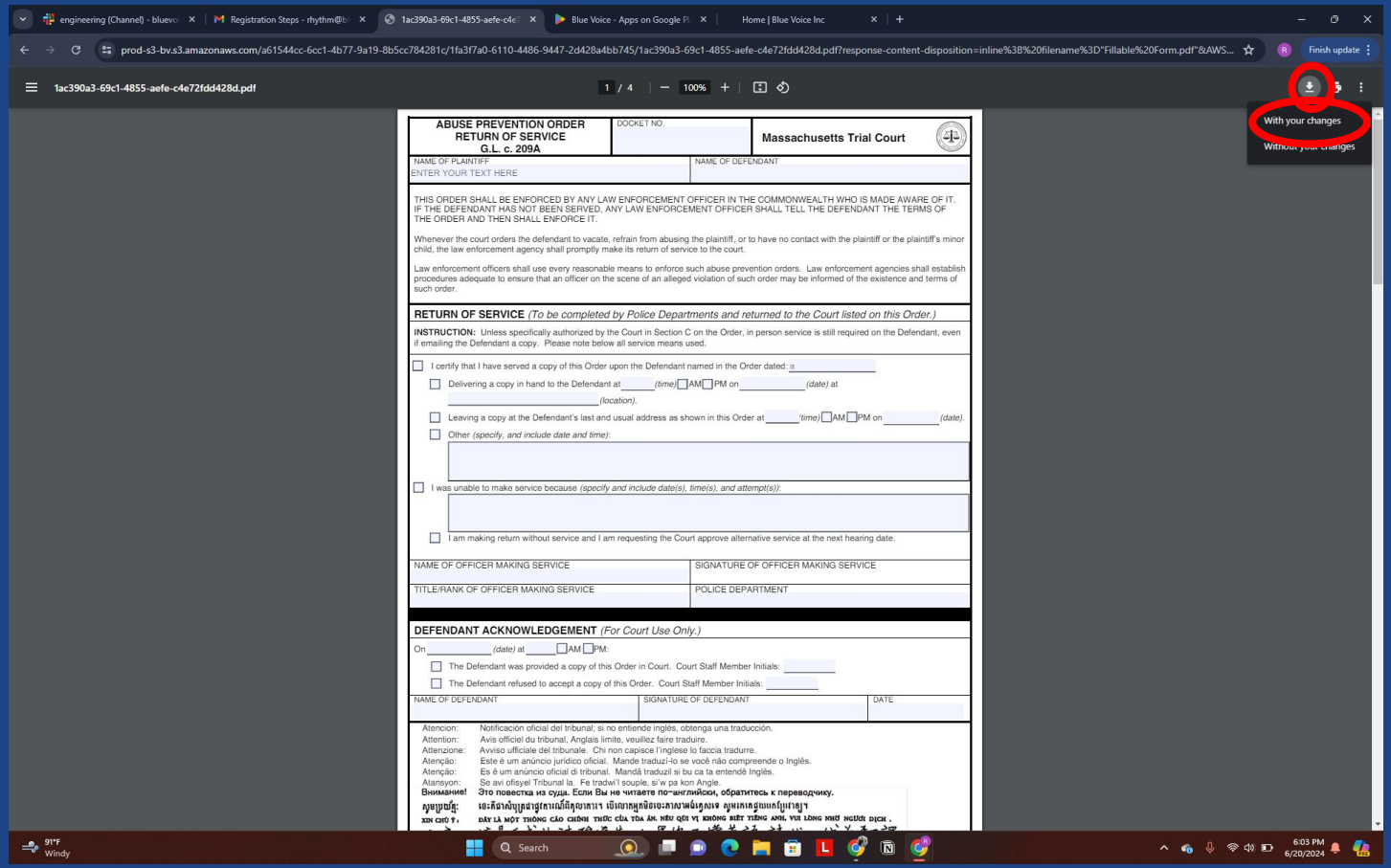


Sharing a Form (Chrome)

1. Tap the download icon in the top right and select “With your changes”.

2. Save it to your Desktop.

3. Email it as an attachment to anybody.



Troubleshooting and Information

1. **Chrome only works on fillable forms. It does not make any form fillable unlike Edge which allows you to add fields.**

2. **If the form appears to be locked, please ask your department administrator to reload an unlocked form to Blue.**

3. **If you're having issues, please refresh your browser and restart your device. If you're still encountering issues, please email amit@bluevoice.io for assistance.**

4. **Please note that forms are not stored on Blue servers and only exist in your email and desktop if you save them.**