InformedK12 Instructions Guide

Downloading Copies

Non-account holders may download PDF copies of their forms any time they view the submission. Account-holders may download PDF copies of submissions both within the view of the form as well as by searching for submissions.

Downloading a copy within the form

1. Click here in the top banner of the form ⬇ View/Print PDF
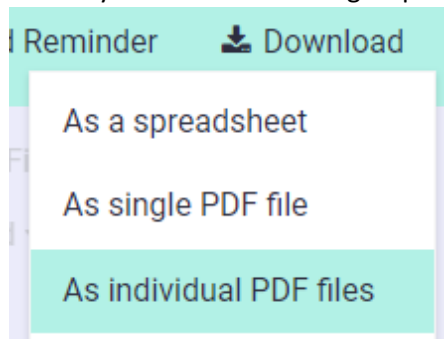   **OR**
2. Click here after submitting the form

Downloading a copy from the search page (account-holders)

Downloading copies from the search page allows you to download multiple copies at once as well as set a naming sequence for each downloaded document.

1. Access the Search page by clicking **Manage**, then click the form you wish to look under, followed by clicking the button that lists your department(s).
2. [Optional] Enter any search criteria to filter your search results.
3. Click the check box ☑ for each document you wish to download. You can click the top check box in the header to select all documents in the filtered results.
4. Click the **Download** button. You may download the results in a CSV file (for Excel), as a single PDF, or as separate PDFs. Downloading as separate PDF files will allow you to select fields that will create a naming sequence for each file downloaded. Once selected, InformedK12 will remember the naming sequence for future downloads. You may set different naming sequences for each type of form.

5. If you choose to download the forms as separate PDFs, you will be prompted to select the filename format as well as including attachments. To set a filename structure, click the dropdown list and select the fields you want to include. Your PDFs will be named with the values from those fields *in the order you selected them*.

Name PDF files

Select form fields to include in the filename of your PDFs. Learn more

Select field ❓
Select a field from your form ▾

PDF filename format
Ref. # ✖   Fiscal Year ✖   Vendor Name ✖

Attachments
○ Do not include attachments
○ Include attachments in a separate folder
○ Include attachments in PDF
Attachments will be added after each corresponding submission. Only image attachments (e.g. .pdf, .jpg, .png) will be included. To download other attachments (e.g. .txt, .doc), use the "Include attachments in a separate folder" option.

CANCEL   **DOWNLOAD**