



— HOW-TO GUIDE • PART 4

EVERY FORM BACK ON YOUR **DESK**

Find any submission across the company, open it exactly the way the crew filled it in, and download a clean PDF with your logo on it.

FIND

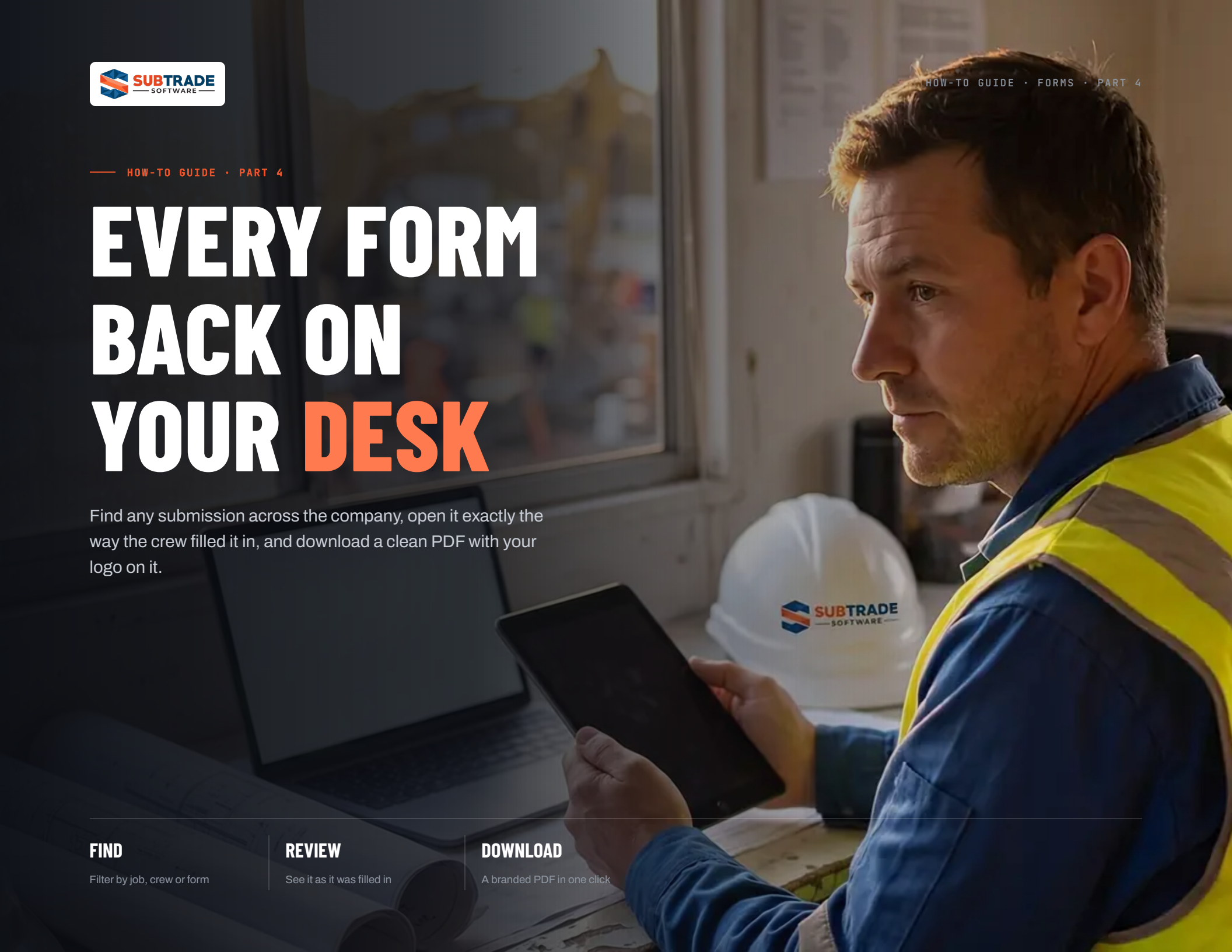
Filter by job, crew or form

REVIEW

See it as it was filled in

DOWNLOAD

A branded PDF in one click



REVIEWING SUBMISSIONS

Review submissions in two places: **company-wide** from **View Submissions** on the main Forms page, or one job at a time from that project's Forms page (Part 3). This part uses the company-wide view.

1 Filter and search

2 Submissions activity

3 Open a submission

4 Download the PDF

5 The PDF

Filter & Search

Refine your view

Date Range
This Week

Filter by User

Filter by Project

Filter by Form

RESET

Submissions Activity

Latest submissions

Form	Project	Submitted By	Status	Date
Daily Hazard Assessment	Riverside Water Plant	Jordan Dale Vance	Submitted	Sep 25, 2026 at 8:05 am 2d ago
Daily Hazard Assessment	Riverside Water Plant	Frank Vale	Submitted	Sep 25, 2026 at 7:58 am 2d ago
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 24, 2026 at 9:36 am 3d ago
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 23, 2026 at 8:03 am 4d ago
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 23, 2026 at 7:29 am 4d ago
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 23, 2026 at 8:20 am 4d ago

01

FILTER AND SEARCH

VIEW SUBMISSIONS

ADMIN

Narrow it down to what you need.

01 Search submissions by name.

02 Filter by **Date Range**, **User**, **Project** or **Form**.

03 **Reset** clears every filter.

Filter & Search
Refine your view

Search submissions...

Date Range
This Week

Filter by User

Filter by Project

Filter by Form

RESET

02

SUBMISSIONS ACTIVITY

[VIEW SUBMISSIONS](#)

[ADMIN](#)

Every submission, newest first.

- 01 Each row shows the **form**, the **project**, who **submitted** it, its **status** and the **date**.
- 02 A **Public** tag means it came in through the form's public link or QR code.
- 03 Press any row to open it.

Submissions Activity				
Latest submissions				
Form	Project	Submitted By	Status	Date
Daily Hazard Assessment	Riverside Water Plant	Jordan Dale Vance	Submitted	Sep 25, 2026 at 8:05 am 2d ago >
Daily Hazard Assessment	Riverside Water Plant	Frank Vale	Submitted	Sep 25, 2026 at 7:58 am 2d ago >
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 24, 2026 at 9:36 am 3d ago >
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 23, 2026 at 8:03 am 4d ago >
Daily Hazard Assessment	Riverside Water Plant	Mike Parsons	Submitted	Sep 23, 2026 at 7:29 am 4d ago >
Daily Hazard Assessment	Riverside Water Plant	Frank Vale	Submitted	Sep 22, 2026 at 8:20 am 5d ago >
Daily Hazard Assessment	Ridgeview Residence	Sam Wheeler Public	Submitted	Sep 21, 2026 at 10:36 am 6d ago >
Records per page: 15 ▾ 1-7 of 7				

03

OPEN A SUBMISSION

SUBMISSION DETAILS

ADMIN

See it exactly the way it was filled in.

- 01 **Submission Details** opens on the right, with who sent it and when.
- 02 **Site Information** shows the project and its address.
- 03 Scroll through every answer: dates, picks, checkboxes, photos, the GPS location and signatures.

Filter & Search
Refine your view

Date Range
This Week

RESET

Submissions Activity
Latest submissions

Form	Project
Daily Hazard Assessment	Riverside Water Plant
Daily Hazard Assessment	Riverside Water Plant
Daily Hazard Assessment	Riverside Water Plant
Daily Hazard Assessment	Riverside Water Plant

Submission Details
Internal submission by Jordan Dale Vance on Sep 25, 2026 at 8:05 am

Daily Hazard Assessment

SITE INFORMATION
Riverside Water Plant
Calgary, AB, Canada

ALL HAZARD ASSESSMENTS MUST BE COMPLETED BEFORE STARTING WORK
Complete before work begins -Takes 2 minutes

DATE
2026-09-25

FOREMAN
Mike Parsons

BUILDERS NAME
Prairie Build Group

UNIT / FLOOR:
mezzanine

Location

04

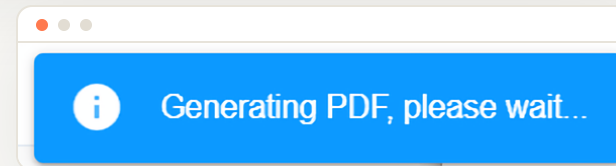
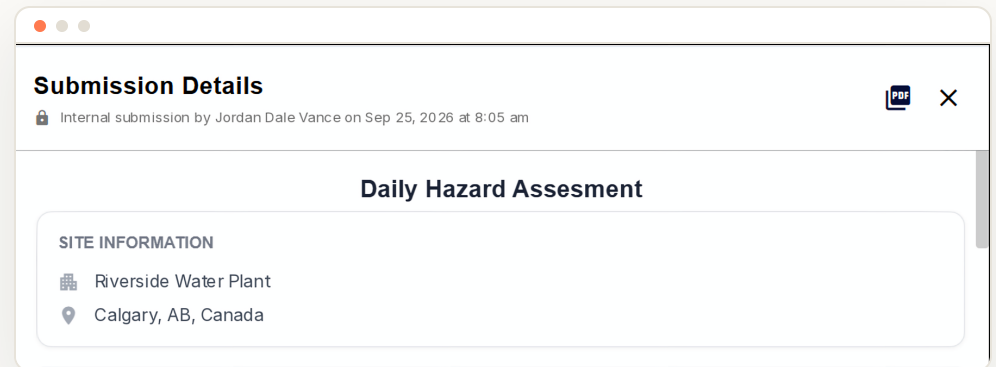
DOWNLOAD THE PDF

PDF

ADMIN

One click to a copy you can send or file.

- 01 Press the **PDF** icon top right of Submission Details.
- 02 You'll see **Generating PDF, please wait.**
- 03 When it's ready, the PDF downloads.



05

THE PDF

PDF

ADMIN

Clean, branded and ready to send.

- 01 Your **company logo, name and address** across the top, with the form name and date.
- 02 The **status**, who **submitted** it, the **project**, the **date** and their **email**.
- 03 Every answer, checkbox and location, then contact info and **signatures** at the bottom.

USE IT FOR

Safety audits, GC requests, WCB and your own records.


NORTHLINE
 DRYWALL LTD

Northline Drywall Ltd
 1420 River Road NE, Calgary, AB
 T2E 0A1, Canada

Daily Hazard Assessment
 September 25, 2026 8:05 AM

SUBMITTED

Submitted September 25, 2026 8:05 AM

SUBMITTED BY Jordan Dale Vance	PROJECT Riverside Water Plant	DATE September 25, 2026 8:05 AM	EMAIL jordan@example.com
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DRYWALL INSTALLATION SCOPE

ALL HAZARD ASSESSMENTS MUST BE COMPLETED BEFORE STARTING WORK

DATE
Sep 25, 2026

FOREMAN
Mike Parsons

BUILDERS NAME
Prairie Build Group

UNIT / FLOOR
mezzanine

LOCATION
1420 River Road NE, Calgary, Alberta, T2E 0A1, Canada

HAZARDS & CONTROLS

SCOPE OF WORK TODAY

☒ Boarding / hanging

☐ Taping / mudding

☐ Sanding / finishing

☒ Steel Stud Framing

☐ Material handling

☐ Cleanup / Leave out

EMERGENCY CONTACT NUMBERS

CALL 911

POISON CONTROL 1-800-332-1414

EVERYONE MUST SIGN BEFORE STARTING WORK

☒ We have reviewed the hazards on this job to the best of my ability, I understand the controls listed, and I confirm the area is safe to start. I will stop and report any new hazard.

CONTACT INFORMATION

Jordan Vance - jordan@example.com - 403-555-0142

NAME & SIGNATURE



Jordan Vance

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— FORMS SERIES • COMPLETE

NEED A HAND? WE'VE GOT YOU.

That's the full forms series: the dashboard, building a form, forms in your projects and reviewing submissions. Want help setting up your first forms? Send us an email and our team will get back to you.

support@subtradesoftware.com



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