

# 1. Hub

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# Reset Form

The Reset Form option allows you to completely reset a form, regardless of its status.

When executed, the system deletes the previously entered information and returns the form to its initial status (Incomplete), allowing it to be completed again from scratch.

# How it works.

## ***This feature ensures that:***

- The form can be corrected when it has been filled out incorrectly.
- The process can be repeated without generating inconsistencies.
- All fields, such as files, notes, and values that have been added in full, are cleared.
- Internal traceability of the change is maintained, ensuring control and monitoring of the form's history.

In summary, Reset Form offers a secure and controlled way to reset a form so that it can be managed again as if it were the first time.

## ***Steps for use.***

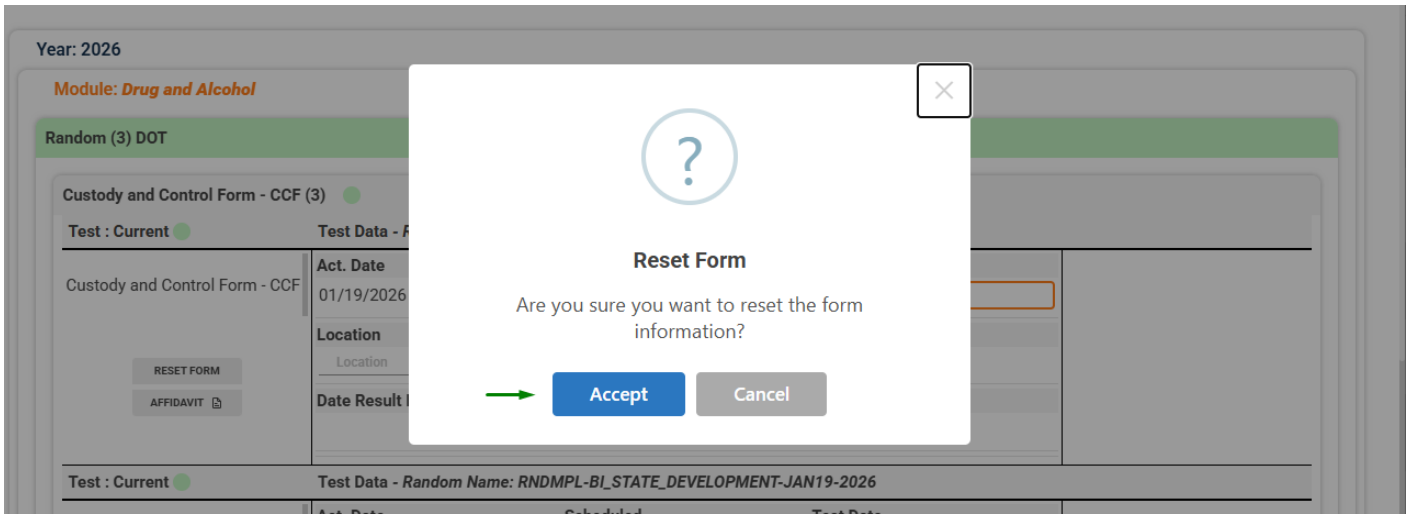
**Step 1:** Locate the “Reset form” button. Within the form, the user will find the “Reset form” button, available regardless of the current status of the record (Completed, Partial, etc.).

The screenshot shows a web interface for a 'Random (3) DOT' system. It displays two instances of a 'Custody and Control Form - CCF (3)'. Each instance has a 'Test : Current' status and 'Test Data - Random Name: RNDMPL-BI\_STATE\_DEVELOPMENT-JAN19-2026'. The first instance shows a 'RESET FORM' button highlighted with a green box and a green arrow pointing to it. The second instance shows a 'RESET FORM' button and a 'CARRY OVER' button. The form fields include 'Act. Date', 'Scheduled', 'Test Date', 'Location', 'Vendor', 'Date Result Received', 'Result', 'Positive', and 'Observed'.

Act. Date	Scheduled	Test Date
01/19/2026 13:49:22	Scheduled	01/19/2026 13:49
01/19/2026 12:42:23	Scheduled	Test Date

## **Step 2:** Confirmation message

When you click Reset Form, the system displays a confirmation window to prevent accidental resets. The user must confirm the action by selecting “Accept.” If you select “Cancel,” no changes will be made.



### Step 3: Form reset execution

Once the action is confirmed:

- All fields in the form are cleared.
- The form status returns to Incomplete.
- Previously entered results are deleted.
- The system leaves the form ready to be filled out again.
- The form history keeps a record of the change for traceability.

Random (3) DOT

Custody and Control Form - CCF (3)

Test : Current

Act. Date	Scheduled	Test Date	
01/19/2026 13:49:22	Scheduled	Test Date	Drop files here.
Location	Vendor		
Location	Vendor		
Date Result Received	Result	Positive	Observed
	N/A		<input type="checkbox"/>
<b>UPLOAD RESULT</b>			

NOT COLLECTED

CARRY OVER

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Test : Current

Custody and Control Form - CCF

Act. Date	Scheduled	Test Date	
01/19/2026 12:42:23	Scheduled	Test Date	
Location	Vendor		
Location	Vendor		
Date Result Received	Result	Positive	Observed
	N/A		<input type="checkbox"/>

RESET FORM

CARRY OVER

**Note:** This action cannot be undone. Once the form is reset, previously entered information will need to be completed again.