

# 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.).

Random (3) DOT

Custody and Control Form - CCF (3)

Test : Current Test Data - Random Name: RNDMPL-BI\_STATE\_DEVELOPMENT-JAN19-2026

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

Custody and Control Form - CCF

RESET FORM

AFFIDAVIT

Location	Vendor
Location	Vendor

Date Result Received	Result	Positive	Observed
	Negative		<input type="checkbox"/>

Test : Current Test Data - Random Name: RNDMPL-BI\_STATE\_DEVELOPMENT-JAN19-2026

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

Custody and Control Form - CCF

RESET FORM

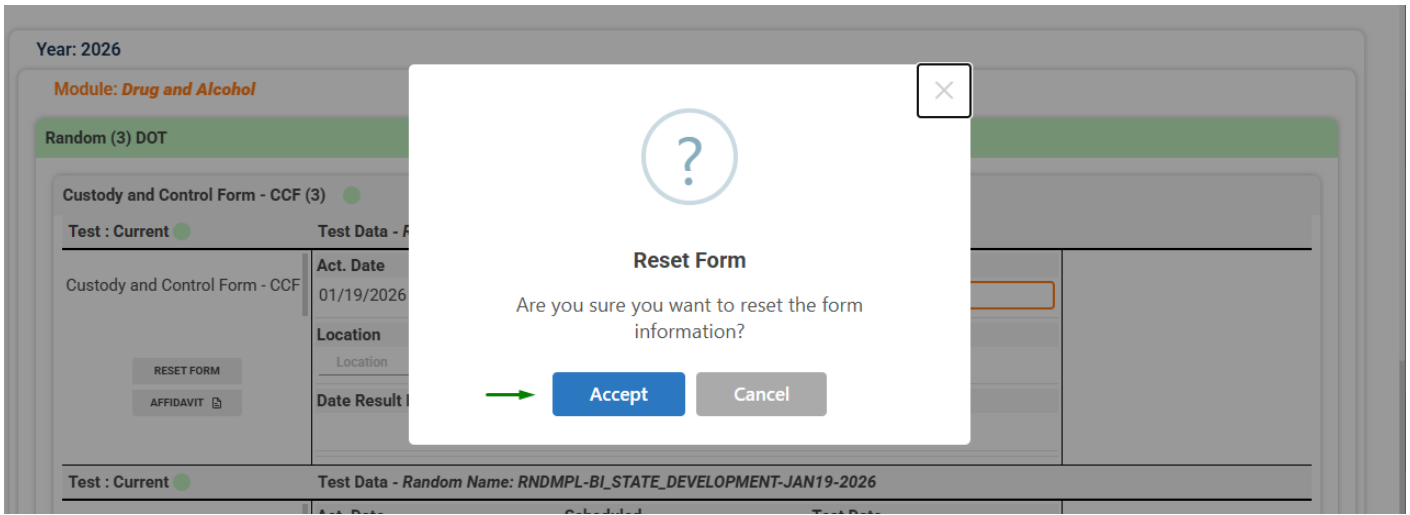
CARRY OVER

Location	Vendor
Location	Vendor

Date Result Received	Result	Positive	Observed
	N/A		<input type="checkbox"/>

## **Step 2:** Confirmation message

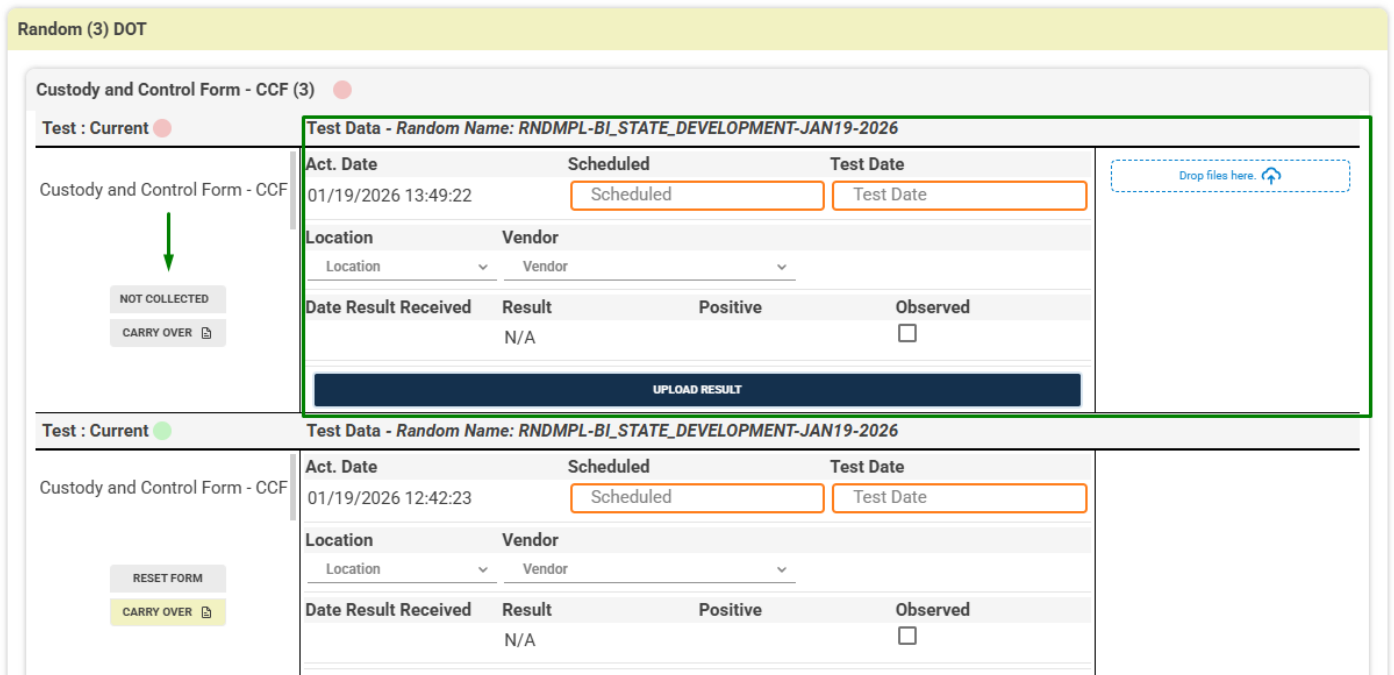
When you click Reset Form, the system displays a confirmation window to prevent accidental resets. The user must confirm the action by selecting “Accept.” If you select “Cancel,” no changes will be made.



### 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.



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

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