

Add a Form Shortcut to Your Phone's Home Screen

Once a form is saved to your home screen, you can tap the icon to open, fill out, and submit it just like an app, with no need to search for the link each time.

The steps depend on which browser you're using, so find your browser below and follow the steps.

Before you start: if you tap a form link inside Gmail or another app, it may open in that app's built-in viewer instead of a full browser, and the buttons below won't be there. If that happens, tap the menu (three dots, or a browser icon) and choose Open in Safari or Open in Chrome, or copy the link and paste it into the browser's address bar.

Safari (iPhone and iPad)

1. Open the form link in Safari.
 2. Tap the Share button, the square with an arrow pointing up, at the bottom of the screen.
 3. Scroll down the list and tap Add to Home Screen.
 4. Type a short name if you'd like (for example, "Incident Form"), then tap Add in the top corner.
 5. The icon now appears on your home screen. Tap it any time to open the form full-screen.
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Google Chrome

Chrome works on both iPhone and Android. The only difference is where the menu sits, so use the section that matches your phone.

On an iPhone or iPad

1. Open the form link in Chrome.
2. Tap the Share button to the right of the address bar (the square with an arrow pointing up).
3. Scroll down and tap Add to Home Screen.
4. Type a short name if you'd like, then tap Add.
5. The icon now appears on your home screen.

On an Android Phone

1. Open the form link in Chrome.

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2. Tap the three-dot menu in the top-right corner.
3. Tap Install and create shortcut. On some phones this may say Add to Home screen.
4. Type a short name if you'd like, then tap Add.
5. Tap Add to home screen to confirm, or drag the icon to an empty spot on your screen.
6. The icon now appears on your home screen.

Tips

- Give the shortcut a clear, short name so it's easy to spot.
- The shortcut opens the live form, so you'll always get the current version.
- You'll need an internet or data connection to open and submit the form.
- To remove a shortcut later, press and hold the icon, then choose Remove or Delete Bookmark. This removes only the shortcut, not the form itself.