

Sprintforms

Glossary

This chapter describes the various pages and features you may encounter in using our tool.

- [Questionnaire and Intake Forms](#)
- [Practitioner Dashboard](#)
- [Client Dashboard](#)

Questionnaire and Intake Forms

Sprintforms supports collecting information in a format that is more accessible and friendlier than immigration forms.

Here is an example of what the spousal sponsorship questionnaire looks like:

[← Back](#)[Sponsor](#)[Applicant](#)

Sponsorship Questionnaire - Sponsor

1. What is your name (exactly as it is shown on your passport or travel document)?

Given name(s)

Family name

2. What is your date of birth?

Date of Birth (YYYY-MM-DD)

3. Where do you currently live?

Country

State

P.O. box (Optional)

Apt./Unit (Optional)

Street no. (Optional)

Street name

City/Town

Postal Code

On what date did you begin to reside here?

Client Information



Test Client

test.client@testclientsprintforms.com

4165203106

[Mark as Complete](#)

Currently, Sprintforms has the following available:

- Intake Form - General

- Sponsorship Questionnaire
- Study Permit Questionnaire (Outside Canada)
- Work Permit Questionnaire (Outside Canada)
- Work Permit Questionnaire (Inside Canada)

Questionnaire Coverage

Questionnaires aim to get a majority of the information from your clients, but they are not 1-to-1 replicas of the questions found on the immigration forms. Our out of the box questionnaires will give you a good head start on the forms, especially if you match the questionnaire type with the application type (e.g. spousal sponsorship questionnaire will work best for spousal sponsorship applications), but it will not be a complete application.

In other words: even if a client has finished a questionnaire, you'll still have to fill in missing information on the immigration application form itself. Keep that in mind as you use questionnaires.

Copying Information From Questionnaires to Forms

Once a questionnaire is created and assigned to a individual, the information contained within it is immediately available to "copy" from the questionnaires on to the forms.

When you create an application bundle, or form, you will have a choice to select which the source questionnaire, from which information from that will be copied into the most appropriate spots on the destination form.

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Step 2: Assign Client to Selected questionnaire or form

You've selected your questionnaire or form. Now assign these questionnaire or forms to a client.

Application for Canadian Citizenship: Minors – Subsection 5(2) (3 Forms) 

Given Name:

Last Name:

Email Address:

Phone Number (Optional):

Mobile Number (Optional):

Assigned Practitioner:

Copy Data From:

- Don't copy - start as a blank form
- Bobby Smith's Intake Form – General**
- Bobby Smith's Sponsorship Questionnaire

Your Clients

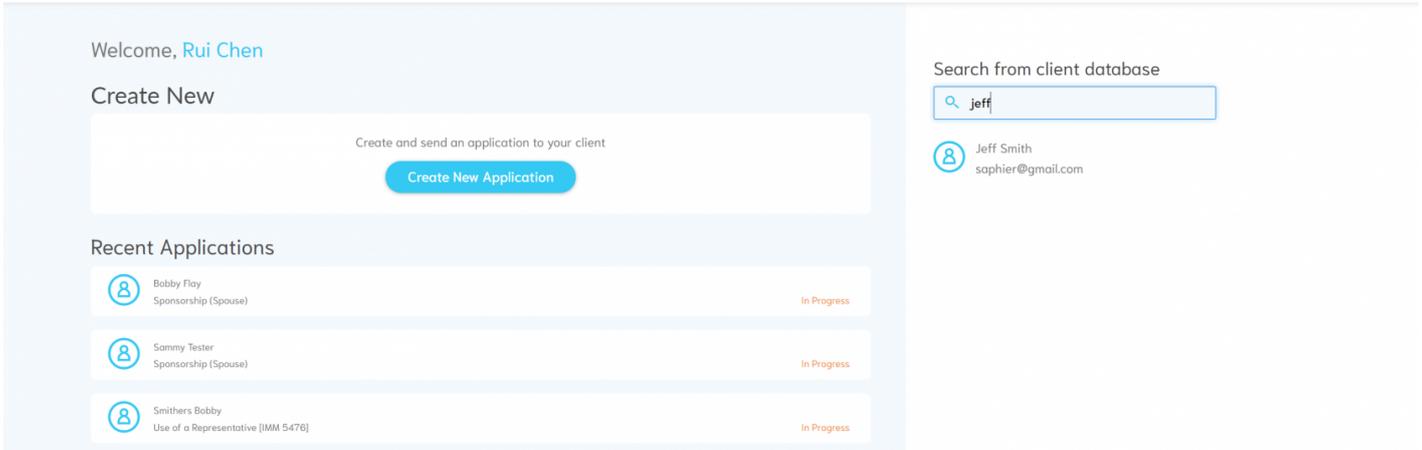
-  Bobby Smith
bobby@smith.com
-  Smithers Bobby
test@test.com
-  Bobby Flay
sprintforms@gmail.com
-  Bob Jones
2@2.com
-  bob smith
bob@smith.com
-  Bob Rainer
wajeg64453@finxmail.net

Selected Forms

Application for Canadian Citizenship: Minors – Subsection \$29.00 

Note: You can choose to copy information from any questionnaire to any form, but results will vary. For example, you may choose to copy information found on a client's "spousal sponsorship questionnaire" to a work permit form, but the resulting form will not be as filled in as fulsomely as if you used the work permit questionnaire as a source.

Practitioner Dashboard



The screenshot shows the Practitioner Dashboard interface. At the top left, it says "Welcome, Rui Chen". Below this is a "Create New" section with a button labeled "Create New Application" and the text "Create and send an application to your client". To the right is a search bar labeled "Search from client database" with the text "jeff" entered. Below the search bar is a profile card for "Jeff Smith" with the email "saphier@gmail.com". At the bottom is a "Recent Applications" section with three entries, each showing a client name, application type, and "In Progress" status.

Client Name	Application Type	Status
Bobby Flay	Sponsorship (Spouse)	In Progress
Sammy Tester	Sponsorship (Spouse)	In Progress
Smithers Bobby	Use of a Representative [IMM 5476]	In Progress

The Practitioner's Dashboard is your home base for Sprintforms. From the dashboard, you can:

- Create and invite clients to new immigration application.
- Quickly jump into recent applications.
- Find clients registered with Sprintforms and access their [Dashboard](#).

Clicking on the top left Sprintforms logo from any page will let you go home to your dashboard.

Client Dashboard

The screenshot shows the Sprintforms Client Dashboard for a client named Jeff Smith. The dashboard is divided into two main sections: Client Details and Client Forms. The Client Details section includes a back button, a profile card with the client's name, email address, and address, and a search bar for the client database. The Client Forms section lists four applications: Sponsorship (Spouse) - Marked as Complete, Access to Information Consent (ATIP) - Marked as Complete, Sponsorship (Spouse) - In-Progress, and Sponsorship (Common Law Partner) - In-Progress. Each application entry includes a lock icon, a pencil icon, and a date.

sprintforms Help Rui Chen

← Back Client Details

Jeff Smith
saphier@gmail.com
8 Lee Centre Dr, Apt 2209, Scarborough, Ontario, Canada

Search from client database
Search

Client Forms

Sponsorship (Spouse)	Marked as Complete	Review Detected Items	Oct. 18, 2019
Access to Information Consent (ATIP)	Marked as Complete	Review Detected Items	Nov. 01, 2019
Sponsorship (Spouse)	In-Progress		Oct. 30, 2019
Sponsorship (Common Law Partner)	In-Progress		Oct. 30, 2019

The Client Dashboard allows you to quickly glance at all relevant information Sprintforms has about your client, including:

- Your client's name
- Email address
- Address
- Telephone number
- Assigned application(s)
- Applications' locked or unlocked status
- Applications' progression

From the client dashboard, you can jump directly into the client's associated **Application**, or their application's **Report**, if the application has been **Marked as Complete**.

You can quickly access the Client Dashboard by searching for and clicking on your client's name in your [Practitioner Dashboard](#). You can also access it by clicking on your client's name in their application.