

Forms and Electronic Signatures

The **Work Orders, Forms, Electronic Signatures and Surveys** package makes it easy to create forms for collecting data online. Authorized users can create forms for site visitors to fill out and submit. The data they enter is collected into a database and can be downloaded into a spreadsheet for graphing and further analysis. A form can also be tied to a Paypal account for secure online payment, great for applications such as conference or class registration.

Creating Forms

Authorized users can create forms using simple web pages. A form can include descriptive information and any number of data collection fields. The data collection fields can be short text, long text (essay-type answers), dropdown menus, radio buttons or checkboxes. They may be required or not required. They may require text input, numbers or dates.

Checkboxes, which allow multiple answers, can have specified a maximum number of allowable answers.

Electronic Signatures

A special type of data collection field is Electronic Signatures. Electronic Signatures are legally equivalent to written signatures on. Edclick Forms support electronic signatures for staff, students and parents. In addition, Edclick Forms can only be electronically signed if the Form has been "published". Once an Edclick Form is "published", it can no longer be changed by the author, so the signatory is assured that the form she signs is what will be on file.

Forms with Electronic Signatures have several significant advantages over signed paper forms.

- Forms with Electronic Signatures **can easily be archived** without requiring file cabinet space.
- Collections of Forms with Electronic Signatures **can easily be searched**.
- Forms with Electronic Signatures can easily be **searched for requested signed forms that have not yet been signed**. This is extremely useful. For example, finding the 10 students who have not signed their Forms with Electronic Signatures is easy, just a click away.
- Edclick Forms with Electronic Signatures **require no special technology or registration of signatories**, only access through a web browser.

Workflow for Work Orders

Forms can include workflow steps which is essential for uses such as work orders that require multiple levels of review and approval.

Administrative Data

In addition to the data fields that will appear on the form when site users visit it, you may designate Admin Only fields. These can be used for administrative-only information.

Secure Online Payments, Automatic Email Notification, Viewing Response Data

The Forms package includes more features that we would like to tell you about. And we'd like to show you some examples. Please visit our website or contact us through the number or email address below.

