



# CREATE SIGN & SAVE

## Paper form : eForm conversion

1. Do you rely on “**standard paper forms**”?
2. Do you use paper forms for compliance validation?
3. Are you using web-based forms to capture important business information?
4. Do you use forms for a variety of other uses such as:
  - Employee training requests
  - Human Resources:
    - New Employee
    - Insurance Enrollment
    - Temp Staff 1099
    - Others
  - Company accident reporting
  - Regulatory **compliance** reporting
  - Other Unique forms that have been created and adopted for your business

Without question, paper forms are convenient and provide vital documentation necessary for day-to-day business operation.

However, in critical situations, **printed document relationships require the burden of finding, matching and authentication of compliance information.** These are often the issues linking paper documents to people, places, staff, contacts, customers and etc..

In the event of an audit where absolute proof (mandatory) is required, it can be financially punitive when unavailable and lost documents essential to validating business processes cannot be found.



## eForm Wizard (Digital Documentation)

Our business solution models the delivery of digital documents to **your day-to-day form requirements.**

Our **eForm** Wizard offers an easy method to replicate paper forms. The completed process converts them from paper into easy **User-Friendly** fill-in “electronic forms” that standardize completion compliance.

## DIGITAL DOCUMENTS

**eForms** replicate the request nature of the paper form. Data entered into an **eForm** is automatically date time stamped, and *likely to be highly accurate.* Data maybe linked to a centrally stored site record, employee contact record, require a **signature**, allow attachment of digital media (graphics, photos screen captures, etc.), trigger additional form actions and remarkably, **more.**

**Digital Documents** are all about providing standardized automated linked reference documents (to your business requirements) and verifiable audit compliance.



**Step 1. Replicate your standard forms** using our **eForm Wizard (designer).**

This process allows you to take an existing standard paper report, publish it to an eForm and immediately generate an **electronic duplicate** report.

**Step 2.** Add “**fill-in**” **options** to link the completed form to a Job Site, an employee and etc.

(Option) Add attachment files ( digital documents or electronic images, etc.).

(Option) Add form completion option to *link additional digital documents.*

**Step 3.** Add **signature requirements**  
This option allows for the electronic capture of personnel signature(s) where required.

**Step 4. Set Form Permissions**  
This controls **who may see and use** the form in the workplace.

**Step 5. Publish** the completed form. Once published, the form is available immediately to staff (**based on their permissions**)



Easily locate and complete standard business forms, anywhere you have *internet connectivity*

Completed documents provide auditable proof of compliance.

**MOBILIZED  
READY TODAY !**

Create "form templates", test and publish *eForms* for your users.

