



Service User's Guide

eformsign user guide

v1.3

COMMON

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MEMBER



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COMMON

00. Before using eformsign

Purpose of this manual
What is eformsign?
Document Version

Purpose of this manual

This manual is intended for the users who are new to eformsign, a cloud-based electronic document service, to understand cloud services and to introduce the basic process of creating electronic documents using eformsign.

What is eformsign?

eformsign is a cloud-based e-Form service that enables anyone to easily create all kinds of paper documents in an enterprise. Use documents for the entire business operations and store them securely.

Main Features

- Immediate Conversion from paper document to e-Form
- Full Mobile Support
- Manage business tasks quickly and conveniently
- Reliable e-Signature
- Store documents securely

Applicable Area

- Contracts
- Approvals
- Agreements
- Quality Assurance
- Facility Check
- Safety Check
- Field Inspection
- Process Control

Version	Date	History
1.0	2018.03.31	Original Version
1.1	2018.08.13	All image has been updated for 10,2018,0801,201 version
1.2	2018.10.05	All image/text has been updated and reflect slide master
1.3	2019.02.20	All image/text has been updated for 10,2019,0220,201 version

Glossary

Terms	Details	Remarks
Company	Organization for using service. Ex) company, school, etc.	
User	<p>User who creates document and uses service</p> <ul style="list-style-type: none">➤ Manager: A user (Member) of the company with authorities<ul style="list-style-type: none">① Administrator: The company's Administrator & key account. Performs all tasks such as company information management, group/Member management, Member Invitation, and payment management.② Company Manager: A Manager who holds partial authorities (company management, integration) of Administrator's.③ Template Manager: A Manager with template management access.④ Document Manager: A Manager with document management access.➤ Member: A user (Member) of the company.➤ External user: A third party person/group who is not a member of the company.	
Form	An electronic form converted from Excel/Word/ or other document formats	
Form Builder	A tool which creates an e-Form from Excel/Word/ or other document formats. Ex) OZ in Excel, OZ in Word, etc.	
Template Deploy	An action which user executes to convert e-document to write-able e-Form	
e-Form	A form which user has created using e-Form	
Approval	An action which user approves or decline a request under review	

MANAGER

01. Organize Company

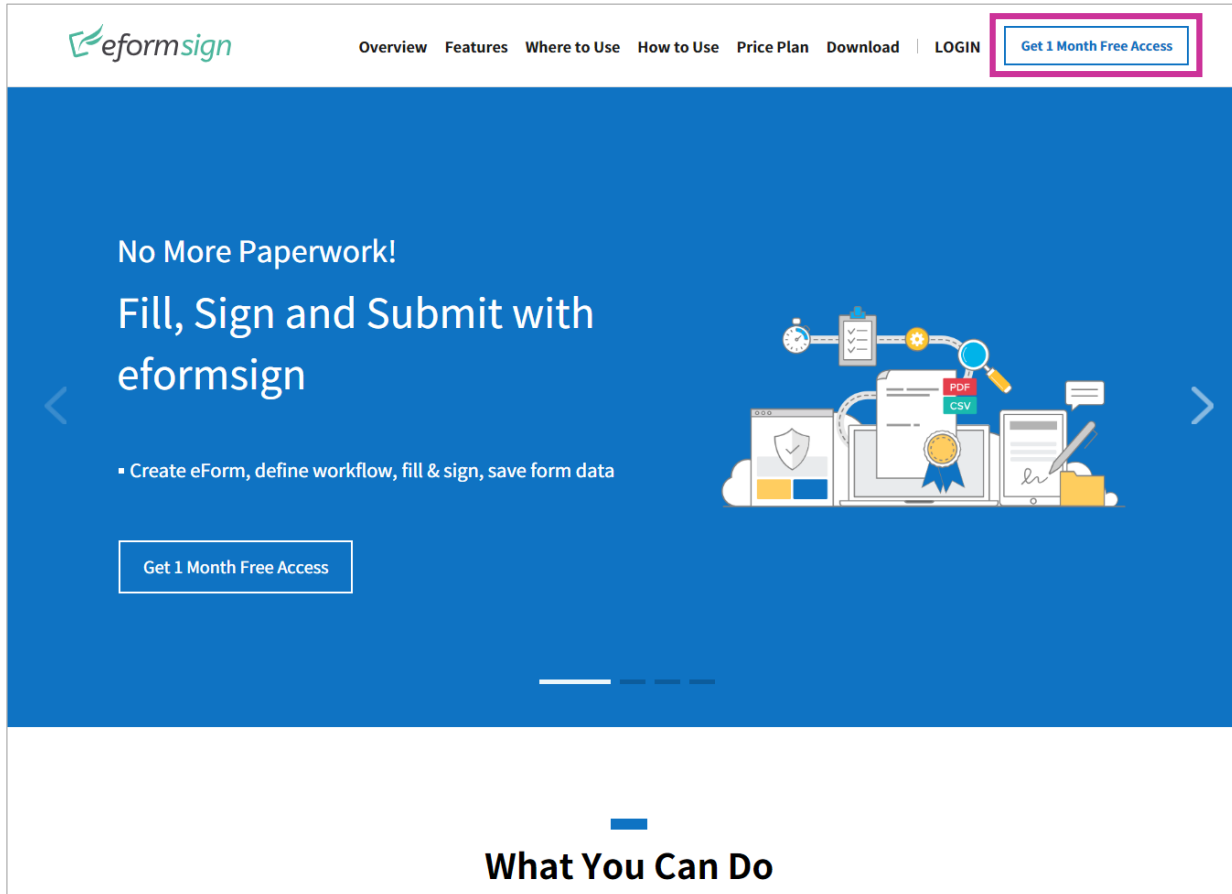
Create Administrator account & Company
Login
About Menu
Invite new member



01. Organize Company

Create Administrator account & Company

Administrator

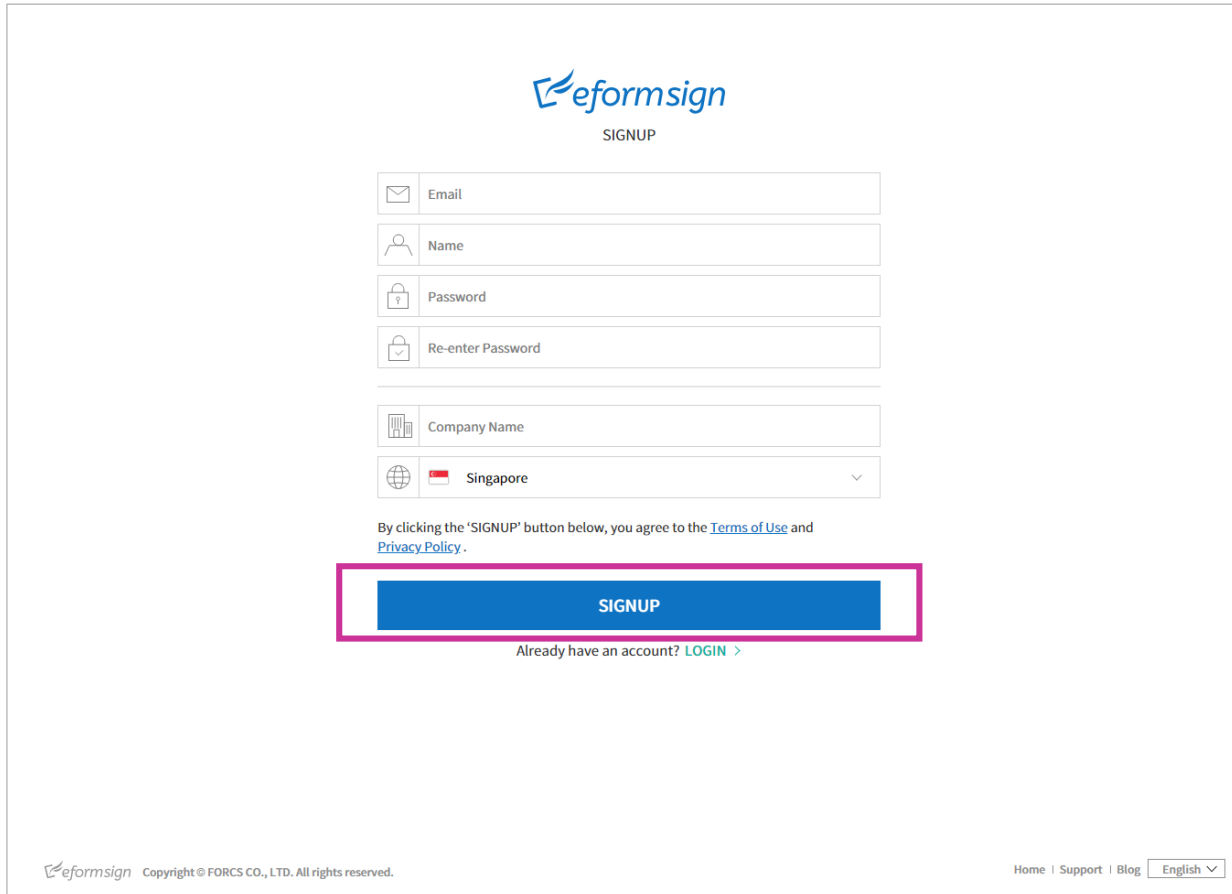


- In order to use eformsign service, first, an Administrator must be registered.
- Main features, how to use, and price plans can be checked on eformsign main site or via the eformsign application.
- On eformsign page or on mobile app, please click [Get 1 Month Free Access] to go to the Administrator account and company creation page.

Create Administrator account & Company

Administrator

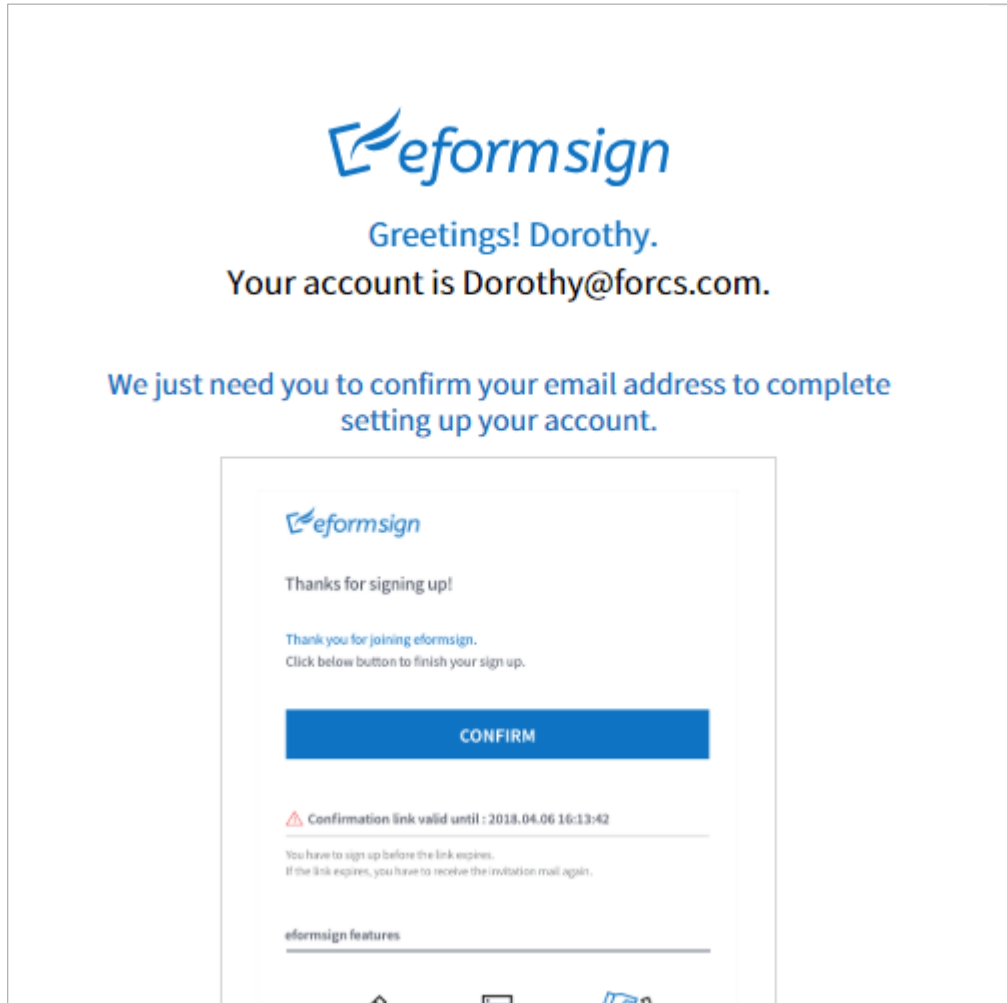
- Enter account information such as E-mail, Name, Password, Re-enter Password.
- Choose the country and insert the name of the company.
- Select [SIGNUP] to finish creating the Administrator account.



The screenshot shows the eformsign SIGNUP page. At the top is the eformsign logo and the word "SIGNUP". Below this are several input fields: "Email" (with an envelope icon), "Name" (with a person icon), "Password" (with a lock icon), and "Re-enter Password" (with a lock icon and a checkmark icon). Below these is a "Company Name" field (with a building icon) and a country selection dropdown (with a globe icon and "Singapore" selected). Below the form fields is a disclaimer: "By clicking the 'SIGNUP' button below, you agree to the [Terms of Use](#) and [Privacy Policy](#)." Below the disclaimer is a large blue "SIGNUP" button, which is highlighted with a red rectangular border. Below the button is a link: "Already have an account? [LOGIN](#) >". At the bottom left is the eformsign logo and copyright information: "Copyright © FORCS CO., LTD. All rights reserved." At the bottom right are links: "Home | Support | Blog" and a language dropdown menu showing "English".

Create Administrator account & Company

Administrator

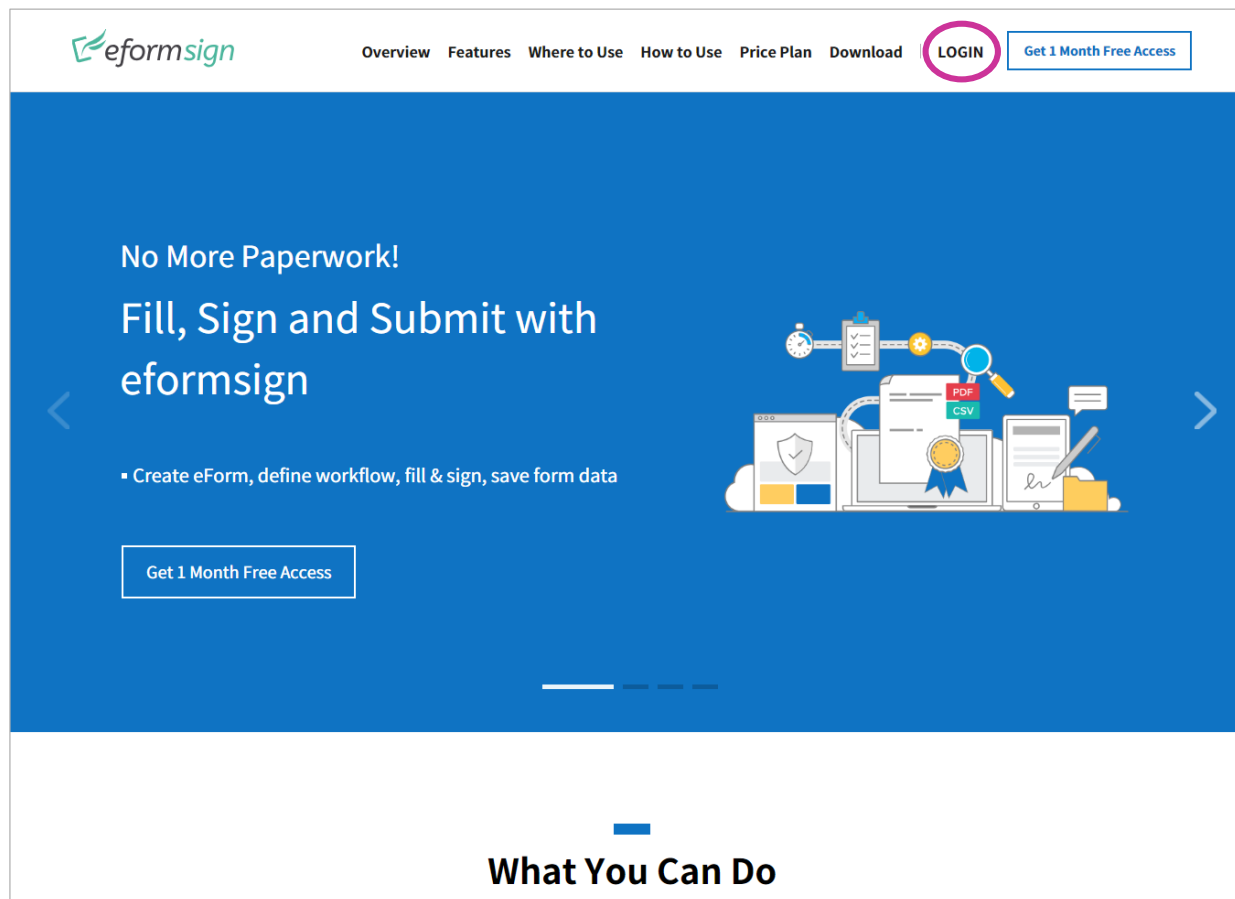


- A verification mail gets sent to an inserted Email.
- The verification mail's validity only lasts for 30 minutes.
- If verification mail's validity expires, please select [RESEND] in order to resend the verification mail.
- Please check your eformsign account's mail inbox. In order to complete the verification, click [CONFIRM].
- It will redirect you to the login screen. Administrator account and company creation is All Documents once you log in using account information you used for registration. Start using eformsign by inviting group member.

01. Organize Company

Login

ALL

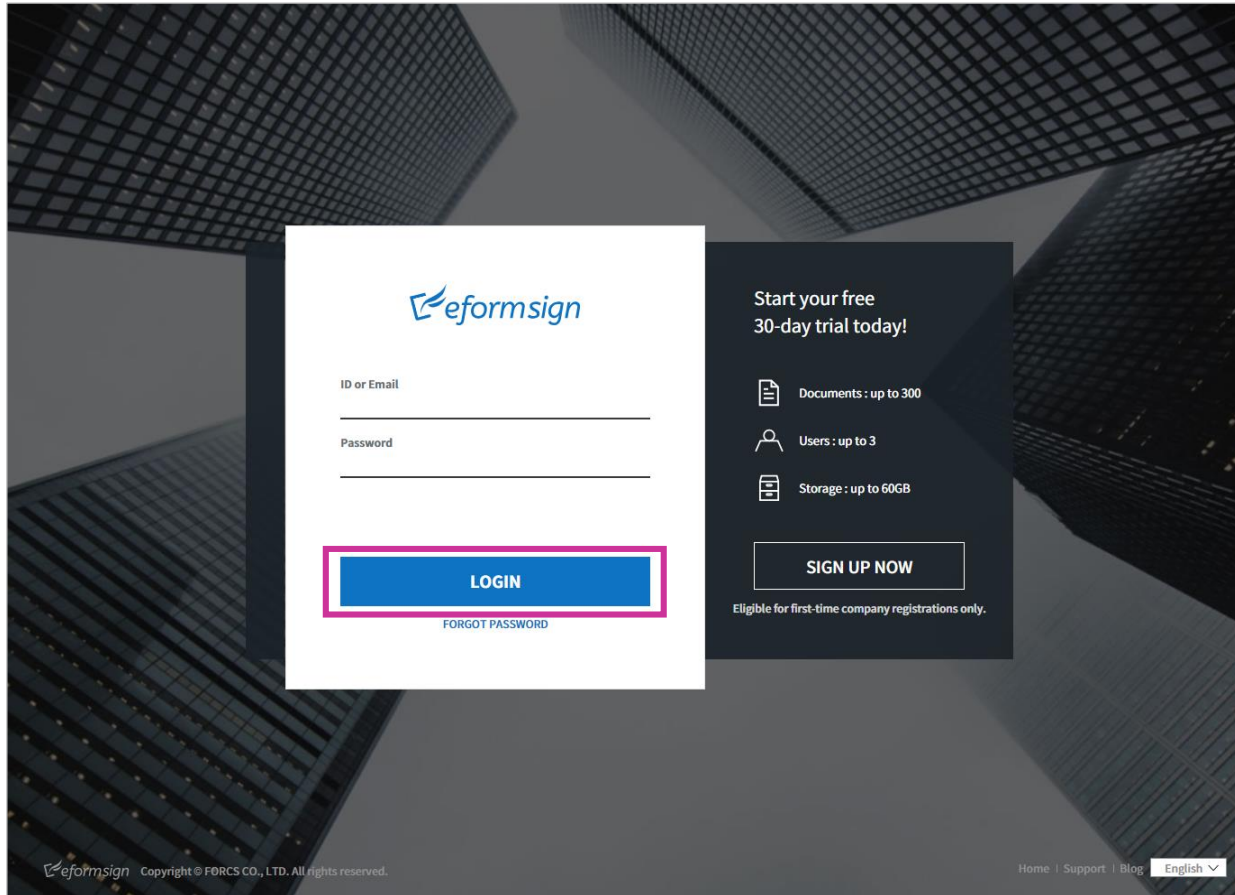


- On eformsign page or on mobile app, please click [LOGIN].

01. Organize Company

Login

ALL



The image shows the eformsign login page. It features a white login form on the left with fields for 'ID or Email' and 'Password', a blue 'LOGIN' button, and a link for 'FORGOT PASSWORD'. To the right is a dark grey sign-up section titled 'Start your free 30-day trial today!' with icons and text for 'Documents : up to 300', 'Users : up to 3', and 'Storage : up to 60GB', along with a 'SIGN UP NOW' button and a note 'Eligible for first-time company registrations only.' The background is a dark, abstract geometric pattern. The footer contains the eformsign logo, copyright information, and links for Home, Support, Blog, and a language dropdown set to English.

eformsign

ID or Email

Password

LOGIN

FORGOT PASSWORD

Start your free 30-day trial today!

Documents : up to 300

Users : up to 3

Storage : up to 60GB

SIGN UP NOW

Eligible for first-time company registrations only.

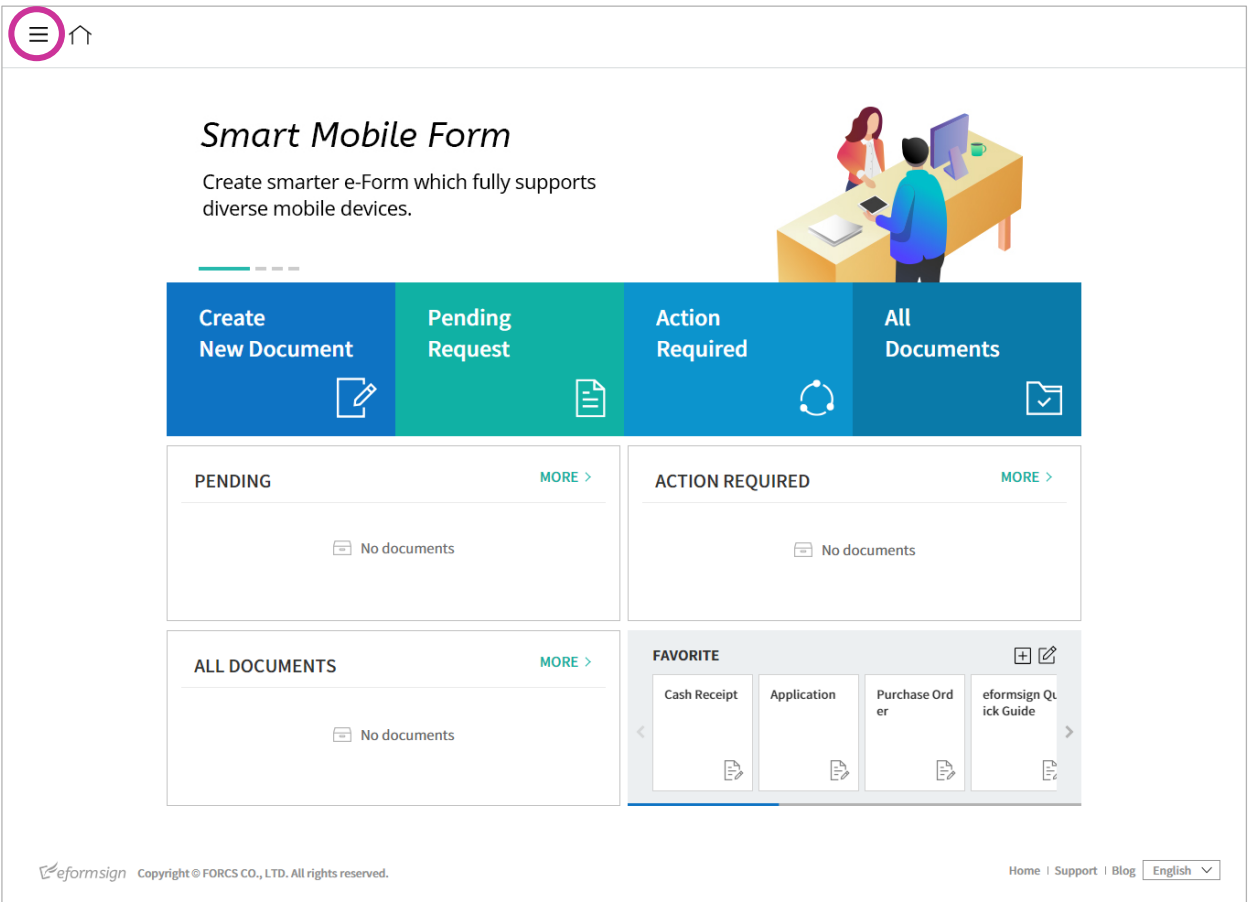
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Home | Support | Blog English

- Enter the ID or Email, Password of the Administrator account and please click [LOGIN].
- The password can be reset by clicking [FORGOT PASSWORD].
- This will redirect the user to the dashboard screen.

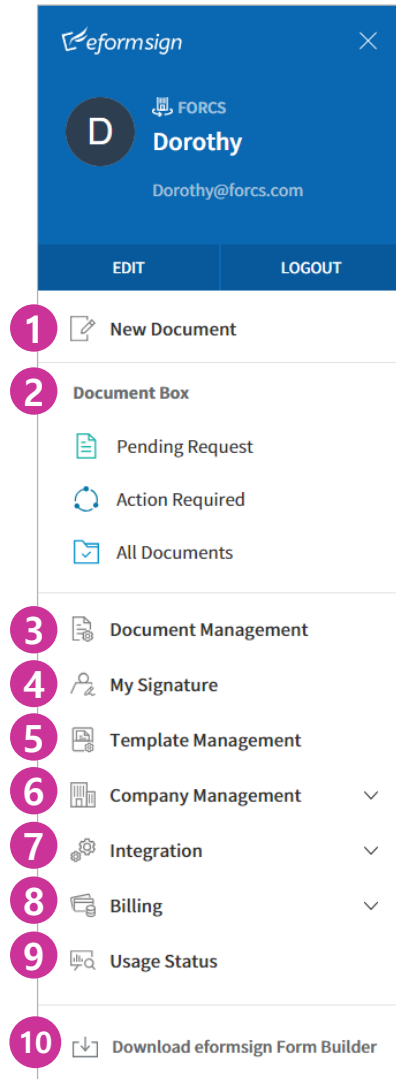
Login

ALL



- This is the first screen after the log in.
- Please select [≡] on upper left corner from dashboard screen.

About Menu



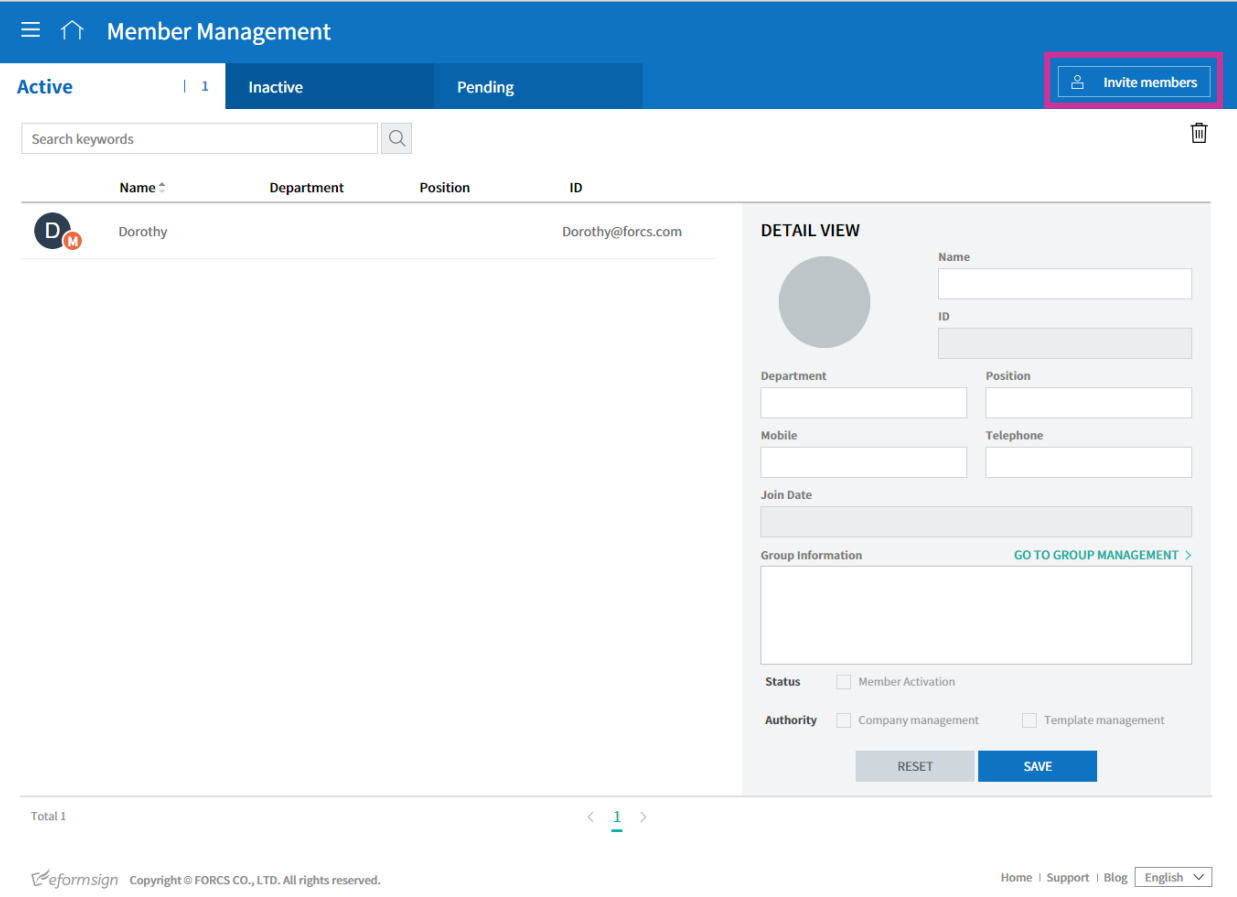
- ① New Document: Shows the template list where the user can click a template and start to create the e-form.
- ② Document Box: User can check your created e-forms.
 - ✓ Pending Request: User can check the documents that are in progress.
 - ✓ Action Required: User can check the documents that have been requested for approval from other members.
 - ✓ All Documents: User can check the all documents.
- ③ Document Management: Manager can view and manage all the forms and documents.
- ④ My Signature: Can create and save the signature which can be used when signing an e-Form.
- ⑤ Template Management: User can check the template list.
- ⑥ Company Management: User can check and edit company information.
 - ✓ Company Profile: Can check the company information.
 - ✓ Group Management: Can create or edit the group or manage members of groups.
 - ✓ Member Management: Can invite or manage members.
- ⑦ Integration: Can manage the Dropbox and Access key configuration.
 - ✓ Cloud Storage Settings: Can integrate Dropbox or Google Drive for document backups.
 - ✓ Access Key Management: Can create an Access Key to extract data and use it.
- ⑧ Billing: Can check and management price plans.
- ⑨ Usage Status: Can check weekly, monthly, and annual data & document usage status.
- ⑩ Download eformsign Form Builder: Office add-ons can be downloaded which is necessary to convert paper documents into e-forms.

01. Organize Company

Invite new member

Administrator

Company Manager



Member Management

Active | 1 Inactive Pending

Search keywords

Name Department Position ID

Dorothy Dorothy@forcs.com

DETAIL VIEW

Name

ID

Department Position

Mobile Telephone

Join Date

Group Information [GO TO GROUP MANAGEMENT >](#)

Status ☐ Member Activation

Authority ☐ Company management ☐ Template management

RESET SAVE

Total 1

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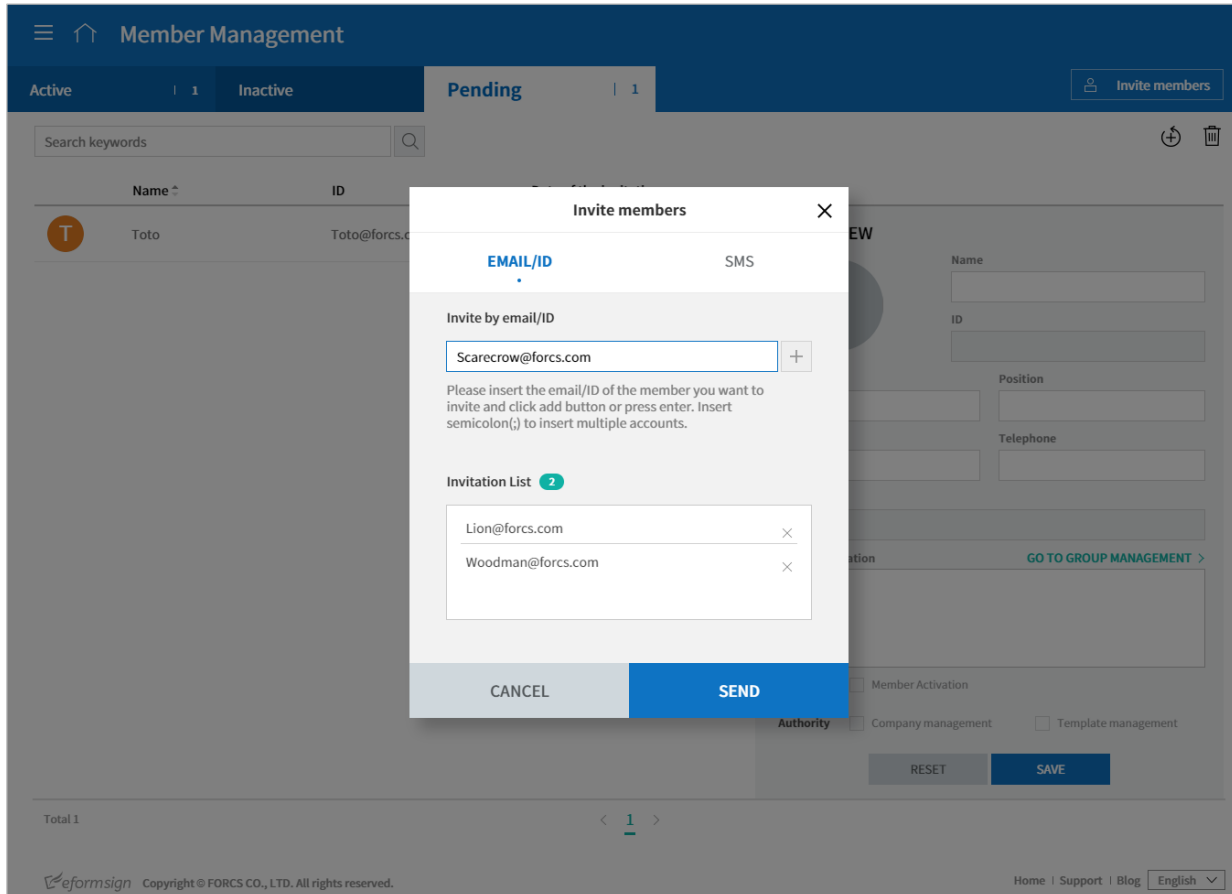
- Register members whom to use eformsign service.
- The member registration is done when the Administrator invites users whom to be company members then users who received invitations accept the invitation.
- In order to invite new members, please click [Invite members] on upper right of the screen.

01. Organize Company

Invite new member (EMAIL/ID)

Administrator

Company Manager



The screenshot displays the 'Member Management' interface with a modal window titled 'Invite members'. The modal has two tabs: 'EMAIL/ID' (selected) and 'SMS'. Under the 'EMAIL/ID' tab, there is a text input field containing 'Scarecrow@forcs.com' and a '+' button. Below this, a message states: 'Please insert the email/ID of the member you want to invite and click add button or press enter. Insert semicolon(;) to insert multiple accounts.' An 'Invitation List' section shows two entries: 'Lion@forcs.com' and 'Woodman@forcs.com', each with a close button. At the bottom of the modal are 'CANCEL' and 'SEND' buttons. The background interface shows a table with columns for Name and ID, and a search bar. The footer includes the eformsign logo, copyright information, and navigation links.

- Administrator can invite users via EMAIL/ID or SMS.
- Click [+] after inserting email or ID of the member for an invitation.
- 'Unable to invite member due to user limit' popup shows up if the company owner tries to invite extra members when there is no vacancy on the current plan.
- 'This user is already a member of the company' popup shows up if the company manager tries to invite a user whom already have been added to the company.
- When trying to invite multiple members, ; acts as a division among the list of Emails.
- Press [SEND] in order to an invitation mail is sent.

01. Organize Company

Invite new member (SMS)

Administrator

Company Manager

The screenshot displays the 'Member Management' interface. At the top, there are tabs for 'Active' (1), 'Inactive', and 'Pending' (1). A search bar is present. Below the tabs, a table lists members, with one entry visible: 'Toto' with email 'Toto@forcs.com'. An 'Invite members' button is in the top right. A modal window titled 'Invite members' is open, showing the 'SMS' tab. It contains fields for 'Name' (filled with 'Lion') and 'Mobile' (filled with '+82 01061888200'). Below these fields is a note: 'Insert name and phone number then click add button or press enter.' There is an 'Invitation List' section with a count of '0'. At the bottom of the modal are 'CANCEL' and 'SEND' buttons. The background interface also shows a 'GO TO GROUP MANAGEMENT' link and a 'SAVE' button.

- Select [SMS] to invite members using text message.
- 'Unable to invite member due to user limit' popup shows up if the company owner tries to invite extra members when there is no vacancy on the current plan.
- 'This user is already a member of the company' popup shows up if the company manager tries to invite a user whom already have been added to the company.
- Click [+] after inserting phone number and the name of the member for an invitation.
- Press [SEND] in order to send an invitation URL to SMS.

Invite new member

Administrator

Company Manager

Member Management

Active | 1InactivePending | 4

Invite members

Search keywords

Name	ID	Date of the invitation
Toto	Toto@forcs.com	13 Nov 2018
Lion	Lion@forcs.com	13 Nov 2018
Scarecrow	Scarecrow@forcs.com	13 Nov 2018
Woodman	Woodman@forcs.com	13 Nov 2018

DETAIL VIEW

T

Name

Toto

ID

Toto@forcs.com

Department

Position

Mobile

Telephone

Join Date

13 Nov 2018 04:37 pm

Group Information

GO TO GROUP MANAGEMENT >

Status

☐ Member Activation

Authority

☒ Company management

☒ Template management

RESET

SAVE

Total 4

< 1 >

eformsign

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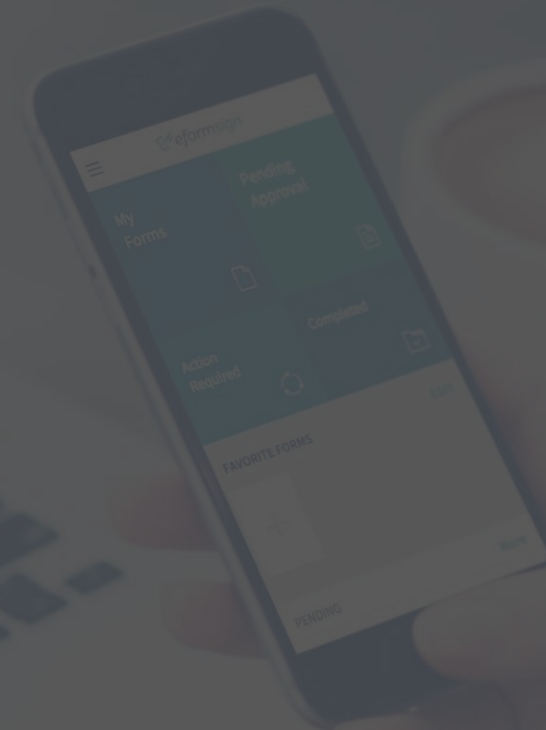
English

- Can view the list of invited members.
- The invitation can be sent again by clicking [⊕] icon and can be canceled by clicking a [🗑] icon.
- The admin may assign the user as manager on a DETAIL VIEW section, after selecting the user on member management. [Company management] option enables the user to become a company manager. [Template management] option enables the user to be a template manager.
- Press [SAVE] in order to save the settings after managing members.

MANAGER

02. Create Template

Create Template
Check Template



02. Create Template

Create Template

Administrator

Template Manager

- Already existing office files can be converted to e-Forms by using Download eformsign Form Builder.
- OZ in EXCEL, OZ in WORD, OZ in PPT and OZ Report Designer should be used when converting corporate's paper documents to e-Forms. For further instruction, please contact Forcs. Co customer service.
- Please click [Download Form Builder].

Create Template (OZ in WORD)

Administrator

Template Manager

File Home Insert Design Layout References Mailings Review View OZ in Word Search

Execute Upload Download ID: Check Radio Text Multiline Combo Datetime Numeric Toggle Signature Camera Voice User Date Label Drawing Component Drawing

File Property Input Info

Vacation Request

Approval	Applicant			Team Manager		Department Manager	
Name	Team		Sales	Contact	65	6100 - 2007	
Type	Annual Leave	Family Occasion	Official Leave	Special Leave	ETC.		
Period	Form	2018-08-24		To	2018-08-24	1	Days
Reason of Leave	Personal	Medical Treatment	Family Affair	Vacation	ETC.		
	Family Gathering						
As I apply for a Vacation Request for the above reasons, please review and approve it							
Apply Date: 2018-08-24							

Page 1 of 1 Line: 1 0 words Korean

- In case of Word, the minimum system requirement is Microsoft Word 2010 in order to use eformsign form builder. Please use version 2010 or higher.
- Select the location for component insertion. Select the desired component from ribbon toolbar.

Create Template (OZ in EXCEL)

Administrator

Template Manager

FileHomeInsertPage LayoutFormulasDataReviewViewHelpOZ in ExcelTell me what you want to do

ExecuteUploadDownload

ID: Type

CheckRadioTextMultilineComboDatetimeNumericToggleSignatureCameraVoiceUserDate

FilePropertyInputInfo

F8: X ✓ fx ETC.

	A	B	C	D	E	F	G	H	I	J	K	L	
1													
2	Vacation Request												
3													
4	Approval	Applicant			Team Manager			Department Manager					
5													
6													
7	Name			Team	Sales		Contact	65	6100 - 2007				
8	Type	Annual Leave	Family Occasion	Official Leave	Special Leave	ETC.							
9	Period	Form	2018-08-24		To	2018-08-24		1	Days				
10	Reason of Leave	Personal	Medical Treatment	Family Affair	Vacation	ETC.							
11													
12		Family Gathering											
13													
14													

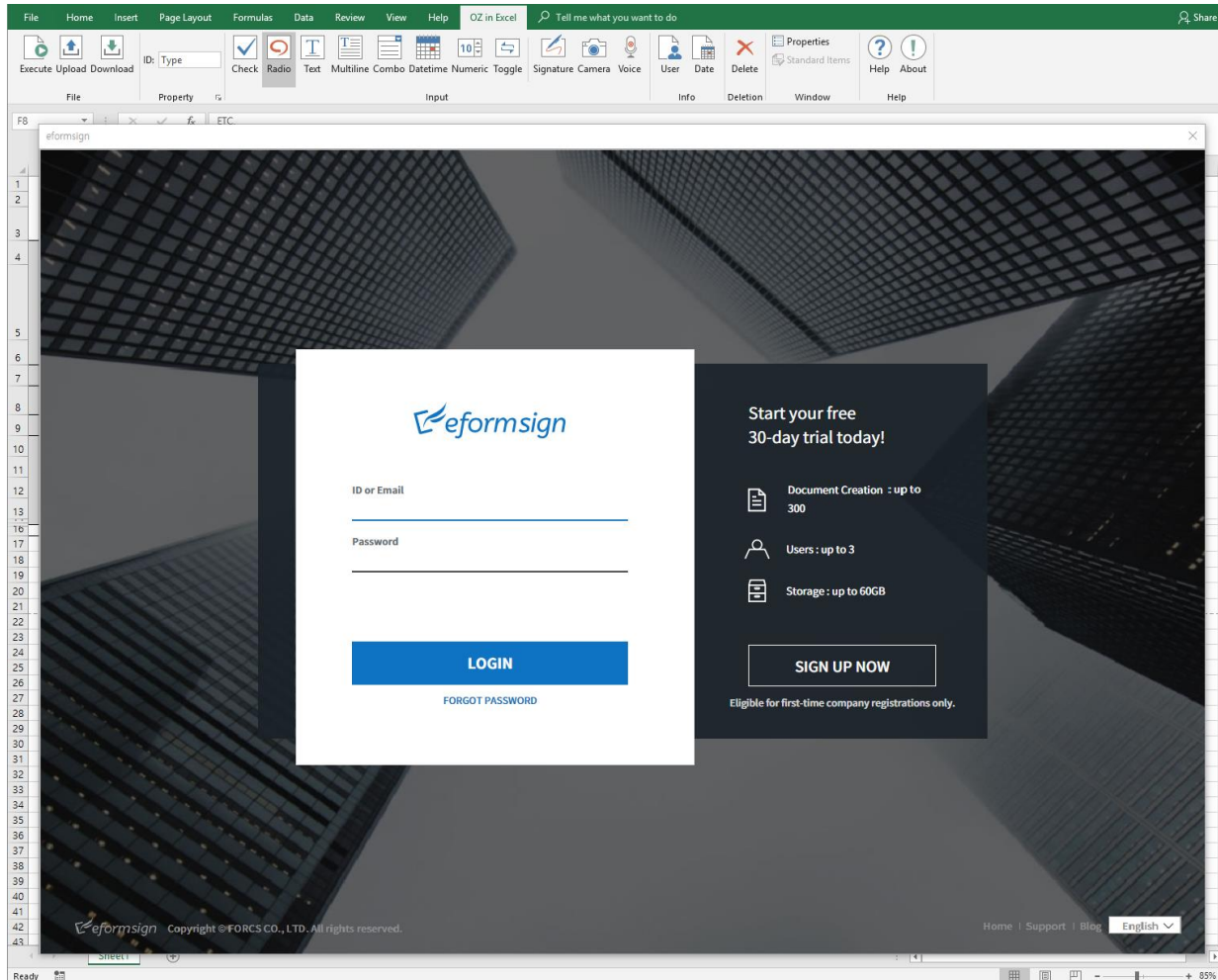
- In case of Excel, the minimum system requirement is Microsoft Excel 2010 in order to use eformsign form builder. Please use version 2010 or higher.
- Select the cell for inserting input component. Select the desired component from ribbon toolbar.

02. Create Template

Create Template (OZ in EXCEL)

Administrator

Template Manager



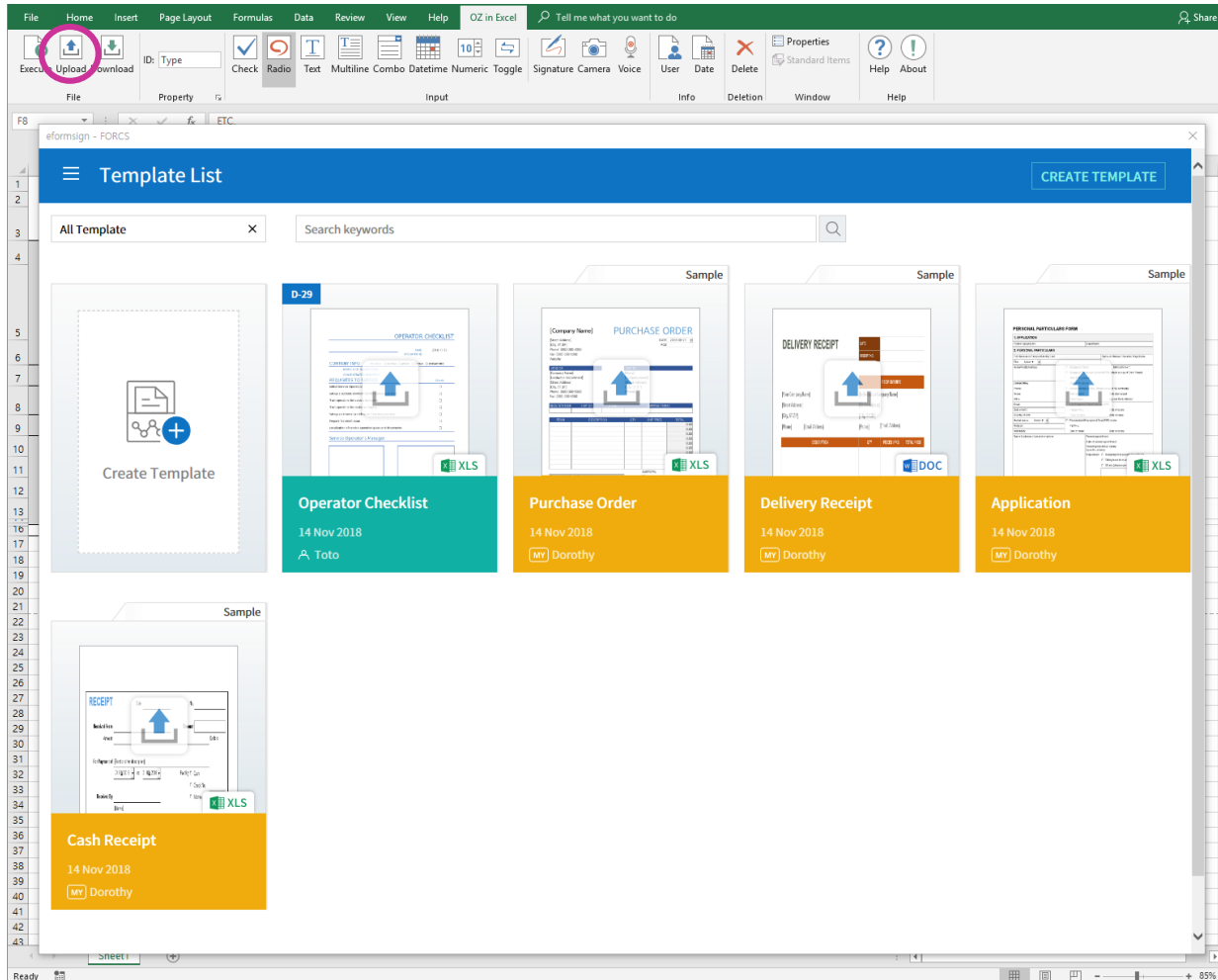
- In order to create a template, the user must be logged into eformsign.
- If the user is not logged into the service, the log in screen automatically pops up when the user clicks [Execute], [Upload], or [Download] button.

02. Create Template

Create Template (OZ in EXCEL)

Administrator

Template Manager



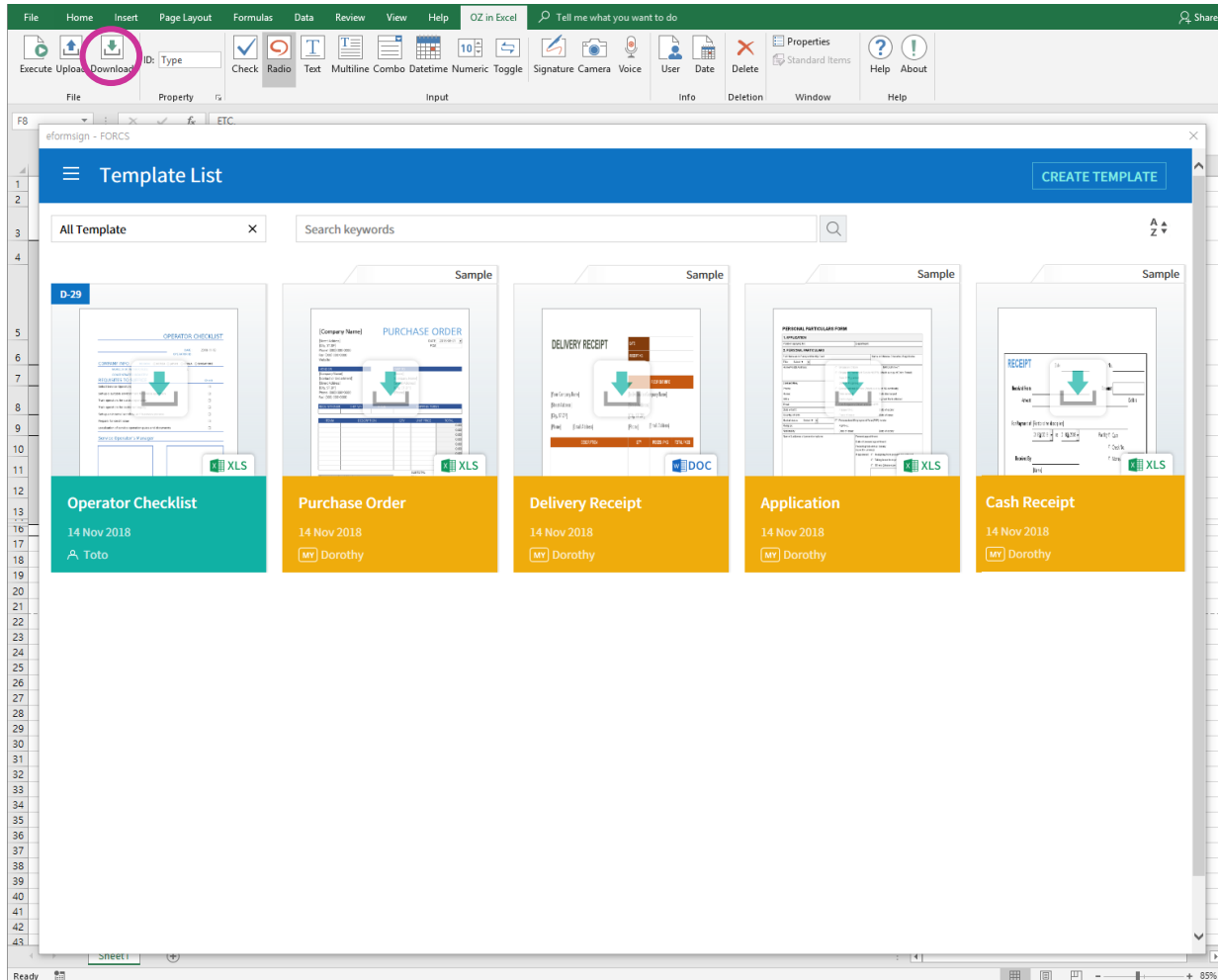
- Once logged in, the user can upload, download, or preview the document with eformsign.
- The user may view the created office document components applied by clicking [Execute].
- If the logged in account is either the Administrator or template manager account, the eformsign's template list will be displayed and the user may update the existing template or create a new template.

02. Create Template

Create Template (OZ in EXCEL)

Administrator

Template Manager



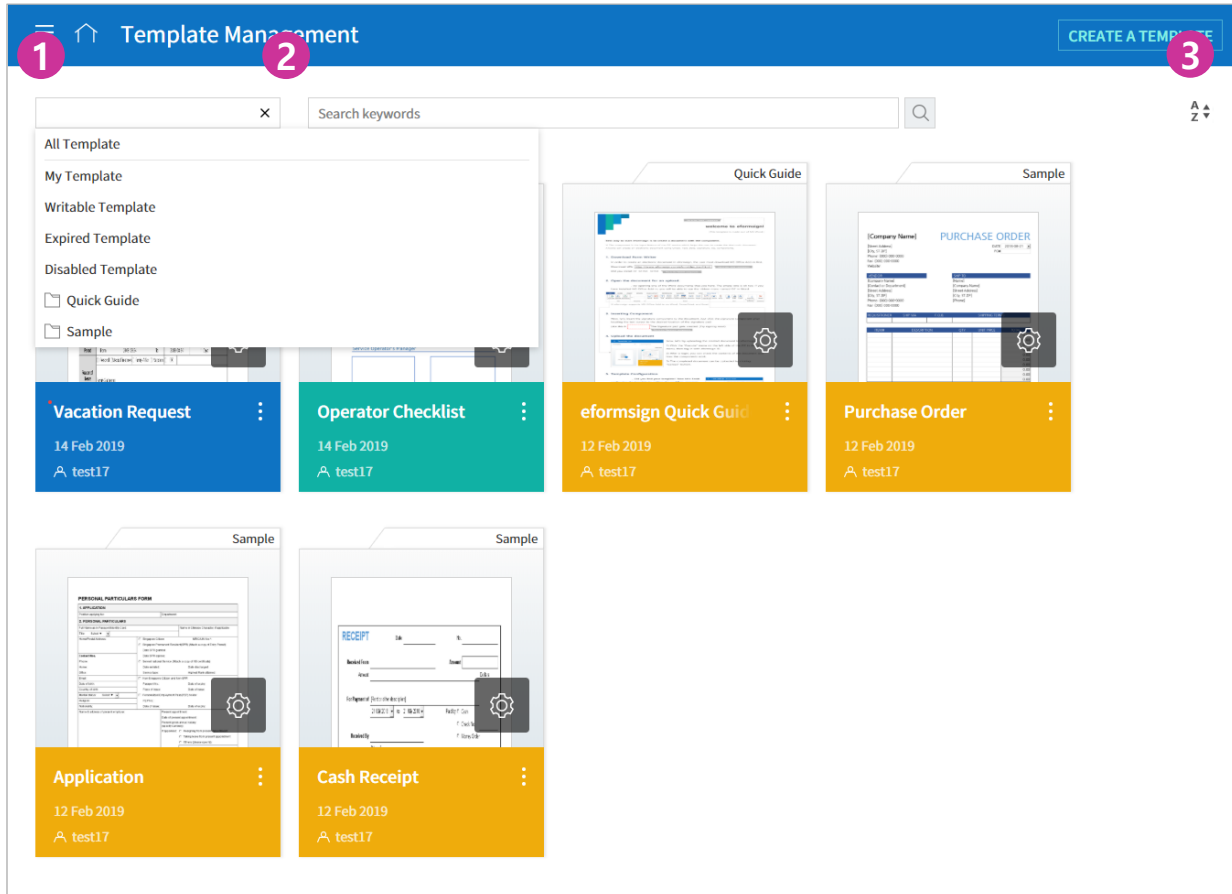
- The user may download the template's form file from the eformsign's template list by clicking [Download].
- All existing templates are displayed on Administrator's template list screen. However, other non-Administrator users would only be able to see the templates which they own, or have access, or assigned as an approver or responder for the internal process.

02. Create Template

Check Template

Administrator

Template Manager



- The user may access the template list via the upper left menu [≡] > Template Management.
- The sample templates are created in the Sample category when the company is created. For more information about document writing (access-related), please refer to 03. Template Management section.
- The template management toolbar consists of:
 - ① Template list can be viewed based on form name or category.
 - ② Enter search terms of template names and preset keywords to display desired forms.
 - ③ Template order can be sorted in ascending or descending order based on form name or category.

MANAGER

03. Template Management

- Modify
- Duplicate
- Delete
- Download
- Deploy
- Deactivate
- Change owner
- Document manager
- Check settings

Template Manager

☰ ☒
Template Management
CREATE A TEMPLATE

All Template ×

🔍

A
Z
▼

D-28

Vacation Request
 14 Feb 2019
 🗨 test17

Operator Checklist
 14 Feb 2019
 🗨 test17

Quick Guide

eformsign Quick Guid
 12 Feb 2019
 🗨 test17

Sample

Purchase Order
 12 Feb 2019
 🗨 test17

Sample

Application
 12 Feb 2019
 🗨 test17

Sample

Cash Receipt
 12 Feb 2019
 🗨 test17

- Please select template's  for its modification on template list.

Modify > General

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Upload the form file and enter the template name.

Form file

Vacation Request

IMPORT

Template Name

Vacation Request

Document Title Rule ?

You can set the title default in document creation mode.

Preview |

Category ?

You can set categories to sort the template

Description

Expiration Date ?

From 11/13/2018 To None Limit

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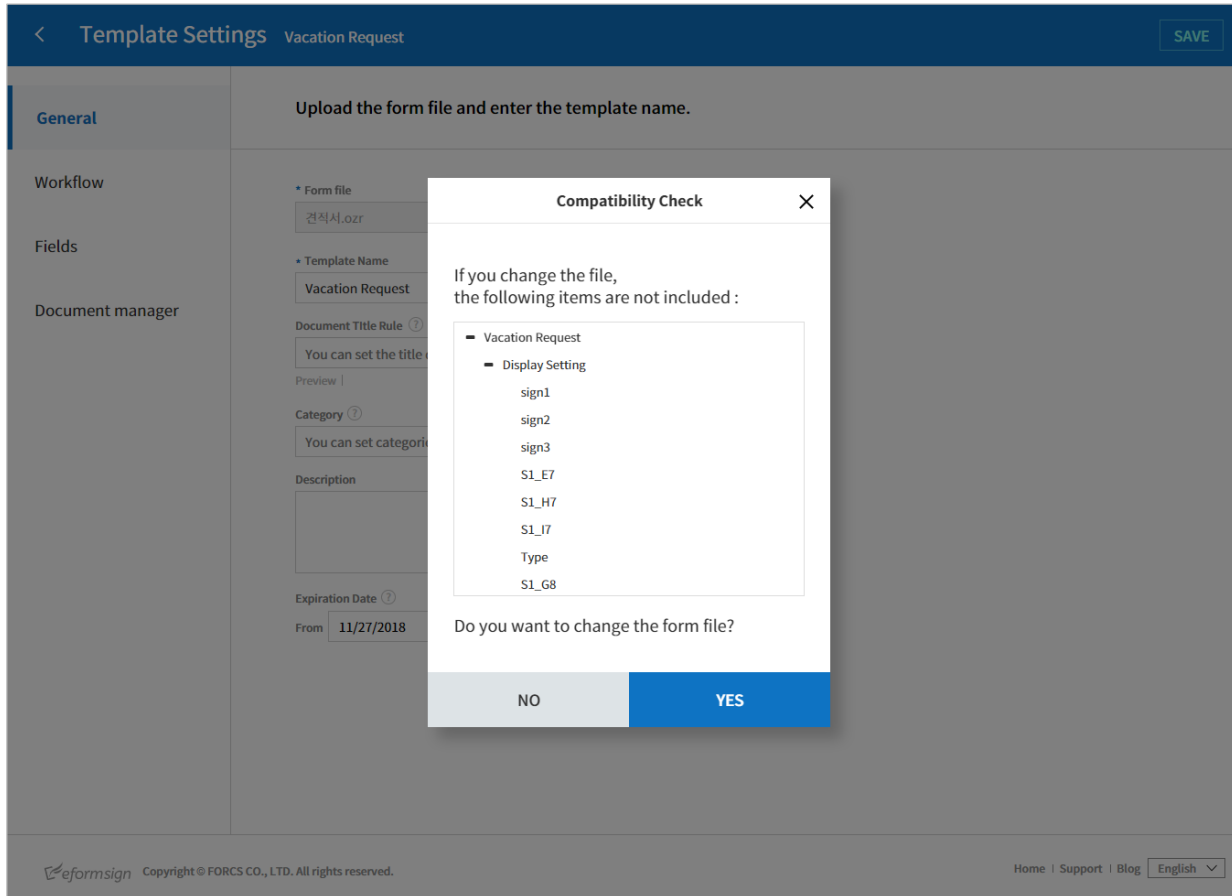
Home | Support | Blog English

- Modify template’s name and set period for template’s availability.
- Document Title Rule, Category and Descriptions can be added.
- Can apply system fields as a naming rule for titles.
- Multiple categories can be used by using separator (/).

Modify > General

Administrator

Template Manager



Template Settings Vacation Request

General

Upload the form file and enter the template name.

Form file: 건축시.ozr

Template Name: Vacation Request

Document Title Rule: You can set the title

Category: You can set category

Description:

Expiration Date: From 11/27/2018

Compatibility Check

If you change the file, the following items are not included :

- Vacation Request
 - Display Setting
 - sign1
 - sign2
 - sign3
 - S1_E7
 - S1_H7
 - S1_I7
 - Type
 - S1_G8

Do you want to change the form file?

NO YES

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- Can change or update the original form file by clicking [IMPORT].
- If the form file gets updated the Compatibility Check pops up then the user may check the changed fields.

Modify > Workflow

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

+

Complete

eformsign

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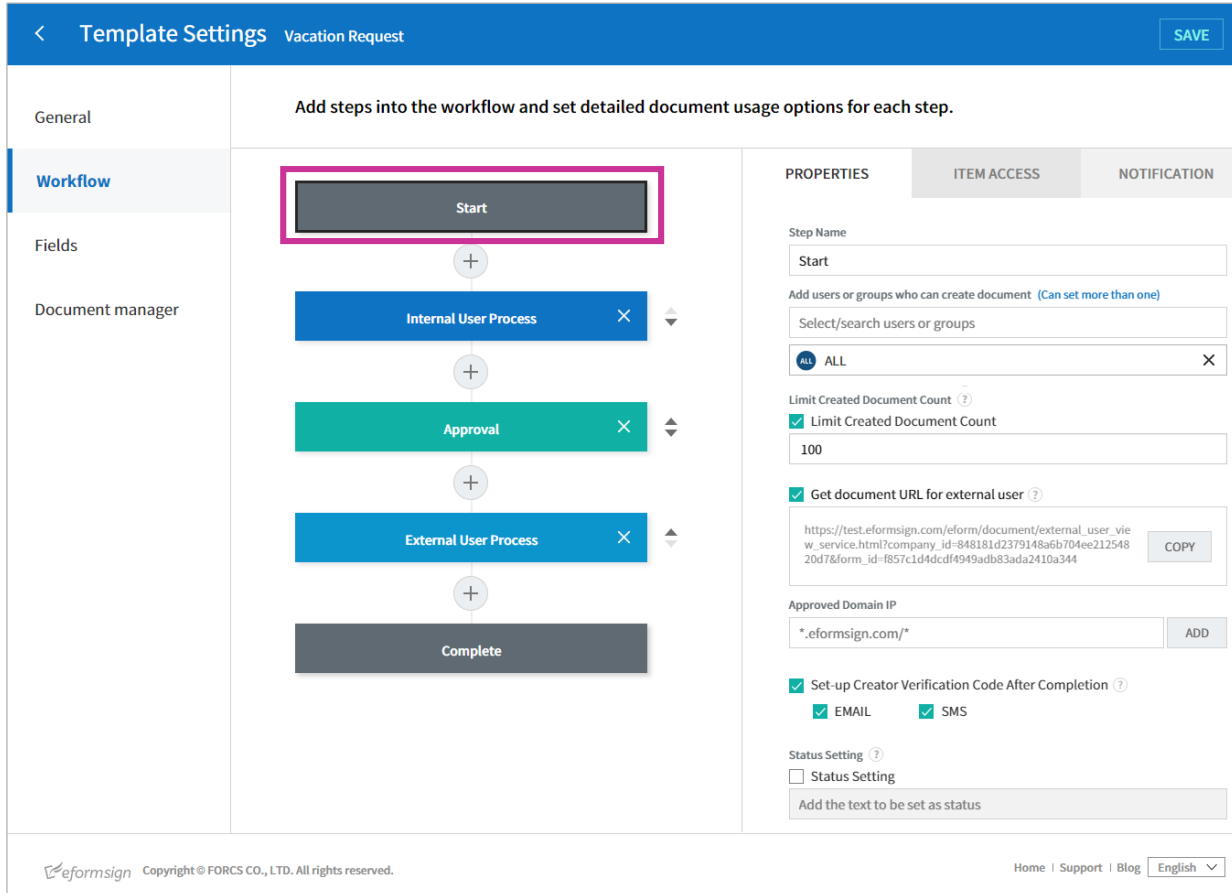
English

- Stages of the workflow get displayed when pressing [Workflow].
- Start and Complete are the basic steps. In addition, there are steps for Approval, Internal User Process, and External User Process. Press [+] between Start and Complete to add a step.

Modify > Workflow

Administrator

Template Manager



< Template Settings Vacation Request SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

Internal User Process

Approval

External User Process

Complete

PROPERTIES

ITEM ACCESS

NOTIFICATION

Step Name

Start

Add users or groups who can create document [\(Can set more than one\)](#)

Select/search users or groups

ALL ALL

Limit Created Document Count [?](#)

☒ Limit Created Document Count

100

☒ Get document URL for external user [?](#)

https://test.eformsign.com/eform/document/external_user_view_service.html?company_id=848181d2379148a6b704ee21254820d7&form_id=f857c1d4dcd4949adb83ada2410a344 COPY

Approved Domain IP

.eformsign.com/ ADD

☒ Set-up Creator Verification Code After Completion [?](#)

☒ EMAIL ☒ SMS

Status Setting [?](#)

☐ Status Setting

Add the text to be set as status

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Home | Support | Blog English

- Basic settings can be configured on the Start step.
- The users whom to write/use this template can be added on “Add users or groups who can create document” option.
- The number of maximum documents for creation can be set on “Limit Created Document Count” option.
- The URL which the non-member of the company or any third party may access and write the document gets generated by enabling “Allow anonymous user access” option.
- The external user may come back to one's document if the 'Set-up Creator Verification Code After Completion' option is enabled.
- The writers creating a document via Anonymous User Access option must agree to the 'Non-Subscriber Agreement' of eformsign.

Modify > Workflow

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

+

Internal User Process

+

Approval

+

External User Process

+

Complete

PROPERTIES

ITEM ACCESS

NOTIFICATION

Step Name
Internal User Process

Add creator

☐ Creator of the first internal process step
Step name : Start

☐ Creator of the previous internal process step
Step name : Start

☒ Add members or groups to create document (Can set more than one)

Select/search users or groups

Status Setting ?
☐ Status Setting
Add the text to be set as status

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Home | Support | Blog English

- Internal User Process steps are used when an e-document is created and the acceptance step is required.
- Set the name then select [Internal User Process] and press [SAVE].
- Add creator assigns members who can create the document.
 - ① Creator of the first internal process step option assigns the initial writer of the document to be a person in charge for that specific internal process step.
 - ② Creator of the previous internal process step option assigns the previous responder as a person in charge.
 - ③ Add members or groups to create document option assigns a desired person in charge from the member list.

Modify > Workflow

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

+

Internal User Process

+

Approval

+

External User Process

+

Complete

PROPERTIES

ITEM ACCESS

NOTIFICATION

Step Name

Approval

Display Name

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English

- Approval steps are used when authorization is required.
- Set the name then select [Approval] and press [SAVE].

Modify > Workflow

Administrator Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

+

Internal User Process

+

Approval

+

External User Process

+

Complete

PROPERTIES

ITEM ACCESS

NOTIFICATION

Step Name

External User Process

Expiration

Request for

7

Day

0

Hour(s)

Authentication Type

No password

Set password to recipient name

Type in

Set password to input field value

Select an input field

Help message for password input

Your help message will appear on the popup window for passwo...

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Home | Support | Blog English

- External User Process steps are used when third parties need to check e-documents (open, sign, etc.).
- Set the name then select [External User Process] and press [Save].
- The user may set the document's verification method and an expiration time for external users.
- The user may set the passcode for the external user's access on Authentication Type option.
- The user may set the help messages on Help message for password input option.

Modify > Workflow

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

+

Internal User Process

×

+

Approval

×

+

External User Process

×

+

Complete

PROPERTIES

NOTIFICATION

Step Name

Complete

☒ Backup in cloud storage

• Connected storages : DropBox, GoogleDrive

☒ Timestamping

*Additional charges apply.

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English

- The document completion notification can be set on the Complete step.
- Once the Backup in cloud storage option is enabled, all of the completed document will be saved to the cloud storage.
- The document will be timestamped if the Timestamping option is checked.

Modify > Workflow

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Add steps into the workflow and set detailed document usage options for each step.

Start

+

Internal User Process

×

+

Approval

×

+

External User Process

×

+

Complete

PROPERTIES

NOTIFICATION

☒ Use Mail

☒ Complete document

EDIT

☒ Use SMS *Will be additionally charged when set.

☒ Complete document

EDIT

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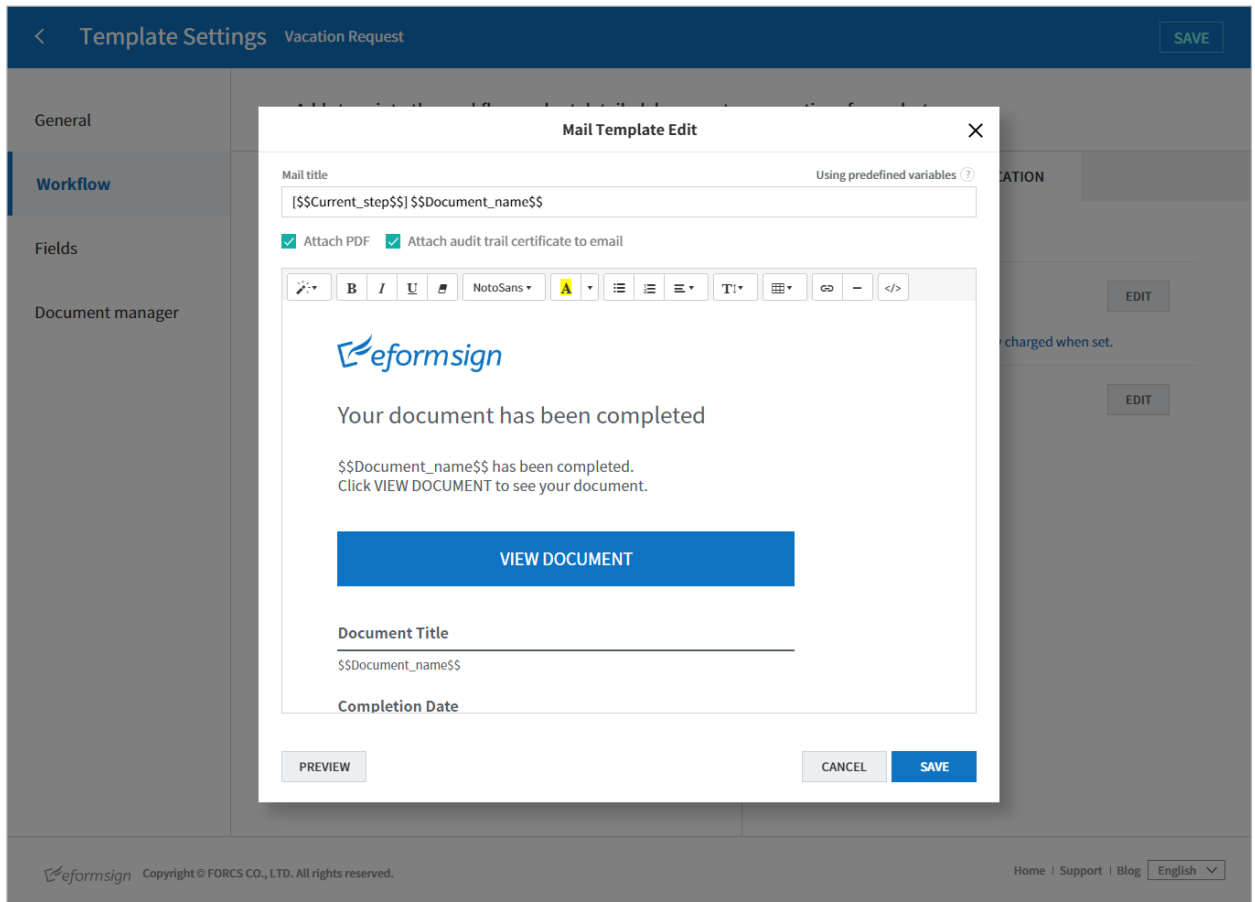
- The user may set mail or text message template via NOTIFICATION tab.

03. Template Management

Modify > Workflow

Administrator

Template Manager



- The user may edit the mail or text message template by clicking [EDIT] button.
- The PDF version of the completed document gets attached to the notification mail if the Attach PDF option is enabled.
- The audit trail gets attached as a file if the Attach audit trail certificate to email option is checked.

Modify > Fields

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Set display order, display name, default value and show/hide (ON/OFF) of each field that will be displayed in the document list.

Order	Item Name	Display name	Default value	<input type="checkbox"/> Display All
1	Status	Status	Document meta field default value can not be set	Required
2	Title	Title	Document meta field default value can not be set	Required
3	Step	Step	Document meta field default value can not be set	ON
4	First Author	First Author	Document meta field default value can not be set	ON
5	Last Author	Last Author	Document meta field default value can not be set	ON
6	First Date	First Date	Document meta field default value can not be set	ON
7	Last Date	Last Date	Document meta field default value can not be set	ON
8	sign1	sign1	Data source No default	OFF
9	sign2	sign2	Data source No default	OFF
10	sign3	sign3	Data source No default	OFF
11	S1_E7	S1_E7	Data source No default	OFF
12	S1_H7	S1_H7	Data source No default	OFF
13	S1_I7	S1_I7	Data source No default	OFF
14	Type	Type	Data source No default	OFF

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- Select [Fields] to display the screen where can set the order and name of the fields to display in the list of electronic documents.
- Item Name and Display Name columns are the field display name on the document list. The default value will be prescribed to the input components if filled into the Default Value column.
- Display item settings can be accessed via document management.

Modify > Fields

Administrator

Template Manager

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

Set display order, display name, default value and show/hide (ON/OFF) of each field that will be displayed in the document list.

Order	Item Name	Display name	Default value	<input type="checkbox"/> Display All
1	Status	Status	Document meta field default value can not be set	Required
2	Title	Title	Document meta field default value can not be set	Required
3	Step	Step	Document meta field default value can not be set	ON
4	First Author	First Author	Document meta field default value can not be set	ON
5	Last Author	Last Author	Document meta field default value can not be set	ON
6	First Date	First Date	Document meta field default value can not be set	ON
7	Last Date	Last Date	Document meta field default value can not be set	ON
8	sign1	sign1	Creator information	ID
9	sign2	sign2	Data source	ID
10	sign3	sign3	Type in	NAME
11	S1_E7	S1_E7	Creator information	DEPARTMENT
12	S1_H7	S1_H7	Group information	TITLE
13	S1_I7	S1_I7	Data source	MOBILE_NO
14	Type	Type	Data source	PHONE_NO

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- If the Type in option is set, the user may manually set the default value of the input field.
- The user may set the default value of the input fields as the information of the creator information with Creator information option.
- The user may set the default value of the input fields as the group's name and description and custom fields with Group information option.

Modify > Document manager

Administrator

< Template Settings Vacation Request

SAVE

General

Workflow

Fields

Document manager

You can set a template document manager.

Add users or groups who can manage template document (Can set more than one)

Select/search users or groups

Woodman Woodman@forcs.com

X

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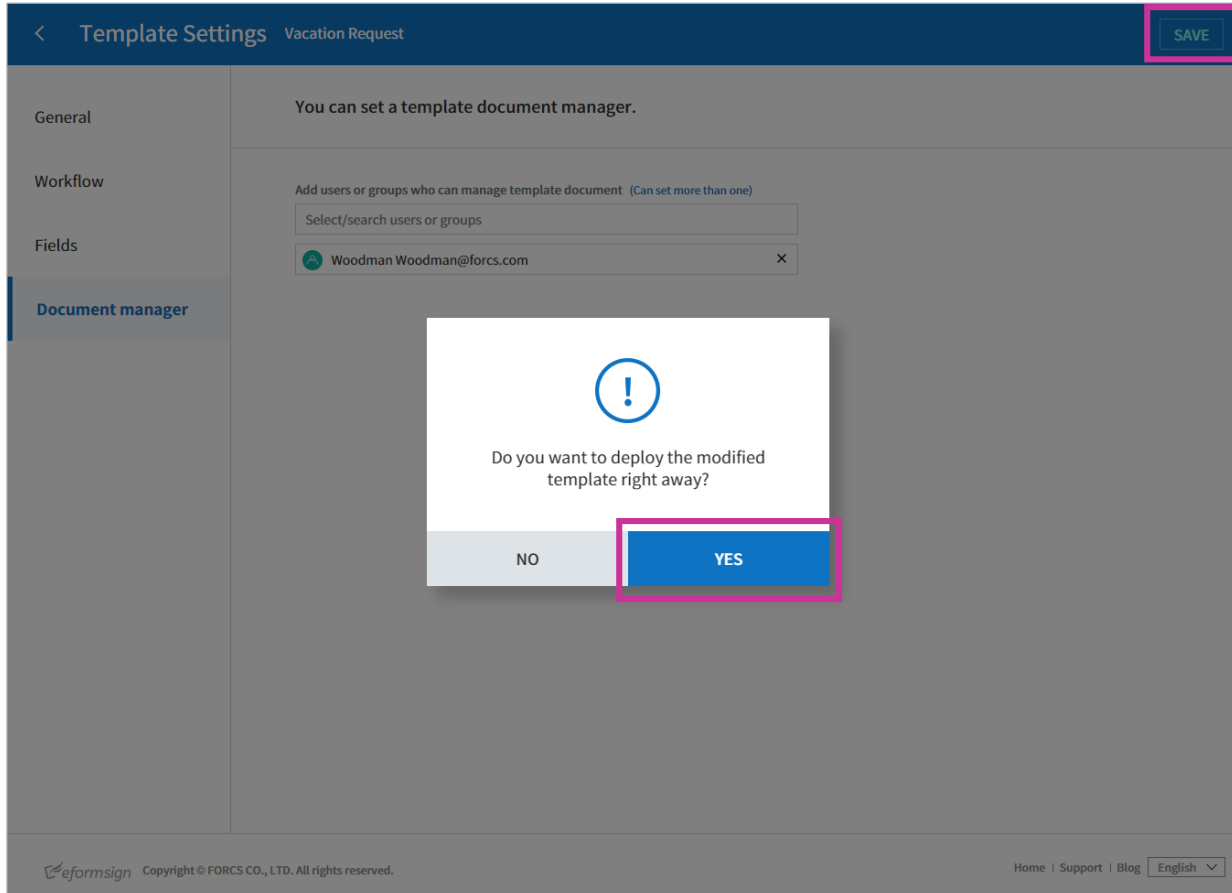
- By clicking [Document manager] on the left side, the user may access the screen where one can assign the Document manager.

03. Template Management

Modify

Administrator

Template Manager



< Template Settings Vacation Request

SAVE

General

You can set a template document manager.

Workflow

Fields

Document manager

Add users or groups who can manage template document (Can set more than one)

Select/search users or groups

Woodman Woodman@forcs.com

Do you want to deploy the modified template right away?

NO YES

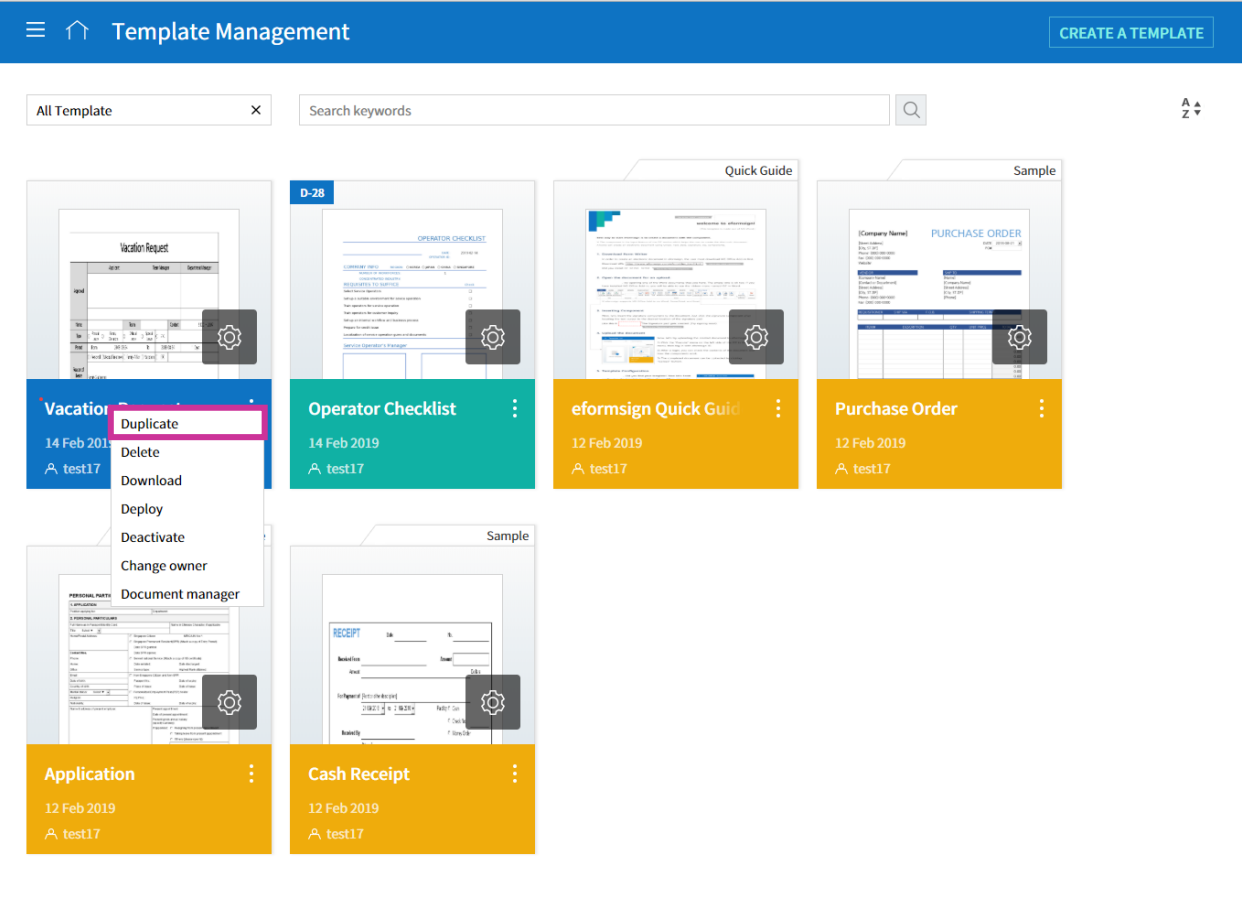
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- Please press [SAVE].
- Click [YES] when the template deployment popup shows up.
Once the template is deployed, the users with writable access can create the document using the template.

Duplicate

Administrator

Template Manager



- In the template list, please select [:] to duplicate the template and select [Duplicate] in popup menu.
- This will redirect the user to the template duplicate screen.

Duplicate

Administrator

Template Manager

< Duplicate

SAVE

General

Workflow

Fields

Document manager

Upload the form file and enter the template name.

Form file

Vacation Request

IMPORT

Template Name

Please enter template name.

Document Title Rule

You can set the title default in document creation mode.

Preview

Category

You can set categories to sort the template

Description

Expiration Date

From 11/13/2018 To None Limit

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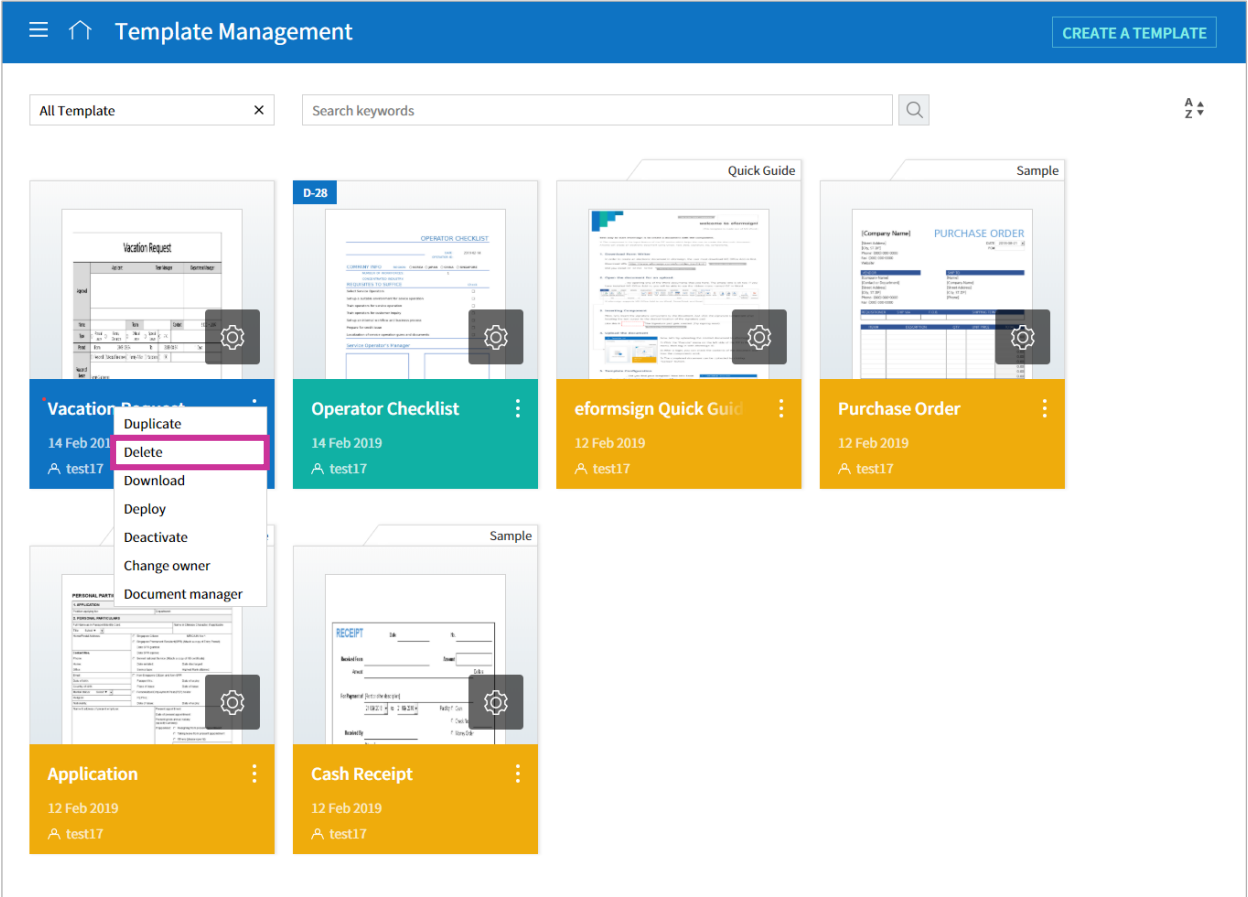
English

- Duplicated template brings the same template settings from the original template.
- After editing the template settings, press [SAVE].

Delete

Administrator

Template Manager

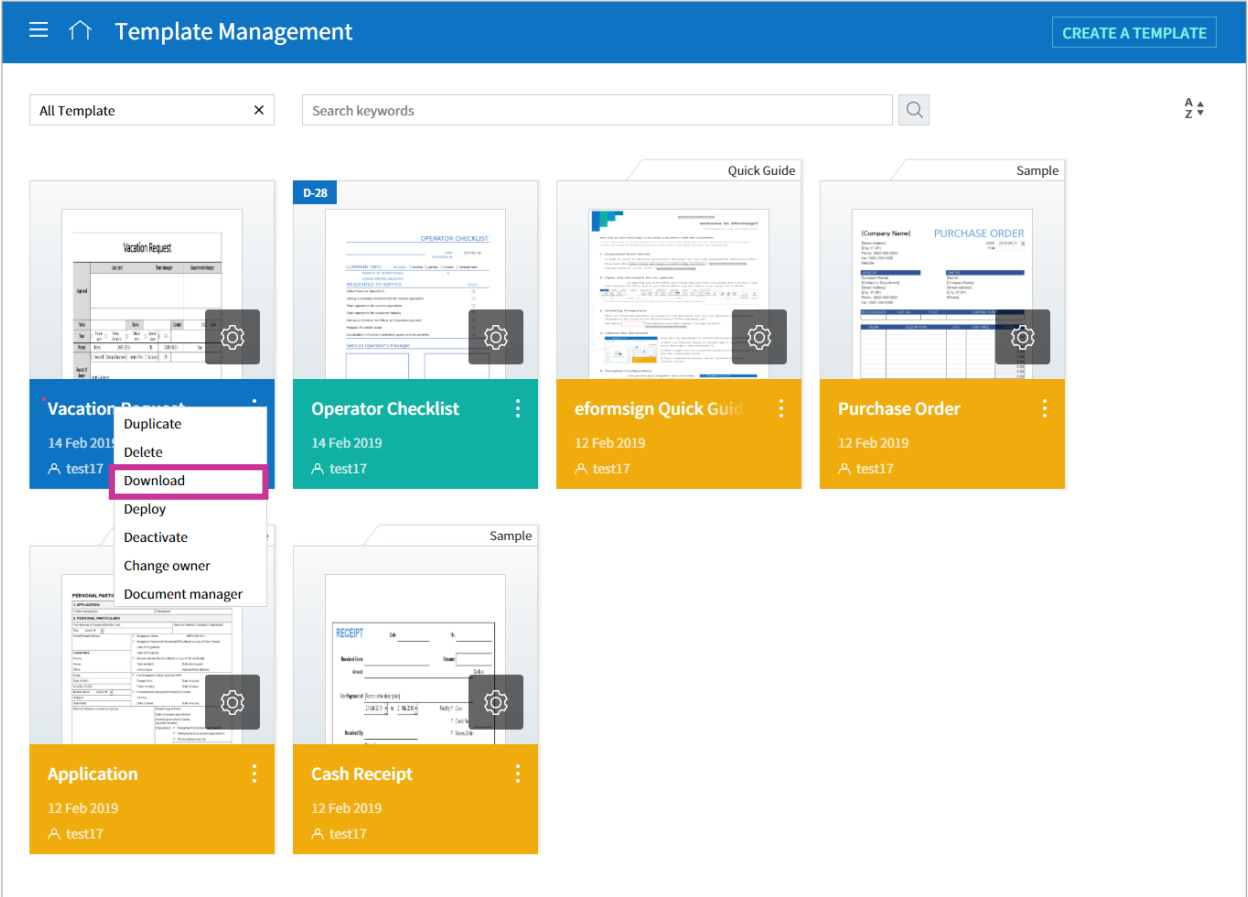


- In the template list, please select [:] to duplicate the template and select [Delete] in popup menu.
- The template gets deleted from the Template Management list.

Download

Administrator

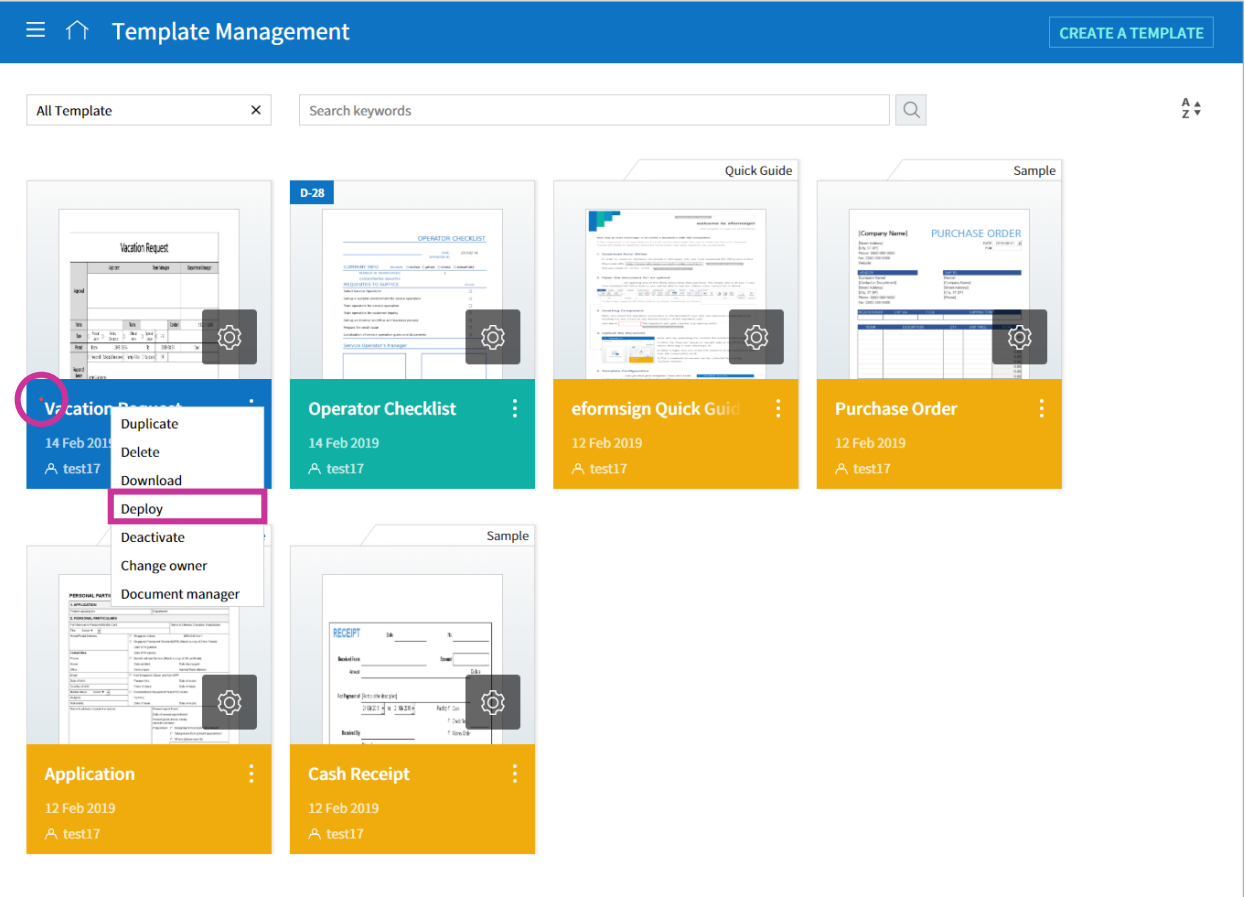
Template Manager



- In the template list, please select [:] to duplicate the template and select [Download] in popup menu.
- This is used when the user desires to download the form in Office or OZR file.

Deploy

Administrator Template Manager

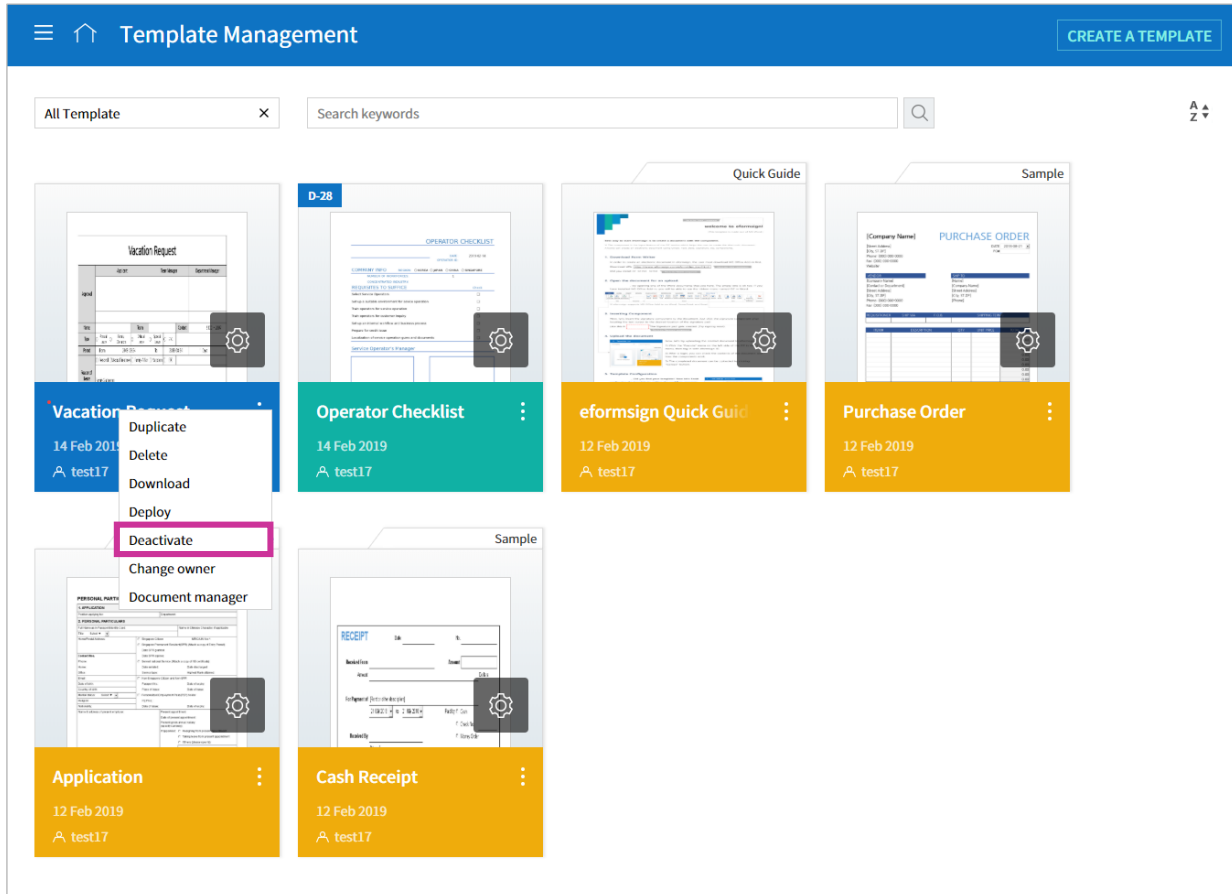


- Deploy the e-form in user write-able template. Please follow this instruction only if the template was not deployed right after finishing the management.
- In the template list, please select [:] to duplicate the template and select [Deploy] in popup menu.

Deactivate

Administrator

Template Manager



- In the template list, please select [:] to duplicate the template and select [Deactivate] in popup menu.
- When the template gets deactivated, that template does not appear on user's screen.

03. Template Management

Change owner

Administrator

Template Manager

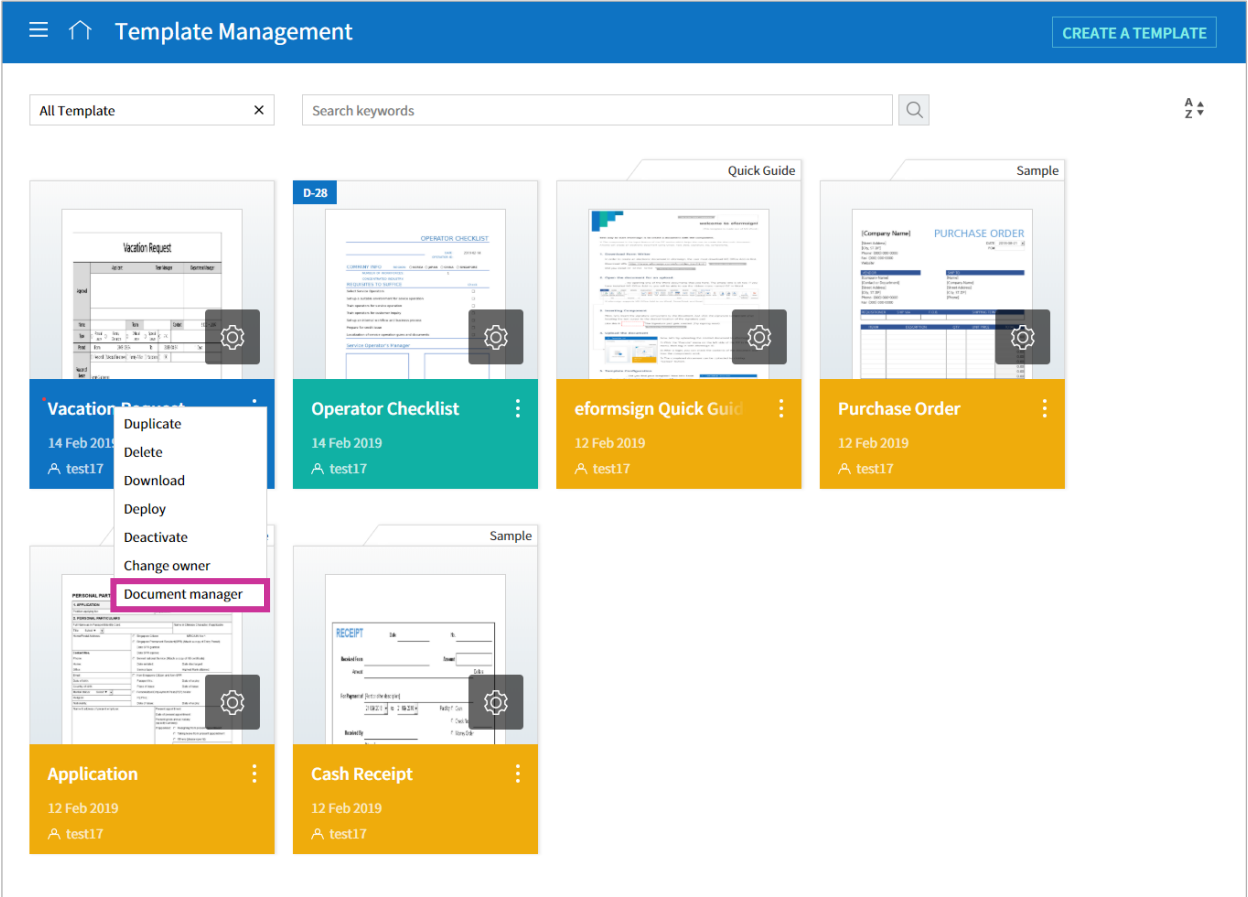
The screenshot shows the 'Template Management' interface. At the top, there's a blue header with a menu icon, a home icon, the text 'Template Management', and a 'CREATE A TEMPLATE' button. Below the header, there's a search bar with 'All Template' selected and a search icon. The main area displays a grid of template cards. Each card shows a preview of the template, a title, a date, and a user icon. A context menu is open for the 'Vacation Request' template, showing options: Duplicate, Delete, Download, Deploy, Deactivate, Change owner (highlighted with a red box), and Document manager. Other visible templates include 'Operator Checklist', 'eformsign Quick Guide', 'Purchase Order', 'Application', and 'Cash Receipt'.

- On the template which the user desires to change the owner, select the [⋮] then [Change owner] on the popup menu.
- The Change owner popup will be displayed and the member with template management access will be displayed.
- After changing the template owner, the new owner would be able to manage the template from that point.

Document manager

Administrator

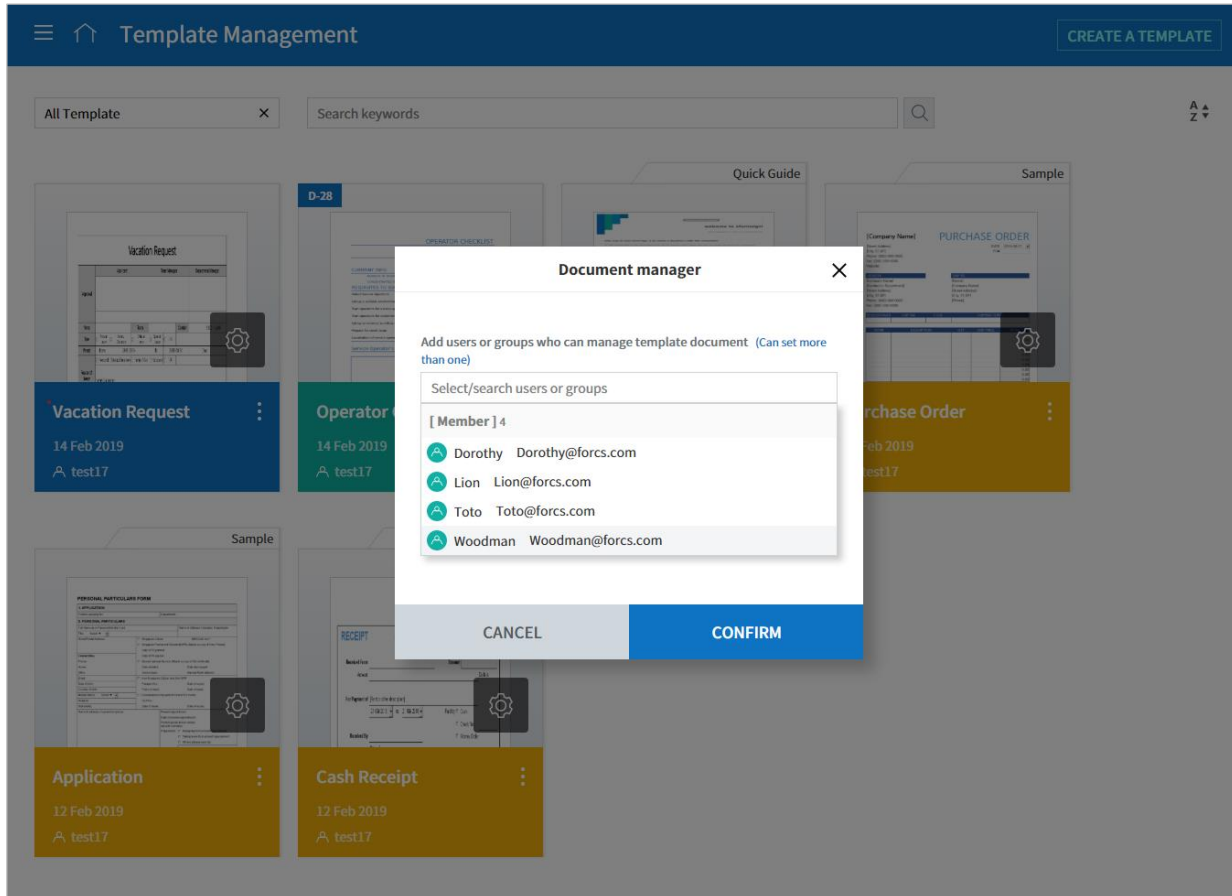
Template Manager



- In order to assign the document manager, select [:] then [Document manager] on the popup on the desired template.

Document manager

Administrator

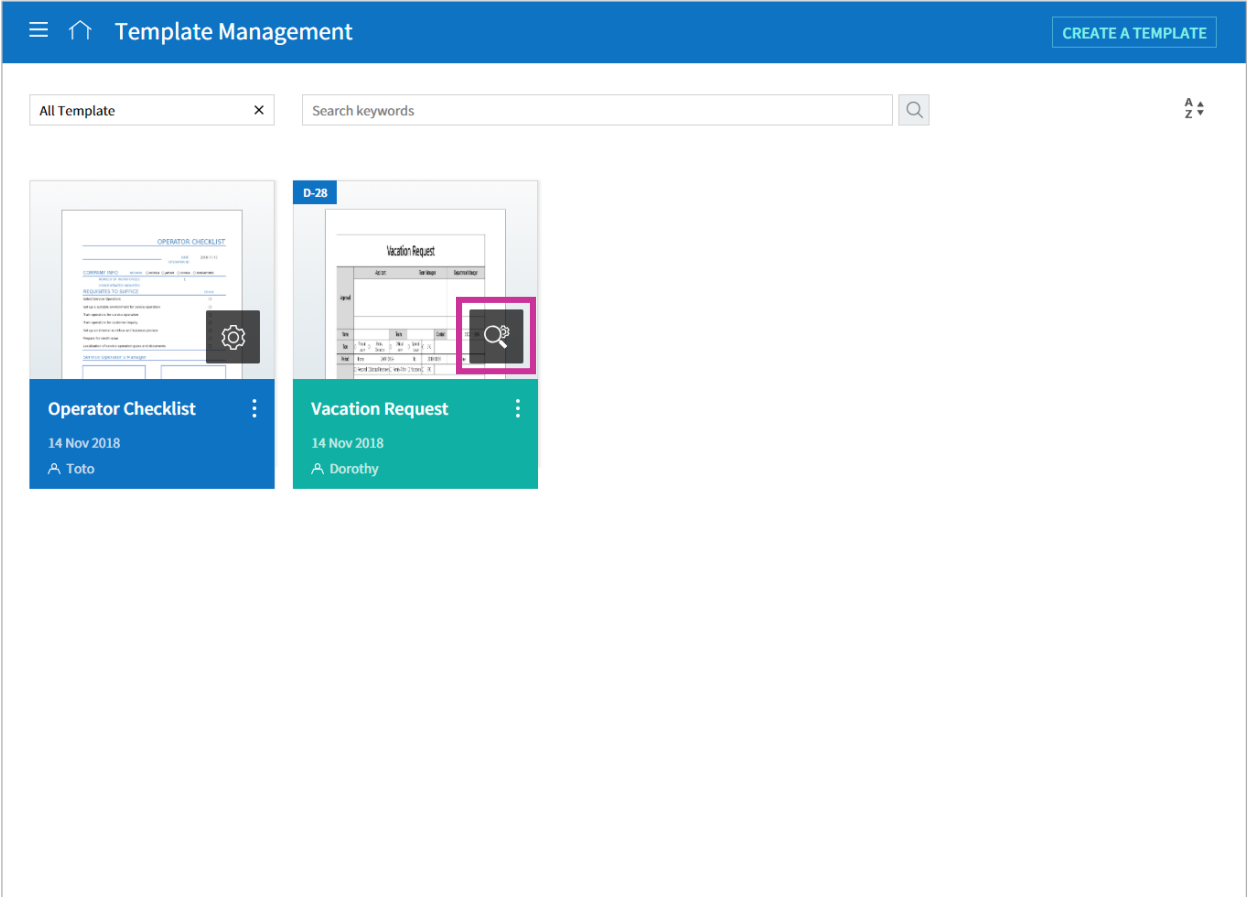



- Template's document manager settings will be displayed as a popup. The document manager would be able to check all the created document from this template.

Check settings

Administrator

Template Manager



- In case the user does not own the document, the user may check the settings of the template by clicking [].

Check settings

Administrator

Template Manager

< Settings Vacation Request

General

Workflow

Fields

Upload the form file and enter the template name.

* Form file

Vacation Request

* Template Name

Vacation Request

Document Title Rule ?

You can set the title default in document creation mode.


Preview |

Category ?


You can set categories to sort the template

Description

Expiration Date ?

From 11/13/2018 

☐ To None Limit

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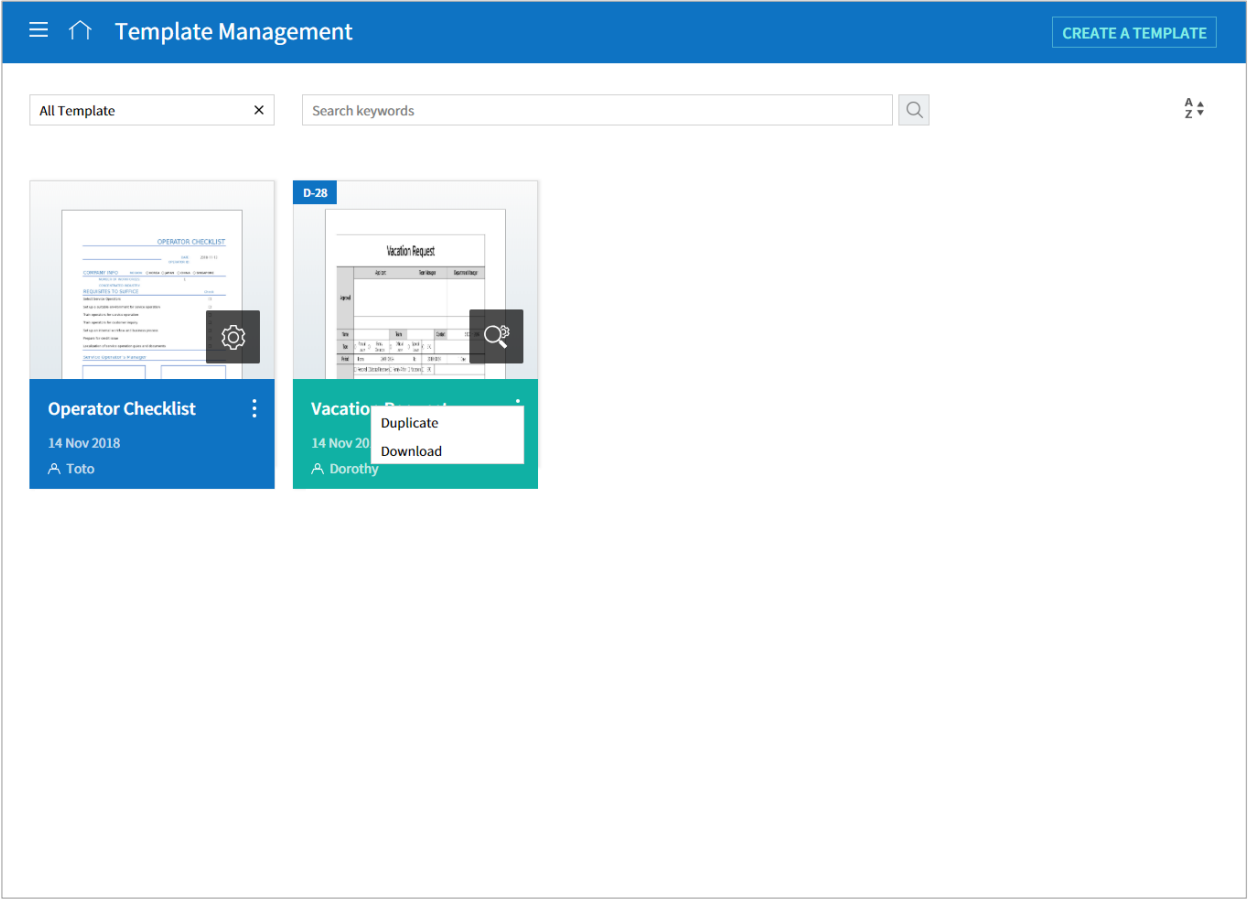
English ▾

- General, workflow, and field configurations can be checked on the template settings.
- Even if the changes are made, those change will not be applied (in check settings).

Check settings

Administrator

Template Manager



- The template may be downloaded or duplicated by clicking [:] on the desired template.

MANAGER

04. Document Management

Search All Documents



Search All Documents

Administrator Document Manager

- Clicking upper left corner [≡] > Document Management to view all documents.

Document Management

All TemplateAll DocumentsAll Status

DETAILSTitle+ContentsSearch

Status	Title	Step	First Author	Last Author	First Date
RESPONSE Requested	Request VIEWDELETE	Outsider	Toto	Toto	10:23 am
TRANSFER Requested	Application VIEWDELETE	Accept	Woodman	Woodman	10:22 am
TRANSFER Requested	Vacation VIEWDELETE	Internal User Process	Woodman	Woodman	10:21 am
COMPLETED	Purchase Order VIEWDELETE	Complete	Dorothy	Dorothy	10:20 am
TRANSFER Requested	Vacation Request VIEWDELETE	Internal User Process	Dorothy	Dorothy	10:16 am
INITIAL Draft	Purchase Order VIEWDELETE	Write	Dorothy	Dorothy	10:15 am

SHOW HISTORY

Document StatusHistory

WRITE
Toto
Toto@forcs.com
15 Nov 2018 10:23 am

2EXTERNAL USER PROCESSING
Request Valid Period (Processed Date)
15 Nov 2018 10:23 am
(22 hour(s) remaining)

3COMPLETE

Total 6< 1 >

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Search All Documents

Administrator Document Manager

Document Management

All TemplateAll DocumentsAll Status

DETAILSTitle+ContentsSearch

StatusTitleStepFirst AuthorLast AuthorFirst Date

RESPONSE Requested	Request	Outsider	Toto	Toto	10:23 am
TRANSFER Requested	Application	Accept	Woodman	Woodman	10:22 am
TRANSFER Requested	Vacation	Internal User Process	Woodman	Woodman	10:21 am
COMPLETED	Purchase Order	Complete	Dorothy	Dorothy	10:20 am
TRANSFER Requested	Vacation Request	Internal User Process	Dorothy	Dorothy	10:16 am
INITIAL Draft	Purchase Order	Write	Dorothy	Dorothy	10:15 am

SHOW HISTORY

Document StatusHistory

WRITE

Toto

Toto@forcs.com

15 Nov 2018 10:23 am

EXTERNAL USER PROCESSING

Request Valid Period (Processed Date)

15 Nov 2018 10:23 am

(22 hour(s) remaining)

COMPLETE

Total 6

< 1 >

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- The document management toolbar consists of:
 - Documents get sorted by template name, status, or by columns.
 - The keywords or search conditions can be added by clicking [DETAILS] when searching documents.
 - The user may refresh the document list, select the columns for the display, or download or delete selected documents.
 - Completed documents can be viewed by clicking [VIEW] under the document's title.
 - By clicking the documents, the user can check the mail/text message/push notification and document history on the right side of the screen.

MANAGER

05. Company Manage


Company profile
Group management
Member management

Company profile

Administrator

Company Manager

Company Profile



Basic Information

FORCS
South Korea
Language
English
Contact No.
+82 02-6188-8200

Detail Information

Representative Email
Dorothy@forcs.com
Address
Nonhyeon-ro 646
Company Registration No
Homepage URL
Master
Dorothy(Dorothy@forcs.com)
Create Date
13 Nov 2018
Plan
SMALL6

Time Format

Timezone
(GMT+09:00) Asia/Seoul
Date Format
YYYY-MM-DD [2018-08-14]
Time Format
a hh:mm [pm 04:40]

If you want to delete your company. [CLICK HERE >](#)

EDIT

DELEGATE ROLE

- Clicking upper left corner [≡] > Company Management > Company Profile to browse and edit the company profile.
- In order to change Master, select [DELEGATE THE ROLE].
- In order to edit the company profile, select [EDIT].

Group Management

Administrator

Company Manager

≡

↑

Group Management

Groups10

Custom Fields3

1

+ Create a Group

Search keywords

🔍

🗑️

	Group Name	Group Description	Number of Members
A	Accounting Dept.	Accounting Dept.	3 people
C	Customer Satisfaction	Customer Satisfaction Team	10 people
H	HR	Human Resources Team	15 people
O	Overseas Business Division	Overseas Business Division	8 people
P	PR	Public Relations	13 people
P	Personnel Section	Personnel Section	20 people
P	Planning	Planning Team	7 people
R	R&D	Research&Develop Team	11 people
S	Sales1	Sales Team	17 people
S	Sales2	Sales Team	7 people

Total 10

<1>

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English

DETAIL VIEW

Group Information

Member List

Setting Field Value3

A

Group Name

Accounting Dept.

Group Description

Accounting Dept.

CANCEL

SAVE

- Clicking upper left corner [≡] > Company Management > Group Management to create a group or manage group profile.
- The group management toolbar consists of:
 - ① In order to add group, select [+ Create a Group].
 - ② On group information tab among group details, group’s profile, name, and description are displayed. Press [SAVE] in order to finish group management.

Group Management

Administrator

Company Manager

≡

↑

Group Management

Groups

10

Custom Fields

3

SAVE

Can add information about the selected group.
Added group information can be set as a default value of the input fields on Template Settings.

1

ADD A NEW FIELD

2


◀

✎

🗑

▶

	Group Name	Office_c	Manager__c	Advisor__c
1	Accounting Dept.	Head Office	Dorothy	
2	Customer Satisfaction	Head Office	Dorothy	
3	HR	Head Office	Toto	
4	Overseas Business Division	Branch		
5	PR	Head Office	Dorothy	
6	Personnel Section	Head Office		
7	Planning	Head Office		
8	R&D	Head Office	Woodman	
9	Sales1	Head Office		
10	Sales2	Head Office		

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English

▼

- On this tab, the user may add or edit custom fields.
- The custom fields tab and toolbar are composed as below.
 - ① The user may add a new custom field by clicking [ADD A NEW FIELD].
 - ② The icon shows up when the custom field is clicked so the field may be edited, moved, or deleted.
 - ③ Click [SAVE] button to apply the changes on the custom field.

Member Management

Administrator

Company Manager

1

Member Management

2

Invite members

Active4InactivePending10

Search keywords

Name	Department	Position	ID
<div>D</div> Dorothy			Dorothy@forcs.com
<div>L</div> Lion			Lion@forcs.com
<div>T</div> Toto			Toto@forcs.com
<div>W</div> Woodman			Woodman@forcs.com

3

DETAIL VIEW

T

Name

Toto

ID

Toto@forcs.com

Department

Position

Mobile

Telephone

Join Date

14 Nov 2018 08:18 am

Group Information

GO TO GROUP MANAGEMENT >

1

Analytics team A

2

Sale marketing team

3

07 Consulting team

Status

☒ Member Activation

Authority

☐ Company management☒ Template management

RESET

SAVE

Total 4

<1>

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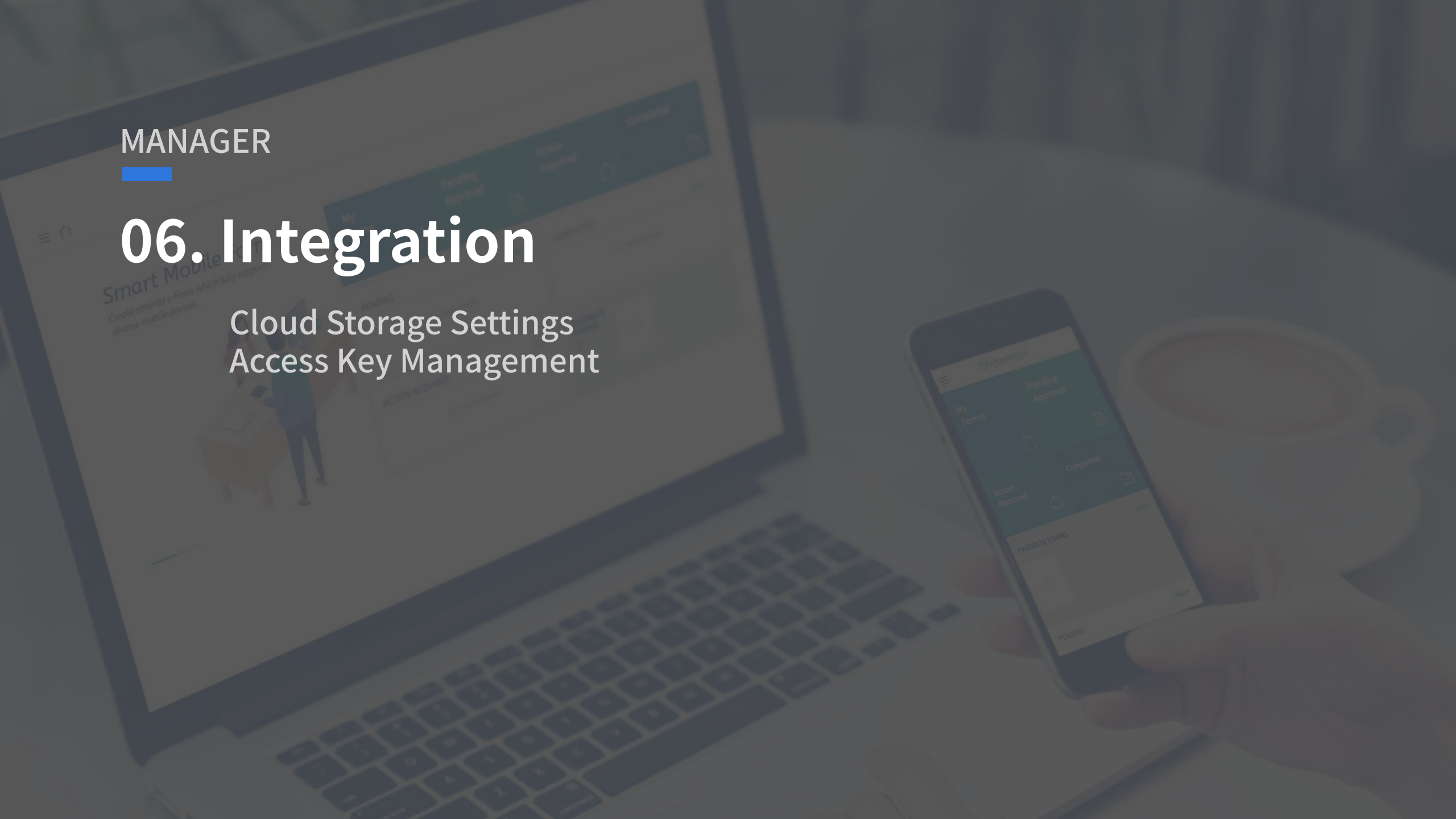
English

- Clicking upper left corner [≡] > Company Management > Member Management to invite members or change members' profile.
- The member management toolbar consists of:
 - Members are displayed separately depending on the member's active/inactive status or pending for an invitation.
 - Select [Invite members] on the right upper corner to invite the new member.
 - Member's profile is shown when the member is clicked. Select [SAVE] to finish editing member's profile.

MANAGER



06. Integration

Cloud Storage Settings
Access Key Management





Cloud Storage Settings


Administrator


  Cloud Storage Settings

You can automatically backup completed documents in your preferred cloud storage.
Documents are saved in all connected cloud storages at the same time.


Dropbox
[AUTHENTICATE ACCOUNT](#)


Google Drive
Dorothy@forcs.com
[USE DIFFERENT ACCOUNT](#)
[DISCONNECT](#)

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- The user may designate the file storage which to store the completed documents by clicking upper left corner [] > Integration > Cloud Storage Settings.
- The user may use Dropbox or Google Drive by clicking [AUTHENTICATE ACCOUNT].
- The user may change one's connected account by [USE DIFFERENT ACCOUNT] or disconnect by clicking [DISCONNECT].

Access Key Management

Administrator

Access Key Management

Access Key

3

Create an access key

Title	Application	Access Key ID	Requested Date	Created Date	Status
Ailas_1 VIEW KEY EDIT DELETE	Application_1		-	2018.11.15 16:38	ACTIVE
Ailas_2 VIEW KEY EDIT DELETE	Application_2		-	2018.11.15 16:38	ACTIVE
Ailas_3 VIEW KEY EDIT DELETE	Application_3		-	2018.11.15 16:38	ACTIVE

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English

- Clicking upper left corner [≡] > Company Management > Access Key Management to create an Access Key to extract data and use it.

MANAGER

07. Billing

Change Plan
Real-Time Billing
Monthly payment history
Set Payment Method



Change Plan

Administrator

Change Plan

Current planSMALL3(trial)Available period~ 05 Sep 2018

Pick the most cost-effective plan

BUSINESS LITEBUSINESS PRO

PERSONAL10,000 won/month

✓ 50 Documents Creation
In excess of the limit : 3,000won/document
✓ 1 Users (max.)
✓ 10 GB Storage
In excess of the limit : 2,000won/GB

SUBSCRIBE

SMALL360,000 won/month

✓ 300 Documents Creation
In excess of the limit : 2,500won/document
✓ 3 Users (max.)
✓ 60 GB Storage
In excess of the limit : 2,000won/GB

SUBSCRIBE

SMALL6100,000 won/month

✓ 500 Documents Creation
In excess of the limit : 2,000won/document
✓ 6 Users (max.)
✓ 100 GB Storage
In excess of the limit : 2,000won/GB

SUBSCRIBE

SMALL9160,000 won/month


✓ 800 Documents Creation
In excess of the limit : 2,000won/document
✓ 9 Users (max.)
✓ 160 GB Storage
In excess of the limit : 2,000won/GB

SUBSCRIBE

Additional Options

1,000won / Timestamp100won / SMS

- Clicking upper left corner [≡] > Billing > Change Plan to view price table.
- Please add a payment method in order to change the plan.
- BUSINESS LITE is suitable for low number of members and high number of documents. BUSINESS PRO is suitable for high number of members that want to add additional user accounts at a low price.
- Select [SUBSCRIBE] in order to change plan. For more information, please contact us by pressing [ASK QUESTION].



67

Change Plan

Administrator

Choose the right plan for your business

Required fields

User Account

10 Users

1

3

5

10

Number of documents

1000 /month

10

50

100

500

TSA

100 / 1000

5

50

100

150

RUN AGAIN

Comments on changing plan

eformsign is a postpaid online subscription service.

Upgrading from Trial to Business Plan

Your monthly billing cycle starts from the first day of Trial.

The fee will be charged even if you useeformsignservice less than a month.

The full monthly fee will be charged even if you useeformsignservice less than a month.

Price Per Month

779 SGD

Recommended Plan

PRO

Basic Price	649 SGD
Extra Charge	130 SGD
TSA + 100Documents	130 SGD
Users	0 SGD
Documents	0 SGD

- The plan calculator can suggest you the suitable plan based on the needs.
- The amount and name of the recommended plan is shown when the user click [RUN AGAIN] the calculator after inserting required information such as User Account, Number of documents, TSA.
- For example, if the user has 10 people in one’s company with 1000 documents and decides to use 100 TSA, the expected monthly price would be 799SGD and the recommended plan would be PRO.

68

Real-Time Billing

Administrator

Real-Time Billing

Real-time billing

2019-01-27

REMAINING CREDITS

SGD 0

Checkout payment history >

USAGE HISTORY

CHARGE

Plan

SMALL6

SGD 129

SubTotal

SGD 129

VAT

SGD 0

Total Amount

SGD 129

* This is the current sum of monthly usage. The actual cost may differ as taxes and credits may apply.

BILLING INFORMATION

BILLING

Company Name

FORCS

Country

SG

Price Plan

SMALL6

Service Period

2019-01-02 ~ 2019-02-01

Change plan >

INVOICE MAIL

Dorothy@forcs.com

Real-time Usage

SMALL6 PLAN

Service Period

31 days

27 days

4 days

Documents

500 Documents

13 Documents

487 Documents

Users

6 Users

3 Users

3 Users

Storage

100 GB

1 GB

95 GB

ADDITIONAL SERVICES

TIMESTAMP

0

SMS

4

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English

- Clicking upper left corner [≡] > Billing > Real-Time Billing to view real-time billing.

69

Monthly payment history

Administrator

Monthly payment history

The table below lists the payments that were made to your account for the last 12 months.

Monthly payment history

Month	Payment (KRW)
2018.03	
2018.04	
2018.05	
2018.06	911,000
2018.07	941,000
2018.08	956,000

Payment history for the last 3 months

2018.08
+ 2%
KRW 956,000

2018.07
+ 3%
KRW 941,000

2018.06
+ 100%
KRW 911,000

3 month average
KRW 936,000

Monthly invoice list

Date	Invoice ID	Paid	Credits
2018.08	4a9fa67d-2409-430f-8a55-c6fcf2344594	KRW 956,000	KRW 0
2018.07	75383ef4-1f79-4f8e-a038-bc7394cbeb7b	KRW 941,000	KRW -89,000
2018.06	ecde076e-37d5-471f-a677-0e5544593479	KRW 911,000	KRW -911,000

- Clicking upper left corner [≡] > Billing > Monthly payment history to view monthly payment history.

Set Payment Method




Administrator


Set Payment Method

Card Total 3

All card information is not kept by eformsign.

ADD A PAYMENT METHOD

	Card Name	Key	Status
	Visa Edit	XXXXXXXXXXXXXXXXXXXX	✓ Current Default
	Master Edit Delete	XXXXXXXXXXXXXXXXXXXX	SET AS DEFAULT
	American Express Edit Delete	XXXXXXXXXXXXXXXXXXXX	SET AS DEFAULT

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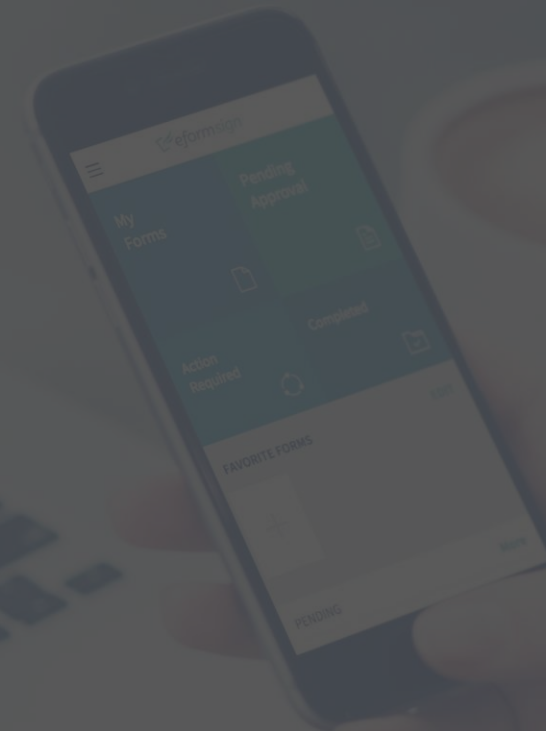
English

- Clicking upper left corner [≡] > Billing > Set Payment Method to add a payment method.

MANAGER

08. Usage Status & FAQ

Usage Status
FAQ

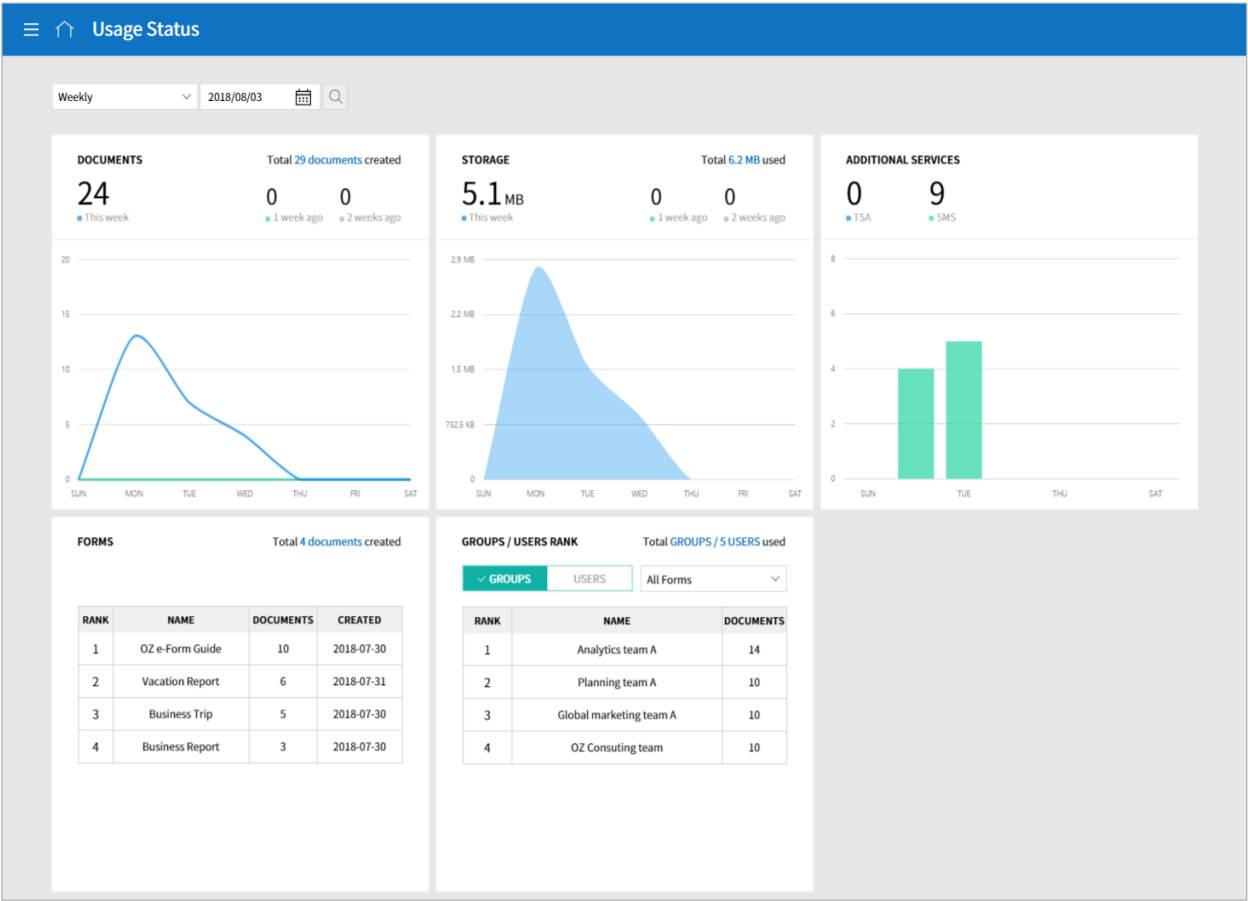


Usage Status

Administrator

Company Manager

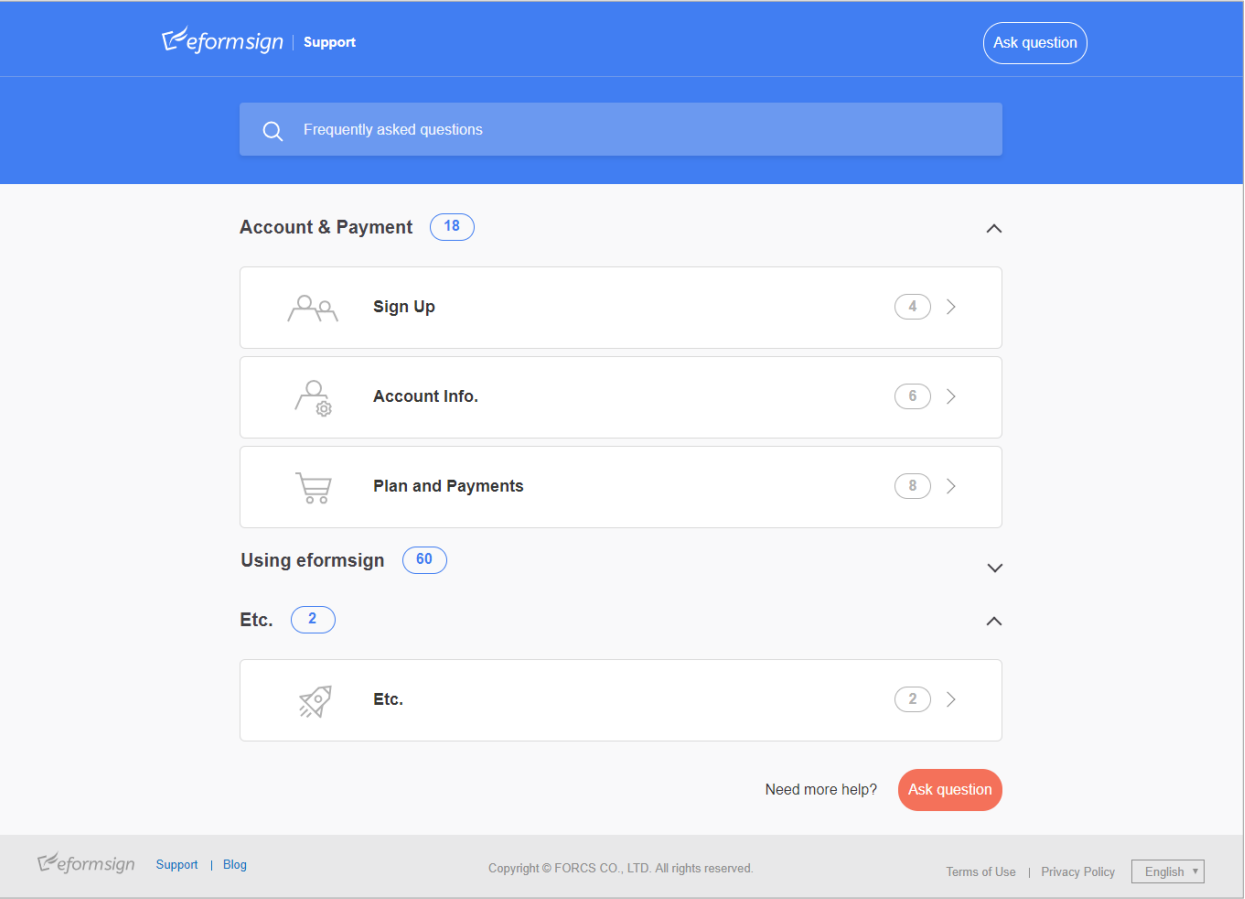
Template Manager



- Clicking upper left corner [=] > Usage Status to view weekly, monthly, and annual usage.

FAQ

ALL



- The user can access eformsign FAQ via [Support] on the bottom of the page.
- The user may look up frequently asked questions by inserting search keywords.
- The user also can ask a question by clicking [Ask question] if one could not find the desired questions.

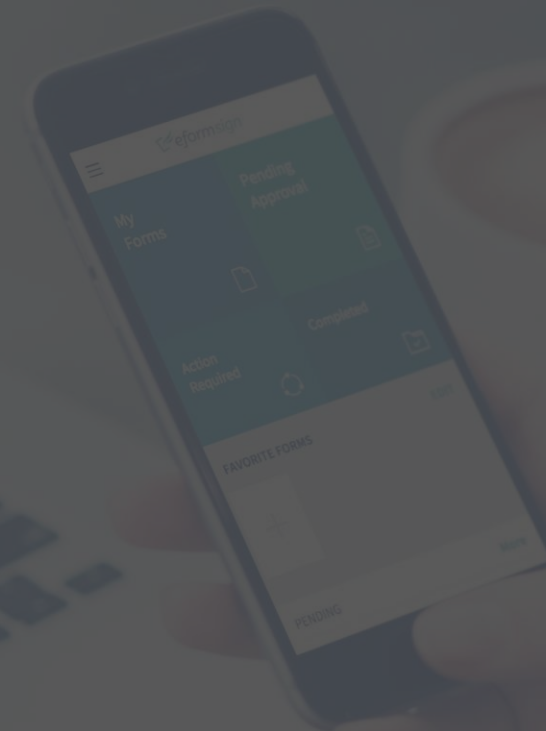
MEMBER

09. Use Service

Accept Invitation

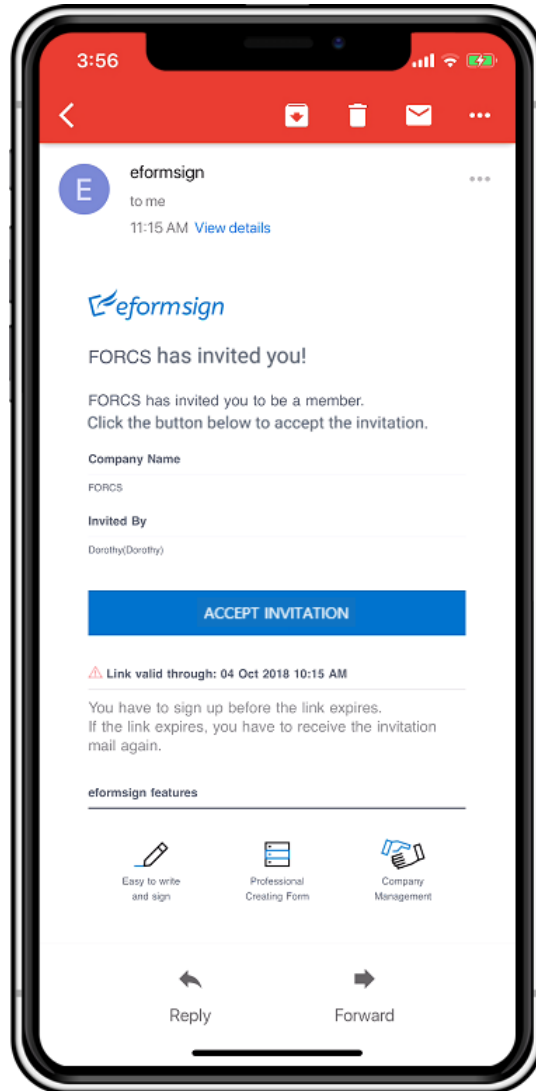
About Menu

Create a New Document



Accept Invitation

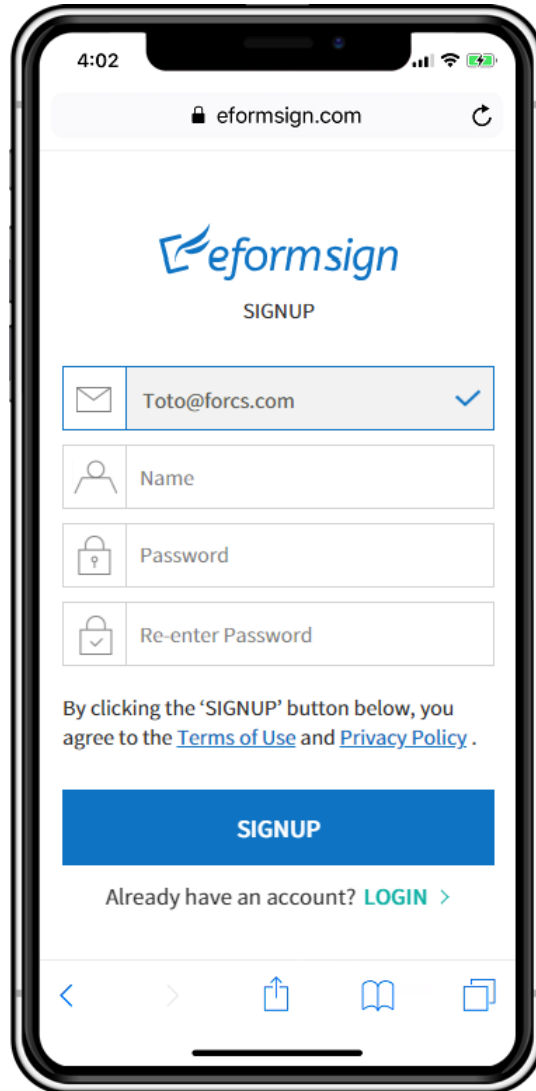
Member



- The users that have been invited via email will receive the invitation mail. Text message will be sent for users that have been invited with phone number.
- Select [ACCEPT INVITATION] to accept the invitation.
- Select the SMS [Link] if the user has been invited via text message.

Accept Invitation

Member

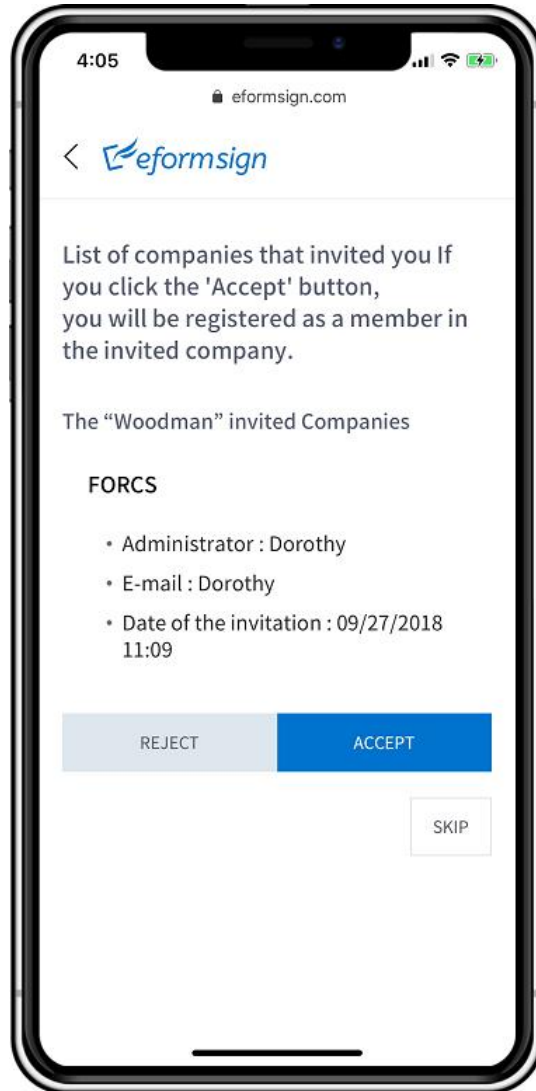


The screenshot shows a mobile app interface for the eformsign SIGNUP page. At the top, the status bar shows the time 4:02 and signal/battery icons. The browser address bar displays 'eformsign.com'. The eformsign logo is centered above the 'SIGNUP' heading. The form contains four input fields: an email field with 'Toto@forcs.com' and a checkmark icon, a name field with a person icon, a password field with a lock icon, and a re-enter password field with a checkmark icon. Below the fields, a text line states: 'By clicking the 'SIGNUP' button below, you agree to the [Terms of Use](#) and [Privacy Policy](#) .'. A large blue 'SIGNUP' button is positioned below this text. At the bottom of the form, it says 'Already have an account? [LOGIN >](#)'. The mobile OS navigation bar at the very bottom shows standard icons for back, forward, share, bookmarks, and tabs.

- Invited user's email will be automatically filled out on the form.
- The phone number and name are automatically prescribed to the sign up form if the user is invited by Administrator or Master.
- By clicking [SIGNUP] button after filling out account information, the list of companies which invited the user will show up.

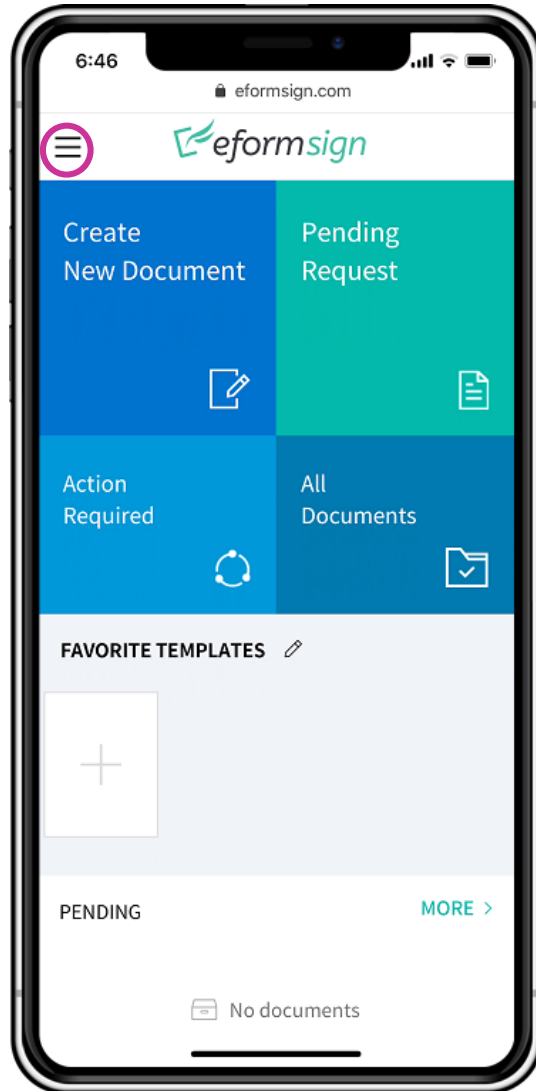
Accept Invitation

Member



- Invited companies are displayed.
- Press [ACCEPT] to join as a member of company.
- Press [GO TO CREATE DOCUMENTS] to go to the dashboard.

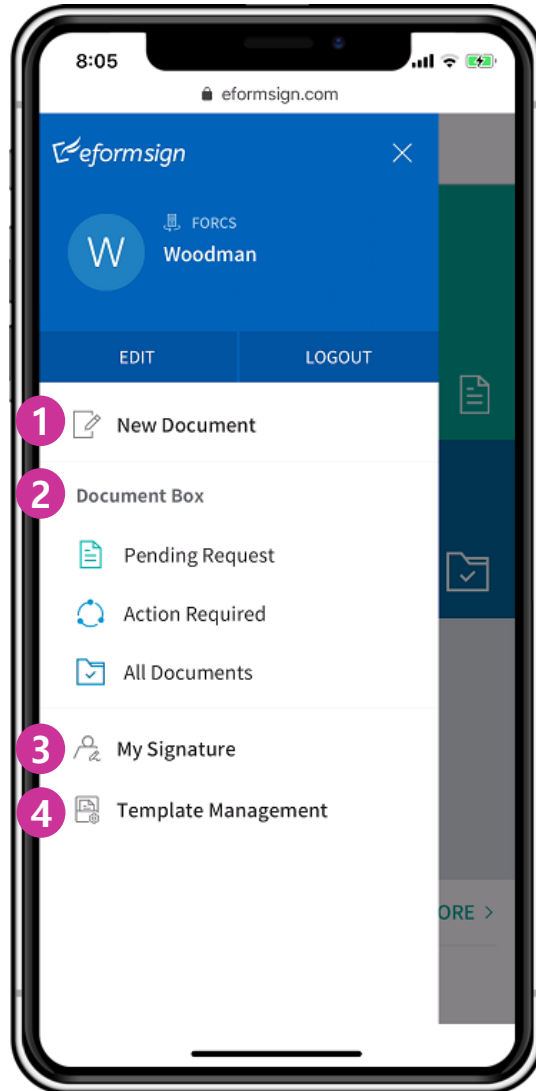
About Menu



- This is the first screen after the login.
- Please select [≡] on the upper left of the screen.

About Menu

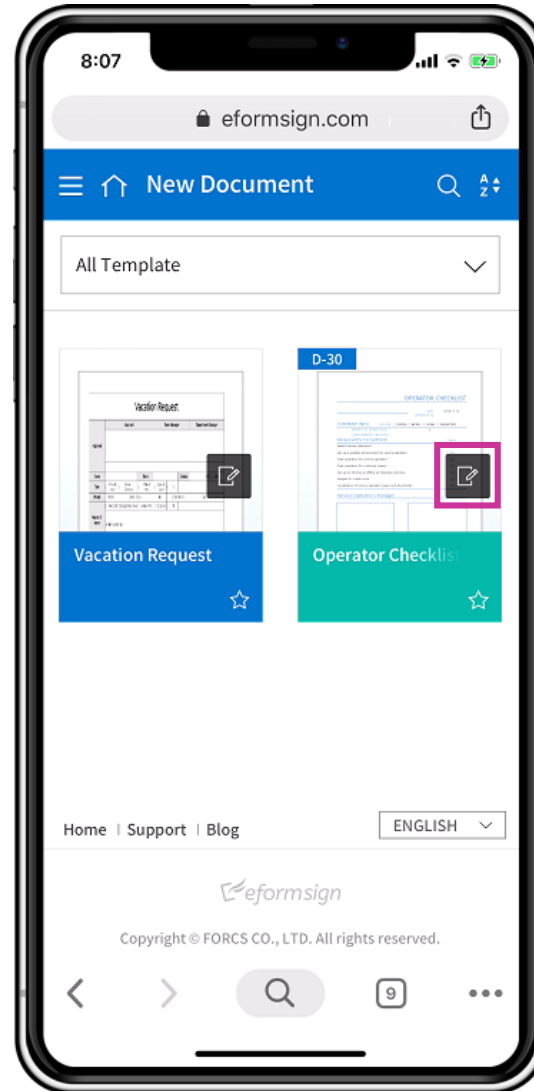
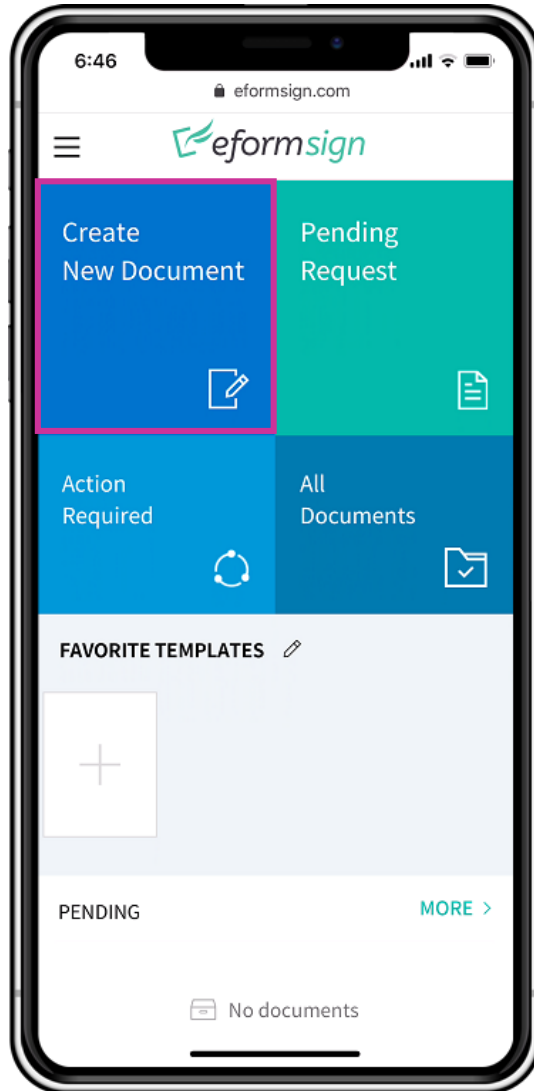
Member



- ① New Document: Shows the template list where the user can click a template and start to create the e-form.
- ② Document Box: User can check your created e-forms.
 - ✓ Pending Request: User can check the documents that are in progress.
 - ✓ Action Required: User can check the documents that have been requested for approval from other members.
 - ✓ All Documents: User can check the all documents.
- ③ My Signature: Can create and save the signature which can be used when signing an e-Form. Also, work in the desktop environment where signing action is quite difficult.
- ④ Template Management: User can check the template list.

Create a New Document

Member



- Select My template from the dashboard to view the list of templates user can create.
- This can also be approachable by clicking upper left corner [≡] > New Document.
- Press [Write] on the desired template from the template list.

Create a New Document

Member



4:58 eformsign.com

Please enter the doc COMPLETE

OPERATOR CHECKLIST

DATE: 2018-06-27
OPERATOR ID: _____

COMPANY INFO REGION: ☐ KOREA ☐ JAPAN ☐ CHINA ☐ SINGAPORE
NUMBER OF WORKFORCES: _____
CONCERNED INDUSTRIES: _____

REQUISITES TO SUFFICE Check

Select Service Operators	<input type="checkbox"/>
Set up a suitable criterion set for service operation	<input type="checkbox"/>
Train operators for service operation	<input type="checkbox"/>
Train operators for customer inquiry	<input type="checkbox"/>
Set up an internal workflow and business process	<input type="checkbox"/>
Prepare for credit issue	<input type="checkbox"/>
Localization of service operation guide and documents	<input type="checkbox"/>

Service Operator's Manager

Manager's Name: _____ You, I ensure that I fully satisfy above requisites.

Operator's Signature: _____

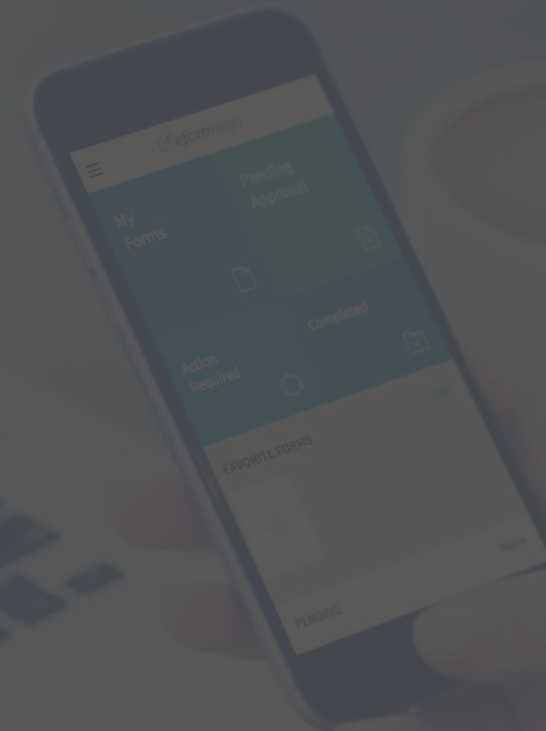
Headquarter's Signature: _____

- The e-Form gets displayed.
- Insert the title of the e-form on the upper left corner.
- Click [SAVE AS DRAFT] on [:] menu on the right upper corner in order to save the document as the draft.
- Select [SUBMIT] or [COMPLETE] on the upper right corner after finishing writing e-form. [SUBMIT] shows up if the next step is Approval/External User Process. [Completion] shows up if the next step is the completion.
- When [SUBMIT] is clicked, request for approval popup shows up. After selecting the approver and writing the comments, the mail/text message/push notification gets sent to the approver based on preset configuration.

MEMBER

10. Document Box

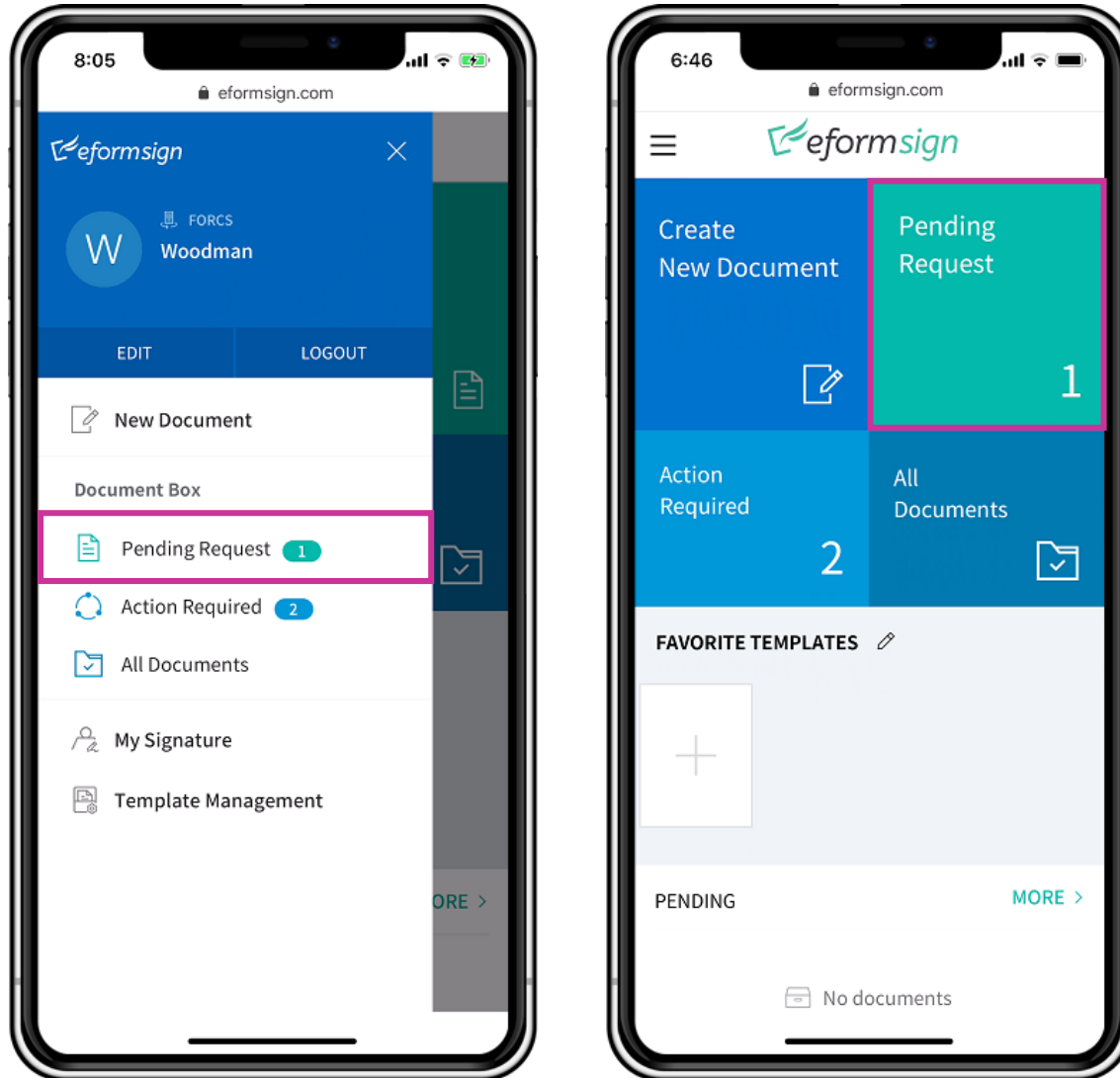
Pending Request
Action Required
All Documents



10. Document Box

Pending Request

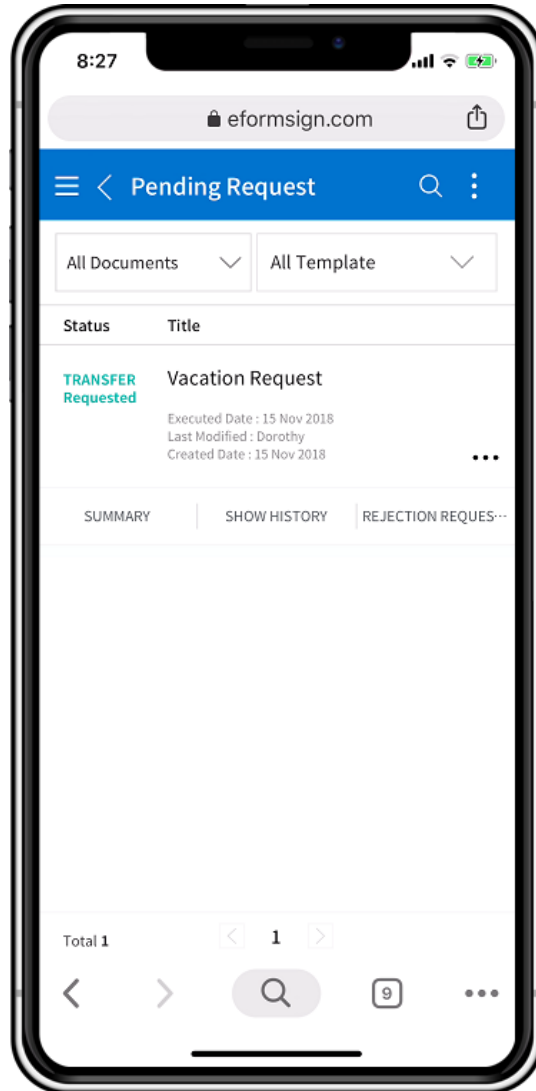
Member



- Select Pending Request from the dashboard to view documents in progress.
- This can also be approachable by clicking upper left corner [≡] > Document Box > Pending Request.

Pending Request

Member

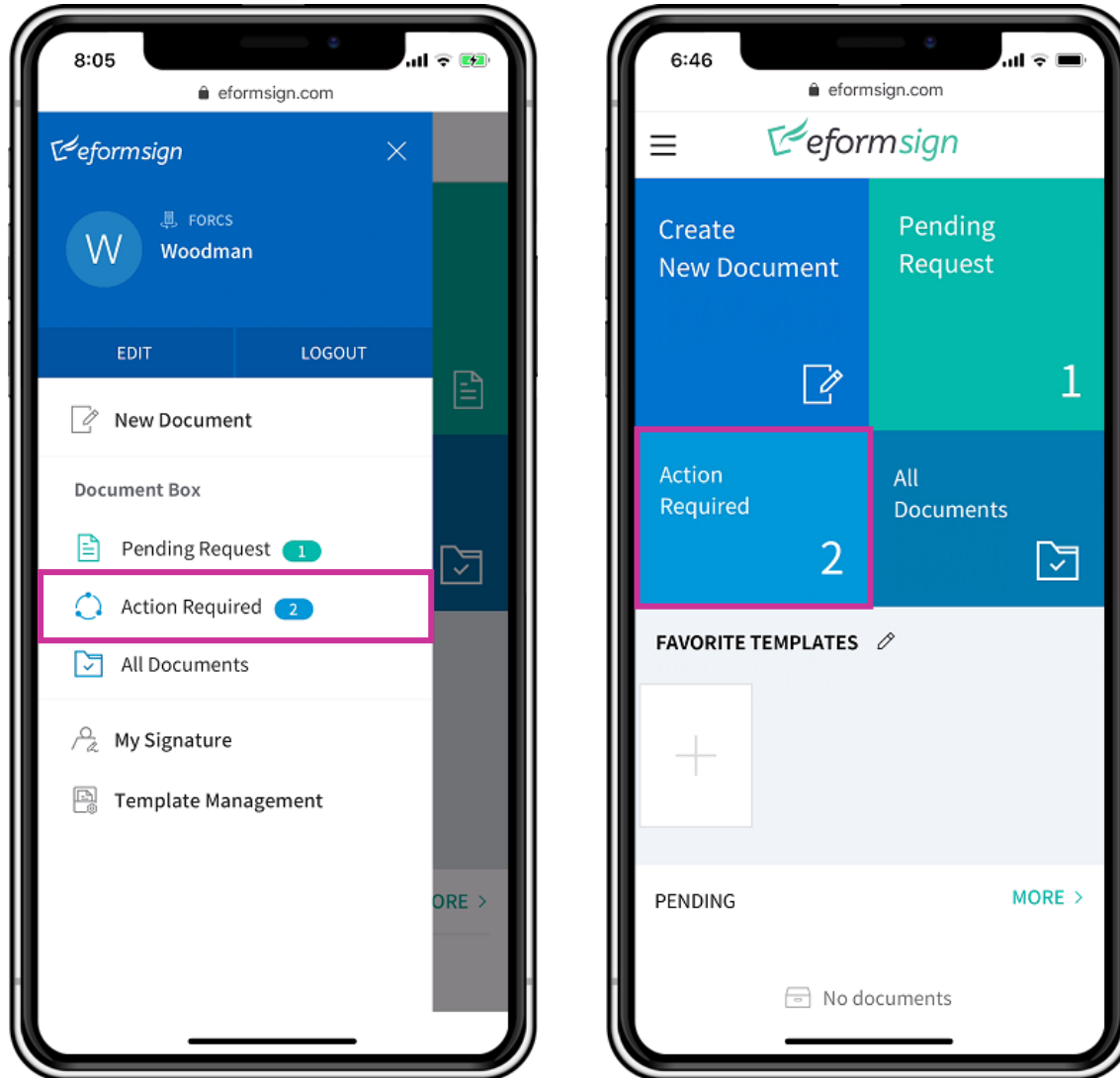


- Search e-forms by searching keywords. e-Forms can be downloaded and lists can be refreshed by using [:] on the upper right corner.
- e-Forms can be viewed in its status or column order.
- Written e-forms can be viewed after selecting the e-form.
- The deletion request button is hidden and unfolds when the user selects [...] button.
- Depending on the e-document status, different buttons are displayed.
 - ✓[SUMMARY] : the documents information is displayed.
 - ✓[SHOW HISTORY]: e-Form's history and status get displayed.
 - ✓[REJECTION REQUEST]: the user can request the approver to reject the sent approval.

10. Document Box

Action Required

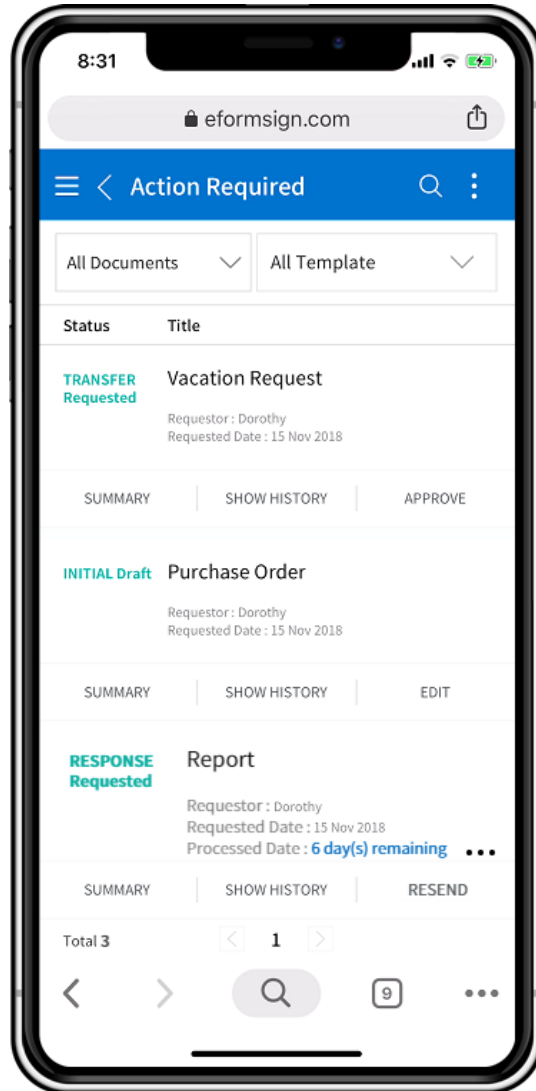
Member



- Select Action Required from the dashboard to view documents in progress.
- This can also be approachable by clicking upper left corner [≡] > Document Box > Action Required.

Action Required

Member

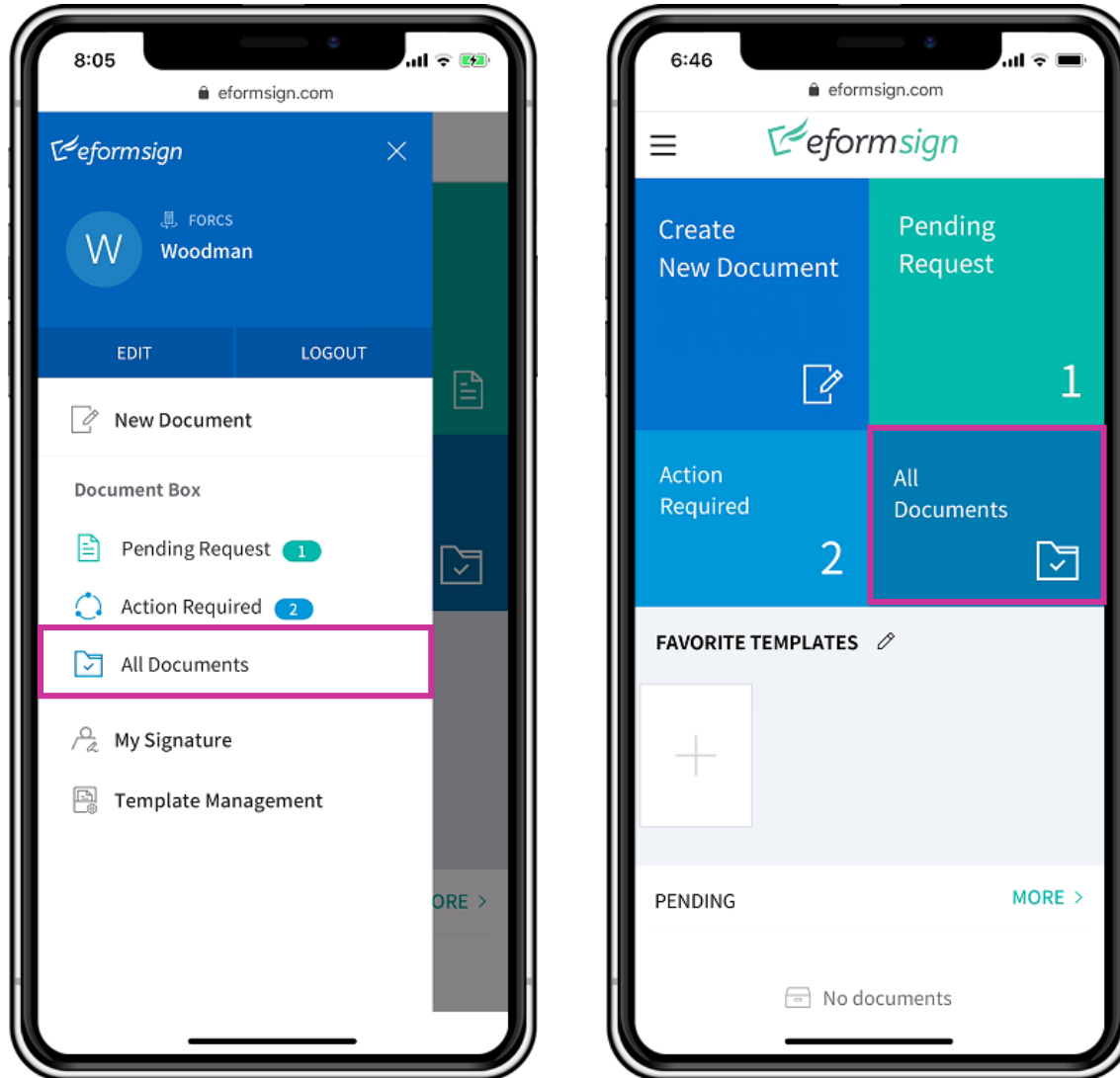


- Search e-forms by searching keywords. e-Forms can be downloaded and lists can be refreshed by using [:] on the upper right corner.
- Can view e-forms sorted by its status.
- Press [...] > Approval in order to take care of approval requests or steps.
- Depending on the e-document status, different buttons are displayed.
 - ✓[SUMMARY] : the documents information is displayed.
 - ✓[SHOW HISTORY]: e-Form's history and status get displayed.
 - ✓[RESEND]: the user may ask again for the external approval request.
 - ✓[APPROVE]: the user may approve the document.
 - ✓[EDIT]: the user can continue to create/write the document which was saved as a draft.

10. Document Box

All Documents

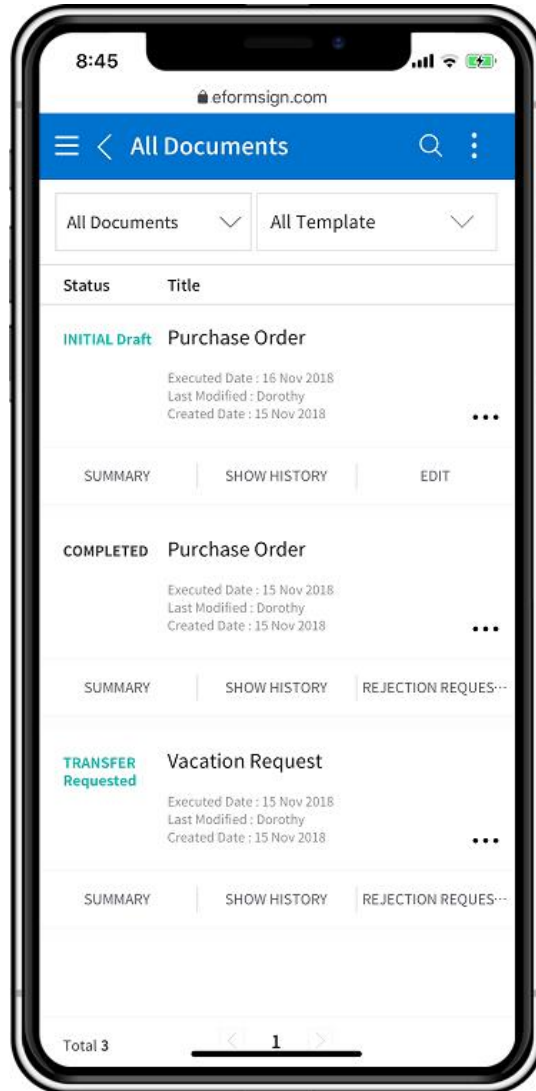
Member



- Select Action Required from the dashboard to view the All Documents e-Forms by clicking All Documents.
- This can also be approachable by clicking upper left corner [≡] > Document Box > All Documents.

All Documents

Member



- Search e-forms by searching keywords. e-Forms can be downloaded and lists can be refreshed by using [:] on the upper right corner.
- Can view e-forms sorted by its status.
- Press [...] > Approval in order to take care of approval requests or steps.
- Depending on the e-document status, different buttons are displayed.
 - ✓[SUMMARY] : the documents information is displayed.
 - ✓[SHOW HISTORY]: e-Form's history and status get displayed.

MEMBER

11. Profile

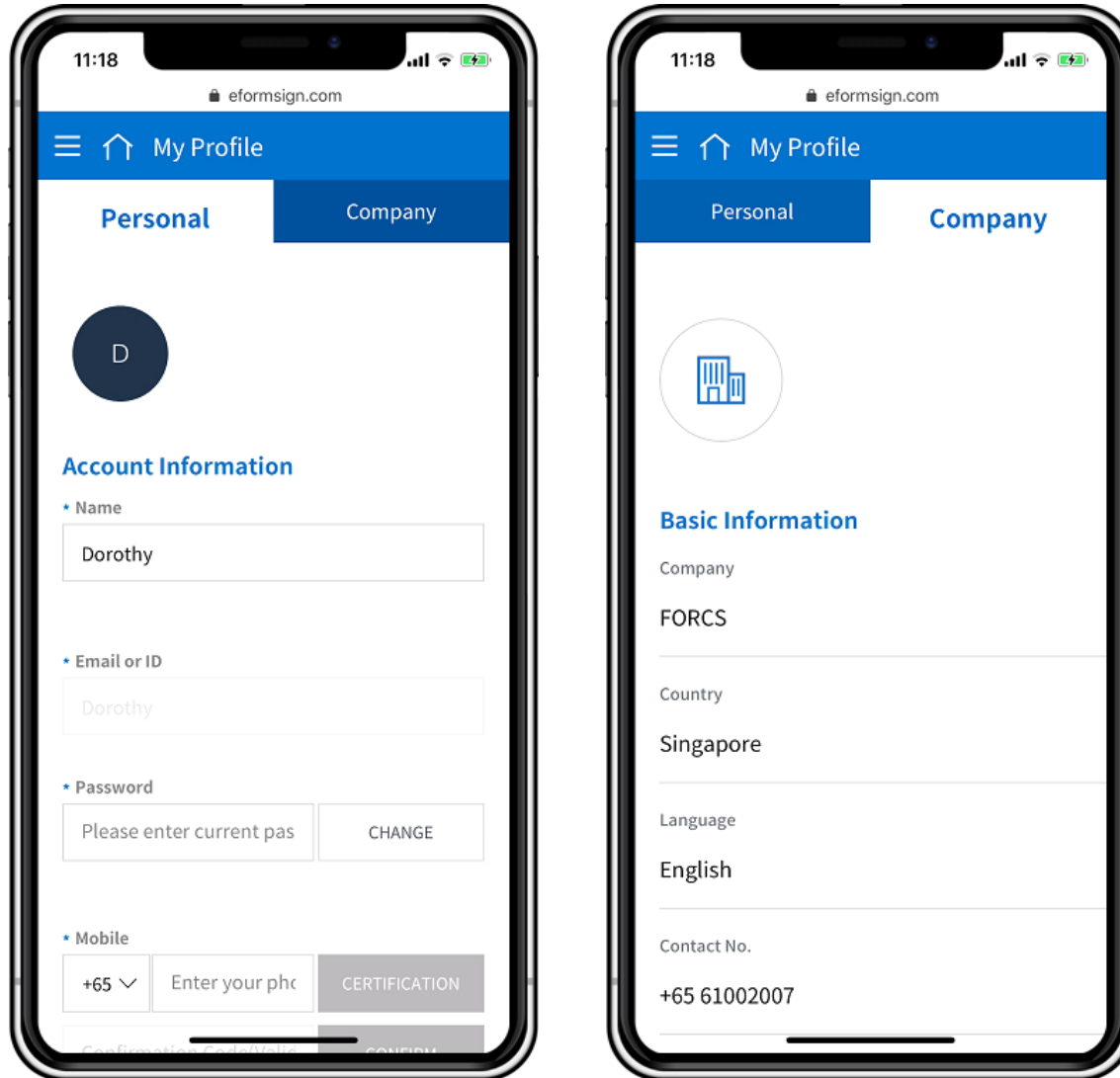
Personal & Company Information
My Signature



11. Profile

Personal & Company Information

Member

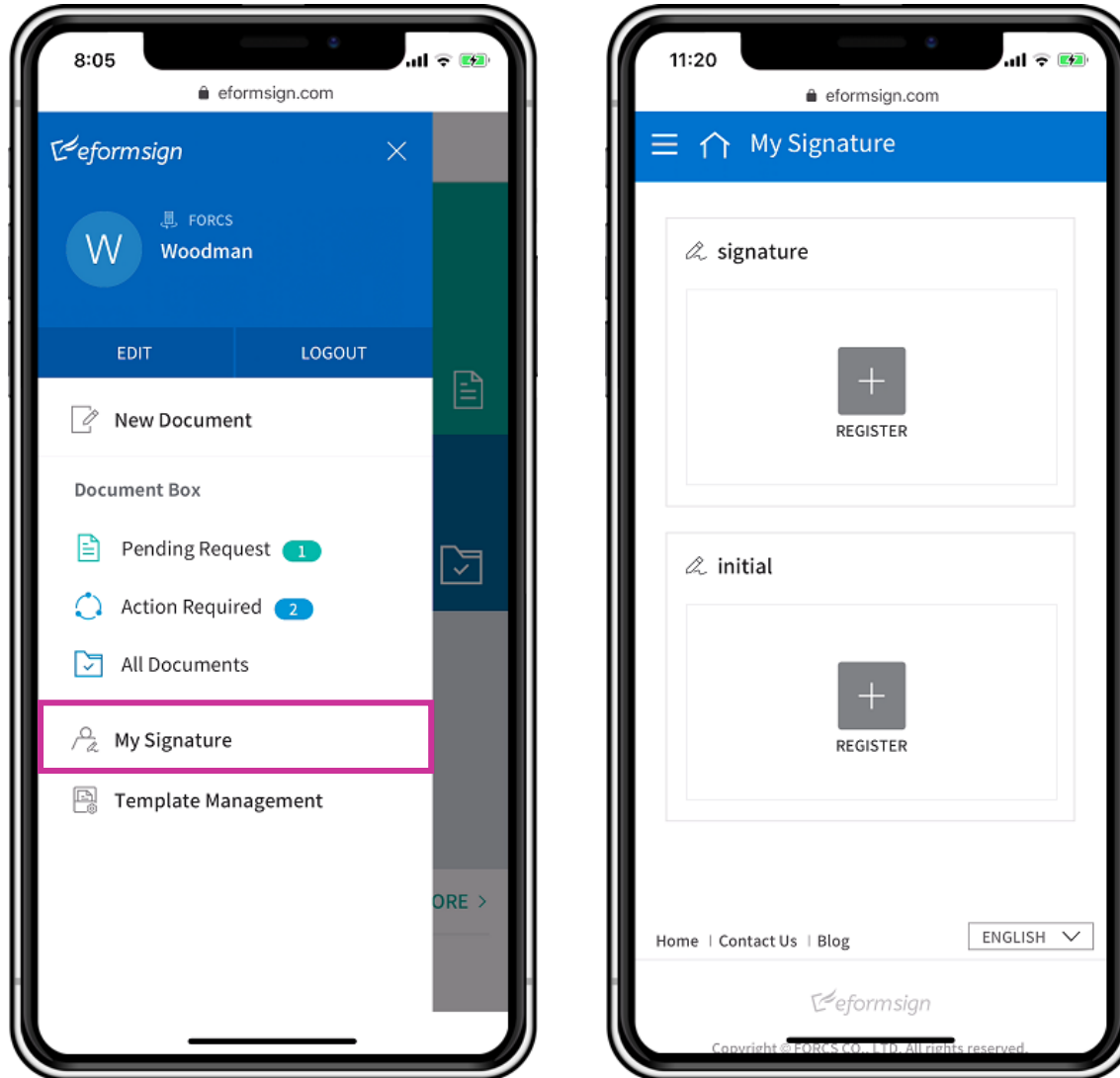


The image displays two mobile app screens for the 'My Profile' section. The left screen shows the 'Personal' tab with a circular profile picture placeholder containing the letter 'D'. Below it, the 'Account Information' section includes fields for Name (Dorothy), Email or ID (Dorothy), Password (Please enter current pas), and Mobile (+65). The right screen shows the 'Company' tab with a circular profile picture placeholder containing a building icon. Below it, the 'Basic Information' section includes fields for Company (FORCS), Country (Singapore), Language (English), and Contact No. (+65 61002007).

- Clicking upper left corner [≡] > EDIT to edit user profile or view company profile.
- Edit user profile or view company profile.
- The user can access and edit one's profile. After the edit, the user may re-enter the password then click [SAVE] to save the changes.
- The member can only look up the company profile but not edit.

11. Profile

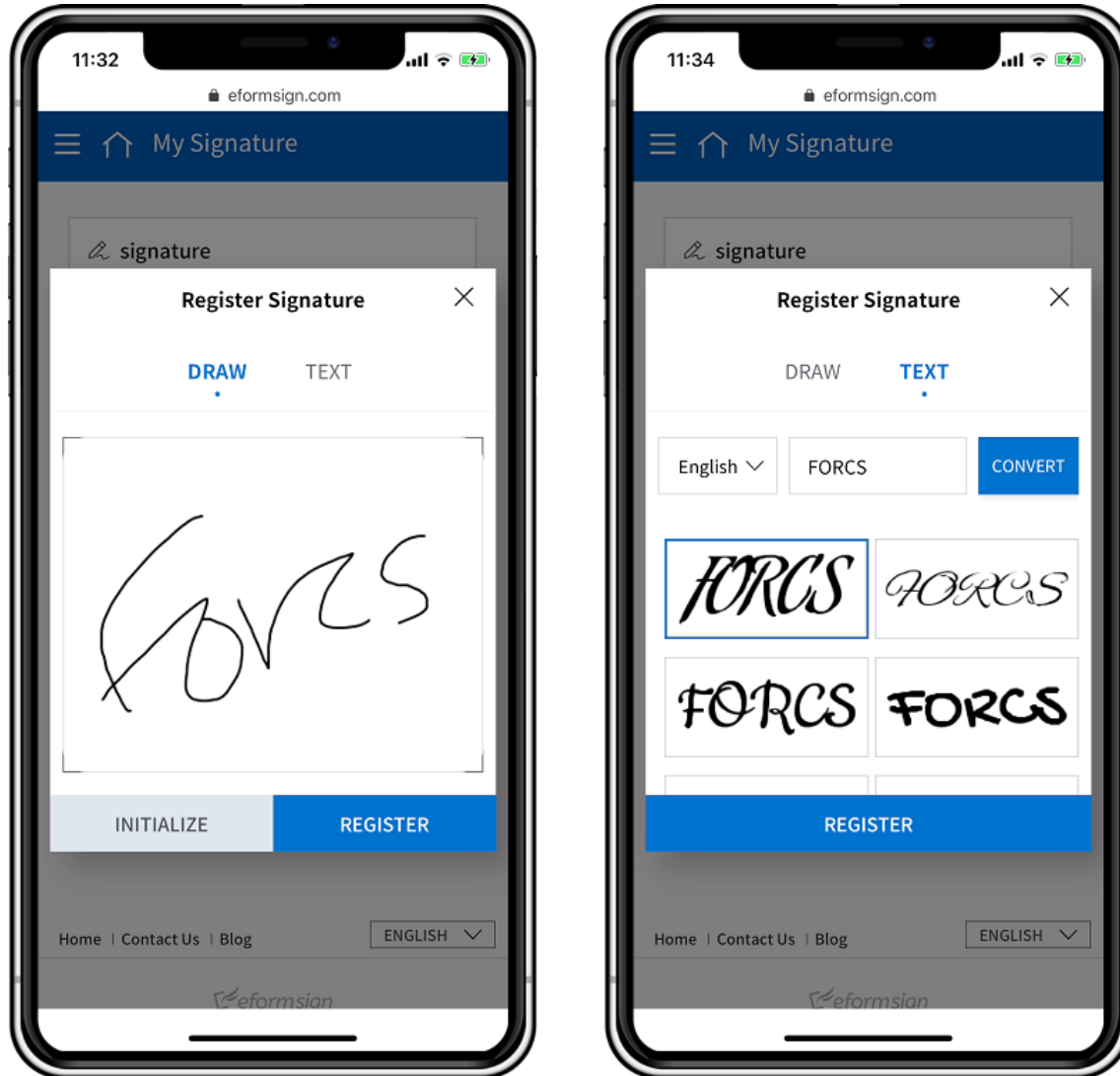
My Signature



- Clicking upper left corner [≡] > My Signature to upload, Modify or delete the user's signature.
- Can create and save the signature which can be used when signing an e-Form. When writing the e-form or doing approvals if there is a place where the user has to sign the registered signature automatically gets inserted into that area.
- Signatures are displayed separately by Signature and Initial.
- Press [+ REGISTER].

11. Profile

My Signature



- The available signature registration options are DRAW and TEXT. If the user wants to register the signature on mobile while on the PC environment, the user may click ON MOBILE option to register signature via QR Code.
- For DRAW method, any signature drawn on the white area gets registered. For TEXT method, the user may enter the text then click [CONVERT] where various font candidates show up. The user can simply choose the desired one to use.
- If select [INITIALIZE], the entered signature is initialized. If select [REGISTER], the entered signature is registered.

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FORCS Co., LTD

Thank You

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