

Field Formats, Data Collection, and Label Names for Various Groups to help Data Cascading

Below is a template of Form Fields that should be used when creating and using a form for SignNow. The creation or updating of a form is important when it is time to add field tags to the document inside of SignNow. Consistently naming Document Fields allows for consistence and ease of use.

After a document is created or update with the standard form field names you will add field tags to the document(s) once the form has been uploaded into SignNow. Each field tag must follow the standard, case-sensitive format, in order to allow for data cascading across forms in a signing event.

Definitions

Data Cascading is when an end-user enters data into a field on a form, i.e. user enters their First Name, and the data automatically appears everywhere on the form where a First Name field appears. This function allows the end user to enter data once.

Form Field is a field on a form that is used to collect user input. Form Fields are created when building a usable form.

Field Tag is a function of SignNow that is used to identify where on a form we want users to enter data based on a role. Field Tags are put on top of Form Fields.

Roles help identify who (Student, Financial Services, Student Services, Dean...) is required to input data or sign a particular field in a signing event. Roles also identify what data belongs to who, which helps with accurate Data Cascading.

Form Field and Field Tag Structure

Form Field Field Tags _____ Example: First Name First Name _____

Acceptable Form Fields Standards

Student Data

Student's First Name First Name _____ Student's Last Name Last Name _____

Student's Middle Name Middle Name _____ Student Phone # Phone Number _____

Email Address Email Address _____ Date of Birth Date of Birth _____

Student's Social Security # SSN _____

Student's Address House Number and Street Name _____

City City _____ State State _____ Zip Zip Code _____ Age Age _____

Emergency Contact Information

MEDICAL EMERGENCY CONTACT INFORMATION

Person to Contact First:

Person to Contact Second:

Name 1st Contact's Name (First & Last Name)

Name 2st Contact's Name (First & Last Name)

Relation to Participant 1st Contact's Relation

Relation to Participant 2nd Contact's Relation

Primary Phone Number 1st Contact's Phone Number

Primary Phone Number 2nd Contact's Phone Number

Alternative Form Field Names with Consistent Field Tags

Student's Name First Name Last Name

Student's Address House Number and Street Name

City City State State Zip Zip Email Address Email

Date of Birth Date of Birth Age Age

Phone Phone Number

Student Signature Signature Field Date Today's Date

I, First Name Last Name, understand that I will not hold UWS

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Signature Signature Field Date Today's Date

Quarter Quarter Term/Year Term/Year

First Name Last Name
Student's Name

Signature Field
Student's Signature

Today's Date
Date

Initials, Check Box and User Input Fields

Use the following standards when building forms with Initial Form Fields and/or Check Box Form Fields. By default, the Initials and Checkbox fields are pre-labeled in SignNow and can't be renamed. Just place the SignNow field tags where desired.

Initial

- _____1. I have read the Operations guide and...
- _____2. I Understand the contents of the...
- _____3. It is my responsibility to...

Check Box

- Yes
- No
- Other _____
- [Description]

User Input Fields

[Instruction for user input below]
