

Signature Field in Form Maker

A user can electronically sign a form, in the same manner that you they can a report. Once a user runs a form that has an electronic signature field, they can click onto the **Signature** button which will pop open a field allowing for the user to sign with a mouse, stylus pen on a touch screen, or with a signature pad (i.e., Topaz). An example of this is if a deputy is completing a booking summary, which requires the detainee's signature. Rather than printing the form, the deputy can click onto Print, and then in the preview add the necessary electronic signatures and attach it into the detainee's record.

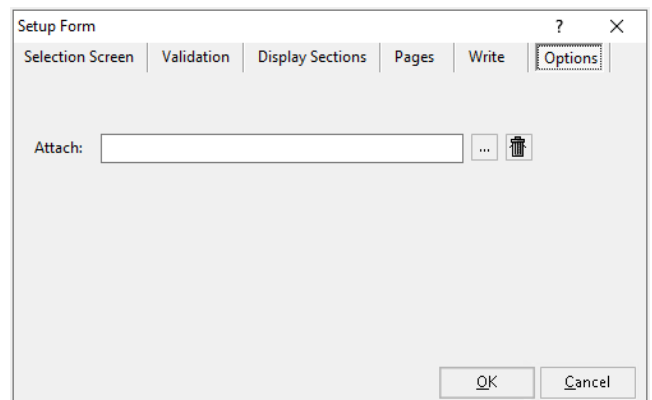
Setup Instructions

Within the setup of the form, there will be steps for adding the signature field(s) as well as the attach feature.

Attach Feature

This setup will determine where in the ECS record the form attaches too. This is so that it may be retrieved later.

1. Open a form via **American Data - ECS > Setup > Report > Form Maker**. Double click to elect the **Form Type** and double click to select the **Form Name**.
2. To determine where the form attaches to within ECS, click onto the **Setup** button in the lower-right hand corner. This will open the *Setup Form* screen.
3. Click into the **Options** tab. Utilize the picklist box to open all the sections/topics in ECS and select a specific word that this form should attach to. **Note:** attach cannot be linked to an entire topic, but rather must be linked to a specific word within a topic.
4. Click **OK** to save changes, or the trash can to clear out selection and re-select a different word.



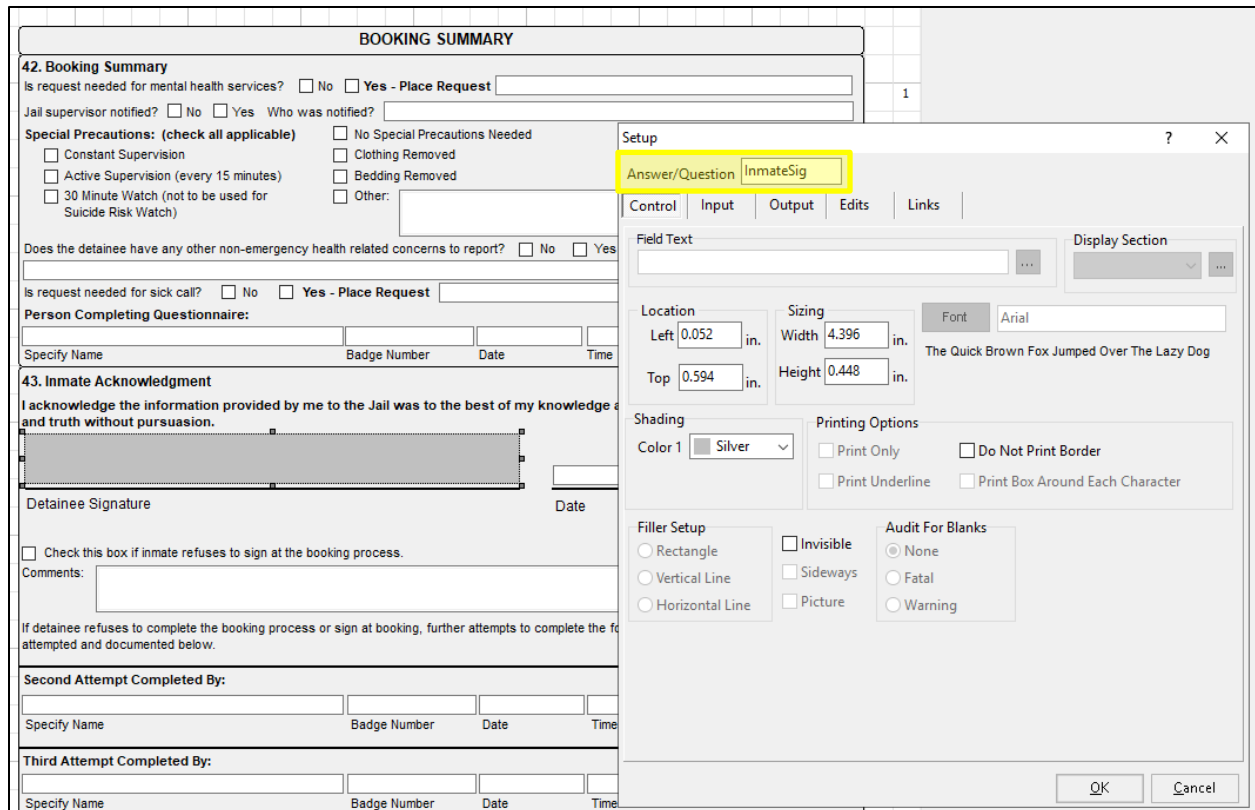
Signature Field

1. Find the group box location where the signature needs to be added onto the form. Right click into the group box and select **Add**. The **Field Type** screen will load. Select the **Signature** option located underneath *Other* and click **OK**.
2. Drag the field to the appropriate location on the form and size it accordingly. **Note:** the size of the field will determine the initial space the user receives for entering in their signature.
3. Open the setup of the new signature field so that you may add a name. The name is what will display when the form is previewed and will guide the end user in knowing

whose signature belongs in which field. The field name should be entered into the **Answer/Question** part of the setup screen. Click **OK** to save changes to the field.

Note: if there are several signature fields on the form, whether on the same or different pages, that should be signed by the same person, then those fields should have the exact same name assigned to them. This way the user would only need to electronically sign one time for it to populate into all fields named in the same manner.

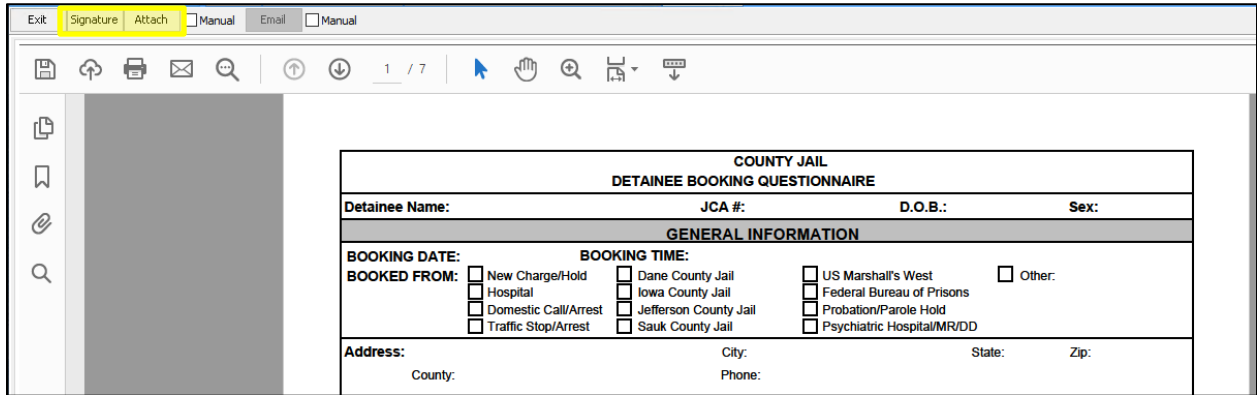
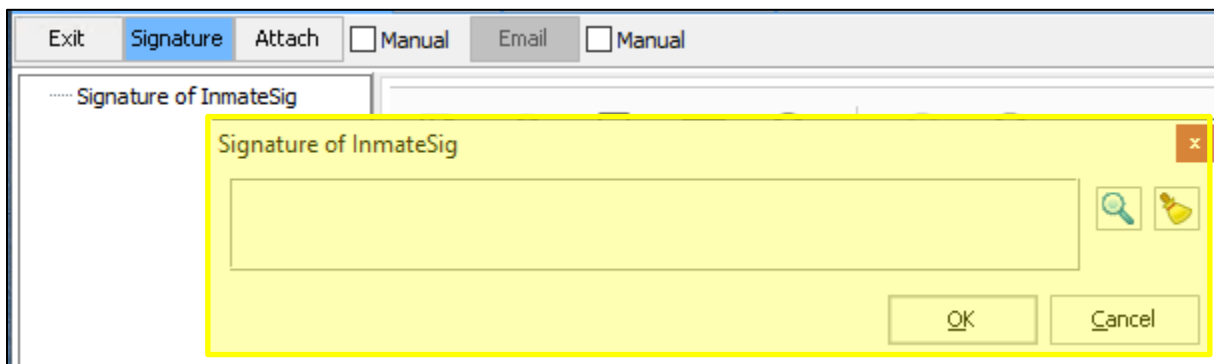
4. Click the **Save** button in the lower right-hand corner to save all changes made to the form setup.



Instructions for Use

1. Complete the form as you usually would (via Start or Continue).
2. Once the form has been completed, click onto the **Print** button, which will generate a preview of the form.
3. Click onto the **Signature** box in the upper left-hand corner. This will present the user with all the signature options available on this specific form.
 - a. Double click onto one of them to open the Signature field box.
 - b. Utilize the magnifying glass to make the box larger or the broom to clear out the signature and start over.

4. If there are multiple fields that are named the same, the user be asked if they would like to apply their signature to all pages. They should click "Yes" if they are wanting to apply it everywhere or "No" if they'd like to complete each signature individually.
5. Once completed with all necessary signatures, the user can click onto **Attach**. This will attach the document into the location specified via the setups above.

View Electronically Signed Forms

Electronically signed forms will be viewed via the view screen, rather than clicking onto the orange *View* icon. How you will navigate to that view screen will depend on your facility's specific setups. It may be that there are easy access buttons setup to automatically load signed form, or that the user needs to load them manually via the green *View* icon. Either way, they will appear as shown below, as a "scroll" icon. A user will need to hover over the document they are interested in viewing and click onto the blue file folder. Once clicked onto, the attached document will open in PDF for easy viewing and/or printing needs.

● Edward, Jack	11/12/1966	55 Yrs	M	D.O.C.	None
● 12/17/2021 11:36:02	SIGNED BOOKING FORM:				
					
		DATE OF FORM: 12/17/2021			