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MODULE

Form Management System

Rich Field Types | Easy Design | Data Analysis and Integration | Multi-Platform Publishing



Discover Documenos® Form Management.

Form Management lets you design forms with the most flexible and user-friendly tools; with rich field types and customisable rules, you can create unlimited forms and manage your data effectively by integrating these forms into your business processes.

Define your fields using rich field types, create as many tables as you like on the same form, set rules, order and format them. Publish online or use within your company. Include the forms you collect in your workflows and processes. Analyse the data. The future of form management is here.

Collect Data in Three Ways

Within the Company
The form is filled in and moves through the approval chain

Online
The same form on your website, open to everyone or to members

With Surveys
Anonymous or targeted surveys, with a consolidated results report

27 Ready-Made Form Templates

Use the templates as they are, copy and adapt them, or start with a blank form. Templates can be moved to other installations by exporting and importing them.

HR
- Annual Leave Form
- Excused / Sick Leave Form
- Overtime Approval Form
- Training Request Form
- Orientation Training Form
- Performance Evaluation Form
- Position / Title Change Form
- Employee Information Form
- Job Application Form
- Resignation Letter
- Employee Clearance Form
- Statement Request Form
- Warning Notice

Declaration
- Family Status Declaration Form
- Education Status Declaration Form
- Contact Details Declaration Form
- Criminal Record Change Declaration Form
- Health / Disability Status Declaration Form

Operations
- Expense Report Form
- Travel and Accommodation Form
- Asset Assignment Form
- Task Form
- Price Quotation Form

Request
- Information Request Form
- Suggestion and Complaint Form
- Email Request Form

System
- Document Cancellation Form

Features

Our customers' favourite features

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Dataset Integration

Lets you create your own datasets, use the information in these datasets in your forms, and add form data to your datasets.

Easy Form Design

Lets you create forms quickly and easily by ordering fields and adjusting their widths, or by typing the field list line by line.

Rich Field Types

Supports more than 20 field types, including single-line text, multiple choice, date, time, geolocation, data range and list selection.

Rule-Based Form Customisation

Lets you customise the form-filling process by defining field-specific rules and descriptions.

Multi-Step Form Creation

Allows some fields on the form to be filled in by different people at different stages of the signature and approval chain.

Multiple Table Creation

Lets you collect detailed data by defining multiple tables and datasets on a single form.

PDF Design and Publishing

Lets you save the forms you design as PDF, or publish them directly online to collect data from the public.

Business Process Integration

Lets you achieve automated data flow by including the forms you collect in your workflows and processes.

Flexible Access and Authorisation

Lets you define access and editing rights to forms, specifically for units or groups.

Event Triggers

Lets you integrate your forms with your company's other systems by defining event triggers for steps in the signature and approval process.

Multilingual Support

Lets you prepare form fields and instructions in multiple languages, so you can reach a broad audience.

Data Analysis and Integration

Using collected data in business processes. Automatically generating reports and analyses from form data.

Download for Free

See the full module and its screenshots on our website.

documenos.com

Partner with us to make your business shine!

documenos.com
info@documenos.com