

ESIGN 2.1 ENHANCEMENTS, cont...

cantly improved. Changes have been made to narrow the search on forms to match upper and lower case.

Keyboard Characters. The complete set of keyboard characters is now supported.

Authentication Box Changes. Information displayed in the signature box now more specifically addresses the action taken. Previously, the signature box displayed active, complete or locked. Now it displays submit, save, approve and disapprove.

Security Enhancements. Many security enhancements have been implemented behind the scenes to improve security and functionality.

ALLOW US TO CREATE YOUR FORM!

If you have a form that you would like created for the web, please contact us! Call the Administrative Computing Services Help Desk 650-4444.

W W U

Administrative Computing Services
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Bellingham, WA 98225-0935
MailStop 1480
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**ELECTRONIC
WEB FORMS**

**ELECTRONIC WEB
FORMS SAVE TIME AND
PAPER!**

W W U

**Q U I C K
R E F E R E N C E
G U I D E**



<https://west.wwu.edu/admcs/forms>

**A D M I N I S T R A T I V E
C O M P U T I N G
S E R V I C E S**

(3 6 0) 6 5 0 - 4 4 4 4

What are Electronic Web Forms?

Electronic Web Forms are paper forms that have been converted for display and submission through the Internet. Web Forms are designed to increase productivity by making forms easy to locate and submit, while also reducing the need to use and store paper forms. Because Web Forms are stored on the server the submission process is as fast as sending an email message! Your form is **never lost** and the processing status is always available to you.

New Web Form features include tracking capabilities, statistical reporting, and the Web Form Finder tool. Finding the right form for your administrative needs is quick and easy when you visit our web page at: <https://west.wwu.edu/admcs/forms/>. Academic users may visit the student eform site located: <https://west.wwu.edu/admcs/forms/studentdefault.aspx>. Here you will find available forms listed by both name and department.

Browser Requirements

You will need Microsoft Internet Explorer, version 5.0 or greater **OR** Netscape version 4.5 or greater. Netscape 4.X does not support some features such as the audit trail tracking of user changes and style sheets. See the FAQ page at the web site listed on the front of this brochure for more details.

**Three Form Styles
to choose from**



ESIGN

Electronic signature forms are filled in online and can be routed to one or more people for processing. Once the form has been filled in online, the submitter will be prompted to enter their W number and pin. The form can then be routed by email to another department or approver. When processing is complete, the final reviewer will lock the form, preventing further changes. Once locked, the form is still accessible for review at any time.



FAST FORMS

Fast forms are filled in online and then sent to a single department or user for approval. The submitter is not required to enter their W number and pin, however, it is added as an option. If W number and pin are submitted, the submitter will be sent a link to the form. When the form is complete, the user will be sent email notification.



SIGNATURE FORMS

Signature forms may be filled in online, but must be printed out, signed and returned by mail or fax to the appropriate department for processing.

FORM FEATURES AND MANAGEMENT TOOLS

FORM FEATURES

Authentication. Forms which require a W number and pin are authenticated against

The submitter must enter their 8 digit University ID, 6 digit University PIN, and email address of the person to send the form to for further processing. Press **SUBMIT** to send it. [More Information](#)

ID # W Pin #

Email To:

(Full email address required, e.g. John.Doe@wwu.edu)

the Banner database and Banner personnel information is used to electronically sign the forms.

Security & Encrypted Data. The data input into each form is encrypted as it is transmitted over a secure connection.

Form Status OR Who Has My Form?!

View the status of your electronic form by clicking on the link provided at the time your web form is submitted. The authentication box at the bottom of the form provides the latest information on who has processed the form. When the final approver or processor completes the form by locking it, a box will appear above the Authentication box indicating the form is "complete".

Audit Trail & Tracking. With Internet browsers IE5.X and greater and Netscape 6.X and greater, you can see changes made to the data fields on the web form by any approver.

Attachments. After a Fast or Esign form has been submitted, an automated email will be sent to the submitter and approver that contain the hyperlink to the form. Open the email, enter the approvers email address and attach the document. Then send the email!

FORM MANAGEMENT

My Inbox. Clicking on this icon will provide a list of all forms that have been sent to you and are waiting for your action. [Click here for all forms requiring your action.](#)

Forms

Finder. Using the Web Forms Finder tool, you can search and locate forms that have been submitted. All submitted forms are stored in a database and can not be lost. This search capability allows you to locate forms based on form data (such as the name of the person on the PA form), form name, department and the time submitted, or the first or last name of the approver. Normally, you can only see forms you submitted, approved or locked, however, The Form Owner can grant user Security Group permissions for one or more people to see all submissions of a form.

Searching. This search will retrieve links to only the forms that you have submitted, approved or completed, or forms that you have a special permission to view because you are a member of a **User Security Group.**

User Security Group. Members of this group may view all forms associated with that group for the purpose of processing those forms. The user security group drop down box lists the groups, if any, of which you are a member.

Statistics. This web page displays a list of all current electronic web forms and the departments they belong to as well as providing information about how many forms were submitted, broken down by month. This list can be sorted on any column or simply by clicking on the column heading.



- [? Help](#)
- [▶ Statistics](#)
- [▶ Forms Menu](#)

There is no need to save Web Forms E-mail messages in order to have the Forms for reference. You can find any form you have worked with by using the Web Forms Finder!

Email Reminders. An email reminder is sent to people that have not processed their E-sign or Fast Form in 5 days. Only one reminder per form will be sent.

Date To restricts the search to forms that were submitted, approved or completed on or before the date entered.

Push Buttons The Date From and Date To buttons can be populated with preset values for today, yesterday, this week, last week, etc.

Lock/Complete restricts the search to forms that are locked or unlocked.

FORM FINDER SEARCH

Search filters provide a method of searching for web forms by a specific identifier. Search filters include the following:

Form Number restricts the search to one particular form.

Form Data restricts the search to forms whose data contain the string of characters entered. The form data is the text that was typed into input fields of the form, for example, the name of the person on the Departmental Leave Request form.

Form Name restricts the search to forms with that form name.

First Name restricts the search to forms having a submitter, approver, or completer with that first name.

Last Name restricts the search to forms having a submitter, approver, or completer with that last name.

Security Group restricts the search to forms that belong to a particular User Security Group.

Date From restricts the search to forms that were submitted, approved or completed on or after the date entered.

Form Number:

All Data in the Form:

Form Name: Security Group:

Submitter/Approver Criteria

First Name: View all form signatures

Last Name: View this signature only

Time Criteria

Date From: (mm/dd/yyyy) Date To: (mm/dd/yyyy)

Lock/Complete: Locked Unlocked Either

ESIGN 2.1 ENHANCEMENTS

In April 2006 ADMCS made significant changes to Esign forms to improve performance and enhance already existing features. Changes include:

File Attachment. A file may be attached at any point during processing until the form is locked. Size limit is 400K.

Form Finder Speed. The speed of locating forms through Form Finder has been signifi-