

Document & Workflow Automation

Create Electronic Forms in Minutes

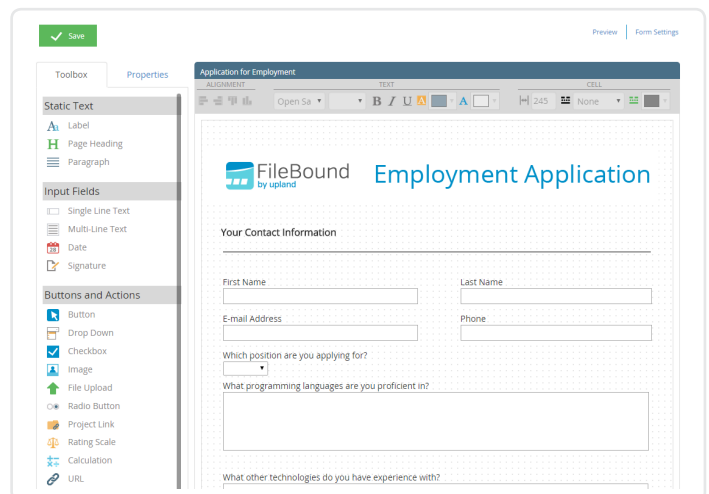
Upland's FileBound document and workflow automation software helps organizations focus on the work that really matters by eliminating manual paper-based processes. Many organizations that use FileBound find that electronic forms empower them to eliminate even more paper and expand the value of their FileBound systems to new processes.

Using drag-and-drop design tools, business users can quickly create the forms they need and share them with internal users or with the world. Users have the convenience of quickly filling out an online form and uploading supporting documents. Once the form is completed, it can be imported into FileBound immediately to trigger workflow processes faster and without the need to scan documents.

The possibilities for using FileBound E-forms are practically endless. Customers have designed forms for everything from allowing employees to request time off to enabling college students to drop or add classes to gathering online applications from potential employees. E-forms help these organizations:

- **Capture requests and automatically route them to the right person or automated process, reducing time spent handling paper forms or tracking down emails**
- **Gather information of virtually any kind with less impact on staff by allowing the user to complete the form and add any additional information, such as documents associated to an application, insurance verification or receipts**
- **Replace paper forms (even forms that require signatures) that can become outdated, waste resources and take longer to process than electronic requests**
- **Provide virtually anyone with the ability to submit forms and documentation anytime, anywhere using any device they choose**

Upland's FileBound delivers document and workflow automation applications that improve the operation of any organization by connecting users with the information they need to work more efficiently and effectively.



The screenshot displays the FileBound form design tool interface. On the left is a 'Toolbox' with categories: 'Static Text' (Label, Page Heading, Paragraph), 'Input Fields' (Single Line Text, Multi-Line Text, Date, Signature), and 'Buttons and Actions' (Button, Drop Down, Checkbox, Image, File Upload, Radio Button, Project Link, Rating Scale, Calculation, URL). The main workspace shows a form titled 'Application for Employment' with the FileBound logo and 'Employment Application' header. The form includes a section for 'Your Contact Information' with fields for First Name, Last Name, E-mail Address, and Phone. Below this are dropdown menus for 'Which position are you applying for?' and 'What programming languages are you proficient in?', followed by a text area for 'What other technologies do you have experience with?'. A 'Save' button is visible in the top left corner of the interface.

Using standard templates and drag-and-drop design tools, non-technical FileBound users can quickly create and publish forms.

Benefits of FileBound E-forms

- Improves service to internal and external customers by reducing the time it takes to route and act on requests
- Allows business owners to quickly create or modify forms to meet business needs
- Saves time spent handling paper forms or trying to manually track requests via email
- Eliminates the risk that a form will be misplaced or overlooked

Features

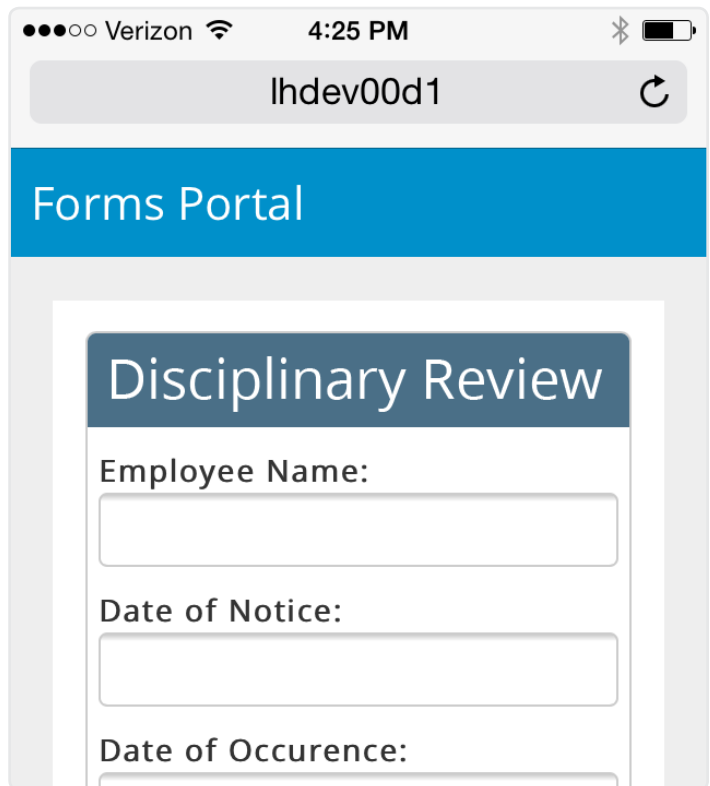
- Capture signatures using a mouse or other signature capture device
- Supports creation of complex HTML forms for advanced designers
- Included in the standard FileBound Enterprise Edition with no usage limits
- Routes forms and/or attachments via workflow
- Includes basic templates that can be re-used or modified and allows designers to create their own templates to enforce internal branding standards
- Limit access to forms using FileBound passwords or usage codes
- Choose between standard forms and adaptable forms that optimize viewing on mobile devices

When used in conjunction with FileBound Workflow (also included in the FileBound Enterprise Edition), E-forms can drive game-changing productivity.

Learn more at filebound.com.

Mobile Forms

FileBound's E-form Designer includes options for creating forms that adapt to mobile devices of all kinds.



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Forms Portal

Disciplinary Review

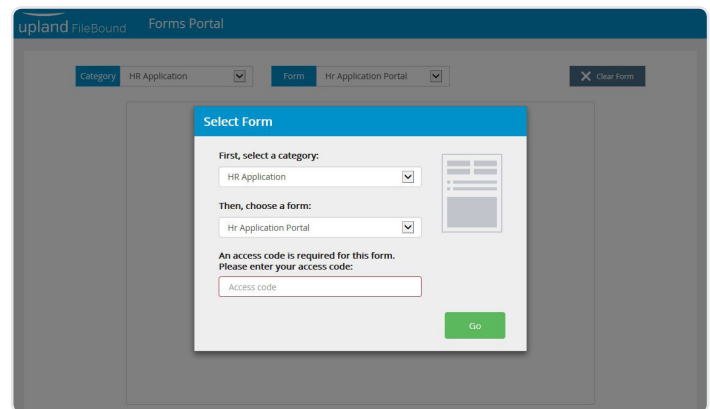
Employee Name:

Date of Notice:

Date of Occurrence:

Controlled Access

Access codes can be used to limit access to certain forms so that they are only completed by authorized users.



upland FileBound Forms Portal

Category: HR Application Form: Hr Application Portal Clear Form

Select Form

First, select a category:

HR Application

Then, choose a form:

Hr Application Portal

An access code is required for this form.
Please enter your access code:

Access code

Go

About Upland Software

Upland is a leading provider of cloud-based enterprise work management software. With more than 1,600 enterprise customers around the globe, and over 225,000 users, Upland helps teams in IT, marketing, finance, professional services and process excellence run their operations smoothly, adapt to change quickly and achieve better results every day. Contact us at 855-944-7526 or info@uplandsoftware.com.