

Softdocs

The Softdocs Library

The screenshot displays the 'etrieve | LIBRARY' interface. On the left, there are navigation tabs for 'All Templates', 'Government', 'Higher Education', and 'K-12'. Below these is a 'Filter Templates' section with a 'Reset' button and a list of categories including 'Classic Form Builder', 'Form Builder', 'Academic Affairs', 'Admissions', 'Advancement', 'Advising', 'Athletics', 'Bookstore', 'Bursar', 'Business Office', 'Facility Services', 'Financial Aid', 'Human Resources', 'IT Services', 'Parking and Transportation', and 'Payroll'. The main area shows a grid of form thumbnails. One thumbnail is highlighted with a 'Tax' label and the text 'I-9 Current government I-9. Will be required to be updated as changes are released.' Another is highlighted with a 'Registr' label and the text 'Change of Information This form can be used to collect information about changes of Name, Address or Phone.' A third is highlighted with the text 'Approval of Part Time Employment Part B Follow-up form for part-time employment to go into further detail about payment dates, etc.' A fourth thumbnail is labeled 'Softdocs Emergency Contact' and another 'Softdocs P-Card Receipt Submission'. A large inset window shows a detailed preview of the 'Approval of Part Time Employment Part B' form, which includes sections for 'Employee Information', 'Employee Lookup', 'ID', 'Approval Date', 'Employee ID', 'Employee Name', 'Position Title', 'Budget Code', 'Hourly Rate', 'Estimated Hours', 'Amount Committed', 'Period Covered Start', and 'Period Covered End'. A 'Get Template' button is visible in the top right of the preview window.

Filter resources by use case.

Thumbnails allow for easier discovery of the perfect form.

Preview and test the form directly in the Library before downloading it.

Access 100+ prebuilt forms ready to use and extend.

- ✓ Built on best practices from hundreds of deployments
- ✓ Customizable, including adding your own brand
- ✓ Straightforward UI and fully WCAG 2.2 AA compliant
- ✓ Scale and deploy with minimal IT burden

Creating electronic forms from scratch is tedious. Choosing the correct fields and their validation rules, designing business logic, testing, ensuring it works reliably for all users. The Softdocs Library is an easy-to-use means to add prebuilt forms created by Softdocs to your own Forms library – and then customize them to perfectly fit your organization.

More Than 100 Forms Available to Use and Extend

Academic Integrity Violation	Degree Declaration	K-12 Student Enrollment
Academic Progress Appeal	Dependency Override	Key Request
Accounting Correction and Journal Entry	Dependency Status Petition	Leave Request
Add/Drop	Dependent Income Statement	Legal Name Change
Adjunct Faculty Work Agreement	Direct Deposit Signup	Mascot Request
ADM Document Submission	Disciplinary Referral	Military Residency
Application for Graduation	Duplicate Diploma Request	New Enrollment and Status Change
Approval for Guest Speaker	Early Alert Referral	New Vendor Request
Approval of Part Time Employment	ECR Promissory Note	Notice of Employment
Athletic Assignment Timesheet	Electronic Consent Form	Notice of Termination
Audit Request	Emergency Contact	Overdue Library Materials Non-Student
Authorization for Direct Deposit	Employee Expense Statement	P-Card Receipt Submission
Book Advance	Employee Handbook Acknowledgment	Parking Permit Registration
Business Card Request	Employee Profile Update	Payroll Leave Request
Change of Address	Employee Transfer or Promotion	Request for Academic Amnesty
Change of Grade	Enrollment Ver. Letter of Acceptance Request	Request for Certificate of Insurance
Change of Information	FA Document Submission	Request for IT Equipment Software
Change of Major	Facility Use Application	Request for Purchase Order
Change Program Major	Faculty Council Professional Development Request	Request for Space Allocation
Child Care Statement	Faculty Professional Development Request	Special Circumstances Drop Request
College Field Trip Request	FERPA	Student Equipment Request
Confirmation of Number in College	FERPA Consent to Release	Summer Aid Application
Confirmation of Number in Household	Financial Aid Contract	Temporary Employment Action
Conflict of Interest	Furniture Request	Temporary Tele-working Agreement
Consortium Agreement	Grad Request UG Course	Textbook Requisition
Contingency Request	I-9	Transcript Evaluation Request
Cooperative Pricing Request	Incident Behavior Report	Transcript Request
Course Needs Request	Income Adjustment Request	Travel Advance Request
Course Re-Evaluation Request	Incomplete Grade Extension	Travel Authorization
Course Substitution	Incomplete Grade Request	Travel In-District
Credit Card Authorization	Independent Income Statement	Travel Out of District
Credit For Prior Learning	Independent Verification (VI)	Travel Reimbursement
Daily Cash Reconciliation Review	Internship Agreement	Under 18 Special Admissions
Daily Clinic Log	Invoice Approval	Verification of Non-Attendance
Declaration of Minor	Journal Entry	Volunteer Application
Declare Certificate		W-4



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