

# lucidity<sup>TM</sup>inform

### BUILD Forms

Use existing Template or Create Own

Choose from a list of form fields

Multiple choice boxes | drop down lists  
Date fields | signature fields | scoring | tables  
Checklists | information fields | paragraph

Add new field Edit field

Text Paragraph  
Checkboxes Multiple Choice  
Date Dropdown  
Signature  
Section Break Grid  
Info

Name of Employee  
  
Leave blank if you are completing your own

Week commencing: \*  
MM / DD / YYYY

### Example Forms

Site Safety Inspection  
Daily Walkthrough  
Task Observation

Application for Leave  
Change of Details

Audit Checklist  
Audit template

Other  
Other

Form Groups

Workplace Safety

Human Resources

Internal Auditing

Other

## Complete Form from any mobile device

Attach **Documents** and **Photos**

**Filter** records according to needs

Assign **Actions**

**Email** to stakeholders



### Group Forms

Groups are used to control which forms a user can see when they log in.

### Form Records

Records are saved to designated folders  
Allows for limited / selective access to records  
Filter and report records