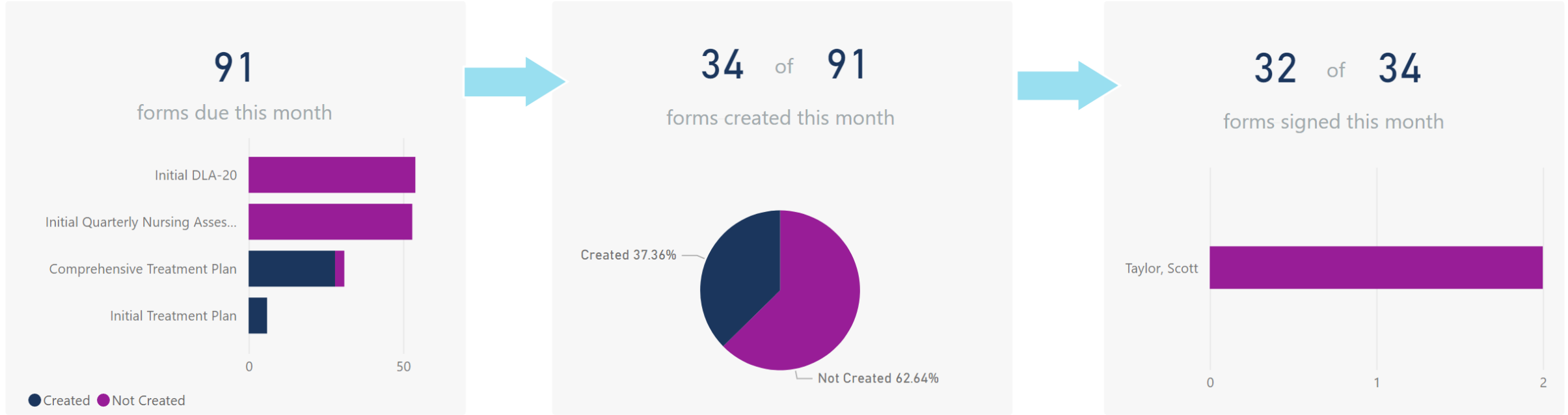
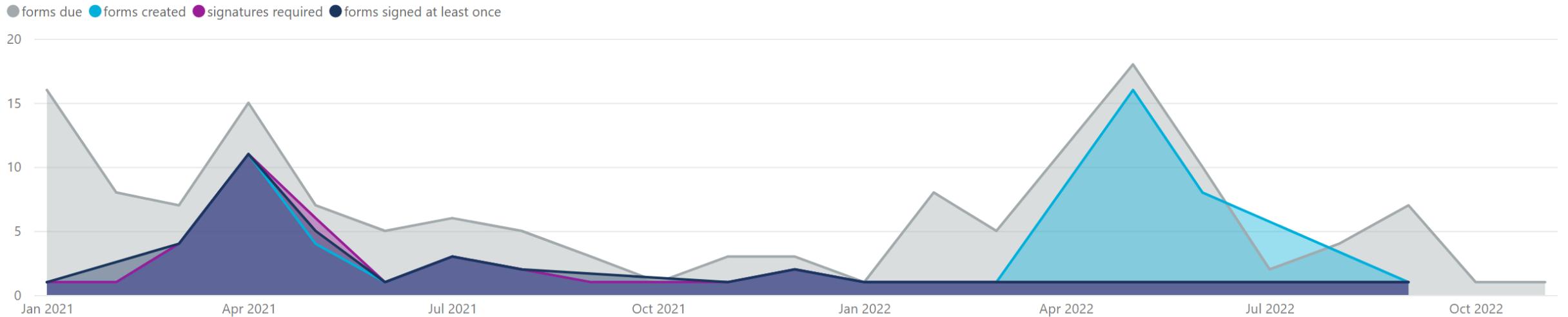


# Are forms being created and signed in a timely manner?



## Forms & Signatures Over Time



# Form Creation Status

60 forms due

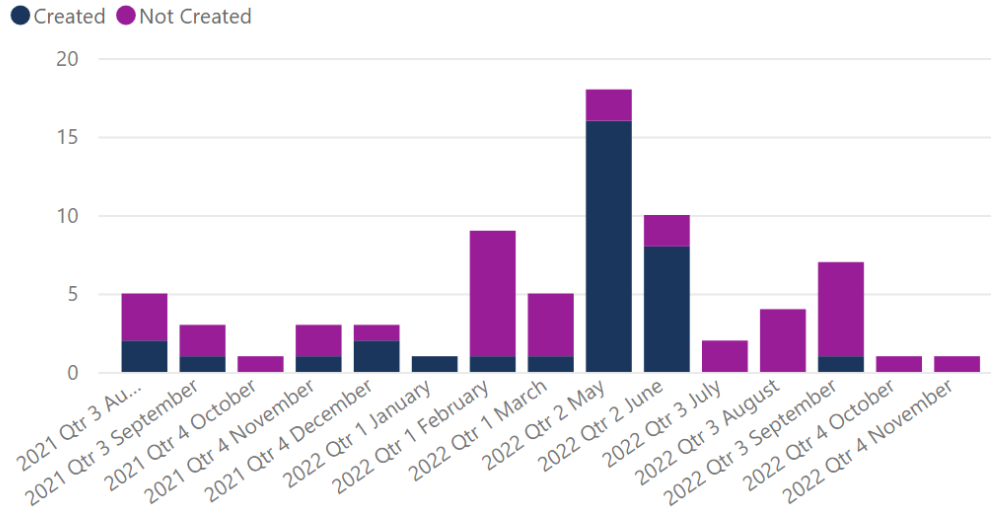
8/1/2021

11/6/2022

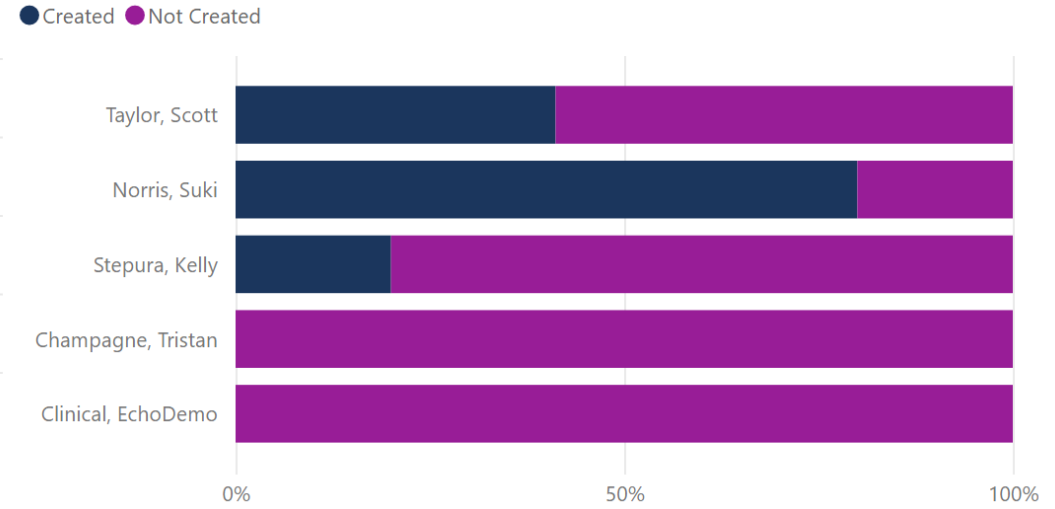


- Forms
  - All
- Form Status
  - All
- Days to Creation
  - All
- Overdue Status
  - All
- Signed
  - All
- Days to Signature
  - All
- Signature Types
  - All
- Number of Signatures
  - All
- Staff
  - All
- Clients
  - All

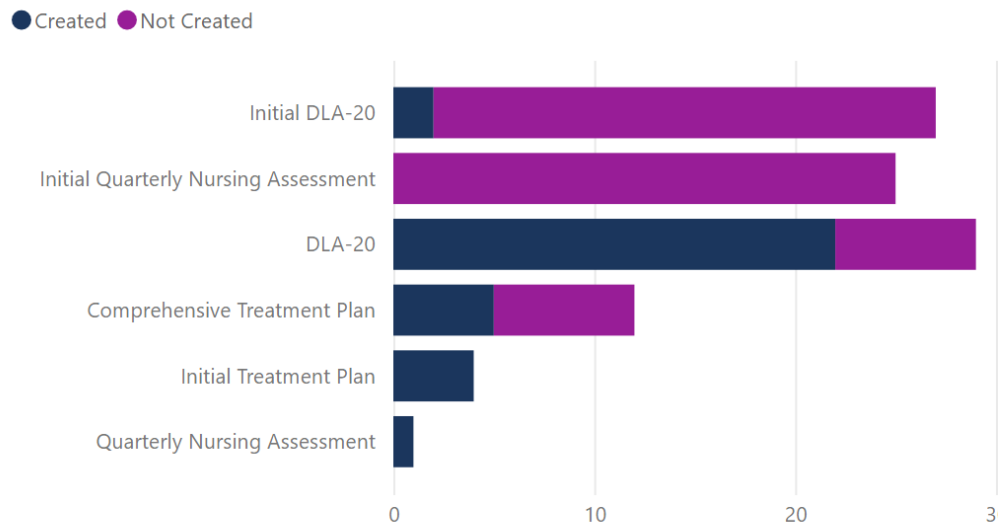
## Form Creation Status Over Time



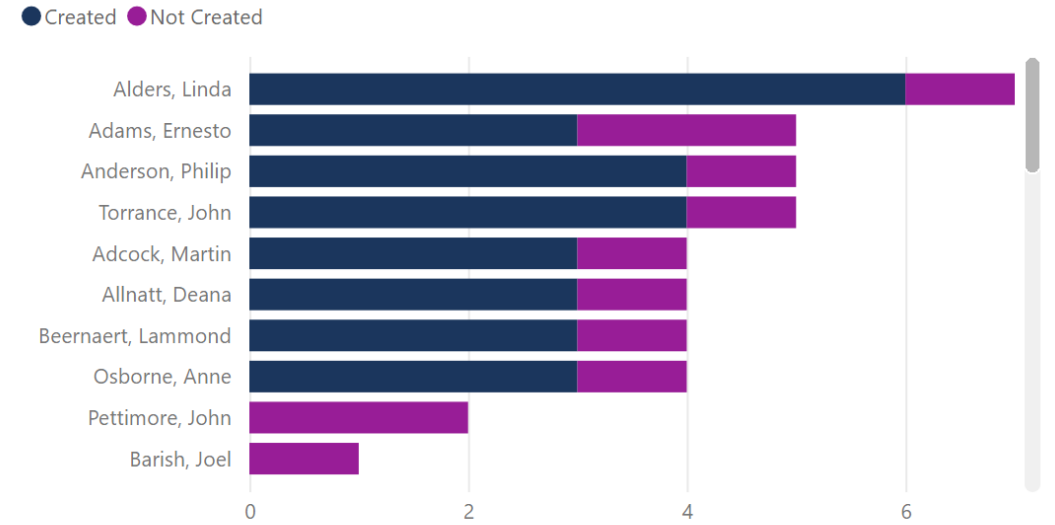
## Form Creation by Form Creator



## Form Creation Status by Form



## Form Creation Status by Client



# Outstanding Forms

39 forms not created

8/1/2021

11/6/2022



Forms

All

Form Status

All

Days to Creation

All

Overdue Status

All

Signed

All

Days to Signature

All

Signature Types

All

Number of Signatures

All

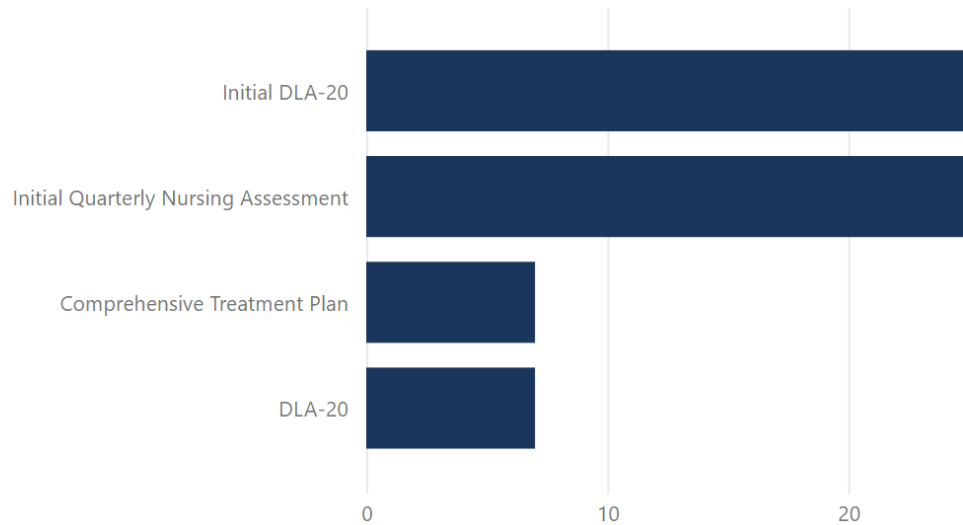
Staff

All

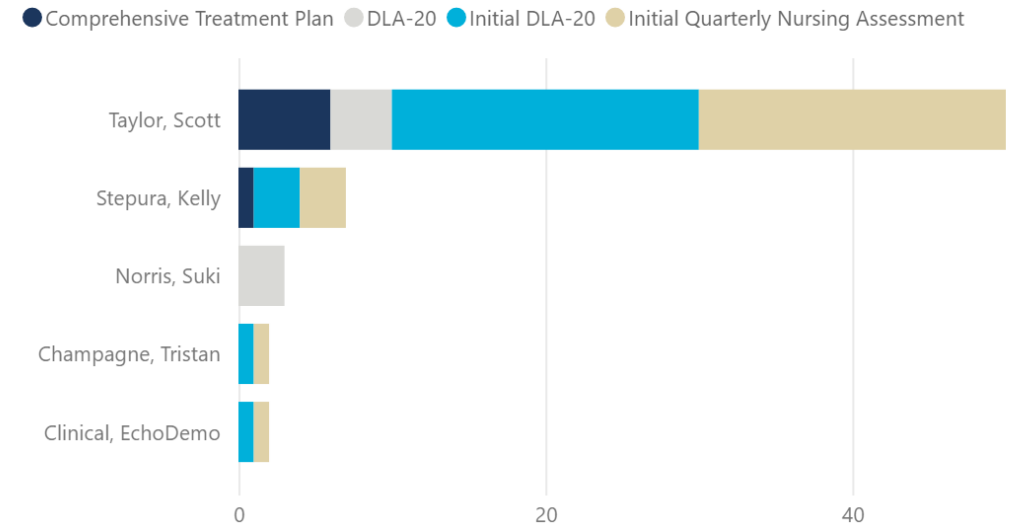
Clients

All

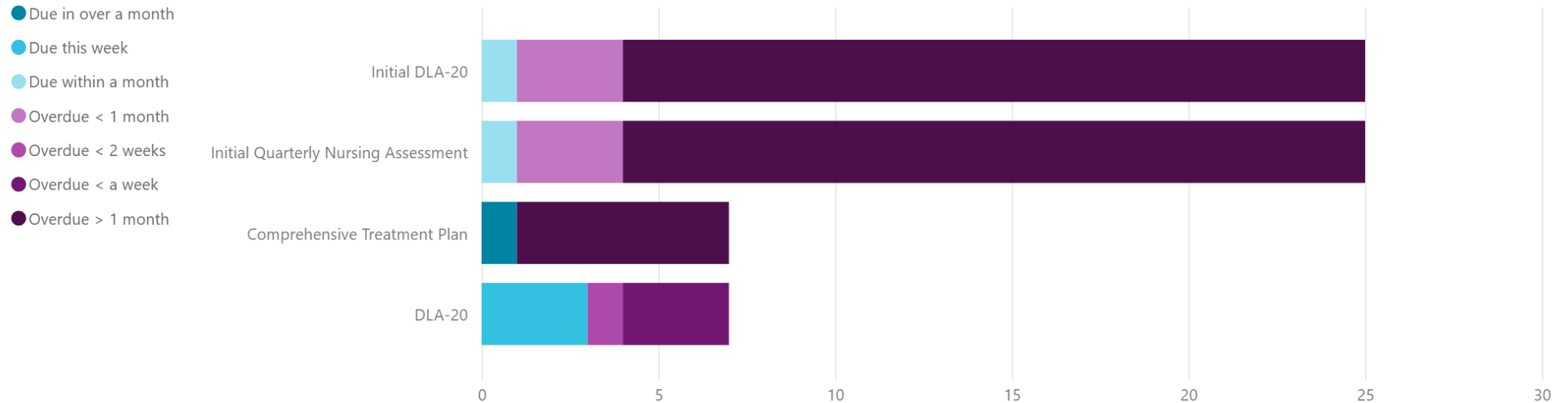
## Outstanding Forms by Type



## Outstanding Forms by Form Creator



## Days Overdue by Form



# Form Creation Delay

34 forms

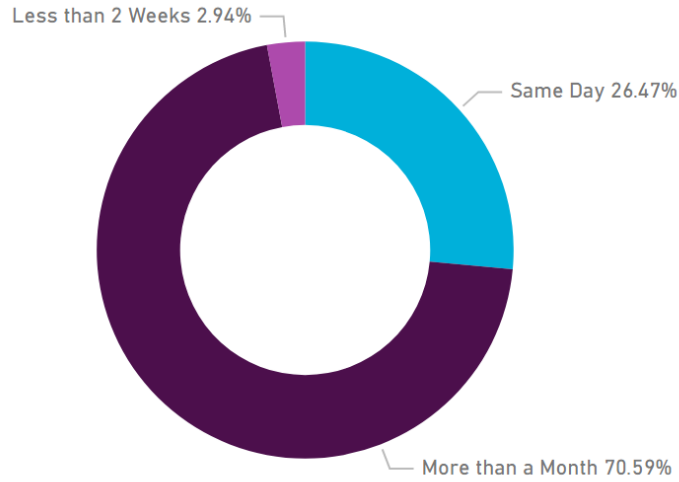
8/1/2021

11/6/2022

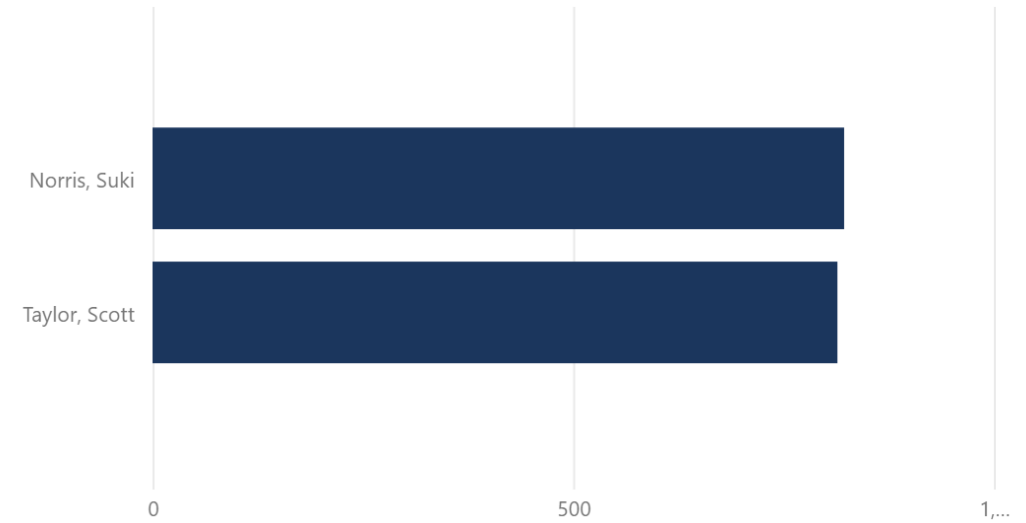


- Forms: All
- Form Status: All
- Days to Creation: All
- Overdue Status: All
- Signed: All
- Days to Signature: All
- Signature Types: All
- Number of Signatures: All
- Staff: All
- Clients: All

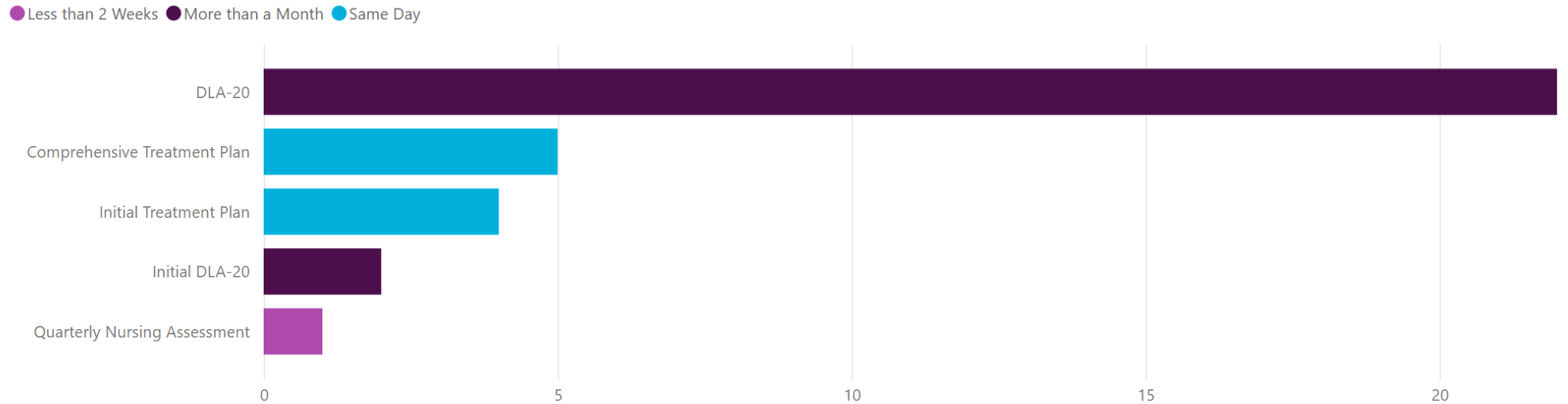
## Days Delayed



## Average Days Delay by Form Creator



## Days Delayed by Form



# Signed at least Once

10 forms created

8 forms signed

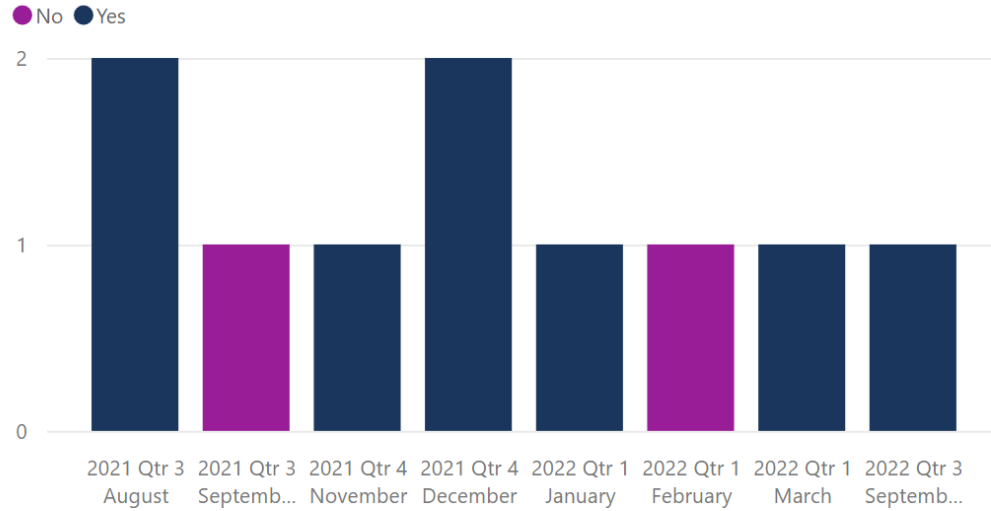
8/1/2021

11/6/2022

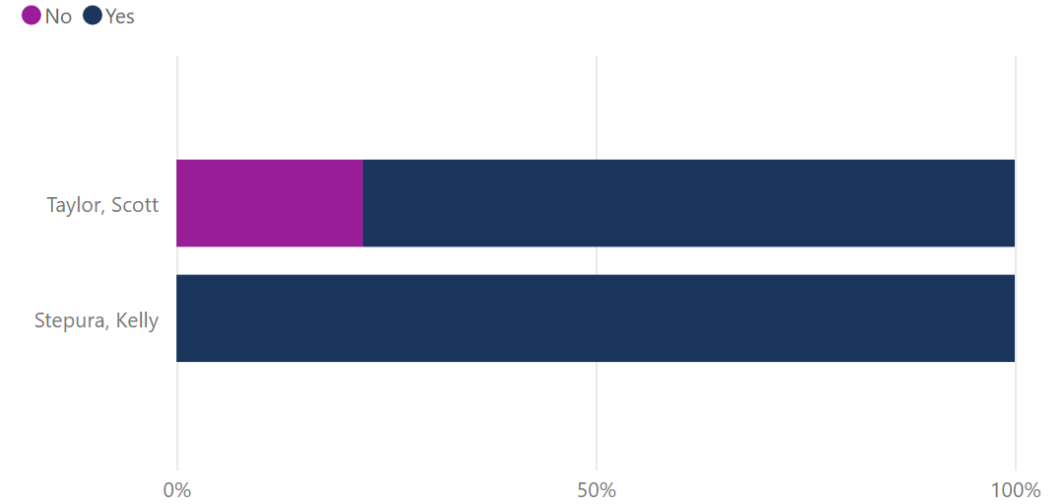


- Forms: All
- Form Status: All
- Days to Creation: All
- Overdue Status: All
- Signed: All
- Days to Signature: All
- Signature Types: All
- Number of Signatures: All
- Staff: All
- Clients: All

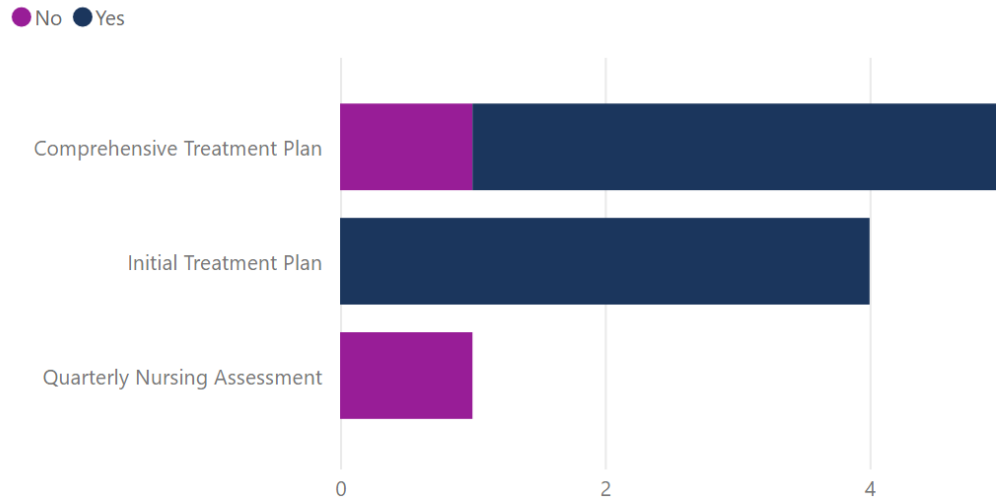
## Signed at least Once Over Time



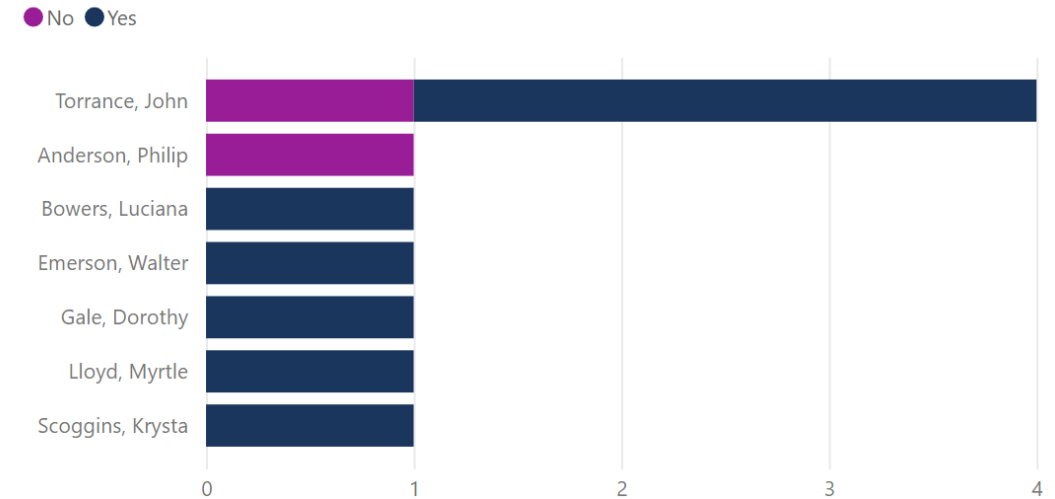
## Signed at least Once by Form Creator



## Signed at least Once by Form



## Signed at least Once by Client



# Signatures

8 forms signed

8 signatures

8/1/2021

11/6/2022



Forms

All

Form Status

All

Days to Creation

All

Overdue Status

All

Signed

All

Days to Signature

All

Signature Types

All

Number of Signatures

All

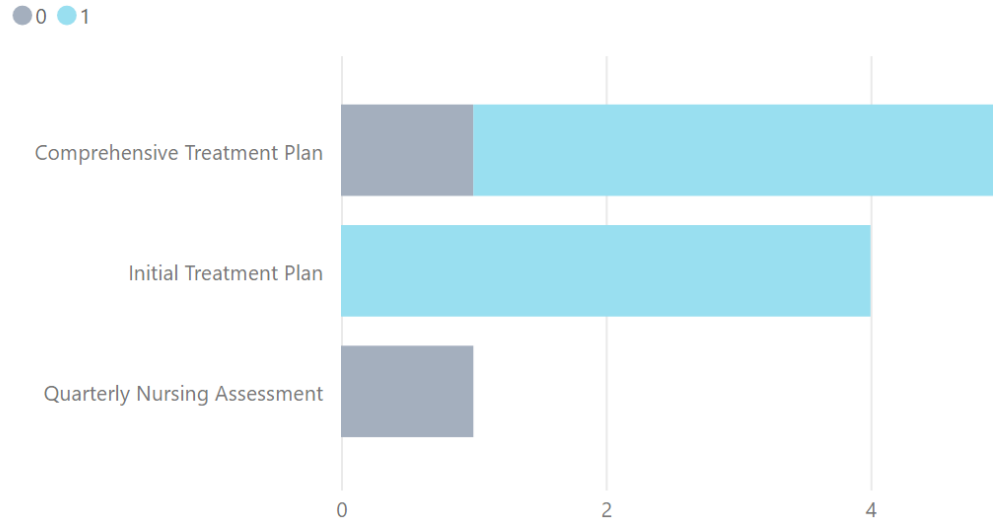
Staff

All

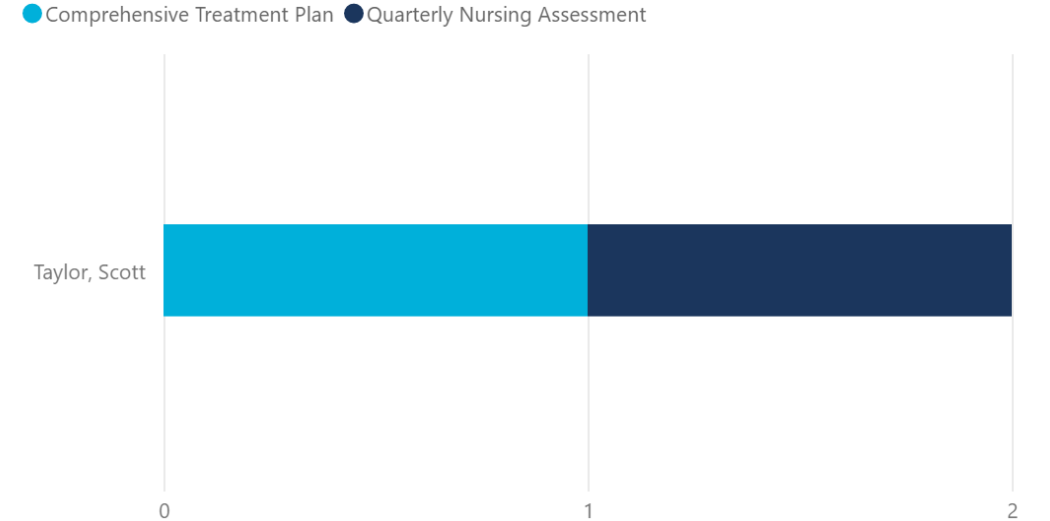
Clients

All

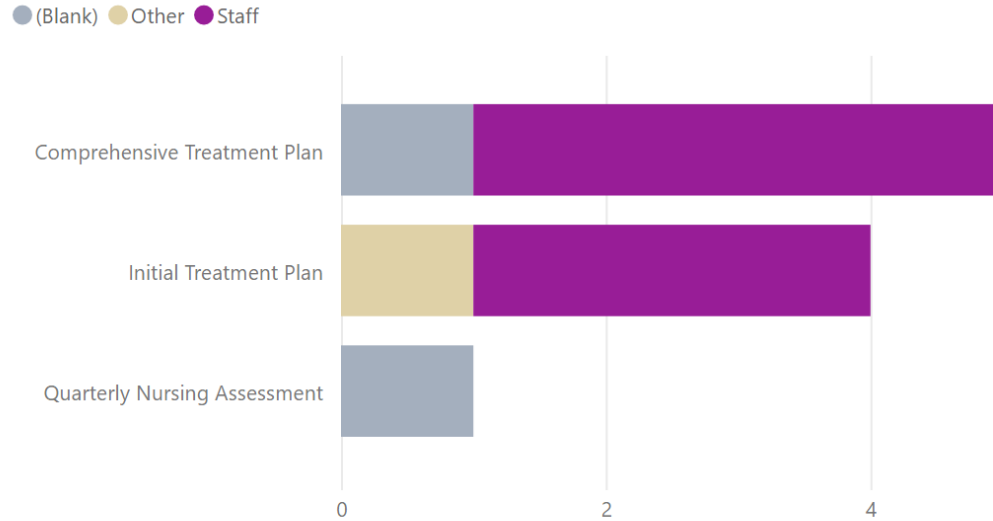
## Number of Signatures by Form



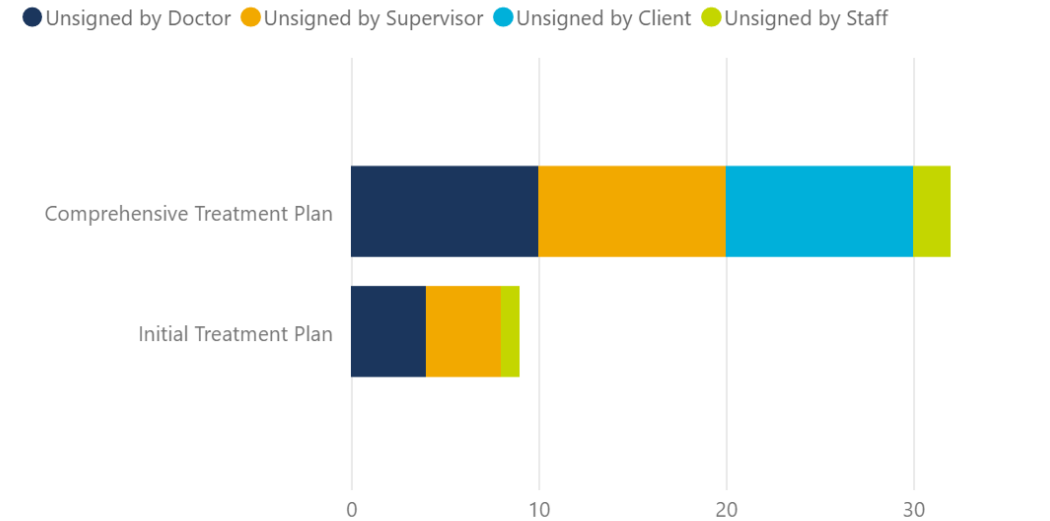
## Unsigned Forms by Form Creator



## Signature Type by Form



## Missing Signatures by Signature Type



# Signature Delay

8 forms signed

8 signatures

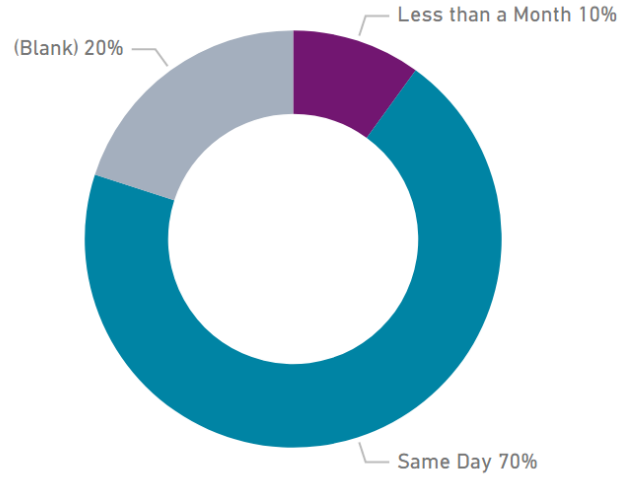
8/1/2021

11/6/2022

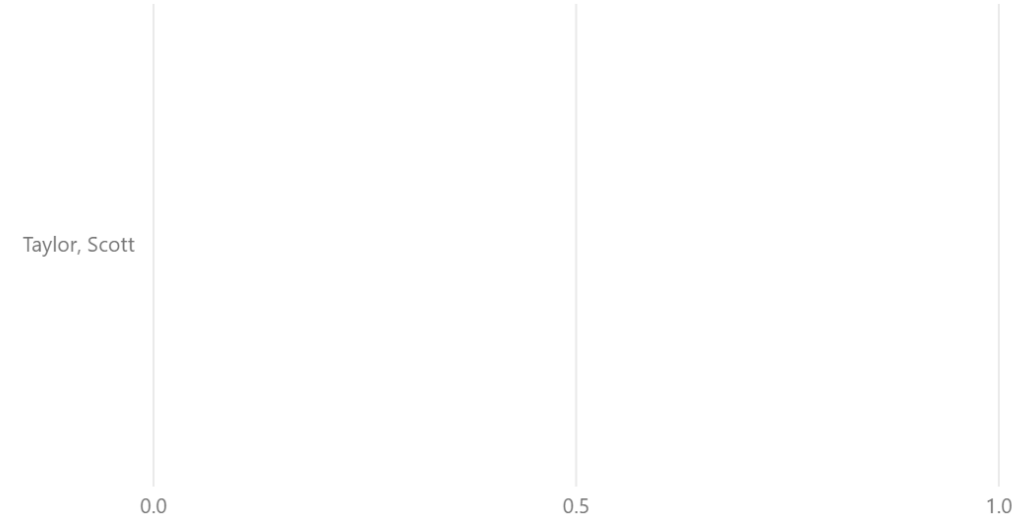


- Forms: All
- Form Status: All
- Days to Creation: All
- Overdue Status: All
- Signed: All
- Days to Signature: All
- Signature Types: All
- Number of Signatures: All
- Staff: All
- Clients: All

## Days Delayed



## Average Days Delay by Signer



## Days Delayed by Form

Legend: (Blank) Same Day Less than a Month

