

## Softdocs etrieve - Form Instructions

### OPC Directory Photo Opt Out

**Direct link to form:** <https://dom.etrieve.cloud/central/forms/138>

The screenshot displays the Softdocs etrieve web application interface. On the left is a sidebar with a search bar and a list of forms under the 'Office of People and Organizational Culture' section. The 'Directory Photo Opt Out' form is selected and highlighted. The main content area shows the form title 'Directory Photo Opt Out V1' with a 'Draft saved' status. Below the title is the Dominican University logo and address. The form itself has a dark blue header with the title 'Directory Photo Opt Out'. Below this, it says 'Form started by: staff or faculty'. The form is divided into sections, with 'Employee Information' being the first. It contains three input fields: 'Employee DU ID' (with a value of 9), 'Employee Full Name' (with a value of Marjorie Luce), and 'Employee DU Email' (with a value of mluce1@dom.edu). Each field has a small note below it saying 'Autofill based on person completing form'. At the bottom right of the form are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

#### Alternate access:

1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of People and Organizational Culture” section (or search form name in box at top)
4. Click on desired form

#### Workflow process:

1. The employee starts/opens the form and their DU ID, full name, & email autofill.
2. The employee completes all sections and signs.
3. The employee receives an email confirming submission.
4. OPC approves or denies and completes “office only” area.
5. The employee receives an email of approval or denial.
6. Support Center ticket created to update dom.edu/directory listing.
7. The form files in Softdocs etrieve Content (document repository).

**Softdocs etrieve issues:** Please submit a Support Ticket to Information Technology  
[https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk\\_&RequestorType=Service](https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service)

**Example screenshots:**



**DOMINICAN UNIVERSITY**  
Office of People and Organizational Culture  
7900 W. Division St, River Forest, IL 60305

**Directory Photo Opt Out**

Form started by: staff or faculty

Employee Information

Employee DU ID  
9[REDACTED]  
Autofill based on person completing form

Employee Full Name  
Marjorie Luce  
Autofill based on person completing form


Employee DU Email  
mluce1@dom.edu  
Autofill based on person completing form


Opt Out

I would like to opt out of having my photo included in the directory.

Justification for Opting Out \*

Signature

Employee Signature \*  
I understand that this constitutes my legal signature on this document.  


Employee Signature Date \*  


Signature

✎ Draw

🖋 Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Opt Out

I would like to opt out of having my photo included in the directory.

Justification for Opting Out \*

I have a very good reason that I will explain now...

Signature

Employee Signature \*

I understand that this constitutes my legal signature on this document.

Marjorie Luce

Employee Signature Date \*


11/17/2025

Save

+ Add Attachment(s)

Submit

**DON'T FORGET TO SUBMIT!**



Directory Photo Opt Out V1 submitted

Your form has been submitted and will be processed soon.

### Form errors:

All boxes with red asterisk must be completed to “submit” the form.

The screenshot shows a form titled "Employee Signature Date" with a red asterisk indicating a required field. The input field is empty and has a red border. Below the field, a red error message states "Employee Signature Date is required". To the right of the input field is a blue calendar icon. At the bottom of the form, there is a button labeled "+ Add Attachment(s)". A red error message box is displayed at the bottom right, stating "The form failed to submit due to validation errors. Please check the form and try again." with a close button (X).

### Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

The screenshot shows the "etrieve" interface with the "Forms" tab selected. There is a search bar with the placeholder text "Search". Below the search bar, there is a section for "Drafts" with a count of "1" and a dropdown arrow. To the right of the "Drafts" section is a blue "Edit" button. Below the "Drafts" section, there is a table with one row: "Directory Photo Opt Out" with a date of "11/17/2025". At the bottom of the table, there is a link "Available Forms" with a dropdown arrow and a link "Collapse all".

The screenshot shows a modal titled "Drafts" with a count of "1" and a close button (X). Below the title, there are two buttons: "Delete Selected" and "Unselect All". Below these buttons, there is a table with one row: "Directory Photo Opt Out" with a date of "11/17/2025" and a red trash icon. The "Directory Photo Opt Out" text is preceded by a blue checkmark icon.

The screenshot shows the bottom of the form with three buttons: "Delete Draft" with a red trash icon, "Save" with a blue download icon, and "Add Attachment(s)" with a blue plus icon. To the right of these buttons is a large blue "Submit" button with a white paper plane icon.