

SIMPLIFY DATA ENTRY WITH DOWNLOADABLE FORMS

Field Name	Data Type	Required	Description
First Name	Text	Yes	Enter your first name.
Last Name	Text	Yes	Enter your last name.
Date of Birth	Date	Yes	Select your date of birth from the calendar.
Gender	Radio buttons	Yes	Select your gender.
Email Address	Email	Yes	Enter your email address.
Phone Number	Text	Yes	Enter your phone number.
Address Line 1	Text	Yes	Enter the first line of your address.
Address Line 2	Text	No	Enter the second line of your address (optional).
City	Text	Yes	Enter the name of your city.
State/Province	Dropdown	Yes	Select your state/province from the dropdown.
Postal/Zip Code	Text	Yes	Enter your postal/zip code.
Country	Dropdown	Yes	Select your country from the dropdown.
Username	Text	Yes	Enter a username for login purposes.
Password	Password	Yes	Enter a secure password for your account.
Confirm Password	Password	Yes	Re-enter your password for confirmation.
Captcha	Checkbox + Text	Yes	Verify that you are not a robot.
Terms and Privacy	Checkbox	Yes	Agree to the terms and privacy policy.
Submit	Button	No	Click to submit the form.
Reset	Button	No	Click to reset the form.

Study Guide For Proofreading Filing Data Entry

Lingsheng Yao



Study Guide For Proofreading Filing Data Entry:

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