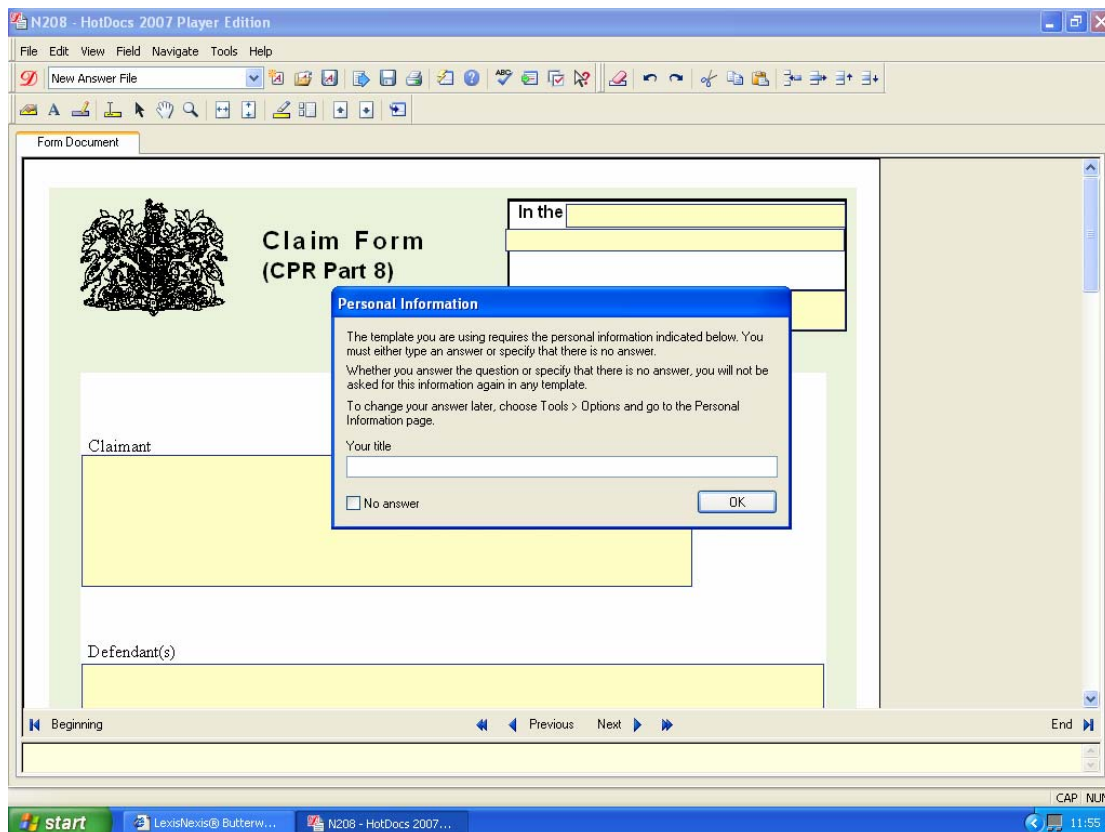
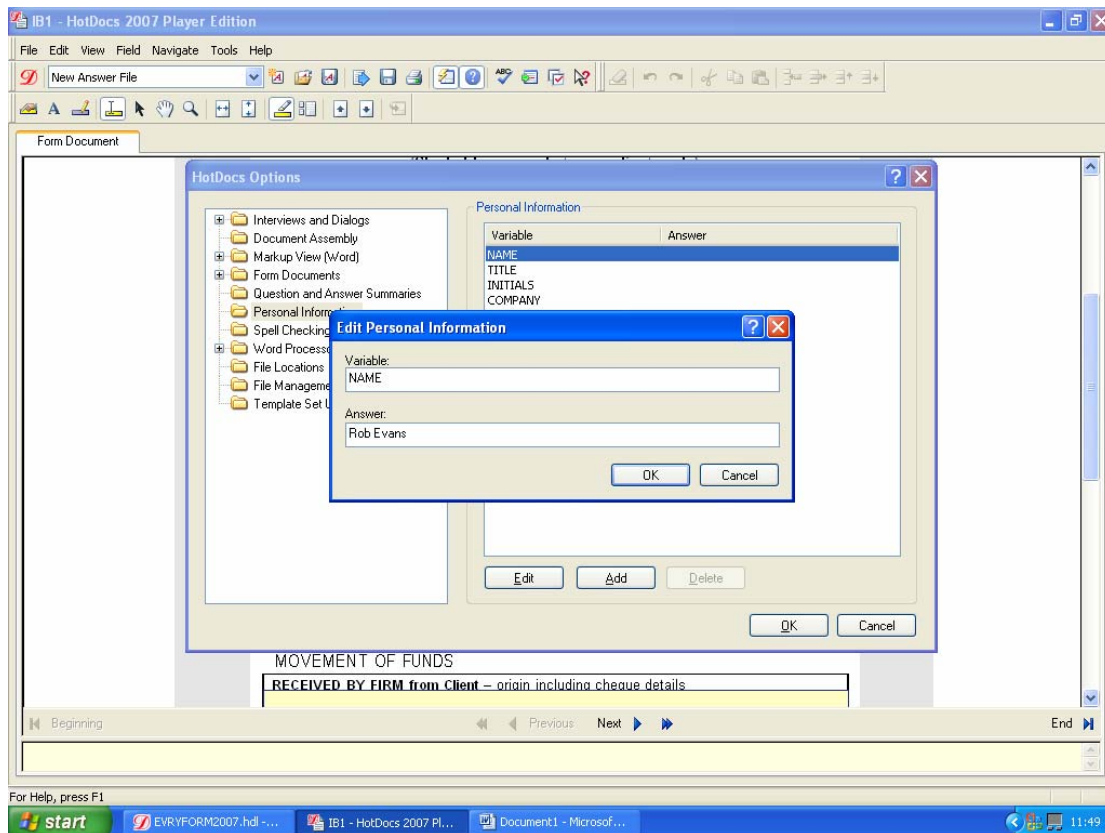
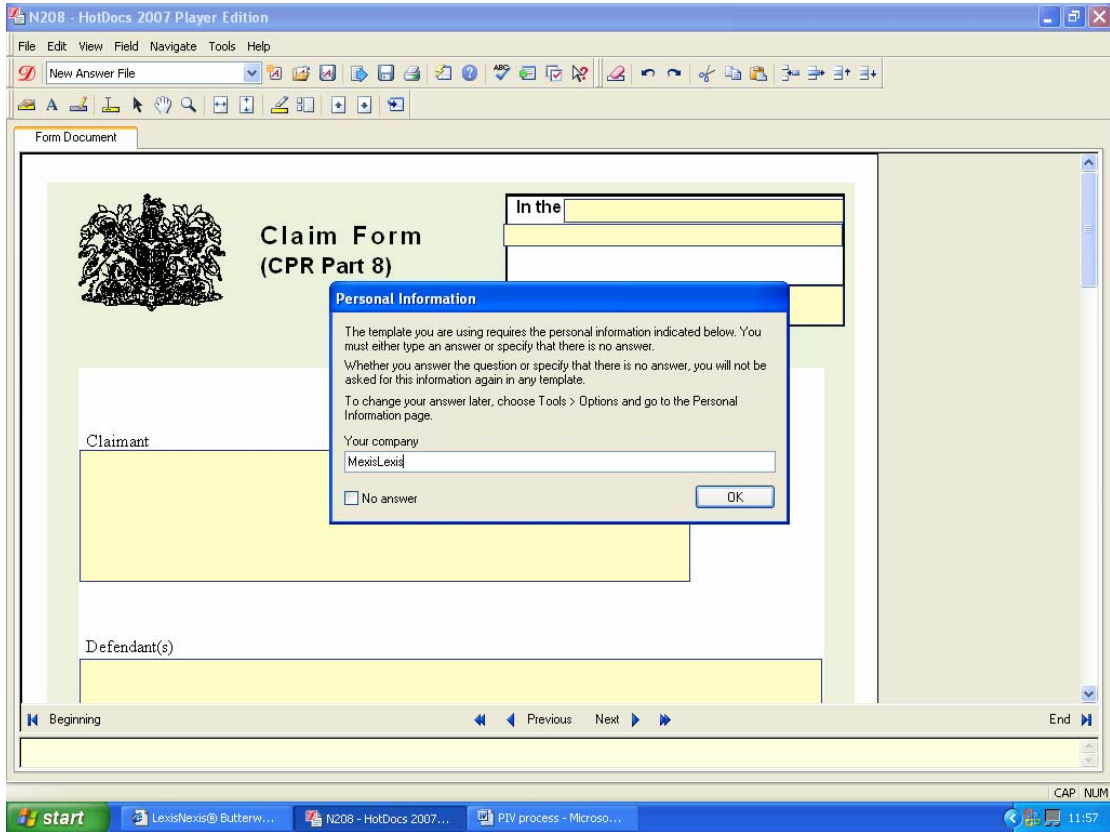


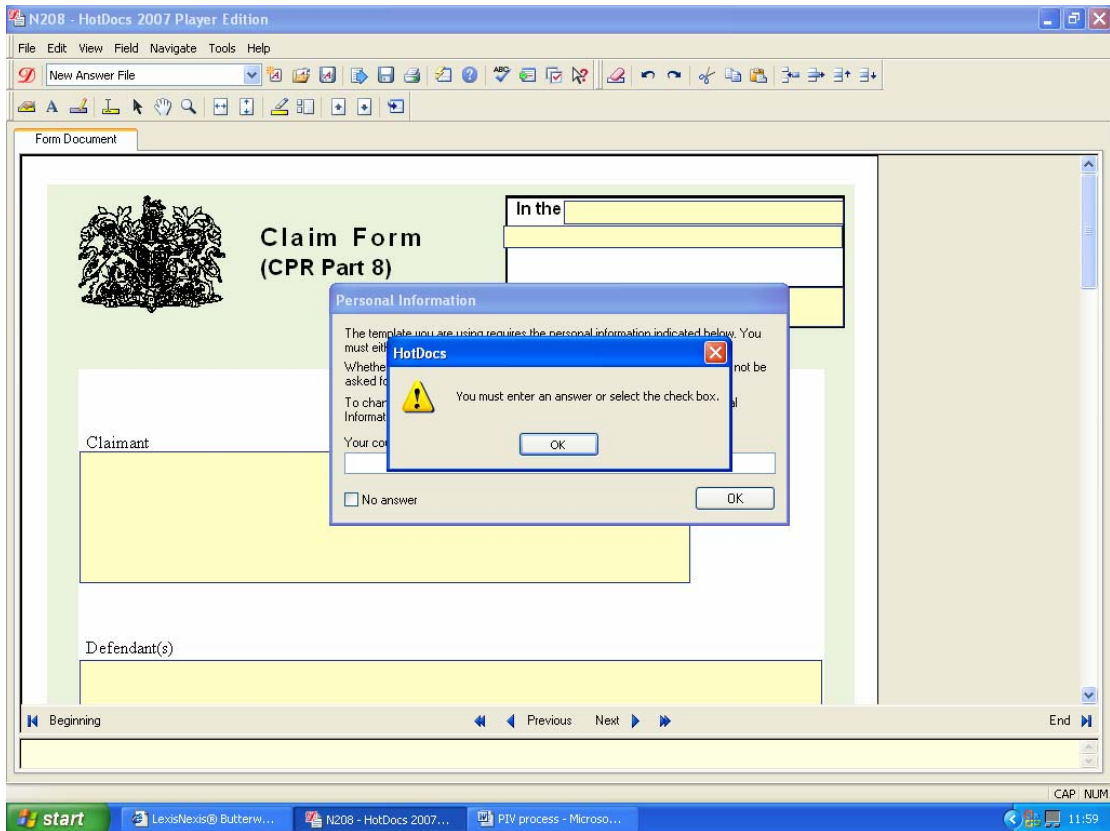
HotDocs PIV Values

When a user first opens the new HotDocs form with Personal Information Variables (PIV) in the form, the player will prompt the user to enter new values:

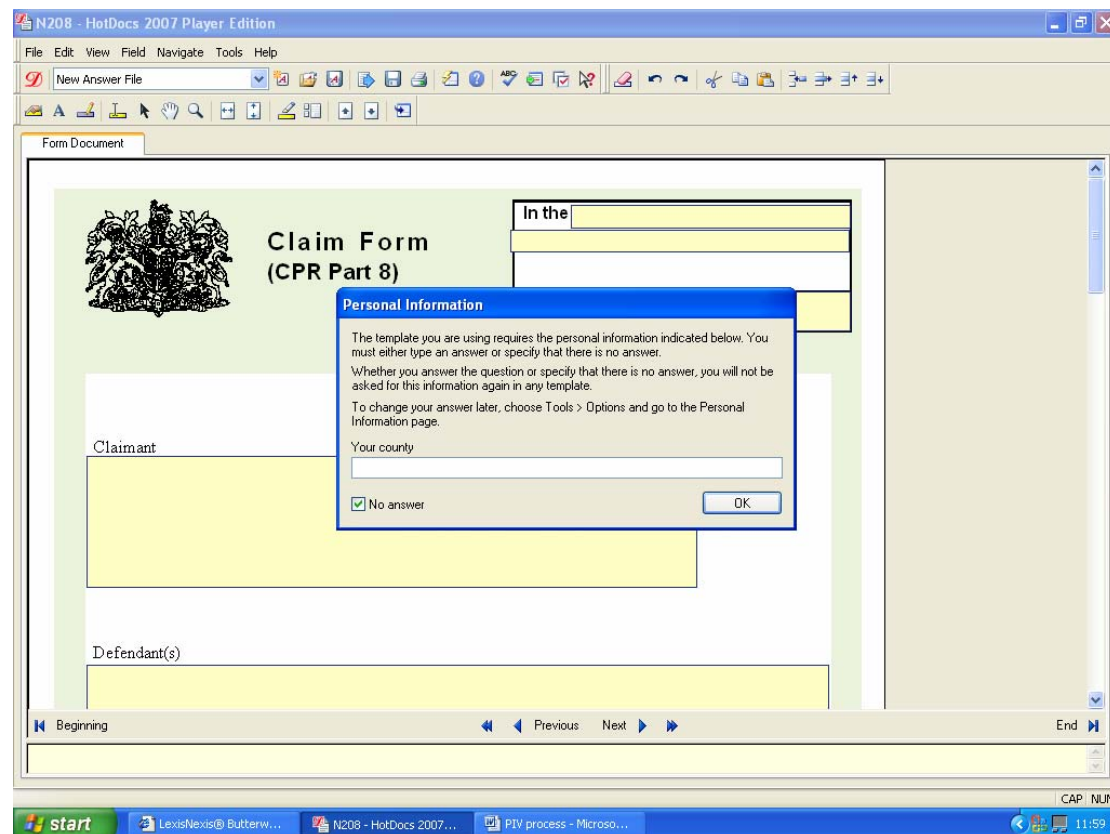




If you do not supply an answer of any sort, the player will prompt you for an answer:



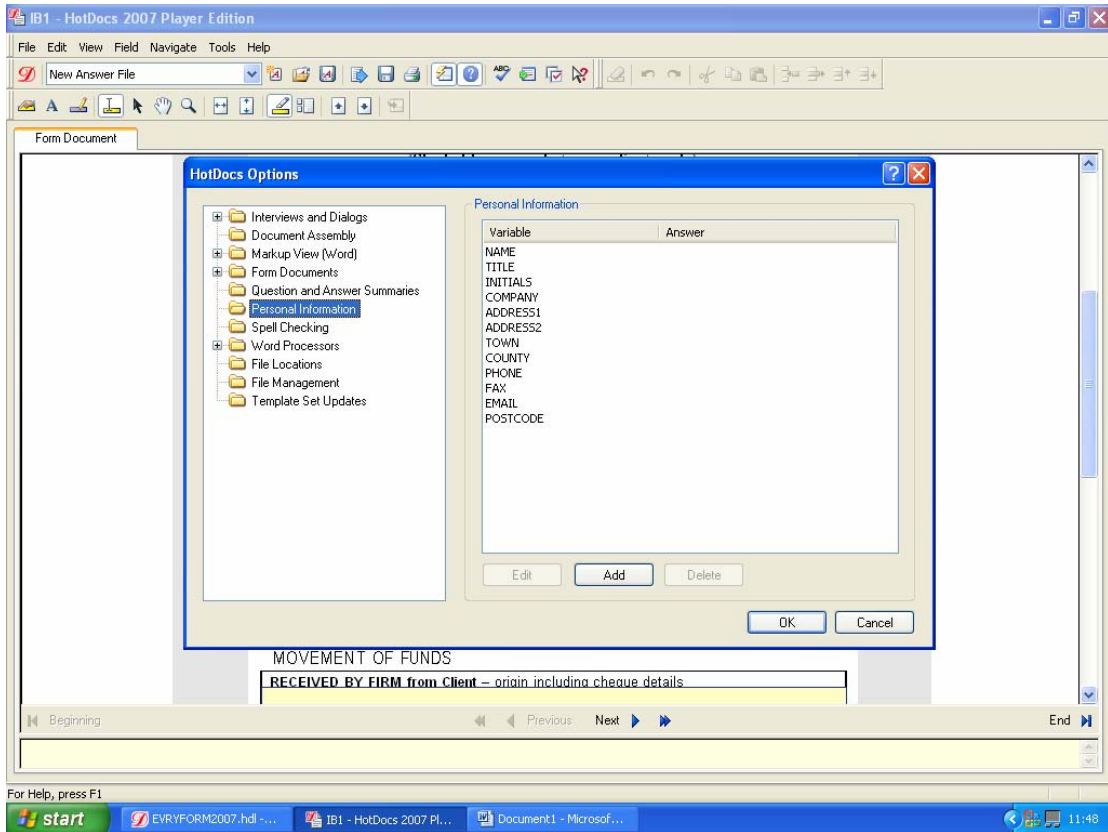
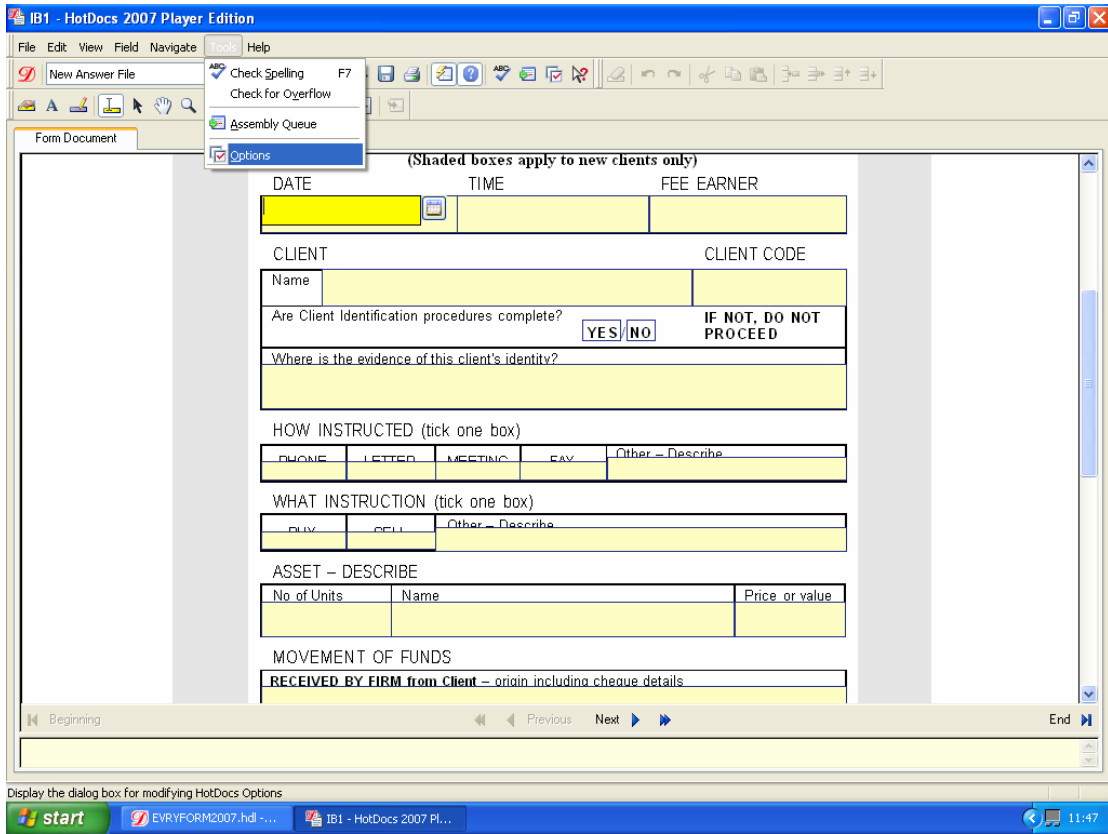
It is possible to force a “no answer” to a question



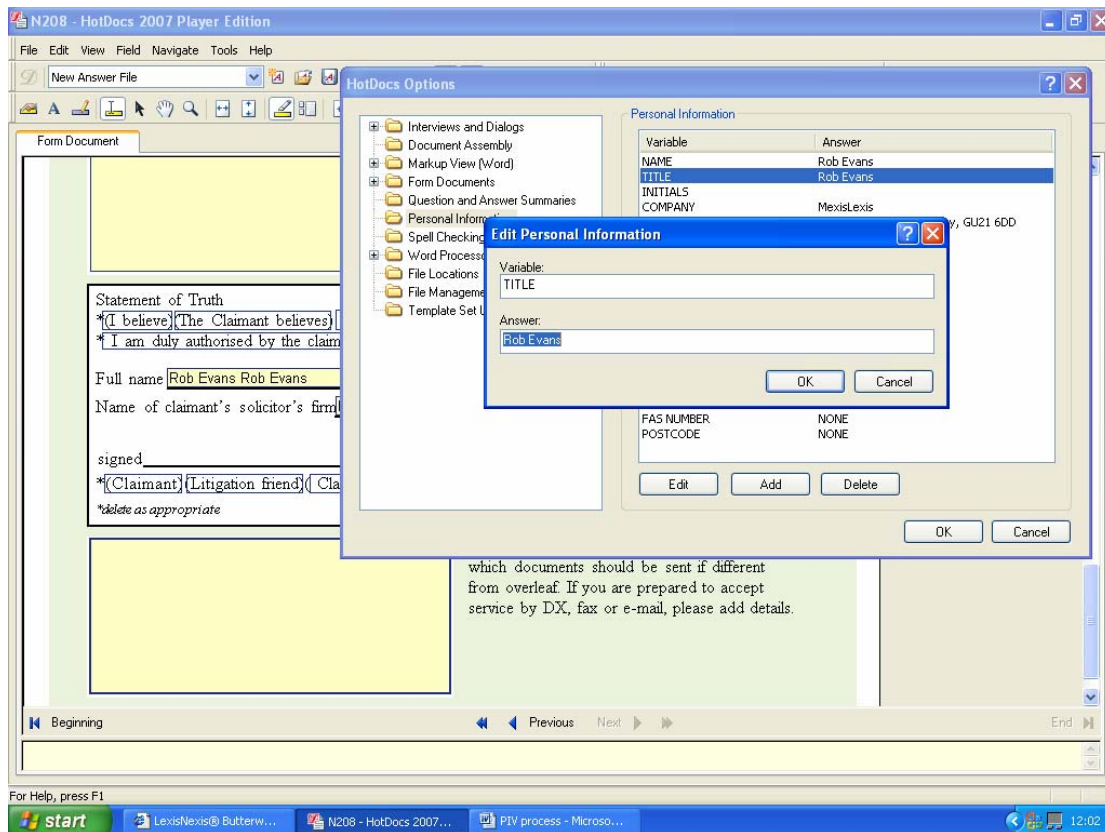
This process will close once all the answers have been provided.

In subsequent sessions (whether opening this or any other form with PIV values, those areas will be automatically filled in with the values you have provided.

If you need to alter some, or all, of the detail, this can be done while any form is open (not necessarily one with PIVs present). Open a form, click on Tools – Options – Personal Information.

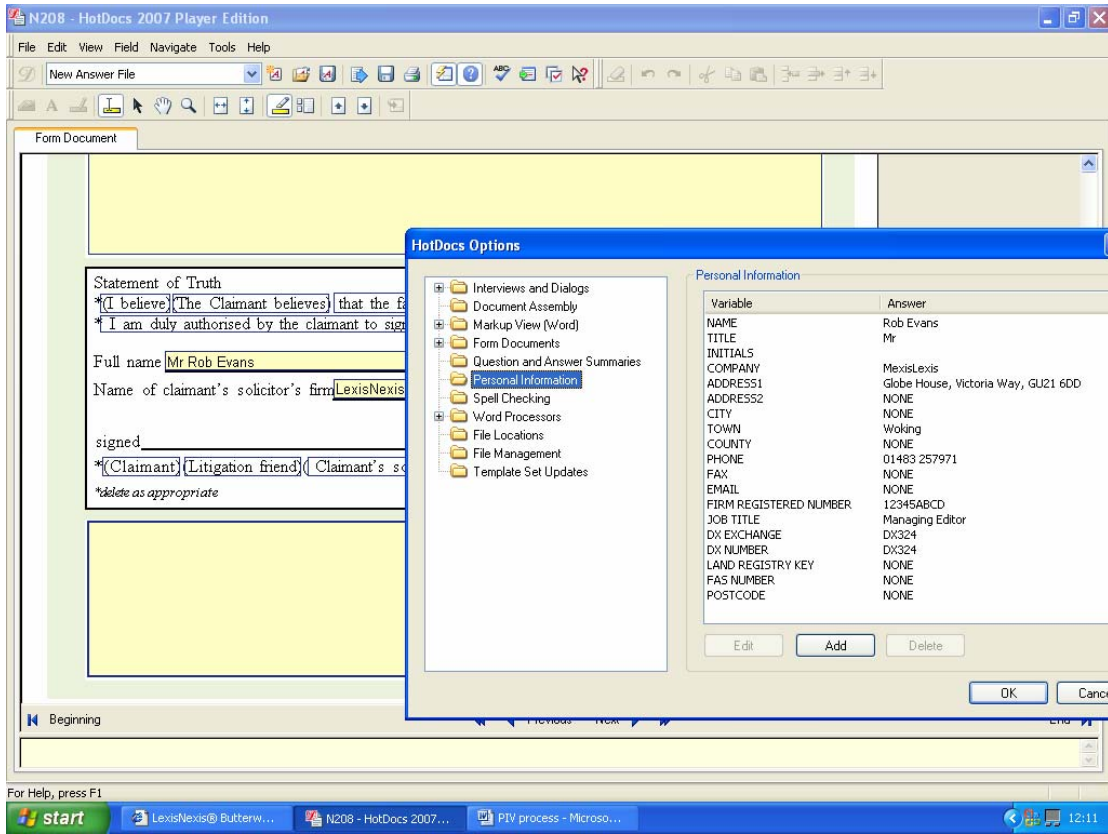


Select the element you would like to alter, and click the Edit button. Amend as necessary, and when complete click OK.



In this example, my details are entered incorrectly, with my name repeated twice instead of a title and a name. This is correctly drawn from the PIVs, where I have entered my name in the TITLE area. I have also called the company MexisLexis.

This detail appears in the PIV areas of the form. These **entries are editable** within the form, but do not alter the PIV values as specified in the options (as shown below, where the form entry has been changed to read LexisNexis while the PIV still have the value of MexisLexis). This is so that users can make temporary changes on a form as and when needed.



Printouts will carry the information that the user has entered on the form.

