

SUMMARY

E-Forms (11.0) can eliminate many of the labor, cost and risk-intensive tasks typically associated with processing, importing and indexing forms in any business process. HTML-based E-Forms enable organizations to easily automate processes and efficiently, effectively and accurately capture business-critical data directly into OnBase. E-Forms can also drive business processes in Workflow, improving the visibility of enterprise information and shortening cycle times. Increased speed and accuracy of data capture—along with greater control—increases the value of data across the enterprise.

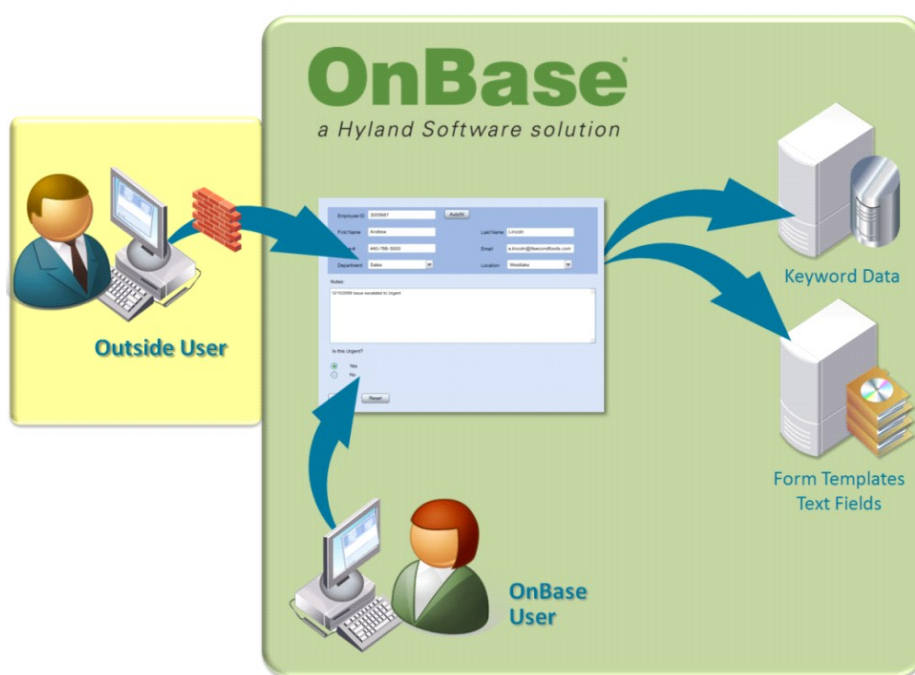
KEY BENEFITS

- **Save time and shorten process cycles** by capturing data electronically and routing it automatically.
- **Improve accuracy** with data validation at the point of entry.
- **Protect sensitive data** from unauthorized access.
- **Reduce costs** associated with the design, production and distribution of paper forms.
- **Eliminate** the delay required to re-produce and distribute paper forms.
- **Automatically provide a record** of access/modification history and current status.

BUSINESS APPLICATION

- **Applications:** Prospective students, employees, or customers can submit an application through an E-Form directly from an organization's Web site. This form can be validated at the point of submission to ensure completeness and data standardization. By capturing data electronically, organizations can avoid the time and costs required to manually interpret poor handwriting and confirm unclear or incomplete information. Flexible capture options can eliminate duplicate data entry and information can be routed to its proper destination immediately.
- **Requests Management:** The processing of requests can be a drain on resources for almost any department—from finance to human resources to facilities management. OnBase E-forms can eliminate many of the non value-added tasks that add time and cost to processes like maintenance or purchasing requests. With E-Forms, organizations can provide customers or employees with Web-based or self-service forms that collect the data electronically and automatically route the information through Workflow. Removing time delays that result from staffing or business hour constraints shortens business process cycles. This means requests can be processed faster and employees can be more efficient, improving both service and revenue cycles.

DESIGN



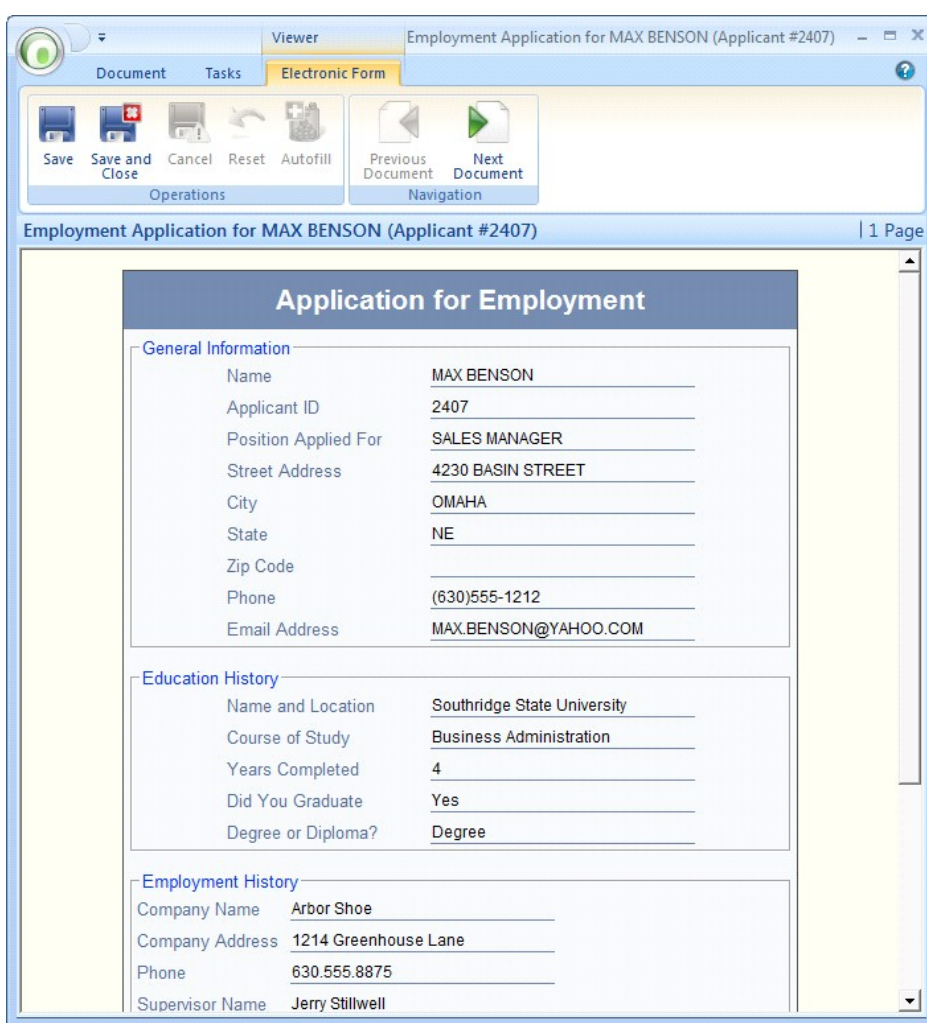
- **Non-OnBase (Outside) Users** – can securely submit forms via the internet using the OnBase Web Server
- **OnBase Users** – can submit forms internally from all OnBase Clients or through many modules, including: Workflow, WorkView, StatusView, Web Server and Application Enabler.
- **Database** – stores field values that are mapped as Keywords on the form
- **Disk Groups** – stores a complete copy of the E-Form—including fields that are not mapped as Keywords—on the E-Form template.

KEY FEATURES

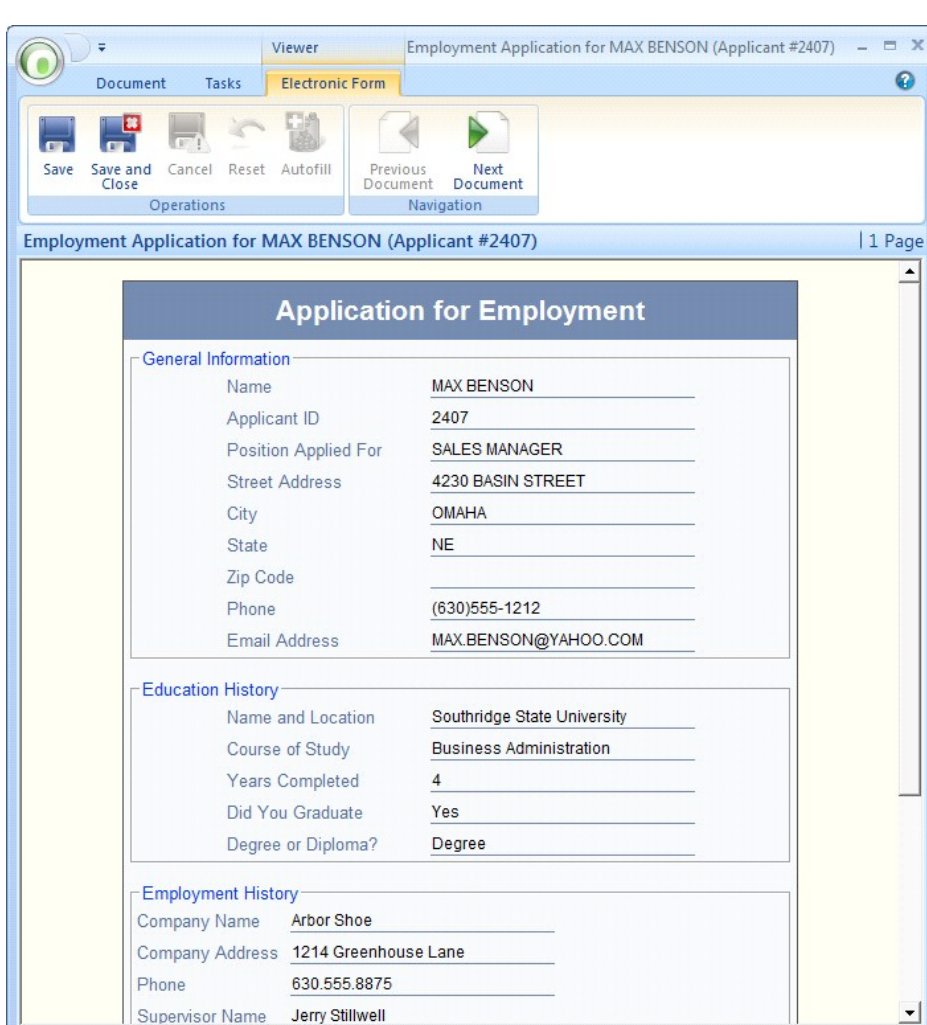
- **Index forms automatically** by mapping form fields on the E-Form to OnBase Keywords.
- **Auto-populate form fields** using AutoFill Keyword Sets, Auto-Incrementing Keywords and Document Properties.
- **Cross-reference related documents and perform Custom Queries** right from the E-Form, saving employees time and effort.
- **Create, fill out, and view** OnBase E-Forms without the use of expensive proprietary software.
- **Unlimited flexibility** in form features and appearance are possible by using standard html to create the form.

SCREENSHOTS

Accessing an E-Form in the Unity Client



Accessing an E - Form in the Web Client



Filling out a new E-Form in the OnBase Client (with Toolbar button)

