Laserfiche Forms

- Accelerate business processes associated by Forms.
- Ensure accurate and secure data collection.
- Design and modify forms and related processes without coding or scripting.

Automating the capture, routing and approval of information trapped on paper and PDF forms saves money and helps you offer better customer service. Laserfiche Forms enables you to quickly and affordably implement the process rules and management oversight necessary to ensure accurate data collection and processing.

Because form submission can be used to initiate or continue workflow processes, the form builder includes an embedded workflow engine and task lists—ensuring that appropriate action is taken quickly. A dashboard interface for each form and its associated process provide users with appropriate security rights access to real-time statistics.

With a straightforward, Web-based design and publishing tool, Laserfiche Forms allows a process to be launched from outside the traditional enterprise. Customizable online forms can be embedded into—or linked from—any page on your Website, Intranet or public portal so that it's easy for employees, customers and other stakeholders to access, complete and submit them to you.

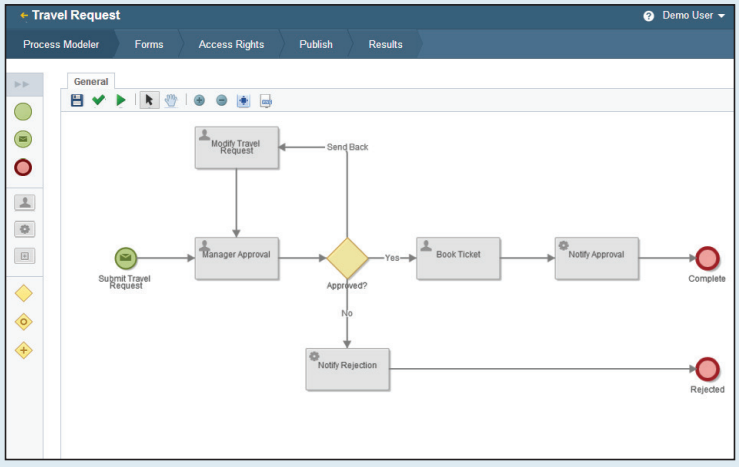
Laserfiche Forms is designed to enable departments and business to design and include Web forms in their business processes, providing them with flexibility in form design and creation—while still allowing IT and Operations to maintain security and management controls.

Accelerate Business Processes initiated by Forms

ROI increases exponentially when you extend your business processes to the point of capture. Laserfiche Forms makes it easy to capture information, process it quickly and ensure that it's accessible to authorized employees throughout your organization.

- Laserfiche Forms' business process modeler allows authorized employees to create BPMN-compliant process models using drag-and-drop interaction, validate process diagrams and configure processes to make them executable.
- Embedded routing capabilities allow specified employees to quickly review and approve submitted forms within the Laserfiche Forms application itself.
- Personal task lists show authorized staff all pending forms and actions required, increasing visibility and prompting timely response.
- The Web-based Laserfiche Forms application makes it easy for administrative users to modify existing processes and add users without the need to install additional software.
- Integration with Laserfiche Workflow enables the inclusion of approval and routing logic, as well as the ability to invoke Laserfiche Workflow rules.

Process Modeler

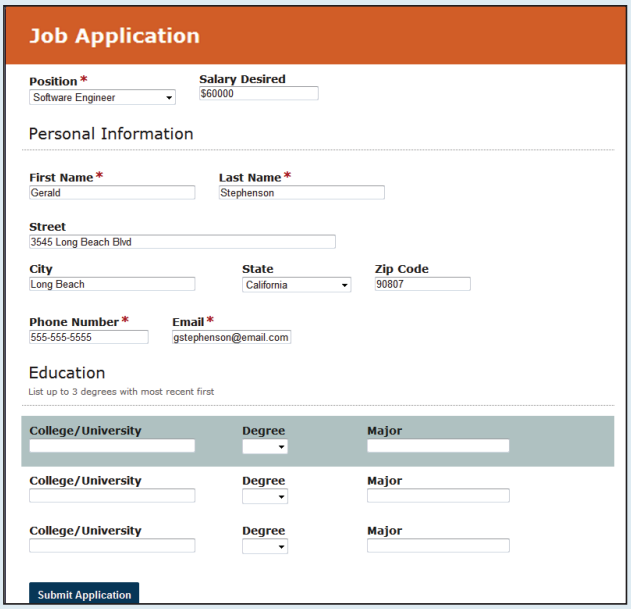


Ensure Accurate and Secure Data Collection

According to Gartner, 85% of business processes are initiated by a form. Yet research shows up to 40% of submitted forms contain missing information that must be corrected manually. By design, Laserfiche Forms provides a simple and intuitive interface for inputting data that:

- Pulls user data from your primary applications to pre-populate forms for known audiences, reducing the need for staff to rekey or manually validate information like name, address and phone number.
- Prevents common user errors such as incomplete fields and incorrect data types, improving both the user experience and the quality of your data.
- Uses role-based security to ensure that access to submitted data is limited to authorized personnel, guaranteeing the security of confidential information.

Sample Form

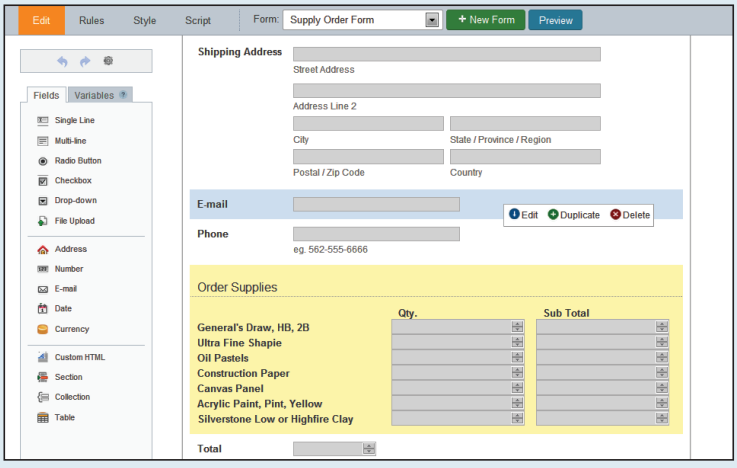


Design and Modify Forms without Coding or Scripting

You don't need to be an IT expert to use Laserfiche Forms. An easy-to-use form builder allows you to quickly create forms to suit your specific needs—no coding or scripting required.

- Easily create attractive forms using preconfigured templates that allow you to specify colors, fonts, logos and more.
- Drag and drop a wide variety of fields, checkboxes and radio buttons onto your form to collect the exact information you need—in the precise format you require.
- Configure form elements so that they are hidden or displayed based on selections made in other fields, improving the user experience and ensuring that you don't collect unnecessary data.
- Change the look and feel of your form—or add or delete questions from it—at any time without help from programmers.

Form Designer



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