

Virtually all business processes begin with the collection of structured information. However, collecting information via paper-based forms is both labor intensive and error prone.

With Laserfiche Forms, you accelerate your business processes by simplifying data collection and processing. Our customizable Web forms can also be placed onto—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.

Once a form has been submitted, user-defined approval processes and task lists ensure that appropriate action is taken quickly. And with Laserfiche Forms, it's easy to securely store, organize and apply version control and records retention rules to all the information you collect.

Highlights:

- Ensure accurate and secure data collection.
- Design and modify forms without IT involvement.
- Accelerate business processes.

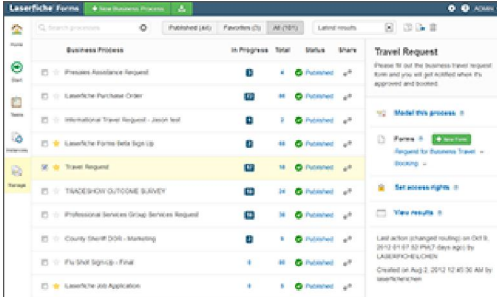
Ensure Accurate and Secure Data Collection

When people submit paper forms, there is no way to ensure that all fields are completed, the information is correct or the handwriting is legible. It is also impossible to be completely sure that confidential information is kept 100% secure. Laserfiche Forms:

- 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.

Design and Modify Forms without IT Involvement

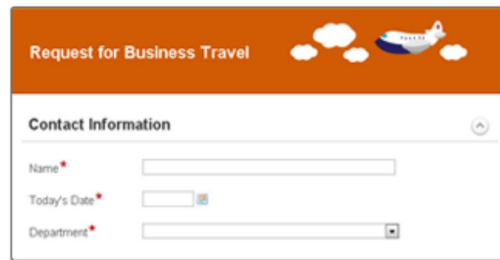
You don't need to be an IT expert to use Laserfiche Forms. An easy-to-use form builder allows you to quickly create forms to suit your specific needs—no coding or scripting required.



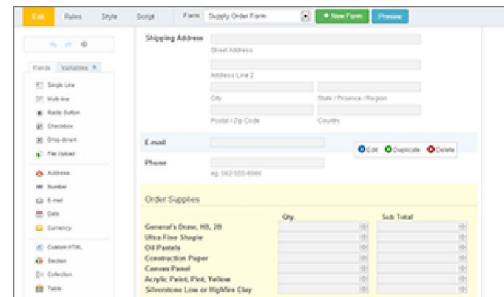
Business Process	In Progress	Total	Status	Share
Process Assistance Request	4	4	Published	g#
Laserfiche Purchase Order	44	44	Published	g#
International Travel Request - Jason Lee	3	3	Published	g#
Laserfiche Forms beta sign up	44	44	Published	g#
Travel Request	14	14	Published	g#
TRADESHOW OUTCOME SURVEY	44	44	Published	g#
Professional Services Group Services Request	14	14	Published	g#
County Sheriff 2014 - Marketing	4	4	Published	g#
Flu Shot Sign-Up - Final	4	4	Published	g#
Laserfiche Job Application	4	4	Published	g#

The Manage page allows you to easily manage your business processes and monitor their progress.

- 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.



Forms, like this one, are incredibly easy to make with the Form Designer and customizable templates.

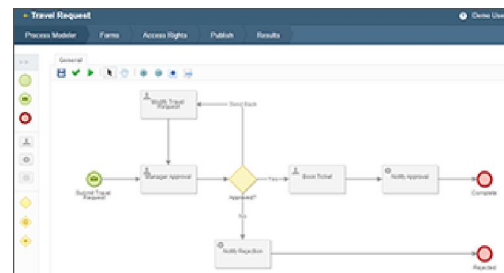


In the Form Designer, you can control every aspect of your form's content and appearance with a drag-and-drop interface that is quick and easy to use.

Accelerate Business Processes

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 make sure 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.



The Process Modeler allows users to create powerful BPMN compliant business processes they can use to route forms and automate their as-is processes.

Process Name	Step Name	Form Name	Date Updated	Started By
Travel Request	Modify Travel Request	Travel Request	10/16/2012 02:00 PM	Demo User
Purchase Order	Purchase Order	Purchase Order Form	10/16/2012 02:00 PM	Jake
Travel Request	Manager Approval	Travel Request	10/16/2012 02:00 PM	Mary
New Student Admission	Screening	Admission Form	10/16/2012 02:00 PM	Linda
HR Inquiry	Approval	Supply Order Form	10/16/2012 01:50 PM	Jessica

With pages that show your pending tasks and process submissions, participating in and keeping track of your business processes has never been easier.

Functionality

- Create custom forms from library of field or selection elements.
- Apply preset or custom themes, including page logo, colors, buttons, fonts, and more.
- Configure form elements to dynamically be displayed or hidden depending on user inputs or to be populated with data from

Customization and Routing Tools

external data sources.

- Automate form-based business processes with decision-making, e-mailing, approvals, and more.
- Custom form layout and dynamic behavior with CSS and JavaScript.

Role-Based Security

- Roles allow and restrict access to necessary functions for form submitters, or approvers, form creators, and system administrators.

Reporting

- User view of details about all submitted form data.
- Tasks page allows users to view all of their pending and completed tasks.
- Administrator views of all submitted forms, process data, and approval history.

Publication and Distribution

- Distribute forms to audience via login to Forms system, public or secured URL, or embedding into other Web page.
- Export collected submission data to Microsoft Excel for further analysis or distribution.

Additional Resources

White Papers



[Quicker Better Safer - Laserfiche Forms](#)

A collection of solutions to forms-based business process problems

Data Sheets



[Laserfiche Forms](#)

Design. Collect. Accelerate.