



Highlights

- Automates forms-based business processes to help improve efficiency, customer service and time to value
 - Helps cut operating costs, hardcopy waste and carbon emissions by eliminating paper forms
 - Reduces error rates and speeds transaction times by collecting data accurately, with straight-through integration to back-end systems
 - Creates an auditable, digitally signed record of a business transaction
 - Empowers users of all skill levels to create, store and route electronic forms, as well as use them in situational mashups
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IBM Forms

Flexible, scalable eForms and workflow to help speed process automation

Many business processes are based on someone filling out a form and submitting it or sending it for approval. But even this simple task can be riddled with errors, inefficiencies and wasted money, which is why organizations all over the world are making the move to electronic forms (eForms). Whether you are just starting to convert your paper forms to eForms, or are ready to take your automated forms-based processes to the next level, IBM Forms software can help you better streamline your workflow, increase productivity and reduce costs.

Large-scale eForms users, small organizations and line-of-business (LOB) users alike can benefit from IBM Forms software. It automates and speeds forms-based processes to help yield the responsiveness, efficiencies, cost savings and customer satisfaction you need to be competitive. IBM Forms software offers a “built-in” workflow engine and design tool that enables users to create process flows through a point and click user interface, assign forms to those processes, view, fill and route the forms to users and even monitor workflow operations with valuable reports. IBM Forms software also includes a module, specifically designed to help users of any skill level to create, store and route eForms without assistance from the IT department. An IBM Forms sample catalog provides users with robust, reusable eForms, so when you’re ready to make the investment, you can jump-start your eForms deployments for faster time to value.

Automate your business processes with IBM Forms with workflow

IBM Forms software automates forms processes through eForms and built-in workflow. The customers can deploy forms based applications that enable users to view, fill, and sign, submit, and route eForms, from inside or outside the firewall, without installing additional software on their own systems.



IBM Forms Server with workflow and IBM Forms Designer with workflow make it easier than ever for users of all skill-sets to automate processes, eliminate paper and become green. They deliver the following benefits to the customers:

- **Ease of use:** The customers can apply simple or complex workflow rules to electronic forms. The software offers a point and click wizard driven workflow and workflow reporting design and requires no formal IT training or custom coding.
- **Flexibility:** The electronic forms can be routed to and from content management systems such as IBM Lotus® Quickr®. The customers can run multiple workflow tasks concurrently.
- **Integration:** The software integrates seamlessly with existing infrastructure and can write information from electronic forms to databases and reads information from a database to an electronic form. Real time reports of electronic form and workflow data can be obtained.
- **Productivity:** The customers can improve productivity with reduced manual labor and reduce operational costs and corporate carbon footprint.

Plus, the Business Process Accelerator Framework provides a set of out-of-the-box portlets and application programming interfaces (APIs). These can help speed up the deployment of process automation solutions involving forms, portal, and other business process management systems like IBM WebSphere® Process Server software.

Go from zero to eForms in less than 15 minutes

IBM Forms includes a module designed specifically for non-technical users who need to quickly create and share simple eForms. Employees can create and distribute customized surveys, applications, feedback forms, order forms and more via email and the Internet without IT involvement. Developers can extend the module and integrate it in their process automation solutions via a Representational State Transfer (REST) API.

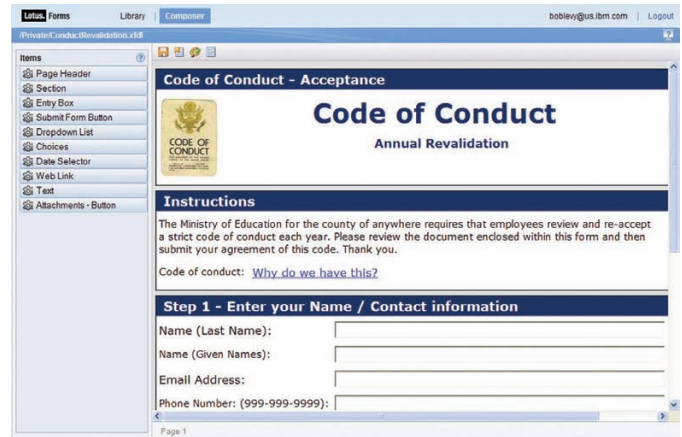


Figure 1: Between the IBM Forms and IBM Forms Turbo module, users of all skill levels can create powerful eForms.

Leverage industrial-strength security features, performance and scalability

IBM Forms software supports digital signing and authentication standards—including Europe’s XML digital signature (Dsig) compliance requirement. You can improve compliance by embedding eForms data, industry-standard data models, attachments, and business rules within one digitally signed document. In addition, IBM Forms software enables sectional signing, which allows users to safeguard information by locking down various sections of a document with digital signatures.

You can also create a virtual replica of a paper form by providing eForms with precision printing. And you can achieve advanced scalability and performance for your eForms solutions by running IBM Forms Server software on the Linux® operating system for the IBM System z® platform.

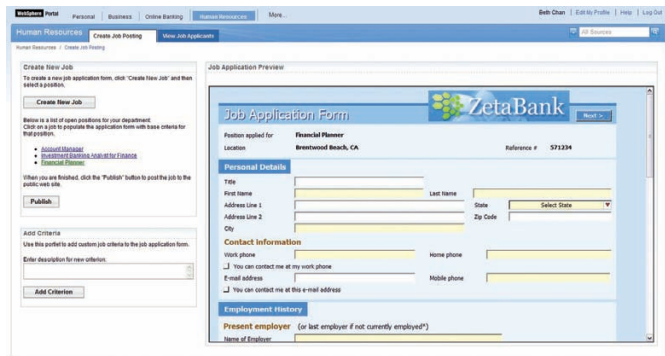


Figure 2: Combine IBM Forms software with your existing IT systems, including IBM WebSphere Portal software, to improve business process automation.

Create complex eForms in less time with IBM Forms software

For enterprise-scale implementations, IBM Forms software now features even easier-to-use designer capabilities so developers can quickly create powerful, Eclipse technology-based eForms and complex, forms-based applications. To help simplify and accelerate forms-based transactions, open-standards-based IBM Forms software provides organizations with flexible deployment options, making eForms available to users both online and offline.

As a result of its security features and proven scalability, IBM Forms software was chosen to power the world's largest single eForms implementation with 1.5 million users. The IBM Forms application supports the complex industry and government requirements that businesses face today—including Sarbanes-Oxley—to help organizations meet today's needs while planning for tomorrow.

Increase efficiencies, reduce costs, and improve customer satisfaction

With a user-friendly interface and great looking modern widgets and themes, IBM Forms eForms can guide users through the form completion process, helping to reduce data entry errors, speed completion and expedite the approval process. Based on input provided, users can be prompted by the form to fill in only the sections applicable to them. The Web 2.0-based eForms can also pre-populate previously entered data so users don't need to repeatedly fill in information. The applications can be accessed anytime, anywhere from mobile devices like iPad tablets.

IBM Forms software helps you to better serve your customers, shorten response times and enhance your organization's ability to compete in the marketplace. For example, when a sales representative types a customer account number into a browser-based order form, the eForm can automatically download the customer's name, contact information, and billing address from the order management database. The seller can then complete the transaction more quickly and efficiently.

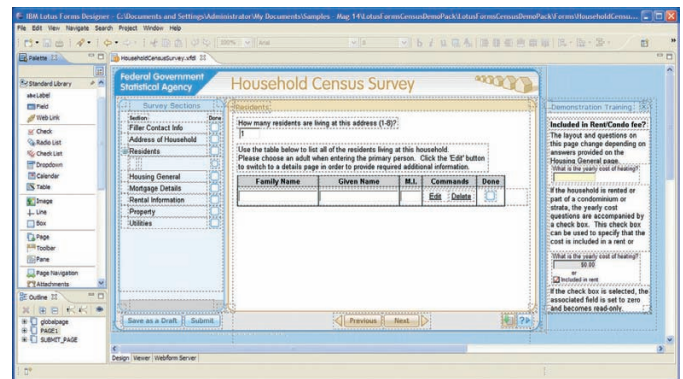


Figure 3: The IBM Forms Designer component helps make it easy to create complex, enterprise-scale eForms.

What's more, automating and digitizing forms-based business processes can help reduce paper consumption, shrink your hardcopy-storage footprint and help eliminate carbon emissions from mailing and shipping paper documents. And IBM Forms software helps further reduce your total cost of operations by cutting overhead expenses resulting from manually handling paper-based forms.

Whether with IBM Forms software or IBM Business Process Accelerator, organizations of all sizes have flexible eForms options to help cut costs, increase efficiencies, streamline forms-based processes and thrive in their marketplace.

For more information

To learn more about IBM Forms software, contact your local IBM representative or IBM Business Partner, or visit:

ibm.com/lotus/forms

To see IBM Forms demos and sample forms, go to:

ibm.com/software/lotus/forms/catalog

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