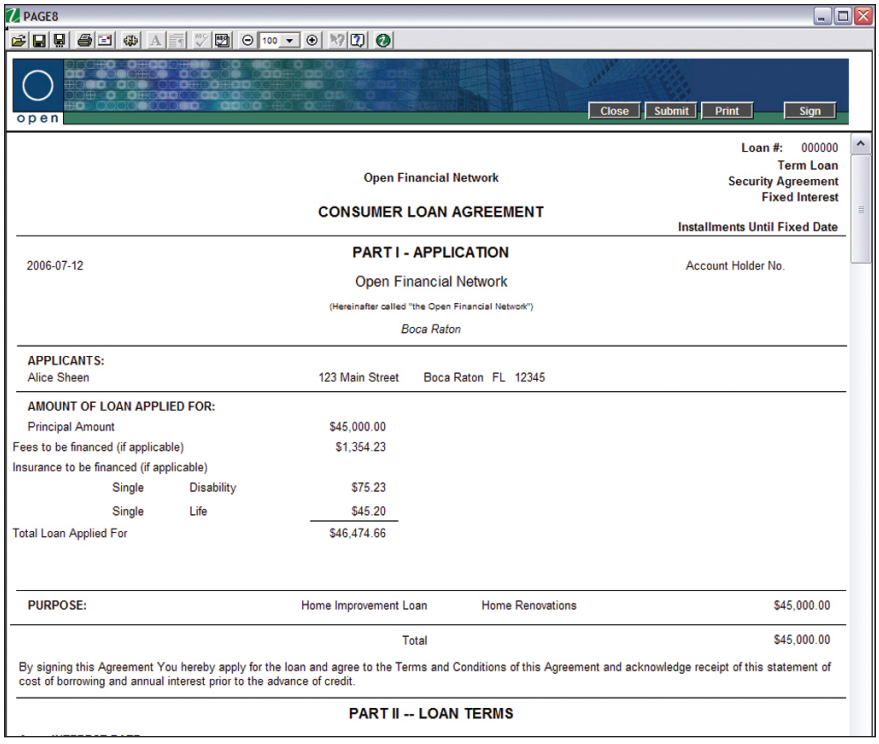
Lotus. software

IBM® Workplace Forms™ Express 2.7

Highlights

- ***Enables users to quickly install software and start developing forms the same day***
- ***Helps improve customer satisfaction with easy-to-use wizard-based forms that guide completion***
- ***Helps reduce costs and paper consumption***
- ***Provides flexible, affordable purchasing options to meet your budget needs***
- ***Enables you to more easily connect forms with back-end systems for improved forms processing***
- ***Offers the ability to grow into fully automated forms processing and to scale across the entire business***



Workplace Forms Express software provides midsize businesses and organizations flexible electronic versions of traditional hard-copy forms, making forms-based information easier to collect, access and share.

Business can be complicated, but your forms don't have to be. IBM® Workplace Forms™ Express software makes the entire forms management process easy, from installation and creation to form completion. Get started right away—with same-day installation and a price that's right for midsize businesses—and recognize real business value quickly. Make electronic forms easier to read, understand and fill out than their paper equivalents using pixel-precise images and interactive, guided wizards.

Workplace Forms Express software provides midmarket companies with access to the same functionality and benefits large enterprises demand, but at an affordable price. By streamlining forms creation and management, you can focus more time on activities that deliver greater value, such as improving customer relationships, increasing sales and conducting business more quickly and efficiently. Plus, because it's based on open standards, Workplace Forms Express software can integrate easily with your existing IT environment and applications.

Make forms more accessible—and easier to complete than ever before

Experience forms that are more intuitive for you and your customers. Using only a Web browser or a rich-client viewer, Workplace Forms Express software users can easily access, complete, submit and process interactive electronic forms—without external plug-ins.

User-friendly features such as wizards, built-in templates, validation rules and integrated help capabilities enable users to easily fill out forms with greater accuracy. And you can better serve your clients and suppliers by providing them with the right business forms instantly via the Web. Specifically, Workplace Forms Express software can help you to:

- *Improve the speed of business operations for fast responses to client and supplier needs.*
- *Focus more time and energy on your core business by eliminating cumbersome, costly tasks such as the physical routing of forms.*
- *Collect accurate data and identify errors at the point of capture, saving validation and rework time.*
- *Reduce filing, storage and imaging costs.*
- *Make consistent forms available to all your users worldwide with support for electronic forms use in 26 languages.*
- *Simplify form completion for end users—by providing them only with required portions of the form, as determined by their specific responses.*
- *Streamline your form approval processes with password or click-to-accept authorization capabilities.*

Depend on proven IBM technology and industry-leading expertise

IBM Workplace Forms Express software includes the components described here.

IBM Workplace Forms Viewer Express software

Enable users to quickly and easily view, fill out, sign, submit and route electronic forms. Utilize forms both on- and offline. Enjoy the benefits of rapid download and load processing with reduced file sizes—as well as faster navigation and submission over the Web. Workplace Forms Viewer Express software enables you to:

- *Fill out forms online or offline.*
- *Save partially completed forms for later submission.*
- *Utilize digital signatures and enhanced security.*
- *View pixel-precise replicas of paper-based forms.*
- *Use Calendar Widget, Slider and Rich Text Fields.*
- *Spell-check your forms.*

IBM Workplace Forms Server Express software

Take advantage of zero-footprint forms that take up less space on the server. Split form filing across multiple online sessions by saving incomplete forms to the local drive and finishing them later. Workplace Forms Server Express software provides your external users with easy access to security-rich electronic forms using only a browser. Plus, Workplace Forms Server Express software equips you to:

- *Capture data more quickly and accurately.*
- *Allow users to complete and submit forms via the Web using a standard browser.*
- *Use Clickwrap signature approvals.*
- *Integrate forms capabilities with back-end systems and applications.*
- *Distribute Workplace Forms Viewer Express software to users in various locations.*

- *Transfer data easily across multiple operating environments.*
- *Push forms—or forms data—through processes more rapidly.*
- *Route forms and data via HTTP post, e-mail or Web services.*
- *Initiate processes using submitted forms.*

By combining data from your back-end systems and adapting to the needs of the user, electronic forms can be used as a driver and as a record of your key business processes. Traditional approaches to this goal often require a large investment in complex, custom software. Workplace Forms Server Express 2.7 software introduces the Forms Services Platform, which enables this integration yet reduces the time, complexity and skills required to achieve it. It utilizes prebuilt components; reusable portions of software that you quickly customize to your specific databases; content management systems; and back-office applications. Much like a house can be rapidly assembled using prebuilt flooring, walls and roofing components, intelligent and dynamic electronic forms can now be assembled using a standard set of building blocks, reducing forms development time.

Design custom forms

IBM Workplace Forms Designer software helps you design custom electronic replicas of existing paper forms and security-rich form templates. Once designed, these forms can be easily deployed to Workplace Forms Viewer Express and Workplace Forms Server Express software.

Get capabilities that are easy to afford and hard to pass up

Priced for midsize businesses, Workplace Forms Express software offers enterprise-grade technology at an attractive price—providing the right fit for your budget. You can help increase business capacity while potentially reducing overall costs and expediting business transactions. And spend more time on high-value activities that boost revenue.

Position your business for tomorrow—at the right pace for today

Workplace Forms Express software can be adapted to your changing needs. Initially, you may opt to host electronic forms that are simply easier to complete than your paper-based forms. Later, you can choose to prepopulate your forms with back-end data, to reduce validation requirements as well as the amount of time spent filling out forms. And as your organization evolves, you can use your open-standards-based forms to enable end-to-end automation of forms processing.

For more information

To learn more about IBM Workplace Forms Express software, please visit:

ibm.com/software/forms

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IBM Software Group
One Rogers Street
Cambridge, MA 02142
U.S.A.

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03-07
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LOD10758-USEN-01