

## IBM Lotus Forms 3.5.1

### 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**

Many business processes are based on someone filling out a form. 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 Lotus® 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 the latest version of Lotus 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. Lotus Forms software also includes the IBM Lotus Forms

The screenshot shows the Lotus Forms Composer interface. On the left is a 'Items' palette with various form components like Page Header, Section, Entry Box, Submit Form Button, Dropdown List, Choices, Date Selector, Web Link, Text, and Attachments - Button. The main workspace displays a form titled 'Code of Conduct - Acceptance'. The form content includes a header with the 'Code of Conduct' logo, a title 'Code of Conduct Annual Revalidation', an 'Instructions' section with text about the Ministry of Education, a link 'Why do we have this?', and a 'Step 1 - Enter your Name / Contact information' section with input fields for Name (Last Name), Name (Given Names), Email Address, and Phone Number (999-999-9999). The browser address bar shows 'boblew@us.ibm.com' and 'Logout'.

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

Turbo module, specifically designed to help users of any skill level to create, store and route eForms without assistance from the IT department. And an IBM Lotus 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.

**IBM Lotus Forms product family—flexible solutions to meet your eForms needs**

**IBM Lotus Forms and Lotus Forms Turbo module**  
Pixel-perfect eForms or simple Web forms, ready to meet practically any business need.

**IBM® Business Process Accelerator Forms based process automation with personalized user experience for customers, partners and employees.**

**Automate your business processes with Lotus Forms software**

Lotus Forms software helps organizations of all sizes provide customers, suppliers and partners with access to key business processes and applications—from beyond the firewall—without requiring them to install additional software on their own systems. The application offers a user-friendly front end to your business,

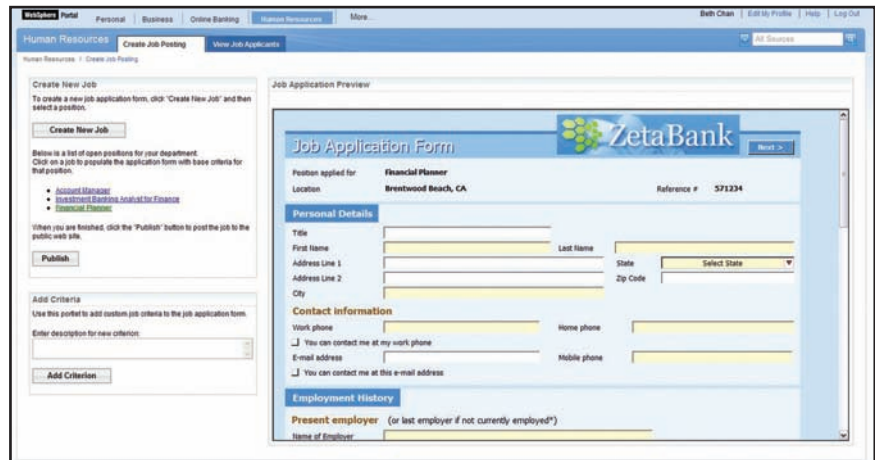


Figure 2. Combine Lotus Forms software with your existing IT systems, including IBM WebSphere Portal software, to improve business process automation.

making it easier for almost anyone to view, fill, sign, submit and route eForms. From a single eForm, information can be automatically disseminated to the appropriate people, systems and applications in your business, resulting in a more efficient workflow.

Lotus Forms software leverages your existing investment by integrating the eForms data with IT systems, including more than 40 back-end systems such as IBM WebSphere® Portal software, IBM FileNet® P8 software and other products from IBM and third-party providers. As a result, you can compress transaction cycle times, decrease transaction expenses and reduce your total cost of operation. And integration

with IBM Lotus Mashups software helps business users automate ad hoc processes by using eForms in situational mashups.

Plus, the new 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 business process management systems like IBM WebSphere Process Server software.

**Go from zero to eForms in less than 15 minutes with IBM Lotus Forms Turbo module**

The Lotus Forms Turbo module was designed specifically for nontechnical 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 e-mail and the Internet without IT involvement. And the new Representational State Transfer (REST) API in Lotus Forms Turbo module enables developers to extend the module and integrate it in their process automation solutions.

The Lotus Forms Turbo module is included with the IBM Lotus Forms Server platform and is also available for purchase as a stand-alone product.

**Leverage industrial-strength security features, performance and scalability**

Lotus 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, Lotus 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

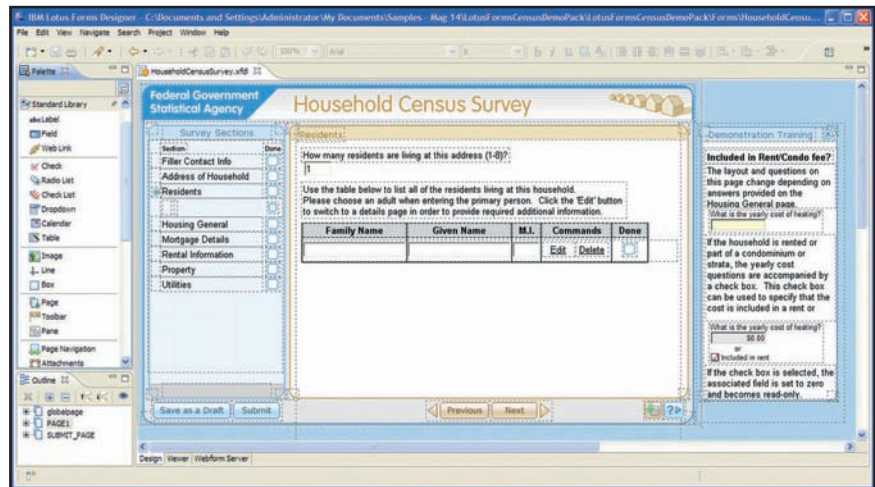


Figure 3. The Lotus Forms Designer component helps make it easy to create complex, enterprise-scale eForms.

for your eForms solutions by running Lotus Forms Server software on the Linux® operating system for the IBM System z® platform.

**Create complex eForms in less time with Lotus Forms software**

For enterprise-scale implementations, Lotus 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 Lotus 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, Lotus Forms software was chosen to power the world’s largest single eForms implementation with 1.5 million users. The Lotus 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, Lotus 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 prepopulate previously entered data so users don't need to repeatedly fill in information.

Lotus 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.

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 Lotus Forms software helps further reduce your total cost of operations by cutting overhead expenses resulting from manually handling paper-based forms.

Whether with Lotus 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 Lotus Forms software, contact your local IBM sales representative or visit:

[ibm.com/lotus/forms](http://ibm.com/lotus/forms)

To see Lotus eForms demos and sample forms, go to:

[ibm.com/software/lotus/forms/catalog](http://ibm.com/software/lotus/forms/catalog)

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August 2009  
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