



Recession Proofing Your Organization with Electronic Forms

The Challenge of Today's Market

The current economy is forcing organizations of all sizes to look more closely at reducing operating costs and improving efficiencies while getting the most out of their existing IT investments. IBM Lotus Forms offers a proven solution that provides real value, quickly and easily, to help organizations better position themselves for success in these uncertain times and into the future.

According to Gartner Group...

"Today's economy will force decisions around IT cost cutting and optimization. There aren't that many supplemental technologies that enterprises can implement with relative ease to generate value almost immediately. But given the costs of paper production, processing, and delivery, electronic forms solutions can always save money, always save paper and the environment, always create more productive, happier users, and always make data more accurate."

Data accuracy alone can save thousands of dollars in many business processes. The world has been waiting for this technology to mature. The eForms providers have reached the point where they can deliver productivity and profitability across a range of adoption models - from low impact business user authoring to very sophisticated long run process automation."

-Toby Bell, Gartner Group, November 2008

Save Money and Reduce Paper with Electronic Forms

As the analysts say... electronic forms solutions help organizations save money, reduce paper and lessen environmental impact while creating more productive, happier users. What's more, electronic forms can help ensure that data is collected accurately and completely the first time - saving significant time and costs.

The New IBM Lotus Forms

Lotus Forms offers a flexible, scalable and high value solution for organizations looking to automate their manual (often paper-based) form centric processes. Lotus Forms 3.5 now includes Lotus Forms Turbo to make it even easier for non-technical users to quickly create, store and route eForms inside and outside the organization via e-mail and the web. In addition, Lotus Forms is based on open standards to help speed integration of forms data across your existing programs and IT systems including: WebSphere Portal, FileNet P8, DB2 pureXML, SAP, and many more...

For more information:

www.ibm.com/lotus/forms

And small, medium businesses can learn more about Lotus Forms Turbo - the fast way for non-technical users to address basic eForms needs.





Proven Benefits and Customer Successes

Electronic forms solutions help organizations to save money, reduce paper and increase efficiencies. Proven benefits noted by Lotus Forms customers and customers of the IBM Business Process Accelerator (Lotus Forms & WebSphere Portal) include:

Dramatic increases in efficiencies and customer service

[Woodmen of the World](#) life Insurance Society needed to automate customer-facing activities and help field agents to be more productive. Lotus Forms eForms were chosen for the task and helped Woodmen **cut their new business acquisition cycle time from 4-6 weeks to a mere 4-6 hours.**

Other Lotus Forms customers have realized **savings of more than 750,000 person hours of time** by automating once paper-based processes – allowing them to spend more time of higher value activities that help increase service levels and customer satisfaction

Profound reductions in operating costs

The [US Army](#) uses Lotus Forms to power the world's largest eForms implementation and help ensure security of sensitive information locked down with digital signatures. Automation of once paper-based forms has resulted in a **savings of more than \$1.3 billion annually** – from administrative costs alone.

The [SEC](#) turned to Lotus Forms to help them automate filing systems while maintaining stringent security measures and reducing internal and customer costs. Starting results included **costs savings of more than \$234,000/year** for subscribers and **\$150,000/month in taxpayers savings** resulting from lower maintenance costs and simpler filings.

Significant reduction in transaction times and error rates

The Province of [Nova Scotia](#) Land and Property Programs division uses Lotus Forms to help automate their paper-based forms system to help citizens and businesses buy and sell land more quickly. Resulting efficiencies included a **reduction in transaction times from 7 days – to just 1 day** for completion via the new electronic system. Additional benefits included a **drop in the form rejection rate from 15% in the old paper-based system – to just 3%** rejection rate with the electronic forms.

Reduced environmental impact and improved ability to go “Green”!

Automation of your once paper-based business processes helps reduce paper and related costs of transporting and storing files. As you can imagine, there are also many positive environmental impacts. Did you know that on average, one tree can produce about 8,000 sheets of office paper? Lotus Forms customers of varying sizes have estimated their consumption of paper forms in the millions per year, month and in some cases per day - depending on the size of the organization. By converting paper-based forms processes to eForms, an **organization can save thousands of trees** while reducing costs and increasing efficiencies.

In conjunction with IBM Business Partner, EIM, C-Lock is an IBM customer that has used the IBM Business Process Accelerator including Lotus Forms and WebSphere Portal to develop an automated, scientifically-defensible greenhouse gas emissions reporting and measurement solution to **help organizations track their emissions and redeem valuable carbon credits.** For more information on this exciting customer story: [Watch the C-Lock Webcast](#)

For more information on Lotus Forms *(right click to open hyperlinks)*

[Lotus Forms on ibm.com](#)

[Try Lotus Forms Turbo live on Lotus Greenhouse](#)

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