

E-Forms

What It Is

OnBase Electronic Forms (E-Forms) provide users with the ability to submit electronic HTML forms directly to OnBase. E-Forms add significant functionality and time savings in everyday work. Forms that were previously completed on paper and scanned into the OnBase system can now be created directly within the system. Paper is eliminated, consistency is improved, and the result is a more streamlined process.

How It Works

Used in conjunction with OnBase Workflow, E-Forms can drive a completely paperless business process, whereby standardized internal documents (e.g. expense reports, purchase requisitions, vacation requests, etc.) are created and routed entirely within the OnBase system. Once the form is submitted, OnBase automatically indexes the document using fields on the form and makes it available for retrieval within OnBase. The form may trigger an OnBase Workflow, completing or initiating a work process. The addition of the OnBase Web Server to this configuration enables the submission of online forms (e.g., order forms, membership applications, requests for information, etc.), extending participation in your business processes to your customers and vendors across the Web.

E-Forms can take on any design the end user chooses in order to fit their specific environment by creating the E-Forms in any HTML editor. The form itself may even provide additional instructions on how to accurately complete the form. One of the greatest benefits of OnBase E-Forms is that items within the form (buttons, menu lists, etc.) can utilize OnBase features.

Who Will Benefit

Essential to an automated workflow solution, E-Forms help organizations quickly capture information that fuels internal processes and can be used to prompt users to take appropriate action. Within a human resources context, for example, a company can process and store all of its employment applications using OnBase E-Forms. The applications can be completed and submitted via a company Web site. The application forms would automatically be indexed and entered into the appropriate work step inside of Workflow. Additional E-Forms can be used throughout the hiring process to collect user input and route the application through the appropriate steps.

Technical Features

- Submission of HTML forms into OnBase
- Ability to deploy forms across the Internet, extranet, intranet or Windows Client
- Ability to utilize AutoFill Keyword Sets, notes, electronic signatures and cross-referencing
- Support of client-side scripting written in VBScript or JavaScript®

Business Benefits

- Replaces paper forms
- Enables participation in business processes outside of the firewall
- Increases accuracy and consistency
- Increases time savings by eliminating redundant data entry
- Drives paperless business processes when used in conjunction with OnBase Workflow

System Requirements

- OnBase Web Server module for Web Client
- Microsoft Internet Explorer 6.0 or greater
- MSXML 3.0 SP3 or greater

HYLAND
SOFTWARE

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