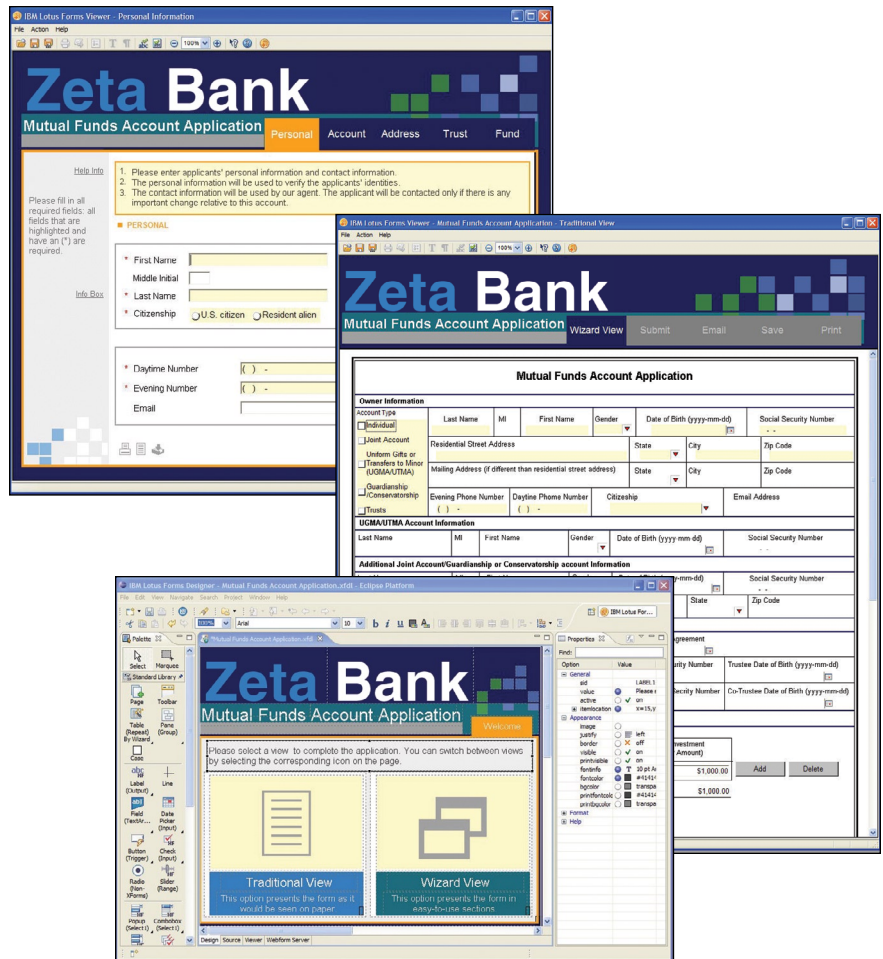IBM

Lotus software

IBM Lotus Forms Express 3.0

Highlights

■ **Enables users to quickly install software and start designing electronic forms the same day**

■ **Offers a powerful electronic forms front end for business processes with flexible, affordable purchasing options to meet your budget needs**

■ **Helps improve customer service and reduce transaction cycle times by allowing customers, employees and partners to access, fill, submit and process forms electronically via the Web**

■ **Enables you to extend the reach of your existing systems without the need to manage desktop software releases or plug-ins**

■ **Simplifies protection of online business transactions with dynamic, security-rich and digitally signed forms**

■ **Is based on open standards, providing the ability to grow into fully automated form processing and to scale across the entire business**

IBM Lotus Forms software helps you make it easier to capture the right information the first time.

Making forms-based information easier to collect, access, share and manage
Business can be complicated, but your forms don't have to be. IBM Lotus® Forms Express (formerly IBM Workplace Forms™ Express) software simplifies the entire form management process, from installation and creation to completion. Acting as a user-friendly front end, it helps to reduce the time, costs and problems inherent in paper-based form

processes. Pixel-precise images and interactive, guided wizards make your electronic forms easier to read, understand and fill out than their paper equivalents. You're able to complete business transactions more quickly with intelligent, easy-to-use dynamic forms that reduce or eliminate errors at the point of entry.

You can get started right away—with same-day installation. Essentially, Lotus Forms Express software provides midsize companies with access to the same functionality and benefits large enterprises demand at a price that's affordable for midsize businesses. You're able to extend your current systems to customers, suppliers and business partners beyond your company's firewall, helping the business operate more effectively and cost-efficiently. By streamlining form 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, Lotus Forms Express software can integrate easily with your existing IT environment and applications.

Rapidly create and deploy easy-to-manage forms

Reducing the time and costs associated with developing and managing software solutions is a key objective for most midsize organizations—public and private. With Lotus Forms Express software, you're able to create dynamic Web 2.0 electronic forms without expensive and time-consuming programming. You can take advantage of flexible deployment strategies to make forms available to users how and when they need them, on- or offline—without requiring download of a reader or plug-in.

Zero-footprint Web 2.0-based forms

With Lotus Forms Express software, you're able to automate and move forms-based business processes off the desktop and onto the Web through the creation of zero-footprint Web 2.0-based forms. There's no need to deploy, support or maintain client-side software.

Ease of integration

Based on open standards, the solution leverages current IT investments and accelerates the integration of form data with more than 40 enterprise systems. The Lotus Forms Express software family includes the following IBM Lotus products:

- *IBM Lotus Forms Server software*
- *IBM Lotus Forms Designer software*
- *IBM Lotus Forms Viewer software*

Lotus Forms Server software helps you quickly develop and deploy new solutions. It streamlines integration of forms with back-end data sources—including content management applications, portals, business software and key independent software vendor (ISV) business applications such as Siebel and SAP applications—by significantly reducing the amount of custom code needed.

Lotus Forms Designer capabilities offer an Eclipse platform-based, open source technology design environment that makes it easier for form designers in diverse project teams to access and share resources. The software also enables designers to use existing business logic and integrate the functionality of available Web services, helping to significantly reduce the time required to create new forms.

And Lotus Forms Viewer capabilities allow users to view, fill, sign, submit and route electronic forms. This desktop application provides offline processing capability, as well as features such as role-based wizards, drag-and-drop functionality and "smart-fill" form fields, so users can complete electronic forms with more speed and ease, and with fewer errors.

Support for open and industry standards
Lotus Forms Express software is based on XForms, the World Wide Web Consortium (W3C) standard for combining form data and enabling business rules to operate across multiple environments. You can support standard form processing across a full range of channels including voice, personal digital assistant (PDA), tablet and cell phone.

In addition, Lotus Forms Express software embraces industry standards to help manage compliance requirements in numerous sectors. It allows industry-standard data models (schema) to be embedded within a form to support specific industry mandates.

Enhance customer satisfaction with interactive, Web-based electronic forms
Using only a Web browser or a rich-client viewer, Lotus Forms Express software users can easily access, complete, submit and process interactive electronic forms. Features such as built-in templates, real-time validation rules and wizard-based form capabilities help your employees, customers, suppliers and business partners to fill out forms with greater speed and accuracy.

Using Web services, you can pre-populate forms and process form data on- or offline to improve responsiveness and service to your customers. For example, when an onsite sales representative types a customer account number into a browser-based sales order, the customer's name, contact information and billing address are automatically downloaded from the sales order management database into the form. The sales representative can also exchange information to and from the order form with other portlets on his laptop. He can, for instance, have a calculator application "talk" to the delivery options fields on the order form. As he selects each shipping method, he's able to tell the customer the exact cost.

Extend the reach of your current IT systems
To get the most from your investments, Lotus Forms Express software helps you extend your key business processes and applications beyond your firewall—without requiring your customers, suppliers or partners to install software on their own systems. It provides a security-rich, dynamic and easy-to-use front end to your business, making it easier for users outside the organization to participate in forms-based processes.

With Lotus Forms Express software, you can quickly put business processes online with functionality that accelerates form completion and reduces errors. Capabilities include:

- *Real-time validation of form fields and formats.*
- *Real-time color and value calculation (such as updating totals, counts, conditional logic, and context-sensitive and help text).*
- *Dynamic detection of new data and page refresh capabilities.*
- *Password or click-to-accept authorization capabilities.*
- *Support for electronic form use in 28 languages.*

Protect your data
Lotus Forms Express software makes it easy for you to deliver complex e-business transactions, while protecting your valuable customer and organization data. You're able to provide dynamic, security-rich forms with digital signing capabilities that can help improve customer satisfaction, streamline form processing and reduce data protection costs.

IBM®

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

Lotus Forms Express software offers enterprise-grade technology at a price that is attractive to midsize businesses — providing the right fit for your budget. Plus, it supports the IBM System i™ plaform and is highly scalable with virtually zero-footprint deployment. You can easily create interactive Web forms that do not require extensive programming skills. As a result, your organization can focus efforts on areas that 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

Lotus Forms Express software can be adapted and scaled 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 form processing.

For more information

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

ibm.com/software/forms