

## SUMMARY

Easily capture and save information directly into OnBase with E-Forms. OnBase E-Forms are HTML-based electronic forms that replace paper forms, allowing organizations to efficiently, effectively and accurately collect data in a structured format. E-Forms store directly into OnBase and can be used to trigger automated business processes, giving organizations greater flexibility in the way they control and process information.

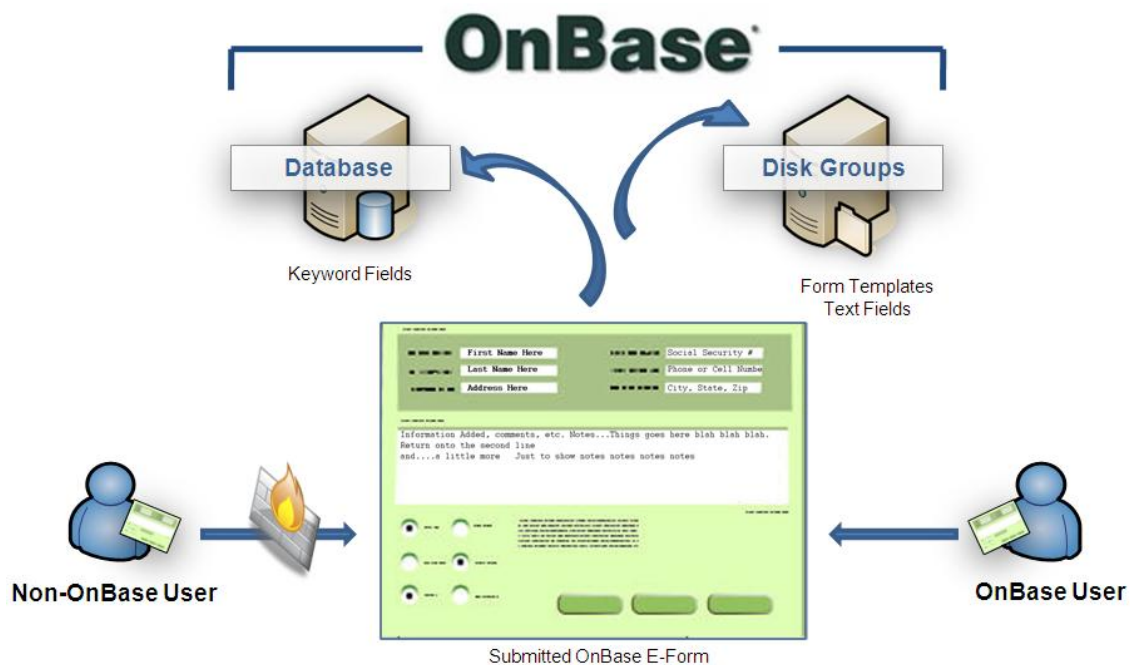
## KEY BENEFITS

- **Improve accuracy** with data validation at the point of entry.
- **Reduce costs** associated with design, production and distribution of paper forms.
- **Increase efficiency** by entering data electronically at origination, eliminating data re-entry.
- **Form design changes are immediate**, eliminating the latency of paper forms to re-produce and distribute.
- **Protect sensitive data** from unauthorized access.
- **Audit trails** keep track of access, modification history, and status.

## BUSINESS APPLICATION

- **College Applications:** Prospective students can choose to submit their college admissions application through an E-Form directly from a university's website. This form can be validated at the point of submission to ensure completeness and data standardization. Doing so prevents manual interpretation of poor handwriting and manual confirmation of unclear information. Because data is entered electronically by the prospective students, data re-entry can be avoided, and information can be disbursed to its proper destination immediately.
- **Requests Management:** Birth certificate requests can be made into Request E-Forms placed on the web, when users submit the Request E-Form, data is collected and routed electronically through a workflow process. Because information is electronically captured, OnBase Workflow can interpret the values as keyword elements and automatically transition the document through the process. Upon the certificate's arrival at its final destination, the document can be timely and reliably purged by the system, protecting against fraud.

## DESIGN



- Non-OnBase Users – can securely submit forms via the internet using the OnBase Web Server
- OnBase Users – can submit forms internally via the Client, Web Client as well as OnBase Desktop
- Database – stores field values that are mapped as Keywords on the form
- Disk Groups – stores field values that are not mapped as Keywords on the E-Form template.

## KEY FEATURES

- **No proprietary software required** in order to utilize OnBase E-Forms.
- **Auto populate form fields** via AutoFill Keyword Sets and other OnBase functionality.
- **Automatic indexing** is achieved simply by mapping fields on the E-Form to OnBase keywords.
- **Use of standard HTML** enables unlimited flexibility in form features and appearance.
- **Versioning** allows historical forms to be viewed in the format in which they were originally submitted.

## INTERFACE

### E-Form from the Client

NEW: AP - Requisition (E-FORM)

Purchase Request Form

save reset

REQUESTOR INFO VENDOR INFO SHIPPING INFO

Requesting Employee: Meredith Mann

Department: Human Resources

Email: Select One

Product Category: Human Resources

Amount: [ ]

(Please Include: N Description, Cost per Item, Total Cost)

Reason for Purchase: [ ]

Status (Office Use Only) [ ]

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### E-Form from the Web Client

OnBase

Document

New Form

AGR - Contract Request Form

AGR - Contract Request Form (Completed)

AGR - Contract Request Form (Denied)

AGR - Contract Request Form (In Progress)

AIR - Application for Authority to Construct (eform)

AIR - Engineering Evaluation

AIR - Internal Combustion Engine Spec (eform)

AIR - Missing Data Entry

AP - Capital Expenditures Form

AP - Denial Of Payment Form

AP - Partial Payment Record (E-FORM)

Purchase Request Form

save reset

REQUESTOR INFO VENDOR INFO SHIPPING INFO

Requesting Employee: Meredith Mann

Department: Select One

Email: Select One

Product Category: Human Resources

Amount: [ ]

(Please Include: N Description, Cost per Item, Total Cost)

Reason for Purchase: [ ]

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