

Convert Paper Forms into Powerful Online Data Collection Tools

Today's high-volume data-collection environments require diverse form presentation and delivery methods. While many organizations use online forms, most do not verify and process data from these Web forms before exporting to back-end systems. Those that do often employ high-salaried IT professionals to write the necessary code to convert standard eForms into intelligent data collection tools.

Verity® TeleForm® eForm Option (formerly Cardiff TeleForm eForm Option) enables organizations to design a form once and publish it as paper, HTML or PDF. Verity's multiple-format export eliminates the need to redesign the same form in multiple formats for various delivery methods—saving time and money. Additionally, TeleForm eForm Option maintains the integrity of business-rules processing and database look-up independent of export format.

Using intuitive point-and-click tools, form designers can easily set client-side and server-side processing rules and connect to database and archive products without programming.

TeleForm eForm Option enables organizations to post forms on a website or distribute them via email. End-users can complete forms online or offline with PDF or they can print out the form and complete it by hand. Hand-printed forms can be faxed or scanned into Verity TeleForm.

No other software solution delivers the powerful combination of online data collection with paper-based hand-print recognition.

Generating Real Business Value with Verity TeleForm eForm Option

- **Increase Data Integrity:** Performs many data validation tasks before the form is submitted, thus preventing invalid data from contaminating database and backoffice applications.
- **Streamline Business Processes:** TeleForm eForm Option increases productivity and eliminates paper bottlenecks by automatically cleaning and converting data from online forms into standard formats for back-end database and business applications.
- **Reduce Data Errors and Processing Time:** Client-side and server-side data validation and other business rules processing significantly reduces data errors and time associated with manual form processing.
- **Eliminate Printing and Shipping Costs:** Save over \$15 per printed paper form by converting them to fillable online forms. Eliminate expensive printing, storage, shipping and processing costs associated with paper forms.

TeleForm eForm Option provides TeleForm users with the first automated data-collection solution for Web-based environments, giving organizations the power to capture and process information from paper and electronic forms in a single solution.

Features

Turn Forms into Fillable PDFs

Any form created with TeleForm can be published to PDF and be ready to be completed and submitted through email or the Web.

Publish Forms to HTML

Any TeleForm form can be published to HTML for online data collection with the click of a button.

eForm Autofill

Electronic forms can automatically be populated based on key field entries (SSN, employee number, contract number).

Create Custom PDFs

Add variable data, text, barcodes and graphics to single-page and multi-page form templates with the addition of TeleForm AutoMerge Publisher.

Backoffice and Workflow Connectivity

Easily connect industry standard PDF and HTML form formats to existing Web servers, email and content management system investments.

Digital Signature Support

Digital Signature Fields provide secure and reliable approval options to online PDF forms. A digital signature combines the integrity of a hand signature with the flexibility, speed and accuracy of an electronic form.

Reset Button

Easily add a "Reset" button to forms enabling users to clear the input on a Web form.

Data Transmission

Transmit data using a variety of technologies including MAPI, POP3 and TCP/IP.

Data Validation

Validate data prior to submission with the use of drop-down list boxes, field entry required, character specific fields or numeric range constraints.

Multiple Database Outputs

Set up multiple data exports to various destinations simultaneously in ODBC, XML, TXT and various other formats.

Forward Button

Add a "Forward" button to forms enabling users to forward completed forms to a predetermined or user-determined email address.

Search and Archive

Completed forms are stored in TIFF or PDF formats, complete with search and index information in existing image archive management systems.

SendForm CGI

The SendForm CGI (Common Gateway Interface) program converts data from submitted forms into Internet mail messages or directory files that are picked up by TeleForm Internet Server for processing. Set up multiple data exports to various destinations simultaneously in ODBC, XML, TXT and various other formats.

Benefits

- Eliminates manual data entry and reduces hand-writing recognition issues from paper forms.
- Minimal training required to produce intelligent electronic forms.
- Ensures integrity and accuracy of backoffice data with automated rules-based data validation.
- Forms are submitted directly back to the server; data is collected at the first point of contact resulting in faster data collection.
- Respond to employee/customer needs faster via automated responses.
- Saves time and money by replacing print/mail forms with online creation and delivery.
- Maintains corporate standards for paper, PDF and HTML by creating presentation formats identical in appearance.
- Leverages existing Internet, email and content management investments by implementing the eForm Option.

Technical Specs

TeleForm Enterprise Server

- Intel® Pentium® III-based processor running at 800 MHz or higher
- Microsoft Windows 2000 Advanced Server; 2000 Server or NT Server
- 1 GB free hard-drive space for full installation (200 MB required)
- 512 MB of RAM
- 100 Mbps TCP/IP high-quality network card
- CD-ROM drive

TeleForm Enterprise Workstation

- Intel® Pentium® III-based processor running at 600MHz or higher
- 400 MB free hard-drive space for full installation (200 MB required)
- 128 MB of RAM
- 100 Mbps high-quality network card
- VGA color or better monitor (17" recommended for Verifier stations)
- CD-ROM drive
- Mouse or other pointing device
- Windows 2000 Professional; NT 4.0 workstation; 98; XP; ME
- Compatible scanner, fax server and/or Web server

TeleForm Elite

- Intel® Pentium® II-based processor running at 400 MHz or higher
- 400 MB free hard-drive space for complete installation
- 128 MB of RAM
- VGA color or better monitor
- CD-ROM drive
- Microsoft Windows 2000 Professional; NT 4.0 workstation; 98; XP; ME
- Compatible scanner, fax server and/or Web server

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Verity and Intellectual Capital Management

Headquartered in Sunnyvale, Calif., Verity provides software solutions that help maximize the return on intellectual capital investment of all sizes and types of organizations by utilizing Verity's industry-leading enterprise search, classification and recommendation technologies across their entire dynamic information flow. Verity software is used to capture content, drive automated business processes, share information within and between enterprises and facilitate e-commerce sales and service activities. Verity technology also serves as a core component of many leading business applications.

Verity software solutions are used by more than 11,500 customers in the private and public sectors. Customers include Adobe Systems, American Express, AT&T, Bristol-Myers Squibb, British Petroleum, Cap Gemini Ernst & Young, Cardinal Health, Cisco Systems, EMC Documentum, Dow Jones, Financial Times, Hewlett-Packard, Home Depot, Lotus, Kaiser Permanente, META Group, SAP, Siemens, State of California, Stellent, Sybase, U.S. Departments of Energy and Justice, and U.S. Army.



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