IBM
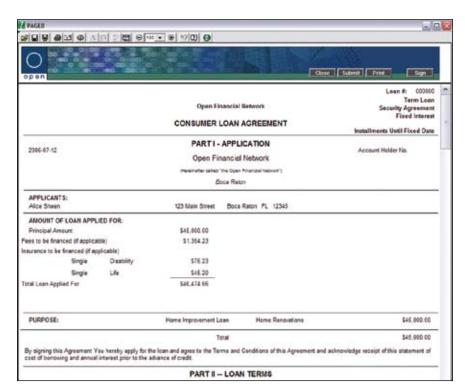
# IBM® Workplace™ Forms™ Express 2.6

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**Highlights**

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

■ *Improves customer satisfaction with easy-to-use wizard-based forms that guide completion*

■ *Reduces costs and paper consumption*

■ *Provides flexible, affordable purchasing options to meet your budget needs*

■ *Offers the ability to grow into fully automated forms processing and to scale across the entire business*

Business can be complicated, but your forms don't have to be. IBM® Workplace™ Forms™ Express software makes the entire forms management process easy, from installation and creation to form completion. Get started right away—with same-day installation—and recognize real business value quickly. Make electronic forms easier to read, understand and fill out than their paper equivalents using pixel-precise images and interactive, guided wizards.

Workplace Forms Express software provides midmarket companies with access to the same functionality and benefits large enterprises demand, but at an affordable price. By streamlining forms creation and



*Workplace Forms Express software provides flexible electronic versions of traditional hard-copy forms, making form-based information easier to collect, access and share.*

management, you can focus more time on activities that deliver greater value, such as improving customer relationships, increasing sales and conducting business faster and more efficiently. Plus, because it's based on open standards, Workplace Forms Express software can integrate more easily with your existing IT environment and applications.

**Make forms more accessible—and easier to complete than ever before**
Experience forms completion that's more intuitive for you and your customers. Using only a Web browser or a rich-client viewer, Workplace Forms Express software users can easily access, complete, submit and process interactive electronic forms—without external plug-ins.

User-friendly features such as wizards, built-in templates, validation rules and integrated help capabilities enable users to easily fill out forms with greater accuracy. And you can better serve your clients and suppliers by providing them with the

right business forms instantly via the Web. Specifically, Workplace Forms Express software can help you to:

- *Do business more quickly so you can respond faster to client and supplier needs.*
- *Focus more time and energy on your core business by eliminating cumbersome, costly tasks such as the physical routing of forms.*
- *Collect accurate data and identify errors at the point of capture, saving validation and rework time.*
- *Reduce filing, storage and imaging costs.*
- *Make consistent forms available to all your users worldwide with support for eForms use in 26 languages.*
- *Simplify form completion for end users—by providing them only with required portions of the form, as determined by their specific responses.*
- *Streamline compliance with approval requirements with password or click-to-accept authorization capabilities.*

**Rely on proven IBM technology and industry-leading expertise**
IBM Workplace Forms Express software includes the components described here.

*IBM Workplace Forms Viewer Express software*
Enable users to quickly and easily view, fill out, sign, submit and route electronic forms. Utilize forms both on- and offline. Enjoy the benefits of rapid download and load processing with reduced file sizes—as well as faster navigation and submission over the Web. Workplace Forms Viewer Express software also enables you to:

- *Fill out forms online or offline.*
- *Save partially completed forms for later submission.*
- *Utilize digital signatures and enhanced security.*
- *View pixel-precise replicas of paper-based forms.*
- *Use Calendar Widget, Slider and Rich Text Fields.*
- *Spell-check your forms.*

*IBM Workplace Forms Server Express software*

Take advantage of zero-footprint forms that take up less space on the server. Split form filing across multiple online sessions by saving incomplete forms to the local drive and finishing them later. Workplace Forms Server Express software provides your external users with easy access to security-rich electronic forms using only a browser. Plus, Workplace Forms Server Express software equips you to:

- *Capture data faster and more accurately.*
- *Allow users to complete and submit forms via the Web using a standard browser.*
- *Use Clickwrap signature approvals.*
- *Integrate forms capabilities with back-end systems and applications.*
- *Distribute Workplace Forms Viewer Express software to users in various locations.*
- *Transfer data easily across multiple operating environments.*
- *Push forms — or forms data — through processes more rapidly.*
- *Route forms and data via HTTP post, e-mail or Web services.*
- *Kick off processes using submitted forms.*

**Design custom forms**

IBM Workplace Forms Designer software helps you design custom electronic replicas of existing paper forms and security-rich form templates. Once designed, these forms can be easily deployed to Workplace Forms Viewer Express software and Workplace Forms Server Express software.

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

Save money in a multitude of ways. Priced for midsize businesses, Workplace Forms Express software offers enterprise-grade technology at an attractive price — providing the right fit for your budget. You can 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**

Workplace Forms Express software can be adapted 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 forms processing.

**For more information**

To learn more about IBM Workplace Forms software, please visit:

**ibm.com**/software/forms

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