

IBM Lotus Forms 3.5 and IBM Lotus Forms Turbo

Highlights

- **Automates, streamlines and speeds forms-based processes to help organizations in numerous industries to be more competitive**
- **Features the new IBM Lotus Forms Turbo module that empowers users of all skill levels to create, store and route eForms via the Web**
- **Accelerates the integration of content with existing back-end business process management and eForms systems**
- **Extends business processes to employees, customers and suppliers outside the firewall without requiring additional software downloads**
- **Is based on open standards and provides advanced digital signature capabilities to help support compliance with government and industry regulations**

A large majority of business processes are based on someone inside or outside the organization filling in a form. So how are you handling the bulk of your business processes? Whether you are just starting to convert your paper forms to electronic forms (eForms), or are ready to take your automated forms-based processes to the next level, IBM Lotus® Forms software can help you better streamline business processes.

Large-scale eForms users, small organizations and line-of-business (LOB) users alike can benefit from the latest version of Lotus Forms

software. It automates and speeds forms-based processes to yield the responsiveness, efficiencies, cost savings and customer satisfaction you need to be competitive. Lotus Forms software also includes the new IBM Lotus Forms Turbo module, designed specifically to help users of virtually all skill levels create, store and route eForms, without involvement from the IT department. And an IBM Lotus Forms Sample Catalog provides users with robust, reusable eForms, so that when you're ready to make the investment, you can jump-start your eForms deployments for faster time to value.

The screenshot shows the Lotus Forms Composer interface. The top bar includes 'Lotus Forms', 'Library', 'Composer', and a user profile 'boblevy@us.ibm.com'. The main window displays a form titled 'Code of Conduct - Acceptance' with a sub-header 'Code of Conduct Annual Revalidation'. The form content includes a logo, 'Instructions' stating that employees must review and re-accept a code of conduct annually, and a section titled 'Step 1 - Enter your Name / Contact information' with input fields for Name (Last Name), Name (Given Names), Email Address, and Phone Number (format: 999-999-9999). A 'Page 1' indicator is visible at the bottom.

Figure 1. Between Lotus Forms and Lotus Forms Turbo software, users of all skill levels can create powerful eForms.

**IBM Lotus Forms product family—
flexible solutions to meet your
eForms needs**

IBM Lotus Forms

For complex eForms implementations that require the power of the IBM Lotus Forms Server platform, the IBM Lotus Forms Designer environment and the IBM Lotus Forms Viewer desktop application

IBM Lotus Forms Turbo

For nontechnical and LOB users—from marketing professionals to administrative assistants—who need a quick and easy way to create eForms, without help from the IT department

IBM® Business Process Accelerator

For organizations that want to provide customers, employees and business partners with a personalized end-user experience and advanced process automation capabilities with the powerful combination of IBM WebSphere® Portal with Lotus Forms software

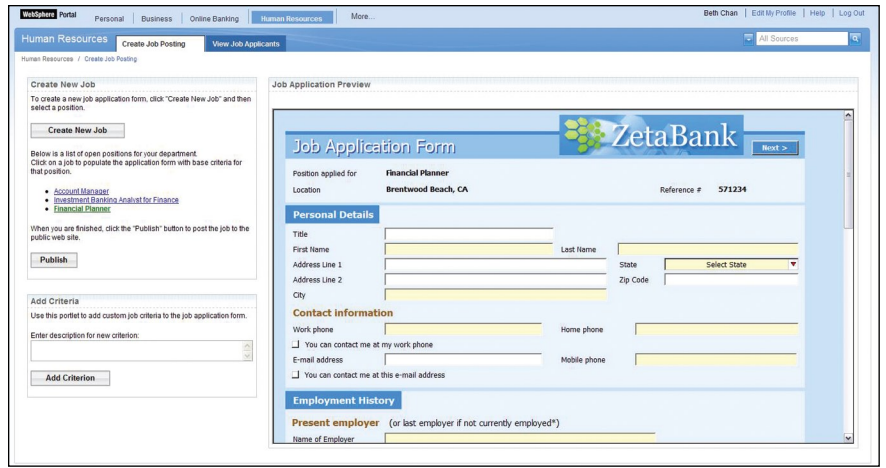


Figure 2. Combine Lotus Forms software with your existing IT systems, including IBM WebSphere Portal software, to improve business process automation.

Automate your business processes with Lotus Forms software

Lotus Forms software helps organizations of all sizes provide customers, suppliers and business partners with access to key business processes and applications—from beyond the firewall—without requiring them to install additional software on their own systems. The application offers a user-friendly front end to your business, making it easier for anyone to view, fill, sign, submit and route eForms.

From a single eForm, information can be automatically disseminated to the appropriate people, systems and applications in your business, increasing efficiency. Lotus Forms software leverages your existing IT investments and integrates the eForms data with IT systems, including more than

40 back-end systems such as IBM WebSphere Portal and IBM FileNet® P8 software, and other products from IBM and third-party providers. As a result, you can compress transaction cycle times, decrease transaction expenses and reduce your total cost of operation.

Go from zero to eForm in less than 15 minutes with Lotus Forms Turbo software

Now employees across the organization can turbo charge their eForms-creation capabilities. The Lotus Forms Turbo module was designed specifically for nontechnical users who need to create and share simple eForms quickly. Employees can create and distribute customized surveys, applications, feedback forms, order forms and more via e-mail and the Internet.

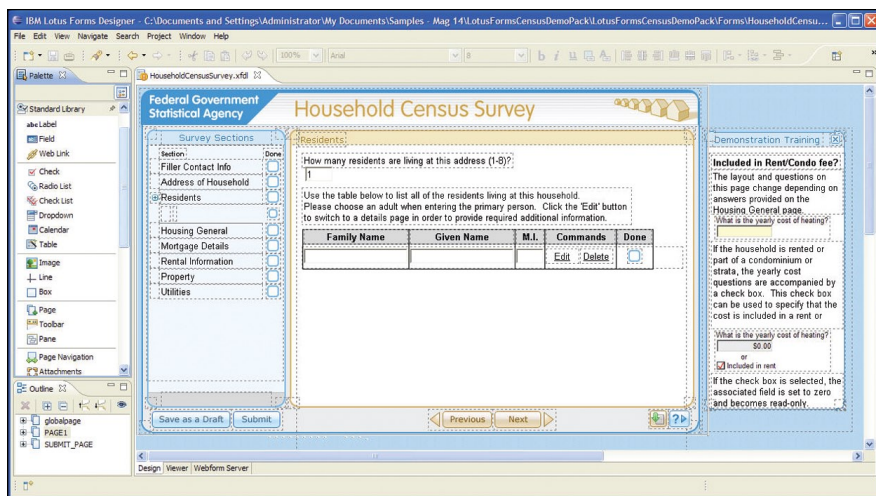


Figure 3. The Lotus Forms Designer component helps make it easy to create complex, enterprise-scale eForms.

Lotus Forms Turbo software requires virtually no training or involvement from the IT department to create eForms. It is included with the IBM Lotus Forms Server platform and is also available for purchase as a stand-alone product. For large-scale implementations that need the next step up from Lotus Forms Turbo software, Lotus Forms software can deliver more advanced eForms and the next level of business process automation.

Leverage industrial-strength security features, performance and scalability

Lotus Forms software supports digital signing and authentication standards—including Europe's XML digital signature (Dsig) compliance requirement. Businesses can improve compliance by embedding eForms data, industry-standard data models, attachments and business rules within one digitally signed document.

Lotus Forms software also enables sectional signing, which allows people to lock down various sections of a document with digital signatures, helping to safeguard information. By providing eForms with precision printing, the application can create a virtual replica of a paper form.

Create complex eForms in less time with Lotus Forms software

For enterprise-scale implementations, Lotus Forms software now features even easier-to-use designer capabilities so developers can quickly create powerful, Eclipse technology-based eForms and complex, forms-based applications. To help simplify and accelerate forms-based transactions, open-standards-based Lotus Forms software provides organizations with flexible deployment options, making eForms available to users both online and offline.

As a result of its security features and proven scalability, Lotus Forms software was chosen to power the world's largest single eForms implementation with 1.5 million users. The Lotus Forms application supports the complex industry and government requirements that businesses face today—including Sarbanes Oxley—to help organizations meet today's needs while planning for tomorrow.

Increase efficiencies, reduce costs and improve customer satisfaction

With a user-friendly interface, Lotus Forms eForms guide users through the form completion process, helping to reduce data entry errors, speed eForm completion and expedite the approval process. Based on input provided, users are prompted by the form to fill in only the sections applicable to them. And so that users don't need to fill in information repeatedly, the Web 2.0-based eForms can prepopulate data that was previously entered into back-end systems.

Lotus Forms software helps you to better serve your customers, shorten response times and enhance your organization's ability to compete in the marketplace. For example, when a sales representative types a customer account number into a browser-based order form, the eForm can automatically download the customer's name, contact information and billing address from the order management database. As a result, the seller can complete the transaction quickly and efficiently.



What's more, automating and digitizing forms-based business processes reduces paper consumption, shrinks your hardcopy-storage footprint and eliminates carbon emission from mailing and shipping paper documents. And Lotus Forms software helps further reduce your total cost of operations by cutting overhead expenses resulting from manually handling paper-based forms.

Whether with Lotus Forms software, Lotus Forms Turbo software or an IBM Business Process Accelerator, organizations of all sizes have flexible eForms options to help increase efficiencies, streamline forms-based processes and compete in their marketplace.

For more information

To learn more about IBM Lotus Forms software, contact your local IBM sales representative or visit:

ibm.com/software/lotus/forms

To see Lotus eForms demos and sample forms, go to:

ibm.com/software/lotus/forms/catalog

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