



Electronic Forms > Report Delivery

Introduction

End your office's costly paper shuffle by creating and distributing forms electronically. With our System i and Windows Electronic Forms software, you can create electronic forms from scratch or design electronic versions of existing pre-printed forms.

What that means is you no longer need to purchase, store and distribute pre-printed paper forms. And you won't need to manually re-key information from one form to another. Forms will be easier to create, more accurate and quicker to process.

Save time, save money

Our software allows you to create electronic forms using data pulled from text or spool files. Forms are stored on your server instead of file cabinets, and emailed or faxed to customers instead of manually mailed. Your business saves money on paper, printing and distribution costs. Workflow is streamlined. You serve your customers more quickly.

Goodbye pre-printed forms

Electronic forms can replace virtually all of the pre-printed forms you currently use. You can create invoices, purchase orders, shipping and receiving forms, checks, HR documents and more. And because you store the files digitally, you'll save money on paper-related storage costs.

Easy to use

You can design forms from scratch or create electronic versions of existing pre-printed forms. The software includes an easy-to-use Windows-based graphical design tool and a run-time component that adds overlays to text or spool files. The overlay tool extracts spool file or text data from locations you select and then maps that data to the location you assign on the form template.

Create customized forms

Make your forms match your company's identity or create colorful forms by adding logos, bar codes and other graphics. The software allows you to save electronic forms as PDFs or PCL and Postscript files. If needed, forms can be printed on any standard PCL or PostScript laser or inkjet printer.

Choose your platform

If your server platform is Windows-based, you'll need our **E-Forms** software. On the System i? Then go with our **WinSpool/400 Electronic Forms** package.

Overview

Eliminate Pre-Printed Forms

Go electronic with our System i- and Windows-based Electronic Forms software.

Built-in Flexibility

Create electronic forms from scratch or design electronic versions of existing pre-printed forms.

Work Faster, Save Money

Reduce costly paper handling and storage, and eliminate manual routing by automating forms delivery.

System i and Windows Solutions

Choose your platform, we'll do the rest. Our Electronic Forms software can create forms from PC text files or System i reports.

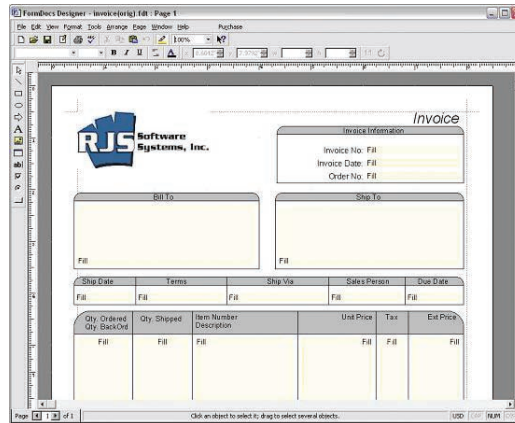
“Once I saw how easy it was to use – basically it's a cut-and-paste of where you want data to lay out on the form – it was a no-brainer.”

- Matt Keever, Senior Programmer/Analyst, De La Rue Cash Systems

Creating Electronic Forms

Create a Form Template

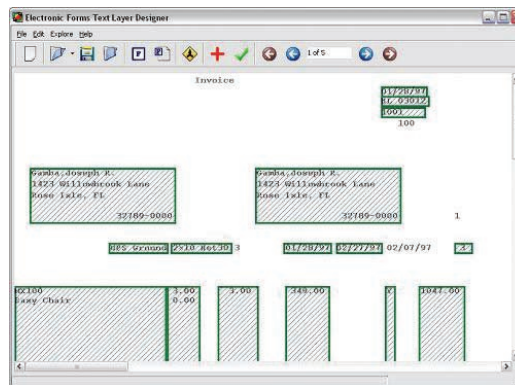
You can create forms from scratch or design them from pre-printed documents, including checks, invoices or purchase orders. For example, you can scan an invoice and use it as a template for an electronic form. Or you can design something completely new, using other forms or your own inspiration as a guide.



Form Designer

Extract Text or Spool File Data

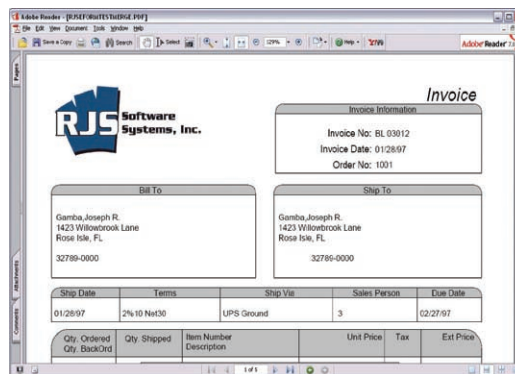
The built-in design tool allows you to select specific information from System i reports and text files and import it into your template. The software works with System i, Windows, UNIX or LINUX applications.



Text Layer Designer

Merge Data and Finalize Form

Once data is merged, the form can be printed or saved as a PDF, PCL or Postscript file. You can then electronically archive, email, fax or print forms, depending on your needs.



PDF Electronic Form

Product Details

Benefits

- Reduce paper, printing and distribution costs
- Eliminate purchase of pre-printed forms
- Eliminate errors by reducing re-keying of data
- Streamline workflow and automate forms routing
- Integrate into System i and PC applications

Uses

- General forms management
- Invoices
- Purchase orders
- Checks
- HR Documents
- Shipping/Receiving
- Document routing
- Application integration

Features

- Create electronic forms from existing spool file or text reports
- Create color logos, bar codes and graphics within forms
- Design forms with graphical PC-based editor
- Print electronic forms on any standard PCL or PostScript laser or inkjet printer
- Generate PDFs for archiving, emailing or faxing
- Works with System i, Windows, UNIX and LINUX applications
- Available in System i and PC versions
- Integrate into key business applications, including many RJS automated report delivery products



Get the information you need. Now.

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