eWriter Solutions
Digital Forms Capture for Business Workflows
What is the eWriter Solution?

**Overview**
eWriter Solution helps businesses eliminate costly, inefficient paper processes from their forms capture workflows. Comprised of a pen-based tablet and secure, centrally managed workflow services, the solution allows mobile and office workers to capture and submit forms data in a completely natural and easy way, and gives document administrators automation and control over how the data is routed to line of business systems and archived.

**Benefits**
eWriter Solution improves business efficiencies by replacing paper processes with a digital solution.

- Lightweight Ricoh eQuill® tablet replaces clipboards with a secure digital device capable of capturing handwritten notes, drawings and signatures on forms.
- eWriter forms bring automation to the capture and routing process, enabling workers to get more done with less paperwork in less time and higher accuracy.
- Secure and centrally managed eWriter Workflow Services™ enable document administrators to update and load forms to tablets over-the-air. In return, forms captured on the tablets can be submitted and automatically routed to line-of-business systems ... making it possible to turnaround financial and other transactions in a fraction of the time and cost it takes with paper-based systems.

**Ricoh eQuill Tablet**
Ricoh eQuill is small, lightweight and designed to capture and submit forms with handwritten text, typed entries, widget data and photos. The tablet reads, writes and erases just like pen-on-paper, and offers a full day of use without recharge, making the tablet an ideal replacement for traditional clipboards. It is secure and business-and-productivity focused, eliminating the potential for gaming or other consumer applications to be downloaded and played. There’s little or no training required: mobile and office workers and one-time users can pick it up and start writing instantly.

**eWriter Workflow Services**
Forms submitted on the tablet are transported over secure wireless or 3G connections to eWriter Workflow Services. These services enable document administrators to centrally manage users, documents and tablets; set routing and storage behaviours; view usage analytics, and more.

**Markets & Applications**
The eWriter Solution increases productivity wherever paper is used in workflows today:

- Trucking and Deliveries
- Inspections
- Visiting Healthcare
- Patient Intake
- And many more.
How Does It Work?

The easy-to-use, easy-to-integrate eWriter Solution enables rich forms data to be captured and delivered securely into line of business systems...

Easy to Use

■ **Create Forms.** From a PC, a document administrator creates and exports forms as PDFs. In addition, the eWriter Form Designer can be used to add widgets to any static PDF, adding the ability to capture structured widget data as well as unstructured stroke data.

■ **Upload & Assign Forms.** From the eWriter Console, a document administrator uploads forms and sets the routing destination. Once assigned, forms sync to the associated users’ tablets via Wi-Fi or 3G, eliminating the need for workers to return to a central office for forms distribution.

■ **Submit Forms.** Using Ricoh eQuill tablets, mobile and office workers capture and submit forms to the eWriter cloud, eliminating numerous paper-based steps and processes along the way. Valuable data – including keyed data, photos, handwritten notes, and handwritten signatures – is routed to a target destination. All in-process document edits are synced to the cloud to ensure the data is retained.

Easy to Integrate

■ **Integrate eWriter Solution with existing business workflows and line of business systems.** eWriter is sold, integrated and supported through value-adding Channel Partners. Our partners help End Users set up eWriter, migrate existing forms, develop custom workflow applications, and more.

Numerous workflow configurations are possible. For example, eWriter forms can be routed to a share folder, entered into a content management system for life cycle management, or routed to data extractors and other line of business systems ... making information captured with eWriter Solution accessible to a wide range of applications.

Seamless Integration.
Please contact your channel partner for first-line support.

About Us

Ricoh EWS - a business unit of Ricoh Company, Ltd. - develops and distributes the eWriter Solution through a trusted partner network. The Ricoh EWS mission is to help businesses eliminate costly, inefficient paper processes from their forms capture workflows. Our eWriter Solution -- comprised of a pen-based tablet and secure, centrally managed workflow services -- allows mobile and office workers to capture and submit forms in a completely natural and easy way and gives document administrators automation and control over how the data is routed to line of business systems and archived.