

## Formatta Advantages

### The Power of 100% Paperless Forms and Workflow

Forms are everywhere in your organization — in file cabinets, on shared drives, on portals and in many other places. **In fact, up to 80 percent of all the documents you process and scan are forms.** Some are hard copies and some are electronic, and it's difficult to get both kinds into your ECM system and make the data usable. Usually it requires time-consuming manual tasks that delay key business processes.

There are a lot of e-forms systems out there. Most add complexity to forms, make it difficult to convert existing documents and create new ones, and lack mobile device compatibility, ECM integration and versatile digital and electronic signature options.

Formatta is different. This powerful, web-based forms and workflow suite consolidates all of your forms in one place and makes them available to users anywhere to complete via PCs, tablets, laptops and mobile devices, such as Apple iPad and iPhone and Android phones and tablets.

**It's easy to turn existing paper forms into 100 percent electronic ones,** and with Formatta Designer, what you see is what you get with new e-forms that can be published in minutes. E-forms and attachments are rapidly completed, shared and signed by anyone inside or outside your organization. And seamless integration archives them in your ECM system and updates business systems with forms data.

### The Formatta Difference



#### Easy forms conversion, design and publishing

Import and convert all of your existing forms rapidly, retaining the structure of the originals without the costs, delays and hassle of paper versions. Our intuitive design tool makes it simple to update forms and design and publish new ones that will look exactly the same across all platforms. You also can manage multiple versions of forms and flexible publishing dates.



#### Faster forms completion

When users enter their username and password, Formatta authenticates them against any common database of your choice, including Active Directory and LDAP. It then uses existing information to automatically fill in certain fields, eliminating steps and redundant effort. Lists, check boxes and other helpful features make completing the rest of the form simple, and adding optional attachments takes just a couple of clicks.



#### Quick and convenient mobile processing

Complete forms on the go using Apple iPad and iPhone, Android devices and other tablets. A touch-enabled interface makes it easy for users to interact with e-forms whenever they need to, wherever they are. Unlike other e-forms products, Formatta only requires users to design e-forms once for use on all platforms. And email-based notifications empower anywhere, anytime workflow that speeds approvals or other form-related process.



#### Powerful and proven enterprise integration

Getting forms into an ECM system typically requires scanning, data entry and complex OCR processing, and then yet more manual effort to update business systems. Not so with Formatta, which sends forms directly into your ECM repository and automatically updates enterprise systems with real-time forms data. Hands-free, error-free and paper-free.



#### Versatile electronic and digital signature options

Formatta offers secure digital and electronic signature options to meet organizations' most advanced needs. Digital signature functionality is based on industry standard PKI and empowers users to quickly authorize forms using our web or desktop client. Our partnership with Wacom enables users to apply an electronic signature via a signature tablet for easy signing. Formatta also makes it possible to apply paper-like wet signatures directly onto e-forms using any input method, including touch screens.