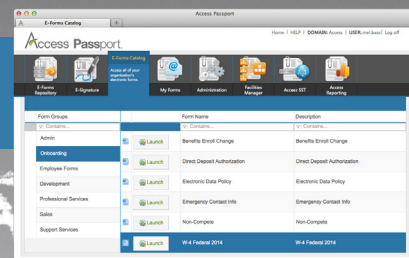# Access Passport + Formatta

PRODUCT DATASHEET

Overview

Access Passport is a web-based forms solution that provides access to the functional elements you need to remove all paper from your forms processes — working with Access Formatta to make your routines completely paper-free from start to finish.

Using virtually any device from any location, your staff can quickly access the right e-forms, collect information in record time, and capture required signatures without printing or scanning.

Once an e-form is complete, the solution can kick off a workflow process, instantly deliver the data to the people and systems that need it, track the e-form throughout its lifecycle and more.

Why Access Passport + Formatta?

Organizations have spent a lot of time, energy and resources getting ERP, document management (ECM), line-of-business, databases and other "paperless" technologies up and running.

But even with a successful IT plan in place, gaps in data accessibility, mobility and security still exist if you're printing and scanning any forms or using a limited e-forms product.

Access Passport and Formatta integrate in a snap with all major enterprise, industry and departmental technologies, so every step in a forms process can be 100 percent electronic.

From collecting information and signatures electronically to sending data digitally wherever it's needed, our solution ensures routines finally can be free of paper — and its costs and risks — while supporting the mobile future of business.

Access and complete forms anywhere, anytime from virtually any device — empowering staff mobility while making your printers and scanners obsolete.

Benefits

Regardless of your industry, department, role or need, Access Passport and Formatta deliver these and many other benefits:

Usability

+ Access and manage all of your forms in one place
+ Speed throughput with smarter, faster data collection

Mobility

+ Capture information and signatures at the point of need
+ Enhance collaboration across all locations securely

Efficiency

+ Pull known data into e-forms so there's less to enter
+ Enable staff to focus on valuable work, not paperwork

Integration

+ Integrate e-forms seamlessly with your other systems
+ Get e-forms, attachments and data into digital records quickly

Security

+ Ensure data is accurate, verified and secure from the start
+ Mitigate risks and costs by collecting information digitally

Innovation

+ Collect data externally, adding forms to portals + websites
+ Automate workflow dynamically based on e-forms data

> " We're trying to get our physicians away from using multiple systems, and Access Passport will give them one browser-based place to go for all of their forms. That's a real time-saver. "
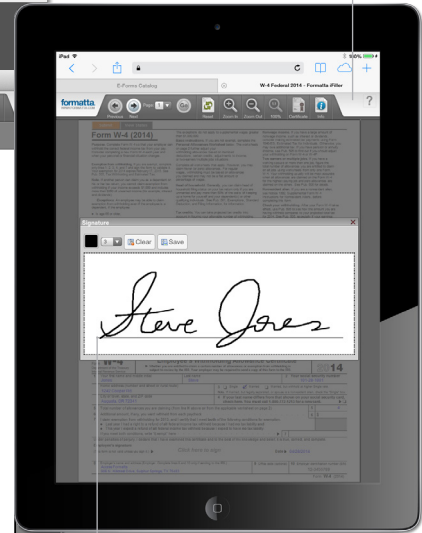>
> **Ed Ricks | CIO**
> Beaufort Memorial Hospital

formatta.
ACCESS ENTERPRISE FORMS MANAGEMENT

Features

Here's a quick look inside the powerful and intuitive capabilities of Access Passport and Formatta.

Go mobile with anywhere, anytime access to e-forms from virtually any device.

Click to launch the selected e-form. Access Passport provides a single, web-based location where you can access and manage every form across your enterprise.

Capture legally binding wet signatures directly on Formatta e-forms without paper or ink.

Collect signatures at the point of need.

Formatta automatically fills in e-form fields for rapid completion.

Elements

Access Passport unifies the following elements of e-forms management, providing authorized users with access to all the features they need from a single, web-based interface. Which elements are available depends on user privileges, licensing and other considerations.

E-Forms Repository
Review a list of people and instantly launch the e-forms that are related to them.

E-Signature
Work with and sign e-forms that need signatures and review their status at a glance.

E-Forms Catalog
Navigate quickly through your organization's e-forms to open the one you need.

My Forms
Access e-forms that involve you, whether they're in your inbox, in process or complete.

Administration
Manage your solution's e-forms, fields, users, security groups and other settings.

Facilities Manager
Centrally control the system's underlying data structures for all of your facilities.

SST
Unify the administration of your solution's server-side capabilities like integration.

Reporting
Analyze your e-forms solution with usage reports, e-form statistics and audit logs.

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