

The webinar will start in just a moment.

Coffee is brewing, be right with you...



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Paperless Forms

FORMulating better ways of collecting and managing your data, time and money

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**“As much as 85% of business processes
depend on forms”**

**Gartner Group*

Where do you fall as an organization?

- Forms are printed, filled out and scanned or manually entered
- Forms are available on website
- Forms are processed on your website
- Guide User through process (dynamic)
- Forms are integrated with ECM, ERP, CRM, HR etc.



Paper means Labor

- Locating document
- Filling out document
- Validating document
- Correcting document
- Collecting Fees
- Collecting Signatures
- Routing Documents to appropriate systems and parties



What is a Paperless Form?

What is?

Anything that **starts** and **ends** in digital form

What is not?

A PDF that must be printed and manually filled out



Types of Paperless Forms

Internal

Used within the Organization Only

External

Client or Partner Facing

A blurred background image showing a person's hands using a laptop and a smartphone, with a coffee cup visible, suggesting a modern office environment.

Paperless Forms in Practice

Human Resources

External (Pre-Hire)

Application for Employment

Internal (Post-Hire)

Direct Deposit

Employee Equipment Inventory List

Emergency Contact Info

Paperless Forms

Key Features

- Convert all paper forms to paperless (maintaining structure)
- Capture correct and complete data the first time, every time
- Enable automatic data updates and document archiving in those systems — no manual steps required
- ***Seamlessly integration with business applications and content and document management systems***

Paperless Forms

Data Integration

- Bridge data between ERP, ECM, databases and other business systems
- Improve information sharing across your organization
- Enhance data accuracy, consistency and security
- Provide forms through convenient, integrated self-service portals
- Common Departments: Human resources (HR), Accounts Payable (AP)

Paperless Forms

Benefits

- More effective collaboration
- More secure than paper
- Improve governance of government-mandated forms (I-9s, W-4s, etc.)
- Support all major compliance and security mandates
- Increase visibility and accountability by tracking forms throughout their life-cycle

Mobile Forms

Leave paper forms behind. Increase efficiency.
Eliminate boundaries.

- Access, complete and authorize e-forms from any location, at any time
- Acquire data on the go. No need to wait until you are back in the office
- Design e-forms only once for different devices
- Tailored interfaces: Take full advantage of multi-touch technology
- Enable remote field employees to complete forms at their convenience
- Geo-Tracking
- Offline Availability
- Mobile Signatures

What is the expected ROI once we commit to paperless forms?

60% of users have experienced an ROI on their paper-free projects within the first year (77% within 18 months)*

Faster response to customers and higher employee productivity are the largest benefits, along with improved remote and mobile availability.

**According to ALLM's Industry Watch report*

WHAT'S BREWING NEXT?



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July 23rd

DIY TECH SUPPORT

Jeff Blount

vCIO

Jeff Bolton

Network Administrator



July 30th

THE POWER OF PRINT EMBELLISHMENTS

David DiGiacomo

VP of Production and New Business Development

Travis Brigham

Production Print Product Manager



Q&A

FAQ

Will I have access to create and modify my own forms easily after implemented ?

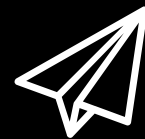
How much can we expect to spend on a forms package?

Can I take a photo and embed it on a form?



Thank you for Joining us.

For any other Questions contact us at the address's below



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