

CARDIFF  
**LIQUIDOFFICE™**



eforms

**Improve data quality,  
enhance employee productivity  
and reduce operational costs**





LiquidOffice eForms provides businesses and government organizations with a solution that automates all aspects of form-driven processes.

## Forms-Driven

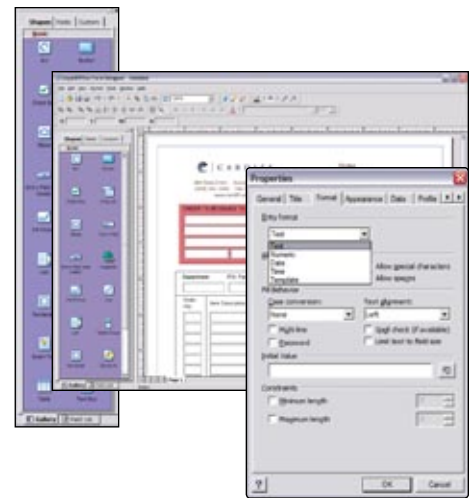
### Process Automation

Now, more than ever before, organizations are investing in software solutions that reduce costs, increase productivity and improve customer service. For many organizations, the largest, most tangible savings are achieved by replacing manual paper processes with online forms and documents.

Cardiff LiquidOffice eForms™ is a powerful, Web-based software solution for creating, deploying and automatically managing the routing, tracking and approval processes for electronic forms. LiquidOffice is simply the fastest way for organizations to put all their corporate forms and processes online.

LiquidOffice eForms provides businesses and government organizations with a solution that automates all aspects of form-driven processes. LiquidOffice eForms easily creates, routes, tracks, approves and signs online eForms using industry standards, including XML, HTML and PDF formats. Cardiff's XML-based process automation solution generates database queries for real-time validation, routes forms to the appropriate departments and notifies managers by email when digital approvals are needed, resulting in efficient and secure electronic processing of information. By leveraging industry standards, Cardiff's solution promises to be the last migration customers will have to make.

### Generating Real Business Value with Cardiff LiquidOffice eForms



LiquidOffice eForms enables organizations to stay competitive by increasing the efficiency and productivity of every employee in the organization.

- **Rapid return on investment**—Eliminates waste associated with manual processes, printing and storing. Saves up to \$150 per form-driven process.
- **Increases employee productivity**—Utilizing standard Web browsers, users have 24/7 access to dynamic HTML or PDF forms with intelligent features, including database auto-fill profile fields, automatic routing and line-of-business connectivity.
- **Reduces operational costs**—Adds automated business rules to corporate forms, eliminating redundant administrative tasks.
- **Eliminates data errors**—Incorporates database validations, calculations and other intelligent eForm features.
- **Standards Based**—Cardiff's standards-based architecture enables easy connectivity to various back-end databases and other line-of-business applications.



## Cardiff LiquidOffice eForms for Businesses

Automating the use and processing of forms offers the greatest return-on-investment opportunity for any organization considering implementing an enterprise application. Routing, managing and entering data from paper forms is slow, expensive and erodes productivity. LiquidOffice eForms provides the complete infrastructure needed to put form and document processes online, connecting corporate forms with database, ERP, accounting and back-office applications. Through the distribution and automation of organizational forms—including expense reports, purchase orders, and time-off requests—you will significantly increase worker productivity.

LiquidOffice eForms is a complete interactive business solution that leverages XML, HTML and PDF standards. Cardiff's commitment to standards has fundamentally changed the approach for automated online forms away from the proprietary client/server model to a standards-based Web solution—without requiring the deployment of proprietary, cost-prohibitive “filler” clients or Java applets. Standards-based online systems like LiquidOffice eForms leverage your existing Internet infrastructure and add eForms to your existing workgroup, email and content management investments.

## Cardiff LiquidOffice eForms for Government

Various state, federal and worldwide mandates have significantly increased

the demand for eForm management systems. Organizations with significant numbers of static PDF forms are implementing these solutions to meet the following mandates:

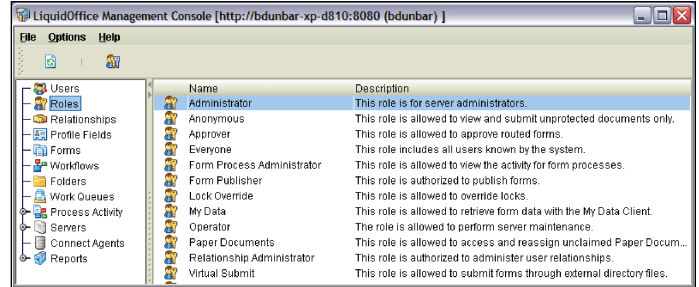
- Reduction or elimination of paper to speed internal processes or to speed service to the citizenry. (U.S. GPEA; U.K. GovTalk)
- Acceptance of electronic signatures to enable the reduction or elimination of paper. (U.S. E-Signature Act; U.K. MAFF)
- Address patient privacy concerns. (HIPAA)
- Increase accessibility through the use of technology, including “speaking” and Braille access. (U.S. Section 508)

Automating eForms for public users, citizens, suppliers and business partners is as important as automating your internal form processes. LiquidOffice eForms allows you to support external users with its Public Access Option—without any additional design or development effort.

## Features

### No Client Software

LiquidOffice eForms has a Web-based form filler that uses XML, HTML and PDF standards to implement automated electronic forms without the use of form-filling plugins. Forms can be accessed and completed using standard Web browsers.



## Form Design and Creation

LiquidOffice eForms ensures the rapid deployment of eForms through an intuitive point-and-click Form Designer, making it easy to create new forms, add intelligence, and publish into the LiquidOffice Form Server.

## Form Conversion

An optional form conversion tool for LiquidOffice eForms quickly converts nearly all online formats into LiquidOffice. Supported formats include static PDF, PageMaker®, Quark™, Microsoft® Word and others.

## Open, Centralized eForm Repository

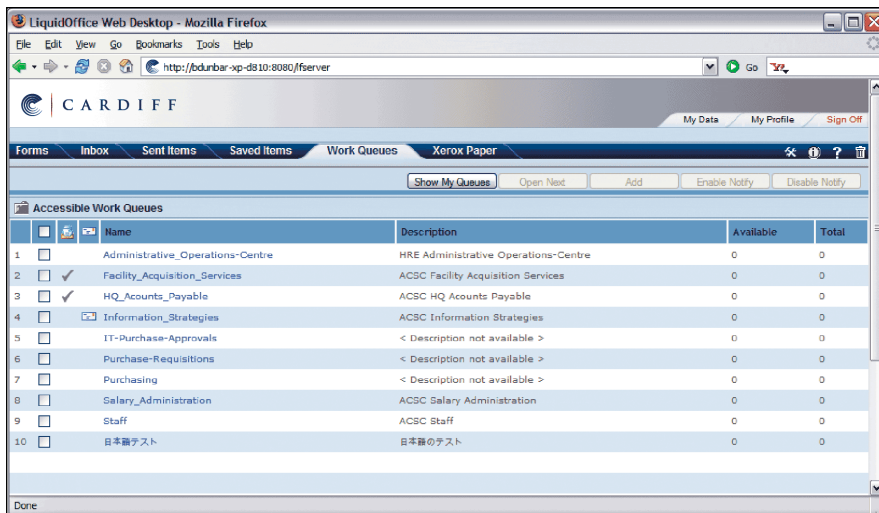
A turnkey, Web-based eForm Repository allows organizations to access forms from anywhere, anytime. The eForm Repository supports customized folders as well as XML search capabilities that speed user access to online forms. The eForm Repository can be used to house all eForm formats, including Microsoft Word, static PDF as well as proprietary formats.

## Open Signing Technology

LiquidOffice eForms provides LDAP authentication support for a range of digital approval options using HTML and PDF. Extended support includes digital standards incorporating PKI certificates and biometric signature devices.

## Routing and eForm Automation

LiquidOffice eForms provides ad hoc workflow routing to automate eForm-based transactions. The system supports user-directed, semi-constrained, constrained and email routing based on applied business rules. Forms can also be routed to a work queue for distributed form approval where multiple users can access and approve forms.



## Data and Archive Connectivity

Forms processed through LiquidOffice eForms can be exported to back-end applications using JDBC/ODBC, XML and PDF. Customized data and archive connectivity can be easily created with the LiquidOffice SDK.

## Enterprise Application Integration

LiquidOffice eForms includes a set of API's to ensure rapid integration with enterprise applications. The Single Sign-On API provides support for enterprise portals and single sign-on applications. LiquidOffice eForms' Simple Object Access Protocol (SOAP) interface and Connect Agent Plugable Architecture provides support to many enterprise applications.

## Modules

### Standard Modules

The LiquidOffice eForms solution provides out-of-the-box functionality, including:

- Form Designer
- Form Server
- User Licenses

LiquidOffice eForms offers businesses the ability to add additional modules for expanded functionality.

## Optional Modules

**Public Access Option** —Unlimited access to forms within the LiquidOffice eForms extranet using Web or email

**Email Routing Option**—A form can be routed to an email address so that users without a login can participate on an ad hoc basis at any point during a transaction event.

## Solutions

**Human Resources**—Benefits enrollment and management, change of status, time-off requests, performance evaluations, all personnel and policy forms

**Accounting**—Expense reports, purchase orders, requisitions, invoices, all financial processing forms

**Marketing**—Co-op marketing requests, lead processing, customer surveys

**Production**—Work orders, engineering change-related documents

**Sales**—Sales forecasting, business reports

**Support/QA**—Bug reports, feature requests, customer feedback

## Verticals

### Government

- Tax Forms
- Vehicle Registration
- Business Licenses

### Manufacturing

- Service Requests
- Specifications
- Job Orders

### Healthcare

- Patient Enrollment
- Insurance Claims
- Prescription Orders

### Education

- Admission Applications
- Financial Aid
- Student Transfers

### Financial Services

- Loan Applications
- Credit Reports
- New Accounts

# Technical Requirements

## LiquidOffice Form Server

### For Windows®

- Windows 2000 Server SP4; Windows 2003 Server
- Intel® Pentium® III or faster processor
- 100 MB of hard disk space for installation (Does not include required space for forms and attachments stored on server)
- Minimum 512 MB of RAM (1 GB or RAM for workflow-enabled systems)
- CD-ROM Drive
- VGA Monitor
- SVGA Card - 256 Colors
- Mouse or similar pointing device For Sun® Solaris
- UltraSPARC® III processor or faster
- 100 MB of hard disk space for installation

- Minimum 512 MB of RAM (1 GB or RAM for workflow-enabled systems)
- CD-ROM Drive
- VGA Monitor
- SVGA Card at 256 Colors
- Mouse or similar pointing device

## Operating System

- Windows 2000 SP4, 2003
- Sun Solaris 8, 9

## Internal Server Database

- Microsoft SQL Server 2000 SP3
- Oracle9i® (9.2), Oracle 10g

## Servlet Engines for Presentation

- Apache Tomcat 5.0.27
- BEA Weblogic 7.0 SP1; BEA Weblogic 8.1 SP2
- IBM Websphere 5.02, IBM Websphere 5.1

## LDAP Servers

- Microsoft Active Directory 2000/2003
- IPPlanet Directory Server 5.0
- Novell eDirectory 8.7

## LiquidOffice Form Designer/Process Designer

- Intel Pentium III processor or faster
- 256 MB of RAM
- 50 MB hard disk space for installation
- SVGA Card with 1024 X 768 resolution at 65,000 colors
- VGA Monitor with Windows compatible video drivers
- CD-ROM or DVD Drive
- Mouse or similar pointing device

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### Other Offices

Cardiff has additional offices in Boston, New York, Sunnyvale, Vista and Washington DC, as well as in Amsterdam, Beijing, Brussels, Hamburg, London, Madrid, Milan, Munich, Oslo, Paris, Rome, Shanghai, Singapore, Stockholm and Sydney and Taipei.



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