

# CAPITA

Integrated business solutions

## Integra eForms

Organisations are under pressure to cut costs, decrease response times and enhance process efficiency. Standard business processes, often rife with manual, error-prone, paper-based tasks, can be streamlined by bringing formerly offline processes to the web, and implementing automated workflows and approval processes.

### Optimised information processing

Organisations and the groups within them rely on the efficient movement of information to run their businesses effectively. Inefficient business processes and the manual collection of data can lead to reduced productivity and costly delays.

Because business information moves quickly, business users find that their paper trail needs to move just as rapidly. To optimise the processing of information organisations need the tools to efficiently automate their existing processes and react quickly to changes in the environment.

### Integra eForms

Integra eForms enable organisations to easily collect and process information in accordance with defined business procedures.

Using the secure online forms eliminates the need for data entry - hand written forms no longer have to be deciphered

and then re-entered into a system. Thus eForms provide better control and tracking, and accelerate the delivery and processing of information.

Compliance has been a hot topic for many years with organisations all wanting to please the auditors. The use of electronic signatures in eForms can be used to provide document and process trails to demonstrate complete compliance.

### Workflow automation

The objective of eForms is not only to simplify and speed-up the collection of data - its true value lies in the efficient processing of that information.

This makes workflow automation one of the most important components to the eForms system.

Using workflows enables an organisation to route completed forms in accordance with their business procedures. This may involve the interaction of multiple people and external systems.

When a series of forms or approvals are required, an automated workflow can be created to notify the next person in the process via email. The use of secure links and digital signatures/authorisations as part of a "workflow package" allows multiple forms, documents, and other digital content to be included in the information being processed.

Visibility of the process can be used to identify bottlenecks and increase productivity. During processes such as mortgage and job applications, allowing the person to see their application moving to the next stage will provide assurance that action is being taken.

### Features

- Easy to use
- Ability to create web forms in your company's look and feel
- Secure submission of form data over an encrypted channel



## Business benefits

- Increased response times
- Improved visibility
- Enhanced process efficiency
- Reduces your exposure to compliance policy violation, litigation and penalties

## The eForms advantage

The eForms solution is not necessarily meant to introduce new forms and processes; its most important role is in its ability to handle your existing forms and allow them to be viewed and filled out electronically. This online submission occurs directly from within a user's browser.

Any group, organisation or process where data collection is involved can benefit from eForms, for example:

- Internal change requests (IT change control)
- Employee and HR (hiring, salary, vacation, leave requests)
- New system user
- Non invoice payment request
- Budget virement request
- Expense reports
- New supplier/customer request
- Web based form submissions (support, help desk, etc.)

## Rapid return on investment

Automating the use and processing of online forms is an opportunity for any organisation to see one of the greatest returns on investment for a software application.

eForms is the fastest, easiest and most cost effective way for an organisation to move from a paper based forms process to an automated solution.

From PCs to PDAs, employees to customers, eForms processing will increase employee productivity, collaboration and knowledge sharing among team members.

Whether you are looking for company-wide, or departmental business form processing, eForms can translate your critical paper-based processes into an automated solution, reducing operational costs and accelerating productivity for all your forms-based processes.

## About Capita Integrated business solutions

Capita Integrated business solutions provides world-class financial management software, e-procurement and bespoke solutions to service centric organisations, helping them to realise strategic cost savings and modernisation objectives. Today over 400 clients use our innovative solutions to increase their operational performance.

Learn more at [www.capita-ibs.co.uk](http://www.capita-ibs.co.uk)

