ONBASE
IMAGE FORMS

SUMMARY

Image Forms replicate paper forms electronically, providing the ease-of-use and accessibility of an eform and eliminating frustrating duplicate entry or costly mistakes. Built on the same platform as Unity Forms, Image Forms are easy to configure and share popular features like Custom Actions, Signatures, and Calculated Fields. The form can be filled out in a supported client or browser and routed through Workflow. Image Forms can dramatically reduce the time it takes to fill out, process and submit forms.

BENEFITS

- Facilitates form completion by automatically populating existing data and providing a user-friendly interface for additional data collection.
- Eliminates costly mistakes by validating data upon entry or on submission of the form.
- Shortens cycle times by eliminating the physical routing of paper.
- Supports processes that rely on regulated forms by providing an electronic image replica of the form.
- Provides an intuitive designer to create form templates quickly and easily.

DESIGN

Configured in the Forms Designer
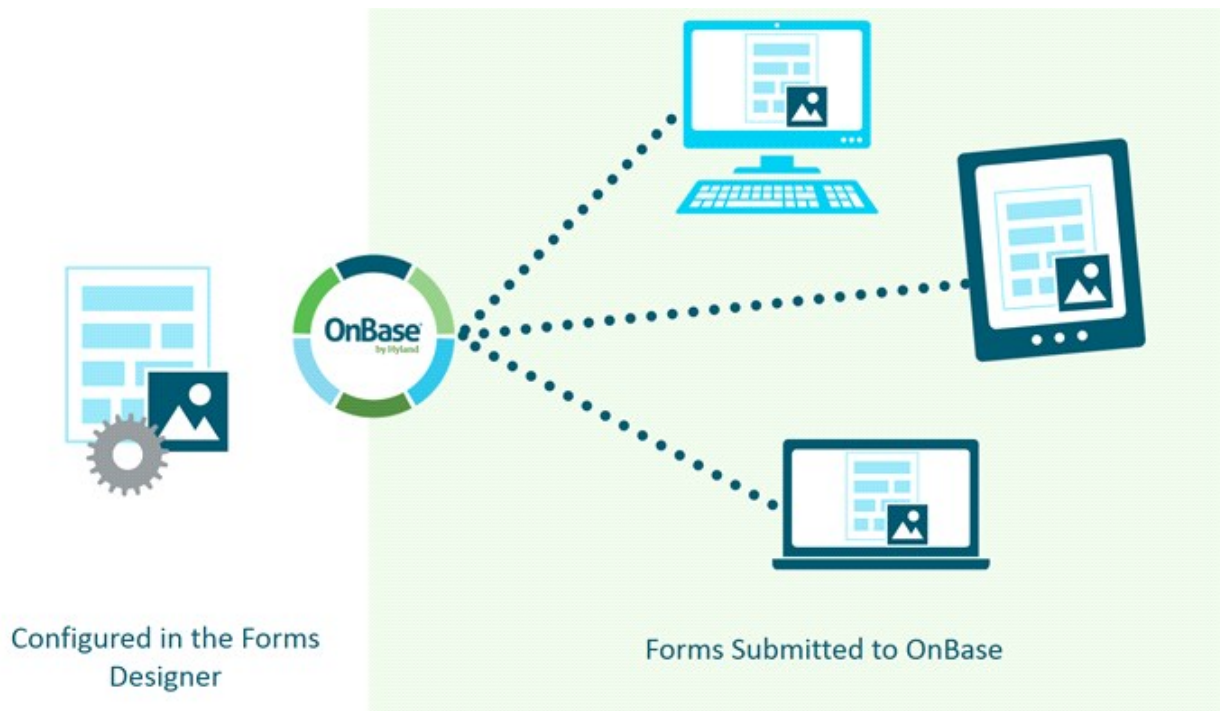
Forms Submitted to OnBase

Image Forms are configured in the Forms Designer. They replicate paper or electronic forms, and allow form completion from supported OnBase Clients or externally through a browser. They are supported on a number of devices and platforms.

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APPLICATIONS

Replaces highly structured forms: It is sometimes difficult to re-create forms electronically due to the complexity of the printed form structure. Now these forms can retain their original structure while still collecting the data electronically. The end result is a more convenient experience and the elimination of paper from the process.

Supports Regulatory Compliance: In the case of highly regulated forms, the form must be approved by a government agency. Therefore, in order to make the form electronic, it must be re-created identically to the paper form—down to the pixel. Image Forms allow organizations to leverage the benefits of electronic forms without changing the image of the paper form. Forms are also secured and contain an audit trail to further support compliance initiatives.
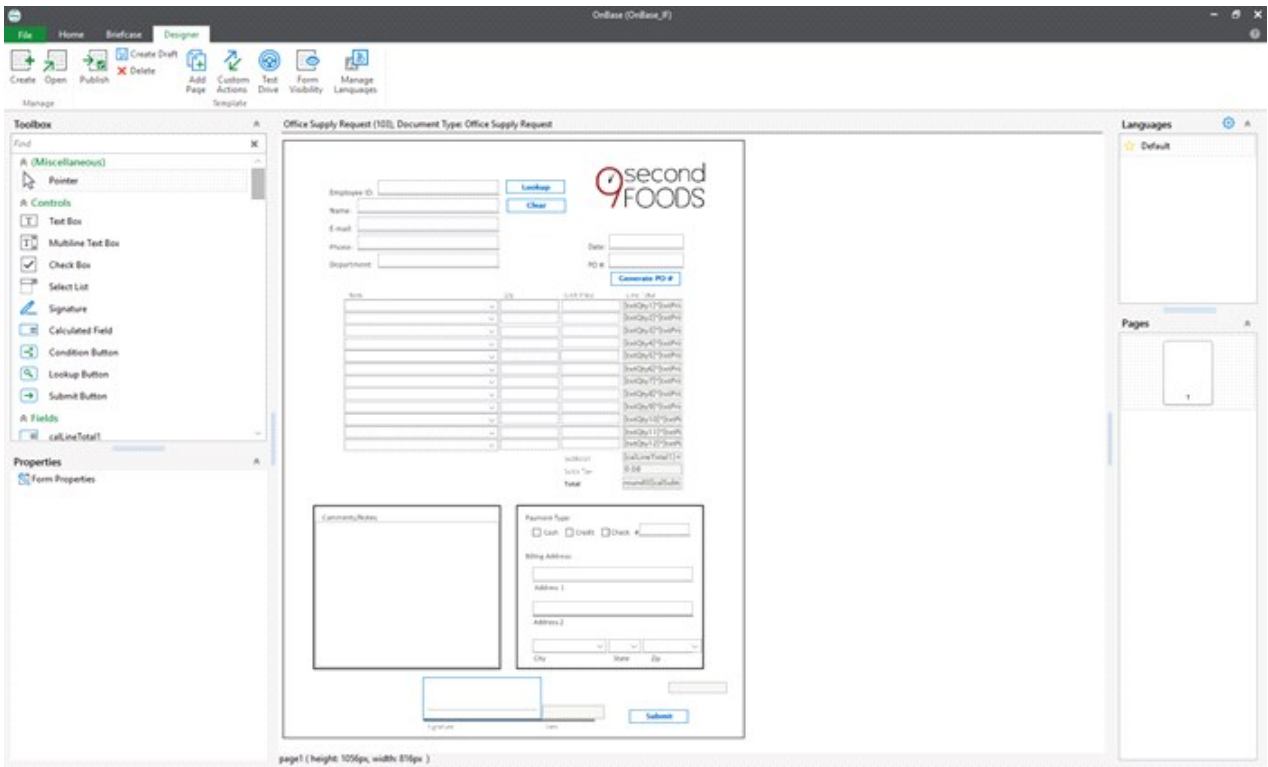
KEY FEATURES

- Retains the exact look of regulated forms by mapping data fields to an image of the form.
- Leverages the OnBase Forms platform to provide highly configurable forms that ease the user experience.
- Fully integrates with OnBase Workflow to improve data capture and support complex processes.
- Utilizes popular features like AutoFill Keyword Sets, Keyword Data Sets, and OnBase Workflow to populate fields with existing data, minimizing re-keying of values.
- Provides form-side logic and calculations with Custom Actions and Calculated Fields.
- Supports form signing using touch screen devices and signature pads.

INTERFACE

Users interact with an image of the paper form. Values can be pre-populated to minimize data entry, and form-side logic and calculations can reduce mistakes.

An easily configurable Image Form built in the OnBase Forms Designer

Learn more at **Community.Hyland.com**

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