



## E-Forms: Stop Paper at its Source

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A Whitepaper



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Did you know paper form can cost an organization \$30 - \$165 to use, process and enter? How many paper forms are you using a day? What about a week, month, or year? The cost of paper forms can quickly add up and we bet you feel the pain! Alleviate the sting with electronic forms (e-forms), a solution for cutting paper use and seeing big increases in efficiency, control, and money. This white paper will guide you through the world of e-forms from definitions to benefits. What are you waiting for?

### What is an E-Form?

An e-form is simply an electronic version of a paper form.

**Definition:** “Electronic forms (e-forms) provide a user interface to data and services, typically through a browser-based interface. E-forms enable users to interact with enterprise applications and the back-end systems linked to them. Web applications, e-government and e-commerce solutions have sparked the demand for better web forms that support richer and more dynamic interactions than are possible with HTML forms. New e-form applications include XML content identification, multiple data callouts, field-level validation and embedded process logic contained within a secure format that’s often portable”. –Gartner, IT Glossary, Electronic Forms (E-Forms).

Typically, any type of form can be transformed into an e-form, including expense reports, job applications, permits, or requests used to collect and track information.

### Benefits of E-Forms

Some of us get stuck in the world of paper and are afraid to break free. But fear not; e-forms are nothing to get nervous about. They’re easy to use, safe, legal, and save time and money. In the battle of paper vs. electronic, e-forms win, hands down.

Would you rather physically fill out a form with a pen? Or type in the answers? For most, the answer is obvious. You’ll see that there is a multitude of potential improvements in efficiency, control, and money. When using e-forms, you’ll eliminate the cost of printing, storing, and

distributing pre-printed forms, along with the waste that accompanies obsolete paper forms. Aside from the money savings, e-forms can be filled out faster because the programming associated with them can automatically format, calculate, look up, and validate information for the user.

**Data Accuracy:**

Simplify form completion and get better control with data validation, which ensures that numeric information like dates, are entered correctly.

**Instant Availability of Information:**

Enhance efficiency with the ability to automatically capture information and file a form as soon as it's filled out. This makes the data available to other business systems and users immediately.

**Automation:**

Reallocate time spent on pushing paper to money-making activities! Forms speed up the approval process significantly. Items such as sales orders, vacation requests and expense reports can be routed between the necessary parties, with audit trails and acknowledgements. This makes approving forms a breeze! Surveys and questionnaires can automatically enter a workflow to trigger follow-up responses.

Now that you know all about e-forms, it's time to get going!

