

# Form



## The Enterprise-wide Laserforms Solution.

DbForm is an enterprise-wide white paper printing solution, which automatically prints high quality business documents directly from core business applications onto plain paper on laser printers. As this eliminates traditional pre-printed stationery, DbForm boosts productivity, improves company image, significantly reduces costs and provides a very fast return-on-investment.

Seamlessly integrated into all major accounting and ERP systems, DbForm is a highly effective laserforms solution, with an easy-to-use graphical forms designer and unique data extraction and manipulation capabilities.

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### Time Saving

No need to waste time changing and aligning different stationery; no need to burst and decollate multi-part sets and, more significantly, no need to waste time distributing them. DbForm automatically prints as many copies as required, and automatically routes them to the relevant printers - anywhere in the organisation. When a document needs to have changes made - editing a logo, address, telephone number, or even producing a completely new document - it's all just a few minutes work with the friendly graphical forms designer.

DbForm can automatically print OMR (Optical Mark Recognition) marks on all documents, so when used in conjunction with suitable mailing machines, will automatically insert multi-page statements, invoices, cheques, etc. into the correct envelopes. Automatically bar-coding despatch notes, works orders, picking notes, etc. will also save dramatic amounts of time.

### Cost Saving

All the purchase, storage and administration costs associated with pre-printed stationery can now be totally eliminated. When documents, phone numbers or logos change, no wastage or re-printing costs are incurred. This is a software-only solution, typically residing on the application server, so no additional hardware is required - even to print barcodes or OMR marks.

### Further Time and Cost Saving

DbForm can produce and receive XML documents. Even legacy applications can output and accept XML documents when using DbForm. Incoming XML documents can be automatically received by the business application as an electronic document or printed as a hard copy. Outgoing XML documents such as purchase orders or sales invoices can be submitted electronically directly into business partner's applications enabling electronic trading. The need for administration, post and data entry is eliminated.

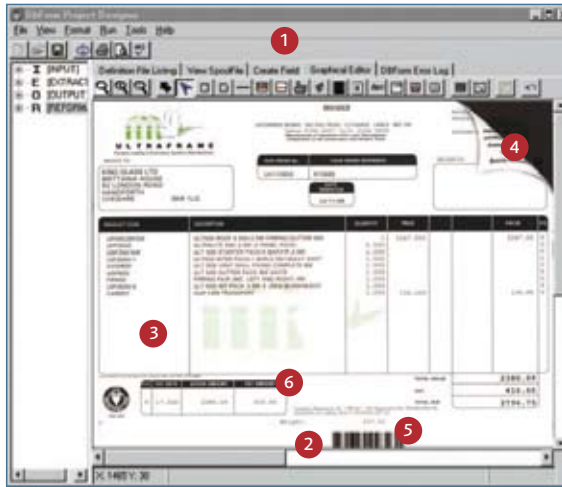
### Professional Image

By eliminating the low quality documents typically produced by impact printers on flimsy multi-part stationery, DbForm produces high quality documents, which are easy to read and crystal clear. Its ability to print the information in a variety of fonts and sizes, as well as to completely reformat business documents, will transform the image of every organisation. DbForm supports colour lasers, as well as duplex printing (typically for terms and conditions).

### Fast Payback

DbForm users world wide report a typical pay-back period of three months, with many organisations reporting a pay back within days. DbForm is tightly integrated with Version One's other document imaging and management modules : DbFax, DbMail and DbArchive. Design business documents with DbForm, then print as few as possible - automatically fax and e-mail out all purchase orders, statements, remittances, etc., and save even more time and money.

## Graphical Forms Designer



- 1 The friendly Windows-based GUI forms designer makes it easy to create and edit documents. Drag-and-drop logos, watermarks, graphics, text, etc. Just a couple of mouse clicks to change font sizes, colours, edit logos.
- 2 Barcodes can be automatically printed anywhere on the document and be of any size. No special hardware is required - just a laser printer.
- 3 Variable data from host applications can print in any size, colour or font.
- 4 Supports duplex printing, for example terms and conditions can be automatically printed on the reverse of a purchase order.
- 5 Incorporates arithmetic calculations e.g. automatically calculate and print the total weight of an order.
- 6 Watermarks can be automatically added, such as 'Urgent', 'Overdue' or 'Customer copy'.

- A conditionals facility enables DbForm to test data and automatically carry out appropriate actions. For example, automatically print documents in different languages, print different terms and conditions depending on the supplier, or, in a multi-company environment, automatically print the appropriate logo and contact details.
- Available on all UNIX and Windows platforms.
- Can produce documents in black and white or colour - even both simultaneously.
- No limit to the number of copy documents - all produced automatically and routed to the relevant printers on the network.
- Advanced database look-ups - unlike standard report writers, DbForm can read any information on the documents and use it to extract further information from any databases on the network.
- Secure laser cheque printing option.
- Intelligent routing - documents are automatically routed to the most appropriate printer.
- Optional export module. Officially approved by SITPRO (Simpler Trade Procedures Board), part of the DTI, which allows the production of approved export documentation, in conjunction with suitable accounting systems.
- Supports HP and HP-compatible laser printers.
- Supports Zebra printers for high volumes of barcodes and labels.
- Integrates fully with DbFax and DbMail, so that printed, e-mailed and faxed documents all look identical.
- Automatically supports multiple document delivery types. For example, printing a despatch note for the driver automatically faxes the shipping agent with the shipping details and automatically e-mails a complementary message to the customer, informing them of the goods being despatched.
- OMR marks for automated enveloping.

To find out how your organisation can benefit from using Version One's document management solutions, contact:

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**www.versionone.co.uk**