

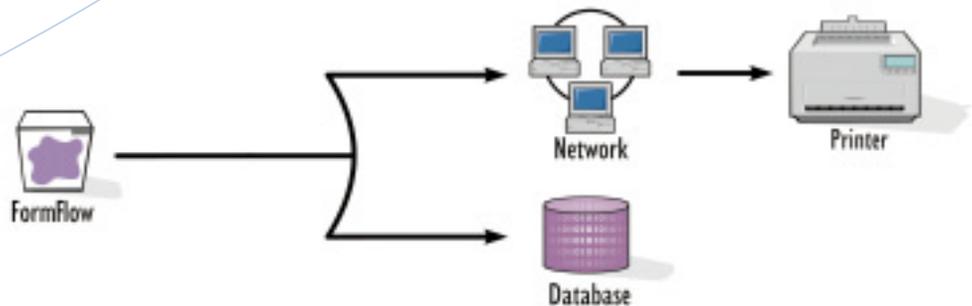
## Electronic Forms for the Dynamic Enterprise

FormFlow is a powerful and fully-scalable software solution that enables businesses to develop simple or sophisticated electronic forms and workflows. FormFlow seamlessly integrates with corporate e-mail systems, databases and networks, allowing enterprises to achieve significant business benefits:



- Automate redundant administrative tasks and processes to improve efficiency and reduce processing costs
- Validate data entry with automatic calculations, database look-ups, and macros to increase productivity and improve data accuracy
- Customize forms and form applications to corporate standards to simplify form filling and gain maximum effectiveness of forms processing
- Perform sophisticated workflow tracking and location-transparent form storage to maximize productivity and minimize administrative costs
- Leverage existing investments in network, database and messaging systems to minimize technology costs and simplify enterprise-wide adoption.

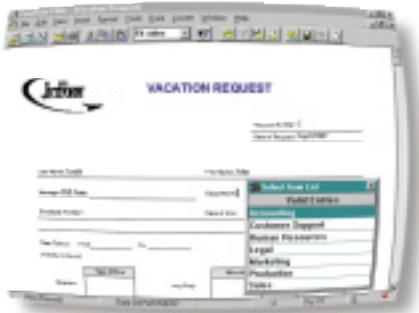
FormFlow enables organizations to achieve these benefits, in an open, client/server architecture. Using FormFlow, developers create custom forms, menus, macros, and applications quickly and easily. Developers can connect forms and fields to multiple databases, include OLE 2.0 links to external applications, encrypt forms to provide secure transmission, and much more. In addition, FormFlow offers enhanced routing and tracking capabilities so organizations can automate enterprise-wide business processes. FormFlow includes all of this as well as support for the latest versions of external database and mail systems and interoperability with JetForm® Central, to allow for flexible and automated business processes.



*FormFlow connects to your databases and e-mail systems to retrieve and save data and route it throughout the organization.*

## Sophisticated Forms Design

FormFlow's object-oriented design capabilities allow forms designers to easily re-create the look and feel of paper forms graphically with drag-and-drop ease. Electronic forms provide functionality that isn't available with paper forms, including calculations such as expense totals, sales taxes or shipping charges, to help automate the form filling process. And by using look-up and validation tables, data can be retrieved directly from an organization's databases to speed data entry and eliminate data entry errors.

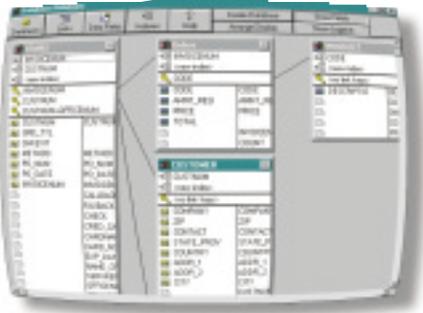


*Design forms with custom menus and toolbars for easier processing and a customized look.*

## Rapid Form Application Development

FormFlow forms can be created with customized menus and toolbars appropriate for all levels of users. Developers can streamline forms by designing customized dialog boxes, commands and buttons to automate frequently used tasks.

For developers who need to create sophisticated applications, or perform integration between FormFlow and other applications, FormFlow includes FormBasic, a full Basic language with extensions specific to form objects and data handling. Custom macros, menus, toolbars, quick keys and dialog boxes can be quickly created either graphically with mouse selections, or by coding with the Macro Editor.



*Attach, link and index databases to forms quickly and easily using FormFlow's graphical Database Relations dialog.*

## Automate Form-Based Business Processes

FormFlow's Routing Designer graphically maps business processes by identifying the stages of a workflow and all the appropriate links between those stages. For example, an employee fills in a purchase requisition form and routes it to a manager via e-mail. The manager can either approve the request and forward it on to the purchasing department stage for processing, or reject it and return it to the employee.

Workflow stages can reference the same form each time, or reference modified forms depending on the needs of the users. In the example above, the manager could reference a form that shows the employee's purchase request along with a series of fields that indicate the employee's spending limit, the remaining departmental budget, and a signature field for digitally signing and encrypting the data. Finally, FormFlow also includes full workflow tracking functionality that makes it easy to track the status of forms as they are routed throughout an organization.

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## Leverage Your Technology Investments

FormFlow leverages your existing server and network environments by working with all of the common messaging and database infrastructures. It operates in a non-proprietary manner and uses your existing systems and technology to route information and update databases.

In addition, FormFlow Filler users can submit jobs to JetForm Central using the "Transmit to Central" command. The jobs can then be processed by Central for batch printing or a range of other output options available through Central, including fax, e-mail, database update, or EDI.

FormFlow provides native support for all of the common desktop, workgroup and SQL databases, as well as any ODBC-compliant database. Plus, with FormFlow's easy-to-use graphical database tools, it's simple to create direct read/write links to any combination of databases.

## Security Options

FormFlow provides a secure environment with electronic signatures and encryption. Users can sign forms electronically, locking form fields from further changes or hiding them from view. Forms that have been signed and packaged for routing can be encrypted to ensure that they arrive at their destination without tampering. Businesses can choose between FormFlow's public key/private key cryptosystem (using RSA technology) or link into the Entrust® public-key infrastructure. By being Entrust-Ready™, FormFlow customers can now use one security system to provide digital signatures (e.g. RSA, DSA), encryption, and robust key management for all their applications enterprise-wide.

## Internet-Ready

FormFlow can use the Internet as a messaging transport allowing users to send forms and form packages across the Internet. These packages can also be encrypted to ensure complete security. When sending a form to a gateway that does not support binary file attachments, users can send the form as an encoded ASCII text string.

FormFlow can also use the Internet as a repository and distribution vehicle for electronic forms. Using FormFlow's Form Library, designers can store forms and workflows on an Internet FTP site, providing wide access to all users.

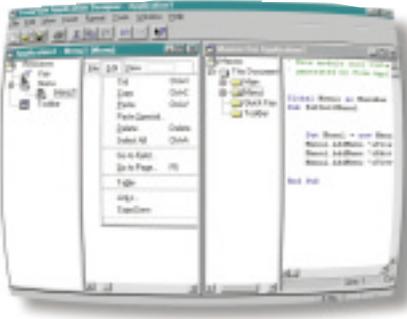
FormFlow can be recognized as a 'Helper Application' by Web browsers so that forms placed on Web pages can be downloaded and launched automatically by Filler users through the browser. FormFlow can also act as an OLE Automation client and can drive OLE Automation Servers such as Netscape 2.0 or later, allowing users to access information on Web sites directly from their forms.

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FormFlow now has the capability to export form files as HTML forms, which can be filled in by clients who may not have Filler, through a Web browser. These casual users can then submit form information to your organization, request product information, submit purchase orders, or perform any other form-based process. Designers can choose to have FormFlow automatically attach JavaScript code to the HTML forms for validating the form data before it is submitted to the Web server, creating intelligent Web forms.

## Key Features

### *Easy-to-use Design Tools*



*Create custom menus, toolbars, quick keys and dialogs with FormFlow's Application Designer module.*

- Complete set of form objects, including text boxes and radio buttons, as well as OLE controls
- Automatic field value calculations
- Customizable field formatting using masks for telephone numbers, social security numbers and more
- Custom list and database look-ups
- Object Library speeds form design with reusable objects
- Form Library for storage of forms on local or network file system, in a database Binary Large Object (BLOB), in a Microsoft® Exchange folder (private, public or global), or on an Internet FTP site

- Definable tabbing options to walk users through filling in forms quickly and consistently
- Definable help screens provide customized field help for users

### *Powerful Application Development*

- FormBasic, a full Basic language with more than 500 extensions for form and data-specific functions
- IFL-to-FormBasic Translator, for automatic translation of IFL scripts from earlier versions of FormFlow
- Macro record capabilities to save time writing code
- Graphical creation of custom menus, toolbars, quick keys and dialog boxes
- Macro Library for managing reusable macros
- OLE 2.0 support, including In-place Activation, OLE Automation and support for OLE Controls

### *Form Routing/Workflow*

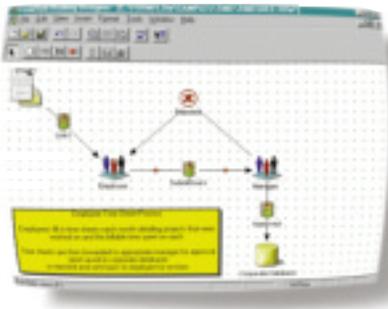
- Graphical routing design for easy workflow mapping
- Role resolution for automatic routing of forms
- Sophisticated workflow tracking
- Autoprocessors to automate workflow tasks

### *Administration and Security*

- Form Library for location-transparent form management
- Security cryptosystem for electronic signatures and encryption
- Enterprise-wide workflow status tracking

### *Advanced Database Functionality*

- Support for all common desktop, workgroup and SQL databases, including versions up to Oracle 7.3, Sybase 10, SQL Server 6.5, Notes 4.5, dBASE, DB2, Paradox, Clipper, ASCII and ODBC 2.0
- Automatically generate forms from existing databases
- Automatically generate database from existing form fields
- Unique Query-by-Form feature for fast data retrieval
- Scrollable text and table objects for viewing large amounts of data
- Graphical database relations dialog for easy database creation and management
- Data translation from any data type to any other supported data type



*Graphically design routing rules, role resolutions and events.*

### *Integrated Messaging*

- Support for industry standard e-mail systems including versions up to Microsoft Mail 3.2, Microsoft Exchange 4.x, Lotus cc:Mail 6.0, Lotus Notes Mail 4.5, AT&T Mail 3.0, Novell Groupwise 4.1, Banyan Vines Server 6.0 & BeyondMail 2.0
- Support for standard messaging environments including MAPI, VIM and MHS
- Register forms in Microsoft Exchange Server for form management and distribution

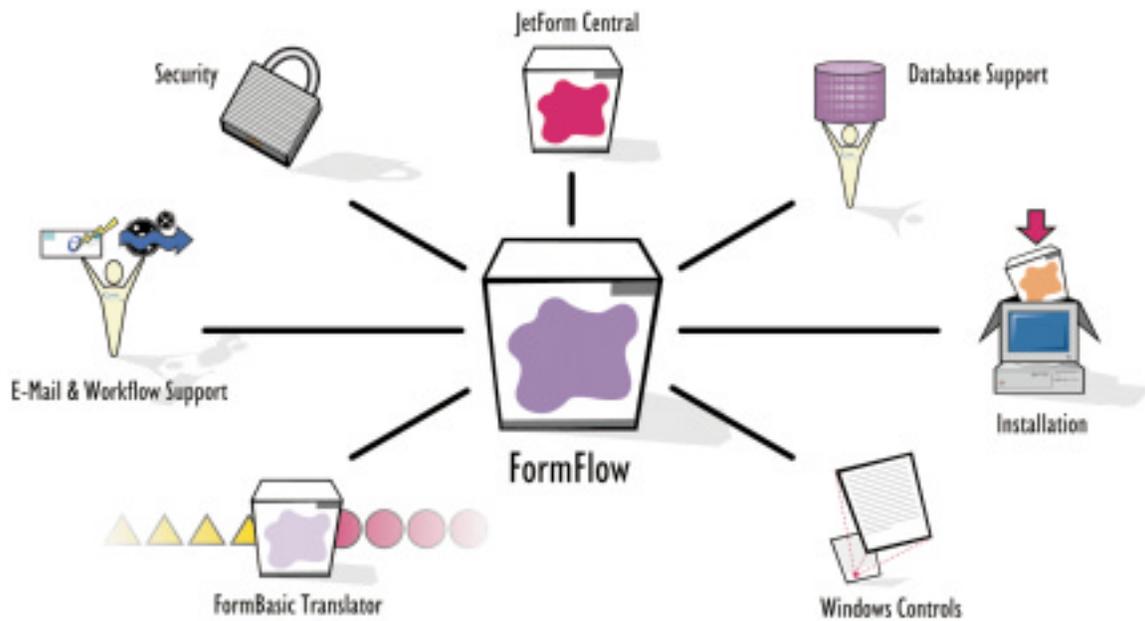
### *Other Functionality*

- Silent install, enabling system administrators to install FormFlow Filler onto desktops without user intervention, using any of the popular software distribution packages, including Microsoft SMS
- JetForm Central interoperability, allowing users to submit jobs for off-line and batch processing
- HTML form export feature, to create intelligent HTML forms from your FormFlow forms
- Entrust-Ready, to provide robust enterprise-wide application security

# JetForm FormFlow®

## Minimum System Requirements

486/33, 4 MB RAM, 15 MB hard disk space (for Filler), 20 MB hard disk space (for Starter Kit), VGA graphics display, Windows 3.1 or later, MS DOS 3.1 or higher, or PC DOS 7.0 or higher, Windows-supported mouse



For more information visit our Web site at [www.jetform.com](http://www.jetform.com) or call 1-800-JETFORM (538-3676).

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## About JetForm

JetForm is the recognized leader in enterprise-wide electronic forms and form-based workflow software. Headquartered in Ottawa, Canada, JetForm has offices in North America, Europe, Australia and the Pacific Rim, providing form-based solutions and services to customers worldwide.

JetForm's professional services team offers an integrated services program that ensures your success with JetForm technology. Services include: Systems Analysis, Design, Development and Integration, Training and Support. For more details about JetForm's Services Program, phone (613) 751-4884, or e-mail [servops@jetform.com](mailto:servops@jetform.com).

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