



CARDIFF™  
Put Information to Work

# eForm Automation System

## Cardiff LiquidOffice™

### *Forms-Driven Process Automation*

***Reduce operational costs, improve information sharing, accelerate productivity***

Now, more than ever before, organizations are investing in solutions that reduce costs, increase productivity and improve customer interactions. For many organizations, the largest, most tangible savings are achieved by replacing manual paper processes with online forms and documents.

Cardiff LiquidOffice™ is a proven Web-based eForm automation system for creating, deploying and automatically managing the routing, tracking and approval processes for electronic forms.

LiquidOffice is the fastest way for organizations to put all corporate forms and processes online.

LiquidOffice provides enterprises and government organizations with a solution that automates all aspects of form-driven workflow. LiquidOffice easily creates, routes, tracks, approves and signs online eForms using industry standards — HTML, InfoPath, and PDF formats. Cardiff's XML-based business process-automation solution generates database queries for real-time validation, routes forms to the appropriate departments and notifies managers by email when digital approvals are needed, resulting in efficient and secure electronic processing of information. By leveraging industry standards, this promises to be the last migration customers will have to make.



### Generating Real Business Value with Cardiff LiquidOffice

LiquidOffice enables organizations to stay competitive by increasing the efficiency and productivity of every employee in the organization.

- **Rapid return on investment** - Eliminates waste associated with manual processes, printing and storing. Saves up to \$150 per form-driven process.
- **Increases employee productivity** - Utilizing standard Web browsers, users access dynamic HTML, PDF or InfoPath forms with intelligent features including database auto-fill profile fields, automatic routing and line-of-business connectivity.
- **Reduces operational costs** - Adds automated business rules to corporate forms, eliminating redundant administrative tasks.
- **Eliminates data errors** - Incorporates database validations, calculations and other intelligent eForm features.
- **Scales to meet organizational requirements** - Cardiff's standards-based architecture enables easy connectivity to various back-end databases and other line-of-business applications.

# eForm Automation System

## Cardiff LiquidOffice for Businesses

Automating the use and processing of forms offers the greatest return-on-investment opportunity for any organization considering implementing an eBusiness application. Routing, managing and entering data from paper forms is slow, expensive and erodes productivity. The LiquidOffice eForm automation system provides the complete infrastructure needed to put form and document processes online, connecting corporate forms with database, ERP, accounting and back-office applications. Through the distribution and automation of organizational forms, including expense reports, purchase orders, and time-off requests, worker productivity will increase significantly.

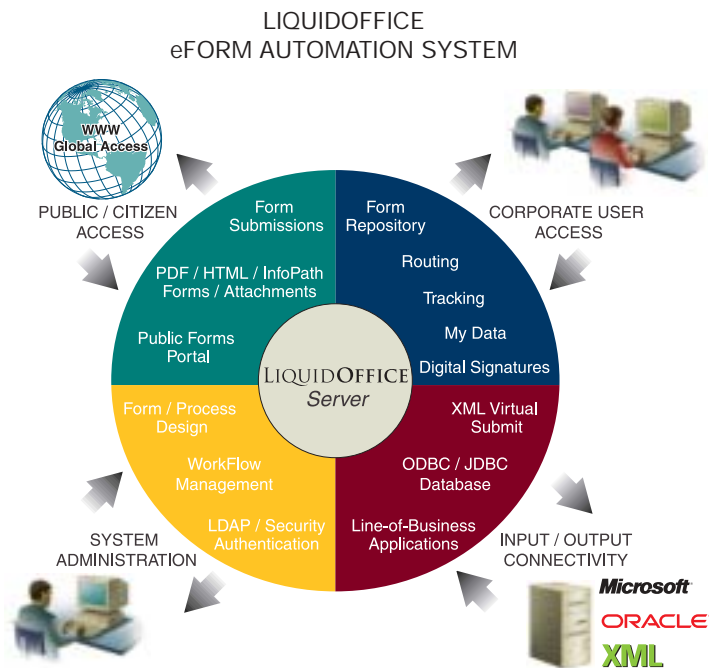
LiquidOffice is a complete interactive business solution that leverages XML, HTML, PDF, and InfoPath standards. Cardiff's commitment to standards and its work within the W3C XForms Working Group has fundamentally changed the approach for automated online forms, away from the proprietary client/server model to a standards-based Web solution. For the first time, an enterprise eForm solution has been delivered without requiring the deployment of proprietary, cost prohibitive "filler" clients or Java applets. Standards-based online systems like LiquidOffice leverage your existing Internet infrastructure and add eForms to your existing workgroup, email and content management investments.

## Cardiff LiquidOffice for Government

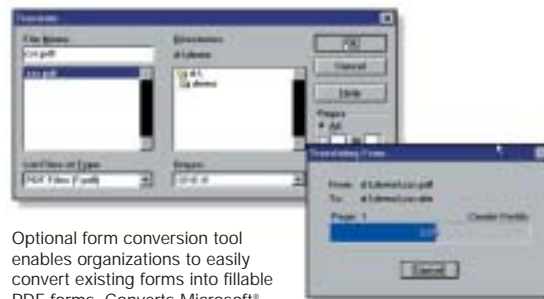
Various state, federal and worldwide mandates have been adopted recently, increasing the demand for eForm automation systems. These organizations have significant numbers of static PDF forms and need ways to use them to meet the following mandates:

- Reduction or elimination of paper to speed internal processes or to speed service to the citizenry. (U.S. GPEA; U.K. GovTalk)
- Acceptance of electronic signatures to enable the reduction or elimination of paper. (U.S. E-Signature Act; U.K. MAFF)
- Address patient privacy concerns. (HIPAA)
- Increase accessibility through the use of technology, including "speaking" and Braille access. (U.S. Section 508)

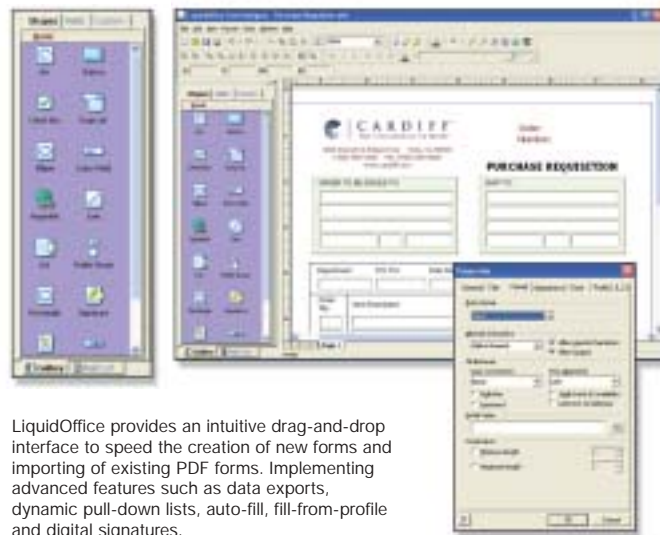
Automating eForms for public users, citizens, suppliers and business partners is as important as automating your internal form processes. LiquidOffice allows you to support external users with the Public Access Option — without any additional design or development effort.



LiquidOffice is an XML-based solution, complete with routing, approval, signing and data processing, that automates corporate forms and the business processes they drive.



Optional form conversion tool enables organizations to easily convert existing forms into fillable PDF forms. Converts Microsoft® Word and nearly every other format into HTML, PDF, or InfoPath forms.



LiquidOffice provides an intuitive drag-and-drop interface to speed the creation of new forms and importing of existing PDF forms. Implementing advanced features such as data exports, dynamic pull-down lists, auto-fill, fill-from-profile and digital signatures.

## FEATURES

**Open Connectivity** - Forms processed through LiquidOffice can be connected to data targets using pre-built Connect Agents, supporting XML, ODBC or JDBC compliant applications. SOAP API enables integration with enterprise applications like Portals and Content Management systems.

**Broad eForms Format Support** - A Web-based system that uses XML, HTML, PDF, and InfoPath open eForm standards for automated electronic forms without proprietary clients or form fill plug-ins.

**Formal and Informal Workflows** - Structured and ad hoc workflow routing based on defined business rules is supported. The Advanced Process Manager is used to design and deploy structured workflow.

**Roles-Based Routing** - Route forms based on roles where tasks are assigned by a function or relationship, rather than by groups or individuals.

**Process Monitoring** - Monitor the status of form processes, allowing form administrators to re-engage stalled processes.

**Design Intelligent eForms** - LiquidOffice ensures rapid deployment of eForms through a point-and-click Form Designer, making it easy to create new forms, add intelligence, and publish to the Form Server.

**Forms Management** - A turnkey Web-based eForm Repository allows global organizations to access forms from anywhere, anytime.

**Paper Form Automation** - Integration with Cardiff TELEform provides seamless support for paper forms as well as on-line formats.

**LDAP Directory Integration** - Connection to LDAP directory sources allows for centralized user management and single sign-on access for all users.

**Centralized Management** - The Management Console provides system and business administrators a place to centrally manage users, permissions, database and document exports, form settings, monitor process activity, and more.

**Web-Based Access** - Using standard Web browsers, users can access secure accounts, then route and approve forms from anywhere in the world.

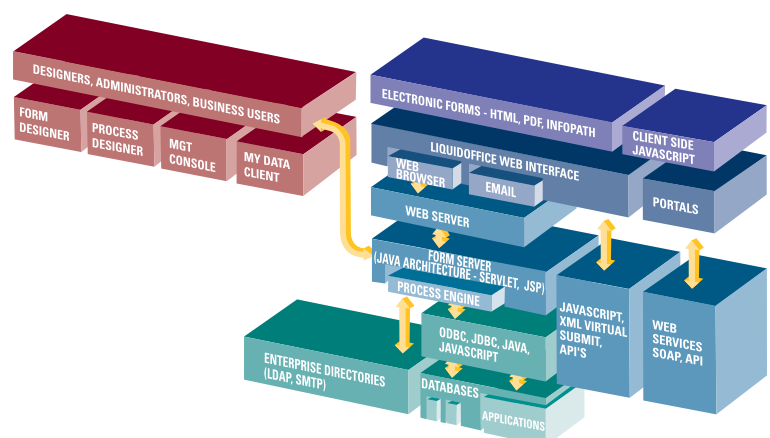


LiquidOffice accounts are accessed using standard Web browsers. Users can access secure accounts, then route and approve forms from anywhere in the world.



LiquidOffice includes an eForm repository that centralizes all of your forms — including existing forms in proprietary formats. The eForm repository provides an instant benefit to your organization and supports a phased approach to deployment.

## LIQUIDOFFICE ARCHITECTURE



LiquidOffice is a scalable Java-based form server that supports open standards for forms creation and deployment - XML, HTML, PDF, and InfoPath.

TECHNICAL REQUIREMENTS

**LiquidOffice Form Server**

**For Windows®**

- Windows 2000 Server
- Intel® Pentium® III-based processor or faster
- 100 MB required for installation
- Minimum 256 MB of RAM
- CD-ROM drive

**For Sun® Solaris 8**

- UltraSPARC® III processor or faster
- 100 MB required for installation
- Minimum 256 MB of RAM
- CD-ROM drive

**Internal Server Database**

- Microsoft SQL Server 2000
- Oracle8i®, Oracle9i®

**Servlet Engine**

- Apache® Tomcat 4.1.2
- BEA® Weblogic 7.0
- IBM® WebSphere 5.02

**LiquidOffice Form Designer / LiquidOffice Process Designer**

- Intel Pentium II processor or faster
- Microsoft Windows 2000 Professional; XP Professional
- Minimum 64 MB of RAM (256 MB recommended)
- 50 MB hard disk space for installation
- SVGA card with 800 X 600 resolution at 256 colors
- VGA Monitor with Windows compatible video drivers
- CD-ROM
- Mouse or similar pointing device

**Compatible Web Browsers and Adobe Acrobat**

- Internet Explorer 5.01; 5.5; 6.0
- Netscape 6.1; 6.2.2, 7.1
  - Microsoft Windows 98; ME; 2000; NT 4.0; XP
- Internet Explorer 5.1, Netscape 6.2.1 or Netscape 7.0 on Macintosh OS 9
- Netscape 7.1 on Mac OS X
- Adobe Acrobat or Reader 5.0, 5.05, 5.1, 6.0

MODULES

**Standard Modules**

The LiquidOffice solution provides out-of-the-box functionality, including:

- Form Designer
- Form Server
- User Licenses

LiquidOffice offers businesses the ability to add additional modules for expanded functionality.

**Optional Modules**

**Public Access Option** - Unlimited access to forms within LiquidOffice *extranet* using Web or email.

**Email Routing Option** - A form can be routed to an email address so that users without a login can participate on an ad hoc basis at any point during a transaction event.

**Advanced Process Manager** - Enables the design and execution of structured workflow processes from a centralized server.

SOLUTIONS

**Human Resources**

Employee self-service, time-off requests, performance evaluations, all personnel, policy forms

**Accounting**

Expense reports, purchase orders, requisitions, invoices, all financial processing forms

**Marketing**

Co-op marketing requests, lead processing, customer surveys

**Production**

Work orders, engineering change related documents

**Sales**

Sales forecasting, business reports

**Support/QA**

Bug reports, feature requests, customer feedback

VERTICALS

**Government**

- Tax Forms
- Vehicle Registration
- Business Licenses

**Healthcare**

- Patient Enrollment
- Insurance Claims
- Prescription Orders

**Financial Services**

- Loan Applications
- Credit Reports
- New Accounts

**Manufacturing**

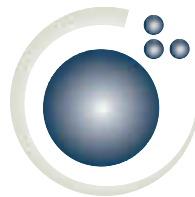
- Service Requests
- Specifications
- Job Orders

**Education**

- Admission Applications
- Financial Aid
- Student Transfers

CARDIFF SOFTWARE'S BUSINESS PROCESS AUTOMATION PRODUCT SUITE

**Only Cardiff offers an integrated suite of products that automates the entire transaction life-cycle for forms and documents - delivering businesses increased performance and measurable financial value.**



capture



process



connect

- **Cardiff TELEform® - Rich client data capture**  
Convert paper-based forms into digital data, dramatically reducing manual data entry.
- **Cardiff LiquidCapture™ - Web-based document capture**  
Workflow-driven document capture and indexing eliminates mailing and paper routing costs.
- **Cardiff LiquidOffice™ - eform process automation**  
Web-based workflow process for routing, tracking and approval of electronic forms and documents.
- **Cardiff Connect Agents - Enterprise application connectivity**  
Leverage existing business applications for data and document storage and management.

*Put Information to Work* - Cardiff™ Software is a leading global provider of business process automation solutions. Cardiff products provide an integrated suite that automates the capture and processing of business forms and documents, dramatically reducing the high cost of manual data entry and form processing. This raises employee productivity, improves customer responsiveness and increases revenue. Cardiff is the only solution for managing both paper and online forms and documents and is dedicated to providing ease-of-use, open standards and flexibility across its entire product line. In business since 1991, Cardiff has a global distribution network spanning every continent and more than 20,000 customers worldwide. For more information on Cardiff, visit [www.cardiff.com](http://www.cardiff.com).



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