



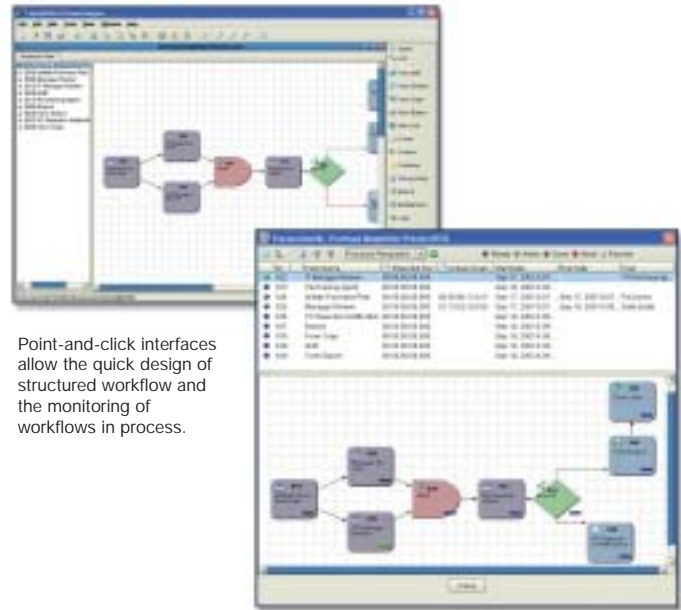
## Cardiff LiquidOffice™ Advanced Process Manager

### *Design, Deploy and Optimize Forms-Driven Processes*

The nimble enterprise will succeed. Today, and into the future, organizations will be successful if they have the ability to automate routine processes to reduce lag and find ways to quickly change the processes in response to the market. From customer interactions to payroll processing, the smart enterprise will have controls and capabilities to adjust daily functions to meet changing needs.

Advanced Process Manager for Cardiff LiquidOffice™ enables the design and execution of structured workflow processes from a centralized server. This extends the capabilities of LiquidOffice to not only manage internal forms-driven processes such as time-off requests and change-of-status forms, but also allows organizations to automate mission critical form-driven processes that require a structured workflow environment due to unique business requirements and regulatory compliance needs.

The LiquidOffice Process Designer is a graphical design application that allows business users to logically map the flow of a particular forms process with little or no coding. Process Designer integrates with the LiquidOffice Form Server and LiquidOffice Process Engine to provide a comprehensive server-based workflow environment that enables business users to define processes involving human and automated tasks, transitions, decision points, automated notifications, sub-workflows and more.



Point-and-click interfaces allow the quick design of structured workflow and the monitoring of workflows in process.

### Simultaneously Broaden the Capabilities and Efficiencies of the Enterprise

- **Improve Business Performance** - Increase employee productivity by reducing the time it takes to move forms through an approval process, handling exceptions and resolutions, and quickly reacting to changes in your business processes.
- **Reduce and Manage Risk** - Setup rules, deadlines, and alerts to enforce industry mandates, support increased regulatory compliance, and monitor your business operations.
- **Accelerate Business Decisions** - Deliver information to the right people at the right time.
- **Enhance Customer Service** - Respond quickly to customer requests, providing a higher level of customer satisfaction and retention.
- **Create Better Results** - Monitor and optimize business processes allowing users to focus more time on activities that grow the business.

## 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

## VERTICAL SOLUTIONS

### 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
- Procurement

### Education

- Admission Applications
- Financial Aid
- Student Transfers

### Cross Industry

- Benefits Enrollment
- Expense Reporting

## FEATURES

### Graphical Workflow Builder

The LiquidOffice **Process Designer** is a graphical design application that allows business users to logically map the flow of a particular forms process with little or no coding required.

### Roles-Based Workflow

Define workflows based around roles and relationships, where tasks are assigned based upon a job function or relationship, rather than to specific groups or individuals. Accommodates changes within the organization and promotes re-usability of business processes.

### Conditional Transitions

Create decision points in a workflow where a form or task will be directed to one of multiple paths based on a specific condition.

### Serial and Parallel Routing

Define a forms-driven process where two or more tasks can occur simultaneously, allowing multiple tasks such as reviews and approvals to happen concurrently, rather than sequentially. Joining of two or more parallel paths can be controlled by a specific condition.

### Escalation Exception and Handling

Identify and react intelligently to events such as process bottlenecks, deadlines, errors or rejection. Automatically re-route tasks, send alerts and status notifications.

### Sub-Processes

Break complex business processes into sub-processes allowing data to be transferred back and forth between the parent process and the sub-process and promotes the re-usability of business processes.

### Enterprise Application Integration

Custom scripts can be created for any task in a workflow, as well as creating a custom task to connect into enterprise business applications at various steps in a workflow.

### Real-time Process Monitoring and Reporting

Monitor the status of a process, and time associated with completing each task from central administration management console. Proactively take action on processes that stall and identify bottlenecks within a process. Create custom reports with a 3rd party reporting tool such as Crystal Reports to enable management to monitor business activity.

*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).



Cardiff Software, Inc.  
3220 Executive Ridge Dr.  
Vista, CA 92081, USA

Toll Free: +1 800.659.8755  
Tel.: +1 760.936.4500  
Fax: +1 760.936.4800  
[www.cardiff.com](http://www.cardiff.com)

Cardiff Software Europe  
77a Boston Manor Road  
Brentford, Middlesex  
TW8 9JQ, United Kingdom

Tel.: +44 (0) 208.326.1100  
Fax: +44 (0) 208.326.1122  
[europe.cardiff.com](http://europe.cardiff.com)