

LiquidOffice v3.0 strengthens Cardiff's position as the leading provider of a Web-based solution for online form-driven information processing for large businesses and public organizations. LiquidOffice v3.0 offers role based management enabling forms to be routed based upon roles and relationships rather than individual users. The new **LiquidOffice Advanced Process Manager** enables organizations to automate mission-critical form-driven processes that require a structured workflow environment due to unique business requirements and regulatory compliancy needs. The LiquidOffice Web interface has been enhanced to include a number of new Web user features and the form design expression builder enable forms driven processes to be designed and deployed quickly.

The new LiquidOffice v3.0 features have been separated into the following sections:

- eForm Design Features
- Process and System Administration Features
 - Ad hoc routing
 - Process administration and reporting
 - Server administration
 - Custom scripting and integration
- User Features
 - User Web desktop experience

For feature and benefit information on the new **LiquidOffice Advanced Process Manager**, please see the Advanced Process Manager Feature and Benefit document.

EFORM DESIGN		
Feature	Description	Benefit
Microsoft InfoPath publishing agent	Design an eForm with business rules and validations, and publish it to the new Microsoft InfoPath eForm format for server side routing, tracking, and approval.	<ul style="list-style-type: none"> • Create a single form with business rules and validations that can be published to HTML, PDF, and InfoPath. • Integrated LiquidOffice Server for two-way data exchange between InfoPath forms and back - office applications. • Enable Microsoft InfoPath forms to be routed tracked and approved today. • Convert existing forms into the LiquidOffice Form Design XML format that can then be published to InfoPath (requires third party conversion tool) • Leverage external HTML forms to initiate a form process internally, which can then be viewed as an InfoPath form.
Expression builder	Build complex form business rules and validations through a form design point and click interface. Define rules that set fields to entry required and/or read only based on other field data or create complex calculations.	<ul style="list-style-type: none"> • Build business rules and validations without writing script, thereby empowering the non-technical form designer to create intelligent eForms. • Adding business rules and validations ensures accurate information is collected.
Multi-key database look-ups	Setup database lookups to uniquely identify a database record value based on	Simplifies the setup and deployment of forms that require lookups to be based on multiple key values.

	multiple fields.	
Pica and point measurements	Measurements can now be displayed in inches, centimeters, millimeters, and picas/points.	More options to the designer to choose from when designing forms.
Transparency for all field type	Setup fields as completely transparent.	Allows for smoother use of background images, especially when importing an existing form.
Limit text to field size	Set text limitation to the actual field size for single line and multi-line entry fields.	Prevents users from entering more data into a field than can be viewed within the field.
Enhanced Form Designer performance	Design multi-page forms with hundreds of fields without performance issues.	More efficient design environment enables quicker form design.
Enhanced HTML form layout	Precision positioning of text, fields, and graphics provide a paper look and feel to an HTML form.	Maintains the look and feel of a paper form providing users with an easy to use HTML form interface.
Hidden field - initial values	Set hidden fields to default values or user profile fields.	Setting hidden fields (not viewable by the user) to data values can then be used in script, expressions, and later exported as data field values.
Set line and font size using tenths	Control the font size and line width down to tenths	Better control over the appearance of forms and helps maintain the exact look and feel of a form that is converted from another format like PDF.
Multiple initial values for list boxes	Allow form designers to set multiple initial values for list boxes.	Save the user filling out the form time in having to select multiple choices.

AD HOC ROUTING

Feature	Description	Benefit
Custom routing page instructions	Add instructional information to the route page for ad hoc routing processes	Routing instructions provide useful instructions to users when routing forms in an ad hoc (informal) environment.
Reject to originator	Rejecting a form allows the form to be routed back to the originator or previous sender.	More flexibility in rejection handling of ad hoc forms processes.
Roles-based routing	Route forms based around roles and relationships, where tasks are assigned based upon a job function or relationship, rather than to specific groups or individuals.	Simplify the steps for users to route forms to managers, supervisors, and other users based on their organizational role.
Auto add users to routing drop list	Previous routing recipients are automatically added to the routing drop list.	Users can avoid using the search page less often.
Show originator in CC list	Originator of form process is shown in the CC list.	Avoids any confusion as to whether or not the originator will receive a final copy.
Custom response page	Set the custom response page at form publishing time through the point and click form-publishing wizard.	Customize what the user sees after submitting a form.

PROCESS ADMINISTRATION & REPORTING		
Feature	Description	Benefit
Forms process monitoring	Monitor the status of form processes, allowing form administrators to proactively take action on forms processes that have stalled.	Monitor all forms routing processes from a centralized management console allows business users to quickly identify form routes that have stalled and escalate to other users or work queues.
Form usage report	Form usage report includes all LiquidOffice forms and external documents	Monitor access usage of all form documents in LiquidOffice. Make business decisions on when static forms (non-LiquidOffice) should be enabled for data collection and routing.
Transaction report subjects	Transaction report now includes the subject line.	Quickly sort form transactions based on the subject.
SERVER ADMINISTRATION		
Feature	Description	Benefit
Centralized Management through rich client application	The LiquidOffice Management Console is a rich client application that downloads seamlessly from the LiquidOffice Server enabling system and business administrators to manage users, permissions, folders, form settings, track process activity, and more.	<ul style="list-style-type: none"> Centralized management for all key form management controls that can be accessed anywhere Flexible application environment for administrators and business users.
Connect agent security	Another layer of security has been added to connect agents enabling administrators to limit which LiquidOffice users have access to configuring lookups, validations, and exports to back-end databases.	Prevent form designers and publishers from accessing sensitive back-end databases and applications.
Multi-LDAP support from a single LiquidOffice Server	Connect a single LiquidOffice Server to multiple LDAP Directory sources.	Synchronize with multiple LDAP directories allowing centralized user management and single sign on access for users.
Added flexibility to Security Role Setup for LDAP	Set LiquidOffice security roles to point at multiple LDAP groups or individual users.	Empowers the LiquidOffice administrator to setup LiquidOffice security roles based on many groups or individual users. Eliminates the need to contact the LDAP Administrator when a security role change is required.
Support for dynamic groups in Novell eDirectory	LiquidOffice Server supports querying dynamic groups in Novell eDirectory.	Users and Administrators will be able to browse Novell eDirectory and see the members of these dynamic groups all from within LiquidOffice.

USER WEB DESKTOP EXPERIENCE		
Feature	Description	Benefit
HTML email notification and additional links	Email notifications are automatically sent in HTML with links to the form and links to the users Inbox or Work Queue.	Professional presentation and quick form and folder links provide easy to use experience.
Work queue notifications	User preference setting for enabling/disabling notifications for work queues.	Users can set their own personal preference as to which work queues they wish to get notifications on when new forms arrive.
Work queue shortcuts and retrieving work	Provides shortcuts to commonly accessed work queues as well as allowing the system to automatically retrieve the next work queue item automatically.	<ul style="list-style-type: none"> • Users can control which work queues appear in their list. • Automatically retrieving the next item allows users to quickly review and approve forms without manually launching each item in a queue.
Sent Items folder	View forms that are in process or completed all from the sent items folder. See the form data change as it advances from user to user (based on form setting).	Users can view previously submitted form data.
Add attachments from Inbox	Add or view form attachments directly from the LiquidOffice Inbox folder.	Saves the user time in not having to open the form in order to view or add attachments.
Final copy to work queue	Add work queues as a final copy for a form.	Allows users to include users and work queues on final copy.
Form description in eForm repository	The form description and additional information appear in the form repository.	Allows users accessing eForms to quickly identify which form they need to complete.
CUSTOM SCRIPTING AND INTEGRATION		
Feature	Description	Benefit
User relationship connect agent plug-in	A plug-in type for setting up a user relationship connect agent to access and retrieve user relationships from an external database. Custom plug-ins can be created to connect into back-end user management applications as well.	Flexibility in retrieving roles and relationships from an external database or application in real-time. Roles and relationship information can be used both in ad hoc and structured workflow processes.
SOAP API enhancements	Through the SOAP API programmers can now add/delete attachments, manage users and roles, add script for Save for Later, access to event ID for saved or routed forms, database search form filter, event filter, improved error messages, and more.	Allows for tighter integration with third party applications.
Paper document API	Build custom connect agents that onramp scanned documents into LiquidOffice from scanners and multi-function peripheral devices.	<ul style="list-style-type: none"> • Partners and system integrators can now build connect agents to other scanners and multi-functional devices. • Enables the onramp of scanned documents into a workflow LiquidOffice.

Pre-fill form using post	Use field values received in a POST operation to pre-populate form fields.	Allows for pre-filling a form from another application.
Optional setting for UTF-8 encoding with XML connect agent	XML Connect Agent supports UTF-8 encoding	Support UTF-8 encoding standards for backend applications
Server script access to user profile fields	Set profile fields from server script.	Allows workflows to key-off user profile information.
Numeric script entry methods	Get and set numeric entry field with JavaScript numbers rather than strings.	This avoids the necessity for users to properly format a string according to the field's format options before setting the value, and to parse the string value to obtain a numeric value.
Expanded support for CSField methods on the server	A number of dynamic form field properties can now be accessed from server script.	Provides uniform field access to methods from both the server and client side scripting, and SOAP access.
Customize submit action list	The submit action list can be customized through script.	Provides flexibility in what the descriptions say within the Submit Action.
Dynamically Add Attachments to form routing processes	Server side script can be written to dynamically add attachments to an ad hoc or structured workflow process.	Provides flexibility in adding scanned or digital documents to a form that is currently in process.
Set Form Priority	Set form priority to low, normal, or high.	Users receiving form that have the priority set will see an indication in their Inbox or work queue.
Save for later entry point	Call script at the point a user chooses Save for Later.	Offers an additional entry point to make the product more flexible to meet customer needs.
Oracle9i support	Certified support for Oracle's latest database.	More options for companies who may be using Oracle 8i or 9i. Certified back-end connectivity to latest Oracle database for exporting form data.
Check-Recheck database connections	LiquidOffice will periodically check database connections and reconnect when a connection has failed.	Allows for better integration with back-end systems.