

Capture Information Digitally with Webforms for Xerox® DocuShare® Flex

Despite their central role in an estimated three quarters of business processes,* forms are as frustrating to work with today as they were 100 years ago. Redundant, time-consuming, error-prone — have you ever stopped to ask if there's a better way of doing things?



Paper forms and manual data entry may be the norm at most organizations. But they don't have to be. It's time to update forms to meet the demands of the modern workplace—with a paperless process that's as streamlined and efficient as the rest of your business.

WEBFORMS FOR XEROX® DOCUSHARE FLEX CAN REVOLUTIONIZE THE WAY YOU WORK WITH FORMS.

Webforms for Xerox® DocuShare Flex is an optional add-on to Xerox® DocuShare Flex designed to transform your processes by eliminating the time, costs and inefficiencies of paper forms and manual data entry.

- Replace static, error-prone paper and PDF forms with fully digital Webforms
- Create completely paperless processes for common business activities such as requests and approvals, purchase orders, onboarding and submitting applications
- Create slick, personalized, mobile-friendly Webforms with comprehensive and intuitive design and publishing tools
- Capture data and attachments from employees, customers and other users accurately with a complete audit trail
- Submit forms from the office or on the go, enabling mobile work processes
- Re-populate information to new forms by chaining them together, automatically triggering a next process—such as following new employee onboarding by ordering a laptop

HERE ARE SOME OF THE RESULTS WE'VE HELPED OUR CLIENTS ACHIEVE:

At a public university, students gain efficiency with on-line forms.



7x more applications for student services are now submitted annually



60% of files submitted via mobile device



Less manual data entry and fewer mistakes have improved the university's data and improved user experience



No more waiting to submit an application—students have more time

Let's automate your approach to forms.

Filling out forms doesn't need to be a headache. With our solution, you can digitize a process in days, go paperless and make data collection effortless.

Create a Webform to automate a process—in a snap.

Drag-and-drop fields to move them easily up and down, arranging them on the form.

Data Sources – Add auto-fill fields, and pick-lists of data values from CRM, ERP and other company systems.

Palette – Select items to build and style your form, such as checkbox types, messages, images and logo.

Using Webforms to design and style forms for your unique business requirements will help users fill out forms more efficiently, to trigger the right processes.

The screenshot shows the 'EDIT FORM TEMPLATE' window for a form titled 'ABC PO Sample'. It is in 'Step 2 of 3: Build the form.' The interface is divided into three main sections: a 'DATA SOURCES' list on the left, a 'PALETTE' of form elements in the bottom left, and a main form design area on the right. The 'DATA SOURCES' list includes 'Purchase Order', 'PODetails', and 'XYZ Invoice', each with a search icon. Under 'Purchase Order', there are fields like 'Purchase Order ID', 'Purchase Total', 'Status', 'Request Date', 'Customer ID', 'Customer Name', 'Customer Phone', 'Customer Address', and 'Customer Contact'. The 'PALETTE' contains various form elements such as Dropdown, Radio, Checkbox, Section, Repeat, Tabs, Panel, Table, Message, Link, Trigger, Signature, Form Viewer, Text, TextArea, Date, EMail, Money, Phone, Quantity, Number, T/F, Image, PageBreak, and ComboBox. The main form area shows a preview of the form with fields for 'Purchase Order ID', 'Purchase Total', 'Status', 'Request Date', 'Customer ID', 'Customer Name', 'Customer Phone', and 'Customer Address'. A 'print' button is located above the form fields. At the bottom of the window, there are buttons for 'Test Form', 'Save Form', 'Cancel', 'Previous', and 'Next'.

DESIGNED WITH THE WAY YOU WORK IN MIND, WEBFORMS FOR XEROX® DOCUSHARE FLEX IS AS INTUITIVE AS IT IS EFFECTIVE.

Now with Webforms, create exactly the forms you want:

- Customize them with your company logo
- Add design elements
- Quickly define fields that capture data
- Define picklists of options
- Use data lookup of values from an ERP or data system, such as customer ID, or purchase order number
- Chain forms together to start a different process, based on options selected

Quickly capture critical content, enforce business rules and empower your employees to automate processes, so they can adapt to new requirements for digitization and efficiency.

WE CAN HELP IMPROVE THE WAY YOU WORK.

Let us put our experience in automation and our technology expertise to work accelerating your processes, enhancing efficiency and making it less tedious to fill out forms.



TRANSFORM YOUR WORKPLACE.

Stem the tide of documents flooding your office and enhance the way you work with document capture, document automation and cloud-based sharing made easy. Agile and adaptive, **Xerox® DocuShare Flex** Content Management Platform can help organizations of any size achieve lower costs and higher results.

Learn more at xerox.com/DocuShareFlex

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