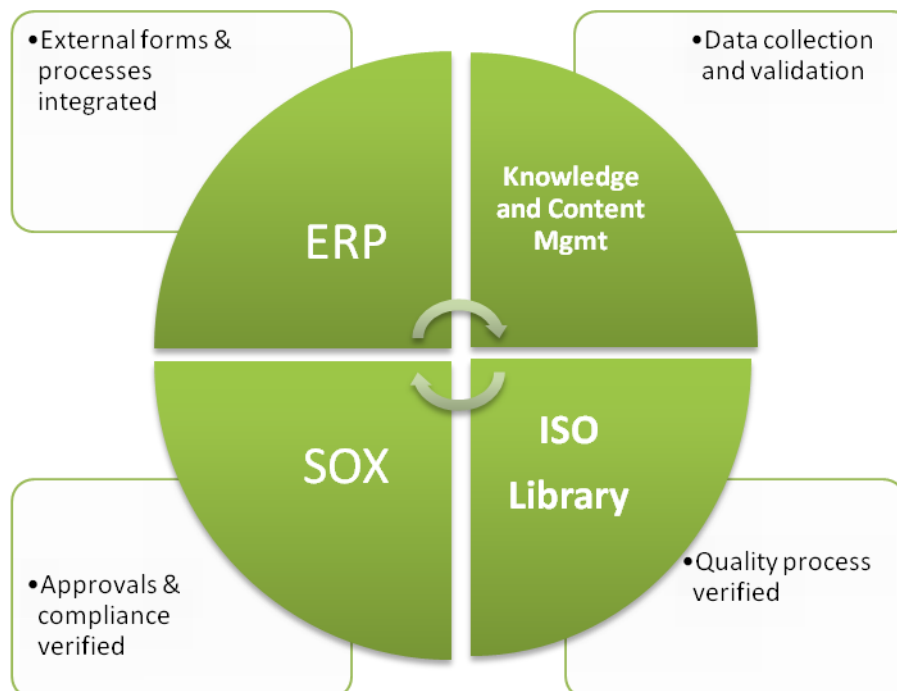


## Automating Forms-Driven Processes

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

Integriform introduces Nexxis eForms - a powerful, Web-based software solution for creating, deploying and automatically managing the routing, tracking and approval processes for electronic forms. Nexxis eForms is a simple and cost-effective way for businesses and organizations to automate their corporate forms and approval processes.

Nexxis eForms converts, creates, routes, tracks, and provides electronic approvals for online eForms using industry standards and formats. Unlike a traditional document which is detached from business processes, systems and data, the Nexxis eForm knows how to navigate processes between people and systems securely in order to ensure data accuracy and integrity.



### Benefits:

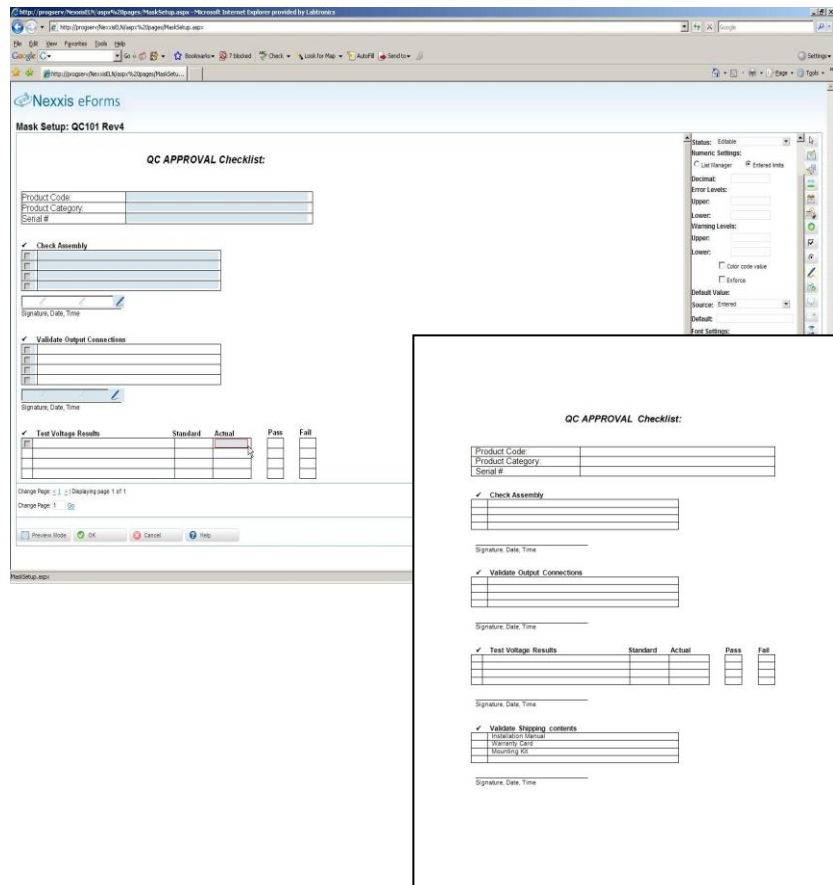
- Rapid ROI**
- Increased productivity**
- Reduced operational costs**
- Ensured regulatory and/or quality compliance**

## How do Nexxis eForms work?

Each paper-based worksheet is converted to a Nexxis eForm Template by capturing an image of the document. Nexxis tools are then used to add automation to the document. This conversion can be done by the Nexxis team or by the user. Once converted, the eForm template can run from Nexxis each time the procedure is required.

The image that is displayed on the screen is virtually the same as the paper document. Slight differences include features such as buttons to automate data collection, highlighting to indicate the next section to be completed and added electronic signature blocks. Since the image has not changed, virtually no training is required to use the new document.

Although the displayed image looks just like the paper document, it functions quite differently. The activities on the document are continually monitored and the user is closely controlled by the automated Template. This provides maximum security and ensures compliance with required procedures.



The screenshot displays the Nexxis eForms application in a Microsoft Internet Explorer browser window. The main content area shows a 'QC APPROVAL Checklist' form titled 'Mask Setup: QC101 Rev4'. The form is divided into several sections, each with a checkmark and a signature line:

- Product Code:** A table with columns for Product Code, Product Category, and Serial #.
- Check Assembly:** A table with columns for Product Code, Product Category, and Serial #.
- Validate Output Connections:** A table with columns for Product Code, Product Category, and Serial #.
- Test Voltage Results:** A table with columns for Standard, Actual, Pass, and Fail.
- Validate Shipping contents:** A table with columns for Quantity, Material, and Quantity.

The right-hand sidebar contains various settings and options, including 'Status: Edition', 'Numeric Settings', 'Color code value', 'Default Value', 'Source: Entered', and 'Default: Defaults'. The bottom of the browser window shows the address bar and navigation buttons.

## A Web-Based Solution

Nexxis eForms is a zero footprint web application solution, allowing access using Microsoft® Internet Explorer®, and eliminating the need to install software on the client. While the Web Client manages the user interface, the application logic and data management are handled by the central Forms Manager and Web Server. This simplifies deployment of Nexxis eForms and reduces the time and effort required to manage the system, ensuring superior integrity of your business processes.



## eForms Workflow Automation

Nexxis eForms includes a Forms Manager that helps manage document workflow by:

- Controlling who can initiate an eForm document
- Scheduling work and allocate documents to appropriate individuals or groups
- Tracking the progress of each document and easily review work in progress
- Enforcing a specified multi-level approval process if required
- Enabling review of completed documents.

## eForm Repository and Data Storage

Completed eForms are stored both as data records in a results database as well as complete PDF files. Storing the data in both formats provides the best of both worlds – easy access to results as well as complete document images.

The result database can be used for customized reports, inter-document analysis and reports, trend analysis and integration with external systems. For example, data from a number of documents can be pulled together to create a Certificate of Analysis or a Product Release Form.

The complete document is also saved as an encrypted PDF and can be viewed at any time. Additionally, custom reports can also be saved as PDF files for future reference. This provides a very easy and secure way to review results.

## Data Connectivity

In addition to these standard storage mechanisms, the data can be sent to any other open system including MES, ERP, data management systems or custom databases.

## Some Applications

- **ISO Compliance**
- **Sarbanes-Oxley Compliance**
- **Manufacturing Quality Control**
- **Maintenance Inspection checklists**
- **Employee onboarding**

## Nexxis eForms

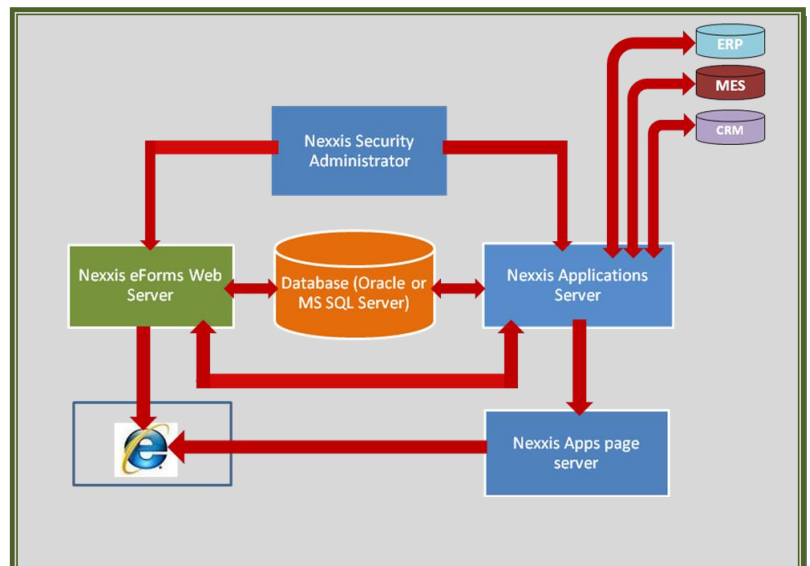
The standard version of Nexxis eForms is licensed per concurrent user and includes the following:

- Full user authentication and access security supporting LDAP directory services
- Form setup functionality, starting from a PDF document
- Supports multiple page and multiple section forms
- Entry controls including, text, numeric, multi-line text, time/date stamp, signature stamp, radial buttons, checkboxes, locally entered selection lists and image insertion
- Form worksheet for execution c/w full audit trail
- eForms Manager
- Up to 3 approval levels and 2 approval paths (for concurrent approvals)
- eMail notifications for form execution, approval and completion
- Form and data storage for audit and printing purposes

## Nexxis eForms PRO

In addition to the standard features, the PRO version includes the following capabilities:

- Validate data from external sources
- Populate form fields from external data sources
- Send data to external applications (e.g., ERP or MES systems)
- Build more complex workflow and approvals processes



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