

## Mobile Forms

### What It Is

OnBase Mobile Forms empowers remote work forces to reap the full benefits of an organization's networked, integrated document management and workflow capabilities.

Developed for portable devices such as laptops, Mobile Forms enables employees to complete business-critical forms electronically while disconnected from the corporate network. Upon connection or synchronization to the network, forms are uploaded to the OnBase document repository. Once uploaded to the OnBase system, Mobile Forms are available throughout the organization and can initiate complex Workflows for further processing. Mobile Forms are rapidly deployable and require no custom programming on implementation, ensuring organizations can realize further reduce costs and improve processing efficiencies.

### How It Works

When a user completes a form, the resulting data is stored on their portable device until it is uploaded at a later time. When synchronization is initiated, the Mobile Forms program encodes the completed forms into a standard HTTP request, which is processed by OnBase Web Server. The Web Server "unpacks" the documents and archives them into the OnBase document repository for retrieval and workflow. For successful uploads, the Web Server will respond to the upload request with a message stating the success of the operation. Forms that were successfully uploaded will be removed from the user's device.

Mobile Forms users can eliminate much of the work associated in the field with paper-based practices and, processes for the importing information into electronic document repositories.

### Who Will Benefit

Delivery personnel, insurance claim adjusters, police officers, contractors, utility personnel and home inspectors are just some of the professionals who will benefit from the elimination of the normal disconnect associated with these types of applications.

### Technical Features

- Easily distributed to multiple users without complicated setup
- Rapidly deployable
- No custom programming to deploy
- Fill out forms anytime, anywhere on a laptop.
- Preview and make changes to forms before uploading them

### Business Benefits

- Eliminate double duplicate/redundant work of writing notes/filling out paper forms onsite and later entering the info into a system
- Standardize how forms are filled out using drop-downs, check boxes, etc. - even when they are being filled out "in the field"
- Reduce costs
- Improve processing efficiencies/expedite processes

### System Requirements

- OnBase Mobile Forms Server License
- OnBase Mobile Forms Client License
- OnBase E-Forms
- Internet Information Server 4.0+
- Windows 98, NT 4 Workstation/Server, 2000, XP
- Supported SQL Database (SQL Server 7/2000, Oracle 8+, Sybase SQL Server 11.5, Sybase SQL Anywhere 5.5.04/7.0.1)
- If they are processed by Web

**HYLAND**  
**SOFTWARE**

28500 Clemens Road • Westlake, Ohio 44145 • p.440.788.5000 • f.440.788.5100 • www.onbase.com

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