

## WorldView E-Forms

*Reduce the time between submission and completion of business processes while improving your organization's overall productivity.*

### Overview:

With WorldView's E-Forms Product Module, you have the ability to complete and submit HTML forms directly into the WorldView document management system. Since the forms are created electronically, E-Forms reduce the paper waste you commonly experience with traditional scanning and importing of paper-based forms. And, when used in conjunction with WorldView's Workflow Product Module, the submission of an E-Form can trigger the start of a workflow automated business process. As the workflow process evolves, your employees can access the E-Form to update their tasks. Using WorldView E-Forms, a complete audit trail of the entire workflow process is created.

E-Forms can be customized to work with any departmental process in your organization. However, the greatest benefit to WorldView E-Forms is the ability to use keyword logic with any of the entry field mechanisms (i.e. push buttons, menu lists, etc.) that may be found on the form. For example, if a new service request is marked on the form, the value placed in the entry field is used to index the information, and once the form is submitted, the value initiates other business processes within the workflow.

### Benefits:

WorldView E-Forms allow users – whether they're your employees, customers, partners

or other third parties – to collaborate electronically via any interface that supports standard HTML. This significantly reduces the time between submission and completion of your business processes, improving your organization's overall productivity. You will also enjoy the reduction of paper costs in terms of purchasing, scanning, management and archiving. All of which will have a rapid impact on your ROI. >

General Notice of Claim	
Please use the form below to notify our agency about a claim towards your policy. You will be contacted shortly by one of our qualified representatives. This does not constitute a claim until confirmed by one of our agents.	
Policy Holder Information	
Name Insured:	<input type="text"/>
Address:	<input type="text"/>
Phone #:	Work <input type="text"/> Home <input type="text"/>
Email:	<input type="text"/>
Insurance Company Name:	<input type="text"/>
Policy Number:	<input type="text"/>
Time and Description of Occurrence/Claim	
Time & Date of Loss	Time <input type="text"/> <input type="radio"/> a.m. <input type="radio"/> p.m. Date <input type="text"/>
Location of Loss:	<input type="text"/>
Description of Loss:	<input type="text"/>
Authority Notification	
Were the Police or Fire Dept. Called?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, which Authority?	<input type="text"/>
Report Information	
Reported by:	<input type="text"/>
Title (if any):	<input type="text"/>
Date:	<input type="text"/>

Above screen shot shows example of an electronic form. E-Forms can be customized to work with any department process within your organization.



**Description:**

Electronic Forms are easy to create using the E-Form Editor found in the WorldView document management system. E-Forms can also be created in a wide variety of HTML Editors, such as Microsoft FrontPage, Microsoft Visual InterDev, NetObjects Fusion and Adobe GoLive. WorldView E-Forms can take on any design you choose in order to meet your specific business needs. The ability to utilize entry field mechanisms contained on the electronic form with other features in the document management system is one of the greatest benefits to WorldView E-Forms.

<b>Loan Application (Final 1003) App-1</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the loan amount correct?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the purpose of the loan completed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have all pages signed and dated? (Minimum of 4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there are any corrections, is each one initialed by the borrowers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the borrower and employment information completed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="button" value="Submit"/>			
<input type="text"/>			

Screen shot example of an electronic "review" form used in conjunction with the workflow module.

