



Fortis FormIt At-a-Glance

Drag-and-drop technology creates Web 2.0 forms and puts data to work

Feature	Advantage	Benefit
100% browser-based	Complete online forms with any common Web browser via an Internet connection	<ul style="list-style-type: none"> - Eliminate paper for "Go Green" initiatives - "Outsource" data entry to the form submitter - Embed forms into existing Web pages - No need to deploy client software - No need to install browser controls
Create forms via drag-and-drop	Create electronic Web-based forms without HTML/ASP or coding experience Use predefined controls to collect information such as name, date, address and cost	<ul style="list-style-type: none"> - Easy to use and administer - No need for technical expertise - Easy to create custom forms - Easy to change existing forms
Can integrate directly with Fortis	Capture completed forms directly into Fortis	<ul style="list-style-type: none"> - Lower capture costs - Reduce print and toner costs - Eliminate mailing and distribution costs
Can integrate data with line-of- business applications	Feed data into line-of-business applications upon form submission	<ul style="list-style-type: none"> - Eliminate duplicate data entry - Process information faster
Use form data as Fortis document index data	Automatically populate Fortis index fields	<ul style="list-style-type: none"> - Facilitate document retrieval - Trigger workflow based on index data
Can configure to populate related forms with common data	No need to rekey recurring data, such as name and address, across multiple forms	<ul style="list-style-type: none"> - Complete forms faster - Increase data accuracy
Dynamic form behavior	Create dynamic behavior, such as conditional sections or computed values like invoice total, based on business rules	<ul style="list-style-type: none"> - Provides QA on form accuracy with immediate feedback - Enforce entry of required data - Build in business logic to accommodate for all variables
Dynamic form data	Pre-populate form data from databases and other sources	<ul style="list-style-type: none"> - Complete forms faster - Eliminate redundant data entry
Upload and submit attachments	Link supporting documentation to submitted forms	<ul style="list-style-type: none"> - Capture all information at once - Enhance decision making
Collaborate on complex forms	Multiple users can work on forms which are automatically maintained on the server	<ul style="list-style-type: none"> - Promote teamwork - Share information more effectively
Advanced security	View and submit forms over secure 128-bit encrypted connection	<ul style="list-style-type: none"> - Leverages industry-standard security - Works in conjunction with existing Fortis security policies

Common uses for **Fortis FormIt**: Employee onboarding, mortgage applications, tax forms, auto purchase deal jackets, insurance claims, purchase requisitions, surveys, time sheets, annual enrollment, college admissions and HR evaluations



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