



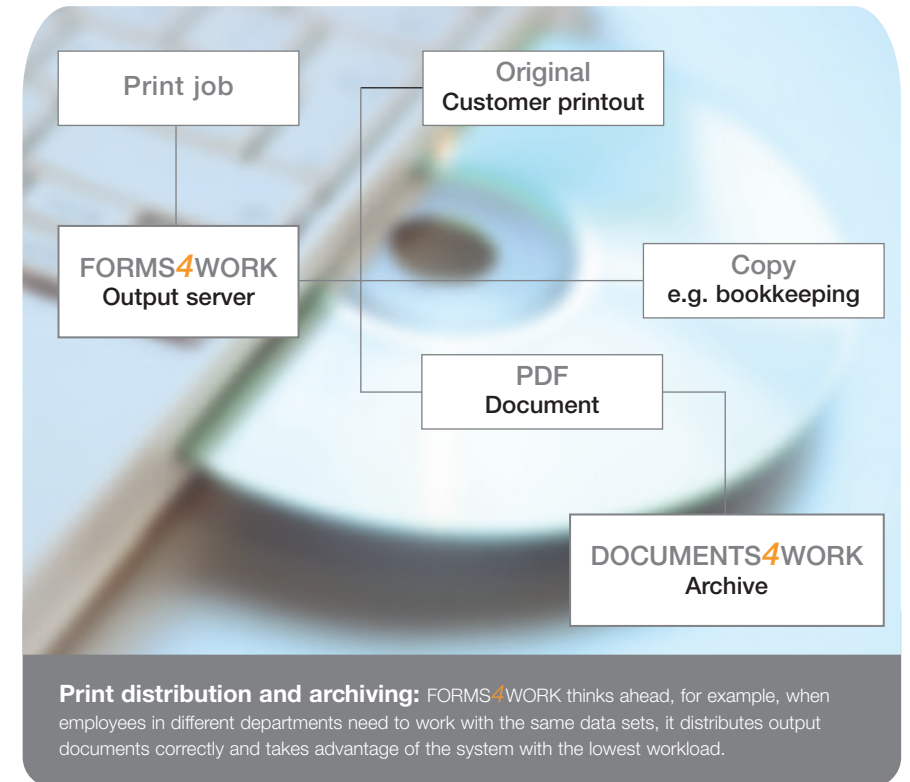
**FORMS4WORK**

## FORMS4WORK – AN INTELLIGENT WORK DISTRIBUTION SYSTEM.

Despite the continuous development of electronic data transfer, documents in paper form cannot yet be dismissed entirely. This makes it even more important than ever to automate, simplify and speed up business processes. For the output of documents, every department within a company refers to specific standard forms that contain recipient-specific information. Often, these forms have very different visual properties, where stringent compliance with the corporate design can no longer be guaranteed. The finished business documents that are ultimately issued are, for the most part, subsequently copied, dispatched, archived and passed on to other departments. This not only presents sources of error, but is also time- and cost-intensive. So as not to get bogged down in daily paper-warfare, we offer you FORMS4WORK, an intelligent output management system that becomes the central control element, making an important contribution within the company both when dealing with business activities and promoting the corporate design.

### BRINGING ORDER TO THE DOCUMENT FLOW.

With the FORMS4WORK software, you are able to initiate a print job and send it to different locations, all without leaving your desk. For example, the final document will be issued as an invoice to sales and a copy, instead of a barely legible carbon copy, ends up directly in the bookkeeping. At the same time, FORMS4WORK generates a PDF of the print data stream and stores it in an electronic archive. FORMS4WORK can generate rule-based information that is stored depending on the document. For example, an invoice that is marked as “collection” in the “mode of dispatch” field automatically generates a delivery



note that is printed in the warehouse, while one marked as “dispatch” results in an output in the dispatch department. In the process, special printer languages, such as IPDS, XES or Metacode, are converted into the standard PCL format, so that high-quality laser printers can effortlessly print the documents.



## KEEP AN EYE ON THE CORPORATE IDENTITY – WITH EFFECTIVE FORM DESIGN.

All business documents used within the company should present a homogeneous appearance. Forms ranging from letterhead right to standard footnotes can be created using popular programs such as Microsoft Word and stored centrally on the server. Product-specific information, such as barcodes, can also be centrally managed by the FORMS4WORK output server. This guarantees that only the current version of the document is accessed. It also ensures that existing IT systems are not interrupted or restricted in their operation. Of course, FORMS4WORK also enables the reproduction of documents on multiple standard forms, whereby different cassettes or paper trays in the output system can be triggered in a targeted manner.



## FEATURES:

- Distribute documents amongst several output systems, depending on content
- Process large output quantities quickly
- Task-related cassette and paper tray triggering
- Simultaneous electronic archiving and printing
- Standardise forms instead of illegible carbon copies and stock-keeping of pre-printed forms
- Optimal further processing of document batches



## ESTABLISH EFFICIENCY WITH FORMS4WORK, THE OUTPUT MANAGEMENT SYSTEM.

Whether you need to process large quantities of documents quickly within your company or want to put an end to barely legible carbon copy paper, FORMS4WORK makes daily dealings with paper considerably easier. And at the same time, you can achieve real savings, because your capacities are used efficiently. The time and effort required for the administration of a mountain of pre-printed forms is a thing of the past, because the software takes on this work effortlessly and quickly.

### ADVANTAGES:

- Reduced form management costs
- Improved workflows because of automation
- Uneconomical pre-printed forms replaced by reasonably priced blank paper
- High-quality laser printing for forms, plus automatic copy
- Sensible use of output capacities

### PRODUCT REQUIREMENTS:

- Standard PC, min. 512 MB RAM, TCP/IP connection via Ethernet or Token Ring
- Operating systems: Microsoft® Windows NT/2000/XP Server™ or NT/2000/XP Workstation™. Windows NT requires SP6 or higher. Microsoft®, MS-DOS™, Windows™, Windows XP™, Windows NT™ and Windows 2000™ are registered trademarks of the Microsoft Corporation in the US and/or other countries.



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