



JetForm

FILLER

Version 4.3
for Windows® 3.1 and
Windows 3.11 for Workgroups

Automated Form Filling to Streamline Business Processes

JetForm Filler is the world's leading electronic forms filling software tool. It lets users fill in forms quickly, painlessly, and accurately. It's a productivity tool that enables users to complete forms in a fraction of the time it takes to manually complete a paper form.

Automatic calculations ensure that numeric fields are error-free and the totals always add up. "Must fill" fields ensure complete forms every time. Protected fields let the user view sensitive information, but not change it. And a spell checker helps to eliminate typing errors.

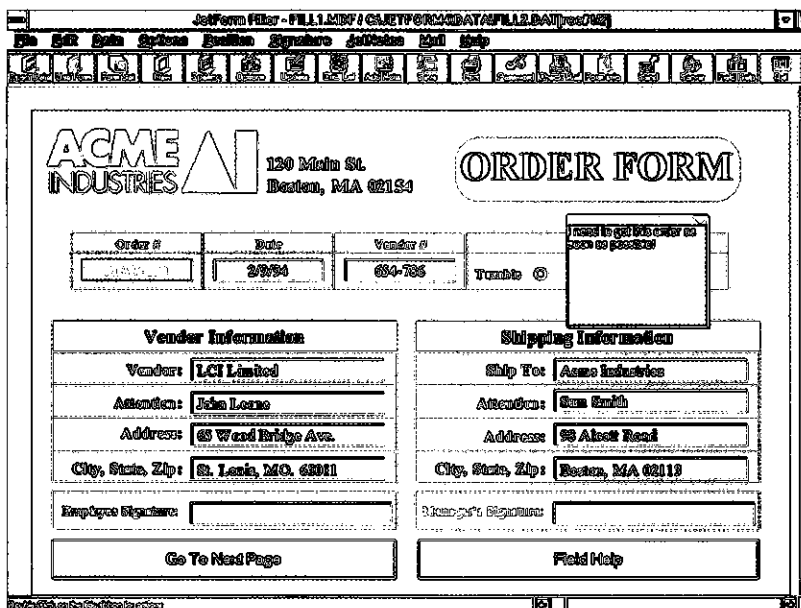
Forms for the Web

JetForm Filler is tightly integrated with the Web as a helper application for Microsoft® Internet Explorer and Netscape Navigator, or as a plug-in for Navigator.

With JetForm Filler, electronic form filling is more accurate and more productive.

Intelligent forms speed data entry and improve accuracy.

Web-based forms bring those same features to the intranet or the World Wide Web. And JetForm Filler delivers routing, tracking, and database integration to streamline your business processes.



The combined advantages of JetForm Filler's comprehensive feature set make it an ideal front end for automating business processes of all types.

Intelligent Forms

No more incomplete forms, no more missing information with JetForm Filler. Intelligent forms offer on-screen pick lists, and database lookup capability make finding the right information easy.

Complete forms can be printed, faxed, sent by e-mail, or uploaded into your existing business applications.

JetForm's Web filler technology provides the same intelligent filling features, and Web forms work seamlessly with client Web browsers to make users more productive on the intranet or the World Wide Web. It's your window to the world of electronic commerce.

Forms on Track

You'll always know where your form is in the process. JetForm Filler maintains a

database log of each person a form is sent to. By querying this database users can get the exact status of any form, any time.

S t r e a m l i n i n g B u s i n e s s P r o c e s s e s ™

Customize your workspace

- Customizable button bar allows you to set up a work space that reflects the way you work.
- Optional 3-D look.
- Form categories allow you to quickly find forms by category — for example expense forms, purchase orders, personnel forms.
- Form sets give users instant access to related sets of forms. Enter information once, and appropriate areas of other forms are filled in automatically.
- JetNotes let you quickly annotate a form with additional information just like an electronic Post-it note.

Accurate data entry and validation

- Electronic signatures — specific fields or whole forms can be locked by signature.
- Context-sensitive, field-specific help makes every form self-explanatory.
- Data validation rules perform range and numeric field checks, ensuring forms comply with corporate guidelines.
- Automatic date, time, and page numbering.
- Serial number fields increment automatically.
- "Must-fill" fields ensure users cannot submit incomplete forms.
- Protected fields allow users to see information but not edit it.
- Automatic field calculations support over 90 arithmetic, financial, date, and logical functions.
- Data pictures correctly format numeric entries such as telephone, currency, and social security numbers.
- Choice lists speed up data entry by giving you a list of possible data entry items. Choice lists can be user-defined or linked to database information.
- Scrollable fields allow for unlimited text entry.
- Spell-checking eliminates typing errors, ensures correct data entry.
- Multi-page forms can automatically pass repeated information from one page to the next, eliminating repetitive typing.

Access your corporate data

- Automatic form fill-in eliminates repetitive entries by having the database automatically enter data field-by-field.
- Select groups of records and view records within a form; quickly move between different records.
- Query your database directly with user-entered values to retrieve specific information.

Robust cross-platform routing

- Circulation lists allow users to access the e-mail address book to establish on-the-fly form routing when a form doesn't have a fixed route.
- Return-to-sender allows users to return a form to anyone on the route preceding them.
- Receive forms via e-mail and view by category — for example, view only expense forms.

Form tracking

- Enterprise — JetForm Filler maintains a database log of each person a form is sent to on a given route. The user can query the tracking database to find the status of a form. Forms can be tracked by a variety of criteria, including originator, date sent, and form type.
- Personal — tracking notices are sent to user-specified mail addresses as the form moves.

Printing

- Supports printing through Windows or using JetForm's optimized print drivers which are 3-to-5 times faster than Windows drivers.
- Supports printer macros so you can send forms to the printer once and subsequently only the data needs to be sent, reducing print times.
- Alternative form printing allows users to specify an alternative form to print.
- Bar code generation based on user input. Supports most common bar code formats, including UPC-A, 2 of 5, 3 of 9, Code 128, Codabar, EAN 8 and 13, and postal.

Multiple Platform and Database support

JetForm enterprise-wide solutions support a range of server platforms and databases, so you can leverage your hardware and software investment and ser-

vice multiple client application needs. In addition to 32-bit and 16-bit Windows platforms, you can deploy your e-forms on OS/2, Macintosh, UNIX, and Java.

ODBC-compliant drivers are available for the following databases: Btrieve, Clipper, DB2, dBASE, Excel, Informix, Ingres, NetWare SQL, Oracle, OS/2 DBM, Paradox, Progress, SQL Base, SQL Server, Sybase, XDB.

The Leader in Enterprise-Wide Forms Automation

JetForm Corporation is the recognized leader in enterprise-wide electronic forms and form-based workflow software. With its headquarters in Ottawa, Canada, JetForm has offices in North America, Europe and the Pacific, providing form-based solutions to customers around the world. Many of today's premier information services vendors — such as IBM, Hewlett-Packard and Unisys — include JetForm products with their own offerings.

Highlights

- Support for DDE and OLE 2.0
- Supports any VIM or MAPI e-mail system, including MS Exchange, Lotus cc:Mail, Lotus Notes Mail, HP OpenMail, Banyan IM, Beyond Mail, and Novell GroupWise 4.1.
- Built-in forms intelligence
- Web integration
- Cross-platform capabilities

System Requirements

- IBM PC or compatible with an 80386, 80486 or Pentium processor
- Windows 3.1/3.11 or later, with DOS 4.01 or later
- Minimum 4MB of RAM (8MB recommended)
- Hard disk with 5MB free space



For more information visit our web site at www.jetform.com
or call 1-800-JETFORM (538-3676).

Headquarters 560 Rochester Street · Ottawa, Ontario K1S 5K2 Canada ·
+1 613 230-FORM (3676)

UNITED STATES: Waltham, MA - Falls Church, VA - Dallas, TX - Pleasanton, CA - Duluth, GA • CANADA: Ottawa - Toronto • UNITED KINGDOM +44 1905 795079 • FRANCE +33 1 41 10 01 41 • GERMANY +49 211 9917 175 • SWEDEN +46 8 658 17 10 • AUSTRALIA +61 2 9954 9000 • NEW ZEALAND +64 9 262 2302 • SINGAPORE +65 337 0688 • CHINA +86 10 6846 7118

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