



**Reform**<sup>®</sup>  
STREAMLINE DOCUMENT WORKFLOW

# Form Filler

Form Filler is an innovative solution that replaces paper forms with electronic ones and allows users to access, fill in and process them from the desktop or the MFP. With Form Filler, users can select the form they need from an entire library of forms listed right on the user's workstation or the MFP screen, providing on-demand access to important forms. Not only does this provide convenience, but it also ensures that the most up to date forms are being utilized throughout the entire facility. By using Form Filler's lookup function, specific client information can be used to automatically fill in some of the form fields so the form is printed with accurate and legible information. As a result, the potential of fatal errors due to unclear handwritten information are eliminated and the quality of customer service is improved. Additionally, when forms are completed and scanned, Form Filler can intelligently distribute them to any needed devices such as printers, fax, email and archive systems, enabling automatic communication of important information to different departments, offices, customers and the digital archive system.

## Convenient, Centralized Access

- Form Filler converts pre-printed forms to electronic format, so they can easily be updated and modified if needed.
- Forms are stored in one central location, guaranteeing that the same forms are being used throughout the organization.
- Users can conveniently access all forms upon login at their workstation or any MFP on the network.
- The list of accessible forms can be set to vary depending on the user or group, with certain forms only being available to specific individuals.

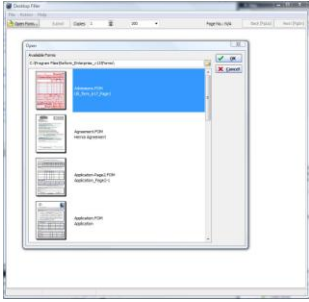
## About Reform<sup>®</sup>

*Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform will capture the print stream from any operating system, application, or device; enhance it; and intelligently distribute it to printers, fax, email and archive systems, improving the operating efficiency of any organization.*

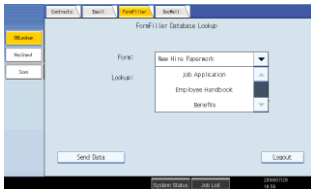
Visit us on the web: [www.fabsoft.com](http://www.fabsoft.com)

# Form Filler

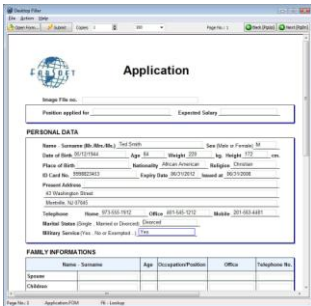
## Form Filler Screenshots



Select form from the desktop



Select form from the MFP



Populate form from the desktop



Populate form from the MFP

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## Increased Accuracy

- Relying on hand-written information on forms can be unreliable.
- With Form Filler, employees can lookup client information and use it to automatically fill in the form fields.
- Details can also be entered directly from the desktop or the MFP screen if the customer information is not on file.
- When the form is printed, it is populated with information that is easy to read - eliminating the potential of critical mistakes.

## Automatic Distribution

- All documents printed with Form Filler are tagged with a unique Tag Doc barcode, which is associated with information on the form – customer name, order #, ID, etc.
- Printed forms can be given to customers or employees to complete.
- Upon scanning the document, the Tag Doc barcode is recognized.
- Automatically, the form is sent to a printer in a different department, faxed to the home office, emailed to the customer and archived to the digital archive system.
- If the document needs to be referenced in the future, searches can be performed using any data that was on the form, for quick retrieval.

## Form Filler Example

For example, a health insurance claim form is needed for the patient to fill out. With Form Filler, the receptionist simply goes to the MFP screen or their workstation and selects the name of the form from a drop down list of hospital forms. After selecting, the receptionist looks up and selects the specific patient's name from the hospital database. This information is used to automatically fill in the form fields such as name, address, phone, insurance company etc. and the form is then printed. As the patient goes through the hospital visit, the rest of the form fields are hand-written and signed accordingly. When finished, the completed form is scanned and automatically routed to the printer in the Accounts Receivable department, faxed to the patient's insurance company and archived to the hospital's document repository.

## Benefits of Form Filler

- Streamlines form management and processing, and improves the quality of customer service.
- Eliminate costs and time wasted on managing and storing paper documents.
- Conveniently access and print forms on demand from any MFP or workstation.
- Guarantee that the most up to date forms are being used throughout the facility.
- Automatically fill in forms with client information.
- Remove the potential of fatal errors due to inaccurate and illegible information.
- Automate distribution of completed forms to printers, fax, email and archive systems.