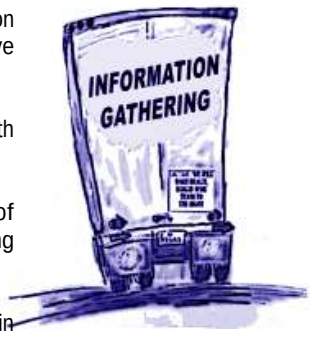
Field Office Forms

Managing Information in the fast lane

July 2005

Overview



Field Office Forms play a very important role in every financial organization. They serve as the vehicles of information gathering catering to diverse categories of users. As the technology world makes rapid strides, all organizations move towards making their forms more interactive and electronically user friendly to facilitate the filling up process.

Thus, the world of software solutions is witnessing a surge in the demand for the creation of these forms in keeping with latest technology developments.

The other area of focus is the distribution of update forms in the field to make sure that users use the latest version of the forms. Document distribution also plays a key role in terms of keeping the forms up to date. Moreover, while making changes to these legal documents, security is also an important factor to consider.

In addition to the issue of security, these forms also need to have different security levels based on certain characteristics that can be defined. To handle the security issues, document certification and password protection can be used in most instances.

How ebusinessware Can Help Clients..

We at ebusinessware have vast experience in the area of creating and updating field office forms. In tune with diverse clients' forms management programme requirements, teams at ebusinessware can guide clients with the industry best standards for uniformity and simplicity of forms simultaneously improving their appearance and the functional efficiency.

A glance at the details of ebusinesswares offerings in this area reveals the following:

1. Creating forms for field office for financial institutions.
2. Creating field over the blank forms for enabling the filling up process electronically.
3. Implementing dynamic validations and formatting to the form fields.
4. Implementing complex event driven JavaScript on these forms.
5. Programmatically filling these forms through the application using application XML or variables.
6. Applying formatting including COMBs (see Fig: 1.1 below) in order to make the forms more presentable.

Account Number

Fig 1.1: Example of using Combs in the Forms.

Distributing Field Office Forms

We also have the experience of working with various document workflow management systems that include Adobe Form Server and Adobe Document Server.

Embedding Security in the Forms

Our offerings include the protection of the forms by using document certification and other security features like document expiry, password protection, etc in the clients' forms.

Digital Signatures

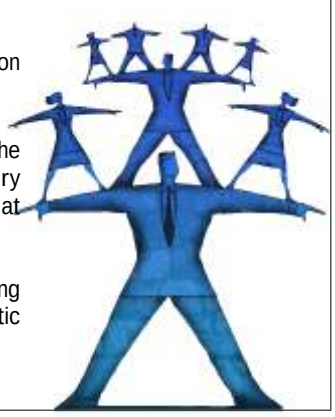
We have extensive experience in working with digital signature technologies. This includes working with Wet Signature platforms.

What is the ebusinessware Advantage?

ebusinessware has expertise for providing our clients with a variety of document management services. We also have extensive experience in working with Adobe technologies and implementing electronic signature platform solutions.

UniRAD

Apart from able leaders, the guiding force in ebusinesswares processes is UniRAD, the companys solution implementation methodology. (See www.ebusinessware.com/whitepapers/unirad.html)



UniRAD Specified Quality Standards are adhered to throughout a project's life cycle. The methodology enables the team at the end of each of stage of development to dedicate itself to analyze and track down any open defects in a very careful and diligent way. This exercise helps the team to identify many of the defects before they hit the clients system at any of the later stages.

UniRAD includes concepts from Extreme Programming that require high level of participation from the client during requirements gathering and follows a very rapid development approach without losing the benefits of systematic documentation. It also borrows from the Extreme Programming best practices such as Continuous Integration.

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