



Business Process Automation

Forms-driven Business Process Automation
Reduce operational costs, improve information sharing, accelerate productivity

Now, more than ever before, organizations are investing in solutions that reduce costs, increase productivity and improve customer interactions. For many organizations, the largest, most tangible savings are achieved by replacing manual paper processes with online forms and documents.

Verity® LiquidOffice™ (formerly Cardiff LiquidOffice™) is a proven Web-based business process automation system for creating, deploying and automatically managing the routing, tracking and approval processes for electronic forms. LiquidOffice is the fastest way for organizations to put all corporate forms and processes online.

LiquidOffice provides enterprises and government organizations with a solution that automates all aspects of form-driven workflow. LiquidOffice easily creates, routes, tracks, approves and signs online eForms using industry standards—HTML, InfoPath, and PDF formats. Verity's XML-based business process-automation solution generates database queries for real-time validation, routes forms to the appropriate departments and notifies managers by email when digital approvals are needed, resulting in efficient and secure electronic processing of information. By leveraging industry standards, this promises to be the last migration customers will have to make.

Generating Real Business Value with Verity LiquidOffice

LiquidOffice enables organizations to stay competitive by increasing the efficiency and productivity of every employee in the organization.

Generates rapid return on investment

Eliminates waste associated with manual processes, printing and storing. Saves up to \$150 per form-driven process.

Increases employee productivity

Utilizing standard Web browsers, users access dynamic HTML, PDF or InfoPath forms with intelligent features including database auto-fill profile fields, automatic routing and line-of-business connectivity.

Reduces operational costs

Adds automated business rules to corporate forms, eliminating redundant administrative tasks.

Eliminates data errors

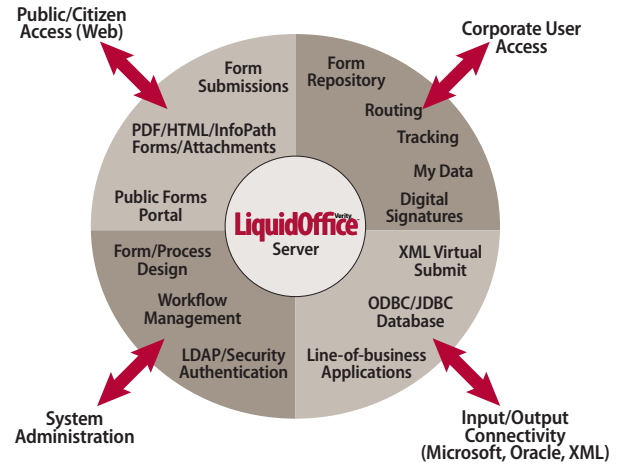
Incorporates database validations, calculations and other intelligent eForm features.

Scales to meet organizational requirements

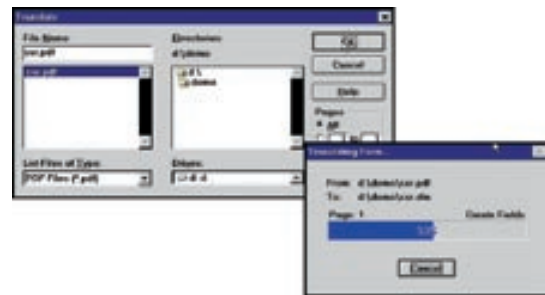
Verity's standards-based architecture enables easy connectivity to various back-end databases and other line-of-business applications.

Verity LiquidOffice for Businesses

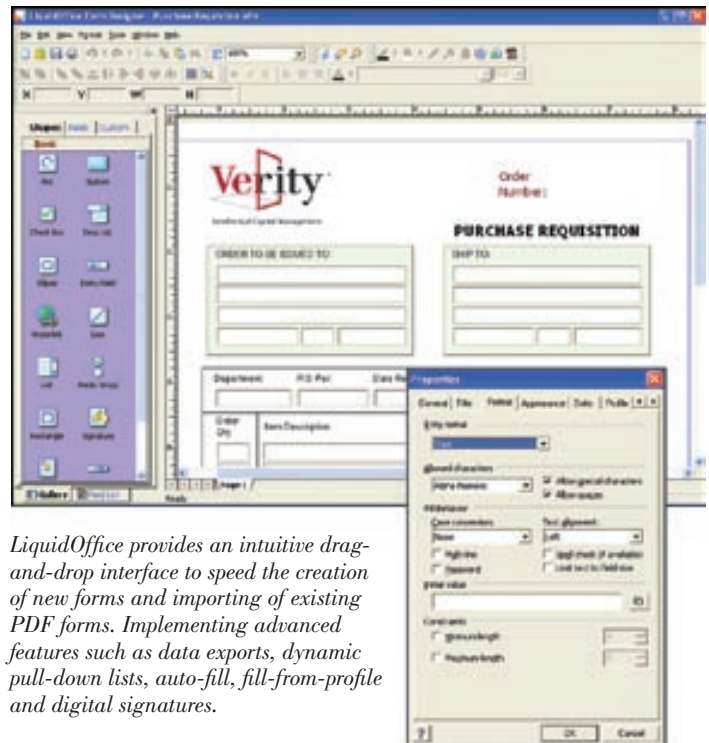
Automating the use and processing of forms offers the greatest return-on-investment opportunity for any organization considering implementing an eBusiness application. Routing, managing and entering data from paper forms is slow, expensive and erodes productivity. The LiquidOffice eForm automation system provides the complete infrastructure needed to put form and document processes online, connecting corporate forms with database, ERP, accounting and back-office applications. Through the distribution and automation of organizational forms, including expense reports, purchase orders, and time-off requests, worker productivity will increase significantly.



LiquidOffice Business Process Automation System: LiquidOffice is an XML-based solution, complete with routing, approval, signing and data processing, that automates corporate forms and the business processes they drive.



Optional form conversion tool enables organizations to easily convert existing forms into fillable PDF forms. Converts Microsoft® Word and nearly every other format into HTML, PDF, or InfoPath forms.



LiquidOffice provides an intuitive drag-and-drop interface to speed the creation of new forms and importing of existing PDF forms. Implementing advanced features such as data exports, dynamic pull-down lists, auto-fill, fill-from-profile and digital signatures.

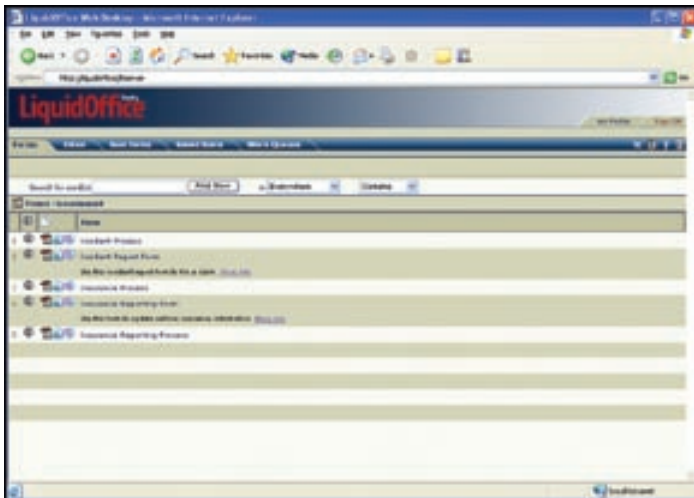
LiquidOffice is a complete interactive business solution that leverages XML, HTML, PDF, and InfoPath standards. Verity's commitment to standards and its work within the W3C XForms Working Group has fundamentally changed the approach for automated online forms, away from the proprietary client/server model to a standards-based Web solution. For the first time, an enterprise eForm solution has been delivered without requiring the deployment of proprietary, cost prohibitive "filler" clients or Java applets. Standards-based online systems like LiquidOffice leverage your existing Internet infrastructure and add eForms to your existing workflow, email and content management investments.

Verity LiquidOffice for Government

Various state, federal and worldwide mandates have been adopted recently, increasing the demand for eForm automation systems. These organizations have significant numbers of static PDF forms and need ways to use them to meet the following mandates:

- Reduction or elimination of paper to speed internal processes or to speed service to the citizenry (U.S. GPEA; U.K. GovTalk)
- Acceptance of electronic signatures to enable the reduction or elimination of paper (U.S. E-Signature Act; U.K. MAFF)
- Address patient privacy concerns (HIPAA)
- Increase accessibility through the use of technology, including "speaking" and Braille access (U.S. Section 508)

Automating business process for public users, citizens, suppliers and business partners is as important as automating your internal form processes.



LiquidOffice includes an eForm repository that centralizes all of your forms—including existing forms in proprietary formats. The repository provides instant benefits to your organization and supports a phased deployment approach.

Features

Open Connectivity

Forms processed through LiquidOffice can be connected to data targets using pre-built Connect Agents, supporting XML, ODBC or JDBC compliant applications. SOAP API enables integration with enterprise applications like portals and content management systems.

Broad eForms Format Support

A Web-based system that uses XML, HTML, PDF, and InfoPath open eForm standards for automated electronic forms without proprietary clients or form fill plug-ins.

Formal and Informal Workflows

Structured and ad hoc workflow routing based on defined business rules is supported. The Advanced Process Manager is used to design and deploy structured workflow.

Roles-Based Routing

Route forms based on roles where tasks are assigned by a function or relationship, rather than by groups or individuals.

Process Monitoring

Monitor the status of form processes, allowing form administrators to re-engage stalled processes.

Design Intelligent eForms

LiquidOffice ensures rapid deployment of eForms through a point-and-click Form Designer, making it easy to create new forms, add intelligence, and publish to the Form Server.

Forms Management

A turnkey Web-based eForm Repository allows global organizations to access forms from anywhere, anytime.

Paper Form Automation

Integration with Verity TeleForm provides seamless support for paper forms as well as on-line formats.

LDAP Directory Integration

Connection to LDAP directory sources allows for centralized user management and single sign-on access for all users.

Centralized Management

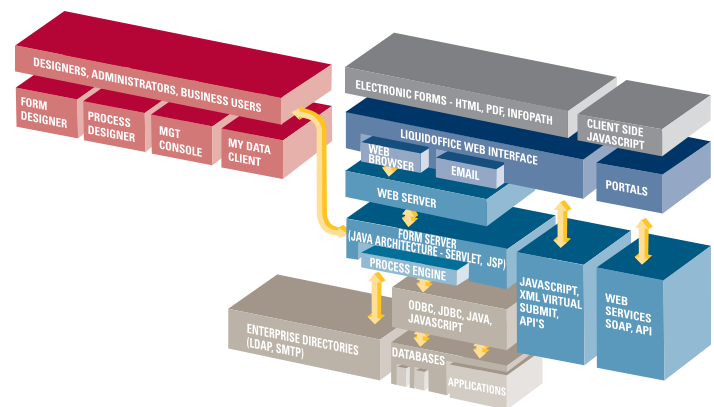
The Management Console provides system and business administrators a place to centrally manage users, permissions, database and document exports, form settings, monitor process activity, and more.

Modules

Standard Modules

The LiquidOffice solution provides out-of-the-box functionality, including:

- Form Designer
- Form Server
- User Licenses



LiquidOffice is a scalable Java-based form server that supports open standards for forms creation and deployment—XML, HTML, PDF, and InfoPath.

Industries

Government

Tax Forms, Vehicle Registration, Business Licenses

Healthcare

Patient Enrollment, Insurance Claims, Prescription Orders

Financial Services

Loan Applications, Credit Reports, New Accounts

Solutions

Human Resources

Employee self-service, time-off requests, performance evaluations, all personnel, and policy forms

Accounting

Expense reports, purchase orders, requisitions, invoices, all financial processing forms

Marketing

Co-op marketing requests, lead processing, customer surveys

Manufacturing

Service Requests, Specifications, Job Orders

Education

Admission Applications, Financial Aid, Student Transfers

Production

Work orders, engineering change related documents

Sales

Sales forecasting, business reports

Support/QA

Bug reports, feature requests, customer feedback

LiquidOffice offers businesses the ability to add additional modules for expanded functionality:

Optional Modules

- **Public Access Option:** Unlimited access to forms within LiquidOffice extranet using Web or email.
- **Email Routing Option:** A form can be routed to an email address so that users without a login can participate on an ad hoc basis at any point during a transaction event.
- **Advanced Process Manager:** Enables the design and execution of structured workflow processes from a centralized server.

Verity LiquidOffice Technical Requirements

LiquidOffice Form Server

For Windows®

- Windows 2000 Server
- Intel® Pentium® III-based processor or faster
- 100 MB required for installation
- Minimum 256 MB of RAM
- CD-ROM drive

For Sun® Solaris 8

- UltraSPARC® III processor or faster
- 100 MB required for installation
- Minimum 256 MB of RAM
- CD-ROM drive

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Internal Server Database

- Microsoft SQL Server 2000
- Oracle8i®, Oracle®

Servlet Engine

- Apache® Tomcat 4.1.2
- BEA® Weblogic 7.0
- IBM® WebSphere 5.02

LiquidOffice Form Designer/ LiquidOffice Process Designer

- Intel Pentium II processor or faster
- Microsoft Windows 2000 Professional; XP Professional
- Minimum 64 MB of RAM (256 MB recommended)
- 50 MB hard disk space for installation
- SVGA card with 800 X 600 resolution at 256 colors
- VGA Monitor with Windows compatible video drivers
- CD-ROM
- Mouse or similar pointing device

Compatible Web Browsers and Adobe Acrobat

- Internet Explorer 5.01; 5.5; 6.0 Netscape 6.1; 6.2.2, 7.1
 - Microsoft Windows 98; ME; 2000; NT 4.0; XP
- Internet Explorer 5.1, Netscape 6.2.1 or Netscape 7.0 on Macintosh OS 9
- Netscape 7.1 on Mac OS X
- Adobe Acrobat or Reader 5.0, 5.05, 5.1, 6.0

Verity and Intellectual Capital Management

Headquartered in Sunnyvale, Calif., Verity provides software solutions that help maximize the return on intellectual capital investment of all sizes and types of organizations by utilizing Verity's industry-leading enterprise search, classification and recommendation technologies across their entire dynamic information flow. Verity software is used to capture content, drive automated business processes, share information within and between enterprises and facilitate e-commerce sales and service activities. Verity technology also serves as a core component of many leading business applications.

Verity software solutions are used by more than 11,500 customers in the private and public sectors. Customers include Adobe Systems, American Express, AT&T, Bristol-Myers Squibb, British Petroleum, Cap Gemini Ernst & Young, Cardinal Health, Cisco Systems, EMC Documentum, Dow Jones, Financial Times, Hewlett-Packard, Home Depot, Lotus, Kaiser Permanente, META Group, SAP, Siemens, State of California, Stelent, Sybase, U.S. Departments of Energy and Justice, and U.S. Army.

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