

# RICOH eForms Manager

**RICOH**  
imagine. change.



## Electronic Forms Creation and Workflow Process Automation

Did you know that, on average, HR specialists spend over 40% of their time on administrative work – including re-entering data from one system to another?\*

Many organizations with electronic document storage systems are still using paper forms libraries to complete common tasks – but hardcopy forms are slow, difficult to track and have the potential to be misplaced or lost. In addition to costing time and money, paper forms can also get in the way of meeting Green initiatives and industry compliance mandates.

We can help. RICOH eForms Manager is a dynamic solution that simplifies the electronic forms process – giving you the tools to quickly create new forms, build out existing forms, determine routing rules, establish workflow automation and more. With a robust eForms solution as part of your technology infrastructure, you can innovate the way you work while improving the way you manage day-to-day information.

### This Solution Features:

#### User-Friendly Forms Creation

Drag & drop features make it easy to add specific fields to digital forms – including checkboxes, signatures, images and more.

#### Forms Workflow Automation

The intelligent system can automatically route eForms to the right destination based on pre-established rules and the type of content entered.

\* Source: "How HR Pros Can Improve Efficiency Using Automation"  
<https://www.paychex.com/ald/articles/How-HR-Pros-Can-Improve-Efficiency-Using-Automation.pdf>

**RICOH eForms Manager** combines an easy-to-use electronic forms tool with a powerful workflow engine – allowing for accelerated information processes.

## Who Can Benefit

- Organizations that want to reduce paper usage and eliminate the unnecessary costs associated with managing paper processes for HR, accounting or line of business applications
- Companies in industries with multiple workflows – adaptive interface can be used to implement one department's workflow or across an entire enterprise

## Benefits

- Provide immediate access to a form at any time – so you always have the right information at your fingertips
- Bring your forms to mobile devices without additional configuration or coding
- Accelerate your business processes, eliminate tedious tasks and focus on your customers and core business
- Reduce the costs and complexity associated with traditional paper forms – including consumables and labor
- Eliminate whole scanning steps by originating form data collection electronically

## Using this Solution

- Automate common approval workflows, such as employee on-boarding, sales orders, registration, referrals and purchase requisitions
- Create rules to condense and digitize the entire forms process – no more chasing down handwritten signatures
- Use the dynamic platform on a phone, tablet or desktop – the platform automatically optimizes for the type of device you're using
- Monitor and analyze your system at any time for full tracking of critical processes
- Design forms with a number of features, including electronic signature fields, location services, access control, attachments, built-in workflow rules, accessibility, data tables and more
- Create forms in multiple languages with a drag & drop design interface

## Implementation

- Transform workflows that used to take several days to process into workflows that process in minutes
- Set up forms processes to dynamically make decisions about what the user sees next
- Use RICOH eForms Manager tools to convert legacy paper forms on your own, or outsource to Ricoh to handle the conversion for you
- Use as a "front-end" data capture solution for Ricoh Enterprise Content Management offerings, such as:
  - (1) Ricoh DocumentMall
  - (2) DocuWare
  - (3) Laserfiche Avante / Rio
  - (4) EMC ApplicationXtender and more!
- Support all major business requirements for forms – such as electronic signatures, responsive design for mobile, routing, notifications, PDF generation, etc.
- Forms and workflow engine can be deployed On-Premise via a Private Cloud
- System catalogs forms automatically into an existing file server or virtually any content management system



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