

eForms

Easily maintain forms, complete them online and render to PDF for review / approval / archive



Design eForms

Using the CARA online Form Designer – including picklists, dependent fields, conditional field display and multiple field types – avoid the hard work of PDF Form Fields design



Complete the form online

Use your CARA web page to complete the form including pre-filling fields based on the user or other criteria



Render the form data in a document

Using a simple Word document as a layout template, render the data entered to a Word or PDF document



Workflow and reporting

Report on all data contained in eForms including full Analytics. Send the filled in eForm for workflows for review and approval

eForms with CARA

Businesses of all kinds have a large number of forms that have to be completed for business operations, for example system access request, machine operation data, HR-related information and so on. Typically these are paper, or are done as uncontrolled Word, difficult-to-design PDF Form Field documents, or custom online applications. CARA provides a simple form designer, permitting the configuration of many form templates, on-screen fill-in, and rendering to PDF for approval and archive.

DESIGN

Design the form using CARA Form Designer

Choose field types including text, drop-down, checkbox, radio buttons, dates, grids (tables)

Set dictionaries for dropdowns, and regular expression restrictions (e.g. email format) for text fields

Make some fields dependent on others: visible, mandatory, values filtered by what is in another field – the form can therefore look and behave differently based on data entered or the user entering data

Layout the form for on-screen filling in

Define auditing including audit of all field values before and after changes

COMPLETE

Pre-fill data based on the user and context to save time

Validate all fields prior to saving for data format and completion

Use a simple Word document to design a layout for rendering the data to a Word or PDF document

Route the filled-in form for review and approval

Lock the form on approval / archival
Index all the data so it is available for searching (find any completed forms where Field A has a particular value)

Use the indexing to run reports including Analytics (e.g. how many security requests for a certain profile of user per month per site)