

# LincDoc SE

## **LincDoc SE™ (Standard Edition)**

### **BUDGET CUTS, WORKFORCE REDUCTION, DO MORE WITH LESS! SOUND FAMILIAR?**

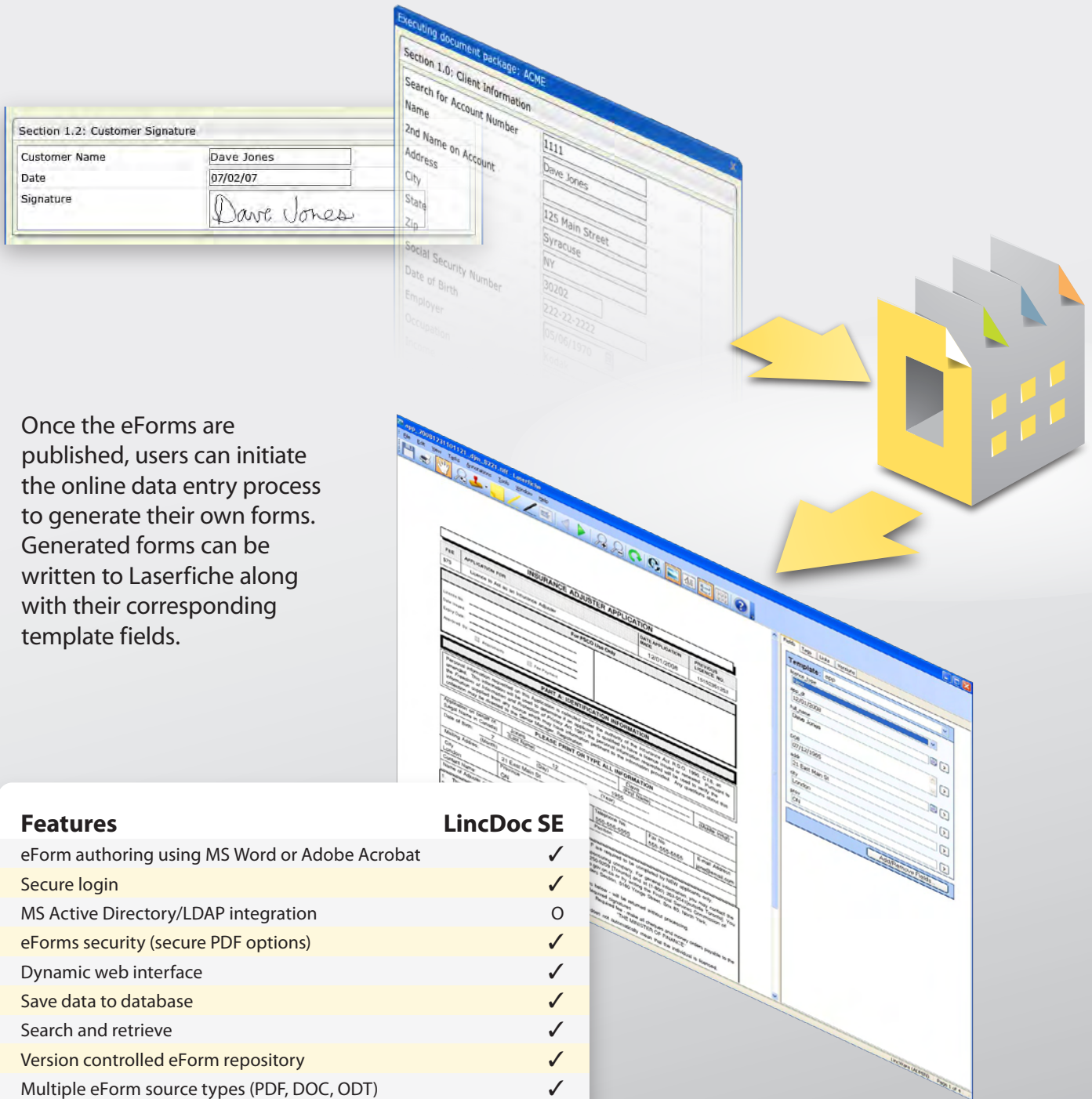
More than ever, organizations are being pushed to reduce costs, increase productivity and improve customer service. For many of these organizations the most substantial savings are achieved by replacing paper-based processes with online forms and documents. Manually processing, managing and entering data from paper forms is inefficient, expensive and hampers productivity.

LincDoc SE offers users a simple and easy method for creating, presenting and managing basic eForms that all organizations require. It is a Web 2.0 solution that offers an easy to use “forms fill” process that will significantly expedite your existing forms-based workflows. LincDoc SE guides the user through a straightforward data collection process, assures that all required input data is collected, and stores the data in a format that can be used by other applications and/or retained by the organization.



- **A green solution** – reduce the amount of paper being printed and routed around the organization.
- **Increases productivity** – the intelligent user interface doesn't leave users and customers guessing at what needs to be filled out.
- **Rapid ROI** – eliminates waste associated with manual processes, printing, storing and retrieving.
- **Minimizes errors** – the dynamic user interface incorporates data entry validations and calculations, thus ensuring that generated meet a baseline level of accuracy.
- **Version Control** – the version controlled and audited eForm repository ensures the correct version of the eForm is used every time.

# INTUITIVE DATA ENTRY, EFORM OUTPUT TO LASERFICHE®



Once the eForms are published, users can initiate the online data entry process to generate their own forms. Generated forms can be written to Laserfiche along with their corresponding template fields.

## Features

## LincDoc SE

eForm authoring using MS Word or Adobe Acrobat	✓
Secure login	✓
MS Active Directory/LDAP integration	○
eForms security (secure PDF options)	✓
Dynamic web interface	✓
Save data to database	✓
Search and retrieve	✓
Version controlled eForm repository	✓
Multiple eForm source types (PDF, DOC, ODT)	✓
Multiple eForm output types (DOC, HTML, ODT, TIFF, PDF)	✓
Database integration (data mapping from external DB)	○
Scanning	○
Signature (Topaz signature pads)	○
Bar coding	○
Laserfiche interface	○

✓ = Included ○ = Optional

For more complex document automation and assembly options, inquire about **LincDoc Enterprise Edition**.

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