



CARDIFF™
Put Information to Work®

eForm Management System

Cardiff LiquidOffice™

Forms-Driven Process Automation

Improve data quality, enhance employee productivity and reduce operational costs

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

Cardiff's LiquidOffice™ eForm Management System is a powerful Web-based software solution for creating, deploying and automatically managing the routing, tracking and approval processes for electronic forms. LiquidOffice is simply the fastest way for organizations to put all their corporate forms and processes online.

The LiquidOffice eForm Management System 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 — XML, HTML and PDF formats. Cardiff'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 Cardiff LiquidOffice

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

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

eForm Management System

Cardiff 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 Management 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, you will significantly increase worker productivity.

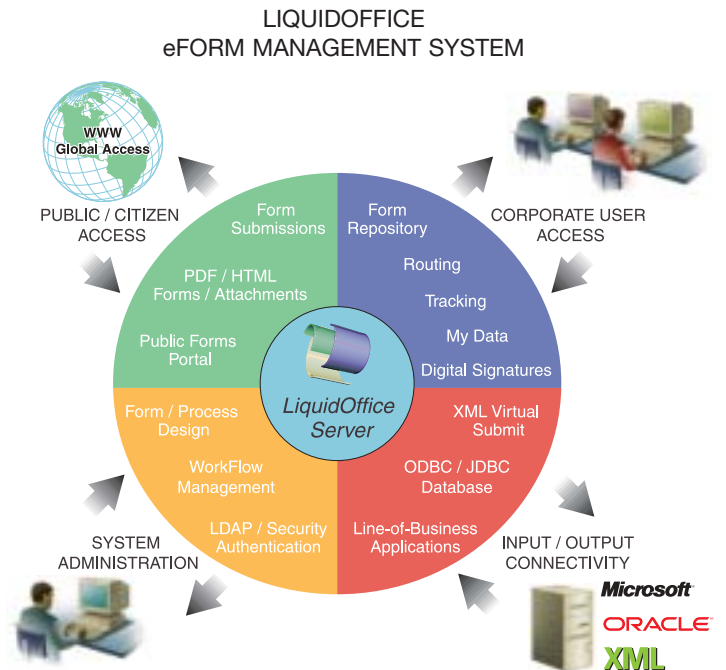
LiquidOffice is a complete interactive business solution that leverages XML, HTML and PDF standards. Cardiff's commitment to standards and its work within the W3C XForms Working Group has fundamentally changed the approach for automated online forms, away from the proprietary client/server model to a 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 the LiquidOffice eForm Management System leverage your existing Internet infrastructure and add eForms to your existing workgroup, email and content management investments.

Cardiff LiquidOffice for Government

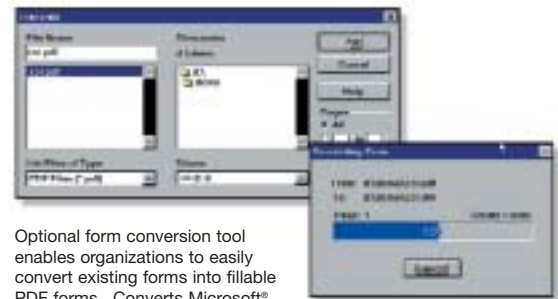
Various state, federal and worldwide mandates have been adopted recently, increasing the demand for eForm Management Systems. These organizations have significant numbers of static PDF forms and need ways to use them to meet the following mandates:

- 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 eForms for public users, citizens, suppliers and business partners is as important as automating your internal form processes. LiquidOffice allows you to support external users with the Public Access Option — without any additional design or development effort.



The LiquidOffice eForm Management System 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, Jetform®, Shana and nearly every other format into HTML or PDF 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.

FEATURES

No Client Software

LiquidOffice has a Web-based form filler that uses XML, HTML and PDF standards to implement automated electronic forms without the use of form filling plug-ins. Forms can be accessed and completed using standard Web browsers.

Form Design and Creation

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

Form Conversion

Optional form conversion tool for LiquidOffice quickly converts nearly all online formats into LiquidOffice and PDF. Supported formats include static PDF, PageMaker®, Quark™, Microsoft Word™ and others.

Open, Centralized eForm Repository

A turnkey Web-based eForm Repository allows global organizations to access forms from anywhere, anytime. The eForm Repository supports customized folders as well as XML search capabilities that speed user access to online forms. The eForm Repository can be used to house all eForm formats, including Microsoft Word, static PDF as well as proprietary formats.

Open Signing Technology

LiquidOffice provides LDAP authentication support for a range of digital approval options using HTML and PDF. Extended support includes digital standards incorporating PKI certificates and biometric signature devices.

Routing and eForm Automation

LiquidOffice provides ad hoc workflow routing to automate eForm based transactions. The system supports user-directed, semi-constrained, constrained and email routing based on applied business rules. Forms can also be routed to a work queue for distributed form approval where multiple users can access and approve forms.

Data and Archive Connectivity

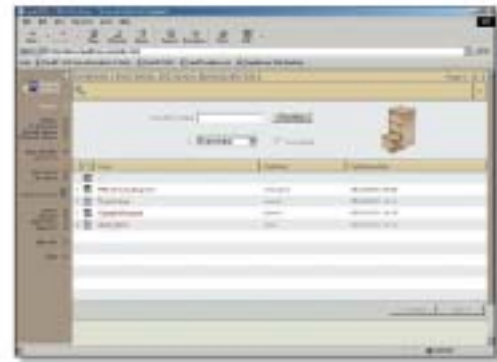
Forms processed through LiquidOffice can be exported to back end applications using JDBC/ODBC, XML and PDF. Customized data and archive connectivity can be easily created with the LiquidOffice SDK.

Enterprise Application Integration

LiquidOffice includes a set of API's to ensure rapid integration with enterprise applications. The Single Sign-On API provides support for enterprise portals and single sign-on applications. LiquidOffice's Simple Object Access Protocol (SOAP) interface and Connect Agent provides support to many enterprise applications.

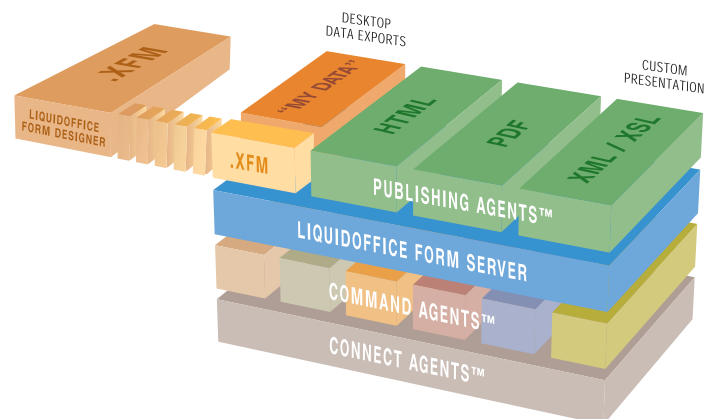


LiquidOffice accounts are accessed using standard Web browsers. Users can access secure accounts, then route and approve forms from anywhere in the world.



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

LIQUIDOFFICE ARCHITECTURE



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

TECHNICAL REQUIREMENTS

LiquidOffice Form Server

For Windows®

- Windows 2000 Server; NT 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

Internal Server Database

- Microsoft SQL Server 7 or 2000
- Oracle8i®

LiquidOffice Form Designer

- Intel Pentium II processor or faster
- Microsoft Windows 98; ME; 2000 Professional; NT 4.0; 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 or DVD drive
- Mouse or similar pointing device

Compatible Web Browsers

- Internet Explorer 5.01; 5.5; 6.0
Netscape 4.7; 6.1; 6.2
- Microsoft Windows 98; ME; 2000; NT 4.0; XP
- Internet Explorer 5.1 or Netscape 6.2.2 on Macintosh OS 9

MODULES

Standard Modules

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

- Form Designer
- Form Server
- User Licenses

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

Optional Modules

Enterprise Access Option - Unlimited access to forms within LiquidOffice *intranet* using Web or email

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.

SOLUTIONS

Human Resources

Benefits enrollment and management, change of status, time-off requests, performance evaluations, all personnel, policy forms

Accounting

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

Marketing

Co-op marketing requests, lead processing, customer surveys

Production

Work orders, engineering change related documents

Sales

Sales forecasting, business reports

Support/QA

Bug reports, feature requests, customer feedback

VERTICALS

Government

- Tax Forms
- Vehicle Registration
- Business Licenses

Healthcare

- Patient Enrollment
- Insurance Claims
- Prescription Orders

Financial Services

- Loan Applications
- Credit Reports
- New Accounts

Manufacturing

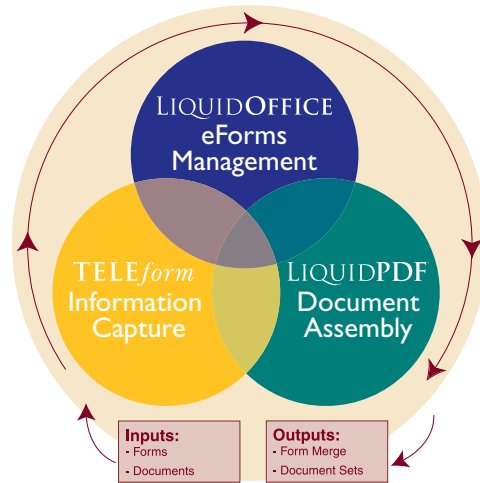
- Service Requests
- Specifications
- Job Orders

Education

- Admission Applications
- Financial Aid
- Student Transfers

CARDIFF PROCESS AUTOMATION PRODUCT SUITE

Only Cardiff delivers solutions that support XML, HTML, PDF and paper transactions for automation of the entire transaction life-cycle in a single platform — meeting your business needs today and tomorrow.



- Cardiff **TELEform**® solutions capture and convert paper-based and electronic forms and documents into digital data, dramatically reducing manual data entry. Available in workstation or network configurations.
- Cardiff **LiquidOffice**™ offers a powerful Web-based solution for creating, deploying and automatically managing the workflow processes for electronic forms and documents.
- Cardiff **LiquidPDF**™ provides businesses the ability to deliver dynamic personalized responses to form-driven content via the Web, email or print.

LiquidOffice is an eForm management system that works alone or in combination with Cardiff's advanced suite of Business Process Automation (BPA) solutions including information capture and XML-driven PDF document assembly, accelerating the flow of information to customers, employees, partners and suppliers by automating the processing of business-critical forms and documents.

Put Information to Work - Cardiff™ Software is a leading global provider of business process automation solutions. Cardiff products provide an integrated suite that automates the capture and processing of business forms and documents, dramatically reducing the high cost of manual data entry and form processing. This raises employee productivity, improves customer responsiveness and increases revenue. Cardiff is the only solution for managing both paper and online forms and documents and is dedicated to providing ease-of-use, open standards and flexibility across its entire product line. In business since 1991, Cardiff has a global distribution network spanning every continent and more than 20,000 customers worldwide. For more information on Cardiff, visit www.cardiff.com.



Cardiff™ OneSource Partner

Your Company Name Here
 Company Address Here
 City, State and Zip Code Here

Tel.: Telephone # Here
 Fax: Fax # Here
 Your Web Address Here