



E-Forms

Efficient Forms ... the PDF Way

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Classification of E-Forms

Level 0: Print out, Fill out (print on demand)

Level 1: Fill out, Print out

Level 2: "Smart" (with calculations)

Level 3: Embedded in Workflow (data transfer)

Level 4: With Digital Signature (fully electronic workflow and process)

Efficiency ... a Beast with many Dimensions

Workflow

User support

The Engine

Creation and Maintenance

A Form is Never Alone

A form is always embedded in some kind of workflow

Purpose

Initiator

User

Processor

Archiver

The User is Always the Victim

Distribution method

Base data

Document sizes

The User is Always the Victim

Design

Readability

Help, if needed, multilevel

Data Entry support

Data Quality

Form Handling

Recognizing Degree

A Marvel under the Hood

Formatting

Validation

Calculations

Reusable Information

Hey Foreman, the Work is done, shall I start Fixing it?

Smart Field Naming

Knowing the Events

Consolidating Functionality

Reusing Functionality



Hey Foreman, I broke my Hammer on that Screw

Tools

Know how to make Good PDF

Dedicated Forms Design Software

Database-supported Forms Generation

And now, let them loose...

Customer: German Federal Tax Office

Form: Condensed Report of International Shipments

Issues: Data Quality

- **Erroneous ID numbers**
- **Duplicate ID entries**
- **Preparation for fully electronic workflow**