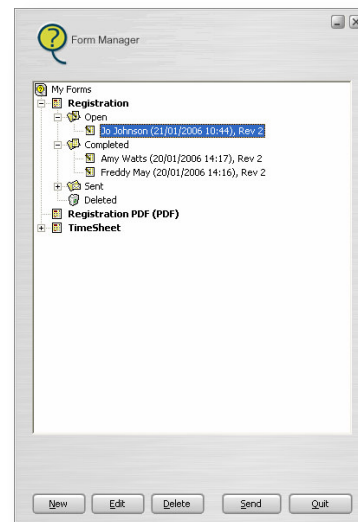


<p>What it Does</p>	<p>Quask's Offline Form Manager for WorkFlow allows you to collect data without the need for an Internet connection. Data can then be uploaded to the server as soon as the user connects to the Internet or Intranet.</p>
<p>What are its Uses?</p>	<p>Any field based personnel such as Sales People, Field Engineers, Researchers are able to collect data through Quask forms. Forms can be saved and then returned to as many times as necessary before being uploaded.</p>
<p>How it Works</p>	<p>Once a form has been downloaded, new instances can be created by the user. The new instance is added to the list of instances for each individual form. The user can designate a form as "Completed" or "Open" and can return to edit any of the open form instances. Once the Offline Form Manager is able to connect to the server and the user has logged on, completed form instances can be uploaded. From this point on, they enter the FormArtist WorkFlow system and can drive notifications and be accessed through the FormArtist Tracker Portal.</p>
<p>Deploying Forms to the Field</p>	<p>Deploying forms to field-based staff can be a painful process if you have to rely on traditional means of distribution. Quask's FormArtist WorkFlow allows an administrator to specify that certain forms should be automatically deployed to users of the Offline Form Manager. The deployment can be made to individuals or groups with a few simple clicks.</p> <p>If any new form revisions are deployed the Offline Form Manager will automatically download and install these to the local PC.</p>
<p>Access and Data Security</p>	<p>Before any remote user can retrieve forms or upload any data they have to log on to the server. This ensures that users can be prevented from uploading data into your system.</p> <p>All data that is stored on the remote user's PC is encrypted. Data transferred to the server remains encrypted during transfer. Additional data transfer security can be achieved by using the SSL protocol.</p>



Printing

Any data that is collected in the Offline Form Manager can be printed out in a printer friendly format. Quask's FormArtist designer allows PDF forms to be designed and deployed as special print forms. These are then deployed to the Offline Form Manager in the same way as regular screen forms. The user then only has to request a PDF print and the PDF will appear on screen with all data populated and ready to print.

Licensing

The Offline Form Manager for WorkFlow is charged for on a Per User basis. There are no usage charges.

Screenshot

This screenshot shows a form marked as being available to the Offline Form Manager (OFM).

It also shows how the form has been assigned to individual users as well as the "Warwick" office.

When people log on, the form will be automatically downloaded for those who have been granted access.

The screenshot displays the FormArtist WorkFlow administrator interface. At the top, it says "Welcome, Roberta Chang! (rchang@qlaptop.com)" and "FormArtist WorkFlow". Below this is a navigation menu with tabs: Forms, Persons, Positions, Locations, Instances, Templates, Trace Log, Tracker, and Log Off. The main content area is divided into several sections:

- Forms:** A configuration panel for a form. It includes fields for "Is Workflow Form" (checked), "Audit status" (checked), "Name" (BC_VPN_application), "Alias" (VPN Application), "Form Owner" (None Selected), "Owning Location" (None Selected), "Is Public Form" (unchecked), "Quask ID" (319), "GUID" (67026751E94F484D9A1AFDE32785E7D2), "Created Date" (23/08/2005 17:31:18), "Time Out" (60), "Reference" (49), and "Is Available for OFM" (checked).
- Locations:** A table with columns "Assigned" and "Name". It lists "Bracknell Office" (unchecked) and "Warwick Office" (checked).
- Positions:** A table with columns "Assigned" and "Position name". It lists "Chief Financial Officer" (unchecked), "Junior Financial Controller" (unchecked), and "Lead Manager" (unchecked).
- Persons:** A table with columns "Assigned", "Name", "Email", "Location", and "Position". It lists several users, with "Frank Bury" (checked) and "Freddy May" (checked) assigned to "Bracknell Office".
- Filter:** A section with input fields for "First Name:", "Last Name:", "Location:", and "Position:".



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