SAP Solution Brief
SAP NetWeaver
SAP Interactive Forms by Adobe

Increase Productivity, Savings, and Compliance, and Go Mobile with Electronic Forms

Quick Facts

Summary

SAP® Interactive Forms software by Adobe helps you realize the power of electronic forms everywhere. With the ability to develop, deploy, and manage forms-driven business processes, you can automate paper-based activities and extend the reach of SAP software systems to company executives, employees, partners, customers, and suppliers – who can be on-site or remote, using wired or mobile devices. Imagine how much more efficient your organization can become by unlocking this potential.

Business Challenges

- Simplify how employees, customers, and partners interact with forms
- Extend SAP-based business processes to new users inside and outside the organization
- Reduce reliance on inefficient, paper-based processes
- Ensure compliance with government regulations by automating forms storage
- Enable online and offline access to forms by an increasingly mobile user base

Key Features

- **Simple forms-based user interface** – Develop e-forms with a familiar look and feel that can link to back-end applications and workflows
- **Industry-standard PDF forms** – Access forms everywhere using Adobe Reader
- **Prepopulation of form data** – Minimize data entry errors and speed business process execution
- **Regulatory compliance and access control** – Create a defensible audit trail and prevent unauthorized access
- **External collaboration** – Deliver e-forms to new users across multiple devices

Business Benefits

- **Streamline user experience** by automating tasks
- **Save time and money** by reducing costs associated with manual data entry
- **Comply with regulations** by simplifying use of mandated forms, auditing, and archiving
- **Improve efficiency** by simplifying form deployment and management
- **Empower users** with access to e-forms

For More Information

Call your SAP representative, or visit www.sap.com/solutions/solutionextensions/interactiveforms.

What if you could optimize the use of electronic forms to drive your business processes more effectively? What if you could replace paper with digital forms everywhere? SAP® Interactive Forms software by Adobe helps make this possible with an e-forms solution that combines the usability of Adobe forms with the power of the SAP NetWeaver® technology platform and back-end integration with SAP software.

You've implemented SAP software, trained users, and streamlined business processes. What more can you do to derive even greater value from your SAP investment? You can take productivity to a higher level through the use of e-forms.

Business users have varying degrees of software proficiency and require different ways to access applications and business processes. With SAP Interactive Forms, you can address these requirements by creating e-forms that are tailored to user needs and facilitate the use of SAP software. You can boost productivity along with customer and employee satisfaction with faster, more-efficient forms-driven business processes. You can also collaborate with suppliers, customers, and partners – even if they lack understanding of the intricacies of your back-end system. E-forms also help you reduce labor costs associated with manual processes and improve compliance with government regulations by providing an audit trail.

SAP Interactive Forms, combined with Arch Forms Lifecycle Manager, an SAP-endorsed business solution, provides a streamlined environment for developing, deploying, managing, and monitoring e-forms that users can access from multiple mobile devices. With this software, you can cut costs while improving productivity, collaboration, and compliance across the extended enterprise.

AUTOMATE AND STREAMLINE BUSINESS PROCESSES

SAP and Adobe Systems partnered to create SAP Interactive Forms, which enables enterprises of all sizes to quickly and intuitively develop interactive, digital forms that can be directly integrated into business processes. Leveraging SAP NetWeaver, the software specifically integrates Portable Document Format (PDF) forms directly into any business process supported by SAP applications.

With SAP Interactive Forms, users can engage in automated business processes by completing forms such as purchase requisitions, personnel and cost-center change requests, expense reimbursement requests, internal requisitions, and online recruiting documents. The software builds a direct bridge between the highly structured transaction data stored within enterprise applications and the unstructured, document-based information and processes that exist outside of those applications. This direct interaction enables your organization to reduce operational costs and increase business process agility via automation and increased data accuracy.

BUILD FORMS WITH SPEED AND PRECISION

SAP Interactive Forms is fully integrated with the SAP NetWeaver technology platform. It allows developers to design templates and create interactive forms in the SAP NetWeaver Developer Studio tool using Adobe LiveCycle Designer software. Adobe technology is tightly integrated into the powerful SAP NetWeaver development environments for Java and ABAP™ programming languages. This integration supports faster, easier forms design.

You can import, customize, and create interactive forms to meet your specific needs. You can also integrate existing forms. Developers can define the look and feel of a form, integrate this form with any SAP application, bind the form to an SAP data model, define the business logic of the form, and assign the form's usage model – whether print, interactive, or both.

CONNECT DATA IN AN INTEGRATED ENVIRONMENT

Because SAP Interactive Forms is integrated into your SAP software environment, you can link data fields in forms to SAP applications. For example, the address fields in a form can connect to the SAP Customer Relationship Management application. This integration supports automatic data capture and distribution to databases, business processes, departments, and other forms

Faster Deployment
Accelerate the deployment and management of large numbers of forms-based business processes with SAP Interactive Forms. The resulting efficiencies can reduce the total cost of ownership of your forms deployments.

Centralized Forms and Data
Centralizing forms and data helps ensure access to the most current versions of all enterprise forms. Your staff can update one form, distribute it to a central location, and be confident that all users – whether they are on-site or off – are using the correct version.

Distribution and Control
By using SAP process functionality or e-mail to route forms according to predefined workflows, the software decreases the risk of forms getting lost. Access control prevents accidental deletion of data or documents as well as unauthorized changes to content.

Prepopulated Forms
SAP Interactive Forms minimizes opportunities for data errors by prefilling form fields and by providing built-in error-checking functions. Forms can be prepopulated with relevant information for individual users, such as user name and employee number.

Support for Mobile Workers
You can use SAP Interactive Forms to extend access to your enterprise software by mobile workers. They can complete forms or approve forms-based requests on the fly while not actively connected to your back-end software.

If your organization supports multiple mobile devices or operating systems, you can use Arch Forms Lifecycle Manager with SAP Interactive Forms to help simplify mobile end-user interaction with SAP solutions. The Arch software acts as a centralized hub that orchestrates different user interfaces to support forms-based services such as forms monitoring and version control. The Arch software supports industry standards such as PDF, Flex, and HTML, and it helps you integrate forms-based processes with various mobile devices that use Sybase® Unwired Platform.

USE FRAMEWORKS FOR CONSISTENCY

SAP workflow frameworks help you create interactive forms within SAP applications and embed forms into business processes. These frameworks guide form designers in creating a consistent look and feel for all interactive forms by blending form management, business logic, and workflow management in a consistent, logical manner. They include:

- Internet service request – a framework offered with SAP Business Suite software to create online forms–based workflow processes
- Business process management – a framework of tools that supports both online and offline forms integration into business processes
- Guided procedures – a framework for workflows based on offline forms, enabling implementation of collaborative, user-centric business processes across heterogeneous environments

HELP ENSURE COMPLIANCE VIA A DEFENSIBLE AUDIT TRAIL

When you use the software, you create forms in an archive-ready PDF format. You can track the entire content creation process – including data entry, routing, approvals, and storage. SAP Interactive Forms can also be secured with digital signatures. This electronic format provides a defensible audit trail that meets regulatory and corporate requirements.

SAP Interactive Forms software by Adobe enables enterprises of all sizes to quickly develop and deploy e-forms that are directly integrated with their business processes.

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MAXIMIZE THE BENEFITS OF AUTOMATED PROCESSES

SAP Interactive Forms streamline forms-based processes, so you can fully leverage the business process automation enabled by your existing SAP applications. The software helps you realize the following benefits:

- **Reduced time and cost**
  - Reduced operational costs and increased business process agility via automation
  - Increased efficiency, fewer errors, and enhanced collaboration
  - Improved workflow with tools to track project status and identify bottlenecks for remediation
- **Enhanced business user experience**
  - Increased customer and employee satisfaction by enabling faster, more efficient forms-driven processes including access while offline or from mobile devices
  - Greater flexibility to customize forms for your enterprise and its partners and customers
  - Better support for geographically distributed environments with multi-language versions
  - Single, streamlined user interface
- **Improved compliance thanks to a defensible audit trail**
  - Better resources to simplify the use of industry- and government-mandated forms
  - Assured document integrity via controlled read and write access rights

FIND OUT MORE

To learn more about how SAP Interactive Forms can transform and automate your forms-based business processes, please call your SAP representative or visit www.sap.com/solutions/solutionextensions/interactiveforms.

The Best-Run Businesses Run SAP™