

Spectraforms™

Full-Spectrum Form Management



Easy and Effective Comprehensive Form Solutions

All the Tools Necessary for Comprehensive Form Management

- **Spectraforms™ Designer** – All the tools necessary for the development of customized forms, including support for pen tablets; a system for users to protect their own custom forms; and document management capabilities where forms and other documents are managed in common files called binders. Users can import into binders non-standard forms, documents, images, files, web sites, etc. This feature allows the revision history of each form or document in a binder to be tracked and managed. Binders can be exchanged via email for easy distribution between users.
- **Spectraforms™ Filler** – The Spectraforms filler does not include any form design support, but allows users to fill out forms electronically. It also has all the document management capabilities described above.
- **Spectraforms™ Reader** – This is a free product that allows users to read all documents from a binder file. The viewer includes the capability to preview and print all forms or other documents in a binder.

Benefits

- Highly intuitive - minimal training time
- Low organizational and deployment costs
- High information accessibility
- Better document management

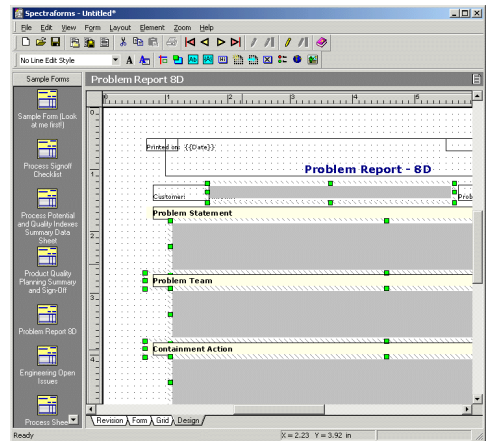
Primary Software Features

- Develop customized forms for internal use or develop proprietary form packs for customers
- Form development tools are provided for generating simple (e.g., checklists) to very complex, compound forms
- Forms can be protected so users and developers can control and/or license their own products
- Group forms and related documents into common files called binders
- Binders allow ALL documentation associated with a particular subject or topic to be stored in ONE location
- Other non-standard forms or documents (Word, Excel, PDF, images, CAD files, web sites, etc.) can be imbedded or linked to binders
- Enter and edit data easily using form cells and fields
- Preview and print completed or blank forms in their exact formats
- The status and revision history of each document in a binder can be tracked

Full document management

Spectraforms™ is a software solution for creating, organizing, distributing, managing, and presenting forms and related documents. Forms can be developed for any type of industry. Simple checklists to very complex, compound forms can be created and managed using Spectraforms™. Business-critical forms or other documents can be distributed throughout an organization using Spectraforms™. Users can work on forms individually or groups of users can collaborate on the completion of forms. For example, a form could be distributed via email to a group of users with each user being responsible for completing an assigned section of the form. Examples of where Spectraforms can be used include:

- Health care practices for patient records, HIPAA and JCAHO standards
- QS/ISO 9000 standards, including APQP
- ISO 14001, OHSAS 18001, Process Safety Management and other OSHA requirements
- Financial institutions, banking and accounting



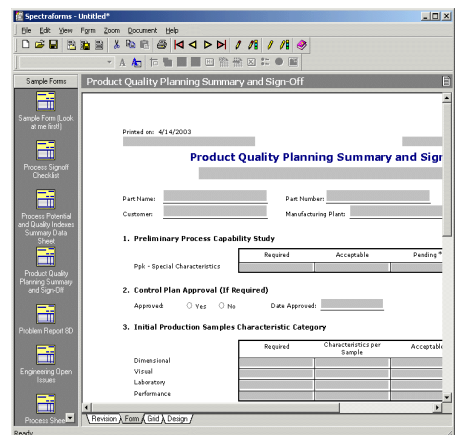
Significantly reduce costs through increased efficiency

Spectraforms™ is designed to satisfy business requirements for reducing errors, ensuring consistency and completeness, managing compliance with standards, reducing labor costs, and improving the quality of forms and related documents. Spectraforms™ provides a common approach for managing all required documentation. This eliminates the problem with sub-standard formats and templates. All forms can be previewed and printed in their exact format. Spectraforms™ data is designed to migrate smoothly as new policies, procedures, or standards are implemented and accepted within an organization. Spectraforms™ provides a unique binder feature that brings together in one place all required information about a customer, patient, process, procedure, policy, part, etc. This powerful feature allows the revision history of every form or document in a binder to be tracked and managed. In addition, the binder brings all the forms and documents applicable to a specific customer/patient together in one place, making the information readily available and keeping it up-to-date for management.

Organize and Manage information

The Spectraforms™ binder is truly unique. The binder is a file into which forms, word processing documents, spreadsheets, images, web links, presentations, etc. can be placed and managed. Virtually any type of document can be placed in a binder. A binder can contain zero, one, or many forms and other documents. A Spectraforms™ binder also maintains information that applies to the binder as a whole or to each of the documents within the binder. This data is useful for managing the state or progress of the binder. A manager can use binder level information to track revision histories, status, etc. on all forms and documents.

The Spectraforms™ binder provides an ideal way to organize all information associated with a customer, patient, process, procedure, policy, part, etc. Not only can you place all the related forms in a single binder file, but you can also place them into separate groups within a binder. This allows you to have multiple independent sets of forms in a binder for different patients, customers, versions of a process, parts, etc. The Spectraforms™ binder is flexible and powerful.



High information availability and compatibility

All information within Spectraforms™ is always available to the user. Spectraforms™ allows you to read, print and extract your information as needed. Binders can be easily distributed via email for maximum collaboration.

Spectraforms™ is compatible with the latest technology, including the Tablet PC. Only Spectraforms™ allows you to fill out forms with a tablet PC using our unique *Pen mode* and *Highlighter mode*. Write directly on the form using the pen stylus. For a more powerful solution, you can scan in your existing forms, and create forms from the images that you fill out using a pen stylus or mouse, writing on the forms as you would with regular paper.

