

We recreate and automate your paper forms into full electronic versions, place them into our collaborative network application, monitor and report to your choice of people on which stage the form is in, and process the form throughout its entire life cycle from beginning to end.

Electronic signatures, form redesign, end user collaborative workgroups the form starts and or ends in, form lock down as in the example of a home loan form going to underwriting, public and private notes at the end of the form, printable audit trails, custom print options, and cryptographic hash functions to insure the authenticity of the form are some of the many options we can provide for this process.

We can easily do short forms in a simple work environment, but long complicated forms in a complex work flow environment is our specialty.

Some examples of high return on investment:

- Banking and home loan refinance applications (call us for a demo of this form).
- Large HR departments for employee forms into private employee HR extranets workgroups.
- Your client's inventory replacement form in a secure client workgroup that rolls up to your master inventory list, and provides both you and your client with historical inventory reports.

A few of the main benefits from our process automation are:

- Reduce paper handling and manual errors.
- Speed up the entire process doing it electronically.
- You can print electronic forms but you can also store them online in our software.
- Find and access form information faster when it's electronic.
- With electronic forms you have more control over the document preparation process.
- Audit trails which are not usually available in a paper process.

PROCESS AUTOMATION FEATURES

Custom Interfaces

Typically form processing requires a unique user interface to make filling out the form easy. You can have the form process end up in a client workgroup where many things can take place or only have the completed form printed.

Combine Multiple Forms

Using our document workflow process we can combine many forms together, while showing to the user only that part of the form they are responsible for, or restricting the ability to move forward in the form until the current information is completed.

Add Notes To Forms

The processing of forms is often accompanied with taking notes associated with the form. With our electronic forms we can add notes any place

Audit Trails

Audit trails can be simple with date-time and user stamp, complex with critical data required by state or federal agencies or just not

within the form and selectively show those notes only to authorized users and only print the section or class of notes you desire.

Electronic Signatures

Our user sign up process assures the electronic signature is under sole control of the user making the signature. We have identified the user and can determine if the document has changed since their electronic signature was associated with the document.

necessary. Audit trails are configurable for printing with the form or independently, and are presented only to authorized users.

Access Rights

You decide who has access to modify the form in its various stages. Select user access rights can be locked and unlocked during different stages and notification to the status of the stage the form is in can be made available to your choice of users.

OUR PROMISE

Whatever client communication problems you are facing,

we will help you solve them.

Whatever your client retention goals are,

we will help you reach them.

Whatever your dreams are for a bigger business in the future,

we will help you build them.

PRICING

Fulfilling your requirements, integrating your data into our web application and meeting your expectations can be a complex and rewarding process. After a complete review of your requirements, CLC Technology provides fixed priced quotations for subscriptions and our professional services.

CLC Technology
4170 Douglas Blvd.
Granite Bay, CA 95746
1-866-262-5750
www.clctechnology.com