

Electronic Forms Made Easy

GA Forms, a recent addition to the Global Archives' Software Solutions, allows clients to create, use and distribute online forms. Because of Global Archives' diverse range of clients representing almost every major business sector, GA Forms allows clients to customize electronic forms to fit the unique needs of their business.

GA Forms makes it easy to create sophisticated forms and web applications that represent your brand in a professional manner.

One of the most common functions in a business is to gather and route data. Gathering data manually through paper forms is slow, prone to errors and not very 'green.' GA Forms makes it easy to create sophisticated forms and web applications that represent your brand in a professional manner. Global Archives' user-friendly applications, such as LockBox™, GA Notes, and now GA Forms, make it a choice you can't turn down. You are only limited by your imagination when it comes to form design.

We see forms not just as forms, but as workflows. To ensure process compliance, you can design your



GA Forms: As Easy As 1, 2, 3



1 Gather paper forms

2 Design electronic forms

3 Online access anytime, anywhere!

What We Do:

GA Forms provides extremely easy-to-follow, user-friendly applications that make business processes a breeze. You can now focus on your core business and no longer worry about ordering another form or hand-written paper forms.

How We Do It:

You supply us with the information you wish to have on your electronic form, or provide us a physical copy of the form. We then present you with an electronic version of the form. Once the revision is completed you can then access it on-line at GAForms.net with a secure login, anytime, anywhere.

What We Can Do For You:

We can streamline your business processes for you and eliminate the need for paper forms. GA Forms is an extension of Global Archives, which means years of experience and a proven track record of outstanding software provision.



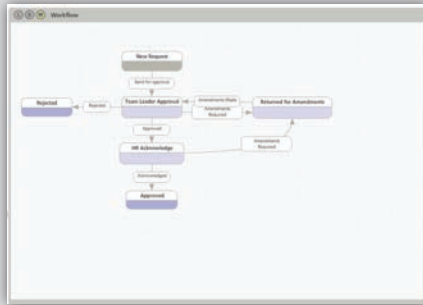
workflow process to receive notifications when certain stages are reached in your process or to receive escalations if someone is not complying to your expected service level. Our electronic forms, just as the rest of GA's applications, can be easily integrated with databases, Web services, directory services and other forms.

E-forms Made Easy!



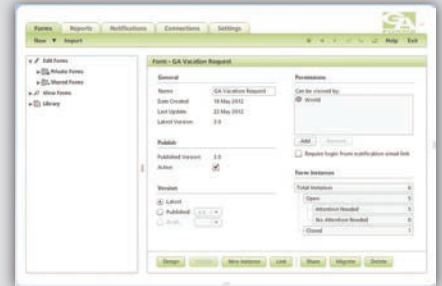
Simple Form Design

Changes such as colors, font sizes, field behaviors and various other form appearances and functions are created here.



Workflow Design

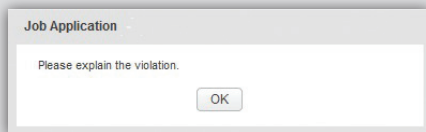
View of the form workflow design process. Here we design the notifications that are to be sent to specific users, routing processes and other functionalities.



Security

Form settings allows us to provide the proper permissions to users and groups as well as provide various type links to the form(s).

Additional Features



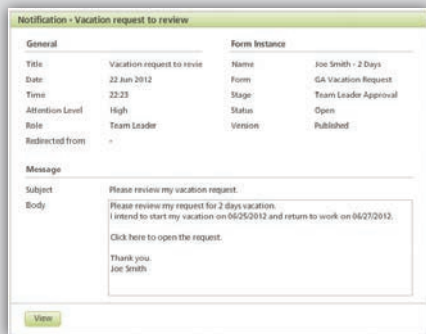
User-Friendly Alerts

Real-time alerts to ensure data accuracy and completeness of form.



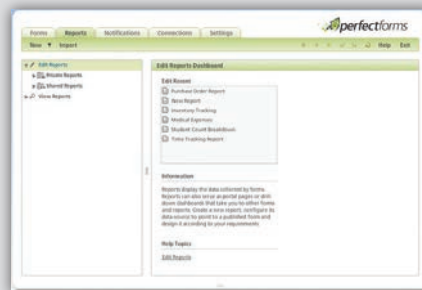
Database Lookups

Automatic population and database lookups of data speeds the form process.



Notifications

System and e-mail notifications can be sent to stakeholders identified in the workflow to alert them to action needed or other key stages of the workflow.



Reports

View, create and edit reports that you own or that have been shared with you.



Global Archives takes care of all your software needs!

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