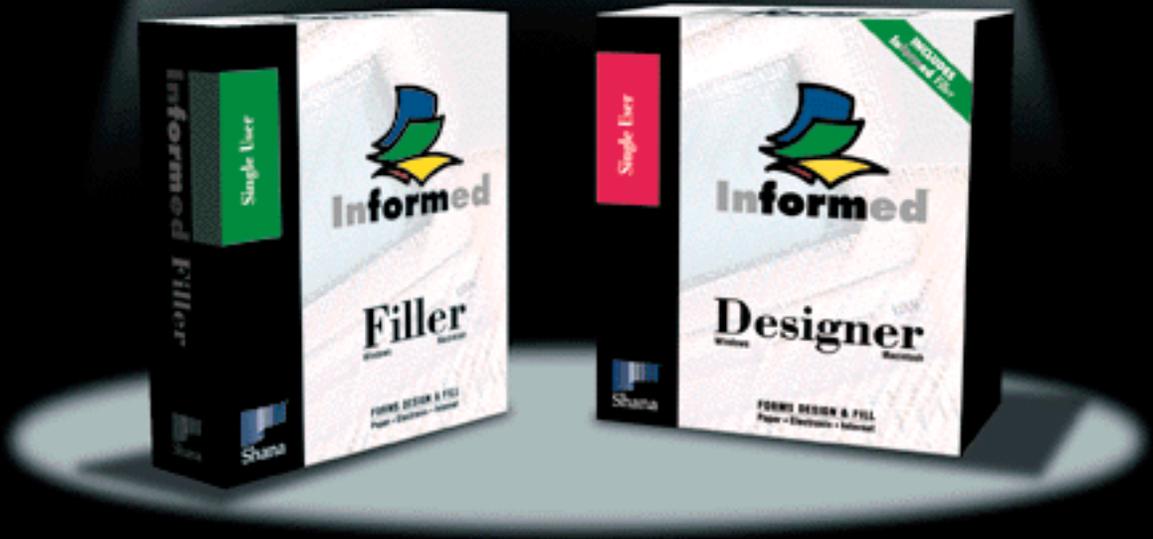
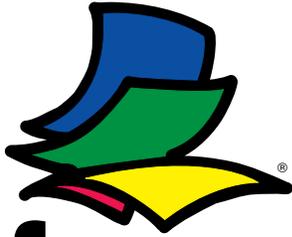


**FORMS DESIGN & FILL**  
Paper • Electronic • Internet



# Informed®





# Informed

# Designer

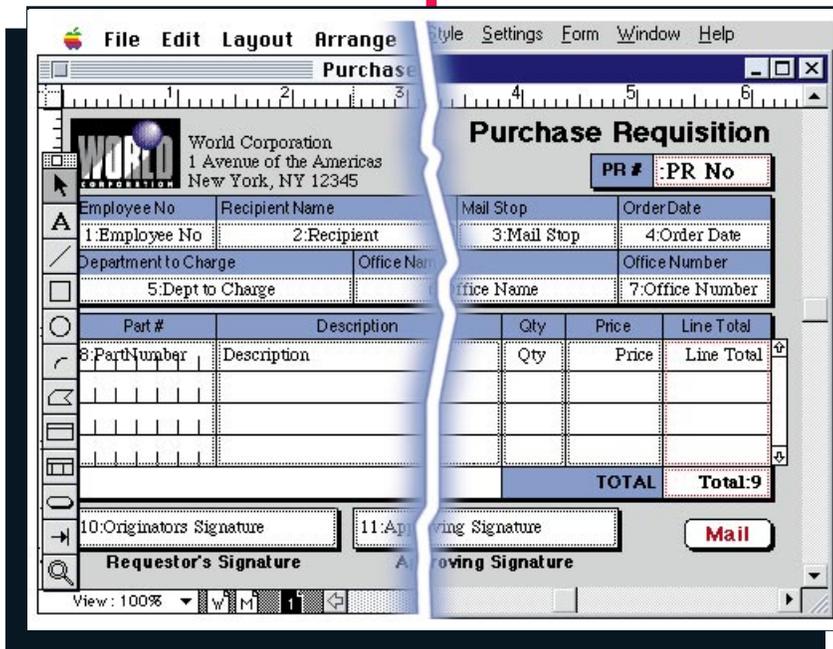
Shana Corporation provides electronic forms document services to enterprise customers. With Shana's world class, award-winning Informed® electronic forms (e-forms) software, corporate and government clients operating in Windows® only, Mac™ OS only or mixed environments get a low-cost, Internet-ready solution. Informed creates form documents which can integrate with any business processes that participate in the total document life cycle. This enables organizations to fully comply with industry regulations regarding the collection, storage, revision and retrieval of form data.

Since a form document actually consists of the form template, variable data, digital signatures and any attachments, it is critical that these parts be kept and managed

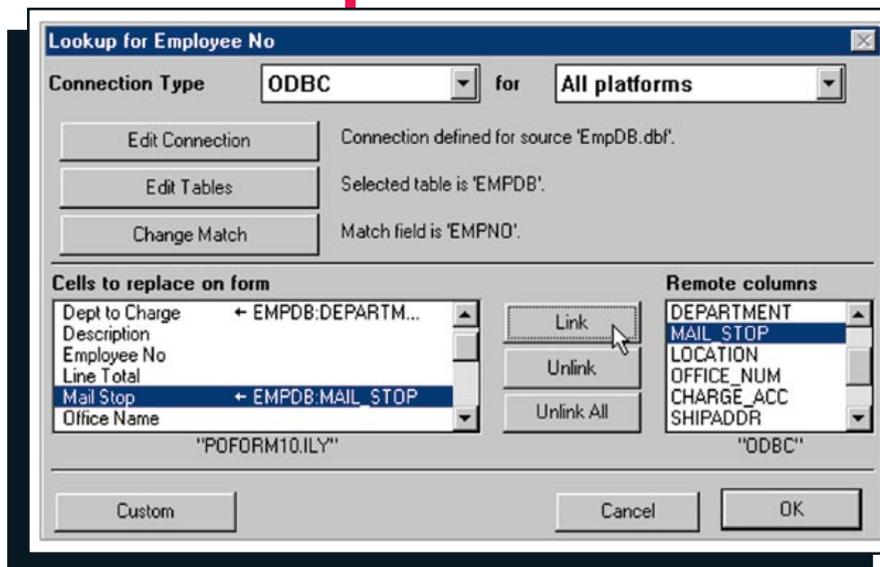
## Set up with Informed Designer®...

### Windows

### Mac OS



Design your own custom form templates on Windows or Mac OS.



Integrate with your current network, e-mail, security, database and document management systems.

"Shana's Informed product is tremendous, and they also have the best technical support I have dealt with in four years of managing our law firm's network."

Brad Bayliff  
Bayliff, Harrigan,  
Cord and Maugans

together throughout the "life" of the form document. Informed uses a document-centric approach, ensuring the integrity of links between all parts of a form document at all times. Clients will never have to rekey data since Informed shares data seamlessly with existing databases. Informed is architected to tightly integrate with systems such as e-mail/routing, document management, workflow, high-end security services, databases, Internet protocols and more. As a result, Informed adapts well to existing (and future) IT environments. This means clients can select the services best suited to their needs and Informed will simply fit in.

Informed consists of three products: Informed Designer®, Informed Filler® for Windows (3.1x, 95, 98, NT) and Mac OS, and Informed Filler for Java. Informed Designer is the powerful, yet easy-to-use application for designing form templates. With Informed Designer, you can create both the visual appearance of a form, as well as its "fillable" features. Informed Filler is the "filler" application that users use to fill out and process e-forms (created with Informed Designer): Informed Filler for Windows and Mac OS is a full featured e-forms filler that includes all the necessary capabilities to fill out, store, retrieve, approve, route, track, print and submit e-forms; Informed Filler for Java is a Java applet that provides a subset of these features and functions in Web browser environments.

## Paper Forms



Forms created with Informed Designer can be printed on demand.

### Form Design

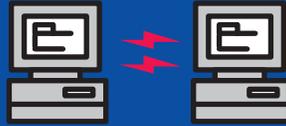
Use Informed Designer's specialized tools to design your forms quickly. After you design a form template, that same template can be used in any circumstance, whether for paper, electronic or Internet/intranet use.

If you have an existing investment in e-forms, use Shana's easy-to-use conversion tool to convert your e-forms to Informed.

### Print on Demand

Reduce storage space requirements and the wastage of obsolete forms by printing forms locally on an as needed basis.

## Electronic Forms



Fill out forms created with Informed Designer using Informed Filler on your Windows or Mac OS desktop.

### Fill and Print

With Informed Filler, take advantage of time saving data entry features to fill out forms faster and error free. Use management features to summarize your forms in a list, and revision control features to automatically update users to new form revisions.

### Fill, Send and Print

To reduce cycle times, move beyond fill-and-print automation and route forms electronically using your e-mail system.

### Fill, Sign and Send

Go paperless! Take advantage of your digital signature and database systems to automate your forms throughout the entire process - from initiation, through routing and approval, to submission of the approved form.

## Internet/Intranet



Fill out forms created with Informed Designer using Informed Filler for Java from within your browser.

### Fill and Send from Browser

By using Informed Filler for Java from within any Java capable browser, you can have forms filled out and sent to your Web server for further processing.

### Fill, Send and Approve

Integrate visually appealing, intelligent Java forms with the extended capabilities of the Informed Filler helper application. Fill and submit with Java forms. Collect, manipulate and approve multiple forms with Informed Filler for Windows or Mac OS.

### Internet-Ready, Fully Functional

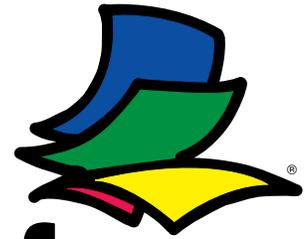
Informed on the desktop already supports standard Internet protocols. This provides fully functional software that operates on the Internet/intranet. Think of it as a "forms browser."

Purchase Requisition • Time Sheet • Vacation Request • Invoice • Change Order • Check Request • Client Billing • Delinquent Past Due • Engineering Change Advertising Planner • Expense Report\*\* • Fax Cover Sheet • Hire/Rehire • Report Card • Job Proposal • Credit Memo • Daily Cash • Meeting Agenda New Employee Checklist • Progress Notes • Order Form • Travel Authorization • Performance Evaluation • Features Comparison • Calendar • Quotation Letterhead • Loan Application • Envelopes • Personnel Action Notice • Statement • Registration • Labels • Request for Quotation • Return Authorization Sign In/Out • Job Application • Personnel Record • Work Order • Formative Review • Home Profile • Packing List • Sales Lead Follow-Up • Action Request

\*\*Many pre-designed Expense Forms are included with the Informed Palm™ Expense Creator, a powerful expense management companion for Palm organizers.

Forms like Purchase Orders, Time Sheets, Expense Forms and Personnel Action Notices are used extensively by many organizations. Generally, these forms are filled out, signed and sent for approval. This "fill, sign, send" process happens hundreds, if not thousands, of times each year and is part of the total document life cycle management process which also includes the storage, retrieval, revision, tracking and archiving of form documents.

Using Informed Designer and Informed Filler, you can easily automate this entire process and expect to see a 50-90% cycle time reduction, an 80-90% drop in error rates and a 100% elimination of rekeying and its resulting errors. This means you could realize a 200-300% return on investment from automating just ONE form!



# Informed Filler

...fill out with Informed Filler®

Windows

Mac OS

Java\*

Part #	Description	Qty	Price	Line Total
1	Informed Designer	1	295.00	295.00
2	Informed Filler	5	195.00	975.00
<b>TOTAL</b>				<b>\$1,270.00</b>

Your form filling experience is identical on Windows, Mac OS and Java.

Manage your form as a form document, where the form template, variable data, digital signatures and any attachments are all contained in a single document. Have the ability to republish data into your database of choice.

"This product has the feel of software designed and implemented by people who've actually performed the form building and form filling tasks."

A+ / Excellent Review  
Federal Computer  
Week/GBB

\* Informed Filler for Java is available separately.



### Form Design

Use form specific design tools with Informed Designer to easily create a professional, custom form template from scratch, or to duplicate an existing paper version. With just one tool, you can create form templates for paper, electronic and Internet/intranet use.

### Form Fill

By entering your data electronically with Informed Filler, you get the look and feel of paper forms with all the power of electronic forms. As data is entered, "intelligence" features such as defaults, choice lists, calculations, database lookups and error checking make filling out forms easier, faster and more accurate.



### E-mail / Routing

With support for major e-mail systems, including direct SMTP, MExchange™, cc:Mail™, Eudora Pro™, GroupWise™, MSMail™, Quarterdeck Mail† and QuickMail† (and the MAPI, VIM and MHS standards), your forms can be mail enabled either for automatic addressing using a routing list or for manual addressing by the user.



### E-mail / Routing

Once a form has been completed, it can be routed instantly from within Informed Filler to others in the company, giving you a substantial drop in routing cycle times. Also, because Informed forms have the same data format on Windows and Mac OS, forms can be routed seamlessly across platforms.

### Digital Signatures

With Informed's support for digital signature services such as Entrust®, I-Sign™ (POP), I-Sign (IMAP) and Datakey's SignaSURE™ CIP smart card system, a form can be set up for electronic signing. I-Sign is Informed's built-in signature service (supports APOP (for user authentication), POP and IMAP).

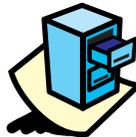


### Digital Signatures

Forms are approved with a secure digital signature which guarantees form data AND form templates are not changed without authorization. A signature cell can use your company's chosen signature service or any signature service your users have installed. No more need to print for approval purposes.

### Database Access

Forms can be configured to look up information in existing databases or to submit data to existing databases. Informed currently supports Oracle™, Sybase™, Microsoft® SQL Server, ODBC compliant databases, Butler™ SQL Server and 4th Dimension™†.



### Database Access

Forms configured to look up information in existing databases allow users to fill out entire sections of a form instantly. Forms configured to automatically submit data to a database eliminate the time, expense and potential errors of rekeying information manually.

### Document Management

Informed integrates with document management systems (DMS) such as FileNET's Panagon™ and PCDOCS' DOCS Open™. Informed Designer can store (check-in) and retrieve (check-out) form template documents directly. Form designers benefit from the enterprise reach of DMS, security to protect access to templates, searching capabilities to find templates, and revision archiving for audit trails of changes.



### Document Management

Informed Filler can store (check-in) and retrieve (check-out) form data documents directly. Informed Filler can automatically set the document class and document properties of form data documents according to designer configuration. Like form designers, form users also benefit from the enterprise reach, security, searching and revision archiving capabilities of DMS.

### Form Tracking

Using your own SQL database as a tracking server, or via ODBC to the Access™ or dBASE databases included with Informed Designer, your forms can be set up for form tracking in just a few minutes.



### Form Tracking

With form tracking, you know where your forms are at all times, eliminating the expensive and time wasting task of manually tracking in-process forms.

### Number Serving

Electronic forms, like paper forms, often require unique identification numbers. Your forms can be set up to get unique form numbers from a central source (Shana's Informed Number Server®†, your company's standard database or a Web server CGI).



### Number Serving

Once set up, unique form numbers can be assigned automatically either when a new form record is created or manually at any time thereafter. This ensures that each form record is uniquely identified and there's no need to allocate specific sequences of numbers to particular users.

### Revision Control

Once a form template is designed, it may change to reflect new company policies, procedures and design standards. Informed Designer automates the distribution of revised form templates over networks and allows the templates to be stored on file servers or on FTP sites. Revisions to form templates can also be controlled with Informed Designer's integration with document management systems.



### Revision Control

As you fill out new form records, Informed Filler automatically checks for revised form templates and downloads them for you. This makes revised form templates instantly available and eliminates the costs associated with obsolete forms. Revisions to form data can also be controlled with Informed Filler's integration with document management systems.

### Internet/Intranet

Informed supports standard Internet protocols: form template distribution and revision control via FTP; lookups, form tracking and generation of auto-incrementing numbers via HTTP; electronic routing via SMTP; electronic submission via HTTP/MIME; and digital signature authentication via POP3 and IMAP.



### Internet/Intranet

Informed supports standard Internet protocols from within the desktop software. This provides Internet and intranet users with support for error checking, calculations, formatting, dynamic tab order, attachments, lookups, digital signatures and more. For a total thin client experience, use Informed Filler for Java.

†Mac OS only.

For the latest information, visit us on the World Wide Web.

[www.shana.com](http://www.shana.com)

Significant cost savings and benefits can be achieved at each phase of forms automation, with full automation of a process (that is, eliminating paper altogether) offering the highest return on investment. Organizations that are unable to automate fully will still benefit by moving up the automation chain in steps, realizing more value at each level.

During the automation process, organizations may need additional support. Shana is a company that is receptive to customer needs, stands behind its products and supports its customers. This commitment to customers is incorporated in everything Shana does, from developing top quality products, to providing affordable and flexible licensing options, to offering practical technical solutions, to assisting with the implementation and use of its products.

Shana's Technical Services Group is dedicated to helping Informed users reach their forms and process automation goals with the best Informed solution. They offer a complete range of consulting and training services. Consulting services include forms design (creation of new forms), forms analysis (improve existing forms), forms implementation (roll out) assistance, pilot project assistance, integration of Informed with other applications (databases, accounting systems, mail systems, etc.) and so on.

Informed training courses provide an intensive overview of every cost-saving feature that Informed has to offer. Tailored to the needs of business users worldwide, these courses encourage hands-on, class participation and can be taught at the location convenient for you. As an alternative, Shana offers Informed courseware for organizations that prefer to conduct their own training using local facilities and staff.

For organizations that desire an increased level of technical support, Priority Technical Support along with Software Maintenance is available. Standard Technical Support is already included with every Informed product purchased.

You may find that your organization needs even more specialized services. This is where Shana's Affiliates can help. Shana developed the Affiliate Program to ensure the availability of a wide variety of complete, localized services for Informed customers. Located throughout the world, Shana Affiliates are organizations that can offer Informed customers quality expertise of a specific nature. Based on your needs, Shana can refer an Affiliate with the required skills. Whether you need the help of a global player or of a localized integrator, this program provides you with one more avenue of expertise and reaffirms Shana's commitment to its customers.

Please visit Shana's Web site at [www.shana.com](http://www.shana.com) for more information about Informed products, services and programs, and about Shana, the company.



For additional information on Informed products, please refer to the following brochures: Informed Electronic Forms Perspective, Informed Filler Licensing Options, Informed Designer Specifications, Informed Filler Specifications and Informed Filler for Java Specifications.



Shana Corporation, 9744 - 45 Avenue, Edmonton, Alberta, Canada T6E 5C5

Tel: (403) 433-3690 Fax: (403) 437-4381 Order Desk: (800) 386-7244

Please note that after January 25, 1999, our area code (403) will change to (780).

E-mail: [info@shana.com](mailto:info@shana.com) Web: <http://www.shana.com/>

Copyright© Shana Corporation 1998. All rights reserved. Informed, Informed Designer, Informed Filler, Informed Number Server, the Informed logo and the Shana logo are registered trademarks of Shana Corporation. I-Sign is a trademark of Shana Corporation. Portions of this software are copyright 1991-1998 by INTERSOLV, Inc. English text proofing software developed by INSO Corporation. Palm Computing is a registered trademark and the Palm Computing platform Platinum logo is a trademark of Palm Computing, Inc., 3Com or its subsidiaries. All other trademarks are property of their respective owners. Printed in Canada. 60-0102 11/98