



EZinFORM

Form Capability with Ezenia InfoWorkSpace 3.0

EZinFORM provides a collaborative environment for InfoWorkSpace (IWS) team members to define templates, create forms from templates, and simultaneously edit data within fields of forms. EZinFORM allows team members to view the modifications to the content of a form in real-time and, therefore, eliminates the need to send emails and/or faxes.

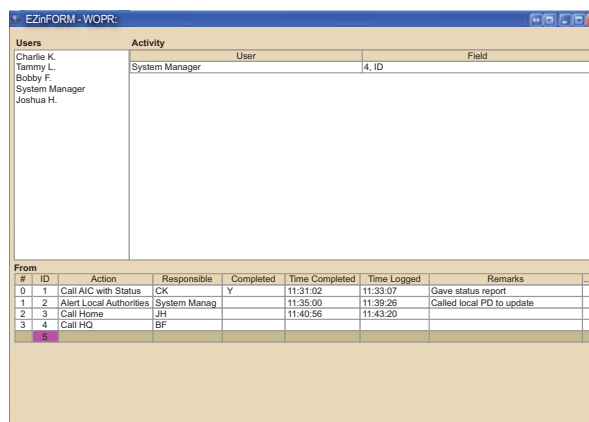
As a form is being worked on, EZinFORM posts the presence of all participants in the session and logs the history of all revisions made to its content with the appropriate names of the authors and timestamp information. The auditing capability within EZinFORM is stored in the database and enables revisions to be tracked.

Template Designers

Template designers are IWS users who have permission to use the EZinFORM editor and are granted rights to all the functions within the editor.

Templates

A template defines the structure of a form by enumerating the available columns and their properties, including the column names and other pertinent information. Each column width is variable and can



The EZinFORM editor window shows who is currently viewing the document and who is editing which cells.

be adjusted by the user to change the displayed size. The IWS administrator has the ability to add a new template entry, edit a current entry, or delete an existing entry of the template list in EZinFORM. Templates are stored at the server level and are accessible at all levels below.

Forms

A form is created from a chosen template by entering data into its fields. Forms may be associated with either a room, a floor, a building, or a server. Forms associated with a higher level are visible to all levels below. As a result, forms stored in a room are accessible only to that room while forms stored at the server level are accessible anywhere on that server. An unlimited number of forms can be stored and users have the ability to work on multiple forms at the same time. A form structure can change on the fly with the addition and/or removal to their columns, resulting in potential new templates. Administrators have the ability to save the revised form structure as a new template. All forms can be previewed in a browser and printed as needed.



EZinFORM eliminates the need to send emails and/or faxes between team members.