

GT eForms FEATURE LIST

GT eForms is a bolt-on toolset for PeopleSoft applications that provides a flexible framework for developing electronic forms. Here are several of the benefits GT eForms provides our existing clients:

- GT eForms dramatically reduces the time and manpower required to process forms from initiation to entry into the system. For example, one client saw a cycle-time reduction from four business days to same-day turnaround.
- GT eForms automatically routes itself to the appropriate user at the stage of the process where that individual needs to be involved. Once completed by that user, an eForm routes itself to the next user in the sequence.
- GT eForms allows business analysts or users to change or alter form appearance, page navigation, workflow participants and emails generated without technical intervention.
- Gideon Taylor provides our clients with the training, knowledge, and skill to develop their own forms based on the GT eForms solution. At last count, Wakefern IT and business professionals had developed 10 unique custom eForms.

Clients Receive:

- CD media with PeopleSoft project files, Data Mover scripts and Data Mover import files
- GT eForms Installation Guide
- GT eForms Development Guide
- Sample eForm: Request Role

User Features

- Online, casual user interface with electronic signatures
- Step-based navigation presents only the fields necessary for user to enter
- Free-form comments accepted and retained for all eForms
- Emails indicate status and progress
- Email links go directly to eForm pages
- PeopleSoft-native valid values and edits
- Automatic electronic archival, instant retrieval
- Instant eForm status shows who has worked the eForm and who it is waiting for
- Automated entry into target PeopleSoft components

Business Analyst Features

- Manage complex approver rules, navigation options and user interface look and feel from online application
- Email management – use of standard bind variables, easily create new and update existing text, reusable templates, embedded hyperlinks to perform form tasks, embedded hyperlinks to define URLs
- Standardized form management – form history standard across all forms, easy to query, easy to report from, easily stop and start form entry into the system
- Easily monitor forms and follow up with approvals as necessary
- Manage titles and text within the eForms pages
- Completely adaptable approval steps
- Access and ability to change business processes as needed through setup tables

Appr Step	Appr Path	Role Name	Form Task
Step 1	Path A	BYU Departmental HR User	Add
Step 2	Path A	BYU Cont Ed Office	Evaluate

Appr Step	Appr Path	Role Name	Form Task
Step 1	Path A	BYU Departmental HR User	Add
Step 2	Path A	BYU Departmental HR Approver	Evaluate
Step 3	Path A	BYU Staff Front Office	Eval Front
Step 4	Path A	BYU International Office	Eval Intl
Step 5	Path A	BYU Staff Back Office	Evaluate

Control what pages each Task includes

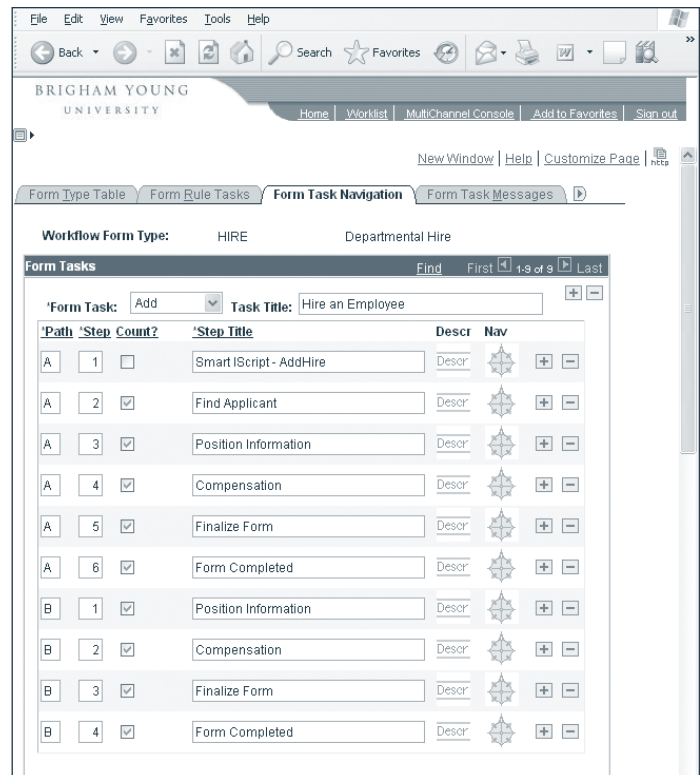
Developer Features

- Full electronic form development framework with guided development methodology
- Extensive function library reduces conditional coding to bare minimum
- Routing, navigation and links are generated from setup data, not coded
- Built on top of delivered PeopleSoft tools, using standard PeopleSoft skill sets
- Reusable worklist record, approval rule sets, and workflow maps
- Minimal mods to delivered components
- Native access to PeopleSoft data
- Seamless integration into delivered PeopleSoft components
- Empowered Business Analysts mean reduced developer maintenance

The eForms Toolset Consists Of:

- Online application, *Manage GTE eForms*, for setup table-based management of Form Types, Conditions, Tasks, Task Steps, Form Actions and Messages
- Custom Application Classes for step-based navigation and simplified Component Interface management
- PeopleCode function libraries supporting:
 - o Conditional branching in the business process and user session
 - o Page-level editing and validation
 - o Form Checklist management
 - o Template-based email generation and routing
 - o Dynamically-generated links into eForms processes
 - o Worklist maintenance

- eForms Workflow Activity, Business Process Map, Approval Rule Set, Email Templates
- Enhanced Virtual Approver functionality
- Application Messaging objects and tools
- Page templates, sub-pages, design components
- Universal workflow routing objects
- Enterprise eForm tracking, history and checklist maintenance pages and records



The screenshot shows a web browser window displaying the eForms toolset interface. The browser address bar shows 'BRIGHAM YOUNG UNIVERSITY'. The page title is 'Form Task Navigation'. The main content area shows a table of tasks for a 'HIRE' form type. The table has columns for Path, Step, Count?, Step Title, Descr, and Nav. The tasks are organized into two paths, A and B, each with four steps.

Path	Step	Count?	Step Title	Descr	Nav
A	1	<input type="checkbox"/>	Smart I/Script - AddHire	Descr	
A	2	<input checked="" type="checkbox"/>	Find Applicant	Descr	
A	3	<input checked="" type="checkbox"/>	Position Information	Descr	
A	4	<input checked="" type="checkbox"/>	Compensation	Descr	
A	5	<input checked="" type="checkbox"/>	Finalize Form	Descr	
A	6	<input checked="" type="checkbox"/>	Form Completed	Descr	
B	1	<input checked="" type="checkbox"/>	Position Information	Descr	
B	2	<input checked="" type="checkbox"/>	Compensation	Descr	
B	3	<input checked="" type="checkbox"/>	Finalize Form	Descr	
B	4	<input checked="" type="checkbox"/>	Form Completed	Descr	

Choose workflow participants and the Tasks they perform