

## Boost the power of your IT system with data-aware forms

One of the most dramatic ways to improve your agency's workflow is to streamline and automate its use of forms. Adding FORMWORKS to your system transforms all of your paper forms into powerful data-aware electronic forms, organizing each case's disparate collection of paper and Word files into a comprehensive electronic case record whose relevant documents are all accessible, right at your fingertips, anywhere, anytime.

Unlike simple *text-based* documents that handle all entered data as little more than "dumb text", *data-aware* forms treat all of the valuable data entered into them as intelligent and retrievable information that is stored right in your case management system database.

The advantage? Converting your paper forms into electronic forms not only extends your system's capabilities to support one of the most prominent aspects of your workers' daily work—namely, the filling out and processing of forms—but it also makes all of their forms' rich data available throughout your agency for quick retrieval, searching, cross-linking and, perhaps most importantly, statistical analysis. It incorporates your form data into your database in ways that plain text fields simply cannot.

In addition to being a powerful addition to the CASEWORKS system, **FORMWORKS** can also perform as a stand-alone program, and integrates well with other legacy case management systems.



## Use **FORMWORKS** to:

### **Create electronic forms by program.**

Because **FORMWORKS** documents are highly configurable, you can create virtually any type of form you need. This allows you to reproduce any paper form electronically, allowing you to preserve the familiarity of your existing agency forms. It also opens up new possibilities to design highly customized forms for very specific programs or purposes, without requiring any additional programming in **CASEWORKS**.

### **Save time.**

With **FORMWORKS**, important processes like Intake or Referral will no longer require your staff to enter different data on different screens. Simply create a single form that captures all the data you need, and let **eForms** take care of entering it all into the appropriate areas of your database. With **eForms**, you only need to enter information once. You can also design forms that pre-fill designated fields with **CASEWORKS** data, saving time by eliminating the need to look up and enter already known data.

### **Manage your workflow.**

Because of the built-in intelligence of data-aware forms, you can build sophisticated business rules into your documents that move both your data and your workers through predetermined workflows. Adding conditions to certain form fields will automatically trigger notifications, reminders, or time-limited “next steps” that appear directly on the worker’s dashboard to guide them through all required procedures. You can also build instructions into your forms that automatically carry relevant data forward into other documents, and tie form field responses in to special alerts or task notifications. The possibilities are endless.



Use **FORMWORKS** to:

### **Automate the approval process.**

**FORMWORKS** adds an important “Send for Approval” process to **CASEWORKS**, allowing you to identify which forms need a supervisor’s approval, and automating the process of obtaining and noting that approval. More importantly, once that approval is obtained, **eForms** will go ahead and change whatever data was pending approval, according to the workflow rules you’ve set up. You can also add a Quality Assurance process that sends certain forms for an extra accuracy check before they are stored in **CASEWORKS**.

### **Share forms and other case-related documentation.**

Being able to put every form and document related to a case directly into **CASEWORKS** makes it so much easier for you to organize, retrieve and share the information that you and your team need. **eForms** facilitates informed service delivery by presenting a single view of all case forms and related documentation, both electronic and scanned. This opens up many new opportunities for sharing and collaboration, in ways not previously thought possible.

### **Perform statistical analysis.**

One of the most powerful advantages of making your forms data-aware is that their information can also be used for intelligent analysis of your agency’s activities and effectiveness. You gain the ability to sort, sift, and search through all the data collected to detect trends and measure outcomes, giving you valuable new insights into the services that you provide.



## Coyote Software Corporation: Software solutions that transform your workplace.

When you select **FORMWORKS**, you're not just buying packaged software off the shelf. You're also hiring the team that created it. Coyote will tailor it, test it, install it, support it, and make sure that it exceeds your team's expectations from the moment it "goes live" at your agency.

Coyote Software Corporation has been designing, developing, and delivering sophisticated, custom software systems for agencies and businesses throughout North America since 1992. We have extensive experience building custom software solutions for specialized workplaces, and we have an impressive track record of success. Our emphasis on creating "software that transforms your workplace" means that we take extra measures to learn and understand your needs. We review your job functions and workflow, and determine your information and reporting needs before we begin building the system that will best automate your activities.

What you can expect when you hire Coyote to automate your workplace:

- Full system implementation, training, and support
- Broad range of I.T. consulting services to help you achieve your I.T. objectives
- Responsiveness to your agency's customization needs
- Quick response times
- Extensive training and documentation
- Post-installation follow-up
- Proven Microsoft technologies

