

EZinFORM

Form Capability with Ezenia InfoWorkSpace



spread•sheet

1. a piece of paper with rows and columns for recording financial data for use in comparative analysis.
2. An accounting or bookkeeping program that displays data in rows and columns on a screen.



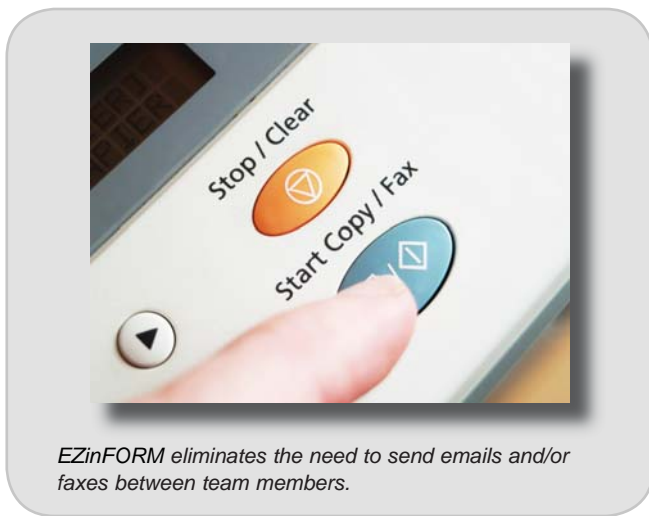
EZinFORM is a document management tool that provides a collaborative environment for InfoWorkSpace (IWS) team members to define templates, create forms from templates, and simultaneously edit data within form fields. EZinFORM allows multiple disciplines or departments to view and edit information independently, eliminating the need for team members to communicate revisions off-line. The benefit to this is that EZinFORM can keep all interested parties apprised in real-time of a project, a plan, or a complex series of related events.

As a form is being modified, EZinFORM posts the history of all content revisions with the session, the modifier's name, and timestamp information. The auditing capability within EZinFORM is stored in the database.

names and other pertinent information. Column width is variable and can be adjusted by the user. The IWS administrator has the ability to add a new template and edit or delete an existing entry on the template list. Templates are stored at the server level and are accessible at all levels.

Forms

A form is created from a selected template by entering data into its fields. Forms may be associated with a room on a floor in a building - or at the server level. Forms stored at the server level are accessible anywhere on the server; however, forms created in a room are stored and accessible only in that room. Forms storage capacity is unlimited, and users have the ability to work on multiple forms simultaneously. A form structure can change "on the fly", resulting in potential new templates which can be stored on the server. All forms can be previewed in a browser and printed as needed.



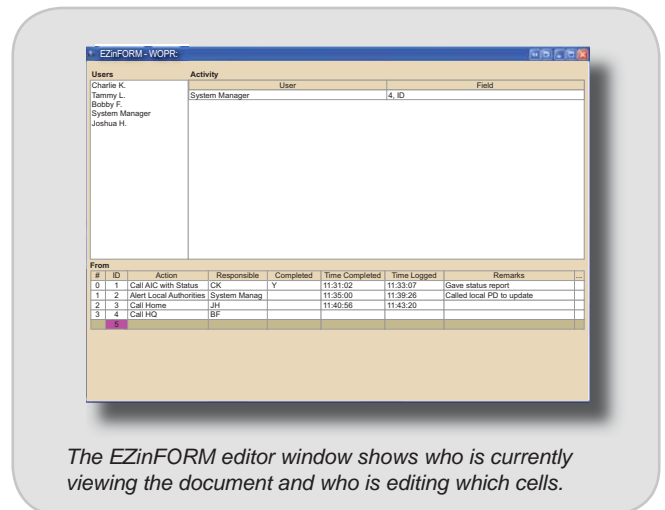
EZinFORM eliminates the need to send emails and/or faxes between team members.

Template Designers

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



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