

## Efficiently design, print, and distribute forms for transactional documents.

Business forms—such as invoices, patient admission or discharge papers, checks, account statements, and packing slips—are a necessary part of everyday business processes. But pre-printed multipart forms are expensive, inflexible, and labor-intensive. With HP and Capella FormPort solutions, you'll be able to customize your forms to meet your business needs—and print your forms on plain paper as needed on any HP LaserJet MFP or printer. Automate business processes by creating and distributing professional transactional documents using fixed and variable data. Take control of your business documents and strengthen your professional image today with HP and Capella FormPort solutions.

### Solution at a glance

HP and Capella FormPort takes the headache out of creating and distributing forms. This robust solution combines sophisticated design with data merging, so your forms are always up-to-date. Choose from a wide variety of automated simple and complex forms, or design your own with the intuitive FormPort Designer. You can even take advantage of Capella's professional design services, for hands-off forms creation and editing.

When it's time to distribute your forms, print them on plain paper using your HP LaserJet printers and MFPs—or send forms via fax and email to vendors, customers, and internal archives. Enhance security by encrypting document output and controlling user access and document configuration. HP and Capella FormPort Server lets you create and distribute forms when you need them, allowing you to avoid the cost and storage requirements of expensive, inflexible pre-printed forms.

### FormPort Designer—Customized forms to meet your needs

FormPort Designer gives you all the tools you need to develop your own form templates, exactly to your specifications. The intuitive interface makes it easy for any user to create both simple and complex forms—no scripting required. You can modify forms quickly as needed. Incorporate a wide variety of data fields into an unlimited number of document designs, taking full advantage of the capabilities of your HP LaserJet printers and MFPs.

### FormPort Server—Dynamic form printing and distribution

FormPort Server can generate many different types of documents—for example, invoices and packing slips—from the same data. Then the Server provides dynamic form creation and intelligent document routing to print, email, fax, and archive. FormPort Server can handle multi-copy processing, and has the ability to re-direct jobs to any valid print queue. The output can be customized, depending on the recipient—for example, add color to highlight the "Payment Due" field. Protect sensitive forms with encryption and private print processes.

### FormPort Kiosk—Forms on demand

FormPort Kiosk lets you access forms from your PC without a dedicated workstation or device. Instead of filling out pre-printed forms by hand, customers can self-sufficiently fill out forms using an intuitive web interface. FormPort Kiosk improves productivity by letting users print or distribute both static forms and dynamic forms populated with variable data on demand using FormPort Server.

### What if you could...

**Automate** business processes by creating professional transactional documents using fixed and variable data?

**Eliminate** multipart forms and print high-quality forms on plain paper as needed on any HP LaserJet MFP or printer?

**Distribute** forms via fax and email to vendors, customers, and internal archives?

**Protect** and secure forms by controlling user access and configuration for documents and printers?

**Create** and edit forms in-house or have Capella provide design services for hands-off forms creation?

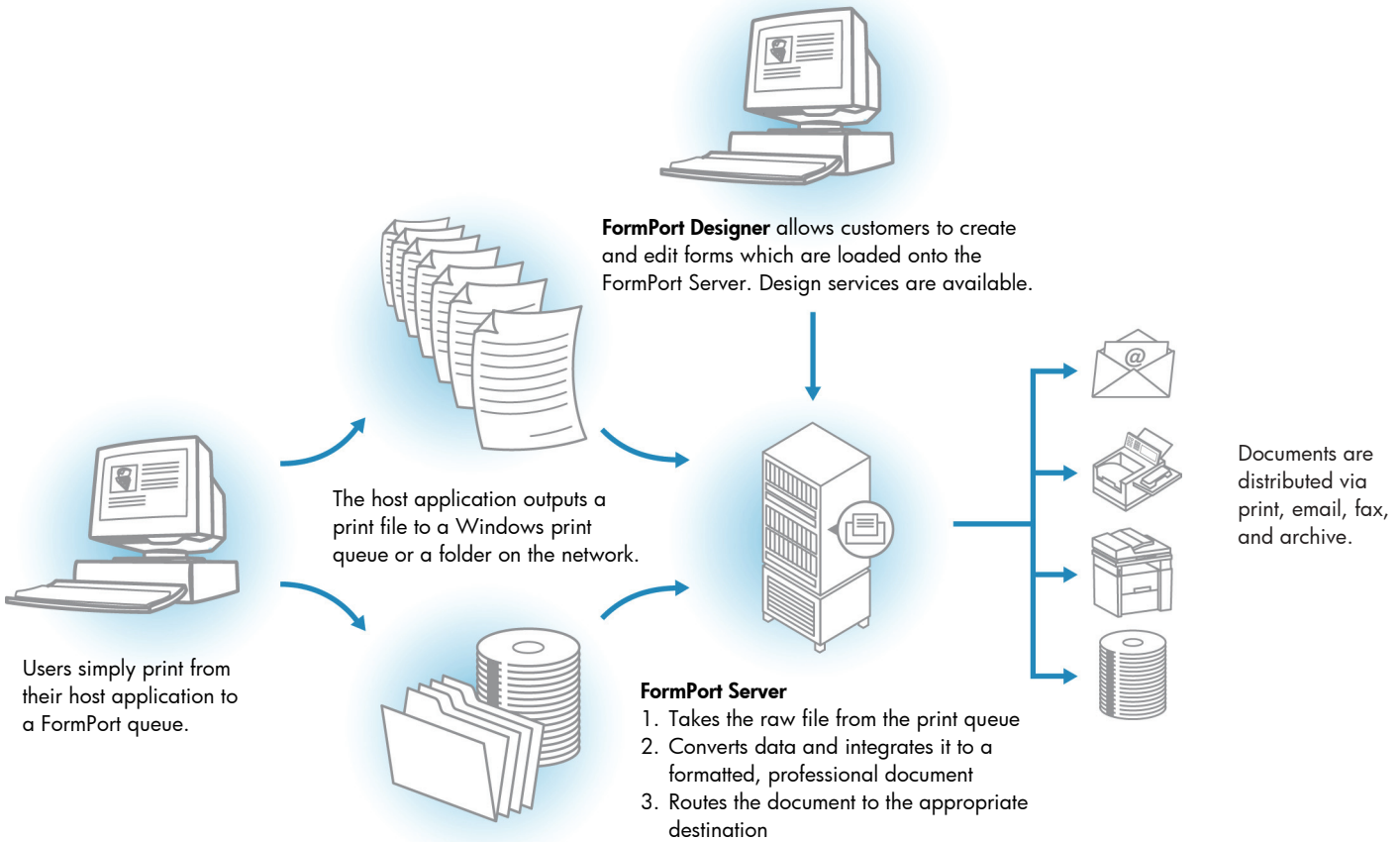


Figure 1. HP and Capella FormPort Suite makes it simple to design, print, and distribute all types of forms.

## Simple yet powerful forms creation

HP and Capella FormPort Designer makes it easy to create forms to meet your unique business needs. The Windows®-based interface lets you define what the form will look like, where data will be placed, and how it will be output. It's simple to add color, images, and barcodes. The solution also allows you to take advantage of features of your HP printing devices, such as output bins and stapling.

**FormPort Designer - [BW1.fpd]**

File Edit View Page Insert Format Tools Window Help

100%

**Your Urgent Care** 01/18/09 3:00P RAD MAM R1 CM1 002700444

SALLY S SICK  
621 SOUTH BETTER  
WEST DES MOINES IA 50265

REASON: DIAGNOSTIC MAMMO

DOB: 12/17/47 55 F  
SSN #: 555 555 5555

INSURANCE: BCBS ALLIANCE SELECT XQH999287777 Referring Doctor: STEPHANIE FEELWELL MD

DIAGNOSTIC MAMMO 305

AL SELECT 10% co-pay  
JACKET # DIAG CTR # 17805

THYROID	LUNG	PET
<input type="checkbox"/> 78000. I-123 UPTAKE AND SINO. SCAN	<input type="checkbox"/> 78580. PULMONARY PERFUSION IMAG.	<input type="checkbox"/> 00125. PET LUNG SNO. PUL. NODE
<input type="checkbox"/> 78001. I-123 UPTAKE AND MULT. SCAN	<input type="checkbox"/> 78587. PULMONARY VENTILATION IMAG.	<input type="checkbox"/> 00210. PET LUNG DIAG.
<input type="checkbox"/> 78006. I-131 UPTAKE AND SINO. SCAN	<input type="checkbox"/> 00211. PET LUNG INTL STAGING	<input type="checkbox"/> 00212. PET LUNG RESTAGING
<input type="checkbox"/> 78010. T-69 THYROID SCAN	<input type="checkbox"/> 78596. PULMONARY QUANTITATIVE DIFF.	<input type="checkbox"/> 00213. PET COLORECTAL DIAGNOSIS
<input type="checkbox"/> 78018. THYROID MET. WHOLE BODY	<input type="checkbox"/> 78630. CISTERNOGRAPHY	<input type="checkbox"/> 00214. PET COLORECTAL INTL STAGING
<input type="checkbox"/> 78020. THYROID MET. UPTAKE	<input type="checkbox"/> 00215. PET COLORECTAL RESTAGING	<input type="checkbox"/> 00216. PET MELANOMA DIAGNOSIS
<input type="checkbox"/> 78070. PARATHYROID NUCLEAR	<input type="checkbox"/> 78650. CSF LEAKAGE IMAGING	<input type="checkbox"/> 00217. PET MELANOMA INTL STAGING
		<input type="checkbox"/> 00218. PET MELANOMA RESTAGING
		<input type="checkbox"/> 00220. PET LYMPHOMA DIAGNOSIS
		<input type="checkbox"/> 00221. PET LYMPHOMA INTL STAGING
		<input type="checkbox"/> 00222. PET LYMPHOMA RESTAGING

SENTINEL NODE MAP-MELANOMA  
☐ 78195. SENTINEL NODE MAP-MELANOMA  
☐ 78990. PROVISION DIAG. RADIOPHARM.

RENAL  
☐ 78707. RENAL SCAN

## Automated forms

Capella FormPort Server dynamically populates forms with data for up-to-the-minute, personalized forms. Count on seamless integration with ERP and other legacy data systems.

**IPG Bank**

MAIL TO: ABC TECHNOLOGIES PTE LTD  
10 ABC ROAD 250-01, SINGAPORE,  
ABC PLAZA  
SINGAPORE, 079903

BY THE ORDER OF  
HEWLETT PACKARD IPG BANK

WE HAVE ISSUED OUR CHECK NO. 000911  
FOR SGD 172,787.53  
FAVOURING: ABC TECHNOLOGIES PTE LTD

DATE: 31/01/03

IF PAYMENT IS NOT RECEIVED WITHIN 1 WEEK, PLEASE CALL HP IPG BANK CUSTOMER SERVICE AT (65) 6764321. FOR ALL OTHER ENQUIRIES OR OUTSTANDING INVOICES DUE FROM HP, PLEASE CALL HP ACCOUNTING SERVICES AT (65) 61234567. PLEASE DIRECT ALL HP INVOICES TO P.O. BOX 0000, ALEXANDRIA POST OFFICE, SFORE 91167.

INVOICE DATE	INVOICE NO.	DOCUMENT	GROSS AMOUNT	DISCOUNT	NET AMOUNT
07-Jan-2002	726000000	1900000000	8717.78	0.00	8717.78
07-Jan-2002	726000000	1900000000	8602.04	0.00	8602.04
07-Jan-2002	726000000	1900000000	4709.68	0.00	4709.68
07-Jan-2002	726000000	1900000000	2520.81	0.00	2520.81
07-Jan-2002	726000000	1900000000	1910.11	0.00	1910.08
07-Jan-2002	726000000	1900000000	2792.52	0.00	2792.52
07-Jan-2002	726000000	1900000000	3030.11	0.00	3030.00
07-Jan-2002	726000000	1900000000	3315.14	0.00	3315.14
07-Jan-2002	726000000	1900000000	4584.72	0.00	4584.62
07-Jan-2002	726000000	1900000000	1821.14	0.00	1821.04
07-Jan-2002	726000000	1900000000	1821.14	0.00	1821.04
07-Jan-2002	726000000	1900000000	2188.13	0.00	2188.00
07-Jan-2002	726000000	1900000000	2088.00	0.00	2088.00
07-Jan-2002	726000000	1900000000	4988.00	0.00	4988.00
07-Jan-2002	726000000	1900000000	2000.00	0.00	2000.00
07-Jan-2002	726000000	1900000000	3700.44	0.00	3700.44
07-Jan-2002	726000000	1900000000	4611.58	0.00	4611.58
07-Jan-2002	726000000	1900000000	842.46	0.00	842.46
07-Jan-2002	726000000	1900000000	705.18	0.00	705.18
07-Jan-2002	726000000	1900000000	2270.95	0.00	2270.95

**IPG Bank**

DATE: 31 01 03

PAY TO: ABC TECHNOLOGIES PTE LTD

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SINGAPORE DOLLARS

\*\*\*\*\*One Hundred Seventy Two Thousand Seven, SS 172,787.53\*\*\*

Hundred Eighty Seven and Cents Fifty Three Only\*\*\*\*\*























*Donald*

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NON-NEGOTIABLE-COPY  
NON-NEGOTIABLE-COPY

## Supported products

Capella FormPort supports the following HP LaserJet products:<sup>1</sup>

HP LASERJET PRINTERS	HP COLOR LASERJET PRINTERS	HP LASERJET MFPS	HP COLOR LASERJET MFPS
			
P3015	CP3525	M3035 MFP	CM3530 MFP
			
P4014	CP4025	M4345 MFP	CM4540 MFP
			
P4015	CP4525	M4555 MFP	CM6030 MFP
			
P4515	CP5525	M5035 MFP	CM6040 MFP
			
5200	CP6015	M9040 MFP	
			
9040		M9050 MFP	
			
9050			

<sup>1</sup> Listed devices are supported HP LaserJet devices that are currently available. Legacy HP LaserJet devices may be supported. For availability, ask your local HP Document Solutions Specialist.

## Why HP?

HP is a global leader in imaging and printing solutions, offering technical expertise along with reliable products and powerful solution sets.

**Reduce costs and improve your imaging and printing infrastructure.** Change the way you do business by changing the way you think about printing. Trim overall printing costs by investing in time- and money-saving solutions.

**Meet your business IT goals.** Extend the value of your imaging and printing hardware using solutions customized to meet specific needs. Trust HP and partner technology to handle even the most complex security, workflow, and document management issues.

**Choose from a wide variety of premier solutions.** Solutions are designed to work seamlessly with management tools.

## Get started today

When choosing HP solutions, rely on HP Document Solutions Specialists—your trusted advisors. They have been trained to help you assess your business needs, install the solutions that can enhance your organization's effectiveness, and provide ongoing support.

Contact your local HP Document Solutions Specialist for more information about the HP and Capella FormPort solution and other imaging and printing applications that will help you keep your business running smoothly.

## HP and Capella FormPort at work

Transactional documents to support front and back-office applications are a necessary part of doing business. These documents can include:

- Purchase orders
- Invoices and statements
- Packing slips and bills of lading
- Payables checks and payroll/direct deposits
- Patient or student check-in forms

For many businesses, transactional documents require cumbersome processes and expensive pre-printed forms. HP and Capella FormPort solutions can greatly improve the process of creating and distributing forms—reducing costs, improving efficiency, and enhancing security.

### Optimize infrastructure

HP can help you achieve a balance between your total cost of printing and your needs for user convenience and productivity.

### Manage environment

Working together, HP can help you maintain your optimized infrastructure while improving business efficiency and tightening security.

### Improve workflow

By streamlining your document-intensive processes, HP can help you deliver a more efficient environment for capturing, managing, and sharing information.

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