

# FlowForma®

## Public Accessible Forms

# HELPING YOU TO CONNECT EXTERNAL USERS TO YOUR PROCESSES

An award-winning Office 365® App, FlowForma® addresses your digital transformation needs by empowering business users to automate business es with speed and flexibility, no matter what the complexity.

Sitting on the SharePoint® platform, the FlowForma Process Automation tool incorporates forms, workflow, document generation and much more, all in one place.

A proven no-code, logic only approach enables business users and Heads of Departments to quickly implement any process online, from employee onboarding to insurance policy renewals and product innovation, increasing organizational efficiency and productivity, while driving positive customer experiences.

The Public Accessible Forms Add-On adds new functionality to the fundamental product features by enabling organizations to easily extend FlowForma Process Automation to external users, allowing them to submit forms and participate in workflows.

### The Challenge

External processes typically have a potentially high return on investment in an organization. However, they often involve a lot of functional compromises and require technical teams to construct and maintain.

This means that high investments of money and time are needed, which, in turn, results in a lower level of return. With FlowForma's Public Accessible Forms, the return on investment is significantly higher, within a much shorter timeframe.

### How it Works

The Public Accessible Forms (PAF) Add-On is a managed service that allows you to link external resources into your organization's online internal processes.

It works both on Office 365 and on-premises, sitting on FlowForma's Azure, and linking through to your own FlowForma Process Automation environment, where necessary.

The Public Accessible Forms environment is provided and managed by us, so you won't have to worry about configuring and maintaining the environment.

### Your Options

There are two options when availing of Public Accessible Forms:

#### Option 1: Anonymous Forms

This option allows external users to launch a new form and submit the first step, passing the data from FlowForma's managed server into your own FlowForma Process Automation environment automatically.

To access a form, the end user needs only a link, which could be placed in your public website or inserted in an email.

Typically used for once-off transactions (such as e-Vetting/ visitor access etc.)

#### Option 2: Secure Access

This option provides credentials to only selected individuals that require access.

This is more suitable when you have ongoing processes with customers, partners or vendors, where a secure login is required.

*Please note Public Accessible Forms Add-On is available for Corporate or Enterprise + plans only.*

## Example Real-World Scenarios

### Anonymous Access

*Public Application for a Service*

You want to allow members of the public to submit applications for services via your public website e.g. a planning application. The applications would usually be processed internally in a complicated and time-consuming process that involves validating the application, approving it and finally supplying the service, with regular updates to the applicant along the way.

#### Solution

This can be completed much more efficiently using Public Accessible Forms with Anonymous Access. The member of the public simply clicks on a link on your website/email, which opens an application form using FlowForma Process Automation.

#### Benefits

- Data can be validated as the user enters it, increasing accuracy
- Questions can be pre-populated based on conditions
- Documents can be generated based on the data
- Information is automatically passed to the internal system with no need for re-keying
- Formatting can be applied to the form e.g. logos, colours etc.
- Custom questions/business rules are easily accommodated

### Secure Access

*Contractor Timesheet Submission*

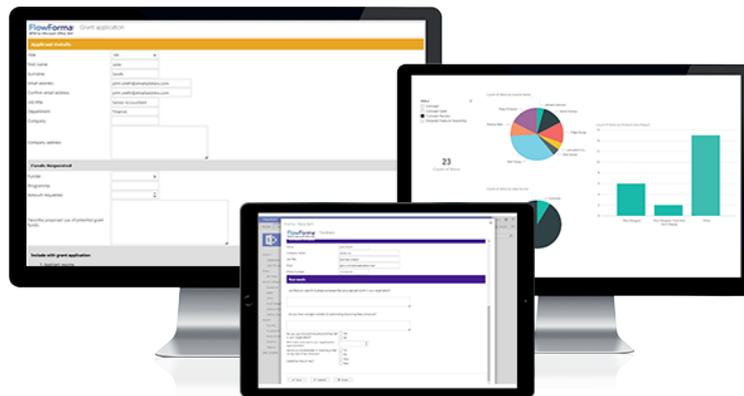
You have a workforce of contractors (i.e. not direct employees under normal employee agreements) and want the contractors to submit weekly timesheets, HR or Finance forms (leave requests, invoices etc.), but do not want to provide them with access to your internal network (as they are not bound by employee agreements).

#### Solution

Each contractor can be given an account to log in to the Secure Access service. Logged in users have access to full FlowForma Process Automation functionality running on the Secure Access server. Forms running on the Secure Access server can interact with forms running on your internal FlowForma server, seamlessly linking users with other resources in the company, e.g. timesheet approvers, HR, Finance etc.

#### Benefits

- Secure Access allows you to run FlowForma in an external environment with no impact on your internal production environment
- Your security risk is significantly minimized
- Environment maintenance and license costs are included in the price



## About FlowForma

FlowForma, the leading provider of Process Automation tools for Microsoft Office 365<sup>®</sup> has been revolutionizing the traditional space with an innovative approach to developing award winning products that empower users to create and streamline processes smarter and faster, utilizing the familiar SharePoint platform, without any coding.

FlowForma is a Gold Microsoft Partner, with over 150,000 users across Europe, America and Asia. The company is headquartered in Dublin with offices in London and Boston and is motivated by its values to innovate, evolve and achieve with employees, customers and partners.

For further information, visit [www.flowforma.com](http://www.flowforma.com)

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