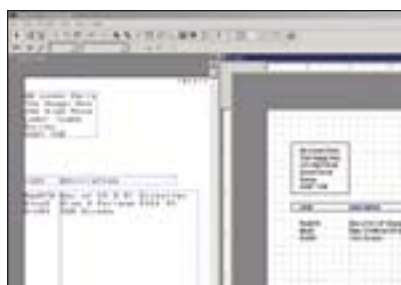


FormScape: Increase the speed and impact of business communications

Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted business process improvements to enable you to more effectively *distribute, manage, and organize* your documents.

One of these software applications is FormScape, an Enterprise Output Management (EOM) system. FormScape takes print data streams from host computer systems, processes the data, and applies advanced dynamic formatting. It then distributes the output when and where it is required without reprogramming the original application. FormScape manages data in a wide variety of formats, including print and flat files, XML, and e-mail, and prints the data to Toshiba systems, yielding business communications that are more professional and effective.

FormScape delivers a powerful set of formatting capabilities that dramatically increase the impact of reports, forms, documents, and presentations. Bar codes, lines, bars, and graphics can be added, and the full use of color is now possible when printing data from host computer systems on a Toshiba system. (And, Toshiba's e-STUDIO systems offer full finishing services that further enhance your output, such as hole punching, stapling, duplexing, n-up printing, and saddle stitching).



FormScape takes print data streams from host computer systems, processes the data, and applies advanced dynamic formatting.

Here are some of FormScape's applications:

- Invoices
- Bills of lading
- Shipping documents
- Collection letters
- Sales reports
- Financial reports
- AP checks
- Purchase orders
- W-2 and 1099 forms
- Human resources forms

Here are a few of the ways that FormScape can benefit an organization:

More efficient business operations

Immediate document delivery and retrieval throughout an enterprise brings improved business

A powerful set of formatting capabilities that dramatically increase a document's impact.

efficiency. Documents can be printed, faxed, viewed, or archived over the network, allowing the user to choose the most appropriate medium according to specific needs.

Standard document designs can be used throughout the entire organization, ensuring procedures are consistent. Changes to existing forms or communications and the introduction of new documents can be implemented globally, becoming automatically available to all users.

Also, FormScape's WYSIWYG (What You See Is What You Get) design tool allows users to build, test, and de-bug sophisticated applications in a

solutions

FormScape software

simple way. Development time for applications, including highly complex applications, is reduced from weeks to literally hours, and implementation can begin much earlier.

Integration with existing systems

Integration with existing ERP (Enterprise Resource Planning) systems is also available using FormScape; it's certified with SAP, Lawson, and JD Edwards software. The time and cost to create, change, and implement new business documents is greatly reduced.

Reduced costs for output management

In addition to eliminating the need for pre-printed forms, FormScape provides flexible and customizable solutions for all output needs. FormScape produces forms to standards and layouts usually available only from pre-printed stationary. Immediate savings result from replacing pre-printed stationery with cut sheet paper, and from reduced misuse and obsolescence waste, administration, and forms warehousing.

Increased productivity

Speeding up business processes enables significant increases in productivity: expedited information delivery to the end point reduces the time employees spend searching, and paper-intensive systems can be replaced with quick and flexible electronic systems.

Relationship marketing

Developing innovative customer documents requires turning business forms into proactive marketing tools. With FormScape software, one-to-one marketing initiatives can easily be implemented

FormScape enables one-to-one marketing and lowers customer service costs.

to build customer loyalty and promote sales. Customer communications can be tailored to individuals by carrying personalized special offers and timely information about products and services.

Reduced strain on customer service

New, user-friendly customer documents such as monthly statements and invoices help customers find important details easily, reducing customer calls and e-mails to an organization's Customer Service group. And when issues do arise, they can be resolved more quickly. Also, re-designed customer communications can drive new business by projecting strong brand awareness and customer satisfaction.

Greater employee satisfaction

Employees in all areas benefit from more efficient distribution and accessibility of information. The morale and productivity of customer-facing staff can be raised enormously with the ability to resolve issues quickly and successfully through immediate access to documents and information.

FormScape and Toshiba devices

With Toshiba devices as the ultimate output destination, FormScape can make a tremendous impact on streamlining your print cycle and improving the quality of your business communications. Call your Toshiba representative today for more information on how FormScape and other Toshiba Document Solutions can help *your* organization.

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