

SAP Solution Brief

SAP Solution Extensions

SAP Forms as a Service by Adobe

Objectives

Solution

Benefits

Quick Facts



**Optimize Processes with
E-Forms Designed On Premise
and Rendered in the Cloud**



The Best-Run Businesses Run SAP®

Improve the creation of print and interactive forms

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As your business expands, you increasingly need to integrate partners, customers, and others into new processes. Interactive, electronic forms can accomplish this. But what's really needed is a fast, intuitive way to develop electronic forms that integrate with your business processes for **more-efficient operations** and collaboration internally and externally.

With the SAP® Forms as a Service software by Adobe, you can quickly create online and offline interactive forms that integrate directly into business processes supported by SAP applications. The software provides a cloud-based version of Adobe Document Services (ADS). Thus, you simply send the data and form template (which you can define using Adobe LiveCycle Designer) to the ADS running on SAP HANA® Cloud Platform. This central, cloud-based ADS creates the form for you and sends it back, ready for use. All files are sent using a secure connection.

You can more easily create interactive PDFs, offline and online interactive; static PDFs; and PDF/A documents for archiving and compliance and build them into internal and external processes. And you can do it without having to invest in hardware or install an on-site Java stack. You just license the service, use it on demand, and let SAP take care of running and optimizing the underlying IT.



Build form templates and quickly and precisely populate them

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Automate and streamline business processes

Empower users with universal access to interactive forms

Simplify the deployment and management of interactive forms

Reinforce your IT landscape with a cloud-based solution

SAP Forms as a Service is a hybrid solution with functionality that runs partially on premise and partially in the cloud. You simply design templates using Adobe LiveCycle Designer, a free download that runs on premise. Then you send the templates and specific form data to SAP Forms as a Service and receive back fully rendered interactive and print forms that can be linked to your back-end SAP applications and workflows. You retain full control over:

- The look and feel of forms, including images
- The way forms are integrated with SAP applications

- The way forms are bound to SAP software data models
- The business logic of forms
- The usage models for forms

You can also cut costs and minimize data errors by automatically prefilling certain form fields and using the software's built-in error-checking functions. For example, forms can be prepopulated with relevant information for individual users, such as user name and employee number, and then securely distributed for completion online or offline.

Let SAP host the ADS for you – and we'll make creating and using interactive forms simpler and more flexible for you.



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With SAP Forms as a Service, you can take business process optimization to the next level. Because it's integrated into your SAP software environment, you can link data fields in forms to SAP applications. For example, the address fields in a form can connect to the SAP Customer Relationship Management (SAP CRM) application. When SAP CRM receives the completed PDF form, it can extract the data saved in the form and process it for automatic distribution to databases, business processes, departments, and other forms. You can also route forms according to predefined workflows, decreasing the risk of forms getting lost.

This direct, automated interaction enables your organization to reduce operational costs and increase business process agility while increasing data accuracy. Data from purchase requisitions, personnel and cost-center change requests, expense reimbursement requests, internal requisitions, online recruiting documents, and more can be captured, stored, and used effortlessly – no manual rekeying needed.

Use interactive forms to get more value from the processes supported by SAP Business Suite applications and the SAP Business ByDesign® solution.



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You can use SAP Forms as a Service to extend access to your enterprise software by mobile workers, partners, suppliers, customers, and more. These users can complete forms or approve forms-based requests on the fly, even when they are not actively connected to your back-end software.

If your organization supports multiple mobile devices or operating systems, you can use Forms Lifecycle Manager by Arch with SAP

Forms as a Service to help simplify mobile end-user interaction with SAP solutions. The Arch software acts as a centralized hub that orchestrates different user interfaces to support forms-based services such as forms monitoring and version control. In addition, the Arch software supports industry standards such as PDF and HTML, and it helps you integrate forms-based processes with various mobile devices.

Need to archive forms and data? Use SAP Forms as a Service to generate print forms, including PDF/A forms, for efficient, on-premise archiving.



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Using SAP Forms as a Service, you can accelerate the deployment and management of large numbers of forms-based business processes. The resulting efficiencies can reduce the total cost of ownership of your forms deployments.

For example, you can centralize all enterprise forms and data to give people access to the most current versions. So your staff can, for instance, update a form, distribute it to a central location, and be confident that all users –

whether they are on-site or off-site – can use the correct version going forward.

In addition, you can centrally manage the distribution and control of interactive forms. Using functionality for process support in SAP software or e-mail, you can route forms according to predefined workflows and decrease the risk of forms getting lost. At the same time, access controls prevent accidental deletion of data or documents as well as unauthorized changes to content.



Simplify compliance by using SAP Forms as a Service to make sure everyone uses mandated forms – and archive what's required for auditing.



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Unlike the SAP Interactive Forms software by Adobe (a traditional, on-premise solution), SAP Forms as a Service runs its ADS on SAP HANA Cloud Platform. So there's no need to deploy new hardware or install the SAP NetWeaver® Application Server component for Java. You simply need to be running version 7.0 of the SAP NetWeaver technology platform to take advantage of this solution.

Equally important, SAP takes care of IT maintenance and optimization tasks for you, including sizing, load balancing, hardware

deployment and setup, software patches, and more. We make sure that the ADS automatically scales to meet peak requirements so you can focus on what matters most.

The solution is also nondisruptive to your users. Designers continue to use Adobe LiveCycle Designer to design forms, and end users still use Adobe Reader to display and edit the forms.

Because the ADS runs on SAP HANA Cloud Platform, you benefit from a simplified IT landscape, greater scalability, and reduced hardware costs.



Increase productivity and compliance with electronic forms

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All users can implement and use an e-forms solution to optimize forms-based processes. With SAP Forms as a Service, personnel change requests, cost center change requests, internal requisitions, and online recruiting forms can interact directly with business processes supported by SAP solutions. With this direct interaction, your business can:

- Increase productivity and the speed of business processes
- Improve communication and collaboration, internally and externally, by creating interactive forms tailored to specific user needs

- Increase data accuracy and compliance
- Reduce operational costs by eliminating manual data entry

Equally important, because the solution runs partially in the cloud, you can save time and money on the IT front. There's no need to deploy on-premise ADS and Java instances, allowing you to save money on hardware. And you can delegate time-consuming landscape maintenance and optimization tasks to SAP.

Save time, money, and effort with a hybrid solution that runs partially in the cloud.



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Summary

The SAP® Forms as a Service software by Adobe helps you realize the power of electronic forms, while freeing you from the hassles and costs of on-site Java installations and hardware deployments. You can develop, deploy, and manage forms-driven business processes supported by SAP solutions. You can also automate paper-based activities and extend the reach of SAP software systems to executives, employees, customers, and suppliers, whether they are online or offline. And you can do it while simplifying your IT landscape.

Objectives

- Use interactive forms to automate data capture for SAP software
- Reduce the effort needed to create form layouts and final PDFs
- Reduce IT complexity and maintenance demands

Solution

- Interactive functions to streamline the creation of form templates
- Cloud-based version of Adobe Document Services (ADS) managed by SAP that creates interactive forms for users
- Data population that is automated
- Support for online and offline interactive forms

Benefits

- Increased productivity with faster business processes
- Improved communication and collaboration – internally and externally
- Increased data accuracy and compliance
- Reduced IT costs by using an SAP-managed, cloud-based ADS that runs on SAP HANA® Cloud Platform

Learn more

To find out more, call your SAP representative today or visit us online at www.sap.com.



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