

**HARLAND**

EFFICIENT  
CONFIGURED  
PROFITABLE  
COMPREHENSIVE

**forms** center

# Forms and Supplies

*An Electronic Ordering Solution for Financial Forms and Supplies*



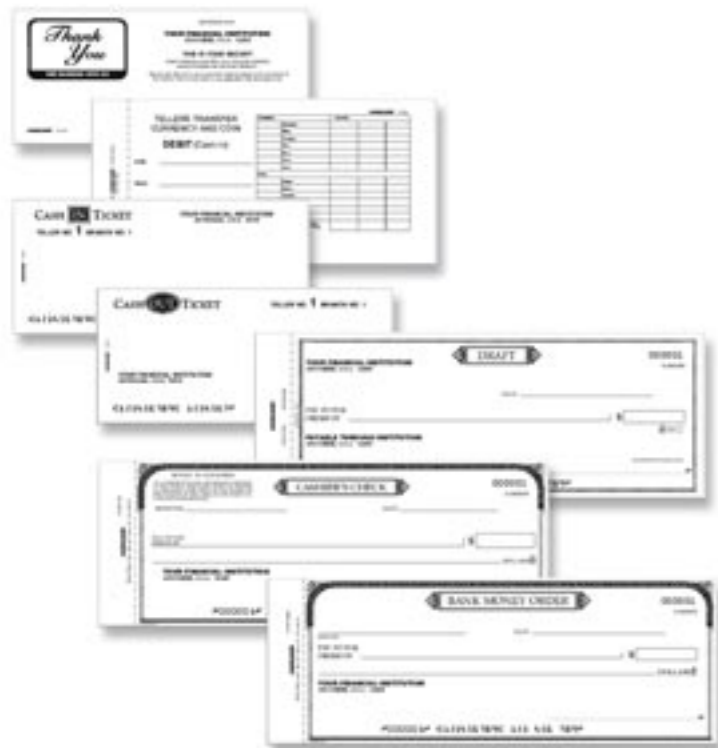
# Reduce the time and costs of ordering financial forms and supplies



A simple, new approach to managing forms and supplies is now within your reach.

For most financial institutions, managing financial forms and supplies is a disjointed process with varying degrees of oversight and control. But now there's a refreshingly simple approach to the process.

Harland's *forms.center*<sup>™</sup> designed for maximum efficiency and ease of use, offers financial institutions greater control and visibility – at a reduced overall cost. This tool gives you a single online source for ordering financial forms and supplies with fewer unauthorized or undesired transactions. Secure access and user permission levels ensure that users see only relevant products and have the ordering capabilities they should.



## • Designed for All Levels of Use

*forms.center* is designed to satisfy ordering needs at the branch, cost center or central purchasing level.

## • Multi-Level Login Security and Access

Centralize or decentralize – it's your choice. Effectively manage risk by assigning tasks and permission levels, ensuring that key functions are performed at the appropriate level.

## • Controlled and Configured Online Gateway

Users access *forms.center* through a secure home page that features company news and other information specific to the user's financial institution.

## • Customized Real-Time Virtual Catalog

No need to hunt down the most recent catalog – it's always available online for fast, accurate order processing. It's organized by category, and each product listing features preview and full-size imaging for easy identification.

## • Fully-Automated for Maximum Efficiency

Multiple search options help users locate hard-to-find or specific items fast. Plus, they can search for and compare similar items. The Quick Reorder option ensures fast and accurate orders on products previously ordered.

## • Order Inquiry, Tracking and History

Account-level order history data is available at all user levels – with options to summarize, sort or filter the data. This functionality increases overall efficiency by ensuring continuity, reducing double orders and helping to resolve discrepancies.

## A clearer picture – an improved process.

Now, managers at financial institutions can get the big picture with an overview of their orders for six locations or six hundred – or call up a detailed history of last year's orders. Comprehensive visual reference online lets employees who use *forms.center* save time and eliminate waste and errors.

### MICR on demand

*forms.center* enables users to order all categories of Harland-produced MICR documents. In addition to a variety of standard versions, Harland can produce custom versions to the exact specifications of your financial institution.

Custom versions of MICR documents also appear in the online catalog to ensure easy identification and ordering for users. Because of their importance, all MICR documents feature a fast turnaround and can be shipped to a specific location, if desired.

The following MICR document categories are currently available through *forms.center*:

- Cash tickets
- General ledger tickets
- Control documents
- Official checks
- Notices
- Lobby forms



## Harland's forms.center puts you in control.

*forms.center* is fully configured around your financial institution for complete control of user access, functionality and permissions. Users enter through your dedicated homepage. Once inside, they see only your financial institution's forms.

This "what you see is what you get" interface prevents confusion about product choices and promotes a positive user experience. Furthermore, configuration ensures secure access and prevents unauthorized transactions.

Your financial institution retains the ability to configure, control and assign permission levels to your users – at any time. Permission settings give you control over user access to products and other functionalities. Users don't see products and forms that aren't relevant to them.

User Permission levels:

- Category Access in the Financial Products Catalog
- Billing and Shipping Options
- Access to Order Negotiable Items (e.g., official checks)
- Pricing Display Rules
- Access to Non-Financial Catalog

## Technical Requirements

PC Requirements

Minimum PC Requirements - 166Mhz Processor, 32MB RAM

Recommended PC Requirements - 233Mhz Processor or above, 64MB RAM or above

Browser Requirements

Minimum Browser Requirements - Microsoft Internet Explorer version 5.0

## A Certified eSolution from Harland

*forms.center* is one of the many innovative applications that make up Harland's eSolutions – an automated family of electronic ordering solutions designed to meet long-standing order management challenges and help financial institutions move towards a more profitable and efficient customer-centric marketplace.

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For more information and a demonstration of *forms.center*, contact your Harland representative or visit [www.harland.net](http://www.harland.net).

