

Software Manual

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Overview

This generic form reader is as intelligent as the form itself, this application reads all forms (*.VSF) created with the [Vinade Form Creator](#). This helps minimize the learning curve for multiple processing applications and brings a standard to the world of business and it's ever growing need for a generic solution to fit everyone.

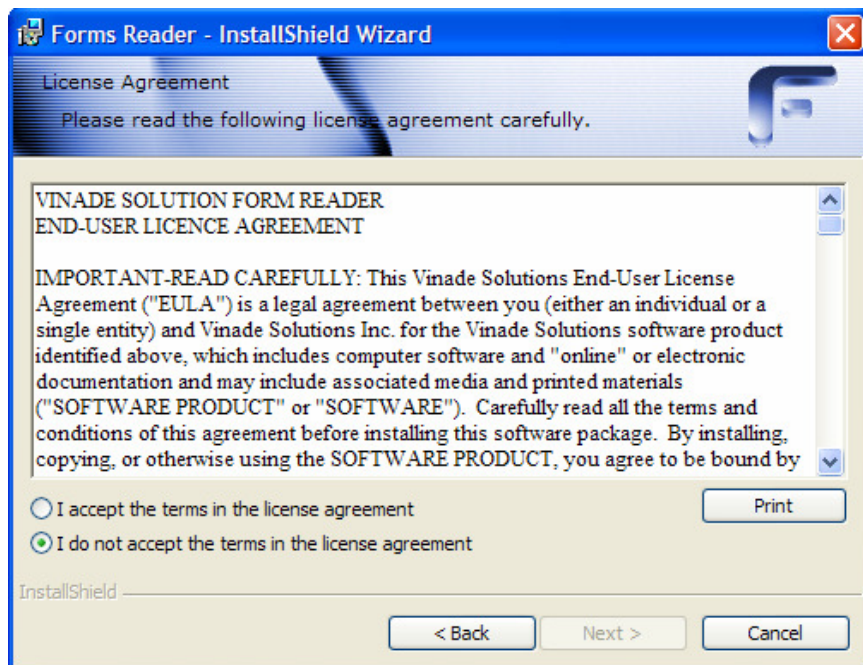
- **Extensible** - Many businesses are starting to adopt this generic forms solution for document processing, online processing, data storage, web services, and much more.
- **Secure** - Users choose which forms to run, [digital signatures](#) ensure a trusted source. Forms can also be password protected for secure transmission or in-house forms.
- **Actions** - Form information can be outputted to almost any office standard for example Microsoft Word, Internet APIs, Web Services, Databases, and any accessible environment programmable by scripting.
- **Multilingual** - Forms can be created and read with any language. This gives you worldwide assurance.

Installing Forms Reader

Once you've downloaded the FormsReader.exe you can either tell windows to Run the downloaded file or double click the installer. Your first screen will be the welcome screen:

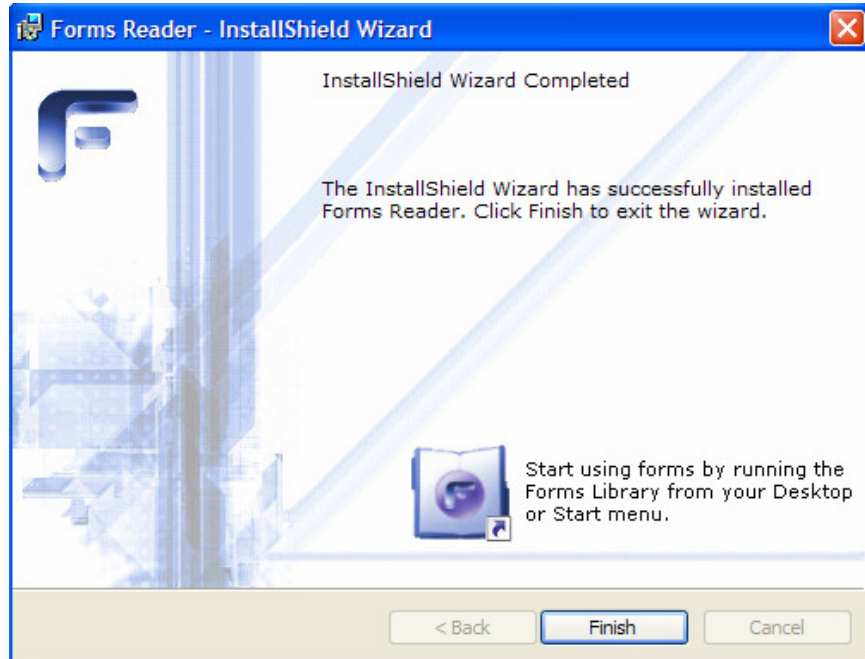


Click "Next" to get to the license agreement screen:



Select “I accept the terms in the license agreement” option if you do and then click the “Next” button to install the application.

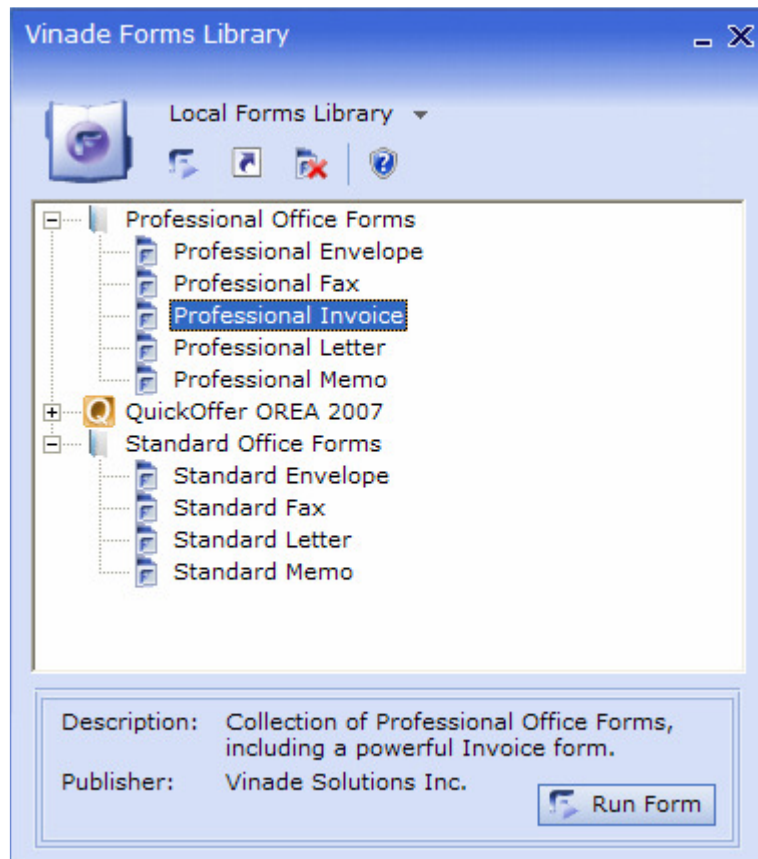
Once the install is completed you will be taken to the finished screen:





The Forms Library shortcut should be placed on your desktop and your start menu. This shortcut is how you access the forms and browse the online forms library.

Forms Library

The Forms Library contains all the forms you have either added to your favorites or download and installed. They are all organized by the category they belong to, and this also helps the Library know how to check for updates online for these forms. To run any form simply double click the form or select it and choose either the ‘Run Form’ in the bottom right of the screen or the first button in the toolbar.



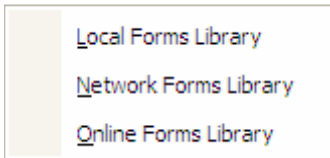
You can also create shortcuts to forms you use more often and place it anywhere on your computer, like your desktop for faster access. To do so select a desired form and click the  “Create Shortcut” button in the toolbar. This will prompt you to choose a folder to place the shortcut.

To delete a form or group select the form or group from your library and click the  “Delete Form or Group” button. You will be prompted to confirm the delete.

** This will only remove the form(s) from the library, the form file and dependencies will still remain on your computer.*

Updates for all forms in your library are checked automatically every time the Library is loaded. For more information on updates please see the “Getting Updates” section of this manual.

Clicking the “Local Forms Library” drop down above the tool bar will let you choose between the Local, Network, and Online Forms library.

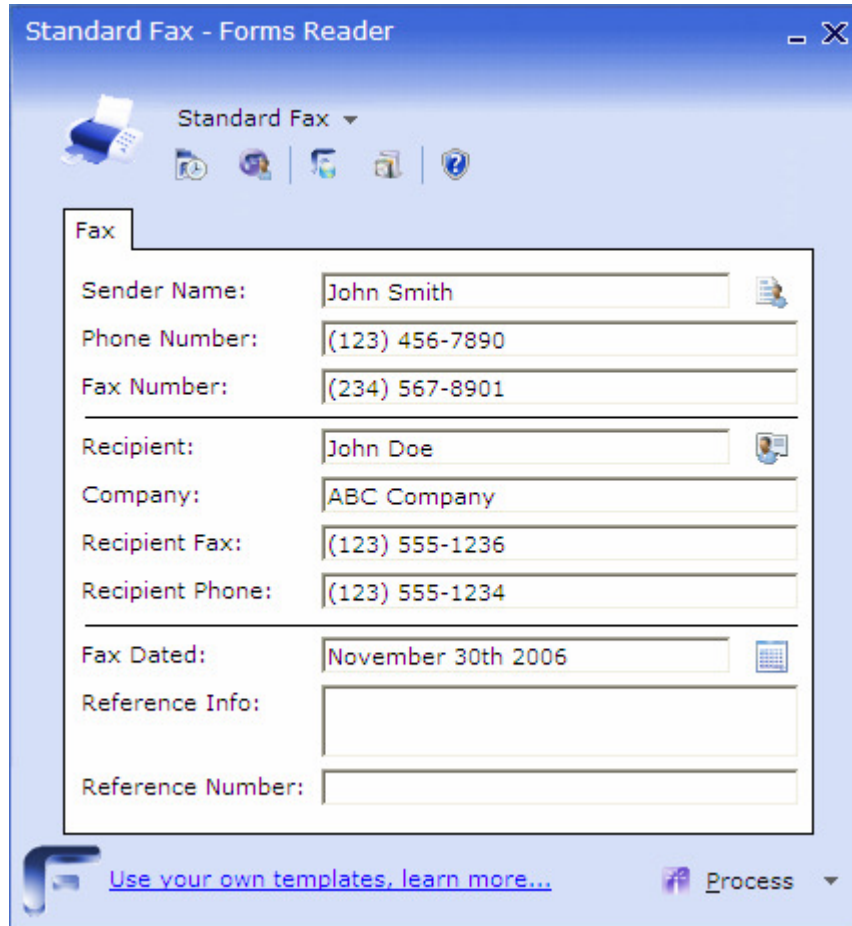


The Network Forms Library loads forms that have been networked so the forms reside only on your server. For more information on this please see the Network Forms Library section of this manual.

The Online Forms Library lets you see all the forms available in our library for purchase and download. For more information on this see the Online Forms Library section of this manual.

Reader Interface

The Forms Reader interface will always have the same look and feel and usually come with the same features. Each form has different tabs and actions. A form can do anything from processing documents, to sending data over the internet to process an order, store data in a database, or any customized form action desired by the publisher.








The screenshot shows a window titled "Standard Fax - Forms Reader". The window has a blue header bar with a "Standard Fax" dropdown menu and a toolbar containing five icons: a clock, a globe, a computer monitor, a document, and a question mark. Below the toolbar is a "Fax" tab. The form fields are as follows:

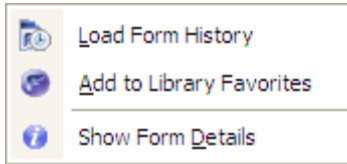
Sender Name:	<input type="text" value="John Smith"/>
Phone Number:	<input type="text" value="(123) 456-7890"/>
Fax Number:	<input type="text" value="(234) 567-8901"/>
Recipient:	<input type="text" value="John Doe"/>
Company:	<input type="text" value="ABC Company"/>
Recipient Fax:	<input type="text" value="(123) 555-1236"/>
Recipient Phone:	<input type="text" value="(123) 555-1234"/>
Fax Dated:	<input type="text" value="November 30th 2006"/>
Reference Info:	<input type="text"/>
Reference Number:	<input type="text"/>

At the bottom of the window, there is a blue "F" icon, a link "Use your own templates, learn more...", and a "Process" button with a dropdown arrow.

The tool bar is much like the library, you can view more information on each option by running your cursor over the icon.

-  Show forms history
-  Load Forms Library
-  Load Online Forms Library
-  Check for Forms Reader updates
-  View Forms Reader help file

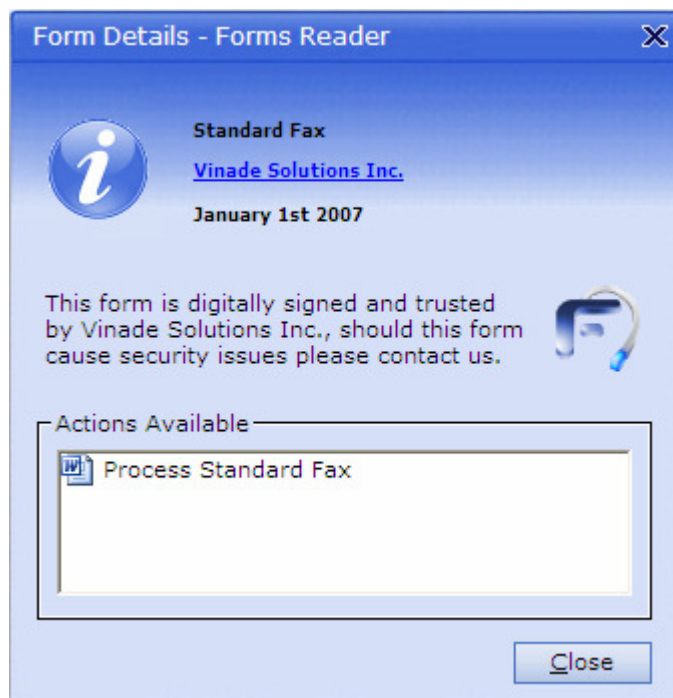
Similar to the Forms Library there is a drop down above the toolbar that change according to the form loaded. If you click the drop down you will get a menu of options for the loaded form:



Clicking the “Load Form History” will load the current forms historical data if the form supports it.


Clicking the “Add to Library Favorites” will add this form to a Favorite folder in the Local Forms Library. This helps you access your most used forms quicker.


Clicking the “Show Form Details” will show you details about the loaded form:



The Form Details window will show you the forms name, publisher, date compiled, digital signature confirmation, and actions that are associated with the current form.

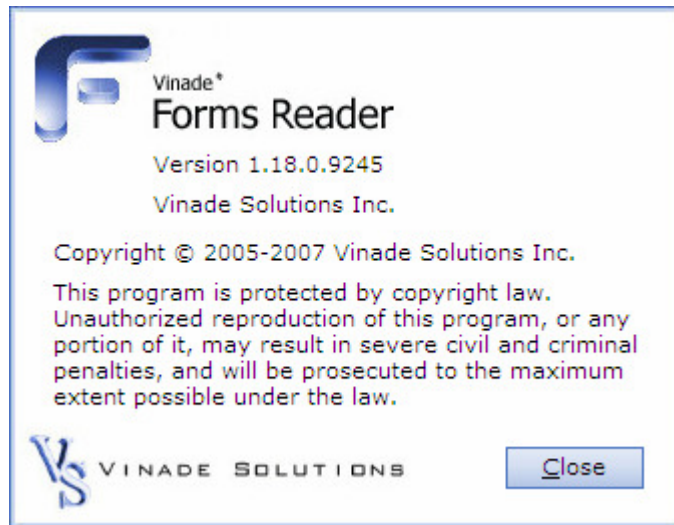
If the form is digitally signed the Publisher will be a hyper link that will take you to the publisher’s website.

 Process

Once you completed filling out the desired fields for the current form you can either click the process button or click the  drop down next to the Process button to choose an action. Most forms usually only contain 1 action. If a form does contain more than 1 action clicking the process button will run the default action.

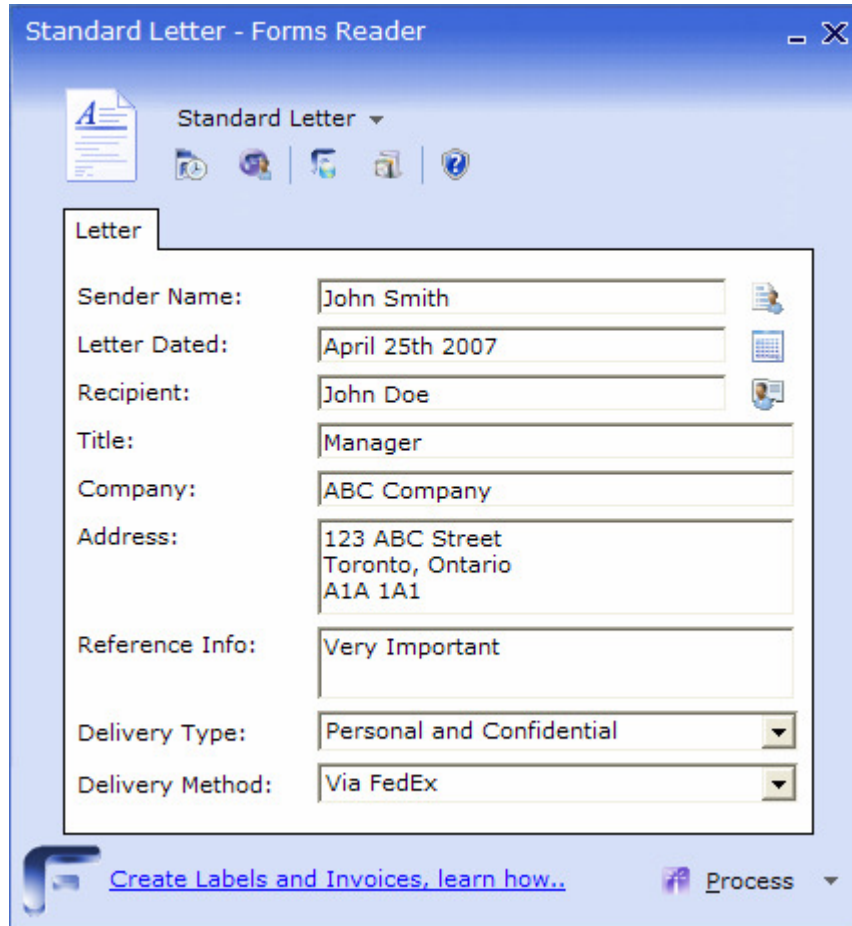
If the action is a document then Microsoft Word will be loaded and the form will be filled out with the details entered in the form.

To view details and version information on the Forms Reader click the forms logo to load the about screen:







Standard Office Forms

The Forms Reader application comes with standard office forms, the free version of the Professional Office Forms. These forms consist of a Letter, Memo, Fax, and Envelope. Each of them uses a standard document when processed. The professional office forms let's you use your own template for processing.



Each form has the typical buttons that can set details or choose information to help you populate the form easier and faster.

-  Edit Sender details
-  Open data picker to choose a date and desired format
-  Load available contacts from your Outlook address book


To edit your sender details click the  Sender button on the form, this will load a screen for you to create or edit the current details.




Enter your information and click close, this information will be saved across all Vinade Office Standard forms.

Name:	Company:
<input type="text" value="John Smith"/>	<input type="text" value="ABC Company"/>
Title:	Phone:
<input type="text" value="Manager"/>	<input type="text" value="(123) 456-7890"/>
Department:	Fax:
<input type="text" value="Sales"/>	<input type="text" value="(234) 567-8901"/>
Email:	Prefix:
<input type="text" value="johnsmith@hotmail.com"/>	<input type="text" value="Dear John"/>
Address:	Closing:
<input type="text" value="123 ABC Street"/>	<input type="text" value="Sincerely"/>
Country:	
<input type="text" value="USA"/>	

The sender details only have to be entered once. It will be remembered and loaded for both the standard office forms and the professional office forms.

If the form opened requires a date you can click the  calendar button to choose a date and also pick your desired format:




Choose a date by double clicking the day or select the day and pressing Close. You can also choose how the date will be formatted below.

◀ **April 2007** ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 01/04/2007

November 30th 2006 ▼

For recipient information you can just type the information into the fields manually or if you use Microsoft Outlook as your address book you can pull your contacts in and the form will populate with the selected contacts details. To load your contacts click the  address book button, this button will then use your default outlook profile or prompt you to choose or confirm the profile to be used. Then your contacts will be loaded into this interface for you to choose:




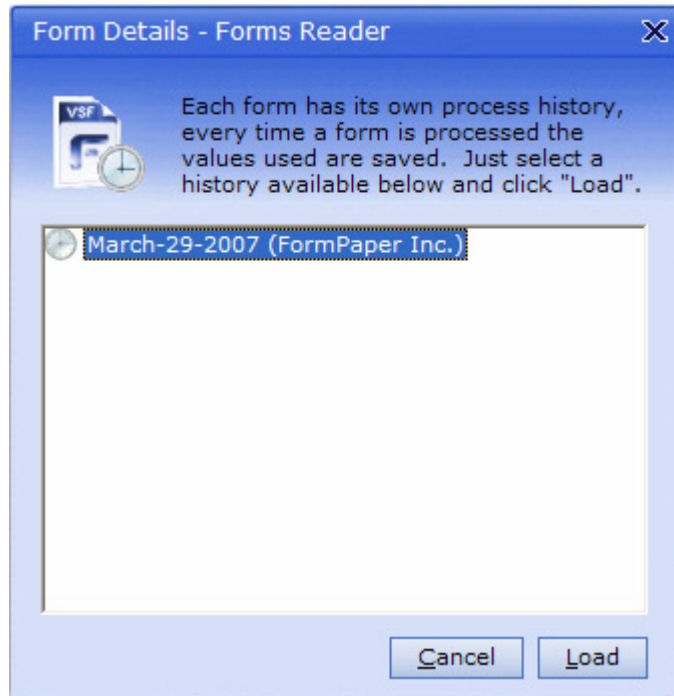
To choose a contact you can either double click the contact name or select it and press the “Select” button. You will notice that the recipient fields in your form get filled out with the selected contacts details.

Once you are completed filling out the form choose the “Process” button to create the document.

For customizing your own templates and accessing more address books see the Customizing Office Forms section of this manual.

Working with History

Saving each forms history when you process a document is a standard feature of the Forms Reader application, while not all forms support this it really depends on the form and the publisher. To load any of your previously generated document data simply open the desired form and click the  “History” button, this will bring up the load history screen:

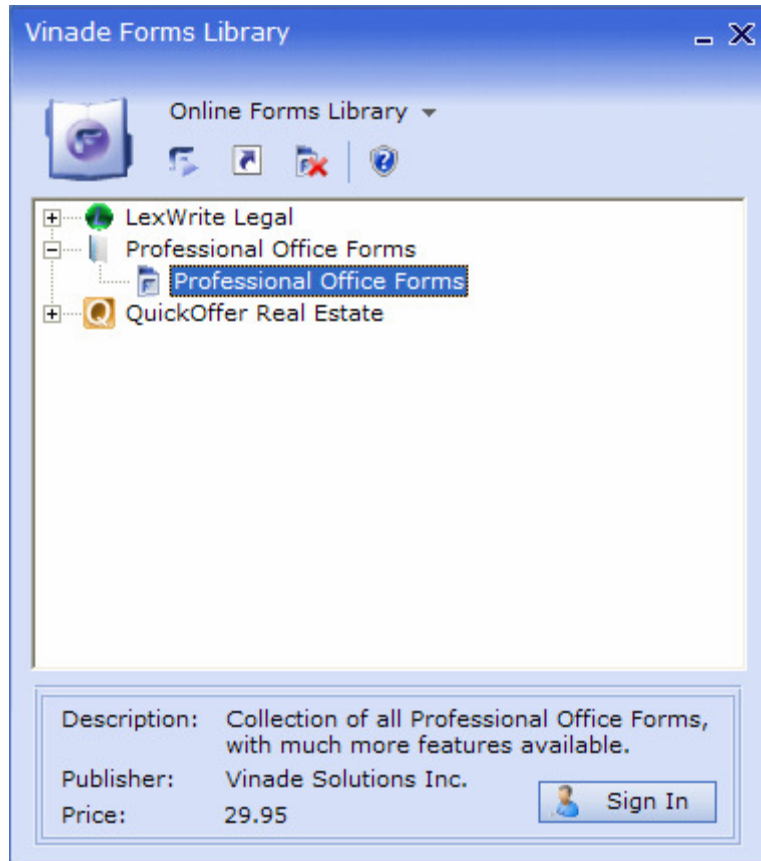


All your history is ordered by the date processed and the most common field specific to each form. Simply choose the history from the list and click the “Load” button or double click the selected history.

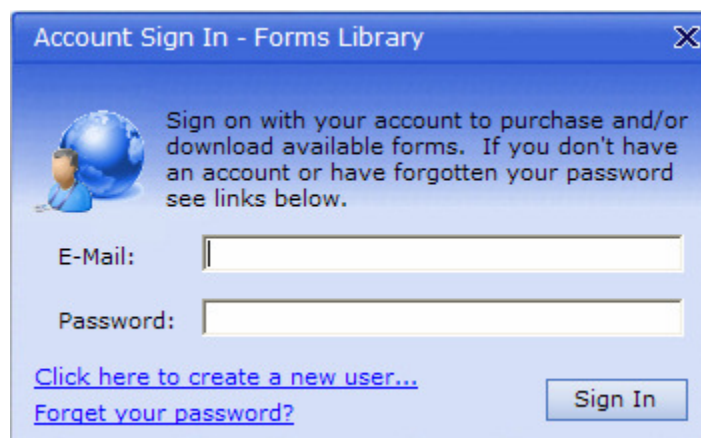
You will notice that the form now gets populated with the selected history information. All you need to do is make any desired changes and/or hit the process button to re-create the document.

Online Forms Library

When you open the online forms library the server will be checked and the list of available forms will be shown.

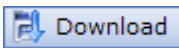


To download forms select an available collection and you will be show the description, publisher, and price in the bottom window. If the forms need to be purchased there will be a "Sign In" button to the bottom right of the screen. When you click the sign in button you will be prompted to login with your account.

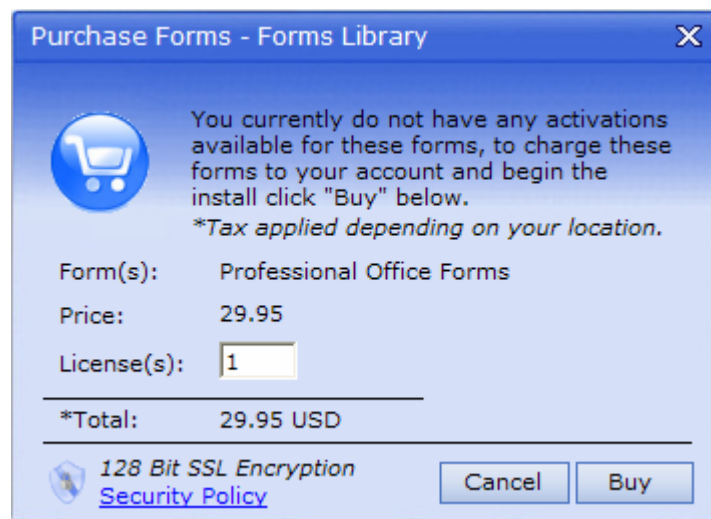


If you don't have an account you can click the "Click here to create a new user..." link to open a browser to create a user. If you have an account but had forgotten your password click the "Forget your password?" link. Otherwise enter your email address and password of your account and click "Sign In".

Once you've signed in you will notice the Sign In button to the bottom right turns into a Download button.

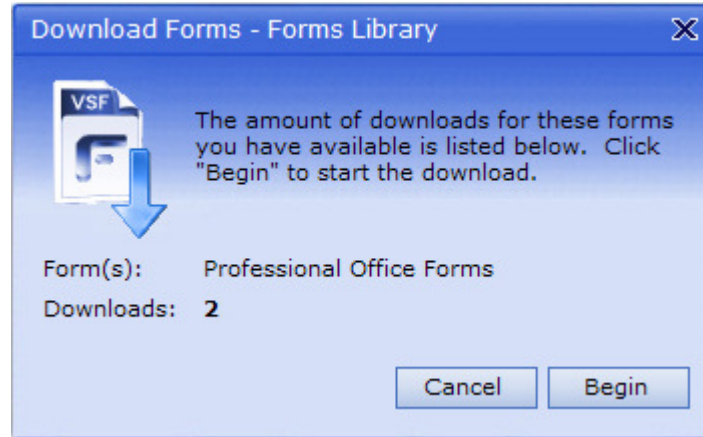


Click the download button and your account will be checked to see if you have purchased these forms before, if you haven't you will be prompted with a purchase screen.



If you would like to purchase more than 1 license you can change the licenses amount in the box available. If you would like to see the security policy, click the security policy link to the bottom of the screen. To confirm and process the purchase click the "Buy" button.

At this point your account will be charged the amount shown plus taxes if applicable. Your account will then be added downloads of the available forms and you will be taken to the download screen. Some collections may prompt you to agree to a publisher license agreement. The download screen will then be shown:



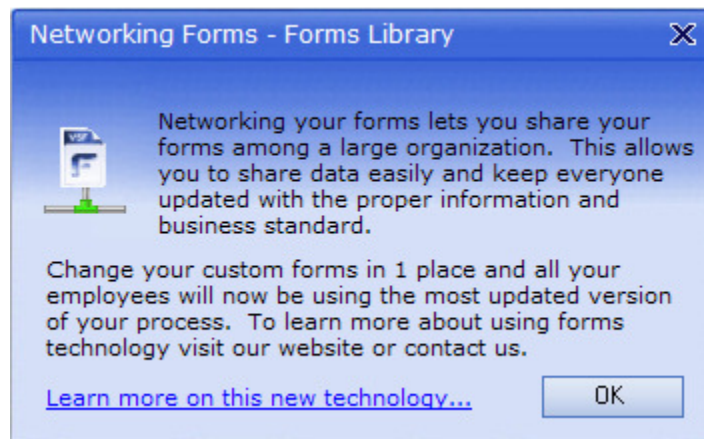
The download screen shows you the amount of downloads you have available with the collection of forms selected. To begin the download you must click the “Begin” button. The forms will start to download and install locally to your computer. Once completed they will be added to your local library and prompt you to go to there to view them.

Each downloaded form contains information pertaining to your account and the computer that you download the forms on.

The forms are checked online for updates every time the library is loaded, for more information on updates read the Getting Updates section of this manual.

Network Forms Library

The network forms library lets you access all your forms from one location, this helps you keep 1 location for easy updating and network distribution. The network version is available for customized forms. The network version does not work with licensed forms like the professional office forms or any other collection of forms that require online activation.



** For more information please visit the networking page by clicking the “Learn more on this new technology...” link.*

Digital Signatures

With forms supporting custom VBScript a form can be used as a way for hackers and viruses to take advantage of our users. To avoid this we have added security policies preventing a user from running a form not authorize by the user, we do this by digitally signing forms. Form publishers must provide detailed information on the company and/or person(s) developing the form(s). We keep in contact with each company or person we approve to ensure they are releasing safe and reliable forms.

You can run unsigned forms, and as well you can turn off the warning message for each form. To run an unsigned form without the warning click the checkbox "Trust this form" when prompted. An unsigned form will display this:



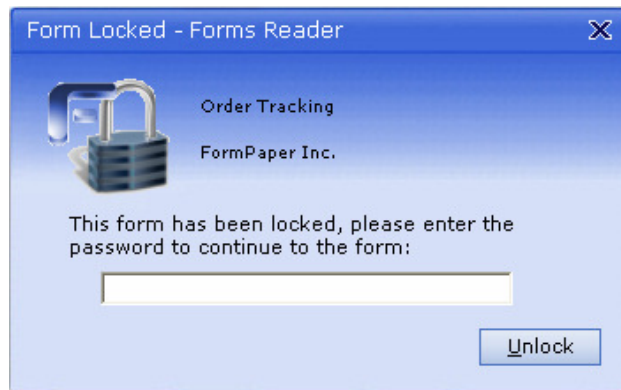
If a publisher has a digital signature it means they are trusted by Vinade Solutions and you will be show a trusted signature display:



To always trust forms from this publisher click the "Trust this publisher" checkbox.

Locked Forms


Some forms can be locked with a password, to unlock and run the form enter the password and hit “Enter” or press the “Unlock” button.



Serial Key Forms

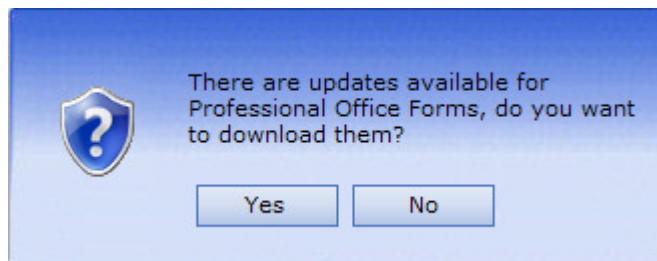
Forms in the future may require a serial key to be entered to run the form, and this will only have to be entered once. Currently the Forms Creator does not support this feature and in the future this feature will only be available for the Professional version of the Forms Creator.

Getting Updates

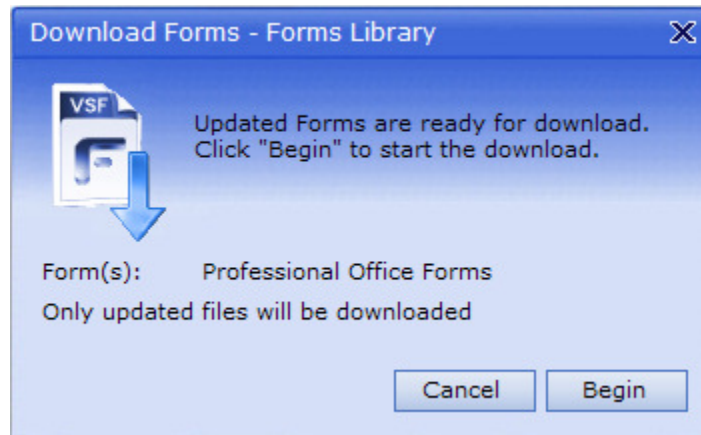
To get updates to the Forms Reader application click the  check for updates button in the reader interface. If you are online and there is an update available you will be prompted and the download will be started. Simply follow the wizard and the old version will be uninstalled and the new version installed.

** All of your downloaded or installed forms will remain installed and in your local forms library.*

Updates for forms downloaded or installed are automatically checked when you load the Forms Library if you are connected to the internet. If there are updates detected you will be prompted if you want to update:



Click "Yes" to proceed to the download screen:



Click the "Begin" button to start downloading updated forms and/or dependencies required to update your system. If you would like to force the application to check online for an update you can open the Forms Library and click the library icon:



You will notice the list of force get refreshed, if you don't get prompted you are up to date with your forms.

Installing Silently

Installing the Forms Reader silently can be done easily as it is based on MSI technology. To pass arguments to the installer:

FormsReader.exe -a /v"/QN"

To create a log file you can run with these arguments:

FormsReader.exe -a /v"/l*v "C:\Test.log"

For more information on MSI arguments visit Microsoft's page:

<http://msdn2.microsoft.com/en-us/library/aa367988.aspx>

To install VFC (Vinade Form Collections) files you can pass arguments to the Forms Library exe. You have to pass the path to the VFC file and if required agree to the license and if you the forms require to be activated online you have to pass the account and password to activate them with.

Arguments should look something like this:

/S{[License];[Email];[Password]}

[License] – You would enter 1 to accept the license agreement

[Email] – You enter your email address for your account here

[Password] – Enter the password to your account

A full argument line to the FormsLibrary.exe should look something like this:

/S{1;john@hotmail.com;pass123} C:\Form Collection\Professional Office Forms.vfc

If there are no activations available the install will NOT be silent, you will be prompted to purchase the forms.

*** You must be online before the forms can be installed if activation is required.**

Customizing Office Forms

The standard office forms that come with the Forms Reader are standard and cannot be changed. You can purchase the Professional Office forms from www.vinade.com that can be customized with your own templates. To get further customization of office forms of any kind you can also get customized forms developed specifically for your business needs.

To learn more about customizing forms visit our forms solution page:

<http://www.vinade.com/FormSolution.html>

License Agreement

VINADE SOLUTION FORM READER END-USER LICENCE AGREEMENT

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7. BINDING AGREEMENT:

This agreement is binding on you and your successors and assigns.

8. ADEQUACY, SUFFICIENCY, APPLICABILITY, ACCURACY, OR SUITABILITY

Every form created is unique and the user must assure the adequacy, sufficiency, applicability, accuracy, or suitability of any of the legal clauses, provisions and forms.