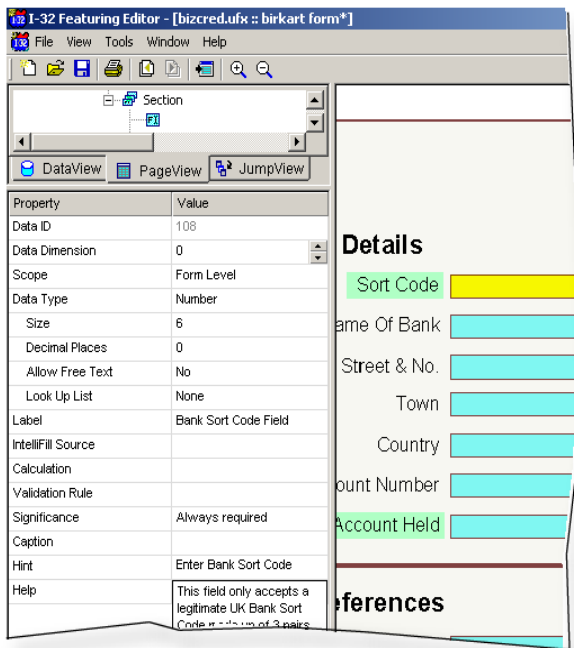




# Form Featuring Editor - Specifications.



*Featuring Editor is a software package used to add E-form interactivity to the form pages created with our Forms Design Programme.*

*Without programming, using a menu driven interface, the form designer can create versatile E-forms that interact with end-users in many advanced ways.*

## E-FORM BUILDING TOOLS

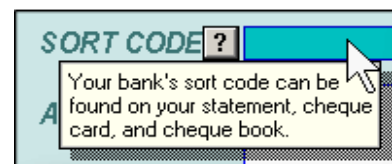
- Check boxes, radio buttons, drop down lists.
- Fields defined as text, number, currency, percentage, true/false, or date. The input and display format of each can be customised.
- Calendar drop down graphic for date fields.
- Format Override: Giving the option for the end-user to override field formatting and enter free-form data.
- Complex calculations, with answers appearing live on the form.
- Sub-Form option: Mini forms that appear within a larger form during filling.
- Dynamic areas: Form fields and text that appears and changes, depending on what is being entered on the form.
- Form data field referenced as field number, data array, or named variable.
- Scripting option to extend form functionality: Visual Basic and Java programming scripts can be embedded at field, page, form, and application level.

## FORM NAVIGATION

- Tab Order: Plot the end-users' route through the form as they enter data one field after another.
- Conditional Field Entry: Fields can be disabled under definable conditions. When entering data, the form automatically skips over disabled fields.
- Page Ordering: Defining the order in which individual pages appear, and defining the conditions by which whole pages will be bypassed by the end user.

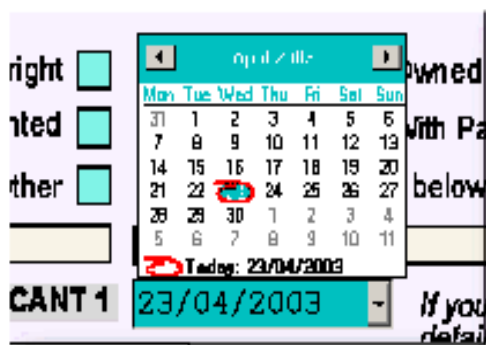
## CONNECTING TO DATA SOURCES

- Field data can be filled with data, taken either from earlier fields or from an external data source, both local and remote.
- Data population can follow a database search query made automatically from within the form.



## HELPING THE USER

- Help messages: Individually defined for each field to be called up by request of the end user.
- Mouse-over messages: Individually defined messages that appear when the user's mouse passes over the associated field.
- Form Sections: Dividing the form into sections, which the end user can easily jump between using a section menu.
- Unnecessary fields and pages that are deactivated, cannot be filled by mistake. Alert messages can explain the reasons for this to the end user.





## CUSTOM OVERLAYS.

One or more layers of additional text, graphics and data fields can be added to base form pages. This gives the option of:

- Adding individualised branding of forms for agents and company divisions.
- Adding "for official use" areas to forms during internal processing.
- Two or more versions of a single form can be deployed at the same time. For example, legal warnings and advisory information can be visible when the form is filled by the customer, and clear when branch staff and agents use the form.



## ERROR PREVENTION.

- Text Masking: Data input can be restricted to a strict format, e.g. national insurance numbers, employee reference numbers, bank sort codes.
- Omitted Data: Define the conditions which make the filling of particular fields essential.
- Error Checking: Definable conditions by which entered data is rejected. Specific messages alert the end user to the particular error.
- Alert and error messages can appear within the form page, in popup boxes, or in a panel in a form browser. Messages can appear immediately after erroneous data is entered, on completion of the page, or on completion of the whole form.
- Error Weighting: Rating the importance of each error to determine whether the error can be ignored before submission.

## SECURITY.

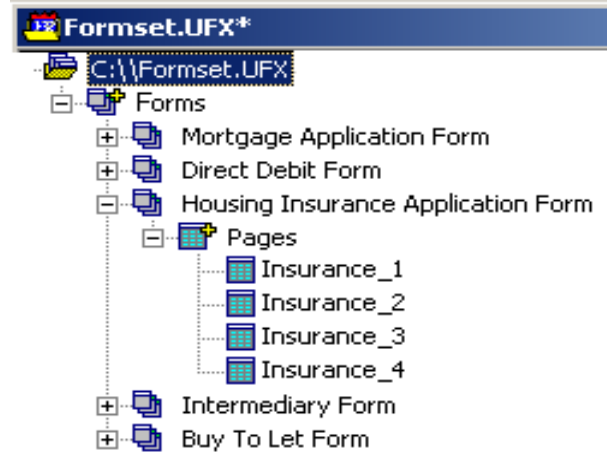
- Add electronic signature capture and validation: Sign documents on screen on a signature pad. Data can become locked when form is signed.

Password Protection: Form and data package is encrypted and locked. Varying user access levels determine what a user can do with a form, e.g. change data or just view and print data.

Options to add industrial strength encryption to data.

## DOCUMENTS & PRINTING.

- Document Set Creation: Populating a selection of documents and letters, which are created automatically by the form, ready for immediate printing.
- Print controls: Defining rules by which the end user can print each page.



## FORM LIBRARY.

- Form Library: Form fields are tagged with a unique ID. At design time, new forms can reference existing form IDs, so that data and field features are configured automatically. Form design and database integration becomes increasingly easy as an organisation's form library grows.
- Multiform design: For each "case", multiple forms and documents can be drawn from the library and packaged together, before being sent to the user. The forms interact with one another during filling. When completed, the form set is transmitted and archived as a complete package.
- Deployed form is efficiently coded and highly compressed, with typical file size of 5-10K per page.

### Primary Form Approval Address

### Secondary Approval Address

### Final Form Submission Address

### Email Subject Line

### Form Archive Reference

Victoria Forms  
5 Norfolk House  
Lion Barn Industrial Estate  
Needham Market  
Suffolk  
IP6 8RW

VictoriaForms.co.uk

