

Help Documentation

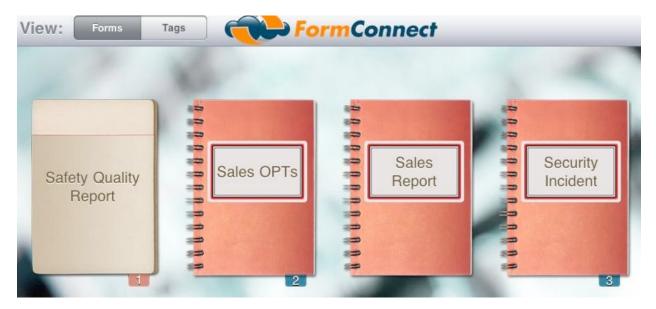
V2.0

Copyright

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FormConnect Help

- 1. Overview
 - FormConnect is an easy to use app for creating business forms on your iPad. Its simple design allows you to customize forms the way you want them to look.
- 2. Viewing Forms
 - The main screen displays all of your forms. You can navigate through all of your forms by either swiping with your finger or tapping on the "white" dots at the bottom of the screen. Tapping on the form will open it.



3. Viewing Tags

• The "tags" view displays all records that have a tag associated with it. A tag is a way to group records that are related.

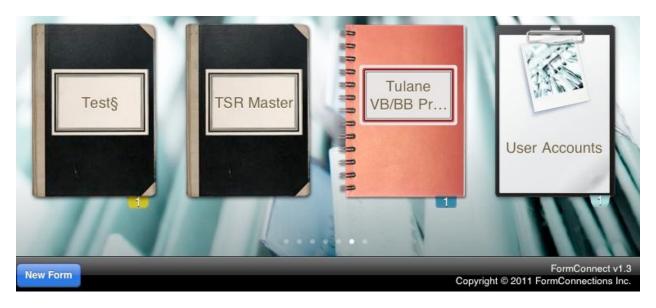
	ect
Jim Martinez	A
3 Records	В
Jim Smith	c
3 Records	D
Jo Ann Abrejera	E
1 Record	F

- 4. Viewing Tagged Records
 - All records associated with the forms that they are linked to can be viewed in a folder tab.

Q Search		
J	First Name:	Jim Last Name: Smith
Jim Smith Contacts	Company:	ABC Company
Jim Smith Expense Report	Business Address:	2345 Main Street
Jim Smith Insurance	City:	Los Angeles State: CA Zip: 90064
, е	Daytime Phone:	(645) 772-8790 Evening Phone: (645) 772-8755
l J	Driver's License:	N2645789 State License Held: CA
K	Social Security #:	434-67-8822
M	Home Address:	1900 Holt Ave
0	City :	Los Angeles State: CA Zip: 90034
P	Ins. Company:	Aetna
R	Policy Number:	5478903 Claim Number: A324409

5. Creating a New Form

• There is a tab at the bottom of the screen that you tap on to create a new form. You will be prompted for a form name and then taken into the "form editor".

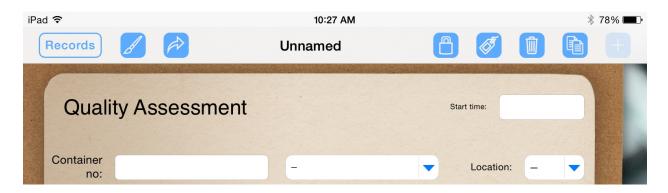


- 6. Renaming, Cloning and Deleting a Form
 - Tap on the form for two seconds and a pop-up screen will display with the following options (Rename Clone Delete).



7. Editing a Form

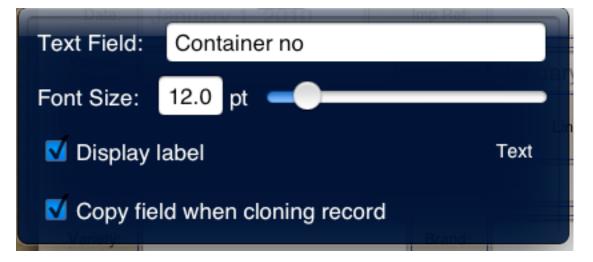
• Tap on the "Paint brush" icon to open the editor.



- Tap on the field that you wish to edit and a pop-up screen will display.
- The "Select Multiple" and "Select All" choices specify one or more fields that can be copied or deleted.

iPad 🗢				10:40 AM			M	* 76%
Reco	rds Save	Close		Form	n Designer		Į,	
G	uality Asses	ssment				Start time:	12:00 AM	
Edit	Select Multiple	Select All	Cut	Сору	Delete			
Cont	ainer no:		-			Locat	ion: _	

• Tap on the "Edit" button and a field parameter screen will display. You can specify the field name, the font size, the option to hide the text and an option to copy a field when cloning a record.



8. Adding Fields

• Tap on the plus symbol (+).

Record	ds Save	Close Form Designer	* 🗅 +
		Job Application	Text box
	Date:	January 1, 2010	pinning
	Name:	SSN #:	Date
	Address 1:	Phone:	✓ Check Box
	City:	Desired Salary:	Box
	State:	Zip: Sex: Male	↓ Dropdown
	Skills:	Microsoft Project Email:	Radio
	Currently:	Employed Unemployed U.S. Citizen?	 Buttons
	i i i i i i i i i i i i i i i i i i i	Briefly Describe The Type Job Or Position You Are Applying For	T Label

- 9. Creating a Drop-Down list
 - There is no limit to the number of items in your list. You can organize them in any order that you want by dragging the items up and down.

Dro	pdown List: Skills	
Fon	t Size: 14.5 pt	
V	Display label	
	Copy field when cloning re	ecord
0	Allow non-selection	
0	Typing > 60 wpm	Remove
٠	Microsoft Project	Remove
0	Doodler	Remove
\odot	Golfer	Remove

10. Adding/Removing Pages

Tap on the **(()** to add or remove a page.

Reco	ords Save Close		Form Desi	gner	1	* C +
∯ (∯	SCADA SITE S	SURVEY			Remove P	age
8	Site Name: Device Type/Details:				Add Pag	je
9 9	GPS Coordinates: Driving Instructions:	Latitude:	1	N Longitude:		

11. Setting Form Options

Form Options	Done
Primary Fields Records in this form will be named and tagged based on the data entered into these fields.	>
Theme	>
Lock form designer upon exporting form	FF

12. Specifying the Primary Field(s)

• The primary field is where records are named.

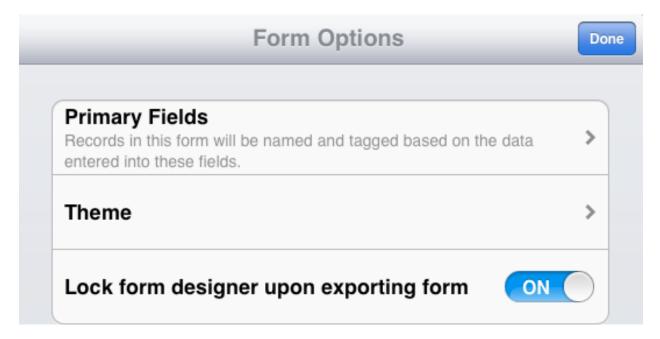
Form Options	Primary Fields	Done
Currently used	fields:	
First Name:		
Last Name:		
Drag	fields up to use them for record names.	
Other fields:		
Driver's Licens	se:	
State License	Held:	=
Social Security	/ #:	=
Daytime Phone	e:	≡
Evening Phone	ə:	≡

13. Adding a Template Theme

• A template theme is how the form looks on the screen when you're filling it out.



- 14. Locking the Form Designer Upon Exporting a Form
 - When exporting the form to other users, you can lock the edit function so that others cannot edit the form.



15. Viewing Records Records

• Records are displayed on the left frame based on the primary field settings.

Pad 🗢		11:36	AM				1
AMRRI LPO Template		B-3	4 CONVEYO	R (1	
Export Print Delete All Records Form Only				ner/Site			
В		lasher Survey	Unit ID: E	-34	Pic:		
B-34 CONVEYOR 🗸 💧	Equipment Name: Conv	veyor, Long Chip Belt		Criticality:			_
B-34 DETECTOR 🖌 🗸 🖕			Component	Information Compo	nent Pictur	e:	
B-34 GEAR REDUCER	Component	IG CHIP BELT Mar	Type: _		erial: 92 odel:	238	
B-34 MAGNET	Power:	-	RPM:	Orienta	tion: –		
B-34 Moisture Analyser			Lubr	icants			-
B-34 MOTOR	Lubricant: – Viscosity	01	Volume:	Quantity:			
B-34 PULLEY	Grade:			onent Attributes			-
B-34 PULLEY	Bearing Location: -	Bearing #:		Bearing	OD:	-	
B-34 PULLEY R		Size Source:	-	Bearing W	idth:		
B-34 PULLEY T				Shaft Diam	eter:		
B-34 PULLEY	Housing Temp	Bearing Type	Moisture	Contamination		Vibration	ן ך
B-34 ROLLER	< 150 F	Ball	<80%	Light, Non- Abrasive	0	< .2 ips velocity, peal	k
B-44 CONVEYOR	🔷 150 - 175 F	Cylindrical or Needle Roller	0 80-90%	Heavy, Non- Abrasive	0	0.2 - 0.4 ips	
2	175 - 200 F	Transmit ex	Occasion condensis	al Light, Abrasiv	re O	> 0.4 ips	

- 16. Adding a Record 🛅
 - To add a new record, tap on the plus symbol (+).
- 17. Cloning a Record



- Cloning adds a new record and copies certain values that have been configured under the field setting.
- 18. Deleting a Record
 - To delete a record, tap on the "trash" symbol.

Text Field:	Container no	
Font Size:	12.0 pt	
🔽 Display I	abel	Text
🔽 Copy fie	ld when cloning record	

- 19. Tagging a Record
 - A record automatically gets tagged with the primary field setting. You can also tag other values with that record by tapping on the "tag" icon.

20. Exporting a Record/Form 🔝

- Tap on the Share (Arrow) button on the menu bar.
- Select the record(s) or the Form template.
- Select "Export".

Pad ᅙ		11:36	AM					
AMRRI LPO Template	d fr	в-:	34 CONVEYOR				e	
Export Print Delete All Records Form Only			Customer/	Site				
В		/asher Survey	Unit ID: B-34		Pic:			
B-34 CONVEYOR 🗸 🔥	Equipment Name: Conv	veyor, Long Chip Belt	Critic	ality:			_	
B-34 DETECTOR 🗸 🖁	Component Information Component Picture:							
B-34 GEAR REDUCER	Name:	VEYOR	Туре: _		Serial: 923	38		
•	Component Location: LON	IG CHIP BELT Ma	nufacturer:	Ν	Nodel:			
B-34 MAGNET	Power:	- 🔻	RPM:	Orien	tation: _			
B-34 Moisture Analyser			Lubrica	nts				
B-34 MOTOR	Lubricant: Viscosity			Quantity:				
B-34 PULLEY M	Grade:			-				
*	Bender	G	reased Compone	ent Attributes				
B-34 PULLEY	Bearing Location:	Bearing #	#: 1	Bearin	g OD:			
B-34 PULLEY R		Size Source	e: _	- Bearing	Width:			
B-34 PULLEY T				Shaft Dia	meter:		-	
B-34 PULLEY	Housing Temp	Bearing Type	Moisture	Solid Contaminatio	n	Vibration		
•	🔾 < 150 F	O Ball	<80%	Light, Non- Abrasive		< .2 ips velocity, peak		
B-34 ROLLER X	150 - 175 F	Cylindrical	80-90%	Heavy, Non-		0.2 - 0.4 ips		
B-44 CONVEYOR	0 175 - 200 F	or Needle Roller	Occasional condensistroil	Abrasive		> 0.4 ips		

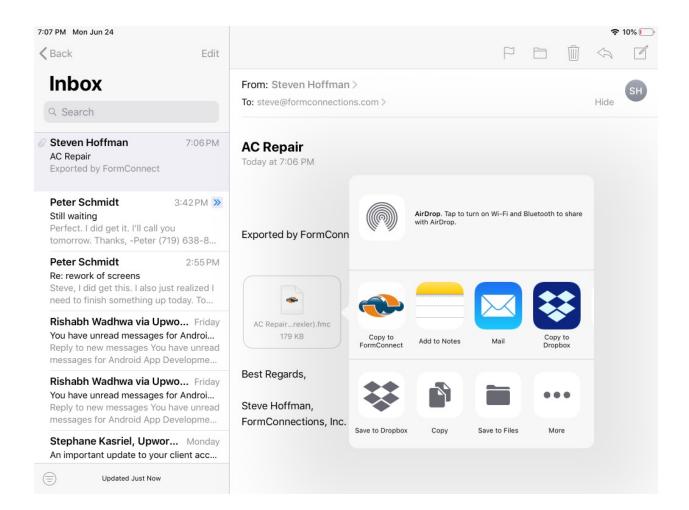
- Select the File Format: FMC, PDF, CSV, XML or HTML
- Choose the Export Delivery Method Email, Dropbox, Box, Google Drive, Open In, etc.

ad ᅙ		7:26	PM				
AMRRI LPO Template	d p	B-3	4 CONVEY	OR		Ø	Þ
Export Record	-						
File Formats:			Custo	mer/Site			
FMC PDF CSV	Area: 3A W	asher Survey	Unit ID:	B-34	Pic:		
	Equipment Name: Conv	veyor, Long Chip Belt		Criticality:			
			Component	t Information	nponent Pictu	ire:	
	Component Name: COM	IVEYOR	Type: _	•	Serial: 9	238	
Email	Component Location: LON	IG CHIP BELT Mar	nufacturer:		Model:		
	Power:		RPM:	Ori	entation: -	- 3	
Dropbox			Lub	oricants			
Box	Lubricant: _			Quantity:			
	Viscosity Grade:	- 🔻 Oil	Volume:				
Google Drive		Gr	eased Com	ponent Attributes			
Open In	Bearing Location: -	▼ Bearing #			ring OD:	-	
		Size Source		Bearin	g Width:	-	
		0120 000100		Shaft E	Diameter:	<u> </u>	
Cancel	Housing Temp	Bearing Type	Moistur	e Solid Contamina	tion	Vibration	
	● < 150 F	Ball	<80%	Light, No Abrasive		< .2 ips velocity, pea	ık
	🔵 150 - 175 F	Cylindrical or Needle	0 80-90%	 Heavy, Neavy, Nea	on- C	0.2 - 0.4 ips	
	🔾 175 - 200 F	Roller	Occasion condensi	nal Lig <u>ht, A</u> b	rasive	> 0.4 ips	

Note: The "FMC" file format is for exporting/importing forms between two or more FormConnect users.

21. Importing a Record/Form

- Tap on the file attachment. It will display the FormConnect logo.
- Select Copy to FormConnect.



22. Print Function

- Tap on the Share (Arrow) button on the menu bar.
- Make sure the record is ticked and choose the "Print" button.

Pad ᅙ		12:25	PM				1
AMRRI LPO Template	d p	B-	34 CONVEY	'OR		()	İ 🖻
Export Print Delete	-		Custo	omer/Site			
All Records Form Only	_						
В		/asher Survey	Unit ID:	B-34		Pic:	
B-34 CONVEYOR 🗸 🕺	Equipment Name:	reyor, Long Chip Bel		Criticality:			
B-34 DETECTOR			Componen	t Informati	Component	Picture:	
B-34 GEAR REDUCER	Name:	IVEYOR	Type: -	-	Serial:	9238	
•	Component Location: LON	IG CHIP BELT Ma	nufacturer:		Model:		
B-34 MAGNET	Power:		RPM:		Orientation:	-	-
B-34 Moisture Analyser			Lu	bricants			
B-34 MOTOR	Lubricant: Viscosity				Quantity:		
B-34 PULLEY	Grade:	- v oi	Volume:				
		G	reased Con	ponent At	tributes		
B-34 PULLEY	Bearing Location: -	- Bearing	¥:		Bearing OD:		
B-34 PULLEY		Size Source	ə: _	-	Bearing Width:	-	
B-34 PULLEY					Shaft Diameter:	-	
	Housing Temp	Bearing Type	Moistu	ire	Solid Contamination	Vibrat	ion
B-34 PULLEY V	🔾 < 150 F	🔘 Ball	<80%	C	Light, Non-	○ < .2 ip:	
B-34 ROLLER x	0 150 - 175 F	Cylindrical	0 80-90%	6	Abrasive Heavy, Non-	velocit	y, peak .4 ips
B-44 CONVEYOR	0	or Needle Roller	0.11.00		Abrasive	·	
Z	175 - 200 F		Occasio	onal Siskificili of 2	Light, Abrasive	○ > 0.4 ij	os

• Select the appropriate printer, the page range and the number of copies.

iPad 🗢		12:16	PM			7 28% 💽 +
< AMRRI LPO Template	I P	в-:	34 CONVEYO	۲ (⁴		
Export Print Delete			Custom	er/Site		
Printer Options	Area:	3A Washer Survey	Unit ID: B-	34	Pic:	
	nent	Conveyor, Long Chip Belt	c	riticality:		
Printer Epson Stylus N	X430 >		Component li	formation Componen	t Picture:	- 18
	nent	CONVEYOR	Type: _	▼ Seria	l: 9238	
Range All F	ages > nent tion:	LONG CHIP BELT Ma	nufacturer:	Mode	l:	
1 Сору —	+ :		RPM:	Orientation	ı: _	-
			Lubri	cants		
Print	cant: osity ade:	- - v Oi	I Volume:	Quantity:		- 18
	_	G	reased Compo	onent Attributes		
B-34 PULLEY	Bearing Location:	- V Bearing	#:	Bearing OI):	-
B-34 PULLEY R		Size Source	ə: _	Bearing Width	n:	-
B-34 PULLEY				Shaft Diamete	r:	-
B-34 PULLEY	Housing Te		Moisture	Solid Contamination	Vibration	1
B-34 ROLLER	🔾 < 150 F	🔵 Ball	<80%	Light, Non- Abrasive	 < .2 ips velocity, peak 	
•	0 150 - 13	75 F Cylindrical or Needle	0 80-90%	Heavy, Non- Abrasive	0.2 - 0.4 ips	
B-44 CONVEYOR	0 175 - 20	D0 F	Occasional	h gí 2 Light, Abrasive	> 0.4 ips	

• Note: To view a list of Air Print supported printers, click on the following: <u>https://support.apple.com/en-us/HT201311</u>

- 23. Field Calculations (FormConnect Pro)
 - FormConnect Pro includes a field type setting (Calculation) that you can choose when creating a new text or date field.

Text Field: Total		
Font Size: 14.5 pt	-•	
Alignment: Left	Center	Right
💟 Display label	Tip: You can resize allow for multi	e the text field to iple lines of text.
Formula:		
Email Address	_	
Auto-increment r	number	_
Calculation		
		_
		_

- A formula can be entered into a field to calculate the value between two or more fields.
- Formulas require the following computational symbols (+ * /).

Text Field:	Total		
Font Size:	14.5 pt 🗕	•	
Alignment:	Left	Center	Right
Display la	bel		Calculation
Formula:	A15+A19+A23	3+A27+A28	

• Each field has a field ID (A1, A2, B1, B2) that displays when you enter a formula.

Qty	Price	Description of Work	Amount	
A12	A13	A14	A15	
A16	A17	A18	A19	
A20	A21	A22	A23	
A24	A25	A26	A27	
			Тах	A28
			Total	



• A record can be locked to prevent changes from being made to it. The "lock" symbol will display next to the record indicating the record has been locked.

iPad 😚		12:25 PM	42% 💷
Forms Health His	tory12	Bosco	Weiner 🔄 🖬 🕟 🖶
Records (6)			
Q Search			Health History
В	A		nealth history
Bosco Weiner	в		Today: April 27, 2013
D	с. р		
Donald Duck	E E	First Name: Bosco	Last Name: Weiner
Н	F	Date of birth: February 26, 199	6 Health Number:
Huck Finn	н	Prefered phone#:	Alternative phone#:
J	r j		Alternative priorie#.
Jim Beam	Г Р к	Area code:	
John Doe	L	Family Phisician:	
T	N		
Tom Sawyer	O P	Third Party responsible for payr	nent: No

• Note: Once a record has been locked, it cannot be unlocked.

- 25. Kiosk Mode (FormConnect Pro)
 - A display mode that hides the menu bar icons and only displays the Submit, Clear and Kiosk () buttons for data entry.
 - Customer records are not visible to the person filling out the form when in kiosk mode.

2	Clear Sub
	Health History
	Today:
First Name:	Last Name:
Date of birth:	Health Number:
Prefered phone#:	Alternative phone#:
Area code:	
Family Phisician:	

• Kiosk mode must be set to "ON" in the "Form Settings" before this function operates.

Form Settings	Do
Primary Fields Records in this form will be named and tagged based on the d entered into these fields.	lata.
Theme	>
Enable text boxes when exporting to PDF	ON
Embed images as data for CSV and XML	
Locale English (United States)	>
Default font size 14.5	
Lock form designer upon exporting form	OFF
Enable kiosk mode An icon will appear in the toolbar. When activated, all features other than filling out records are password-locked.	ON

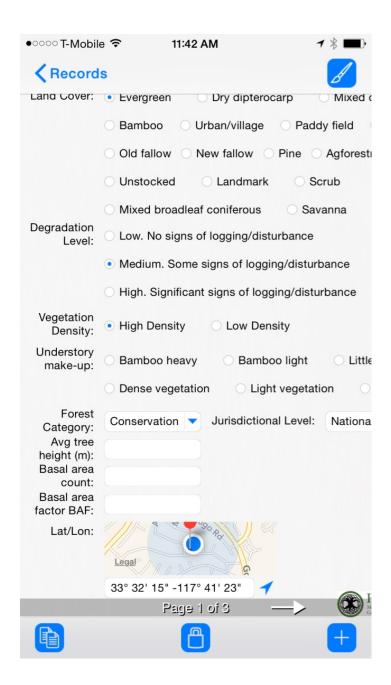
- Kiosk mode () requires a password to invoke and exit this mode.
- Kiosk mode will work in both portrait and landscape but works best in portrait mode.

2		Clear
	Health History	
	Today:	
First Name:	Last Name:	
Date of birth:	Health Number:	
Prefered phone#:	Enter password	
Family Phisician:	Cancel OK	

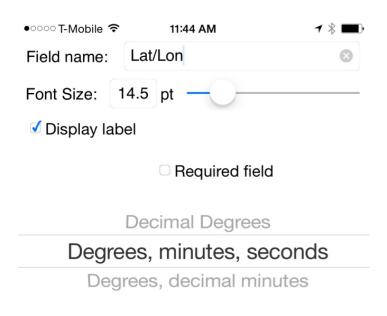
- 26. GPS Field Type (FormConnect Pro)
 - A field type called "Location" that automatically inputs the GPS location into a field.
 - The GPS setting can be displayed in one of three formats: Decimal Degrees; Degrees, minutes, seconds; and Degrees, decimal minutes. All three field formats can be enlarged to include a map as well.



- The GPS coordinates are invoked by tapping on the blue arrow to the right of the text box.
- A map is also displayed above the GPS coordinates but this image can be shrunk down by making the field smaller vertically.



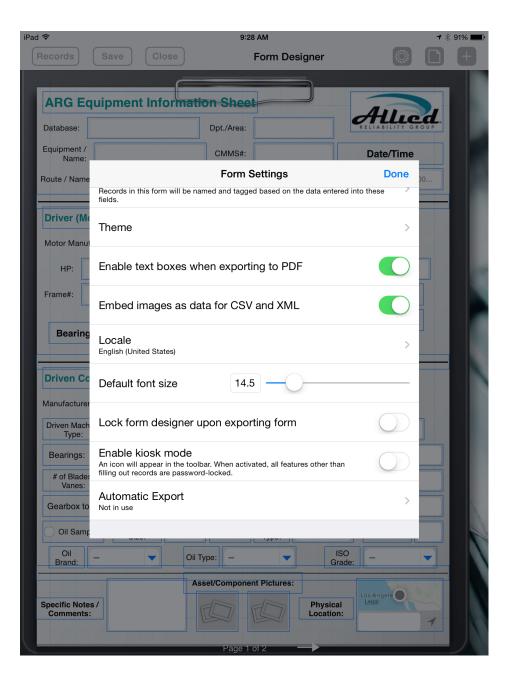
• The GPS setting can be displayed in one of three formats: Decimal degrees; Degrees, minutes, seconds; and Degrees, decimal minutes.



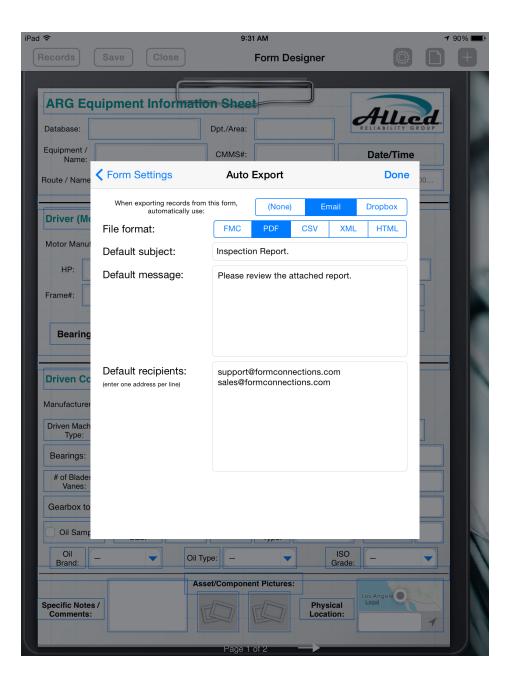


27. Automatic Exporting (FormConnect Pro)

• There is a form setting for automating the export of records.



- It can be configured for either Email, Dropbox. Box, Google Drive and Microsoft One Drive.
- You can specify the file format, default subject, message, email recipients and default Dropbox directory.



• The export process begins when you tap on the arrow icon a select the record(s) and tap the export button.

iPad ᅙ		10:46 AM				1 🕴 88% 🔳
Surglar Alarm Short Ter	A P	John	Doe		Ø	
Export Print Delete			(c		
All Records Form Only		ected by: 24Hr. Monitoring Lic#5384		R ALARM	EMENT	
J		chnologies Inc. 24H. Service				
John Doe 🗸 🔹	Profe	ssional Security Systems (401) 943-9393	,	Date:	March 13, 2014	4
C .			Person req Se	ervice: Jan	e Doe	
E	Name:	John Doe	Conta	ct Tel: (312	2) 333-3333	
G	Address:	2400 Main St.	Email:	John@gmai	l.com	
•	City:	Gotham City	Account#:	A12345	Key#: 5544	3
• K	State:	NY Zip: 10003		🗸 Digital Mo	onitoring	
•	Tel:			GSM Cell	ular Backup	
м				🗹 GSM Cell	ular as Primar	y 🛛
Р	Serial#:			Date Needed	: March 30, 20)14
B	Installation	location:		Date Ending	:	
•	City:	State:	Zip:	Panel:		
T •	Location is	: Occupied 🔻	Electricity preser	nt 🗌 Cop	per Present	
v	🗹 Boiler	Present Doiler E	Brand New	Site is board	led up	
x	CONTAC	T LIST		Lock	kbox#: 4568	
• Z	First:		Tel- Page 1 of 6	Pass:		

28. Photo Annotation

• A photo can be annotated on by tapping on it to enlarge it. Then selecting a color palette to draw on it.

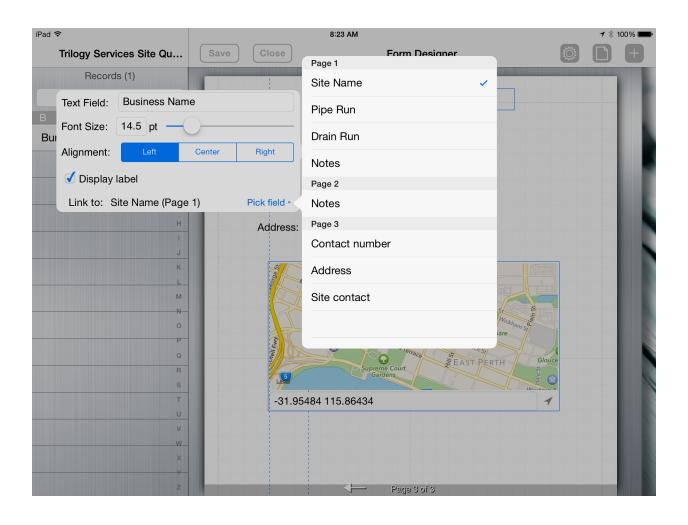


29. Linking Fields (FormConnect Pro)

- Two or more fields can be linked together so that data entered into one field automatically updates the second field.
- When creating a new text field, there is an option to specify the field parameter as a "Linked Field" and then define which field to link (E.g., Business Name on pg. 2 links to Site Name on pg. 1).

iPad 🗢	8:20 AM		≁ ∦ 100% ■
Trilogy Services Site Qu	Save Close	F Text Field: Busines	s Name
Records (1)		Font Size: 14.5 pt	-0
Q Search		Site Co Alignment:	Center Right
B A Bunbury test site B		Display label	Tip: You can resize the text field to allow for multiple lines of text.
C	Business Name:	Link to: Nothing	Pick field +
D 	Site contact:		
F	Contact number:		crement number
G H	Address:	C	alculation
1		Lir	nked field
K L M N O O P Q Q R S S T U U V V V V X Z	-31.95484 115.864	Royal-Perth Standardens Standa	Wickham St

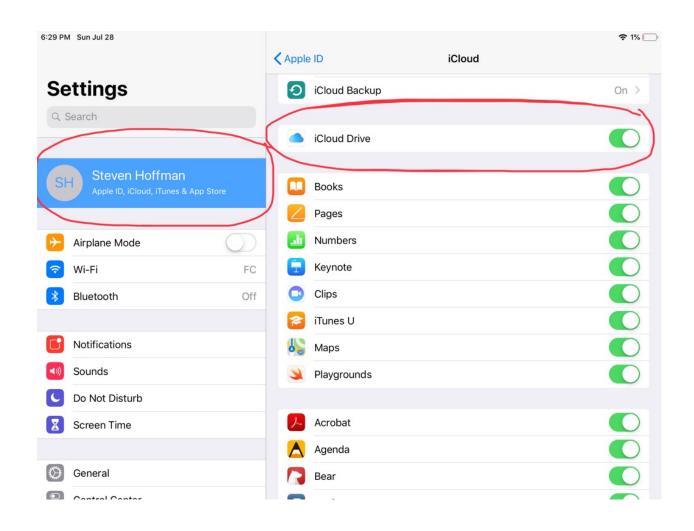
30. Linking Fields (FormConnect Pro)



- 31. Required Field (FormConnect Pro)
 - A required field is a field where data must be entered in order for the record to be saved.
 - There is a field setting where you can specify that the field is required.
 - There is also an option to specify a minimum and maximum value.

Text Field:	Current Rdg					
Font Size:	14.5 pt					
Alignment:	Left	Center	Right			
Display label 🗹 Required field Number						
Copy field when cloning record						
Minimum:	Μ	laximum:				

- 32. Form Sync (FormConnect Pro+)
 - A mechanism that syncs forms between two or more iOS devices.
 - Syncing automatically occurs whenever you have Internet connectivity, are logged into iCloud with your Apple ID and you have the iCloud Drive setting enabled.
 - Syncing will occur between a FormConnect user that owns multiple iOS devices or between two or more FormConnect users with separate Apple IDs that are collaborating on the same form.
 - The following events will trigger syncing of records: adding a new record, modifying an existing record or deleting a record.

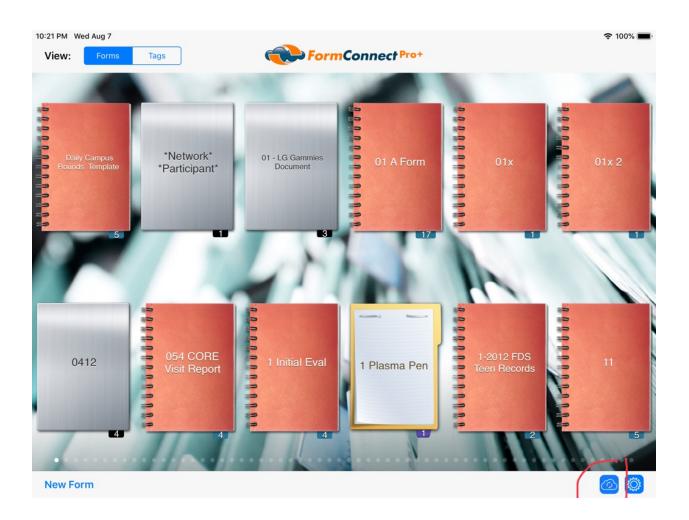


- 32. Form Sync (FormConnect Pro+)
 - The first time syncing occurs, the cloud icon at the bottom of the screen will begin rotating indicating that syncing is occurring. You can tap on this icon and monitor the status if you so desire.
 - The syncing process can take several minutes or more to process depending upon how many forms and records you have.
 - It's recommended that you complete the syncing process on one device before you start on another device. Also, if you have duplicate forms or records on the second device, delete them before starting the syncing process.



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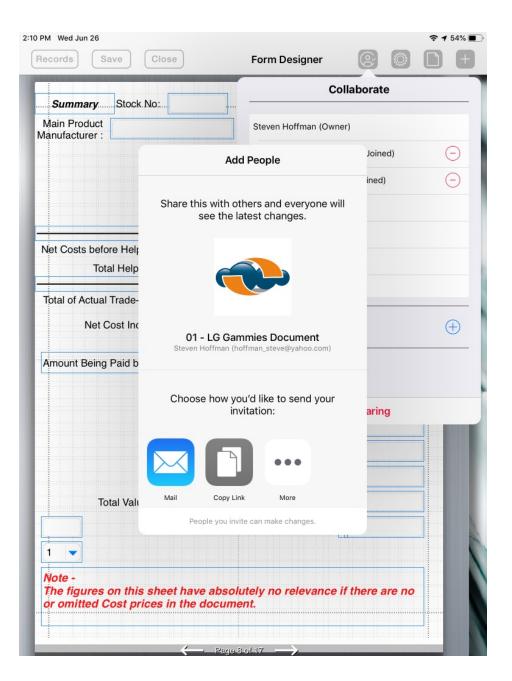
- 32. Form Sync (FormConnect Pro+)
 - Form syncing is a powerful feature for sharing forms and data between multiple devices. It is because of this capability that it is not recommended that you share your Apple ID with other users.
 - Giving another user access to your Apple ID means that they have access to the data on your device via the syncing functionality and therefore by deleting a form on their device, that change would sync to your device as well.
 - If you wish to sync forms and records between multiple users, it is recommended that each person use their own Apple ID, subscribe to FormConnect Pro+ separately and use the Team Collaboration feature.



- 33. Team Collaboration (FormConnect Pro+)
 - The owner of a form can invite other users to share this form and collaborate with them on it together if they are both subscribed to the FormConnect Pro+ app.
 - Tap on the collaborate button and then the Add People (+) button.

Stock No:	Collaborate	
Main Product	Steven Hoffman (Owner)	
Manufacturer :		-
Total Sale Price	contact.suntist@gmail.com (Joined)	Θ
Vat on Bala	rishabh0206@gmail.com (Joined)	$\overline{\bigcirc}$
Balance Inc		
Net Costs before Help On Deal: £		
Total Help on Deal : £		
Total of Actual Trade-Ins Values : £		_
Net Cost Incl Trade-Ins: £	Add People	\oplus
Amount Being Paid by Customer Excl Vat	 Manage Rights 	
Margir		
	Stop Sharing	
Tota		
	xternal Haulier Cost: £	
Exten	ded Warranty Cost : £	
Total Value of Trade-In Over Allo	wances Evo Vat Vat P	
Trade-In Value	s on Invoice Inc Vat: £	
Note -		
The figures on this sheet have sheely	tely no relevance if there are no	

- 33. Team Collaboration (FormConnect Pro+)
 - You can then specify whether to email the invitation or copy a url link.
 - The invitation should be sent to the user's Apple ID email address.



- 33. Team Collaboration (FormConnect Pro+)
 - You can then specify the type of syncing rights the form owner will share with other team members by tapping on Manage Rights.

	Collaborate	
Stock No:		
Main Product Manufacturer :	Steven Hoffman (Owner)	
Total Sale Pric	e 1 contact.suntist@gmail.com (Joined)	$\overline{\bigcirc}$
Vat on Ba	ala rishabh0206@gmail.com (Joined)	\bigcirc
Balance I	nc	
Net Costs before Help On Deal: £		
Total Help on Deal :£		
Total of Actual Trade-Ins Values : £		
Net Cost Incl Trade-Ins: £	Add People	\oplus
Amount Being Paid by Customer Excl Va	t Manage Rights	
Marg	air	
	Form & Records will be synced to: All L	Jsers 🔻
1	ot Stop Sharing	
	External Haulier Cost: £	
E	xtended Warranty Cost : £	
Total Value of Trade-In Over	Allowances Exc Vat Vat: £	
Trade-In V	alues on Invoice Inc Vat: £	1
Indue-III va		

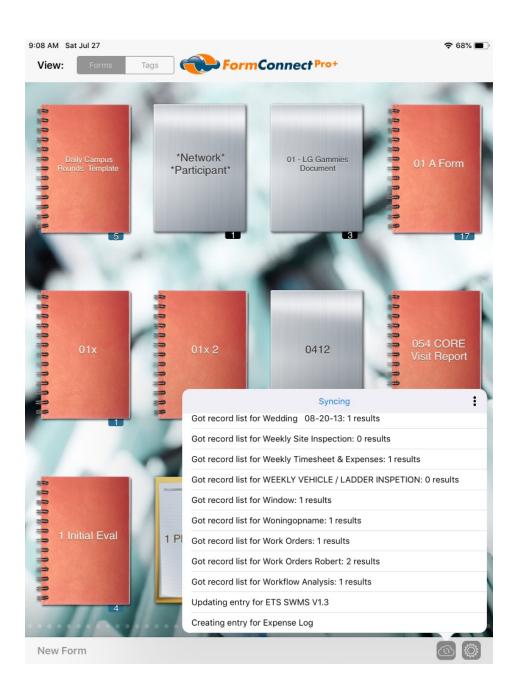
- 33. Team Collaboration (FormConnect Pro+)
 - There are two ways to manage how syncing occurs between users.
 - Form Owner Any changes are synced back to just the form owner.
 - All Users Any changes are synced back to all team members.

Stock No:	Collaborate						
Main Product	Steven Hoffman (Owner)						
Total Sale Price	contact.suntist@gmail.com (Joined)	Θ					
Vat on Bala Balance Inc	rishabh0206@gmail.com (Joined)	Θ					
Net Costs before Help On Deal: £ Total Help on Deal : £ Total of Actual Trade-Ins Values : £							
Net Cost Incl Trade-Ins: £	Add People	\oplus					
Amount Being Paid by Customer E	Form Owner	corc T					
	All Users	sers •					
	Stop Sharing						
	ided Warranty Cost : £						
Total Value of Trade-In Over Allo							
Trade-In Value	s on Invoice Inc Vat: £						
Note - The figures on this sheet have absolu	tely no relevance if there are no						

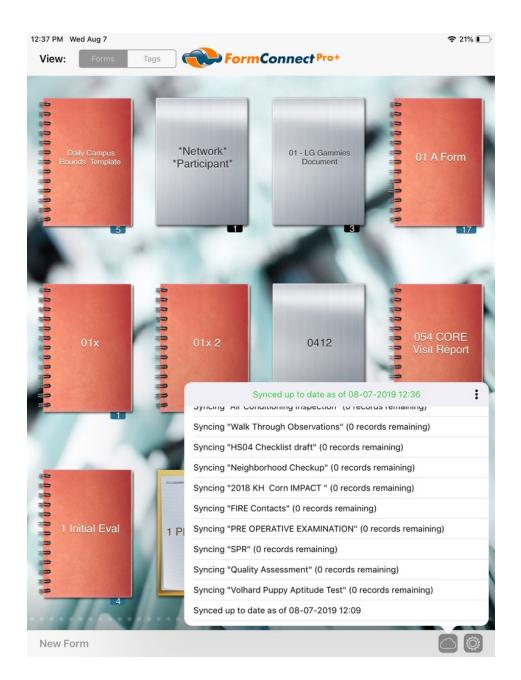
- 33. Team Collaboration (FormConnect Pro+)
 - You can end sharing by tapping on the "Stop Sharing" button.
 - You can remove a user from team collaboration by tapping on the red minus (-) button.

	Collaborate						
Summary Stock No:							
Main Product Aanufacturer :	Steven Hoffman (Owner)						
Total Sale Price	contact.suntist@gmail.com (Joined)	Θ					
Vat on Bala	rishabh0206@gmail.com (Joined)	\bigcirc					
Balance Inc							
Net Costs before Help On Deal: £							
Total Help on Deal : £							
Total of Actual Trade-Ins Values :							
Net Cost Incl Trade-Ins: £	Add People	\oplus					
Amount Being Paid by Customer Excl Vat	 Manage Rights 						
Margir	Form & Records will be synced to: All U	sers 🔻					
Tot	Stop Sharing						
	xternal Haulier Cost: £						
Exter	nded Warranty Cost : £						
Total Value of Trade-In Over Allo	wances Exc Vat Vat: £						
Trade-In Value	es on Invoice Inc Vat: £						
Note -							
	tely no relevance if there are no						

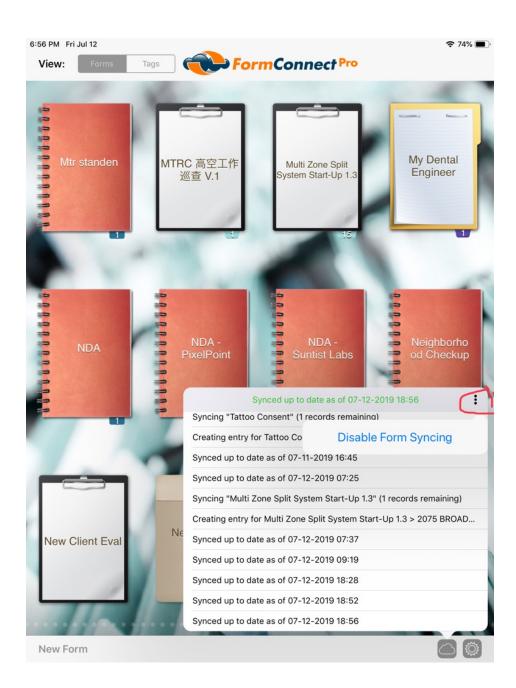
- 34. Monitoring Cloud Status (FormConnect Pro+)
 - If you wish to check the cloud sync status, tap on the cloud icon on the bottom of the home screen. A pop-up screen will display with any syncing activity that is occurring.



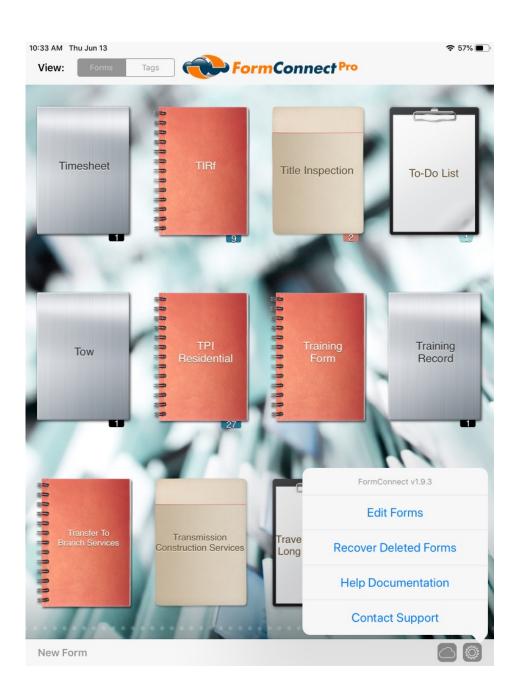
- 34. Monitoring Cloud Status (FormConnect Pro+)
 - When the syncing is completed, a "Synced up to date" message with today's date will appear.
 - Syncing is a continuous process. Whenever a change is made to a form on any device, it will automatically sync that change to all other devices.



- 35. Disabling Form Syncing (FormConnect Pro+)
 - You can disable form syncing by tapping on the gear icon on the home page and the three vertical dots.



- 36. Recover Deleted Forms (FormConnect Pro+)
 - If you wish to restore files that have been deleted, you can tap on the "Recover Deleted Forms" button.



- 37. FormConnect Pro+ Features
 - FormConnect Pro+ is an optional subscription service. You receive premium feature enhancements on a periodic basis.
 - You can subscribe to the FormConnect Pro+ premium features on an annual or monthly basis. Once you subscribe, you have access to all the premium features. When you unsubscribe, these features are disabled.
 - If you plan to install FormConnect Pro+ on a second iOS device, tap on the "Restore Purchases" button. You will be prompted for your Apple ID and password to confirm your previous purchase.

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←	FormCon	nect Pro+	×
Pren	nium Features:		
	Auto sync forms to all your iOS devices.		
\checkmark	Manage the distribution of your forms to ot	her users.	
	Collaborate with other team members on th	e same form.	
	Auto backup your forms to iCloud.		
	Restore forms from iCloud that have been o	eleted.	
	Receive periodic app updates and feature in	mprovements.	2
	\$11.99 Subscribe Annually	\$1.49	
	2 week free trial + save 33%	2 week free trial	
	Restore Purchas		
automati	will be charged to your Apple ID account at t cally renews unless it is canceled at least 24 hours will be charged for renewal within 24 hours prior	before the end of the current pe	eriod. Your

manage and cancel your subscriptions by going to your account settings on the App Store after purchase.

- 38. iPhone/iPad Compatibility
 - Forms created on either the iPhone or iPad can be shared between the two devices assuming you have the FormConnect app installed on both of them.
 - The form will look identical on both the iPhone and the iPad but the user interface will look a little different as the screen size is much bigger on the iPad.

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Contact:	W & J Hawo	& J Haworth Date:					W & J Haworth			Date:					
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