

Help Documentation

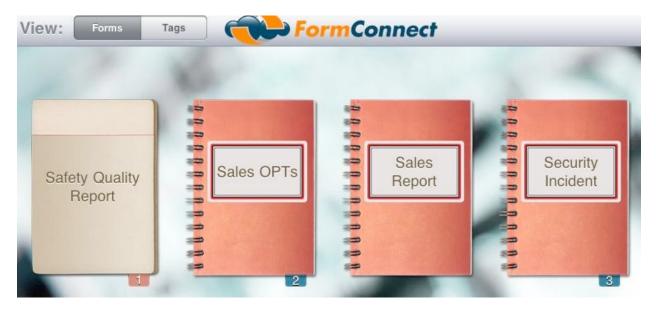
V2.0

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.

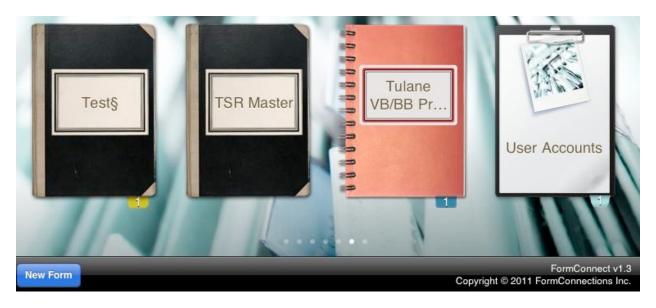
| | ect |
|-----------------|-----|
| Jim Martinez | A |
| 3 Records | В |
| Jim Smith | c |
| 3 Records | D |
| Jo Ann Abrejera | E |
| 1 Record | F |

- 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".

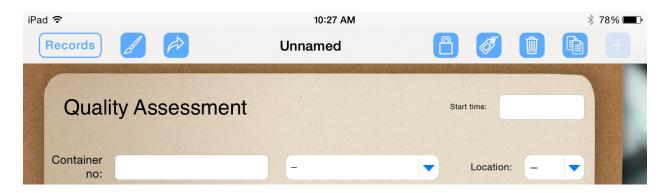


- 6. Renaming, Cloning and Deleting a Form
 - Tap on the form for two seconds and a pop-up screen will display with the following options (Rename Clone Delete).



7. Editing a Form

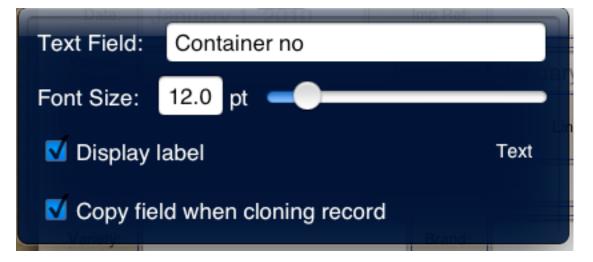
• Tap on the "Paint brush" icon to open the editor.



- 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 |

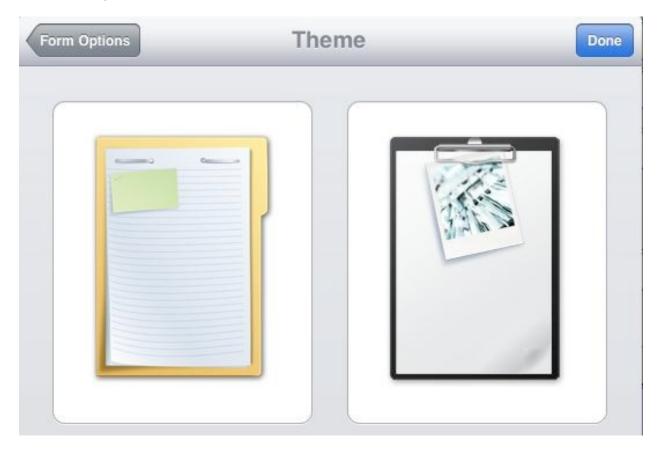
12. Specifying the Primary Field(s)

• The primary field is where records are named.

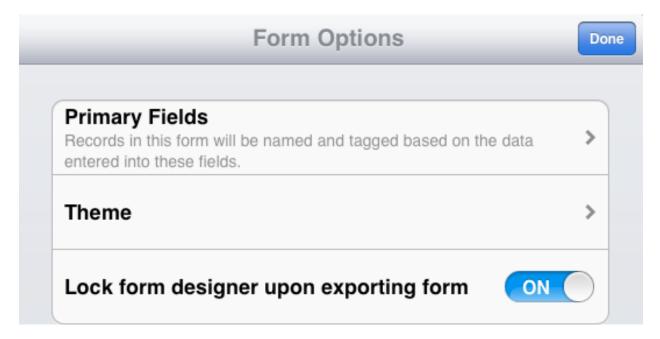
| Form Options | Primary Fields | Done |
|-----------------|---|------|
| Currently used | fields: | |
| First Name: | | |
| Last Name: | | |
| Drag | fields up to use them for record names. | |
| Other fields: | | |
| Driver's Licens | se: | |
| State License | Held: | = |
| Social Security | / #: |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

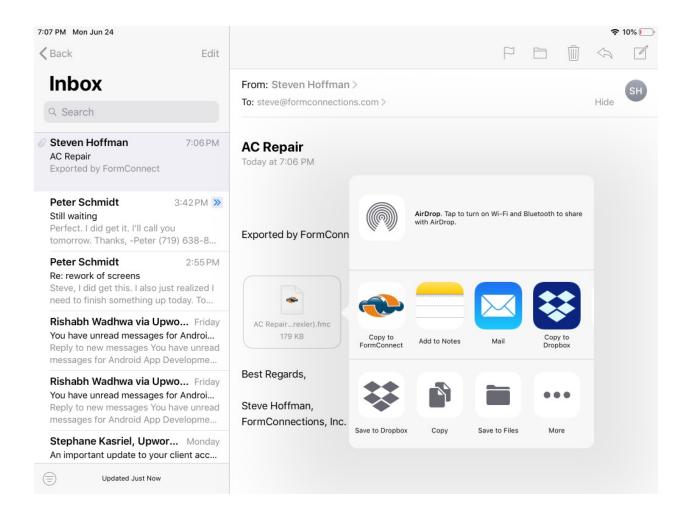
- Select the File Format: FMC, PDF, CSV, XML or HTML
- Choose the Export Delivery Method Email, Dropbox, Box, Google Drive, Open In, etc.

| 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 |

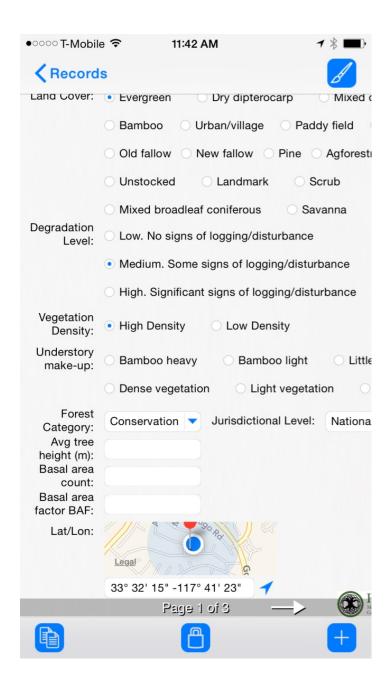
- Kiosk mode () requires a password to invoke and exit this mode.
- Kiosk mode will work in both portrait and landscape but works best in portrait mode.

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

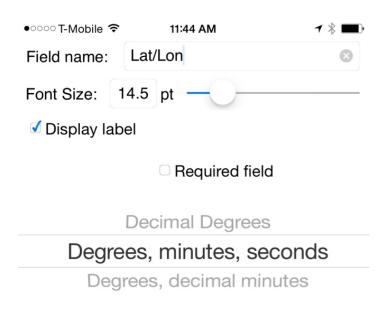
- 26. GPS Field Type (FormConnect Pro)
 - A field type called "Location" that automatically inputs the GPS location into a field.
 - The GPS setting can be displayed in one of three formats: Decimal Degrees; Degrees, minutes, seconds; and Degrees, decimal minutes. All three field formats can be enlarged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



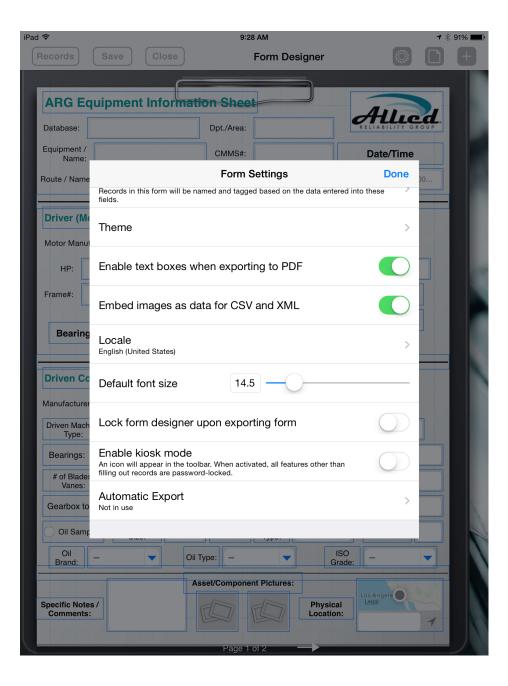
• The GPS setting can be displayed in one of three formats: Decimal degrees; Degrees, minutes, seconds; and Degrees, decimal minutes.



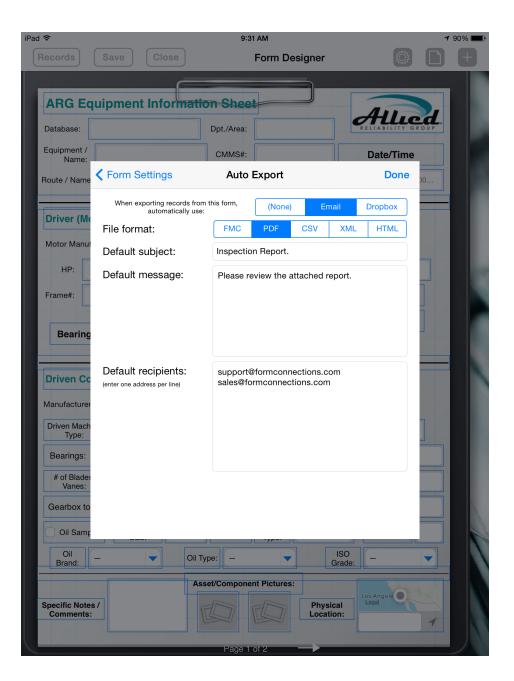


27. Automatic Exporting (FormConnect Pro)

• 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.

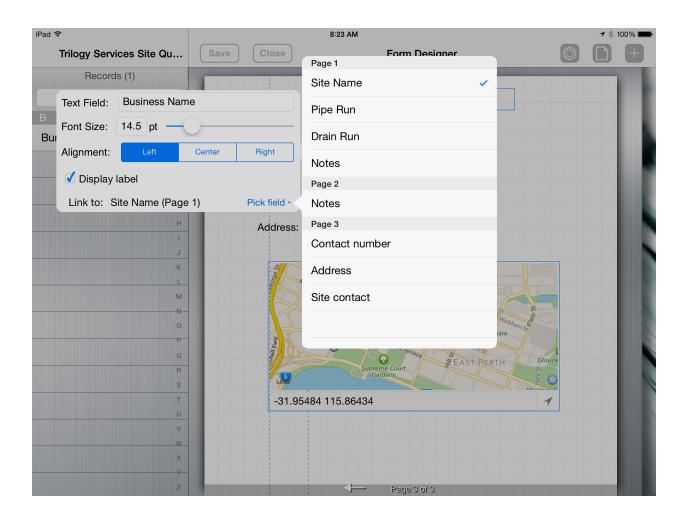


29. Linking Fields (FormConnect Pro)

- 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 |

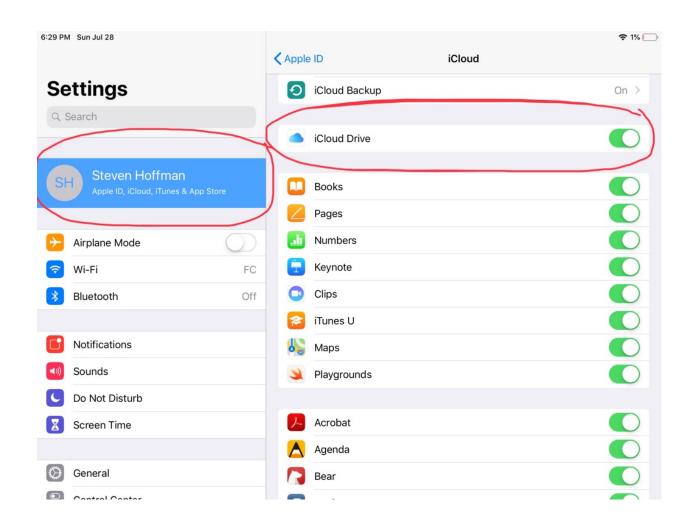
30. Linking Fields (FormConnect Pro)



- 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.

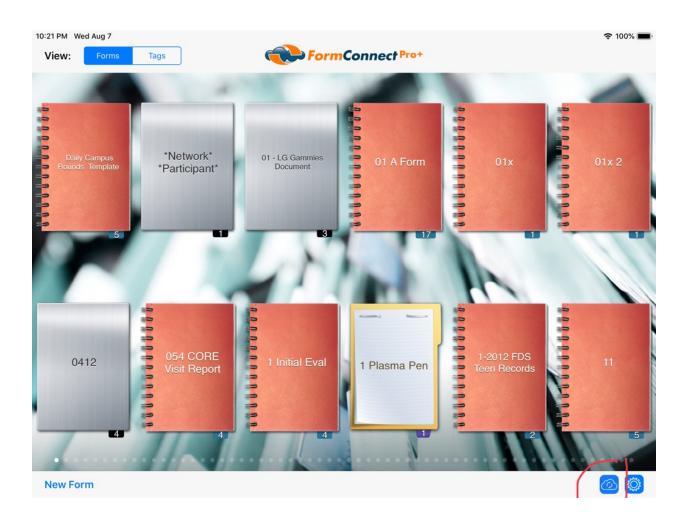


- 32. Form Sync (FormConnect Pro+)
 - The first time syncing occurs, the cloud icon at the bottom of the screen will begin rotating indicating that syncing is occurring. You can tap on this icon and monitor the status if you so desire.
 - The syncing process can take several minutes or more to process 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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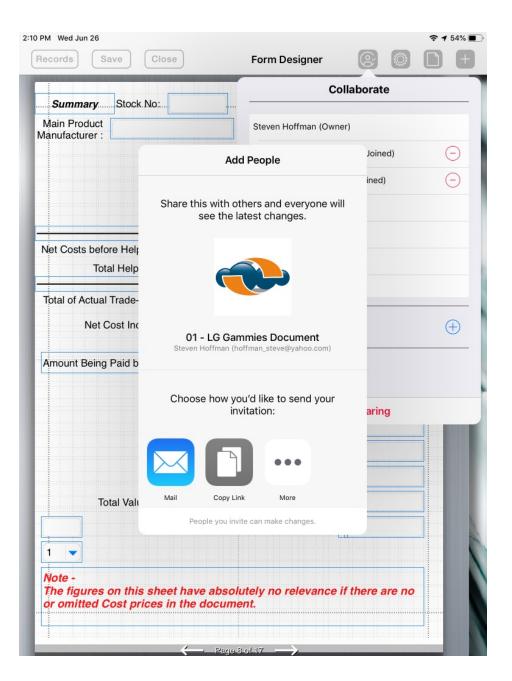
- 32. Form Sync (FormConnect Pro+)
 - Form syncing is a powerful feature for sharing forms and data between multiple devices. It is because of this capability that it is not recommended that you share your Apple ID with other users.
 - Giving another user access to your Apple ID means that they have 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 | | |
| | | |
| | | |

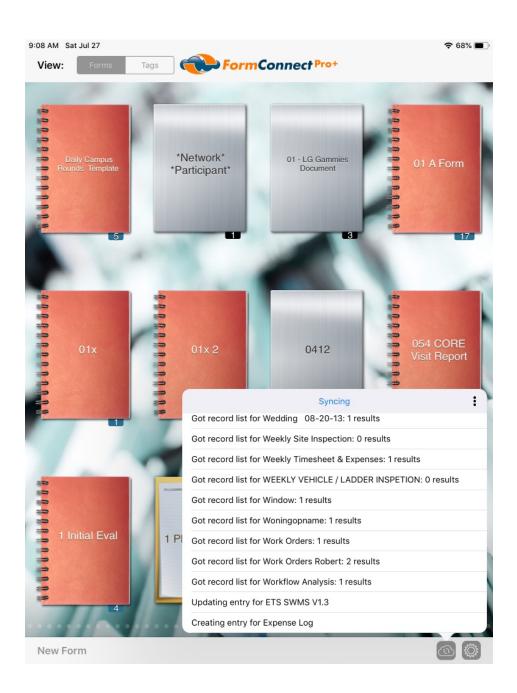
- 33. Team Collaboration (FormConnect Pro+)
 - There are two ways to manage how syncing occurs between users.
 - Form Owner Any changes are synced back to just the form owner.
 - All Users Any changes are synced back to all team members.

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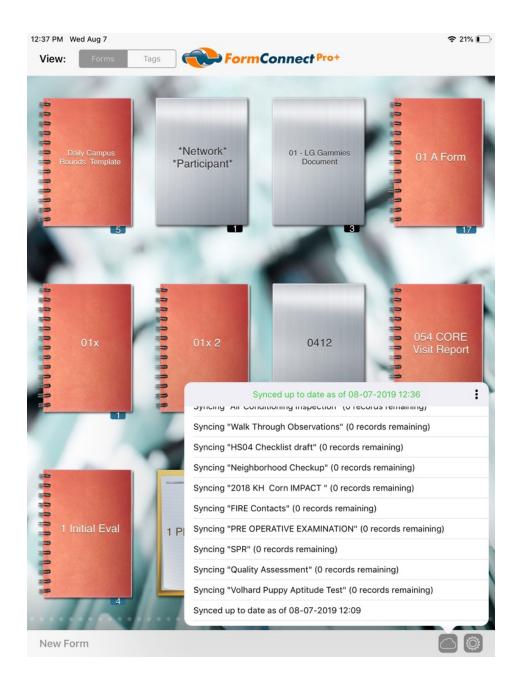
- 33. Team Collaboration (FormConnect Pro+)
 - You can end sharing by tapping on the "Stop Sharing" button.
 - You can remove a user from team collaboration by tapping on the red minus (-) button.

| | 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 | | | | | | |

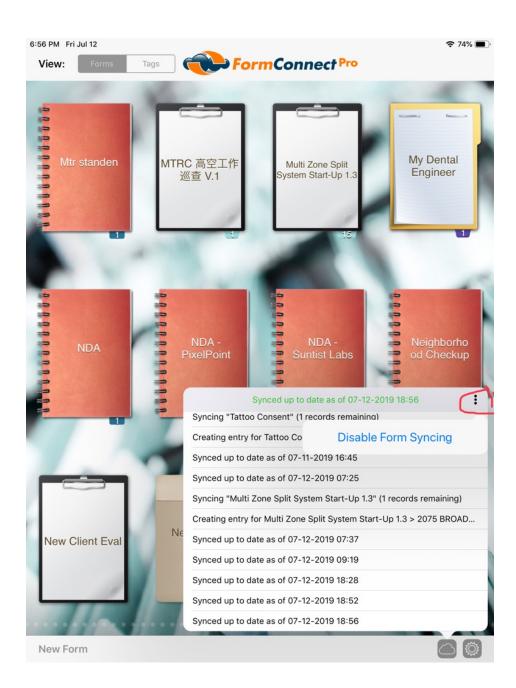
- 34. Monitoring Cloud Status (FormConnect Pro+)
 - If you wish to check the cloud sync status, tap on the cloud icon on the bottom of the home screen. A pop-up screen will display with any syncing activity that is occurring.



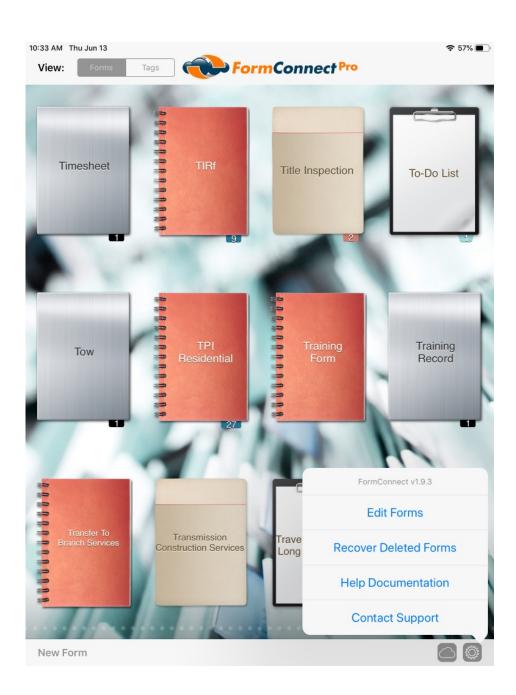
- 34. Monitoring Cloud Status (FormConnect Pro+)
 - When the syncing is completed, a "Synced up to date" message with today's date will appear.
 - Syncing is a continuous process. Whenever a change is made to a form on any device, it will automatically sync that change to all other devices.



- 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 | | |
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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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| Trade Name: | Abbey Cella | rs | | | | Trade Name: | Trade Name: Abbey Cellars | | | | | | | | |
| Situation Address: | 1769 Maraekakaho Road~HASTINGS 4120 | | | | | Situation Address: | | | | | | | | | |
| EH No.: | EH08/0074 | PID: | 112732 | EHO: | Mark Mc | EH No.: | EH08/00 | 074 PID: | 112732 | EHO: | Mark I | McLean | | | |
| Contact: | W & J Hawo | & J Haworth Date: | | | | | W & J Haworth | | | Date: | | | | | |
| Postal Address*: | PO Box 811 | 5~HAVEL | OCK NORT | H 4157 | | Postal Address*: | PO Box 8115~HAVELOCK NORTH 4157 | | | | | | | 12 | |
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