



# Informed Filler<sup>®</sup>

## Windows<sup>®</sup>/Mac<sup>™</sup> OS Specifications

Informed Filler<sup>®</sup>, together with Informed Designer<sup>®</sup>, provides you with a complete, flexible set of tools to successfully build and implement a cross-platform electronic form system. The following specifications detail the entire feature set of Informed Filler for Windows and Mac OS. For more information, please refer to the Informed<sup>®</sup> brochure, the Informed Designer Specifications sheet and the Informed Filler for Java Specifications sheet.

As data is entered, intelligence features such as defaults, choice lists, calculations and error checking work automatically to make filling out forms as fast and accurate as possible.

### DOCUMENT CONTROL

- Platform neutral documents; open the same document on either Windows or Mac OS platforms; no translation necessary
- Open multiple documents simultaneously
- Password protection for data security
- Form template information including template ID, author and description

### DATA FORMATTING

- Cell types include text, character, name, date, number, time, boolean, picture and signature
- Designer definable custom format options for each cell
- Text format for automatic capitalization or conversion to lower case
- Character formats for telephone numbers, zip codes or custom formats
- Separate number formats for positive, negative and zero numbers
- Name format with optional parts and surname positioning
- Different boolean styles including "True/False", "Yes/No" and "On/Off"
- Checkboxes with different check and radio button styles
- Picture cells with resize-to-fit and crop options

### DATA INTELLIGENCE

- Designer configured calculations and defaults with built-in if/then/else logic
- Designer can allow the user to override calculations manually
- Designer can use over 220 functions including mathematical, statistical, trigonometric, logarithmic, boolean, text, date, time, name, spell number, amortization, bond, depreciation and cash flow functions
- Designer definable error checking with alert messages
- Designer definable choice lists or pop-up lists for common entries (Designer can allow user to add extra choices)
- Designer definable dynamic choice lists that change based on other information on the form
- Designer definable help messages for each cell
- Designer definable indexing for faster searches

### CROSS-PLATFORM SCRIPTING

- Powerful JavaScript<sup>™</sup> scripting language (1.2 compatible)
- Scripts work on Windows and Mac OS; no translation necessary and no need to write platform-specific scripts
- Informed on Mac OS supports AppleScript<sup>™</sup> in addition to JavaScript
- Designer uses scripting to automate tasks that are performed repeatedly and to build sophisticated and highly interactive "form applications"
- Full scripting access to Informed Filler's feature set, including documents, records, cells, the record list, menus, buttons, attachments, mail, signatures, tags, formats and more
- Custom dialogs with buttons, prompts and pick lists

### DATA ENTRY

- Follows designer definable tabbing order
- Follows conditional tab order based on data entered
- Quick-tab cells for moving quickly through sections of a form
- Lookups to get data from other forms or databases
- Lookups to Informed data files that return multiple matching records, present a list of values to choose from
- Field and table cells can scroll to allow entering variable amounts of data and a variable number of rows
- Memorize cell values for user specific defaults
- Optional, recommended and required cells force entry of data where applicable
- Copy and paste cell values and pictures
- Insert date command to insert the current date into a cell
- Change font, font size and type style within a cell, where allowed by designer
- Built-in barcode support (UPC A and CODE 39)
- Buttons and menu items can trigger built-in commands, plug-in commands or scripts
- Buttons can trigger direct jumps to specific cells by using the go-to-cell command

- Insert/remove rows in tables
- Tab through tables vertically or horizontally
- Movable, paste-style notes with typed and/or voice\* messages
- Attachments of any files can be included with a completed form
- Spell check the current selection, the entire form or multiple form records at any time (available dictionaries are English, French, German, Italian and Spanish)
- Duplicate form records
- Revert to last saved version of record
- Use fit-to-sides command to automatically scale form to fit width of form window
- View scales of 50, 75, 100, 150 and 200%
- Use all system fonts, including downloadable PostScript<sup>™</sup> fonts
- Undo/redo commands
- Designer definable custom menus present different menu bars and menu items for each form
- Signature cells for approving forms with secure, verifiable digital signatures

### DATA MANAGEMENT

- Store one completed form, or record, or many records in a single data document
- Search on any cell, using exact match, greater than, greater than or equal to, less than, less than or equal to, not equal to, starts/ends with, contains and range options
- Sort and organize form records
- Display multiple forms in a list using the record list
- Select cells and cell sequence on the record list
- Change the title of each column in the record list
- Selected columns in record list can be totalled, averaged or sorted
- Define and save multiple record list formats (e.g., detail, summary)
- Use the record list for batch commands such as printing, mailing and exporting
- Use next, previous, first and last commands to browse the records
- Tag records and recall them at any time
- Omit single or multiple records from the collection of records
- Check record information for created, modified, last printed and last mailed dates

### DATA IMPORT & EXPORT

- Import and export data using ASCII comma or tab delimited format
- Import dBASE formatted data and FormFlow's ASCII formatted data (.fll and .fil)
- Plug-ins for future support of other formats
- Select cells and cell ordering
- Use optional merge format for form letters
- Export all form records or record list contents only
- Drag and drop data files into the open form record for automated imports\*
- Import multiple data files at the same time

### PRINTING

- PostScript compatible
- Print form template and data onto plain paper
- Print data only onto pre-printed forms
- Print blank form onto plain paper
- Print one record, all records, selected records or the record list
- Adjust printing offset on-the-fly so data prints correctly on pre-printed forms
- Compatible with QuickDraw<sup>™</sup> GX\*
- Collate copies of multi-page forms
- Print individual parts of a multipart page

### E-MAIL / ROUTING

- Route completed forms using your existing e-mail system(s)
- Supports any MAPI, VIM and MHS mail systems such as MSMail<sup>™</sup>, MExchange<sup>™</sup>, GroupWise<sup>™</sup>, cc:Mail<sup>™</sup> and Eudora Pro<sup>™</sup>. Also supports direct SMTP, QuickMail<sup>™</sup>\* and PowerTalk<sup>™</sup>\*
- Supports any e-mail client's address book or an internal address book when using direct SMTP
- Use manual addressing to send forms that have no predefined routing

## SPECIFICATIONS (continued)

- Use designer defined suggested routes feature to direct completed forms to specific users in a workflow process
- Single command to send completed forms to a suggested route
- Send forms as data only or as a package (data and template)
- Send current form or multiple forms
- Set preferred mail system
- Remembers last selected suggested route

### DIGITAL SIGNATURES

- Plug-in support for signing services
- Includes plug-ins for Entrust®; I-Sign™ (POP), supports POP and APOP; and I-Sign (IMAP), supports IMAP capable mail systems. I-Sign is Informed's built-in signature service
- Signature cells sign one or more other cells on the form
- See which cells are being signed by a particular signature
- Signature cells can sign other signatures
- Verify the form template to ensure it is authorized
- Sign and verify form data for guaranteed security
- Sign attachments
- Designer definable option to show the date of signature in the signature cell
- Designer defined extraction of digital signature information for use by other cells or applications
- Log off of signature service at any time

### DATABASE ACCESS

- Lookups to get data from other forms or databases
- Lookups to client/server databases; use wildcard searches to return a list of possible matches
- Submit forms to databases to avoid rekeying
- Submit one form or multiple forms
- Automatic tagging of records that could not be submitted during a batch submit because of an error
- The ODMA plug-in (Windows only) allows you to store and retrieve forms in ODMA compliant document management systems
- The ORACLE® plug-in links directly to ORACLE 6 or later databases using SQL\*Net™
- The Microsoft® SQL Server plug-in links directly to Microsoft SQL Server databases on many platforms using DB-Library™
- The SYBASE™ plug-in links directly to SYBASE 10 or 11 databases on many platforms using Open Client™
- The DAL\* plug-in links to any DAL supporting database. This includes systems such as IBM® VM/CMS, MVS/VTAM, MVS/TSO, VAX/VMS, AS/400, AU/X and on Mac OS, plus databases such as INGRES™, ORACLE, SYBASE SQL Server, Rdb/SQL™, DB2™, Teradata™ DBC/1012 and Everyware's Butler™ SQL Server
- The 4th Dimension™\*\* (4D) External links forms to databases created with ACI's 4D. In addition, 4D databases can request form numbers from Informed Number Server®\*
- The ODBC Windows plug-in links forms to ODBC compliant databases (includes support for 16-bit and 32-bit drivers). On Windows this package includes drivers for: Btrieve™ 5.x (Windows 3.1 only); Btrieve 6.15; Clipper™; DB2; dBASE III, IV, V; Excel™ 2, 3, 4, 5 XLS files (Windows 3.1x only); Excel 5.0, 7.0 Workbooks; FoxPro™ 2.5, 3.0; Gupta SQLBase™ 5.x, 6.x; INFORMIX™ 5, 6, 7.x; INFORMIX 9.x (Windows 95 and NT only); INGRES 6.4/04, 6.4/05 (Windows 3.1x only); Microsoft SQL Server 6.0, 6.5; Open Ingres™ 1.x, 2.0; ORACLE 7.1, 7.2, 7.3, 8.x – (7.x functionality) via SQL\*Net 2.x; ORACLE 8.x – (8.x functionality) via Net8 (Windows 95 and NT only); Paradox™ 4, 5, 7; Paradox 8 (Windows 95 and NT only); PROGRESS™ 7.3, 8.x; Scaleable SQL 3.x (Windows 3.1x only); SYBASE SQL Server 4.92; SYBASE System 10, 11.x, Adaptive Server; and Text Files
- The ODBC Mac OS plug-in links forms to Mac OS ODBC compliant databases. For Mac OS on PowerPC this package includes drivers for: DB2; dBASE IV, V; FoxPro 2.5, 3.0; Microsoft SQL Server 6.0, 6.5; ORACLE 7.1, 7.2, 7.3, 8.x – (7.x functionality) via SQL\*Net 2.x; SYBASE System 10, 11.x, Adaptive Server; and Text Files. For Mac OS on 68K, contact Shana Corporation for ODBC driver availability
- DDE supported on Windows to allow external applications to control a variety of actions including opening and closing data files, creating new forms, adding new records, saving, finding records, getting and setting cell data, adding and extracting attachments, getting the template ID and revision, importing and exporting data, submitting to databases or Web servers, sending e-mail and printing

### NUMBER SERVING

- Numbers are assigned uniquely and sequentially to eliminate the possible duplication of form numbers
- Automatically assign unique numbers to your forms when a new record is created or manually when requested

### REVISION CONTROL

- Obtain form templates from distribution centers
- Use file servers or FTP sites for distribution centers

- Multiple distribution centers supported
- Informed Filler automatically checks for new revisions and updates the local form template with the revised template
- Optionally change the check interval
- Easy access to correct sources for form templates
- Automatic access to distribution center when a new template is needed and not found among other templates

### TRACKING

- Form is automatically tracked when mailed from one person to another
- Query tracking server at any time to determine where your form is currently located
- Tracking query displays "sent from", "sent to", "date" and "time" for each routing step

### INTERNET

- Automatic helper application configuration of Web browser
- Automatically download revised form templates from FTP sites (see Revision Control)
- Have unique form numbers assigned centrally from a Web server
- Submit completed forms to Web server using built-in HTTP support
- Directly e-mail forms to any SMTP server
- I-Sign (POP), Informed's built-in signature service, supports all POP servers to allow digital signatures over the Internet/intranet
- I-Sign (IMAP), Informed's built-in signature service, supports all IMAP servers to allow digital signatures over the Internet/intranet

### LICENSING

- License the right to distribute Informed Filler worldwide for use with individual form templates
- License Informed Filler per user for filling unlimited form templates

### SUPPORT

- On-line Help
- Documentation includes the Getting Started Guide, the User's Manual and the Quick Reference Guide

### SYSTEM REQUIREMENTS

- A form template created with Informed Designer

#### Windows 3.1x (16-bit)

- 386 or better
- Hard drive with at least 9MB of free disk space
- Windows 3.1 or later including 3.11

#### Windows 95, Windows NT and Windows 98 (32-bit)

- 486 or better
- Hard drive with at least 9MB of free disk space
- Windows 95 / Windows NT 3.51 or later / Windows 98

#### Mac OS

- Mac SE/30 (68030 processor) or better
- 2.5MB of free RAM
- Hard drive with at least 7MB of free disk space
- System 7.0 or later. Some features require AppleScript\*

#### Mac OS on PowerPC (Informed is accelerated for PowerPC)

- PowerPC
- 2.5MB of free RAM
- Hard drive with at least 7MB of free disk space
- System 7.1 or later. Some features require AppleScript\*

Use of the included ODBC drivers will increase hard drive requirements by 7 to 15MB.

### DATABASE ACCESS SYSTEM REQUIREMENTS

- For access to the following databases, you will also need:
- ORACLE: SQL\*Net 1.x/ORACLE 6 or later
  - SYBASE: OpenClient v4.0 or later/SYBASE v4.9 or later
  - 4th Dimension\*: 2.2.1 or later

### TRACKING SYSTEM REQUIREMENTS

- Mail system supported by Informed
- Mac OS users also require System 7 or later

### DIGITAL SIGNATURE SYSTEM REQUIREMENT

- Users require appropriate client software for signature system if not using I-Sign, Informed's built-in signature service

\* indicates Mac OS only