



Course 102: TeleForm Forms Design Training

Pre-Requisite

Before attending this course, the delegate must have:

- A basic understanding of the TeleForm system (can be gained from course 101).
- Previous experience of using graphics within software applications.
- A basic understanding of databases.

Objective

The objective of this course is to provide the delegate with knowledge of designing forms to be used within the TeleForm system.

This course explains in detail the different types of forms that can be designed within TeleForm Designer and gives a practical approach in learning the form and field attributes for TeleForm forms.

Once basic forms have been designed, the delegate will then learn how to apply data validations to the fields on the form and then the final stage of setting up data exports to different databases.

Other areas covered in this course are form distribution, form merging to paper, fax, e-mail and Internet forms, and finally form testing.

Course Outline

Day 1:

- Introduction
- Forms Design Overview
- Designing Forms
 - Traditional Forms
 - ID Blocks
 - Graphics
 - Object Groups
 - Data Entry Field Properties
 - Multi-Page Forms
 - Page Linking
 - Versi Forms
 - ID Blocks
 - Recognition Set
- Exercise 1: Designing single page form
- Exercise 2: Designing multi-page form

Day 2:

- Designing Forms
 - Existing Forms
 - ID Blocks
 - Form Template
 - Unique Fields
 - Capture Zones
 - Exercise 3: Template an existing form
- Designing Forms
 - Data Validation
 - Constraints
 - Ranges
 - Database Lookup
 - Dictionaries
 - Basic Script Validation
 - Exercise 4: Applying validations to forms
- Designing Forms
 - Exporting Data
 - Data Formats
 - ODBC Links
 - Finalising Forms
 - Form Activation
 - Exercise 5: Exports and activating forms
- AutoMerge Publisher
 - Form Merges
- Exercise 6: Setting a scheduled print
- Exercise 7: Configuring merge to forms
- Designing Forms
 - Test Procedure
 - Print & Scan
 - Recognition
 - Verification
 - Exported Data
- Exercise 8: Testing designed forms