

# doForms™

## BlackBerry Quick Start

### Main Menu

**Enter New Data** - Start a new form for data collection.

**Review Saved Data** - Review both your complete and incomplete forms.

**Send Completed Data** - Send completed form(s) to your doForms website.

**Update Forms & Notices** - Automatically update forms and service notices on your mobile device.

**Help** - View the "Getting Started Video" or this Help System.

### Enter New Data

1. From the Main Menu, select "**Enter New Data**" (the number of available forms is listed in parentheses).
2. Select the "**Select Project**" drop-down to choose a project from the list. All available projects will be listed. Select the appropriate project from the list.
3. Select the "**Select Form**" drop-down to view the list of all available forms associated with the previously selected project.
4. After you have selected the appropriate Project and Form for data collection, select "**Start**" to load the form.
5. It may take a moment for the form to be loaded onto your device.

To navigate through the form, swipe your finger horizontally on the screen or touch-pad as if turning pages forward or backward in a book. You may press the "**Menu**" button at any point while working on a form for more navigation choices.

### Jumping to a Question

doForms provides a feature that allows you to "Jump" to a specific question. This should be used in situations where you need to skip ahead or go back to answer a question without having to flip through each question in between. To jump to a question:

1. Press your device's "**Menu**" button at any time while within the form.
2. Select "**Jump to Question**".
3. A list of all the questions contained in the form will be displayed. Use your finger to scroll the list up and down if needed.
4. Select on a question in the list to jump to that question. You also have the choice to "**Jump to Beginning**" which will return you to the beginning of the form, or "**Jump to End**" which will bring you to the end of the form.

### Saving Data

When you reach the end of a form, you will have the choice to either "**Save as Incomplete**", "**Save as Complete**" or "**Close Without Saving**".

If you select either "**Save as Incomplete**" or "**Save as Complete**", you will be prompted to correct any questions with invalid answers.

If you select "**Save as Complete**", you will also be asked to complete any "required" questions not previously answered. Only forms marked as "Complete" may be sent (see Send Completed Data).

You may also save and exit a form at any time by pressing your device's "**Menu**" button and selecting one of the exit options.

### Close Form

You can choose to close a form at any time while collecting data. This should be done when, for any reason, you need to stop the data collection process. You can choose to exit the form and save the data you have collected up to that point, or you can choose to exit the form without saving. To exit a form:

1. Press your device's "**Menu**" button at any time while within the form.
2. Select "**Save and Close Form**" to save all data collected on the form up to that point and exit the form.
3. Select "**Close Without Saving**" to simply exit the form. None of the data collected in the form will be saved.

## Review Saved Data

doForms allows you to review and edit your saved forms at anytime.

1. From the Main Menu, select **“Review Saved Data”** (the number of saved forms is listed in parentheses).
2. Select **“Incomplete”** to view incomplete forms, or select **“Complete”** to view completed forms.
3. Select the name of the form that you wish to review.
4. The form is loaded and a list of all the questions and answers contained in the form will be displayed. This may take a moment. Use your finger to scroll the list up and down if needed, select on a question in the list to jump to that question. You also have the choice to **“Jump to Beginning”** which will return you to the beginning of the form, or **“Jump to End”** which will bring you to the end of the form.
5. Make the desired edits.

## Send Completed Data

IMPORTANT: You must have an active cellular or WiFi Internet connection in order to send data. If you do not have an active connection, select **“Cancel”** and restart the application when you do. We recommend waiting for a WiFi connection if your completed forms include media content (pictures, sketches, video or sound).

1. From the Main Menu, select **“Send Completed Data”** (the number of completed forms is listed in parentheses). Only completed forms will be displayed on the **“Send Completed Data”** page.
2. Select the forms that you wish to send by selecting on the corresponding checkbox (or you can choose to **“Select All”**).

3. After choosing the appropriate forms, select **“Send Selected Form(s)”**. You will need an active connection in order to complete the sending process. Otherwise, a message will be displayed asking you to try again when you do have an active connection.
4. Select **“OK”** to return to the Main Menu. Successfully sent forms and related media content are automatically deleted from your mobile unit to save storage space.

NOTE: In cases where you have a slow connection speed (i.e., no 3G or WiFi) and want to send your completed forms, doForms will only send the non-media portion of the completed forms. The much larger media portion (pictures, sketches, video or audio) will be saved on your mobile unit until a faster connection is detected, at which point it will be automatically sent to your doForms website.

## Update Forms and Notices

IMPORTANT: You must have an active cellular or WiFi Internet connection in order to search for and install any updated forms. Press **“Skip”** if you do not have an active connection and try again when you do.

1. From the doForms Main Menu, select **“Update Forms & Notices”**. doForms will automatically connect to the doForms website to search for and install any updated forms. You can cancel this process at any time by selecting **“Skip”**. Select **“Done”** once all projects and forms have been updated.
2. After reading any **“Service Notices”** select **“OK”** to begin using your updated forms.

## Contact Support

Email: [support@doforms.com](mailto:support@doforms.com)  
Website: [www.doforms.com/support](http://www.doforms.com/support)

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