

doForms™

BlackBerry User Guide

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A Product of Mobile Data Technologies, LLC.

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Legal Notice

Your use of doForms, including online and offline components, is governed by the Terms of Use as specified at <http://www.doforms.com/terms-of-use>.

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Contact Support

Email: support@doforms.com

Website: www.doforms.com/support

Requirements

- RIM OS Version 5.0 or greater
- Cellular or WiFi Internet connection
- Minimum of 2 GB of SD Card space free
- Touch-screen or QWERTY keypad

Overview

doForms provides “smart-forms” for BlackBerry-powered smartphones and tablets - everything you need in a turn-key, all-in-one, reliable, secure, and fully hosted mobile data collection solution.

Supported data types include:

- Section labels
- Approvals
- Textual data
- Numeric data
- Date:Time
- Single choice answers
- Multiple choice answers
- Category scores
- Barcode scanning
- Signatures
- Sketches
- Pictures
- Video recording
- Audio notes
- GPS locations
- Email reports

Mobile Data Collection App

doForms mobile data collection software works with a wide selection of popular iOS, Android, BlackBerry smartphones and tablets; and it is coming soon to Windows. Unlike all browser-based forms, our mobile data collection software, or "mobile forms app", enables your workers to operate in both connected and disconnected environments. This is critical for workers in rural areas or urban settings with cellular dead spots. Imagine using your mobile data collection software to instantly take a picture, then sketch on top of it to illustrate something of interest; or to scan the barcodes of materials being delivered to a job site. Imagine recording audio notes and video clips and embedding them right in your electronic mobile data collection forms; or using the GPS to precisely record a location. Think about the increased speed and accuracy of reporting.

doForms provides a flexible, fast, and easy solution to deploying mobile data collection forms to your workers - anywhere in the world. And the mobile forms on your workers' smartphone and tablet devices are automatically synchronized and remotely kept up-to-date. Control who gets which mobile data collection forms. Remotely control who can view or change the incoming data. doForms centralizes this control on a website dashboard to save time and money.

Data Website

doForms provides a fully integrated website for aggregating, sorting, querying, viewing and managing mobile forms data being collected by your workers. If GPS coordinates are included, your mobile forms data can be viewed on top of an interactive map. The website keeps track of which workers collected which mobile forms data. The website makes it easy to export mobile forms data to your other business applications, and to integrate your mobile forms data in real time with other IT systems by using web services.

Use our off-the-shelf mobile data collection forms library. Or create your own mobile forms using the most powerful, yet easy-to-use form creation software available. Our form builder provides simple and intuitive user interfaces for building mobile forms. You don't need to be a specialist to use our form creation software. You just need to have an understanding of what you want your mobile data collection software to do. With doForms, anyone with office software experience can create their own mobile data collection forms for smartphones and tablets. With doForms, there is no need for software programmers to build your mobile forms or IT support staff to deploy them.

doForms allows easy exporting of mobile forms information to other business applications such as Microsoft Excel, Open Office, Google Docs, and QuickBooks. Export options are also provided for CSV, HTML and PDF file formats. Additionally, doForms also provides for direct integration of your mobile forms with CRM, database and GIS systems, such as Salesforce.com, Oracle, SAP, and ArcGIS, through the use of industry-standard SOAP web services. These web services can be set up and deployed in a matter of minutes with no software programmers involved.

Security

For paid accounts, data transmission between your mobile devices and the doForms website is encrypted using Secure Socket Layers (SSL3). This protects your data while traveling over the airwaves or internet. For paid accounts, browsing of data on your doForms website is also encrypted using SSL/HTTPS.

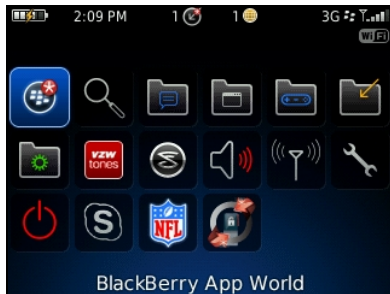
You can also have peace of mind knowing that doForms and your mobile data collection forms are hosted on top of Google's App Engine IT infrastructure. This is the same infrastructure used for Google Docs and Google Apps. The controls, processes and policies that protect data in this infrastructure have successfully completed a SAS 70 Type II audit. Google Apps is the first cloud based messaging and collaboration suite to achieve FISMA (Federal Information Security Management Act) certification, indicating that the General Services Administration has reviewed and certified its security processes and documentation. More information on these security practices and procedures is available at: http://www.google.com/apps/intl/en/business/infrastructure_security.html

Getting Started

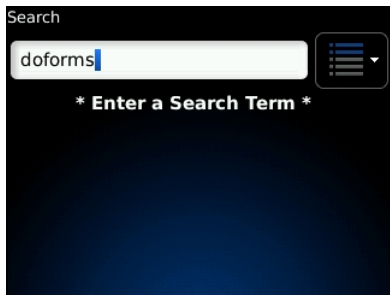
1.1 Downloading doForms

In order to install and use doForms you must first download the application from the BlackBerry App World.

1. Select the “**BlackBerry App World**” icon on your smartphone.

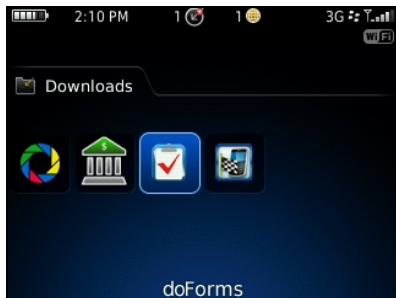


2. Search for “doForms”.



3. Select “**doForms**” on the results page

4. Select **Download** to begin the download process. Once doForms has finished downloading, select **OK** to continue. The doForms icon will now be visible in your BlackBerry’s “Downloads” folder.



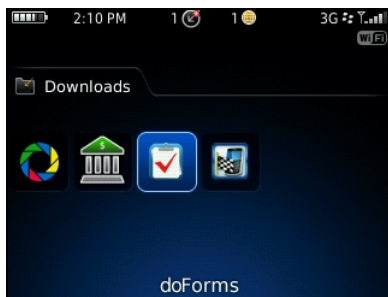
NOTE: Downloading doForms is free for one (1) mobile device. For more than one, pricing is based on the number of devices on your account. Please visit www.doForms.com/purchase for complete pricing information.

Setup doForms

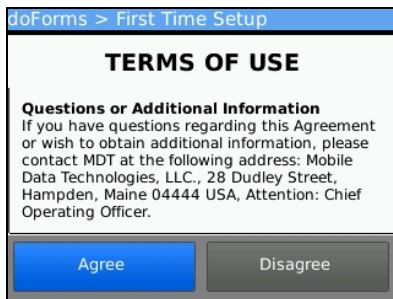
2.1 Launching doForms for the first time

IMPORTANT: You must have an active cellular or WiFi Internet connection in order to setup your account. If you do not have an active connection, select **“Cancel”** and restart the application when you do.

1. Select the doForms icon from your BlackBerry’s “Downloads” folder to launch the application.



2. Select **Agree** after reading the TERMS OF USE. Welcome to doForms! Select **Next**, which will bring you to the First Time Setup Wizard.



2.2 First Time Setup Wizard

1. Select **Next** to begin the setup process. On the next screen you will be prompted to enter the following three (3) items: mobile number, 4-digit PIN, and a nickname. At any time during setup you will be able to select **Back** to move back one screen or **Cancel** to end the First Time Setup Wizard.

doForms > First Time Setup

First Time Setup

IMPORTANT: You must have an **Internet connection** to complete this first time setup. Please have the following ready:

- Mobile phone number of this device (or a device ID number)
- 4-digit PIN assigned to this device

< Back Cancel Next >

2. doForms uses a unique combination of “mobile number” and “PIN” to “link” each mobile unit to the doForms website. The mobile number can be either the cellular phone number of the mobile unit or a mobile ID number assigned by your doForms Administrator. We recommend that you use the cellular phone number unless you have been assigned a different mobile ID number by your doForms Administrator. The PIN number will be assigned by your doForms Administrator. This PIN must match the corresponding mobile number. Contact your doForms Administrator if you have not been provided with a PIN.

3. Select **Next** when done.

doForms > First Time Setup

Set Mobile Number

Enter your mobile number with area code or 10-digit device ID (no spaces or dashes)

< Back Cancel Next >

4. Select **Next** when done.

doForms > First Time Setup

Set PIN

Enter your 4-digit PIN (assigned by your doForms Administrator)

< Back Cancel Next >

5. Enter a nickname for the mobile unit. Nicknames can include letters, numbers and underscores, but no spaces. Nicknames should be 10 characters or less. Select **Next** when done.

doForms > First Time Setup

Set Nickname

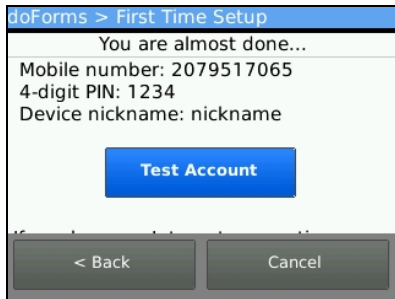
Enter a nickname for your mobile unit (less than 10 characters)

< Back Cancel Next >

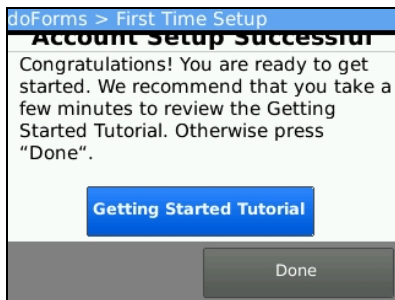
2.3 Test Your Account

In order to complete the setup you must test your account configuration. The doForms application on your BlackBerry smartphone will contact the doForms server to validate your account setup. You will need to have an active Internet connection to complete this step. If you do not have an internet connection, select “Cancel” and restart the doForms application when you do.

1. Select **Test Account**.

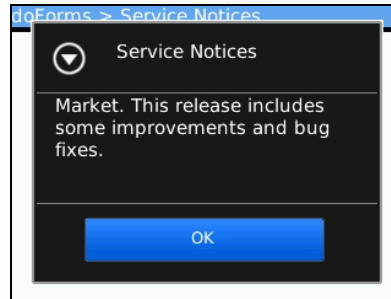
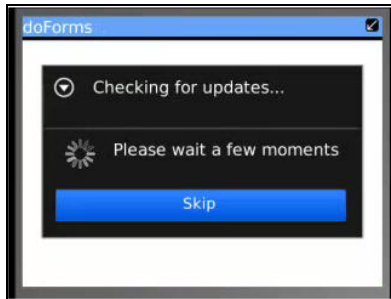


2. An “Account Setup Successful” message will appear if the account setup was valid. Here you have the opportunity to view the “Getting Started Tutorial.” If you have not done so already, we recommend that you take a few minutes to view this now. Otherwise, select **Done**.



4. When you select **Done**, your BlackBerry smartphone will automatically connect to the doForms website to search for and install any updated forms. It is recommended that you do not skip the update process during the initial setup.

5. After reading the “Service Notices” select **OK** and the First Time Setup Wizard will be complete.

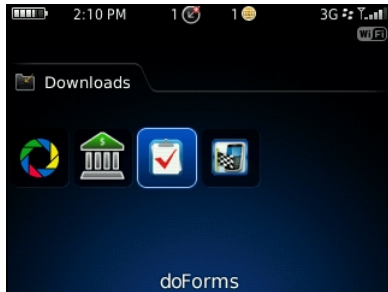


NOTE: A “Test Failed” message will appear if the account setup was not valid. Most likely you entered an incorrect combination of mobile number and PIN. Select **Try again** to restart the First Time Setup Wizard. You will need to re-enter your mobile number, 4-digit PIN and nickname. If you continue to experience problems, please select **Cancel** and contact your doForms Administrator to ensure that you have the correct mobile number and PIN.

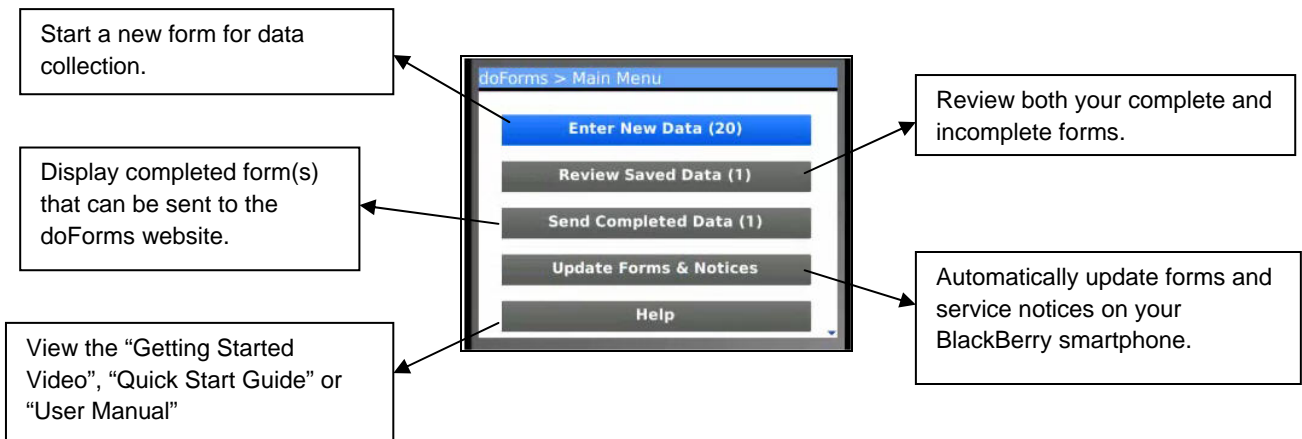
Using doForms

3.1 Launching doForms on your BlackBerry device

1. Select the application icon to launch the doForms.

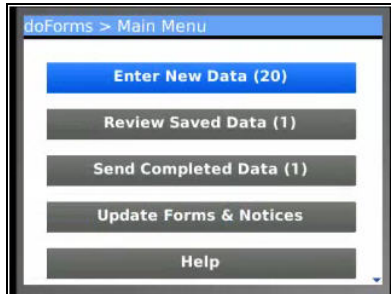


2. The doForms **Main Menu** will be displayed. From the “Main Menu” you may choose **Enter New Data**, **Review Saved Data**, **Send Completed Data**, **Update Forms & Notices** or **Help**.

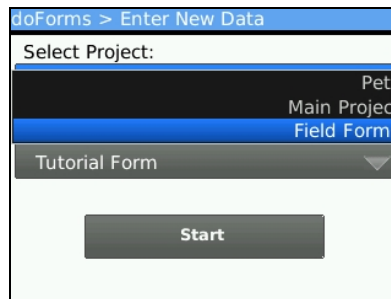
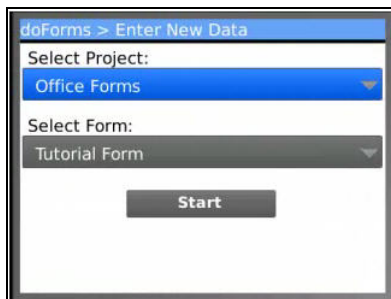


3.2 Enter New Data

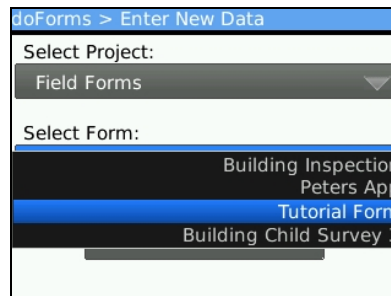
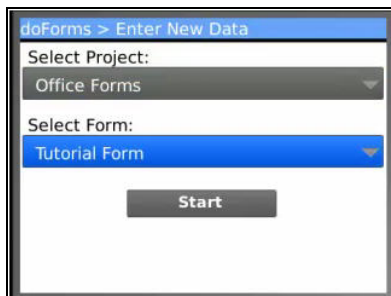
1. From the Main Menu, select **Enter New Data**, (the number of available forms is listed in parentheses).



2. First, click on the **Select Project** dropdown to choose a project from the list. All available projects will be listed (note that if you only have one project, the Select Project dropdown will not be displayed). Select the appropriate project from the list.

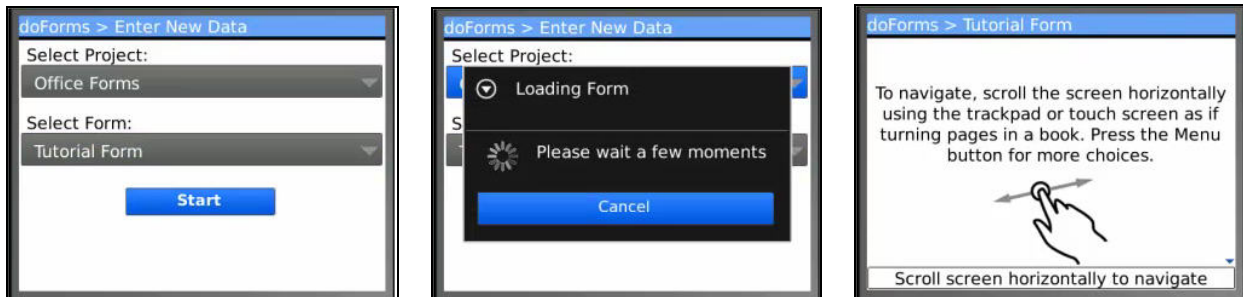


3. Select a form from the Form menu. Click on the **Select Form** dropdown to view the list of all available forms associated with the previously selected project.



4. After you have selected the appropriate Project and Form for data collection, simply click on **Start** to load the form.

5. It may take a few minutes for the form to be loaded onto your BlackBerry smartphone.



NOTE: To move through the form, swipe your finger horizontally on the trackpad or screen as if turning pages forward or backward in a book. You may select the **Menu** button at any point while working on a form for more navigation choices.

3.3 Question Types

doForms utilizes many different question types in order to facilitate easy and accurate data collection. Each question type includes an appropriate format for answering the question. The following question types are supported:

- Approvals
- Section labels
- Textual data
- Numeric data
- Date:Time
- Multiple choice answers
- Single choice answers
- Category scores
- Barcode scanning
- Signatures
- Sketches
- Pictures
- Video recording
- Audio notes
- GPS locations
- Email reports

In addition to the possible data fields above, each form is stamped with a date, time and device ID whenever the form data is saved in the mobile device.

Section Labels

Section labels are used to organize the form and provide instructions. Swipe your finger horizontally on the screen to advance to the next question.

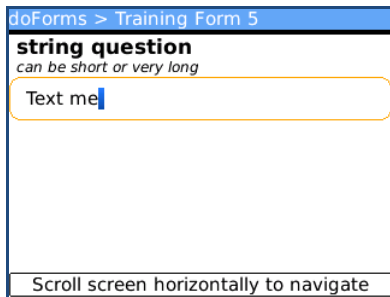
Approval Questions

Approval questions are not displayed in the doForms mobile app (only in the doForms website)

Text Questions

This is a simple text question. You can use the virtual keyboard, which will be automatically displayed on your BlackBerry device, to answer these questions.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.



doForms > Training Form 5

string question
can be short or very long

Text me |

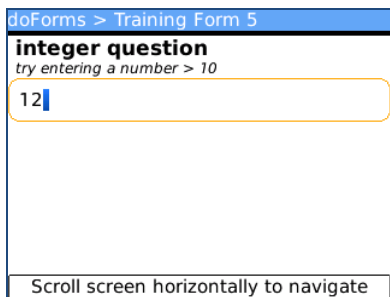
Scroll screen horizontally to navigate

Numeric Questions

A number question is presented in a similar format as a text string question. Instead of text you will answer the question by entering a number from the number pad, which will be automatically displayed on your BlackBerry device.

Notice that number questions may have “answer constraints”. In the example below,, the integer number entered must be greater than 10, and the decimal number entered must be greater than 10.51 and less than 18.39. Also, number questions expect either Integer or Decimal answers, and the ability to input a decimal point will be provided accordingly.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

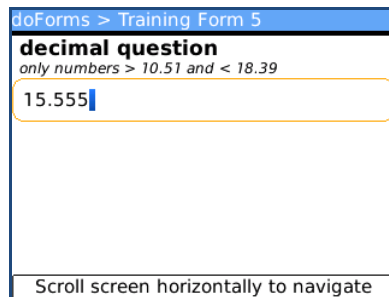


doForms > Training Form 5

integer question
try entering a number > 10

12 |

Scroll screen horizontally to navigate



doForms > Training Form 5

decimal question
only numbers > 10.51 and < 18.39

15.555 |

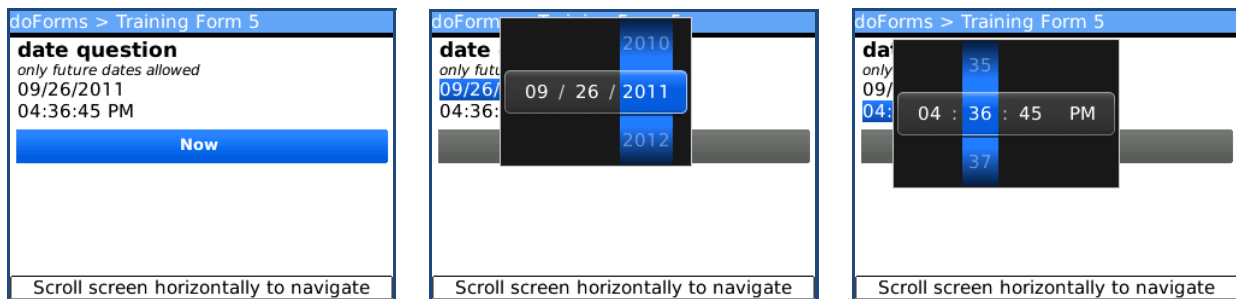
Scroll screen horizontally to navigate

Date:Time Questions

Date:Time questions allow you to select a specific Date:Time, just Date, or just Time (depending on how the form was constructed). Use number wheels to enter the date. You can also tap on a field (month, day or year) and use the number pad to input the value. Tapping the **“Now”** button allows you to quickly synchronize with the current Date:Time on your mobile device.

Notice that Date:Time questions may have “answer constraints”. In the example below, only future dates are allowed.

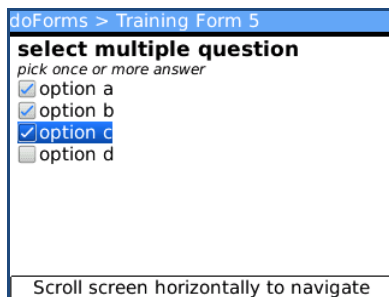
When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.



Multiple Answer Questions

Multiple answer questions allow you to select one or more answers from a list. Click on the appropriate answers to include them. You can scroll down the list if needed.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.



Choose-One Answer Questions

Choose-One answer questions will allow you to select only one answer. Click on the corresponding radial button to select the correct answer. Scroll down the list if needed.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

doForms > Training Form 5

select one question
scroll down to see default selection

- option 1
- option 2
- option 3
- option 4
- option 5
- option 6
- option 7
- option 8

Scroll screen horizontally to navigate

Score Questions

Score questions are a special type of Choose One question. These questions are organized into "score categories" (when the form is developed). This question type also automatically calculates and summarizes the total possible score for each category, total given score, and percent of given divided by possible. These summaries are displayed in the mobile app at the end of the form.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

doForms > Training Form 5

score question
category A score question - score summary is displayed at end of form

- good
- average
- poor
- Not applicable

Scroll screen horizontally to navigate

doForms > Training Form 5

score question
category B score question - score summary is displayed at end of form

- too bright
- just right
- too dark
- Not applicable

Scroll screen horizontally to navigate

doForms > Training Form 5

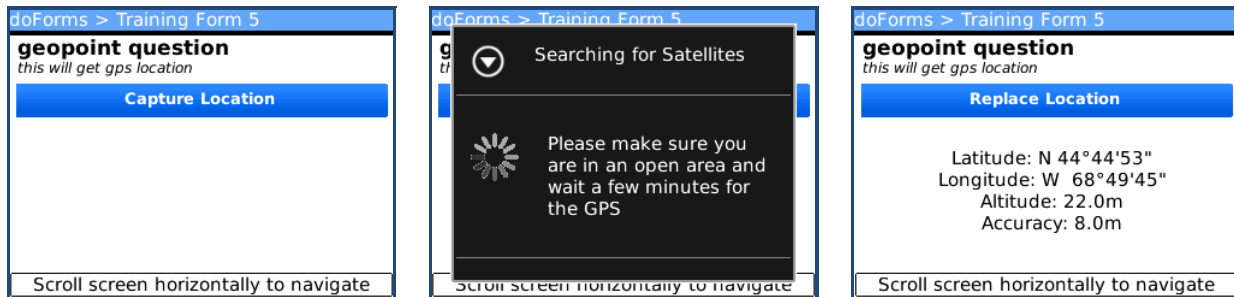
Scores:

Category	Poss.	Score	
Category A	5	5	100%
Category B	20	0	0%
Total	25	5	20%

Scroll screen horizontally to navigate

GPS Location Questions

Location questions are used to capture a GPS location. First, select **Capture Location**. A message will appear to indicate that doForms is searching for GPS satellites. This may take a few moments, so be patient. GPS coordinates and their estimated accuracy will start being displayed when the GPS satellites have been “acquired”. Select **Ok** when you are satisfied with the location accuracy. The location data will be saved as latitude and longitude coordinates.



Note that in some situations it may not be possible to acquire a GPS signal at all due to interference from a building or some other physical feature, and the “Searching for Satellites” message will continue to display indefinitely. In such cases, select **Cancel** and move to a more open location and try again.

The “achievable” GPS accuracy will depend on your hardware, location and surroundings. In most cases, the best achievable accuracy will be around 3 meters. doForms is programmed to automatically stop refining the GPS position when an accuracy of 3 meters has been achieved. Altitude readings are generally accurate to +/- 25 meters on most consumer smartphones and tablets.

IMPORTANT: In cases where doForms detects that GPS hardware is not available on the mobile device, Location Capture questions will be skipped automatically. This usually occurs because the GPS has not been “enabled”. To enable the GPS on your BlackBerry device:

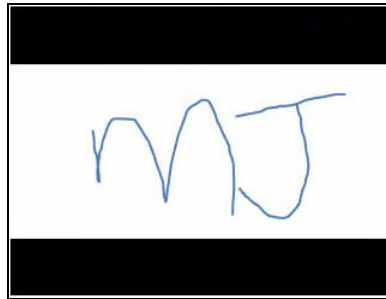
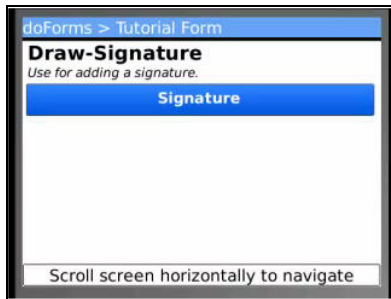
1. Close doForms
2. Select **Options** from your BlackBerry's menu.
3. Select **Advanced**
4. Select **GPS**
5. Make sure that next to "GPS Services" the **“Location On”** option is visible.
6. Press the **“Back”** button on your BlackBerry
7. Select **Save**
8. Return to doForms

If this is a “Required” question, save the form as “Incomplete”, then try one of the remedies above.

Signature Questions

Signature questions are used to capture a signature. First, click on the **Signature** button. Now you can use a stylus or finger to draw your signature in the designated area. Select the **Clear** button to erase the signature and start over. Select **Done** when complete. The completed signature will be displayed.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

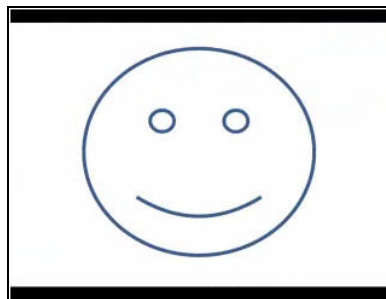
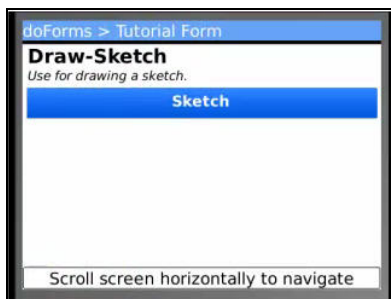


NOTE: In cases where doForms detects that a drawing surface is not available on the smartphone, signature questions will be skipped automatically (even if it is a required question).

Sketch Questions

Sketch questions are similar to signature questions in allowing you to capture a sketch. First, click on the **Sketch** button. Now you can use a stylus or finger to sketch in the designated area. Select the **Clear** button to erase the sketch and start over. Select **Done** when complete.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

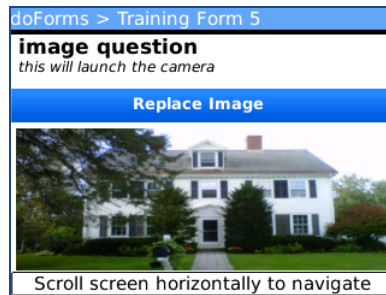
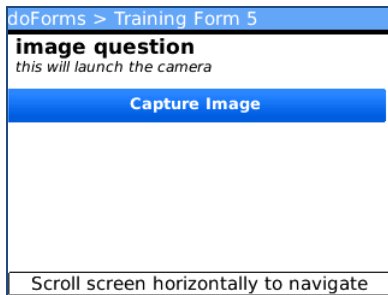


NOTE: In cases where doForms detects that a drawing surface is not available on the mobile unit, sketch questions will be skipped automatically (even if it is a required question).

Picture Questions

Picture questions allow you to capture an image. Click on **Capture Image** to start the camera application on your BlackBerry smartphone. Once the camera has opened, point your smartphone using the screen view finder and click on the shutter button to take a picture. Once the picture has been taken you can view the image, or choose to **Replace Image** with a new picture.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.



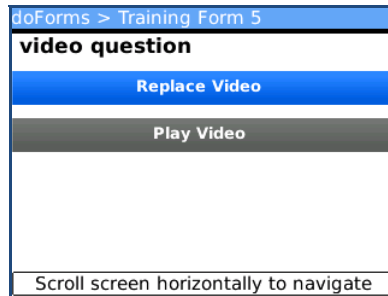
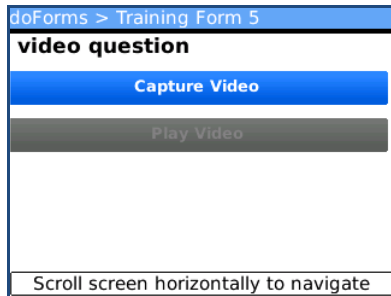
NOTE: Once an image has been saved, you can select the **Sketch** button if you wish to sketch atop the picture. This is useful for pointing out features of interest in the picture which may otherwise be difficult to see. In cases where doForms detects that a camera is not available on the mobile unit, picture questions will be skipped automatically.

NOTE: On some BlackBerry devices (e.g., certain OS7 Bold models), the autofocus function may not work correctly. This is a known problem with the RIM operating system that has nothing to do with doForms.

Video Questions

Video questions allow you to capture a video. Click on **Capture Video** to start the camera application on your BlackBerry smartphone. Use your smartphone's screen viewfinder plus **Record**, **Play** and **Stop** to record and review the video. Once you are happy with your recording, click on **Stop** to save the video and continue collecting data. After saving the video you will have the option to **Replace Video** with a new recording or **Play Video** to review the recording again.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

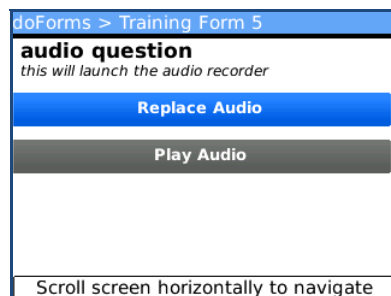
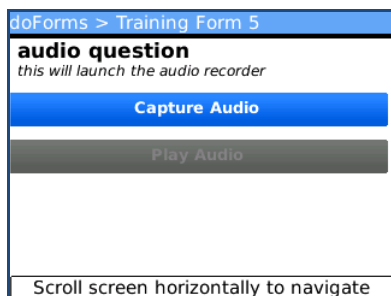


NOTE: In cases where doForms detects that a camera is not available on the mobile unit, picture questions will be skipped automatically.

Audio Questions

Audio questions allow you to capture an audio recording. Select **Capture Audio** to start the microphone on your BlackBerry smartphone. Use the **Record** button to begin your recording. When you are happy with your audio recording, select **Pause** to save the audio. After saving the audio you will have the option to **Capture Audio** which will replace the audio recording with a new recording or **Play Audio** to review the recording again.

When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.

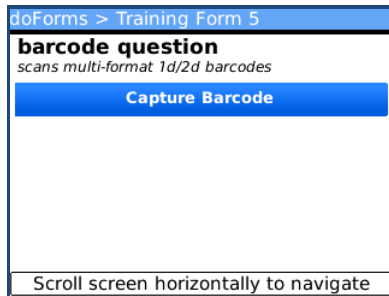


NOTE: In cases where doForms detects that a microphone is not available on the mobile unit, audio questions will be skipped automatically.

Barcode Questions

Barcode questions allow you to capture a barcode. Select the **Capture Barcode** button to start the barcode scanning application. Place the barcode you want to capture inside the viewfinder to scan it.

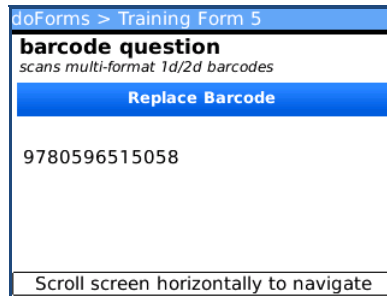
When done, swipe your finger horizontally on the trackpad or screen to advance to the next question.



doForms > Training Form 5
barcode question
scans multi-format 1d/2d barcodes

Capture Barcode

Scroll screen horizontally to navigate



doForms > Training Form 5
barcode question
scans multi-format 1d/2d barcodes

Replace Barcode

9780596515058

Scroll screen horizontally to navigate

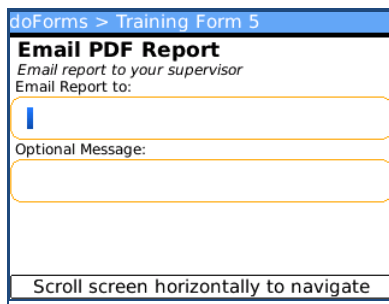
NOTE: On some BlackBerry devices (e.g., Curve and certain Bold models), obtaining a “clean” barcode image can be a little bit tricky. We have generally found that a 2x zoom setting with the barcode approximately 24 inches away from the lens works well. But you might need to experiment with your particular device.

NOTE: In cases where doForms detects that a barcode scanner is not available on the mobile unit, barcode questions will be skipped automatically.

Email Report

Emails the completed form as a PDF report to one or more recipients in addition to sending it to your doForms website. Enter an email address (or multiple addresses separated by semi-colons) and an optional message. The email is sent automatically when the completed form is received by your doForms website.

When done, swipe your finger horizontally on the screen to advance to the next question.



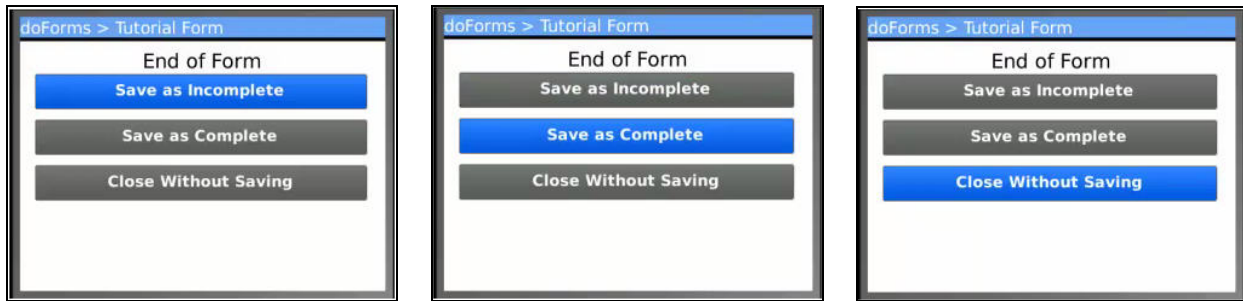
doForms > Training Form 5
Email PDF Report
Email report to your supervisor
Email Report to:

Optional Message:

Scroll screen horizontally to navigate

Saving Data

When you reach the end of a form, you will have the choice to **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” can be sent to your doForms website (see Section 3.6 Send Completed Data).



You may also save and exit a form at any time by selecting your smartphone’s **Menu** button (see Section 3.4 Data Collection Features) and selecting one of the exit options.

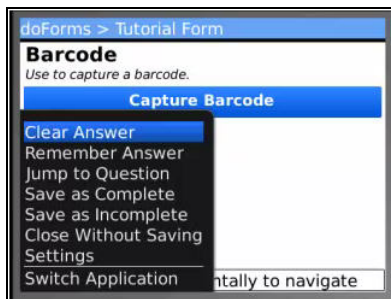
3.4 Data Collection Features

Clear an Answer

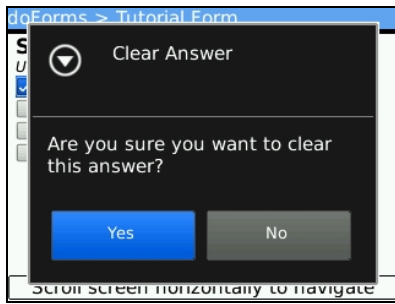
doForms allows you to edit or delete any question at any time while filling out your form. You can use your smartphone’s on-screen keyboard to delete any answers given for a text or number question. You can also delete an answer to a single or multiple choice question.

To clear an answer:

1. Navigate to the question with the answer that you want to clear.
2. Select your smartphone’s **Menu** button.
3. Select **Clear Answer**.



4. Select **Yes** to confirm.

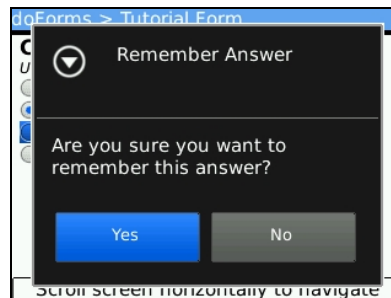
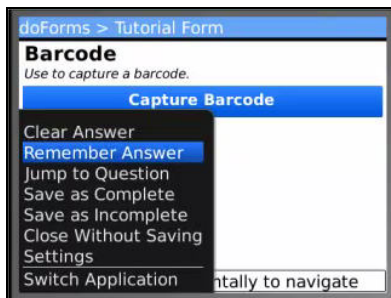


Remembering Answers

doForms provides a feature for automatically remembering answers to specific questions. This should be used in situations where you know you will be repeating an answer over and over when filling out new instances of a form. For example, if you are a census worker canvassing houses on a specific street, you would use the **Remember Answer** to remember the city and street names.

To remember an answer:

1. Answer the question with the value you wish to remember.
2. Select your smartphone's **Menu** button at any point after selecting the answer value for a question.
3. Select **Remember Answer**.
4. Select **Yes** to confirm.



NOTE: The **Remember Answer** option will supersede any “Default Value” that has been set by the form’s author (the “remembered answer” becomes the new default). Also, you can override the remembered answer by choosing a different answer to the question. If at a later time you wish to remember a different answer, repeat the steps above.

Repeatable Sections

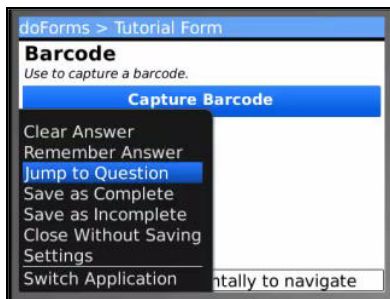
A repeatable section is a “container” for one or more of any of the questions above. A repeatable section loops through the questions it contains. A maximum number of loops can be specified when the form is built. Mobile users will be prompted before each loop if they wish to continue. Therefore, the actual number of loops performed will be controlled by the mobile user. Also note the repeatable sections can be “nested” within one another. Nested repeatable sections provide a very efficient way to enter long lists of information; for example, an inventory of part numbers (inner loop) located on a particular shelving unit in a warehouse which contains multiple shelving units (outer loop).

Jumping to a Question

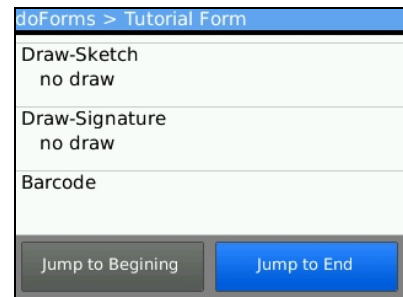
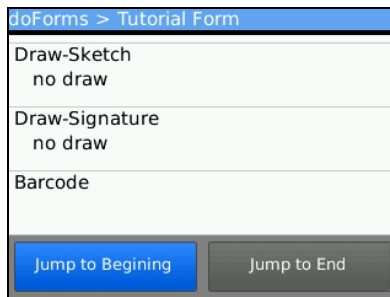
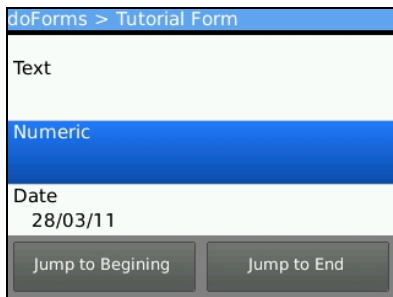
doForms provides a feature that allows you to “jump” to a specific question. This should be used in situations where you need to skip ahead or go back to answer a question without having to flip through each question in between.

To jump to a question:

1. Select your smartphone’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 trackpad to scroll the list up and down if needed. Click 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.

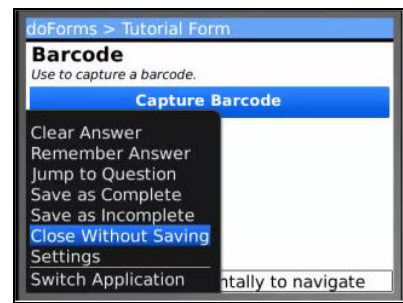
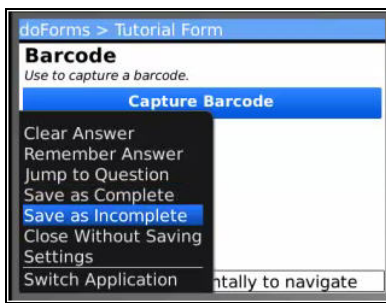
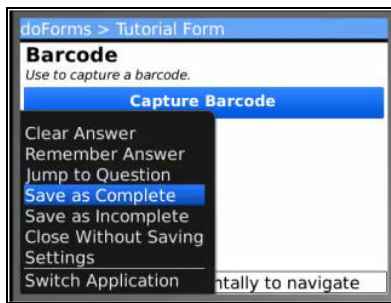


Closing a Form

You can choose to exit a form at any time while collecting data. This should be done when, if 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.

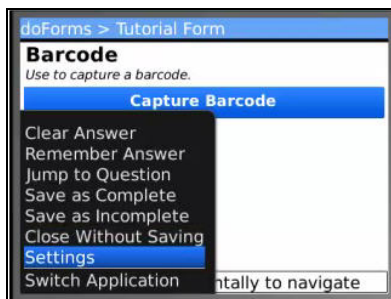
To exit a form:

1. Select your smartphone's **Menu** button at any time while within the form.
2. Select **Save as Complete** to save all data collected on the form up to that point and exit the form. This form will be saved as a completed form and will be able to be sent to the doForms website. Select **Save as Incomplete** to save all data collected on the form up to that point. This form will be saved as incomplete and cannot be sent to the doForms website until it is saved as a complete form. Select **Close Without Saving** to simply exit the form. None of the data collected in the form will be saved.



Settings

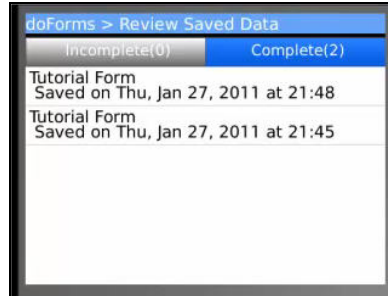
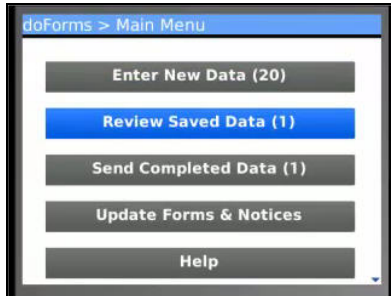
See the "Settings" section below for information regarding Settings and how to change your account setup and preferences.



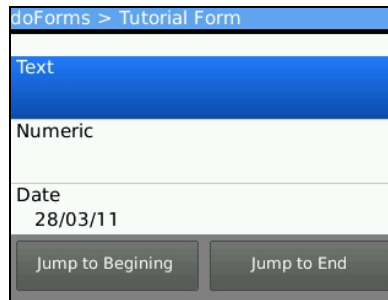
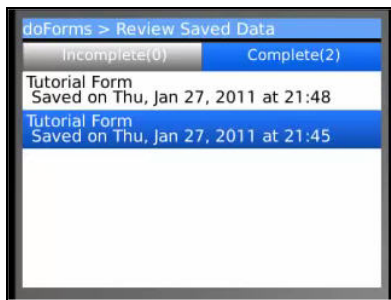
3.5 Review Saved Data

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 few minutes. Use the trackpad to scroll the list up and down if needed. Click 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.

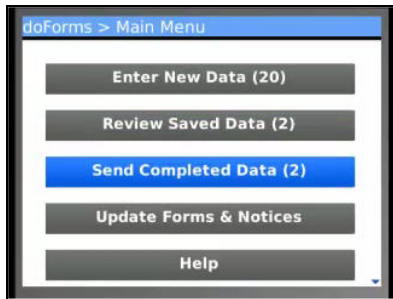


5. Make the desired edits.

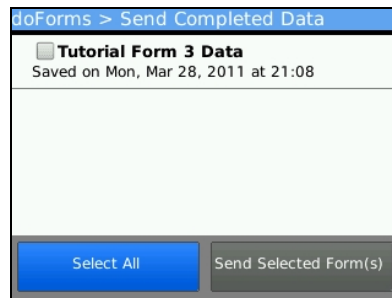
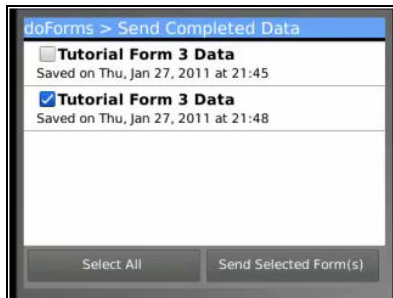
3.6 Send Completed Data

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).

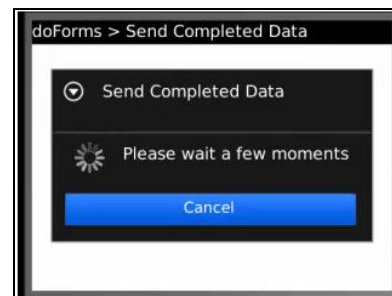
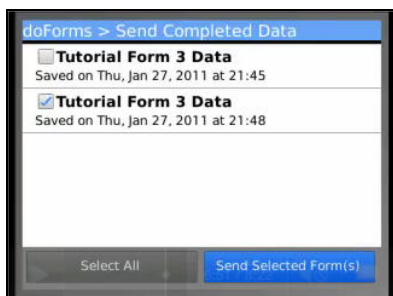
1. From the Main Menu, select **Send Completed Data** (the number of completed forms is listed in parentheses). Only completed forms will be displayed on the **Send Completed Data** page.



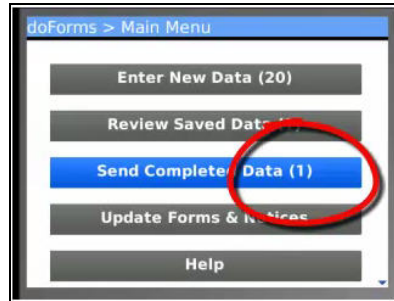
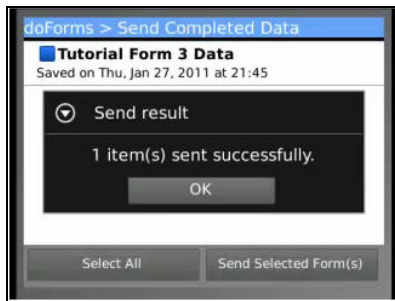
2. Select the forms that you wish to send by clicking on the corresponding checkbox (or you can choose to **Select All**).



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.

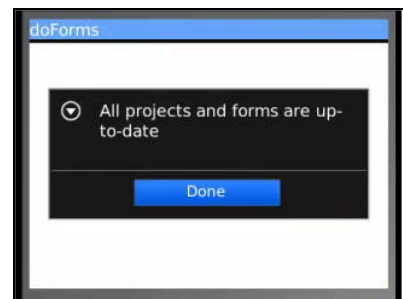
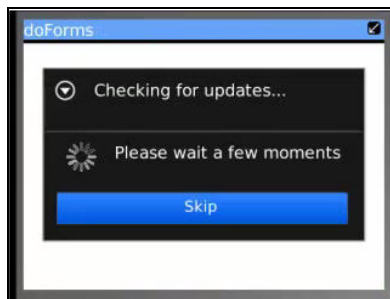
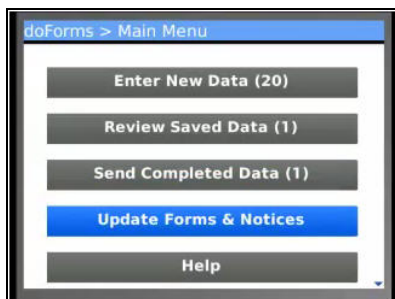


NOTE: In cases where you have a slow connection speed (i.e., no 3G or Wi-Fi) and want to send your completed forms, doForms will only send the non-media portion of the completed forms. The much larger media portion (pictures, sketches, video or audio) will be saved on your mobile unit until a faster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

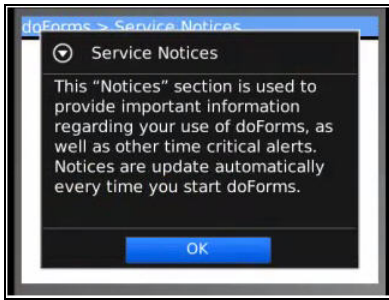
3.7 Update Forms & Notices

IMPORTANT: You must have an active cellular or WiFi Internet connection in order to search for and install any updated forms. Select **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**. Click on **Done** once all projects and forms have been updated.



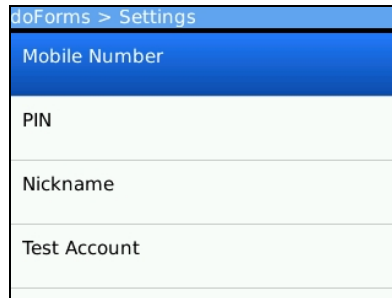
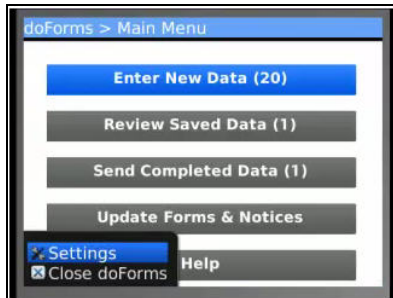
2. After reading the “Service Notices” tap **OK** to begin using your updated forms.



Settings

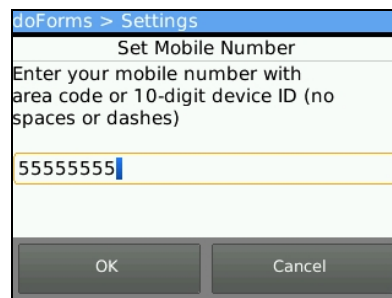
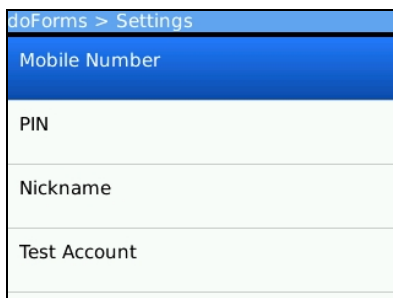
4.1 Changing your account setup and preferences

Select your smartphone's **Menu** button at anytime to access "Settings". However, we recommend only changing your settings from the Main Menu and not from within a form while collecting data. From the "Settings" page you can set your mobile number, PIN, and nickname, as well as test your account.



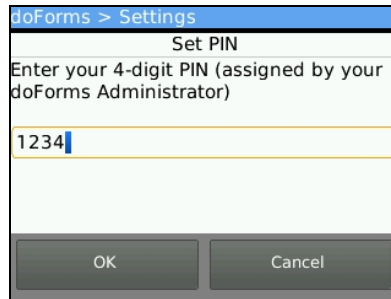
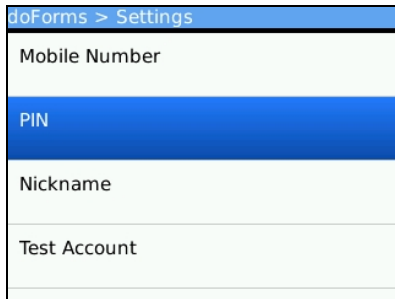
Setting your smartphone's mobile number

1. Select **Mobile number** on the "Settings" menu to edit the phone number.
2. Enter the phone number of this unit or a mobile ID number assigned by your doForms Administrator. Include the area code if using a phone number. Do not include any spaces, dashes or any other non-number characters. Select **OK** when done.



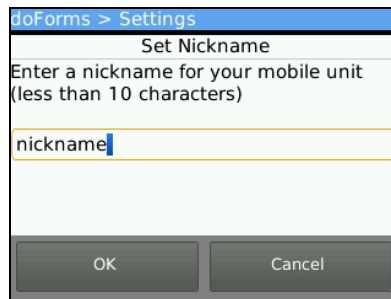
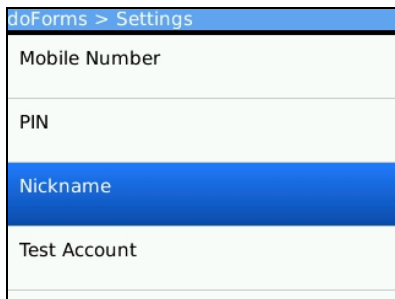
Changing the mobile unit's PIN

1. Select **PIN** on the "Settings" menu to edit the PIN.
2. Enter the 4-digit PIN assigned by your doForms Administrator. This PIN must match the corresponding mobile phone number or mobile ID. Contact your doForms Administrator if you have not been provided with a PIN. Select **OK** when done.



Changing the mobile unit's nickname

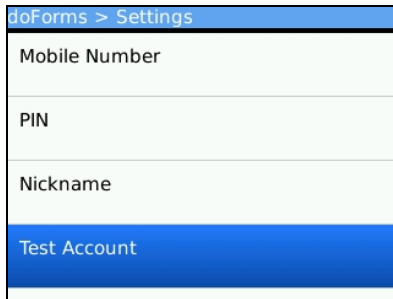
1. Select **Nickname** on the "Settings" menu to edit your nickname
2. Enter a nickname for the mobile unit. Nicknames may include letters, numbers and underscores, but no spaces. Nicknames should be 10 characters or less. Select **OK** when done.



Testing account configuration

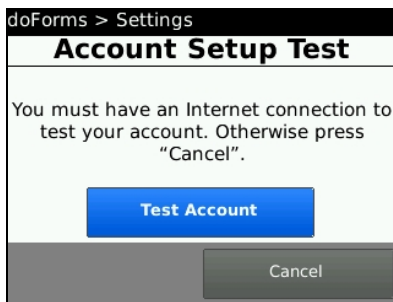
The doForms application on your BlackBerry smartphone will contact the doForms server to validate your settings. You will need to have an active Internet connection to complete this step. If you do not have an internet connection, select **Cancel** and restart the doForms application when you do.

1. Select **Test account** on the “Settings” menu.



2. Select **Test Account**.

3. An “Account Setup Successful” message will appear if the account setup was valid. Select **Done** to get back to the “Settings” menu.



NOTE: A “Test Failed” message will appear if the account setup was not valid. Most likely you entered an incorrect combination of mobile number and PIN. Select **Cancel** to return to the doForms “Settings” menu and re-enter your mobile number and PIN. If you continue to experience problems, please select **Cancel** and contact your doForms Administrator to ensure that you have the correct PIN to match your mobile number

How to Contact doForms Support

Email: support@doforms.com

Website: www.doforms.com/support