

Using JetForm Filler

Using a Form Use this job aid whenever you need to open a blank form for data entry on SWIII.

Step	Action
1.	From the Start menu, trace to Programs and open JetForm Filler .
2.	Click the Use Form button. The "Open Form File" window will appear.
3.	Double click the Forms folder.
4.	Locate the folder containing the form you need. Folders are named based on the forms they contain. Forms are listed by number, not by name. For example the form CG 3090- Miscellaneous Accrued Expenditure is in the CG 3000 folder.
5.	Double click the folder. A list of forms (.mdf) files will appear in the left pane of the window. My example is using the CG3000 files.
6.	Click the desired form. A description of the form will be shown at the bottom of the window.
7.	Click OK . The form will open.

Zooming into a Form Follow these step to zoom into a form.

Step	Action
1.	From the Options menu select Zoom . The Zoom Options window will appear.
2.	Select Actual Size .
3.	Click OK .

Entering Data into a Form When a form is opened the cursor should be in the first field.

Step	Action
1.	Enter the data in the first field
2.	Once the data has been entered use the Tab key to move to the next field.
3.	Continue through the fields until all data has been entered.

Saving a Form When you are ready to save a form follow these steps. This will create a JetForm .dat data file.

Step	Action
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1.	Click the Save button. The "Save Data As" window will appear.
2.	Enter a file name for the form. Note: The name must be 8 characters or less plus .dat Example: MyOrders.dat
3.	On the right side of the window select the folder where you want to save the form.
4.	Click OK .

Printing a Form When you are ready to print a form follow these steps.

Step	Action
1.	Click the Print button. The "Print" window will open.
2.	Verify that the form will be printed on the desired printer. The current printer is shown in the title bar of the window.
3.	Select the desired print options. (Example would be 2 copies)
4.	Click OK .

Exiting JetForm

When you are finished and want to exit JetForm click the **Exit** button.

Opening a Form

To open a form that you have already started or completed, follow these steps. **NOTE:** This only applies to forms that have been saved as data files (.dat).

If you wish to begin a *new* form, go to "Using a Form" on page one of this job aid.

NOTE: You cannot open a JetForm .dat file by double clicking it. You **must** open the form following these steps.

Step	Action
1.	Open JetForm Filler.
2.	Click the Open Data button. The "Open Data File" window will appear.
3.	Locate and select the data file you want to open.
4.	Click OK . The form will open.