



# KEY ELEMENT FORMS

by Zerprize Limited

Key Element Forms is for collecting any type of form based data using fully customisable plain-text XML templates and generates standardised PDF reports.

Put more than just text fields and check boxes in your forms, use drop-down lists, date and time pickers, photos, drawings, signatures, option groups, even calculated fields and logos. Photos can be inserted directly from the attached camera and can be overlaid with a drawing layer using the built-in drawing utility.

Forms can have a two layered structure; the parent form can have any number of different child forms attached to it, as defined by the current template.

A 'Form Pack' template is saved in an XML format and uses fractional widths to position the labels and fields both on the screen and in the PDF reports. Once a Form Pack has been created and validated for use, it can be filled out any number of times, creating a new Form data file each time.

The iPad version, available on the App Store, is an integrated Viewer and Editor. The Viewer allows for the filling out of existing Form Packs, creating as many Form data files as required.

The Editor allows for the creation of new Form Packs, where entirely new forms can be designed and created, ready to be filled out. Existing Form Packs can also be copied and modified. After a Form Pack is created, an in-app purchase validates it for use. After validation a Form Pack can be used any number of times.

The iPad version is free and Form Pack Validation uses the following price tiers:

Single User – Can only be used on the device it was created on	Simple Form – one layer single form	*NZ\$2.59	US\$1.99
	Complex Form – two layers multiple forms	*NZ\$4.99	US\$3.99
Multiple User – Can be used on any device	Simple Form – one layer single form	*NZ\$6.49	US\$4.99
	Complex Form – two layers multiple forms	*NZ\$12.99	US\$9.99
One Month Subscription	Access advanced features and validate any number of times	*NZ\$43.99	US\$33.99

\* NZ Dollars GST exclusive

The One Month Subscription offers two additional options that can help with controlling distribution of a Form Pack; it can be locked to a specific device, and it can have an expiry date set. If a Form Pack has an expiry date, then other users cannot open it in the Editor and revalidate it for their own use, even before the expiry date. Additionally, after the expiry date, new data files cannot be created from the Form Pack, but old data files can still be viewed.

The One Month Subscription also allows access to conditional formatting that can be used to apply colour to fields based on their content, as selected from a list, or based on a calculated number or conditional display text.

A Form Pack can be distributed with the free Viewer application for others to use in creating Form data files free of charge. The validation is a one-off per edit charge and gives you one days grace to test and make additional changes (or a month with the subscription). After the grace period, if a Form Pack is modified or changed in any way then another validation must be purchased before it can be used again.

For Microsoft Windows the Viewer and the Editor are supplied as two separate applications, both are available for download free of charge. The Editor uses the same pricing structure as the iPad editor for the one-time validation of each form, with payment made using PayPal. Automatic ordering and invoicing options can also be activated.

A Database tool is available that effectively turns a folder of completed Form data files into a database. The folder is interrogated and data is summarised by field for all of the data files. The field data can be graphed in one or two dimensional stacked bar charts and data tables, and built into a PDF report for output. All of the data can also be exported to Excel spreadsheets. The Database tool is universal and works with any user created forms.

Download applications, sample Form Packs and view the user manual at:  
<http://www.zerprize.com/KEF/>

## **About Zerprize**

Zerprize Limited is a New Zealand registered company working globally since 2003, based in Christchurch, New Zealand and Vancouver, Canada. We specialise in custom software and targeted tools for data acquisition, analysis and reporting, creating solutions for multinational companies with some of the worlds most recognised brands. As registered developers with Microsoft, Apple, Google and Blackberry, we develop apps that work seamlessly across different platforms and technologies.

## Example 1 – Accident Investigation form

**2015-05-19\_16-29-53: Accident Investigation**

**PARTICULARS OF ACCIDENT**

Name of organisation: Organisation Limited Branch/department: Engineering

Date of accident: 05/19/2015 . . . Mo  Tu  We  Th  Fr  Sa  Su

Time: Location: Workshop Date reported:

**THE INJURED PERSON**

Name: Age: Phone number:

Address: Employment -at plant: Employment -on job:

Type of Injury:  Strain/sprain  Fracture  Laceration/cut  Bruising  
 Scratch/abrasion  Amputation  Burn scald  Dislocation  
 Internal  Foreign body  Chemical reaction  Other (specify)

Injured part of body: Other (specify):

Remarks:

**DAMAGED PROPERTY**

Property/ material damaged:

Nature of damage:

Object/substance inflicting damage:

**THE ACCIDENT**

Description - Describe what happened (use Attachments for diagram - essential for all vehicle accidents)

Forms viewer

**Accident Investigation** MBIE\_2013.10

**PARTICULARS OF ACCIDENT**

Name of organisation: Organisation Limited Branch/department: Engineering

Date of accident: 05/19/2015 -  Mo  Tu  We  Th  Fr  Sa  Su

Time: Location: Workshop Date reported:

**THE INJURED PERSON**

Name: Age: Phone number:

Address: Employment -at plant: Employment -on job:

Type of Injury:  Strain/sprain  Fracture  Laceration/cut  Bruising  
 Scratch/abrasion  Amputation  Burn scald  Dislocation  
 Internal  Foreign body  Chemical reaction  Other (specify)

Injured part of body: Other (specify):

Remarks:

**DAMAGED PROPERTY**

Property/ material damaged:

Nature of damage:

Object/substance inflicting damage:

**THE ACCIDENT**

Description - Describe what happened (use Attachments for diagram - essential for all vehicle accidents)

Analysis - What were the causes of the accident?

HOW BAD COULD IT HAVE BEEN?  Very serious  Serious  Minor

WHAT IS THE CHANCE OF IT HAPPENING AGAIN?  Minor  Occasional  Often

Use Attachments to add Prevention Actions

**TREATMENT AND INVESTIGATION OF ACCIDENT**

Type of treatment given: Name of person giving first aid:

Doctor/Hospital: Accident Investigated by:

Date Investigated: DOL advised  YES  NO Date advised:

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Generated PDF report

## Example 2 – Machinery Assessment

**2015-05-19\_16-49-36: Machinery Assessment**

**Machine Identification**

Site: KEF Limited Department: Manufacturing

Asset No: AN001 Name: This is a single line text field. Text does not wrap but you

**Machine Description:**

This is an example form and this field is a multi-line text field. Text wider than the width of the field wrap and using the enter or return key in this field starts a new line. If the text wraps to longer than the height of the field then a scroll-bar appear to the right of the field.

photo:

**Machine Specification**

Electrical supply: Hydraulic supply:

Control supply: Operators:

Pneumatic supply: Other:

**Initial Evaluation**

Guarding: 2 - Missing guards Control: 2 - Easily defeated interloc...

Electrical: 1 - Access to hazardous parts Pneumatic: 10 - Dump v/v and lockabl...

Compliance: 2 - Missing guards Access: 1 - Need to climb on the m...

5 - Damaged guards

10 - Fully guarded

Survey Score %: 50.00 Assessed by:

Forms viewer

**Machinery Assessment** MAz\_14.01

**Machine Identification**

Site: KEF Limited Department: Manufacturing

Asset No: AN001 Name: This is a single line text field. Text does not wrap but you can scroll to the right of the field.

**Machine Description:**

This is an example form and this field is a multi-line text field. Text wider than the width of the field wrap and using the enter or return key in this field starts a new line. If the text wraps to longer than the height of the field then a scroll-bar appear to the right of the field.

photo:

**Machine Specification**

Electrical supply: Hydraulic supply:

Control supply: Operators:

Pneumatic supply: Other:

**Initial Evaluation**

Guarding: 2 - Missing guards Control: 2 - Easily defeated interlocks

Electrical: 5 - Poor wiring/mounting practices Pneumatic: 10 - Dump v/v and lockable isolator

Compliance: 10 - CE marked Access: 1 - Need to climb on the machine

Survey Score %: 50.00 Assessed by:

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Generated PDF report



## 1. The Default Form Pack – Copy, Modify and Save

The default 'Accident Investigation' Form Pack is available for use when there are no other Form Packs available. As soon as you create your first Form Pack, the default will disappear. It will return if all other Form Packs are deleted. If you want to modify and use the default in addition to other Form Packs then make a copy first...

- Tap **Edit** in the Form Packs section
- Tap the default Form Pack, it should now be highlighted with a blue border
- Tap **Copy**
- Enter a File Name. This should be short but unique for all of your Form Packs. A good convention is to use the Version code, for example 'MBIE\_2013.10'
- You will now be in the Form Pack Editor. Make any modifications you want to the layout or content of the form
- Tap **Back**, choose a validation option, and tap **Save**

The Form Pack is now added to your device and will remain available along-side other Form Packs. If you have already added other Form Packs and want to bring the default back, or want to use it unmodified for free, download a copy of the default Form Pack from <http://www.zerprize.com/KEF/>.

**Windows:** Use file explorer to copy files and change file names. Open the Form Pack directly in the KEForms-Editor program.

## 2. Create a New Form Pack

- Tap **Edit** in the Form Packs section
- Tap **New**
- Enter a File Name. This should be short but unique for all of your Form Packs. A good convention is to use the same text as your Version code. The File Name is important if you email Form Packs or use iTunes to transfer files with your computer.

You are now in the Form Pack Editor. Enter a **Title** and **Version** to uniquely identify your Form Pack. These are displayed on the main screen and all PDF reports.

### 3. Modify an existing Form Pack

- Tap **Edit** in the Form Packs section
- Tap the Form Pack you want to modify, it should now be highlighted with a blue border
- Tap **Modify**

You are now in the Form Pack Editor.

### 4. The Form Pack Editor

Here you can add, delete and modify Sections and Fields for your Form Pack. Data entry Fields are grouped within Sections. Tap on a Field or Section to modify its Attributes, it will be highlighted blue to show it is selected.

#### 4.1 Form Attributes

**Title** - The name used to identify a Form Pack on the main file selection screen. Displayed at the top of all PDF reports.

**Version** - The secondary text used to identify Form Packs on the main file selection screen and PDF reports. The Version is used to filter Completed Forms when you select a Form Pack on the main file selection screen.

**Color** - Sets the color of the Section headings on the form and the color of both the Form Pack and Completed Forms on the main file selection screen. Use this to help visually identify different Form Packs in addition to the Title and Version. To set the Color, tap the field and use the color pallet or enter RGB or hex values. The text displays the selected color in an RGB hex format commonly used by graphics programs.

#### 4.2 Add a New Section or Field

Use the **New Section** and **New Field** buttons to add to the Form.

If no Section or Field is selected then the new Section or Field will be added to the bottom of the Form. If a Section or Field is selected, and highlighted blue, then the new Section or Field will be added after the one selected. To unselect a Section or Field, tap somewhere on the blank background of the form.

By default, a Section or Field is added with no label text. Tap on the **Label Text** attribute to change.

A new Field and its label takes up half the screen width. Drag the blue circle handles on the Field to resize the Label and Field widths. You can nudge and fine-tune the widths by using the + and - buttons on the **Field Width** and **Label Width** Attributes. The measurements are shown as a fraction of the screen width, for example, a measurement of 0.5 is half the screen width.

Delete a Section or Field by selecting it first and then tap the **Delete** button. There is no warning on this action and it cannot be undone. If you have made a mistake it is easy to add a new Section or Field. You can tap **Back** and then **Discard** if you want to drop all changes made to the Form Pack.

If you Delete a Section, the Fields inside the Section are not deleted - they just move into the previous Section. You cannot delete the first Section, there must be at least one for a form to exist. If you do not want the first Section to be visible, you can leave the **Label Text** empty.

A Section has two additional attributes. **Break** will force the section to begin a new page on the PDF report. **Align** is used to align the text within the Section, left, center or right (the default is left).

### 4.3 Field Attributes

**Field Type** - When you add a new Field the default setting is the Text type. Tap this attribute to change the data input field to any of the 13 different types. Each of the different types is explained in the next section.

**Field Height** - Sets the minimum height of the field as a number of lines of text. Most commonly used for the **Multi-Line** Field Type where text is top aligned, wraps and the Return key on the keyboard moves to the next line. It can also be used to force the minimum height of an **Option Group** to assist in your form layout. When used on **Text** and **Number** fields, the font size is also multiplied by this number, so that the font fills the field height in a single line.

**Field Width** - Drag the right-side handle on the Field to adjust the Field Width. The number displayed is the fraction of the screen width that the Field occupies. Use the + and - buttons to nudge the width value for fine-tuning. The default width is 0.375 such that the Field and the Label (default 0.125) take up half the screen width combined ( $0.375 + 0.125 = 0.5$ ). After adjusting the Field Width, subsequent Fields will be displayed on the same line to the right if there is enough space to accommodate their width settings, otherwise they will jump to the next line.

**Label Text** - The text displayed to the left of the data input Field. Label Text can wrap to two lines if needed.

**Editable** - Can be used to set a Field so that it cannot receive data input when a Form is filled out. The exact behaviour is unique for different types of Fields. Check the Field Types in section 4.4 for more details. You can pre-populate a non-editable text field using the **Default Text** setting.

**Label Width** - Drag the left-side handle on the Field to adjust the Label Width. The Field Width will also be adjusted to keep the right-side position constant. Use the + and - buttons to nudge the width value for fine-tuning. Like the Field Width, the number displayed is the fraction of the screen width that the Label occupies.

**Default Text** - Can be used to pre-populate a data entry field with a specific value. To make a default selection in an **Option Group**, enter the text that matches the option label. To pre-select a **Check Box** enter **true**.

**Align** - Used to align the text within a field, left, center or right. Default alignment for most fields is left except number fields (right) and counters (center).

#### 4.4 Field Types

**Text** - The basic data input Field. Left justified, middle aligned vertically, non-wrapping. If the length of text exceeds the width of the Field it will scroll horizontally along a single line.

You can use this field to set a default 'send to' email address when emailing reports and data files. Set the label to 'Email To:' and enter the default email address in the text field. Make the widths zero if you want it to be invisible. If the **Editable** setting is off then default text will be displayed but cannot be edited. If there is no default text, no new text can be entered.

**Multi-Line** - Use this to display larger amounts of text that can wrap to multiple lines. Tapping the Return key on the keyboard will go to a new line of text within the Field. If the lines of text exceed the height of the Field then the Field will scroll vertically.

If the **Editable** setting is off then default text will be displayed but cannot be edited. No new text can be entered.

**Timestamp** - Inserts a Date/Time stamp into the Field when a new Form is created, using the format yyyy-MM-dd\_hh-mm-ss. Can be used to help uniquely identify different Completed Forms that are based on the same Form Pack.

If the **Editable** setting is off then the field is populated when the Form is created and cannot be changed. If the **Editable** setting is on then the text can be deleted and a new Timestamp entered by tapping on the blank field.

**Date** - Uses a date spinner to quickly enter valid date based data. When you click on the Field it will display the spinner input and default to the current date. The Date (and Time) Field Types have an additional Attribute of **Format** that you use to show how the data should be displayed and stored. Valid format codes are shown and can be used with standard separators (- /,;:). If you want other fixed text to be displayed in the format then enclose it in single quotations.

If the **Editable** setting is off then the field can only be edited using the spinner input and cannot be deleted. If the **Editable** setting is on then an entry can be deleted and left blank, or a new value entered.

**Time** - The same as the Date type except that the spinner input is limited to time data.

**Date and Time** - The same as the Date type except the spinner input shows both Date and Time data.

**Number** - The same as the Text type except that the text is right aligned by default and tapping on the field for input displays the numeric soft-keyboard.

**Calculation** - This Field Type can display a calculated number based on numbers entered into other Fields. There are two additional Field Attributes; **Formula** is used to build the calculation and **Fixed Decimal Places** is used to format the result. After selecting the Calculation Field (it will be highlighted blue), tap another Field to add it to the formula. Tap the Formula to enter an operator, + - \* / ( ), and then tap the next Field. You can only add additional Fields after an operator. Fields used in the Formula will be highlighted red and display their calculation index number. You can also use **List** data that contains both numbers and text in a calculation, if the number comes first and is separated from the text by a space, a minus and another space (for example '1 - Example one').

The **Editable** setting has no effect, a Calculation Field is never editable. A Calculation Field will not work if it is based on another Calculation Field, enter the complete formula without using intermediate Calculation Fields.

**Check Box** - A simple Check Box that can only contain data as either true or false. If the **Editable** setting is off then the Check Box cannot be changed. To display it checked by default enter true into the Default Text.

**List** - When you tap on this Field Type, a drop-down list of options is displayed. Data entry is limited to items in the list. Three additional controls are displayed when editing this Field Type; the Plus button adds a new item to the list, use the text box to edit the selected item's text, and the trash button will remove the selected item from the list. Use this type instead of the **Option Group** when you have a long list of options that do not always need to be visible on the form or the PDF reports.

If the **Editable** setting is off then data entry is limited to items in the list and an entry cannot be deleted. If the **Editable** setting is on then the text can be deleted or any text can be entered that is not in the list. Tap on the Field to display the list, then tap on the Field again to enable text editing.

**Option Group** - Displays a group of Option Buttons where only one can be selected at a time. Great for fast data entry from a fixed set of options. Three additional controls are displayed when editing this Field Type; the Plus button adds a new item to the group, use the text box to edit the selected item's text, and the trash button will remove the selected item from the group. All the items will remain if you change the Field Type between List and Option Group. Use this type instead of a **List** when you want all of the options to be visible, especially on the PDF reports.

If the **Editable** setting is off then once an option is selected the Field cannot be blank, one option will always be selected. To start with a default selection, enter the required option label into the Default Text setting. If the **Editable** setting is on then the selected option can be tapped again to unselect it, leaving the Field blank.

**Photo** - This is a special Field Type that allows you to insert a photo using the camera, add a photo from the files on the device, make a drawing, or even draw over a photo. The **Field Height** Attribute is used to set the Aspect Ratio of the space on the form that displays the photo, that is the ratio of the width to the height. The default is 4:3, the standard aspect ratio for a landscape photo taken on the device. You can set the width of the Field the same as any other Field Type and the actual height will be adjusted automatically based on the Aspect Ratio. You can optimize this Field for signatures by putting **signature** or **sign** in the Label Text, or if the **Label Text** is simply **x**.

The **Editable** setting cannot be changed for this Field, it is always editable.

**Fixed Image** - Used to display a logo or other type of fixed image that cannot be edited. When selecting this Field Type you will be asked to choose an image from the device. The selected image will be stored within the Form Pack data file so it is advisable to reduce the size or resolution of the image to the smallest size necessary. The Width and Height Attributes behave the same as the **Photo** Field Type.

The **Editable** setting cannot be changed for this Field, it is never editable.

**Label** - Just a label without any input. Use this for adding descriptions or to put a label on top of a field. You can also use it to help with your layout or just keep the label text empty and use it as a spacer.

The **Editable** setting has no effect, a Label is never editable.

**Counter** - The number in the counter field increases by one each time you tap it. Great for observational surveys where you are counting a number of observations, or stock-takes where you are counting items.

If the **Editable** setting is off then the Counter cannot be reset. If the **Editable** setting is on then the Counter can be reset back to zero (or any other number less than the current display) by scrolling the spinner display.

## 4.5 Sub-Forms

Key Element Forms has the ability to set-up a complex Multi-layered Form Pack with a Base Form and any number of attached Sub-Forms. When you create a new Form Pack it begins with a simple single layer Form. To activate additional layers and Sub-Forms:

- Tap the **Add Sub-Forms** button in the top right corner (if you are modifying an existing Form Pack, this button may have a different label as defined by the Form Pack). The current Form now becomes the Base Form
- The next Editor screen is where we define the list of Sub-Forms that will be available to attach to the Base Form when it is being used. Enter text in **Name for Sub-Forms**. This will be used on the Sub-Form button and on the PDF reports to generally refer to all Sub-Forms.
- Tap **New Section**. Sub-Forms are grouped into Sections, there must be at least one
- Enter text for the **Section Title**. The **Description** text is optional
- Every Section displays a Check-Box that you can define by changing the text in Label for Check-Box

- Each Section can have one Sub-Form template associated with it. During use, any number of Forms based on that one template can be attached and filled-in. If you want to use a number of different Sub-Form templates then each one must be within a different Section. It is possible to have multiple Sections that use the same Sub-Form template.
- To edit the Sub-Form Template associated with the first Section, tap the link **Click here to modify Sub-Form Template: Type 1**
- You are now editing the Sub-Form with all of the same functionality as the main Base **Form Pack Editor**. To return to the Sub-Form list, tap the **Back** button in the top left corner
- By default, new Sections link to Sub-Form Template Type 1. To use or create different Sub-Form Templates, select the Section and tap **New** in the **Sub-Form Type** drop-down list
- When you have finished editing the Sub-Form list, tap **Back** to return to the Base **Form Pack Editor**

#### 4.6 Conditional Formatting

An additional feature is available in some editor versions to add conditional formatting to the following field types: **Number**, **Calculation**, **List** and **Counter**. Colored field backgrounds based on the conditional formatting appear on screen and on PDF reports.

Tap the field to select it, and then tap the Conditional Formatting button that appears in the title bar. Tap the 'Plus' (+) to add a condition. There are four parameters that define a condition:

- **Direction** is used to evaluate the value entered in the field against the condition. You can choose from **e** (= equals), **lt** (< less than), **lte** (<= less than or equal to), **gt** (> greater than) and **gte** (>= greater than or equal to).
- **Value** is what the field is compared against using the **Direction**.
- **Color** is the color that the background of the field will display if the condition is true, based on the **Direction** and **Value**. On the color selection pallet, the first row is the most basic color selection. The second row of colors is specifically designed to balance strong color with the ability to display dark text clearly against the background.
- **Display** allows you to use a calculated field for the condition, but display the result as text. If you do not want to alter the display, leave this blank.

For example, if a **Calculation** field has the following Conditional Formatting parameters; **Direction** = lt; **Value** = 10; **Color** = #FF0000, the field will have a red background when empty, and if any number is entered or calculated that is less than 10. As soon as a value is entered that is 10 or greater, then the background will turn clear. If you want the background to be green for values 10 and greater, add another condition (+) with the following parameters; **Direction** = gte; **Value** = 10; **Color** = #00FF00.

Say you want the field in this example to display the text "Completed" when the calculated value is 10 or greater, then simply add the text "Completed" to the **Display** parameter.

If you want to use a colored background for a static label, you can use a **Number** field with the **Default Text** attribute set to the desired label text, and a conditional format with **Direction** = e, and the **Value** = the **Default Text**. Set the **Editable** attribute to False and set the **Align** attribute.

## 5. Saving Changes and Validating a Form Pack

When you have finished editing or making changes to your Form Pack, tap the **Back** button in the top left corner to display the options for Saving your changes.

**Cancel** will simply close the options and return you to where you were in the Form Pack Editor.

**Discard** will drop all changes made to the Form Pack and return it to the previous state before you entered the Form Pack Editor. You should only use this option if you have made a mistake and want to back-track, or you were testing the editor and do not want to make any changes to the Form Pack.

**Save** - If you tap Save without selecting any Validation Options then all changes will be saved but the Form Pack cannot be used to Complete any Forms. Use this option to save intermediate changes if you are not ready to Validate your final Form Pack version. You can return to this point later and choose other Validation Options by tapping **Edit / Modify / Back**.

**Windows:** Click **Save** and choose validation options from the main screen.

**Validation Options** - For a New or Modified Form Pack to be available for use it must be Validated using an In-App Purchase. If you are not able to access the App Store or make the purchase then you can **Save** your changes and Validate the Form Pack at a later time. A simple single layer Form costs less to Validate than a complex multi-layered Form.

- **Limited to this device** - Use this option if you are the only one using the form and only need to use the one device. This is a one-time cost and the validated Form Pack can be used any number of times to generate new Forms to be Completed. Other users and devices can view and edit your Completed Forms for free, but they cannot generate new blank Forms based on this Form Pack.
- **Open for all devices** - With this option you can send your validated Form Pack to other users and devices, and they can generate new Forms to Complete for free.
- **A one month subscription** - Use this option if you are making a lot of changes, want to create a lot of different forms, or want to use the advanced options.
- **Limit to another device** - With a subscription you can use this option to specify another device (other than your own) that can use the Form Pack to generate new Forms. It is possible for the user of that device to **Copy** or **Modify** the Form Pack and use an In-App Purchase to change the validation type (unless the Expiry Date is also set). To use this option type in the Name of the device as shown in **Settings / General / About**.  
**Windows:** For a Windows user, the Name of the device is the MAC address without separators.
- **Set Expiry Date** - With a subscription, this option allows you to set a future date on which the Form Pack will no longer be valid. This option also locks the Form Pack so no user or device can **Copy** or **Modify** the Form Pack. You can use this option to help with version control, or combine with the **Limit to another device** option to restrict a Form Pack's use and distribution. **Warning**, when you activate this option you will no longer be able to **Copy** or **Modify** the Form Pack yourself - **make a copy first** - do not active this option on your original Form Pack version.

After Purchasing and selecting the Validation Option, tap the **Save** button to save the changes to your Form Pack file. With a standard validation you can use the form and then return to the editor to make further changes without having to pay for another Validation within one day. With the monthly subscription you can make any number of changes and revalidations on the form for one month.

You can always make minor changes like adjusting the width of fields without invalidating the form. If you make other changes like changing text or adding and deleting fields then the form will be invalidated and you will have to purchase another validation to use the Form Pack.

## 6. Sending a Form Pack to other users

A validated Form Pack can be shared with other users and devices and used to create new Forms to be Completed, for free.

- From the main file selection screen, tap **Edit** in the Form Packs section
- Tap a Form Pack to select it with the blue highlighting
- Tap the **Mail** button that appears in the top left besides the Help button
- The Form Pack will be attached to the email that you can address and send as needed

When an email with a Form Pack attachment is received, you can import it into Key Element Forms by holding down on the attachment and then selecting **Open in KEForms**.

**Windows:** If the free viewer for Windows is installed, then double-clicking on a KEF file will open it in the viewer.

## 7. Database Integration and Enterprise Scalability

In addition to emailing Form Packs and completed forms, the XML data files from Key Element Forms can easily be read and imported into any application that can recognise XML data, like spreadsheets and databases. For a copy of a standard XML Schema file or for any further information on how to make this work for your needs, email [info@zerprize.com](mailto:info@zerprize.com) .

It is also possible for Key Element Forms to send data directly to a SQL server as the mobile extension of your existing enterprise solution. In addition, the Form Packs can be created dynamically from a database and emailed to a user for completion. The user can then return email the completed form or send the data over a secure connection to a database server. Just email us for more information.