
Castline Systems

FormFill Pocket PC

Introduction

Formfill for Pocket PC is an application to run on a handheld device that allows the recording of data and completion of the information required by Formfill to generate NICEIC certification.

The certificates currently supported by Formfill Pocket PC are:

- Electrical Installation Certificate
- Minor Electrical Works Certificate
- Periodic Inspection Report
- Domestic Electrical Installation Certificate
- Domestic Periodic Inspection Report

The domestic certificates do not have their own section, but can be generated from the information in the standard installation and periodic certificates.

Formfill Pocket PC requires Pocket Windows 2002, Pocket Windows 2003 or Pocket Windows 2003SE. We do not currently support PALM or other operating systems.

Installation

It is recommended that before installation your computer is shut-down, and restarted. This will help to ensure that there are no other applications running. If Window is configured for certain applications to run in the background then they must be disabled or closed before proceeding further.

Your Pocket PC needs to be plugged into your computer and turned on, and Microsoft ActiveSync needs to running to enable the program to be installed on your handheld.

Insert the Formfill CD-Rom and install Formfill as per the instructions in the quick start guide provided with Formfill.

On the Installation screen you should see a button with red text labelled 'Pocket PC Formfill'. Click this button to begin the installation process, and follow the onscreen prompts to complete the installation. Pocket PC 2003 users will see a message on the Pocket PC informing you that Formfill Pocket PC was designed to run on an earlier version of Pocket Windows and may not display correctly. This message can be ignored, Formfill Pocket PC has been fully tested with Pocket Windows 2003.

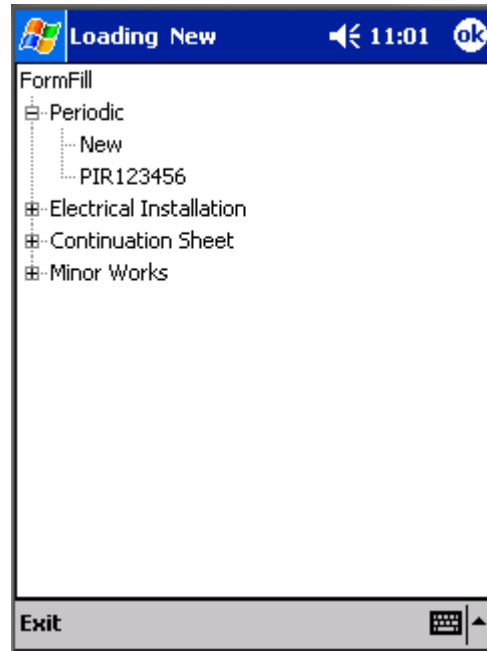
Users of Pocket Windows 2003 will also need to install the eVb runtime files before the program will run on the Pocket PC. These are supplied on the Formfill CD-Rom in the folder 'ff_ppc'. You will need to copy the file 'eVb runtime files.cab' onto your pocket PC using your ActiveSync software. To do this, open ActiveSync and click the 'Explore' button. This will open a window titled 'Mobile Device' on your screen. Now double click on the icon on your desktop labelled 'My Computer' and right click on your CD-Rom drive. Select 'Explore' from the drop down list and double click on the folder labelled 'ff_ppc'. Now find the file called 'eVb runtime files.cab', right click on it and select 'copy'. Close the explore window, and also the 'My Computer' window, and select the window labelled 'Mobile Device'. Click with the right mouse button in an empty space and select paste from the list. Click 'OK' when the 'File Conversion' Window appears and the file will be copied to your handheld computer.

On the handheld computer select 'Start' and go to 'Programs', then select the icon for 'File Explorer'. You should now see a listing of your My Documents folder on your Pocket PC. Select the file labelled 'eVb runtime files.cab' and the required files will be installed on your pocket PC. Again ignore the message informing you that Formfill Pocket PC was designed to run on an earlier version of Pocket Windows and may not display correctly.

To start Formfill Pocket PC, simply go to 'Start' then 'Programs' and select the icon for 'Formfill Pocket PC'.

Getting Started

When you start Formfill Pocket PC you will be presented with the certificate management screen. Here you can create new certificates or view and edit existing files.



The Certificate Manager

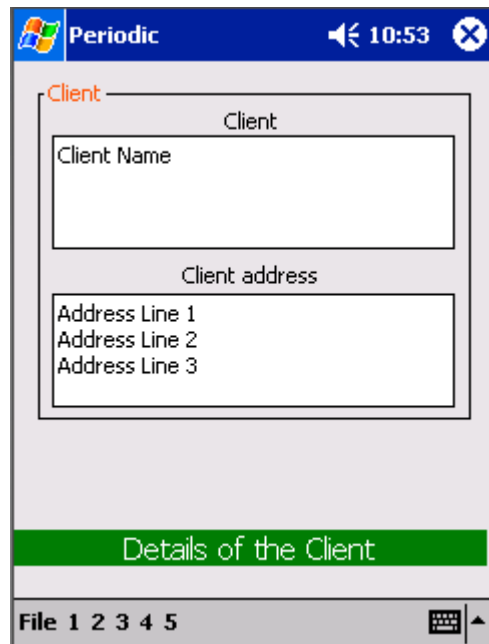
To view a list of certificates of a certain type, simply select the '+' symbol next to the appropriate type and a list of all certificates will be displayed along with a 'New' option for creating a new certificate. To edit an existing certificate, simply tap the appropriate number. To create a new one select 'New'.

Please be patient once you have selected to either open an existing certificate or create a new one. Pocket PC processors are not as fast as desktop PC's and it can take a few moments for the forms to load.

Filling out a certificate is a simple matter of working through the certificate page by page, completing the information using the screen keyboard as required. It is recommended that you only fill out the information that you actually gather on site on the Pocket PC, as it is a great deal faster to enter information on a standard PC keyboard once you have downloaded the form than it is using the screen keyboard.

Filling in Certificates

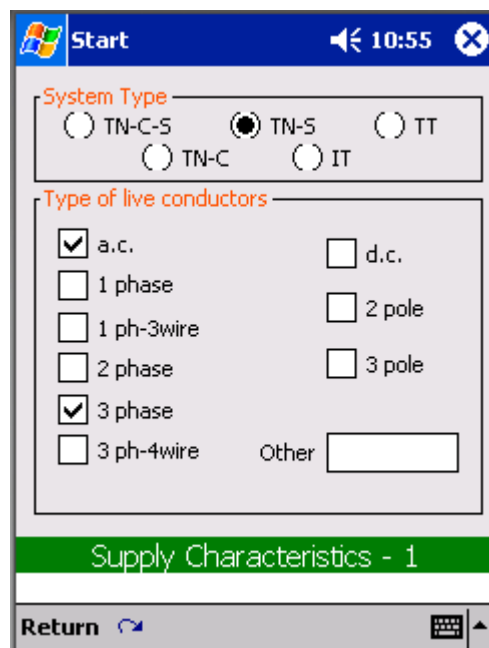
Once you have the first page of the certificate on the screen simply click in the first box and bring up the on screen keyboard by selecting the icon in the bottom right corner of your screen.



The screenshot shows a mobile application interface titled 'Periodic'. At the top, there is a status bar with a Windows logo, the word 'Periodic', a speaker icon, the time '10:53', and a close button. Below this is a form section titled 'Client' in orange text. The form contains two main input areas: 'Client Name' and 'Client address'. The 'Client address' section is further divided into three lines: 'Address Line 1', 'Address Line 2', and 'Address Line 3'. At the bottom of the form area, there is a green bar with the text 'Details of the Client'. Below the form area is a navigation bar with the text 'File 1 2 3 4 5' and a keyboard icon on the right.

Page one of a Periodic Form

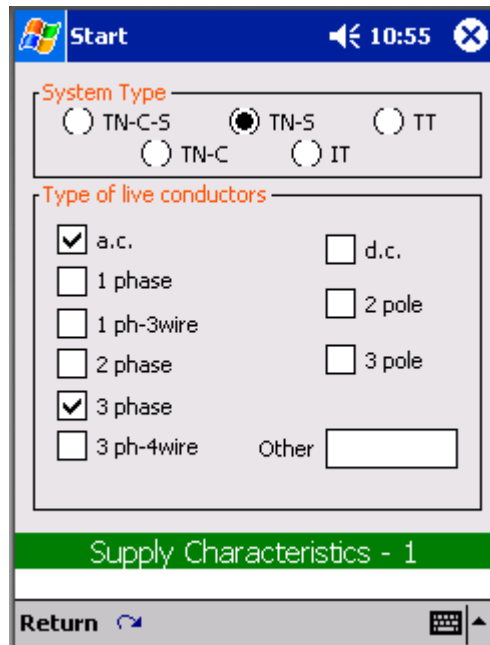
Each certificate is split into pages and sections as per the layout of the standard certificate. To change page or section, simply select the number of the page, then the section that you wish to fill in and the screen will change to whichever you selected.



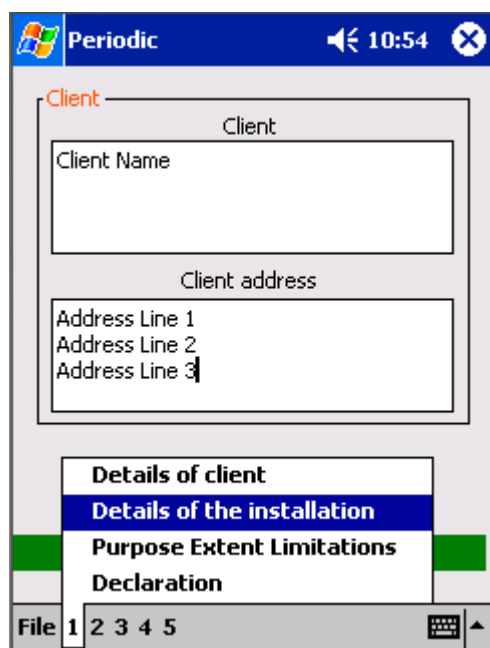
The screenshot shows a mobile application interface titled 'Start'. At the top, there is a status bar with a Windows logo, the word 'Start', a speaker icon, the time '10:55', and a close button. Below this is a form section titled 'System Type' in orange text. The form contains two rows of radio buttons: the first row has 'TN-C-5', 'TN-S' (which is selected), and 'TT'; the second row has 'TN-C' and 'IT'. Below this is another section titled 'Type of live conductors' in orange text. This section contains several checkboxes: 'a.c.' (checked), 'd.c.', '1 phase', '2 pole', '1 ph-3wire', '3 pole', '2 phase', '3 phase' (checked), and '3 ph-4wire'. There is also an 'Other' label followed by an empty text input box. At the bottom of the form area, there is a green bar with the text 'Supply Characteristics - 1'. Below the form area is a navigation bar with the text 'Return' and a keyboard icon on the right.

Changing Page

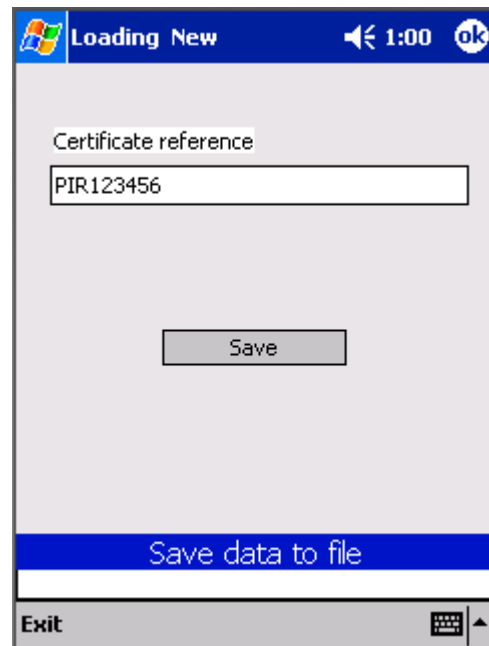
Some sections have more than one page to them. Wherever you see the right or left arrows on the menu bar this indicates that there are additional pages for this section that can be filled out. To changes pages in these sections simply tap the right or left arrows. Once you have completed a section with multiple pages, tap 'return' at the bottom of the screen to return to the previous screen.



To fill out the circuit details simply work from left to right for each circuit, using the right and left arrows in the top right corner to move along. Drop down lists are provided at the top of the screen for many selections and the Maximum permitted Zs will be filled out automatically for you once the rating of the fuse is selected.



Once you have finished filling out a certificate you need to save the information. Tap 'File' then 'Save' and you will be presented with the save screen. Please make sure you have entered the client's name as this is essential information for the importing of the certificate to the correct place in the program.



The Save Screen

Tap the certificate number of the form into the box provided using the screen keyboard and select 'Save' to store the information, you will receive confirmation that the file has been successfully saved. The certificate number can be changed once the information is imported into the main Formfill program.

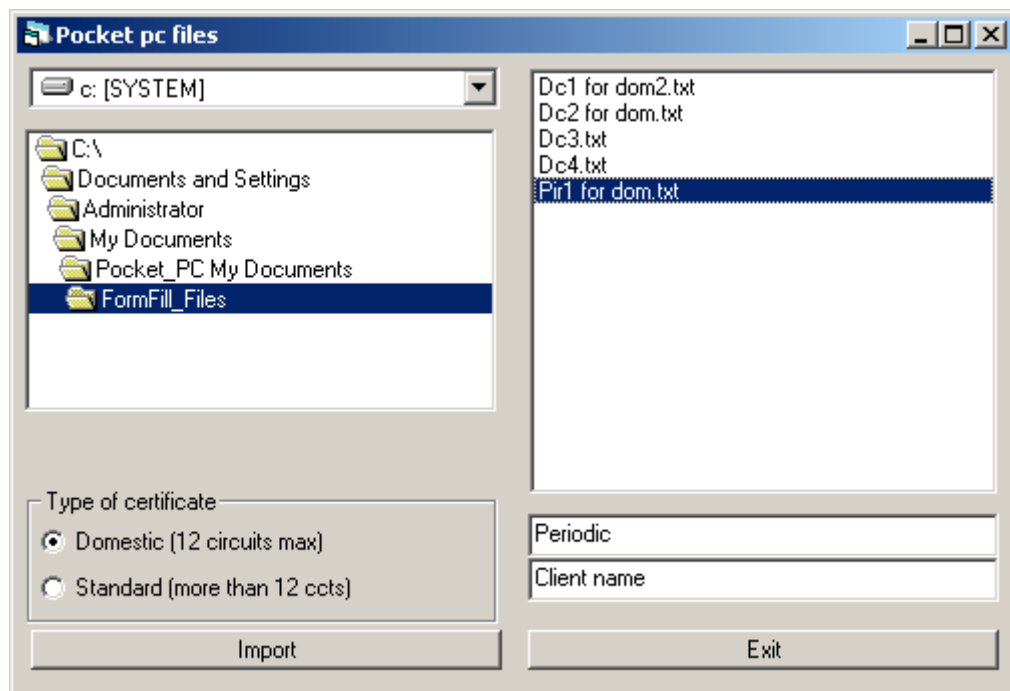
If you are saving a continuation sheet, make sure that you save it with the same number as the main certificate or it may not import to the correct form. Also ensure that the continuation sheet number is correct and has not already been used for another continuation sheet under that certificate.

Importing to Formfill

Once you have filled out and saved your certificate on the Pocket PC you will need to import it into the Formfill program on your desktop PC. You must have Formfill Level 3 or Level 1 or 2 with the Pocket PC module purchased to be able to import the information gathered using Formfill Pocket PC.

The certificates are saved onto your Pocket PC in a folder called 'Formfill_Files' under your 'My Documents'. You will need to add this folder to your list of files that are synchronised between your Pocket PC and desktop PC. See your ActiveSync documentation for more information on how to do this.

To bring up the import screen, select 'Pocket PC' from the drop down menu at the top of the main Formfill screen.



The Pocket PC Import Screen

Formfill needs to know where the files synchronised from the pocket PC are located on your computer, so navigate to the appropriate drive/directory and a list of valid certificates will be displayed. If you took the default options when setting up file synchronisation, this location would usually be 'C:\Documents and Settings\User Name\My Documents\Pocket_PC My Documents\Formfill_Files' where 'User Name' is the name of the user logged onto the PC.

To import a certificate, simply select it from the list then select whether it is a standard or Domestic Certificate and click 'Import'. The form will now appear in the list under the appropriate client and can be finished and printed out as per a standard certificate.

Trouble Shooting

Frequently asked Questions:

Q. On the circuit details section, the fuse type I require isn't listed, or the maximum permitted Zs is not entered automatically. Why?

A. Formfill only maintains a database of fuses and Zs values that are listed in the current, or recent, regulations. Unlisted fuses can still be typed in but you will need to obtain and enter the maximum permitted Zs manually.

Q. Formfill Pocket PC runs very slowly on my Handheld device, is there anything I can do to speed it up?

A. Unfortunately, Pocket PC's are not as fast as their bigger brother desktop PC's. While there is no minimum specification Pocket PC for use with Formfill, the faster the Handheld the quicker it will run. You could try removing unwanted programs from the Pocket PC to free up more memory. Please be patient while forms are loading as this can take a few moments and the Device can appear to have frozen.

Q. I get a message when I try to run Formfill Pocket PC telling me that the runtime files are not present. Where can I get these runtime files and how do I install them?

A. The runtime files are supplied on the Formfill CD and can also be downloaded from our website at <http://www.castlinesystems.com> . For more information on installing the runtime files, please see the Installation section of this manual.

Q. When I try to import my certificate to the program it doesn't appear in the list, why not?

A. There are a number of reasons why this may occur. The most likely is that a certificate with this number already exists. Duplicate numbers are not permitted. It is also possible that you may not have entered a client name when entering the certificate on the Pocket PC. This is essential information and must be entered in all cases. If a client with the specified name and address does not already exist, one will be created automatically.

More Help

If this section has not resolved your issue, or your problem is not listed in this manual, please call our technical support line on 01293 871751, and we will do our best to help.
