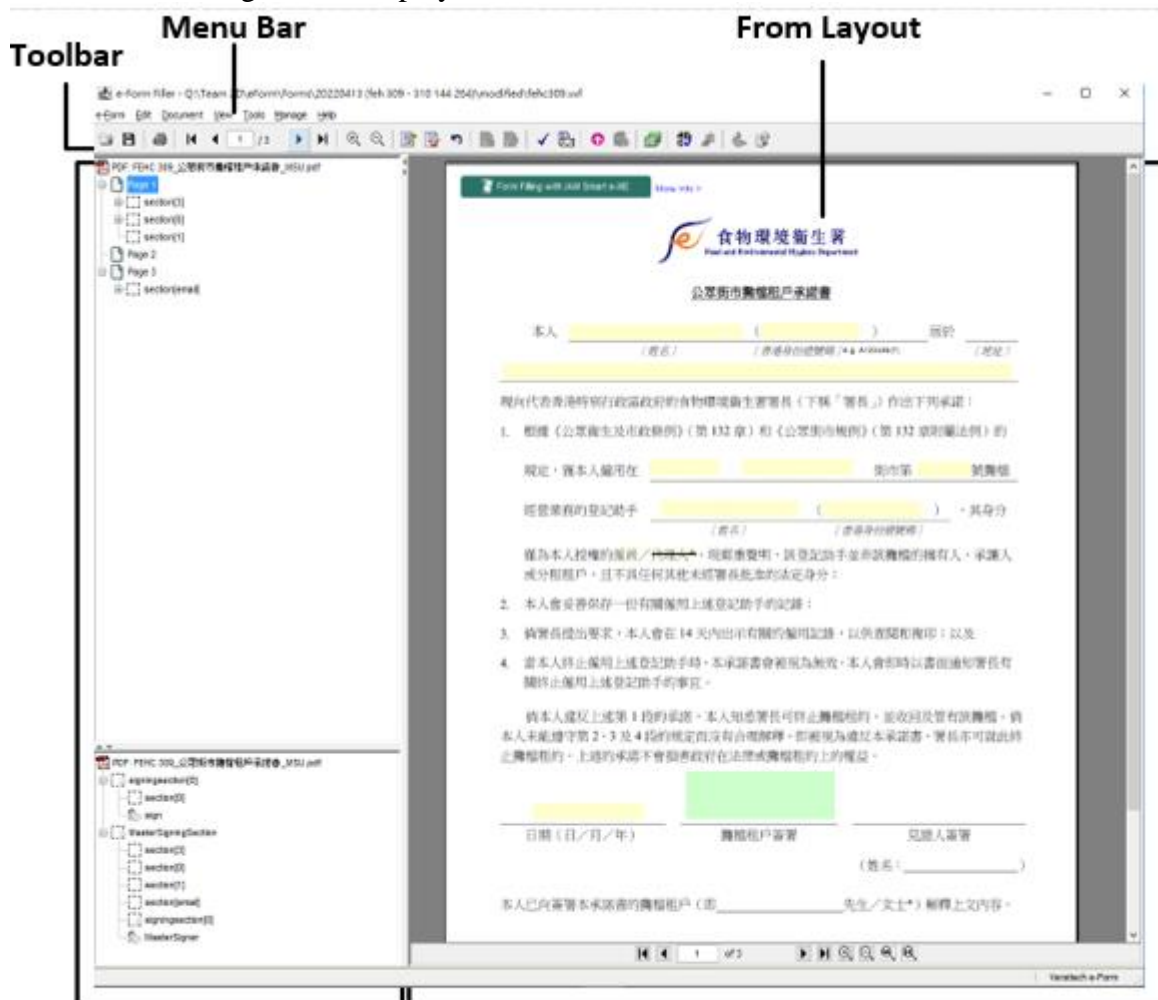


## e-Form Filler User Guide






### (A) Overview

1. e-Form Filler is a tool for form users to fill in an e-Form. When you opens an e-Form, the following will be displayed:-



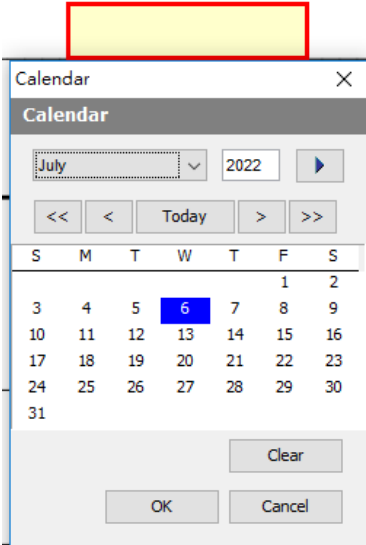
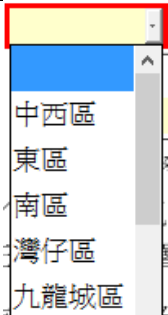

**From Strucutre View**



**From Layout View**

2. You can navigate to different form pages by:-
  - Press “Document” under the “Menu Bar” and select “First Page”, “Last Page”, “Previous Page”, “Next Page” or “Go To Page..”
  - Press the First Page , Last Page , Previous Page , Next Page  button or enter the specific page number under the “Toolbar” or under the “Form Layout View”
3. You can re-size the form layout by:-
  - Press “View” under the “Menu Bar” and select “Zoom In”, “Zoom Out”, or “Zoom To..”
  - Press the  button under the “Toolbar” or under the “Form Layout View”

### (B) Data Input

4. You can fill the e-Form by navigate to input fields and input data as follow:-

Field Type	Example	Input Required
Radio Button	<input checked="" type="radio"/> 需要 Yes <input type="radio"/> 不需要 No	Select one of the options from the group of radio buttons
Strike Out	(先生/女士*) (Mr./Ms.*)	Click the required option by strike out other unwanted items
Check Box	<input type="checkbox"/> 電郵地址 : _____ Email Address <input type="checkbox"/> 香港通訊地址 : _____ Correspondence Address in Hong Kong	Select one or multiple option(s) by click on those required check box(es)
Text Field	<input type="text"/>	Input text directly
Date Field	<input type="text"/> 	Click the date field and select date from pop-up calendar dialog
Time Field	<input type="text"/> 21:12	Input time in the format hh:mm
Drop Down	<input type="text"/> 	Click the drop down field and select one from the drop down options
File Attachment	 Click here to attach file	Insert attachment

5. For those e-Forms support form filling using iAM Smart e-ME profile, you can click the icon  Form Filling with iAM Smart e-ME to get the “iAM Smart” QR code for auto form-filling. Fields auto-filled will be marked with  for identification.

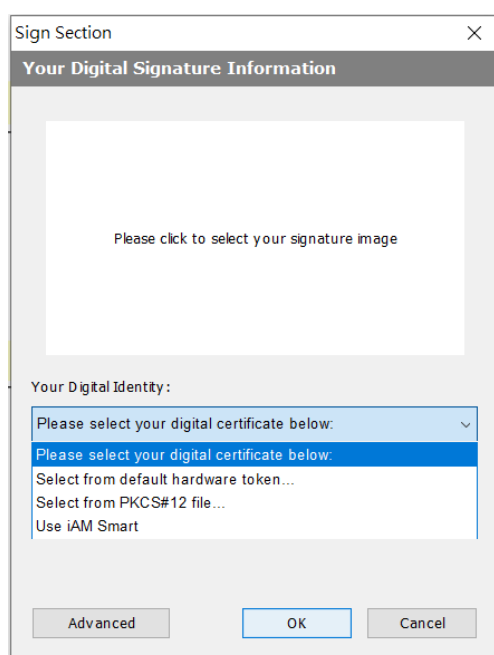
### (C) Form Signing

6. For those e-Forms require digital signing, you will see a green box as below:-




(申請人數碼簽署)  
(Applicant's Digital Signature)

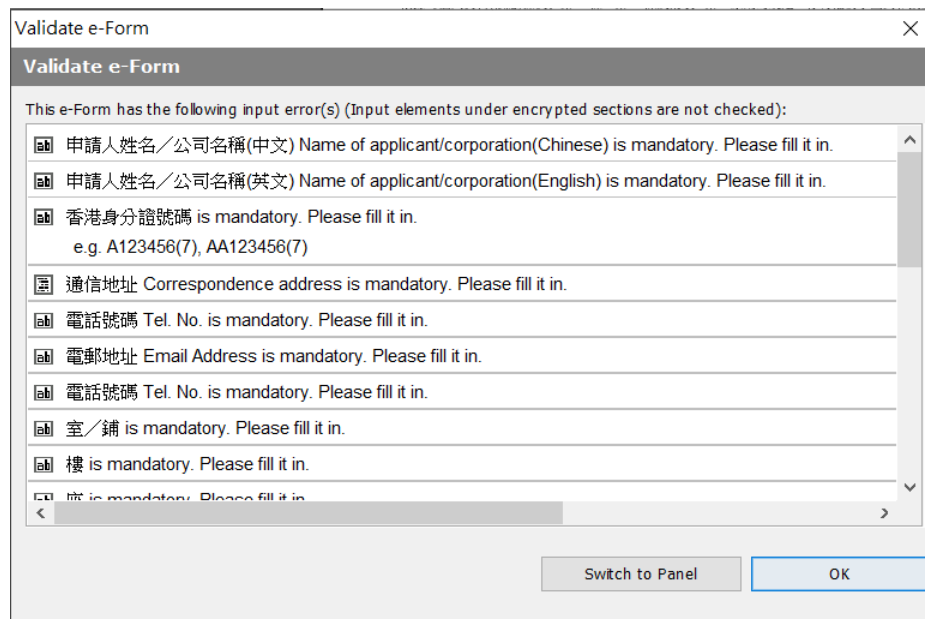
7. Click the green box and you will get the below pop-up to insert a signature image (optional) and select the signing method (mandatory). For “Select from default hardware token...” and “Select from PKCS#12 file...”, you need to have HongKongPost e-Certificate while for “Use iAM Smart”, you need to have been registered “iAM Smart+”.



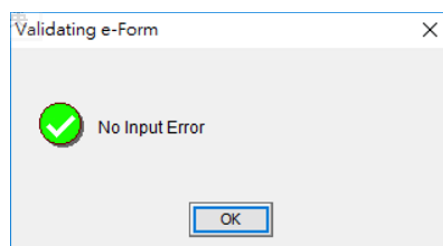
8. Once the e-Form is signed, no more update on input fields can be made.

#### (D) Form Validation




9. You can check the correctness of all input data by:-
- Press “Tools” under the “Menu Bar” and select “Validate e-Form”
  - Press the  button under the “Toolbar”
10. If there is any non-comply input, it will be popped up as below for your correction.



11. If all input are correct, you can get the below pop-up for confirmation.



## (E) Form Submission

12. Some e-Forms  need to be printed/saved for submission while some e-Forms  can be submitted online.
13. For those e-Forms support online submission, you can submit the e-Form by :-
- Press “Tools” under the “Menu Bar” and select “Submit e-Form”
  - Press the  button under the “Toolbar”
14. Before on-line submission, validation as mentioned in Section (D) will be run automatically to ensure all input are correct.
15. If on-line submission is successful, you will get the below acknowledgment message from your web browser.

你的電子表格已成功遞交。食物環境衛生署會盡快給你回覆。  
Your e-Form has been successfully submitted. The Food and Environmental Hygiene Department will give a reply to you soon.