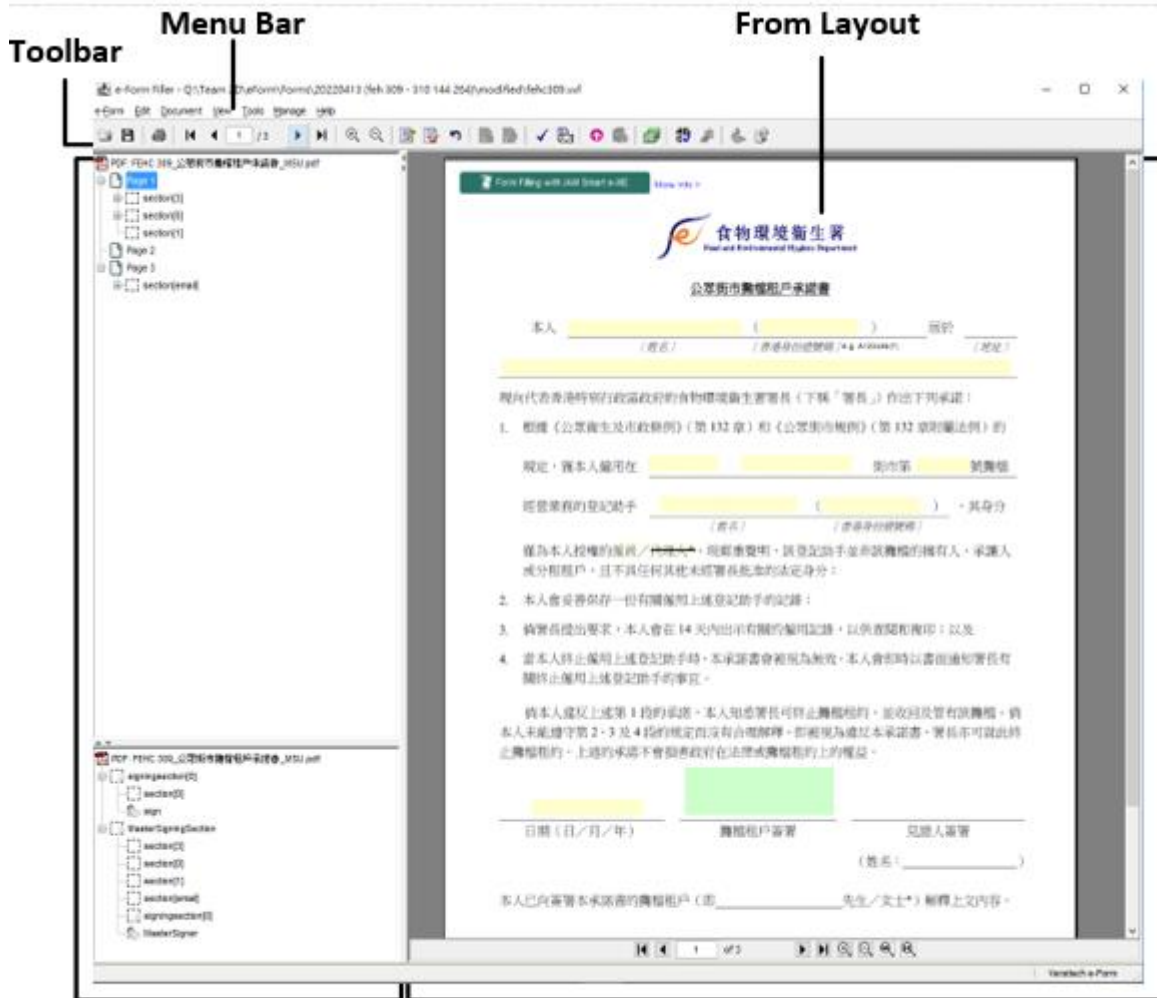


## e-Form Filler User Guide







### (A) Overview

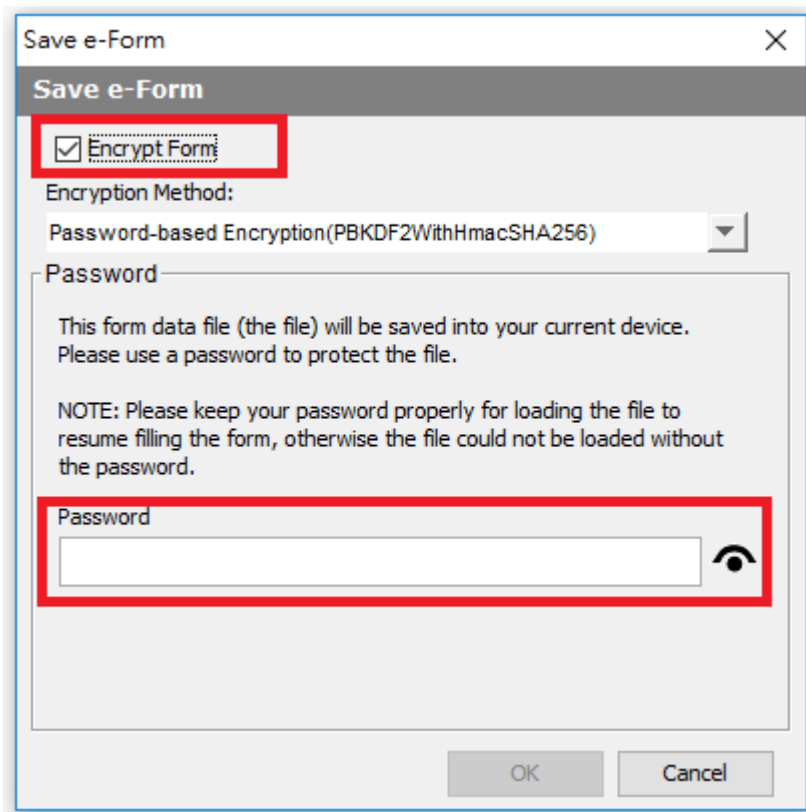
1. e-Form Filler is a tool for form users to fill in an e-Form. When you opens an e-Form, the following will be displayed:-



From Structure View

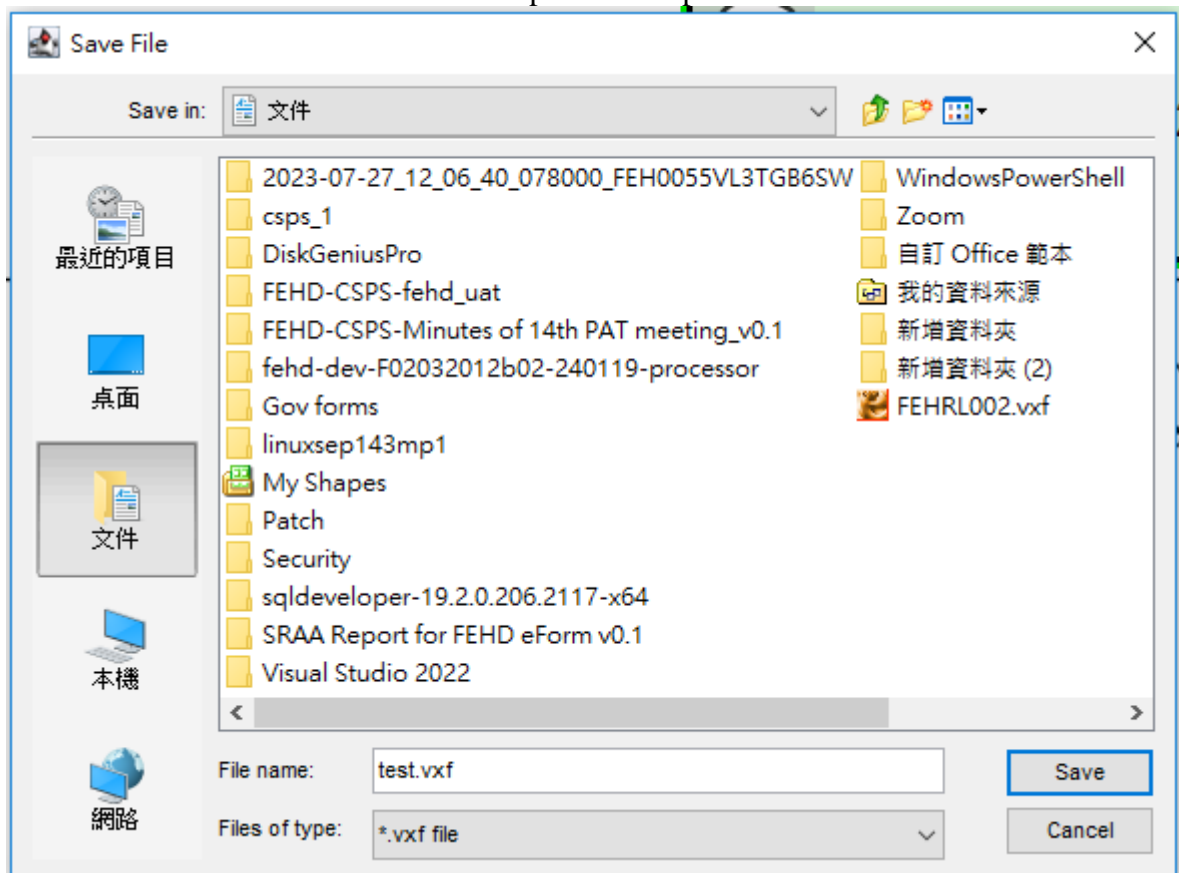
From Layout View

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”
4. Press the save  button under the Toolbar for save file

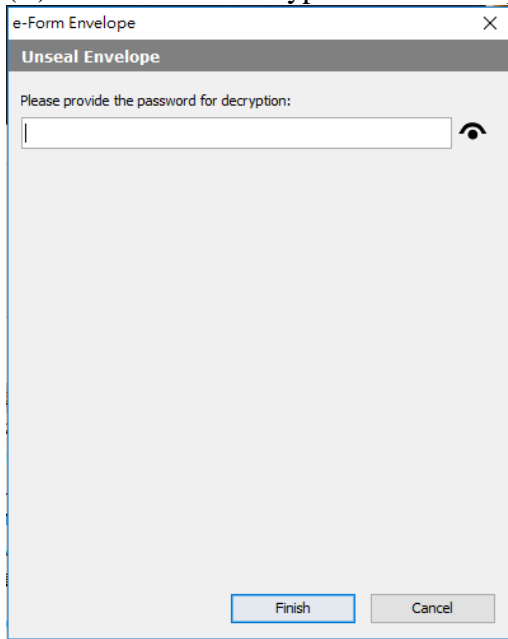


User can select the check box for encrypt form with password or not

4.1. Please select the save location after complete the step 4.

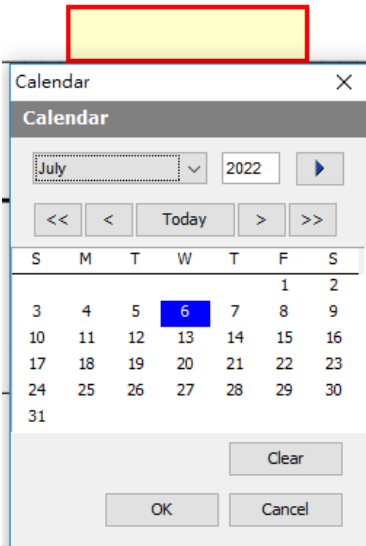


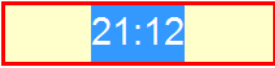
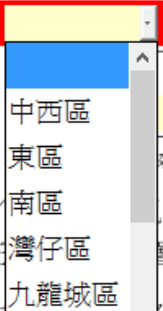
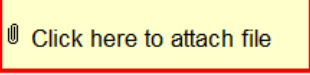
5. (If) the form was encrypted. It needs input password when open the form

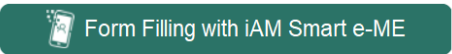



**(B) Data Input**

6. 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	( <del>先生</del> / <del>女士</del> *) ( <del>Mr.</del> / <del>Mrs.</del> *)	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 time in the format hh:mm
Drop Down		Click the drop down field and select one from the drop down options
File Attachment		Insert attachment

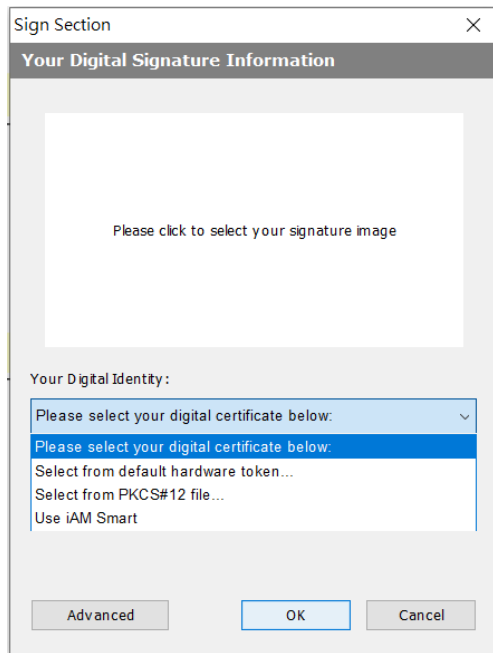
7. For those e-Forms support form filling using iAM Smart e-ME profile, you can click the icon  to get the “iAM Smart” QR code for auto form-filling. Fields auto-filled will be marked with  for identification.

**(C) Form Signing**

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




9. 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+”.



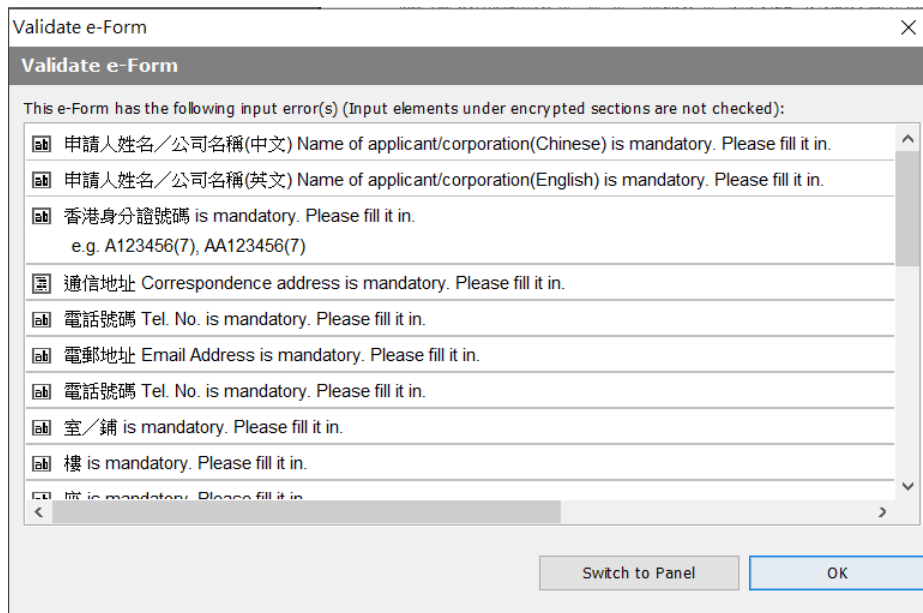
10. Once the e-Form is signed, no more update on input fields can be made.

#### (D) Form Validation

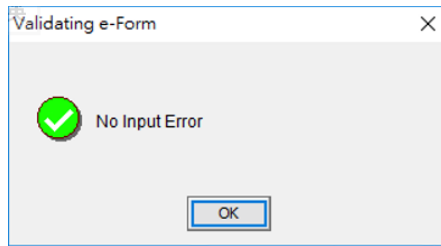
11. You can check the correctness of all input data by:-

- Press “Tools” under the “Menu Bar” and select “Validate e-Form”
- Press the  button under the “Toolbar”




12. If there is any non-comply input, it will be popped up as below for your correction.



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



### (E) Form Submission

14. Some e-Forms  need to be printed/saved for submission while some e-Forms  can be submitted online.
15. 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”
16. Before on-line submission, validation as mentioned in Section (D) will be run automatically to ensure all input are correct.
17. 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.