

WebReport/i

PDF Forms Feature

Version 14

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Introduction

This documentation covers the WebReport/i PDF Forms Feature only. It is intended to provide you with information on how to do the initial extra installation/setup process required and then how to define and use PDF Form Fields on your PDF spool file conversions.

Overview

The PDF Forms Feature allows you to create fill-in form blocks embedded into your spool files when they are converted into PDF format by WebReport/i. These fill-in blocks can then be used by to manually add information to the PDF document within the fields. The feature is implemented by letting you define a PDF Form and then, within the form, specific fields to be added to your PDF spool file conversion.

To add fill-in fields to your PDF conversion process, you must first define a PDF Form and then add at least one form field. There is a menu option on the MASTER menu, option #7, that will let you create forms and then work with fields within the defined form.

Getting Ready for PDF Forms Processing

Before you start using the PDF Forms Feature, you must first initialize your installation of WebReport/i for PDF Forms. This will set several system variables so that the PDF Forms Feature will work correctly.

To initialize WebReport/i for PDF Forms processing, log on to your system using a security officer user profile and then run the following commands from the command line:

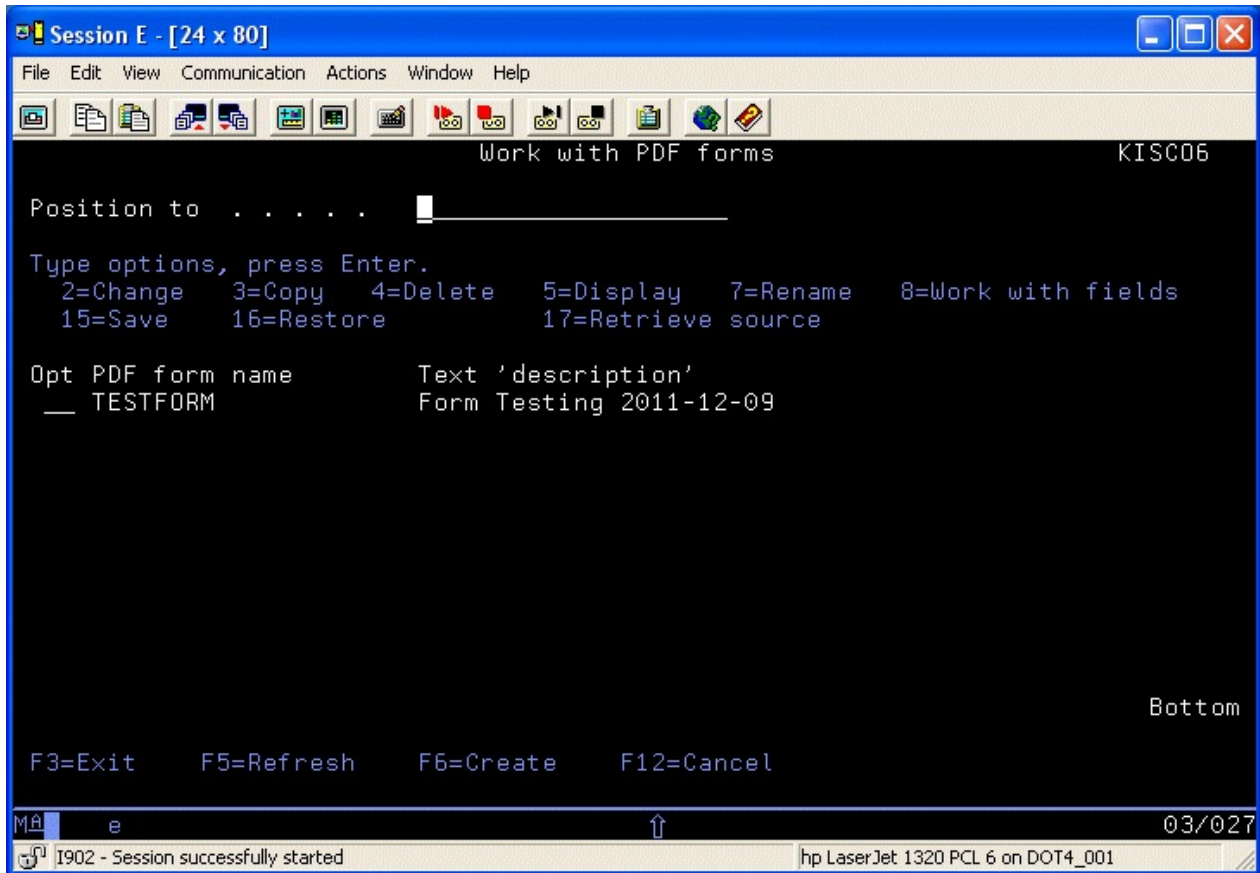
```
ADDLIBLE WEBREPORT
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```
INZKISCO
```

The INZKISCO command will perform the additional installation and configuration work required for the PDF Forms feature. This process only needs to be completed once after you have installed the WebReport/i.

Working With PDF Forms and Fields

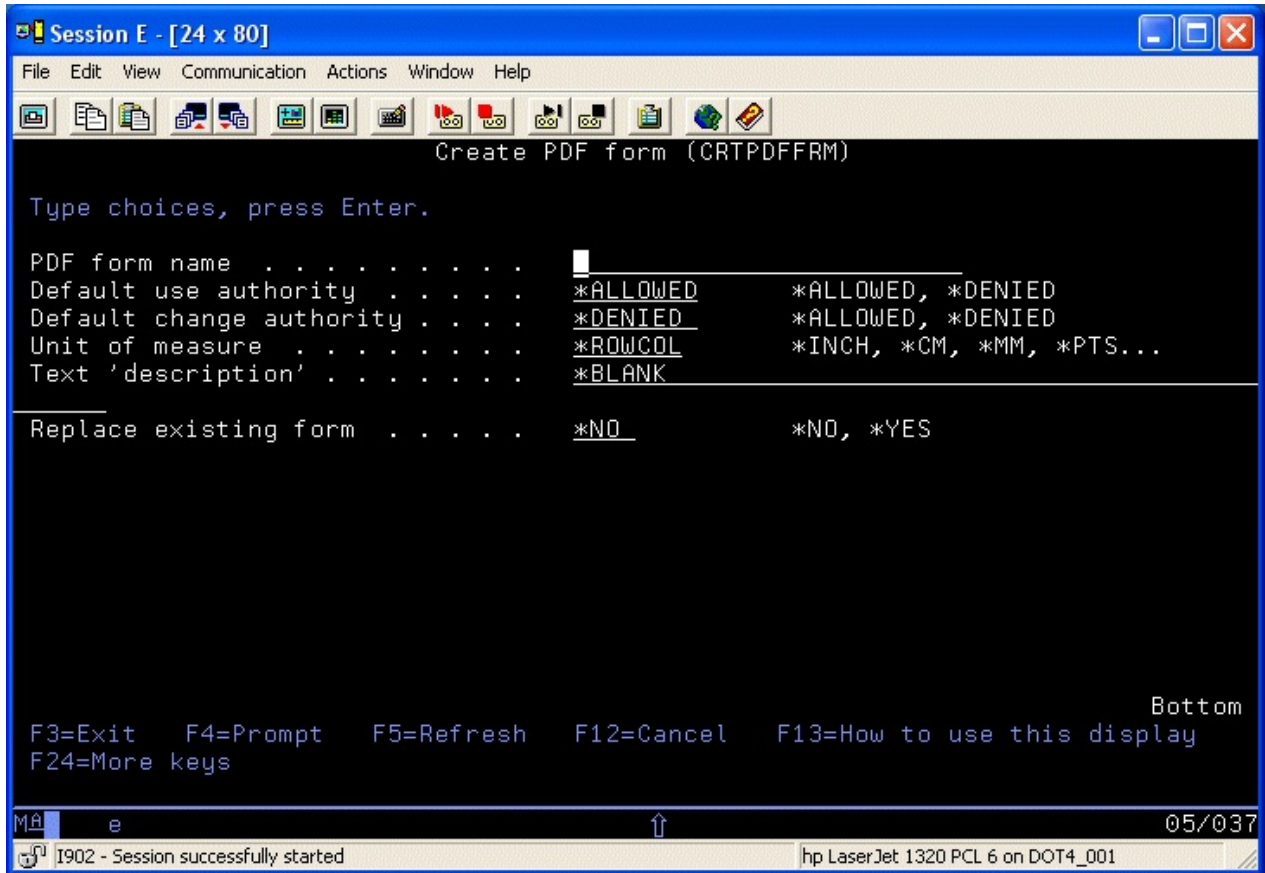
To start working with PDF Forms and Fields, select menu option #7 from the MASTER menu or you can also use the WRKPDFFRM command in library WEBREPORT. When you start the process, the following screen will be shown:



If any forms have been defined, they will be listed. When you first start this option, the screen will not show any defined forms.

To create a form and fields, you must first define a form. The form is defined and identified by a ten character name, so you should have a name ready when you start the process.

To create a form, press the F6 function key from the current displayed. When you select this option, the following will be displayed:



Assign the form name you want to use in the first field. The additional fields can be completed as follows:

- | | |
|--------------------------|--|
| Default use authority | Use one of the following values:

*ALLOWED - user profiles other than yours will be allowed to use this PDF Form

*DENIED - only your user profile will be allowed to use this PDF Form. |
| Default change authority | Use one of the following values:

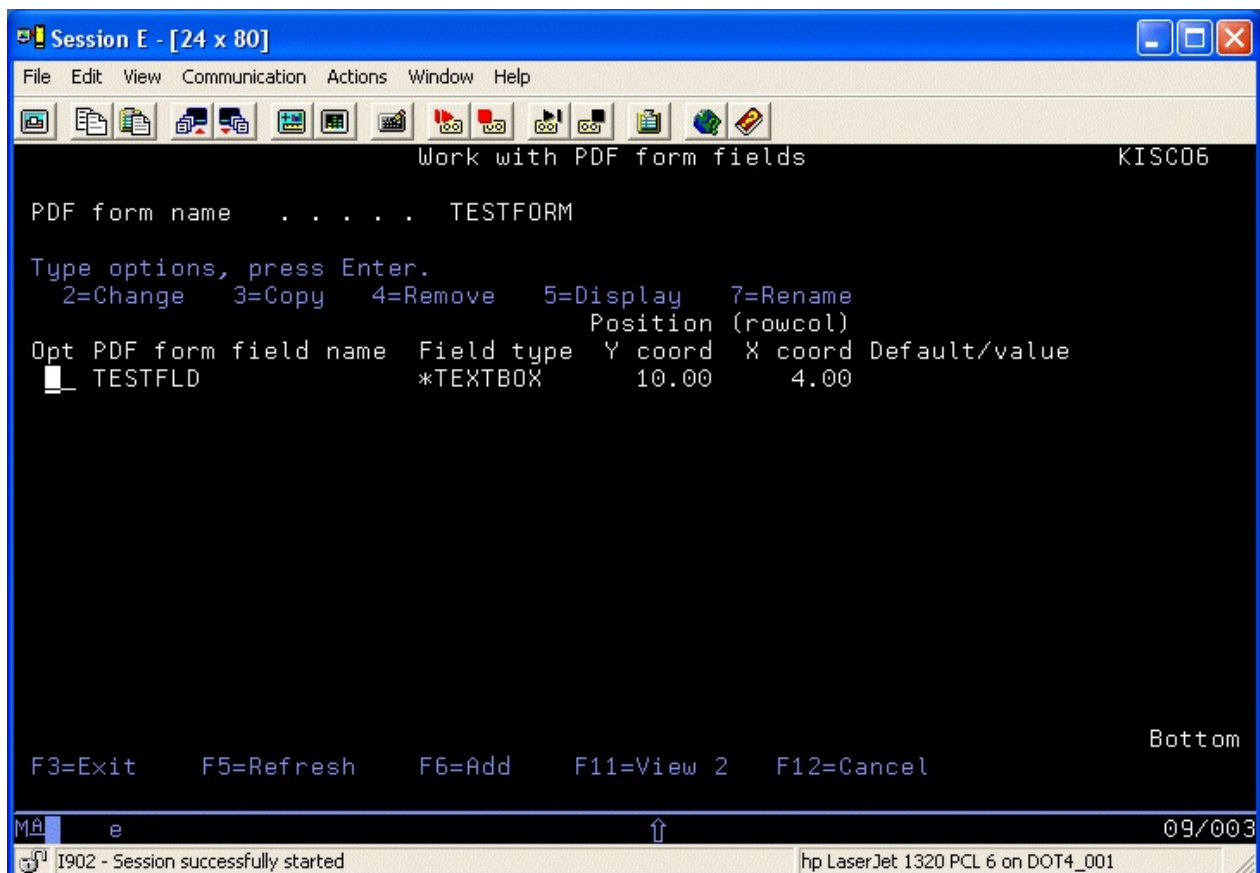
*ALLOWED - other user profiles will be allowed to make changes to this form.

*DENIED - only your user profile will be allowed to make changes to this form. |

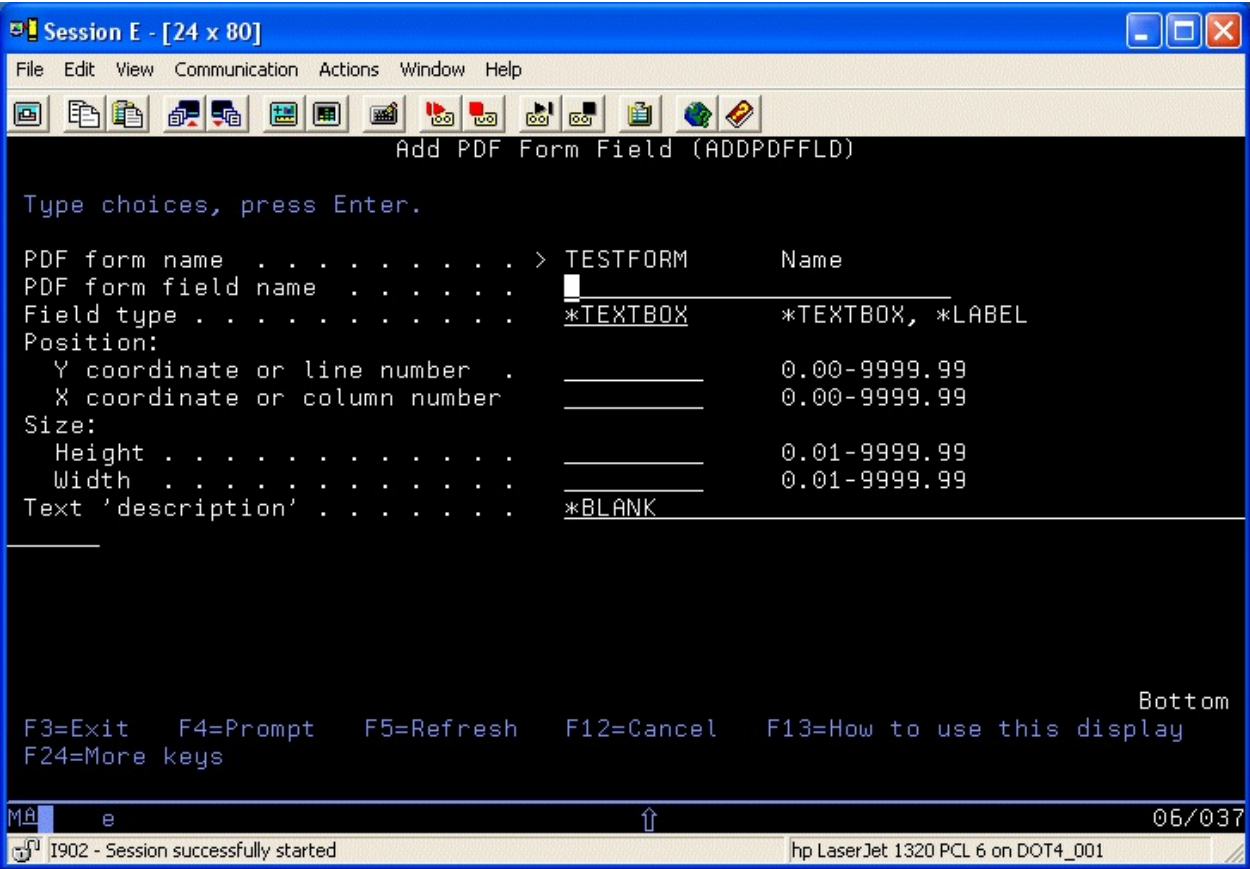
Unit of measure	Choose one of the following values: *ROWCOL - Form fields will be positioned by row and column numbers. *INCH - Form fields will be positioned by inch measurements. *CM - Form fields will be positioned by centimeter measurements. *MM - Form fields will be positioned by millimeter measurements.
Text 'description'	Enter a description of the form you are defining.
Replace existing form	If a PDF Form already exists with this same name, indicate here if you want it to be replaced with this new form.

Once the screen has been set the way you want it, press the ENTER key and the new PDF Form will be created. The display will return to the list of PDF Forms. From this display, you can make changes to an existing form by using option #2.

Now that the form has been defined, you can start to define specific entry fields to be added to the form. To work with fields on the form, enter option 8 next to it on the current display. The following screen will be shown:



When you first start the process, this display will come up with no fields listed. To create a form field, use the F6 function key. The following detail screen will appear:



Enter the fields on this display as follows:

- PDF form field name Create a unique name for each form field entry.
- Field type Enter one of the following values:
 - *TEXTBOX - a blank box will be created where the end user can enter information.
 - *LABEL - this is an output only option and no data entry will be permitted.
- Position The Y coordinate is for the vertical placement and the X coordinate is for the horizontal placement. Enter a number in each in the range of 0.0-9999.99 for the placement of the field. It will be positioned on the form based on the unit of measure specified for the form.
- Size Describes the size of the field to be defined in height and width using the unit of measure indicated for this form. You must specify both values.

Text 'description'

Enter a description of the field you are creating.

Once the fields have been created, press ENTER and the field will be added to your form. Continue adding more fields as needed until your form requirements have been completed.

Adding Your PDF Form to a Spool Conversion

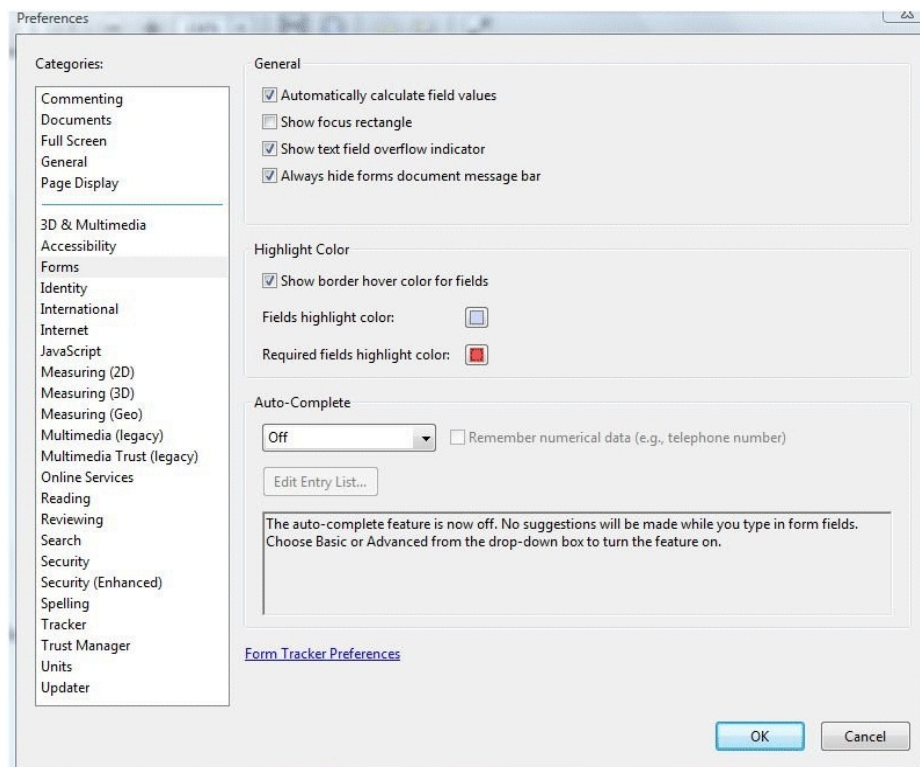
To include your PDF Form on a WebReport/i spool file conversion, you will find a new parameter included on the EREPORT and WREPORT commands. When a format of *PDF is specified, the new parameter named PDFFRMNAME is provided for. Enter the 10 character name of your PDF form and when the spool conversion is processed, your form will be added to the PDF file that is generated.

If you want to use your PDF Form on an automatic process, the routing tables have also been updated to include the new PDF Form Name field. In all cases, leaving this new parameter set to the special value of *NONE will exclude all PDF Form processing during PDF conversion.

Viewing PDF Form Fields Considerations

In some cases, your PDF viewer (the Acrobat Reader program on your PC) may not show the form fields immediately. We found that a configuration change for the reader would resolve this issue.

When the Acrobat Reader is displaying your form, select the Edit drop down menu at the top of the display, then select the Preferences. A display similar to the following one will be shown:



Under the Forms options, make sure that the options are set the way they are shown here. Once this change is made, then the forms will appear on your PDF document.

Using the Acrobat Reader, you can perform data entry on these fields and save the results with your PDF. It will also print the entry values when the document is printed.