

## Sending a Form and Its Data File via Email Using JetForm FormFlow Filler

You may use the FormFlow Filler package function to assemble related files such as a data file, together with a specific form. By packaging, a form and its related files are condensed into a single file which can be sent electronically, copied or backed up more easily. These instructions have been streamlined to include only the most common options for form packaging.

### To create a form package and send it via email at the same time:

1. In the FormFlow Filler program, open the form you want to package and send. Previously saved data (records) that you want to send should also be open.
2. Click on File then click Send Form.
3. Choose the Compose tab at top. Click the Address button at right to enter names from your global or personal address books, or click in the To field and key in the email address of the recipient(s) who will be receiving your form. Click the Add button at right to add each email address to the Recipients field.
4. At the bottom, select either Current (currently viewed record only), All (all records associated with the form) or None (form only---no data gets sent).
5. Click on the Route tab at top.
6. Select Broadcast which will send the form to each recipient at the same time.
7. Click on the Package tab at top.
8. Select Include for the Form option. Also select Include for Graphics on form if you have any logos, graphics associated with the form you're sending.
9. Select Compressed at bottom left.
10. Click the Include Files button only if you have any additional data, graphic or spreadsheet files, or any Word docs, etc., that you would like to include with the package. The Include Files button allows you to Browse your network, floppy or hard drives for these additional files.

**Important: Unless you complete Nos. 11 and 12 below, recipients will not be able to open your form package.**

11. Click on the Receive tab at top.
12. Under Usage, select Allow unpack.
13. Under Package modification, ensure all three "Allow" options are checked.
14. Click the Ok button at bottom to send the form package.

The form and all associated data files are now compressed into a single .fpk file which is automatically emailed to your recipients.

## Unpacking a Packaged FormFlow Form

These instructions have been streamlined to include only the most common options for form unpacking.

### To unpack an AF form package:

1. Download the desired form from the AF website and save it to disk (your hard drive) into a personal folder such as My Documents but not into a program folder such as Formflow (to download, click on the form number and choose "save it to disk." Save the form file in a desired folder on a specific drive such as A:\ or C:\).
2. Open the packaged form in the FormFlow Filler program.
3. From the File menu, click Show Package. This will show the files packaged with the form. *Note: If the Show Package command does not appear on your File menu, you have not been given permission to unpack the package. The releaser must give you permission to unpack the package.*
4. Click Close button.
5. From the File menu, click Unpack Package.
6. On the Unpack Package dialog window, select both Load data after unpacking and Load from after packing.
7. At the bottom, key in the drive and directory where you want to save the unpacked files or use the Browse button at right to navigate to the correct drive and directory.
8. Click OK to unpack the package.

*Note: If the Unpack Package command does not appear on your File menu, you have not been given permission to unpack the package, or you are using a custom form or form application.*