

# FormPort Server Quick Startup Guide

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# FormPort Server Quick Startup Guide

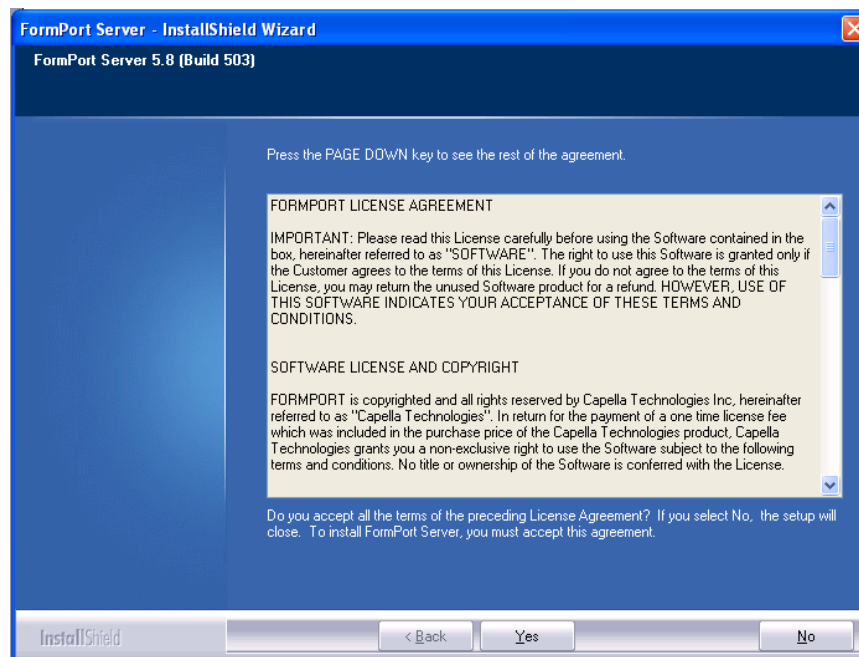
For Windows NT 4.0, Windows 2000, and Windows XP

It is recommended to close all your applications before starting the installation procedure.

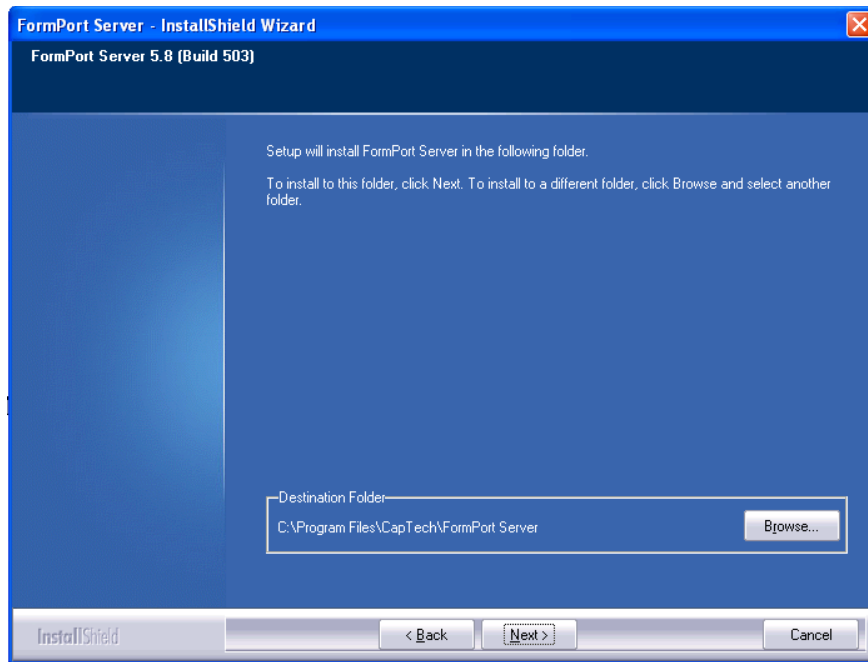
Note: If you downloaded FormPort Server from our FTP site, open up the directory where you extracted the files and double click “main.htm”, then skip to the third bullet in the “Software Installation Setup” section.

## Software Installation Setup

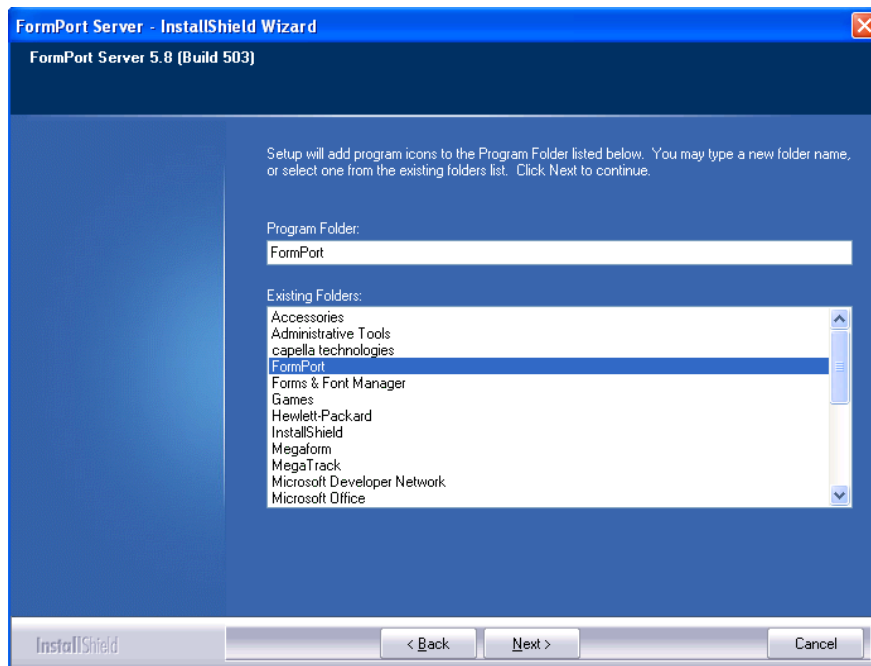
- Put the FormPort Server CD in the CD-ROM drive
- The FormPort Server CD will come up in a browser
- In the FormPort Server CD browser, click on the “FormPort Server 5.8” link in the left menu
- Select the “FormPort Server 5.8” link
- Select “Open” when it asks if you would like to open or save
- Click yes to agree to the terms and conditions stated in the Formport Server License Agreement.



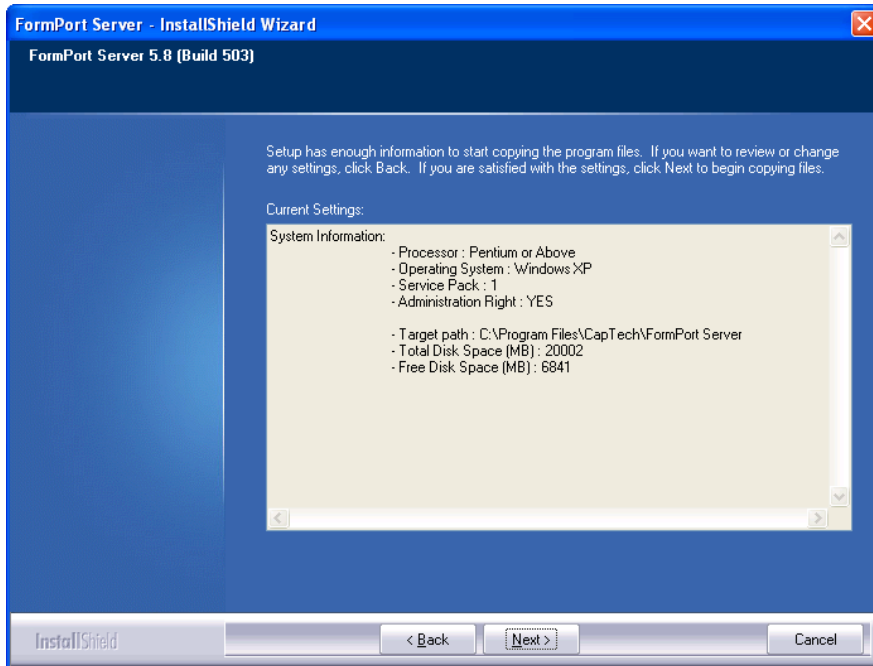
- Click next to install the software into its default installation directory.



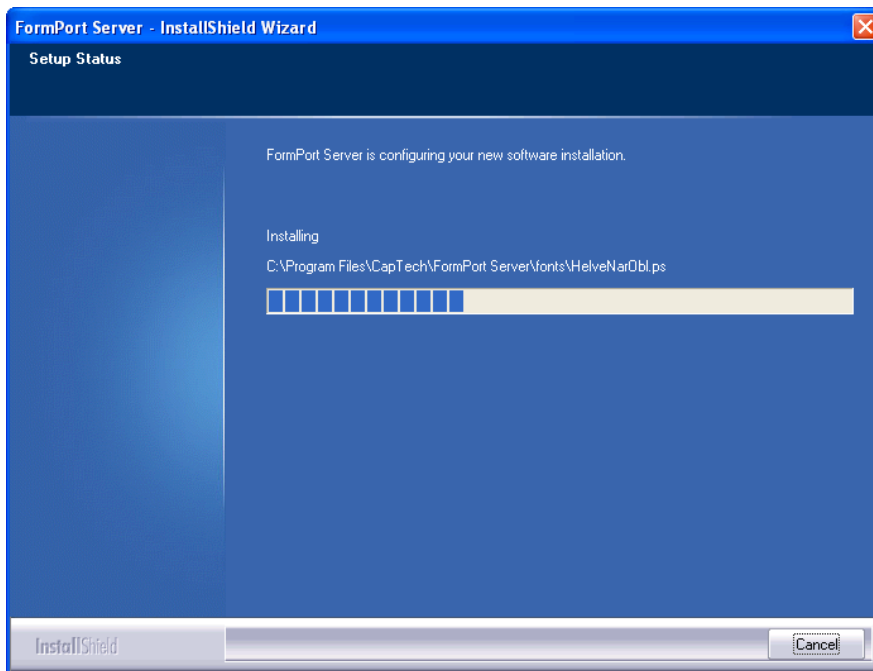
- Click next on the Program Folders default settings.



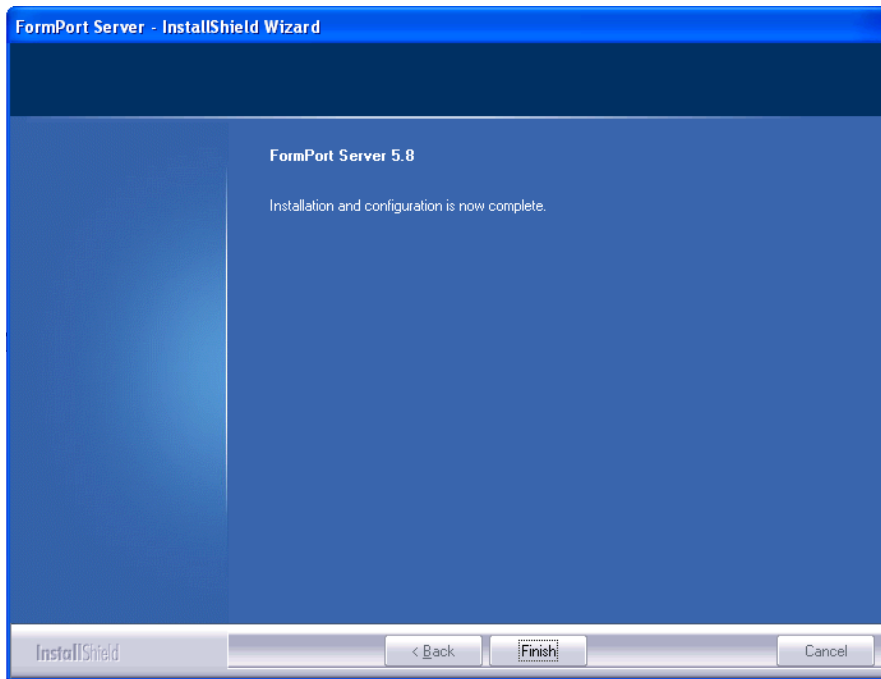
- Click next after viewing the system information.



- This should start the installation procedure.



- Click finish to end the installation.



The InstallShield Wizard window will close, to conclude the software installation.

## FormPort Logical Printer Setup

A Logical printer is the input device for sending data to the FormPort Server.

The FormPort Server setup will install a FormPort logical printer by default on Windows 2000, XP, and 2003. A logical printer must be added manually for other operating systems (the operating system CD may be required).

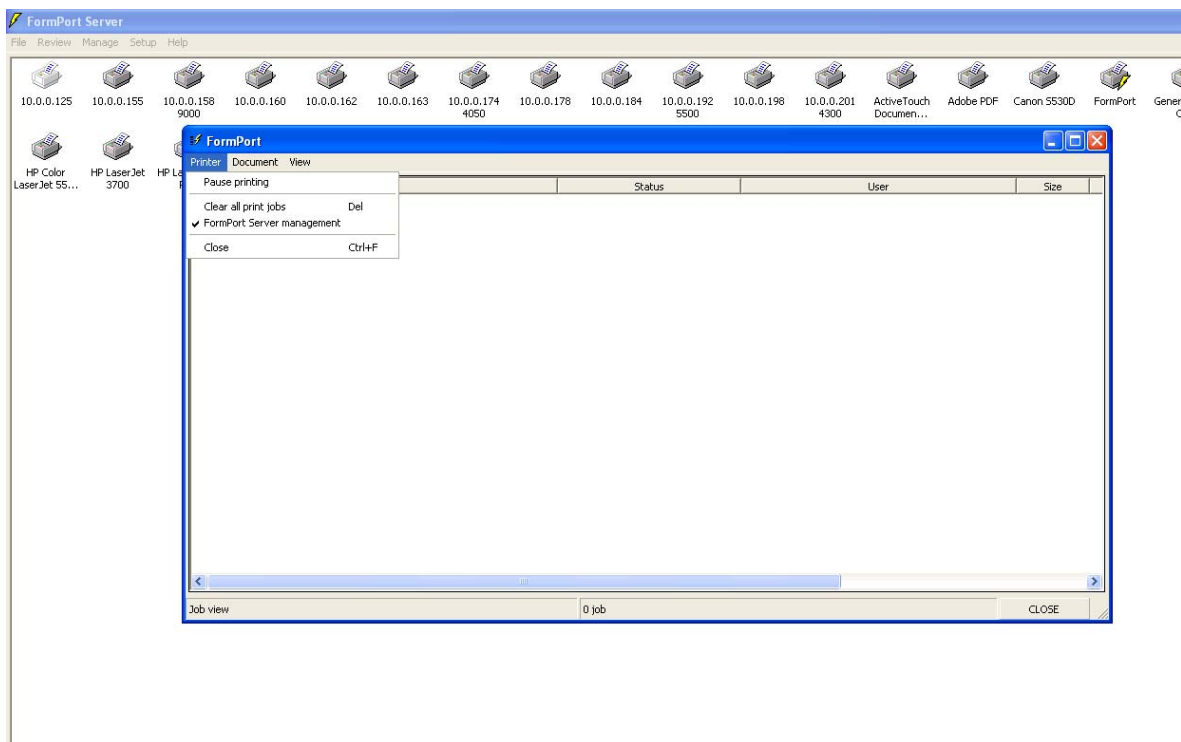
Follow the steps below to add a new logical printer:

- Go into your System's Printers Folder and run the Add printer wizard.
- Select Local Printer (make sure you "un-check" the option for "Automatically detect and Install my plug and play printer")
- Use the "LPT1" as your printer port.
- For the Printer driver, select "Generic" as the printer manufacturer and "Generic/Text Only" as the type of printer.
- Input "FormPort" for the printer name.
- Select "No" when asked if you want to print a test page.
- Follow through with the rest of the installation procedure, and click Finish to close the Add Printer Wizard.
- After successfully adding the new Logical printer, you should be able to see the printer in your printer's folder.

- Run the FormPort Server Software by going to Start | Programs | FormPort and select “FormPort Server”

## Configuring the FormPort Server Printer

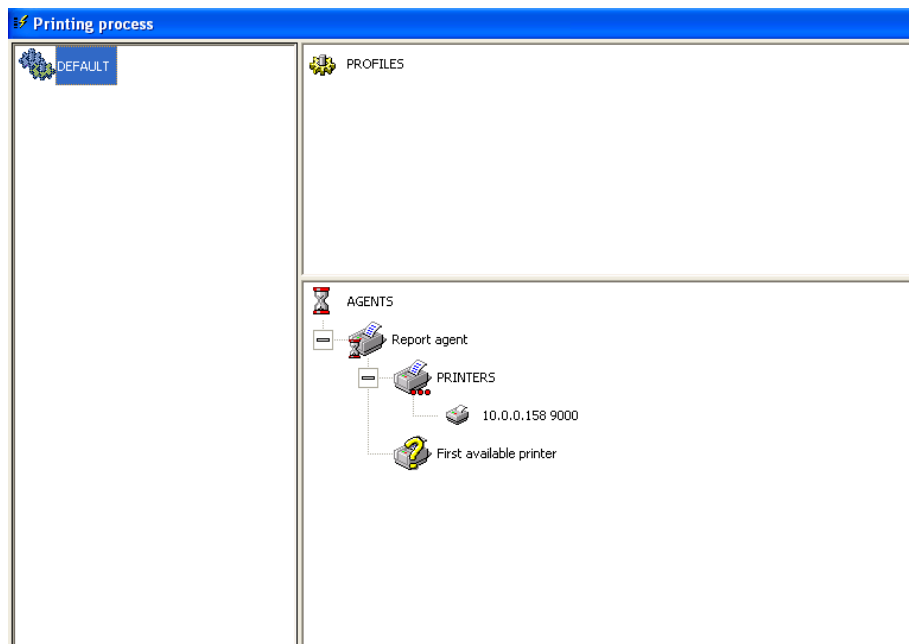
- The FormPort Server Software lists all locally installed printers in your Workstation/Server PC.
- Locate and Double-Click on the printer icon of the logical printer you added, this will open the printer job list window for the FormPort printer.
- In the printer job list window, click the Printer button at the top left and select “FormPort Server Management”



- Click the “Close” button on the lower right corner of the window, to close the printer “Job” lists window.
- You will now notice that there is a Lightning Bolt on the side of the printer icon. This indicates that the newly created Printer is now a FormPort Server Printer.

## Configuring a New Printing Process (check form demo)

- Click on the Manage menu and select “Printing Process”
- This will display the default Printing process of the software.

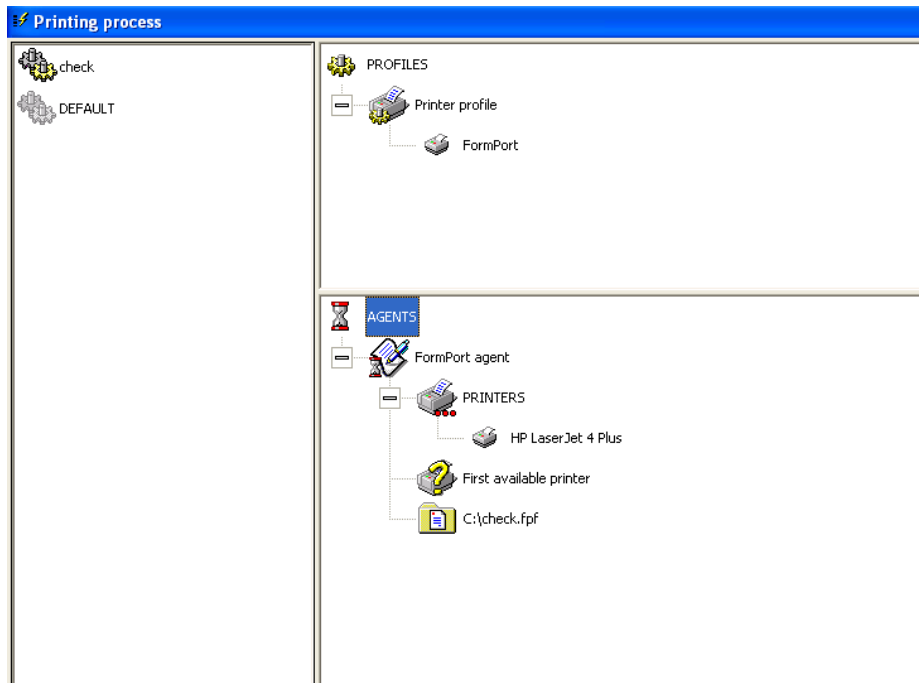


### *Configuring a new Printing Process Profile (Check form demo)*

- Right-Click on the “Default” process and select “New”
- This will create a new process named “NoName(1)”. Right-Click on this process and select “Modify the name”
- Type in "**Check**" as the name of the process and Click Enter.
- Right-Click on Profile and select “Add a profile”. Double-click on the “Printer Profile” to select it.
- Right-Click on Printer Profile and select “Add a printer”. Double-Click on the FormPort logical printer to select it.

### *Configuring a new Printing Process Agent (Check form demo)*

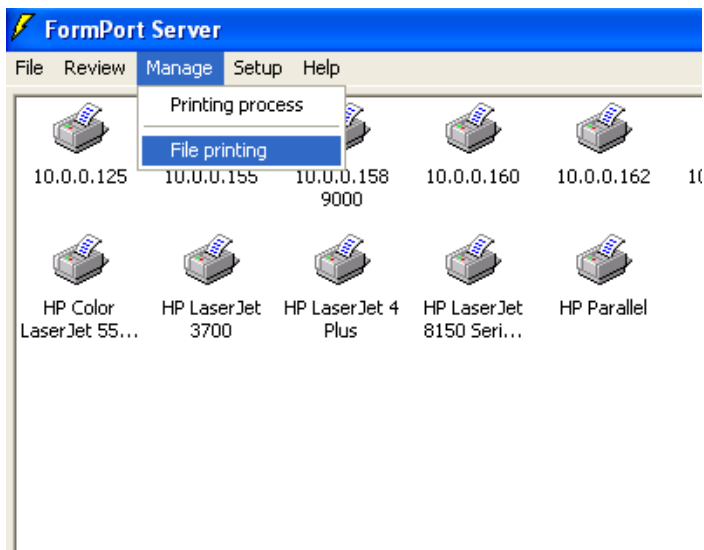
- Right-Click on Agents and select “Add an agent”. Double-Click on the “FormPort Agent” to select it.
- Under FormPort Agent, Right-Click on Printers and select “Add a Printer”. Double-Click on the **physical printer** that you want to print your applications to. *(if using a network printer as the output printer, this needs to be installed as a “Local Printer” using “Standard TCP/IP” as the Port)*
- Under FormPort Agent, Right-Click on the Form icon “<Select...>” and select “select a form”. Locate the “**Check.fpf**” file in your C:\Program Files\CapTech\FormPort Server\Test Data directory and click “Open” to select it.
- Your Printing Process window should look similar to the image below.



Note: You need to create a different process for each of the forms. Each Printing Process needs to have its own “Logical Printer” for the printer profile.

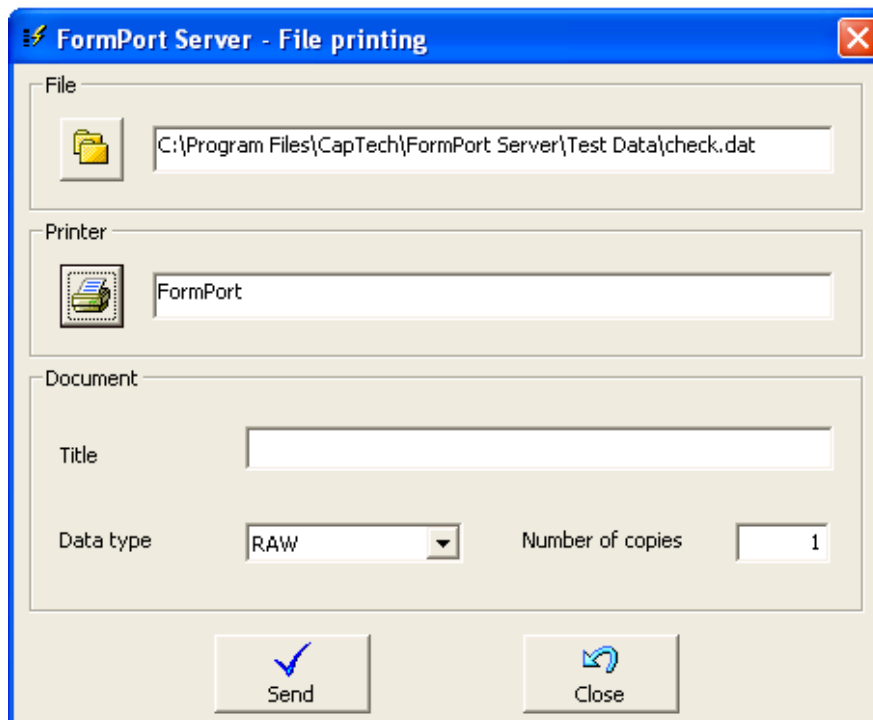
## Testing the Application

- Open FormPort Server and click on Manage | File Printing



- In the File printing box, click the folder icon under “File” and select the test data file, check.dat, in C:\Program Files\CapTech\FormPort Server\Test Data

- Click the printer icon under “Printer” and select the FormPort logical printer



- Click the “Send” button
- You should expect the output of the sample application to print to the physical printer that you have selected earlier in the Configuration Process.

## Registration

Upon installation the software is active for two weeks. Please email the Identification key to [register@capellatech.com](mailto:register@capellatech.com) for permanent activation of the software and its various components. The available agents are dependent on the activation key provided.

### **Email Identification Key:**

Click on Help / Registration

Email the Identification Key displayed on the screen

### **To change the Registration key:**

Click on Help / Registration

Double Click on Validation Key

Select Yes, to modify

Enter the Registration number that was emailed to you

## Printing from a Workstation

For Workstations to print to the logical printer (input printer) the port must be local.

### *To add a Local Port*

Go to the Printer Properties and Select Ports

Select Add a Port

Select Local Port

Select New Port

Enter the path to the port

\\computer name\share name of printer

If you have any questions e-mail us at [support@capellatech.com](mailto:support@capellatech.com) or contact us at ph 949-597-0402, fax 949-587-9270.