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# Minisoft® eFORMz™

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Version 10.05

Minisoft, Inc.  
1024 First Street  
Snohomish, WA 98290  
U.S.A.

1-800-682-0200  
360-568-6602  
Fax: 360-568-2923

Minisoft Marketing AG  
Postfach 107  
Ch-6048 Horw  
Switzerland

+41-41-340 23 20  
info@minisoft.ch  
www.minisoft.ch

Internet access:

sales@minisoft.com  
support@minisoft.com  
<http://www.minisoft.com>  
<http://support.minisoft.com>

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eFORMz 10.05 - March 2015

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# Table of Contents

# Introduction: Overview

The eFORMz Components .....	3
eFORMz Composer.....	3
eDIRECT.....	3
eFORMz Director Toolkits .....	4
eReader.....	4
OnDemand Printing .....	4

## Chapter 1: Installation Instructions

Printer Recommendations .....	6
Black/White Printer.....	6
Color Printer.....	6
Label Printers .....	7
<b>eFORMz Client Install .....</b>	<b>8</b>
<b>Recommendations/Requirements .....</b>	<b>8</b>
Installation / Upgrade Instructions.....	8
<b>Web Install .....</b>	<b>8</b>
<b>Host/Server Installation.....</b>	<b>9</b>
<b>iSeries/AS400 Host Install .....</b>	<b>9</b>
Recommendations/Requirements.....	9
Installation and Upgrade Instructions.....	9
Optional Custom eFORMz Job Queue .....	11
Optional Optimizing .....	12
Upgrade Instructions.....	14
<b>HPe3000 Install .....</b>	<b>15</b>
Recommendation .....	15
<b>NetPrint Installation Instructions .....</b>	<b>15</b>
<b>Configure Spooled Devices .....</b>	<b>16</b>
<b>Installing eFORMz on a Windows Operating System .....</b>	<b>16</b>

<b>Unix Environment Install .....</b>	<b>17</b>
Requirements .....	17
Installation and Upgrade Instructions .....	17
<b>Windows Host Environment Install.....</b>	<b>19</b>
Recommendations.....	19
Installation Instructions.....	19
<b>Web Install .....</b>	<b>19</b>
Configuring your Network Printers.....	20
LPD Communication .....	21
<b>STEP 1: Enable TCP/IP Print Server for LPD Communication .....</b>	<b>21</b>
<b>STEP 2: Starting the TCP/IP Print Server Service .....</b>	<b>22</b>
<b>STEP 3: Configuring the eFORMz Port Monitor .....</b>	<b>23</b>

## Chapter 2: eFORMz Composer

<b>Introduction .....</b>	<b>27</b>
<b>Illustration 1: eFORMz Single Page Project.....</b>	<b>28</b>
<b>Illustration 2: eFORMz Two Page Project.....</b>	<b>28</b>
<b>eFORMz Composer Tour .....</b>	<b>29</b>
<b>Getting Started with eFORMz .....</b>	<b>31</b>
Printing the Sample Project .....	33

## Chapter 3: Creating an eFORMz Project File

<b>Capturing a Print File / Spoolfile .....</b>	<b>36</b>
<b>STEP 1 .....</b>	<b>36</b>
<b>Windows Server.....</b>	<b>36</b>
<b>AS400 Data Capture .....</b>	<b>37</b>
<b>HPe3000 Data Capture.....</b>	<b>40</b>
<b>UNIX Environment Data Capture.....</b>	<b>41</b>
<b>Creating an eFORMz Project .....</b>	<b>43</b>
<b>STEP 2 .....</b>	<b>43</b>

Form Overlay .....	50
STEP 3 .....	50
Captured Form Overlay .....	50
Dynamic Form Overlay .....	51
Project File Printing.....	52
STEP 4 .....	52

## Chapter 4: eFORMz Composer Data Customization

Customizing your data output.....	58
Creating an eFORMz Variable .....	58
Positional Data Block Variables .....	58
Node Data Block Variables.....	61

## Chapter 5: Host Project Transfer

iSeries/AS400 .....	63
UNIX.....	65
Script Command Options.....	71
Windows .....	72

## Appendix A: Alternate Form Template Creation

Creating a Form Template File for eFORMz .....	74
Windows 2003 Print Driver .....	74
Windows Vista / 7 / 8 Print Driver .....	76

## Index





# Introduction

# Overview

The Minisoft eFORMz product is designed to provide users with a flexible and dynamic tool for creating custom forms, documents, and reports. eFORMz is written in 100% Java and can run on any platform on which Java has been ported.

eFORMz operates on any computer platform that supports JAVA including:

- ◆ Windows
- ◆ Unix
- ◆ Linux
- ◆ iSeries/AS400
- ◆ HPe3000\*
- ◆ HP/UX
- ◆ AIX
- ◆ Sun/Solaris
- ◆ Open VMS

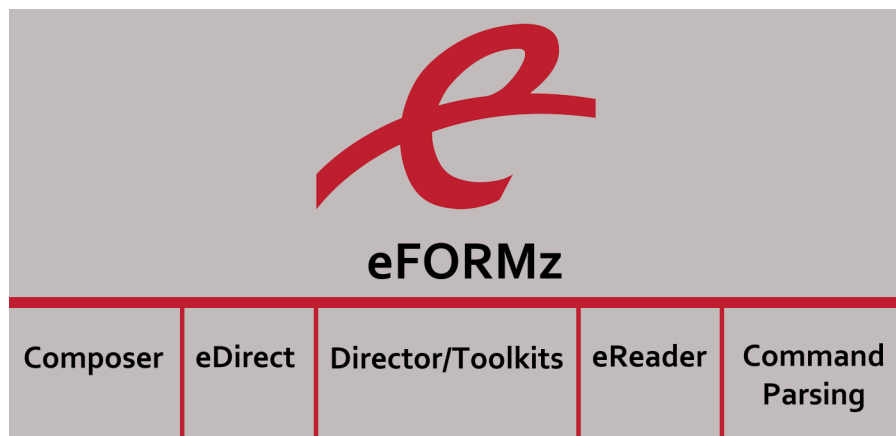
eFORMz is also designed to integrate with output from virtually any software application. Supported applications include: Manhattan Associates, QAD, JDA, STW, Harris, ManMan, SAP, INFOR, McKesson, Fiserv, JDE, Oracle, Growth Power, Jobscope, MAPICS, Microsoft Dynamics (AX/NAV/GP), EPICOR, Lawson, NetSuite, HighJump WMS and many more.

**\*NOTE:** Due to the limitations of JAVA on the HPe3000 we are recommending to our HPe3000 users to perform the eFORMz/eDIRECT process on a Windows, Linux, or Unix platform. Contact your Minisoft sales or support representative (support@minisoft.com) for additional information.

# The eFORMz Components

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eFORMz consists of multiple components, called *Client Tools*. The Client Tools function in different methods to support eFORMz for the designing and electronic forms generation. Below is a brief explanation of each of these components.



## eFORMz Composer

The eFORMz Composer manages your form designs and electronic forms output. Data can be managed and formatted using variables, rules, and formatting options such as lines per inch, characters per inch, character sets and font style.

## eDIRECT

eDIRECT processes output from eFORMz and directs it to one or more different output destinations including EMAIL, PRINT FILE, and FAX. Using eDIRECT, merged print files from eFORMz can be redirected to one or more of the above output destinations simultaneously.

**Cross-Reference:** For more details, consult the *eDIRECT/eDIRECT PLUS Manual*.

## Introduction

### eDIRECT+

eDIRECT+ is a feature of eDIRECT with added features and benefits for clients interested in producing HTML output for emailing (i.e. order or ship confirmations).

***Cross-Reference:*** For more details, consult the *eDIRECT/eDIRECT PLUS Manual*.

### eFORMz Director Toolkits

The Director is an operating system independent Print Monitor. The Director Toolkit is available for Windows, Linux/Unix, and iSeries/AS400 host systems. It creates a user-friendly environment to configure the eFORMz job process on your host system. With the Director Toolkits, you can create and modify your form and data merge processes. Each Director Toolkit configuration can have a separate log file.

***Cross-Reference:*** For more details, consult the *Director Manual*.

### eReader

eReader, the eFORMz Document Viewer, is included with the eFORMz installation. Smaller and much faster than Adobe Reader, eReader allows eFORMz users to efficiently print, save and email eFORMz Documents (.efd).

***Cross-Reference:*** For more details, consult the *eFORMz - eReader Manual*.

### OnDemand Printing

The OnDemand Print utility, allows one to enter data as a value via keyboard entry and/or a scanner. It also includes an option to use a browse button to select file(s) from specific folders.

***Cross-Reference:*** For more details, consult *Appendix C: OnDemand Print Utility* from the *eFORMz Reference Manual*.

## Chapter 1

# Installation Instructions

The eFORMz install contains all the necessary components for installing eFORMz on the client and host systems. To install on a host system you must first install eFORMz on a client work station (Windows) and then proceed with installation to a host system. To install on the host systems you will utilize the eFORMz Composer client utility. The following instructions will explain how to install the client and host system installs.

For clients intending to use eFORMz for printing we have the following recommendations for printers processing eFORMz output.

# Printer Recommendations

eFORMz supports the following printer languages: PCL5, PostScript, XML, AFPDS-IPDS, Zebra ZPLII, SCS, Windows GDI and SATO SBPL. eFORMz supports popular printer manufacturers such as Hewlett Packard, Lexmark, Canon, Toshiba, Ricoh, IBM, Dell, Brother, Monarch and Datamax. Minisoft recommends the following for processing eFORMz output on either a black/white printer, color, or label printers.

## Black/White Printer

- ◆ HP LaserJet or equivalent with PCL 5e or greater
- ◆ Duplex printer for projects requiring duplex printing
- ◆ MICR cartridge for projects requiring a MICR line (i.e.: Payroll/Accounts Payable checks)
- ◆ 8-16MB Memory. We recommend 16MB of memory for projects that contain large amounts of graphics, duplex processing, etc.

## Color Printer

eFORMz Output Type	Printer	Operating System
Image	Color Inkjet / Laser Printer	Windows Operating System
PCL	PCL 5c Laser Printer required { i.e.: HP LJ3800dn }	Windows, HP9000, iSeries\ AS400, Sun, Linux, Windows

- ◆ Duplex printer for projects requiring duplex printing
- ◆ Black MICR cartridge for projects requiring a MICR line
- ◆ 64MB Memory
- ◆ 16 pages per minute color

Some color printers print 16 pages per minute black/white but only 4 pages per minute color. Take note of these speeds when choosing a LaserJet printer, otherwise, delays in the printing process may occur.

### Label Printers

eFORMz supports Zebra XML and ZPLII compatible printers. eFORMz also supports SATO SBPL and Windows GDI (Graphic Image by Driver) for printing NCR 2ST™ thermal labels, Intermec and Toshiba.

**TIP:** For detailed printer recommendations please contact your Minisoft support representative at [support@minisoft.com](mailto:support@minisoft.com) or (800) 682-0200.

# eFORMz Client Install

## Recommendations/Requirements

We recommend a PC with the following minimal requirements:

- ◆ 2 GB RAM or greater
- ◆ 2 GHz or faster
- ◆ 1024x768 with 16 bit resolution

**NOTE:** eFORMz requires Java version 1.7 which is automatically installed with the PC install. The PC install will not overwrite your system Java but installs Java in a subfolder under the C:\Minisoft\eFORMz\_6\ root folder.

## Installation / Upgrade Instructions

### Web Install

From our Minisoft website ([www.minisoft.com](http://www.minisoft.com)) please register and download the latest eFORMz install. Once the setup file has been downloaded:

1. Double click the eFORMz executable *eFORMz\_full.exe* and follow the on-screen instructions. Default install directory is the C:\Minisoft\eFORMz\_6\ folder.

**NOTE:** To install the eFORMz components on your host system (Unix, Linux, iSeries/AS400, RS6000, HP/UX, Solaris platform) you must first install eFORMz on your PC. Once the PC install is complete host installs can now be performed.



# Host/Server Installation

## iSeries/AS400 Host Install

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### Recommendations/Requirements

We recommend the following for AS400's processing the eFORMz merge:

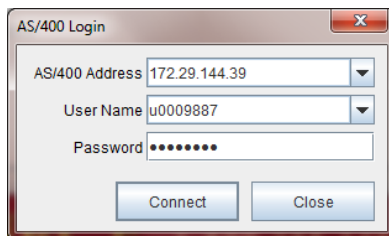
- ◆ OS - Version 5 / release level 2 (or greater)
- ◆ Java - Release 1.6 (or greater)
- ◆ Recommend creating a holding PrintQ for spoolfiles awaiting eFORMz processes.

*Note:* For updates to your AS400 Java release please contact your software vendor.

### Installation and Upgrade Instructions

The following instructions assume you have already installed the eFORMz Composer on your PC.

1. From the eFORMz Composer Menu bar select *Host Tools > AS400 > Install eFORMz*.
2. The AS400 Login dialog box will appear. Enter your *host IP address, user name, and password*.



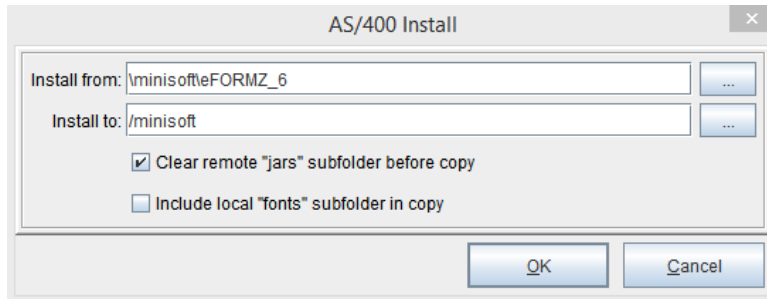
3. Once complete click *Connect*.
4. The AS400 Install dialog box will display. By default eFORMz will transfer the needed jar files from the specified directory in the *Install From* field:

Default: C:\Minisoft\efORMz\_6\

The '*Install to*' directory can be specified by clicking the browse button for available

Queues on your AS400 system. By default eFORMz installs into the following directory off root:

/minisoft



Options include:

*Clear remote "jars" subfolder before copy*

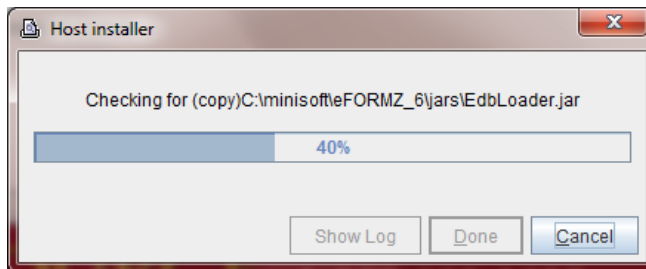
Default checked. Clears the /minisoft/jars/ folder of any default eFORMz .jar files.

*Include local "fonts" subfolder in copy*

Copies the font files located in the following default directory \Minisoft\eFORMz\_6\ fonts to the host directory on the AS400.

Once complete click *OK*.

5. The installation progress bar will display:



6. Installation is now complete.

## Optional Custom eFORMz Job Queue

The AS400 is normally delivered with a maximum batch job limit of one, meaning that only one job can execute at a time. Since the eFORMz Print Monitor runs as a job (efzPM), if executed and left running no other jobs will run. Instead they will remain in a 'jobq' state until the eFORMz PM is terminated.

One option is to increase the maximum job setting value for QBATCH to a value greater than one. If, however, your jobs require single-thread processing then this may not be the solution for you.

Another method, *which we recommend*, is to create a separate job queue to run the eFORMz Print Monitor. To do so:

1. Create an eFORMz Library. At the command line enter the following:  
 CRTLIB (To modify: WRKLIB EFZLIB)  
 Specify the following options:  
 Name EFZLIB  
 Type \*PROD  
 Text eFORMz Library
2. Create an eFORMz Job Queue. At the command line enter the following:  
 CRTJOBQ (To modify: WRKJOBQ)  
 Specify the following options:  
 Job Name EFZJOBQ  
 Library EFZLIB  
 Text eFORMz Job Queue
3. Create an eFORMz Job Description. At the command line enter the following:  
 CRTJOBQ (To modify: WRKJOBQ)  
 Specify the following options:  
 Job desc. EFZJOBQ  
 Library EFZLIB  
 Job queue EFZJOBQ  
 Library EFZLIB
4. To determine the next available sequence number enter the following at the command line:  
 DSPSBSD QBASE  
 Select option #6 (Job Queue Entries) and check for an unused sequence number.

- Attach a job queue to an active subsystem. At the command line enter the following:

ADDJOBQE (To modify: CHGJOBQE)

Specify the following options:

Subsystem	QBASE
Library	*LIBL
Jobqueue	EFZJOBQ
Library	EFZLIB

Max active jobs 1 (or number of batch jobs permitted to execute)  
Seq. number \_\_\_\_\_ (enter value from the previous step)

- Create a new eFORMz User. At the command line enter the following:

WRKUSRPRF EFORMZ

Specify the following options:

Option	1	
User	EFORMZ	
Description	eFORMz User	
Password	{ password }	
Type of User	*SYSOPR	{System Operator}

*Note:* We recommend the minimal security level to be \*System Operator.

- Modify eFORMz Login Profile.

Login as new user (EFORMZ) and make the following changes:

Option	1	( user task )
Option	9	( change your user profile )
Option	F10	( additional parameters )
Job description	EFZJOBQ	
Library	EFZLIB	

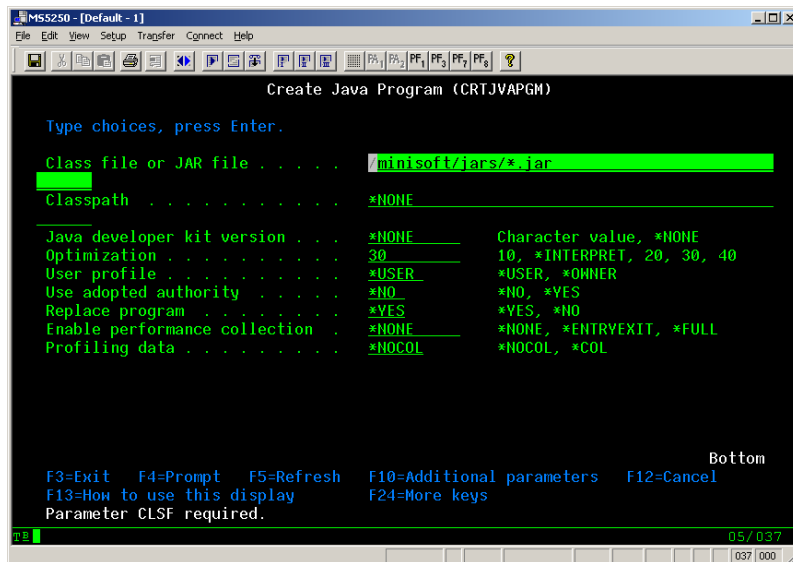
## Optional Optimizing

Java applications are interpreted much like "Basic" applications. Interpreted programming languages are typically slower to execute than 'compiled' applications. The AS400 has an application that converts Java interpreted applications to native (compiled) code. The command used to convert the Java application is CRTJVAPGM. This command should be run on all java applications to increase performance. As far as eFORMz, this means you will need to run this command on the three supplied eFORMz ".jar" files.

Depending on the size of your AS400, this operation may take a few minutes or a few hours. This step is optional but highly recommended as performance will be increased by a factor of 12.

To convert the AS400 eFORMz jar files that were installed on your host, enter the following at the command line:

CRTJVAPGM



Set the following:

```

Class file or JAR file:    /minisoft/jars/*.jar
Optimization:              30
    
```

NOTE: You may want to run CRTJVAPGM as a batch job considering it may take a considerable amount of time and CPU resources.

# Upgrade Instructions

Before proceeding with an upgrade, we recommend creating a backup directory of your /minisoft account. The backup directory can easily be created using the following method from the QSHELL command:

1. Enter 'qsh' ( QSHELL ) from the command line.

2. To copy the directory, enter:

```
==> cp -R /minisoft /minisoft705
```

3. Results in two directories:

```
/minisoft  
/miisoftxxx { backup }
```

Should you need to revert back to the original version, delete the existing and move the old directory back:

```
==> rm -r /minisoft  
==> mv /minisoftxxx /minisoft
```

# HPE3000 Install

---

## Recommendation

Due to the limitations of JAVA on the HPE3000 we are recommending to our HPE3000 users to perform the eFORMz/eDIRECT process on a Windows operating system. In combination with NetPrint, Minisoft is providing an automated method to redirect your spoolfiles from the HPE3000 to print files on Windows.

Follow the instructions below to install NetPrint on your HPE3000 to monitor and automatically send spoolfiles to a Windows operating system.

## NetPrint Installation Instructions

To install NetPrint on your HPE3000:

1. Insert the eFORMz/NetPrint CD into your CD-ROM drive.
2. From the Taskbar, select RUN.
3. Type: D:\NetPrint\NetPrint.exe (D being the letter of your CD-ROM drive) and follow the on screen instructions.
4. Once NetPrint has been installed, edit your NP92CONF.PUB.MINISOFT file so NetPrint will send spoolfiles to a Windows operating system.
5. Add the following statement to your NP92CONF file (*example only*):

```
NETPRINT D=LP AND P=3
SETVAR
QUEUE WINEFZ
NODE XXX.XXX.XXX.XX
OPTIONS PTYPE=LPD;PURGE;TRIM;NETOPT="BSDv"    {lowercase V for "BSDv"}
NETLOG
END
```

You can modify D=LP to another spool queue device or class name and/or set P=3 to another priority level. More detailed information concerning selection criteria can be found in your NetPrint manual.

QUEUE WINEFZ represents the shared print queue configured on your Windows operating system. Note, they must share the same queue name.

NODE xxx.xxx.xxx.xx is the IP address of your Windows operating system.

Below is an optional NETOPT configuration for Windows, which changes the file name sent from the HPe3000 to Windows:

**NETOPT="BSDv, BSDN!SPFNAME-ISPFDID"**

Example:            {spoolfile name}-5839\_{WINEFZ counter}.dat  
                      INVOICE-5839\_1.DAT

### Configure Spooled Devices

Setup a dummy device that serves as an output device for the HPe3000's spool queue. NetPrint can then act as a spooler process, processing the spoolfiles according to the specifications set forth in the NetPrint configuration file, NP92CONF. Configure 'dummy' spooled devices, using the following method:

Command line (preferred) - adding device/class names via SYSGEN.

```
:RUN IOCONFIG.PUB.SYS;  
INFO="AD device ID=HPTCPJD CLASS=name PATH=NONE MODE=NONE"
```

*where device* = logical device #  
*name* = device class name ( 8 characters)

Samples:

```
:RUN IOCONFIG.PUB.SYS;  
INFO="AD 900 ID=HPTCPJD CLASS=LJ4 PATH=NONE MODE=NONE"  
:OPENQ 900  
:RUN IOCONFIG.PUB.SYS;  
INFO="AD 919 ID=HPTCPJD CLASS=HPDSKPAY PATH=NONE MODE=NONE"  
:OPENQ 919
```

### Installing eFORMz on a Windows Operating System

Once Netprint has been installed on the HPe3000 you are now ready to install eFORMz on a Windows operating system. For further instructions on installing eFORMz on Windows operating system, see *Windows Install*.



# Unix Environment Install

---

The eFORMz host install can be installed on a Unix, Linux, HP/UX, RS6000, or Solaris environment. Follow the installation instructions below to install the eFORMz host components on one of the above environments.

## Requirements

eFORMz requires the following for Unix environments processing the eFORMz merge:

- ◆ Java - Release 1.6 (or greater)

## Installation and Upgrade Instructions

The following instructions assume you have already installed eFORMz on your PC. The eFORMz Composer will be used to install the needed components on your Unix system.

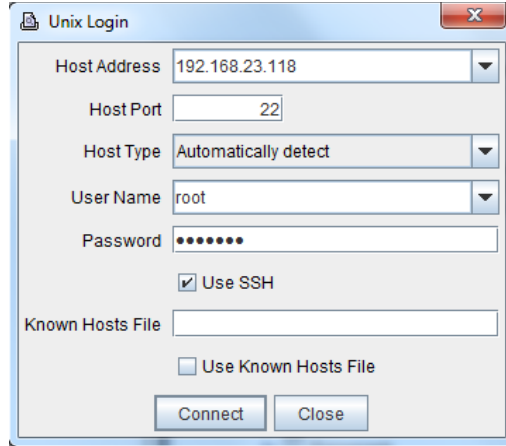
1. From your host machine login as Administrator (root) and create the following directory:

```
mkdir minisoft
```

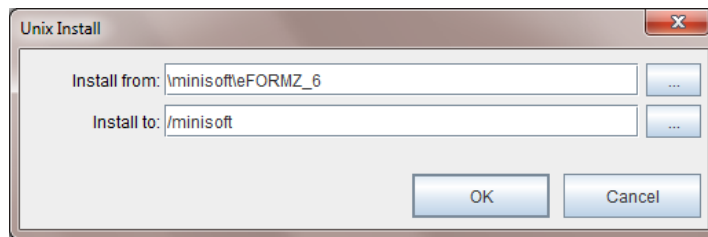
2. Change the attributes of the Minisoft directory to the following:

```
chmod 755 minisoft
```

3. Open the eFORMz Composer on your PC and select the *Host Tools* menu. From the menu selection select *Unix > Install eFORMz*.
4. The Unix logon screen will appear. Enter your *host IP address*, *user name*, and *password* and then click *Connect*. If using a Secure Shell account, check the *Use SSH* option and identify the *known\_hosts* file if necessary.



5. The Unix Install dialog box displays. By default, the eFORMz\_6 folder is the directory eFORMz will be selecting the installation files from. The default install directory on your host system is the *minisoft* directory under *root*.



6. Click *OK* to start the installation process.
7. The Progress dialog box will display. When the installation is complete you will return to the eFORMz Composer main window.

# Windows Host Environment Install

---

## Recommendations

To run eFORMz on your Windows Server for the merge process we recommend a server with the following capabilities:

- ◆ 2GB RAM or greater
- ◆ 2 GHz or faster

For Virtual Windows environments (The below recommendations will handle 10 high speed laser printers or 20 office class laser or label printers):

- ◆ 64-bit OS with four cores
- ◆ 4 GB memory
- ◆ 100 GB disc space
- ◆ 64-bit system JAVA installed

**NOTE:** eFORMz requires Java version 8, which is automatically installed during the client install. This install will not overwrite your system Java but copies a 32-bit version of the release to the C:\Minisoft\ eFORMz\_6\ root folder.

## Installation Instructions

### Web Install

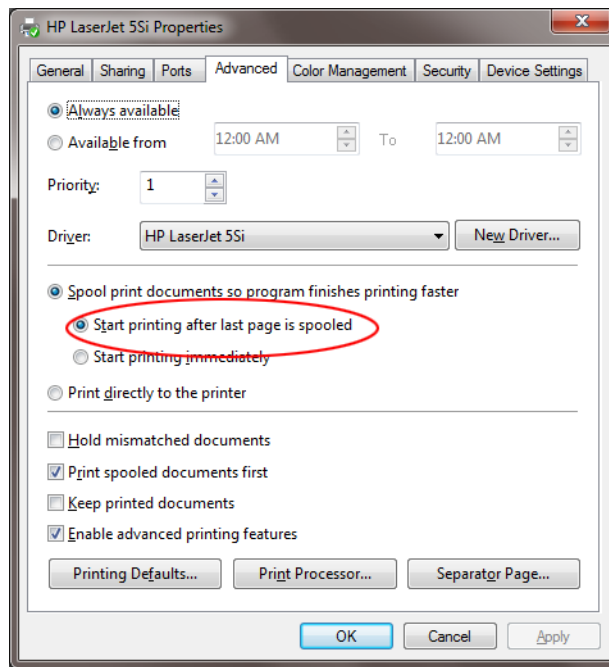
From our Minisoft website ([www.minisoft.com](http://www.minisoft.com)) please register and download the latest eFORMz install. Once the setup file has been downloaded to your PC:

1. Double click the eFORMz executable *eFORMz\_full.exe* and follow the on-screen instructions. Default install directory is the C:\Minisoft\eFORMz\_6\ folder.

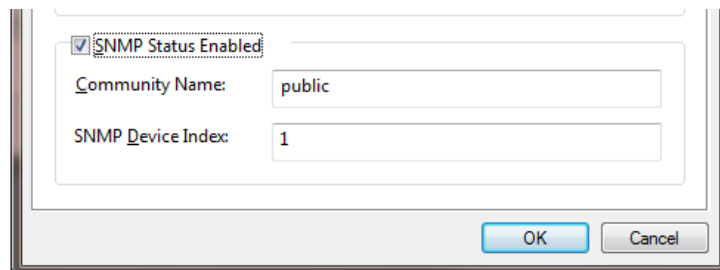
## Configuring your Network Printers

To avoid print interruptions and to permit print spooling to your network printers printing an eFORMz merge, make the following change:

1. From your *Printers and Faxes* dialog box select the network printer configured to print your eFORMz merge processes.
2. Select the *Advanced* tab.
3. From the Advanced tab select *Start printing after last page is spooled*. Click *OK*.



4. Next, select the Ports tab and select Configure Port.
5. The Port Settings dialog box will display. Uncheck SNMP Status Enabled.



**NOTE:** If the printer is in an offline state (paper jam, user offline, out of paper, etc...) and eFORMz attempts to send print to the queue then Java complains and the file is not transmitted with the reported error in the eFORMz log. This issue started appearing with the release of Java 5. By unchecking the SNMP box, noted above for each and every printer processed by eFORMz, then the problem is gone. Unfortunately this box is always checked when one adds a new printer device.

**NOTE:** Print Spooler must be restarted.

## LPD Communication

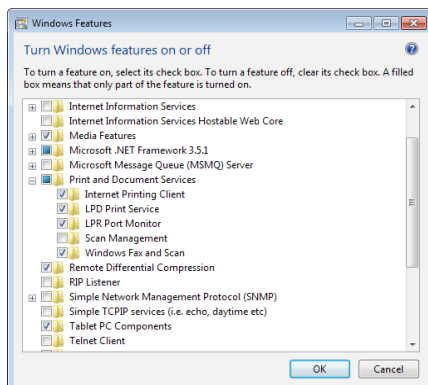
The following instructions are for users sending output from one host system (i.e.: HPE3000, AS400, Unix) to a Windows operating platform where the eFORMz merge process will take place. To monitor for incoming print files from another host system follow these steps.

### STEP 1: Enable TCP/IP Print Server for LPD Communication

#### Windows VISTA / 7 / 8

From the Start menu select:

1. Next, enable the LPR Monitor in Windows Features by navigating to *Start > Control Panel > Programs > Programs and Features > "Turn Windows Features on or off."* Navigate to *Print and Document Services*, expand the menu and check the *LPR Port Monitor* box.



## Windows Server 2008

From Server Manager:

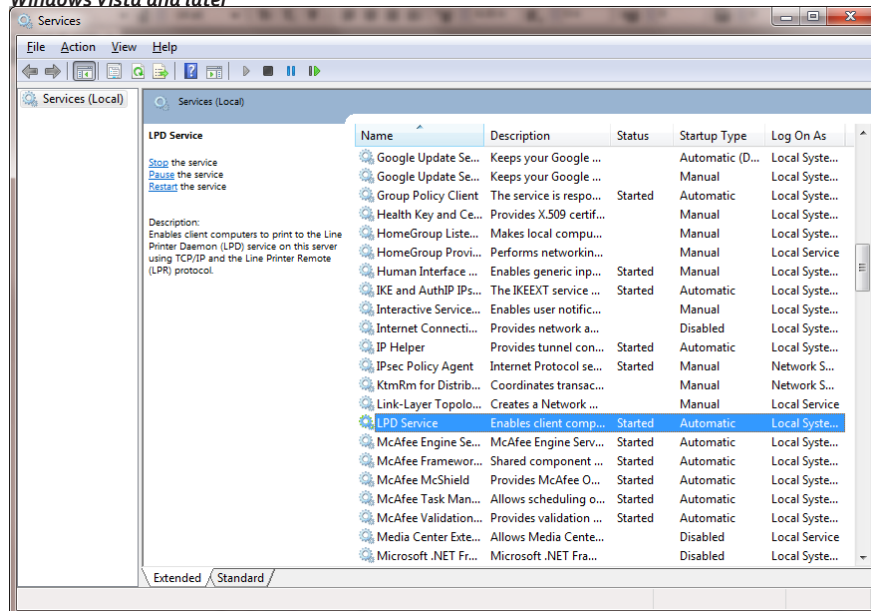
1. Click on Add Roles.
2. Select Print and Document Services.
3. Add LPD Services.

## STEP 2: Starting the TCP/IP Print Server Service

Confirm that the TCP/IP Print Server Service has been started:

1. From your Windows Control Panel select *Administrative Tools*.
2. Select *Services*. A listing of all services running on your Windows platform will display.  
Windows Vista and later: Select *LPD Services*.
3. Start LPD Services if not started already and select *Automatic* as the Startup Type.

### Windows Vista and later



## STEP 3: Configuring the eFORMz Port Monitor

To capture incoming print files (or spoolfiles) from an alternative host system to a directory on your Windows operating system:

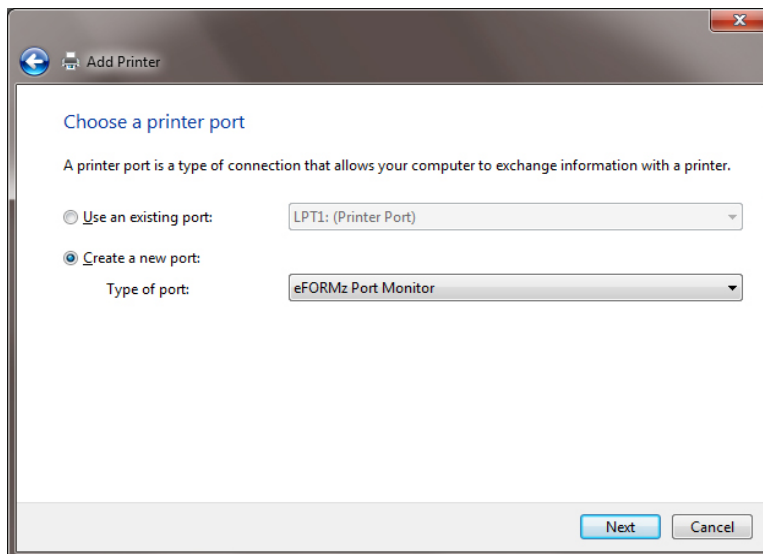
1. Create a new eFORMz Port by executing one of the two batch files from:

C:\Minisoft\efORMz\_6\portmonitor

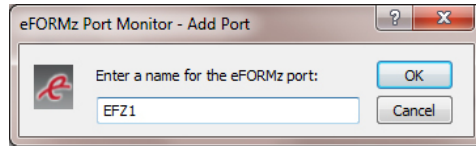
This directory holds both 32bit (AddPortMonitor.bat) and 64bit (AddPortMonitor64.bat) versions of the install:

Name	Date modified	Type	Size
Win32	11/21/2013 4:22 PM	File folder	
Win64	11/21/2013 4:22 PM	File folder	
AddPortMonitor.bat	8/12/2013 1:25 PM	Windows Batch File	1 KB
AddPortMonitor64.bat	8/12/2013 1:25 PM	Windows Batch File	1 KB
DelPortMonitor.bat	8/12/2013 1:25 PM	Windows Batch File	1 KB
DelPortMonitor64.bat	8/12/2013 1:26 PM	Windows Batch File	1 KB
monset.exe	7/25/2013 9:59 AM	Application	67 KB
monset64.exe	7/25/2013 10:00 AM	Application	76 KB

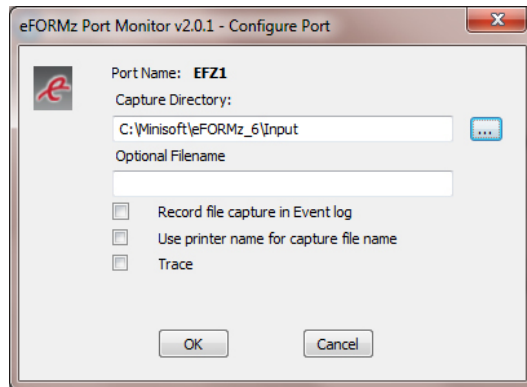
2. Add a new printer via your *Windows Printer Wizard (START Menu > Control Panel > Printers > Add Printer)*.
3. Select LOCAL PRINTER and then click *Next*.
4. Choose *Create New Printer Port*. From the drop down list select *eFORMz Port Monitor*. Click *Next*.



- From the eFORMz Port Monitor dialog box enter the *port name* and *number (id)*. We recommend using the format *EFZn* where *n* is a value number.



- Using the browse button for the *Capture Directory* field select the folder where you would like your captured files to reside:



*Optional Filename* allows you to give the file name a unique name as files are placed into the capture directory. All files will contain this naming convention with a automated time stamp:

my\_new\_template\_201307112240263320.zpl

my\_new\_template\_201307112240291480.zpl

my\_new\_template\_201307112240303780.zpl

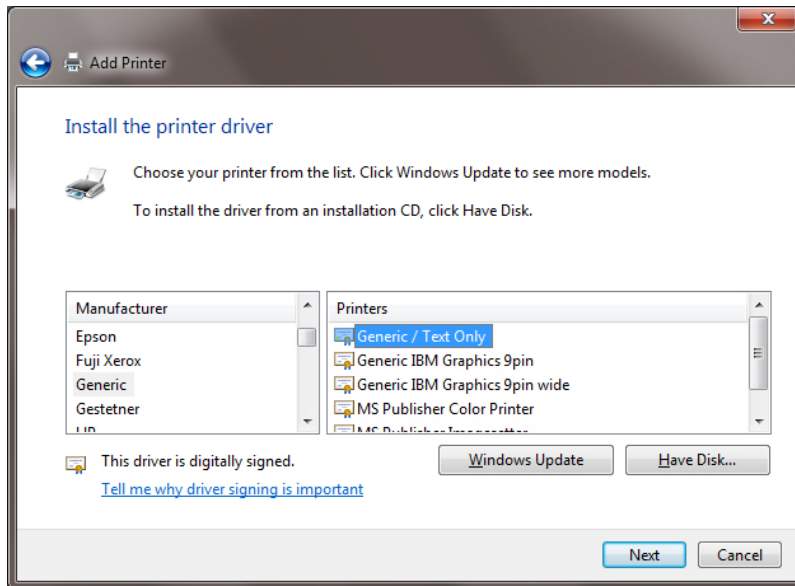
*Record file capture in Event log* can remain unchecked. Check *Use printer name for capture file name* only if you wish the data file name to replicate the name of the printer, otherwise, leave unchecked. Check *Trace* to implement tracing on the port monitor, leave unchecked.

Click *OK* when complete.

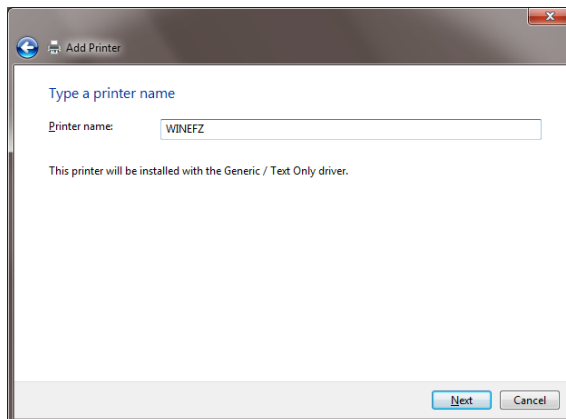
**NOTE:** The resulting trace file can be found in the Windows System32 folder noted as 'efzmon.tra'.



7. Select *Generic* as the Manufacturer and *Generic/Text Only* as the Printer type.



8. Select *Keep Existing Driver*.
9. Enter a Printer Name. The printer name should match the QUEUE name that is specified on your host system sending the print files (spoolfiles) to your Windows operating system. Once complete your new port will be added:



## Chapter 2

# eFORMz Composer

# Introduction

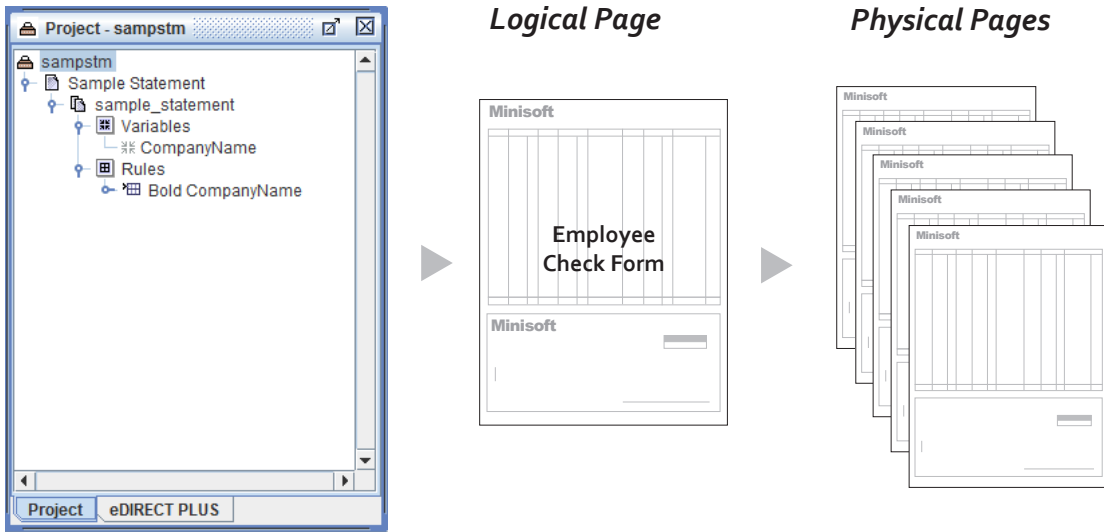
The eFORMz Composer allows you to build, maintain, and manage an eFORMz project file. A single eFORMz project file can contain any number of forms, variables, and rules. Each project can contain a number of *Logical Pages*, with each page containing a number of *Forms*. Forms can be created dynamically within eFORMz or using a preferred word processor, desktop publishing, or drawing package.

Each form can contain a number of *Rules*. Rules are used to alter the appearance of data that is displayed on the form. Rules provide you with the options of changing font size and style, moving data, converting ASCII characters to barcodes, and much more.

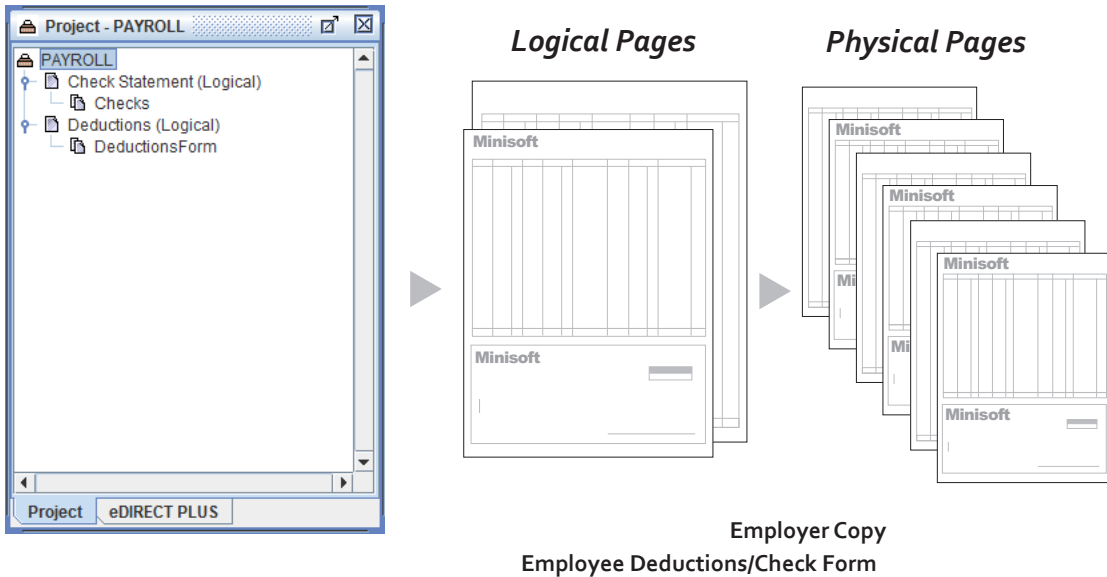
The vast majority of projects will only have one logical page even though the actual print job may contain several physical pages. For example, if you are creating a payroll print job for your company that consists of 5 employees and the payroll print job simply prints one check after another, this would be considered a single page project as shown in *Illustration 1*.

However, if you are creating a payroll print job for your company that consists of 3 employees and the payroll print job prints a deductions/check followed by an employer deductions without a check, this would be considered a two page project. This would allow you to change and edit the two entities separately. See *Illustration 2*.

### Illustration 1: eFORMz Single Page Project

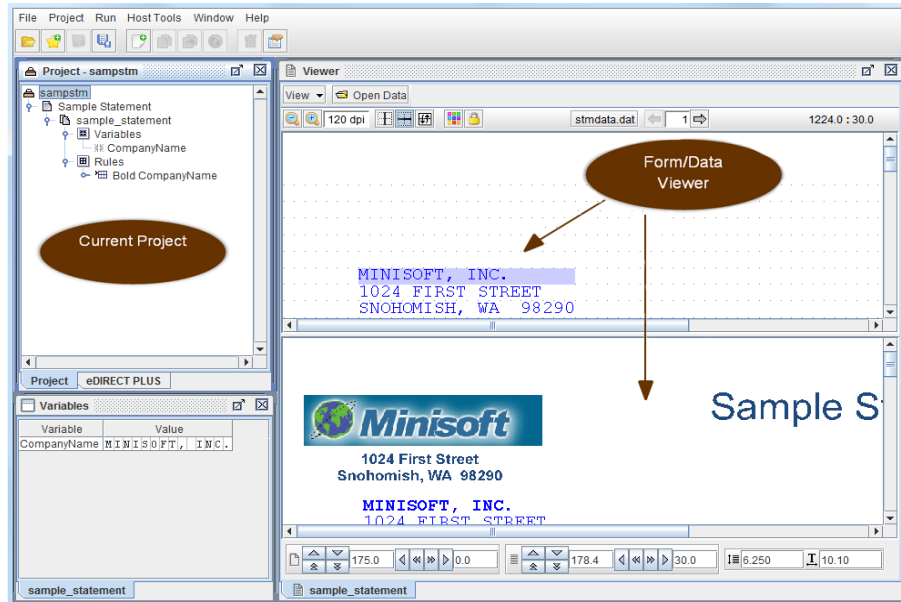


### Illustration 2: eFORMz Two Page Project



# eFORMz Composer Tour

The eFORMz Composer consists of two main window areas, *Project* and *Viewer*, with each having their own distinct functions. The *Viewer* can be split into two panes (horizontal or vertical view) with synchronized scroll bars allowing you to customize your display.



The *Project* window displays the entire project layout:

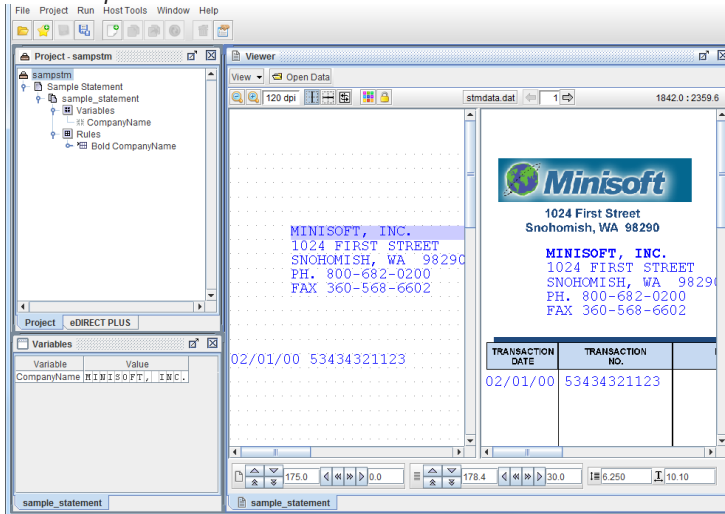
- ◆ project name, pages(s), and form(s)
- ◆ variables and rules
- ◆ form and data rule conditions and much more.

The *Viewer* window displays two main window panes by default:

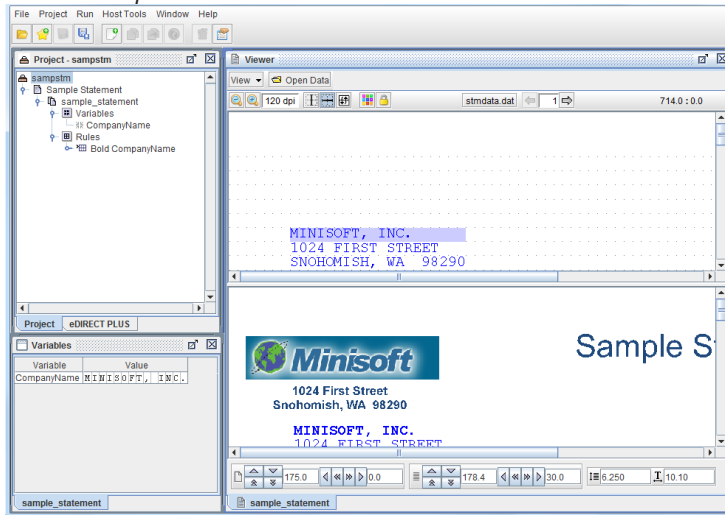
- ◆ Input Data Viewer (Data only)
  - Displays your incoming data. The incoming data is the data you would like to format or manipulate. The Input Data Viewer is also used to create custom variables and conditions for use in rule actions.
- ◆ Form Viewer (Form and Data merged)
  - Displays your custom form and custom formatted data as it would appear when printed.

# CHAPTER 2

## Vertical Split Pane



## Horizontal Split Pane



# Getting Started with eFORMz

To get to know eFORMz start the eFORMz Composer from your *Start* menu by selecting *Programs > eFORMz 10 > eFORMz Composer*. The eFORMz Composer application will open. To view the applications potential, open one of the sample eFORMz project files. From the eFORMz Composer *File* menu:

1. Select *File: Open Project*.
2. The *Open* dialog box will display. From the *Look in* field navigate to the following directory:

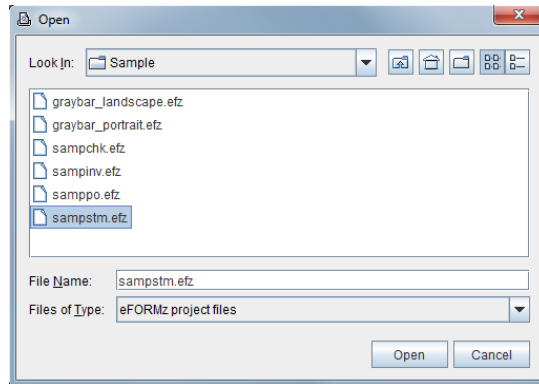
C:\Minisoft\efORMz\_6\Projects\

Choose a project from one of the following folders:

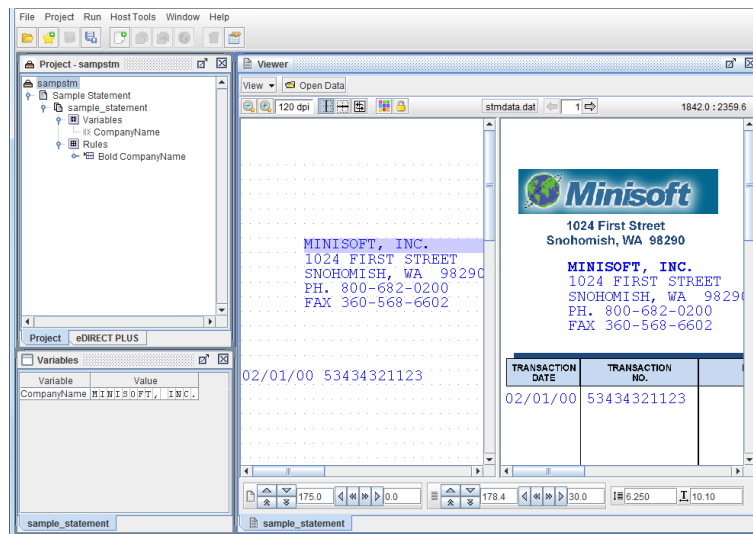
eDIRECT	
sampstm1.efz	Starter eDIRECT project file.
sampstm2.efz	Example project showing how a email or fax number can be pulled from the data file to be placed dynamically in eDIRECT.
sampstm3.efz	Example project for database lookup of email address.
eDIRECT+	
SAMPLE-1.efz	Sample HTML output order confirmation. Includes a sample image of the order confirmation (sample-layout.jpg) and the layout in .psd format (sample-layout.psd)
Sample	
sampstm.efz*	Sample statement.
sampinv.efz	Sample invoice.
sampchk.efz	Sample check.
samppo.efz	Sample purchase order.
greenbar_landscape.efz	Sample greenbar in landscape format.
greenbar_portrait.efz	Sample greenbar in portrait format.
Software Provider Templates	
JDA	Collate, Invoice, Statement
Growth Power	Invoice, Purchase Order
MAPICS	Invoice, Statement
QAD	Purchase Order

\*For this example we are opening the *sampstm.efz* eFORMz project file from the Sample folder.

- Once the project file has been selected click *Open*.



- The *Data File* dialog box will display. Select the data file from the *Sample* folder that corresponds to the sample project you selected and then select *Open*.
- The eFORMz Composer will now display the project file layout in the *Current Project Window*.



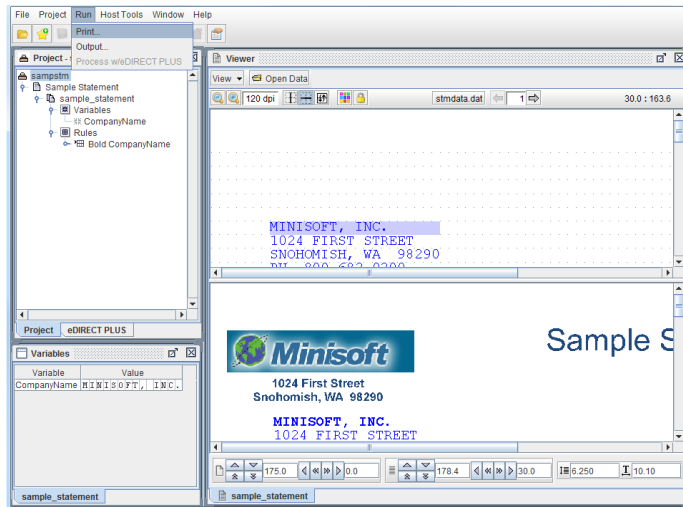
**TIP:** If the Viewer window does not display as shown above, *right click* the project file name from the Current Project Window and select *Display Forms and Data*.



## Printing the Sample Project

To print the sample project file to a networked printer:

1. From the eFORMz main menu select *Run > Print*.



## CHAPTER 2

2. The *Select Printer* dialog box will display. Select the printer you would like to print to and then select one of the following formats:

*Format > PCL (Black and White)* - for black/white printing to a LaserJet printer.

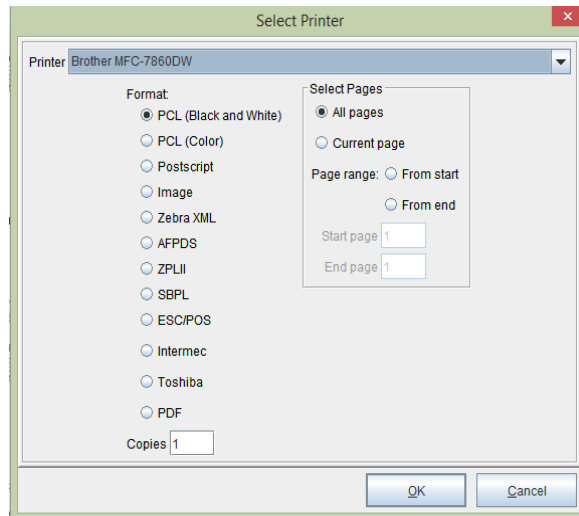
*Format > PCL (Color)* - for color printing to a LaserJet printer.

*Format > ESC/POS* - printing to Epson Point of Sale printers.

*Format > Intermecc* - printing to Intermecc printers.

*Format > Toshiba* - printing to Toshiba printers.

*Format > PDF* - standard PDF output.



3. Click *OK*. The merged form and data will print on your networked printer.

## Chapter 3

# Creating an eFORMz Project File

# Capturing a Print File / Spoolfile

---

## STEP 1

The first step to creating and setting up your own eFORMz project file is to capture or create a test print file (or spoolfile) for implementation in an eFORMz project file. We recommend a print file containing 3 or more data pages. The captured print file (or spoolfile) will be used as a template for building your eFORMz project file. To capture a print file from your host system (Windows, iSeries/AS400, HPe3000, or Unix environment) for creating an eFORMz project see one of the following headings pertaining to your host system.

eFORMz supports a wide range of input file types including:

- ◆ XML
- ◆ EDI
- ◆ ASCII Text Files
- ◆ PDF Files
- ◆ eFORMz Document Files (.efd)
- ◆ ZPL II
- ◆ EPL
- ◆ SCS

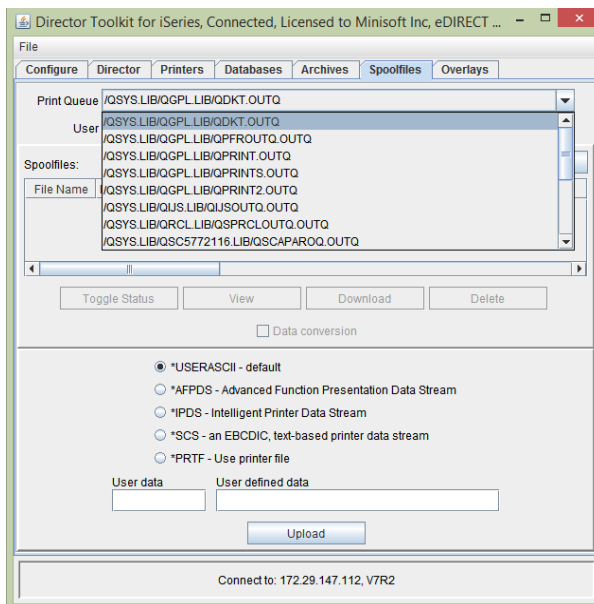
## Windows Server

1. Create an ASCII text file from the Windows application producing your data.
2. Save the data file to the projects folder containing your eFORMz project file.
3. We recommend adding a .DAT extension to the file name for easier file selection from the eFORMz Composer.

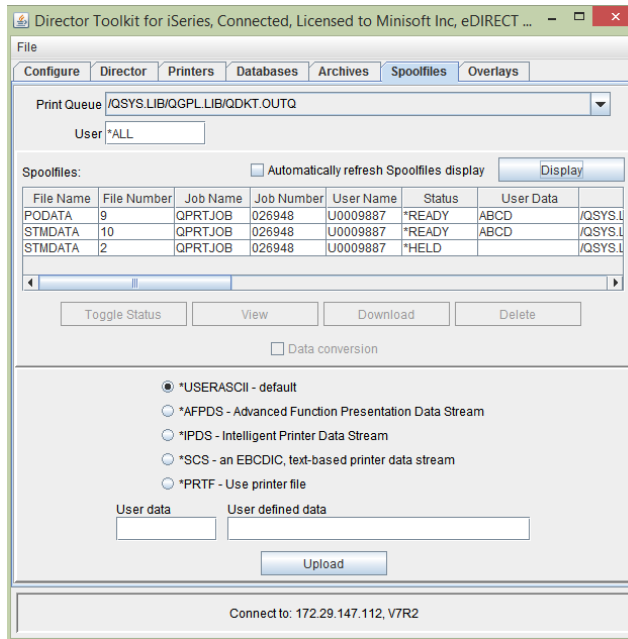
## AS400 Data Capture

To download a spoolfile for project testing on your PC with eFORMz:

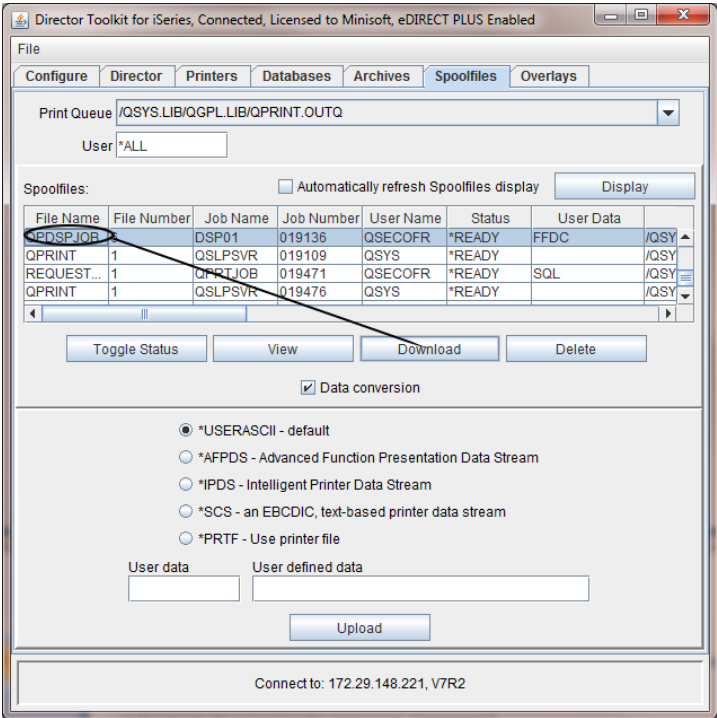
1. From the eFORMz Composer select *Host Tools > AS400 > Director Toolkit*.
2. The AS400 Login screen appears. Enter your *AS400 IP Address, user name, and password*. Once complete click *Connect*.
3. The *AS400 Toolkit* dialog box displays. From the *Spoolfiles* tab, select the queue the spoolfile resides in by selecting the *Print Queue* field. A listing of all print queues will appear.



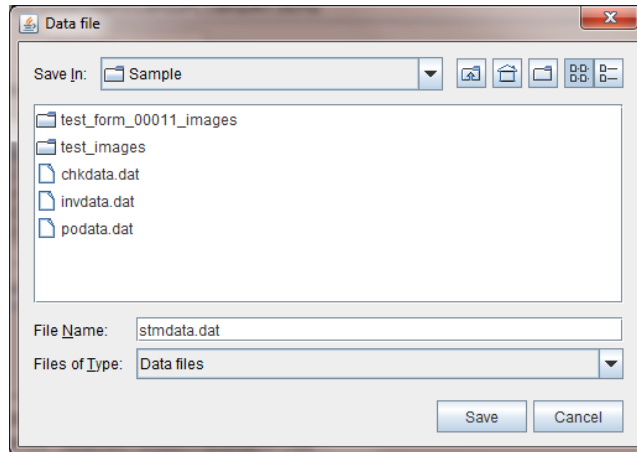
- Once the queue has been selected click *Display*. The spoolfiles contained in the queue display:



- 5. From the list of print files appearing within the queue, select a print file you would like to download. Once selected click *Download*.



- The *Data File* dialog box displays. Select the directory you would like to save your print file to and then enter a new *File Name*. Once complete click *Save*.



The print file is now ready for testing with your eFORMz project.

## HPe3000 Data Capture

To capture a spoolfile using NetPrint, simply do the following:

Enter the following command from the PUB.MINISOFT account:

```
:NPFIL {spoolfile ID # without the O}
```

The command file instructs NetPrint to create a disk file of your spoolfile minus the HPe3000 printer control codes. This file, which will match the name of your spoolfile, is created in the PUB group of your MINISOFT account.

Transfer this file as 'binary' without file labels or 'save file info' selected to the same directory as your project on your PC. We recommend adding a .DAT extension to the file name for easier file selection from the eFORMz Composer.

*Note:* If the NPFIL command is not located on your host system, NPFIL.PUB.MINISOFT, upload (ASCII transfer) the command file that was placed in the following directory when eFORMz was installed (NPFIL):

```
C:\Minisoft\efORMz_6\doc\
```

For ESPUL users, upload the ESPFILE command file from this same directory to the

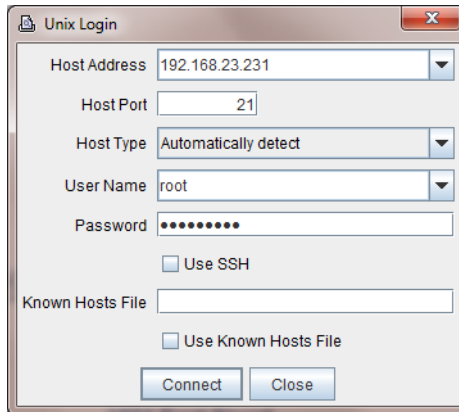


PUB group of the RAC account (ASCII transfer).

## UNIX Environment Data Capture

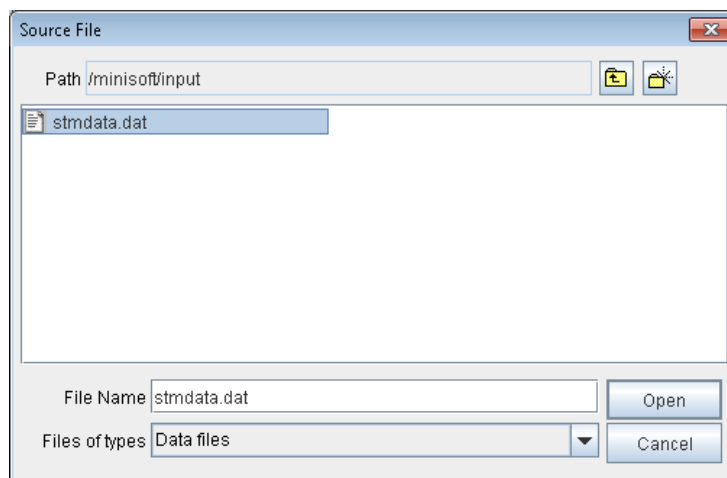
To download a data file from your Unix system:

1. From the eFORMz Composer select *Host Tools > Unix > Download a file*.
2. If a connection has not already been made, the Unix Login dialog box will display. Enter your *Host IP Address, user name, and password* and click *Connect*.

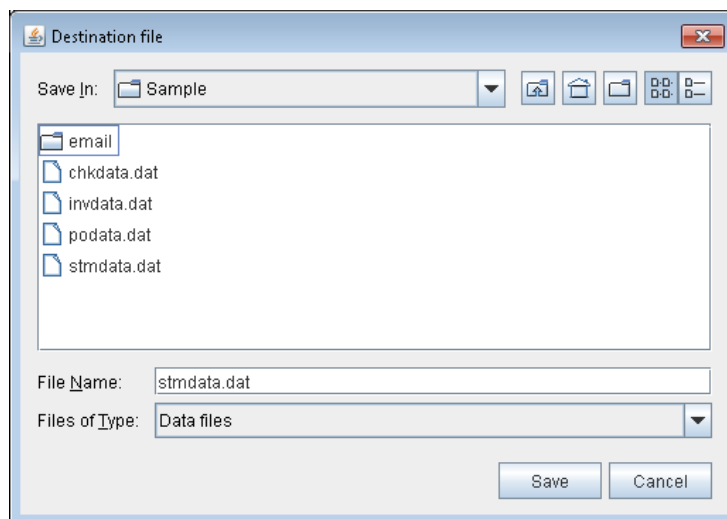


**TIP:** Upload a data file from your PC using the *Host Tools > Unix > Upload a file* option.

3. The *Source File* dialog box displays. Select the data file you would like to download from a directory and click *Open*.



4. The *Destination File* dialog box will display. Specify the directory you would like the data file to reside in on your PC. Click *Save* when complete.



5. After the download process has been completed you will be returned to the main eFORMz Composer screen.

# Creating an eFORMz Project

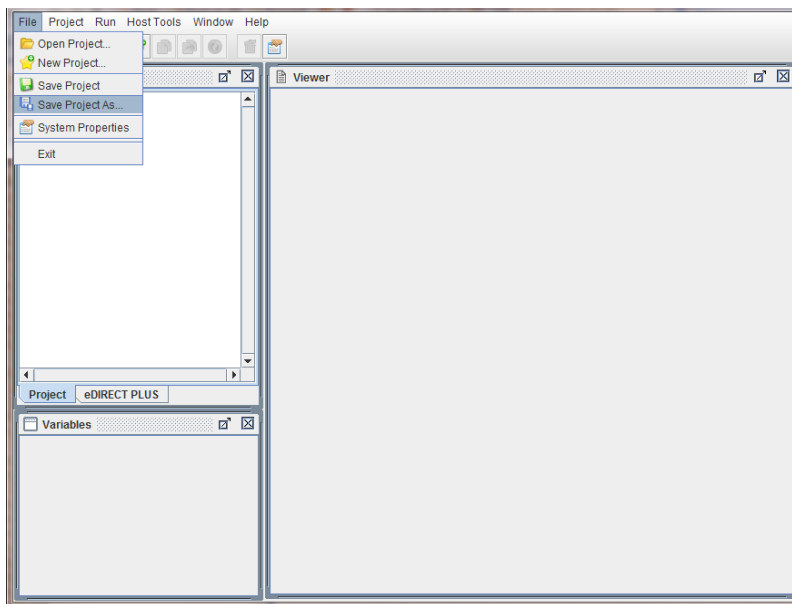
---

## STEP 2

Once you have your data file (print file/spoolfile) you now have the components needed to create an eFORMz project file.

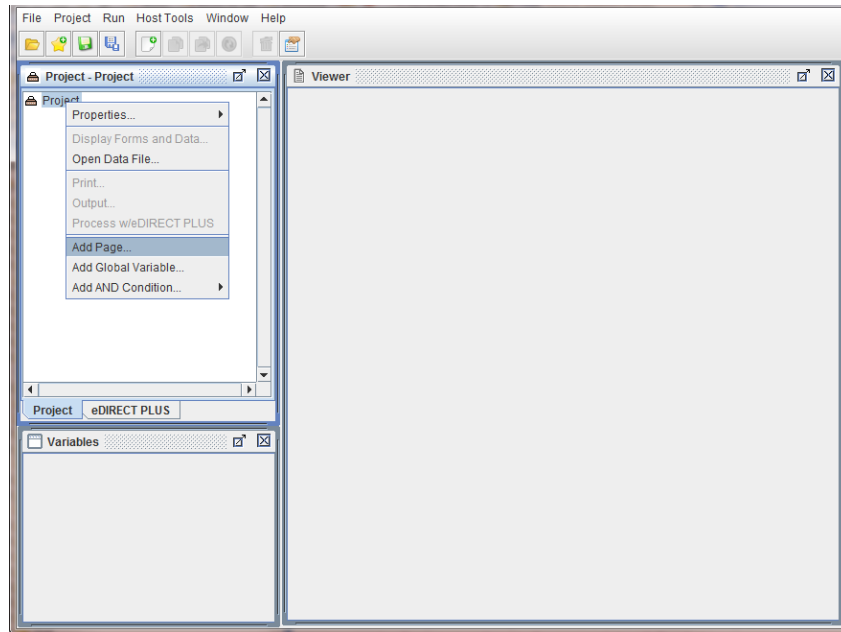
To create a new project:

1. Select *New Project* from the eFORMz *File* menu.
2. Select *File > Save Project As*. From the *Save* dialog enter a new project file name and click *Save*.



**TIP:** When eFORMz was installed a Projects folder was created in the following directory:  
C:\Minisoft\eFORMz\_6\Projects\  
We recommend that you create a new folder pertaining to your new project file and place all components (data file, form template file, project file, etc.) in this central location for easy access.

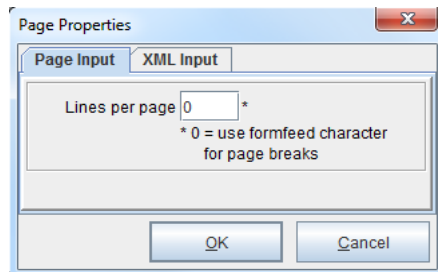
- From the Current Project Window select your new project file name, *right click*, and select *Add Page*.



**TIP:** A new 'Page' represents a new *logical page* not the number of printed pages. See *Chapter 2 Introduction to eFORMz* for a further explanation on logical pages.

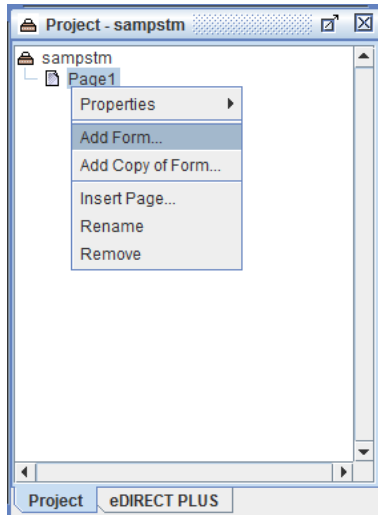
- The *Page Properties* dialog box displays. Enter the number of *lines per page* and click *OK*. A new page folder will appear in the Current Project window, enter a new name if desired.

If you are unsure of the number of *lines per page* the Page Properties dialog box can be updated later.

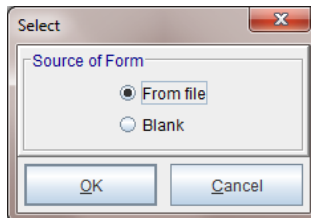


**TIP:** *Lines per page* is the number of lines per each data page, default settings include Portrait = 66 lpi and Landscape = 51 lpi. Setting the *lines per page* to zero ( 0 ) indicates form feeds are contained in the data file and should be used as the data page separator.

- Using your mouse, *right click* your new page and select *Add Form*.

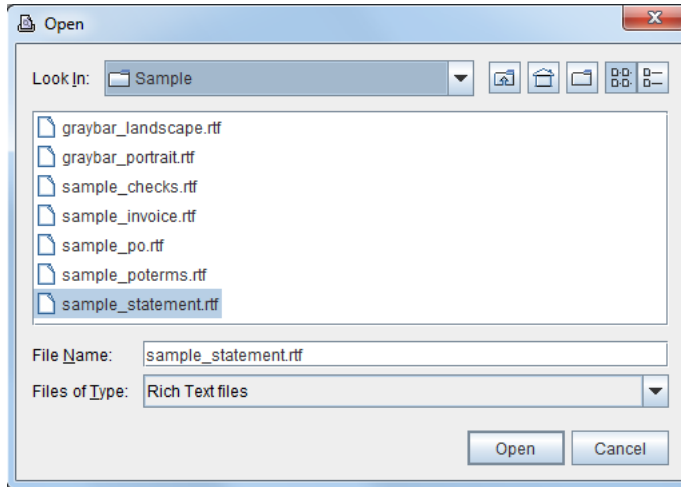


- The *Select source of form* dialog box displays. Select *From file*.



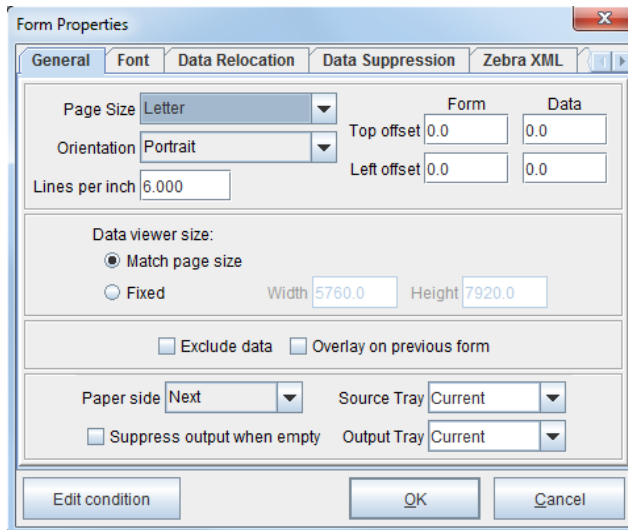
**NOTE:** *From file* indicates you are going to select a template form that you created earlier from a form template. *Blank* indicates you are going to use an eFORMz blank template which can be set to portrait or landscape in the Forms Properties dialog box.

- The *Open* dialog box displays. Select a sample form from the following directory:  
C:\Minisoft\eFORMz\_6\projects\sample\ sample\_statement.rtf



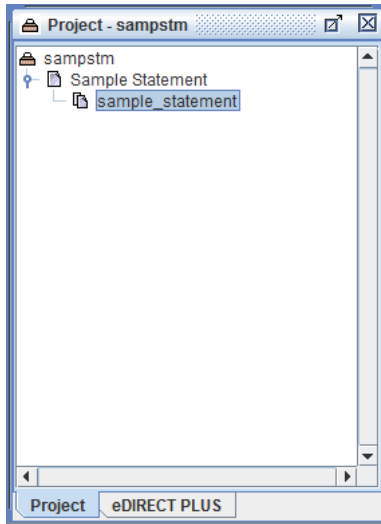
- From the *Form Properties* dialog box make any necessary changes for example:
  - page size
  - orientation
  - default font and font size

The Form Properties dialog box can be edited later by right clicking the form name from the Current Project window and selecting *Properties*.

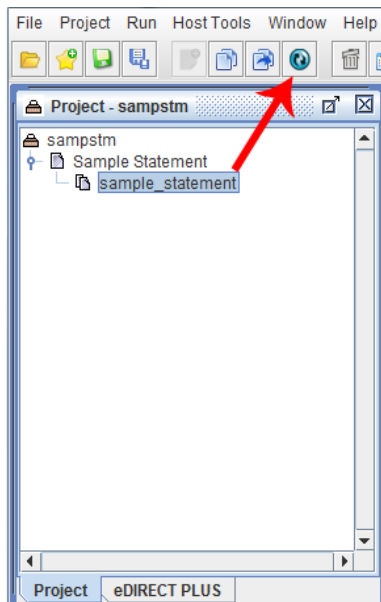


Once complete click *OK*.

9. Your form template will now appear in the Current Project window.

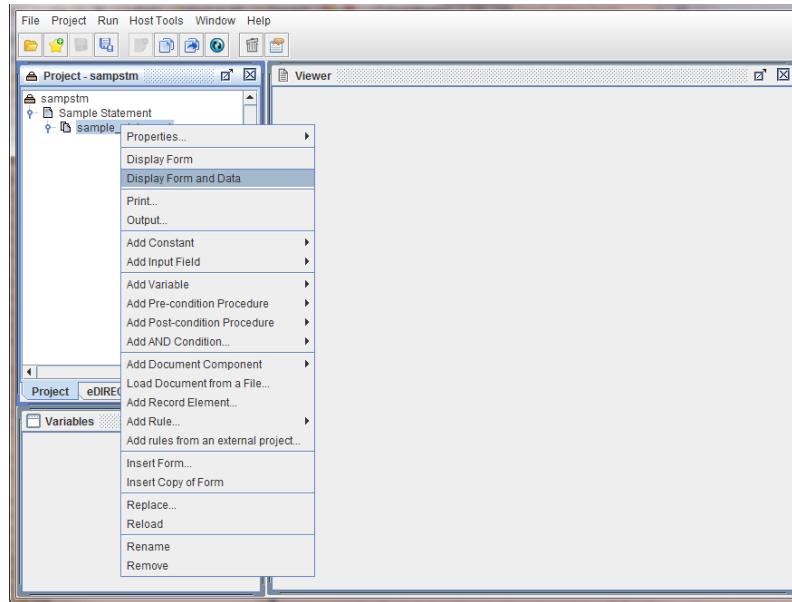


10. To reload this form, highlight the form and select the *Reload Form* button from the main toolbar. The Reload Form button is configured through *System Properties > Form Editor* tab:

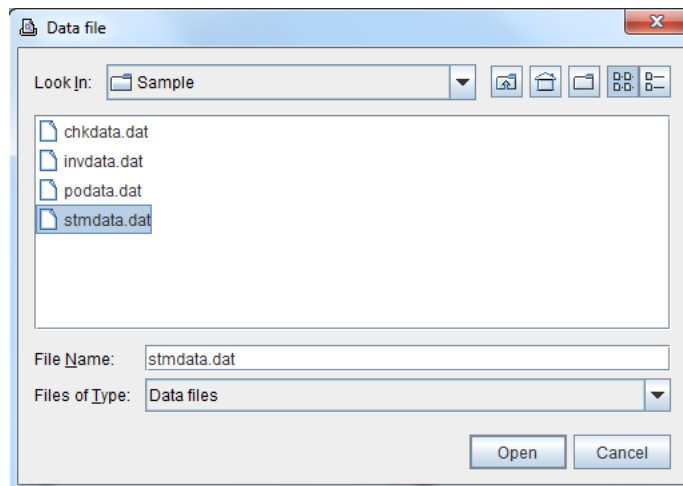


## Displaying a Form with Data

1. To view your form with your test data file (print file/spoolfile) select the project file name from the Current Project window, *right click*, and select *Display Form and Data*.



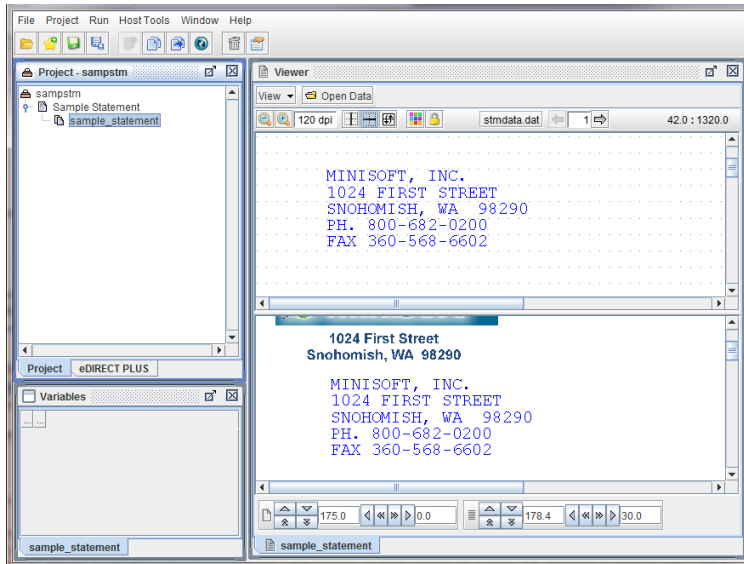
2. *Data File* dialog box will display. Select the data file you would like to view your template form with and click *Open*.



3. In the eFORMz Composer Viewer window you should now see a two part window



display. Depending on your Viewer settings one window will contain your incoming data (test print file/spoolfile) and another window will contain your incoming data along with your template form merged together.



**TIP:** If you would like to view only your template form in the Viewer, from the *Current Project* window select the form you would like to display, *right click*, and select *Display Forms*. A new tab will display in the Viewer displaying your form template.

**TIP:** If you would like to open a new data file to test with your current project file, open a new data file in one of the following ways:

*Option 1:* Select the project file name from the *Current Project* window, *right click*, and select '*Open Data File...*'. The *Data File* dialog box will display. Select a file type and then select the directory your new data file will reside in. Once completed, select *Open*.

*Option 2:* From the *Viewer* window select the *Open Data* button. The *Data File* dialog box will display. Select a file type and then select the directory your new data file will reside in. Once completed, select *Open*.

# Form Overlay

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## STEP 3

A form overlay can be applied to your captured data in one of two ways. If you are replacing a pre-printed form, a form overlay can be a replica of your existing pre-printed form. The *captured form overlay* can be created using a word processor, desktop publishing or drawing package.

eFORMz also has the ability to create *dynamic form overlays*. Dynamic form overlays move with your data and can be built and designed from within the eFORMz Composer. Dynamic form overlays allow you to create forms that move with your data or can be used in conjunction with creating HTML output. The customized dynamic forms for HTML output can be customized with urls, links, pictures, and tables. Dynamic forms can also be used to create free flowing forms.

## Captured Form Overlay

A form overlay can be created using a word processor, desktop publishing or drawing package. If you're using Microsoft Word, a Microsoft Word RTF (Rich Text Format) form can be imported directly into the eFORMz project. For a sample Microsoft Word RTF document provided by Minisoft, see the following example installed with eFORMz:

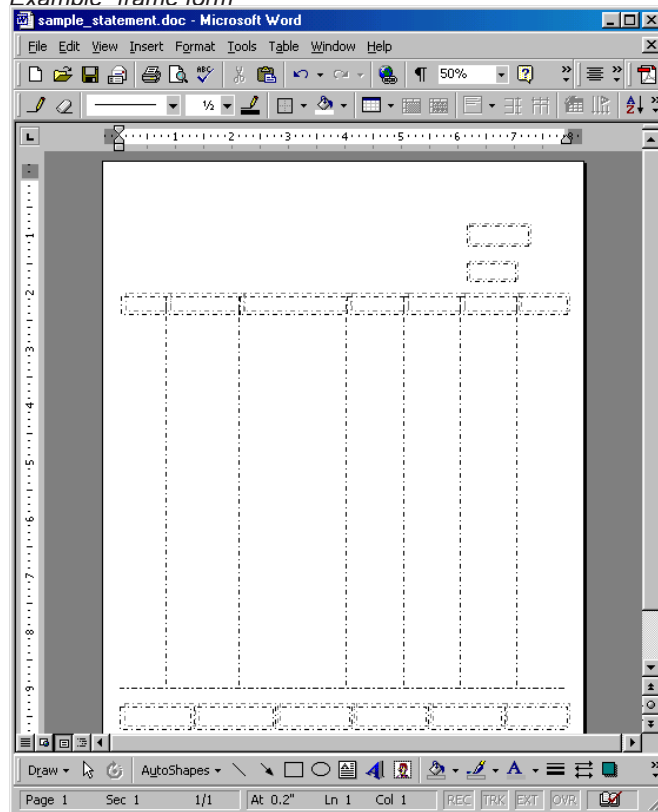
```
\\Minisoft\efORMz_6\Projects\Sample\Sample_Statement.rtf
```

The Microsoft Word RTF file format can be directly loaded into eFORMz using the *Load Form* option from the eFORMz main menu.

If you're using an application other than Microsoft Word, capture your form overlay using the methods described in *Appendix A: Alternate Form Template Creation*.

**TIP:** We recommend designing your form around your data by creating a blank or "frame form" before adding detailed graphics and text.

Example “frame form”



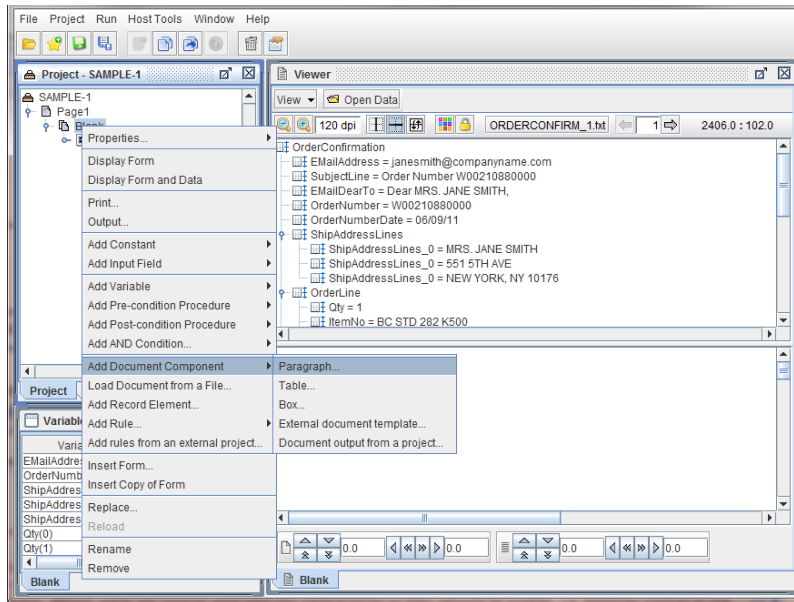
## Dynamic Form Overlay

Dynamic forms can be created through the eFORMz Composer. To implement a dynamic document, a dynamic component must be added to a form. A dynamic component includes:

- ◆ paragraph
- ◆ table
- ◆ and box

To include a dynamic component:

1. Right click your form and select *Add Document Component > Paragraph, Table, Box, External document template, or Document output from a project*:



**NOTE:** For specific instructions concerning configuring a dynamic form, see [support.minisoft.com](http://support.minisoft.com) for instructional video's on 'Document Template'.

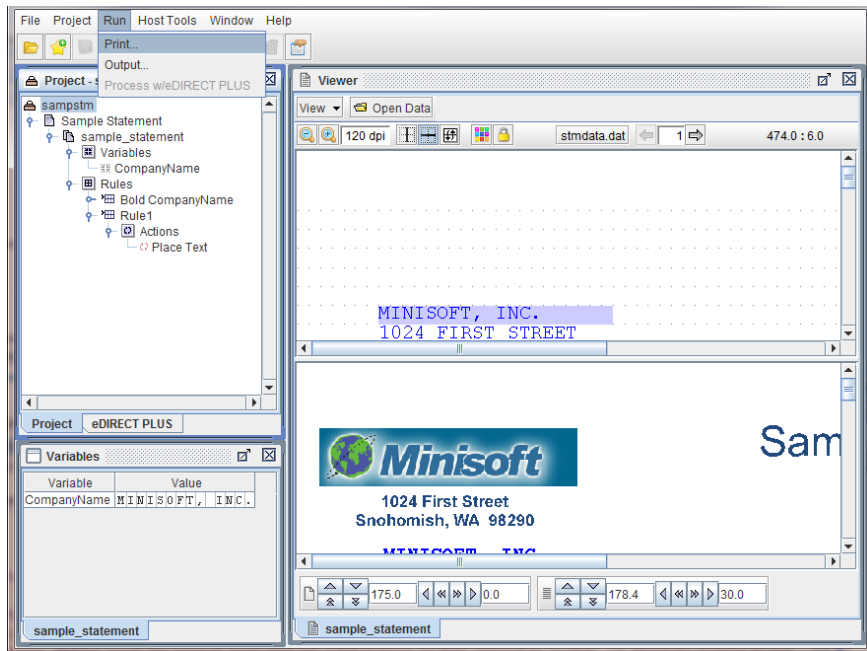
## Project File Printing

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### STEP 4

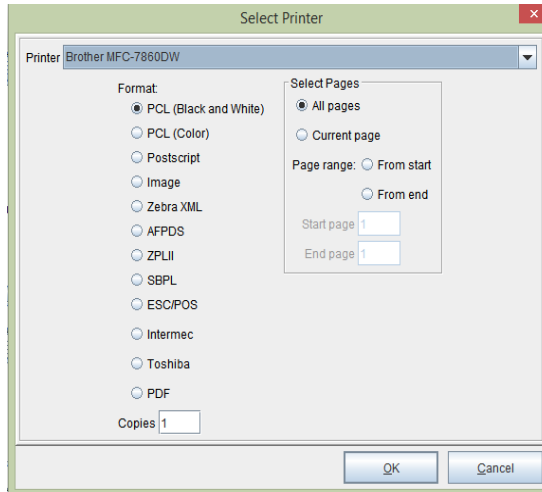
To print your merged form and data using the eFORMz Composer:

1. From the eFORMz main menu select *Run > Print*.

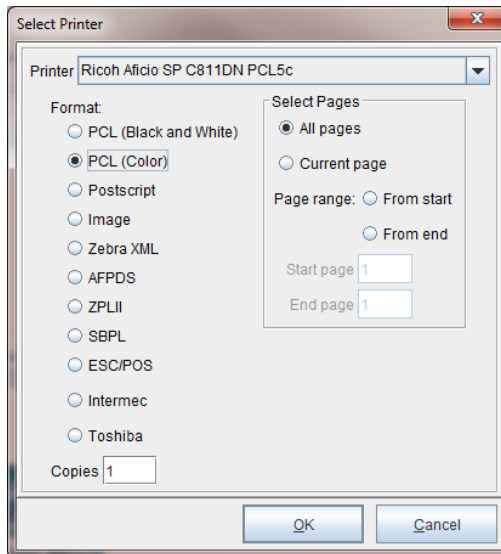


2. From the *Select Printer* dialog box select the printer you would like to print to and then select one of the following:
  - Format > PCL (Black and White)* - for black/white printing to a LaserJet printer.
  - Format > PCL (Color)* - for color printing to a LaserJet printer.
  - Format > ESC/POS* - printing to Epson Point of Sale printers.
  - Format > Intermec* - printing to Intermec printers.
  - Format > Toshiba* - printing to Toshiba printers.
  - Format > PDF* - standard PDF output.

*Black/White Printer Options*



*Color Printer Options*



The Printer dialog box allows you to print a range of pages. Select *Page Range > From Start* or *From End*. For example, if you would like to print pages 10-20 select *Page Range > From Start*:

Start Page = 10  
End Page = 20

If you would like to print pages 10 to the end of a file select *Page Range > From Start*:

Start Page = 10  
End Page = 9999

If, for example, you would like to print all pages minus the last page select *Page Range > From End*:

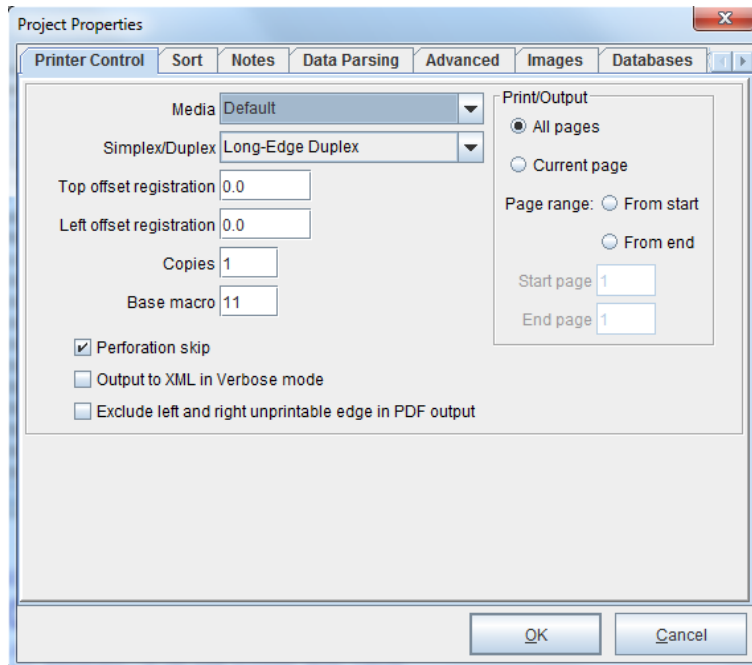
Start Page = 9999  
End Page = 1

Also, if you would like to print the last 10 pages of a report select *Page Range > From End*:

Start Page = 9  
End Page = 0

**NOTE:** Reverse page numbering starts at zero ( 0, 1, 2, 3, 4, ... ).

If you would like to set a default page range for the project file edit the *Project Properties* > *Printer Control* tab:





## Chapter 4

# eFORMz Composer Data Customization

# Customizing your data output

eFORMz gives you the ability to customize your data output using variables and actions. Variables are the primary method used by eFORMz in the customization of your data output. Variables allow the user to store data for later use and create *actions*, *functions*, and *conditions*. Any one variable can be used multiple times in a project layout.

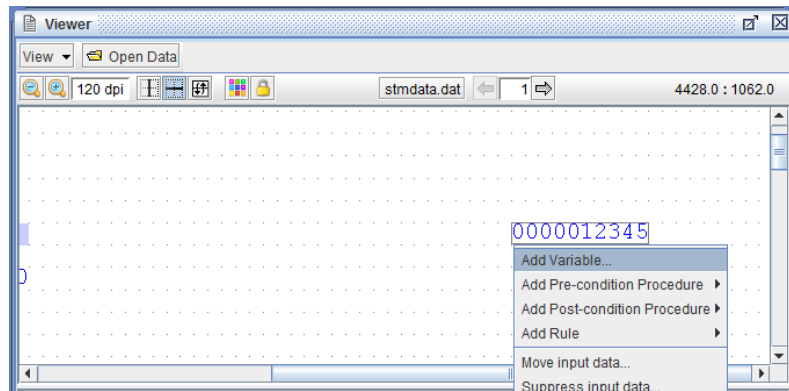
*Actions* include data placement, barcodes, font sizing and style, and much more. *Functions* allow you to further customize your data output by allowing you to do such things as set values, replace strings and include database lookups. *Conditions* such as 'equal to', 'not equal to', 'less than', and 'greater than' can be applied to both actions and any form you add to your project layout.

**Cross-Reference:** For further details, consult the eFORMz Composer Data Customization chapter of the *eFORMz Reference Manual*.

## Creating an eFORMz Variable

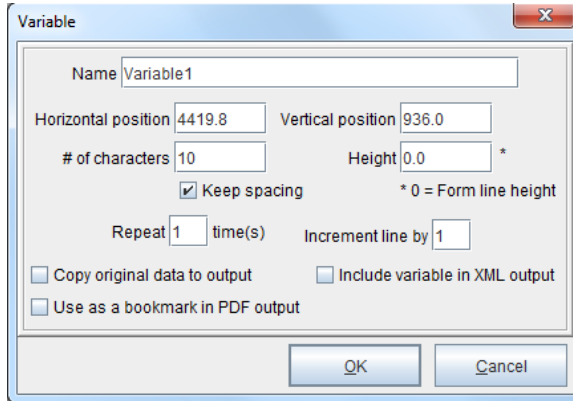
### Positional Data Block Variables

1. From the eFORMz Input Data Viewer, select a string of characters (*left click + drag*), *right click* and select *Add Variable*.



**NOTE:** An eFORMz variable can also be created by *right clicking* on data input and selecting *Add Variable*. This method picks up a block of data verses instead of a specific number of characters. To create an empty variable for later use, *right click* the form and select *Add Variable > By position*.

- The *Variable* dialog box will display:

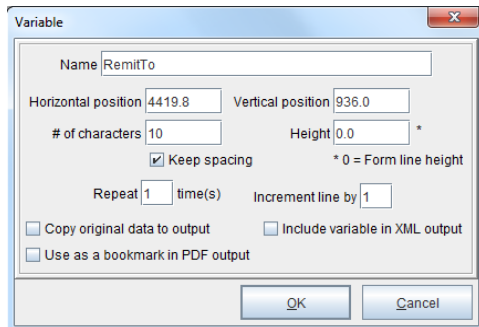


- Enter a new variable name.
- Once complete, click *OK*.

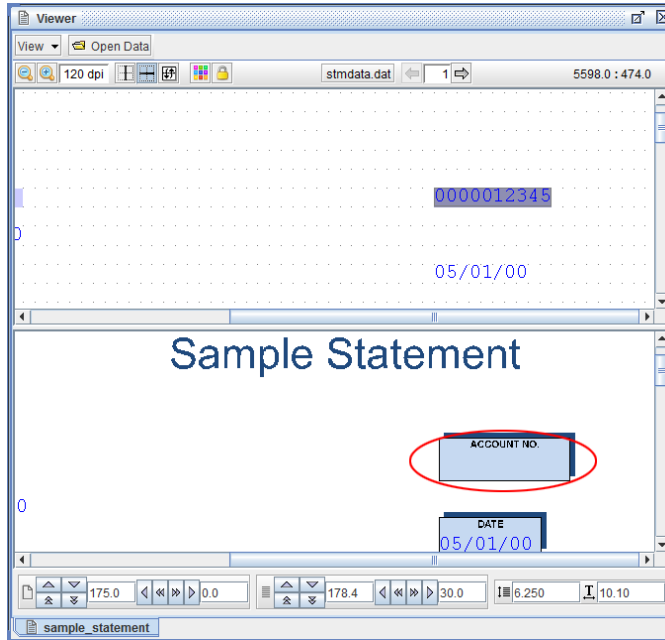
## Excluding Data using a Variable

To exclude data from your output:

- From the eFORMz Input Data Viewer, select the range of data to exclude (*left click + drag*), *right click* and select *Add Variable*.
- The *Variable* dialog box will display. Enter a new variable name and leave *Copy original data to output* unchecked. Once complete, click *OK*.



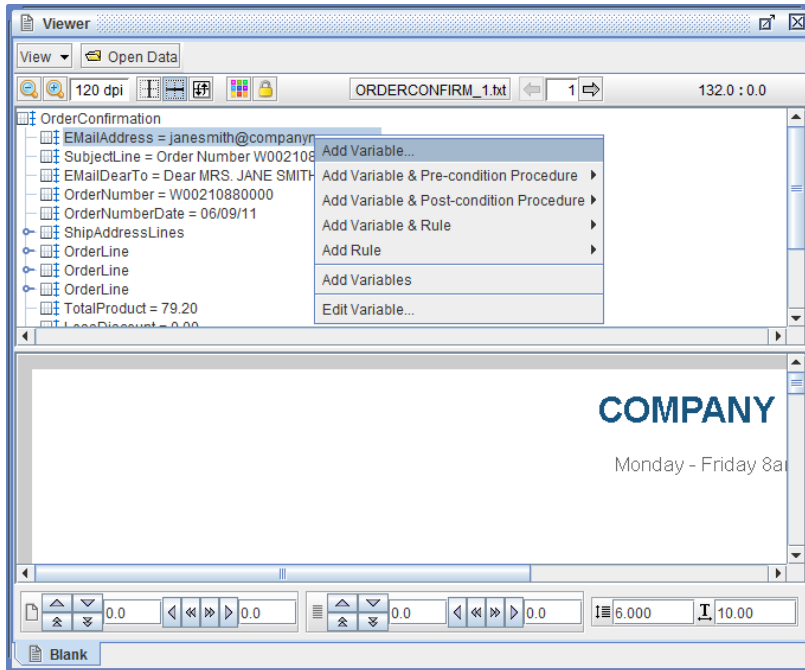
- The newly created variable will display in the Project window. In the eFORMz Viewer the selected data will no longer appear:



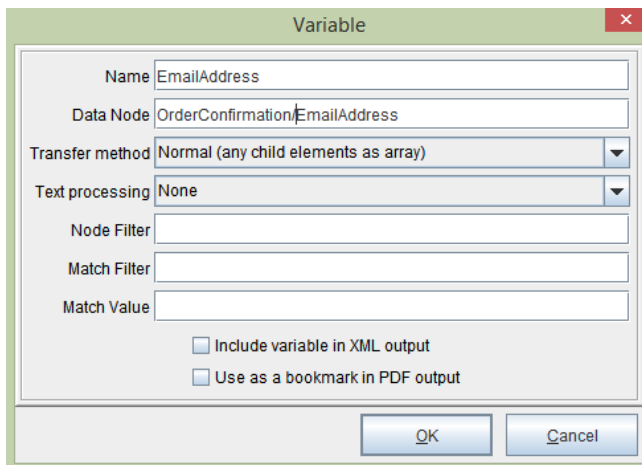
**NOTE:** If the grid in the Input Data Viewer should need to be hidden for any reason, *right click* and select the *Grid* option. The Adjust Grid dialog box will display. Uncheck *Show Grid*. By *right clicking* in the Form and Data Viewer its grid may similarly be suppressed.

## Node Data Block Variables

1. From the eFORMz Input Data Viewer, select the node, *right click* and select *Add Variable*.



2. The *Variable* dialog box will display:



## Chapter 5

# Host Project Transfer

## iSeries/AS400

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When you are ready to transfer a project to your host:

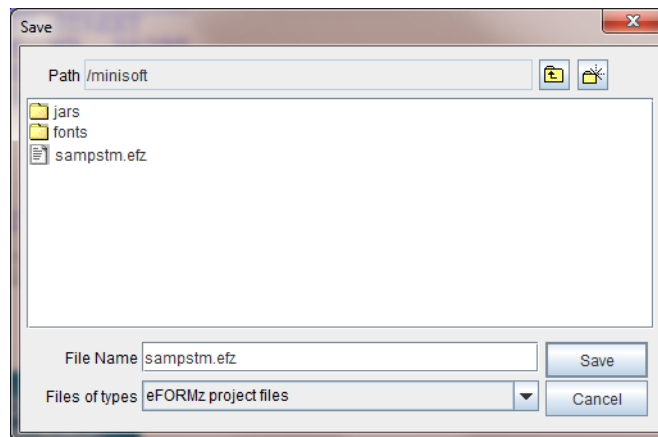
1. Open the project file from within the eFORMz Composer.

From the main task bar select *File > Open Project*. The *Open* dialog box will appear. Select the project file you would like to upload to your host system.

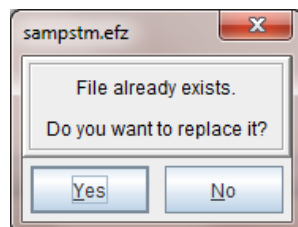
2. From the *Host Tools* menu select *AS400 > Save Project*. The *Save* dialog box will display.

**NOTE:** If you are not already logged in, an AS400 login dialog box will appear.

Select the directory you would like to save your project to (*default directory: minisoft*) and then click *Save*.



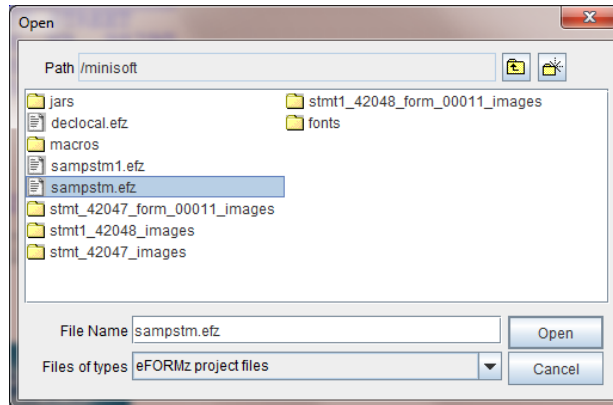
Your eFORMz project file will be uploaded to the AS400 directory. If the file already exists a dialog box will appear asking you if you would like to overwrite the existing file. Click *Yes* for overwrite or *No* to cancel the process.



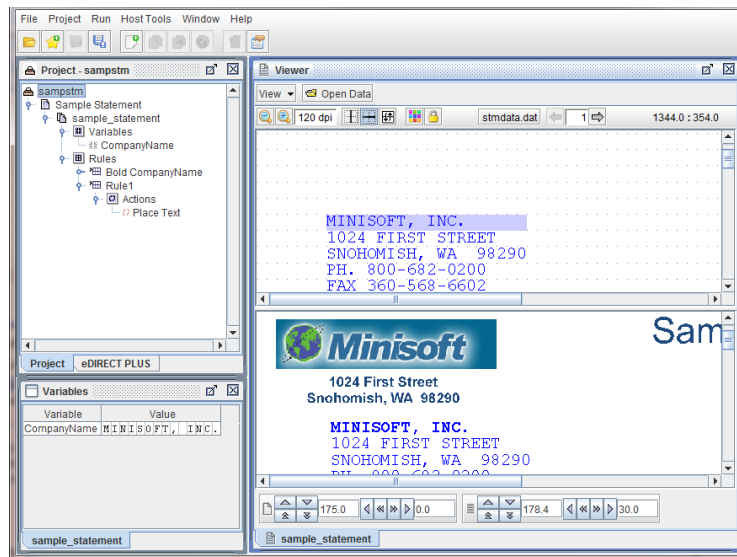
To open an existing project located on the AS400 host system:

1. From the eFORMz Composer main menu select *Host Tools > AS400 > Open Project*.
2. The *Open* dialog box will display. Select the project file you would like to open from one of the AS400 directories. The *Open* dialog box defaults to the Minisoft directory.

Once your project file has been selected click *Open*.



3. An open *Data File* dialog box will display. If you have an existing data file on your PC select the data file from its directory, otherwise, click *Cancel*.
4. Your project file will display in the eFORMz Composer.



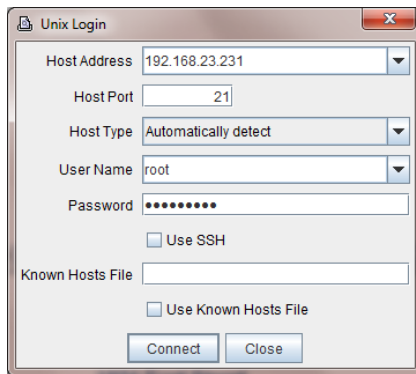


# UNIX

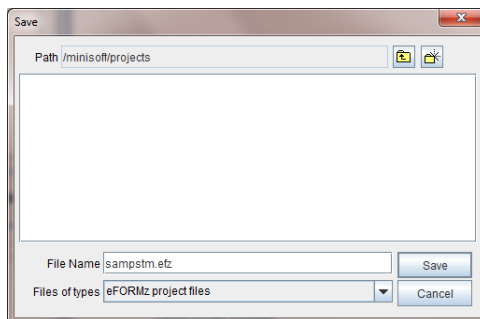
---

To save a project file to your Unix host system:

1. From the eFORMz Composer open the project you would like to upload to the Unix host machine (*File > Open Project*).
2. Once the project file has been opened, select *Host Tools > Unix > Save Project*.
3. The *Unix Login* dialog box displays. Enter your *Host IP Address*, *user name*, and *password* and then click *Connect*.



4. The Save dialog box will display. Enter the name you would like the project to have on the Unix system in the *File Name* field. By default the project path is the *minisoft* directory under *root*. Click *Save*.



5. Once the save has completed you will returned to the eFORMz Composer.

**NOTE:** After the transfer of the project file to the host system, a change to the attributes of the project file must take place. From your host machine:

1. Logon as Administrator (root).
2. Change the directory to *minisoft*.
3. From the *minisoft* directory change the attributes of the project file:  
`chmod 755 {project name}.efz`

Note, you will also need to do the above attribute change once you have created the command file.

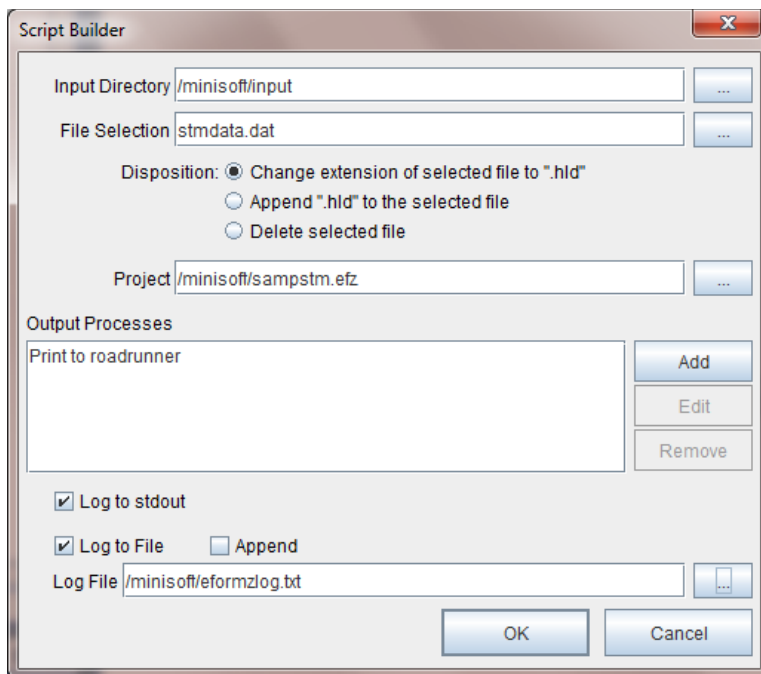
**TIP:** A project file can also be opened from the Unix system:

1. From the eFORMz Composer select *Host Tools > Unix > Open Project*. Login using your *username* and *password* and click *Connect*.
2. Select the directory where your project file is located and select the project file you would like to open.
3. Click *Open*. Your project file appears in the eFORMz Composer. Make the necessary changes and then select *Host Tools > Unix > Save Project* to save your project file back to the Unix system.

If you are planning on implementing the merge process via a command process use the following instructions to create a project script file. If you are running the Unix Toolkit and implementing an automated job process, see *Chapter 9* for further information on implementing the automated job process in which a script file is not needed.

To create the script (.cmd) file:

1. From the eFORMz Composer main menu select *Host Tools > Unix > Save Project Script*.
2. The *Script Builder* dialog box will display:



#### *Input Directory*

Using the browse button select the directory your data files will reside in to be merged with an eFORMz project file.

#### *File Selection*

Using the browse button select the data file name. Use asterisks (\*) for multi data file selections (i.e. sampstm\*.dat or \*stm.dat).

#### *Disposition*

If you would like the print file to remain in the input directory after a merge has taken place, select *Change extension of selection file to ".hld"*.

If you would like the print file to maintain its original extension select *Append ".hld" to the selected file*. This will cause the .hld to append to the end of the original extension.

If you would like to delete the print file from the input directory after a merge has taken place, select *Delete selected file*.

#### *Project*

Using the browse button select the project file you would like the data files to be merged with. Default project directory is */minisoft* under root.

#### *Output Process*

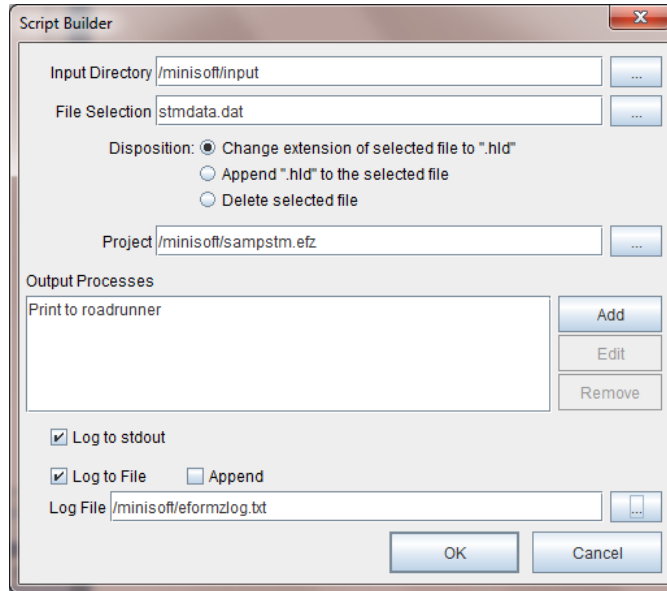
Output process types include *print*, *file output*, and *eDIRECT*.

*Print* - Allows you to select the printer you would like to print your merged

output to.

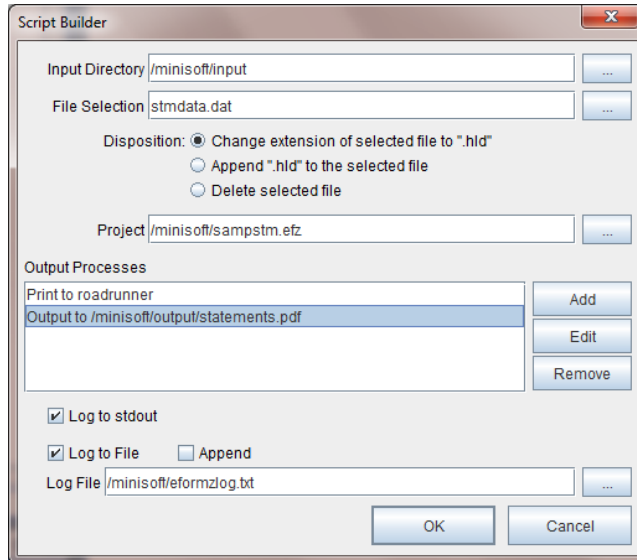
*File Output* - Allows you to output your merged file to PDF, PCL, PRN, XML, or another . Using the browse button select the directory you would like your output to reside in.

*eDIRECT* - Allows you to specify an eDIRECT process.



*Note:* Multiple processes can be added to the Output Processes.

3. Once your output types have been defined they will appear in the Output Process field. Use the *Add*, *Edit*, or *Remove* buttons if necessary.

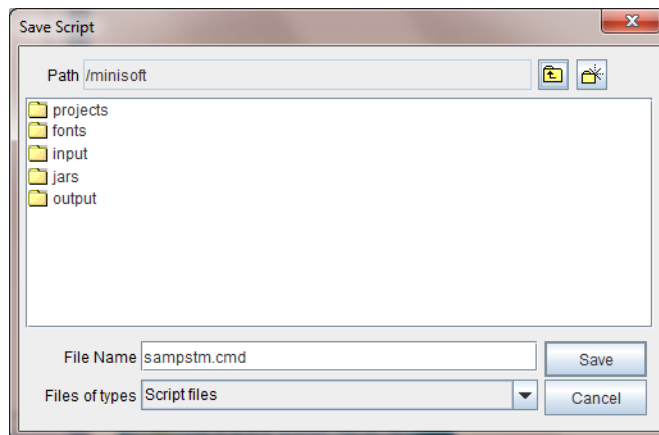


4. Select the logging format.

*Log to stdout* - Logs to your display output.

*Log to File* - Logs all processes to a log file as defined in the *Log File* field. To set the log file name and location on the Unix system select the browse icon.

5. Once complete, click *OK*.
6. The *Save Script* dialog box displays. Enter a command file name (.cmd) and click *Save*.



**NOTE:** After the transfer of the command file to the host system, a change to the attributes of the command file must take place. From your host machine:

1. Logon as Administrator (root).
2. Change the directory to *minisoft*.
3. From the *minisoft* directory change the attributes of the project file:  
`chmod 755 {command file name}.cmd`

**TIP:** You can also edit an existing script file from a Unix system by selecting *Host Tools > Unix > Edit Project Script*. Login to your host system and select the script file you would like to edit from the specified directory. The script file will display in the *Script Builder*. Make the necessary changes and then click *Save*.

## Script Command Options

Script Command	Example
-a <filename>	Append to logfile. Example: -a "eformzlog.txt"
-c <directory><filemask> <copy to directory>	Copy files after output. Example: -c "/minisoft/input/*.hld /minisoft/backup"
-d <directory>	Specify input directory. Example: -d "/minisoft/salesorders"
-e <basedirectory>	Process with eDIRECT. The base directory will be the directory the eDIRECT output will be sent to. Example: -e "/minisoft/invoice/output"
-f <filemask[:disposition]>	Specify file selection and optionally disposition. Optional dispositions include: rename and delete Example: -f "inv.data:rename"
-help	-help
-l <filename>	Log to file. Example: -l "eformzlog.txt"
-n <directory><filemask> <destination printer>	Print files after output. Example: -n "/minisoft/output/*.prn roadrunner"
-o <filename>	Output to file. Output file extension options include: .pdf, .prn, .pcl, .xml. Example: -o "inv.pdf"
-p <project>	Specify project file. Example: -p "sampinv.efz"
-r <directory><filemask>	Delete files after output. Example: -r "/minisoft/input/*.hld"
-t <printer> or -tc <color printer>	Printer name. Example: -t "LJ5si" or -tc "LJ3800DN"
-u <basefilename>	Output to file with unique names. Output file extension options include: .pdf, .prn, .pcl, .xml. Example: -u "inv_.pdf"
-v	Logs to Stdout.
-x <command>	Execute external command after output. Command options: mv - move command Example: -x "mv /minisoft/input/*.hld /minisoft/backup"

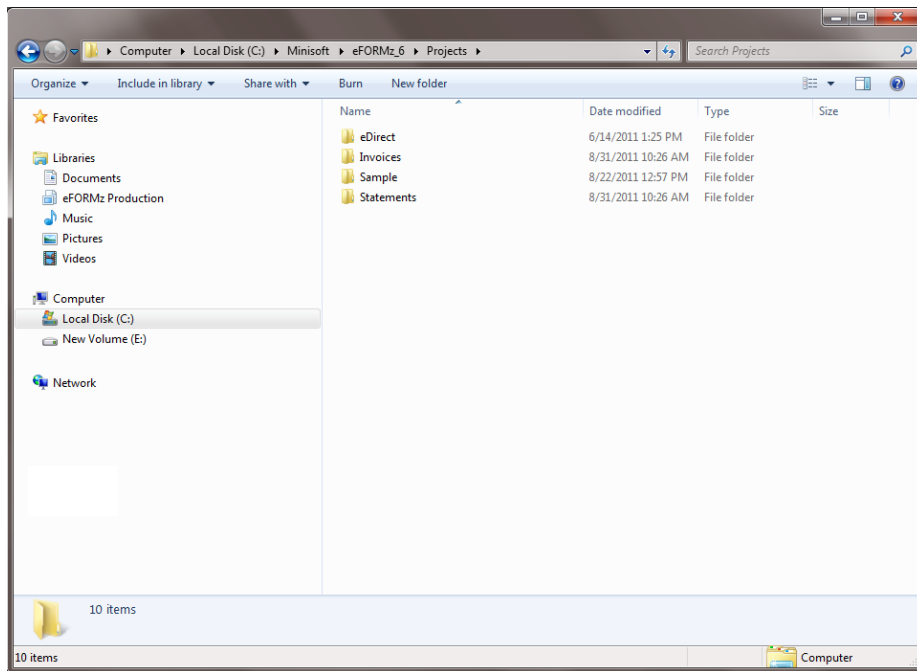
# Windows

---

Transfer your eFORMz project files to a directory on your Windows Server running the eFORMz merge process. When eFORMz was installed on your Windows Server a *Projects* folder was created in the following directory:

```
C:\Minisoft\eFORMz_6\
```

Multiple directories can be added to the *Projects* folder for organizing your eFORMz project files, for example:





## Appendix A

# Alternate Form Template Creation

# Creating a Form Template File for eFORMz

---

To import a form template into the eFORMz project file, you will first need to create a pcl print file (.prn) of your template. To create a pcl print file, follow the steps below using the suggested print driver.

## Windows 2003 Print Driver

1. Install the *HP LaserJet 5Si PCL 5e* print driver located in the C:\Minisoft\efORMz\_6\Doc subfolder (NT\_2000 5SI Print Driver.exe). The following folder will be created in the following directory:

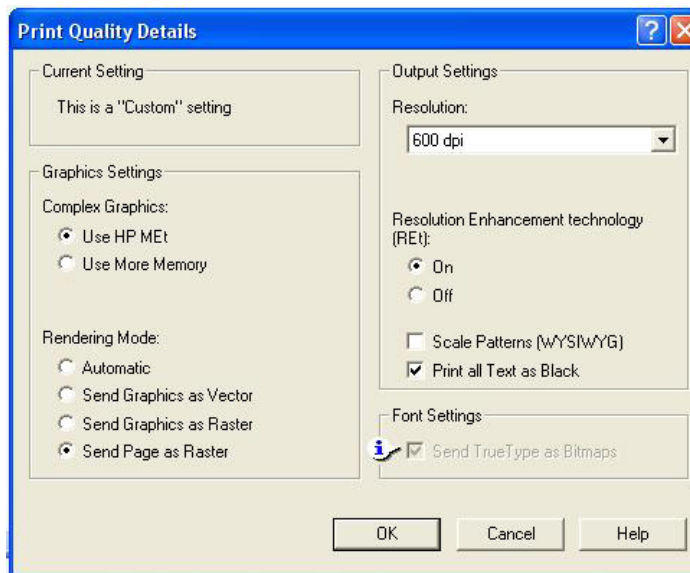
c:\lj371en

2. From the *Add Printer Wizard* proceed with the setup.
3. Select the *Local Printer Option* from the Print Wizard.
4. Select *File:Print to File* as your Port and click *Next*.
5. Select the *HPBLFF2.inf* file (print driver) from the associated directory (c:\lj371en). Once selected, click *OK*.
6. Click *Next*.
7. Enter a Printer Name *efzprinter*.
8. Select *No* if you do not wish this to become your default printer.
9. Click *Finish*.
10. The new *efzprinter* will appear in your printer listing. *Right click* the *efzprinter* and select *Properties*.
11. From the *General* tab click *Printing Preferences*.
12. The *Finishing* tab will display. Click *Details* under the Print Quality section.
13. From the *Print Quality Details* dialog box, select the following:  
*Graphic Settings > Complex Graphics > Use HP MET*  
*Rendering Mode > Send Page as Raster*

*Output Settings > Resolution > 600dpi*  
*REt > ON*  
*Uncheck > Scale Patterns*  
*Check > Print all Text as Black*

*Font Settings > Check > Send TrueType as Bitmap*

*Note: In order to select Send TrueType as Bitmap you must first select Rendering Mode > Send Graphics as Raster. When Send TrueType as Bitmap has been selected return settings to Send Page as Raster.*



14. When finished click *OK*.

*Note: If you have any questions please contact Minisoft for further advice.*

## Windows Vista / 7 / 8 Print Driver

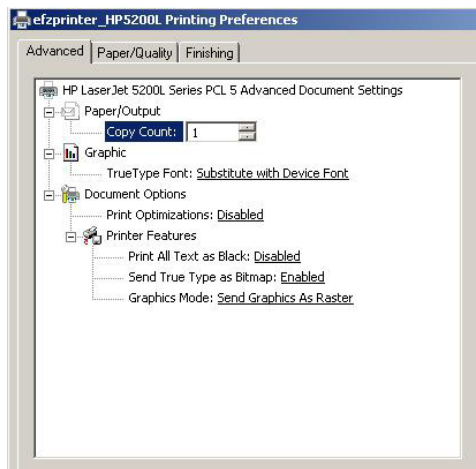
Install the *HP LaserJet 5200L Series PCL 5* print driver using the following method:

1. Create a new printer using the *Add Printer* option from the *Control Panel > Printers and Faxes* dialog box.
2. From the *Add Printer Wizard* proceed with the setup.
3. Select the *Local Printer Option* from the *Print Wizard*.
4. Select *File:Print to File* as your Port. Click *Next*.
5. From the list of manufactures select *HP*. Select *LaserJet 5200L Series PCL 5* as the model type. Once completed, click *OK*.
6. Click *Next*.
7. Enter a Printer Name of *efzprinter* and click *Next*.
8. Select *No* if you do not wish this to become your default printer.
9. Click *Finish*.

Once your *HP LaserJet 5200L Series PCL 5* print driver has been installed (*efzprinter*) click the *Properties* of this printer from the *Printers and Faxes* dialog box:

1. From the *Printing Preferences* dialog box click the *Advanced* tab and select the following options:

Print Optimizations:	<i>Disabled</i>
Print All Text as Black:	<i>Disabled</i>
Send True Type as Bitmap:	<i>Enabled</i>
Graphics Mode:	<i>Send Graphics as Raster</i>



2. When finished click *OK*.

# Index

# Index

## A

AS400  
  data capture 37  
  eFORMz job queue 11  
  installation 9  
  project transfer 63  
  upgrade 9

## C

color printer  
  recommendations 6,7  
creating  
  project file 43

## D

data suppression 59

## E

eFORMz  
  viewer 29  
efzmon.tra 24  
excluding data 59

## F

form template  
  prn file 74  
form viewer 29

## H

horizontal split pane 30  
HPE3000  
  data capture 40  
  installation instructions 15  
  NetPrint install 15  
  project transfer 65

  WINEFZ queue 15  
  HP LaserJet 5Si PCL 5e 74  
  HP LaserJet 5200L 76  
  HP/UX  
    install 17

## I

iSeries/AS400  
  eFORMz job queue 11  
  java release 9  
  os version 9

## J

java requirements  
  AS400 9  
job queue  
  AS400 11

## L

LINUX  
  install 17

## N

NetPrint 15

## P

page range  
  from end 55  
  from start 55  
pc install  
  installation instructions  
    web install 8  
  recommendations 8  
  requirements 8  
printer recommendations  
  black/white 6  
  color printer 6,7  
  label printer 7  
print file / spoolfile capture 36  
  as400 data capture 36  
  hp3000 data capture 40

- unix data capture 41
- windows server 36

printing 33,52

## S

Solaris

- install 17

spoolfile/print file capture 36

- as400 data capture 36
- hp3000 data capture 40
- unix data capture 41

## T

tcp/ip printing 21

tcp/ip print server service 22

## U

Unix

- installation instructions 17
- project transfer 65
- toolkit
  - script command options 71

UNIX

- data capture 41

## W

windows

- data file capture 36
- project transfer 72
- server install 19

windows port monitor 23

WINEFZ 15

WINEFZ queue 25