

**Motor Accident Vehicle Report – Windows Based**

*Sample forms are downloaded with the Mi-Forms Designer and Client Software.*

*As always, please note that Mi-Forms does not come with any “out of the box” forms. All forms are designed to the specifications of the customer. This includes the look and flow of the form, any logic requirements, etc. Some things on a form might seem unusable to a customer, or might not make sense for their environment – that is fine as the client will create or have Mi-Co create a form that looks and works exactly as they need it to.*

*If demo is via webinar, point out that in a real use case there is no scrolling up and down – each page of the form would display as only one page.*

*Note that the form has clickable instructions which can help educate and guide the end user.*

*Although this is depicting a vehicle accident report, the functionality can be applied to any type of incident or inspection form. For example, picture any municipality or utility company having to go to a location in order to document a downed telephone pole, needed road repair, etc.*

*The first thing you will see is a list of locations pop up. Envision this as work flow – either the end user can request a list of incidents based on assigned location or current GPS coordinates or the Mi-Forms Server or “dispatch system” can push incidents out.*

**Select an incident**

Note the form is prefilled with known information.

Note and demonstrate ability to use **Mapquest**.

Note the ability to **draw a diagram** and make notes. You can use different colored pens.

Enter First and Last Name –

 Notes: Required fields are in yellow, best practice is to have required fields highlighted although this is not necessary

 As you complete the required fields the yellow highlighting goes away

 Mi-Forms handwriting recognition highly accurate, you don’t need to write especially neat or in the lines

 If you make a mistake, simply write over the error and it is corrected

**Enter Zip Code** and note that state and city are filled in.

Note that **phone number** is required – but leave that blank to demonstrate that if all required information is not entered the end user is unable to submit form.

**Date of Birth Field**

Note that you are going to demonstrate that there is some logic built into the form –

If the State is NC or WA and the driver’s license number is entered then the DOB must indicate that the driver is a certain age. Enter a DOB that makes the driver too young.

 Notes: The field turns red. Visual cue for the end user that there is an error here.

The little bubbles can provide end users with information they may need while filling out the form

 This is a sample of some simple logic that could be achieved using Mi-Forms Designer drag and drop technology. The ability for if, if-then, and if-then-else logic scenarios can be simply added to the form. The ability for multiple requirements exists as well. More difficult logic requirements or business rules can be built into the form using vb.net scripting or java scripting.

Note that if the end user didn’t notice this visual cue they would get an error when trying to submit the form. Hopefully they would notice, **make the correction** and then note the red highlighting goes away.

**Driver’s Declaration** – If the device has the ability to record audio, that audio recording will be part of the form. Mi-Forms also has the ability to capture video recordings.

**Signature** – These signatures are legally binding. We also have ability to integrate with 3rd parties such as DocuSign, VeriSign and Adobe EchoSign.

**Make / Model** – Choose Honda as “make” and note that only Honda models are available

 Notes: Dropdown lists can be static dropdown lists built into the forms, Mi-Forms also has ability to pull this information from a backend database.

 This is some simple logic, but does illustrate the forms ability to select from a drop down box and have further choices adjusted accordingly. Although not illustrated here, Mi-Forms has the ability for “skip logic” and for portions of the form to be “grayed out” based on previous data entered into the form.

**Import a photo** -

The form for windows based devices - shows ability to import a photo that is currently on your device. Note you are able to **mark up the photo**.

This form has been optimized for iPad demos and has ability to take pictures and have the pictures automatically integrate into the form.

When you try to submit the form you should get an error that the phone number is required.

Click the button to show the validation rule and close.

Then enter the phone number and submit again.

Note that there are different data exports being created. These can be found in the MVAR folder in your Mi-Forms folder. Note that PDF files can be created in a variety of ways – multiple form pages condensed into one page pdf, one page form into multiple page pdf, information taken out or added as needed, etc