

**Restaurant Inspection Form – 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.*

*This form is a good example to show state and local government customers. It is also good to show users who require calculations, or who require dynamic interaction with forms (as the form has functionality that can be turned on and off by users, and has visual cues for the user)*

**Demo of the Restaurant Inspection Form**

This form is designed so that Blue Highlighted fields indicate some type of selection process.

Required fields are highlighted in yellow. Note the yellow highlight disappears once data is entered into the form.

**Click Name of Establishment** – A dropdown list of restaurants will appear.

**Choose a restaurant** - question appears asking if prior report should be shown.

Select - question appears asking if prior report should be shown.

**Select yes** and most recent report will appear (Reports created as a result of prior demos will be available) –Note how handy this is for inspectors, doctors, etc.

**Close report**

Note that the form is pre-filled with known information.

**Click Date of Inspection –** A date picker appears. The form could also be designed to autofill with current date.

**Enter date**

**Note the score starts at 100.**

**Begin to deduct points –**The notes page appears and add notes, this feature can be turned off by selecting “off”

Note the score changes as points are deducted. The number of points deducted also changes accordingly.

Note that once the score is below 90 and then 80 the color of the score changes.

Required Fields – the signature and ID fields are required.

**Leave Blank and submit form** – show error message.

Complete the form and submit.

Signatures captured in Mi-Forms are legally binding. Mi-forms also offers the ability to integrate signature capture with 3rd parties VeriSign, DocuSign and Adobe Echo.

The resulting files will be found in the Restaurant Inspection File in your Mi-Forms folder