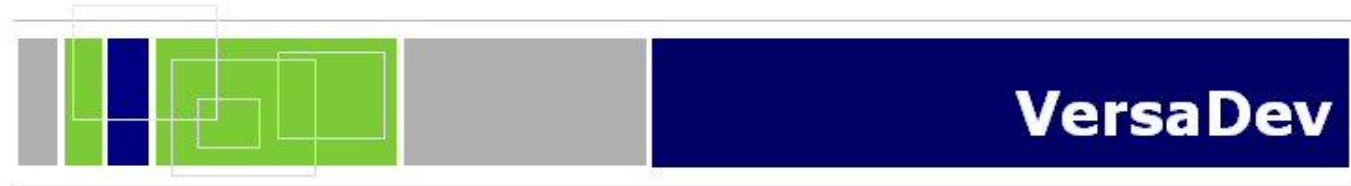


**versaFCT**  
Form Creation Tool



**Software Installation**  
**Database Management**  
**System Configuration**  
**General Application Usage**

Current Version – v1.0.0 – released 3<sup>rd</sup> Feb 2006

## **Technology used and Minimum System Requirements**

### **Technology Used**

- Microsoft ASP.Net
- Web Services
- Microsoft .Net Framework 1.1
- 100% Web Browser Based

### **The Minimum System Requirements for an installation are;**

#### **Hosting Requirements**

VersaDev provides a .Net DLL and SQL Server 2000 database structure. Your company is responsible for providing the hosting server(s). Minimum hosting requirements are listed below:

- Microsoft Windows 2000 / XP / 2003 Server
- Microsoft Internet Information Server (IIS) 6.0
- Microsoft .Net Framework 1.1 (free download from Microsoft)
- SQL Server 2000 or the Microsoft SQL Server Desktop Engine (MSDE\*) 2000 (MSDE is a free download from Microsoft)
- ASP.Net

#### **Client Requirements**

- Web browser: Microsoft Internet Explorer 6
- Pop-Up Blocking Software Disabled or App Added to Allowable Site List
- Java Script enabled
- Cookies enabled
- Screen resolution 1024 x 768 (min)

## **Installing versaFCT**

versaFCT is installed by means of a single Wizard Based Installer Package.

The installer package caters for Windows Server 2000 / XP and Windows Server 2003, and is typically named;

Versafct\_vXXX.msi

Where XX is the version number.

The most recent version of the installer can be downloaded here;

<http://www.versadev.com/versafctdownload.aspx>

IMPORTANT! – If MSDE, and not MS SQL Server 2000, is to be used as the database please precede to the section 'Installing versaFCT (MSDE)' in the manual before running the versaFCT Installer.

QUICK TIP -> The versaFCT installer needs to be run on the designated server where versaFCT is to be installed. Administrative privileges are required on the server/pc to run the installer.

## **Running the versaFCT Installer Wizard**

### **Installation Steps**

**Step 1:** Welcome Screen. Click the **NEXT** button to start the Wizard Installation process.

**Step 2:** **Accept** the License Agreement.

**Step 3:** **Familiarize yourself** with the **System Requirements** and Installation Notes.

**Step 4:** **Select** the required **User Install Type**.

**Step 5:** Leave the destination folder path as is, or select a new folder path.

**Step 6:** Select either **LOCAL** or **REMOTE** installation.

If you select **REMOTE** – after completing the Wizard installation you will need to install the database manually (for SQL Server based installations see section titled 'Manual Installation of the versaFCT Database'. For MSDE based installations refer to the relevant section in this manual).

**Step 7:** Click the **BACK** button to re-enter any installation information **NEXT** to proceed with the install, or **CANCEL** to cancel the installation.

**Step 8:** **Read** the **README.HTM page** and **Register** to obtain an **Evaluation Keycode** to activate versaFCT in Evaluation Mode.

## **Manual Installation of the versaFCT Database**

If you selected the **REMOTE** option during Step 6 of the installation, you will need to manually create the database using the following instructions.

For **Remote** installations, remember to configure the database connection string in the web.config file, before running the versaFCT application and to manually install the database using the SQL scripts provided.

These scripts are located in the following default installation folder:

C:\Program Files\VersaDev\versaFCT\Setup\SQLScripts\

Running SQL scripts on the remote server

Open SQL Query Analyzer on the remote machine

Run

Program Files\VersaDev\VersaFCT\Setup\SQLScripts\versaFCT\_installDB.sql

Run

Program Files\VersaDev\VersaFCT\Setup\SQLScripts\versaFCT\_GrantPermissions\_ForRemote.sql

Running these scripts creates a SQL login, versafct, with the password, versafct

Changing the SQL Connection String in the versaFCT web.config file for the remote SQL Server installation:

Open the versaFCT web.config file using a text editor.

Under <configuration><appSettings><add key="FCTDSN" ... />, change the value attribute.

Modify the value attribute to the desired connection string (you can't use the Integrated Security) using versafct and versafct as the uid and password respectively if you chose to use the default settings.

You will need to change the following section of versaFCT web.config file as outlined below:

```
<add key="FCTDSN" value="Server=REMOTE_SERVER;Database=versaFCT;uid=versafct;password=versafct" />
```

Where REMOTE\_SERVER is the name of the SQL server.

Database Clean Up

If you chose to remove the versaFCT database, you can manually run the SQL script, versaFCT\_RemoveDB.sql, provided in the SQLScripts folder using MS SQL Server Query Analyzer.

## **Installing versaFCT (MSDE)**

Installations against MSDE, unlike MS SQL Sever, require manual setting of authentication and to grant database permissions.

For versaFCT to operate correctly with MSDE, we HIGHLY recommend that MSDE and versaFCT be installed in an explicit manner. VersaDev can not guarantee correct operation of versaFCT if MSDE has been installed in any another manner other than details in the following section.

Download and Installation of MSDE

The MSDE database engine is available for free and can be downloaded from Microsoft here:

<http://www.asp.net/msde>

You can also download the SQL Server Web Data Administrator to manage your MSDE databases from Microsoft's Web site here:

<http://www.microsoft.com/downloads/details.aspx?familyid=c039a798-c57a-419e-acbe-2a332cb7f959&displaylang=en>

Alternatively, a 3<sup>rd</sup> party MSDE Console which is also very good, is available for download here;

<http://www.asql.biz/Public/clicks.php?id=5>

\*\*\*\*\* IMPORTANT \*\*\*\*\*  
\*\*\*\*\* NOT INSTALL VERSAFCT BEFORE INSTALLING MSDE \*\*\*\*\*  
\*\*\*\*\*

## **MSDE Installation to be on the same machine as versaFCT**

- (1) Install MSDE as detailed on the Microsoft MSDE download page.
- (2) Install versaFCT as details in the section titled 'Installing versaFCT' - when prompted in the versaFCT installer to install the database select 'Local'.

NOTE: If during the installing of MSDE, you defined an INSTANCENAME other than localhost (default), you will need to edit the versaFCT web.config file, after Step 2 above, and define this INSTANCENAME within the database connection string areas as follows;

Change all connection strings defined by the versaFCT web.config file keys as follows;

"FCTDSN" - replace the string localhost to your INSTANCENAME.

## **MSDE Installation to be on a different machine from versaFCT**

- (1) Install MSDE as detailed on the Microsoft MSDE download page, with the following exceptions;
  - (1.1) you MUST make sure that 'DISABLENETWORKPROTOCOLS=0' (to enable network connections) is SET during the install of MSDE.
  - (1.2) We also recommend that you set 'SECURITYMODE=SQL' and define a Strong Password to be assigned to the MSDE sa Administrator Login.
- (2) Install versaFCT as detailed in the section titled 'Installing versaFCT' – when prompted in the versaFCT installer to install the database, select 'Remote', complete the rest of the installer process, then return to this section and complete the following procedure;

## **Creating the versaFCT Database (MSDE)**

During the installation of versaFCT, several scripts are installed. These scripts will be located in the following folder:

C:\Program Files\VersaDev\VersaFCT\Setup\SQLScripts

Note: the path above assumes the default installation folder.

Locate the script; versaFCT\_InstallDB.sql and from the command line type:

```
Osql -Usa -PMyPassword -i versaFCT_InstallDB.sql
```

Where MyPassword is the password for the sa account.

### Creating the versaFCT Database User (MSDE)

Two scripts are provided to create and grant database permissions.

#### Integrated Security

If you intend to use Integrated Security you will need to locate the script:

```
versaFCT_GrantPermissions_ForLocal.sql
```

Before running the script, you will need to edit the file and set the appropriate username, defined by <TRUSTEDACCOUNT>.

For example, if you are running Windows XP and your machine name is MyPC, this would be set to MyPC\ASPNET.

Once the files have been modified and saved, from the command line type:

```
Osql -Usa -PMyPassword -i versaFCT_GrantPermissions_ForLocal.sql
```

Where MyPassword is the password for the sa account.  
SQL Authentication

Locate the script, versaFCT\_GrantPermissions\_ForRemote.sql

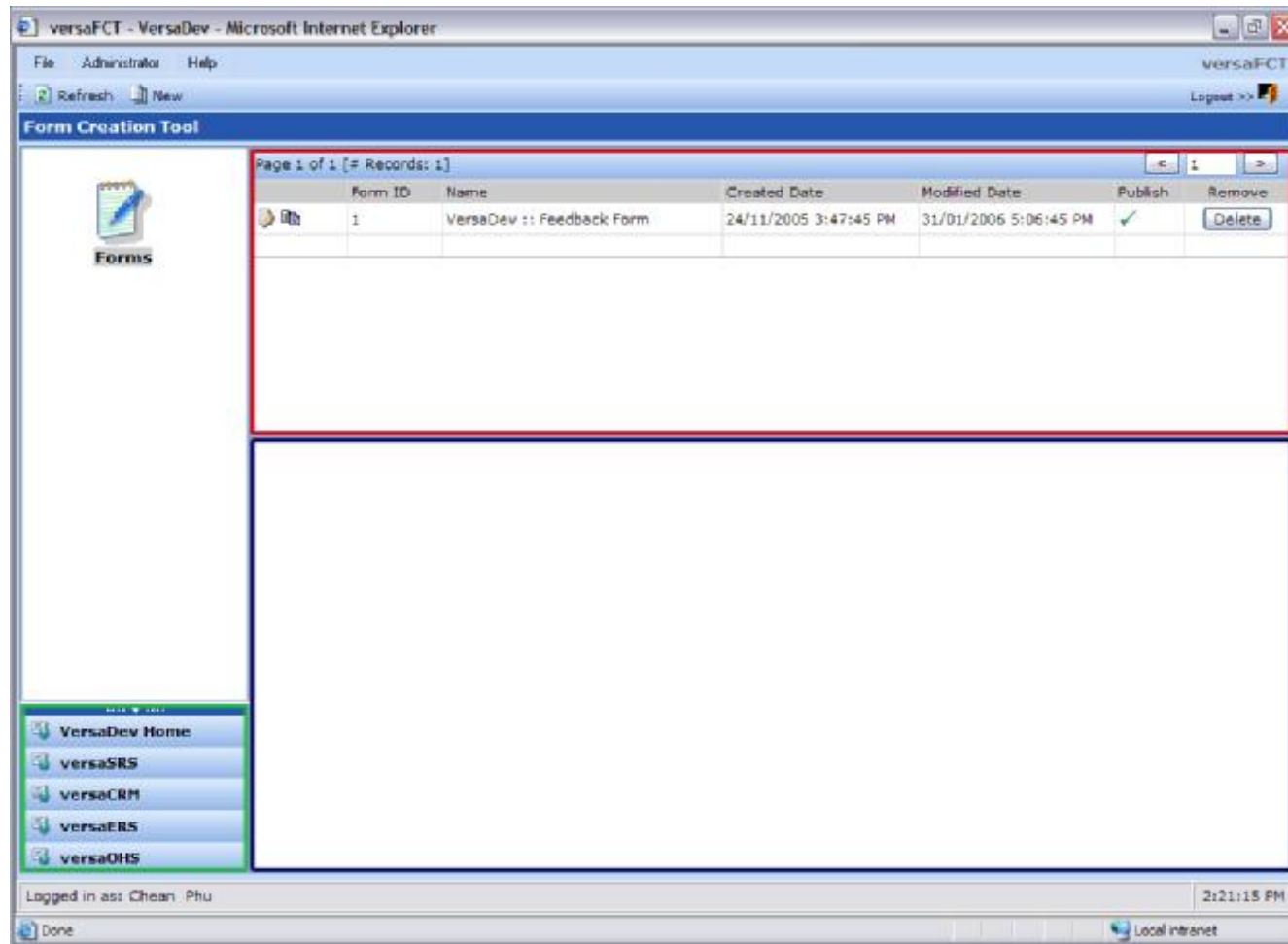
From the command line type:

```
Osql -Usa -PMyPassword -i versaFCT_GrantPermissions_ForRemote.sql
```

Where MyPassword is the password for the sa account.

This will create a SQL login, versafct, with the password, versafct.

## versaFCT Application Interface



**List of Available Created Forms**




**Result Panel - Displays Individual Form Results/Responses**



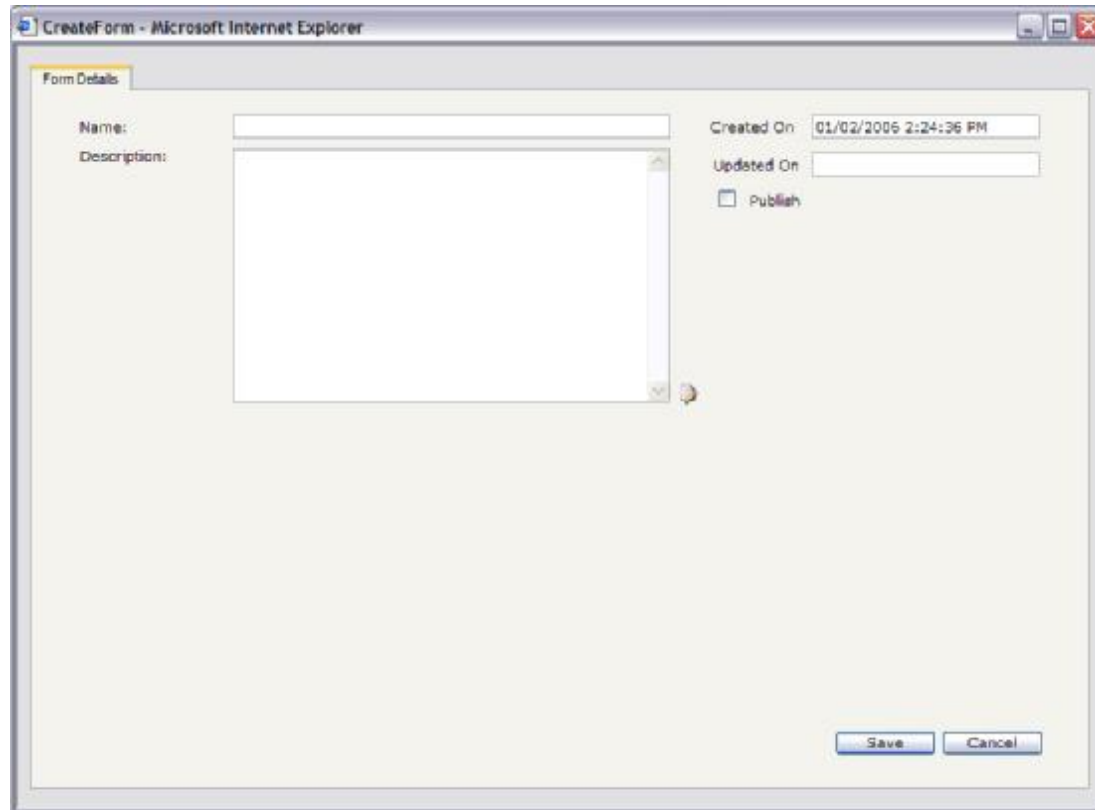
**Customizable Quick Launch Buttons**

## **Forms – How To Create a Form**

Just under the file menu, you will see a  button.

Click this button to create a new form.


The following screen will be presented;

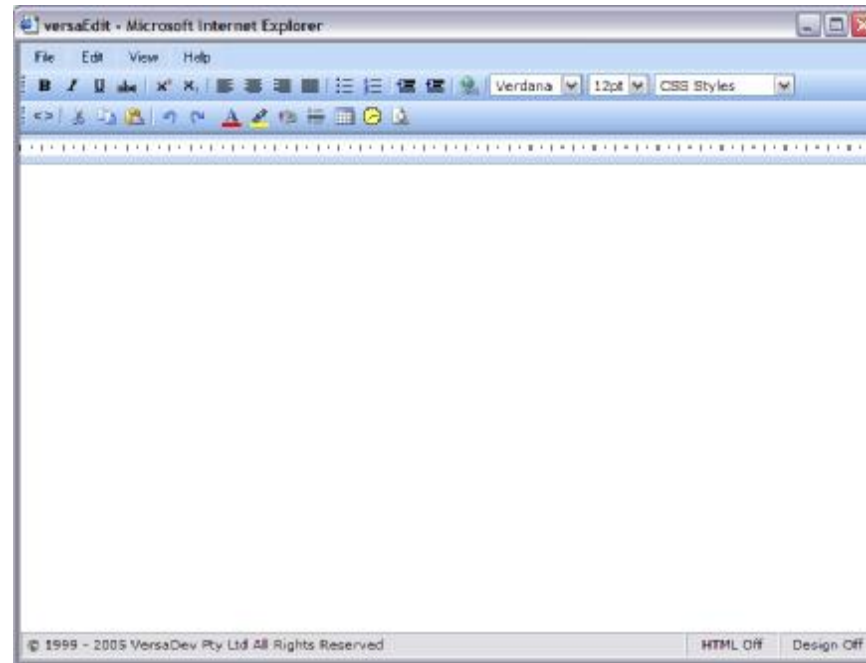


The screenshot shows a web browser window titled "CreateForm - Microsoft Internet Explorer". The main content area is a form titled "Form Details". It contains the following elements:

- Name:** A single-line text input field.
- Description:** A multi-line text area with a scroll bar.
- Created On:** A date and time field showing "01/02/2006 2:24:36 PM".
- Updated On:** A single-line text input field.
- Publish:** A checkbox that is currently unchecked.
- Buttons:** "Save" and "Cancel" buttons are located at the bottom right of the form area.

Give this form a **Name** and **Description**.

If you would like the description to extended with html styles, click on the edit icon . The HTML editor will open up allowing you edit the description as WYSIWYG. (Shown in the next screenshot).



Once you have entered the description you want and formatted it to your liking,

Click on the **"File"** menu and select **"Save & Close"**.

This panel will then close and the html data will be updated into the previous screen with the html code inserted.

On the Form Details Panel; Click on the **"Save"** button, to save the Name and Description of your new form.

Once saved two new tabs **"Questions"** and **"Preview"** will become available.

FormDetails Questions Preview

Name: VersaDev :: Feedback Form

Description: We would really appreciate your feedback.

Created On: 24/11/2005 3:47:45 PM

Updated On: 31/01/2006 5:06:45 PM

Publish

Save Close

Now the form has been saved and committed, it's time to add the question against the form.

Click on the "**Questions**" tab.

## Questions Tab

The screenshot shows a web browser window titled "CreateForm - Microsoft Internet Explorer". The main content area has three tabs: "Form Details", "Questions", and "Preview". The "Questions" tab is active. It contains a "Question" text input field with a small icon to its right. Below it is a "Response Type" dropdown menu currently showing "Label Only". Underneath is a "Response Settings" section with a "Required Response" checkbox (unchecked) and an "Error Messages" text area. Below the text area is the text "For additional text labeling". At the bottom right of the main area are "Add" and "Cancel" buttons. Below this is a table with the following structure:

Question	ResponseType	Pos	Re-Order

At the bottom of the window are "Save" and "Close" buttons.

### Creating a New Question.

Enter the Question or Label you wish in the Question field.

By clicking on the  icon, you can apply a style against the question text as per the previous example.

Choose the **Response Type** you wish for this question. Enter any additional settings necessary for the selection of the response type as defined in the following section.

## The available Response Types are:

### 1. Label Only

This is used to display text without any response required, e.g. heading, introduction, etc

### 2. Single Line Input

For input of one line of text

### 3. Multi-line Input

Use for extra text input. Such as comments.

### 4. Choices

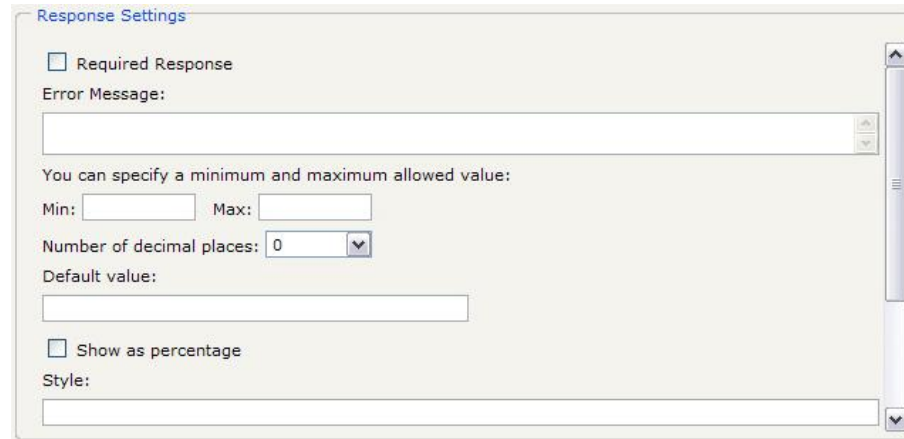
Ability to create checkbox responses, drop down selections or radio button controls.

The screenshot shows a 'Response Settings' dialog box with the following elements:

- Required Response
- Error Message: [Text input field]
- Display choices using:  Checkboxes  Drop-Down Menu  Radio Buttons
- Type each choice on a separate line:
- Include Other
- Style: [Text input field]

The "Include Other" checkbox option allows you to include an extra text box where the user can enter other answers if the ones supplied are not what they require.

## Numeric Input



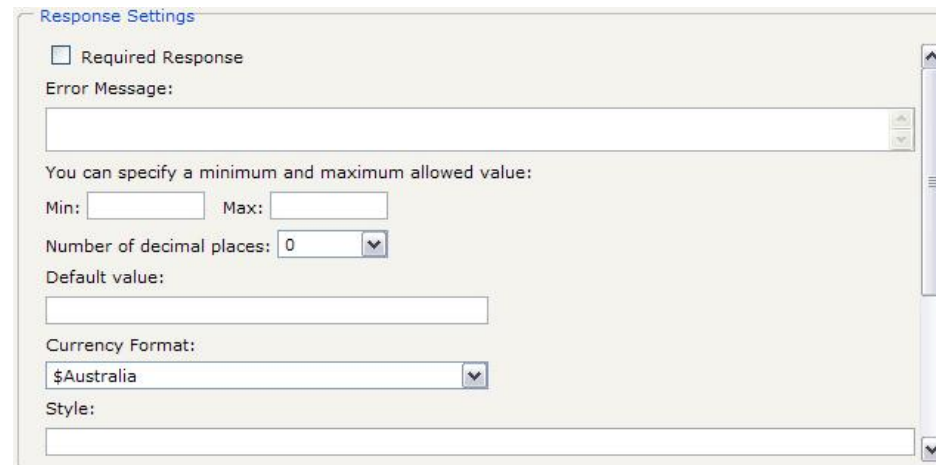
The screenshot shows the 'Response Settings' dialog box for a numeric input field. It includes the following elements:

- Required Response
- Error Message: [Text input field]
- You can specify a minimum and maximum allowed value:
  - Min: [Text input field]
  - Max: [Text input field]
- Number of decimal places: [0] [Dropdown arrow]
- Default value: [Text input field]
- Show as percentage
- Style: [Text input field]

Numeric inputs allow you to set the minimum and maximum value the field will accept, or to set the field to be a percentage value.

## 5. Currency Input

Ability to control allowable currency values as responses.



The screenshot shows the 'Response Settings' dialog box for a currency input field. It includes the following elements:

- Required Response
- Error Message: [Text input field]
- You can specify a minimum and maximum allowed value:
  - Min: [Text input field]
  - Max: [Text input field]
- Number of decimal places: [0] [Dropdown arrow]
- Default value: [Text input field]
- Currency Format: [\$Australia] [Dropdown arrow]
- Style: [Text input field]

Currency input is very similar to numeric input, but allows you to set the available currency type format.

## 6. Date/Time Input

Allows you to optionally set a default date and time as an input type. Otherwise, allows for date/time or date only selection by user.




The screenshot shows a 'Response Settings' dialog box with the following options:

- Required Response
- Error Message:
- Date Only
- Default value:  
- Always use current date as default value.
- Style:

## 7. Yes/No Checkbox

A true or false type response.



The screenshot shows a 'Response Settings' dialog box with the following options:

- Required Response
- Error Message:
- Default value: Yes

**NOTE:** All Questions where "Required Response" (except for "Label Only") has been set, allows you to ability to apply a custom error message to your end users.

If a user submits the form, and those questions which require a response have not been entered, the custom error message for that question will be presented to the user for actioning.

If a custom error message has not been defined against the question, a standard field error will be displayed by default to the user.

After entering a questions and setting the appropriate response type;

Click the "**Add**" button to add the question to the form.

Repeat the above process to Add more questions.

Clicking on the "**Preview**" tab at any time will allow you to view how the form is currently laid out and how it will appear to the end user.

**Preview Tab**

Microsoft Internet Explorer - CreateForm

Form Details Questions **Preview**

VersaDev :: Feedback Form

---

**We would really appreciate your feedback.**

General Details

**Your First Name \***

**Your Last Name \***

**What profession are you in?**

- IT
- Industry
- Education
- Government
- Research & Development
- Finance & Account
- Others, please specify

Save Close

## **Making Corrections**

If during the process of entering your question you have made any mistakes that require correction, or if the format and layout are not to your liking;

Click back on the "**Questions**" tab and double-click on the question which requires correction;

This will then return the question details and populate the fields.

Make the necessary changes and apply by clicking the "**Update**" button to commit the changes.

**NOTE:** If the question was entered with the wrong response type, it is recommended that you delete the question and add a new one with the correct response type.

## **Changing the Order of the Questions**

If the ordering of the questions are incorrect;

- 1 Click on the "**Questions**" tab
- 2 Under the column "**Re-Order**", select the correct order for each question. Each question can only occupy one position number.
- 3 Click "**Re-Order**" on the column heading to reorder the sequence.

Note: The column "Pos" represents the current position of the question.

## **Publishing the Form**

Once the form is completed, and the preview looks correct.

Go to the "**Form Details**" tab and check the "**Publish**" tick box, followed by clicking the "**Save**" button to commit. This will enable the form, and allow the users to access and start using the form.

## Modifying an Existing Form

versaFCT - VersaDev - Microsoft Internet Explorer

File Administration Help versaFCT

Refresh New


Form Creation Tool


Page 1 of 1 [ # Records: 1 ]

Form ID	Nama	Created Date	Modified Date	Publish	Remove
1	VersaDev 11 Feedback Form	24/11/2005 3:47:45 PM	31/01/2006 5:06:45 PM	✓	Delete

Logged in as: Chean Phu 2/21/15 PM

Done Local intranet

 To edit an existing form, click on this icon for the record.

 To clone an existing form, click on this icon for the record.

## Viewing Form Responses

In the top part of the screen, click on the row to view the results of each form.

The results will be displayed in the bottom panel "**Form Responses**", with the number of forms completed.

The screenshot displays the versaFCT web application in a Microsoft Internet Explorer browser window. The page is titled "Form Creation Tool" and is divided into two main sections: "Forms" and "Form Responses".

**Forms Section:** This section shows a table with one record. The table has columns for Form ID, Name, Created Date, Modified Date, Publish, and Remove. The single row contains the following data:

Form ID	Name	Created Date	Modified Date	Publish	Remove
1	VersaDev 1 Feedback Form	24/11/2005 3:47:45 PM	02/02/2006 8:37:16 PM	<input checked="" type="checkbox"/>	Delete

**Form Responses Section:** This section shows a table with one record. The table has columns for Form ID, Response ID, Instance ID, Date Entered, and Last Updated. The single row contains the following data:

Form ID	Response ID	Instance ID	Date Entered	Last Updated
1	1	0	25/11/2005 10:17:54 AM	25/11/2005 12:29:22 PM

The interface also includes a left-hand navigation menu with links for VersaDev Home, versaSRS, versaCRM, versaERS, and versaDMS. At the bottom, it shows the user is logged in as "asi Chean Phu" and the time is 5:10:00 PM. The browser status bar indicates "Done" and "Local intranet".

Under Form Responses, double-click on any row entry to view the results of each individual response to the form selected in the top part of the screen.

## Adding System Users into versaFCT

To add a User to the versaFCT System to allow for Form Creation and Form Results viewing:

1. Select the Administrator Menu.
2. Select the Manage System Users menu item. This will open the System Users screen.
3. Click the Add button. This Will open the User Details screen.

The screenshot shows a web browser window titled "User Details - Microsoft Internet Explorer". The main content area is a form titled "User Details". The form has the following fields and controls:

- User ID: (empty text box)
- Username: Administrator (text box)
- Password: (password masked with dots)
- User Type: Administrator (dropdown menu)
- Can log on:
- Can run reports:
- Can run Admin reports:
- Title: Mr (dropdown menu)
- First Name: System (text box)
- Last Name: Administrator (text box)
- Job Title: System Administrator (text box)
- Organisation: VersaDev (text box)
- Address: (empty text box)
- City: (empty text box)
- State: (empty text box)
- Zip: (empty text box)
- Country: (empty text box)
- Home: (empty text box)
- Work: (empty text box)
- Mobile: (empty text box)
- Page: (empty text box)
- Email: (empty text box)
- Signature: (empty text box)
- Notes: (empty text area)

At the bottom right of the form are two buttons: "OK" and "Cancel".

4. Enter the User details as requested by the system.

5. Select the OK button to complete the addition of a new User.

NOTE: If you have set the Authentication (login) method of the versaFCT Application to be Windows Based Authentication (as set in the web.config file found under the root of the versaFCT install folder), then you must ensure that the Username in the field matches exactly their Windows Username, excluding any domain component. The Password field does not need to contain their Windows password, but must at least contain 1 character such as a space.

E.g. If a user logs into their Windows machine as MyDomain\Joe.Bloggs, then the Username field in the above panel needs to contain Joe.Bloggs. The Password field will not be used as this will be passed from their Windows login.

## **Accessing the Created Forms Publicly**

Once the required forms have been created and published,

They can be viewed and completed publicly at the following address, if the installation was set to the default path;

[http://localhost/versaFCT/versaFCTClient/ViewForm.aspx?FormID=\[FORMID\]](http://localhost/versaFCT/versaFCTClient/ViewForm.aspx?FormID=[FORMID])

where [FORMID] is the form id you wish to be viewed for use.

Depending on how you have installed the application and how you have configured your network web resources to allow access to these forms publicly, then the above URL will need to be adjusted accordingly.

**NOTE:** The appSetting key "FCTDSN" in the web.config file for versaFCTClient, must be the same as the application appSetting.

## TECHNICAL SUPPORT & SOFTWARE SALES

### **Software Technical Support**

[support@versadev.com](mailto:support@versadev.com)

[www.versadev.com](http://www.versadev.com)

Search the Online Knowledgebase:

[http://www.versadev.com/  
knowledgebasehome.aspx](http://www.versadev.com/knowledgebasehome.aspx)

P: +61 (8) 8273 3030

F: +61 (8) 8273 3033

### **Software Sales**

Go Here to Order Online:

<http://www.versadev.com/versaFCTorders.aspx>

[sales@versadev.com](mailto:sales@versadev.com)

P: +61 (8) 8273 3030

F: +61 (8) 8273 3033