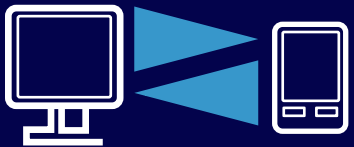


# Aeromark Mobile Forms



## User Guide - Web Interface Users & Groups



**aeromark**

Aeromark Mobile Forms

Mobile Forms Administration

Home Design Form **Deploy Forms** Send Data Mail Box CSV Export CSV Import

**Status messages**

Deploy a form to a user by left-clicking a form and dragging the form to the user you would like to deploy the form to. It is also possible to view additional options for a user and form by selecting [Options](#) to view the available form management options.

**Forms**

Below are a list of forms that have been created within your account. Click the [Options](#) next to an individual form to view form management options.

914	Carlton test - send data	<a href="#">Options</a>
913	Your new form	<a href="#">Options</a>
912	Electricity Readings	<a href="#">Options</a>
911	Business Mileage	<a href="#">Options</a>
910	Customer Visits	<a href="#">Options</a>
909	Mobile forms deployment	<a href="#">Options</a>
908	Ping	<a href="#">Options</a>

**Groups**

To manage your existing groups please visit the [group management](#) section in administration.

Admin	<a href="#">Options</a>
Tech support	<a href="#">Options</a>
williamw	<a href="#">Options</a>

**Users**

Click the [Options](#) next to an individual user to view the forms that have been deployed to the user.

Carlton Dickson	<a href="#">Options</a>
Kay Fellows	<a href="#">Options</a>
Thuy Giang	<a href="#">Options</a>
Bartosz Moszczynski	<a href="#">Options</a>
William Włodarczak	<a href="#">Options</a>

## Web User Guide Send Data, view Mail box & Out box

Click on Administration at the top of the page to configure your Users & Groups...

# Web User Guide

## Send Data, view Mail box & Out box

**aeromark**

Aeromark Mobile Forms

Mobile Forms  
Administration

**Users**

Select User:

Mobile Numbers of users are displayed here

- Thuy Giang
- Bartosz Moszczynski
- William Wlodarczak
- Kay Fellows
- Carlton Dickson

**What can I do here?**

- **Add New User** or right click on the users list
- Manage users by left clicking on one of them or right clicking and selecting desired option from context menu
- Select *Mobile Forms* from the top menu to start working with Mobile Forms. If Mobile Forms option is not present on your screen yet you need wait for your account to be fully activated.

Lists your Users

To add a New User  
Click here

# Web User Guide

## Send Data, view Mail box & Out box

The screenshot shows the 'Create New User' dialog box in the Aeromark Mobile Forms application. The dialog box is titled 'Create New User' and contains the following text:

Terms And Conditions

Terms and Conditions for using Orange Mobile Forms - Version 1.00 dated 1/9/2006

By pressing "Accept" you are agreeing to the following terms and conditions:

1. I am an existing Orange UK mobile phone user with the mobile number I have entered.
2. The mobile number is invoiced on the account number I have entered.
3. The tariff of £15 plus vat per month for the service will be added to the account for the mobile number entered.
4. The mobile phone contract may not be terminated before completion of the 12 months minimum term as s

At the bottom of the dialog box, there is a checkbox labeled 'I accept' and two buttons: 'Next' and 'Cancel'.

Annotations in the image include:

- A box on the left titled 'Select User:' with a list of names: Thuy Giang, Bartosz Moszczynski, William Włodarczak, Kay Fellows, and Carlton Dickson. A note below the list says 'Mobile Numbers of users are displayed here'.
- A blue callout box on the right with two arrows pointing to the 'I accept' checkbox and the 'Next' button. The text in the callout box reads: 'When you have read and understood the Terms & Conditions, click checkbox to Accept.' and 'Now click Next to proceed.'

# Web User Guide Send Data, view Mail box & Out box

**aeromark**

Aeromark Mobile Forms

Mobile Forms  
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**Users**

Select User:

Mobile Numbers of users are displayed here

- Thuy Giang
- Bartosz Moszczynski
- William Wlodarczak
- Kay Fellows
- Carlton Dickson

**Create New User**

Mobile number will be used as a web and PDA username for the new user

Mobile number

Email address

Does the PDA have access to the Internet?  
 Yes  No  don't know

Does the PDA use any corporate email or VPN access?  
 Yes  No  don't know

Next Cancel

Enter User's Mobile Number

Enter User's Email Address

Answer these questions (if known)

Click Next to proceed

# Web User Guide

## Send Data, view Mail box & Out box

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Aeromark Mobile Forms

Mobile Forms Administration

Users

Select User:

Mobile Numbers of users are displayed here

- New User
- Thuy Giang
- Bartosz Moszczynski
- William Włodarczak
- Kay Fellows
- Carlton Dickson

**User Properties**

Permissions Groups

General Properties

Web Login: 07204151515

Name: New User

Last Name:

User ID:

Mobile Number: 07204151515

Web Password: change

Email Address: kayf@aeromark.co.uk

Orange Account:

Mobile Forms

Ok Cancel

Enter User's First Name

Enter User's Last Name

Give User an I.D.

Click OK to Accept

# Web User Guide

## Send Data, view Mail box & Out box

The screenshot shows the Aeromark Mobile Forms web interface. At the top left is the aeromark logo. The main header area contains a banner with a truck and the text "Aeromark Mobile Forms" and "Mobile Forms Administration". Below the banner are two tabs: "Users" and "Groups". The "Users" tab is active, showing a "Select User:" dropdown menu with the following options: Kay2 Fellows2, Thuy Giang, Bartosz Moszczynski, William Wlodarczak, Kay Fellows, and Carlton Dickson. A text box on the left indicates "Mobile Numbers of users are displayed here".

**What can I do here?**

- **Add New User** or right click on the users list
- Manage users by left clicking on one of them or right clicking and selecting desired option from context menu
- Select *Mobile Forms* from the top menu to start working with Mobile Forms. If Mobile Forms option is not present on your screen yet you need wait for your account to be fully activated.

Your New User is now on the system

Hold your mouse over Users and the Groups tab appears.

Now Click Groups.

# Web User Guide

## Send Data, view Mail box & Out box

The screenshot shows the Aeromark Mobile Forms web interface. At the top left is the 'aeromark' logo. The main header area contains a banner with a truck and the text 'Aeromark Mobile Forms' and 'Mobile Forms Administration'. Below this is a 'Users' tab. A 'Select Group:' dropdown menu is open, showing a list of groups: 'Admin', 'Tech support', and 'williamw'. To the right of the dropdown, there is a section titled 'What can I do here?' with two bullet points: 'Add New User Group' (highlighted with a blue box) and 'Manage groups by left clicking on one of them or right clicking and selecting desired option from context menu'. A blue callout box on the right side of the screenshot contains the text 'Your Groups will be displayed here.' and 'Click here to create a New User Group.' with arrows pointing to the group list and the 'Add New User Group' button respectively.

Your Groups will be displayed here.

What can I do here?

- **Add New User Group** or right click on the groups list
- Manage groups by left clicking on one of them or right clicking and selecting desired option from context menu

Click here to create a New User Group.

# Web User Guide Send Data, view Mail box & Out box

**Select Group:**

- Admin
- Tech support
- williamw

**Group Properties**

Name: Admin  
Description: Group for admin within AAC Services

**All User:**

- Kay2 Fellows2
- Thuy Giang
- Bartosz Moszczynski
- Kay Fellows
- Carlton Dickson

**Members:**

- William Wlodarczak

Buttons: Right Arrow (=>), Left Arrow (<=)

Buttons: Ok, Cancel

Click on your chosen User to highlight in blue...

Click on the Right Arrow button to transfer the User to the new Group

The User will be displayed in the Members column.

To remove a User, reverse the process by highlighting the user in the Members column, and clicking the Left Arrow.

# Web User Guide

## Send Data, view Mail box & Out box

**aeromark**

Aeromark Mobile Forms

Mobile Forms  
Administration

Users

Select Group:

Admin  
Tech support  
williamw

What can I do here?

- **Add New User Group** or right click on the groups list
- Manage groups by left clicking on one of them or right clicking and selecting desired option from context menu

Click here to return to  
Mobile Forms site