

# FormPort Server Quick Startup Guide

## Contents

- Software Installation Setup.....2**
  
- FormPort Logical Printer Setup.....5**
  - Configuring the FormPort Server Printer.....6
  
- Configuring the Report Agent..... 6**
  
- Testing the Application.....7**
  
- Registration.....9**
  
- To Change the Registration Key:..... 9**
  
- Printing from a Workstation..... 9**

# FormPort Server Quick Startup Guide

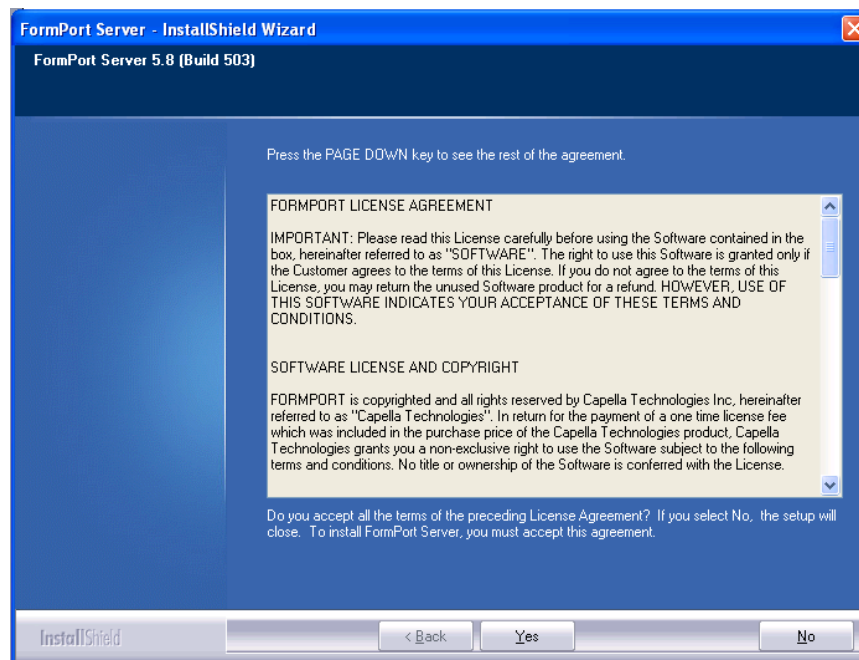
For Windows NT 4.0, Windows 2000, and Windows XP

It is recommended to close all your applications before starting the installation procedure.

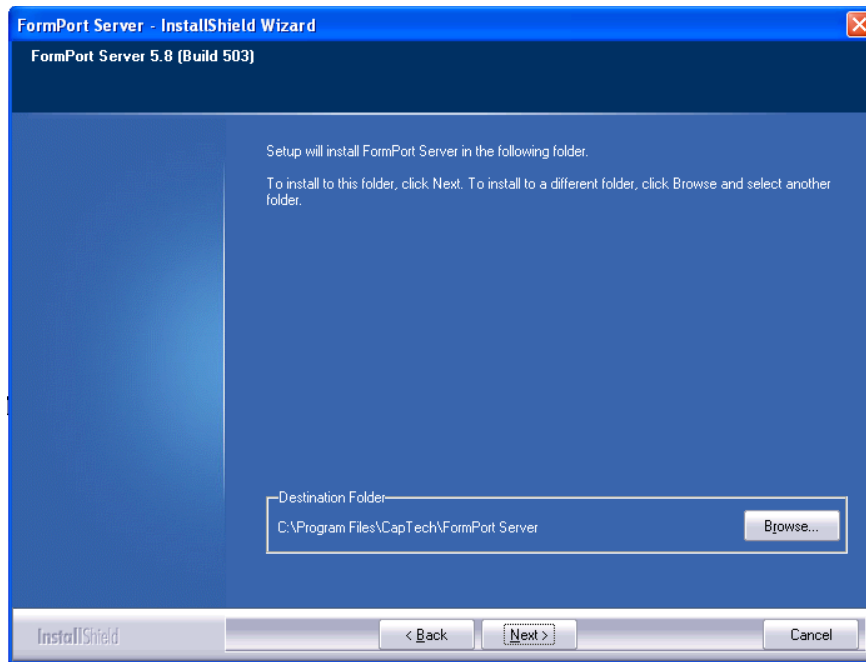
Note: If you downloaded FormPort Server from our FTP site, open up the directory where you extracted the files and double click “main.htm”, then skip to the third bullet in the “Software Installation Setup” section.

## Software Installation Setup

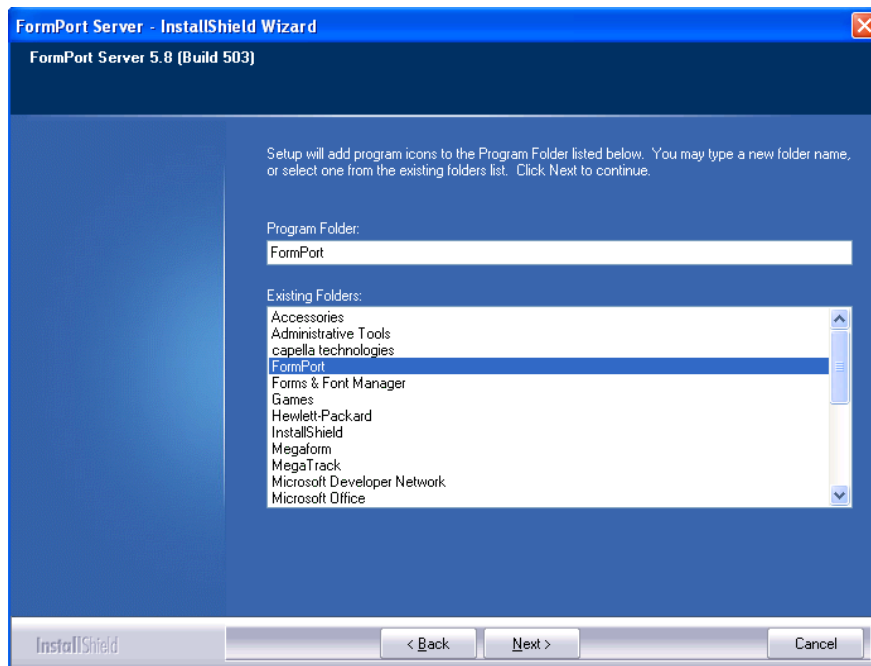
- Put the FormPort Server CD in the CD-ROM drive
- The FormPort Server CD will come up in a browser
- In the FormPort Server CD browser, click on the “FormPort Server 5.8” link in the left menu
- Select the “FormPort Server 5.8” link
- Select “Open” when it asks if you would like to open or save
- Click yes to agree to the terms and conditions stated in the Formport Server License Agreement.



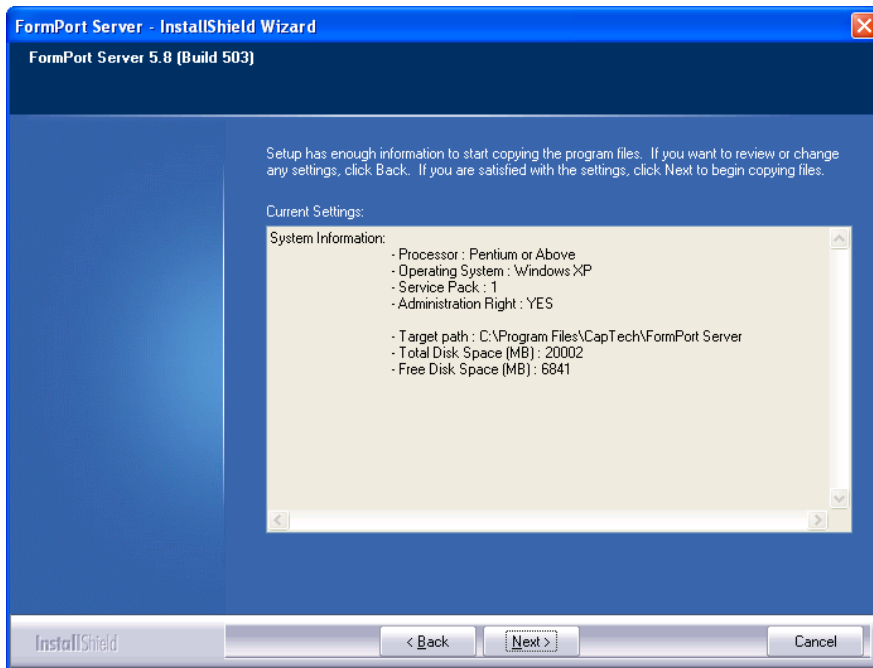
- Click next to install the software into its default installation directory.



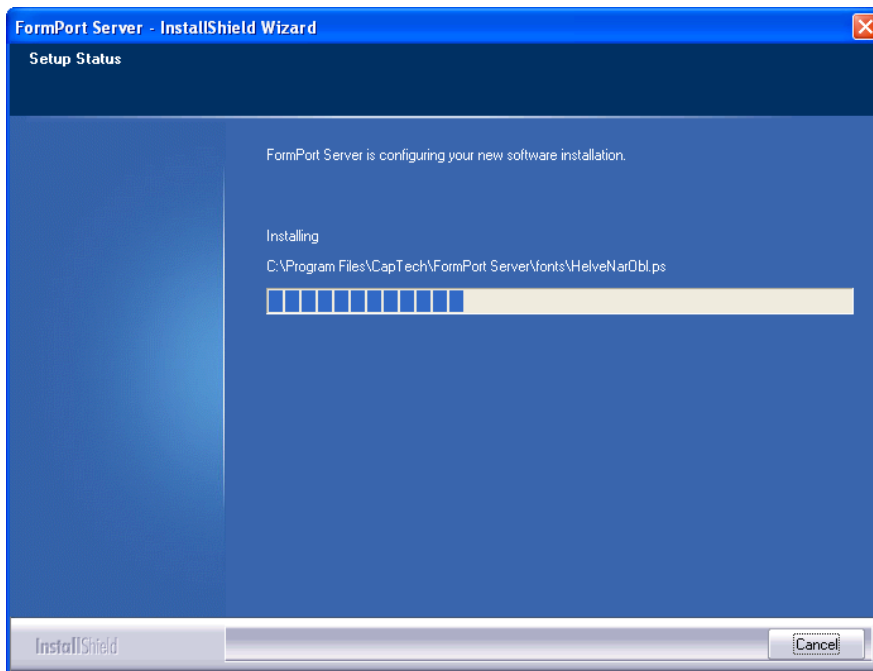
- Click next on the Program Folders default settings.



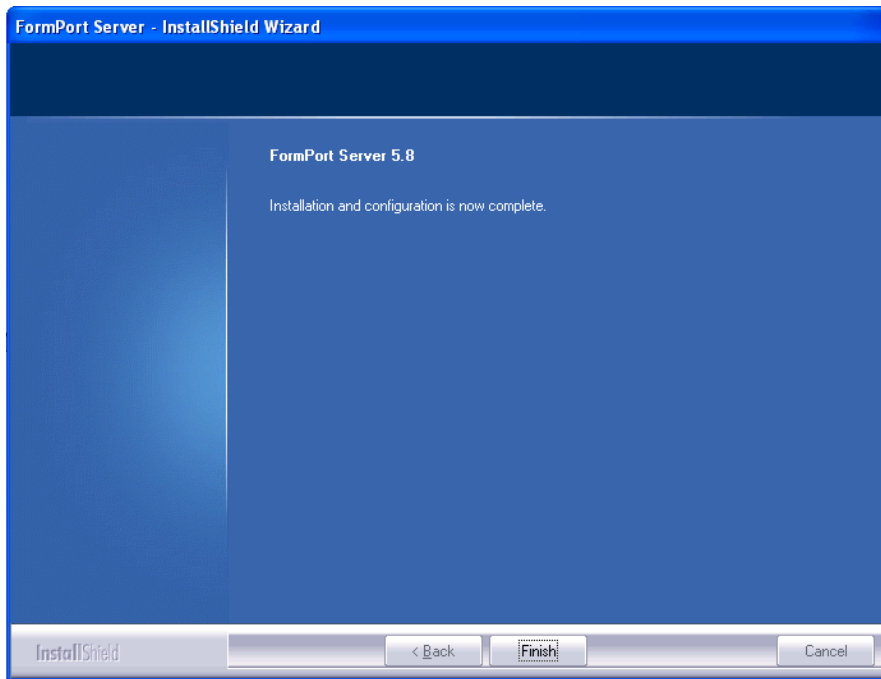
- Click next after viewing the system information.



- This should start the installation procedure.



- Click finish to end the installation.



The InstallShield Wizard window will close, to conclude the software installation.

## FormPort Logical Printer Setup

A Logical printer is the input device for sending data to the FormPort Server.

The FormPort Server setup will install a FormPort logical printer by default on Windows 2000, XP, and 2003. A logical printer must be added manually for other operating systems (the operating system CD may be required).

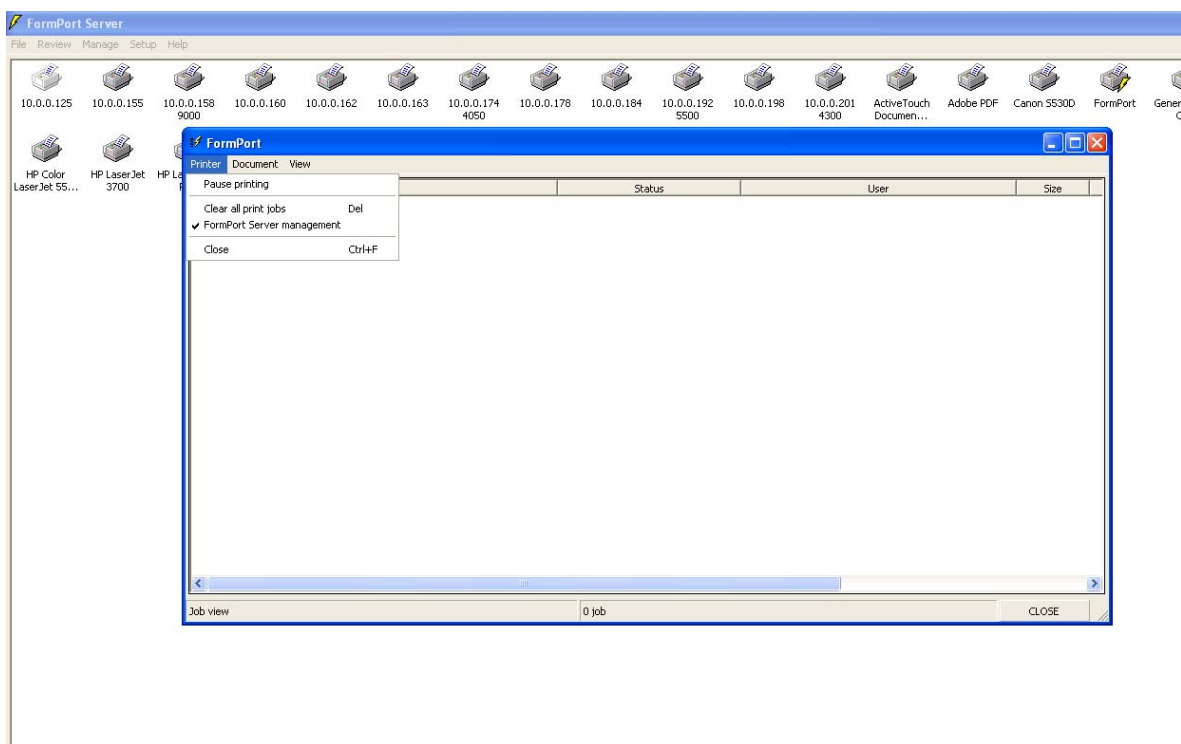
Follow the steps below to add a new logical printer:

- Go into your System's Printers Folder and run the Add printer wizard.
- Select Local Printer (make sure you "un-check" the option for "Automatically detect and Install my plug and play printer")
- Use the "LPT1" as your printer port.
- For the Printer driver, select "Generic" as the printer manufacturer and "Generic/Text Only" as the type of printer.
- Input "FormPort" for the printer name.
- Select "No" when asked if you want to print a test page.
- Follow through with the rest of the installation procedure, and click Finish to close the Add Printer Wizard.
  
- After successfully adding the new Logical printer, you should be able to see the printer in your printer's folder.

- Run the FormPort Server Software by going to Start | Programs | FormPort and select “FormPort Server”

## Configuring the FormPort Server Printer

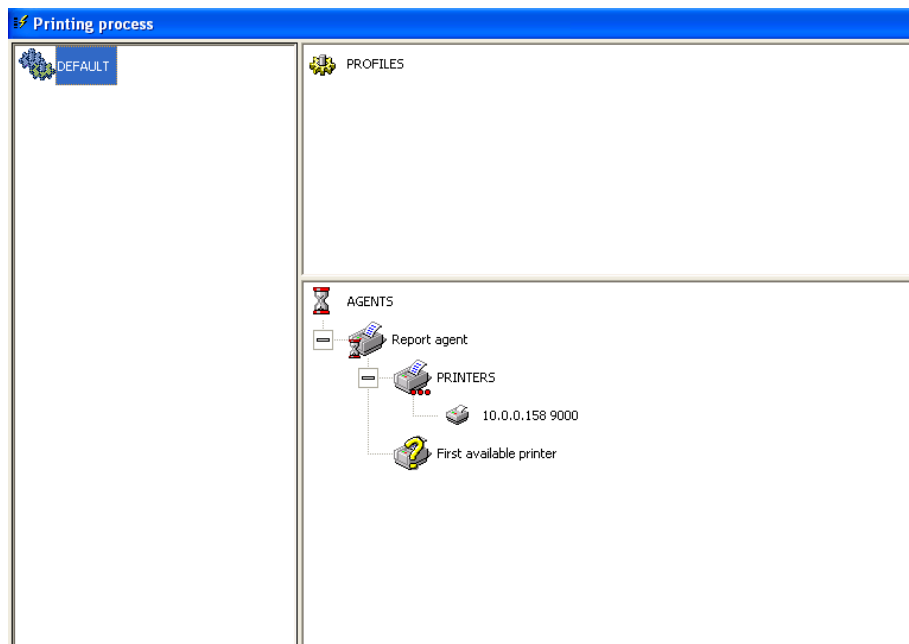
- The FormPort Server Software lists all locally installed printers in your Workstation/Server PC.
- Locate and Double-Click on the "**FormPort**" printer icon, this will open the printer job list window for the FormPort printer.
- In the printer job list window, click the Printer button at the top left and select “FormPort Server Management”



- Click the “Close” button on the lower right corner of the window, to close the printer “Job” lists window.
- You will now notice that there is a Lightning Bolt on the side of the printer icon. This indicates that the newly created Printer is now a FormPort Server Printer.

## Configuring the Report Agent

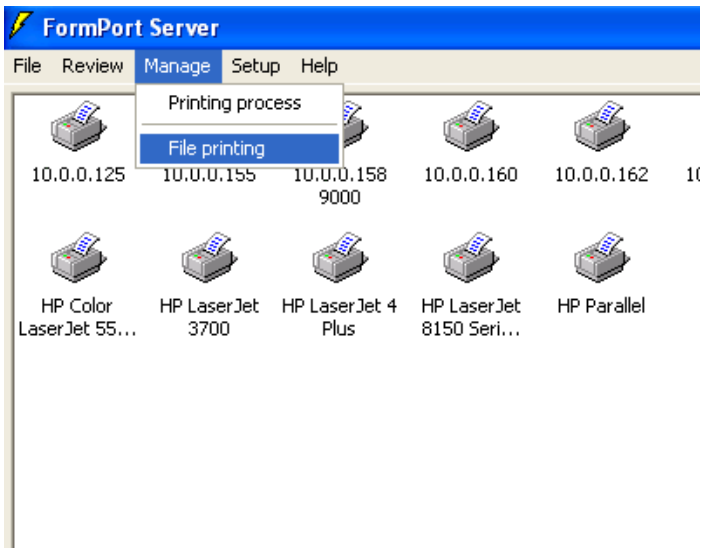
- Click on the Manage menu and select “Printing Process”
- This will display the default Printing process of the software.



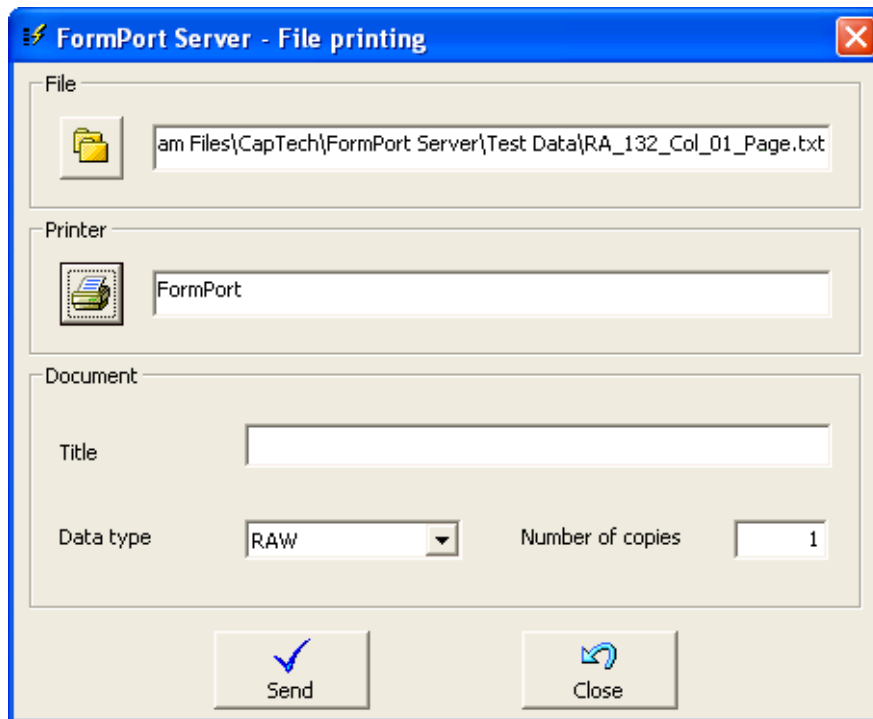
- Locate the Report agent in the “AGENTS” window.
- The Report Agent prints to your default printer. To change this, right click the printer under “PRINTERS” and select “Delete”, then right click “PRINTERS” and add the desired printer.
- To change the Report agent’s parameters, right click on the Report agent and select which parameter needs to be changed. The parameter you select will appear in the list below the Report agent. Right click this parameter and select the desired value.
- Close the Printing process Window when finished.

## Testing the Application

- Click on Manage | File Printing



- In the File printing box, click the folder icon under “File” and select the data file, RA\_132\_Col\_01\_Page.txt, in C:\Program Files\CapTech\FormPort Server\Test Data
- Click the printer icon under “Printer” and select the “**FormPort**” printer



- Click the “Send” button
- You should expect the report to print out on the physical printer selected within the Report agent.



## Registration

Upon installation the software is active for two weeks. Please email the Identification key to [register@capellatech.com](mailto:register@capellatech.com) for permanent activation of the software and its various components. The available agents are dependent on the activation key provided.

### **Email Identification Key:**

Click on Help / Registration

Email the Identification Key displayed on the screen

## To change the Registration key:

Click on Help / Registration

Double Click on Validation Key

Select Yes, to modify

Enter the Registration number that was emailed to you

## Printing from a Workstation

For Workstations to print to the logical printer (input printer) the port must be local.

### *To add a Local Port*

Go to the Printer Properties and Select Ports

Select Add a Port

Select Local Port

Select New Port

Enter the path to the port

\\computer name\share name of printer

If you have any questions e-mail us at [support@capellatech.com](mailto:support@capellatech.com) or contact us at ph 949-597-0402, fax 949-587-9270.