

Forms Online

Quick guide

- Visit our download webpage www.ptpsoftware.co.uk/getmysoftware
- Select the “**Forms Online**” link on the Software Downloads webpage
- Select the “**Forms Online Installation**” link and follow the installation wizard
- After the installation open the Forms Online program and enter your registration details

Detailed guide

Having programs open during the installation can cause problems. Please ensure that all PTP programs are closed on all workstations before you start.



Important note: If you are a user of PC Share Register Plus then Forms Online will already have been installed as a subsidiary module and you do not need to install it separately. To access it open PC Share Register Plus and select Other Modules, Forms Online.

Forms Online is supplied via a download page on the PTP Software website, www.ptpsoftware.co.uk/getmysoftware. From the list of programs on the page choose **Forms Online**, and then select the “**Forms Online Installation**” link. You can then follow the on screen Installation Wizard.

The Installation Wizard will ask you the type of installation you require. If you are installing for the first time or as an update, select **Complete/Update**. The Wizard will then guide you through the rest of the installation process.

Registration

To start Forms Online click Start, All Programs, Forms Online and Forms Online. To licence your software, click on File and Subscription Details and enter the information EXACTLY as shown on the Licence Details document. Click OK and exit then re-start the program.



Important note: It is important that you keep the registration document.

Installing on a network

Quick guide

- The program needs to be installed on the server
- The installation needs to be run on each workstation selecting Network Workstation as the installation type
- The program needs to be registered on one workstation

Detailed guide

Forms Online is a server-based application. You must therefore install Forms Online on a network server in the same way as you would on a standalone system. You can then run the installation on each workstation and select the Network Workstation option when asked to select the installation type. This will create a shortcut on the local workstation.



Important note: Forms Online requires a network drive to be mapped. It will not be possible to run the program over a network without a mapped network drive letter. If you are in any doubt please contact your network administrator with it.