Managing Forms

Introduction

This guide covers how to fill in forms in the ADF application and keep them with a scan result or an acquisition.

This document applies to the following applications		
ADFPRO Mobile & Computer Triage	DEI Digital Evidence Investigator	MDI Mobile Device Investigator

What is a Form?

The ADF application allows HTML forms to be displayed and filled out before a scan, a preview, an acquisition, a screen capture or a file collection. For example, a consent form can be presented and completed within the application. When you click SAVE, the form is saved as a PDF file (A4, portrait).

Creating HTML Forms

Only HTML-format forms can be displayed within the application. Save each form as a file with the .html extension: the Add dialog lists only .html files, not .htm. Several third-party tools, such as Jotform or even ChatGPT, are available for creating these HTML forms. A form must work without an internet connection: keep its pictures, styles and scripts inside the HTML file or next to it in the same folder, rather than loading them from the internet.

Adding HTML Forms

By default, the Forms folder is located at C:\ProgramData\ADF Solutions Inc\v4\Forms. However, this location can be modified using the folder browser dialog button in the Settings page (see more details in the “Data Paths” section of the Configuring the ADF Application guide). Store your HTML forms in the Forms folder: the Add dialog opens there, although you can also browse to a form in another folder.
When you prepare a Collection Key (not available in Mobile Device Investigator), the files in the Forms folder replace the forms on the key, so the same forms can be used for a live scan from the key. Subfolders are not copied: keep the pictures and styles that a form uses in the Forms folder itself.

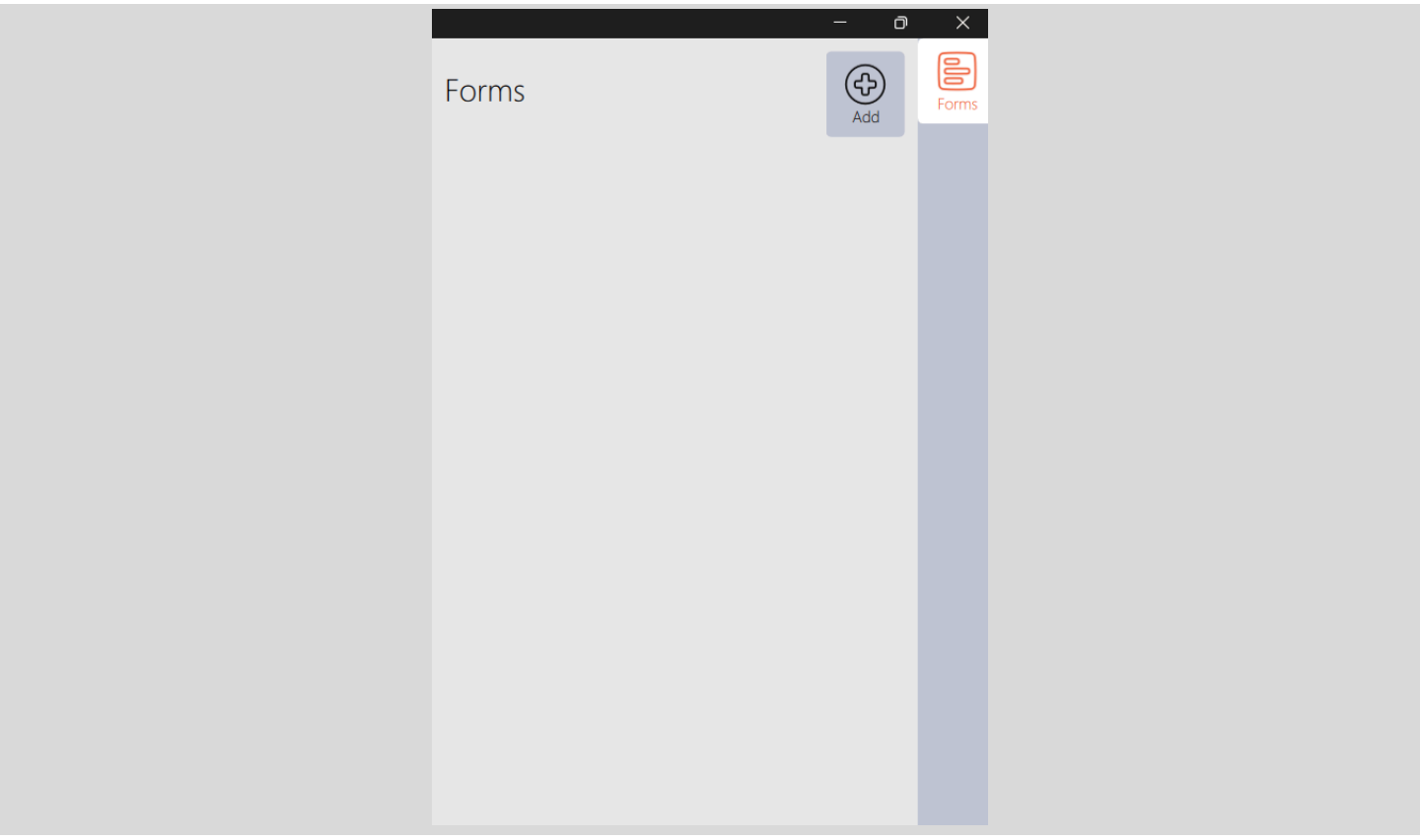
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Forms Panel

From the **Scan** screen or the **Preview**, **Screen Capture, Collect Files** and **Acquire "**Enter Information" screens, use the **Forms** panel to add a new form or delete and view completed PDF forms. The Forms button is not available on the Image screens or when the computer is booted from a Collection Key.

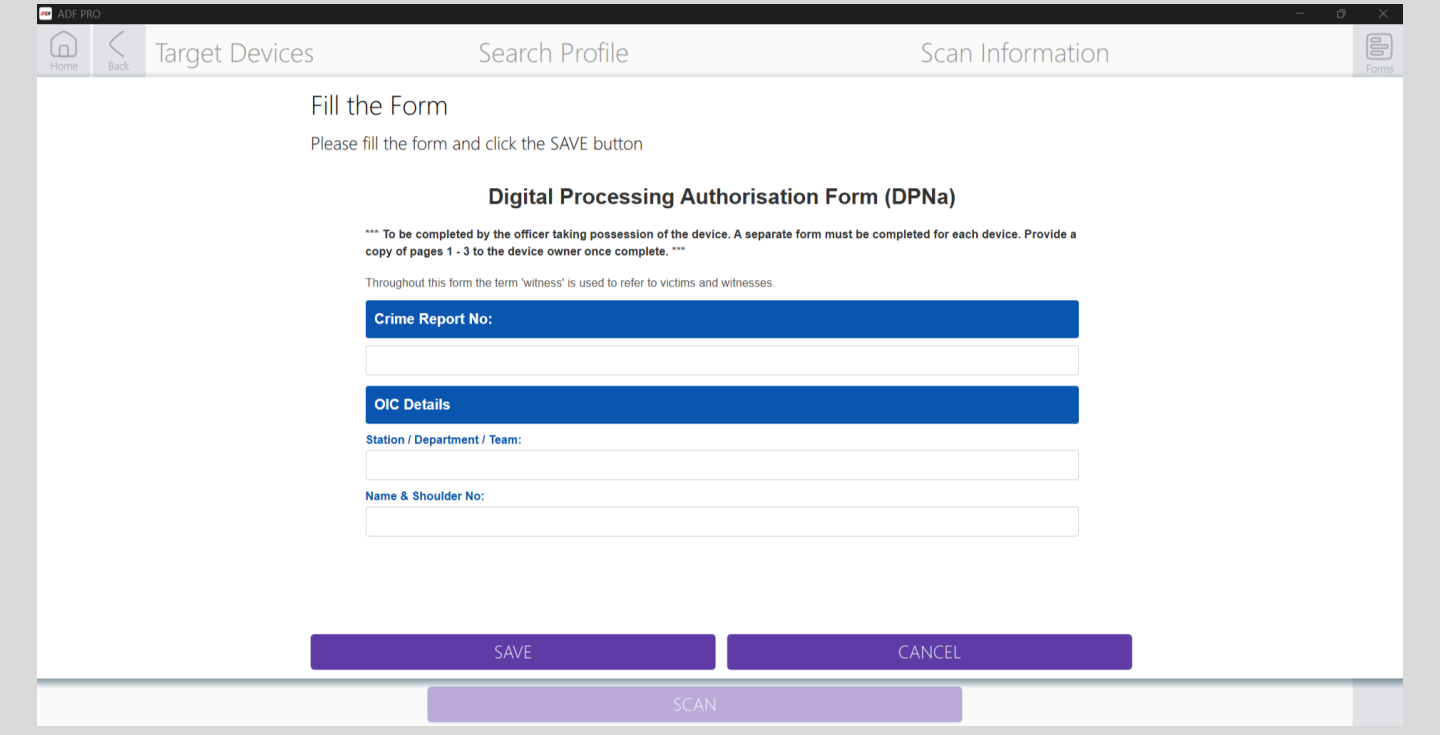
Use the forms button, located in the right side toolbar to open the **Forms** panel:

Forms	To display the Forms panel



Within the Forms panel, select the "Add" button to select an HTML form stored in the Forms folder. The selected form opens in the Fill the Form window, ready for completion.

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Once the form is completed, click the "SAVE" button to save it as a PDF. Use SAVE rather than a submit button inside the form: a submit button replaces the filled-in form in the window with another page, for example the same form with empty fields, and SAVE saves only the page that is shown. Alternatively, click the "CANCEL" button to close the window without saving the form; you stay on the screen where you opened it. If you save a form with the same file name again, the new PDF replaces the earlier one. All completed forms are listed in the Forms panel under the form's file name without the extension. Point to a form in the list to show the following options:

 Delete	To delete the completed form (at once, without confirmation)
 View	To view the completed form using the default PDF viewer



Completed forms are kept only for the operation started from that screen. Navigating away from any screen with the **Forms** button before starting the scan, preview, acquisition, screen capture or file collection deletes all completed forms on that screen. The forms are also lost if you leave a screen capture without finishing it, or if a file collection is canceled or fails.

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Forms Button Locations

Preview “Enter Information” Screen

The Forms button is available on the **Preview** “Enter Information” screen. Once a form is completed, it is converted to a PDF and, when the preview starts, saved with the preview’s scan result. The saved PDF will be accessible when viewing the scan result. The device preview acquisition itself does not keep the forms.

Screen Capture "Enter Information" Screen

The Forms button is also available on the **Screen Capture** "Enter Information" screen. Once a form is completed, it is converted to PDF and, when you finish the screen capture, saved only in the forms folder of its data container. The data container is a folder named after the Acquisition Name, created in the Destination folder (by default C:\ProgramData\ADF Solutions Inc\v4\Acquisitions).

Collect Files "Enter Information" Screen

The Forms button is also available on the **Collect Files** "Enter Information" screen. Once a form is completed, it is converted to PDF and, when the file collection completes, saved only in the forms folder of its data container. The data container is a folder named after the Acquisition Name, created in the Destination folder (by default C:\ProgramData\ADF Solutions Inc\v4\Acquisitions).

Acquire "Enter Information" Screen

The Forms button is available on the **Acquire** "Enter Information" screen. Completed forms are converted to PDFs and, when the acquisition ends, saved only in the forms folder of its data container. The data container is a folder named after the Acquisition Name, created in the Destination folder (by default C:\ProgramData\ADF Solutions Inc\v4\Acquisitions).

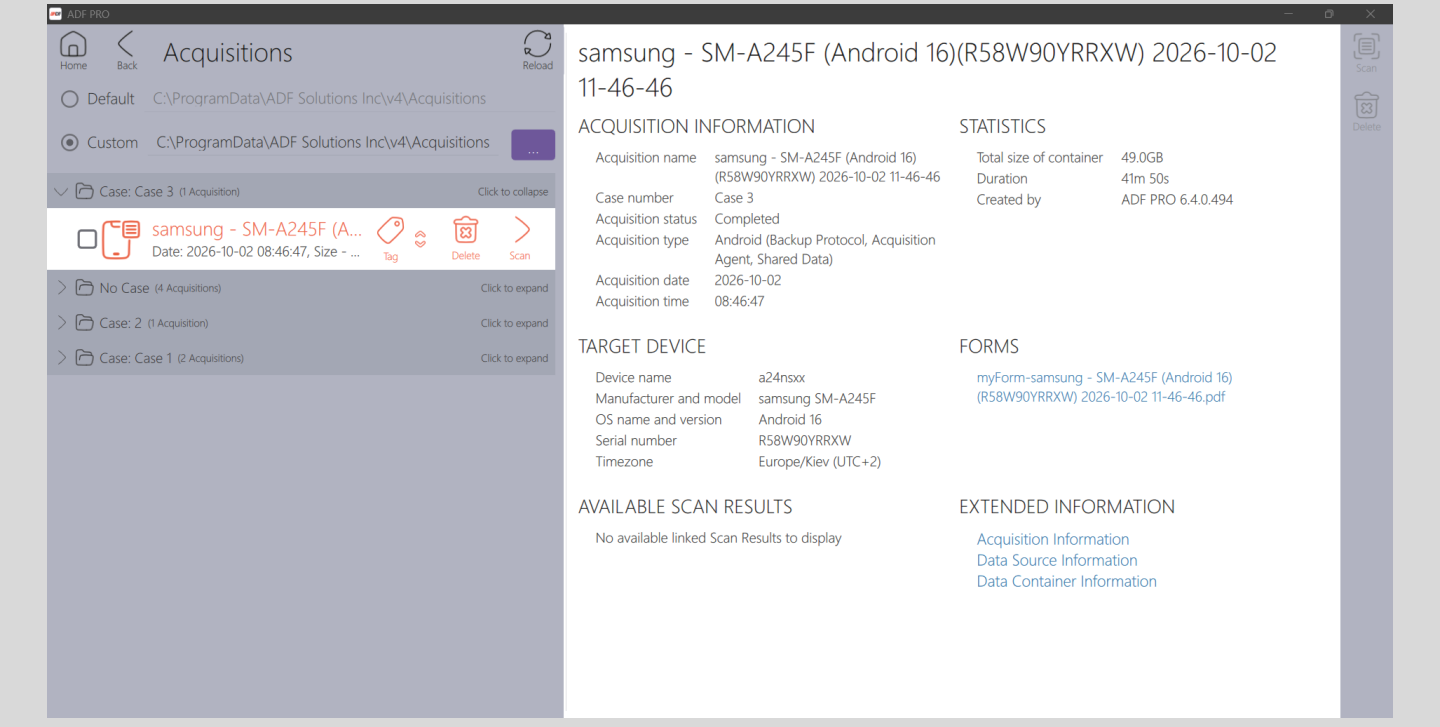
Accessing Completed Forms

Completed forms can be accessed in two ways, depending on where they were created:

Acquisitions Page

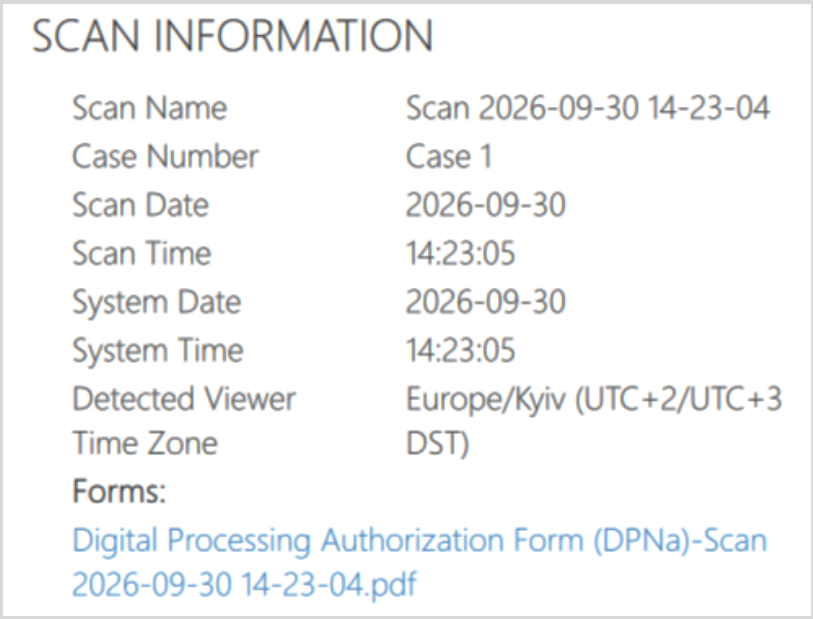
Forms completed during an Acquire, Collect Files, or Screen Capture session are saved within the associated data container folder. When you select the acquisition on the Acquisitions page, its forms are listed in the FORMS section of the acquisition summary, as <form file name>-<Acquisition Name>.pdf. Click a form to open it in the default PDF viewer, without needing to open the data container.

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Scan Result

Forms completed from the Preview “Enter Information” screen or the Scan screen are automatically saved alongside the corresponding scan results. In the Scan Summary screen, these forms are listed in the “Forms” section under Scan Information. Each form is shown as a hyperlink that opens the PDF in the system’s default PDF viewer.

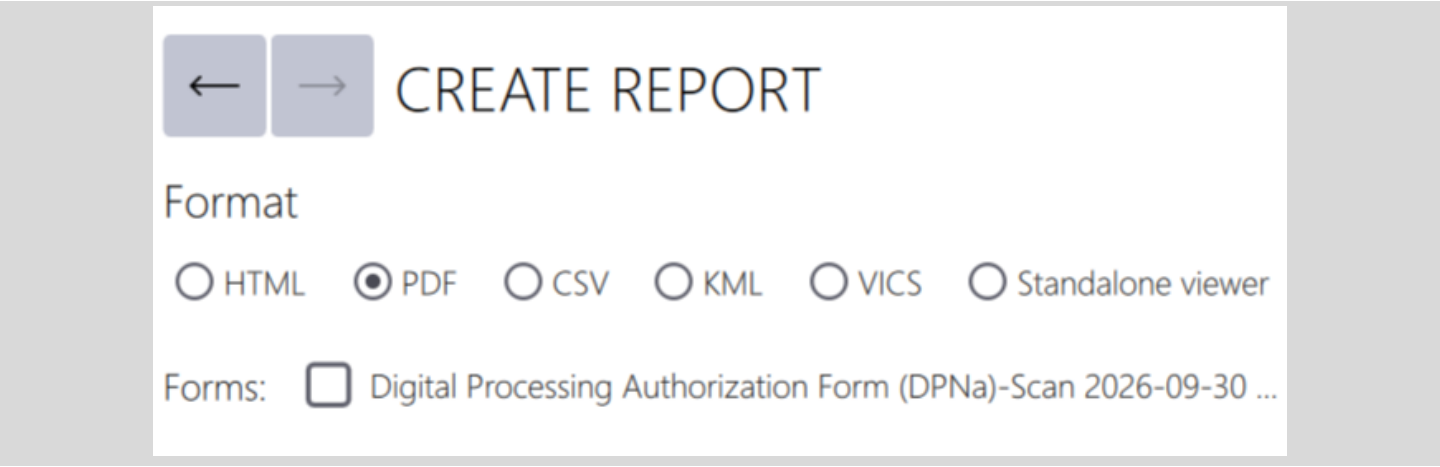


When a data container containing completed forms is later scanned, the forms are extracted and included in the resulting scan result, appearing in the same way as if they had been completed at the time of scan.

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Create Report

You can include completed forms when generating an HTML, PDF, CSV or VICS report. On the **Create Report** screen, all completed forms will be listed with checkboxes. Before generating a report, check the boxes for the forms you want to include in the report. The selected forms are copied to a forms folder next to the report; when the report includes the Summary, HTML and PDF reports also list them under Scan Information. VICS exports include the selected forms but do not list them in the case metadata. A Standalone viewer export always includes all forms.



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