



## Falcon Forms

### Description

Falcon Forms enables the digitization of day-to-day paperwork by building and configuring custom forms perfectly adapted to what paper-based workflows require. Enhanced form options such as scanning texts, documents, barcodes, images, and custom data fields can be included in the form templates. Forms can be published to Portable Document Files (PDF) with the option to generate custom built digital stamps and signatures supporting two-level workflows.

Falcon Forms also allows real-time collaboration by allowing sharing of the PDF files and Form Templates (JSON format) via third-party cloud storage provides like iCloud, Box, Dropbox, OneDrive, Adobe Creative Cloud, Google Drive, and much more using the Files App (iOS).

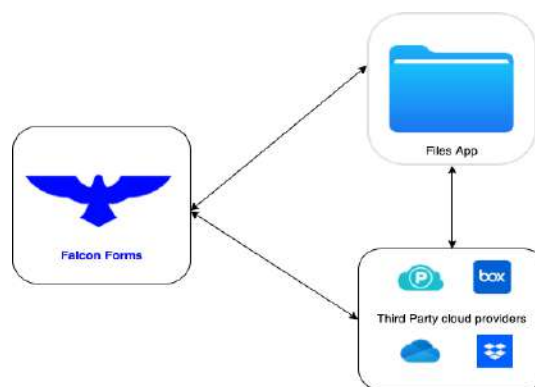
### Benefits and Values

- Create your own forms in the app and share it across your team
- Scan text/documents/barcodes in the forms
- Take photos, add images in the forms
- Generate PDF in an instant from the filled forms
- Create your own stamp, water mark to the PDF
- Sign and export PDF
- Real-time collaboration and workflows

### Platform Requirements

iOS 13.0 +

### The Ecosystem





## Features Guide

### I. Build your own form

1. Tap the 'Build Form' tab and touch the '+' button



2. In the next screen give enter the form template name and tap 'Next'

3. In the next screen add as many form items required in the template by entering the Row Name and the Input Type by tapping the '+' button



4. The different Input Types available that can be used while building forms are,



- Text Box - To input text

- Number box - To input number
- Multi line text - To input paragraphs of text
- Toggle switch - To input bi option states like YES/NO, ON/OFF etc.
- Date picker - To input date
- Time picket - To input time
- Options picket - To display a set of custom options. The custom options must be specified by a comma ‘,’ separating the values.

Create row

Row Title

Logistics Mode

Input Type

Options picker

Options picker

Options

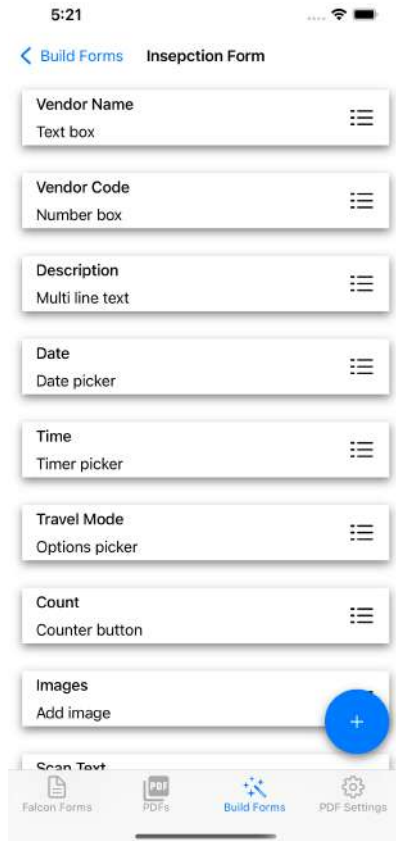
Air Cargo, Sea Cargo, Roadways

Add Form Item

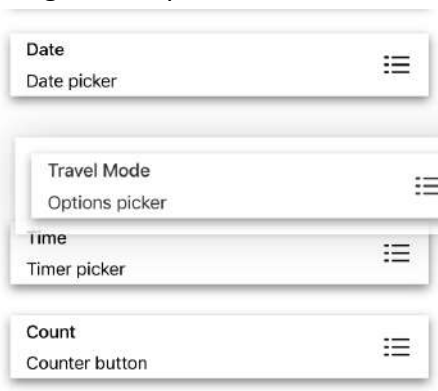
- Counter button - To increment/decrement counts using ‘+’ or ‘-’ buttons
- Add image - To input images either from gallery or camera
- Scan text - To scan text and use it as input
- Scan barcode - To scan barcode and use it as input



5. See review the list of rows items created for the form template

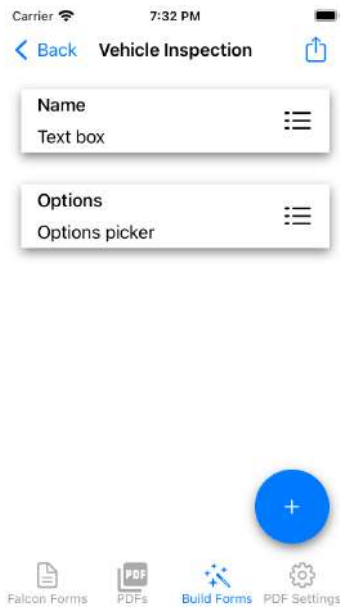


6. Drag and drop row items to reorder them

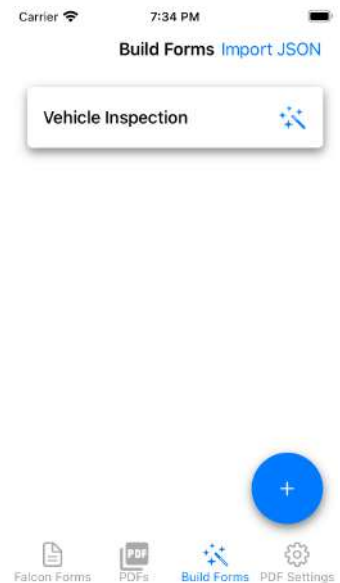




7. Share the created form template by tapping the share button



8. You can also create for templates directly by importing the shared template JSON mentioned in the previous step





## II. Filling a new form

1. Tap on the Falcon Forms tab and select the Form and tap the '+' button



2. Start filling the form



FalconForms.App

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3. On tapping save and proceed, you have an option to add stamp, preview, sign and generate PDF

4. View and share the generated PDF

Falcon Forms User Guide

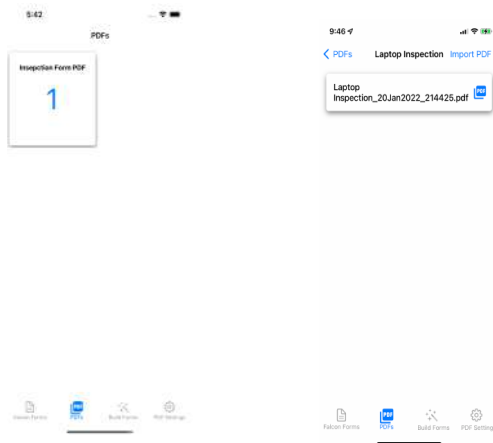


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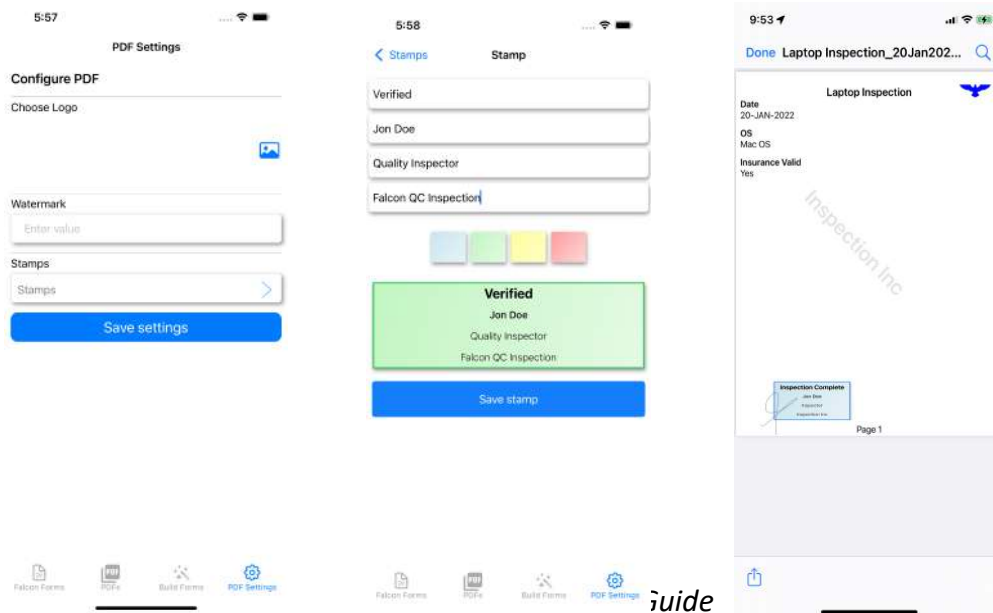
### III. Managing PDFs

The generated PDF files will be available in the PDF tab and organized according to the filled form template.



### IV. PDF Settings

Add logo image, watermark texts and stamps in the PDF settings tab







*FalconForms.App*

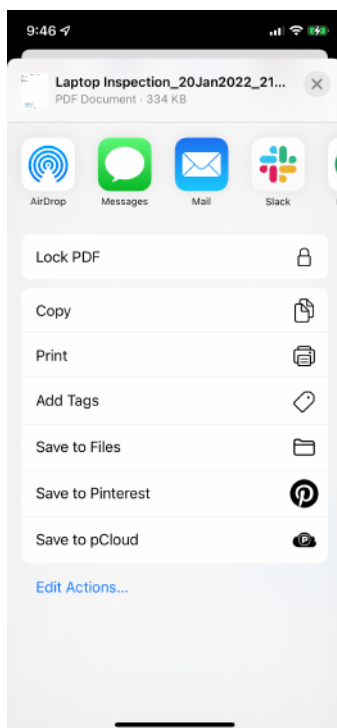
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**Note:**

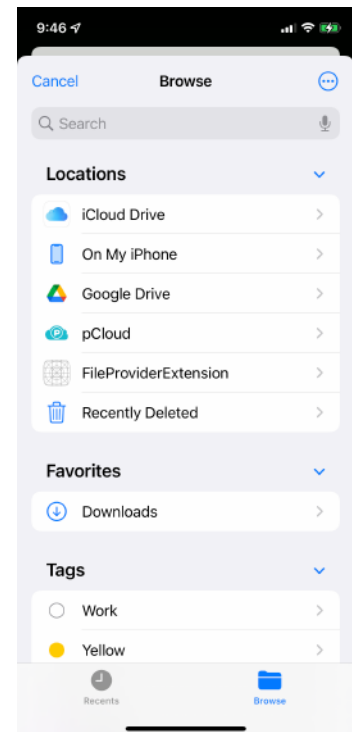
- The logo appears on the top right of the generated PDF
- The watermark appears diagonally on all the pages of the generated pdf

**V. Collaboration**

Falcon Forms enable real time collaboration by allowing to export and import files from third-party cloud services — like Box, Dropbox, OneDrive, Adobe Creative Cloud, Google Drive, and more so that you can access all your files for collaboration in real time via the Files App in iOS. Note: The files you keep in iCloud Drive automatically appear in the Files app, but you need to set up your other cloud services to access them in the Files app too.



Export PDF



Importing PDF



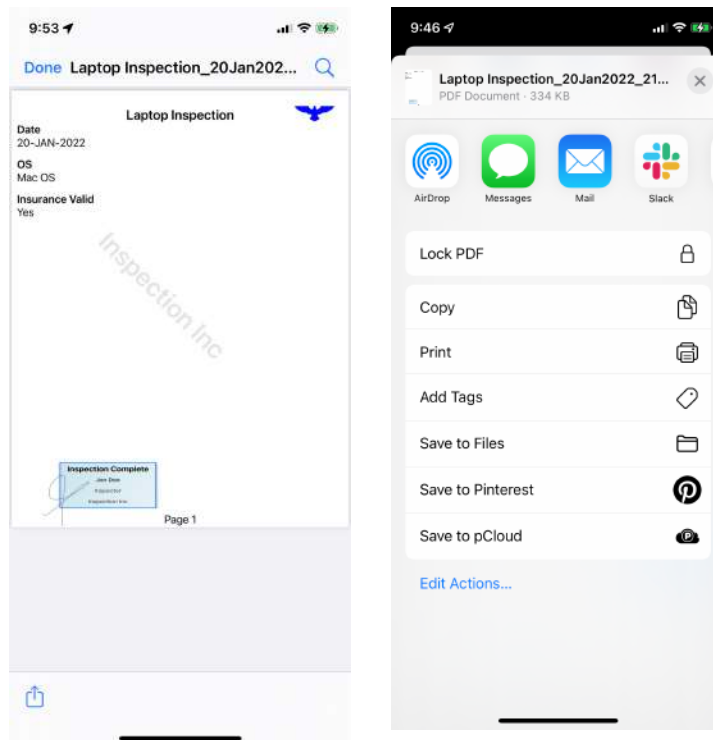
## VI. Workflows

Falcon Forms allows for multiple workflows on the generated PDF files shared across various third-party cloud services — like Box, Dropbox, OneDrive, Adobe Creative Cloud, Google Drive, and more. Workflow actions can be triggered via the stamps. Falcon forms supports two level workflows by allowing two stamps to be affixed on the PDF along with signatures.

Example Level 1:

Person: Technician

Action: Creates form, does technical inspection, fills the report, and shares it to cloud (Box, Dropbox, OneDrive, Adobe Creative Cloud, Google Drive etc.)





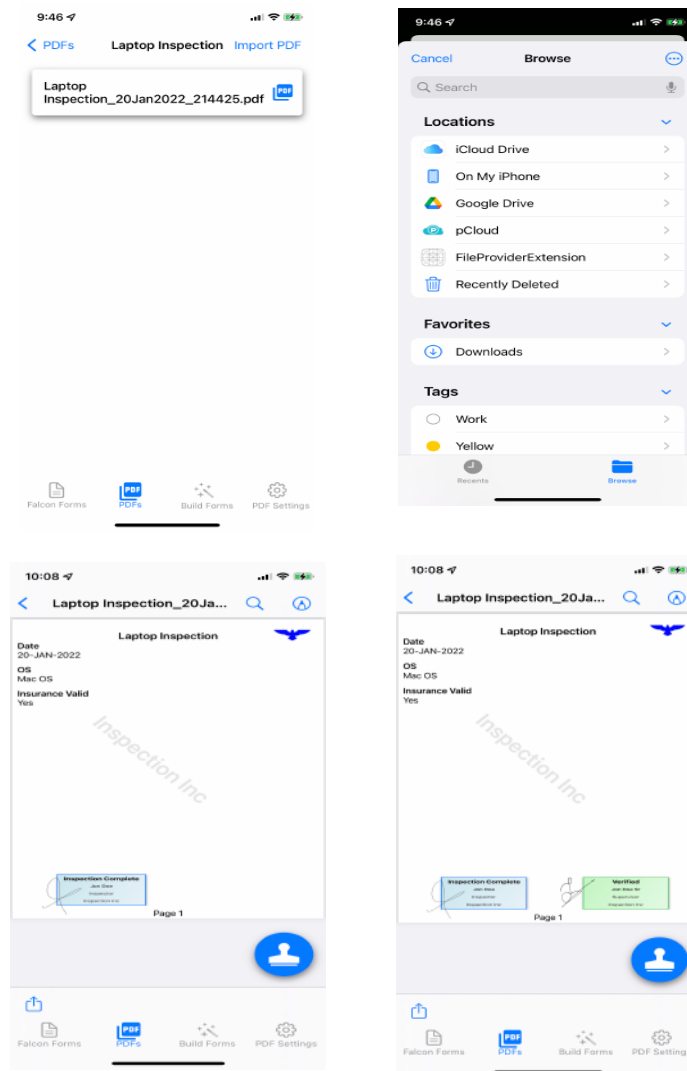
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Example Level 2:

Person: Supervisor

Action: Imports the PDF from any cloud services (Box, Dropbox, OneDrive, Adobe Creative Cloud, Google Drive etc.). The imported PDF can be accessed from the PDF tab.





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