## SBE Manual V7.5

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## Special Forms

Overview<br>CSV Output File<br>QAD Forms in Chinese<br>Multi-Page Forms<br>Personal Emails<br>Poster Printing<br>Contracts and Other Documents<br>Quantity Masking<br>Salutation Masking<br>Widow/Orphan Size<br>Writing Letters<br>Fax from ERP Systems

## Special Forms - Multi-Page Forms

FormTrap is capable of generating contracts using either sub-forms to move between pages or using detail lines to move between pages. Note that FormTrap was not designed to operate in this way, but does a great job provided the bulk of the contents do not vary by more than a few lines for each page. If you are inserting long blocks of text from data then you may end up with "short" pages.

We supply better products, including Forms-on-Demand which is designed to allow form design as well as "filling-in" on computer, saving both the data and a PDF of the document. Form-on- Demand allows for logic within the form and is specifically for manual computer data entry, whereas FormTrap is designed for automated operations.

Using Sub-Forms as Pages
These are the recommendations for sub-forms as pages, with a limit of 9 pages (one for each of the available sub-form letters, plus the Base Page).
Please look at example files by downloading the "Multi-page Subforms.zip" file, unzip it and open documents and read along with this, starting with Multi-page Subform.frm. Note that this used Records Mode, but that the same thing is possible (a little more difficult) using Print Line Extract.

1. All data is carried in the Base Page record - we've shown it on the form in red, but for most contacts you will not want to have a Base Page for a contract. Typical data elements are compnay names, abbreviations, person names and titles, addresses, dates, products and amounts.
2. Base Page with Copy Control as shown for duplex contracts.

3. Each sub-form fills one page and (apart from the first) has these attributes:

4. Your Document Maximum Pages with this approach is 9 pages. To see the results, please load the supplied .asc file into your spooler, set the queue up like this and view the archive to see results:


Using Detail Lines as Pages
The same approach can be used with detail lines if you require a document beyond 9 pages, giving a maximum of 35 pages ( 9 sub-forms plus 26 detail lines).

You would adopt the same approach, with this as the detail:


In Records Mode, details and sub-forms can be mixed and appear in the order of the file. Please Load and look at the second set of form and data with the name "Multi-page Subforms and Details" for an example.

