

Due to upgrades in FormFlow software, the fact that the entire Omaha District is now operating on a Windows 2000 operating system, and we are using Outlook 2000, the instructions for sending forms via email have changed.

You may now use the SEND button in FormFlow to send a form to someone else. It can be a blank form or one filled in with data.

Understand that FormFlow will use Outlook only as the VEHICLE for transporting a form file. You will receive notification that a form has been sent to you in your Outlook mailbox.

DON'T double click on it!

Instead, go into Formflow, click on File, Receive Form.

Click on the check box that comes up and change 1 minute to 10. Click YES.

Click on the name that comes up in the dialog box. (This should be the sender of the form.)

Click OK. It should open the form for you and then you can save it, append it to a current database, or create a new database with it.