Australian Government



⁶ Department of Infrastructure, Regional Development and Cities

Configuring Desktop eForms to use lists in SE forms

Many of the pop-up and drop-down lists used in Desktop eForms (previously known as Informed Filler) are based on text files.

For the RVCS forms, the text file you need is called **chlists.txt**.

There are two steps to making sure it works:

- downloading it from the RVCS website to the correct location on your computer; and
- making sure Desktop eForms is looking for it in the right place.

Downloading chlists.txt

1. The chlists.txt file is available from the Form Downloads page on the RVCS website, http://rvcs.infrastructure.gov.au

Name	Description	Revision	Date
All Forms	Zip file of all RVCS forms (Approximately 21 MB)	N/A	05/11/2014
All SE Forms	Zip file of all SE and SF Forms (recommended for RAWS participants) (Approximately 20 MB)	N/A	05/11/2014
All Active SE Forms	Zip file of newer active SE and SF Forms (Approximately 12 MB)	N/A	05/11/2014
Trailer forms	Zip file of all trailer forms (Approximately 2.5 MB)	N/A	15/08/2014
Administration forms	Zip file of all administration forms (Approximately 2.2 MB)	N/A	16/05/2014
Chlists.txt	Data file for drop down boxes - ESSENTIAL	N/A	16/05/2014
BoostList.txt	Data file for drop down actuator lists for SE 38/04 - ESSENTIAL	N/A	10/07/2009
SF 01/00	Reversing Lamos	2.10	07/01/2011

2. Right-click on this link, choose 'Save target as...' or 'Save link as' (the exact wording can vary depending on which browser you use)

Administra	tion forms Zip file of all administra	atioi
Chlists.	Open	1 ox
SE 01/0	Open in new tab Open in new window	cu
SE 02/0	Save target as	.ge
SE 02/0	Print target	.ge
SE 03/0	Cut	es

3. Save the file to your C drive, in the Informed folder and the Prefs subfolder; that is, at C:\Informed\Prefs.

Make sure you don't change the file name, it needs to stay as chlists.txt.

Save As	EX EDisk (C:) ► Informed ► Prefs ►
File name:	chlists.txt 🔹
Save as type:	Text Document (*.bxt)
💌 Browse Folders	Save Cancel

4. Click Save and chlists.txt will be stored in the correct location on your computer.

The next step is to set up Desktop eForms so it knows where to find the text file.

Setting up Desktop eForms to find chlists.txt

1. Open Desktop eForms and close the New Data Document window that pops up by clicking on Cancel

👜 New Data Document)	×
FILENET	an available template.	elow to create a new empty data document from '' to add another template to the templates	
Local Templates	•	⊐ Description:	
📸 BCSARN Datasheet	^		Т
📸 CA 38/ Application	for SARN		1
📲 📸 CA for Motor Vehicle	SARN		
📸 CA Trailers			
📲 🛗 Common Test Faciliti	es		
📸 Compliance Appl' LV	Trailer 🗸 🗸		7
Add Other	Template	New Cancel	

2. Open the Edit menu and click on Preferences

Eile E	dit <u>C</u> ell	<u>D</u> atabase	List	View	W
睝	Can'	t Undo	Ctrl	+Z	6
	Cut		Ctrl	+X	
	Сору	/	Ctrl	+C	
	Paste	1	Ctrl	+V	
	Clear	r.)			
	Selec	t All	Ctrl	+A	
	Spell	ing			
	Signa	atures			
	Inser	t Date	Ctrl	+- 1	
	Place	e Note			
	Inser	t Row			
	Rem	ove Row			
	Prefe	rences 🗲	_		

3. In the left-hand pane, click on Folders (you may need to scroll down)

\ominus Preferences	
	General Preferences
	On startup, ask to: Create new data document
General =	When opening a template: Create new data document 💌
	Save changes automatically when closing data files
Security	Recently used file list: entries
Abc	When entering dates, assume years with less than three digits
Spelling	are within the one hundred year range:
	1950 to 2049 (15 is interpreted as 2015)
	Improve readability of small text
Folders -	
	OK Conset
N	OK Cancel

4. Then in the right hand pane, click on Preferences

(you'll notice that in this example the location given for the Preferences folder is c:\Informed\Prefs – yours might say 'default location' instead)

👜 Preference	es -		×
	*	Folders Preferen	ces
8-		Folder	Location
General	Ξ	eForms Plug-ins	c:\Program Files (x86)\FileNet\eForms
		Help	c:\Program Files (x86)\FileNet\eForms\H
Security		Preferences Templates	c:\Informed\Prefs c:\Informed\Template
Abc		Data Files	default location 👻
BE		Preferences Fo	Ider Location:
Spelling		c:\Informed\Pr	refs
Folders		·	
T Olders	Ŧ		Browse
			OK Const
			OK Cancel

5. Click the Browse button, navigate to the folder where you saved chlists.txt (C drive, Informed, Prefs), click OK and then click OK again to close the Preferences window

Br	rowse for Folder	×
L	Locate a new preferences folder in the list.	
	🖌 🚋 OSDisk (C:)	
	> 퉬 Department_Templates	
	Drivers	
	d 🖟 HPTRIM	
	a 🌗 Informed	=
	퉬 3804 Fees Test	
	> 퉬 Prefs 룾	
	🕌 RAWS	
	📔 Template	
	Intel	
	dinint 📔 🛛 🕞	Ŧ
	OK Cance	

When you next open an RVCS form the lists should work as expected.

Contact

If you have any questions please contact seforms rvcs@infrastructure.gov.au