

FormReturn's Form Components

A form template can have one or more form pages, with each form template page containing a Form ID Barcode and a Segment, which are the main components of a FormReturn template which can be recognized and processed into captured data. All components of the form template are added using the drawing tools in the segment editor and the form editor.

Template Variable Replacement is an Identification component, similar to Mail-merge. <<Fieldnames>> from the source data table are typed into a **text area**, surrounded by the less than / greater than symbols. The fieldnames are replaced with a respondent's record when the form template is published and printed. A unique Form ID barcode is generated for each published form page.

The **Form ID Barcode** is added to every page of the form template with the barcode tool. It is used by FormReturn for recognizing scanned form images, linking multi paged form images together and storing the captured data from the form pages with the published form template.

All **Checkbox Mark Areas** are added in the segment editor with the checkbox tool. Each separate area is called a fragment. The fragments are used by FormReturn for detecting marks made in the checkboxes.

Segment Barcodes are automatically generated. They are positioned at the top right and bottom left of every segment. They are used by the software for determining where the mark area fragments are on the scanned form page.

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The **Segment** is designed as a separate component, then added to the form template as a separate layer. It contains all areas detected as fragments, which are used for capturing data by the software.

An **OMR ID grid** is a key field added to the segment and detected as a fragment. It is used as an identification component by capturing filled in numbers which identify the respondent to a record in the source data table.

A **Barcode Area** added to the segment is detected as a fragment. It is used on the printed form for affixing a barcode label which will be captured by the software.