

# **Mi-Forms User Guide**

## **Introduction**

Mi-Forms by Mi-Corporation is a powerful mobile forms software that allows businesses to collect, manage, and analyze data efficiently. This guide provides an overview of the software's key features, installation process, and usage instructions.

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## **1. Getting Started**

### **1.1 System Requirements**

- Compatible with Windows, Android, and iOS devices.
- Requires an active Mi-Forms Server account.
- Internet connection for cloud-based synchronization (optional for offline data collection).

### **1.2 Installation & Setup**

1. **Download Mi-Forms:** Install the application from the respective app store or the official Mi-Corporation website.
  2. **Login:** Use your registered credentials to log in.
  3. **Configure Settings:** Adjust preferences such as sync options, notification settings, and security preferences.
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## **2. Features Overview**

### **2.1 Creating & Filling Forms**

- Tap "**New Form**" to create a new form.
- Use built-in templates or create custom forms using the form designer.
- Enter data using text fields, dropdowns, checkboxes, and digital signatures.
- Attach images, GPS locations, and barcodes for enhanced data collection.

### **2.2 Offline Data Collection**

- Fill out forms without an internet connection.
- Data automatically syncs when the device reconnects to the internet.

### **2.3 Data Validation & Error Checking**

- The software automatically highlights missing or incorrect information.
- Custom validation rules ensure data accuracy.

## 2.4 Form Submission & Export

- Submit completed forms directly to the Mi-Forms Server.
- Export data in CSV, PDF, or XML formats.
- Integrate with third-party applications such as Microsoft SharePoint and SQL databases.

## 2.5 Collaboration & Workflow Automation

- Assign forms to team members for review.
  - Automate approval workflows for seamless data processing.
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# 3. Administration & Security

## 3.1 User Roles & Permissions

- Admins can manage users and assign roles (e.g., Viewer, Editor, Administrator).
- Role-based access control prevents unauthorized modifications.

## 3.2 Data Encryption & Compliance

- Supports end-to-end encryption to protect sensitive information.
- Complies with industry standards such as HIPAA and GDPR.

## 3.3 Backup & Recovery

- Automatic backups ensure data security.
  - Restore previous versions of forms if needed.
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# 4. Troubleshooting & Support

## 4.1 Common Issues & Solutions

Issue	Solution
Login failure	Check credentials and internet connection. Reset password if necessary.
Syncing errors	Ensure a stable internet connection and retry syncing.
Form submission failure	Verify form fields and ensure required fields are filled.

## 4.2 Customer Support

- Visit the [Mi-Corporation Support Portal](#) for FAQs and guides.

- Contact customer service via email or phone for technical assistance.
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## **5. Conclusion**

Mi-Forms is a versatile data collection tool that enhances productivity and accuracy. By leveraging its features, businesses can streamline their workflow and improve data management.

For further inquiries, refer to the official documentation or reach out to Mi-Corporation's support team.