Changing the Sever Name on an iOS Device
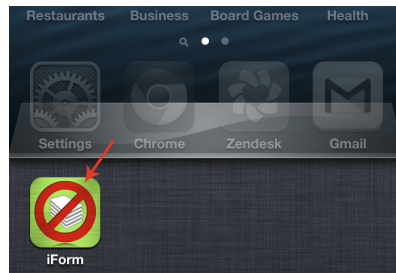
Step 1: Close & Quit iForm App.

Before changing the server name, you must quit the iForm application from the background of the device.

Closing iForm App from Background: iOS 6 Device
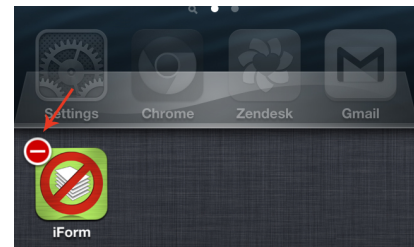
1) Double click the home button on your iOS device.

2) Press and hold the iForm icon that appears at the bottom of the screen until a red dash appears in the upper left-hand corner of the icon.
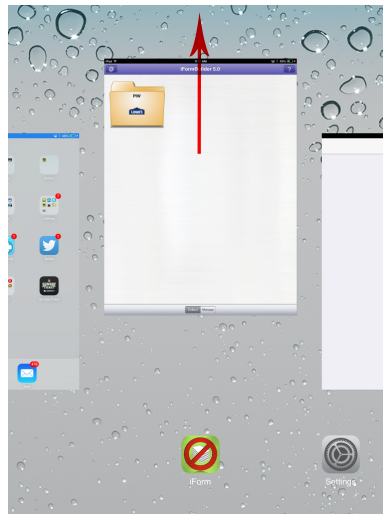

3) Press the red dash to close the app completely.

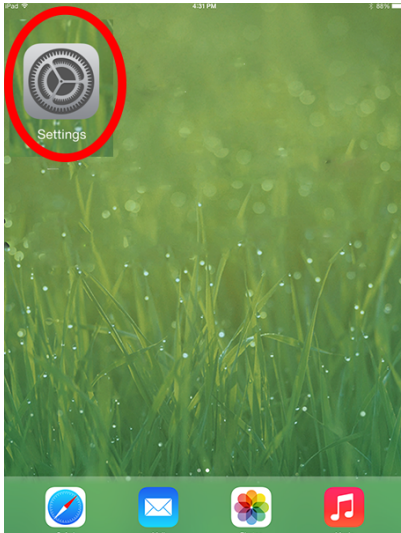

Closing iForm App from Background: iOS 7 Device

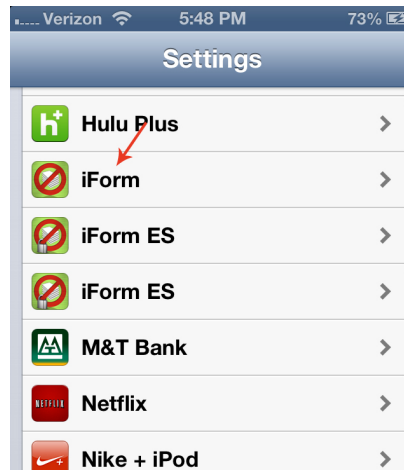1) Double click the home button on your iOS device.

2) Drag the iForm application window towards the top of the device until you no longer see it.

Step 2: View iForm Settings in iOS Device

1) Go to the Settings screen of your iOS device.

2) Tap iForm App icon to display the Preferences.

Step 3: Change the Server Name to Company's Dedicated Database

1) At the top of the iForm App Device Settings Screen, under Synchronization tap the server name.
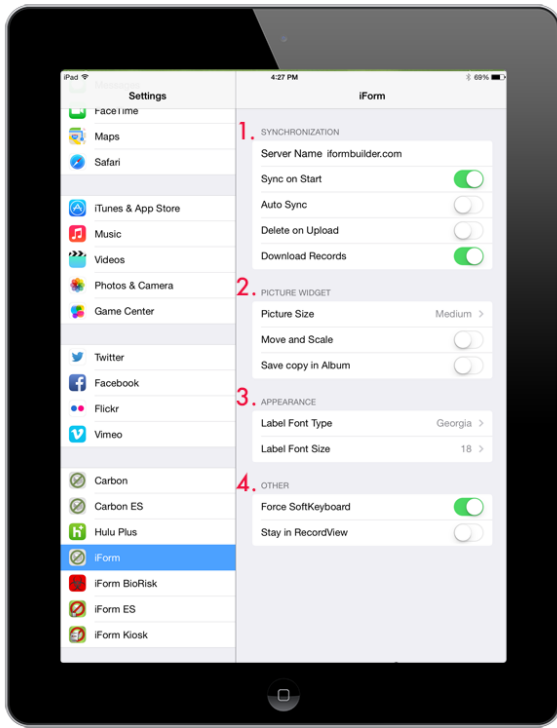
2) Type in your company's dedicated database server name. Each server name ends with .iformbuilder.com

Example: mycompany.iformbuilder.com

3) Open the iForm app and sync to upload most current forms.

*If you receive an error message, close and quit the app, check spelling and punctuation of server name and try again.

iForm App Preferences

1. Synchronization

Server Name: The default server for the iForm client is **iformbuilder.com. Dedicated Database's Server Names will be unique to the company.**

Sync on Start: Selecting this option will automatically try to sync the device when the application is opened.

Auto Sync: Auto syncing enables the device to try and sync any time a new record is captured and the user returns to the form menu.

Delete on Upload: Enabling this option will remove all captured form records that were stored on the device since the last upload.

Download Records: Enabling this option will bring down any form records that an administrator has assigned to a user.

2. Picture Widget

*Picture Size***:** Change the size of the image you want to capture within iForm. Use larger images sparingly especially if uploading over 3G.

Move and Scale: Use this feature when you take a picture with the device camera and you want to manipulate the image before saving in iForm

Save copy in Album: When you turn this option on any new image you capture within iForm will be saved to the Photo Roll on your device.

3. Appearance

Label Font **Type:** This option allows you to change the font type to any of the supported device fonts.

*Label Font Size***:** This option allows you to adjust the size of the font that will be displayed on the device.

4. Other

Force SoftKeyboard: Enable this option if you are using a bluetooth barcode scanner so that you don't have to wait for the scanner to disconnect before you can enter text data into a new field.

*Stay in Record View***:** Enable this option if you are using iPhone/iPod Touch and you want to stay in the record view after completing a record. With this option turned off iForm will go back to the Form Menu when the user presses, "Done" to complete a record.