

Microsoft Office® InfoPath 2007



Jesper Osgaard
Sr. PTS
josgaard@microsoft.com



Hvad er InfoPath?

- Et program i Microsoft Office System
- En desktop applikation
- Platformen for en ny generation af elektroniske formularer

Office InfoPath 2007 kan hjælpe dig med at indsamle oplysninger på en effektiv måde gennem avancerede, dynamiske formularer. De indsamlede oplysninger kan nemt genbruges i organisationer og på tværs af virksomhedsprocesser, fordi Office InfoPath 2007 bruger XML og andre standarder til at integrere med den eksisterende infrastruktur

Tidsregistrering

Uge start:
11-12-2008

Medarbejder

Navn: Alias:

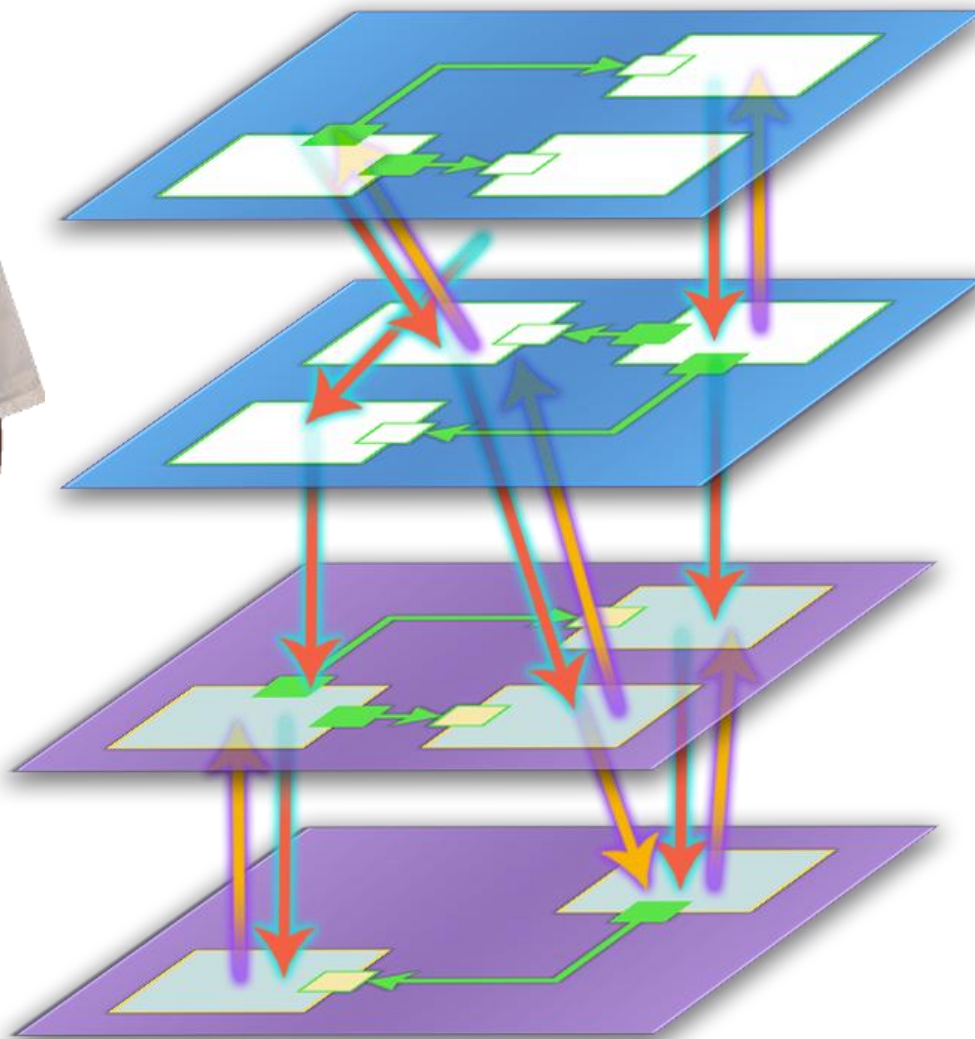
Afdeling: Stilling:

Medarbejdersnummer: Godkendes af:

Timer

Uge	Man	Tir	Ons	Tor	Fre	Ialt
Timer						0
Overarbejde						0
Sygefravær						0
Ferie						0
Ialt	0	0	0	0	0	0

Hvorfor er elektroniske formularer vigtige?



Hvorfor er elektroniske formularer vigtige?

- **Formularer driver forretningsprocesser**

- Utilstrækkelig og fejlbehæftet informationer giver betydelige problemer længere fremme i processen

- **Formularer skjuler kompleksiteten i processen**

- Elektronisk data-fangst strømliner de arbejdsprocesser formularen er en del af

- **Formularer overalt**

- Folk i organisationen oversvømmes af formularer – udgiftsrapporter, timesedler, medarbejderundersøgelser, forsikringsformularer m.fl.



Formularer er overalt

484 !!

The screenshot shows the homepage of **www.jurform.dk**. At the top, there's a navigation bar with links: **Formularer**, **Nyheder**, **Lande**, **Hjælp**, and **Søg**. Below this is a section with icons for **Solutions**, **Erhverv**, **Privat**, and **Xtra**. A status bar indicates the date and time: **Torsdag, d. 11. 12. 2008, kl. 13:49:54**, and a **Hjælp** dropdown menu. The main content area is divided into several sections:

- signform**, **taxform**, **Jurform**, and **FORMPIPE** tabs.
- Seneste nyt: Magnus Informatik overtager SignForm Danmark A/S** - A news item dated 1. juli 2008.
- JurForm Erhverv** - Lists 484 company and contract law forms with a list of categories like **Erhvervsaftaler**, **Aktieselskaber**, etc.
- JurForm Privat** - Lists private law forms with categories like **Ugifte samlevere**, **Ægtepagter**, etc.
- NOGET OM SIGNFORM** - A section about SignForm products.
- PRØV JURFORM GRATIS!** - A section offering a trial password.
- FORMULARØNSKER ?** - A section for form requests.
- BESTIL ABONNEMENT** - A section for subscriptions.
- NYHEDER** - A section for news.
- Læg JurForm på skrivebordet** - A button to add the application to the desktop.
- Juridisk uafviselighed med digital signatur** - A section about digital signatures.
- Styr på kørselsudgifterne med kørebøger** - A section about mileage books.

At the bottom, there's a link to **Kort over sikkerhedszoner (pdf)** and the **Microsoft Office** logo.

Forretningsmuligheder

 **PSYKOLOGISK INSTITUT**
DET SAMFUNDSVIDENSKABELIGE FAKULTET
AARHUS UNIVERSITET

MEST TIL
> Medarbejdere > Pressen

Forskning Uddannelse Videnoverførsel **Undervisning** Aktuelt Om

DU ER HER: Psykologisk Institut » Undervisning » Formularer

Undervisning

- > Opslagstavle
- >> Kursuskatalog (Læseplan)
- >> Eksamen
- > Studieordninger
- > **Formularer**
- > Pensumlister
Psykologstudiet
- > Praktik
- > Forskningspraktik
- > Teori-praksis seminar

FORMULARER

Generelle formularer

- [Ansøgning om fravalg](#)
- [Evalueringspraktik](#)
- [Forside til Evalueringspraktik](#)
- [Forside til Caserapport](#)
- [Ansøgningsskema til forskningspraktik](#)
- [Udgifter til forskningspraktik](#)
- [Opgaveerklæring](#)
- [Specialekontrakt](#)
- [Tilmelding til aflevering af speciale](#)

ANSØGNING OM FRAVALG

ÅRSKORT NR.: _____

NAVN (blokbogstaver): _____

ADRESSE: _____

POST NR./BY: _____

TLF.: _____ E-MAIL: _____

Ønsker fravalg på (sæt kryds)

Bacheloruddannelsen: _____

Kandidatuddannelsen: _____

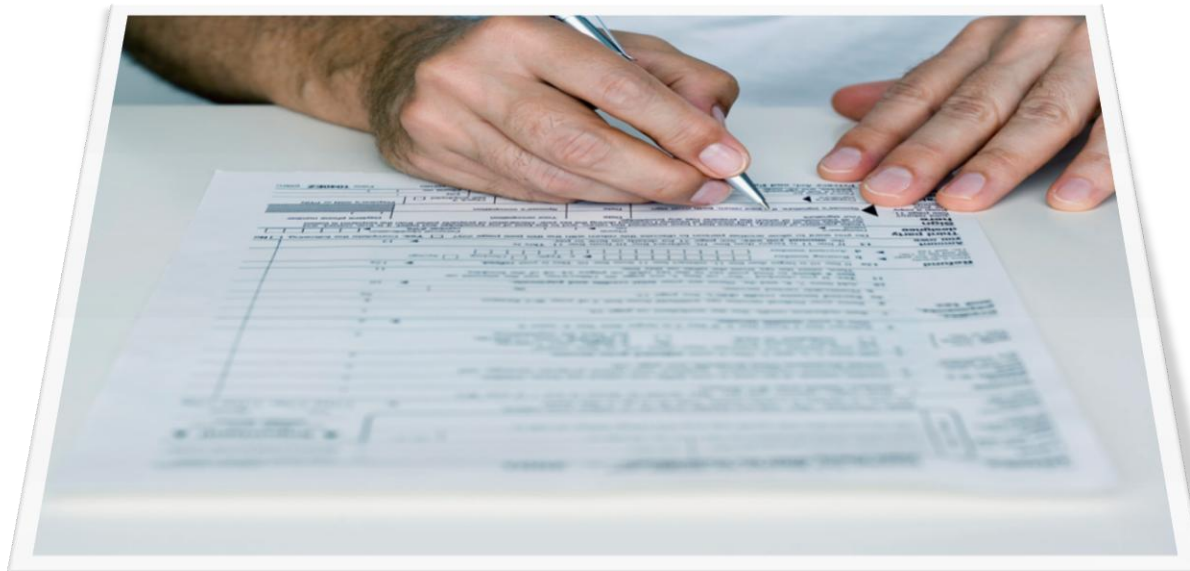
Bilag: _____

Udfordringer med formularer



● Ineffektiv indsamling af information

- Dobbeltindtastning af information er ineffektivt og øger risikoen for fejl
- Papirbaserede formularer øger risikoen for fejl
- Indsending af flere formularer i en enkelt proces



Udfordringer med formularer



● Usammenhængende forretningsprocesser

- Versionsstyring af formularskabeloner
- Øer af forretningsprocesser, der ikke er integrerede
- Konvertering af *printable* Word skabeloner til funktionelle elektroniske formularer



Udfordringer med formularer



● Besværlige formular “løsninger”

- “One size fits all” løsninger er ikke fleksible
- Køb af flere produkter og få dem til at fungere sammen er tungt
- Opgradering af software kan have en negativ indvirkning på deltagere
- Per-form prissætning påtvinger en “skat” på forretningsprocesser



Udfordringer

Manuelle processer



● **Dobbeltindtastning koster**

- Dobbeltindtastning er ineffektivt og koster penge
- Ansatte 'flytter' papir
- Følgefejl

● **Fejl og om'ere**

- Ansatte bruger tid på at spore fejl
- Lang behandlingstid indvirker på kundetilfredshed (og dermed de ansattes)

● **Uigennemsigtige processer / svært af tilgå data**

- Kan ikke se status på en proces
- Kan ikke dele viden effektivt på tværs af systemer

Udfordringer

Skræddersyede og/eller web applikationer



● **Implementeringsomkostninger**

- Svært at integrere løsninger med flere systemer på én gang
- Udviklere påkrævede

● **Passer ikke til behovet**

- Svært at tilpasse løsninger når først de er implementerede
- Kan ikke tilpasses hvis markedet ændrer sig

● **Slutbruger anvendelse**

- Uddannelse er svært og omkostningstungt
- Begrænset evne til at fange rig information
- Tit finder de ansatte andre veje

InfoPath 2007 Løsninger

Indsaml information effektivt og pålideligt

- **InfoPath løsninger hjælper dig med at nå flere brugere**

- Web browsere
- Microsoft Office Outlook® 2007 e-mail meddelelser
- Mobile enheder
- Hostede formular løsninger

- **Få den rette information - første gang**

- Real-time validering
- Forududfyldte felter
- Shared data connections

- **Integreret med 2007 Microsoft Office system**

- E-mail-baseret formularer med Outlook 2007
- Workflow integration med SharePoint Server 2007
- Automatisk informationsopdateringer i Microsoft Office Access 2007

The image displays two screenshots of an 'EXPENSE REPORT' form. The top screenshot shows the form in a Windows Internet Explorer browser window. The form includes fields for Report Date (7/5/2006), Expense Code (12343), Start Date (6/13/2006), End Date (6/15/2006), and Business Purpose (Business Travel). It also contains sections for Employee Information (Name: Jessica Arnold, Title: Group Manager, Department: Marketing, ID Number: 432920, E-mail Address: jessica@fabrikam.com) and Manager Information (Name: Alan Brewer, E-mail Address: alan@fabrikam.com). A table for Itemized Expenses lists two entries: 'Books for distribution' and 'Printing Costs for flyers', both categorized under 'Office supplies'. The bottom screenshot shows the same form within the Outlook 2007 interface, demonstrating its integration with the email client.

Arbejde med ældre formularskabeloner

Applicant Rating

Applicant Information

Name: Telephone Number:

E-mail Address:

Position Information

Position Applied For: Human Resources (HR) Contact:

Department: HR Contact Telephone Number:

Position Code: HR Contact E-mail Address:

Interviewer Information

Name: Job Title:

Telephone Number: Department:

E-mail Address: Interview Date: Interview Time:

Ratings

On a scale of 1-5 (1=poor, 5=excellent, and n/a=not applicable), rate the applicant on the following skills:

Job Experience	1	2	3	4	5	n/a
Experience relevant to position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career goals fit position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation and enthusiasm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Compatibility: InfoPath and Forms Services

Page: 1 Section: 1 Page: 1 of 4 At: 29" View 70%

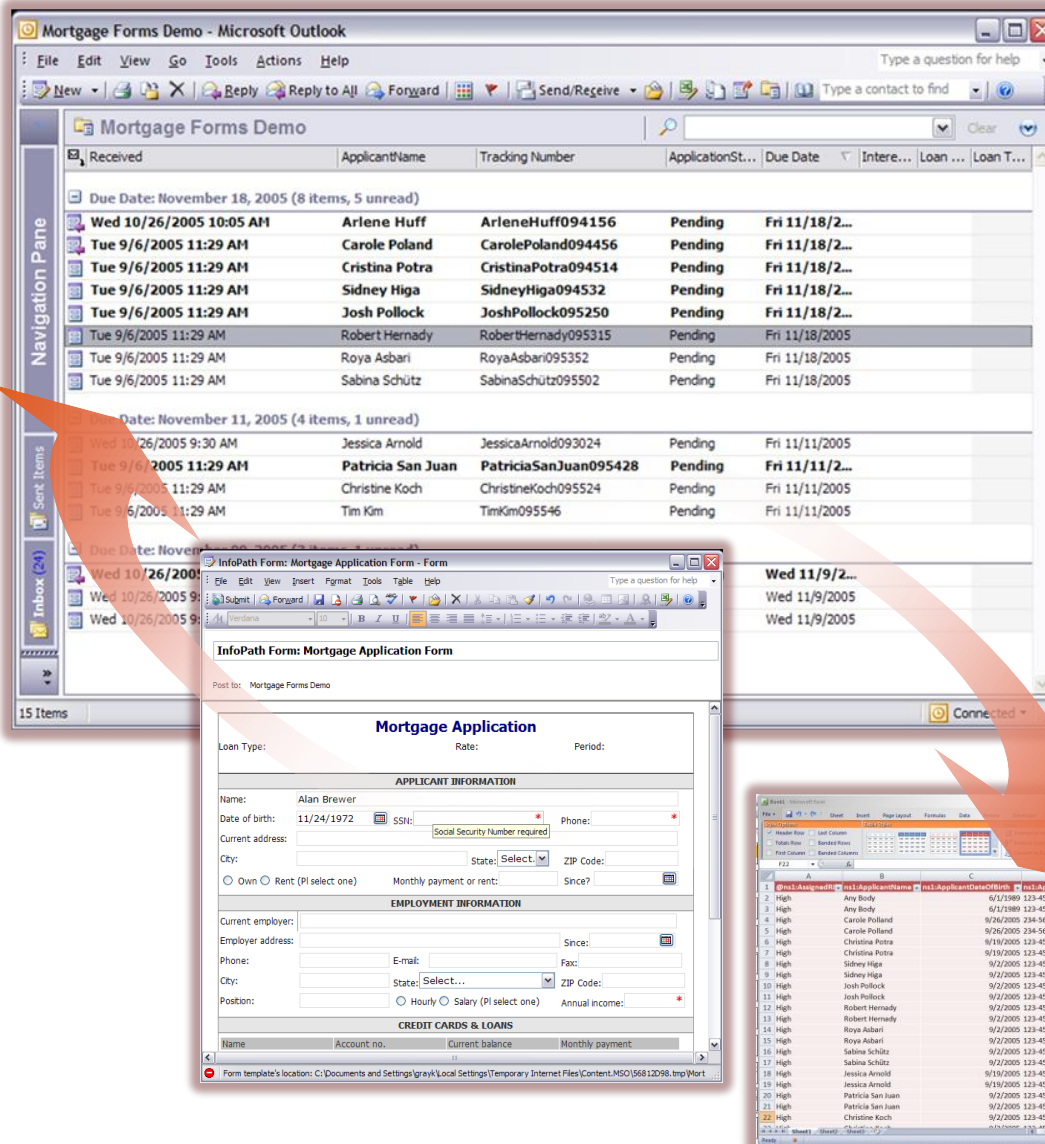
● Microsoft Word dokument

- Typeoptimeret til data-indskrivning i hånden, via "[]"
- Disconnected fra eksterne data
- Ingen validering af data
- Store, tomme tabeller
- Ingen repeating sektioner
- Optimeret for "udskriv og udfyld"
- Ingen indbygget mulighed for indsendelse

Integration med 2007 Office system

● InfoPath e-mail formularer

- Benyt Outlook 2007 til at indsamle og distribuere InfoPath formularer
- Udfyld formularer uden at forlade det velkendte Outlook miljø
- Eksportér data direkte fra Outlook til InfoPath og Microsoft Excel®
- Promote formular felter til Outlook list view, for øjeblikkelig sortering, kategorisering eller filtrering af InfoPath mail messages



InfoPath Forms Services

SharePoint Server 2007 og InfoPath 2007

● InfoPath Forms Services i SharePoint Server 2007

- InfoPath for browsere og HTML-enablede mobile enheder
- Centralisér udrulning og management
- Simplificér formularer vedligehold
- Udnyt MOSS' integrated platform services
- Mål dine formularers performance

InfoPath Forms Services er en server-teknologi, der gør det muligt for brugerne at udfylde InfoPath-formularer i en webbrowser. Det er ikke nødvendigt, at brugerne har InfoPath installeret på deres computere for at kunne udfylde formularerne. De behøver heller ikke at hente ekstra programmer fra internettet. Alt, hvad de behøver, er adgang til en webbrowser!



demo

Tidsregistrering



Dato:

Alias:

Navn:






Uge	Mandag	Tirsdag	Onsdag	Torsdag	Fredag	Sum
Timer	5		7	7		19
Overarbejde	2					2
Sygefravær		7				7
Ferie					7	7
Sum	7	7	7	7	7	35

Opsummering

SharePoint Workshops > TR2

TR2

New Upload Actions Settings View: Brief

Type	Dato	Navn	Overarbejde	UgeTimer
	02-12-2008	Simon Tange Mortensen	2	37
	02-12-2008	Jørgen Rahbek	5	40
	05-12-2008	Jesper Herp	7	34
	05-12-2008	Jesper Herp	0	6
	03-12-2008	Torben Marcussen	7	35

Tidsregistrering



Dato: 10-12-2008

Alias: simontm

Navn: Simon Tange Mortensen

Uge	Mandag	Tirsdag	Onsdag	Torsdag	Fredag	Sum
Timer	5		7	7		19
Overarbejde	2					2
Sygefravær		7				7
Ferie					7	7
Sum	7	7	7	7	7	35

Udsend InfoPath-formularer som Microsoft Office Outlook-e-mails

Udvid forretningsprocesser ud over organisationens firewall

Nem konvertering af Word-dokumenter og Excel-regneark til InfoPath-formularer

Gør komplekst formulardesign nemmere

Styr på arbejdsprocesserne i forbindelse med formularer med Office InfoPath 2007 og MOSS

Centraliseret administration af formularer i hele organisationen.

Ressourcer Team Blog

InfoPath Team Blog

Tips and tricks to get the most out of Microsoft Office InfoPath

[Home](#) [About](#)

Friday, March 09, 2007 1:15 PM by [infopath](#) ★★★★★

InfoPath 2007 Training Labs

I'm pleased to announce that InfoPath 2007 training labs are now [live on MSDN](#). Just like with the [hands-on labs for InfoPath 2003](#), we created a set of exercises that walk you through a real-life scenario, introducing a new InfoPath feature in the process. Here are the new labs:

- [Lab 1: Publishing an InfoPath 2007 Form Template to a Server Running InfoPath Forms Services](#)
- [Lab 2: Deploying and Managing InfoPath 2007 Forms](#)
- [Lab 3: Integrating InfoPath 2007 with the Data Connection Library](#)
- [Lab 4: Enabling Digital Signatures in InfoPath 2007 Form Templates](#)
- [Lab 5: Importing Word Forms into InfoPath 2007](#)
- [Lab 6: Using InfoPath 2007 E-mail Forms](#)
- [Lab 7: Restricting Permissions to InfoPath 2007 Forms and Form Templates](#)
- [Lab 8: Using the InfoPath 2007 Object Model and Visual Studio Tools for Applications](#)
- [Lab 9: Designing InfoPath 2007 Forms for Mobile Web Browsers](#)
- [Lab 10: Creating and Inserting InfoPath 2007 Template Parts](#)
- [Lab 11: Integrating InfoPath 2007 Forms in Web Sites Using Visual Studio](#)
- [Lab 12: Using SharePoint Server Workflows with InfoPath 2007](#)

InfoPath Team Blog

Tips and tricks to get the most out of Microsoft Office InfoPath

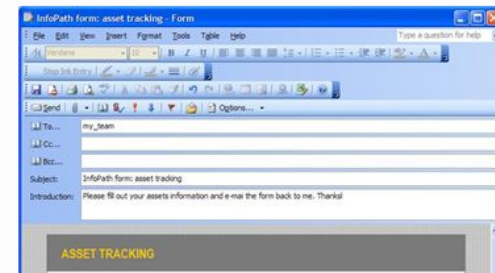
[Home](#) [About](#)

Wednesday, February 22, 2006 12:45 PM by [infopath](#)

Using InfoPath e-mail forms

First I'd like to mention that, as part of a recent announcement, the product name for InfoPath "12" is Microsoft Office InfoPath 2007. This is the name I'll be using from now on in my blog. In my first post I talk about the benefits of browser-enabled forms. I'd like to focus now on the InfoPath rich client and give you a sense of how it can streamline your daily work with InfoPath e-mail forms. If you are familiar with InfoPath SP1 you probably know that it already allows you to send forms as attachments in email. So why is "e-mail forms" a new feature in Office InfoPath 2007? Well, the limitation in InfoPath SP1 is that forms are just regular attachments and they are not integrated in your Outlook email environment. So in Office 2007 we've decided to make forms a first class item in Outlook. That means forms can now be viewed, edited, saved, and forwarded similar to email messages, meetings, or tasks. In addition, e-mail forms can leverage Outlook PIM features like categories and follow up to add a new dimension to your forms workflow. E-mail forms now have their own folder type and they even have their own icon ☺. This tighter integration makes it really easy to work with forms and to leverage all the structured information they provide without having to leave your familiar Outlook environment. Let's walk thru a short scenario using InfoPath e-mail forms.

Let's assume I need to collect information about the computers used by my team. First I need to design a form template to collect this information. For our scenario, InfoPath ships out-of-the-box an Asset Tracking template, which I will use for this example. In order to be sent out safely in email, forms like Asset Tracking need to work only with data from within the form and can contain only declarative logic, no code. Because of these security restrictions we call such forms "restricted" forms. Once the template is completed, I need to deploy it using the Publishing Wizard and selecting the option "to a list of e-mail recipients". I then need to specify the recipients, add an optional comment, and send out the form. The screenshot below shows the e-mail deployment of my Asset Tracking form:



Ressourcer Office Online

The image displays three overlapping screenshots of the Microsoft Office Online website, specifically focusing on the help and resources for Microsoft Office InfoPath 2007 and Microsoft Office Outlook 2007.

Top Left Screenshot: Shows the "Microsoft Office InfoPath" section. The main heading is "De 10 vigtigste fordele ved Microsoft Office InfoPath 2007". Below this, there is a list of features and a section titled "Udsend InfoPath-formularer som Microsoft Office Outlook".

Top Right Screenshot: Shows the "Hjælp og trinvis vejledning" (Help and step-by-step guide) section. The main heading is "Eksportere InfoPath-e-mail-formulardata fra Outlook". Below this, there is a list of features and a section titled "Udvid forretningsprocesser ud over organisationens firewall".

Bottom Screenshot: Shows the "Help and How-to" section. The main heading is "Use InfoPath e-mail forms in Outlook". Below this, there is a list of features and a section titled "In this article".

The website interface includes a navigation bar with links to "Startside", "Produkter", "Hjælp og trinvis vejledning", "Kursus", "Overførsler", "Multimedieklip", "Skabeloner", and "Microsoft Office Live". The main content area is divided into sections for "Hjælp og trinvis vejledning", "Kursus", "Support og Feedback", and "Tekniske ressourcer".



Microsoft[®]

Your potential. Our passion.[™]

This presentation is for informational purposes only.
MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS PRESENTATION.
© 2006 Microsoft Corporation. All rights reserved.

