

e-Form Filler User Guide


(A) Overview

1. e-Form Filler is a tool for form users to fill in an e-Form. When you open an e-Form, the following will be displayed:-





The screenshot shows a web browser window with a toolbar at the top. Below the toolbar is a form layout. The form contains the following elements:

- A toolbar with various navigation and utility icons.
- Form Layout:
 - (1) 個人名義申請 Individual Application
 - 公司名義申請 Corporate Application
 - 申請人姓名: (中文) [input field] 先生 Mr. 女士 Ms.
 - Name of Applicant (English) [input field]
 - 請點選適當的圓圈。 Please click the appropriate circle(s).



2. You can open saved form by 

3. You can save existing form by 

4. You can navigate to different form pages by:-

- Press the First Page , Last Page , Previous Page , Next Page  button or enter the specific page number under the “Toolbar” or under the “Form Layout View”

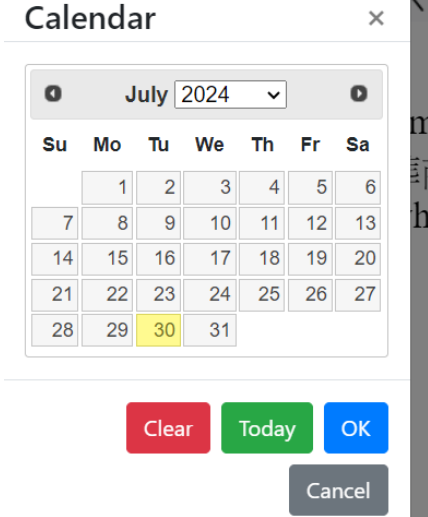
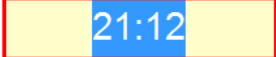
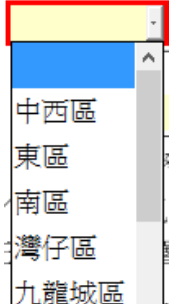
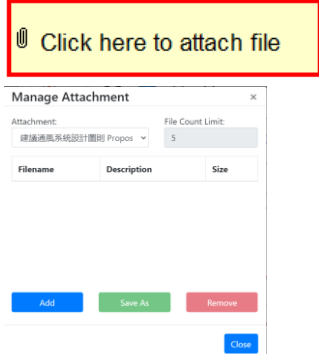
5. You can re-size the form layout by:-

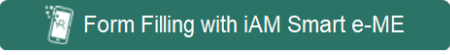

- Press the   button under the “Toolbar” or under the “Form Layout View”

(B) Data Input

6. You can fill the e-Form by navigate to input fields and input data as follow:-

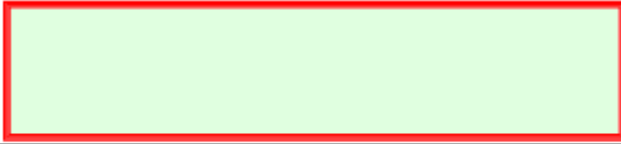
| Field Type | Example | Input Required |
|--------------|--|---|
| Radio Button | <input checked="" type="radio"/> 需要 Yes <input type="radio"/> 不需要 No | Select one of the options from the group of radio buttons |
| Strike Out | (先生 / 女士 *) (Mr./ Ms. *) | Click the required option by strike out other unwanted items |
| Check Box | <input type="checkbox"/> 電郵地址: [input field] Email Address <input type="checkbox"/> 香港通訊地址: Correspondence Address in Hong Kong | Select one or multiple option(s) by click on those required check box(es) |
| Text Field | [input field] | Input text directly |

| | | |
|-----------------|---|---|
| Date Field |  | Click the date field and select date from pop-up calendar dialog |
| Time Field |  | Input time in the format hh:mm |
| Drop Down |  | Click the drop down field and select one from the drop down options |
| File Attachment |  | Insert attachment |

7. For those e-Forms support form filling using iAM Smart e-ME profile, you can click the icon  to get the “iAM Smart” QR code for auto form-filling. Fields auto-filled will be marked with  for identification.

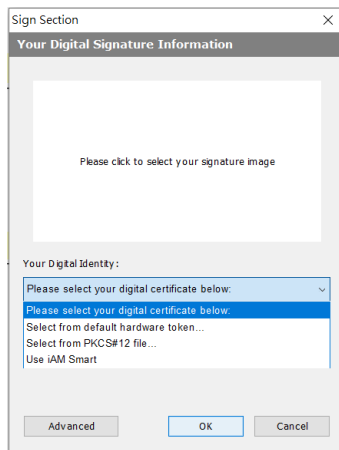
(C) Form Signing

8. For those e-Forms require digital signing, you will see a green box as below:-



(申請人數碼簽署)
(Applicant's Digital Signature)

- Click the green box and you will get the below pop-up to insert a signature image (optional) and select the signing method (mandatory). For “Select from default hardware token..” and “Select from PKCS#12 file...”, you need to have HongKongPost e-Certificate while for “Use iAM Smart”, you need to have been registered “iAM Smart+”.



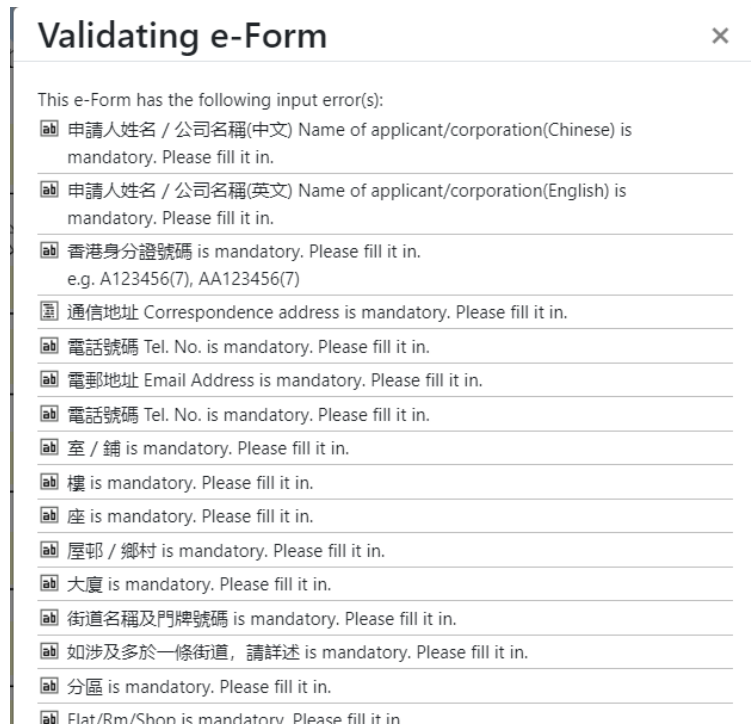
- Once the e-Form is signed, no more update on input fields can be made.

(D) Form Validation

11. You can check the correctness of all input data by:-

- Press the  button under the “Toolbar”

12. If there is any non-comply input, it will be popped up as below for your correction.

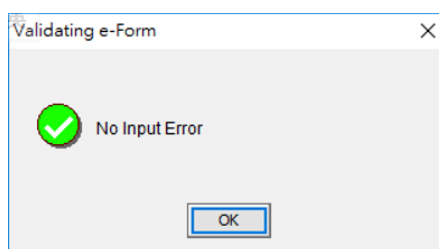


Validating e-Form [X]


This e-Form has the following input error(s):

- 申請人姓名 / 公司名稱(中文) Name of applicant/corporation(Chinese) is mandatory. Please fill it in.
- 申請人姓名 / 公司名稱(英文) Name of applicant/corporation(English) is mandatory. Please fill it in.
- 香港身分證號碼 is mandatory. Please fill it in.
e.g. A123456(7), AA123456(7)
- 通信地址 Correspondence address is mandatory. Please fill it in.
- 電話號碼 Tel. No. is mandatory. Please fill it in.
- 電郵地址 Email Address is mandatory. Please fill it in.
- 電話號碼 Tel. No. is mandatory. Please fill it in.
- 室 / 舖 is mandatory. Please fill it in.
- 樓 is mandatory. Please fill it in.
- 座 is mandatory. Please fill it in.
- 屋邨 / 鄉村 is mandatory. Please fill it in.
- 大廈 is mandatory. Please fill it in.
- 街道名稱及門牌號碼 is mandatory. Please fill it in.
- 如涉及多於一條街道, 請詳述 is mandatory. Please fill it in.
- 分區 is mandatory. Please fill it in.
- Flat/Rm/Shon is mandatory. Please fill it in.

13. If all input is correct, you can get the below pop-up for confirmation.



Validating e-Form [X]

 No Input Error

(E) Form Submission

14. You can submit the e-Form by :-

- Press the  button under the “Toolbar”

15. Before on-line submission, validation as mentioned in Section (D) will be run automatically to ensure all input are correct.

16. If on-line submission is successful, you will get the below acknowledgment message from your web browser.

你的電子表格已成功遞交。食物環境衛生署會盡快給你回覆。
Your e-Form has been successfully submitted. The Food and Environmental Hygiene Department will give a reply to you soon.