



# Configuring Desktop eForms to use lists in SE forms

## FACTSHEET

Many of the pop-up and drop-down lists used in Desktop eForms (previously known as Informed Filler) are based on text files.

For the RVCS forms, the text file you need is called **chlists.txt**.

There are two steps to making sure it works:

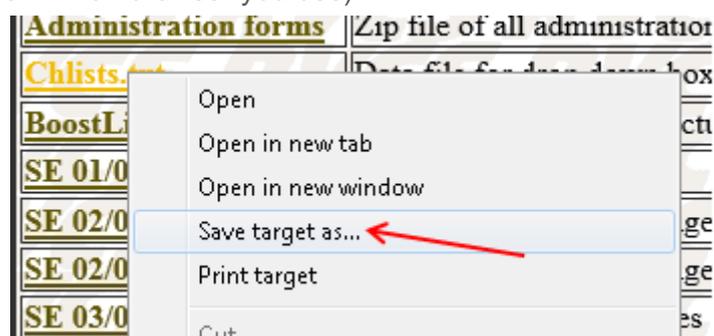
- downloading it from the RVCS website to the correct location on your computer; and
- making sure Desktop eForms is looking for it in the right place.

### Downloading chlists.txt

1. The chlists.txt file is available from the Form Downloads page on the RVCS website, <http://rvcs.infrastructure.gov.au>

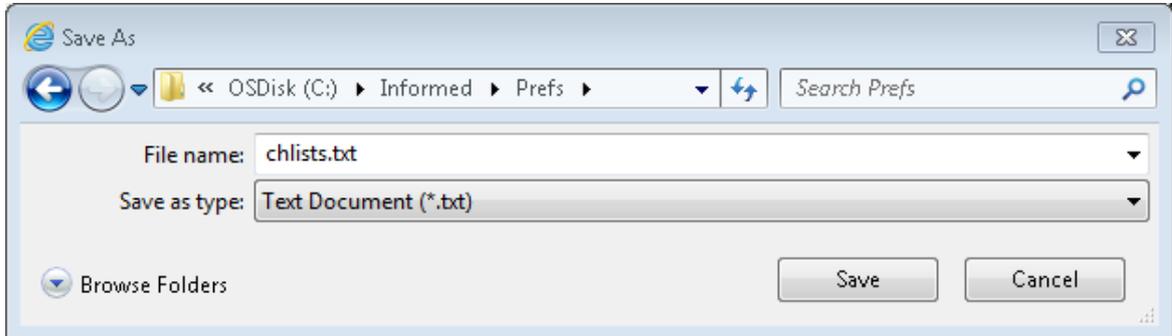
Name	Description	Revision	Date
<a href="#">All Forms</a>	Zip file of all RVCS forms (Approximately 21 MB)	N/A	05/11/2014
<a href="#">All SE Forms</a>	Zip file of all SE and SF Forms (recommended for RAWs participants) (Approximately 20 MB)	N/A	05/11/2014
<a href="#">All Active SE Forms</a>	Zip file of newer active SE and SF Forms (Approximately 12 MB)	N/A	05/11/2014
<a href="#">Trailer forms</a>	Zip file of all trailer forms (Approximately 2.5 MB)	N/A	15/08/2014
<a href="#">Administration forms</a>	Zip file of all administration forms (Approximately 2.2 MB)	N/A	16/05/2014
<a href="#">Chlists.txt</a>	Data file for drop down boxes - ESSENTIAL	N/A	16/05/2014
<a href="#">BoostList.txt</a>	Data file for drop down actuator lists for SE 38/04 - ESSENTIAL	N/A	10/07/2009
<a href="#">SE 01/00</a>	Reversing Lamps	2 10	07/01/2011

2. Right-click on this link, choose 'Save target as...' or 'Save link as' (the exact wording can vary depending on which browser you use)



3. Save the file to your C drive, in the Informed folder and the Prefs subfolder; that is, at C:\Informed\Prefs.

\*Make sure you don't change the file name, it needs to stay as chlists.txt.\*

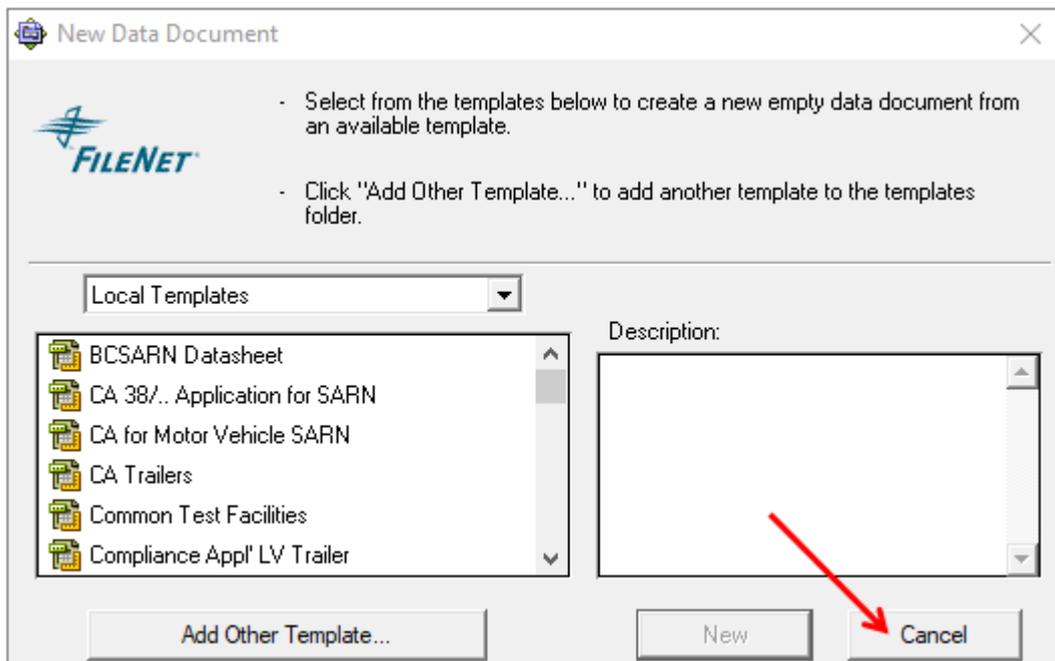


4. Click Save and chlists.txt will be stored in the correct location on your computer.

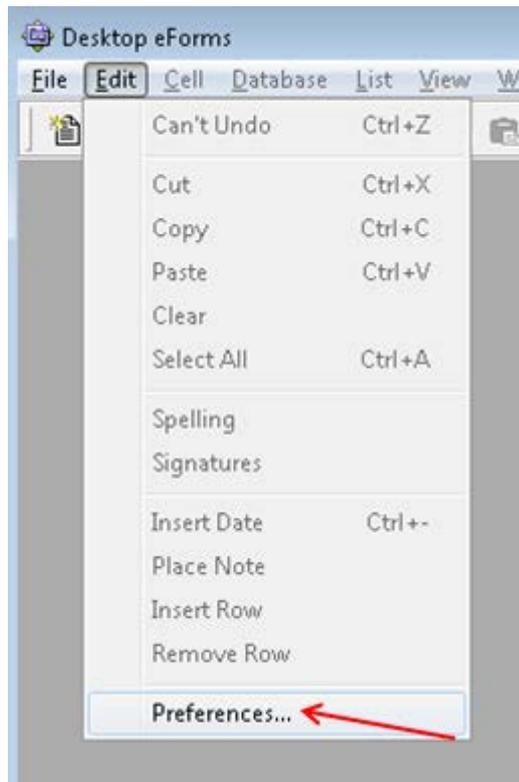
The next step is to set up Desktop eForms so it knows where to find the text file.

## Setting up Desktop eForms to find chlists.txt

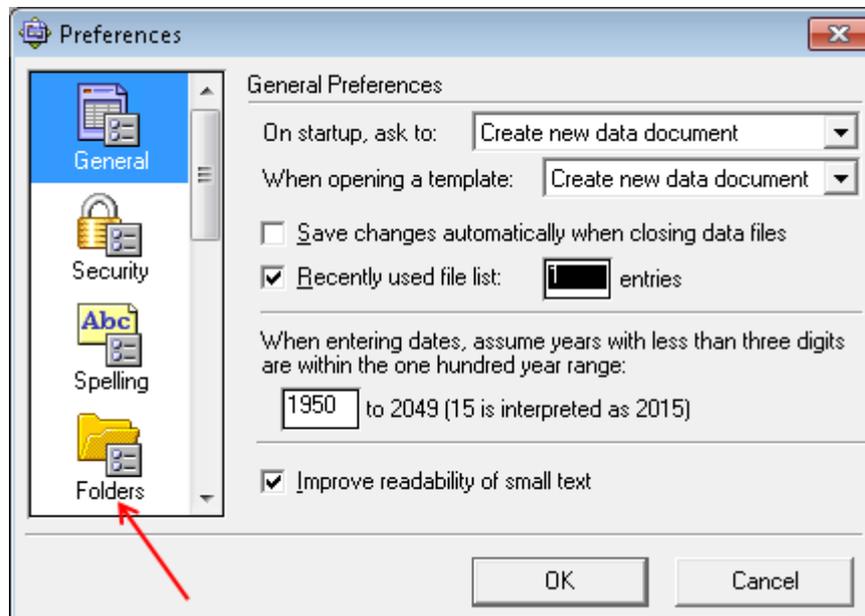
1. Open Desktop eForms and close the New Data Document window that pops up by clicking on Cancel



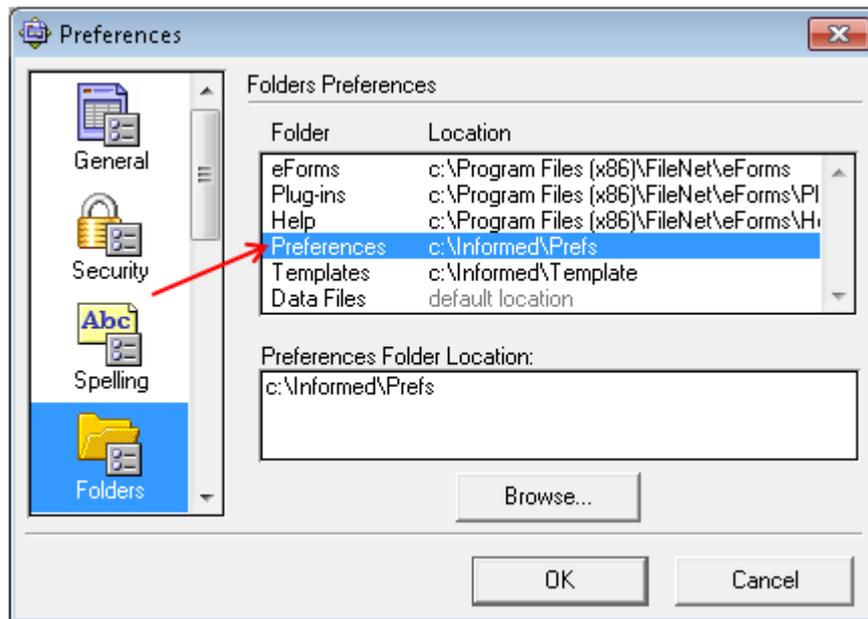
2. Open the Edit menu and click on Preferences



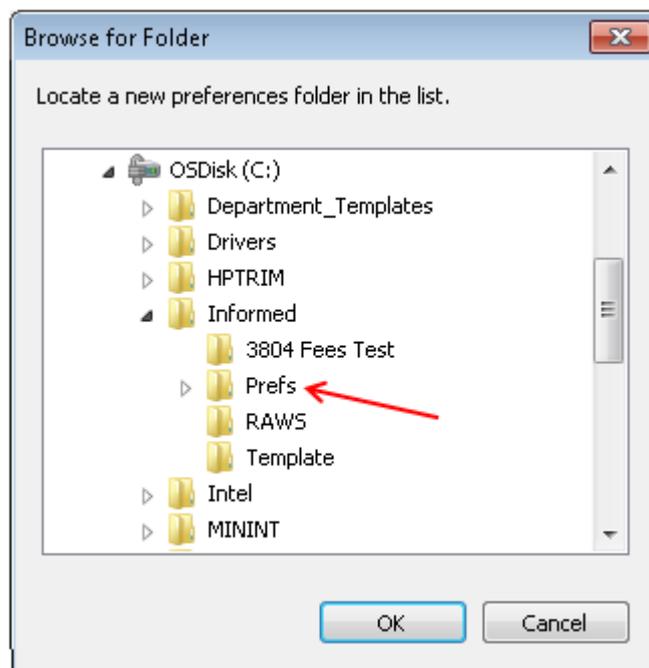
3. In the left-hand pane, click on Folders (you may need to scroll down)



- Then in the right hand pane, click on Preferences  
(you'll notice that in this example the location given for the Preferences folder is c:\Informed\Prefs – yours might say 'default location' instead)



- Click the Browse button, navigate to the folder where you saved chlists.txt (C drive, Informed, Prefs), click OK and then click OK again to close the Preferences window



When you next open an RVCS form the lists should work as expected.

## Contact

If you have any questions please contact [seforms\\_rvcs@infrastructure.gov.au](mailto:seforms_rvcs@infrastructure.gov.au)