



VIPR Vendor Solution

Formatta Filler Installation Instructions

Version 1.3
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United States
Department of
Agriculture

Acquisition
Management
Systems

U.S. Forest
Service



Installing Formatta Filler

All Forest Service (FS) vendors who wish to obtain a new preseason incident agreement or update an existing preseason incident agreement (also known as Incident Blanket Purchase Agreements [I-BPAs], formerly known as Emergency Equipment Rental Agreements [EERAs]) with the FS must use the **free** Formatta Filler software for completing the online forms used in the FS Virtual Incident Procurement (VIPR) Vendor Solution.

IMPORTANT

The Forest Service solicitation packages can only be viewed, completed, and submitted using the **free** Formatta Filler software; other applications that are used to view and fill in forms (e.g., Adobe Reader) will NOT WORK with the VIPR Vendor Solution.

System Requirements

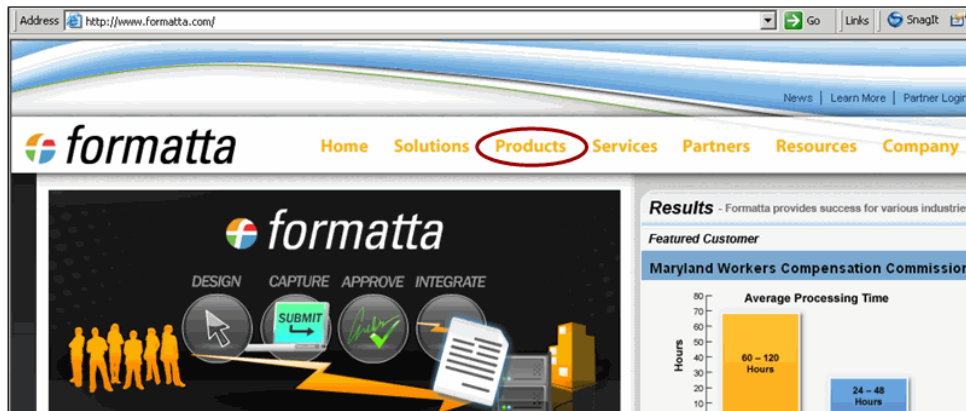
To install and use Formatta Filler with the VIPR Vendor Solution, you **MUST** have all of the system requirements listed in the following table.

You must have...	To find out if you have what you need
Administrator rights to the PC you will use for the VIPR Vendor Solution	If you can install software onto the PC, then you have administrator rights to the PC.
Windows® NT, 2000, XP, or VISTA	<ol style="list-style-type: none"> 1. From your desktop, right-click on My Computer and select Properties. 2. Under the System heading, note the type of system you have.
1 MB space available for the download	<ol style="list-style-type: none"> 1. From your desktop, double-click on My Computer. 2. Right-click on the drive where you will install and use Formatta Filler, and then select Properties. 3. Access the General tab. 4. In the Free space area, note the amount of free space you have available.
Internet Explorer® 6.0 or better	<ol style="list-style-type: none"> 1. Open Internet Explorer. 2. From the Help menu, select About Internet Explorer. 3. Ensure you have Internet Explorer 6.0 or better.
E-mail address	You can obtain an e-mail address from your Internet service provider (ISP) or you can use one of the many free services available on the Web.

Downloading Formatta Filler

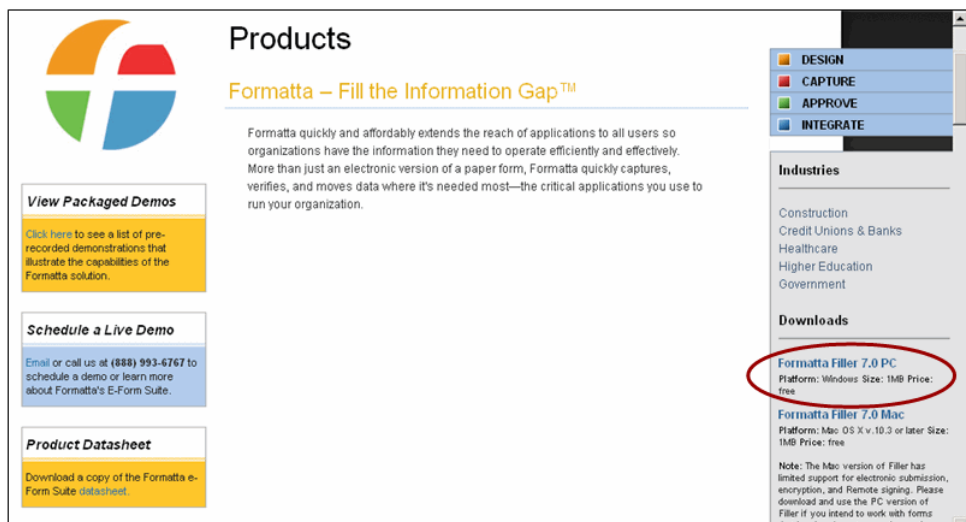
To download Formatta Filler, do the following:

- 1 Access the Formatta Web site at <http://www.formatta.com/>.

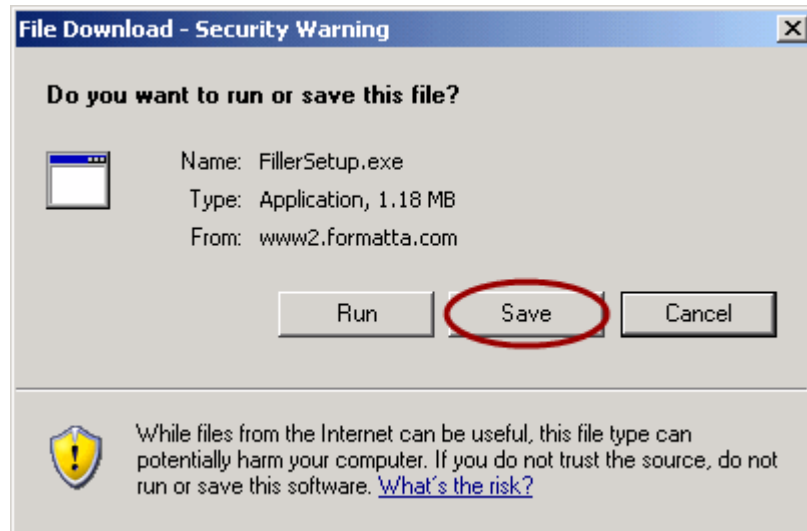


- 2 Click on the **Products** link.
- 3 In the Downloads list, click on **Formatta Filler 7.0 PC**.

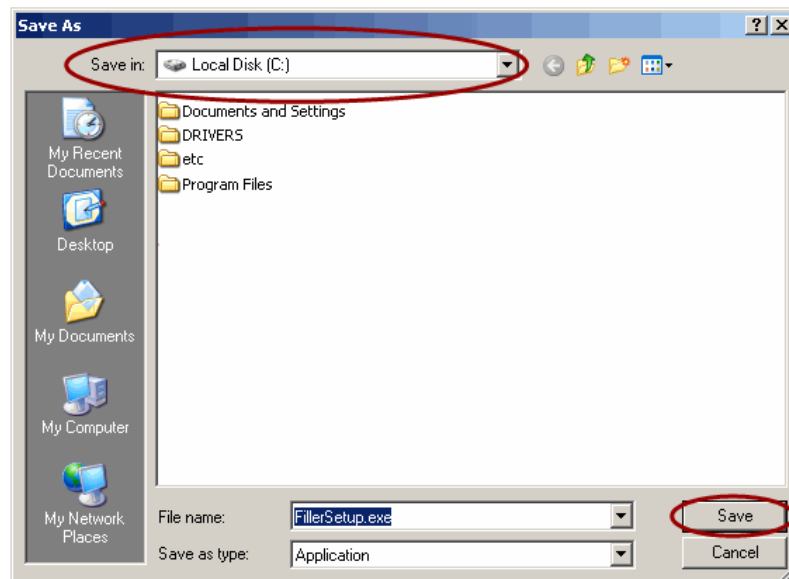
NOTE: The Macintosh version of Formatta Filler will NOT work with the forms used in the VIPR Vendor Solution, so you must download the **7.0 PC** version of Formatta Filler to a PC with a Windows operating system.



The File Download Security Warning dialog box appears.



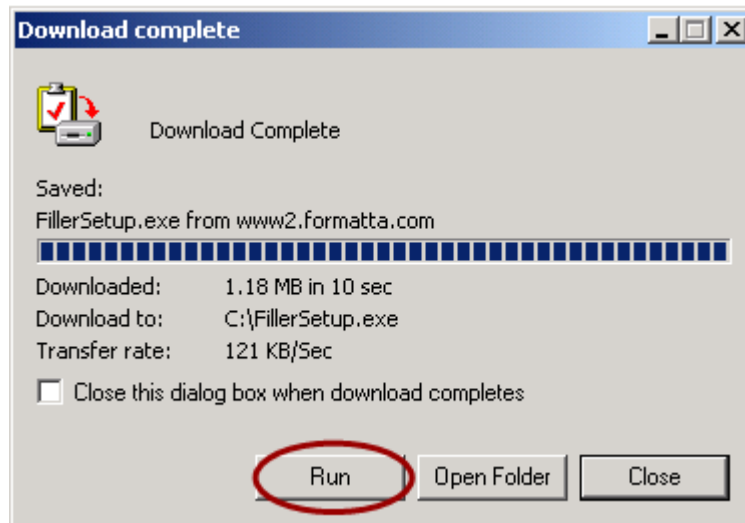
- 4 Click the **Save** button. The Save As dialog box appears.



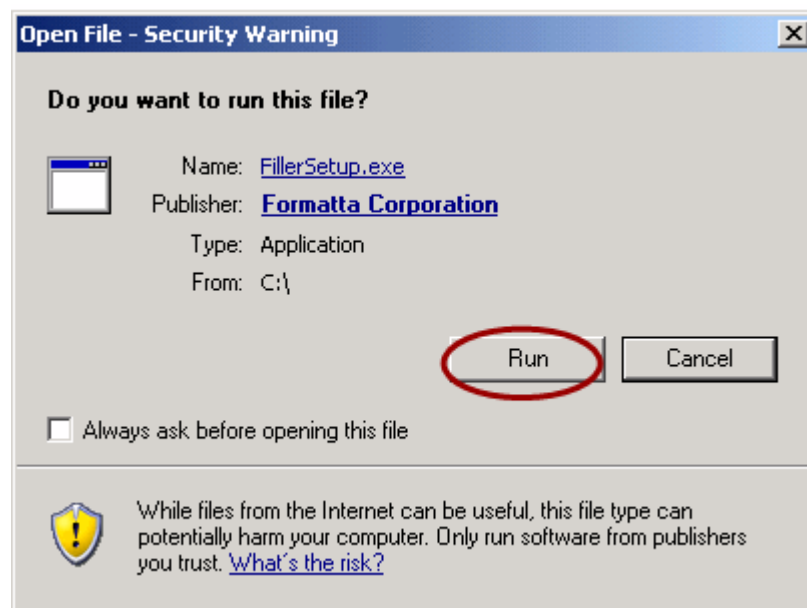
- 5 In the Save in: field, open the folder where you wish to save the **Formatta FillerSetup.exe** file, and then click on the **Save** button. (You can save this file wherever you like—on your local drive or a thumb drive.)

NOTE: The download should only take a few minutes. Once the download is complete, most users will need to proceed to Step 6; however, if the Formatta License Agreement screen appears after the download is complete, then proceed to Step 8.

- 6 Once the download is complete, click on the **Run** button.

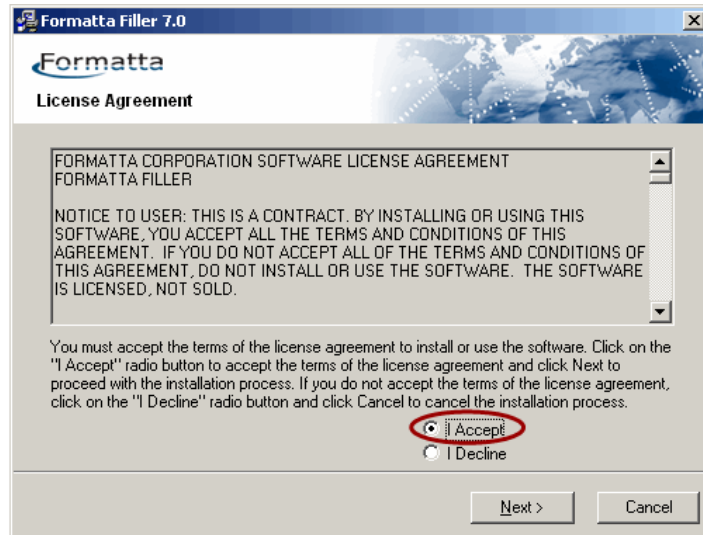


- 7 From the Open File - Security Warning dialog box, click on the **Run** button.



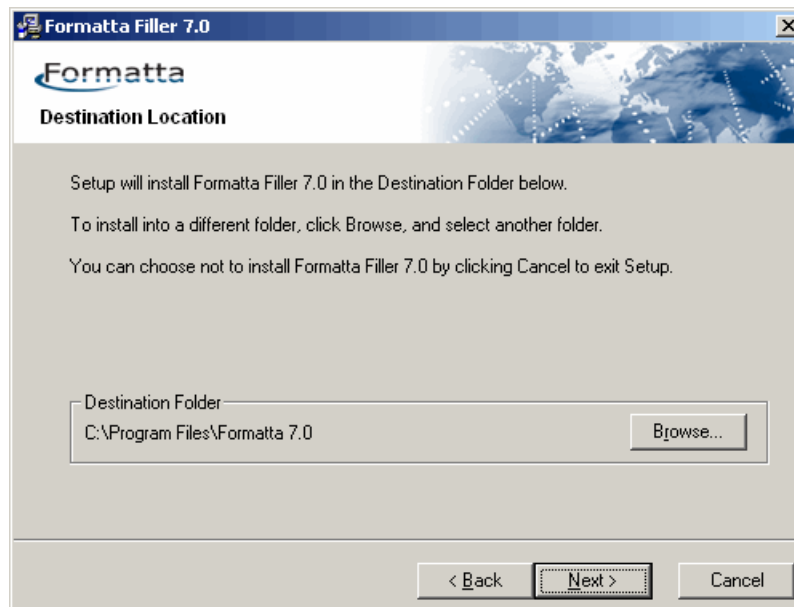
The Formatta InstallShield Wizard appears.

- 8 From the Formatta License Agreement screen, read the terms of the agreement, select "**I Accept**," and then click on the **Next** button.



NOTE: If you decline the terms of the license agreement, then you will be unable to use the Formatta Filler software.

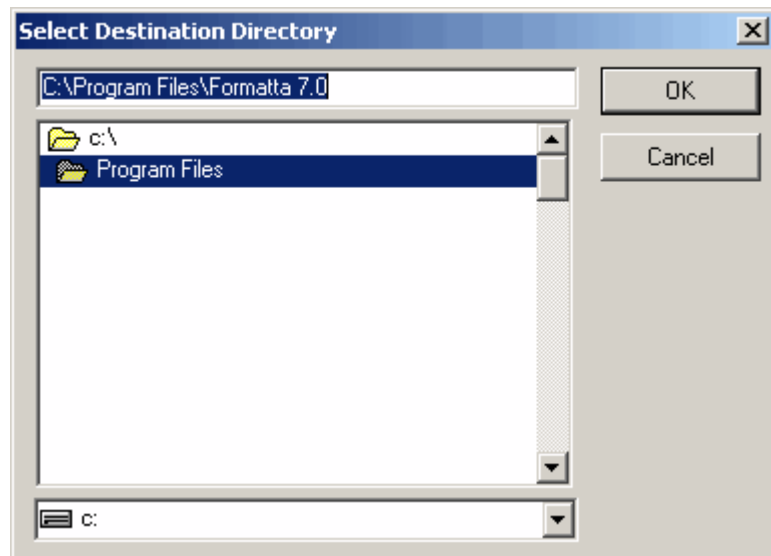
The Destination Location dialog box appears with the default folder location selected.



- 9 Do one of the following:
- If you wish to install Formatta Filler in the default Destination Folder, then proceed to Step 10.
 - If you wish to install Formatta Filler in a different folder or drive (e.g., thumb drive), then click on the **Browse** button and select another location.

NOTE: If you install Formatta Filler on a thumb drive, then that is where you will need to save and work with the PFF forms that are in the VIPR procurement packages.

The Select Destination Directory dialog box appears.



- Select the directory where you wish to install Formatta Filler, and then click **OK**. The Destination Location dialog box re-appears.
- 10 From the Destination Location dialog box, click on the **Next** button. The Formatta Filler Registration form appears.

Register.pff* - Formatta Filler 7.0

File Edit View Form Tools Help

Previous Next Open Save Reset Print Zoom In Zoom Out Info Home

Formatta Filler Registration

Please complete the information below and press the Submit button to register your copy of Formatta Filler and receive free product updates. There is no charge to register Formatta Filler.

First Name *

Last Name *

Email *

Organization *

Phone () - * Required Field

Formatta product installed on your computer:

Designer 7.0

Filler 7.0

Formatta

eforms that work the way you do

1 Formatta Solutions

Click [here](#) to learn more about electronic forms solutions for business and government.

[Government](#) - Learn how Formatta can dramatically reduce your costs for data collection and solve your

Ready

NOTE: Completing and submitting the Formatta Filler Registration form is optional. If you choose not to submit the registration, just close the form.

IMPORTANT

If you can view the registration form, then the installation was successful. If you cannot view the registration form, then contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677 and press Option 3 for VIPR / eAuth. The Helpdesk is available 24 hours a day, 7 days a week.

The installation process is complete. You will now be able to use Formatta Filler to view and complete the PFF forms in the VIPR procurement packages that the Forest Service posts to FedBizOpps.