Getting Started With FillPerfect

Getting Started With FillPerfect

Table of Contents:

Thank you for trying FillPerfect!

• • •

We created FillPerfect to help people be more productive. That's our goal and we take it seriously. If there is anything that we can do to make FillPerfect better, please let us know.

Address & Phone

2424 Software, LLC
1022 Compass Cove Circle
Spring, TX 77379 U.S.A.
(+1) 877-638-2424

What is FillPerfect

FillPerfect is *the* intelligent form filler and job application tracker. It integrates with Microsoft's Internet Explorer to enable you to fill in log-in screens, purchase forms, detailed online job applications, and most other online forms. Designed specifically for job hunters, but flexible enough for all types of forms, FillPerfect ends the drudgery of slowly filling in one form after another. With the FillPerfect Form Filler you can quickly and accurately complete all types of forms. And with the FillPerfect Log, you can set follow-up dates, track application status, keep notes about each application, and print a log of the jobs that you have applied to.

FillPerfect's database organizes your information into the following categories

- Basic profile information
- Phone and email contacts
- Education history
- Employment history
- Military service
- Equal Employment Opportunity Commission data
- References
- Career objectives
- Compensation information
- Resume and cover letter
- Information related to online shopping
- Miscellaneous data
- Customized information specific to your needs

When filling in forms, FillPerfect fills in all types of input fields, such as selection lists, check boxes and radio buttons, in addition to plain text input.   If FillPerfect encounters an input field that it is not able to handle, it will highlight that item in yellow, making it easy for you to see what remains to be completed manually.

FillPerfect Form Filler Toolbar, in concert with the FillPerfect Slider Sidebar, puts all of your information at your fingertips. No more looking up phone numbers, addresses, or employment information from years ago. No more worries about typographical or other errors caused by retyping the same information repeatedly. No more postponed job submissions because you just ran out of time!

The FillPerfect team works daily to make FillPerfect the best job application form filler ever. If you find a form that FillPerfect fails to properly auto-fill, in the FillPerfect toolbar please click FillPerfect and then click Report A Problem to send us the link to the problem form or website so that we can address the issue in a future update.

Installation

STEP 1

Exit Internet Explorer and any other programs that you may be running.   This is important! FillPerfect may not be able to install properly if your web browser is already running.

STEP 2

Click on the <u>FillPerfectSetup</u> file to run the FillPerfect Form Filler Setup wizard. The file name is <u>FillPerfectSetup</u> with version information appended to it. This file will be in the folder you chose when you downloaded and unzipped FillPerfect. Note if you cannot remember where you downloaded the file, you can use the windows search tool located in the *Start menu* on the bottom left of your screen.

STEP 3

Some customers, after clicking on the <u>FillPerfectSetup</u> file, will receive a message that starts "FillPerfect requires Microsoft's .NET Framework, Version 4.0".   This happens on computers which do not yet have this particular software component from Microsoft. Since many programs use the .NET Framework, your computer may already have it and you can proceed to the next step. However, if this message is displayed, this software component, Microsoft .NET Framework, Version 4.0, must be installed before installing FillPerfect, so click *YES*. This will take you to the correct Microsoft web page, where you can download the required file: dotNetFx40_Full.   Click *Download* to download the file and when prompted "Do you want to run or save this file?", click Run. If any security warnings are displayed, verify that the publisher is Microsoft (or later, 2424 Software), and then click Run, and following the on-screen installation instructions.

After the full .NET Framework has been downloaded and successfully installed, restart the FillPerfect setup wizard by navigating to and clicking on the <u>FillPerfectSetup</u> file.

STEP 4

The FillPerfect Setup Wizard guides you through the installation process. To continue the installation, press *Next* in the bottom right corner and follow the on-screen instructions. When the "Select Installation Folder" screen is displayed, we recommend using the default location. Click *Next* in the bottom right corner to continue.

STEP 5

Step 5 confirms the installation. **First check that you have closed all other programs** and then confirm that you are ready to being the installation by clicking *Next* in the bottom right corner of the Windows installer program.

STEP 6

The FillPerfect setup program will start installing the necessary files onto your computer.   The setup wizard will notify you that the installation is complete.

STEP 7

The installation is now complete and you are ready to start using FillPerfect Form Filler and the FillPerfect Slider Sidebar.

If you encountered any problems while installing FillPerfect, please click here to contact our technical support team.

Configure FillPerfect

STEP 1 - ACCESS THE CONFIGURATION PANEL

After installation, FillPerfect form filler will automatically load when you open Internet Explorer. From there, you will need to configure FillPerfect form filler with your own information. First, you can start the process by clicking on the *Configure* Button which is located on the right hand side of the FillPerfect toolbar. This will open the configuration panel, where you will enter your personal information. Note, the first time FillPerfect is configured you will be prompted to either begin your free trial or activate FillPerfect. See Free Trial or Activate FillPerfect.

STEP 2 - ENTER YOUR INFORMATION

Once you are on the configuration screen, you will need to put in all of your personal information. By default, you will begin on the basic information screen. This is where you will put in your basic information, such as: name and address, social security, phone number, etc. From there, continue through the tabs, entering as much or as little information as you want. Note, you can come back to the configuration screen at any time to add or change any of the information. For example – if you move – just update your new address and FillPerfect will handle the rest.

STEP 3 - ADD YOUR RESUME AND COVER LETTER

In addition to filling out your applications online instantly, FillPerfect form filler can also insert your resume and cover letter into applications. Just cut and paste your resume or cover letter into the corresponding tabs. Then the next time you apply for a job, FillPerfect form filler will automatically fill in your resume and cover letter for applications that require it.

STEP 4 - USING JOB SEARCH RESOURCES

In addition to filling out applications, FillPerfect form filler also provides additional resources. From inside the configuration panel, there is a category called 'FillPerfect form filler options'. In this section, you can select job boards and other job search resources that will appear in the Quick Access URL list on the FillPerfect form filler toolbar (next to the blue Plus sign). This is just another way that FillPerfect form filler makes finding a job quicker and easier.

Using FillPerfect

After FillPerfect has been [configured](#) you can start filling out forms automatically. You can easily complete forms one of four ways:

1. Click the autofill button located in the FillPerfect Toolbar anytime you encounter an online form that you want FillPerfect to fill in. This includes website log in forms. If you use different user names or different passwords for different websites, you can create a matching profile with the correct information for any particular website.   When you visit that website, select the matching profile using the Profile Selection box located in the FillPerfect Toolbar, and then click AutoFill.

2. Check the AutoFill check box located next to the AutoFill button in the FillPerfect Toolbar. Once this box is checked ALL downloaded forms will be automatically filled as they are downloaded without any extra action on your part. This is especially convenient when you plan on filling in one online form after another.

3. Right-click on an empty area within a form and select from the menu the exact information you want to use to fill in the form. This is particularly useful for job applications that have a different form for each past employer, each reference, or each school you have attended.

4. Click the Slider Sidebar button in the FillPerfect Toolbar, navigate to the information you want by clicking the + and – signs in the sidebar, and then drag and drop the required information from the sidebar into your form.

To undo any autofill operation, just click Undo in the FillPerfect Toolbar.

IMPORTANT: FillPerfect will autofill any fields that it recognizes, even if you have already entered information into it. So, if you want to enter some information yourself and have FillPerfect enter the rest, be sure to use the AutoFill feature BEFORE entering information yourself.

Other Features

In addition to automatically filling in forms, FillPerfect's "Quick Access List", located in the FillPerfect Toolbar next to the large blue plus sign, provides easy access to your favorite job boards or websites. This feature is similar to the "Favorites" feature built into most browsers, but is much easier to use, because it provides a single entry to an entire website, instead of to multiple pages within each website.

To add any website to this list, first navigate to the website, then just click the large blue plus sign (+) in the FillPerfect Toolbar. That's it.   The next time you want to visit this site, just use the Quick Access pull-down list next to the large blue plus sign to instantly navigate to that website.

For use with the Quick Access List FillPerfect comes with a built-in list of popular job boards. Any of these can be easily added to the Quick Access List by selecting the sites of interest on the Options page of the Configuration window. Just click Configure in the FillPerfect Toolbar, then click on the Options tab, then click the check-box for the job boards that you want to appear in the Quick Access List

Another helpful feature of FillPerfect is search-free access to job hunting resources. These resources include resume writing services, resume distribution services, and books of interest to job hunters. Click the FillPerfect button in the FillPerfect menu and select the item of interest for immediate access to these resources.

Using FillPerfect Slider Sidebar

Once your information is entered into FillPerfect (See Configure FillPerfect above), it is instantly available to you for drag and drop operations from the Slider Sidebar. Just click "Slider Sidebar" in the FillPerfect Toolbar and a window will open at the left side of your web browser. Click any plus sign (+) to expand the corresponding category of information. When you see the information you want, just left-click, hold, and drag the text to where you want it. NOTE: You can even drag and drop the information into most other software applications and browsers.

How do I purchase FillPerfect

FillPerfect can be purchased at any time at FillPerfect.com. FillPerfect can be quickly downloaded from our website or it can be shipped on a CD-ROM. You can also order FillPerfect by phone at (+1) 877-638-2424.

How do I activate FillPerfect

FillPerfect comes with a free trial period. The free trial period starts when you install FillPerfect. After your free trial is over, FillPerfect must be activated using the license activation code that will be emailed to you when you purchase FillPerfect. Once you have received your activation code you can immediately activate FillPerfect – you do not have to wait until the free trial period is over.

To activate FillPerfect:

- First make sure that your computer is connected to the Internet.

- Next click on the FillPerfect button located in the FillPerfect toolbar, then select Activate FillPerfect and follow the on-screen instructions.

- When entering your activation code, be sure to type the entire code exactly as it was emailed to you, using only numbers and the single hyphen.   You can use cut and paste to enter the code if you want.

If you encounter a problem activating FillPerfect, first retry the operation and make sure the license activation code has been correctly entered. If the problem remains, please visit our Frequently Asked Question web page, or contact our Technical Support Team using the form at http://www.fillperfect.com/submit-questions.aspx.

Frequently Asked Questions

A list of questions that our customers often ask is maintained on our web site and is available 24x7. For quick help with most problems, please visit http://www.fillperfect.com/faq.aspx,