

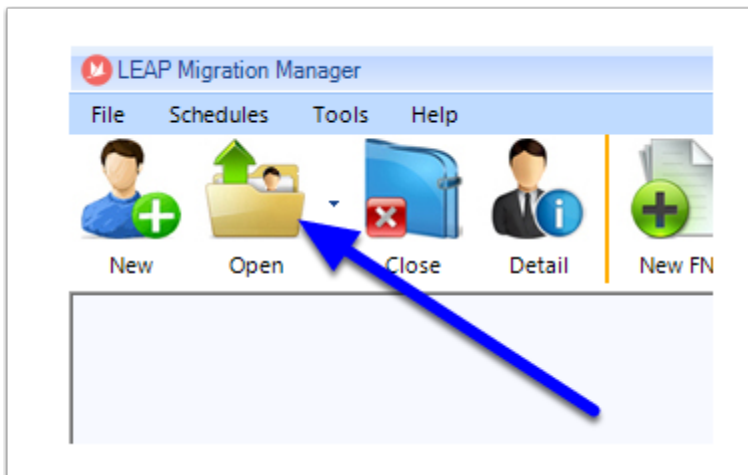
How to Merge a Department PDF Form

Migration Manager allows users to merge data from a matter in to fillable PDF forms made available by Immi.

1. Open the relevant Matter

In order to be able to merge a Form, you must first open the relevant Matter.

-  To merge a form for an employer Sponsorship, the relevant Business Sponsor must be the active Matter. If you want to merge a Visa, Nomination or Family Sponsorship form you must have the relevant Migrant matter set as the Active Matter.

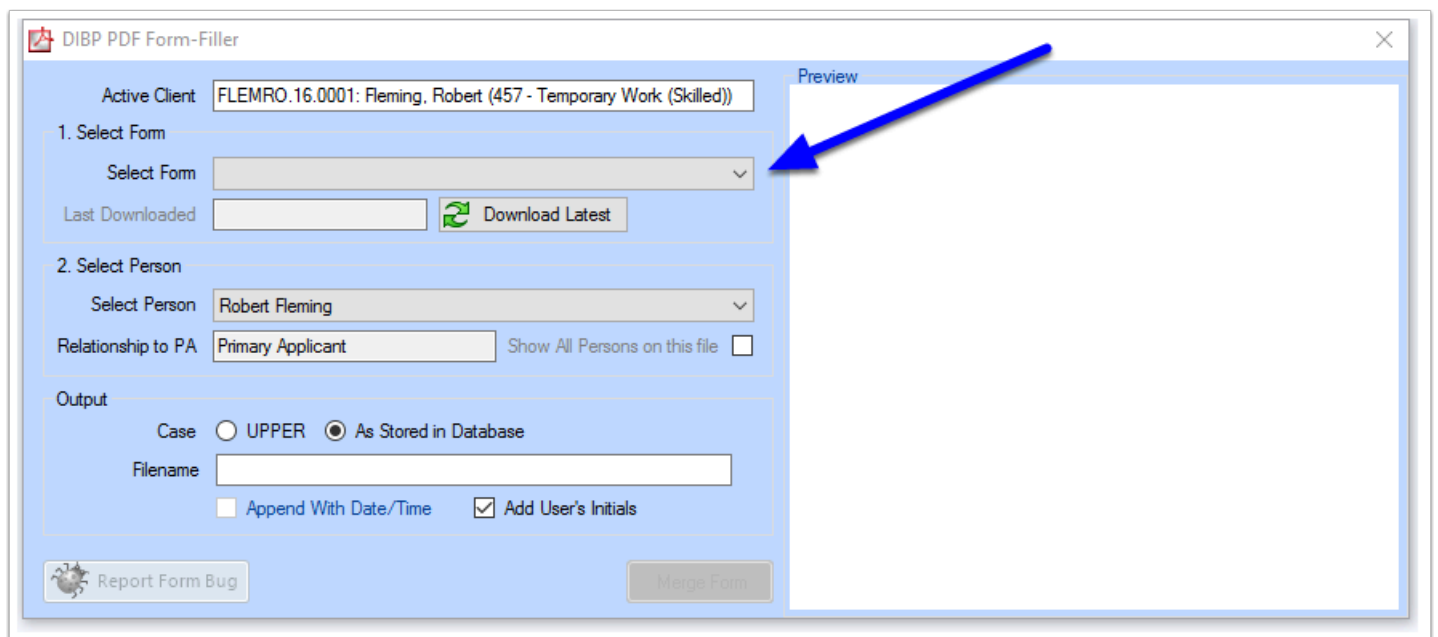


2. Click the Forms button



3. Select the Form to merge

When the Form Filler window has appeared, select the Form you want to merge from the Select Form dropdown.

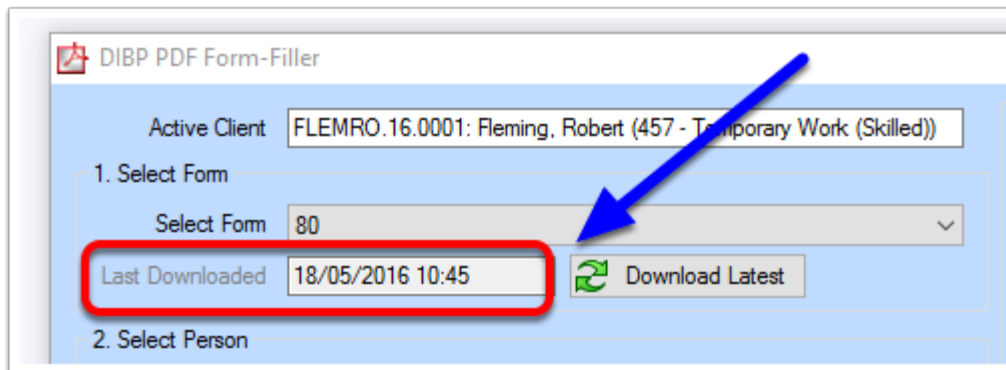


4. Use the most up to date version of the Form

It is important to check when you last downloaded a version of this Form from Immi. It is your responsibility to ensure that you are using the most up to date version of the form. Migration Manager will not "automatically" download forms for you, but does provide you with details of when you used the program to download a form.

4.1. Check the date you last downloaded this Form

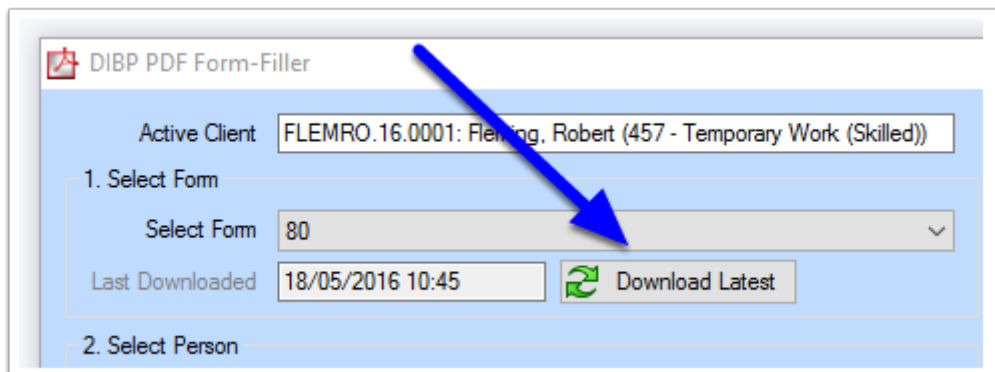
The date this selected form was last downloaded from Immi Account will be displayed.



The screenshot shows the 'DIBP PDF Form-Filler' window. The 'Active Client' field displays 'FLEMRO.16.0001: Fleming, Robert (457 - Temporary Work (Skilled))'. Under the '1. Select Form' section, the 'Select Form' dropdown is set to '80'. The 'Last Downloaded' field shows '18/05/2016 10:45', which is highlighted with a red rectangle. A blue arrow points from the 'Download Latest' button to the 'Last Downloaded' field. The '2. Select Person' section is partially visible at the bottom.

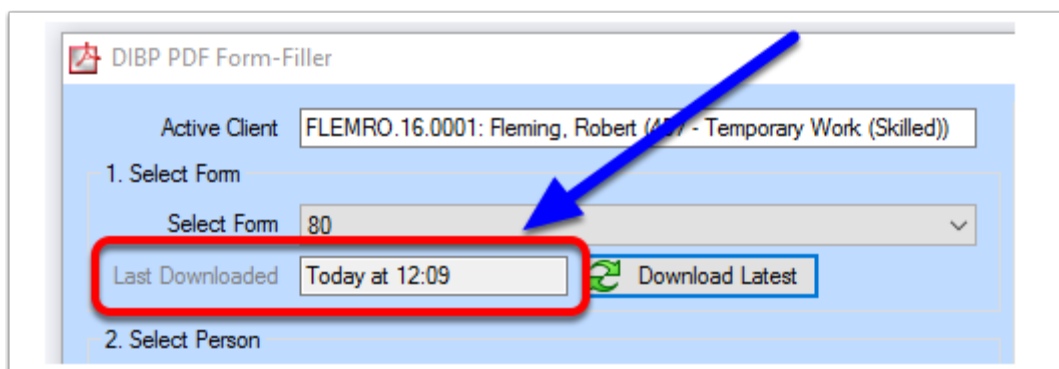
4.2. Download the latest version

If the Form is old/out of date you can download an up to date version of this particular form from Immi by clicking the Download Latest button. This will download this one form as currently published by the Department of Immigration.



This screenshot is identical to the previous one, showing the 'DIBP PDF Form-Filler' window with the 'Last Downloaded' date of '18/05/2016 10:45'. A blue arrow points from the 'Download Latest' button to the 'Select Form' dropdown menu.

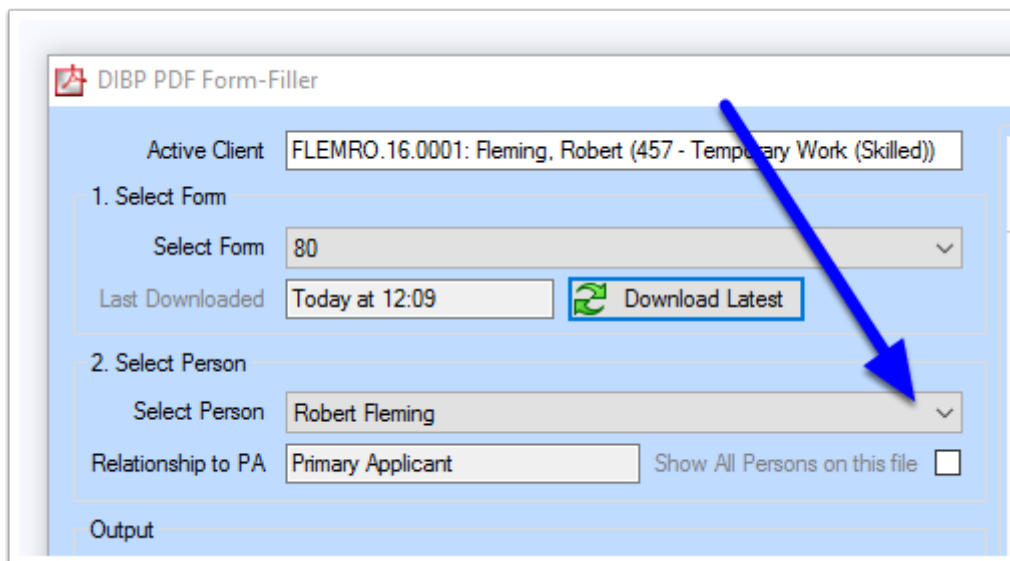
When the Form download has completed the Last Downloaded field will show an updated date and time.



The screenshot shows the 'DIBP PDF Form-Filler' window after a successful download. The 'Last Downloaded' field now displays 'Today at 12:09' and is highlighted with a red rectangle. A blue arrow points from the 'Download Latest' button to the 'Last Downloaded' field. The '2. Select Person' section is also visible at the bottom.

5. Select the person to merge the Form for

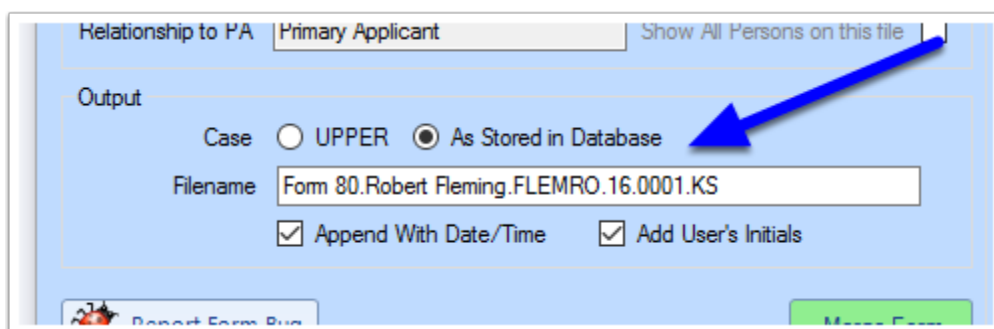
Use the Select Person dropdown to choose the person you wish to merge the Form for.



The screenshot shows the 'DIBP PDF Form-Filler' window. At the top, the 'Active Client' is 'FLEMRO.16.0001: Fleming, Robert (457 - Temporary Work (Skilled))'. Below this, under '1. Select Form', the 'Select Form' dropdown is set to '80'. The 'Last Downloaded' field shows 'Today at 12:09' and there is a 'Download Latest' button. Under '2. Select Person', the 'Select Person' dropdown is set to 'Robert Fleming'. The 'Relationship to PA' is 'Primary Applicant' and there is a checkbox for 'Show All Persons on this file'. A blue arrow points to the 'Select Person' dropdown menu.

6. Modify how the text appears or the filename used

By default the Form will be merged with text in the Case as it is recorded in Migration Manager. You can choose to have the Form fill out entirely in Uppercase by selecting the option UPPER. You can also change the file name that the Form will be saved as and whether the file name should include the Date/Time and the Users initials.



The screenshot shows the 'Output' section of the 'DIBP PDF Form-Filler' window. The 'Case' section has two radio buttons: 'UPPER' and 'As Stored in Database', with 'As Stored in Database' selected. A blue arrow points to the 'As Stored in Database' radio button. The 'Filename' field shows 'Form 80.Robert Fleming.FLEMRO.16.0001.KS'. There are two checkboxes: 'Append With Date/Time' and 'Add User's Initials', both of which are checked. At the bottom, there is a 'Merge Form' button.

7. Click Merge Form

When you are ready to merge the Form, click Merge Form.

8. Read and Accept the notification

- ! It is important that you remember that it is your responsibility to check a Form after merging.

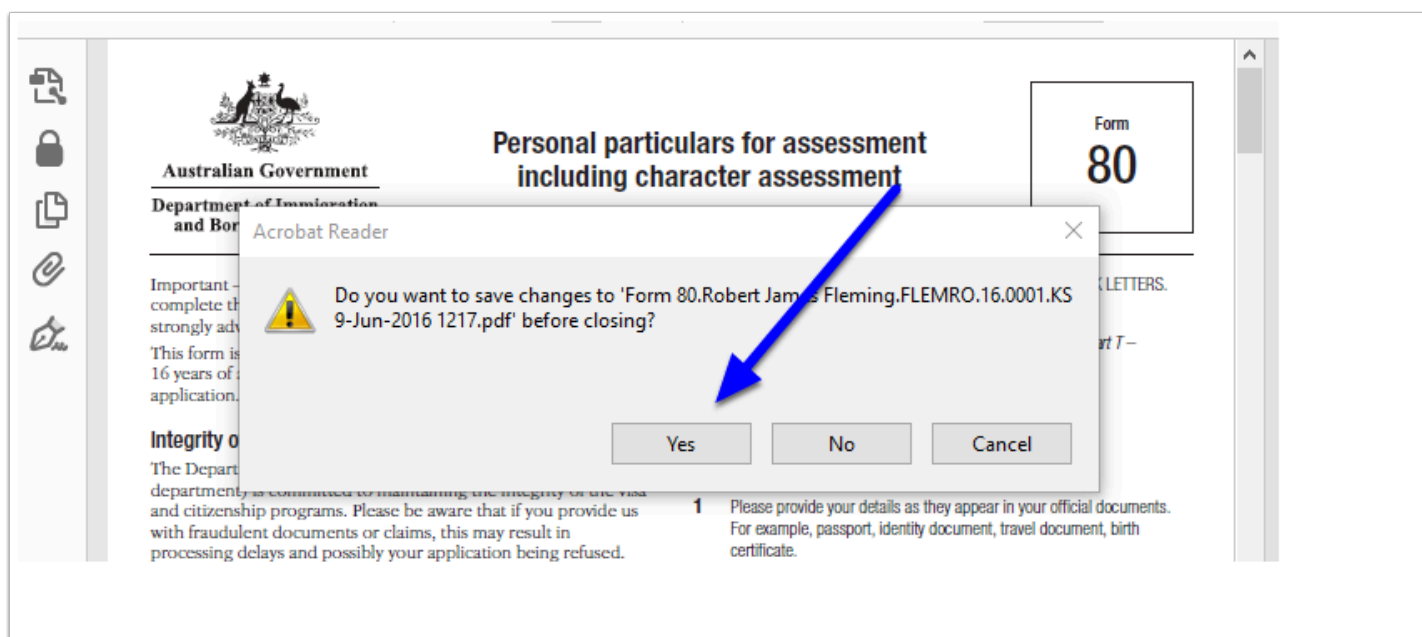
9. Review the Merged Form

The merged Form will now appear. You should review the Form and make any amendments necessary.

The screenshot shows a web browser displaying the Australian Government Department of Immigration and Border Protection Form 80. The form is titled 'Personal particulars for assessment including character assessment'. It includes sections for 'Integrity of application', 'Important information about privacy', and 'Part A - Applicant details'. The 'Part A - Applicant details' section contains fields for Family name (Fleming), All given names (Robert James), Sex (Male), Date of birth (11.3.1980), Suburb of birth (Swanstonb), Town/City of birth (Melbourne), State/Province/Region (Surrey), and Country (United Kingdom). There are also checkboxes for 'Do you ever use a Chinese Commercial Code Number for your names shown in the passport/travel document at Question 1?' and 'Are you of Russian descent?'. The form is displayed in a browser window with a toolbar at the top showing 'Home', 'Tools', and 'Sign In'.

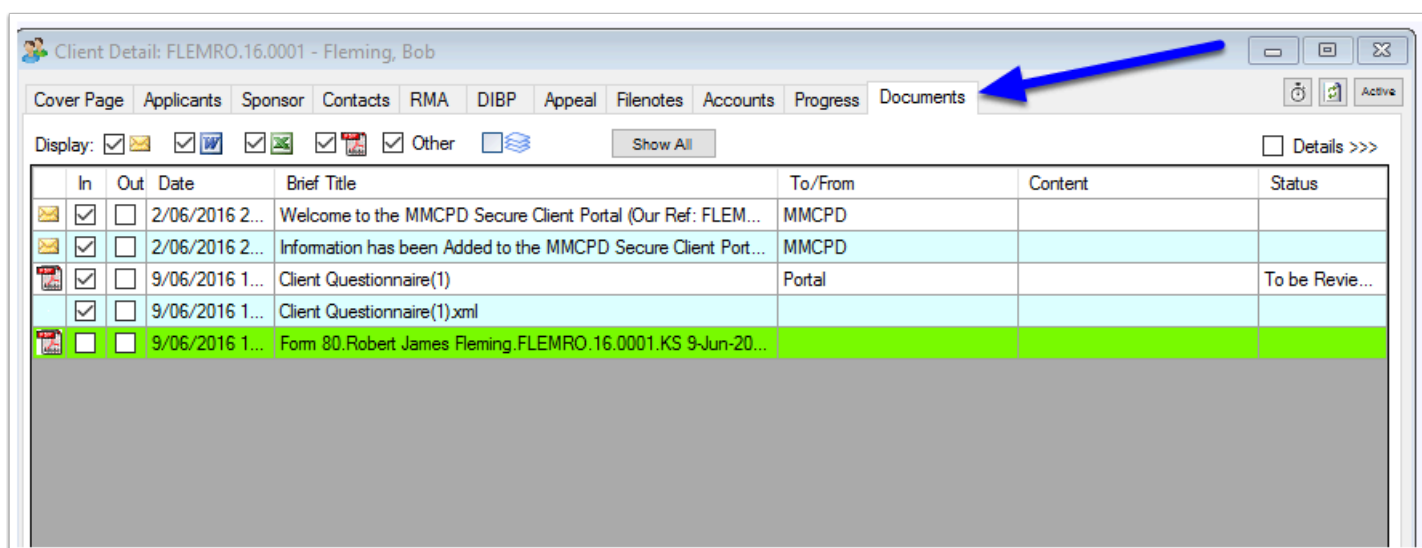
10. Save and Close the Form

When you have finished reviewing/amending the Form, you must save it before you close it. If you do not save the form before closing, the Form may appear blank the next time you open it.



11. The merged Form is saved in the Documents tab

The merged Form is now saved as an entry in the *Documents* tab in the active Matter.



Video Guide