

QUICK START GUIDE



IMMFORMS *PLUS*™



THOMSON REUTERS™

Westlaw®
CD-ROM Series

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For technical and general questions about the ImmForms Plus™ software, or for questions regarding a key code, call West Customer Technical Support at 1-800-848-3475 or send email to west.appsupport@thomson.com.

Training

West's training group offers by-appointment, one-on-one customer training over the telephone. Our trainers offer live, web-based demonstrations while answering specific questions to help users learn the program quickly. To make an appointment with a trainer, call 1-800-848-3475.

Account Assistance

For assistance regarding your account, call West Customer Service at 1-800-328-4880.

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Welcome to ImmForms Plus

Thank you for choosing ImmForms Plus™, one of the comprehensive and easy-to-use CD ROM products offered by West, a Thomson Reuters business.

ImmForms Plus gives you instant electronic access to immigration-related forms from federal agencies and certain state workforce agencies. You can view exact replicas of each form, complete and store them, and then print copies as needed. Best of all, you can store common information that you may use repeatedly, such as employer or applicant data, and copy ("populate") it into forms automatically without retyping.

So you can quickly reap the benefits of using ImmForms Plus, we've put together this *Quick Start Guide* to help get you started.

Install ImmForms Plus

System requirements

Before installing ImmForms Plus, make sure your computer/ network meets these minimum requirements:

- Modern day processor (1 GHz or higher recommended)
- Microsoft Windows 7 (32-bit and 64-bit), Windows Vista (32-bit and 64-bit), Windows XP
- 512 MB of available RAM (1024 MB recommended)
- 500 MB hard-disk space for Local Client and Network Database installations and 250 MB hard-disk space for Network Client installations
- CD-ROM drive
- 1024 x 768 (or higher) resolution monitor
- PDF reader, installed separately from ImmForms Plus
- (Network Clients only) Network access to the server on which the database resides.

IMPORTANT! REGARDING COMPATIBILITY AND SUPPORT:

ImmForms Plus is designed to be compatible with the standard Windows operating systems listed in the system requirements, and Customer Technical Support is available to all users within those environments. West does not claim compatibility with any other operating systems or multi-user environments such as Mac OS, Linux, Novell, Citrix, Terminal Services, etc., and we are unable to provide support for ImmForms Plus in any alternate environments.

Installation options

Before installing ImmForms Plus, review your installation options:

- **Client (Database is local)** – Installs the program and its database on a single computer. It also installs the Microsoft SQL Server if it is not already installed.
- **Client (Database is network)** – Installs the program (but not the database) on a single computer. The database will need to be accessed from a network server.
- **Network (Database is shared)** – Installs the database (but not the program) on a network server so that it can be accessed by users on whose computers the program is installed.

Installation steps

Perform the appropriate installation of ImmForms Plus.

At the end of the installation, be sure to sign up for West's Software Update Notification Service. (For more information on updates, see next.)

Local installation

A local installation installs the program, its database, and its support files (such as PDFs of reference documents) to a local (stand-alone) computer.

1. Insert the program CD into the computer's CD drive. When the InstallShield Wizard starts up, click **Next** to begin.
2. When you get to the Setup Type window, select *Client (Database is local)*.
3. Follow the on-screen prompts to complete the installation.

Network installation

A network installation installs only the program's database and support files to a network server that can be accessed by users running workstation installations.

1. Insert the program CD into the computer's CD drive. When the InstallShield Wizard starts up, click **Next** to begin.
2. When you get to the Setup Type window, select *Network (Database is shared)*.
3. Follow the remaining on-screen prompts to complete the installation.

Be sure to perform a workstation installation on all computers that need to access the network installation.

Workstation installation

A workstation installation installs only the program on a networked computer (a "workstation") from which a user will access the program's database and support files from the network location.

1. Insert the program CD into the computer's CD drive. When the InstallShield Wizard starts up, click **Next** to begin.
2. When you get to the Setup Type window, select *Client (Database is network)*.
3. Follow the remaining on-screen prompts to complete the installation.
4. Start ImmForms Plus and choose **Tools > Database Utilities > Connect to ImmForms Database**.

The Connect to ImmForms Database window opens.

5. In the text box, type the name of the network computer where the database was installed.
6. Click the *Set As Default* check box to make the selected database open by default when you use this option.

7. Click **OK** to connect to the selected computer.

You now have access to the ImmForms Plus database that resides there.

Stay current with the latest updates

Be sure also to sign up for West's free notification service regarding program updates. Whenever we release a new update of ImmForms Plus (including the latest forms), you'll get an e-mail message from us with a link to the update. If you did not sign up during installation, just click or copy this URL link into your browser:

west.thomson.com/software/notification

You can also get program updates on demand. With the program running, just choose **Help > Get Application Updates**, or click or copy this URL link into your browser:

west.thomson.com/software/immforms

Start Up ImmForms Plus

To start up ImmForms Plus from the **Windows > Start** menu, choose **All Programs > Thomson Reuters West > ImmForms Plus > ImmForms Plus**. Alternatively, double-click the ImmForms Plus desktop icon.



When you first start up the program, you may be prompted to start up the **Event Reminder**, a handy system tool for viewing upcoming immigration case events. (For more information, see "Event Reminder," page 26.)

The ImmForms Plus window is ready for you to start adding preparers, applicants, and other parties to the database. Your window will be empty, but once you've started to add parties to your database, it will look something like the one below.

The screenshot shows the ImmForms Plus application window. The menu bar includes File, Edit, View, Tools, and Help. The current applicant is Bouvier, Emma Jean, and the current preparer is William Becker. The main window is divided into several sections:

- Menu bar:** File, Edit, View, Tools, Help.
- Selection toolbar:** Buttons for Applicants, Preparers, Attorneys, Paralegals, Employers, Forms, Saved Forms, Reports, Master Calendar, Westlaw, View, Contents.
- View toolbar:** Buttons for View and Contents.
- Applicants Table:** A table with columns for Case Number, Family Name, Given Name, Middle Name, Status, and Case Opened. It lists several applicant records.
- Applicant Tasks:** A list of actions such as Add New Applicant, Edit Current Applicant, Delete Current Applicant, Inactivate Current Applicant, and Form List For Current Applicant.
- Applicant Details:** A section for viewing specific information about the selected applicant, including Name, Status, Case Number, and Dates.

Callouts provide additional information:

- "Some views include filters for narrowing the list to certain records." (pointing to the Filter by Employer dropdown)
- "A view lists data of one type, such as applicant records." (pointing to the Applicants table)
- "The available tasks are applicable to the type of records listed." (pointing to the Applicant Tasks list)

Case Number	Family Name	Given Name	Middle Name	Status	Case Opened
12341	Bond	Josephine	Kranmal	Active	07/13/2004
12342	Abubar	Phyadarshini	Peter	Active	03/06/1999
1234	George	Peter	R.	Active	03/28/2003
1234	David	Domenico	H.	Active	11/27/2005
1234	Peter	H.	B.	Active	09/02/2001
1234	Kevin	B.	Antoinette	Active	08/01/2006
1234	Charmain	Antoinette	W.	Active	12/22/2003
12349	Lee	Peter	Ryan	Active	
12350	LeMare	Melinda	Hung Yuk	Active	
12351	Liu	Jeremy	William	Active	
12352	Martin	Maria	Angela	Active	
12355	Claocia	Tomas	Antonio	Inactive	4/2007
126598	Claocia	Emma	Jean	Active	15/2008
146093	Bouvier	Samuel	F.	Active	
149410	Bouvier				

Let's continue next to explore the parts of the window.

ImmForms Plus Workspace

Menu bar

Along the top of the ImmForms Plus window are the menus from which you can access many of the program's features.

Toolbars

From the *Current Applicant* and *Current Preparer* drop-down lists on the **Selection toolbar**, you can select the applicant for whom you want to prepare forms and the preparer (typically yourself) to be associated with those forms.

With the **View toolbar**, you can switch to a specific view, such as **Applicants view**. From here, you can also access Westlaw, open the Help topic about the current view, or open the Help system at its first topic.

Views

Several views offer a list of database items of the same type. For example, **Applicants** view lists applicants, **Preparers** view lists preparers, **Attorneys** view lists attorneys, and so forth. **Forms** view and **Saved Forms** view list forms, while **Reports** view lists the ImmForms Plus reports and **Master Calendar** view shows a monthly calendar of events related to the preparation of immigration cases.

For some views, you can filter a list to see certain records only. For example, on **Applicants** view, you can filter the applicants to see only those associated with a particular preparer, employer, or both.

On the right side of a view, you'll find a list of actions – called *tasks* – that you can perform on or about the items listed on that view.

Here's a quick overview of the different views in ImmForms Plus:

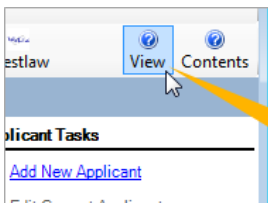
- **Applicants** – You can add, edit, and delete applicant records, change a record's status (active or inactive), and quickly switch to the list of saved forms for a selected applicant.
- **Preparers** – You can add, edit, and delete preparer records, reassign one preparer's forms to another preparer, and quickly switch to the list of applicants associated with a selected preparer.
- **Attorneys** – You can add, edit, and delete attorney records and quickly switch to the list of applicants associated with a selected attorney.
- **Paralegals** – You can add, edit, and delete paralegal records.
- **Employers** – You can add, edit, and delete employer records and quickly switch to the list of applicants associated with a selected employer.
- **Forms** – Here are listed the full set of forms available in ImmForms Plus. You can populate a selected form with the current applicant's information, open and print a blank form, view a selected form's official instructions and expert form help, keep your own notes about a selected form, and view other related documents (when available).
- **Saved Forms** – Here are listed the forms you have populated with the current applicant's information. You can open, delete, and print selected saved forms. Here you can also import a non-ImmForms Plus form (in PDF format) into the program, in order to keep all your various forms for an applicant together in one place.
- **Reports** – You can run any of the ImmForms Plus reports here, including the *All Case Snapshot* and *Master Pending Case* reports.
- **Master Calendar view** – Here you can view pending critical dates tied to your data, all at once or filtered by applicant or by attorney, paralegal, and/or employer.

All of the views are covered in greater detail later in this guide, as well as in the program's Help system.


Help system

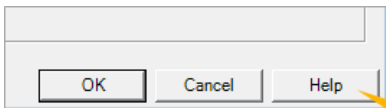
Whenever you need detailed information about an ImmForms Plus feature, just open the Help system, using any of these ways:

- Need help about the current view? On the toolbar, click **View**.



Click View to open the Help topic about the current view.

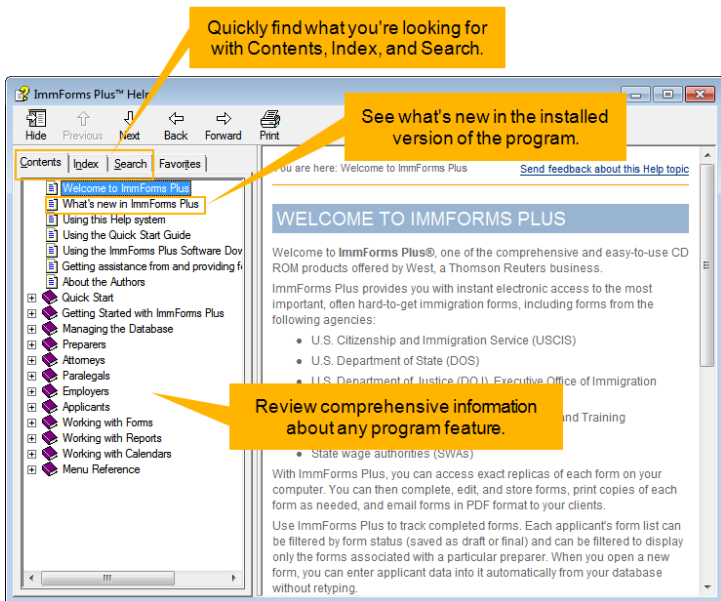
- Need help about an open window? Look for its **Help** button (sometimes appearing as ) on windows. Click it, and you can learn quickly how to use the window.



Click Help to open the topic about the window.

- Want to freely explore subjects that interest you? On the toolbar, click **Contents**, which opens the Help system at its first topic. (See next page.) You can also open the Help system by choosing **Help > Contents** or **Help > Index**. Then browse the **Contents**, look up a term in the **Index**, or search with the **Search** tool to find what you're looking for. You can even bookmark topics as **Favorites**.

- Want to know what's new in the program? Open the Help system with any method, and then visit the "What's new in ImmForms Plus" topic, located near the top of the **Contents**.

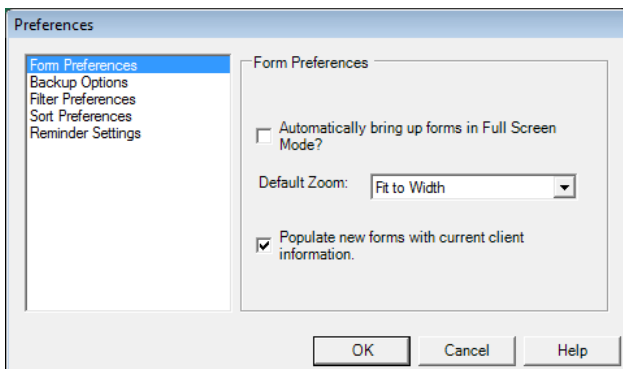


Set Preferences

Before starting to use ImmForms Plus, take the time to set the program's preferences: **Form Preferences**, **Backup Options**, **Filter Preferences**, **Sort Preferences**, and **Reminder Settings**. Many of the preferences will have already been set for you, but you can change them to suit your needs.

1. Choose **Tools > Preferences** to open the Preferences window.
2. As desired, set the **Form Preferences**, such as the default zoom (magnification) of forms when they open.

TIP: For information about the options, click **Help** on the Preferences window to open its topic in the Help system and then review the "Form preferences" section. Leave the Help window open so you can learn about the other preferences, too.



3. On the **Backup Options** panel, change the backup options as desired. For example, you might prefer to back up the program daily rather than weekly (the default).
4. On the **Filter Preferences** panel, set the way you want to filter the list of applicants on **Applicants** view.

5. On the **Sort Preferences** panel, set the way you want to sort the list of applicants on **Applicants** view. The list is always sorted by case number, but you can set a preference for how the program is to sort those numbers (e.g., character-by-character or letters before numbers).

TIP: *Sorting is actually fairly complex. We suggest that you visit the "How ImmForms Plus sorts case numbers" topic in the Help system in order to select the sorting method that best suits your needs.*

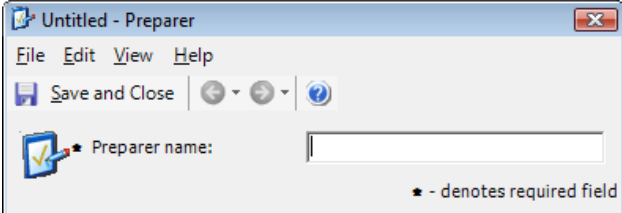
6. On the **Reminder Settings** panel, set your preference for when you want to be reminded of upcoming events (i.e., critical dates). (For more information on the *Event Reminder* feature, see "Master Calendar," page 25.)
7. Click **OK** to save and close.

Manage the Database

Adding people and organizations to the ImmForms Plus database is easy. Just start off on the desired view, such as the Preparers view. We suggest you add data in the order shown below.

Add preparers

In **Preparers** view, add yourself as a preparer by selecting Add New Preparer under *Preparer* tasks. On the Preparer window, enter your name and click **Save and Close**. That's it!



File Edit View Help

Save and Close

Preparer name:

* - denotes required field

TIP: All required fields on this and any other window are designated with an asterisk (*). You must always complete the required fields in order to save a record to the database.

Add attorneys and paralegals

Add an attorney on **Attorneys** view. Select the Add New Attorney task to open the Attorney window, where you enter the attorney's name, firm name, license number, contact information, and so forth.

Likewise, add a paralegal in **Paralegals** view with the Add New Paralegal task. On the Paralegal window, enter the person's name, firm, and contact information.


Add employers

You can add both sole proprietor employers and other business entity employers. On **Employers** view, select Add New Employer and complete the Employer window. Depending on the type of business, you'll be prompted for different information. You can add an employer even if you don't at first have all the requested information (such as date established or net annual income). Just add the employer record and edit it later to supply the rest of the information.

Add applicants

So far, adding persons and organizations has been a quick process. Adding an applicant is a little more complicated because you'll need to enter all the information necessary for completing official immigration forms.

TIP: Before sitting down to enter applicant information into the program, print out the **Applicant/Beneficiary Intake** form (25 pages in all) and use it to gather the information. The form mirrors all of the windows you'll visit when adding an applicant to the database. To find the form, go to **Forms** view. This form will be near the top of the list. Select it and click Print Blank Forms under **Form Tasks**.

Ready to add the applicant? Go to **Applicants** view and select Add New Applicant to open the Applicant window. You'll see that it has several tabs on which the information will be organized. Let's take them one at a time. (And remember, Help is a click away. Just click  in the window's toolbar.)

The applicant's information is organized into several tabs.

Keep track of your activities regarding the applicant's case by adding "Last Action Taken" records.

Use this space for free-form notes.

- **Summary** – Here enter the "high level" information about the applicant's case, including the applicant's name, data of birth, case number, attorney, and so forth. Minimally, you must complete the required fields. On the **Summary** tab, you can also add "Last Action Taken" records about your activities regarding the applicant's case, as well as keep free-form notes for your own use. (See "Track Case Activity," page 23.)
- **Applicant Detail** – Here enter all the details about the applicant: Social Security number; city, state, and country of birth; country of citizenship; contact information; and various details about his or her alien status (alien number, I94 number, passport number, etc.), and so forth.
- **Spouse** – Here enter similar details about the applicant's spouse.

TIP: Once you have saved the spouse's details, you can quickly create an applicant record for the spouse, without having to retype the spouse's information. To learn more, visit

"Saving a spouse or dependent as an applicant" in the Help system.

- **Dependents** – Here add one or more dependent records. Click **Add** to open the Dependent window, enter the requested information, and click **Save and Close**. Repeat to add more. (See the TIP above about saving a dependent as an applicant.)
- **Petitioner/Relative** – Here enter information about the applicant's petitioner or relative who is sponsoring his or her immigration.
- **Schools** – Here add one or more school records about the applicant's education. Click **Add** to open the School window, enter the requested information, and click **Save and Close**. Repeat to add more.
- **Parents** – Here provide information about the applicant's parents.
- **Addresses** – Here add one or more address records about the applicant's *prior addresses* and the dates of residence. (You will have already entered the applicant's current address on the **Applicant Detail** tab.) Click **Add** to open the Edit Address window, enter the requested information, and click **OK** to save and close. Repeat to add more.
- **Employment** – Here add one or more employment records. Click **Add** to open the Edit Employment window, enter the requested information, and click **OK** to save and close. Repeat to add more.
- **Critical Dates** – Here you can view a calendar of events pertinent to this particular applicant's case. You can add one or more event records to help you manage these critical dates. Under *Tasks*, click Add Event to open an event window. Select the type of event (e.g., Asylum/TPS), the type of activity (e.g., Asylum Application Due), a date, status (e.g., Pending), and a brief description. If you want to be reminded of this event, select the Reminder check box. Now click OK to save and close.

Repeat to add more. To view the events on a specific day, just double-click the day on the calendar. (See also "Master Calendar," page 25.)

For detailed information on the features of the Applicant window's tabs, see the Help system.

Maintain the database

Once you have entered data in the database, be sure to keep it up to date. Just use the Edit and Delete tasks on the applicable view. There are also view-specific tasks to help you manage the data.

Database utilities

Be sure to check out the various utilities accessible from **Tools > Database Utilities**:

- **Connect to ImmForms Database** – For connecting to an ImmForms Plus database residing on a network server.
- **Backup Database** – For backing up the database to a date-stamped file. ImmForms Plus will store a preset number of backup files (usually five) and will overwrite the oldest one once it has reached the limit.
- **Restore Database** – For restoring the database from the most recently created backup file.

You can also delete a database, but we suggest that you back it up first. If the database is on the network server, you should contact your network administrator before doing so.

For more information on the Database Utilities, see the Help system.

Use Westlaw

There are two subscription platforms for ImmForms Plus: *ImmForms Plus* and *ImmForms Plus with Handbooks*. Both include unlimited access to certain wage information on Westlaw.

- *Occupational Information Network (ONET)*
- *Dictionary of Occupational Titles (DICOT)*
- *Occupational Outlook Handbook (OCO-HBK)*
- *OES Wage Surveys*

ImmForms Plus with Handbooks adds access to several of the Fragomen databases, which provide in-depth practical guidance in a wide-range of immigration areas as well as access to a biweekly newsletter that tracks developments in immigration law.

- *Immigration Procedures Handbook* by Austin T. Fragomen, Jr., Careen Shannon, and Daniel Montalvo (IMPH)
- *Immigration Employment Compliance Handbook* by Austin T. Fragomen, Jr., Careen Shannon, and Daniel Montalvo (IMECH)
- *Labor Certification Handbook* by Austin T. Fragomen, Jr., Careen Shannon, and Daniel Montalvo (LABCERT)
- *H-1B Handbook* by Austin T. Fragomen, Jr., Careen Shannon, and Daniel Montalvo (H1B)
- *Immigration Legislation Handbook* by Austin T. Fragomen, Jr., Careen Shannon, and Daniel Montalvo (IMLH)
- *Immigration Business News and Comment* by Austin T. Fragomen, Jr., and Careen Shannon (IBNC)

TIP: If you would like to upgrade to *ImmForms Plus with Handbooks*, please call 1-800-762-5272 for help finding your Sales Representative.

To access Westlaw from within the program, click **Westlaw** on the toolbar or choose **Help > Westlaw**. Once you sign onto Westlaw, you will be taken immediately to the immigration databases so you can quickly begin your search.

Prepare Forms

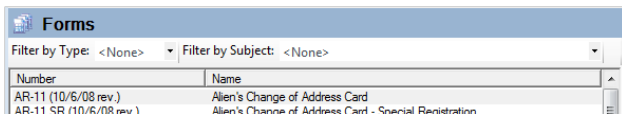
Select an applicant and a preparer

From the Selection toolbar, select the applicant for which you want to prepare a form and select the preparer (usually yourself).

Current Applicant: Bouvier, Emma Jean	Current Preparer: William Becker
---------------------------------------	----------------------------------

Open a form

Go to **Forms** view and select the form you want prepare. The forms are sorted by number. To find a form quickly, use the filters and/or click the *Name* column's heading to sort by name, or just scroll down through the list. To select the form, click it once.



Forms	
Filter by Type: <None>	Filter by Subject: <None>
Number	Name
AR-11 (10/6/08 rev.)	Alien's Change of Address Card
AR-11.SR (10/6/08 rev.)	Alien's Change of Address Card - Special Registration

Complete the form

The first step in completing the form is to add the applicant's data to the form. Under *Form Tasks*, click Populate This Form with Current Applicant.

Now step through the form and enter the additional requested information specific to the form. To enter data right on the form; just click the field you want to fill in and start typing.

You can also fill in the form with data already stored in the database. Under *Form Tasks*, click Insert Into Form and select the data to insert.

TIP: You might prefer to work in Full Screen mode. Under *Form Tasks*, click Full Screen. To exit that mode, choose **View > Normal View**.

View expert guidance and Official Instructions

As you work, you can view guidance from the ImmForms Plus experts; under *Form Tasks*, click [Form Help](#). If Official Instructions are available, click [Official Instructions](#).

Save, print, and close the form

You can save a form in three ways: as a draft version, as the final version, or as a PDF. Just click the applicable task under *Save Document As*.

You can print the form in three ways: the form with applicant data, the applicant data only, or the blank form only. Just click the applicable task under *Print*.

For more information on saving and printing forms, see the Help system.

Import a PDF from outside ImmForms Plus

For your convenience, you can import PDF documents you created for the applicant outside of ImmForms Plus into the program's database. This way, you can access them as easily as you can any of the ImmForms Plus forms. However, these documents cannot be edited from within the program.

To import a PDF document, go to **Saved Forms** view. Under *Form Tasks*, click [Import Applicant Form](#). On the Add New Applicant Form window, browse to and select the PDF you want to import, provide a brief description, and click **OK** to import and close. The PDF's filename will appear as the form's number and the description will appear as the form's name.

View an applicant's saved forms

All of an applicant's saved forms (including imported PDFs) are listed on **Saved Forms** view. You can quickly see which forms are drafts, which are final, and which are "user" (meaning they were imported).

To view a saved form, under *Form Tasks*, click Open Saved Form. If the form is a draft, you can continue to make changes to it. If it is final, you cannot edit it further. And if it is an imported PDF, it will open outside of the program in your default PDF viewer.

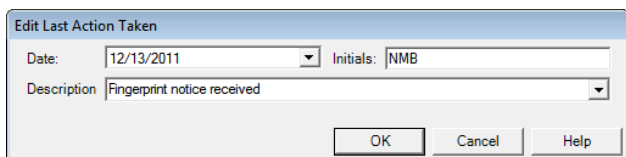
TIP: *If you ever change an applicant's data, such as his or her address, you can quickly update a saved form. Just open the form and click Repopulate This Form under Form Tasks.*

For more information on **Saved Forms** view, see the Help system.

Track Case Activity

As you work, it's easy to keep track of your activities surrounding an applicant's immigration case. On **Applicants** view, select an applicant whose case activities you want to track and then click Edit Current Applicant under *Applicant Tasks*.

On the **Summary** tab of the Applicant window, locate the *Last Action Taken* section. Here you can add records to track the case's activities. Just click **Add** to open the Edit Last Action Taken window. Add your initials, select the appropriate description from the drop-down list or add your own custom description, and click **OK** to save and close. It's that easy!



For more information on tracking activity in this way, see the Help system.


TIP: When you have a case that is entirely no longer active, we suggest that you change the applicant's status to "Inactive." To do so, select the applicant on **Applicants** view and then click Inactivate Current Applicant under *Applicant Tasks*. (You might then find it convenient to filter the list of applicants to show you only the active applicants.)

Reports

ImmForms Plus offers a set of convenient database reports that are quick to run and easy to print.

On **Reports** view, select the report you'd like to run and, under *Report Tasks*, click Run Report.

On the Modify Report Criteria window, select the criteria for the report. For example, you can limit the report to records associated with a specific attorney or employer, or records for applicants with a specific immigration status, or for cases with a specific file date. If you want to include all data, just leave all the fields blank.

When you're ready to run the report, click  or choose **File > Run Report**.

The generated report opens in a new view called **Generated Report** view (although its title still reads simply "Reports"). There you can print the report, export it to a file such as a Microsoft Excel spreadsheet or a PDF, and search for specific text within the report.

When finished viewing a report, click Close Report under *Report Tasks*.

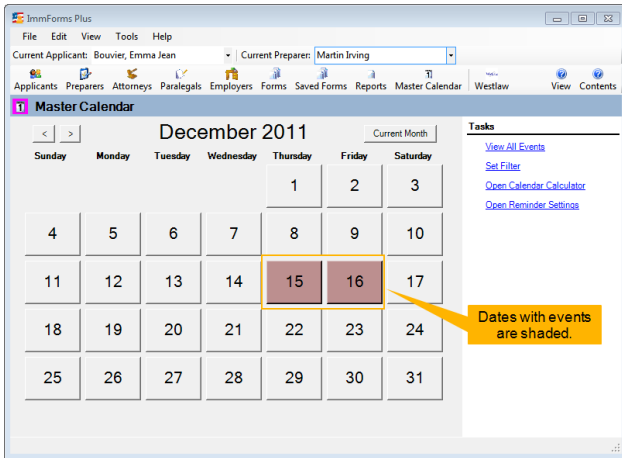
In addition to the database reports is the **Forms Report**, which lists the forms installed with the program. To run this report, start on **Reports** view, select **Forms Report** on the list, and click Run Report under *Report Tasks*. This opens the Forms Report Wizard, from which you can elect to include all forms or only the latest versions. You can even limit the report to certain form groups, such as I-129 forms.

For complete information on the Reports feature, see the Help system.

Master Calendar

View events

Use **Master Calendar** view to view pending critical dates tied to your data. Dates with events are shaded.



To view the events on a specific day, just double-click that date on the calendar. Once the list of events opens, you can view the details about the individual events. To view all events for the whole month, click View All Events under **Tasks**.

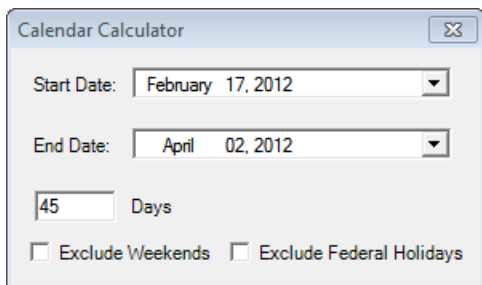
TIP: You cannot add or edit events on **Master Calendar** view. Instead, to add or edit events, open an applicant record and work on the **Critical Dates** tab of the Applicant window.

If you prefer, you can filter **Master Calendar** view by applicant or by attorney, paralegal, and/or employer. Just click Set Filter under **Tasks** and set the filters as desired.

For more information on using **Master Calendar** view, click **View** to open its topic in the Help system.

Calendar Calculator

Use the **Calendar Calculator** to quickly calculate a future date (excluding weekends and holidays, if needed). To open the calculator, click Open Calendar Calculator under *Tasks* on **Master Calendar** view or on the **Critical Dates** tab of the Applicant window. For instance, if you know a particular process takes 45 days to complete, just enter 45 in the *Days* field, and the calculator will calculate a date 45 days from today.

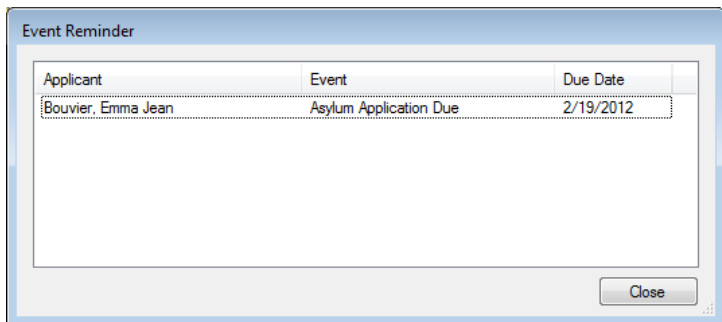


The screenshot shows a dialog box titled "Calendar Calculator" with a close button in the top right corner. It contains the following fields and options:

- Start Date:** A dropdown menu showing "February 17, 2012".
- End Date:** A dropdown menu showing "April 02, 2012".
- Days:** A text input field containing the number "45".
- Exclude Weekends:** An unchecked checkbox.
- Exclude Federal Holidays:** An unchecked checkbox.

Event Reminder

Use ImmForms Plus's handy **Event Reminder** to be reminded of events that require your attention. If there are any upcoming events for which you've requested a reminder, the Event Reminder will automatically open to give you a quick rundown of those events.



The screenshot shows a dialog box titled "Event Reminder" with a "Close" button in the bottom right corner. It contains a table with the following data:

Applicant	Event	Due Date
Bouvier, Emma Jean	Asylum Application Due	2/19/2012

You can set your preference for when the Event Reminder will appear, such as at a certain time every day, when you start up your computer, or when you start up the program. (See "Set Preferences," page 11.) Alternatively, right-click on the Event Reminder icon in the system tray and select **Show Settings**, or click Open Reminder Settings on **Master Calendar** view.)

Suggestions and Feedback

The ImmForms Plus team is always interested in your suggestions and feedback about ImmForms Plus. If you need technical assistance or are having trouble with program features, please use the phone numbers or e-mail addresses on page ii.

If you have general feedback, or if you are having trouble contacting us that way, send an e-mail message directly to the ImmForms Plus project team at immforms@thomsonreuters.com.

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