



# Getting Started With FillPerfect



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## Table Of Contents:

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1. <a href="#">What is FillPerfect?</a>	<a href="#">2</a>
2. <a href="#">Installation</a>	<a href="#">2-3</a>
3. <a href="#">Configuration</a>	<a href="#">4</a>
4. <a href="#">Using FillPerfect</a>	<a href="#">5</a>
5. <a href="#">How do I purchase FillPerfect</a>	<a href="#">5</a>
6. <a href="#">How do I activate FillPerfect</a>	<a href="#">5</a>
7. <a href="#">Frequently asked questions</a>	<a href="#">6-8</a>

## Need Help?



We created FillPerfect to help people everywhere.

That's our goal and we take it seriously. If there is anything else that you would like to know, please feel free to contact us.

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## What is FillPerfect

FillPerfect is an add-on for Internet Explorer designed specifically for job hunters. With FillPerfect form filler you can quickly and accurately complete all types of forms. From filling out online employment forms to scouring the internet through hundreds of jobs, we understand that the process of job searching is tedious and time consuming. Often it involves filling out the same information over and over, day after day. Therefore, we created Fill Perfect so that you can spend your time actually looking for the job that's right for you, instead of repeatedly filling out forms.

Plainly stated, Fill Perfect makes online job hunting easy, and hassle-free. Fill Perfect integrates with Microsoft's Internet Explorer web browser to fill out job applications and other online forms with a click of a button, saving you valuable time. Fill Perfect instantly and automatically fills in most common fields found on job applications, including:

- Basic profile information
- Phone and email contacts
- Education history
- Job history
- Military service
- References
- Career objectives
- ...even your entire resume and cover letter!

Fill Perfect form filler also fills in all types of input fields including text input, selection lists, check boxes and radio buttons. Unique and site-specific fields that Fill Perfect cannot handle are highlighted in yellow, making completion of each form a super snap. No more looking up phone numbers, emails for references 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.

## Installation

### STEP 1

The first step is to run the FillPerfect form filler set up file. The file name is \* fillperfectsetup \* and will be in the folder you chose upon downloading. 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 2

After clicking on the \* [fillperfectsetup](#) \* EXE file, the Windows installer program will start the setup wizard to guide you through the installation. To continue the installation, press *Next* in the bottom right corner. You will then be asked where you wish to install FillPerfect on your computer.

### STEP 3

Now use the *browse* button to decide where you want the actual program to be installed. We recommend that you use the default folder. Advanced users may decide to create their own folder and location. Click *Next* in the bottom right corner to continue.

### STEP 4

Step 4 confirms the installation. Confirm the installation by clicking *Next* in the bottom right corner of the Windows installer program.

### STEP 5

After confirming the installation, FillPerfect will start installing the necessary files into the selected folder. After the files are then transferred onto your computer and the setup wizard will notify you that the installation is complete.

### STEP 6

The installation is now complete and you are ready to start using FillPerfect form filler. If you already have Internet Explorer running, you will need to exit and restart it in order for the changes to take effect.

### STEP 7

Start using FillPerfect form filler to apply for jobs with ease. If you are having problems with installing FillPerfect [click here](#) to contact our technical support team.



## Configuration

### **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 two ways; press the autofill button or check the auto fill box. If the auto fill check box is selected then forms will be automatically filled as they are downloaded. If you wish you can fill forms on a form to form basis by simply pressing autofill when you want FillPerfect to fill a form.

In addition to automatically filling forms FillPerfect can also provide easy access to dozens of job boards. Just select the different categories of job boards you are interested in within the configuration panel and then use the drop down menu on the toolbar to instantly access your favorite job boards. Note, job boards can also be added using the plus button to the right of the drop down menu.

## *How do I purchase FillPerfect*

FillPerfect can be purchased at any time at [FillPerfect.com](http://FillPerfect.com). FillPerfect can be downloaded either digitally for 24.99 or a CD-ROM is available for only 34.99. Feel free to place your order on the phone at (+1) 877-638-2424. Customer service agents are standing by Mon-Fri, 9:00-5:00PM.

## *How do I activate FillPerfect*

In order to activate FillPerfect you must first purchase FillPerfect. To purchase FillPerfect [click here](#). Once you purchase FillPerfect you will receive an activation code Via-Email. Once you have received your activation code you must activate FillPerfect. To activate FillPerfect click on the FillPerfect drop down menu on the FillPerfect toolbar. Then select Activate FillPerfect. Then follow the on screen instructions. If you have problems activating FillPerfect contact our Technical Support Team. To contact our Technical Support Team [click here](#).



## Frequently Asked Questions

### **I just installed FillPerfect but it does not show up in Internet Explorer. How do I fix this?**

The most common reason is that the toolbar is disabled. To enable the FillPerfect toolbar from Internet Explorer, start Internet Explorer and click on View in the menu bar, and then click Toolbars. FillPerfect should be listed as one of the installed toolbars. Click on "FillPerfect Toolbar" to enable it.

If you are running a 64-bit operating system, first make sure that you are using the 32-bit version of Internet Explorer. FillPerfect does not yet support 64-bit Internet Explorer. You can determine if you are running the 64-bit version of Internet Explorer by starting Internet Explorer and then clicking Help in the command bar, and then About. The 64-bit version of Internet Explorer will say "64-bit Edition" on the Version line.

To use the 32-bit version of Internet Explorer, start Internet Explorer by navigating to "C:\Program Files (x86)\Internet Explorer" and then double clicking on iexplore.exe.

### **How do I set up my personal information for FillPerfect to use?**

On the FillPerfect toolbar in Internet Explorer, click the Configure button. Enter your information into each tab page and click Close when finished. You only need to enter the fields for the data that you want FillPerfect to fill in for you. For example, you might want to leave the password blank if you want to create a custom password each time one is needed. You can customize the name of your profile by typing in your own description into the Profile Name input field near the top of the Configure screen.

### **What if I don't understand something in the configuration menu?**

After clicking Configure on the FillPerfect toolbar, you can click the help box "?" at the top right of the Configure screen. Then move the mouse and click on the field that you want more information about. If more information is available, a pop-up text box will be displayed. Click anywhere else on the Configure screen to remove the help box.

Yes. After clicking Configure on the FillPerfect toolbar, you can click the help box, "?", at the top right of the Configure screen. Then move the mouse and click on the field that you want more information on. If more information is available, a pop-up text box will be displayed. Click anywhere else on the Configure screen to remove the help box.

### **Can I create different job descriptions tailored for different positions?**



Yes, you just create different profiles for each type of job or industry that you want to apply for. To do this, click Configure in the FillPerfect toolbar to open the Configure screen. After your first profile is completed, click the Create New Profile button at the bottom left of the Configure screen. You will be given the choice of copying the current profile to a new profile; or starting with an empty profile. Typically, you may want to copy the current profile so that you will not need to re-enter basic information, such as your home address. Then, edit your job information, resume, and other data for the new profile. Create a name for the new profile and enter it into the Profile Name input box, and then click Close.

Before clicking AutoFill to fill out a form, be sure to select the correct profile in the FillPerfect toolbar.

### **Can I delete a specific job or school without deleting the entire profile?**

Yes. Click Configure in the FillPerfect toolbar and then click the Employment or Education tab. To delete a specific employer or school, right-click the mouse on the tab page for the employer or school to be deleted. You will be given the choice of clearing the data for that employer or school, or deleting it entirely from the list.

### **Can I reset my personal and professional references?**

Yes. Click Configure in the FillPerfect toolbar and then click the References tab. Then, Right-click the mouse on any empty area on the References screen to display a menu with options for erasing any or all of your references.

### **How can I tell which fields FillPerfect was not able to fill in automatically for me?**

Some fields on a form may not be supported or understood by FillPerfect. Also, if you would rather have the option to fill certain data in by yourself, don't enter that information into your FillPerfect profile. Those fields will then be skipped by FillPerfect's AutoFill operation. In both cases, the skipped fields will appear highlighted in Yellow. Occasionally, highly customized controls on a form may prevent FillPerfect from highlighting an unsupported field.

### **How can I tell FillPerfect to always fill in my forms?**

The AutoFill button in the FillPerfect toolbar contains a checkbox. Click that checkbox to toggle the AutoFill Lock state. When the box is checked, AutoFill is locked on so that forms are automatically filled in upon loading. Then, FillPerfect's Undo button works even in the AutoFill Lock mode, allowing you to instantly undo any auto-fill operation.

### **What does the Blue Plus Sign in the FillPerfect toolbar do?**

This button adds the currently viewed website to FillPerfect's list of Quick Access web sites, which is available in the pull-down list immediately to the left of the Blue Plus Sign. This is similar to Internet





Explorer's Favorites list, but is easier to use because the name is extracted automatically from the website domain name. Quick Access websites are listed in alphabetical order in the Quick Access pull-down list.

### **What languages does FillPerfect support?**

At this time, FillPerfect supports only English forms and has been tested only in English versions of the various Windows operating systems.

### **What operating systems and internet browsers does FillPerfect support?**

FillPerfect works on XP, Vista, and Windows 7.

FillPerfect requires Internet Explorer version 6.0 or later. On 64-bit operating systems, such as Vista 64, the 32-bit version of Internet Explorer must be used.

### **How does FillPerfect protect my personal information?**

All personal data that you enter into FillPerfect is stored locally on your computer and nowhere else. In addition, ***FillPerfect automatically encrypts*** your password, social security number, credit card number, and driver's license number. When FillPerfect fills in fields of a form, none of your personal data is sent to the Internet; in fact, FillPerfect does not allow your personal data to ever leave your computer. Only after you have reviewed the information filled into the form and pressed the submit button does the information actually get sent over the internet.

### **Does FillPerfect monitor or track the web sites that I visit?**

No. FillPerfect is not spyware and does not contain any spyware. FillPerfect does not track or monitor the websites that you visit and it does not send any information about you or about the websites that you visit to 2424 Software computers, nor to any other computer.

### **Does FillPerfect require a product key?**

Yes, the standard product requires a product activation code, but the free trial version does not. After purchasing the FillPerfect automatic form filler, your product activation code will be emailed to you. The first time you use FillPerfect's AutoFill feature, you will be asked for your product activation code. License activation does not send any personally identifying information to the license server. When upgrading from the free trial version, the FillPerfect automatic form filler will not need to be reinstalled and your profile data will not need to be reentered, making the transition to the purchased product extremely easy. It only takes a few minutes!

### **Can I undo the changes that FillPerfect has made to the form?**

Yes. After auto-filling a form, you can click Undo in the FillPerfect toolbar to revert to the original form values.