



Converting FileNet (.IFM) Forms to .PDF

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This document describes how to convert a form created in FileNet (.IFM) to .PDF format. These steps were provided by JSC and are provided below as a courtesy to Headquarters users.

FileNet Desktop eForms will be decommissioned as of October 1, 2015. At that time, you will not be able to open any FileNet (.IFM) forms. You can convert all filled forms that constitute records from .IFM to .PDF format in a bulk conversion process. All conversions must be completed by September 30, 2015.

Bulk Conversion Process

Use the steps below to convert .IFM files to .PDF format.

1. Find all .IFM files

Notes:

- Start with forms/process owners
 - Search shared and local desktop drives for *.ifm
 - Look at work processes, procedures, work instructions, etc. for forms used in your processes.
 - Larger organizations may wish to consolidate all their conversions and stage forms in groups to avoid confusion and control output.
 - When using the bulk conversion tool, all converted files in the output folder must be retrieved and removed in a timely manner or they will be purged by specified time limit.
 - Each Center has its own input/output folders.
 - All Center organizations will use the “[Center]” folder. Possible exceptions include:
 - Size (large transfers must be scheduled)
 - Restrictions (Privacy, HIPPA, ITAR/EAR, Proprietary, Financial, etc.)
 - You may have deadlines based on your requirements – output folders must be cleared in a timely fashion.
2. Complete conversion request process. Use JSC Form 7 (JF7) to request conversion access. JF7 will be used by all Centers.

After submission of the JF7 form, requestor(s) will be sent a link to the folders you will be using based on your requirements with any applicable scheduling guidance.

Example:

- Input Folder: \\JSC-IA-PDFGENDV\WatchedFolders\JSCFileNetPDFGEN\input
- Output Folder: \\JSC-IA-PDFGENDV\WatchedFolders\JSCFileNetPDFGEN\Output

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3. The PDF Generator automatically converts the .PDFs and places them in the 'output' folder.

Notes:

- Any attachments to the form will also be in the 'output' folder in their native format (i.e. .docx, .xlsx, etc.)
- If you wish to convert the native attachments to PDF, simply drag and drop them into the 'input' folder. They will convert to pdf and be in the 'output' folder.

4. After the forms (and attachments) have converted to .pdf, drag and drop them back on to your file share, web sites, SharePoint Site, etc.

In order for others to use the pdf converter, you will have a limited amount of time to get your converted pdfs out of the 'output' folder. If they are not moved out, they will be deleted and you will have to convert them again.

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

Visit the HQ Electronic Forms Web page at:
<http://www.hq.nasa.gov/office/itcd/eforms.html>