

## VSys One Custom Application Forms Webinar – Fall 2011

1. Introduction
  - a. How forms work
    - i. Examples in data
  - b. Uses
    - i. Create new people
    - ii. Edit existing people
    - iii. Read-only/view existing people
2. Access forms
  - a. Edit existing forms
    - i. Right-click
    - ii. From Setup
  - b. New form
    - i. Built-in design
    - ii. Blank design
    - iii. From a disk file
    - iv. From another project
3. Using the designer
  - a. Inserting data field
    - i. Types of fields
    - ii. Drag and drop
  - b. Editing a field
    - i. Move
    - ii. Resize
    - iii. Properties
    - iv. Align fields
    - v. Add a page
  - c. Inserting a user field
    - i. What are they?
      1. How they differ from data field
    - ii. Types of fields
      1. Label
      2. Memo
      3. Text
      4. Date
      5. List/checklist
      6. Others

- iii. Special user fields
  - 1. HTML label
    - a. Editing text
  - 2. Availability
  - 3. Job slot selection
- d. Application properties
  - i. Basics (name, types, inactive)
  - ii. Add/remove from list
  - iii. Dates
  - iv. Types of applications
    - 1. Normal
    - 2. VSys Web
    - 3. VSys Live
  - v. Default status
  - vi. Read-only, show in lookup tool, show on main VSys screen
  - vii. Web/Live options
    - 1. A follow up webinar will cover this in more detail
  - viii. Options
    - 1. Delegations/groups for new people