

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