

This tutorial assumes you have reviewed the **Getting Started** tutorial.

1. **Login** from the home page.
2. From within the **Form** dialog click an existing Form Name or click the **New Form** bar.
3. A generic Form Name is created. **Click** the Form Name. **Click** the **Close button** in the upper right hand corner of the Form dialog. You are now in the Online Form Designer.
4. Drag a **Textbox**, **List** and **Go Wide** widgets onto the Form.
5. **Drag & Drop** the **Textbox** to **just below** the **Start** tag. Drop the List below the Textbox. Your Web Form should look like this.

The screenshot displays a vertical stack of form elements. At the top is a green box labeled 'Start'. Below it is a yellow box labeled 'Textbox' containing an empty text input field and a small pencil icon to its right. Underneath the text box is another yellow box labeled 'List' containing a dropdown menu with 'Value1' selected and a pencil icon to its right. Below the list is a red box labeled 'End'. At the bottom of the stack is a yellow button with a blue border and the text 'Submit'.

6. **Hover over the Textbox** and click the pencil to bring up the Edit Textbox dialog.
7. **Change** the **Caption** to **Quantity** and the **Caption Position** to **Top**.
8. Change the **Required** list to **Yes** (from No). Select **Number** from the Validation list. The Required option will ensure a Quantity is entered before the Form is submitted. The Number validation will ensure that either a zero or another valid number is entered before the Form can be submitted. Click **Save Changes** to update the Form.
9. **Hover over the List** and click the pencil to bring up the Edit List dialog.
10. **Change the Caption** to **Products**.

**\*Important:**

The Calculation Widget automatically selects the first set of numbers in text for use in a calculation. If other numbers are in the text, make sure the number to be used in a calculation is the first set.

**Valid:**

\$100 Summer Radial Tire Size 195/55/R15  
(\$100 is selected by the Calculation Widget)

**Invalid:**

Size 195/55/R15 \$100 Summer Radial Tire  
(195 is selected by the Calculation Widget)

11. In the **List Values** enter **\$100 Summer Radial,\$150 Ice Radial Tire** and click **Save Changes**. Your Web Form should look like this.

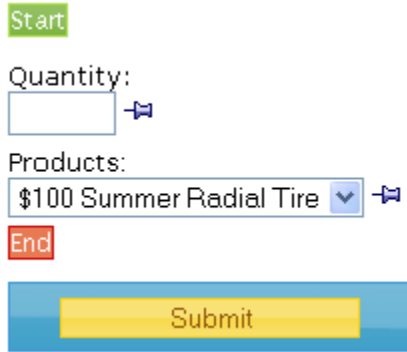
Start

Quantity:

Products:  
\$100 Summer Radial Tire

End

Submit



12. Click the **Widget** tab at the top of the Online Form Designer to display the Widgets. Drag & Drop a **Calculation** Widget on the Web Form.
13. **Hover over the Calculation Widget** and click the pencil to bring up the Edit Calculation dialog.
14. Change the Caption to **Total:** and the Caption Position to **Top**.
15. Select **2** from the **Decimals** list.
16. Select **\$ Dollars** from the **Symbol** list.
17. Click **Next** at the top of the dialog. You should be on **page 2 of 2**.

18. There are **two columns** in the Calculation Designer. The **column on the Left** includes tools to **Add** items to the Calculation.
1. The **Fields** drop down list allows you to add Fields (Widgets) from your Web Form and common math symbols... +Add, -Subtract, /Divide, \*Multiply, ( Open Bracket, and )Close Bracket.
  2. The Digits textbox allows you to add numbers or a decimal point (0123456789.)
  3. At the very bottom of the column is the **Calculation**. It is updated as you click buttons in the Calculation Designer.

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Fields:

Quantity:

Calculation:

19. The column on the right **Removes** items from a Calculation.
- **To clear** an existing Widget or Math Symbol, select it from the **Replace this** list and click **Clear Field**.
  - **To change an existing Widget or Math Symbol**, select it from the **Replace this** list and the change from the **with this...** list. **Click the Replace Field** button.
  - **To remove or clear digits** in the Calculation enter the existing digits in the **Replace digits...** textbox. Enter the change in the **with this...** textbox and click **Replace Digits**.

Replace this...

Quantity:

with this...

Quantity:

Replace digits...

with this...

20. Now that you have the basics, let's create a Calculation. With the **Quantity** selected in the Field list click the **Add** button. Your Calculation should look like this.

Fields:

Quantity:

Calculation:

21. Select the **Multiplication** symbol from the Field List and click the **Add** button.

Fields:

\*

22. Select **Products** from the Field list and click the **Add** button. Your Calculation should look like this.

Calculation:

23. Click **Save Changes** to update your Web Form.

24. Let's test the Calculation. Enter **4** in the **Quantity** Textbox and the Total is updated based on the Calculation! You have just created and verified that the Calculation works.

Quantity:

Products:

Total: \$400.00

25. Any typical Order Form should have a **Tax** and a **Grand Total**. To create a Tax, **hover over the Total** and **click the Plus sign to insert** another Calculation Widget. Hover over the new Widget (at the bottom of the Web Form) and click the Pencil to open the Edit Calculation dialog.

26. Update the Caption to **8% Tax** and change the **Caption Position** to **Top**.

27. Click **Next** at the top of the dialog. You should be on page 2 of 2. From the Fields list select the **Multiplication** symbol and click the **Add** button. In the **Digits textbox** enter **.08** and click the **Digits** button. Your Calculation should look like this.

Calculation:  
Quantity: \* Products:  
\* .08

28. Click **Save Changes** to update your Web Form. Enter **4** in the Quantity textbox. The Total and Tax is updated!

**Start**

Quantity:

Products:  
\$100 Summer Radial Tire

**End**

Total: \$400.00  
8% Tax \$32.00

**Submit**

29. A **Grand Total** field is a little bit more involved but it really is quite simple. The math is (Quantity \* Product Price) + (Quantity \* Product Price \* .08) which is just a combination of the two calculations.

30. Hover over the **Total** and **click** the **Plus sign** to insert another Calculation widget. It appears at the bottom of the Web Form. **Click** the **Pencil** to open the Edit Calculation dialog. Change the Caption to **Grand Total**. Change the Caption Position to **Top**. Click Next at the top of the dialog to jump to **page 2 of 2**.

31. **Click** the **Clear** button below the Calculation.
1. Select an ( open bracket from the Field list and click the **Add** button.
  2. Select **Quantity** and click **Add**.
  3. Select the \* Multiplication symbol and click **Add**.
  4. Select **Products** and click **Add**.
  5. Select a ) closed bracket and click Add.
  6. Select an + addition sign and click Add.
  7. Select an ( open bracket from the Field list and click the **Add** button.
  8. Select **Quantity** and click **Add**.
  9. Select the \* Multiplication symbol and click **Add**.
  10. Select **Products** and click **Add**.
  11. Select the \* Multiplication symbol and click **Add**.
  12. In the **Digits textbox** enter **.08** and click the **Digits** button.
  13. Select a ) closed bracket and click **Add**.

32. Click **Save Changes** to update the Web Form. Enter **4** in the **Quantity** Textbox and the **Total, Tax** and **Grand Total** is updated!

- **Start**
- Quantity:
- Products:
- **End**
- Total: \$400.00
- 8% Tax \$32.00
- Grand Total: \$432.00

**Submit**

33. Drag the **Total** and drop it under the **Products** list (above the End tag). **Drag & Drop** the **8% Tax** under the **Total** and **drop the Grand Total** under the **Tax**.

34. Click the **Publish** tab at the top of the Online Form Designer and then **click Preview**. Fields and Calculation widgets appear on a single row using our Go Wide technology.

35. Enter **4** in the **Quantity** textbox to update the Form.

Quantity:	Products:	Total: \$400.00	8% Tax \$32.00	Grand Total: \$432.00	+	?
<input type="text" value="4"/>	<input type="text" value="\$100 Summer Radial Tire"/>					

**Submit**

36. Click the Plus sign to insert a Dynamic Row into the Web Form. Enter **4** in the **Quantity** textbox and select **Ice Radial Tire**.

Quantity:	Products:	Total: \$400.00	8% Tax \$32.00	Grand Total: \$432.00	+	-	?
<input type="text" value="4"/>	<input type="text" value="\$100 Summer Radial Tire"/>						
Quantity:	Products:	Total: \$600.00	8% Tax \$48.00	Grand Total: \$648.00	+	-	
<input type="text" value="4"/>	<input type="text" value="\$150 Ice Radial Tire"/>						

**Submit**

You can now create Calculations to create all kinds of Order Forms, Product Requests, an Invoice, a Registration for more than one product or person and so much more! The results in the Web Form are shipped to an Email Address, passed to the Online Database and will even appear in a dynamically generated PDF!

This concludes the **Calculation Widget** Tutorial.