

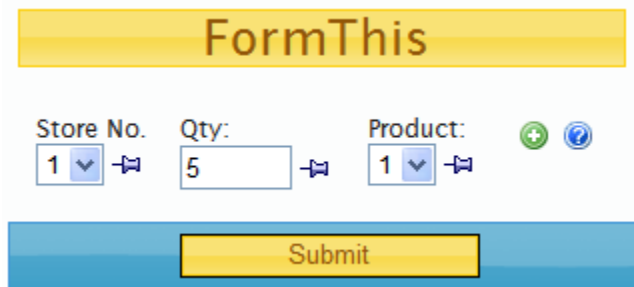
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Online Form Designer – Dynamic Rows Tutorial

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

In this tutorial we are going to build a Web Form that could capture Inventory Items from different locations for review by a Head Office. The Dynamic Row feature allows the locations to capture different items from just one Row of Fields. It's a simple design, but the flexibility behind the Dynamic Rows feature shows you how just a few fields can capture many different inventory items from different locations and all from just one row of **three** fields! **Capture More with Less!**

Example:



1. **Login** from the home page.

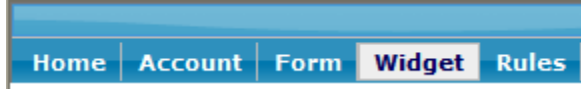



2. The Online Form Designer loads into the Browser window.
3. If this is your first time using the designer, click the **New Form** bar.

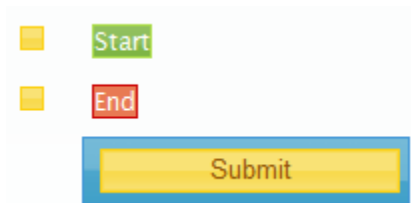


4. A generic Form Name is created. **Click** the Form Name. Then click the **Close** (the X) button.

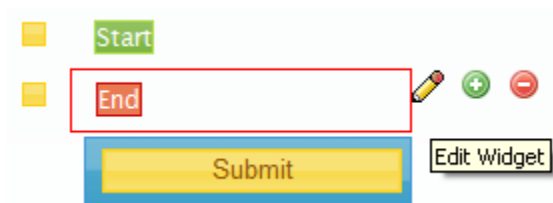
5. Click the **Widget** tab in the **Northern pane**.



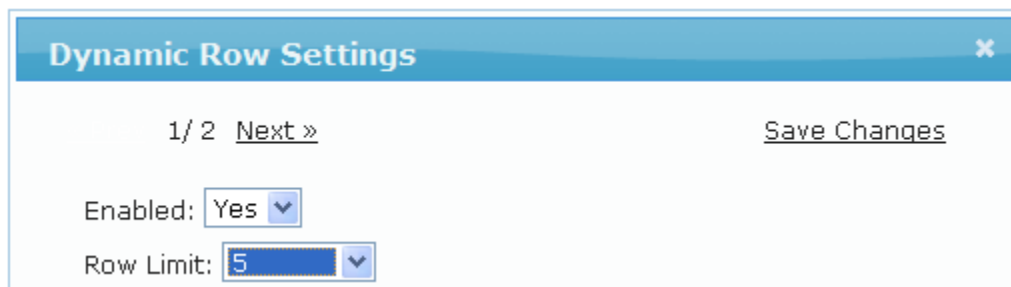
6. The **Western pane** slides into view to display the list of Widgets.
7. Move your mouse pointer over the **Go Wide** widget. The cursor changes to a  **Drag & Drop** icon. **Click** the Go Wide widget and while holding the left mouse button down and **drag and drop** it on the **Submit button** in the Form design. The designer may display a Loading message while it saves the position of the Widget. Your Form should now look like this.



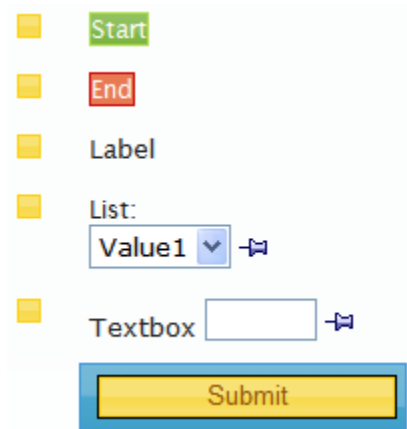
8. Hover over the **End** tag and **Click** the **Edit** icon (the pencil) to load the **Dynamic Row Settings** dialog. Notice how the designer automatically configures the design interface to provide maximum work space. The Widgets slid out of view and the Eastern pane automatically loaded **Dynamic Row Settings** help.



9. **By default** the **Dynamic Row** feature is set to allow a user to insert up to 5 Rows. For this tutorial leave **Enabled** as **Yes** and **Row Limit** at **5**. **Click** the **Close** button (the X) to close the dialog.

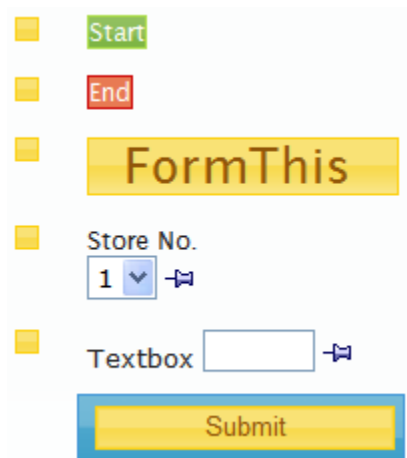


10. Drag & Drop a **Label**, **List** and **Textbox** widgets onto the Form. Your Web Form should look like this.



A screenshot of a web form design interface. It shows a vertical list of widgets: a green 'Start' button, a red 'End' button, a yellow 'Label' widget, a 'List' widget with a dropdown menu showing 'Value1', a white 'Textbox' widget, and a yellow 'Submit' button. A blue rectangular box highlights the 'Submit' button.

11. **Hover** over the **Label** widget and click the pencil to open the **Edit Label** dialog. Enter FormThis in the Caption textbox. Change the **Alignment** to **Center**. Go to page **2** by clicking Next » . Change the Font Size to **XL** (extra large) and Style to **Soft**. Click **Save Changes**. The dialog closes and the Label is updated in the Form.
12. **Hover** over the **List box** widget and click the pencil to open the **Edit List** dialog. Change the Caption to **Store No.** Click Next » twice. You should be on page 3/3. In the **List Values** textbox change the values to **1,2,3** and click **Save Changes** to update the Form. Your Form should look like this.



A screenshot of a web form design interface. It shows a vertical list of widgets: a green 'Start' button, a red 'End' button, a yellow 'Label' widget with the text 'FormThis', a 'List' widget with a dropdown menu showing '1', a white 'Textbox' widget, and a yellow 'Submit' button. A blue rectangular box highlights the 'Submit' button.

13. Hover over the List box widget and **click** the **Plus** sign to insert a **copy** of the List.



A screenshot of a web form design interface. It shows a 'List' widget with a dropdown menu showing '1'. To the right of the widget is a 'Copy Widget' button with a plus sign icon. A red rectangular box highlights the 'List' widget.

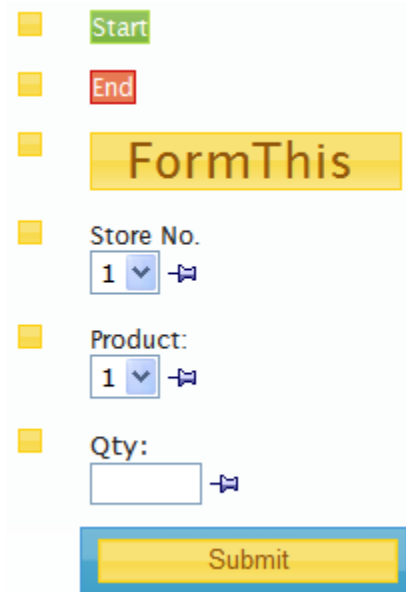
14. Your Form should look like this.

The screenshot shows a form titled "FormThis" with a yellow header. Below the header, there are two "Store No." dropdown lists, each with a yellow square icon to its left and a blue "1" selected. Below the second dropdown is a "Textbox" with a yellow square icon to its left. At the bottom, there is a yellow "Submit" button with a blue border. The form is set against a light gray background with a vertical toolbar on the left containing "Start" (green) and "End" (red) buttons.

15. Click the Pencil next to the copy of the Store No list (the one above the Textbox). The **Edit List** dialog appears. Change the **Caption** to **Product:** and click **Save Changes**. Now your Form has a **Store No** (Store Number) and **Product** dropdown list.

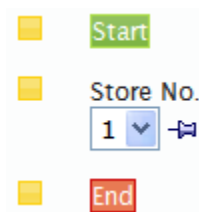
The screenshot shows the updated form titled "FormThis" with a yellow header. Below the header, there is a "Store No." dropdown list with a yellow square icon to its left and a blue "1" selected. Below it is a "Product:" dropdown list with a yellow square icon to its left and a blue "1" selected. Below the "Product:" dropdown is a "Textbox" with a yellow square icon to its left. At the bottom, there is a yellow "Submit" button with a blue border. The form is set against a light gray background with a vertical toolbar on the left containing "Start" (green) and "End" (red) buttons.

16. **Hover** over the **Textbox** widget and click the pencil to open the **Edit Textbox** dialog. Change the Caption to **Qty: (Quantity)**. Change the **Caption Position** to **Top**. Click [Next »](#) moving to Page 2 of 3 (2/3). Change **Required** to **Yes**. Change **Validation** to **Number**. Click **Save Changes** to update the Form. Your Form should look like this.



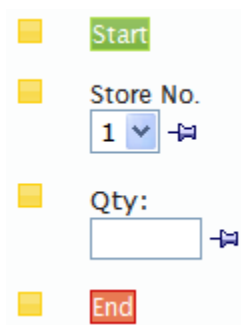
A screenshot of a form editor interface. It shows a vertical list of widgets, each with a small yellow square icon to its left. From top to bottom: a green 'Start' tag, a red 'End' tag, a yellow 'FormThis' button, a 'Store No.' dropdown menu with '1' selected, a 'Product:' dropdown menu with '1' selected, a 'Qty:' text input field, and a yellow 'Submit' button. The 'Qty:' field is highlighted with a blue border.

17. Now we are going to move widgets in-between the **Start** and **End** tags. These widgets will appear on a **Dynamic Row** in a published Form. Move your mouse pointer over the cube to the left of the Store No and drag & drop it **below the Start tag** as shown below.



A screenshot of a form editor interface showing a partial view of the dynamic row. It includes the 'Start' tag, the 'Store No.' dropdown menu, and the 'End' tag. The 'Store No.' widget is positioned between the 'Start' and 'End' tags.

18. Drag & Drop the **Qty** textbox so that appears **below the Store No.**



A screenshot of a form editor interface showing the dynamic row after the 'Qty:' widget has been moved. It includes the 'Start' tag, the 'Store No.' dropdown menu, the 'Qty:' text input field, and the 'End' tag. The 'Qty:' widget is now positioned below the 'Store No.' widget.

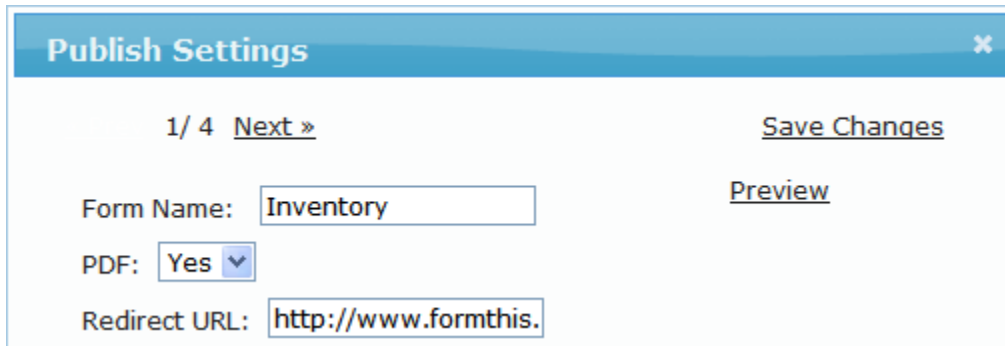
19. Drag & Drop the Product dropdown list **below the Qty** textbox.

A vertical stack of form controls in a design tool. From top to bottom: a green 'Start' tag, a 'Store No.' label above a dropdown menu with '1' selected, a 'Qty:' label above an empty text input box, a 'Product:' label above a dropdown menu with '1' selected, and a red 'End' tag.

20. Drag & Drop the Company Label and drop it **above the Start** tag. Your finished Form should look like this.

A vertical stack of form controls in a design tool. From top to bottom: a yellow 'FormThis' label, a green 'Start' tag, a 'Store No.' label above a dropdown menu with '1' selected, a 'Qty:' label above an empty text input box, a 'Product:' label above a dropdown menu with '1' selected, a red 'End' tag, and a yellow 'Submit' button at the bottom.

21. Click the **Publish tab** at the top of the Form Designer page. The Publish Settings dialog opens. Update the **Form Name** to **Inventory**. Enter the URL to your web site in the Redirect URL textbox (Example: <http://www.formthis.com>).



Publish Settings [X]

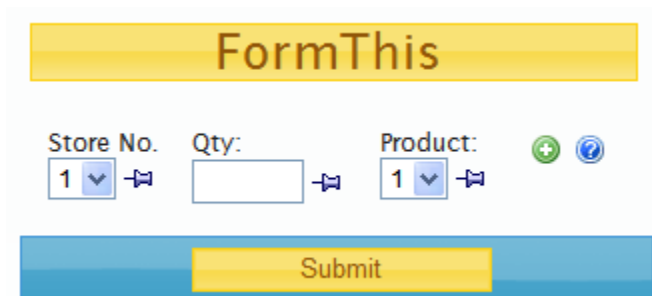
1/4 [Next >](#) [Save Changes](#)

Form Name: [Preview](#)

PDF: [v]

Redirect URL:

22. Enter your **Email Address** in the provided textbox. Click **Save Changes** to update the Form.
23. Click **Preview**. Your Web Form opens in a new browser window.
24. Copy the **URL** in your browser and **paste it into an Email** addressed to you.
25. **Send the email** and on receipt of the email, **click the link** to test your Web Form. Your Web Form should look like this. Move your mouse pointer over the question mark icon for Dynamic Row help.



FormThis

Store No. Qty: Product: [+] [?]



[v] [P] [P] [v] [P]

[Submit](#)

26. In step 17 we set the **Qty** textbox as required and field validation to **Number**. Click the **Submit** button to test the Web Form. The system displays error bars above and below the Web Form indicating the number of required fields. The cursor is positioned inside the field and 'polite' instructions are provided.

You missed 1 field. It has been highlighted.

FormThis

Store No. Qty: Product:  

1 ▾ This field is required. ▾ 1 ▾

Submit

You missed 1 field. It has been highlighted.




27. In the Qty textbox enter some letters. Notice how the 'polite' instructions change.

Qty:



abc Please enter a valid number. ▾

28. Enter a Number in the Quantity textbox. The error message and instructions disappear as soon as the field is validated. Change the **Store** dropdown list to **2**. Click the plus sign to insert another Row of Fields. Notice that the Store No remains the same.

FormThis

Store No. Qty: Product:   

2 ▾ 5 ▾ 1 ▾

Store No. Qty: Product:  

2 ▾ 1 ▾

Submit

29. Enter **1** in the **Quantity** textbox and select **product 2**. Click the Plus sign to insert another row of fields. Enter 1 in the Quantity and select product 3. Your Web Form should look like this.

The screenshot shows a web form titled "FormThis" with a yellow header. Below the header are three rows of input fields. Each row has three columns: "Store No.", "Qty:", and "Product:". The first row has "Store No." set to 2, "Qty:" set to 5, and "Product:" set to 1. The second row has "Store No." set to 2, "Qty:" set to 1, and "Product:" set to 2. The third row has "Store No." set to 2, "Qty:" set to 1, and "Product:" set to 3. To the right of each "Product:" dropdown are three buttons: a green plus sign, a red minus sign, and a blue refresh icon. At the bottom of the form is a blue bar containing a yellow "Submit" button.

30. Whoops we made a mistake during an inventory control check. Click the **Minus** button for product 2. Notice how Product 1 and 3 were not affected. Click any other minus button. Notice how the Dynamic Row feature ensured that at least one row remains in the Form.
31. **Click** the **Submit** button. Results are sent to the Email Address setup in the Publish Settings dialog. With a paid account results from the different locations could be reviewed and downloaded from the FormThis online data storage device.

This concludes the **Dynamic Rows** tutorial.