VSys One Custom Application Forms Webinar
Fall 2013

Why would you use a custom application form?
- Create new people
- Edit existing people
- Read-only/view existing people

Setting up a custom applications - Setup panel -> Custom applications
- Edit existing forms
- New form
    - Built-in design – Right-click -> Copy
    - Blank design – Create a new design link
    - From a disk file – Opens an application sent by another VSys user
    - From another project

Using the designer

Data Fields
- Inserting data field
- Editing a field
    - Move – Click on the field (not the label) and drag/drop
    - Resize – Click and pull the corner squares
    - Properties – Click on the field, make changes on the left panel
    - Align fields – Alignment buttons along the top
    - Add a page

User fields - User fields allow you to add whatever field labels you want to a new field. Unlike data fields, user fields do not affect or use data outside of the custom application form itself, with the exception of the ***special field types*** (below).
- Inserting a user field
- Types of fields
    - <u>Label</u> – Text to be read on the application (no input)
    - <u>Memo</u> – space to enter a block of text
    - <u>Text</u> - space to enter one line of text
    - <u>Date</u>
    - <u>List/checklist</u>
    - <u>Others</u>

- Special user fields

    - <u>HTML label</u> - HTML labels let you embed HTML text within a VSys Web or VSys Live application. Right-click on your label and select Edit text to edit the HTML in that label.
    - <u>Availability</u>
    - <u>Job slot selection</u> - This type of field represents an opening for a job, and allows your volunteers to select jobs via the web, but only openings which still require volunteers

<u>Application properties</u>
- Basics (name, types, inactive)
- Add/remove from list
- Dates
- Types of applications
    - Normal
    - VSys Web
    - VSys Live
- Default status
- Read-only, show in lookup tool, show on main VSys screen
- Web/Live options