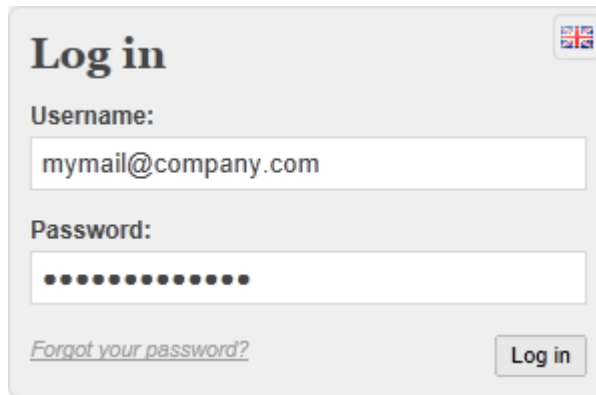



Tutorial: Creating a new field



- In this tutorial you will learn how to add a new field to the data model and to an existing form.
- This exercise uses the "Telecom manager" application that is available on all trial accounts.

Logging in



Log in 

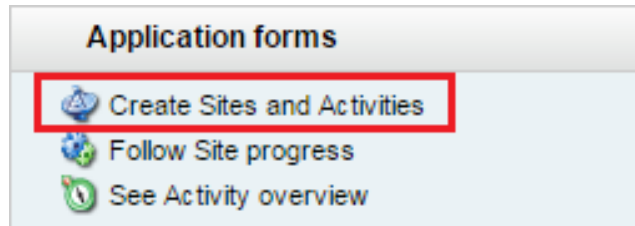
Username:

Password:

[Forgot your password?](#)

- Go to public.istools.com in your web browser.
- Log in using the account credentials provided in your welcome mail.

Navigating forms



- In the main menu, expand the "Application forms" folder.
- Click "Create Sites and Activities" to open the form we're going to add the new field to.

Getting familiar

Site 1

Site ID: Site 1
Latitude: 23°26'21"N
Longitude: 23°27'30"E

Site general information

List of activities for the selected site

Activity ID	Process phase	Process step	Sub service area	Activity phase	Expected duration	Actual duration	Status
101	Planning	Planning		Customer PO received	0	0	Completed
102	Planning	Solution design	Network design	Site type definition	1	0	Completed
103	Planning	Design requirements	Site acquisition	Site search	3	2	Completed
104	Planning	Survey	Site acquisition	Technical site survey done	0	0	Completed
105	Execution	Detailed design	Site engineering	Site layout design	1	0	Completed
106	Execution	Civil works construction	Civil works	Power installation	2	1	Completed
107	Execution	Equipment installation	Implementation	RBS installation	1	0	Completed
108	Execution	Integration	Integration	Node integration	0	0	Completed
109	Execution	As built	Site engineering	As built drawings	0.5	0	Completed
110	Acceptance	Acceptance	Acceptance	Site acceptance	1	1	Completed
111	Acceptance	Acceptance	Acceptance	Acceptance complete	0	0	Completed

Showing results 1-11

Information of the selected activity

Activity ID: 101

	Start	Finish
Baseline	2014-03-03	2014-03-03
Planned	2014-03-03	2014-03-03
Forecast	2014-03-03	2014-03-03
Actual	2014-03-03	2014-03-03

On hold Excluded Cancelled

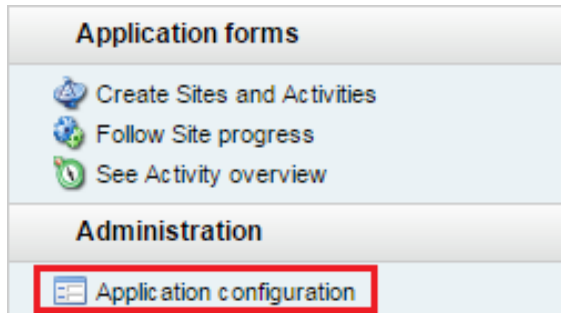
List of tasks needed for the selected activity

Task ID	Description
101.1	Order received
101.2	Order registered in IT system

Showing results 1-2

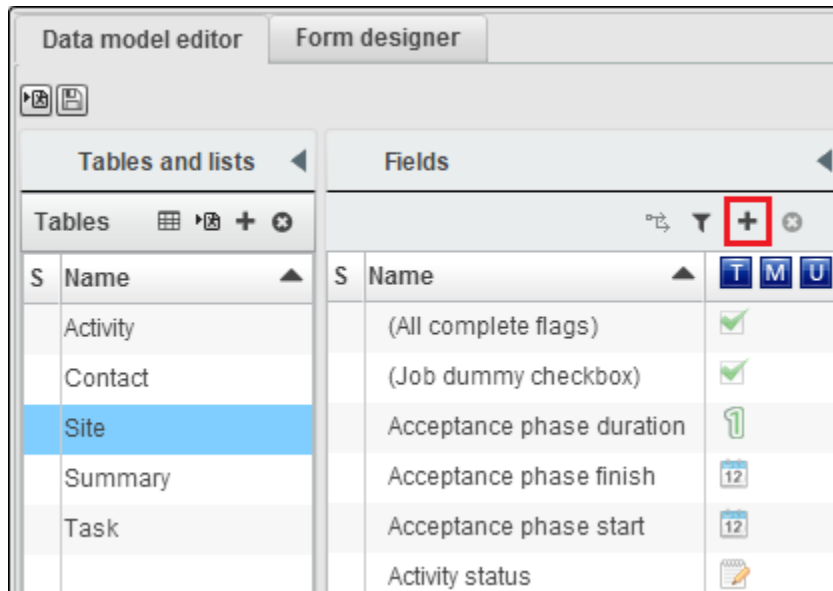
- Take a minute to familiarize yourself with the displayed form.
- In this exercise, our goal is to add a new field ("Address") to each Site record managed through this form.

The data model editor



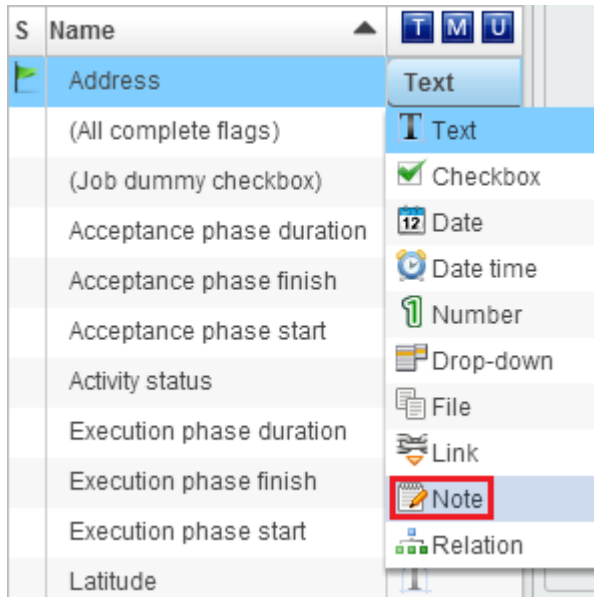
- In the main menu, expand the “Administration” folder.
- Open the data model editor by clicking “Application configuration”.

Viewing tables and fields



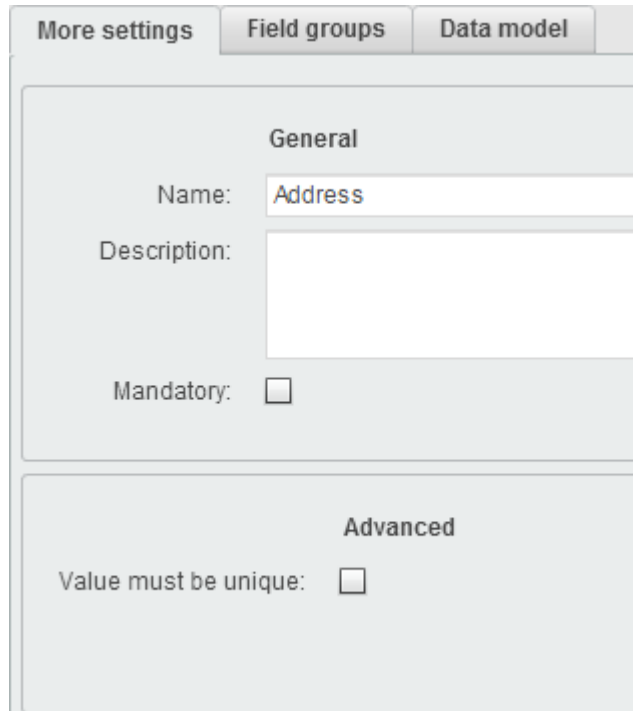
- Click the "Site" table in the list of tables.
- All existing fields for this table are displayed.
- Add a new field by clicking the + icon in the Fields panel.

Creating a field



- Enter "Address" as the name for the field.
- Click the T icon next to the field's name to choose the type of field we're creating.
- Select the "Note" type.

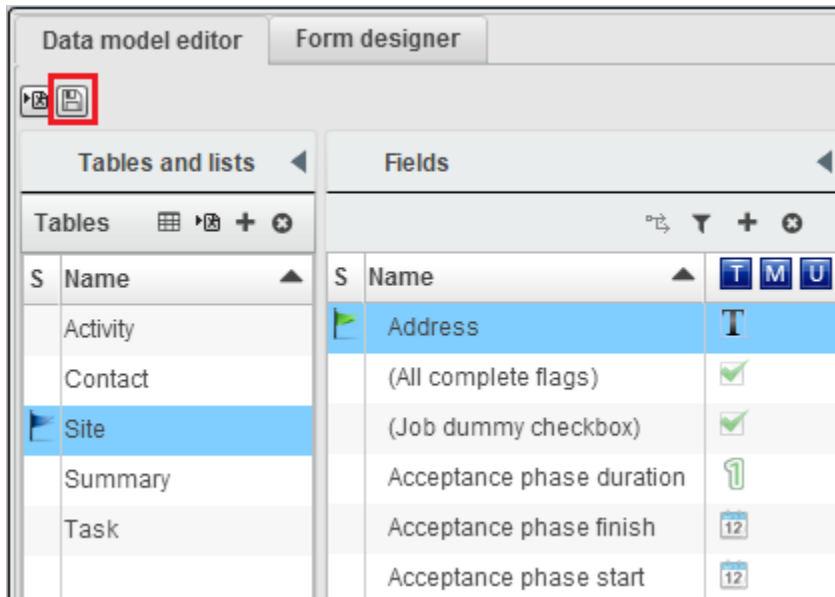
Field settings



The screenshot shows a settings panel with three tabs: 'More settings', 'Field groups', and 'Data model'. The 'Field groups' tab is active. The panel is divided into two sections: 'General' and 'Advanced'. In the 'General' section, there is a 'Name' field containing the text 'Address', a 'Description' field which is empty, and a 'Mandatory' checkbox which is unchecked. In the 'Advanced' section, there is a 'Value must be unique' checkbox which is also unchecked.

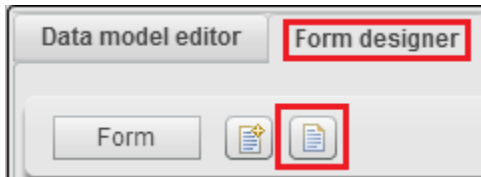
- Further settings for fields can be set in the panel to the right of the field list.
- For this exercise we'll leave them at their default settings.

Saving changes



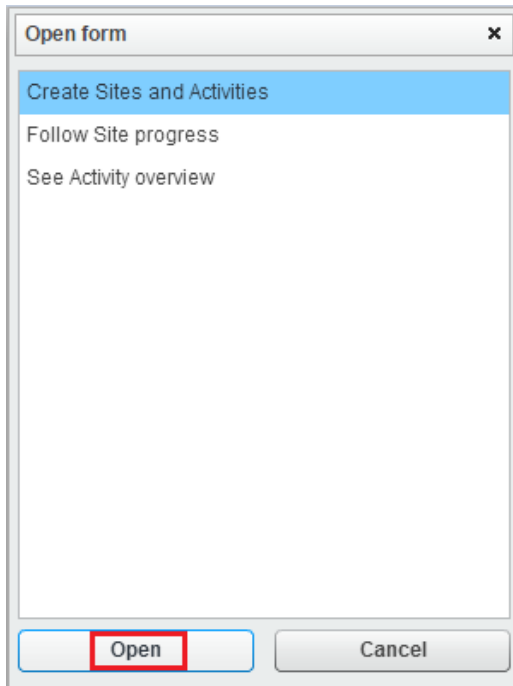
- Now that the new field is defined it can be saved in the data model.
- Save the changes by clicking the **Save** icon at the top left of the data model editor.

The form designer



- The last step is adding the field to the "Create Sites and Activities" form.
- Switch to the "Form designer" tab at the top of the screen.
- Click the "Open form" button.

Opening forms



- In the displayed list of forms, select the "Create Sites and Activities" form.
- Load the form into the form designer by clicking the "Open" button.

Using the form designer

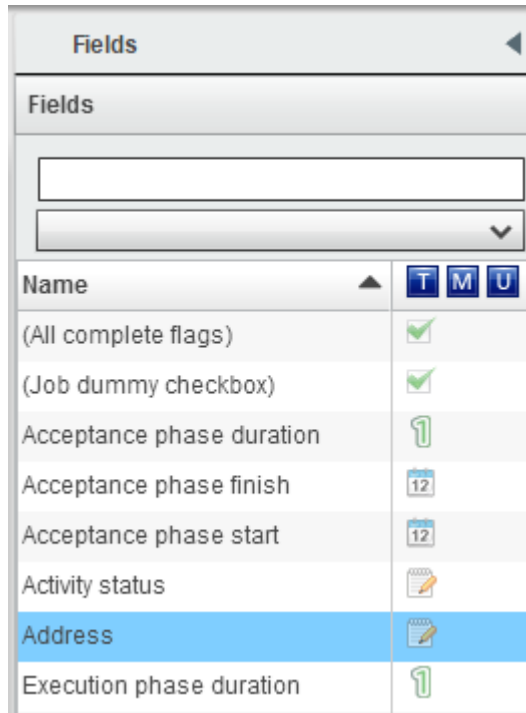
The screenshot shows a form designer interface for 'Create Sites and Activities'. The form is divided into several sections:

- Record selection:** Includes a dropdown menu for 'Record selection' and a 'Show filter' button.
- Site:** Contains input fields for 'Site ID' (with a 'Record name' placeholder), 'Latitude' (with a 'Text' placeholder), and 'Longitude' (with a 'Text' placeholder).
- Site general information:** Includes a 'Note' field with a text area and a toolbar with icons for adding, checking, deleting, and refreshing.
- List of activities for the selected site:** A table with columns for 'Activity ID', 'Process phase', 'Process step', 'Sub service area', 'Activity phase', and 'Expected duration'.

Blue square handles are visible at the corners and intersections of the form sections. A red box highlights a blue handle on the right side of the 'Site general information' section, with a red arrow pointing to it.

- This is the visual editor for forms.
- Clicking a panel or section of a form brings up perimeter controls (blue) that allow resizing.
- Adjust the size of the form to allow for the new Address field to be added between the already existing fields.

Adding fields to forms



Name	
(All complete flags)	✓
(Job dummy checkbox)	✓
Acceptance phase duration	1
Acceptance phase finish	12
Acceptance phase start	12
Activity status	
Address	
Execution phase duration	1

- Select the Site table.
- Expand the Fields list (to the left of the open form) by clicking on the arrow at its top.
- Select the Address field.
- Drag and drop it onto the empty space on the form as shown on the next slide.

Positioning

Create Sites and Activities

Record selection Show filter

Site

Site ID Record name

Latitude Text

Longitude Text

Address Note

Site general information Note

List of activities for the selected site

Activity(1)

Activity ID	Process phase	Process step	Sub service area	Activity phase	Expected duration	Actual duration	Status
-------------	---------------	--------------	------------------	----------------	-------------------	-----------------	--------

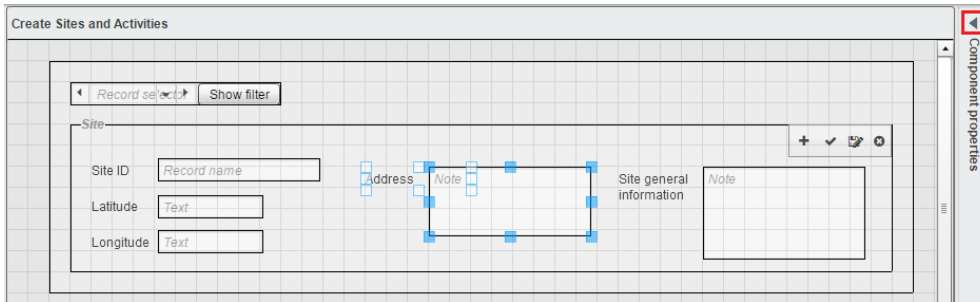
- Fields and their labels can be selected and moved around individually until they're nicely positioned.

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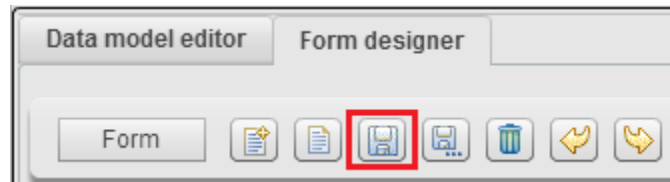


Positioning

- Optional:
Further options and controls for the selected form items can be reached by expanding the "Components properties" panel.



Saving form changes



- Once you're happy with the layout of the form, click the Save icon at the top of the screen to save the changes made.
- View the updated form by clicking it in the application menu. It should now look similar to the form shown on the next slide!

Congratulations, you're done!

Create Sites and Activities

Site 1

Site ID: Site 1
Latitude: 23°26'21"N
Longitude: 23°27'30"E

Address: Here one can type the address of the site.

Site general information

List of activities for the selected site

Activity ID	Process phase	Process step	Sub service area	Activity phase	Expected duration	Actual duration	Status
101	Planning	Planning		Customer PO received	0	0	Completed
102	Planning	Solution design	Network design	Site type definition	1	0	Completed
103	Planning	Design requirements	Site acquisition	Site search	3	2	Completed
104	Planning	Survey	Site acquisition	Technical site survey done	0	0	Completed
105	Execution	Detailed design	Site engineering	Site layout design	1	0	Completed
106	Execution	Civil works construction	Civil works	Power installation	2	1	Completed
107	Execution	Equipment installation	Implementation	RBS installation	1	0	Completed
108	Execution	Integration	Integration	Node integration	0	0	Completed
109	Execution	As built	Site engineering	As built drawings	0,5	0	Completed
110	Acceptance	Acceptance	Acceptance	Site acceptance	1	1	Completed
111	Acceptance	Acceptance	Acceptance	Acceptance complete	0	0	Completed

Showing results 1-11

Information of the selected activity

Activity ID: 101

	Start	Finish
Baseline	2014-03-03	2014-03-03
Planned	2014-03-03	2014-03-03
Forecast	2014-03-03	2014-03-03
Actual	2014-03-03	2014-03-03

On hold Excluded Cancelled

List of tasks needed for the selected activity

Task ID	Description
101.1	Order received
101.2	Order registered in IT system

Showing results 1-2

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