

Using Forms

Overview

Now that you have designed your forms and workflows you will need to share them with others. This chapter discusses all the tasks and configuration options for sharing and using your forms.

The screenshot shows a web form titled "Employee Expense Report". At the top, there is a breadcrumb trail: "Expenses > Reviewer > Supervisor > Accounting". The form has an orange header bar with the title. Below the header, there are several input fields: "Employee Name" (with "Tom Cat" entered), "Report Date" (with "7/14/2014" entered), "Reviewer" (with "jerry" entered), and "BIS Mileage Rate" (with "0.565" entered). There is a section for "Expenses" which contains a table with columns: "Date", "Category", "Miles Traveled", "Amount", and "Comment". Below the table is a "Grand Total" field showing "0.00". At the bottom, there is a section for "Attach Receipts Here" with an "Add Files" button and a "Sign this section" button. At the very bottom of the form are "Cancel" and "Save" buttons.

Using Forms

Forms

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