

# Getting Started

## Overview

The **Live Forms™ Getting Started Guide** takes you through the process of designing, deploying and using your first simple form/flow. You'll quickly see how easy it is to create forms and flows with Live Forms. You must have a Live Forms [Cloud account](#) or a working [in-house](#) installation.

## Start Here

- [Creating Forms and Flows](#)
- [Logging In](#)
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## Creating Forms and Flows

Thanks for using Live Forms. We recommend the following Tutorials to help you get started quickly.

1. [Forms Tutorial](#). This provides a quick introduction to using the Live Forms Designer to create forms and goes through some of the main features that are used most frequently.
2. [Workflow Tutorial](#): Live Forms offers powerful capabilities for routing forms around for approvals and signatures. This Tutorial gives you a comprehensive overview to learn about how to create approval workflows.
3. [Database Connector Tutorial](#): With Live Forms, you can create dynamic forms that connect to your database, populate controls from the database, update drop down controls dynamically etc. This Tutorial works through several examples demonstrating various features.

If you'd rather jump directly into more detailed documentation describing how to design, deploy and use Live Forms™ use the navigation links to the left.

[Video demonstrations and tutorials](#) are available for those who prefer to learn via those methods.

## Logging In

The superuser admin username is **admin@d**. If you are using Live Forms on-premise, you will need to log in as the superuser admin to create a tenant. Cloud customers can skip this step as your tenant was created for you when you signed up.

To log In to Live Forms:

1) Open the login page in your browser.

- Live Forms Online: <http://app.frevvo.com>
- Live Forms In-house: <http://<your server>:8082/frevvo/web/login>

2) Enter your username and password.

- username = <your userId>@<tenantId>
- password = <your selected password>

**i** Sign in to your cloud account. All fields are case-sensitive. By clicking Login you agree to the Terms of Use.

Username

Password

[Login](#) [Forgot Password ?](#)

[In-house admin? Click here to manage licenses.](#)

The page that displays is called the Application Home Page. If you are new to Live Forms and have not created any applications yet, you will see the following **Getting Started** message: Click the link to navigate to the Evaluation Guide for your version.

**My Applications**

Spaces

Styles

My Tasks

Shared Items

Templates

Applications New Link Upload

You have no applications. Click on the New button above to create one.

### Getting Started

If you are new to frevvo, we strongly recommend that you start with [the evaluation guide for your version.](#)

## Forgot Password?

Live Forms users who have forgotten their password and wish to reset it must have access to their email in order to do so. Here's how it works:

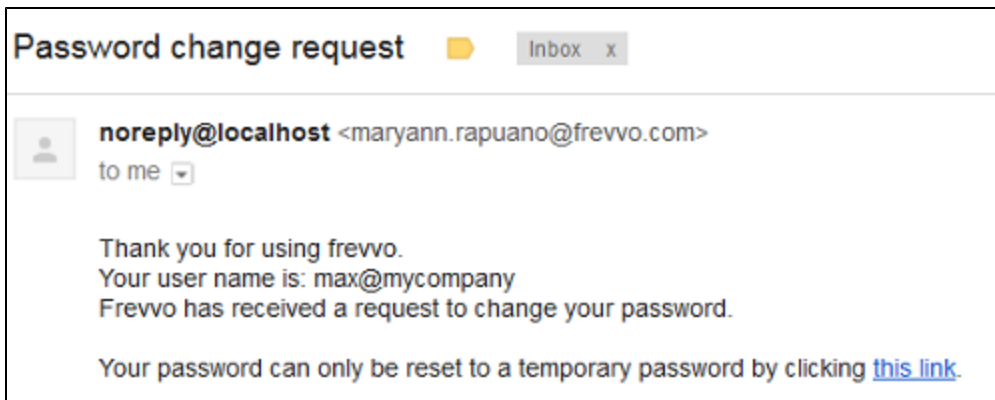
1. Enter their userId@tenant and then click the **Forgot Password** button. The Password Change Request screen displays.

**frevvo** LOGIN BLOG DOCS

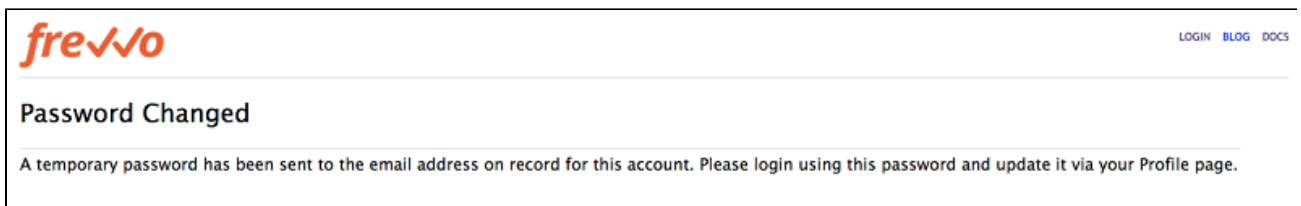
### Password Change Request

An email has been sent to the email address on record for this account in order to verify the account. Please use the link included in that email to reset your password.

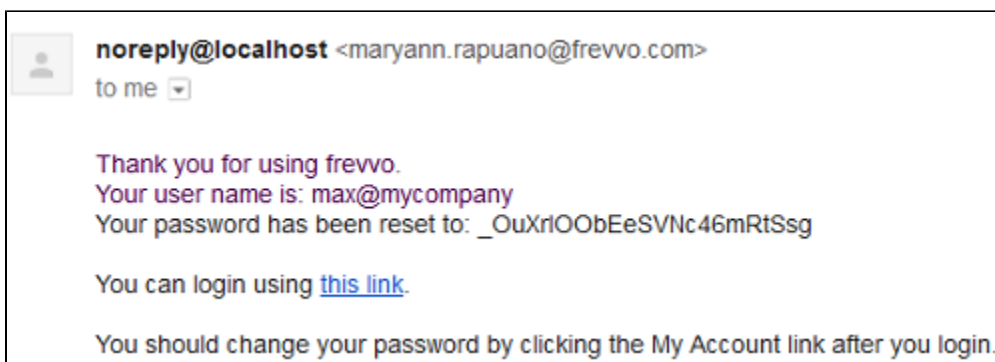
2. An confirmation email is sent to the address associated with the frevvo user id.



3. Click the link included in the email to reset your password with a temporary password. You will see the Password Changed screen.



4. An email is sent to the address associated with the frevvo user id. providing the reset password and a link to log in.



5. Click the link in the email to take you to the Live Forms login screen. Login with your user and the temporary password from the email.

**i** Sign in to your cloud account. All fields are case-sensitive. By clicking Login you agree to the Terms of Use.

Username

Password

[Login](#) [Forgot Password ?](#)

[In-house admin? Click here to manage licenses.](#)

6. Click the Manage Account Link in the top right corner of the screen.

[<< Back to My Account](#)

**User max**

Personal Information

|   |  |
|---|--|
| First Name<br><input type="text" value="Max"/>                  | Password<br><input type="password" value="....."/>                 |
| Last Name<br><input type="text" value="Jones"/>                 | Re-enter password<br><input type="password" value="....."/>        |
| Email Address<br><input type="text" value="max@mycompany.com"/> | Task Notification Preference<br><input type="text" value="Email"/> |

[Submit](#) [Reset](#)

7. Change the password on the Manage Personal Information screen to one of your choice.

[<< Back to My Account](#)

**User max**

Personal Information

|   |  |
|---|--|
| First Name<br><input type="text" value="Max"/>                  | Password<br><input type="password" value="....."/>                 |
| Last Name<br><input type="text" value="Jones"/>                 | Re-enter password<br><input type="password" value="....."/>        |
| Email Address<br><input type="text" value="max@mycompany.com"/> | Task Notification Preference<br><input type="text" value="Email"/> |

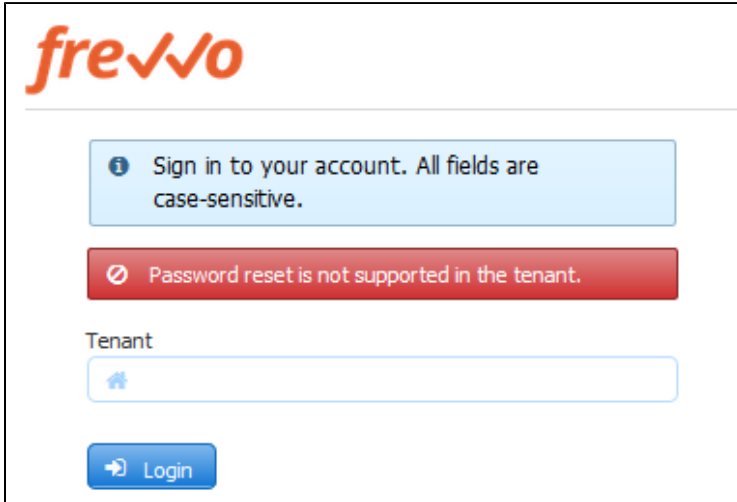
[Submit](#) [Reset](#)

**Enter your new password here.**

This method can be used to reset the password for tenant administrators and for the superuser (admin@d) for in-house installations.

- If a user tries to access same email password reset link again after the password has been changed, they will be directed to the login page. If a user generates multiple password reset links, then uses one to change the password, then clicking on subsequent links will direct them to the login page.

The Forget Password feature is not supported for Live Forms users in a SAML tenant. If SAML tenant users browse the URL `frevvo/web/login`, enter their login id then click Forget Password, they will see the following error message:



The screenshot shows the Frevvo login interface. At the top left is the Frevvo logo. Below it is a light blue information box with the text: "Sign in to your account. All fields are case-sensitive." Below that is a red error box with a crossed-out circle icon and the text: "Password reset is not supported in the tenant." Underneath the error box is a "Tenant" label and a text input field containing a house icon. At the bottom left is a blue "Login" button with a right-pointing arrow icon.