

## User Guide - Web Interface How to Design a Form



# Web User Guide Design a Form

## Overview

PDA Viewer

Form Designer

You can drag and drop your choice of Form Tool: from the Forms Designer to the PDA Viewer choose From Label, Text, Number, Drop-Down List, or Signature.



# Web User Guide Design a Form

## Drag & Drop Labels

Home Design Form Deploy Forms Send Data Mail Box CSV Export CSV Import

Status  
Drag and drop an entry field (below) onto PDA (left)

Form Toolbox

Label Text box Number  
Drop Down List Date/Time Signature

Entry Field Properties  
To view the properties of an entry field please click the relevant entry field in the designer

Form Options  
Form Name:   
Form Description:   
Clear Save

Load Form  
Saved Forms: Please select a form to load

M600 SPV

Use your mouse to drag and drop a label field...

# Web User Guide Design a Form Naming fields

...as you type in the label name in the form designer, the name appears on your PDA Viewer.



# Mobile Forms

# Web User Guide Design a Form

## Text Fields

The screenshot shows the Aeromark Mobile Forms web application. The interface is divided into several sections:

- Navigation Bar:** Home, Design Form (selected), Deploy Forms, Send Data, Mail Box, CSV Export, CSV Import.
- Mobile Device Preview:** A PDA (M600 SPV) displaying a form with a text field containing the text "This is the first form field" and a label "Text Field".
- Form Toolbox:** A collection of field types: Label, Text box, Number, Drop Down List, Date/Time, and Signature.
- Entry Field Properties:** A configuration panel for the selected "Text" field. It includes:
  - Label:** Text Field
  - Length:** 21
  - Default value:** 2
  - Read only:** 3
  - Mandatory:** 4
  - Include in reply:** 5
  - Use in send data:** 6
  - Send data ordering:** 7
  - Entry field options:** 8, 9, 10, 11, 12, 13
- Form Options:** Form Name (16) and Form Description (18).
- Buttons:** Clear and Save.

Use your mouse to drag and drop a text field...

...give the field a name...

...you can select the length of your text or number field by clicking a number of characters as displayed here...

# Web User Guide Design a Form

The screenshot displays the Aeromark Mobile Forms web application. The navigation bar includes: Home, Design Form, Deploy Forms, Send Data, Mail Box, CSV Export, and CSV Import. The main interface is divided into several sections:

- Status:** A green message indicates "Successfully added a text field".
- Form Toolbox:** Contains various field types: Label, Text box, Number, Drop Down List, Date/Time, and Signature.
- Entry Field Properties:** Configures a 'Text' field. It includes:
  - Text:** Description of the field's flexibility and use cases (CURRENCY/TELEPHONE NUMBER).
  - Label:** Input field containing 'Label10'.
  - Length:** Input field containing '21'.
  - Default value:** Empty input field.
  - Read only:**
  - Mandatory:**
  - Include in reply:**
  - Use in send data:**
  - Send data ordering:** Input field containing '1'.
  - Entry field options:** A 'Delete Field' button.
- Form Options:** Includes 'Form Name' and 'Form Description' input fields, and 'Clear' and 'Save' buttons.

On the left, a mobile phone (M600 SPV) displays a form with a 'Label10' field. Arrows from the text boxes on the right point to the corresponding configuration options in the 'Entry Field Properties' section.

...the length of the field has now changed to the selected number of characters (21)...

Tick this box to specify that the field can only be read by the Recipient.

Tick this box to specify that the field **MUST** be completed by the Recipient before sending data back to you.

Tick this box to specify that the field and its contents should be included in the data you receive back (e.g. Customer details that you already have but need the customer to view as they give their signature).

Tick this box to specify that you wish the field to be populated when you send data to populate the Form in future.

Select to specify which piece of data you wish to view first (e.g. Surname, salutation, first name, etc.).

# Web User Guide Design a Form

## Number Fields

Drag and drop your number field.

This denotes the number of characters in the field.

Enter a default value if you wish.

These specify the highest and lowest values that can be shown in the field.

# Web User Guide Design a Form

## Drop-down Menus

Use your mouse to drag and drop drop-down menu field...

...give the field a name...

...enter in your choice of drop-down options, each separated by a comma...

...select a default value if you wish...

# Web User Guide Design a Form

## Date/Time Field

**Status**  
Successfully added a datetime field

**Form Toolbox**

- Label
- Text box
- Number
- Drop Down List
- Date/Time
- Signature

**Entry Field Properties**

**Date/Time**  
The 'Date/Time' entry field is used to capture date related data.  
It is possible to select a date format so that the PDA user is forced to enter the date/time in a specific format.

Label: labelID  
Format: Please select a format  
Default value: Please select a format  
Read only: HH:MM  
Mandatory: DD/MM  
Include in reply:   
Use in send data:   
Send data ordering: 1  
Entry field options: Delete Field

**Form Options**

Form Name:   
Form Description:

Clear Save

When you drag & drop to select a Date/Time field, you can select the format you prefer...

# Web User Guide Design a Form

## Date/Time Field

Home Design Form Deploy Forms Send Data Mail Box CSV Export CSV Import

M600 SPV

Status  
Successfully added a datetime field

Form Toolbox

Label Text box Number  
Drop Down List Date/Time Signature

Please enter the date first  
Please enter a valid time in the format HH:MM:  
Hour: 00 Minute: 00  
Submit Cancel

Label: labelID  
Format: DD/MM/YY HH:MM  
Default value:  
Read only:   
Mandatory:   
Include in reply:   
Use in send data:   
Send data ordering: 1  
Entry field options: Delete Field

Form Options  
Form Name:  
Form Description:  
Clear Save

Then, you can select a default Date value if you wish...



# Mobile Forms

# Web User Guide Design a Form

## Signature Capture Field

The screenshot displays the Aeromark Mobile Forms web interface. At the top, there is a navigation bar with the Aeromark logo and a menu with options: Home, Design Form (selected), Deploy Forms, Send Data, Mail Box, CSV Export, and CSV Import. Below the navigation bar, the main content area is divided into several sections:

- Status:** A green message box indicating "Successfully added a signature field".
- Form Toolbox:** A collection of field types including Label, Text box, Number, Drop Down List, Date/Time, and Signature. The Signature field is highlighted with a blue border.
- Entry Field Properties:** A section for configuring the selected field. It includes:
  - Signature:** A description stating that the 'signature' entry field is used to capture a customer's signature and that the captured signature can be viewed and downloaded as an image.
  - Label:** A text input field containing "label0".
  - Length:** A dropdown menu set to "21".
  - Mandatory:** An unchecked checkbox.
  - Include in reply:** A checked checkbox.
  - Entry field options:** A "Delete Field" button.
- Form Options:** Fields for "Form Name" and "Form Description", along with "Clear" and "Save" buttons.
- Load Form:** A "Saved Forms" dropdown menu with the text "Please select a form to load".

On the left side of the interface, a mobile PDA device (M600 SPV) is shown. Its screen displays a form with a field labeled "label0" containing the text "Enter signature". A blue arrow points from the "Signature" field in the Form Toolbox to this field on the PDA screen. Another blue arrow points from the "Label" property field in the Entry Field Properties section to the "label0" text in the PDA form.

The final field is the Signature Capture option.

You can simply drag and drop this. On the User's PDA the field will display with space underneath for the Signature to be captured.

# Web User Guide Design a Form

## Naming your Form

Give your Form a Name.

Give your Form a Description.



# Mobile Forms

# Web User Guide Design a Form

## Saving your Form

Press Save to save your form.



# Mobile Forms