

Creating a Basic Standard Form

The following steps illustrate the process of creating a basic standard Versago (v2) form. It uses the application to create the underlying database table and includes examples of various types of controls.

Define New Form Information

The basic required information includes the values shown in the image below.

In this example we are assigning only one role. In most cases the form will be associated with multiple roles.

The database that will hold the associated table is VersagoData. Your database name may be different.

Form Details

ID	0
Name	Basic Standard Form Der
Title	Basic Standard Form Der
Category	Demo ▼
Roles	Administrator x
Form Type	Standard ▼
Database	VersagoData ▼
Data Source	-Select- ▼
Owner	-Select- Create New Table Existing Table

Define the Database Table

In this example we show the typical database columns used for a Versago form as well as columns that will be used for control examples.

Create Primary Table Create Detail Table

Table Name Basic_Standard_Form

Fields

+Add Field

FieldName	Date Type	Format	Size	Precision	ControlType	Display Order	Primary Field	
vgoRecNum	Number	integer			Numeric	1	☒	
vgoCreatedBy	Text	text	50		TextBox	2	☐	
vgoCreateDate	Date	datetime			Date	3	☐	
vgoCreatedById	Number	integer			Numeric	4	☐	
TextBox1	Text	text	100		TextBox	5	☐	
NumericInt	Number	integer			Numeric	7	☐	
NumericDecimal	Number	decimal	18	2	Numeric	8	☐	
DateOnly	Date	date			Date	9	☐	
TimeOnly	Date	date			Date	10	☐	
DateAndTime	Date	datetime			Date	11	☐	
SignatureData	Text	text(max)	0		TextBox	12	☐	
StaticDDL	Text	text	10		TextBox	13	☐	
Lookup1	Text	text	100		TextBox	13	☐	
Lookup2	Text	text	50		TextBox	14	☐	

Creating the Form Layout

Initial View

The initial view is a single row with four columns. Additional rows can be added before adding controls or the initial controls can be added before continuing. **The control for the primary key field (vgoRecNum) must be added to the form before it can be saved.**

Layout your form with rows and columns, then drag Form Controls or Database Fields into the form.

Add 1 Rows with 1 Columns OK

Save and Close Save and New Save Cancel Delete

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Initial Controls

Four key controls are added into the initial row. These controls are all set as “read-only” since they are automatically populated based on the default values shown.

Add database field (header) **vgoRecNum** with caption of Record ID

Control Settings Control Events

Table Name Basic_Standard_Form

Field Name vgoRecNum

Data Type Numbers

Control Type Numeric Textbox

Caption Record ID

Caption Position Top

Text Align Right

Character Length 10

Fill Color

Text Color

Caption Color

Format -Select-

Decimal Place 0

Default Value

Help Text

Formula

☐ Editable ☒ Visible

☐ Mandatory ☒ Databind

☒ Primary Field

Add database field (header) **vgoCreatedBy** with caption of Created By

Control Settings **Control Events**

Table Name	: Basic_Standard_Form	Format	: [v]
Field Name	: vgoCreatedBy	Lookup Report	: -Select- [v]
Data Type	: Text	Default Value	: {UserProfile.Username} [v]
Control Type	: Text Box	Help Text	: [v]
Text Lines	: Single-line	Formula	: [v]
Caption	: Created By	☐ Editable	☒ Visible
Caption Position	: Top	☐ Mandatory	☒ Databind
Text Align	: Left	☐ Primary Field	
Character Length	: 50		
Fill Color	: [v]		
Text Color	: [v]		
Caption Color	: [v]		

Add database field (header) **vgoCreateDate** with caption of Date Created

Control Settings **Control Events**

Table Name	: Basic_Standard_Form	Format	: DateTime
Field Name	: vgoCreateDate	Culture	: MM/dd/yyyy [v] [h:mm (12 hour) v]
Data Type	: Date	Decimal Place	: [v]
Control Type	: Date Picker	Default Value	: {getDate()} [v]
Caption	: Date Created	Help Text	: [v]
Caption Position	: Top	Formula	: [v]
Text Align	: Left	☐ Editable	☒ Visible
Character Length	: 20	☐ Mandatory	☒ Databind
Fill Color	: [v]	☐ Primary Field	
Text Color	: [v]		
Caption Color	: [v]		

Add database field (header) **vgoCreatedById** with caption of Created by ID

Control Settings **Control Events**

Table Name	: Basic_Standard_Form	Format	: -Select-
Field Name	: vgoCreatedById	Decimal Place	: 0
Data Type	: Numbers	Default Value	: {UserProfile.Id} [v]
Control Type	: Numeric Textbox	Help Text	: [v]
Caption	: Created By ID	Formula	: [v]
Caption Position	: Top	☐ Editable	☐ Visible
Text Align	: Right	☐ Mandatory	☒ Databind
Character Length	: 10	☐ Primary Field	
Fill Color	: [v]		
Text Color	: [v]		
Caption Color	: [v]		

Note that this control is not visible since it is for internal use only but does need to be captured in the record.

The row after the controls have been added will appear like this:

Layout your form with rows and columns, then drag Form Controls or Database Fields into the form.

Rows with Columns

Record ID Numeric Text Box EDIT REMOVE	Created By Text Box EDIT REMOVE	Date Created Date Picker EDIT REMOVE	Created By ID Numeric Text Box EDIT REMOVE
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And this is what the user will see:

Basic Standard Form Demo

Save and Close Save and New Save Delete Cancel

Record ID 1 Created By Admin Date Created 08/20/2018 04:04 pm

Additional Rows & Controls

Add a 1 x 1 row and Section Title control

Add 1 Rows with 1 Columns OK

Save and Close Save and New Save Cancel Delete

Record ID Numeric Text Box EDIT REMOVE Created By Text Box EDIT REMOVE Date Created Date Picker EDIT REMOVE Created by ID Numeric Text Box EDIT REMOVE

Layout your form with rows and columns, then drag Form Controls or Database Fields into the form.

Add 1 Rows with 1 Columns OK

Save and Close Save and New Save Cancel Delete

Record ID Numeric Text Box EDIT REMOVE Created By Text Box EDIT REMOVE Date Created Date Picker EDIT REMOVE Created by ID Numeric Text Box EDIT REMOVE

Section Title

Text Box

Dropdown List

File Upload

Date Picker

Time Picker

Numeric Text Box

Control Settings Control Events

Control Type : Section Title

Caption : Text and Numeric Fields

Text Align : Left

Fill Color :

Text Color :

What the user sees:

Basic Standard Form Demo

Save and Close Save and New Save Delete Cancel

Record ID 1 Created By Admin Date Created 08/20/2018 04:25 pm

Text and Numeric Fields

Add a 1 x 3 row

Add 1 Rows with 3 Columns OK

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Change column widths

Layout your form with rows and columns, then drag Form Controls or Database Fields into the form.

Edit Selected Row: 3 Columns with Column Widths: 3,3,6 Update Row Insert Row Below Delete Row

Save and Close Save and New Save Cancel Delete

Record ID Numeric Text Box EDIT REMOVE	Created By Text Box EDIT REMOVE	Date Created Date Picker EDIT REMOVE	Created by ID Numeric Text Box EDIT REMOVE
Text Fields Section Title EDIT REMOVE			

The original widths were 4,4,4 so all columns are the same width. With the change columns 1 and 2 are smaller and 3 is larger.

Add text and numeric controls

Save and Close Save and New Save Cancel Delete

Record ID Numeric Text Box EDIT REMOVE	Created By Text Box EDIT REMOVE	Date Created Date Picker EDIT REMOVE	Created by ID Numeric Text Box EDIT REMOVE
Text Fields Section Title EDIT REMOVE			
Numeric Integer Numeric Text Box EDIT REMOVE	Numeric Decimal Numeric Text Box EDIT REMOVE	Text (200 char max) Text Box EDIT REMOVE	

Search

FIELD NAME	FIELD TYPE
Textbox	varchar
NumericInt	int
NumericDecimal	decimal
DateOnly	datetime
TimeOnly	datetime

In this example the two numeric fields use a default of 0. This is to illustrate what the user sees when a value is entered in the field. The default is not required and may not be useful in a production form.

Add database field (header) **NumericInt** with caption of Integer and default of 0.

Control Settings Control Events

Table Name	: Basic_Standard_Form	Format	: -Select-
Field Name	: NumericInt	Decimal Place	: 0
Data Type	: Numbers	Default Value	: 0
Control Type	: Numeric Textbox	Help Text	:
Caption	: Numeric Integer	Formula	:
Caption Position	: Top	☒ Editable	☒ Visible
Text Align	: Right	☐ Mandatory	☒ Databind
Character Length	: 10	☐ Primary Field	
Fill Color	:		
Text Color	:		
Caption Color	:		

Add database field (header) **NumericDecimal** with caption of Numeric Decimal, Decimal Place of 4, and default of 0.

Table Name	: Basic_Standard_Form	Format	: Decimal_2
Field Name	: NumericDecimal	Decimal Place	: 4
Data Type	: Numbers	Default Value	: 0
Control Type	: Numeric Textbox	Help Text	:
Caption	: Numeric Decimal	Formula	:
Caption Position	: Top	☒ Editable	☒ Visible
Text Align	: Right	☐ Mandatory	☒ Databind
Character Length	: 18	☐ Primary Field	
Fill Color	:		
Text Color	:		
Caption Color	:		

Add database field (header) **TextBox1** with caption of "Text (100 char max)"

Table Name	: Basic_Standard_Form	Format	:
Field Name	: TextBox1	Lookup Report	: -Select-
Data Type	: Text	Default Value	:
Control Type	: Text Box	Help Text	:
Text Lines	: Single-line	Formula	:
Caption	: Text (100 char max)	☒ Editable	☒ Visible
Caption Position	: Top	☐ Mandatory	☒ Databind
Text Align	: Left	☐ Primary Field	
Character Length	: 100		
Fill Color	:		
Text Color	:		
Caption Color	:		

What the user sees:

RecordID: 1
CreatedBy: Admin
Date Created: 08/20/2018 04:25 pm

Text and Numeric Fields

Numeric Integer: 0
Numeric Decimal: 0.0000
Text (100 char max):

Add another 1 x 1 row and Section Title (Date Controls)

Add a 1 x 4 row

Add Date and Time controls (3)

Add database field (header) **DateAndTime** with caption of "Date and Time", a format of DateTime, and the Culture as shown.

Table Name	: Basic_Standard_Form	Format	: DateTime
Field Name	: DateAndTime	Culture	: MM/dd/yyyy h:mmm (12 hour)
Data Type	: Date	Decimal Place	:
Control Type	: Date Picker	Default Value	:
Caption	: Date and Time	Help Text	:
Caption Position	: Top	Formula	:
Text Align	: Left	☒ Editable	☒ Visible
Character Length	: 20	☐ Mandatory	☒ Databind
Fill Color	:	☐ Primary Field	
Text Color	:		
Caption Color	:		

Add database field (header) **DateOnly** with caption of "Date Only", a format of Date, and the Culture as shown.

Table Name	: Basic_Standard_Form	Format	: Date
Field Name	: DateOnly	Culture	: MM/dd/yyyy
Data Type	: Date	Decimal Place	:
Control Type	: Date Picker	Default Value	:
Caption	: Date Only	Help Text	:
Caption Position	: Top	Formula	:
Text Align	: Left		
Character Length	: 20		
Fill Color	:	☒ Editable	☒ Visible
Text Color	:	☐ Mandatory	☒ Databind
Caption Color	:	☐ Primary Field	

Add database field (header) **TimeOnly** with caption of “Time Only.” The Control Type is changed to Time Picker. The format is DateTime and the Culture is as shown.

Table Name	: Basic_Standard_Form	Format	: DateTime
Field Name	: TimeOnly	Culture	: zh-tw (12 hour)
Data Type	: Text	Decimal Place	:
Control Type	: Time Picker	Default Value	:
Caption	: Time Only	Help Text	:
Caption Position	: Top	Formula	:
Text Align	: Left		
Character Length	: 20		
Fill Color	:	☒ Editable	☒ Visible
Text Color	:	☐ Mandatory	☒ Databind
Caption Color	:	☐ Primary Field	

Column 2 is left empty for spacing (as an example).

Date and Time Controls Section Title DDL REMOVE		
Date and Time Date Picker DDL REMOVE	Empty Column	Date Only Date Picker DDL REMOVE

What the user sees:



Image to follow

Add another 1 x 1 row and Section Title (DDL and Lookup)

Add a 1 x 4 row

Add database field (header) **StaticDDL** with caption “StaticDDL”.

This will be static drop-down with the values Yes, No, and Maybe.

Change the Control Type to “Drop-down List” from the drop-down selections.

Set the “Lookup List” to ‘Static from the drop-down selections.

Enter the values in the “Static List” text box. Separate values with a comma.

Table Name	:	Basic_Standard_Form	Format	:	
Field Name	:	StaticDDL	Lookup list	:	Static Select from dropdown options
Data Type	:	Text	Static list	:	Yes,No,Maybe Enter values manually
Control Type	:	Dropdown List	Decimal Place	:	
Caption	:	StaticDDL	Default Value	:	
Caption Position	:	Top	Help Text	:	
Text Align	:	Left	Formula	:	
Character Length	:	50			
Fill Color	:		☒ Editable	☒ Visible	
Text Color	:		☐ Mandatory	☒ Databind	
Caption Color	:		☐ Allow new values	☐ Primary Field	

What the user sees:

Save and Close Save and New Save Delete Cancel

Record ID: 1 Created By: Admin Date Created: 08/21/2018 01:32 pm

Text and Numeric Fields

Numeric Integer: 0 Numeric Decimal: 0.0000 Text (500 char max):

Date and Time Controls

Date and Time: 08/21/2018 01:32 pm Date Only: 08/21/2018

DDL and Lookups

StaticDDL: Select

Yes
No
Maybe

Add Lookup Controls

In this example we will use one control to look up customers by name and a second control to hold the corresponding customer code.

Add database fields (header) **Lookup1** in column 2 and **Lookup2** in column 3.

- Set the caption of Lookup1 as "Customer Name" and the caption of Lookup2 as "Customer Code."
- Clear the "Editable" checkbox on Lookup2 as this value will be filled in by the lookup.

Return to the Lookup1 control to edit and set up the lookup.

Format	:	
Lookup Report	:	Customer Lookup by Name ...
Default Value	:	-Select- ...
Help Text	:	Bizweaver Call Test ...
Formula	:	Calendar Test ...
		Calendar Test2 ...
		Contacts Lookup by Name
		Customer Lookup by Name
		F2_5 Listing
		Item Lookup by Name
		Multi Select 1

Select the lookup report. In this case we will use “Customer Lookup by Name.” This report has already been defined. Your report will most likely have a different name.

Click on the editing button [...] to set up the lookup.

Match the input field of the report to the control on the form.

Parameter	ControlName	Required
CardName	Customer Name	☐

Match the output fields on the form to the appropriate values in the report.

ReportField	ControlName
Customer Name	Customer Name
Customer Code	Customer Code

What the user sees (before lookup):

What the user sees (after lookup):

Add another 1 x 1 row and Section Title (Signature)

Add a 1 x 1 row

Add database field (header) **SignatureData** with caption of “Signature”.

Change the Control Type to Signature from the drop-down selection list.

Change the Row Span value to a minimum of 2. This value reflects the vertical height of the signature box.

Table Name	:	Basic_Standard_Form
Field Name	:	SignatureData
Data Type	:	Text
Control Type	:	Signature
Row Span	:	2
Caption	:	Signature
Caption Position	:	Top
Text Align	:	Left
Character Length	:	10000

What the user sees:

Basic Standard Form Demo

Save and Close Save and New Save Delete Cancel

Record ID: 1 Created By: Admin Date Created: 06/21/2018 02:26 pm

Text and Numeric Fields

Numeric Integer: 0

Numeric Decimal: 0.0000

Text (100 char max):

Date and Time Controls

Date and Time: 06/21/2018 02:26 pm

Date Only: 06/21/2018

DDL and Lookups

SearchDDL: Select

Customer Name:

Customer Code:

Signature

Signature:

Clear

The basic form is now complete.

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