

Adding Controls

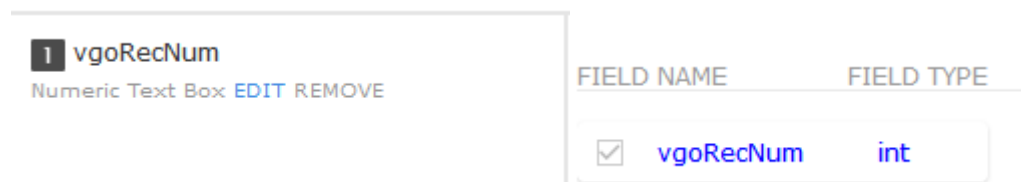
There are two methods to add controls to a form; by **data element** or by **control type**.

Data Element Method

The most common method is by **data element**. Adding a data element will automatically use the appropriate type of control.

1. Select the desired data element in the “Database Fields” list, drag it to the desired position (column in a row) , and drop it there.
2. The Control Properties dialog is presented.
3. Make any desired changes and click [**Save**].

A database field can only be used once on a form. When a data element is used in a control it is automatically flagged as having been used in the “Database Fields” list.



If the control using the field is removed from the form layout the “used” flag is automatically cleared.

Control Type Method

In some cases, the **Control Type** method must be used. This method is used specifically for Section Title, File Upload, and Button controls. It is also used in cases where new columns are added to the underlying database after the form is initially created and associated with the table.

1. Select the desired control type in the “Control Types” list, drag it to the desired position, and drop it there.
2. The Control Properties dialog is presented.
3. Make any desired changes and click [**Save**].

Moving Controls

Once a control has been added to a form it may be necessary to move it to another location.

1. Select the control to be moved on the form, drag it to the desired position, and drop it there.
 1. “Dropping” a control on top of an existing control will cause the two controls to swap position.
2. Open the Control Properties if needed and make any desired changes.
3. Click [**Save**] to record your changes

Removing Controls

A control can be removed from the form as needed. **Note that this action simply removes the control from the form layout.** The underlying data structure is not affected.

1. Click the Remove link on the control to be removed and confirm when prompted to complete the process.

From:

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Last update: **2019/08/01 12:23**

