	Formsminder		Apr-25
1. 2. 3.	Clicking +Add New Element opens the widge From here you can add items like Checkboxe Once you have added an item you can right o	t selector. s, Data Lists, Dropdowns, Image I click on it and select an action.	Jploaders, Signatures etc.
	Cosign View Preview	Formsminder V9.0.37	Coptions 💙 🖬 Save 🔊 Back
	<mark>ි Page</mark> ත උ		t
	Print 🖸		
	Show Header	+ Add New Element	
	Add Element	× .	elect
	All buttons collors Layout lext Saved Widget	↑ N	Nove Widget Up
	A clickable Button	cbox element 3 $\downarrow$ N	Nove Widget Down
	Container A collapsible container Data	List + A	Add Widget Inside
		Table	Delete
	Data list element	able element	
	Date Picker Date picker Date picker element	down element = r	
		1	low ,
4. 5. 6.	Generally, we put things into Rows or Tables Highlight the boxes to select the number of o At the bottom of the page you can click on th	. Rows are made up of 12 column columns. These will be displayed v ne part of the element you want t	ns. vertically in the mobile app. to edit.
	Row 4	5 C	
	General		
		Sample Text	
		Page > Row > Column	
7.	This displays the editing functions for	🛄 Column 🛛 📥	Color
	selected widget.	Style	inherit 👻
		Box Style	Background Color
	You can change margins, padding, fill a	Margin 0 Border 0	#FFCOCB
	background colour and adjust alignment for	Padding 5	Text Style Bold Italic Underline Break
			Font Size
		0 0 5 5 0	0 inherit
		5	Horizontal Alignment
		0	Left Center Right
		0 Border Color	Vertical Alignment Top  Middle Bottom
			Behavior
		Size	Init
		2	<b>\$</b>
Va	iable Names & <u>Mandatory Fields</u>	· · · · · · · · · · · · · · · · · · · ·	
Thi	s annlies to any widget where the user will sal	ect data or enter	Binding
info	prmation into a field e.g. text input, dropdowr	selection box etc.	Variable/Element Name chklist1
Ead for coi	h of these widgets <mark>MUST</mark> have <mark>UNIQUE</mark> v the data to save when the job doc or reg npleted.	variable names vister form is	Display Name
To Red	make any of these widgets mandatory then to juired on. E.g. data must be entered or an iter	oggle Validation n chosen.	Validation Required

#### **Edit Tables**

- 1. Hover over a cell till you get the arrow & right click.
- 2. Further down you can hover on Table Row.
- 3. From the menu then select the options to Insert Above, Below or Delete.
- 4. On the bottom menu you can also click on the various components of the table to format them, as per screen shots below



# **Editing Text Boxes**

- 1. Click on the text box.
- 2. Click EDIT to expand and see all the text.
- 3. Make your changes, use the tools to bold, underline, highlight etc.
- 4. Click  $\otimes$  to close and save the list.

You can copy and paste text from other documents into the text box. Where the form has already been formatted, highlight the text you wish to replace right click and select Paste as plain text.

Sesign View Preview	Formsmind	
A Text Block	<b>v</b> C	
General	Rich Text	×
Data Type		
String	Reference Documents (Legislation)       Image:	-
Text <div><ul><li>Work Health 2 Visible</li></ul></div>	<ul> <li>Work Health and Safety Act 2020</li> <li>AS/NZ<sup>c</sup> 1001 Industrial Fall-Arrest System ces</li> <li>AS 165 Industrial Fall-Arrest Valtorms, Walkways, Stairways and Ladders</li> <li>AS/NZ<sup>c</sup> 1001 Industrial Fall-Arrest Systems &amp; Devices</li> </ul>	
	COP Prevention of Falls at the Workplace 2004     COP Prevention of Falls at the Workplace COP Prevention of Falls at the Workplace 2004     COP Prevention of Falls at the Workplace 2004	'S

#### Repeaters

These are used where you want the user to run thru a check list of items or add multiple lines with the same data e.g. Vehicle inspection checklists or extra steps in a SWMS document.

Add Elemen	t					😂 Repeater	1.	These are found on the Layout Tab.
Add Elemen All Butto Cont A coll Pane Pane	t ns Editors tainer apsible container al apsible panel 2 ge > Repeat	Layout	Text	Saved Widgets Page Break Break page in print mode Repeater Repeater container element		Repeater    General    Min Width (px)   Allow Add Item    Oelete Item   Responsive	1. 2. 3.	These are found on the Layout Tab. Clicking on Repeater at the bottom of the page will open the options. Allow Add Item: used for adding multiple line entries for users to fill in e.g. extra steps in a SWMS document. <b>NOT</b> to be used when using datalists e.g. vehicle check list. Delete Item: user can delete the row or item when completing the form in job docs.
					5 7 8	Visible Show Header Clear on Copy	5. 6. 7. 8.	Responsive: shows the table vertically in mobile app. Visible: should always be selected. Show Header: shows a header row. This should be selected before adding columns. Clear on copy: used from Job Docs/Completed where you may wish to redo the form.

You can now right click on a field to insert columns as required and add widgets into each column as per below.

## Add Widget into a table or repeater

- 1. Right click an element and select +Add Widget Before or After.
- 2. From the Add Element click Text & select Text Block. You can now edit the text box as per below.
- 3. If you're text box is in the wrong place you can right click on it and move it up or down.

	1	61 ,	0								
	Design View     Preview	Formsminder V9	.0.34								
	¥ Text Area										
(	General 🖸			Add Element							
F	Rows			All Buttons	Edito	rs Layout	Text	Sample Text			
	1	IR		_				► Se	elect		
				B Heading	lement			+ A	dd Widge	t Befo	re
F	Placeholder	Se	lect			_		+ A	dd Widge	t After	r
		+ A	dd Widget Before	A Text Blo	ck	. 2		2	love Widg	et Up	
١	Visible	+ A0	dd Widget After	lext conte	int element			<b>↓</b> №	1ove Widg	et Dov	wn
Re	peater Items:										
Γhe	ese are used when you have	a list of items that	S Design View	review			For				
ഫ	ed to be checked off		C Repeater		5	C					
ici			Repeater			0					
			General	•							
L.	Select the item, click on Rep	peater along the	Style	•	[List]						
	bottom bar.		Data	•							
			Data Source			Items Editor					6
,	In the Data section click Ite	ms				List		Default	Actio	ons	
-•	In the Data section click rec	inio.	Colum	ins. i		Could I place	myself under a suspen	a		<b>↑</b> ↓	L
			Z I≣ Item	ns: 5			, ,				
3.	Amend the text in the Items	s Editor.	Index Start Number			Does the task	require isolation of en	e		^ ↓	*
			1			Could I fall fro	om height?		<b></b>	<b>↑</b> ↓	L
1.	To add items click +Add Ne	ew Item.					-		-		-
			Binding			Can I be phys	ically affected by the w	c		ΤV	*
-		dalata itawa an d	Variable/Element Name		3	Could anyboo	ly else be injured?		5 🕯	↑ ↓	L
).	Use the buttons,	delete items and	rep10								
	move them up or down the	list.	Display Name		4	+ Add New I	tem				
	_										
5.	Click 🙆 to close and save th	ne list.									
			iag								
			L			1					
			Behavior		Page	> Repeater					
Da	ta List Edit										
	1.1.1.1										

## Manual Lists:

- 1. Click on the List.
- 2. In the Data section click Items.
- 3. Amend the text in the Items Editor.
- 4. To add items click +Add New Item.
- 5. Use the buttons,  $\mathbf{1} \uparrow \mathbf{1}$  to delete items and move them up or down the list.
- 6. Click 😣 to close and save the list.



Value Field	Text Field	Image Field		Default	Acti	ons	
1	White Card		1		1	↑	↓
2	Working Safely at Heigh		1		Î	↑	$\downarrow$
3	High Risk Work Licence		1		1	↑	↓
4	Site Specific Induction		1		<b>i</b>	↑	¥
5	Yellow Card – EWP (SL, I		1			$\uparrow$	↓
6	Provide First Aid		2		Î	$\uparrow$	¥
7	High Risk Work Licence		1	5	Î	↑	$\downarrow$

🗮 Data List		Under the General Section:
General	Θ	7. Mode: user can either select a single item or multiples
Visible	Ø	8. Direction: Horizontal (across the page) or Vertical.
7 Mode Single • Multiple Un	selectable	9. In Horizontal mode you can select the number of
Direction     Orizontal      Vertical		columns to print.
Columns 1		

# Dropdown Data List

Manual Lists:

- 1. Click on the widget, in the Data section click Items.
- 2. Amend the text in the Items Editor.
- 3. To add items click +Add New Item.
- 4. If you want an item to show by Default, tick this box. In the Job Doc this item will automatically be displayed.
- 5. Use the buttons,  $\overline{1}^{+}$  to delete items and move them up or down the list.
- 6. Click  $\bigotimes$  to close and save the list.

Dropdown	Items Editor				6	×
General T	Value Field	Text Field	Image Field	Default	Actions	;
Style 📑	1	Electrical One		1	1	$\checkmark$
Data 😑	2	Electrical other		-	1	$\checkmark$
Data Source     Manual Remote	3	Kitchen install		•	1	$\checkmark$
Columns: 3	4	Roofing	4		<b>T</b>	$\checkmark$
Dropdown      General      Visible      Mode      Single      Multiple      Allow Search      Search      Ltern 1	<ol> <li>In the 0 one op</li> <li>Allow s lot of o</li> </ol>	General section N tion, good for sta search will show a options.	viultiple allows t aff lists to show a search box for	ne user f everyond the list,	o sele e in at good	for
Sign Off Tab Fields						
To configure a field for completion on the Lock tab, click on the widget:		G	eneral		+	
1. Scroll down to Binding section.		D. Bi	ata		+	
<ol> <li>In the Tag box type in: StaffSignature complete with capital letters.</li> </ol>		Va	ariable/Element Name Idlstaff3			
<ol> <li>Do this for each widget that needs to be completed after the form is locked.</li> </ol>		D	isplay Name			
In reverse to make the fields available in draft mode then remove the text from the Tag box.		<b>2</b>	ng StaffSignature			

#### Signature Widgets – Auto populate Date

- In the Behaviour section click </>> and paste this: #txtSignDate.setDateTime()
- 2. Next add a Text Input widget, make the Variable/Element Name: txtSignDate
- 3. Remember if there are multiple dates required each one needs a unique variable name, which means the formula also needs to be changed e.g. #txtSignDate1.setDateTime() & txtSignDate1

General Genera	ere-этагт затету такк: List any Safety Concerns:				Text Input	
Binding  Cariable/Element Name Signature	List any Safety Concerns:					
Variable/Element Name					General	
Signature					Placeholder	
	Today's					
Display Name	Weather is:				Default Value	
Т	Today's Work Is:					
Tag	Newly Identified	Hazards Are	Contro	ol Measures Are	Visible	
StaffSignature						Ø
Validation					Allow Extend	
Required		Check List				0
(R	[RowNumber] [Description]			○ Yes ○ No ○ N/A	ReadOnly	
Behavior 🗖 🛛	[NIndex] Enter other items			O Yes O No O N/A		
Value Changed	<u> </u>	Attendees		1	Style	
	Name	Attendees		Date & Time	Binding	
On Signed	Name	Signati	ure		Variable/Element Name	

# Copy Element from Form to a Widget or vice versa

- 1. Right click on the element.
- 2. Scroll down to the item you want to select e.g. Table.
- 3. Select Copy or Cut from the menu, at the bottom of the screen you will see Widget copied!.
- 4. Click ℃BACK.
- 5. From the top menu select Administration/Templates/Widgets. You need to stay on the same tab i.e. do not open in a new tab.

A Text Block	5 C			Title:	FIT OFF D	ocument ID: ROW-SWMS-CNS104	
General							
Data Type							
String	Personnel Qualif	Personnel Qualifications and Experience		and Respon	sibilities		
Text				Supervisor All Personnel		Training Required to Complete Work	
Personnel Qualifications and Experie	EDIT Personnel will	+ Add Widget Before	wer all personnel	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.		<ul> <li>Supervisor to be trained in risk identification, assessment and control</li> </ul>	
Visible	Ø	<ul> <li>↑ Move Widget Up</li> <li>↓ Move Widget Down</li> </ul>	red to do so.				
Style	Appropriate indust	👕 Delete	nisor to carpy out	Ensura ho	usekeening is	Training on specific scaffolding type and	
Margin 2 Border 0	induction including for Employees (Red	bo X Cut	inspections of site for hazards.	maintaine the task to of injury.	d throughout o avoid the risk	basics to be conducted for erection and use under 4.0 m high.	
Padding 2	Appropriate Certific be required by operations wo lifting equipm	ate ≡ Table Row	e appropriate its are in place for ► Select ► Add Widget Be	Barricadin appropria p	g to be used as te to protect m working vated work.	Training in the use of specific plant. Inspection and maintenance of equipment to be conducted (where applicable) for the type of equipment / plant to be used.	
	Engineering Detai	ls / Certificates / Australian Star	+ Add Widget Af	ter C	ed – Codes of Pr	ractice / Regulations / Legislation	
2 0 2	Floor capacity work platform     AS 1576 Scaff     AS 1891 Indu	sufficiently engineered to carry w l/s. olding - General requirements citial fall arrect systems and	↑ Move Widget U ↓ Move Widget D ■ Delete	lp c	upational Health upational Health trical Safety Act	and Safety Act and Safety Regulations	
border Color	AS 2626 Indus	strial Safety Belts and Harn	[] Сору	<u> </u>		Workplace	
		•	Cut		widget o	copied!	

6. Open or create the widget where you want to put the element click DESIGN	9.0.34 CPoptions V D Back
<ol> <li>Right click on + Add New Element and select Paste.</li> </ol>	Title: Actions Required Document ID: A104
<b>NOTE:</b> elements copied like this can only be pasted at the bottom, unless you put them into another element e.g. Row, Table or Container.	ACTION TAKEN: + Add New Element ► Select 7 ■ Paste + Add Widget Inside
Add Element	Alternatively in the template form:
All Buttons Editors Layout To Saved Widgets	8. Click on + Add New Element & select Saved Widgets.
✓ Design View	9. Right click on the Widget and select Unwrap Items.
Saved Widget (ALP04 - PPE - V1)	10. Click YES to "Are you sure you want to unwrap this widget?"
Variable/Element Name Variable/Variable/Element Name Variable/Vari	<b>NOTE:</b> once the widget is unwrapped the elements are now permanently in the form and cannot be "re-wrapped" into a widget.
Editing Steps in Create Job Docs	
<ul> <li>Create the Job Doc as normal and click YES to complete it in the This opens the job doc in Formsminder, items with Steps tags</li> <li>Click on the grayed out Steps Widget and select Unwrap</li> <li>Click YES.</li> <li>To edit text boxes click on the box and in the Text Block prequired.</li> <li>Click X to save your changes.</li> <li>When you have finished editing click SAVE and click O</li> </ul>	the Web App. Click on the steps button. s can be edited here. Items. Danel click EDIT (next to text box). Change the text as K. This will return you to the Create Job Docs Page.
✓ Design View	A Text Block D C
Saved Widget (TEQ-STCV01 - Excavation Pipe & Manhole Steps - V1) General Visible Binding Variable/Element Name Display Nam	General       Extreme Risk       Consider st         Data Type       IIIGH RISK       Serious or         String       IIIGH RISK       Serious or         Fox       IIIGH RISK       Significant         Visible       IIIGH RISK       Danger poi         Style       IIIGH RISK       Danger poi         Border       IIIGH RISK       Danger poi         Pading       IIIGH RISK       Consider st         Low Risk       Significant       IIIGH RISK         Access and mobilisation to site       Access and mobilisation to site
Are you sure you want to unwrap this widget?	<b>D C B</b> $I$ <b>U S</b> $\mathbf{x}_{2}$ $\mathbf{x}^{2}$ <b>E</b> $\mathbf{\hat{z}}$ <b>E E E E E E E E E E</b>
2 Yes No	Access and mobilisation to site

## **Image Uploader**

- 1. Change Width & Height depending on size and orientation of image you want the user to add in the template form.
- 2. Give each widget a unique variable name.

#### NOTE:

- Widgets can be added to rows, tables or repeaters.
- The more images you add to a template form the longer it will take to save when it is completed in the mobile app.



## **Changing Formulas**

- 1. Find the Data List you need to change and click on it.
- 2. Under Behavior click on </> to edit the formula
- 3. To change answer from Yes to No, replace 1 with 2, as shown.
- You will need to change both the Init & Value Changed formulas for this to work.

Connect	
General	
Style	
Data	
Binding	
Behavior	F T Can you operate machinery if
Init	
if(#txt7c)#txt7c.setVisible(\$dlrg && \$dlrg.	inclu t 🐠 🚽 Expression
Value Changed	1 if(#txt7c)#txt7c.setVisible(\$dlrg && \$dlrg.includes "2");
<pre>#txt7c.setVisible(\$dlrg.includes("1"));</pre>	<pre>Expression 1 #txt7c.setVisible(\$dlrg.includes("2"));</pre>