

# Course 202: LiquidOffice eForm Server User Training



## Pre-Requirement

Before attending this course, the delegate must have:

- A basic understanding of the LiquidOffice system.
- Previous experience of using graphics within software applications.
- A basic understanding of databases and web applications.

## Objective

The objective of this course is to provide the delegate with knowledge of designing forms to be used within the LiquidOffice system.

This course explains in detail the different types of forms that can be designed within the LiquidOffice Designer and gives a practical approach in learning the form and field attributes for LiquidOffice forms.

Once basic forms have been designed, the delegate will then learn how to apply data validations to the fields on the form and then the final stage of setting up data exports to different databases.

Other areas covered in this course are publishing forms, web desktop management, importing TeleForm designs and system security.

## Course Outline

### Day 1:

- Full overview and demonstration
  - From a user's point of view
  - From an approver's point of view
  - From an administrator's point of view
  - From LiquidOffice's point of view
- Basic Web Desktop navigation
  - Public area
  - Reports area
  - Tutorial Forms
  - All other custom created areas
- Basic Management Console configuration
- The LiquidOffice Forms Designer
  - Create forms
    - Field types
    - Configure lookups
    - Validation rules
    - Write script
  - Publish
- Basic Exercises
  - Create new users
  - Create a data connect agent
  - Create a simple form
  - Validation rules from expressions
  - Tidy Up + Routing + Publish
  - Testing

### Day 2:

- Testing
- Publishing
  - Initial steps
  - Permissions
  - Routing
  - Data exports
- Advanced form configuration
- Further training exercises
  - New expenses form
- Importing forms from TeleForm
- Advanced form and processing handling
- Administration topics
- Security
- A look at YOUR form design requirements