lucity™
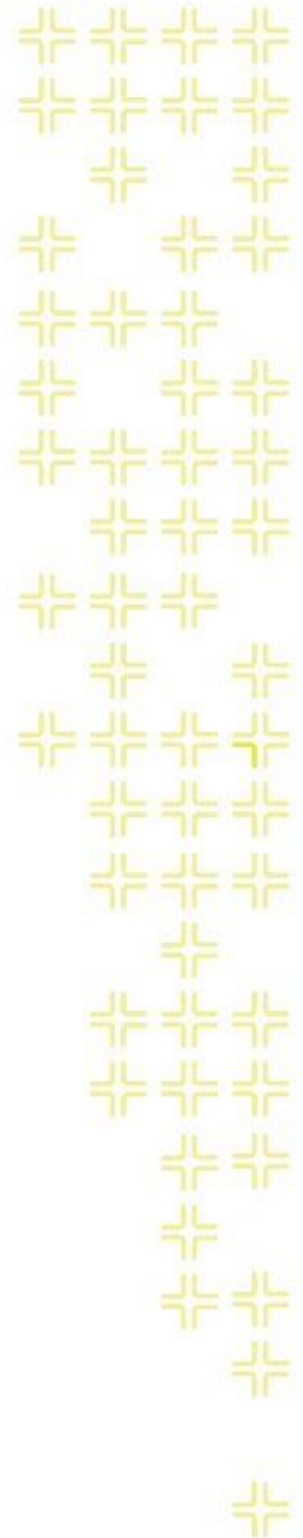
Admin
Form Design and Administration

Form Design and Administration

Lucity is gradually transitioning to a fully web-based WYSIWYG designer for views, grids, and forms. For 18r2, forms maybe edited (but not created) in the web. This is very convenient if you are trying to quickly add a field or move one. It will not be convenient for any major form development efforts because you cannot create them in the web yet. See this session for workflows tomorrow (Tuesday at 3 and 4 with Don). At 3p he will cover the basics of the old workflows we are still using for creating views, grids, and forms. At 4 he will cover strategies for using the web designer as much as possible for form development (because it is much nicer).
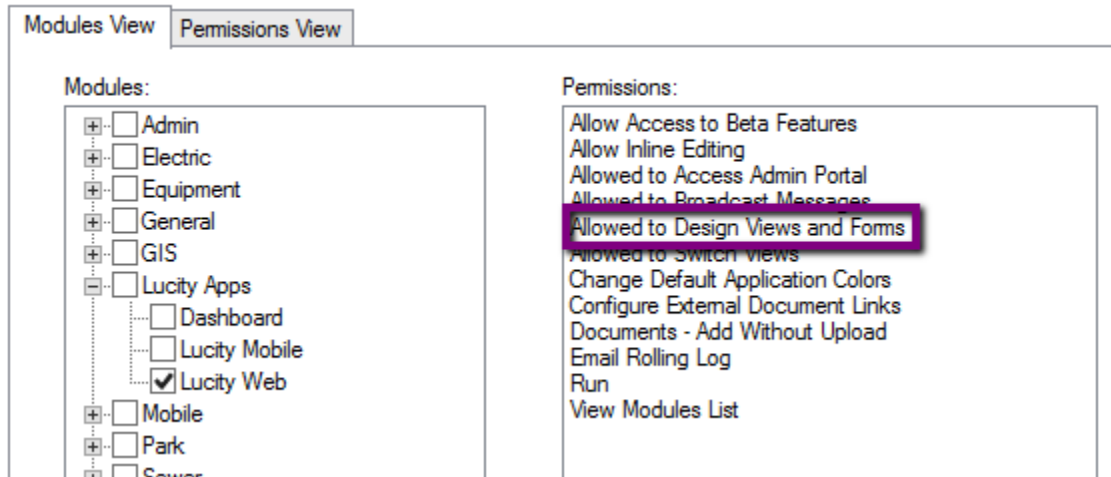
Forms with lots and lots of fields may be sluggish with drag and drop. Internet Explorer is not supported for any form design, it is too slow.
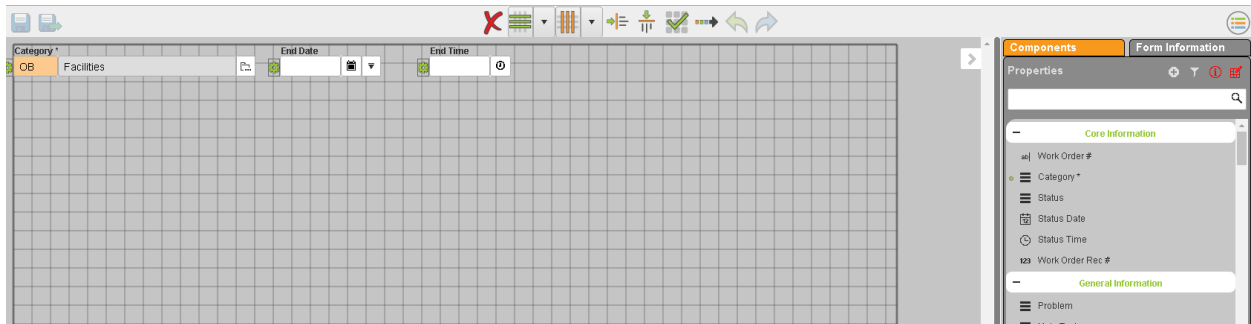
Contents

Permissions and Entering Design Mode

Only users with Allowed to Design Views and Forms will be allowed to edit forms. This is a new permission in Lucity 2018r2.

Enter design mode using the menu button on HTML forms

The save and save and close buttons are available and save the changes you have made to the form.

Tools

 Delete selected properties

 Turn on vertical and horizontal grid lines

 Adjust grid spacing

Buffer amount is the leading space between the left edge of the form (or the top edge of the form) and the first field.

 Align Left and Align Top *Aligns to the last selected item*

 Auto-Align to grid

 Auto-Align Left to Right/Auto-Align Top to Bottom

 Undo and Redo (AKA your best friends)

Available Form Components

- Properties
- Advanced Elements
    - Signatures
    - Sign Library Image
    - Parent Properties
- Basic Elements
    - Line (Break)
    - Frame
    - Label

Properties

Exactly what our historical properties have been but they are now grouped to make it easier to review and discover properties. These groupings are controlled by Lucity. By default, they are grouped by type, but you can change and have them grouped by data type.

Displaying Mask

 Will add the "mask" to the displayed list of properties.0

Which Properties are Already on the Form

Properties with a small green dot are already on the form. If you select them in the list, they will select in the form.

Adding Properties to the Form

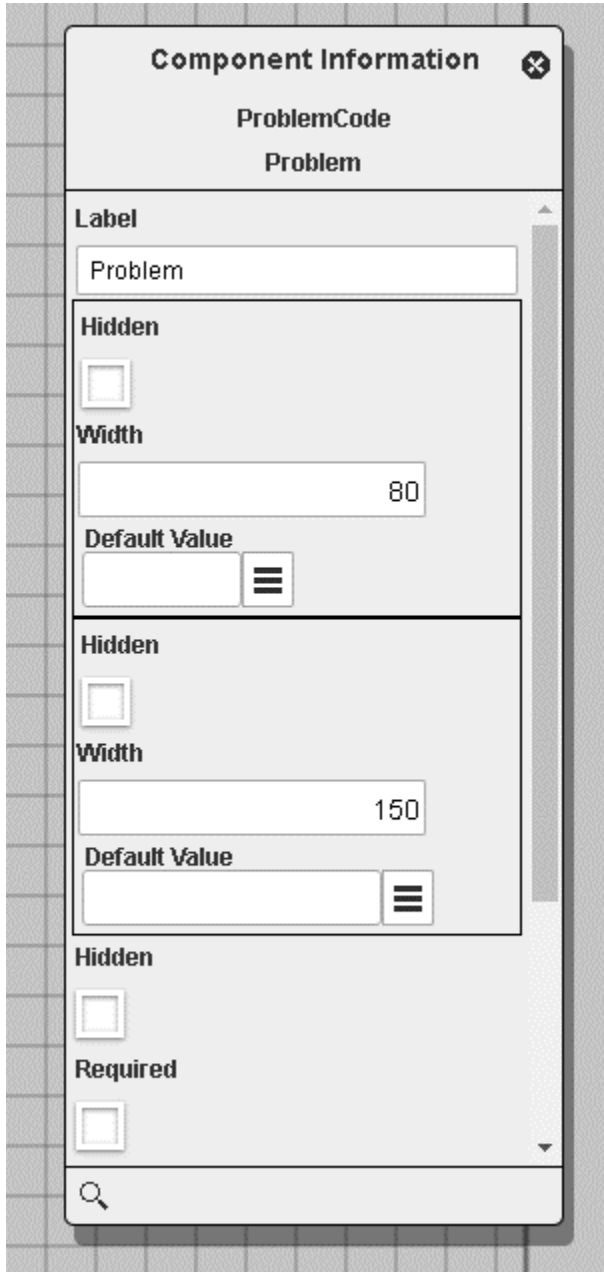To add one or more properties, select them and click the .

The property will be placed based on what property is currently selected on the form and on the Auto-Arrange setting you have selected (left to right/top to bottom). Every property includes a gear icon. This icon represents the area that is used by the green carry over button to guide you in field placement.
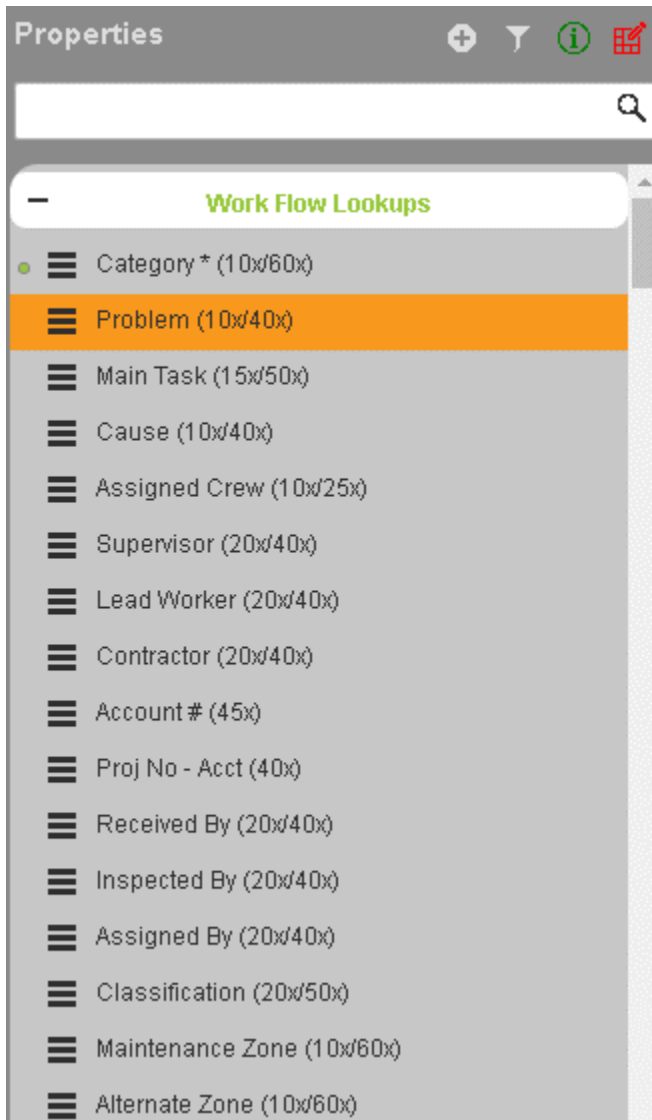
Component properties

To edit the attributes of any property on the form, select it in the list or on the form and click

Each component type attributes vary. This example shows the component properties for Problem in work orders:
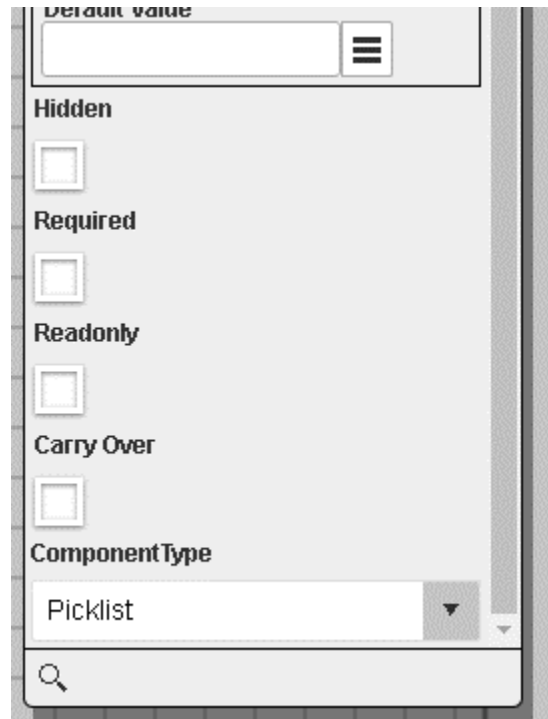
Special functionality for the Work Asset component

In the Lucity 2018r2 release, the work asset component type has a new configuration option. This option replaces the data driven list option available in earlier releases.

This component type is only available in Lucity Web. The Lucity Citizen Portal still supports the old data driven component type. It is intended for use in targeted workflows that involve plants and equipment or in request submittal forms for facilities or parks.

Component Type

Park Picklist ▼

Tree Display

Code and Text ▼

Tree Filter

PKPARK WHERE PK_TYPE_CD = 1

You should either configure a default category for the type of asset you expect them to choose, or train them to select the category first. The category selected will dictate which assets are selectable in the asset tree.

Inventory Type ID   **Asset Rec #**

Park Court ▼   17

Desc 1

TOMAHAWK RIDGE-Volleyball

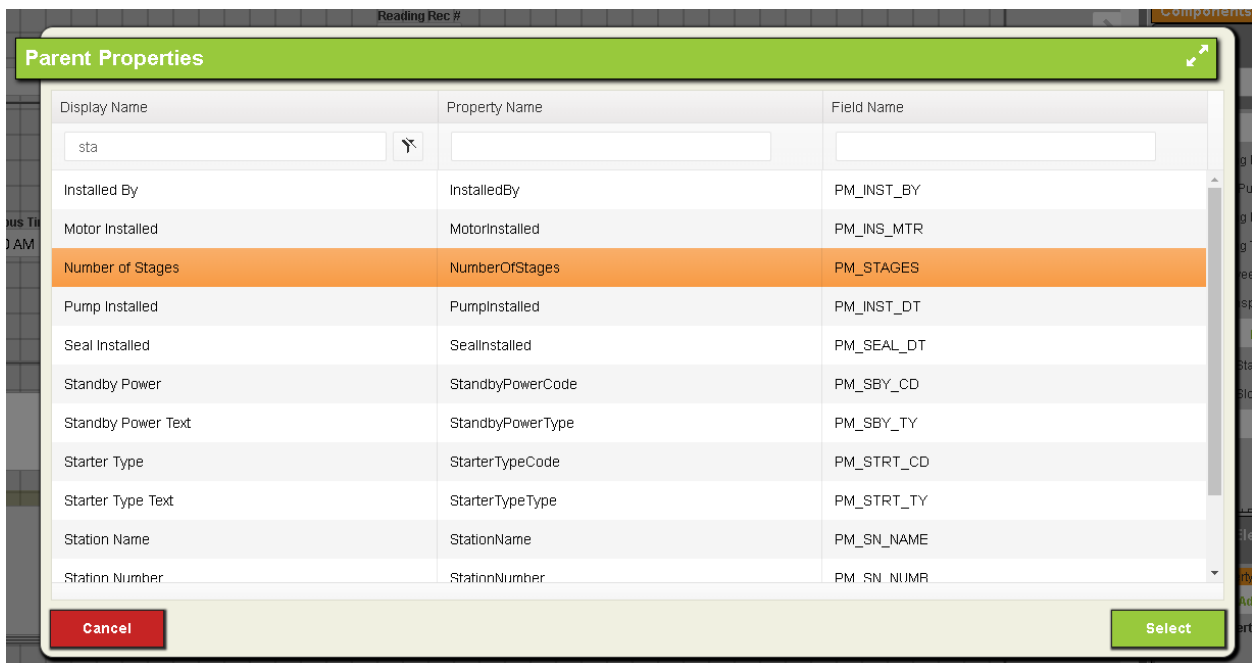**Desc 2**

Notes:_____

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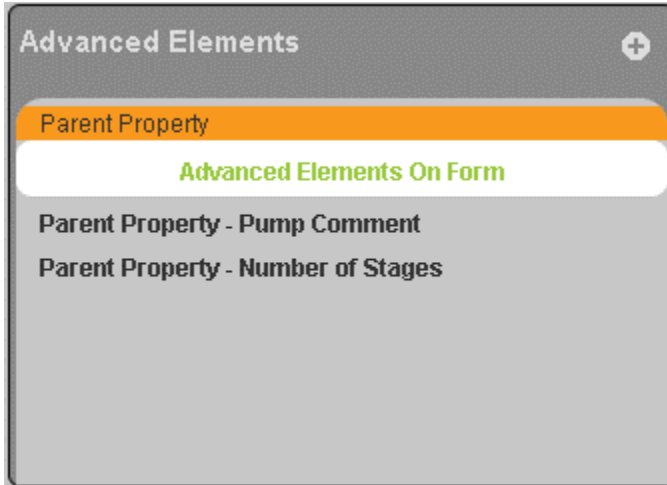
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Parent Property

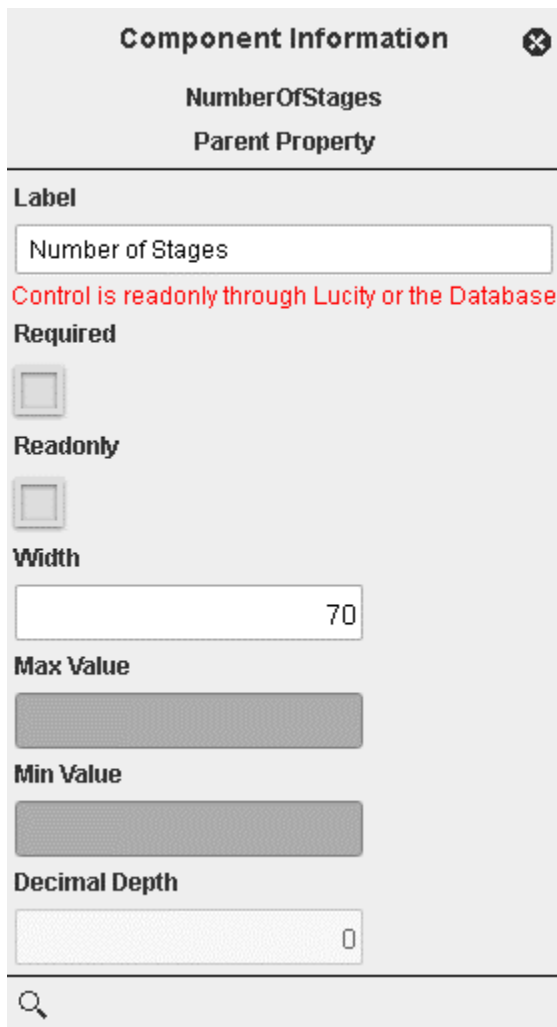Allows a read-only display of parent data on a child form such as inspection.
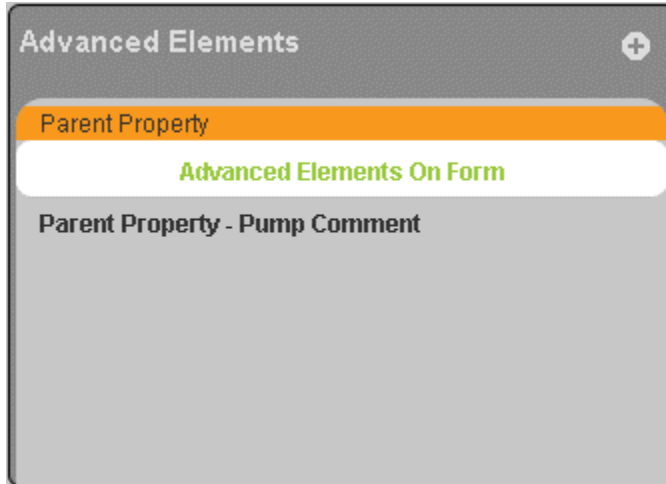
Click the + and select a property to add.

It will be added to the form and will show up in the list of items on the form. It will show up as "Parent Property – {The caption you have applied to the property on the form}".
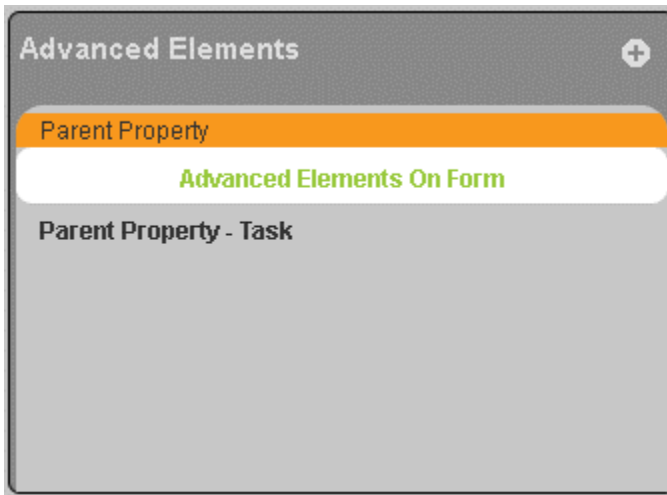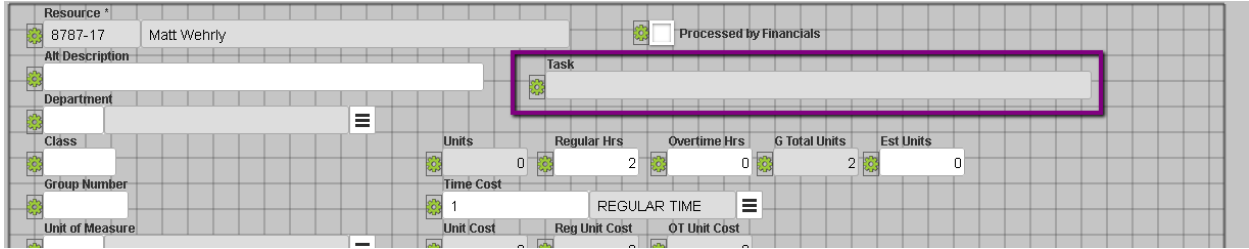

Select attributes can be customized just like any property.

You cannot edit these properties and you cannot yet put them on any grids.

This feature is also available with simple children. For example, you can add a read-only field with the Work order Task description on a work order resource:

Parent properties do not display in mobile yet.

Basic Elements

Pretty self-explanatory. Only label is displayed in mobile. Frames and breaks are not displayed in the Lucity Mobile native applications.

Frames have some special behaviors in the designer. Single clicking a frame selects just the frame. If you double click to select a frame, it selects the frame and all of its contents.

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Tips and tricks

The Hotkeys in the menu lists these:

Key	Function
Left, Right, Up, Down	Move Selected Controls
Ctrl + (Left, Right, Up, Down)	Move Selected Controls more precisely
Shift + Click Grid Line	Select all Elements Below and to the Right of the clicked line
Ctrl + Z	Undo
Ctrl + Shift + Z, Ctrl + Y	Redo

Notable is the shift + click function to easily grab everything and shift the content down for inserting a new row of fields. Which gridlines you have turned on affect the behavior of this auto-select of features.

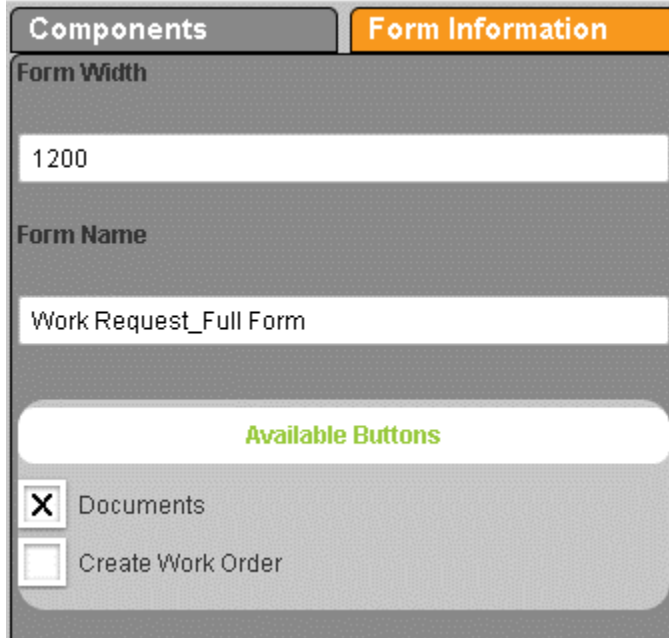With both on:

With only the horizontal grid lines on:

Tab Order

Tab order for any form designed in the web is always left to right, then top to bottom. Any custom tab order is removed when using the web form designer. We will be adding custom tab orders for Lucity 2019.

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Form properties

The form width affects the auto-layout properties of controls. Additionally, we will display a frame around the area so that you do not accidentally layout fields outside the bounds (but we do not block you from doing so). These bounds are only displayed if you have vertical gridlines on.

Tips for forms that layout well on mobile

- Boolean fields require a lot more horizontal space on Android than in iOS or the web. Leave a large buffer to the right of Boolean fields.
- Give labels their own line, don't try and line up a label with controls to the right of the label if you are using Android
- Don't put a lot of labels on a single line or it may wrap around on Android.

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