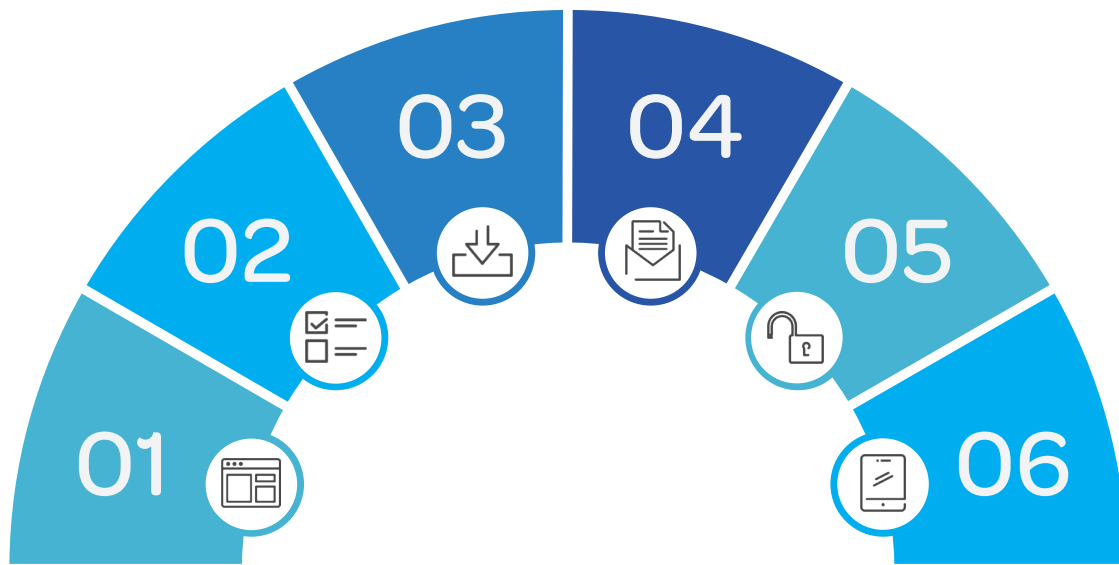


What Happens When Your Forms Are Deployed






The Form Creation Process & Checklist



FORM DEPLOYMENT PROCESS

FORM ACCESS

FORM DEPLOYMENT GUIDANCE/ TROUBLESHOOTING

STEP 01  New custom form definition created	Form Admin Users Only	- Checkform Properties are complete Form Category Form Owner Form Authoriser
STEP 02  Form design populated with sections and fields	Form Admin Users Only	- Add sections to give your form structure - Add the most suitable field types to capture the data you require - Check required fields set correctly - Set fields attributes correctly
STEP 03  Form publish setting configured	Form Admin Users Only	- Document title - Document template - Document publish location - Optional photo publish location
STEP 04  Optional secondary form actions setup	Form Admin Users Only	- Email notification based on project role - This is optional - If left blank then no secondary action occurs
GENERATE FORM		
STEP 05  Form security updated to allow user access based on security role	Form Admin Users Only	- Change form security access group - Regenerate form
STEP 06  Form Deployed	Available to all Mobile Users based on Security Setting	- Available to all mobile users based on security setting