

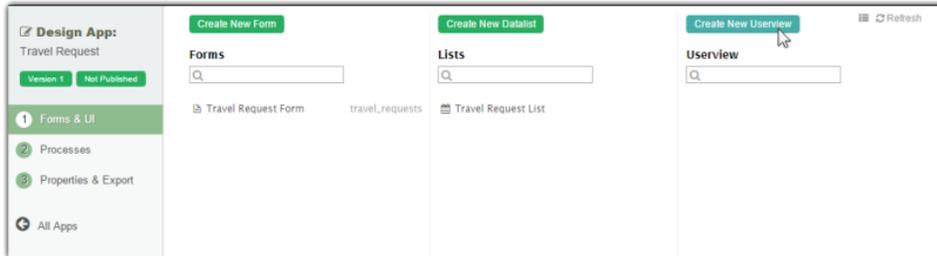
Designing a Userview



Previous step

Make sure that you have first completed the previous tutorial - [Designing a List](#)

1. In the App design page, click on the **Create New Userview** button along the top.

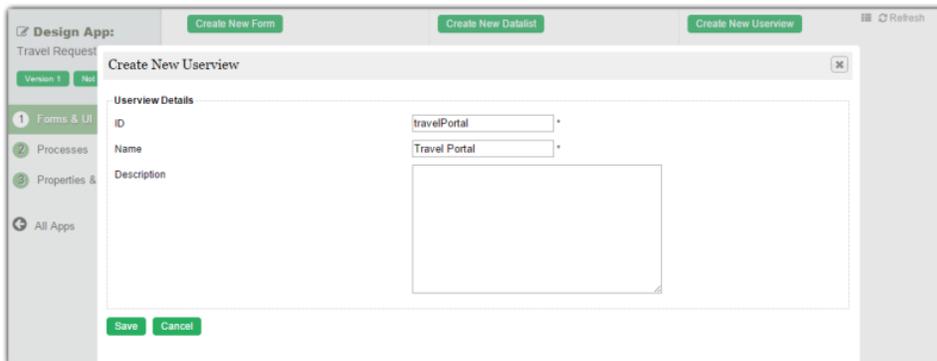


2. Key in the details of the new userview and click on the **Save** button.

ID: A short and unique ID for each userview (no spaces) e.g. **travelPortal**

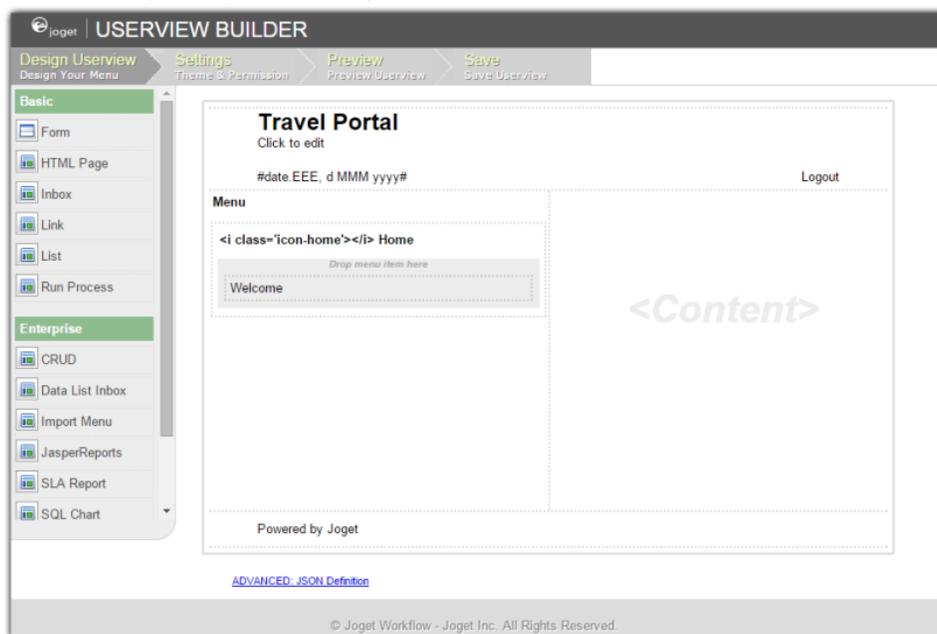
Name: A descriptive name e.g. Travel Portal

Description: Optional description.



3. Click on **Save** to save the userview and launch the **Userview Builder** in a new window. If your browser blocks the popup, click on the form name to launch it.

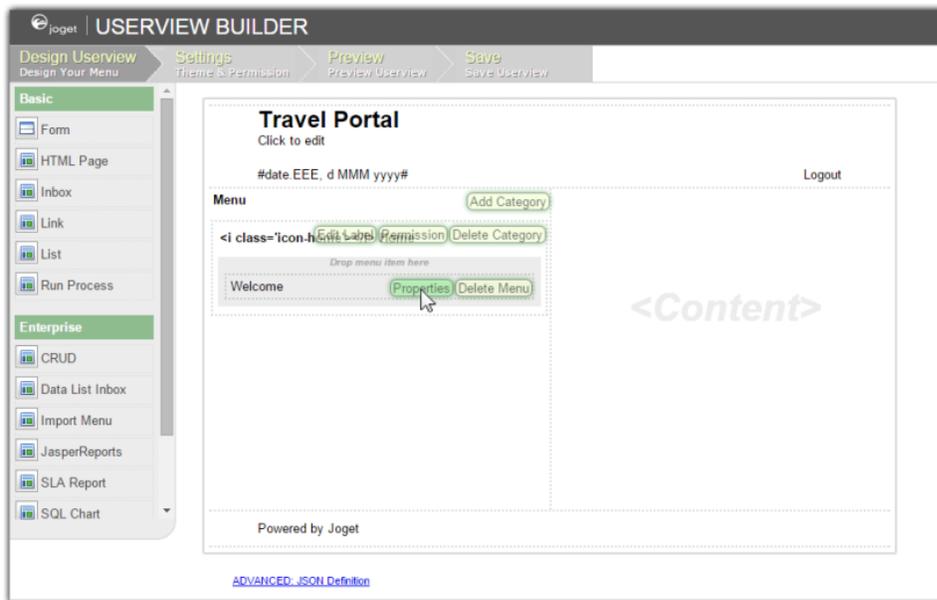
4. The first step in the Userview Builder is the **Design Userview** page. On the **left** is the **palette** containing available **menu elements**. In the middle is the canvas containing the userview **header, footer** and one or



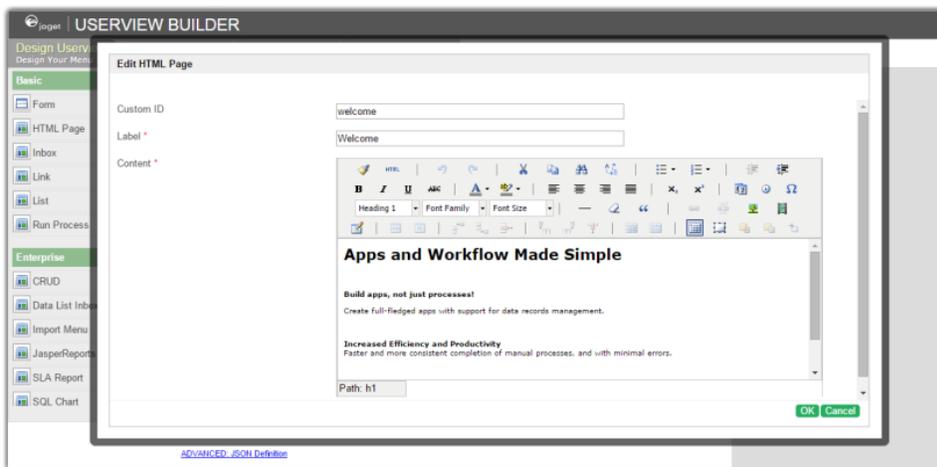
more **menu categories**.

5. When you hover over the canvas **Menu**, a button will appear giving you the option to **Add Category**.
6. You can click any category name to edit it, and drag categories up and down.
7. **Drag** menu elements from the palette into any category.

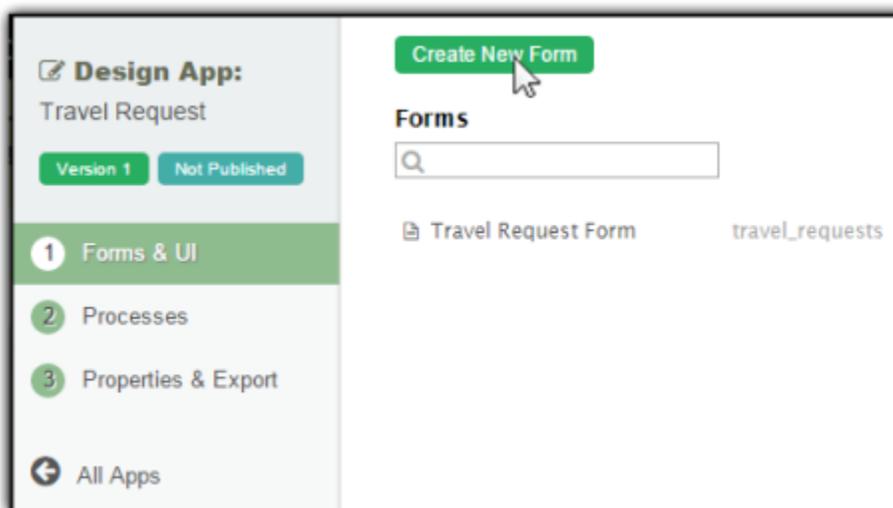
8. Hover over any category or menu element to see the available options.



9. Click on **Properties** button to modify each menu element's properties.



10. At any time, you may preview the userview by clicking on the large **Preview** button at the top.
11. Once you have finished designing the userview, click on the large **Save** button at the top and you will receive confirmation that the userview is saved. You may then continue to design the userview, or close the Userview Builder window.
12. Before a userview can be accessed by a normal user, the app needs to be published. To do that, click on the **Not Published** or **Versions** link on the left in the App design page.



13. A popup displays all versions of the app. Select the radio button next to the latest version and click on the **Publish** button. Once an app is published, its userviews will be available in the App Center.

The screenshot shows a 'Manage App Version' dialog box. At the top, there are three buttons: 'Create New Form', 'Create New Datalist', and 'Create New Userview'. Below these is a sidebar with 'Design App: Travel Request' and a list of components: 'Version 1', 'Forms & UI', 'Processes', 'Properties &', and 'All Apps'. The main area contains a table with the following data:

Version	Published	Notes	Date Created	Date Modified
<input checked="" type="radio"/> 1			2015-04-07 18:39:19.0	2015-04-07 18:39:19.0

At the bottom of the dialog, there is a pagination control showing 'Page 1 of 1' and 'Displaying 1 to 1 of 1 items'. Below the pagination are five buttons: 'New Version', 'Publish', 'Unpublish', 'View', and 'Delete'.