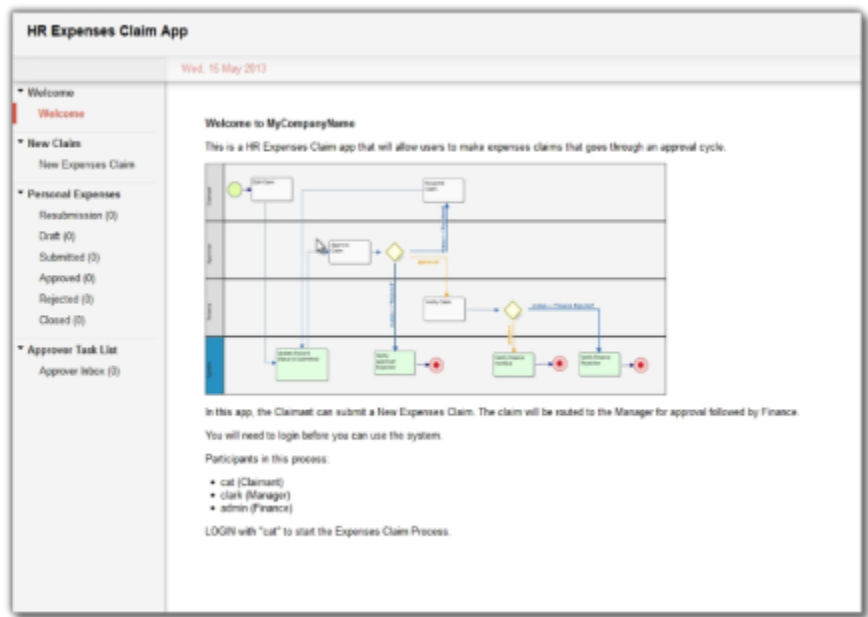
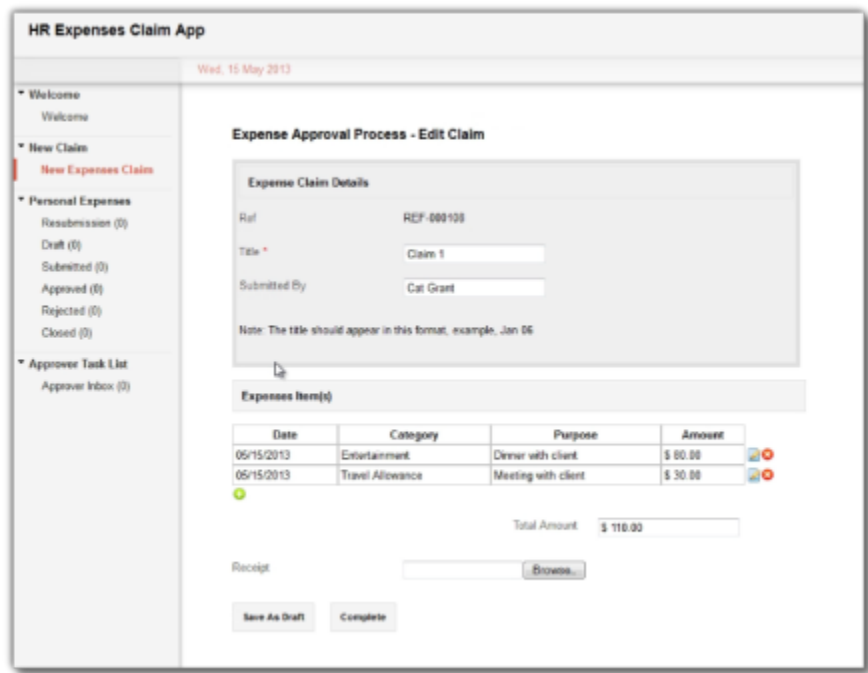


# Introducing Userviews, Forms, Lists and Processes

1. A **userview** is a front-end UI for an app. An app may contain 1 or more userviews. Userviews can have different themes, and consist of menu pages that contain forms, lists, reports, HTML content, etc.



2. **Forms** are used to capture and present information. Many form elements are available, ranging from a simple textfield to more complex types such as form grids. In the sample HR Expenses Claim App, login as a normal employee (**Cat**) and click on the **New Expenses Claim** to see an expenses claim form. Fill up the form and click on **Complete** to submit.



3. **Datalists** (or **Lists** for short)\* are tables or reports in tabular format, providing features such as paging, sorting, filtering and exporting. Logout and login as **Cat's** manager **Clark**, then click on **Approver Inbox** in the menu. The page displays a datalist showing the task inbox, in this case Clark will see a pending claim from Cat.

**HR Expenses Claim App**

Wed, 16 May 2013

- Welcome
  - Welcome
- New Claim
  - New Expenses Claim
- Personal Expenses
  - Resubmission (0)
  - Draft (0)
  - Submitted (0)
  - Approved (0)
  - Rejected (0)
  - Closed (0)
- Approver Task List
  - Approver Inbox (1)

Title#	Ref	Submitted By	Total	Date Created	
Claim 1	REF-000108	Cat Grant	\$ 110.00	2013-05-15 17:14:54.8	<a href="#">Approve Claim</a> <small>One item found</small>

CSV | Excel | PDF

4. The task created shows a **workflow process** in action, where a task is routed to the appropriate person. The process may also involve integration to external systems such as sending emails or updating external databases. As Clark, click on the **Approve Claim** link to view and approve Cat's submission.

**HR Expenses Claim App**

Wed, 16 May 2013

- Welcome
  - Welcome
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  - New Expenses Claim
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  - Resubmission (0)
  - Draft (0)
  - Submitted (0)
  - Approved (0)
  - Rejected (0)
  - Closed (0)
- Approver Task List
  - Approver Inbox (1)

**Expenses Item(s)**

Date	Category	Purpose	Amount
05/15/2013	Entertainment	Dinner with client	\$ 80.00
05/15/2013	Travel Allowance	Meeting with client	\$ 30.00
Total Amount			\$ 110.00

Receipt

**Approval**

Status \*

Approver

Approver Comments

Save As Draft Complete

5. The HR Expenses Claim App demonstrates a process driven app. To see a different type of app in action, launch the **Simple CRM** in the App Center. This app is focused on data management, providing a no-frills approach to manage accounts, contacts, opportunities and cases.



6. The Simple CRM also demonstrates more advanced reporting capabilities such as tabular management reports and graphical charts.

