


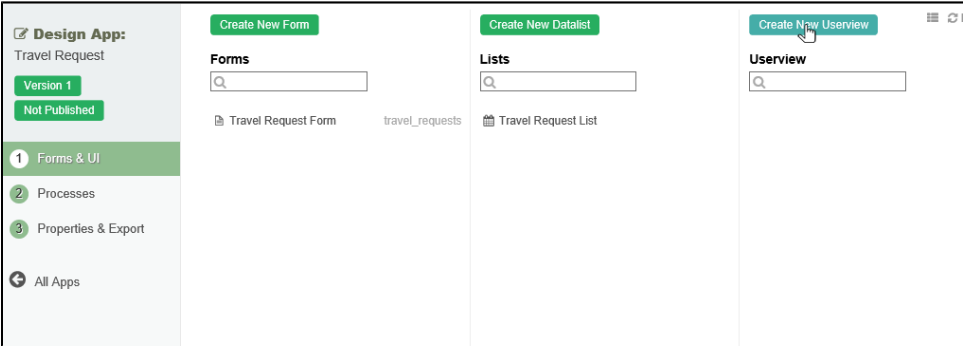
Designing a Userview



Previous step

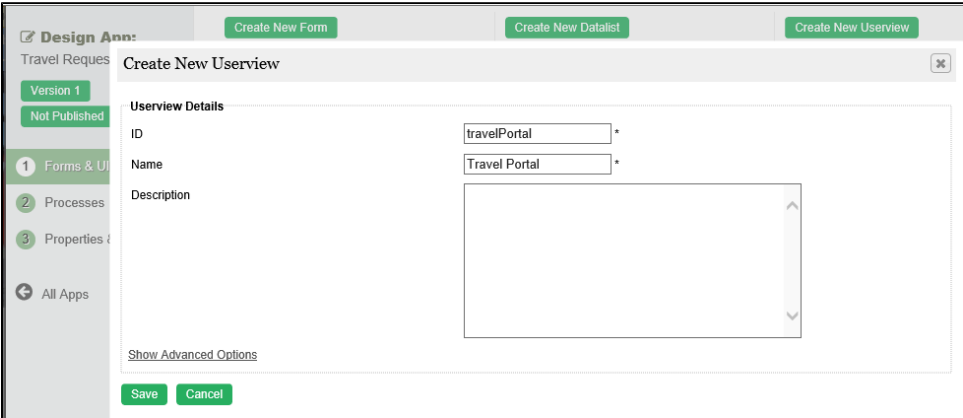
Make sure that you have first completed the previous tutorial - [Designing a List](#)

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





The screenshot shows the 'Design App' interface for a 'Travel Request' app. On the left is a sidebar with a 'Design App' header, 'Travel Request' title, 'Version 1' status, 'Not Published' button, and a list of steps: '1 Forms & UI' (selected), '2 Processes', '3 Properties & Export', and 'All Apps'. The main area has three tabs: 'Forms', 'Lists', and 'Userview'. The 'Userview' tab is active, showing a 'Create New Userview' button at the top right. Below the tabs are sections for 'Forms' (containing 'Travel Request Form' and 'travel_requests'), 'Lists' (containing 'Travel Request List'), and 'Userview' (empty).

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



The screenshot shows the 'Create New Userview' dialog box. It has a title bar with 'Create New Userview' and a close button. The main area is titled 'Userview Details' and contains three fields: 'ID' with the value 'travelPortal', 'Name' with the value 'Travel Portal', and 'Description' which is empty. There are asterisks next to the ID and Name fields. At the bottom left is a 'Show Advanced Options' link, and at the bottom right are 'Save' and 'Cancel' buttons.

Name	Description
ID	<div>Unique ID to represent this entity.</div> <div><div><div></div><div><p>Naming convention</p><p>A standard naming convention is highly recommended to be used across the development of your App to maintain consistency and ease maintenance works.</p><p>Camel case naming convention is recommended for this field.</p><p>Example: <code>travelPortal</code></p></div></div></div> <div><div><div></div><div><p>Important Note</p><p>The ID declared here would be part of the eventual URL seen by the end users. Try to choose something short and meaningful.</p></div></div></div>

Name	<p>Name to represent this entity.</p> <div> <i>i</i> Example Travel Portal </div> <div> <i>i</i> Important Note The name declared here would be the userview name seen by the end users. Try to choose something short and meaningful. </div>
Description	Entity description. (OPTIONAL)
Duplicate Userview from	With the above information filled up, one can choose to clone the design from existing Userview entity.

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.

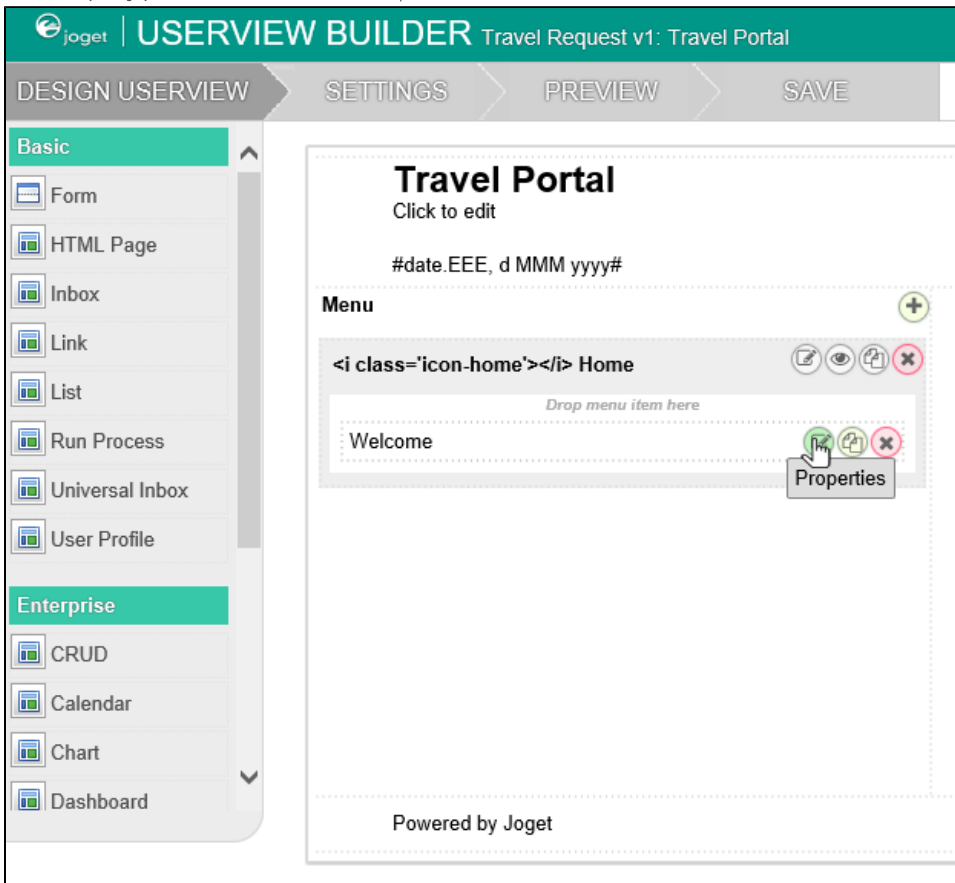
4. The first step in the Userview Builder is the **Design Userview** page. On the **left** is the **palette** containing available **menu elements**. In the middle is the canvas containing the userview **header**, **footer** and one or more **menu categories**.

5. When you hover over the canvas **Menu**, a button will appear giving you the option to **Add Category**.

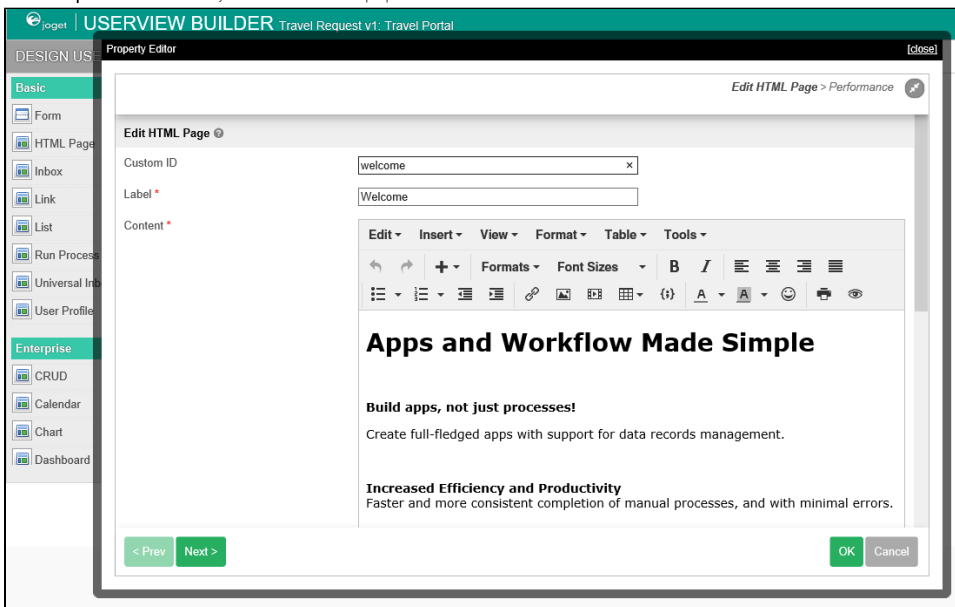
6. You can click any category name to edit it, and drag categories up and down.

7. **Drag** menu elements from the palette into any category.

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

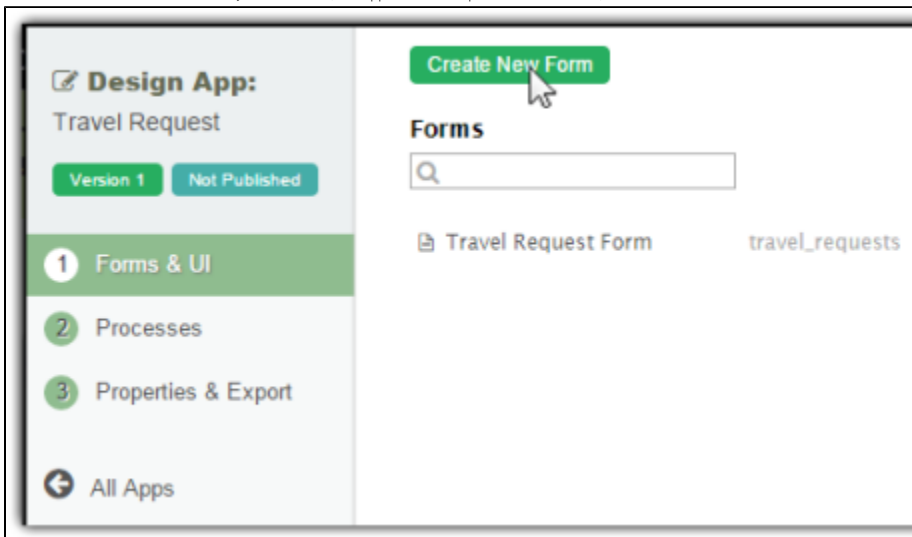


9. Click on **Properties** button to modify each menu element's properties.



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 an 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.

