

Edit form for More Service Portal

To create or edit a form, open Setting menu Setup

Case search ...

User accounts and roles

Users

Roles and access management

Access management

Roles

Groups

Team

Customers

Companies

Apps

Configure

More Service Portal

Service messages

Portal settings

Forms

Look and feel

System map

Object types

Forms

Email setup

Email templates

Asset

Settings

Object types

Service Desk

Template tree structure

Status

Social Media

Service level

Setup

Priority

FAQ

Download

Categories

Case templates

Case flow

Notifications

Operating unit

IT

Forms available

✓

Bestille PC

✓

Bestille skriver

✓

Søknad om leie av firmahytte

✓

Standard

✓

Bestillingskjema for utstyr og materiell

✓

Ny ansatt i avdelingen.

✓

Ny ansatt i bedriften godkjenning av leder påkreves ved innsendelse. Dette skjer automatisk.

✓

Ny ansatt plassering og materiell

✓

Søknad om tilgang til applikasjon

☐

Include deleted

NEW FORM

Press FORMS to open the forms module. Here you will see a list over existing forms. You can also list deleted forms.

Click "New form" to create a new form.

Create new form

Form Name

Description

SUBMIT

SAVE

Subject

Description

Category

Object

User selector advanced

User selector simple

Multi level select

Attachments

Autocomplete

Button

Hidden input

Paragraph

Header

Select

Checkbox Group

Radio Group

Text Field

Date Field

Number


Text Area


Textbox advanced


Give the form a title.


Click or drag and drop elements from the right list into the form. Change element order by dragging the element up or down.

Order new laptop


 Autocomplete

 Button

 Checkbox Group

 Date Field

 File Upload


 Header


Give the element a label and settings by clicking the edit button that is displayed on mouse-over on an element.


Order new laptop

Autocomplete



 Autocomplete

 Button

 Checkbox Group

Add settings. When you are done, click "Close" at the bottom of element settings.

Order new laptop

Autocomplete ✕ ✎ 📋

Required ☐

Label

Autocomplete

Help Text

Placeholder

Class

form-control

Name

autocomplete-1593689337968

Access

☐ Limit access to one or more of the following roles:

Options

Option 1	option-1	
Option 2	option-2	✕
Option 3	option-3	✕

Add Option +

Close

You have to add a submit button to your form to send it to More Service Agent Portal.

Drag a Button element from the list.

Autocomplete

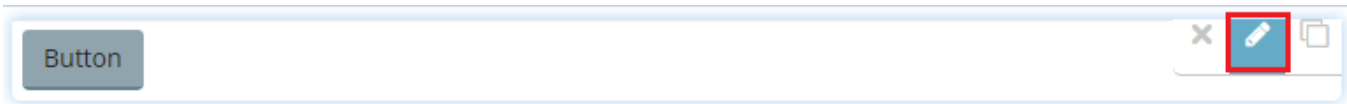
Button

Checkbox Group

Date Field

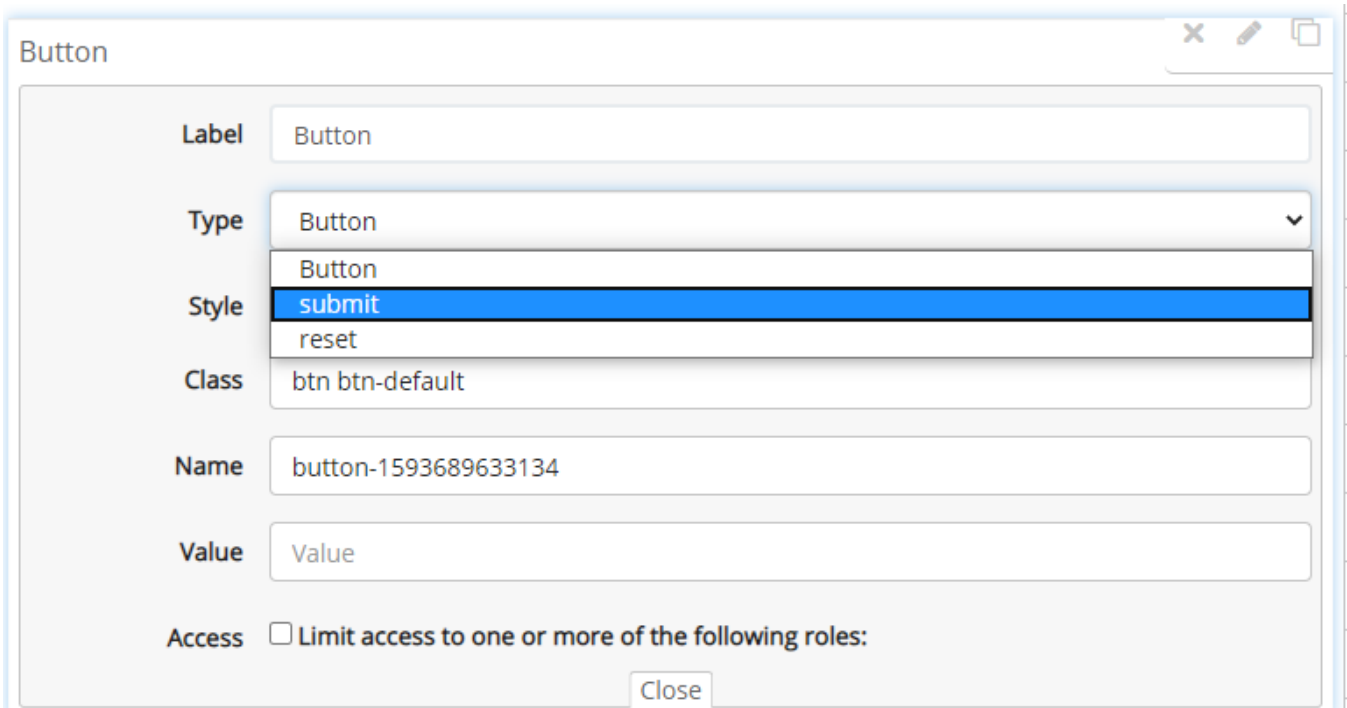
File Upload

Click the edit button.



Button

In the "Type" field you select "submit". The form will be submitted to More Service Agent Portal.



Button

Label Button

Type Button

Style submit

Class btn btn-default

Name button-1593689633134

Value Value

Access ☐ Limit access to one or more of the following roles:

Close

Click "Save" at the bottom right when the form is finished.

Button

Button

Checkbox Group

Date Field

File Upload

Header

Hidden Input

Paragraph

Number

Radio Group

Select

Text Field

Text Area










User selector advanced

User selector simple

{ } Save

Submitted forms can end up in the Inbox, or you can redirect it to a team in More Service Agent Portal. Click "Register" to process the form.

Inbox

Received	Type	Subject	User	Department
2020-07-02 13:...		Order new laptop	Admin Admin	
2020-07-02 12:15		Undelivered Mail Returned to Sender		
2020-07-02 10:19		Skjemattittel	Admin Admin	
2020-07-02 10:18		Skjemattittel	Admin Admin	
2020-07-02 10:18		Skjemattittel	Admin Admin	
2020-07-02 10:17		Skjemattittel	Admin Admin	
2020-07-02 10:10		Skjemattittel	Admin Admin	
2020-07-02 09:53		Skjemattittel	Admin Admin	
2020-06-30 14:08		Skjemattittel	Admin Admin	

LATEST

2020-07-02 12:15 - 7 - Skjemattitte
2020-07-02 12:14 - 6 - Skjemattitte
2020-06-30 11:47 - 5 - Skjemattitte
2020-06-18 12:14 - 3 - Printer rest

Subject Order new laptop

Jusername admin

Name Admin Admin

Customer

Email tms02@technet.no

CC

Phone 99000000

Type Brukerweb 

Attachments None

Create as Incident

REGISTER

MERGE

ADD TO THE CASE


DELETE

In "Description" window you can see the FORM ".

templates	▼	Attributes	▼	Beskrive
Category		Priority		Kategori
Order	▼	Medium	▼	Status e
SAP		Batch number		Sakstyp
Object search	✂	Planned start date	✕	Service

Description

Bestille skriver




Velg skriver type. Du kan kun velge en pr bestilling.*

☒ Multifunction printer
 ☐ Local printer
 ☐ Network printer

Velg merke

☐ Canon
 ☒ HP



HP n282nv

To send the form by email click "SEND THE FORM BY EMAIL"

Description
SEND THE FORM BY EMAIL

The "Form" is created as a PDF file and attached to the email.

Email

To

Cc

Subject

Bestille skriver

Email template

Drag 'n' drop attachments here, or click to select files

Existing attachments

bestilleskriver_form_2023-10-30.pdf

Paragraph

Mvh Gunn Garvik

Bli kvitt utdaterte arbeidsmåter

GA TIL MORESERVICE.NO