Edit form for More Service Portal

To create or edit a form, open Setting menu Setup

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.

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.

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

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
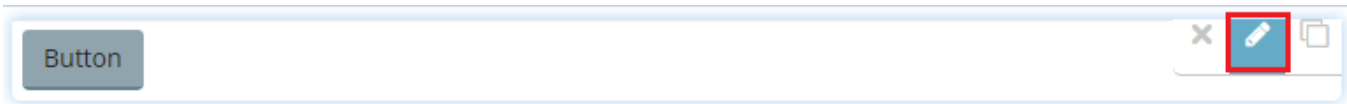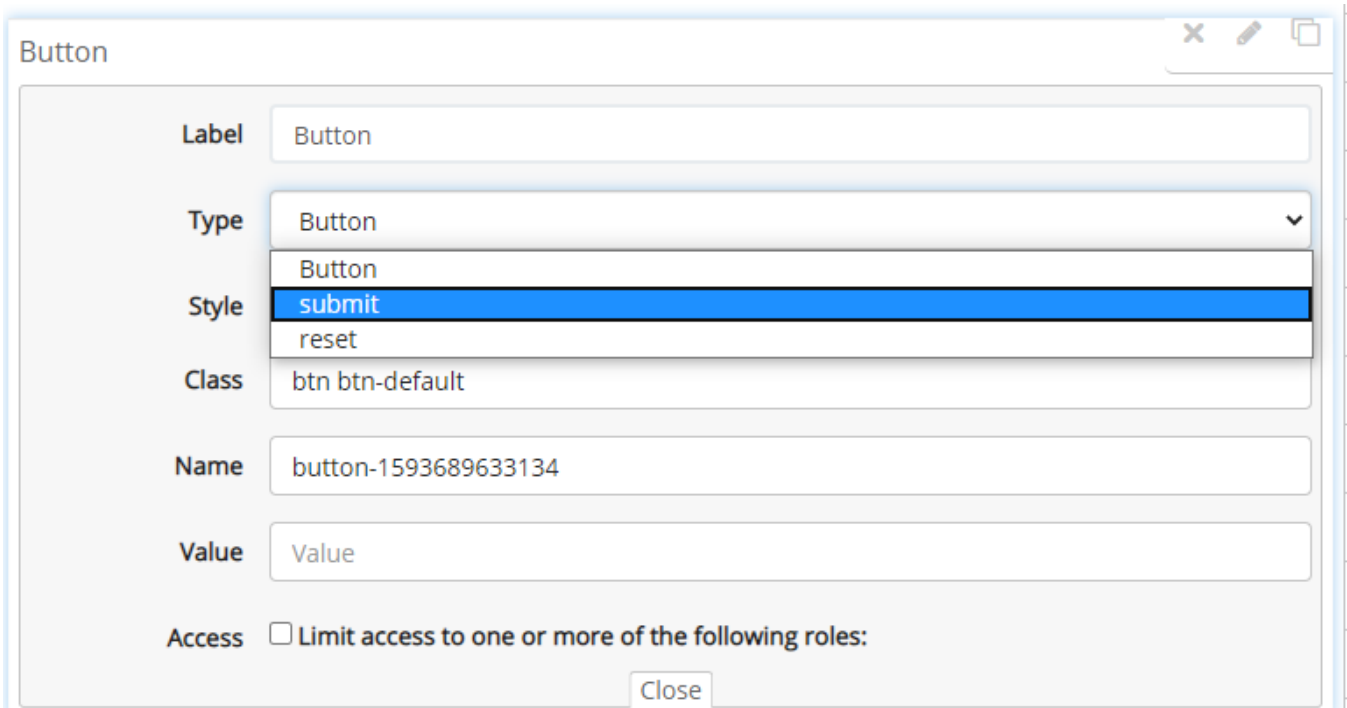- ▭ Button
- ☰ Checkbox Group
- 📅 Date Field
- ⬆ File Upload

Click the edit button.

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

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

	Button
	▦ Checkbox Group
	📅 Date Field
	⬆ File Upload
	H Header
	▭ Hidden Input
	¶ Paragraph
	# Number
	▤ Radio Group
	▤ Select
	⬚ Text Field
	▤ Text Area
	User selector advanced
	User selector simple

Button

{ } 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	⅍	Skjematittel	Admin Admin		
2020-07-02 10:18	⅍	Skjematittel	Admin Admin		
2020-07-02 10:18	⅍	Skjematittel	Admin Admin		
2020-07-02 10:17	⅍	Skjematittel	Admin Admin		
2020-07-02 10:10	⅍	Skjematittel	Admin Admin		
2020-07-02 09:53	⅍	Skjematittel	Admin Admin		
2020-06-30 14:08	⅍	Skjematittel	Admin Admin		

LATEST

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

Subject	Order new laptop
Username	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 kan see the FORM ".

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

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