

# Edit form for More Service Portal

To create or edit a form, open Setting menu Setup

Case search ...

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✓

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

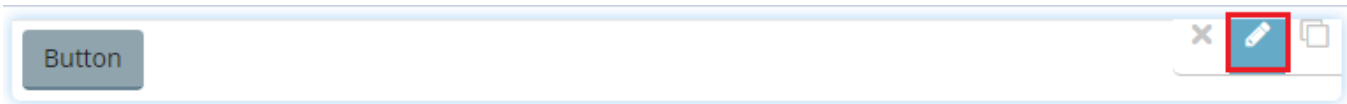
Button

Checkbox Group

Date Field

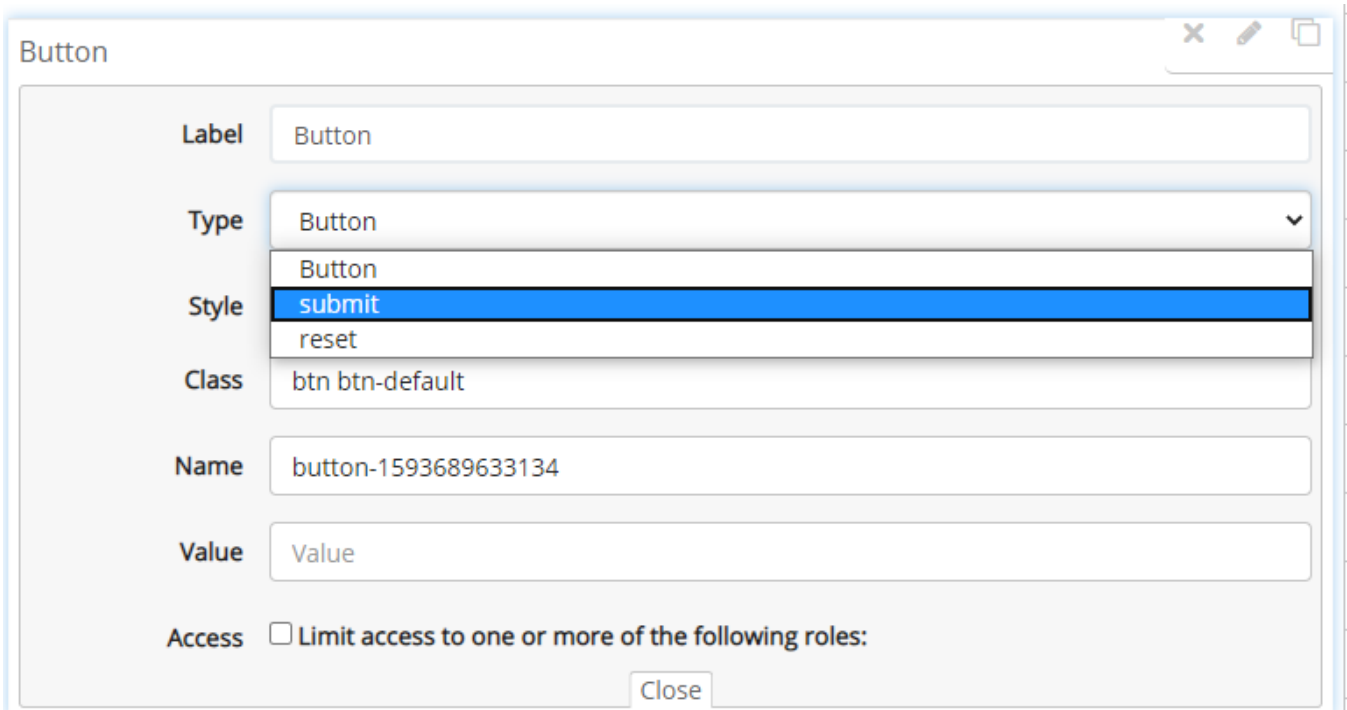
File Upload

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	▼ Assets		Beskrivelse
Category	Priority		Kategori
Order	▼ Medium		Status og leveringsdato
SAP	Batch number		Saksstyrer
Object search	Planned start date		Serviceleveringstidspunkt

Description



### Bestille skriver




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

☒ Multifunction printer   
 ☐ Local printer   
 ☐ Network printer

Velg merke

☐ Cannon    
☒ HP 


HP n282nv

To send the form by email click "SEND THE FROM 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

Bestilte skraver

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

Existing attachments

bestilteskraver\_form\_2023-10-30.pdf

Paragraph

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Mvh Gunn Garvik

Bli kvitt utdaterte arbeidsmåter

GA TIL MORESERVICE NO →