

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

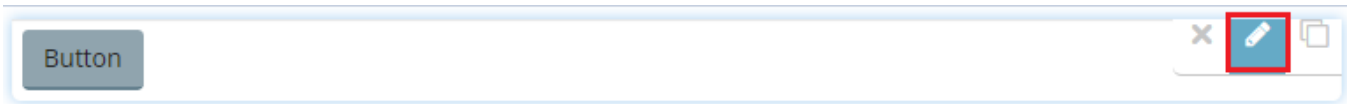
Button

Checkbox Group

Date Field

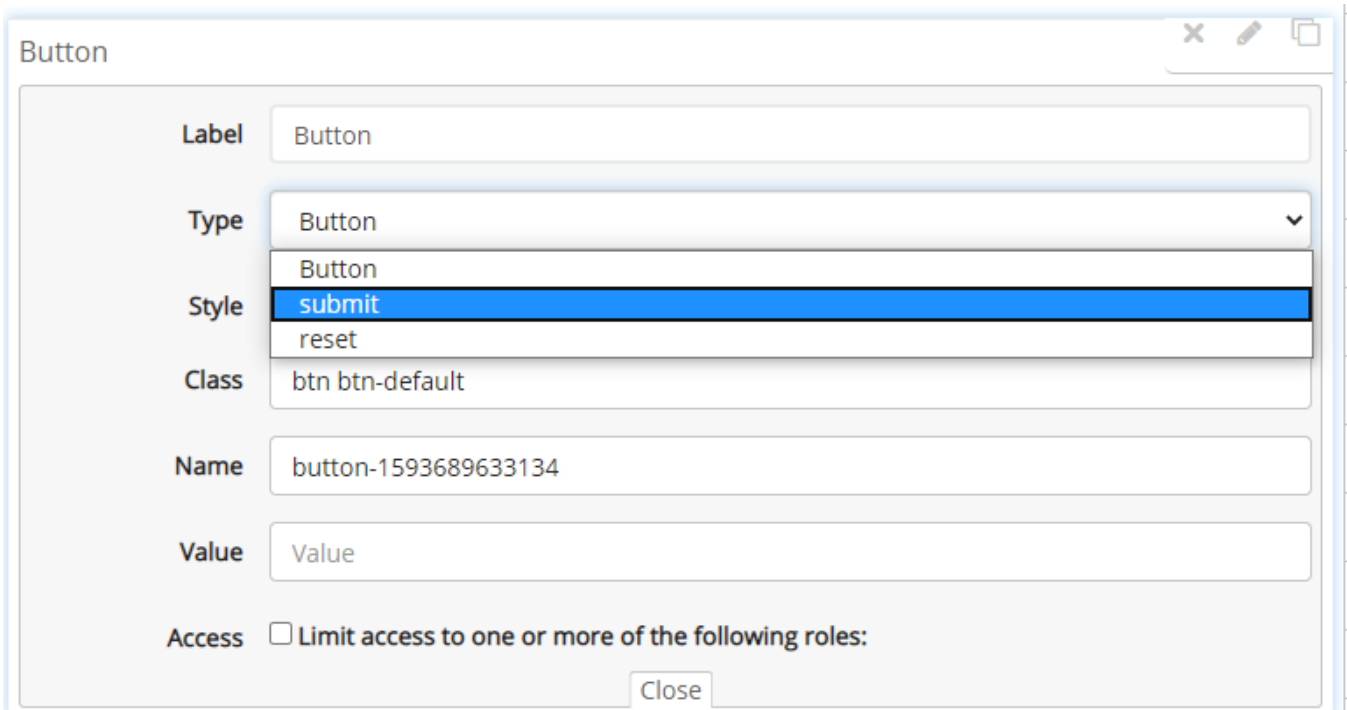
File Upload

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

