



GOVERNMENT 311 APPLICATION



WAG™

Web App Generator™

Democratizing Application Development™



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Overview

With WAG™ everyone can create custom mobile and web apps and run them for large scale audiences – free of charge.

The types of apps that can be created with WAG™ include: Consumer, Business, Government (including GovCloud), Healthcare, Education, Non-Profits and many other verticals.

An app that takes several programmers one year to develop, takes a few days to create using WAG™ - without requiring programming experience.

WAG™ is unlike any other product on the market. WAG™ empowers people to do things that they just can't do today. We call this *democratizing application development™*.

Create your app once - and it runs on all the major desktop browsers and all the major mobile devices as a native app on, just the way Facebook can be accessed via a web browser and via a native mobile app.





Objective

In this tutorial we take a look at creating a Government Services 311 App.

In the User Mode of this app we demonstrate how a citizen submits a request to fix a broken curb from their iPhone, complete Who, What, When and Where sections, uploads Photo of the broken curb via an easy to use multi-tab mobile user interface.

We demonstrate some great features that can be used while creating any app using WAG™.

WAG™ Web App Generator allows you to create mobile and web apps that run on all major devices.

In this tutorial we will detail creating an entire 311 WAG™ application. It will cover several concepts including:

- Using tabs as a navigational widget for switching between the application parts
- Buttons and their associated Events
- Combo Boxes for autocomplete functionality

By the end of this tutorial (about 20 minutes), you will have created a fully working *311 (government services)* application that runs on all the major desktop browsers and all the major mobile devices as an app with access to the mobile devices resources including camera, photo gallery, location etc.

You can also find the video tutorial for creating *311 Application* at our YouTube channel.

Visit <http://www.youtube.com/WebAppGenerator>



Complaint ↻

Available Actions Save Cancel

Main What Where Who Submit

What:

Complaint:	Curb
Category:	Report a damaged curb
Specific:	Next to a residential building
Description:	
Date Observed:	03/29/2013 mm/dd/yyyy
Time Observed:	

Where:

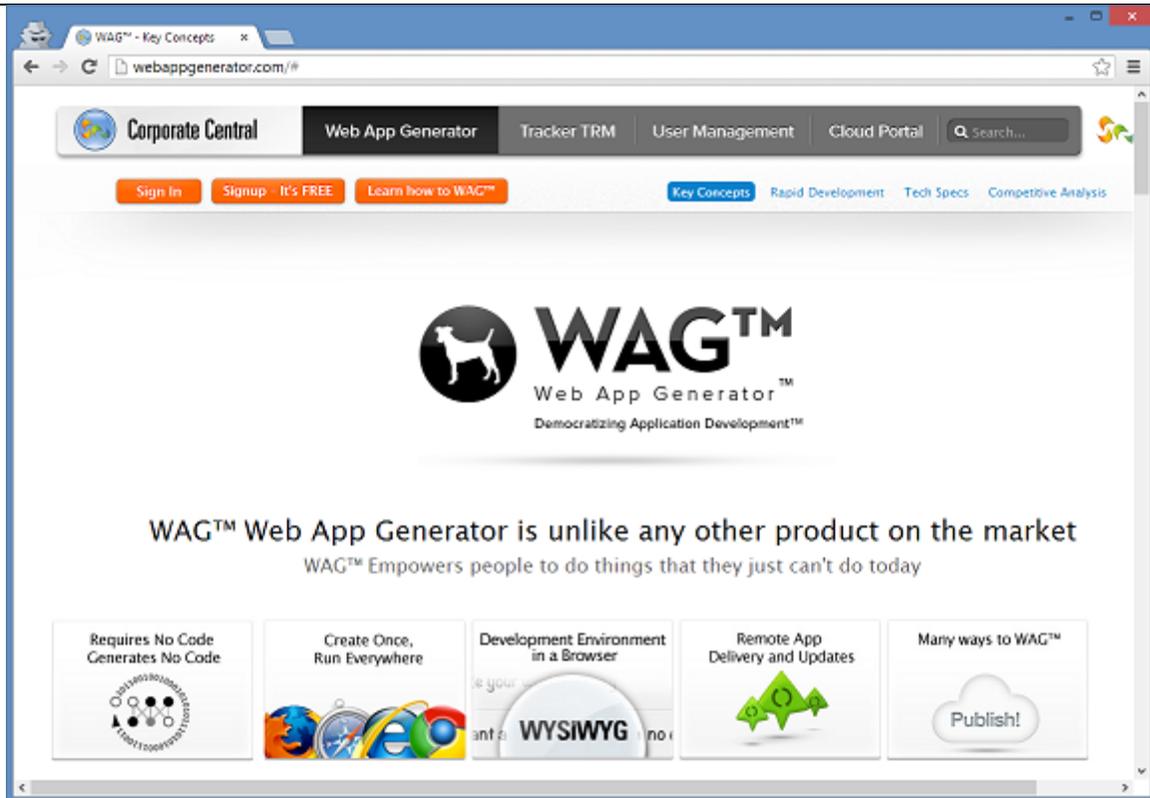
Address Type:	Street
Neighborhood:	Manhattan
Building #:	
Street Name:	Broadway
Apartment #:	
Additional Location Info:	

Who:

Email Address:	johndoe@gmail.com
First Name:	John
Last Name:	Doe
Daytime Phone #	2035689456
Address:	
Apt #:	

Submit

This tutorial will help you to create an application that will enable your users/clients/customers/citizens to submit complaints to your company/county using any device: computer, smartphone, or ipad/Android You will be able to create this application in less than an hour, without knowing prior any programming language. Lets get started.



[Step 1. Getting Started With WAG™](#)

❖ Create an Account

1. Go to www.corporatecentral.com.
2. Click the **Signup—It's FREE** button.
3. Fill out the Form with your information and click **Signup**.
4. Check your email account. You should receive an email message with a link to activate your subscription (if you don't see the email, check your spam folder).

Once you've activated your subscription, return to corporatecentral.com and click **Sign In**.



Add New Application

Application Information	
Application Name:	<input type="text" value="311"/> <small>Name of the application</small>
Application Description:	<input type="text"/> <small>Description of the Application (Optional)</small>
Application Theme:	<input type="text" value="iOS Inspired (Global)"/> <small>Theme of the application.</small>
Private:	<input type="checkbox"/> <small>Private Application will not be displayed in Application List.</small>
Email Address for Testing:	<input type="text"/> <small>All Email Actions will be sent to the comma delimited email address list entered here, overriding application and global definitions</small>
Choose Application Design Template	
<input checked="" type="radio"/> No Design Template	<input type="radio"/> Select a WAG™ Application to use as my Design Template
Allow design changes:	<input checked="" type="checkbox"/> <small>If Checked, changes will be allowed to the application design</small>
<input type="button" value="Create Application"/> <input type="button" value="Cancel"/>	

[Step 2. Creating a New Application](#)

1. Click Add New Application
2. In the above screen, enter your Application Name: 311
3. Click Create Application to continue



1. Creating a New Form



- 1) In Design Mode, click on **Add a New Form**

Key Point

Design Mode is where you create your app.

Key Point

Forms allow inputting data into your app. For example, this would be where a user types in an item in a To Do List. In the case of our application, you will create a 311 APP using the Forms.



2. Creating a New Form Named Complaint Type

Name *:

Description:

Select a
Type to
Copy:

2) Click Save



❖ Creating Text Field Named Complaint Type

The screenshot displays the 'Complaint Type' configuration interface. At the top, there is a header with 'Complaint Type: Edit' and 'Buttons Visibility: Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. The main workspace is divided into a left pane showing a 'Complaint Type' section with a 'Click here to Add Fields' link, and a right pane titled 'Section - Complaint Type' with an 'Add' button. The right pane contains configuration fields: 'Section Name' (Complaint Type), 'Display Order' (0), 'Theme' (-Default-), and 'Section Type' (Standard). A 'Toolbox' is overlaid on the workspace, with the 'Fields' category highlighted in yellow. At the bottom of the right pane are 'Save', 'Reset', and 'Delete' buttons.

1. Click on **Fields** in the Toolbox.



Complaint Type: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Complaint Type

Complaint Type

Click here to Add Fields

Section - Complaint Type

Edit Add

Section Name Complaint Type

Display Order 0

Theme -Default-

Type Standard

Help Add

Print Preview

Control

Enable/Enable Control

Complaint Type

Complaint Type

Save Reset Delete

Toolbox

- ▼ Tabs/Column
- ▼ Section
- ▲ Fields
 - Button
 - Calendar Date
 - Combo Box
 - Date
 - List
 - Memo
 - Number
 - Query List
 - Record ID
 - Text
 - UNITE Names
 - Yes/No

1. The **Fields'** categories in the Toolbox should now be expanded as on the screen



Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Complaint Type

Complaint Type

Complaint Type

Text Text

Field - Text

Edit Event Add

Field Name Text

Field Type Text

Theme -Default-

None

Add

200

trol

able Control

alidation

/alue

0

Save Reset Delete

Toolbox

- ▼ Tabs/Column
- ▼ Section
- ▲ Fields
 - Button
 - Calendar Date
 - Combo Box
 - Date
 - List
 - Memo
 - Number
 - Query List
 - Record ID
 - Text
 - UNITE Names
 - Yes/No

1. Drag and drop a Text Field from the Toolbox.

Key Point

We will drag and drop different elements from the toolbox during whole tutorial. These elements create nest to enter the data e.g complete and submit a complaint.



❖ Naming the Text Field

Complaint Type: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Complaint Type

Complaint Type

Text Text

Field - Complaint type

Edit Event Add

Field Name Complaint Type

Field Type Text

Theme -Default-

Input Mask None

User Mode Help [Add](#)

Field Size 200

Required

Calculated

Visibility Control

Editability/Enable Control

Save Reset Delete

1. In the Properties Box, click in the **Field Name**
2. Type *Complaint Type*
3. Click **Save** then **Close**



❖ Create another Form

Form	Public Access Settings
Complaint Type	None

1. Click on Add New Form

Name *:

Description:

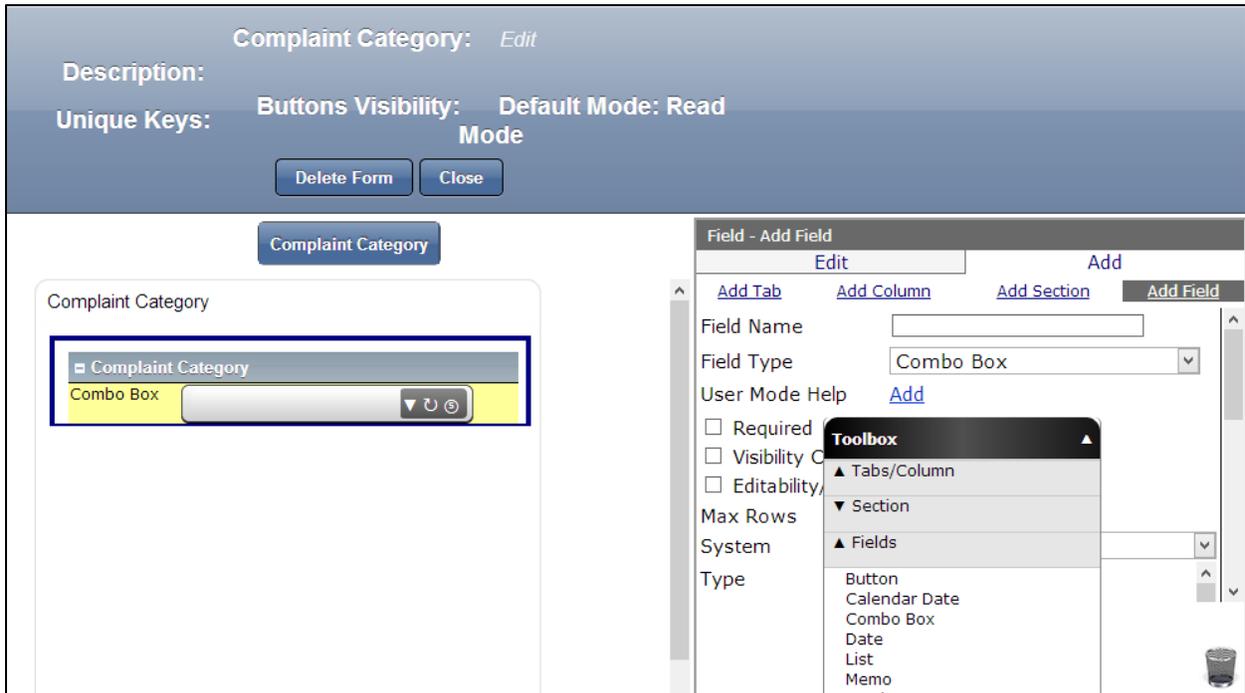
Select a Type to Copy:

Save Cancel

2. Type Complaint Category in the Name field and click Save



❖ Creating Combo Box Field Named Complaint Type



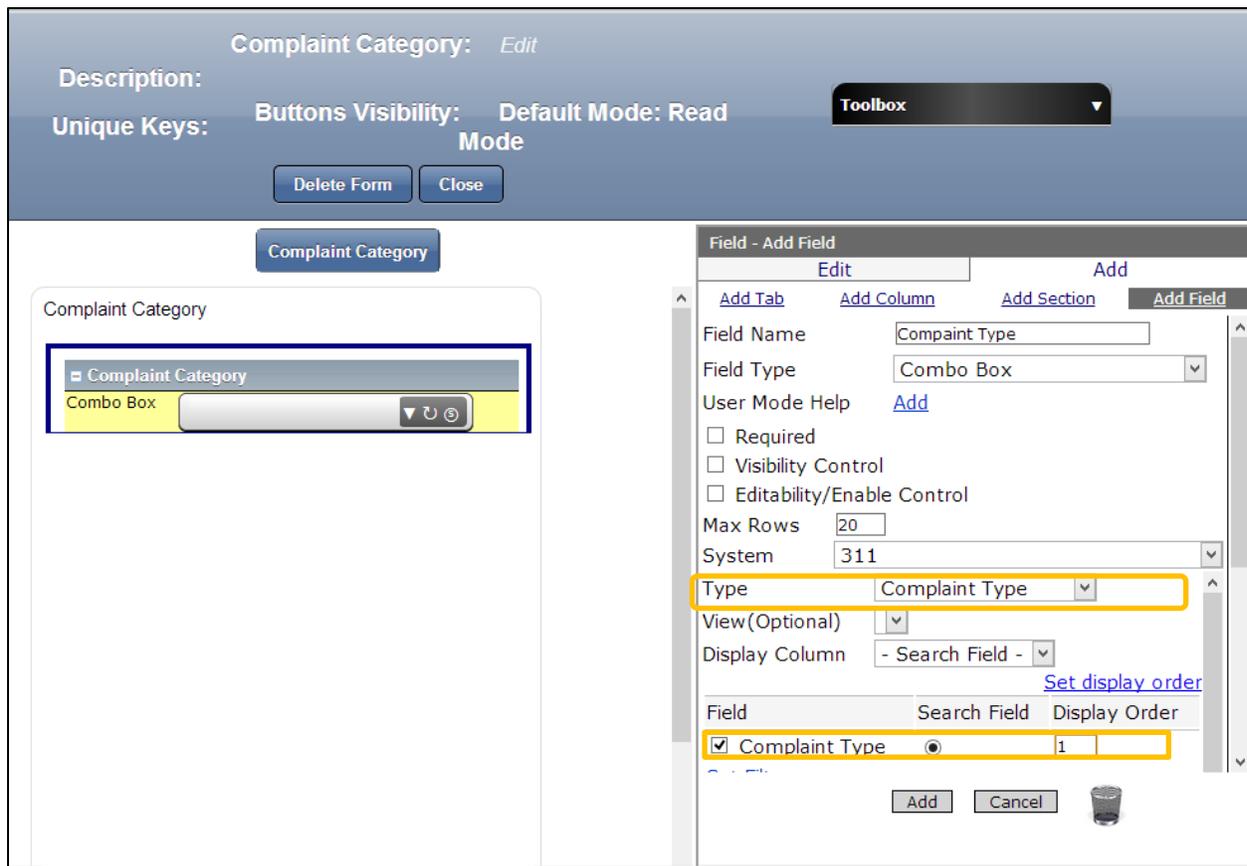
1. Drag and drop a Combo box Field from the Toolbox

Key Point

Combo boxes allow you to view and search through an object's data to ultimately choose a single record.



❖ Naming the Combo Box



1. In the Properties Box, click in the **Field Name**
2. Type *Complaint Type*
3. Click **Save** then **Close**
4. In the **Type** field choose **Complaint Type** from the drop down list
5. In the **Field** check to box next to **Complaint Type**
6. Click **Add** at the end

The instructions 4 and 5 are exclusively for Combo Box functionality. All the complaint type values will appear in the Combo Box as a drop down list.



❖ Creating a Text Field Named Category

1. Drag and drop a Text Field from the Toolbox



❖ Naming the Text Field

The screenshot displays the WAG software interface. At the top, there is a header bar with the text "Complaint Category: *Edit*". Below this, there are labels for "Description:", "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". A "Toolbox" dropdown menu is visible on the right. Two buttons, "Delete Form" and "Close", are located below the header. The main workspace shows a form titled "Complaint Category" with a "Complaint Type" dropdown menu and a "Text" field containing the word "Text". To the right of the form is a "Field - Text" properties box with tabs for "Edit", "Event", and "Add". The "Edit" tab is active, showing the following settings: Field Name (Category), Field Type (Text), Theme (-Default-), Input Mask (None), User Mode Help (Add), and Field Size (200). There are also checkboxes for "Required", "Calculated", "Visibility Control", and "Editability/Enable Control". At the bottom of the properties box are "Save", "Reset", and "Delete" buttons, along with a trash icon.

1. In the Properties Box, click in the **Field Name**
2. Type *Category*
3. Click **Save**



❖ Creating List Field

The screenshot displays the 'Complaint Category' configuration window. At the top, it shows 'Complaint Category: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below these are 'Delete Form' and 'Close' buttons. The main area shows a 'Complaint Category' field with a dropdown menu. The 'List' field is highlighted in yellow. To the right, the 'Field - List' properties box is open, showing 'Field Name: List', 'Field Type: List', and 'Theme: -Default-'. Below this is a 'List Value' table with a 'Remove' button. At the bottom, the 'Toolbox' is visible, showing a list of field types: Button, Calendar Date, Combo Box, Date, List, and Memo. The 'List' field is highlighted in yellow in the toolbox, and an orange arrow points from it to the 'List' field in the main form.

1. Drag and drop a **List Field** from the **Toolbox** beneath the Category field

Key Point

List field is a drop down list for the predefined options. List Values can be entered from the properties box.



❖ Name the List Field

The screenshot shows the 'Complaint Category' form in the WAG software. The form has a header with 'Complaint Category: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility: Read Mode', and 'Default Mode:'. There are 'Delete Form' and 'Close' buttons. The form content includes a 'Complaint Category' section with a 'Complaint Type' dropdown, a 'Category' text field, and a 'List' dropdown. The 'List' field is highlighted in yellow. A 'Field - List' properties box is open on the right, showing 'Field Name: Has Specifics', 'Field Type: List', 'Theme: -Default-', and 'User Mode Help: Add'. The 'List Values' table is highlighted in yellow:

List Value	Remove
Yes	Remove
No	Remove

Below the table are checkboxes for 'Multiple Values', 'Required' (checked), 'Visibility Control', 'Editability/Enable Control', and 'Set Default Value'. At the bottom are 'Save', 'Reset', and 'Delete' buttons.

1. In the Properties Box, click in the **Field Name**
2. Type: *Has Specifics*
3. In the **List Values** Enter **Yes** and **No** as shown on the screen
4. Click **Save** and **Close** the form



❖ Add another From Named Complaint Specific

Form	Public Access Settings
Complaint Category	None
Complaint Type	None

1. Click Add New Form

Name *:

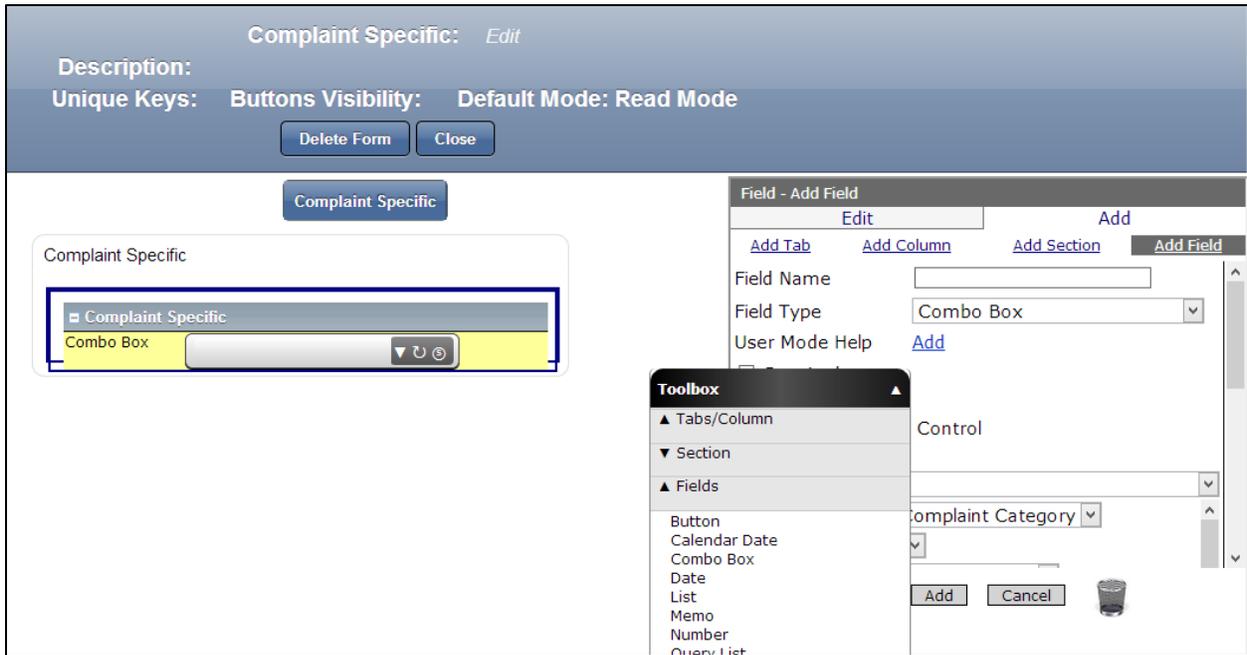
Description:

Select a Type to Copy:

2. Type Complaint Specific in the Name Field
3. Click Save



❖ Create Combo Box named Complaint Category



1. Drag and drop a Combo box Field from the Toolbox beneath the Complaint Specific section.



❖ Name the Combo Box

The screenshot shows the 'Complaint Specific' form editor. The main form area displays a 'Complaint Specific' form with a 'Combo box' highlighted in yellow. The right-hand 'Field - Complaint Category' properties panel is also highlighted with yellow boxes. The 'Field Name' is 'Complaint Category', 'Field Type' is 'Combo Box', 'Theme' is '-Default-', 'User Mode Help' is 'Add', 'Required' is unchecked, 'Visibility Control' is unchecked, 'Editability/Enable Control' is unchecked, 'Set Default Value' is unchecked, 'Display Order' is '0', 'Max Rows' is '20', 'System' is '311', 'Type' is 'Complaint Category', 'View(Optional)' is empty, 'Display Column' is 'Category', and 'Set display order' is a link. Below this is a table with columns 'Field', 'Search Field', and 'Display Order'. The 'Category' row is checked, 'Search Field' is selected, and 'Display Order' is '1'. There are also 'Set Filter' links, 'Complaint Type' and 'Has Specifics' checkboxes, and 'Save', 'Reset', and 'Delete' buttons at the bottom.

1. In the Properties Box, click in the **Field Name** and Type: *Complaint Category*
2. In the **Type** field choose **Complaint Category** from the drop down list.
3. Scroll down and in the **Field** check the box next to **Category**, check **Search field** and in the **Display Order** type **1** as shown on the screen.
4. Click **Add** at the end.



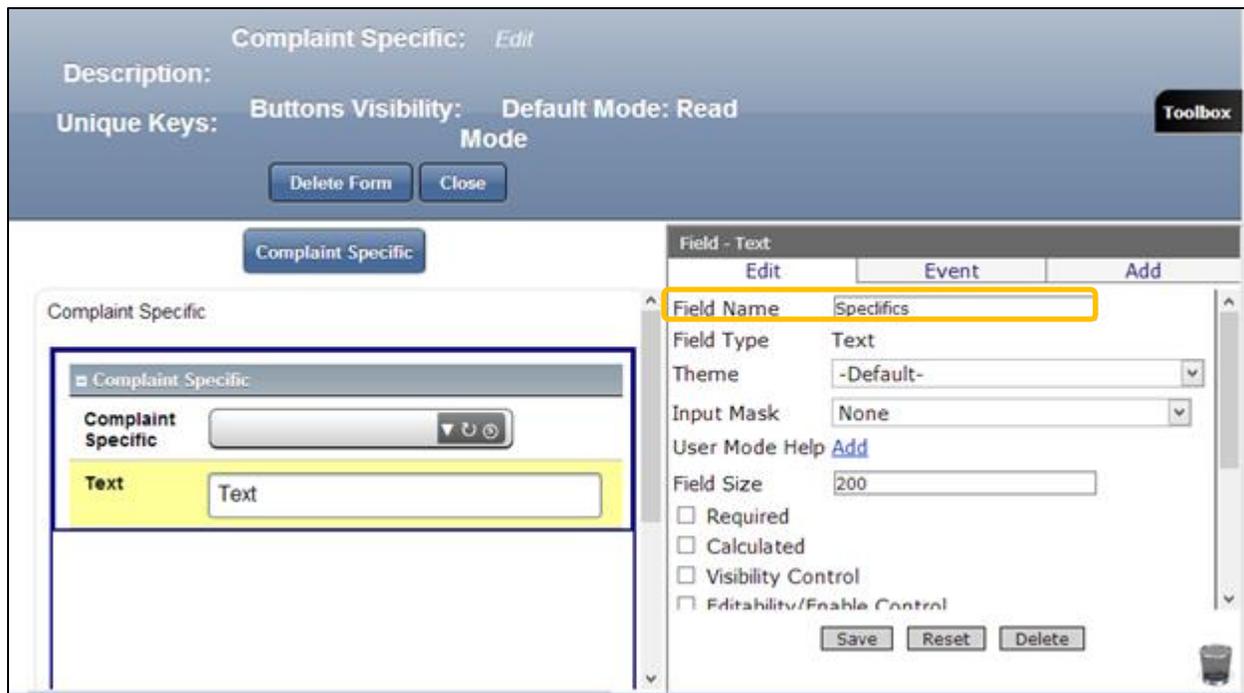
❖ Create a **Text Field** Named Specifics

The screenshot displays the 'Complaint Specific' form editor. At the top, there are fields for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below these are 'Delete Form' and 'Close' buttons. The main form area shows a 'Complaint Specific' section with a 'Complaint Category' dropdown menu. A 'Text' field is being added below the 'Complaint Category' field, highlighted in yellow. An orange arrow points from the 'Text' field in the 'Field - Specifics' panel on the right to the 'Text' field in the form. The 'Field - Specifics' panel has tabs for 'Edit', 'Event', and 'Add'. The 'Fields' section of the 'Toolbox' is expanded, showing various field types like Button, Calendar Date, Combo Box, Date, List, Memo, Number, Query List, Record ID, Text, UNITE Names, and Yes/No. The 'Text' field is selected and highlighted in yellow.

1. Drag and drop a **Text Field** from the **Toolbox** beneath the **Complaint Category** field



❖ Name the Text Field



1. In the Properties Box, click in the **Field Name** and type: *Specifics*
2. Click Save and Close the form



❖ Creating Views

Form	Public Access Settings
Complaint Category	None
Complaint Specific	None
Complaint Type	None

1. Click on Views

View Name	Default View	View Fields	Edit Display Info
-----------	--------------	-------------	-------------------

2. Click on Add a New View

Key point

Views are to show or hide records, makes them searchable, organize them in a certain order and enter values. After you create all the Views in Design Mode you will immediately be able to try your application as a user.



❖ Name the View

311 User Mode | Design Mode

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Design Home Forms Views Applications Themes

Save Cancel

View Name:

Type:

Extra Information Show Type Show Created By Show Created Date Show Last Updated By
 Show Last Updated Date Show Available Actions

Default View:

Field Name	Show in View	Searchable	Default Search
Complaint Type			
Complaint Type			
Complaint Type			
Complaint Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>

1. In the View Name type Complaint Types
2. Check the boxes along with Complaint Type
3. Click Save

311 User Mode | Design Mode

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Edit View Definition

Add New Line Save Back

Field/Section Name	Show in Header	Alias	Move
Complaint Type	<input checked="" type="checkbox"/>	<input type="text"/>	:::

1. Click Save on the next screen.
2. Click Views



❖ Create another View Named Complaint Categories.

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Design Home Forms **Views** Applications Themes

View Name:

Type:

Extra Information: Show Type Show Created By Show Created Date Show Last Updated By Show Last Updated Date Show Available Actions

Default View:

Field Name	Show in View	Searchable	Default Search
Complaint Category			
Complaint Category			
Complaint Category			
Complaint Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Has Specifics*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>

1. In the In the View Name type Complaint Categories.
2. Check the boxes along with Complaint Type, Category and Has Specifics Field Names
3. Click Save

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Design Home Forms **Views** Applications Themes

Edit View Definition

Field/Section Name	Show in Header	Alias	Move
Has Specifics	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Complaint Type	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Category	<input checked="" type="checkbox"/>	<input type="text"/>	⋮

1. Click Save on the next screen.
2. Click Views



❖ Creating View named Complaint Specifics

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Design Home Forms Views Applications Themes

Views
Add a New View

View Name	Default View	View Fields	Edit Display Info
Complaint Categories	No	Has Specifics, Complaint Type, Category	Edit Display Info
Complaint Types	No	Complaint Type	Edit Display Info

1. Click on Add a New View

311 User Mode | Design Mode Learn how to WAG™ Logged in as John Doe :: Log Off

Design Home Forms Views Applications Themes

Save **Cancel**

View Name:

Type: ▾

Extra Information Show Type Show Created By Show Created Date Show Last Updated By Show Last Updated Date Show Available Actions

Default View:

Field Name	Show in View	Searchable	Default Search
Complaint Specific			
Complaint Specific			
Complaint Specific			
Complaint Specific	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Specifics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>

2. In the View Name type Complaint Specifics
3. In the Type Field choose Complaint Specific from the drop down list
4. Check the boxes along with Complaint Specific and Specifics
5. Click Save



311 *User Mode* | *Design Mode* Learn how to WAG™ **Logged in as John Doe** :: *Log Off*

[Design Home](#) [Forms](#) [Views](#) [Applications](#) [Themes](#)

Edit View Definition

[Add New Line](#) [Save](#) [Back](#)

Field/Section Name	Show in Header	Alias	Move
Complaint Specific	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Specifics	<input checked="" type="checkbox"/>	<input type="text"/>	⋮

1. Click Save on the next screen.
2. Click Forms



❖ Add Form Named Complaint

Form	Public Access Settings
Complaint Category	None
Complaint Specific	None
Complaint Type	None

1. Click on Add a New Form

Name *:

Description:

Select a Type to Copy:

2. In the Name Field type Complaint
3. Click Save



❖ Click the Complaint **Tab** and retitle it as **Main**

The screenshot shows the WAG interface for editing a form. At the top, there is a header bar with the text "Complaint: Edit" and a "Toolbox" dropdown menu. Below this, there are labels for "Description:", "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". There are two buttons: "Delete Form" and "Close".

In the main area, there is a "Complaint" tab highlighted with a yellow border. Below it, there is a "Complaint" section with a "Complaint" tab and a "Click here to Add Fields" link.

On the right, there is a "Tab - Complaint" configuration panel. It has two tabs: "Edit" and "Add". The "Edit" tab is active. The "Tab Name" field is highlighted with a yellow border and contains the text "Main". The "Display Order" is set to "0". The "Columns Theme" is set to "-Default-". There is a checked checkbox for "Allow Users to Click On Tab". Below this is a "Formula Builder" section with a text area containing the word "true". There are two unchecked checkboxes: "Visibility Control" and "Editability/Enable Control". At the bottom of the panel, there are three buttons: "Save" (highlighted with a yellow border), "Reset", and "Delete".

1. Click on the **Tab** named **Complaint**
2. Click in the **Tab Name** and type **Main**
3. Click **Save**



❖ Create Combo Box Named Complaint Type

The screenshot displays the 'Complaint' form design interface. At the top, there are fields for 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below these are 'Delete Form' and 'Close' buttons. A 'Main' section is visible, containing a 'Combo Box' field. To the right, the 'Field - Add Field' dialog box is open, showing 'Field Name' and 'Field Type' (set to 'Combo Box'). A 'Toolbox' is also visible, listing various field types, with 'Combo Box' highlighted in yellow. An orange arrow points from the 'Combo Box' in the toolbox to the 'Combo Box' in the form design.

1. Drag and drop a **Combo Box** from the **Toolbox** beneath the **Main** Section



❖ Name the Combo Box

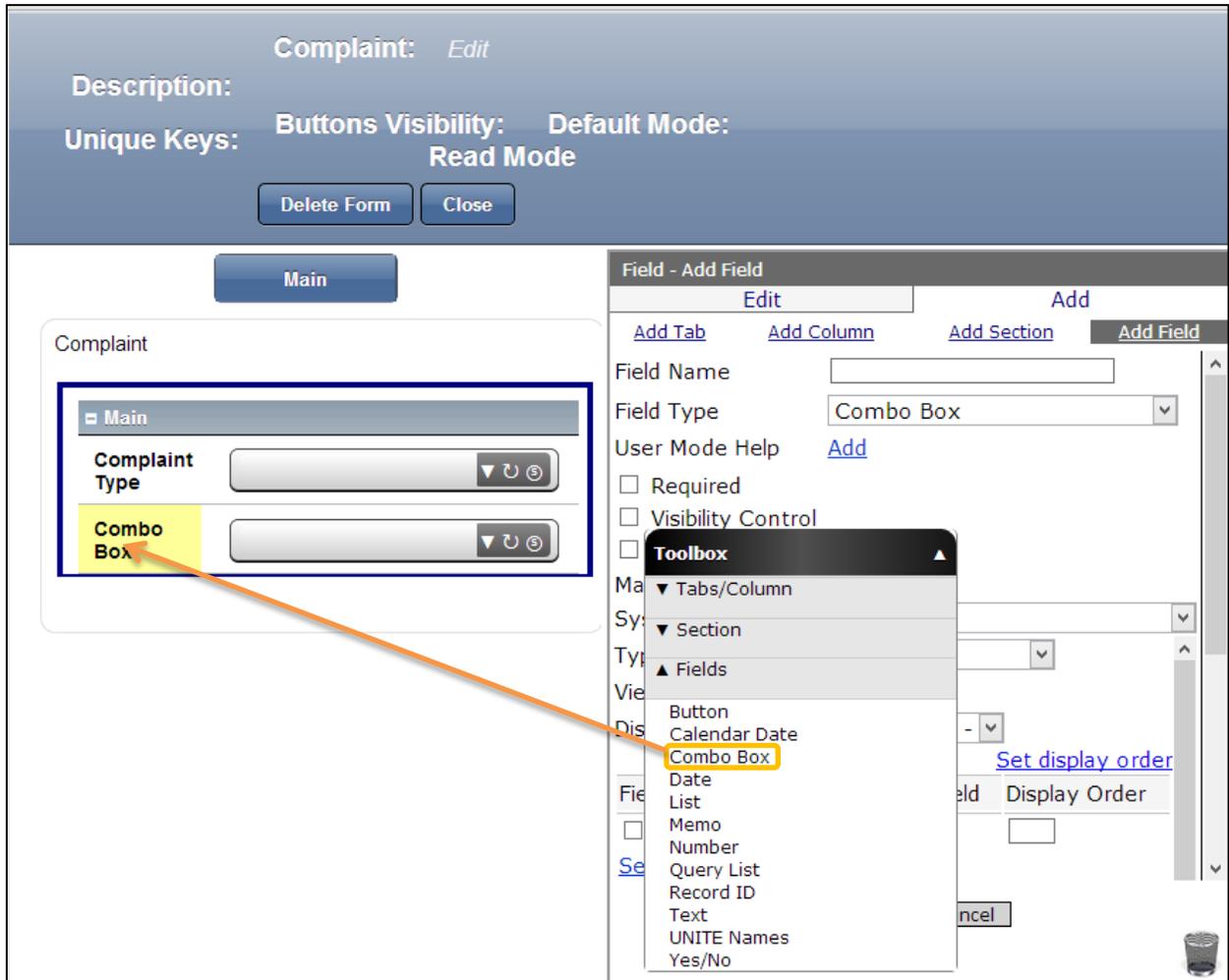
The screenshot shows the 'Field - Add Field' dialog box in the WAG software. The dialog box is open, and the 'Field Name' is set to 'Complaint Type', 'Field Type' is 'Combo Box', and 'Type' is 'Complaint Type'. The 'Field' table shows 'Complaint Type' checked, with 'Search Field' selected and 'Display Order' set to 1. The 'Add' button is highlighted.

Field	Search Field	Display Order
<input checked="" type="checkbox"/> Complaint Type	<input checked="" type="radio"/>	1

1. In the Properties Box, click in the **Field Name** and Type: *Complaint Type*
2. In the **Type** field choose **Complaint Type** from the drop down list
3. Scroll down and in the **Field** check the box next to **Complaint Type**, check **Search field** and in the **Display Order** type **1** as shown on the screen
4. Click **Add** at the end



❖ Create Combo box Named Complaint Category



1. Drag and drop a Combo Box from the Toolbox beneath the Complaint type



❖ Name the Combo Box

The screenshot shows a software interface for configuring a form. On the left, a 'Complaint' form is visible with a 'Main' section containing two fields: 'Complaint Type' and 'Combo Box'. On the right, a 'Field - Add Field' dialog box is open. The 'Field Name' is 'Complaint Category', 'Field Type' is 'Combo Box', and 'Type' is 'Complaint Category'. The 'Max Rows' is set to 20 and 'System' is 311. Below these settings is a table with columns 'Field', 'Search Field', and 'Display Order'. The table contains three rows: 'Category' (checked, radio button selected, display order 1), 'Complaint Type' (checked, radio button unselected, display order 2), and 'Has Specifics' (checked, radio button unselected, display order 3). The 'Add' button at the bottom of the dialog is highlighted.

1. In the Properties Box, click in the **Field Name** and Type: *Complaint Category*
2. In the **Type** field choose **Complaint Category** from the drop down list.
3. Scroll down and in the **Field** check the box next to **Category**, **Complaint Type** and has **Specifics**.
4. In the **Field Complaint type** click on **Set Filter** as shown on the screen
5. Check **Search field** next to **Category** field and in the **Display Order** type 1, 2, 3 as shown on the screen.
6. Click **Add** at the end.



❖ Create Combo Box Named Complaint Specific

The screenshot shows the WAG software interface for editing a form. At the top, there's a header for 'Complaint: Edit' with options for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. A 'Main' button is also present. The main form area shows a 'Complaint' form with three fields: 'Complaint Type', 'Complaint Category', and 'Combo Box'. A 'Field - Add Field' dialog box is open, showing a 'Toolbox' with 'Combo Box' selected. An orange arrow points from the 'Combo Box' in the toolbox to the 'Combo Box' field in the form.

1. Drag and drop a Combo Box from the Toolbox beneath the Complaint Category field.



❖ Name the Combo Box

The screenshot displays a software interface for editing a form. At the top, there is a header bar with the text "Complaint: Edit" and "Description:". Below this, there are fields for "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". A "Toolbox" dropdown menu is visible on the right. Two buttons, "Delete Form" and "Close", are located below the header. A "Main" button is positioned above a preview window. The preview window shows a form titled "Complaint" with a "Main" section containing three fields: "Complaint Type", "Complaint Category", and "Combo Box". The "Combo Box" field is highlighted in yellow. To the right of the preview is a "Field - Add Field" dialog box. This dialog has tabs for "Edit" and "Add". Under the "Add" tab, there are options: "Add Tab", "Add Column", "Add Section", and "Add Field". The "Field Name" is set to "Complaint Specific", "Field Type" is "Combo Box", and "User Mode Help" is "Add". There are checkboxes for "Required", "Visibility Control", and "Editability/Enable Control", all of which are unchecked. Other fields include "Max Rows" (20), "System" (311), "Type" (Complaint), and "View(Optional)". "Add" and "Cancel" buttons are at the bottom of the dialog.

1. In the Properties Box, click in the Field Name and Type: *Complaint Category*



❖ Adding Visibility Control to the Complaint Specific Combo Box

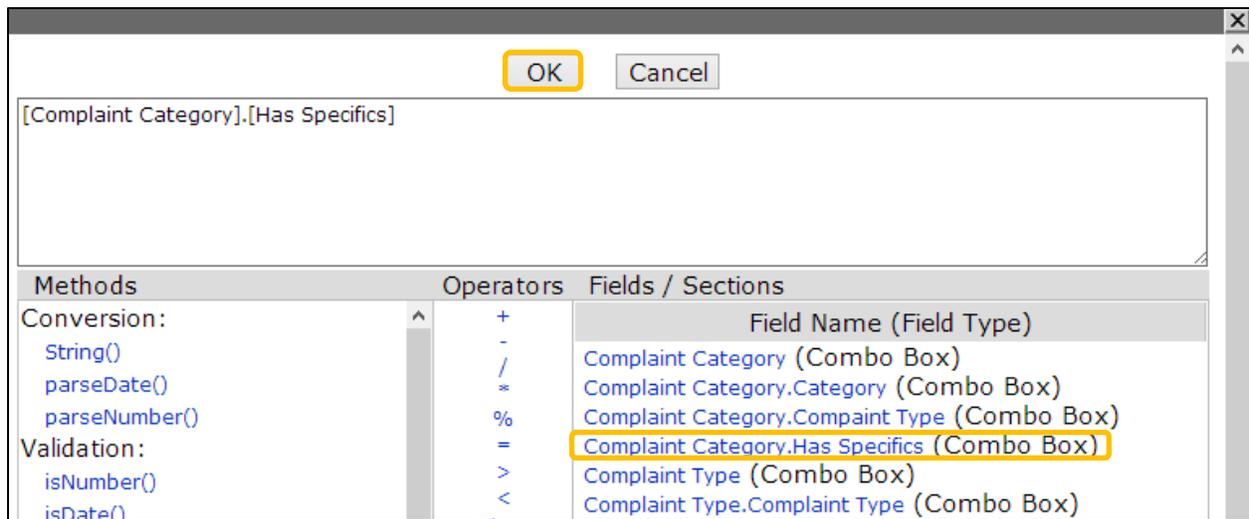
The screenshot shows a dialog box titled "Field - Add Field" with two tabs: "Edit" and "Add". The "Add" tab is active, showing a sub-menu with "Add Tab", "Add Column", "Add Section", and "Add Field". The "Add Field" option is selected. The form contains the following fields and options:

- Field Name: Complaint Specific
- Field Type: Combo Box
- User Mode Help: Add
- Required
- Visibility Control
- Formula Builder ? (empty text area)
- Editability/Enable Control
- Max Rows: 20
- System: 311
- Type: Complaint
- Buttons: Add, Cancel

1. In the Properties Box check the box next to Visibility control as shown on the screen.
2. Click on Formula Builder

Key Point

Visibility Control indicates whether the field is visible to the user or not with the Formula is True or False



3. Choose [Complaint Category]. [Has Specifics]='yes' from fields/sections and click OK.



Field - Complaint Specific

[Edit](#) [Event](#) [Add](#)

Field Name

Field Type

Theme

User Mode Help [Add](#)

Required

Visibility Control

[Formula Builder](#) ?

Editability/Enable Control

Set Default Value

Display Order

Max Rows

System

Type

View(Optional)

Display Column

[Set display order](#)

Field	Search Field	Display Order
<input checked="" type="checkbox"/> Complaint Category	<input type="radio"/>	<input type="text" value="2"/>
<input type="text" value="="/>	<input type="text" value="Complaint Category"/>	Remove Filter
<input type="text" value="Category"/>		
<input checked="" type="checkbox"/> Specifics	<input checked="" type="radio"/>	<input type="text" value="1"/>

[Set Filter](#)

Key Point

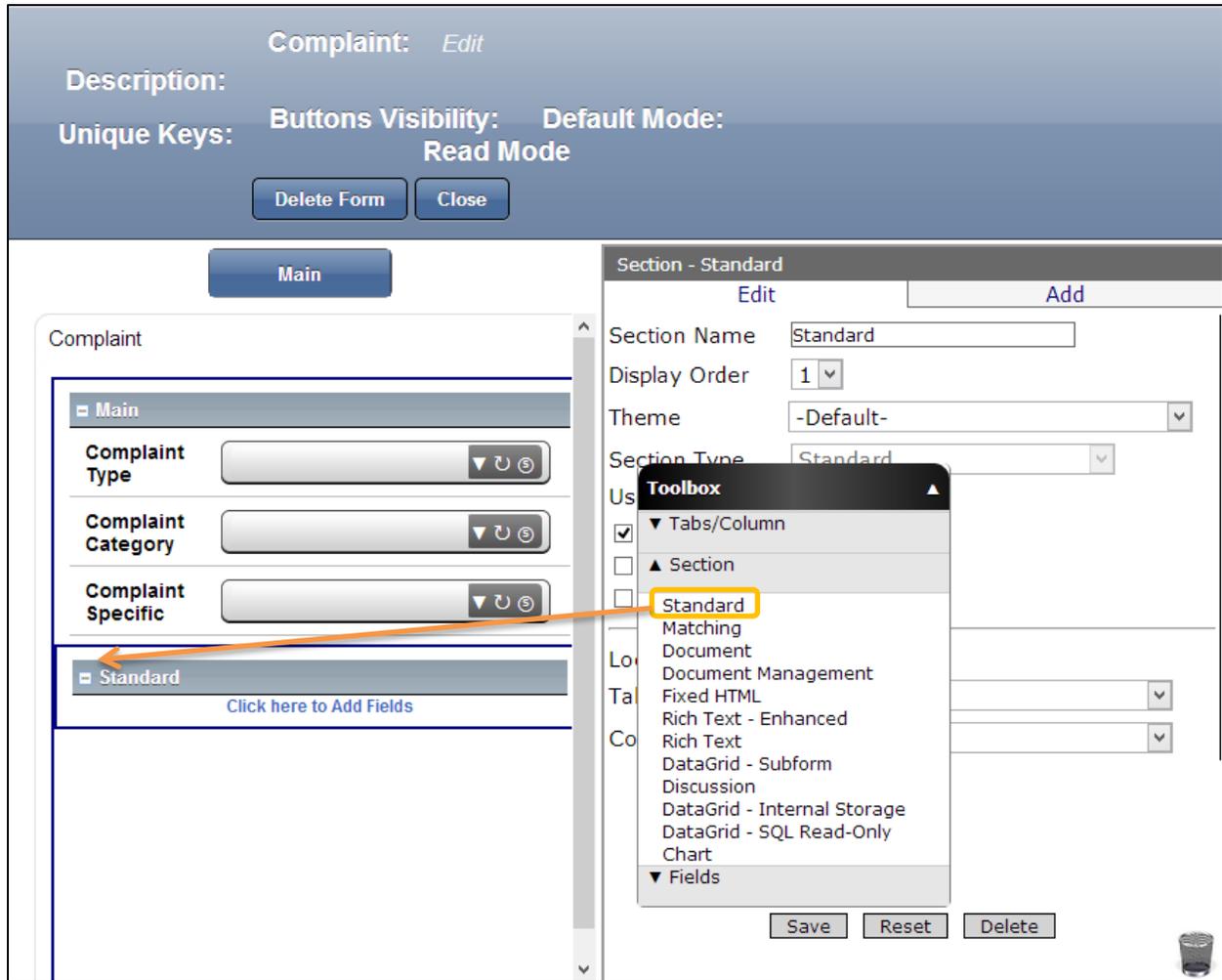
The Formula Builder is a tool for coding and controlling the field behavior. A link to open the Formula Builder window appears above any box where a formula can be used.



-
1. In the field Type choose **Complaint Specific** from the drop down list.
 2. Scroll down and in the **Field** check the box next to **Complaint Category**.
 3. Click on **Set Filter** and choose complaint category and category from the drop down lists.
 4. Check **Search field** next to **Specifics field** and in the **Display Order** type 2 and 1 as shown on the screen.
 5. Click **Add** at the end.



❖ Create a Section Named Tab Visibility



1. Drag and drop a **Standard Section** from the **Toolbox** beneath the **Complaint Main Section**.



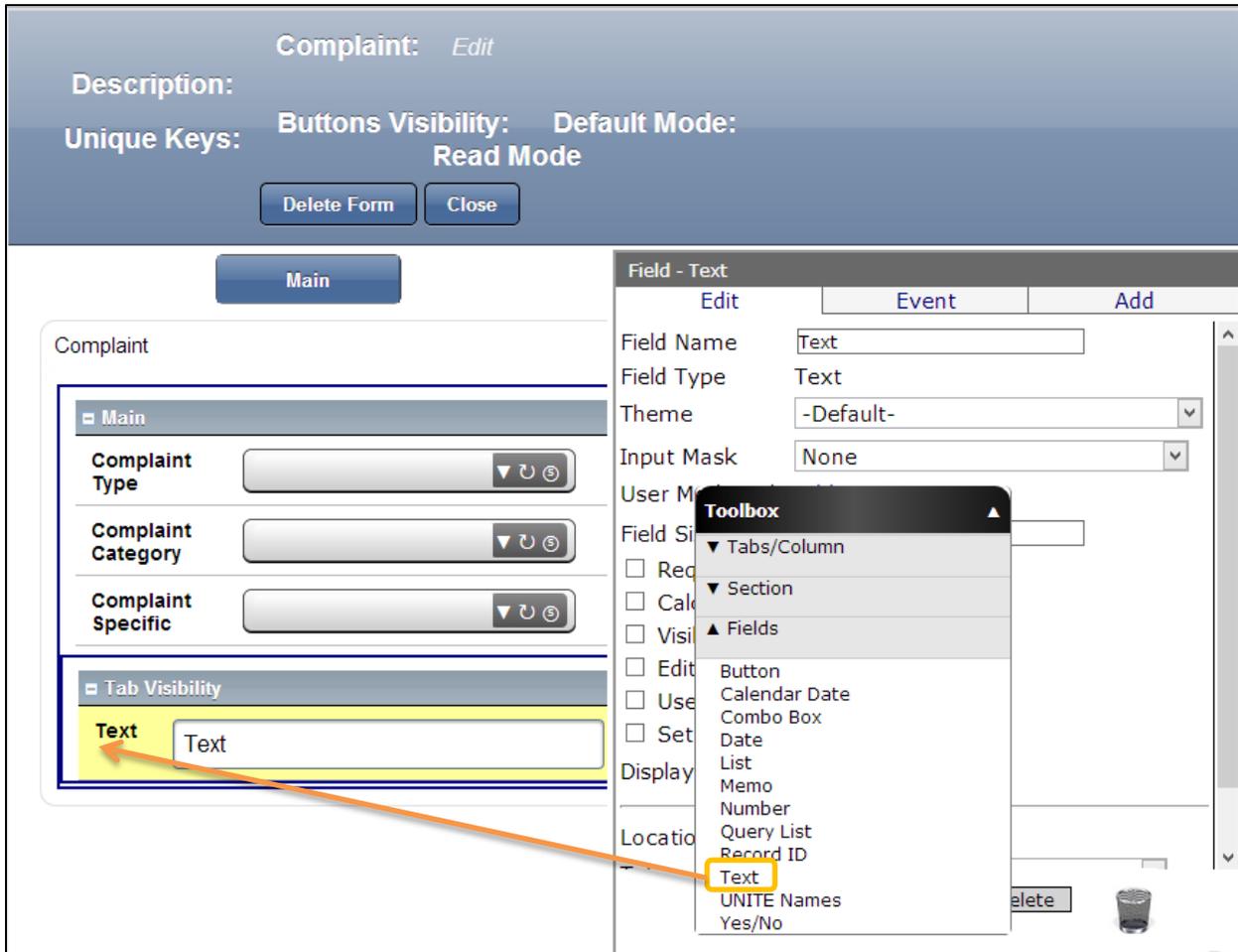
❖ Name the New Section

The screenshot shows the 'Section - Standard' properties dialog box in the WAG software. The 'Section Name' field is highlighted with a yellow box and contains the text 'Tab Visibility'. The 'Display Order' is set to 1, the Theme is '-Default-', and the Section Type is 'Standard'. The 'User Mode Help' is set to 'Add'. The 'Show in Print Preview' and 'Visibility Control' checkboxes are checked. The 'Formula Builder' field is highlighted with a yellow box and contains the text 'false'. The 'Editability/Enable Control' checkbox is unchecked. The 'Location' field is empty. The 'Save' button is highlighted with a yellow box. The 'Delete Form' and 'Close' buttons are visible in the top right corner of the main window.

1. In the Properties Box, click in the **Section Name**
2. Type: *Tab Visibility*.
3. Check the box next to **Visibility Control** in the **Formula** box type **False**
4. Click **Save**



- ❖ Create a Text Field named Main Tab Disabled



1. Drag and drop a Text Field from the Toolbox beneath the Tab Visibility section.



❖ Name the new Text Field

The screenshot shows the WAG software interface. At the top, there is a header bar with the text "Complaint: Edit", "Description:", "Unique Keys:", "Buttons Visibility:", "Default Mode: Read Mode", and a "Toolbox" dropdown menu. Below the header bar are two buttons: "Delete Form" and "Close".

The main area of the interface is divided into two sections. On the left, there is a "Main" tab and a "Complaint" section. The "Complaint" section contains three fields: "Complaint Type", "Complaint Category", and "Complaint Specific". Below these is a "Tab Visibility" section containing a "Text" field. The "Text" field is highlighted with a yellow border.

On the right, there is a "Field - Text" properties box. It has three tabs: "Edit", "Event", and "Add". The "Edit" tab is selected. The properties are as follows:

- Field Name: **MainTabDisabled** (highlighted with a yellow border)
- Field Type: Text
- Theme: -Default-
- Input Mask: None
- User Mode Help: [Add](#)
- Field Size: 200
- Required
- Calculated
- Visibility Control
- Editability/Enable Control
- User Input Validation
- Set Default Value
- Display Order: 0

At the bottom of the properties box, there are two dropdown menus for "Location": "Tab" (set to "Main") and "Section" (set to "Tab Visibility"). Below these are three buttons: "Save", "Reset", and "Delete", along with a trash can icon.

1. In the Properties Box, click in the **Field Name**
2. Type: *MainTabDisabled*
3. Click **Save**



- ❖ Creating formula for the **Main** Tab to allow users click on it

1. Click on **Main**

2. Click on **Formula Builder**



Complaint: *Edit*

OK Cancel

[MainTabDisabled] != 'True'

Methods	Operators	Fields / Sections
Conversion: String() parseDate() parseNumber()	+ - / * %	Field Name (Field Type) Complaint Category (Combo Box) Complaint Category.Category (Combo Box) Complaint Category.Complaint Type (Combo Box)
Validation: isNumber() isDate()	= > < >= <=	Complaint Category.Has Specifics (Combo Box) Complaint Specific (Combo Box) Complaint Specific.Specifics (Combo Box) Complaint Specific.Complaint Specific (Combo Box)
Date: Today() FormatDate() dateAdd() dateDiff() getDate() getMonth() getFullYear()	== != && ! () ? :	Complaint Type (Combo Box) Complaint Type.Complaint Type (Combo Box) MainTabDisabled (Text)
Math: Math.abs() Math.acos() Math.asin() Math.atan() Math.ceil() Math.cos()		

3. From the Fields/Section Choose MainTabDisabled (Text) formula
4. Choose exclamation mark equal sign and type 'True'
5. Click OK



❖ Create a **Button** field Named >

The screenshot shows a software interface for editing a form. At the top, there's a header for 'Complaint: Edit' with 'Description:', 'Unique Keys:', 'Buttons Visibility: Default Mode: Read Mode', and buttons for 'Delete Form' and 'Close'. Below this is a 'Main' tab. The form contains three 'Complaint' fields (Type, Category, Specific) and a 'Tab Visibility' section with a 'MainTabDisabled' field containing the text 'Text'. A 'Button' field is being added to the 'MainTabDisabled' field. On the right, a 'Field - Button' configuration panel is open, showing 'Field Name: Button', 'Field Type: Button', 'Theme: -Default-', 'User Mode Help: Add', 'Button Group Name', 'Button Order in', 'Make Button A', 'Edit Mode' (checked), 'Visibility Control', 'Editability/Er', 'Display Order', 'Location: Tab', and 'Section'. A 'Toolbox' is also open, showing a list of field types: Button, Calendar Date, Combo Box, Date, List, Memo, Number, Query List, Record ID, Text, UNITE Names, and Yes/No. The 'Button' field type is highlighted in the toolbox. At the bottom of the configuration panel are 'Save', 'Reset', and 'Delete' buttons.

1. Drag and drop a **Button** Field from the **Toolbox** beneath the **MainTab Disabled** field.



❖ Name the Button

The screenshot shows the WAG software interface for editing a form. At the top, there's a header with 'Complaint: Edit' and a 'Toolbox' dropdown. Below that, there are fields for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. There are 'Delete Form' and 'Close' buttons. The main form area is titled 'Complaint' and has a 'Main' tab selected. The form contains three dropdown menus for 'Complaint Type', 'Complaint Category', and 'Complaint Specific'. Below these is a 'Tab Visibility' section with a 'MainTabDisabled' text field and a 'Button' field highlighted in yellow. On the right, the 'Field - Button' properties box is open, showing the 'Field Name' field with a yellow border and the 'Event' tab selected. The 'Save' button in the properties box is also highlighted in yellow.

1. In the Properties Box, click in the **Field Name**
2. Type: >
3. Click **Save**
4. Click on the **Event**



❖ Add On Click events to the Button

The screenshot shows the 'Complaint: Edit' configuration window. At the top, there are fields for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below these are 'Delete Form' and 'Close' buttons. A 'Main' button is centered below the configuration area. The main content area is divided into two panels. The left panel, titled 'Complaint', contains a 'Main' tab with three dropdown menus for 'Complaint Type', 'Complaint Category', and 'Complaint Specific', and a 'Tab Visibility' section with a 'MainTabDisabled' text field. The right panel, titled 'Field - >', has tabs for 'Edit', 'Event', and 'Add'. The 'Event' tab is active, and a yellow box highlights the 'Add New Event' button. A trash icon is visible in the bottom right corner of the interface.

1. Click on Add New Event



Complaint: *Edit*

Description: Toolbox ▾

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Complaint

▣ Main

Complaint Type

Complaint Category

Complaint Specific

▣ Tab Visibility

MainTabDisabled

Field - >

Edit	Event	Add
Event	OnClick ▾	
Action	Set Value ▾	
Condition	Formula Builder Help	
Field	MainTabDisabled ▾	
Value	Formula Builder Help	
	<input type="text" value="'True'"/>	

2. In the **Action** field choose **Set Value** from drop down list
3. In the Formula box type **'True'**
4. Click **Add** at the end.



❖ Adding a new Tab Named What

The screenshot shows a software interface for editing a form. At the top, there's a header with 'Complaint: Edit' and 'Default Mode: Read Mode'. Below this are fields for 'Description:', 'Unique Keys:', and 'Buttons Visibility:'. There are 'Delete Form' and 'Close' buttons. The main area contains two tabs: 'Main' and 'tab'. The 'tab' tab is active, showing a 'tab Column 1' section with a 'Click Here to add sections' link. A 'Toolbox' is open, showing a tree view with 'Tabs/Column' expanded, and 'Tab' selected. An orange arrow points from the 'Tab' in the toolbox to the 'tab' tab in the interface. To the right, a configuration panel for the 'tab' is open, showing fields for 'Tab Name' (tab), 'Display Order' (1), 'Columns Theme' (-Default-), and a checked box for 'Allow Users to Click On Tab'. There are also 'Save', 'Reset', and 'Delete' buttons at the bottom of the configuration panel.

1. Drag and drop a **Tab** from the **Toolbox** next to the tab Named Main



❖ Name the new Tab

Complaint: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main tab

tab Column 1

[Click Here to add sections](#)

Tab - tab

Edit Add

Tab Name

Display Order

Columns Theme

Allow Users to Click On Tab

[Formula Builder](#) ?

true

Visibility Control

Editability/Enable Control

Save Reset Delete

1. In the Properties Box, click in the Tab Name
2. Type: *What*
3. Click **Save**.



Complaint: *Edit* Toolbox

Description:
 Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What

Complaint

Main

Complaint Type

Complaint Category

Complaint Specific

Tab Visibility

MainTabDisabled

Field - >

Edit Event Add

Field Name

Field Type Button

Theme -Default-

User Mode Help [Add](#)

Button Group Name

Button Order in Group

Make Button Available:

Edit Mode Read Mode View Mode

Visibility Control

Editability/Enable Control

Display Order

Location:

Save Reset Delete

2. Move the **Button** by dragging and dropping it beneath the **Complaint Specific** field.
3. Click on **Event**

Complaint: *Edit* Toolbox

Description:
 Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What

Complaint

Main

Complaint Type

Complaint Category

Complaint Specific

Field - >

Edit Event Add

Fire Order 1

Event [OnClick](#)

Action [Set Value](#)

Condition:

Field: MainTabDisabled

Value: 'True'

Add New Event

3. Coding the **Button** to move to another tab on click.



Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode:
Read Mode

Delete Form Close

Main What

Complaint

Main

Complaint Type

Complaint Category

Complaint Specific

Tab Visibility

MainTabDisabled Text

Field - >

Edit Event Add

Event OnClick

Action Go to Tab

Condition [Formula Builder Help](#)

Tab What

Add Cancel

1. In the **Action** chose **Go To Tab** from the drop down list
2. In the **Tab** Choose **What** from the drop down list
3. Click **Add**
4. Click **What** tab



❖ Name the new Section

The screenshot shows the 'Section - What' dialog box in the WAG software. The 'Section Name' field is highlighted with a yellow box and contains the text 'What'. The 'Main' tab is also highlighted with a yellow box. The dialog box includes fields for 'Display Order', 'Theme', and 'Section Type', along with checkboxes for 'Show in Print Preview' and 'Visibility Control'. Buttons for 'Add', 'Cancel', and a trash icon are at the bottom.

1. Click on Click here to add sections
2. In the properties box click in Section Name
3. Type What
4. Click Add.
5. Click on Main Tab.



6. Create **Text** field Named **Complaint** under the section **What**

The screenshot displays the WAG software interface. At the top, there is a header bar with the text "Complaint: Edit" and "Description:". Below this, there are fields for "Unique Keys:", "Buttons Visibility:", "Default Mode:", and "Read Mode". Two buttons, "Delete Form" and "Close", are visible. The main workspace is divided into two panes. The left pane shows a form structure with a "Main" tab and a "What" tab. Under the "What" tab, there is a "Text" field labeled "Text". The right pane is titled "Field - Text" and contains configuration options for the field, including "Field Name" (Text), "Field Type" (Text), and "Theme" (-Default-). A "Toolbox" is open over the right pane, listing various field types. The "Text" field type is highlighted in yellow in the toolbox. An orange arrow points from the "Text" field in the toolbox to the "Text" field in the form.

7. Drag and drop a **Text** Field from the **Toolbox** beneath the **What** section.



❖ Name the Text Field

The screenshot shows a software interface for editing a form field. At the top, there is a header bar with the text "Complaint: Edit" and "Default Mode: Read Mode". Below this, there are buttons for "Delete Form" and "Close". The main area is divided into two sections: a design view on the left and a properties view on the right. The design view shows a "What" tab with a "Text" field. The properties view shows the following settings: "Field Name" is "Complaint", "Field Type" is "Text", "Theme" is "-Default-", "Input Mask" is "None", "User Mode Help" is "Add", "Field Size" is "200", and "Calculated" is checked. There are also checkboxes for "Required", "Visibility Control", "Editability/Enable Control", "User Input Validation", and "Set Default Value". The "Display Order" is set to "0". At the bottom of the properties view, there are buttons for "Save", "Reset", and "Delete".

1. In the Properties box click on Field Name
2. Type **Complaint**
3. Check **Calculated**.



The screenshot shows the 'Complaint: Edit' window with a 'Toolbox' dialog open. The toolbox has three tabs: 'Methods', 'Operators', and 'Fields / Sections'. The 'Fields / Sections' tab is active, showing a list of fields. The 'Complaint Type (Combo Box)' field is selected and highlighted with a yellow box. In the background, the 'Field - Text' configuration panel is visible. The 'Calculated' checkbox is checked and highlighted with a yellow box. The 'Formula Builder' section is also visible.

1. Check the box next to **Calculated**
2. Click on **Formula Builder**
3. Choose the following formula [complaint Type]
4. Click **OK**



❖ Create Text Field Named Category

The screenshot shows the WAG software interface for editing a form. At the top, there's a header for 'Complaint: Edit' with fields for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. The main area has 'Main' and 'What' tabs. Under the 'What' tab, there's a 'tab Column 1' containing a 'Complaint' field and a 'Text' field. A 'Toolbox' is open on the right, showing a list of field types: Button, Calendar Date, Combo Box, Date, List, Memo, Number, Query List, Record ID, Text, UNITE Names, and Yes/No. The 'Text' field in the toolbox is highlighted with a yellow box. An orange arrow points from this 'Text' field in the toolbox to the 'Text' field in the form.

1. Drag and drop a **Text Field** from the **Toolbox** beneath the **Complaint Field**



❖ Name the Text Field

Complaint: *Edit* **Toolbox**

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What

tab Column 1

What

Complaint Text

Text Text

Field - Text

Edit Event Add

Field Name Category

Field Type Text

Theme -Default-

Input Mask None

User Mode Help [Add](#)

Field Size 200

Required

Calculated

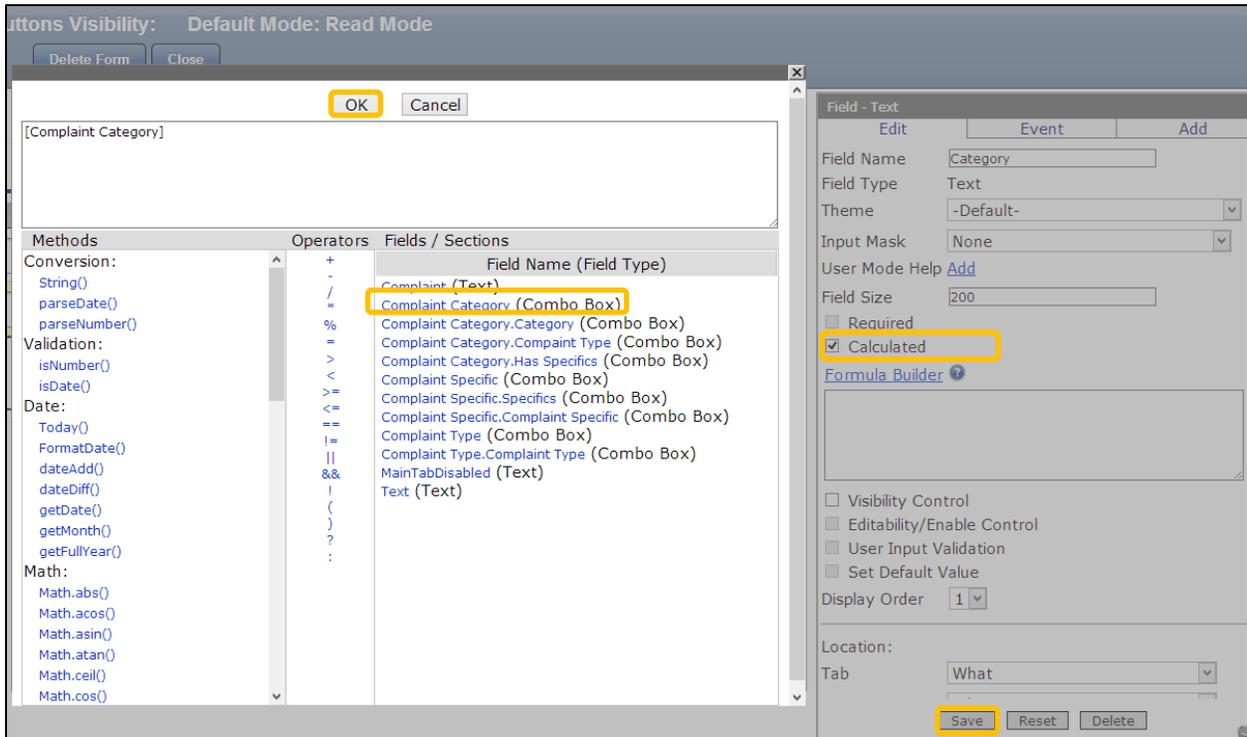
Visibility Control

Editability/Enable Control

User Input Validation

Save Reset Delete

1. In the Properties Box click in Field Name
2. Type: *Category*
3. Check *Calculated*



1. Check the Box next to **Calculated**
2. Click on **Formula Builder**
3. **In the** Formula Box
4. Chose the formula **[Complaint Category]**
5. Click **OK**
6. Click **Save**



❖ Create Text Field Named Specifics

The screenshot shows the WAG software interface for editing a form. At the top, there's a header with 'Complaint: Edit' and 'Description:'. Below that, 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode' are displayed. There are 'Delete Form' and 'Close' buttons. The main area has 'Main' and 'What' tabs. Under 'What', there's a 'tab Column 1' containing a 'What' section with three text fields: 'Complaint', 'Category', and 'Text'. The 'Text' field is highlighted in yellow. On the right, a 'Field - Text' configuration window is open, showing 'Field Name: Text' and 'Field Type: Text'. A 'Toolbox' is overlaid on this window, listing various field types, with 'Text' highlighted in yellow. An orange arrow points from the 'Text' field in the toolbox to the 'Text' field in the form.

1. Drag and drop a Text Field from the Toolbox beneath the Category Field



❖ Name the Text Field

The screenshot shows the WAG software interface. At the top, there is a header bar with the text "Complaint: Edit". Below this, there are labels for "Description:", "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". A "Toolbox" dropdown menu is visible on the right. Below the header, there are two buttons: "Delete Form" and "Close".

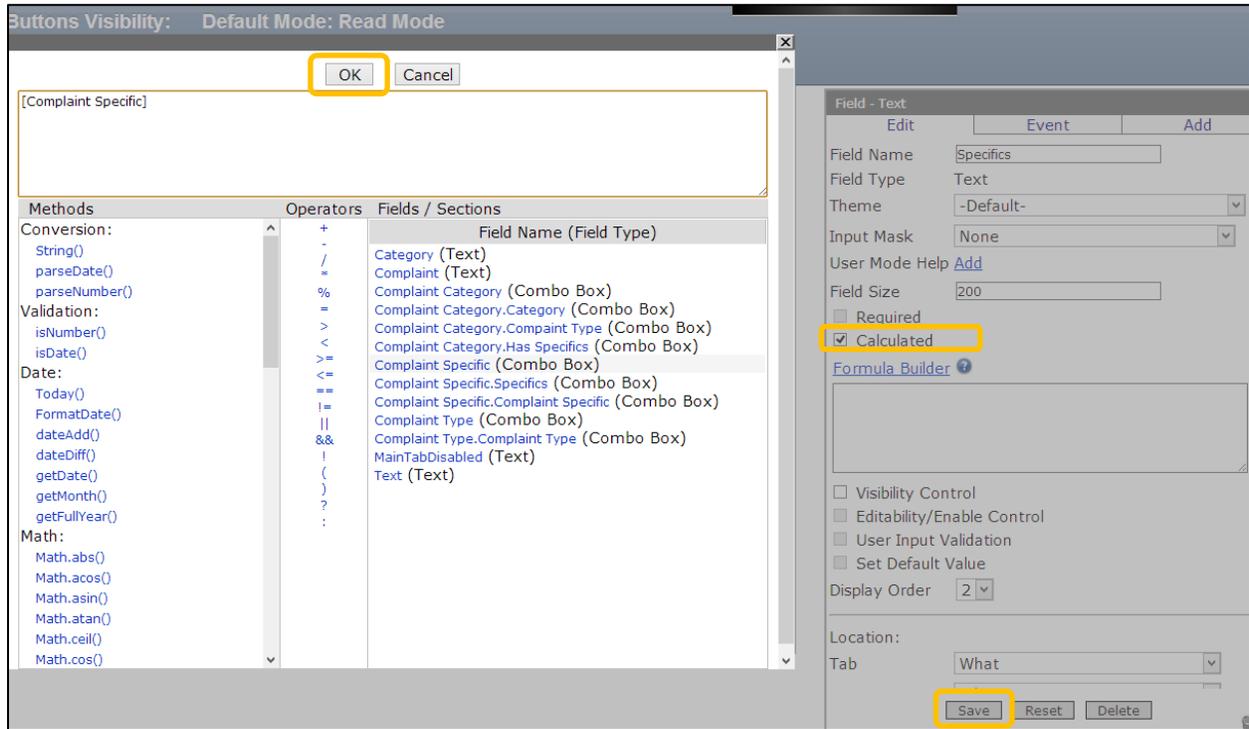
The main area is divided into two panes. The left pane, titled "tab Column 1", shows a form with three text fields. The first field is labeled "Complaint", the second "Category", and the third "Text". The "Text" field is highlighted in yellow. Above the form are two buttons: "Main" and "What".

The right pane is titled "Field - Text" and contains a "Properties Box" with the following settings:

- Field Name: Specifics
- Field Type: Text
- Theme: -Default-
- Input Mask: None
- User Mode Help: Add
- Field Size: 200
- Required
- Calculated
- Visibility Control
- Editability/Enable Control
- User Input Validation
- Set Default Value

At the bottom of the Properties Box are three buttons: "Save", "Reset", and "Delete".

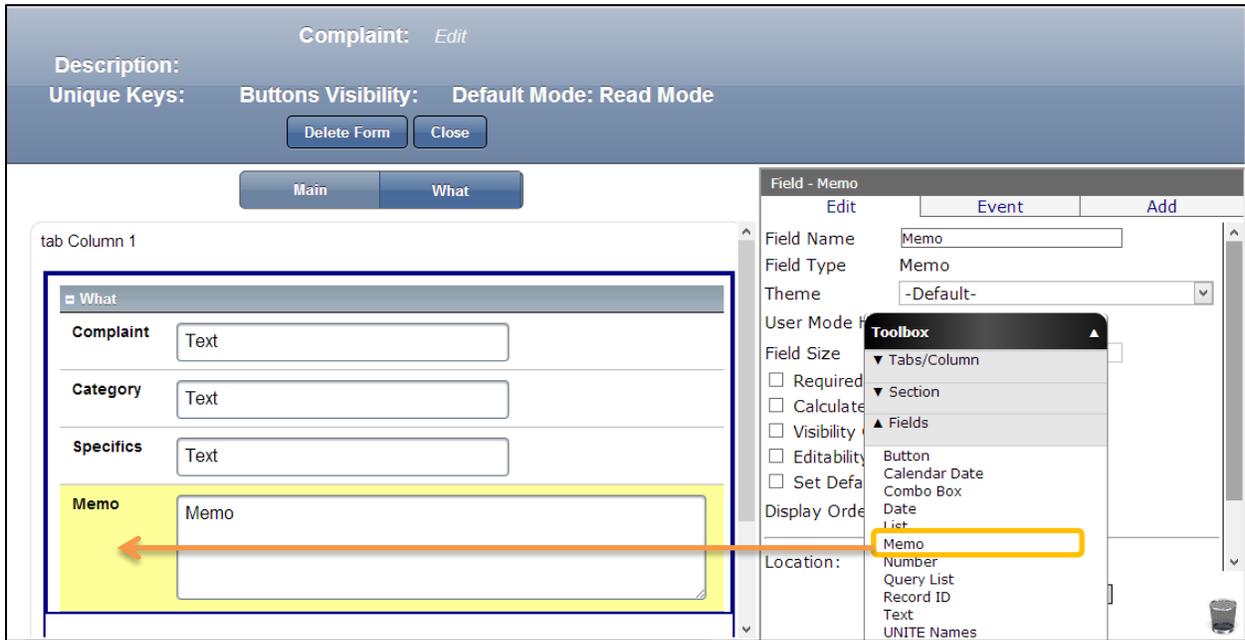
1. In the **Properties Box** click on Field Name
2. Type Specifics
3. Check **Calculated**



1. Check the box next to **Calculated**
2. Click on the [Formula Builder](#)
3. In the Formula box put the **[Complaint Specific]** formula
4. Click **OK**
5. Click **Save**



❖ Create Memo field Named Description



1. Drag and drop a **Memo Field** from the **Toolbox** beneath the **Specifics Field**



❖ Name the Memo Field

The screenshot shows the WAG software interface. At the top, there is a header bar with the text "Complaint: Edit". Below this, there are labels for "Description:", "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". There are two buttons: "Delete Form" and "Close".

The main area is divided into two panes. The left pane, titled "What", contains a form with several fields: "Complaint" (Text), "Category" (Text), "Specifics" (Text), and "Memo" (Memo). The "Memo" field is highlighted in yellow. Below the form is a "Media" section.

The right pane, titled "Field - Description", contains configuration options for the field. The "Field Name" is "Description", "Field Type" is "Memo", "Theme" is "-Default-", "User Mode Help" is "Add", and "Field Size" is "4000". The "Required" checkbox is checked. Other options include "Calculated", "Visibility Control", "Editability/Enable Control", and "Set Default Value". The "Display Order" is "3". The "Dependencies" section shows "Description:". The "Location" section has "Tab" set to "What" and "Section" set to "What". At the bottom of the right pane are "Save", "Reset", and "Delete" buttons. The "Save" button is highlighted in yellow.

1. In the Properties Box, click on Field Name
2. Type *Description*
3. Check the box next to *Required*
4. Click **Save**



❖ Create Date Field Named Date Observed

The screenshot shows the WAG software interface for editing a form. At the top, there's a header for 'Complaint: Edit' with 'Description:' and 'Unique Keys:'. Below this are 'Buttons Visibility: Default Mode: Read Mode' and 'Delete Form' and 'Close' buttons. The main area has 'Main' and 'What' tabs. Under 'What', there's a 'tab Column 1' containing a 'Complaint' form with fields for 'Complaint' (Text), 'Category' (Text), 'Specifics' (Text), and 'Description' (Memo). Below the 'Description' field, a 'Date' field is highlighted in yellow. To the right, a 'Field - Date' configuration window is open, showing 'Field Name: Date', 'Field Type: Date', 'Theme: -Default-', 'User Mode Help: Add', and 'Field Format: MM/dd/yyyy'. A 'Toolbox' is also open, listing various field types, with 'Date' highlighted in yellow. An orange arrow points from the 'Date' field in the toolbox to the 'Date' field in the form.

1. Drag and drop a **Date Field** from the **Toolbox** beneath the **Description** field.



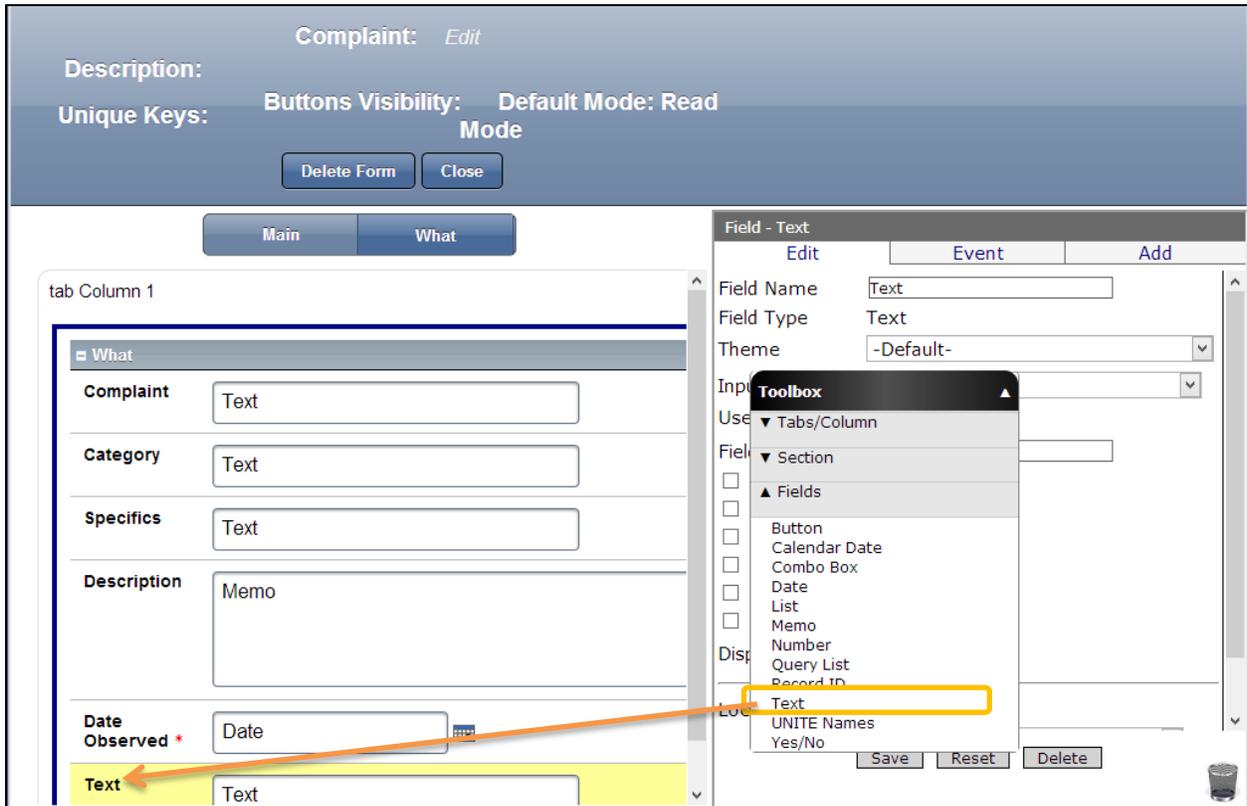
❖ Name the Date Field

The screenshot shows a software interface for editing a form field. The main window displays a 'Complaint' form with several fields: 'Complaint' (Text), 'Category' (Text), 'Specifics' (Text), 'Description' (Memo), and 'Date Observed' (Date). The 'Date Observed' field is highlighted in yellow. A 'Properties Box' is open on the right side, showing the configuration for the 'Date Observed' field. The 'Field Name' is 'Date Observed', the 'Field Type' is 'Date', and the 'Field Format' is 'MM/dd/yyyy'. The 'Required' checkbox is checked. The 'Save' button is highlighted in yellow.

1. In the Properties Box click in Field Name
2. Type: *Date Observed*
3. Check the box next to **Required**
4. Click **Save**



❖ Create Text Field Named Time Observed



1. Drag and drop a Text Field from the Toolbox beneath the Date Observed field.



❖ Name the Text Field

The screenshot shows the 'Field - Time Observed' configuration panel in the WAG software. The panel is divided into several sections. At the top, there are tabs for 'Edit', 'Event', and 'Add', with 'Edit' selected. The 'Field Name' is 'Time Observed', 'Field Type' is 'Text', 'Theme' is '-Default-', 'Input Mask' is 'Custom', and 'Mask Formula' is '99:99'. The 'User Mode Help' is 'Add', 'Field Size' is '200', and the 'Required' checkbox is checked. Other options like 'Calculated', 'Visibility Control', 'Editability/Enable Control', 'User Input Validation', and 'Set Default Value' are unchecked. The 'Display Order' is '5'. The 'Dependencies' section shows a dependency on 'Time Observed:'. The 'Location' section shows 'Tab' and 'Section' both set to 'What'. At the bottom, there are 'Save', 'Reset', and 'Delete' buttons, with 'Save' highlighted.

- 1) In the Properties Box click in Field Name
- 2) Type: *Time Observed*
- 3) Check the box next to **Required**
- 4) In the **Input Mask** choose custom from the drop down list In the **Mask Formula** field type 99:99
- 5) Click **Save**

❖ Create New Tab Named Where



Complaint: [Edit](#)

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

[Delete Form](#) [Close](#)

Main What **tab**

tab Column 1
[Click Here to add sections](#)

Toolbox

- ▲ Tabs/Column
 - Tab**
 - Column
- ▼ Section
- ▼ Fields

Tab - tab

[Edit](#) [Add](#)

Tab Name:

Display Order:

Columns Theme:

Allow Users to Click On Tab

[Formula Builder](#) ?

Visibility Control
 Editability/Enable Control

[Save](#) [Reset](#) [Delete](#)

1. Drag and drop a **Tab** from the **Toolbox** next to the **Main** and **What** Tabs



❖ Name the new Tab

Complaint: *Edit*

Description: **Toolbox** ▼

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What tab

tab Column 1
[Click Here to add sections](#)

Tab - tab Edit Add

Tab Name

Display Order

Columns Theme

Allow Users to Click On Tab

[Formula Builder](#) ?

Visibility Control

Editability/Enable Control

Save Reset Delete

1. In the Properties Box click in Tab Name
2. Type: *Where*
3. Click **Save**



❖ Create New Tab Named Who

The screenshot displays the WAG software interface for creating a new tab. The top section contains form configuration options: 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', 'Default Mode: Read Mode', and buttons for 'Delete Form' and 'Close'. Below this is a tabbed interface with tabs for 'Main', 'What', 'Where', and 'tab'. The 'tab' tab is selected, and an orange arrow points to it. On the right, a 'Toolbox' is open, showing a tree view with 'Tabs/Column' expanded to show 'Tab', 'Column', 'Section', and 'Fields'. The 'Tab' item is highlighted with a yellow box. Below the toolbox are checkboxes for 'Visibility Control' and 'Editability/Enable Control', and buttons for 'Save', 'Reset', and 'Delete'.

1. Drag and drop a **Tab** from the **Toolbox** next to the **existing ones**.

❖ Name the New Tab



Complaint: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: **Toolbox**

Read Mode

Delete Form Close

Main	What	Where	tab
tab Column 1			
Click Here to add sections			

Tab - tab

Edit Add

Tab Name

Display Order

Columns Theme

Allow Users to Click On Tab

[Formula Builder](#) ?

Visibility Control

Editability/Enable Control

Save Reset Delete

1. In the Properties Box click in Tab Name
2. Type: *Who*
3. Click **Save**



2. Create A new Tab Named Submit

The screenshot displays the WAG configuration interface. At the top, there is a header bar with the text "Complaint: Edit". Below this, there are sections for "Description:", "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". At the bottom of this header are "Delete Form" and "Close" buttons. The main area is divided into two panes. The left pane shows a navigation menu with tabs labeled "Main", "What", "Where", "Who", and "tab". Below the menu is a "Toolbox" containing a tree structure: "Tabs/Column" (expanded), "Tab" (highlighted with a yellow box), "Column", "Section", and "Fields". An orange arrow points from the "Tab" item in the toolbox to the "tab" tab in the navigation menu. The right pane is titled "Tab - tab" and has "Edit" and "Add" tabs. It contains the following configuration options: "Tab Name" (text input with "tab"), "Display Order" (dropdown with "4"), "Columns Theme" (dropdown with "-Default-"), "Allow Users to Click On Tab" (checked checkbox), "Formula Builder" (text area with "true"), "Visibility Control" (unchecked checkbox), and "Editability/Enable Control" (unchecked checkbox). At the bottom of the right pane are "Save", "Reset", and "Delete" buttons, along with a trash icon.

1. Drag and drop a **Tab** from the **Toolbox** next to the **existing ones**.



❖ Name the New Tab

The screenshot shows the WAG software interface. At the top, there is a header with 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', 'Default Mode: Read Mode', and a 'Toolbox' dropdown menu. Below the header are 'Delete Form' and 'Close' buttons. The main content area has a navigation bar with 'Main', 'What', 'Where', 'Who', and 'tab' tabs. The 'tab' tab is active, showing a 'tab Column 1' with a 'Click Here to add sections' link. On the right, the 'Tab - tab' properties panel is open, showing 'Edit' and 'Add' buttons. The 'Tab Name' field is highlighted with a yellow box and contains the text 'Submit'. Other fields include 'Display Order' (4), 'Columns Theme' (-Default-), and 'Allow Users to Click On Tab' (checked). There is also a 'Formula Builder' link and a text area containing 'true'. At the bottom of the panel are 'Save', 'Reset', and 'Delete' buttons.

1. In the Properties Box click in Tab Name
2. Type: *Submit*
3. Click **Save**
4. Click **What** Tab



❖ Create Document Management section in the What tab named Media

The screenshot displays the WAG configuration interface. At the top, there's a header for 'Complaint: Edit' with 'Description:' and 'Unique Keys:' labels, and 'Buttons Visibility: Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. A navigation bar contains 'Main', 'What', 'Where', 'Who', and 'Submit' tabs. The main form area is divided into sections: 'What' (with fields for Complaint, Category, Specifics, Description, Date Observed, and Time Observed) and 'Document Management' (which is currently empty). A 'Toolbox' on the right lists various sections, with 'Document Management' highlighted in yellow. An orange arrow points from this highlighted item to the 'Document Management' section in the form. To the right of the toolbox is a configuration panel for the 'Section - Document Management', showing fields for Section Name, Display Order, Theme, Section Type, and User Mode Help, along with 'Save', 'Reset', and 'Delete' buttons.

1. Drag and drop Document Management section from the Toolbox beneath the Time Observed Field.



❖ Name the Document Management section

Complaint: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Toolbox

Main What Where Who Submit

Date Observed * Date

Time Observed * Text

Document Management

Document Management

[Click here to Add Fields](#)

Section - Document Management

Edit Add

Section Name **Media**

Display Order 1

Theme -Default-

Section Type Document Management

User Mode Help [Add](#)

File tree visible

Zip file on upload

Show in Print Preview

Save Reset Delete

1. In the Properties Box click in Section Name
2. Type: *Media*
3. Click **Save**



❖ Create a Button Named < -

The screenshot shows a software configuration interface for a form. At the top, there's a header with 'Complaint: Edit' and 'Description:'. Below that, 'Unique Keys:' and 'Buttons Visibility: Default Mode: Read Mode' are visible. There are 'Delete Form' and 'Close' buttons. The main area is a form with tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Main' tab is active, showing fields for 'Category' (Text), 'Specifics' (Text), 'Description' (Memo), 'Date Observed *' (Date), and 'Time Observed *' (Text). Below these is a 'Media' section with 'Document Management'. A 'Button' field is being added to the form, highlighted in yellow. On the right, a 'Field - Button' configuration panel is open, showing 'Field Name: Button', 'Field Type: Button', and 'Theme: -Default-'. A 'Toolbox' is also open, listing various field types, with 'Button' highlighted in yellow. An orange arrow points from the 'Button' in the toolbox to the 'Button' field on the form. At the bottom right, there are 'Save', 'Reset', and 'Delete' buttons.

1. Drag and drop **Document Management** section from the **Toolbox** beneath the **Time Observed** Field.



❖ Name the Button

1. In the Properties Box click in Field Name
2. Type: <-
3. In the **Button Group Name** type: *whatprevnext* to appear the buttons in same line
4. In the **Button Order in Group** Type 1
5. Click Save
6. Click Event



Complaint: *Edit* Toolbox ▾

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Main	What	Where	Who	Submit
Specifics Text				
Description Memo				
Date Observed * Date				
Time Observed * Text				
Media Document Management				
<input type="button" value="←"/>				

Field - <-

Edit **Event** Add

Field Name: <-
Field Type: Button
Theme: -Default-
User Mode Help: [Add](#)
Button Group Name: whatPrevNext
Button Order in Group: 1

Make Button Available:
 Edit Mode Read Mode View Mode
 Visibility Control
 Editability/Enable Control
Display Order: 0 ▾

Location:
Tab: What ▾
Section: Media ▾

1) Click on Add New Event

Complaint: *Edit* Toolbox ▾

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Main	What	Where	Who	Submit
Time Observed * Text				
Media Document Management				
<input type="button" value="←"/>				

Field - <-

Edit **Event** Add



Complaint: *Edit* Toolbox ▾

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Main What Where Who Submit

Time Observed *

Media

Document Management

Field - <-

Edit Event Add

Event ▾

Action ▾

Condition [Formula Builder Help](#)

Field ▾

Value [Formula Builder Help](#)

1. In the **Action** choose **Set Value** from the drop down list
2. In the **Field** chose **MaintabDisabled**
3. In the **Value** type formula **'false'**
4. Click **Add**.



The screenshot shows the WAG interface for editing a complaint. The top bar includes 'Complaint: Edit', a 'Toolbox' dropdown, and 'Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. The main area has tabs for 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Date Observed' field is set to 'Date' and 'Time Observed' is set to 'Text'. A 'Media' section is visible with 'Document Management' and a back arrow. On the right, the 'Field - <' configuration panel shows 'Fire Order' 1, 'Event' 'OnClick', and 'Action' 'Set Value'. The 'Add New Event' button is highlighted in yellow.

1. Click Add New Event again

This screenshot shows the 'Event' configuration panel with 'Go to Tab' selected as the action. The 'Event' dropdown is set to 'OnClick'. The 'Action' dropdown is set to 'Go to Tab'. The 'Condition' field is empty with a 'Formula Builder Help' link. The 'Tab' dropdown is set to 'Main'. The 'Add' and 'Cancel' buttons are visible at the bottom of the panel.

2. In the **Action** choose **Go to Tab** from the drop down list
 3. In the Tab Choose **Main** from the drop down list and click **Add**
- ❖ Create a Button Named ->



Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main	What	Where	Who	Submit
Date Observed * <input type="text" value="Date"/>				
Time Observed * <input type="text" value="Text"/>				
Media				
Document Management				
<input type="button" value="Button"/>				

Field - Button

Edit Event Add

Field Name

Field Type

Theme

User Mode Help [Add](#)

Toolbox

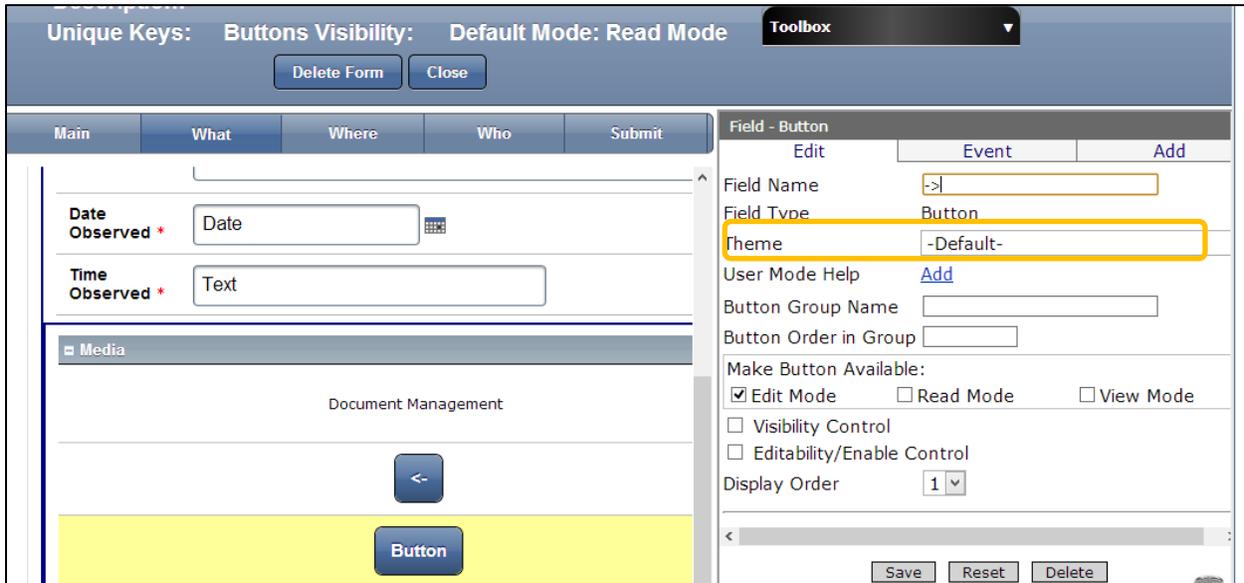
- ▼ Tabs/Column
- ▼ Section
- ▲ Fields
 - Button**
 - Calendar Date
 - Combo Box
 - Date
 - List
 - Memo
 - Number
 - Query List
 - Record ID
 - Text

set Delete

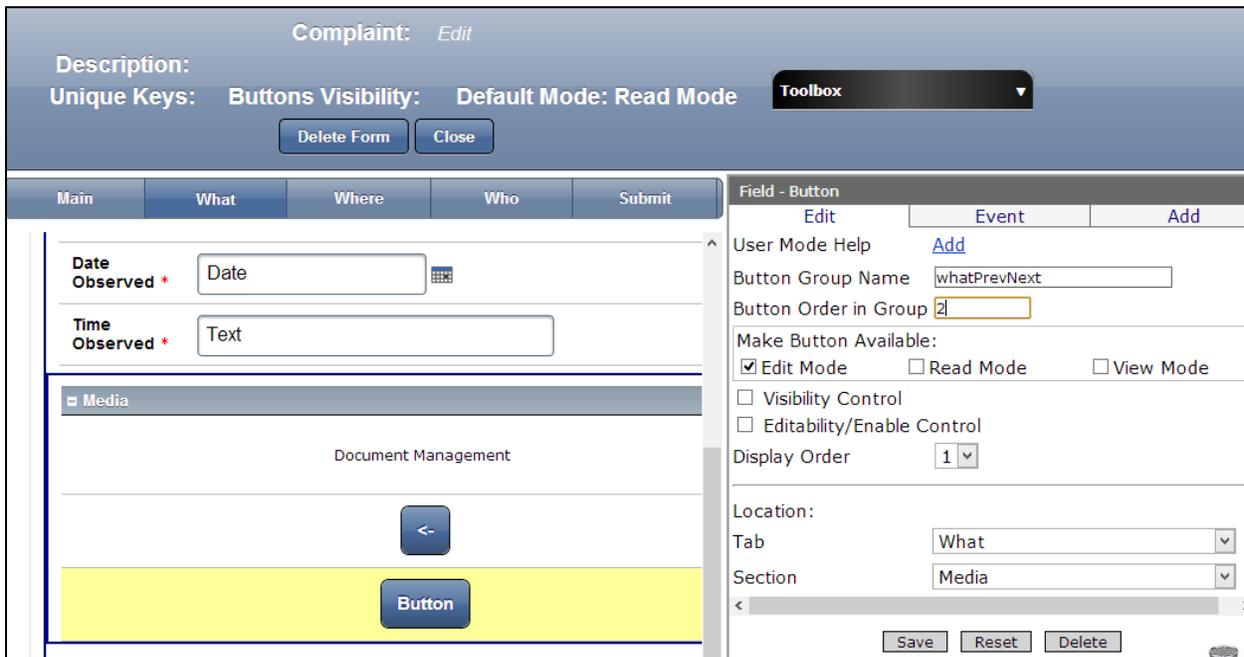
1. Drag and drop **Button** from the **Toolbox** fields beneath the existing button



❖ Name the new button



1. the Properties Box click in Field Name and Type: <-



2. Scroll down the properties box
3. In the **Button Group Name** type: *whatprevnext*
4. In the **Button Order in Group** Type *2* and Click **Save**.



❖ Create new Standard Section Named Tab Visibility 2

1. Drag and drop **Standard Section** from the **Toolbox** fields beneath the buttons.



❖ Name the new Standard Section

The screenshot shows the 'Section - Standard' configuration panel in the WAG software. The panel is titled 'Section - Standard' and has 'Edit' and 'Add' buttons. The configuration includes:

- Section Name: Tab Visibility 2
- Display Order: 2
- Theme: -Default-
- Section Type: Standard
- User Mode Help: Add
- Checkboxes: Show in Print Preview, Visibility Control
- Formula Builder: false
- Editability/Enable Control:
- Location: Tab: What, Column: tab Column 1
- Buttons: Save, Reset, Delete

1. the Properties Box click in Section Name
2. Type: **Tab Visibility 2**
3. Check the box next to **Visibility Control**
4. In the formula box should show "False"
5. Click **Save**



❖ Create New Text field Named WhatTabDisabled

1. Drag and drop **Text Field** from the **Toolbox** fields beneath the Tab Visibility 2 Section.



❖ Name the new Text Field

The screenshot shows the WAG software interface. At the top, there's a header with 'Complaint: Edit' and a 'Toolbox' dropdown. Below that, there are sections for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. There are 'Delete Form' and 'Close' buttons. The main area has tabs for 'Main', 'What', 'Where', 'Who', and 'Submit'. Under the 'What' tab, there's a 'Document Management' section with two navigation buttons ('<' and '>'). Below that, there's a 'Tab Visibility 2' section with a 'Text' field. On the right, the 'Field - Text' properties box is open, showing the following settings: Field Name: WhatTabDisabled, Field Type: Text, Theme: -Default-, Input Mask: None, User Mode Help: Add, Field Size: 200. There are checkboxes for 'Required', 'Calculated', 'Visibility Control', 'Editability/Enable Control', 'User Input Validation', and 'Set Default Value'. At the bottom of the properties box are 'Save', 'Reset', and 'Delete' buttons. The 'Save' button is highlighted in yellow.

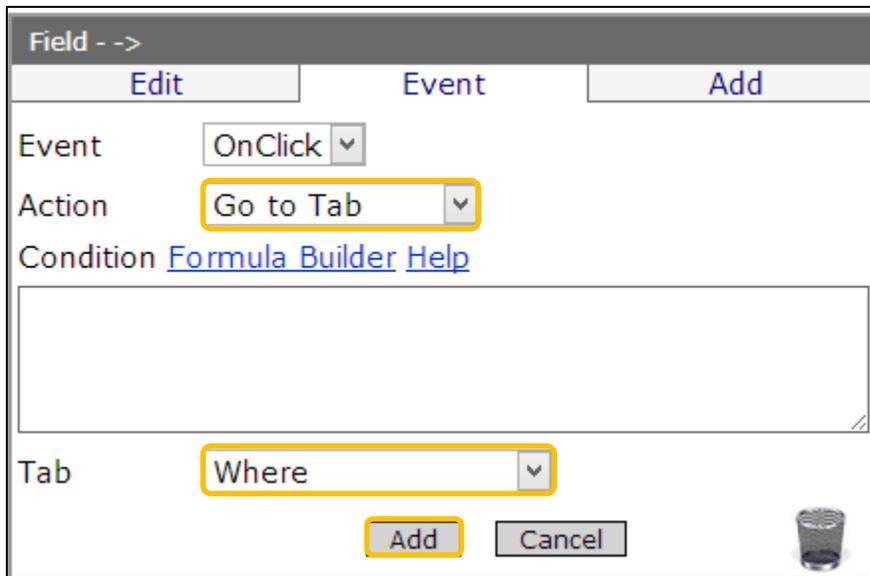
1. the Properties Box click in Field Name
2. Type: WhatTabDisabled
3. Click Save



❖ Add On Click Evenets to the -> Button



1. Click on the ->
2. Click on **Event**
3. Click **Add New Event**



1. In the **Action** Chose **Go To Tab** from the drop down list
2. In the **Tab** Chosse **Where** from the drop down list. And click **Add**.



- ❖ Add another on click Event in to the button

1. Click Add New Event
2. In the **Action** Choose **Set Value** from the drop down list

3. In the **Field** Choose **WhatTabDisabled** from the drop down list
4. In the formula box type **'true'**
5. Click **Add**



❖ Create sections and fields in the tab Named **Where**

The screenshot displays the WAG configuration interface. At the top, there's a header with 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility: Read Mode', and 'Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. A navigation bar contains tabs for 'Main', 'What', 'Where' (highlighted), 'Who', and 'Submit'. The main content area shows a form with a 'What' section containing fields for 'Complaint' (Text), 'Category' (Text), 'Specifics' (Text), and 'Description' (Memo). At the bottom, there's a 'Date Observed' field (Date). A right-hand panel titled 'Tab - What' is open, showing configuration options: 'Tab Name' (What), 'Display Order' (1), 'Columns Theme' (-Default-), and a checked 'Allow Users to Click On Tab' option. There's also a 'Formula Builder' link and a text area containing 'true'. At the bottom of this panel are 'Save', 'Reset', and 'Delete' buttons.

1. Click on the Tab Named **Where** as shown on the screen
2. Create **Section** named **Where**



❖ Name the Section

1. the Properties Box click in **Section Name**
2. Type: *Where*
3. Click **Save**



❖ Create list field Named Named Address type

1. Drag and drop **List Field** from the **Toolbox** beneath the Section **Where**



❖ Name the List field

The screenshot shows the WAG software interface for configuring a List field. The top bar includes 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', 'Default Mode:', and 'Read Mode'. Below this are 'Delete Form' and 'Close' buttons. The main area has tabs for 'Main', 'What', 'Where', 'Who', and 'Submit'. A 'tab Column 1' is visible, containing a 'Where' section with a 'List' field. A 'Toolbox' is open, showing various field types. The 'Field - List' properties box is open, showing the following configuration:

- Field Name: Address Type
- Field Type: List
- Theme: -Default-
- User Mode Help: [Add](#)
- List Value table:

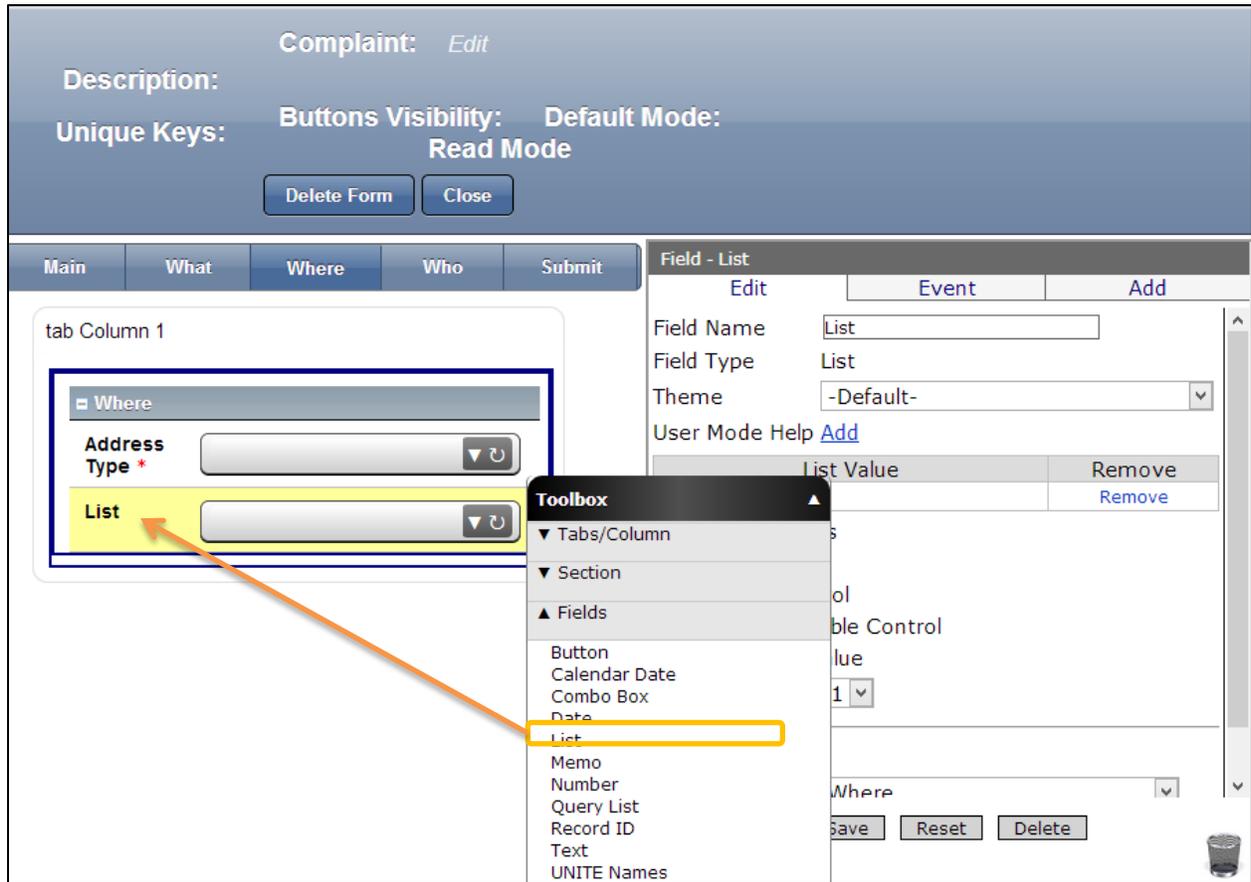
List Value	Remove
Street	Remove
Intersection	Remove
- Multiple Values
- Required
- Editability/Enable Control
- Set Default Value
- Display Order: 0

The 'Save' button is highlighted in yellow.

1. In the Properties Box click in **Field Name** and type **Address Type**
2. In the List Value Type: *Street, Intersection*
3. Check the box next to **Required**
4. Click **Save**



❖ Create List Field Named Neighborhood



1. Drag and drop **List Field** from the **Toolbox** beneath the list field Named Address type



❖ Name the List Field

The screenshot shows the WAG interface for configuring a list field. At the top, there are fields for 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', 'Default Mode:', and 'Read Mode'. A 'Toolbox' dropdown is also visible. Below these are 'Delete Form' and 'Close' buttons. The main area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is active, showing a form with a 'Where' section containing 'Address Type' and 'List' dropdowns. The 'List' dropdown is highlighted in yellow. To the right, the 'Field - List' configuration panel is open, showing the following settings:

- Field Name: **Neighborhood**
- Field Type: List
- Theme: -Default-
- User Mode Help: [Add](#)
- List Value table:

List Value	Remove
Bronx	Remove
Brooklyn	Remove
Manhattan	Remove
Queens	Remove
Staten Island	Remove
- Multiple Values
- Required**
- Visibility Control
- Editability/Enable Control
- Set Default Value
- Display Order: 1

At the bottom of the configuration panel are 'Save', 'Reset', and 'Delete' buttons. The 'Save' button is highlighted in yellow.

1. the Properties Box click in **Field Name**
2. Type: *Neighborhood*
3. In the List Value type: *Bronx, Brooklyn, Manhattan, Queens, Staten Island*
4. Check the box next to **Required**
5. Click **Save**



❖ Create Text Field Called Building #

The screenshot shows the WAG software interface for editing a form. At the top, there are fields for 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility: Read Mode', and 'Default Mode:'. Below these are 'Delete Form' and 'Close' buttons. The main form area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is active, showing a section titled 'tab Column 1' with a sub-section 'Where'. This sub-section contains three fields: 'Address Type' (a dropdown menu), 'Neighborhood' (a dropdown menu), and 'Text' (a text input field). A yellow highlight is around the 'Text' field. To the right, a 'Field - Text' configuration panel is open, showing various settings like 'Field Name', 'Field Type', 'Theme', 'Input Mask', 'User', 'Field S', 'Re', 'Ca', 'Vis', 'Ed', 'Us', 'Se', 'Displa', 'Locati', 'Tab', and 'Section'. A 'Toolbox' is also open, listing various field types: 'Button', 'Calendar Date', 'Combo Box', 'Date', 'List', 'Memo', 'Number', 'Query List', 'Record ID', 'Text', 'UNITE Names', and 'Yes/No'. The 'Text' field in the toolbox is highlighted with a yellow box. An orange arrow points from this 'Text' field in the toolbox to the 'Text' field in the form.

1. Drag and drop **Text Field** from the **Toolbox** beneath the list field Named Neighborhood



❖ Name the Text Field

The screenshot shows the 'Field - Text' properties dialog box in the WAG software. The 'Field Name' is set to 'Building #'. The 'Field Type' is 'Text'. The 'Theme' is '-Default-'. The 'Input Mask' is 'None'. The 'User Mode Help' is 'Add'. The 'Field Size' is '200'. The 'Required' checkbox is checked. The 'Calculated' checkbox is unchecked. The 'Visibility Control' checkbox is checked. The 'Formula Builder' is open, showing the formula '[Address Type]==\'street\''. The 'Operators' and 'Fields / Sections' panels are visible, with 'Address Type (List)' selected in the Fields / Sections panel.

- 1) the Properties Box click in **Field Name**
- 2) Type: *Building #*
- 3) Check the box next to **Required**
- 4) Check the box next to **Visibility Control**
- 5) Click the **Formula Builder**
- 6) Create Formula *[Address Type]==\'street\'* in order to specify the format of entry
- 7) Click **OK**
- 8) Click **Save**



❖ Create a Field Nemd Street Name

1. Drag and drop **Text Field** from the **Toolbox** beneath the text field Named Bbuilding #



❖ Name the Text Field

The screenshot displays the WAG software interface for editing a form. At the top, there's a header with 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility: Default Mode: Read Mode', and a 'Toolbox' dropdown. Below this are 'Delete Form' and 'Close' buttons. The main area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is active, showing a form with four fields: 'Address Type' (dropdown), 'Neighborhood' (dropdown), 'Building #' (text), and 'Text' (text). The 'Text' field is highlighted in yellow. To the right, the 'Field - Text' properties box is open, showing 'Street Name' as the field name, 'Text' as the field type, and the 'Required' checkbox checked. The 'Save' button is also highlighted in yellow.

- 1) In the Properties Box click in **Field Name**
- 2) Type: *Street Name*
- 3) Check the box next to **Required**
- 4) Click **Save**



- ❖ Create the Text Field Named Apartment #

The screenshot shows the WAG software interface for editing a form. The top bar displays 'Complaint: Edit' and 'Default Mode: Read Mode'. Below this are buttons for 'Delete Form' and 'Close'. The main area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is selected, showing a form with fields for 'Address Type', 'Neighborhood', 'Building #', 'Street Name', and 'Text'. The 'Text' field is highlighted in yellow, and an orange arrow points from the 'Text' option in the 'Toolbox' to it. The 'Toolbox' is open, showing a list of field types: Button, Calendar Date, Combo Box, Date, List, Memo, Number, Query List, Record ID, Text, UNITE Names, and Yes/No. The 'Text' option is highlighted in yellow. The 'Field - Text' properties panel is visible on the right, showing 'Field Name' as 'Text' and 'Field Type' as 'Text'. The 'Save', 'Reset', and 'Delete' buttons are at the bottom right.

1. Drag and drop **Text Field** from the **Toolbox** beneath the text field Street Name



❖ Name the Text Field

The screenshot shows the WAG software interface for editing a form. At the top, it says "Complaint: Edit". Below that, there are fields for "Description:", "Unique Keys:", "Buttons Visibility:", and "Default Mode: Read Mode". There are "Delete Form" and "Close" buttons. The main area has tabs for "Main", "What", "Where", "Who", and "Submit". The "Where" tab is active, showing a form with fields: "Address Type", "Neighborhood", "Building #", "Street Name", and a new "Text" field. The "Text" field is highlighted in yellow. On the right, the "Field - Text" properties box is open, showing "Field Name" set to "Apartment #", "Field Type" as "Text", "Theme" as "-Default-", "Input Mask" as "None", "Field Size" as "200", and "Display Order" as "4". There are checkboxes for "Required", "Calculated", "Visibility Control", "Editability/Enable Control", "User Input Validation", and "Set Default Value". At the bottom right of the properties box are "Save", "Reset", and "Delete" buttons.

1. In the Properties Box click in **Field Name**
2. Type: *Apartment #*
3. Click **Save**



❖ Create Memo Field Named Additional Location Info

The screenshot displays the WAG software interface for editing a 'Complaint' record. The top bar shows 'Complaint: Edit' and 'Default Mode: Read Mode'. Below this are buttons for 'Delete Form' and 'Close'. The main area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is selected, showing a form with fields for 'Address Type', 'Neighborhood', 'Building #', 'Street Name', and 'Apartment #'. A 'Memo' field is highlighted in yellow. On the right, a 'Field - Memo' configuration window is open, showing a 'Toolbox' with various field types. The 'Memo' field type is highlighted in the toolbox, and an orange arrow points from it to the yellow-highlighted 'Memo' field in the form.

2. Drag and drop **Text Field** from the **Toolbox** beneath the text field Named Apartment #



❖ Name the Memo Field

The screenshot displays the WAG software interface for editing a form. At the top, there's a header with 'Complaint: Edit' and a 'Toolbox' dropdown. Below this, there are sections for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. A 'Delete Form' and 'Close' button are visible. The main form area has tabs for 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is selected, showing a form with fields for 'Address Type', 'Neighborhood', 'Building #', 'Street Name', and 'Apartment #'. A 'Memo' field is highlighted in yellow. To the right, the 'Field - Memo' properties box is open, showing 'Field Name' set to 'Additional Location Info', 'Field Type' set to 'Memo', and 'Field Size' set to '4000'. The 'Save' button is highlighted in yellow.

- 1) In the Properties Box click in **Field Name**
- 2) Type: Additional Location Info
- 3) Click **Save**



❖ Create Button Field Named <-

The screenshot displays a software interface for creating a form. At the top, there's a header with 'Complaint: Edit' and 'Description:'. Below this, there are sections for 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. There are 'Delete Form' and 'Close' buttons. The main form area has tabs for 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is active, showing fields for 'Building # *', 'Street Name *', and 'Apartment #', all of type 'Text'. Below these is a 'Memo' field for 'Additional Location Info'. A yellow highlighted area at the bottom of the form contains a 'Button' field. On the right side, a 'Field - Button' configuration panel is open, showing 'Field Name' as 'Button' and 'Field Type' as 'Button'. Below this is a 'Toolbox' with a list of field types: 'Button', 'Calendar Date', 'Combo Box', 'Date', 'List', 'Memo', 'Number', 'Query List', 'Record ID', 'Text', 'UNITE Names', and 'Yes/No'. The 'Button' field type is highlighted in yellow in the toolbox, and an orange arrow points from it to the 'Button' field on the form.

1. Drag and drop **Button Field** from the **Toolbox** beneath the text field Named Additional Location Info



❖ Name the Button Field

Complaint: *Edit* Toolbox

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What **Where** Who Submit

Where

Address Type *

Neighborhood *

Building # *

Street Name *

Apartment #

Additional Location Info

Button

Field - <--

Edit Event Add

Field Name <--

Field Type Button

Theme -Default-

User Mode Help [Add](#)

Button Group Name WherePrevNext

Button Order in Group 1

Make Button Available:
 Edit Mode Read Mode View Mode

Visibility Control
 Editability/Enable Control

Display Order 6

Location:
Tab Where
Section Where

Save Reset Delete

1. the Properties Box click in Field Name
2. Type: <--
3. Button group Name type:WherePrevNext
4. Button Order in Group type: 1
5. Click Save



- ❖ Create Button Field named -->

1. Drag and drop **Button Field** from the **Toolbox** beneath the button field Named <--



❖ Name the Button Field

Complaint: *Edit* Toolbox

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What **Where** Who Submit

Field -->

Edit Event Add

Field Name -->
Field Type Button
Theme -Default-
User Mode Help [Add](#)
Button Group Name WherePrevNext
Button Order in Group 2

Make Button Available:
 Edit Mode Read Mode View Mode
 Visibility Control
 Editability/Enable Control
Display Order 7

Location:
Tab Where
Section Where

Save Reset Delete

1. the Properties Box click in **Field Name**
2. Type: -- >
3. **Button group Name** type:WherePrevNext
4. **Button Order in Group** type: 2
5. Click **Save**
6. Click **Event**

❖ Create New Section Named Tabvisibility 3



Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What Where Who Submit

Neighborhood
Building # * Text
Street Name * Text
Apartment # Text
Additional Location Info Memo

←
→

Standard Click here to Add Fields

Section - Standard Edit Add

Section Name Standard
Display Order 1
Theme -Default-
Section Type Standard

Toolbox

- ▼ Tabs/Column
- ▲ Section
 - Standard
 - Matching
 - Document
 - Document Management
 - Fixed HTML
 - Rich Text - Enhanced
 - Rich Text
 - DataGrid - Subform
 - Discussion
 - DataGrid - Internal Storage
 - DataGrid - SQL Read-Only
 - Chart
- ▼ Fields

Save Reset Delete

2. Drag and drop **Standard Section** from the **Toolbox** beneath the button field Named -->



❖ Name the Section

Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode **Toolbox**

Delete Form Close

Main What **Where** Who Submit

Neighborhood
Building # * Text
Street Name * Text
Apartment # Text
Additional Location Info Memo

←
→

Standard Click here to Add Fields

Section - Standard Edit Add

Section Name Tab Visibility 3
Display Order 1
Theme -Default-
Section Type Standard
User Mode Help Add
 Show in Print Preview
 Visibility Control
 Editability/Enable Control

Location:
Tab Where
Column tab Column 1

Save Reset Delete

1. the Properties Box click in Field Name
2. Type: Tab Visibility 3
3. Click Save



❖ Create Text Field Named Where TabDisabled

1. Drag and drop **Text Field** the **Toolbox** in the section **TabVisibility 3**



❖ Name the text Field

Complaint: *Edit* Toolbox ▾

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What **Where** Who Submit

Neighborhood *

Building # *

Street Name *

Apartment #

Additional Location Info

←

→

Tab Visibility 3

Text

Field - Text

Edit Event Add

Field Name WhereTabDisabled

Field Type Text

Theme -Default-

Input Mask None

User Mode Help [Add](#)

Field Size 200

Required

Calculated

Visibility Control

Editability/Enable Control

User Input Validation

Set Default Value

Display Order 0

Location:

Tab Where

Section Tab Visibility 3

Save Reset Delete

1. In the Properties Box click in **Field Name**
2. Type: WhereTabDisabled
3. Click **Save**



- ❖ Create on click event to the Button Named < --

The screenshot shows the WAG software interface. At the top, there is a header with 'Complaint: Edit' and a 'Toolbox' dropdown menu. Below the header, there are fields for 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. There are 'Delete Form' and 'Close' buttons. The main area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Where' tab is active, showing a form with fields for 'Neighborhood', 'Building #', 'Street Name', 'Apartment #', and 'Additional Location Info'. A yellow highlighted button with a left arrow is visible. On the right, there is a configuration panel for the selected button. The 'Event' tab is selected in the configuration panel. The configuration includes fields for 'Field Name', 'Field Type', 'Theme', 'User Mode Help', 'Button Group Name', and 'Button Order in Group'. There are checkboxes for 'Make Button Available' (Edit Mode, Read Mode, View Mode), 'Visibility Control', and 'Editability/Enable Control'. The 'Display Order' is set to 6. There are also 'Location' dropdowns for 'Tab' and 'Section', both set to 'Where'. At the bottom of the configuration panel, there are 'Save', 'Reset', and 'Delete' buttons.

1. Click on the Button -- >
2. Click on Event

This is a close-up of the configuration panel from the previous screenshot. The 'Event' tab is highlighted with a yellow border. Below the tabs, there is a button labeled 'Add New Event'.

3. Click on Add New Event



Field - <--

Edit Event Add

Event

Action

Condition [Formula Builder Help](#)

Tab

4. In the Action Choose **Go to Tab** from The drop down list
5. In the tab Choose **What** from the drop down list
6. Click **Add**

Field - <--

Edit Event Add

Fire Order	Event	Action
<u>1</u>	OnClick	Go to Tab
Condition: Tab: What		

7. Click **Add New Event**

Field - <--

Edit Event Add

Event

Action

Condition [Formula Builder Help](#)

Field

Value [Formula Builder Help](#)

8. In the **Action** choose **Set Value** from the drop down list
9. In the **Field** chose **WhatTabDisabled** from the drop down list
10. In the formula box type 'false'
11. Click **add**



❖ Create on Click event to the Button Named -- >

1. Click on the Button -- >
2. Click on Event
3. Click on Add New Event
4. in the Action choose Go to Tab from the drop down list



❖ Add another on click eventn to the button -->

Field -->	
Edit	Event
Event	OnClick ▾
Action	Set Value ▾
Fire Order	2 ▾
Condition	Formula Builder Help
Field	WhereTabDisabled ▾
Value	Formula Builder Help
	'True'
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> 	

1. Click on **Add New Event**
2. in the **Action** Choose **Set Value** from drop down list
3. In the field choose **whereTabDisabled** from the drop down list
4. In the formula box type **'True'**
5. Click **Save**



Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode **Toolbox**

Delete Form Close

Main What Where **Who** Submit

Where

Address Type *

Neighborhood *

Building # *

Street Name *

Apartment #

Additional Location Info

←

→

Tab Visibility 3

WhereTabDisabled

Tab - Where

Edit Add

Tab Name

Display Order

Columns Theme

Allow Users to Click On Tab

Formula Builder

Visibility Control

Editability/Enable Control

Save Reset Delete

1. Click on Tab Named Who

Delete Form Close

Main What Where **Who** Submit

tab Column 1

Click Here to add sections

Tab - Who

Edit Add

Tab Name

Display Order

Columns Theme

Allow Users to Click On Tab

Formula Builder

Save Reset Delete

❖ Create new Section Named Who



Complaint: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What Where Who Submit

Section - Standard Edit Add

Section Name Standard

Display Order 0

Theme -Default-

Standard

Click here to Add Fields

Toolbox

- ▼ Tabs/Column
- ▲ Section
 - Standard
 - Matching
 - Document
 - Document Management
 - Fixed HTML
 - Rich Text - Enhanced
 - Rich Text
 - DataGrid - Subform
 - Discussion
 - DataGrid - Internal Storage
 - DataGrid - SQL Read-Only
 - Chart
- ▼ Fields

Save Reset Delete

1. Drag and drop **Standard Section** from the **Toolbox**.



❖ Name the Section

1. the Properties Box click in **Section Name**
2. Type: Who
3. Click **Save**



❖ Create Text Field Named Email Address

Complaint: *Edit*

Description:

Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What Where Who Submit

tab Column 1

Who

Text Text

Field - Text

Edit Event Add

Field Name Text

Field Type Text

Theme -Default-

Toolbox

- ▼ Tabs/Column
- ▼ Section
- ▲ Fields
 - Button
 - Calendar Date
 - Combo Box
 - Date
 - List
 - Memo
 - Number
 - Query List
 - Record ID
 - Text
 - UNITE Names
 - Yes/No

Delete

1. Drag and drop **Text Field** from the **Toolbox**.



❖ Name the text Field

The screenshot shows the WAG software interface. At the top, there are fields for 'Complaint: Edit', 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below these are 'Delete Form' and 'Close' buttons. The main area has tabs for 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Who' tab is active, showing a 'tab Column 1' with a 'Who' section containing a 'Text' field. The properties box on the right is open, showing the following settings: Field Name: Email Address, Field Type: Text, Theme: -Default-, Input Mask: None, User Mode Help: Add, Field Size: 200, Required: , Calculated: , Visibility Control: , Editability/Enable Control: , User Input Validation: , Set Default Value: , Display Order: 0. The 'Save' button is highlighted.

1. the Properties Box click in **Field Name**
2. Type: Email Address
3. Check the box next to the **Required**
4. Click **Save**

Similarly drag and drop 5 text fields from the toolbox beneath the email address field and name them as shown on the screenshot below.



Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What Where Who Submit

tab Column 1

Who

Email Address * Text

First Name * Text

Last Name * Text

Day Time Phone # * Text

Address Text

Apt # Text

Field - Apt #

Edit Event Add

Field Name Apt #

Field Type Text

Theme -Default-

Input Mask None

User Mode Help Add

Field Size 200

Required

Calculated

Visibility Control

Editability/Enable Control

User Input Validation

Set Default Value

Display Order 5

Location:

Tab Who

Section Who

Save Reset Delete

Click Save after naming each of text fields and check the required box for the first four fields.



❖ Create Button Named < ---

The screenshot shows the WAG software interface for editing a form. At the top, there's a header for 'Complaint: Edit' with 'Description:', 'Unique Keys:', 'Buttons Visibility:', and 'Default Mode: Read Mode'. Below this are 'Delete Form' and 'Close' buttons. The main area is divided into tabs: 'Main', 'What', 'Where', 'Who', and 'Submit'. The 'Who' tab is selected, showing a form with fields for 'Email Address', 'First Name', 'Last Name', 'Day Time Phone #', 'Address', and 'Apt #'. A 'Button' field is being added to the form, highlighted in yellow. The 'Field - Button' properties panel is open, showing the following settings: 'Field Name' is '<---', 'Field Type' is 'Button', 'Theme' is '-Default-', 'User Mode Help' is 'Add', 'Button Group Name' is 'WhoPrevNext', and 'Button Order in Group' is '1'. The 'Make Button Available' section has 'Edit Mode' checked, 'Read Mode' unchecked, and 'View Mode' unchecked. The 'Save' button in the bottom right of the properties panel is highlighted in yellow. An orange arrow points from the 'Button' field in the toolbox to the 'Button' field in the form.

1. Drag and drop **Button Field** from the **Toolbox**.
2. Click the Properties Box click in **Field Name**
3. Type: < ---
4. In the Button group Name type: WhoPrevNext
5. In the Button Order in Group 1
6. Click **Save**



❖ Create Button Named --->

Complaint: *Edit*

Description:
Unique Keys: Buttons Visibility: Default Mode: Read Mode

Delete Form Close

Main What Where Who Submit

tab Column 1

Who

Email Address * Text

First Name * Text

Last Name * Text

Day Time Phone # * Text

Address Text

Apt # Text

←

Button

Field - Button

Edit Event Add

Field Name --->

Field Type Button

Theme -Default-

User Mode Help Add

Button Group Name WhoPrevNext

Button Order in Group 2

Make Button Available:

Read Mode View Mode

Who

Who

Toolbox

▼ Tabs/Column

▼ Section

▲ Fields

Button

Calendar Date

Combo Box

Date

List

Memo

Number

Query List

Record ID

Text

UNITE Names

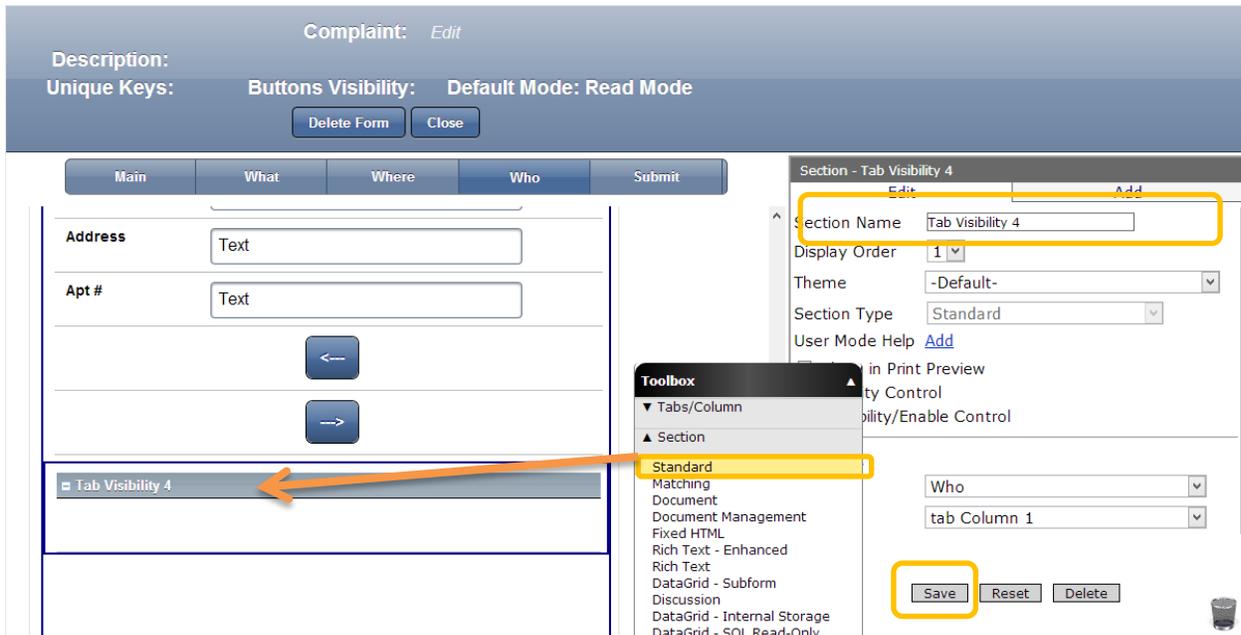
Yes/No

Save Reset Delete

1. Drag and drop **Button** Field from the **Toolbox**.
2. Click the Properties Box click in **Field Name**
3. Type: --- >
4. In the Button group Name type: **WhoPrevNext**
5. In the Button Order in Group 1
6. Click **Save**



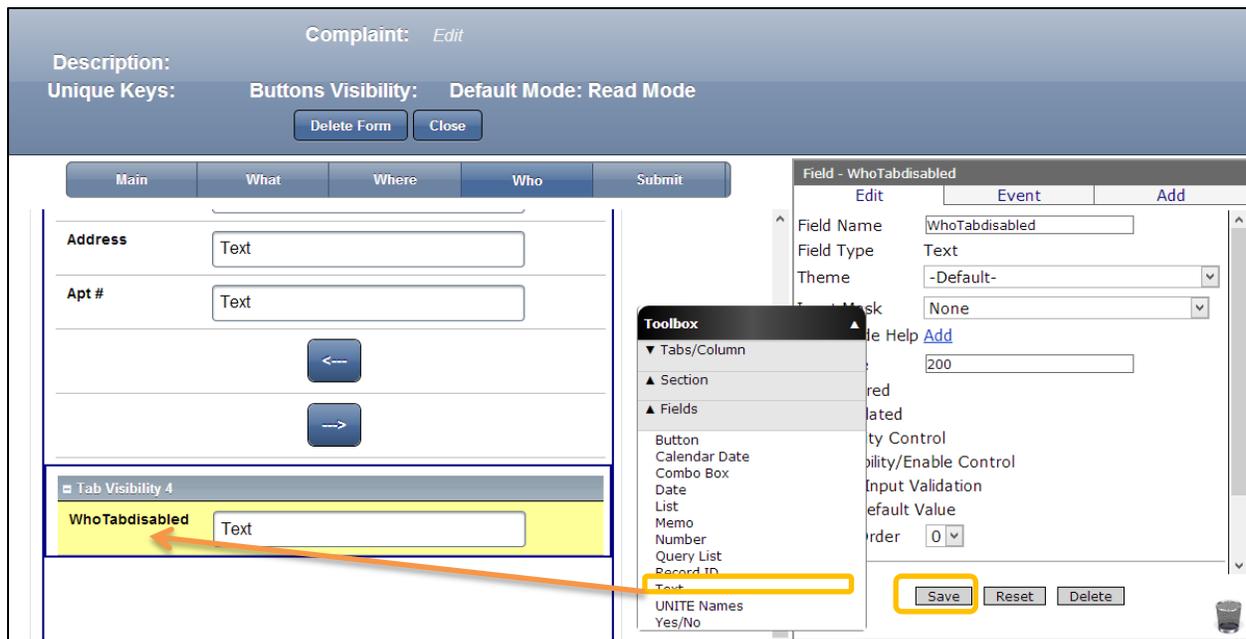
- ❖ Create new **Standard Section** and name it **TabVisibility4**



1. Drag and drop **Standard Section** from the **Toolbox**.
2. Click the **Properties Box** click in **Field Name**
3. Type: **TabVisibility 4**
4. Click **Save**



- ❖ Create a new Text Field and Name it WhoTabDisabled



1. Drag and drop **Text Field** from the **Toolbox**.
2. Click the Properties Box click in **Field Name**
3. Type: **WhoTabDisabled**
4. Click **Save**



- ❖ Add on Click Event to the Button Named < ---

Field - <---		
Edit	Event	Add
Fire Order	Event	Action
<u>1</u>	<u>OnClick</u>	<u>Go to Tab</u>
Condition: Tab: Where		
<u>2</u>	<u>OnClick</u>	<u>Set Value</u>
Condition: Field: WhereTabDisabled Value: 'false'		
<input type="button" value="Add New Event"/>		
		

1. Click on the **Button** -- >
2. Click on **Event**
3. Click on **Add New Event**
4. In the Action Choose **Go to Tab**
5. In the tab Choose **Where** from the drop down list
6. Click **Add**
7. Click **Add New Event**
8. In the **Action** choose **Set Value** from the drop down list
9. In the **Field** choose **WhereTabDisabled** from the drop down list
10. In the formula box type 'false'



- ❖ Add ion Click Event to the Button Named --- >

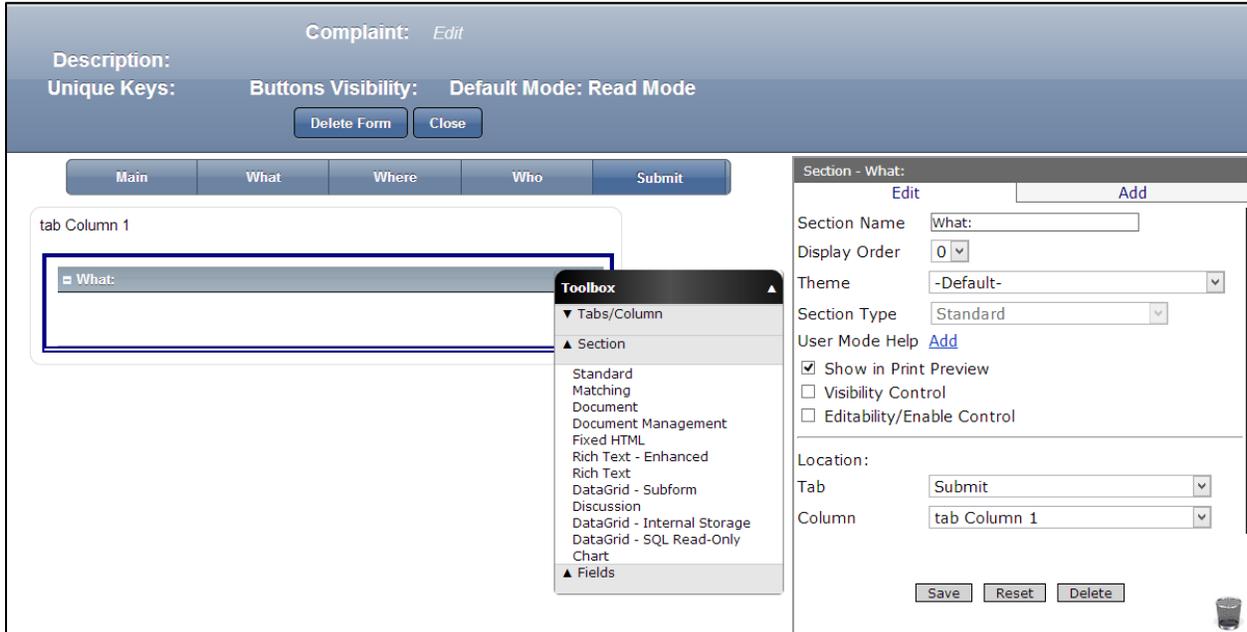
Field - --->		
Edit	Event	Add
Fire Order	Event	Action
<u>1</u>	<u>OnClick</u>	<u>Go to Tab</u>
Condition: Tab: Submit		
<u>2</u>	<u>OnClick</u>	<u>Set Value</u>
Condition: Field: WhoTabdisabled Value: 'True'		
<input type="button" value="Add New Event"/>		
		

1. Click on the **Button** -- >
2. Click on **Event**
3. Click on **Add New Event**
4. In the Action Choose **Go to Tab**
5. In the tab Choose **Submit** from the drop down list
6. Click **Add**
7. Click **Add New Event**
8. In the **Action** choose **Set Value** from the drop down list
9. In the **Field** chose **WhoTabDisabled** from the drop down list
10. In the formula box type 'True'



Click on Tab **Submit**, next few slides are screens of the sections and fields of **Submit** Tab.

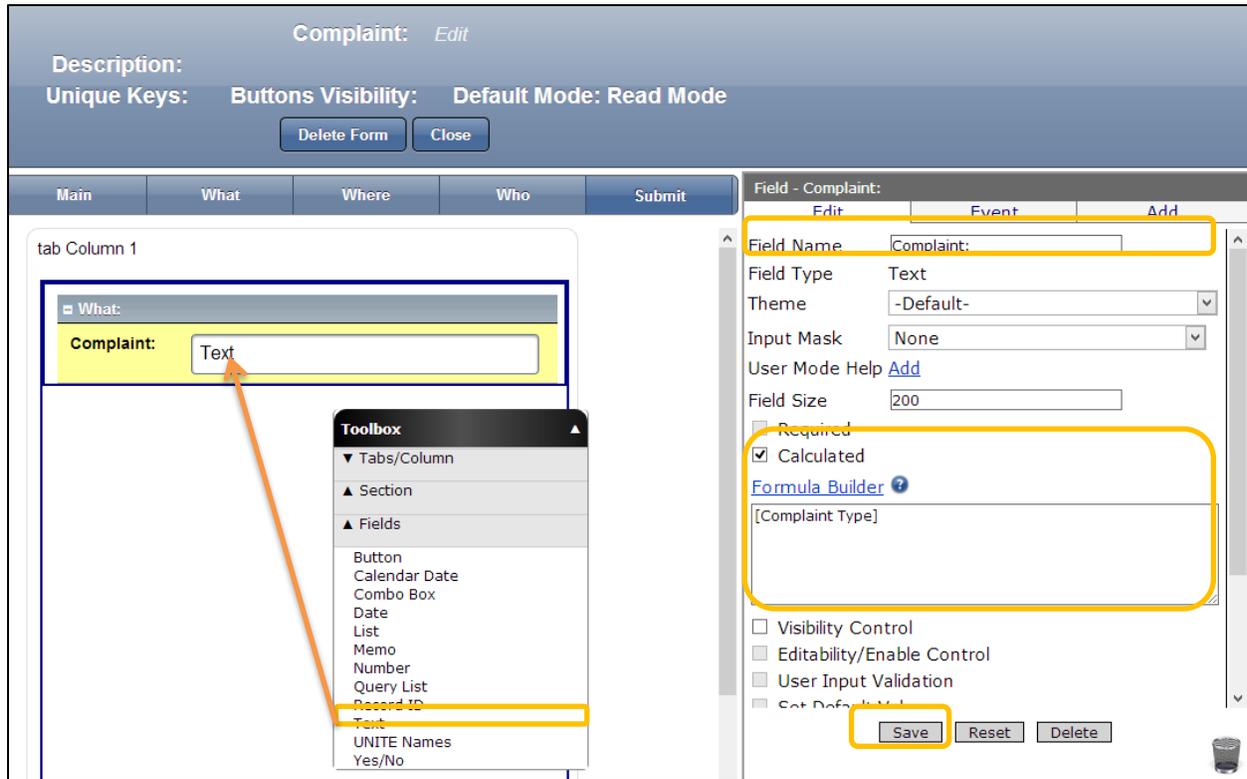
- ❖ Create new Section and Name it **What**:



1. Drag and drop **Standard Section** from the **Toolbox**.
2. Click the Properties Box click in **Field Name**
3. Type: **What::**
4. Click **Save**



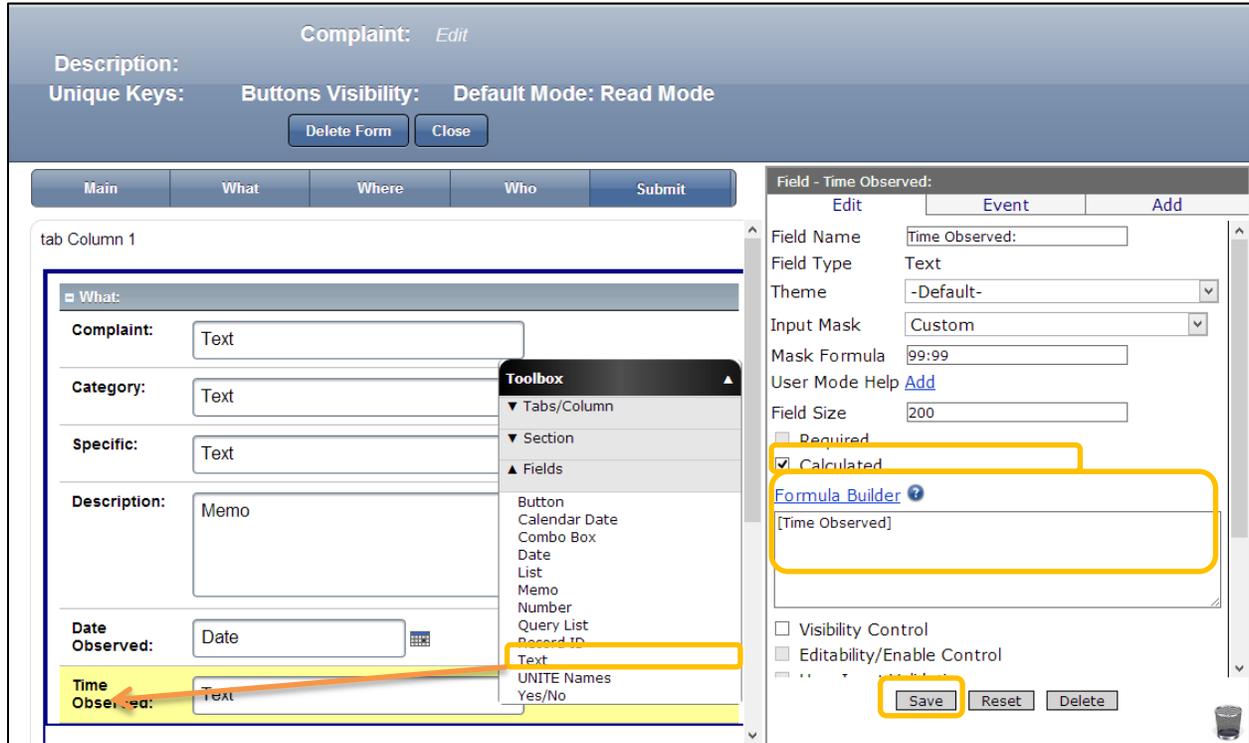
- ❖ Create a Text Field and name it as Complaint:



1. Drag and drop **Text Field** from the **Toolbox**.
2. Click the **Properties Box** click in **Field Name**
3. Type: **Complaint:**
4. Check the box next to **Calculated**
5. Click on **Formula builder** and choose **[complaint type]**
6. Click **Save**



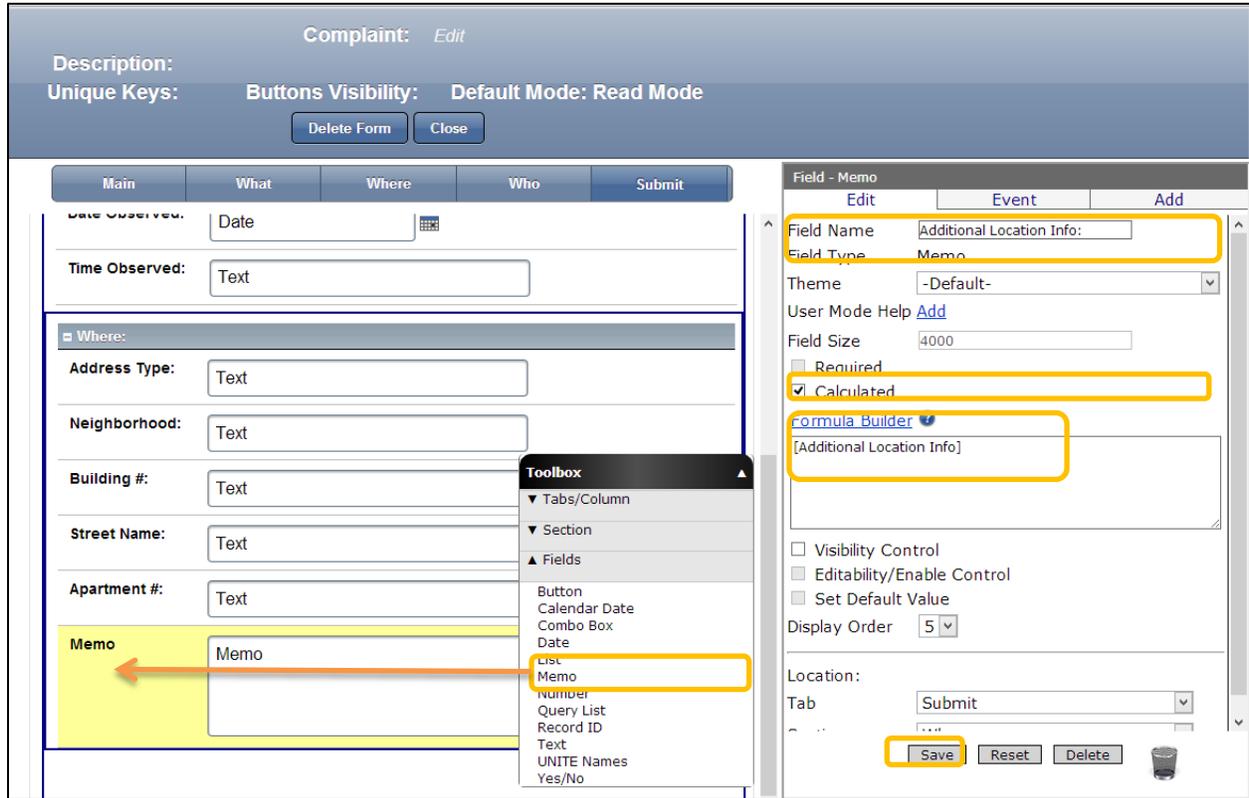
- ❖ Create Text Fields named: Category:, specific:, Memo Field Description:.. Date Field Date Observed;, and Text Time Observed;



1. Drag and drop Text, Memo and date fields from the Toolbox as shown on the screen
2. Click the Properties Box click in Field Name and Type
3. Name the Text Fields as, Category: and specific:;, Memo Field as Description:.. Date Field as Date Observed;, and Text Time Observed;
4. For all the fields Check the box next to Calculated
5. Click on the Formula Builder.
6. And from the fields/sections of it choose appropriate formula for each field.
7. Click Save



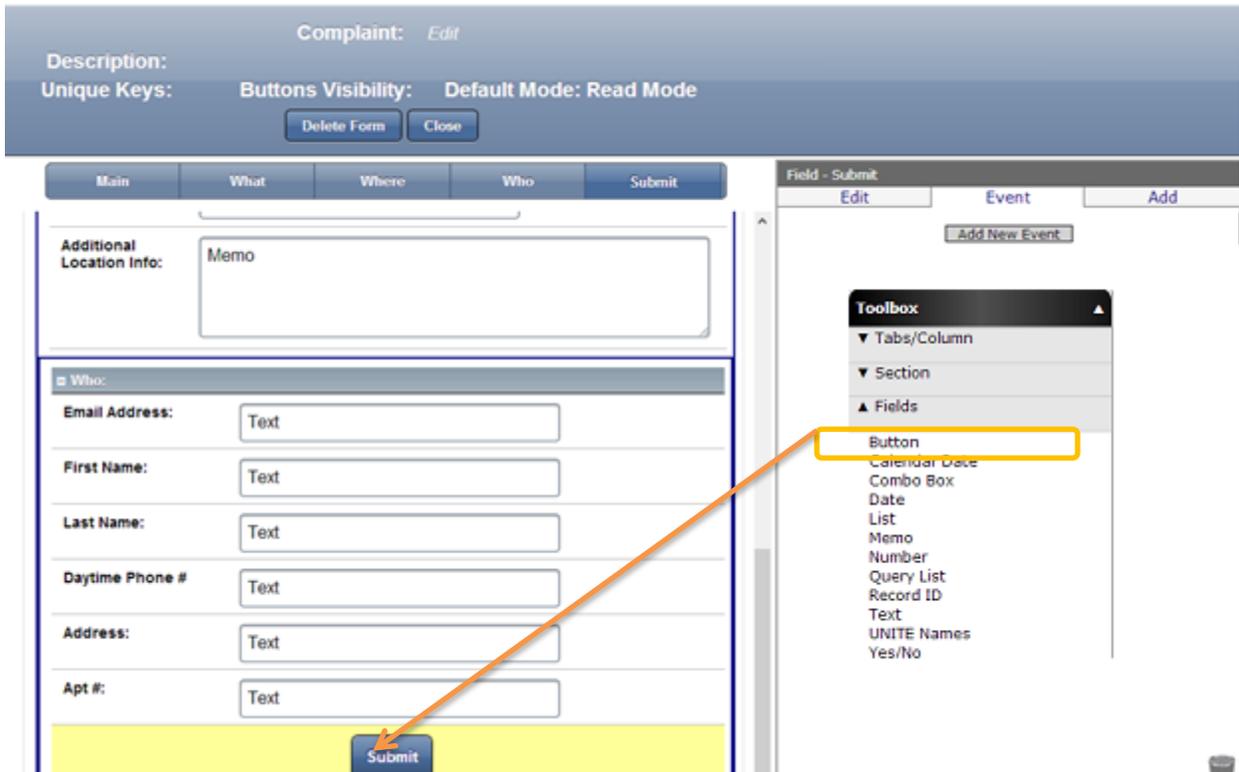
- ❖ Create another new section Named Where with the fields named Address Type, Neighborhood:, Building #:, Street Name:, Apartment #:, and a Memo field Named Additional locatio Info.



1. Drag and drop **Text** fields and a **Memo** field from the **Toolbox** as shown on the screen
2. Click the Properties Box click in **Field Name**
3. Type following field names for each Text Fields: **Neighborhood:, Building #:, Street Name:, Apartment #:**, and for memo field **Additional locatio Info**
4. For all the fields Check the box next to **Calculated**
5. Click on the **Formula Builder**.
6. And from the fields/sections of it choose appropriate formula for each field.
7. Click **Save**



- ❖ Create another new section Named Who with the fields Email Address;, First Name;, Last Name;, Daytime Phone #;, Address;, Apt #;, and a button fields Named Submit.



1. Drag and drop **Text fields** and a **button field** from the **Toolbox** as shown on the screen
2. In the Properties Box click in **Field Name**
3. Type following field names for each Text Fields: **Email Address;** **First Name;** **Last Name;** **Daytime Phone #;** **Address;** **Apt #;** and for button field type **Submit**
4. For all the fields Check the box next to **Calculated** (except **Button**)
5. Click on the **Formula Builder**.
6. And from the fields/sections of it choose appropriate formula for each field.
7. Click **Save** after each naming and coding each field.
8. Click on **Submit** button and click event



Field - Submit

Edit Event Add

Event ▾

Action ▾

Condition [Formula Builder Help](#)

Email To [Add Fields](#) (Comma Delimited)

Applies to UNITE Names Only:

▾

Subject Text Field

Body Text Field

Include link to record

❖ Insert Formula in the button field Named **Submit**

1. In the **Action** Choose **Save & Email** from the drop down list.
2. In the Email field type the **email** where you want to receive the complaints.
3. In the Subject type: **New Complaint**
4. In the Body type **Here is the new Complaint:**
5. Check the box next to **Include link to record.**
6. Click **Add**
7. Click **Close** on the parent form.



❖ Create views for new Tabs and Forms

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Design Home Forms Views Applications Themes

Forms

[Add a New Form](#)

Form	Public Access Settings
Complaint	None
Complaint Category	None
Complaint Specific	None
Complaint Type	None

1. Click Views

311 User Mode | Design Mode Learn how to WAG™ Logged in as John Doe :: Log Off

Design Home Forms Views Applications Themes

Views

[Add a New View](#)

View Name	Default View	View Fields	Edit Display Info
Complaint Categories	No	Has Specifics, Complaint Type, Category	Edit Display Info
Complaint Specifics	No	Complaint Specific, Specifics	Edit Display Info
Complaint Types	No	Complaint Type	Edit Display Info

2. Add New View

❖ Name the view



311 User Mode | Design Mode

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Design Home Forms Views Applications Themes

Save Cancel

View Name:

Type:

Extra Information Show Type Show Created By Show Created Date Show Last Updated By Show Last Updated Date Show Available Actions

Default View:

Field Name	Show in View	Searchable	Default Search
Main			
Complaint			
Main			
Complaint Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Complaint Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Complaint Specific	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Tab Visibility			
MainTabDisabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

1. In the View Name type **Complaints**
2. Check the box next to **Default View**
3. Check the boxes along with complaint type, Complaint category, Complaint Specific

What			
tab Column 1			
What			
Complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Specifics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Date Observed*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Time Observed*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Media <input type="checkbox"/> Show Section Images			
Tab Visibility 2			
WhatTabDisabled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>

1. Check the box Next to **Date Observed**

Scroll all the way down



Who:			
Email Address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
First Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Last Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Daytime Phone #	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Apt #:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

1. Check the boxes next to **First Name**, **Last Name**, **Daytime Phone #**
2. Click **Save** at the top of the page

311 **User Mode** | Design Mode Learn how to WAG™ Logged in as John Doe :: Log Off

Design Home Forms Views Applications Themes

Edit View Definition

Add New Line **Save** Back

Field/Section Name	Show in Header	Alias	Move
Media	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Date Observed	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Complaint Type	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Complaint Category	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Complaint Specific	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
First Name:	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Last Name:	<input checked="" type="checkbox"/>	<input type="text"/>	⋮
Daytime Phone #	<input checked="" type="checkbox"/>	<input type="text"/>	⋮

1. Click **Save** again on the next page.
2. Click on **User Mode** at the end



❖ User MOde

1. Click on User Mode and Enter values for the forms Complain type, Category, Complaint Specific.

You can use these values or create others by your needs.

Complaint Type

Abandoned Vehicle

Alarm

Bag of Garbage

Bed bug

Blocked Sidewalk or street

Bridge

Building Construction

Car Service, limousine or Ambulance

Catch Basin Complaint

Curb

Dead Animal

Dirty Sidewalk or Gutter

2. In the User mode click on New and choose Complaint type



Web Application Generator :: 311 **Complaint Types** Cache Off :: Logged in as John Doe :: Log Off

New Complaint Type **New** Views Export Applications **Design**

Search by Complaint Complaint
Complaint Category
Complaint Specific
Complaint Type

Advanced Search

New Complaint Type

Save Cancel

Complaint Type

Complaint Type

Complaint Type

3. Type each value one by one

New Complaint Type

Save Cancel

Complaint Type

Complaint Type

Complaint Type

Complaint Type

Curb

4. Click Save.

❖ Enter values for the form Complaint Category.

1. In the User mode click on new Complaint Category



2. You can use these values or create your own.

Category

Call 311 to report an illegal Driveway Blocking

Report a defaced or painted Curb

Report a damaged Curb



3. In the User mode click on New and choose Complaint Category



New Complaint Category ↻

Save Cancel

Complaint Category

▣ Complaint Category

Complaint Type Curb ▼ ↺ Ⓞ

Category Report a Damaged curb

Has Specifics* | ▼ ↺ Ⓞ

NoYes

4. From the drop down list choose complaint type, type Category for example: Report a damaged curb and choose yes or No if the complaint has any specifics.
5. Click **Save**

Enter values for the form Complaint Specific. You can use values from the box or create your own.

Specifics

Next to a City-owned property

Next to a commercial property

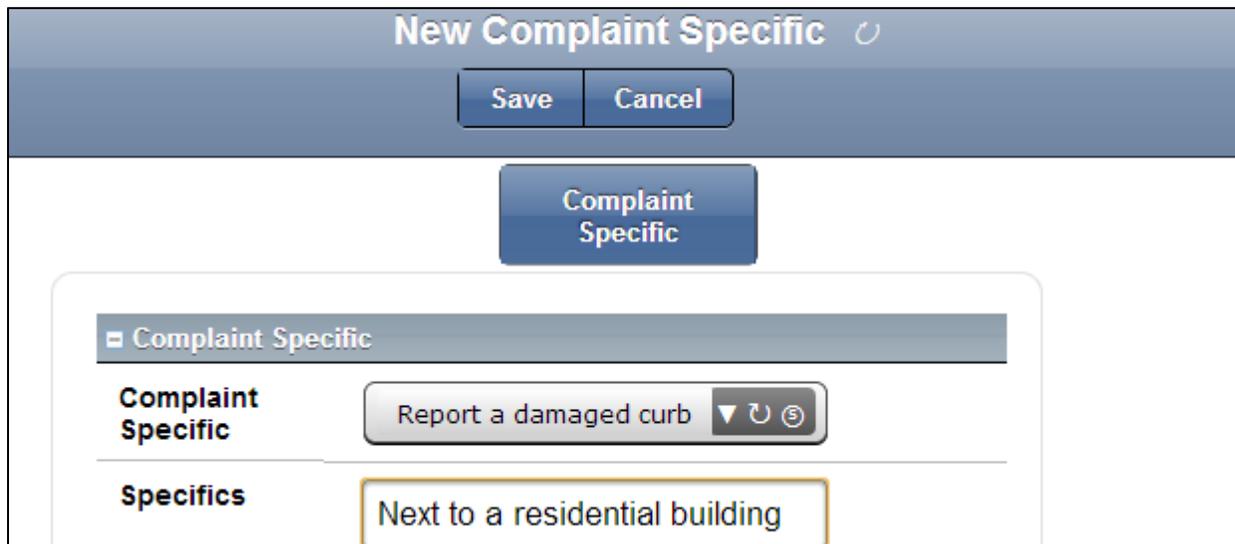
Next to a residential building

Under an overpass

With a metal Support bar sticking out



- ✓ In the user mode Click on **New** and the **Complaint Specific**



- ✓ From the Combo box complaint specific choose for exmample "Report a damages curb" and enter the sepcifics you want to have, "Next to a residential building" for example. And click save.



❖ Using the Application

Using on desktop Browser.

New Complaint ↻

Available Actions Save Cancel

Main What Where Who Submit

▣ Main

Complaint Type [Dropdown]

Complaint Category

- Complaint Type
- Abandoned Vehicle
- Alarm
- Bag of Garbage
- Bed Bug
- Blocked sidewalk or Street
- Bridge
- Building Construction
- Car Service, Limousine or Ambulance
- Catch Basin Complaint
- Curb
- Dead Animal
- Dirty Sidewalk or Gutter

1. Click on New Complaint
2. Choose Curb from the drop down list



New Complaint

Available Actions Save Cancel

Main What Where Who Submit

Main

Complaint Type

Complaint Category

Category	Complaint Type	Has Specifics
Call 311 to report an illegal driveway blocking	Curb	No
Report a damaged curb	Curb	Yes
Report a defaced or painted Curb	Curb	No

3. Click on Complaint Category
4. Choose Repora a damaged Curb

New Complaint

Available Actions Save Cancel

Main What Where Who Submit

Main

Complaint Type Curb

Complaint Category Report a damaged curb

Complaint Specific Next to a city-owned prop

From the Complaint Specific drop down list Choose Next to a city owned property click the blue button.



New Complaint ↻

Available Actions Save Cancel

Main What Where Who Submit

What

Complaint	Curb
Category	Report a damaged curb
Specifics	Next to a city-owned property
Description	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
Date Observed*	<input type="text" value="03/29/2013"/> <small>mm/dd/yyyy</small>
Time Observed*	<input type="text" value="12:00"/>

Media

[\[Add File\]](#)

File	Edit	Delete
	[Edit]	[Delete]

< >

Fill other fields. And again click the blue button - >



Complaint ↻

Available Actions Save Cancel

Main What **Where** Who Submit

Where

Address Type* Street ▼ ↻

Neighborhood* Manhattan ▼ ↻

Street Name* Broadway

Apartment #

Additional Location Info

← →

Choose the address type and neighborhood from the combo box, enter the street name and click blue button -- > again



Enter the personal information of the reporter.

Complaint ↻

Available Actions Save Cancel

Main What Where Who Submit

▣ Who

Email Address*	<input type="text" value="johndoe@gmail.com"/>
First Name*	<input type="text" value="John"/>
Last Name*	<input type="text" value="Doe"/>
Day Time Phone #*	<input type="text" value="2035689456"/>
Address	<input type="text"/>
Apt #	<input type="text"/>

← →

Click the blue button again ---->



Complaint ↻

Available Actions Save Cancel

MainWhatWhereWhoSubmit

What:

Complaint: Curb

Category: Report a damaged curb

Specific: Next to a residential building

Description:

Date Observed: 03/29/2013 mm/dd/yyyy

Time Observed:

Where:

Address Type: Street

Neighborhood: Manhattan

Building #:

Street Name: Broadway

Apartment #:

Additional Location Info:

Who:

Email Address: johndoe@gmail.com

First Name: John

Last Name: Doe

Daytime Phone # 2035689456

Address:

Apt #:

Submit

Review and submit your complaint by clicking Submit button on the bottom.



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[New Complaint](#) [New](#) [Views](#) [Export](#) [Applications](#) [Design](#)

Search by Complaint Type [Go](#) [Advanced Search](#) [U](#)

Media	Date Observed	Complaint Type ▲	Complaint Category	Complaint Specific	First Name:	Last Name:	Daytime Phone #
	03/29/2013	Curb	Report a damaged curb	with a metal support bar sticking out	John	Doe	510 510 510

Here is the first complaint in your complaints bucket.



- ❖ Using Application on iOS Browser.



- ✓ To submit a Complaint to your 311 Application Form in your iPad/iPhone, click on the WAG icon on your iPad/iPhone screen.
- ✓ Enter your Username and Password

WAG - Login

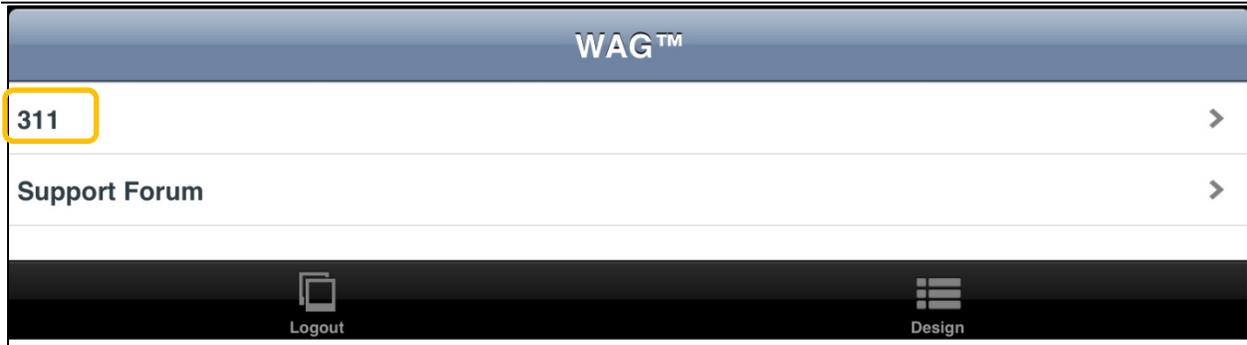
Username

Password

Sign In

- ✓ Click Sign In

- ✓ Click on 311



Click on +New





✓ Enter your complaint,

Main Main	
Complaint Type	Select... >
Complaint Category	Select... >
[Input field with >]	

✓ In this case you can enter the data shown on the screen

Main Main	
Complaint Type	Curb >
Complaint Category	Report a damaged curb >
Complaint Specific	Next to a residential building >
[Input field with >]	

✓ Click the arrow to go to next page

Enter Description, Date Observed and Time Observed and upload the picture.



Cancel ← → Save

• • • • •
What
What

Complaint	Curb
Category	Report a damaged curb
Specifics	Next to a residential building
Description *	It seems dangerous kids are playing next to it.
Date Observed *	03/29/2013
Time Observed *	12:00

Media >

<-

->

✓ Click the arrow again



Cancel [Navigation Buttons] Save

•••••
Where
Where

Address Type *	Street	>
Neighborhood *	Select...	>
Street Name *		
Apartment #		
Additional Location Info		

←

→

Choose the address type

Address Type * Cancel

Street >

Intersection



Cancel Save

• • • • •
Where
Where

Address Type *	Street	>
Neighborhood *	Brooklyn	>
Street Name *	Broadway	
Apartment #	55	
Additional Location Info		

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-->

Choose the neighborhood from the list:

Neighborhood *

Cancel

Bronx

Brooklyn

Manhattan

Queens

Staten Island



Enter the information about submitter

Cancel [Navigation Buttons] Save

Who
Who

Email Address *	Johndoe@gmail.com
First Name *	John
Last Name *	Doe
Day Time Phone # *	3024567788
Address	
Apt #	

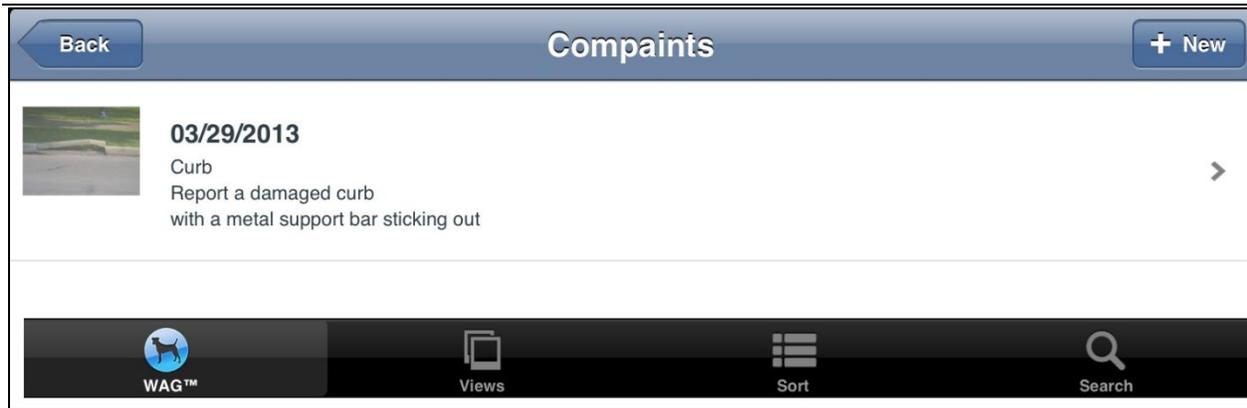
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Click arrow again and it will take you to the review page where from you can submit your complaint.



. Submit What:					
Complaint:	Curb				
Category:	Report a damaged curb				
Specific:	Next to a residential building				
Description:	It is broken				
Date Observed:	03/29/2013				
Time Observed:	12:00				
Where:					
Address Type:	Street				
Neighborhood:	Brooklyn				
Building #:					
Street Name:	Broadway				
Apartment #:	55				
Additional Location Info:					
Who:					
Email Address:	Johndoe@gmail.com				
First Name:	John				
Last Name:	Doe				
Daytime Phone #	2035102345				
Address:					
Apt #:					



This is how it will show up in your complaint bucket.