

Form Element Properties Reference Guide

Property	Sub-Property	Description	Applies to Element(s)
Label		The name of the field that is displayed on the form.	All
Type (most used)		Controls the type of field. Many types exist, and the most common types are listed below.	All
	Drop Down List	Quantitative data is easier to track than qualitative data. This type aids in converting qualitative data into quantitative data so it can be more easily counted.	
	Text Box	Free entry field that includes but is not limited to text and/or numbers.	
	Large Text Box	Same as Text Box except it has Max Characters and Height and Width properties.	
	Checkbox	It is either checked or not.	
	Date Chooser	Displays the calendar icon and allows the User to select a date.	
	Button	Used to place a button on the form.	

Property	Sub-Property	Description	Applies to Element(s)
	Hidden Field	Places fields in the 'Hidden Fields' section on the form. Includes any data element that need to be on the form but doesn't need to be displayed.	
	Date Range	A field used to filter by dates.	
Usage		Determines the field's location on the form. Some fields appear differently (or have a different usage) in different sections of the form.	All
	Edit Only	Places field in edit section.	
	Edit and Search	Places field in edit and search section.	
	Search Only	Places field in search section. Does not appear on an Edit form.	
	Expando Search	Places field in expanded search section. Does not appear on an Edit form.	
	Button	Places field in banner sections.	
Contextual Help		Allows you to associate help with a specific field on the form.	All
	Contextual Help Text	Ability to enter/edit the text to appear as help.	
	Contextual Help Popup	Indicates whether the contextual help should appear as a pop-up.	

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Required		Makes the field required on the form which means that the field must have a value for the User to be able to proceed.	All
Input		The table and column, or WF_ field that you want to feed into this form when it renders.	All
Output		This is the table and column that is impacted when the form is saved.	All
List		Set items that appear for the User to select.	Drop Down List, Text Box
	Defined	A list stored on a specific table that is created just to store lists.	
	Query	Pulls data in from other places in the system.	
Display Only		If selected, this field becomes display-only and cannot be edited.	Drop Down List, Text Box
Display Width		Controls the width in pixels for the width of the textbox.	Text Box, Large Text Box
Drop Down Width		Controls the width in pixels. For example, 255 is a common width. Look at other dropdown fields to determine an appropriate width.	Drop Down List
Display as Radio Buttons		Dropdown options are displayed as radio buttons.	Drop Down List
Display Horizontally		Dropdown options are displayed across the form	Drop Down List

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		from left to right.	
Display as Rating Button		Dropdown options are displayed with the ability to rate from high to low.	Drop Down List
Textbox Width		Controls the width in pixels. For example, 254 is a common width.	Text Box, Large Text Box
Max Width		Stretches the box across the form and disregards the separation into columns. This makes textbox width irrelevant.	Text Box, Large Text Box
Decorate Beginning Decorate Ending		Ability to add a dollar sign or percent sign etc. to beginning or end of what is entered in the field.	Text Box
Text Align		Aligns the text to the left or right.	Text Box
	Left	Aligns the text to the left.	
	Right	Aligns the text to the right.	
Validation Mode		Limits the type and number of characters you can type in a text box.	Text Box
	Alphanumeric	Text and/or numbers	
	Masked	Data-entry assistance	
	Number	Unique type data-entry assistance	

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	SSN	Unique type Data-entry assistance	
	Hyperlink	Unique type Data-entry assistance	
	Number	Numbers only	
	Minimum Value	Limits the value, also gives error message	
	Maximum Value	Same as above except max	
	Total characters	Limits the number of characters a user can enter. Note: This can be tricked to be used for alphanumeric characters as well.	
	Decimal digits	Used to format as money	
	Round off	Rounds to a whole number	
Max Characters		Same as max width for textbox	Large Text Box
Textbox Height		Ability to format the height	Large Text Box
Start Date Filter		Choose column and choose begin date field	Date Range
End Date Filter		Choose column and choose begin date field	Date Range
Date Range Empty		If turned on, this will clear out the previous entered date range.	Date Range
Date Range		Used to allow the User to display data that falls between two dates.	Date Range

Property	Sub-Property	Description	Applies to Element(s)
	Date Range	Displays as a date range	
	Single Date	Displays as a single date	
Save Change History		<p>Determines at the field level if this specific element should be monitored when it is changed by any user.</p> <p>There is a report called Who Changed My Client that shows all change related information.</p> <p>This can also be toggled on and off at the form level under form properties.</p>	All
Print		<p>When the form is printed, this gives the ability to have the element print or not.</p> <p>Also, this allows Print from the droplet menu.</p>	All
Export to Excel		Export all the columns that are returned on the form. If the column isn't set to export, then it will not come with the export.	All
Excel Sort Order		In addition to export, you can choose what sort order it comes out in. Also remember that when you export, it comes out of what is being stored in the input and output.	All