


Filter Form?

Once Filter form is selected, designate one of the field name as the filter field name. When another form uses a relation(list) field to point to this filter form, the field will appear on the left side of the form with a drop down list. This would allow the user to filter the display on the form based on the dropdown list.

Step 1: Create a filter form



+ Add Form

- Click on
- Select 'Filter' under Form Type
- Key in filter field name.

Note that Filter Field Name has to be the same as the Field Name **IN** your filter form.

Eg. If 'Filter Field Name' set in Form Details is 'product',

A Field should also be added with the Field Name 'product'

Form details

Basic Information


Form Name

Form Type Form Filter Sub Form URL Link

Filter Field Name i

App Name

View Form Records in Single Column 2 Column (Vertical) 2 Column (Horizontal)

Form Icon  OR No file chosen

Form Description

Product - Fields Mapping

Field Order	Field Name
1	product

Step 2: Add in required fields in filter

- Add in the data that you want to filter in the main form to ensure that each record added is a data found in the main form's data.

Step 3: Link main form to filter form


- Select the field mapping in the **main form** that you want link the filter to.



- Change the field type to
- On Listbox Source, select the filter form that you have created
- On show field, select the field that you want to filter

Field Settings

Field Information

Field Name *: 

Field Label *:

Tips:

Field Order:

Field Types

Select a Field Type from the following lists:

- Time when a new record is created (Server Time)
- Time when a record is updated (Server Time)
- IP when a new record is created
- IP when a record is updated
- Auto Numbering
- INTER-FORM**
- Relation List
- WORKFLOW-OWNERSHIP**
- Users List

