Frevvo Training Overview

How to Request Access

1. Visit **https://frevvo.fau.edu**
2. Click **Request Access**
3. Fill out the form
4. OIT will reply within 1-2 business days

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How to Create Your First Form

Forms are contained with applications which let you group related forms.

1. Start by Clicking "**New**" to create a new application.
2. The new application will be named "**Application {some number}**" you can:
   - Open it by clicking the title
   - Edit it
   - Modify properties
   - Download a backup and share it with others.

How to Create Your First Form

Lets start by changing the applications name.

- Click "**Properties**"
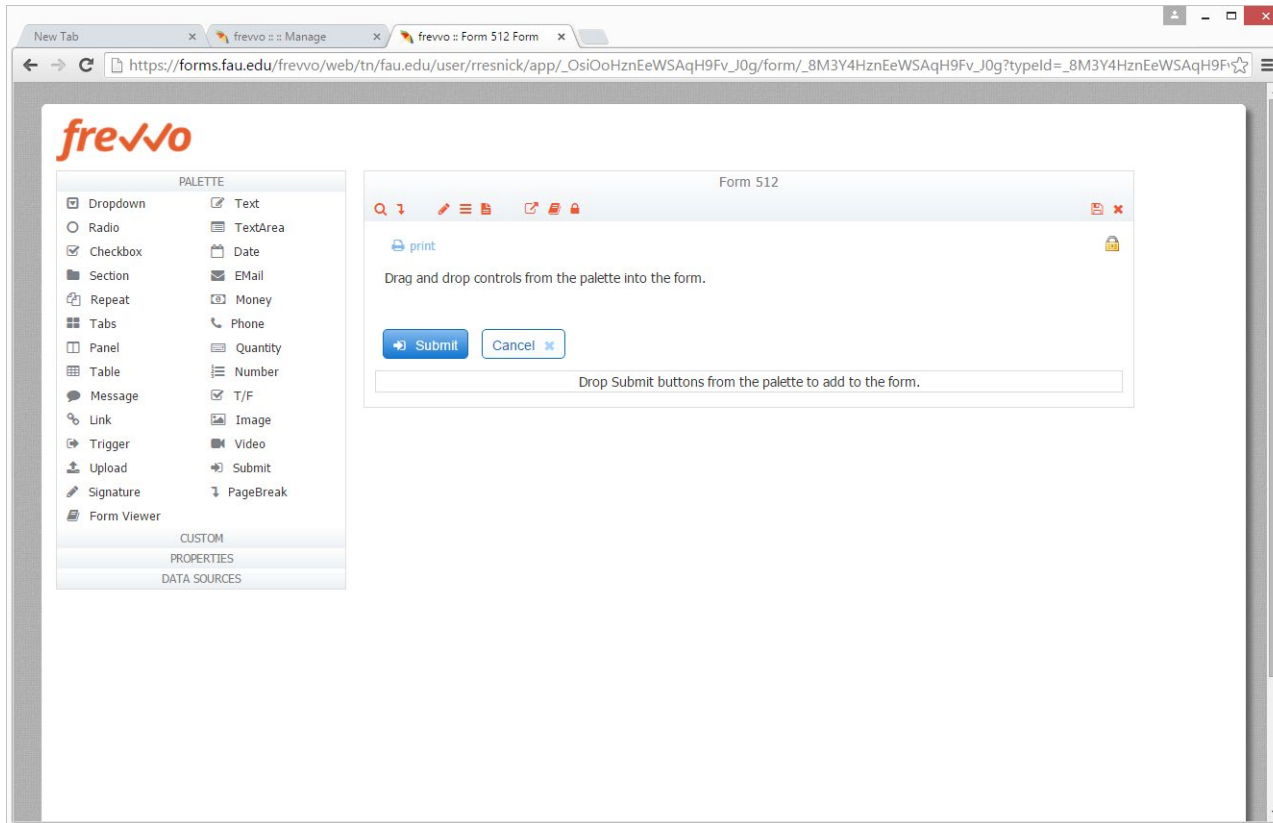- Change the name to "**Frevvo 101**"
- Click "**Update**"

How to Create Your First Form

1. Click on the title of the **"Frevvo 101"** application
2. Here we can create new forms, upload new forms, and modify the properties of the current application.
3. Lets create new form by clicking **"New"**
4. Click Finish as we do not have any templates at the moment.
5. This will create a new form named **"Form {number}"** and open the new form.
6. You may rename the form by expanding **"Properties"** and changing the form name field.

How to Add Components

1. Start by dragging fields from the palette to the form.
2. Two text fields (first and last name)
3. An e-mail field
4. Two text fields (address and city)
5. One dropdown (state)
6. One Quantity (zip code)
7. Radio button (Inquiry)
8. TextArea (additional information)

How to Modify a Component

Now lets name the components and adjust their look and feel. Start with the first component.

1. Click on it (it will turn green)
2. Click to expand "**Properties**" on the left
3. Update the label to "**First Name**"
4. Update the name to "**FirstName**" (should occur automatically)
5. Add a max length if needed.
6. Add a label, error message, hint, help, decorator, etc.
7. Check "**Required**"
8. Most importantly click the style tab and adjust the width to less then half the icons

How to Modify a Component

- Repeat this update and make the form look like this example.
- When done click the red "**Disk**" icon to save the form.

How to Test the Form

1. Click "**Test**" to test the form.
2. Add data, tab, and navigate.
3. Test on desktop, tablet and phone form factors.