



## Calculations

This section teaches you how to create simple calculations for cells on your template. At the end of this section, you'll know how to perform the following tasks:

- create simple mathematical calculations and check formulas
- use default values and the 'Display only' option.

### Overview

Often a cell gets its value by manipulating other information on a form. For example, the discount amount on a sales slip is calculated as the discount rate times the total purchase amount. You can use a calculation so that the value is filled in automatically for the Informed Filler user.

	<b>Sub Total</b>	<b>754.90</b>
<b>Discount Rate</b>	<input type="text" value=".07"/>	<b>Discount</b>
		<b>52.84</b>
	<b>Total</b>	<b>702.06</b>

Calculate the discount amount as:

'Sub Total \* Discount Rate'

Informed Designer provides a comprehensive set of operators and functions that make it easy to create sophisticated calculations. You can even use if-then-else logic to calculate different results under certain conditions. For detailed information on formulas and functions, see Chapters 9 and 10 of your *Informed Designer Forms Automation* manual.

A default value is a value that Informed Filler automatically fills in each time the user fills out a new form. However, unlike calculations, a default value doesn't change unless the user types a different value. Use a default value whenever a cell often has the same value. For example, the default value for the date cell on an invoice could be today's date.

There are three different types of default values. They are:

- creation date
- creation time
- constant value.

'Creation date' and 'Creation time' default value types are used for automatic entry of the current date or time when the Informed Filler user fills out a new form. The 'Constant value' default type requires that you specify the default value itself.

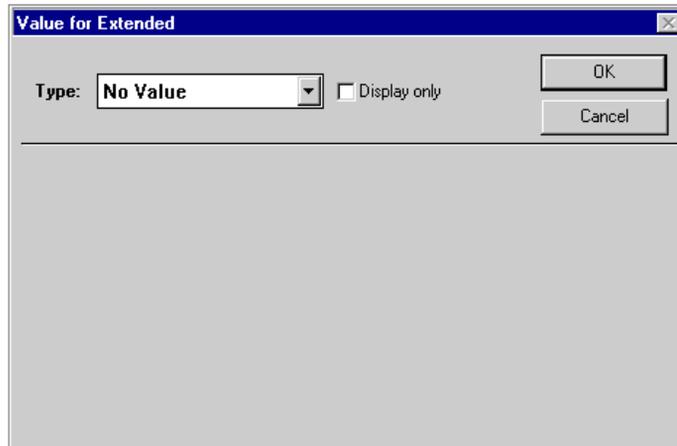
## Creating a Calculation

In this exercise, you'll create calculations for the **Extended** and **Total** cells.

- Select the **Extended** table cell.

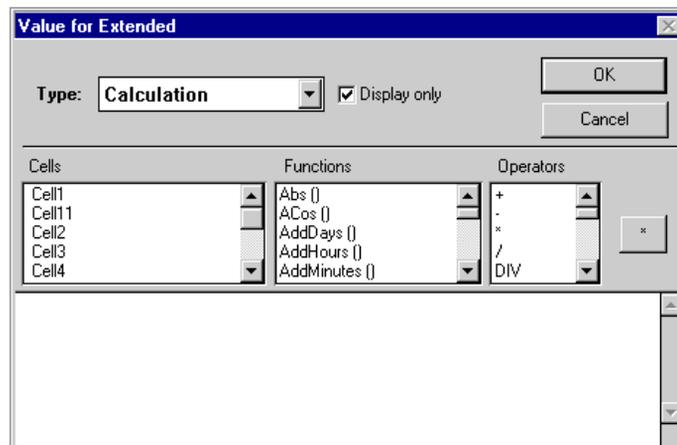


- Choose **Value...** from the Settings menu or click the 'Value' button on the Cell palette to display the Value dialog box.



- Click the 'Display only' checkbox, then select 'Calculation' from the 'Type' drop-down list.

The dialog box changes to show a large text box and three scrolling lists containing cell names, functions, and operators.



- Type the following calculation formula in the large text box exactly as shown:

Qty \* Unit Cost

- Click the checkmark button to check your formula, then click 'OK.'

The formula above multiplies the number of items (**Qty**) by the price (**Unit Cost**) and places the result in the corresponding row of the **Extended** table cell.

- Using the same method, enter the following formula for the **Total** cell.

Sum (Extended)

The formula above gives the sum of all values in the **Extended** table column cell.

## Creating Default Values

In this exercise, you'll assign a default value to the **Bill To** and **Date** cells so that the billing address and current date are entered automatically when the user fills out a new record.



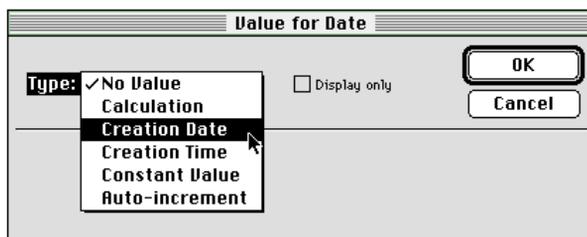
- Select the **Bill To** cell.
- Choose **Value...** from the Settings menu or click the 'Value' button on the Cell palette.
- Select 'Constant Value' from the 'Type' drop-down list on the Value dialog box.
- Enter the following address in the large text box that appears:

**World Corporation**  
**Accounts Payable**  
**1 Avenue of the Americas**  
**New York, NY 12345**

- Click the 'Display only' checkbox, then click 'OK.'

Now use the Value command to add a default value to the **Date** cell.

- Select the **Date** cell and choose **Value** from the Settings menu.
- Select 'Creation date' from the 'Type' drop-down list on the Value dialog box.



- Click the 'Display only' checkbox, then click 'OK.'

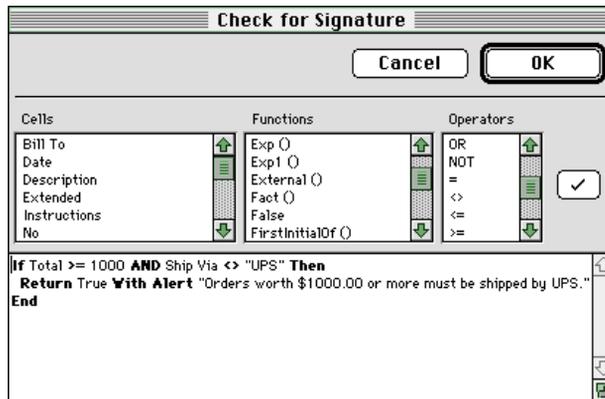
## Creating a Check Formula

A check formula tests for error or warning conditions. In this exercise, you'll create a check formula to ensure that purchases worth over one thousand dollars are shipped via UPS.

- Select the **Signature** cell.
- Choose **Check...** from the Settings menu or click the 'Check' button on the Cell palette to display the Check dialog box.
- Type the following formula in the large text box on the Check dialog box.

```
If Total >= 1000 And Ship Via <> "UPS" then True with Alert "Orders worth $1000.00 or more must be shipped by UPS." End
```

- Click the checkmark button to make sure the formula is valid, then click 'OK.'



When the Informed Filler enters a value and tabs out of the **Signature** cell, the check formula will be triggered. If the amount in the **Total** cell is one thousand dollars or more, Informed Filler displays a warning message.

### Note

In the previous check formula, you specified that the formula would return "True." This displays the alert message and allows the form user to finish processing the form. If you configure a check formula to return "False" instead, the form user would not be able to print, save, or submit the form until the value in question is corrected.

For more information on check formulas, see "Data Verification" in Chapter 1 of your *Informed Designer Forms Automation* manual.

This is the end of the section.