



Testing your Form

This section teaches you how to test the intelligence features of your template. At the end of this section, you'll know how to perform the following tasks:

- test formatting, calculations, and choice lists
- use the Assign Next Value and Clear Record commands.

Overview

When you draw the graphic elements of a form template, it's easy to visually inspect the form and check for possible errors. Checking the form's intelligence features can be just as easy with Informed Designer's test mode. Test mode simulates the fill out environment that the Informed Filler user sees.

By filling out a form record in test mode, you can test your form's tab order, calculations, formatting options, and other intelligence features. You can fill in cell values to see the effect of different font and type style settings.

Switching to test mode is like requesting a new record with Informed Filler. Default cell values are filled in for you, and the cell with tab position '1' is selected. If you've previously tested your form, the information you entered in the cells will still be available.

You fill out a form by typing or pasting information into each cell. You move from one cell to another by pressing the Tab key or by clicking a different cell with the pointer. When you press Tab, Informed Designer moves you to the next cell in tab position order. If you hold down the Shift key while pressing Tab, the previous cell is selected instead. If you've configured any conditional tabs, you'll see their effect while testing your form.

Testing the Form

In this exercise you'll test the intelligence features of your form to ensure that everything works smoothly for the Informed Filler user.

Testing Default Values

- Choose **Test** from the Form menu. Informed Designer switches to test mode and fills in the default values for the **Send Invoice To** and **Date** fields. Notice how the cell names are hidden. That's how the form will look to the Informed Filler user.

Testing an Auto-increment

In test mode, Informed Designer does not automatically enter the next available values for any auto-incrementing cells. You must test this feature manually.

- Click in the **PO Number** cell with the pointer.
- Choose **Assign Next Value** from the Form menu.
- Informed Designer inserts the first value from your numbering sequence into the cell.

The screenshot shows a form window with the title "PURCHASE ORDER". Inside the form, there is a text input field with the label "Purchase Order Number" and the value "97000" entered. The field has a light blue background and a thin border.

- Press Tab to move to the **Supplier** cell.
- Enter the name and address of a supplier, then press Tab.
- Enter the World Corporation address in the **Deliver Goods To** field, then press Tab.

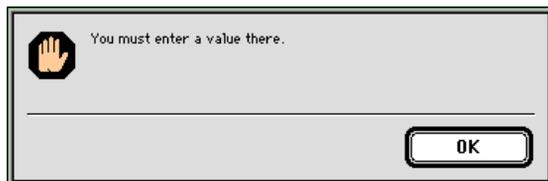
Testing Conditional Tabbing

As you tab into the **Yes** field, the border of the checkbox flashes to indicate that it's selected. At this point, you can test several intelligence features at once. You can test the 'cluster' setting for the **Yes**, **No**, and **Phone** checkboxes to make sure that only one can be turned on at a time. You can also check the results of the conditional tab formula that you configured for the **Yes** and **No** checkboxes.

- Select the **Yes** field by clicking it with the pointer, or simply press any key on the keyboard.
- Now click the **No** or **Phone** checkbox. The **Yes** checkbox should turn off automatically.
- Go back and click the **Yes** checkbox, then press Tab. With **Yes** selected, your conditional tab formula should skip the **No** and **Phone** checkboxes and move you directly to the **Ship Via** field.

Testing the Entry Required Setting

- Tab out of the **Ship Via** field without making an entry to test the 'Entry is Required' setting.
- Informed checks to see if a value was entered in the field. Since no entry was made, Informed displays this message.



- Click 'OK' to dismiss the message. If the form was being filled out with Informed Filler, the user could continue filling out the form, but would be unable to accept and save the record until the required cell value was entered.

Testing the Help Message

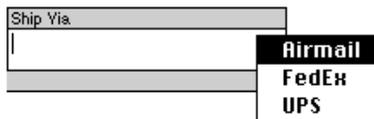
- Test the Help message for the **Ship Via** field by choosing **Help** from the Form menu while the **Ship Via** field is selected. The Help message appears.



- Click 'OK' to dismiss the Help message.

Testing a Choice List

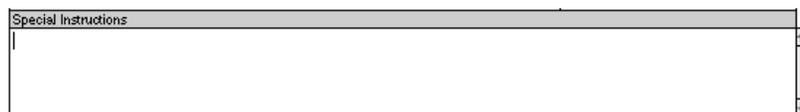
- Click the Arrow indicator in the **Ship Via** field title section. The pop-up choice list appears.



- Select 'Airmail' from the choice list and press Tab.

Testing the Scrolling Field

- As you tab into the **Special Instructions** field, the scroll bar appears at the right edge of the field.



- Enter more text than the cell section can display to test the scrolling feature, then press Tab to move to the **Qty** field.

Testing Calculations

- Type **100** in the **Qty** column, then press Tab.
- Enter an item description in the **Description** column, then press Tab.
- Enter **15** in the **Unit Cost** column, then press Tab.

At this point two calculations are triggered at once and the resulting values are displayed in the **Extended Cost** and **Total** fields.

Qty	Description	Unit Cost	Extended Cost
100	Promotional T-shirts	15.00	1,500.00
Authorizing Signature		Date Issued	Total
		Jan 7, 1998	1,500.00

Testing Table Tabbing Options

- Since the **Extended Cost** field is display only, tabbing out of the **Unit Cost** field takes you to the second row in the **Qty** column.
- Press Tab without entering a value. Since you configured the tabbing to leave the table when the first column of a row is empty, the tab should take you directly to the **Signature** field.

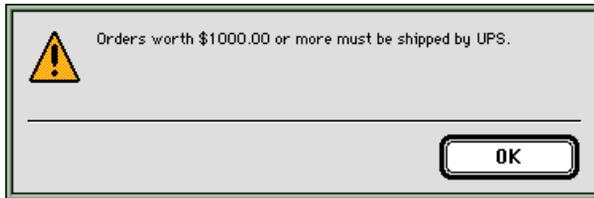
Testing the Check Formula

- Type your name in the **Signature** field, then press Tab.

Note

For the purpose of this tutorial, you simply type your name in the **Signature** field. Normally, a signature cell on an electronic form would be configured to hold a digital signature. For detailed information about digital signatures, please see Chapter 2 of your *Informed Designer Forms Automation* manual.

As you tab out of the **Authorizing Signature** field, the check formula you created is triggered. Since the value of the purchase is more than 1000 dollars, an alert message is displayed.



- Click 'OK' to dismiss the message.
- Select 'UPS' from the **Ship Via** choice list.
- Print your form while in test mode to see how a hard copy looks with all the data fields filled in.

Clearing the Form

- Choose **Clear Record** from the Form menu to clear the information on the form.
- If you are satisfied that all the intelligence features are functioning properly, choose **Test** from the Form menu again to return to design mode.

This is the end of the section.

