

MANUAL FOR THE ADDIGO COCKPIT.

HANDBUCH ZUM ADDIGO COCKPIT.

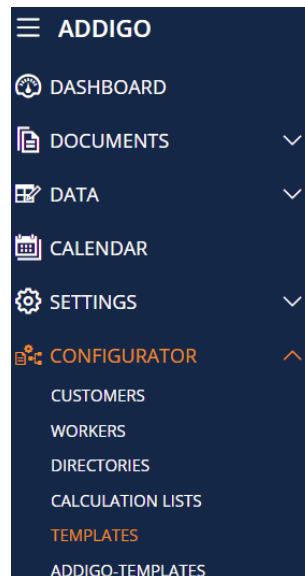
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1. First steps

Go to the icon on the left above and select in "Configurator" tab "Templates".



Select the option on the left „Create new template“.

+ Create a new template

Choose a name for the form, e.g. "Object safety check" and give the correct plural form on, here then "Property safety checks". This step cannot be skipped.

Label *


Label (plural) *

Insofar as you use this form want to make visible, put a check mark in the "Active" checkbox.

Active

Choose the format of the Document number:

- o Click on Format examples and choose the one for yourself matching Letters, formats and meter points, which you under Enter "Format".

 Document number

Format

PSC-`{YYYY}`-`{MM}`-`{MN,3}`

Format examples

Formats:

- {N}: consecutive counter
- {YN}: annual counter
- {MN}: monthly counter
- {YYYY}: current year (4 figures)
- {YY}: current year (2 figures)
- {MM}: current month (incl. leading zeros)
- {M}: current month

- o Example: PSC-`{YYYY}`-`{MM}`-`{MN,3}`
- Explanation: PSC stands for "Object Security Check", which appears with `{YYYY}` The current year appears in the document number, and the current month appears in the document number using `{MM}`. `{MN,3}` ensures that the documents are counted with a total of three digits in the current month, i.e. 001, 002, 003, etc.
- The format template OSP-`{YYYY}`-`{MM}`-`{MN,3}` is created for the first template of the month of April in 2024 the number PSC-2024-04-001.

The "title" of the Template components you can change according to your needs. For that go just above the right part of the Component field on the small gear for "Edit" and select then a new Designation. Then you can save.



Label  *

Title

Note: The title field is a "Text (short)" template component and accordingly has many other functions, which are presented below. The "Execution date" field corresponds to the main component "Date / time", which is also discussed below.

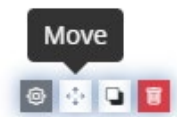
The title field and the execution date are marked as mandatory fields in new templates. You can change this as required under "Validation". You can also create additional mandatory fields later under this tab. (You can find out more about "Mandatory fields" on the following pages).

Make sure you always save all changes in your template so that they are not lost when you exit the configurator!

2. Basic functions

2.1 Move, copy, paste

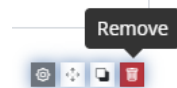
If you want to use a component, simply drag and drop it to the desired position on the form. You can move it again at any time move it again later.



If you want to duplicate a component, click on the "Copy" button.

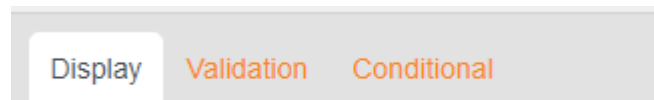


The component is just as easy to remove again, of course.



2.2 Display, validation and dependencies

In each main component you will find at least the three areas "Display", "Validation" and "Dependencies"; in each layout component at least "Dependencies".



Depending on the main component type, there is also the "Data" area. The default value can be set here. If the "Display" function is more complex in some main components, you will find an explanation of this in the respective component in the manual.

2.2.1 Display

Almost every component must be labelled with a name.

Label [?](#) *

Responsible person

Label [?](#) *

Title

Placeholder [?](#)

Placeholder

2.2.2 Validation

At this point you can decide whether a field should be a mandatory field.

Important note: Mandatory fields are fields that you as admin or your app users must fill in before you can save/submit a form. It is therefore advisable to use mandatory fields sparingly.

Display

Validation

Conditional

Required in App [?](#)

Required in Cockpit [?](#)

It is marked accordingly in the finished form marked with a red asterisk.

Responsible person *

You can also specify an error message.

Custom Error Message [?](#)

Please enter a responsible person.

Labelling this field as mandatory means that in the event of an incorrect or missing entry, the required note will be displayed directly below the field:

In addition, at the top of the form the specified error message also appears at the top of the form.

Responsible person *

Please enter a responsible person.

Error

- Responsible person: Please enter a responsible person.

2.2.3 Dependencies

At this point, you can decide whether a certain component should appear at all in the created form, depending on values or data in other components in the same form.

Here a simple example:

You want to record which material is required for a particular project. To do this, you create a "Radio" component, which will look like this once you have completed it. (You can find out how to create this under "Radio").

Material

- Wood
- Metal
- Glass

In the event that "wood" is selected, the wood type should be specified in a further component. component.
 (In this example, you can see the "Selection" component).

To ensure that this field only appears if you have selected "Wood", proceed as follows:
 In the selection component labelled "Wood type", open the "Dependencies" tab.
 You now want to make the following changes there:
 The "Wood type" component should only be displayed if the value in the "Material" component is "wood".
 The display or non-display is achieved by selecting "True" or "False" under "Display component". In our example, we select "True".

The component from which the dependency originates, under "If the component".
 In our example, its name is "Material (radio)".
 Finally, specify the value that determines whether the variable component is now displayed or not, in this case it is "wood".

Attention: The actual value of this value is initially generated automatically.
 You will find it in the component, in which you entered it, here under "Material", specifically under "Data".

Type of wood

This component should Display:

This component should Display:

When the form component:

Has the value:

	Label	Value *
☰	Wood	wood
☰	Metal	metal
☰	Glass	glass

To be able to work faster, you can also assign your own values, which you can then also use for defining the dependencies.

	Label	Value *
☰	Wood	w
☰	Metal	m
☰	Glass	g

In conclusion, the following possibilities of representation:

Material

- Wood
- Metal
- Glass

Amount

Material

- Wood
- Metal
- Glass

Amount

Type of wood

3. Main components

3.1. Text (short)

This field is suitable for manual text entry that fits on one line.

You can optionally enter a placeholder text in the text field itself, which is then overwritten by the actual entry when the form is used.

Display Area

Text Field Component

Display Validation Conditional

Example:

Name of the object

e.g. London library

3.2 Text Area

Similar to the short text field, you will find the obligatory description and an optional placeholder text. You can also specify the number of lines required.

Validation, data and simple dependencies function as described in the introduction to Main components.

Label ? *

Text Area

Placeholder ?

Placeholder

Rows ?

3

3.3 Checkbox

With the simple checkbox component, you assign a name for a checkbox that can later be ticked or left blank in the form.

Label ? *

Complete first-aid kit

Optionally, you can specify that the default value should not be a free field but an already ticked field. To do this, under "Data" tick the box for "Default value".

Checkbox Component

Display Data Validation Conditional

Default Value ?

Accordingly, the form will show a box already filled in, from which the tick can of course also be removed².

Complete first-aid kit

3.4 Select Boxes

As the name of the component suggests, this involves several checkboxes. This component is ideal when all options should be visible immediately and you want to be able to select more than one option at the same time.

The boxes can not only be arranged one below the other but also inline.

[Here are two examples](#)

1) Inline

Booked meals

Breakfast Lunch Dinner

2) Among each other

Booked meals

Breakfast
 Lunch
 Dinner

² This component cannot be the basis for a dependency, as it does not contain any values in the required sense.

The designation of the corresponding checkboxes under "Data":

	Label	Value *
☰	<input type="text"/>	<input type="text"/>

+ Add Another

Simply enter the desired terms under "Data" and save your entry. Here you can also specify under Default value, as with the checkbox, whether the boxes should be ticked or remain empty.

Values ⓘ

	Label	Value *	
☰	<input type="text" value="Breakfast"/>	<input type="text" value="breakfast"/>	<input checked="" type="checkbox"/>
☰	<input type="text" value="Lunch"/>	<input type="text" value="lunch"/>	<input type="checkbox"/>
☰	<input type="text" value="Dinner"/>	<input type="text" value="dinner"/>	<input checked="" type="checkbox"/>

+ Add Another

In the finished form, all options are immediately visible and more than one can be selected.

Booked meals

Breakfast Lunch Dinner

3.5 Select

The select component works in a similar way to the checkbox component. The difference is that a selection first appears in the form, where you can only choose one of the displayed options.

Here is an example:

Assign a designation.

Label ? *

Result temperature measurement

And the choices.

Data Source Values ?

	Label	Value
☰	Normal temperauture	normalTemperature
☰	Increased temperature	increasedTemperature
☰	Light fever	lightFever
☰	High fever	highFever
☰	Very high fever	veryHighFever

+ Add Another

In the finished form the following will appear:

Result temperature measurement

By clicking on the free field the selection finally appears:

Result temperature measurement

Type to search

Normal temperauture

Increased temperature

Light fever

High fever

Very high fever

3.6 Radio

The Component is ideal if you want the clickable options to be visible immediately, but only one of the options can be selected. It is just as easy to set up as the checkbox or selection component: Assign a name and name the various options under "Data".

Label ? *

Values ?

	Label	Value *
☰	<input type="text" value="Fine saw"/>	<input type="text" value="fineSaw"/>
☰	<input type="text" value="Circular handsaw"/>	<input type="text" value="circularHandsaw"/>
☰	<input type="text" value="Chainsaw"/>	<input type="text" value="chainsaw"/>
☰	<input type="text" value="Universal saw"/>	<input type="text" value="universalSaw"/>
☰	<input type="text" value="Jigsaw"/>	<input type="text" value="jigsaw"/>

Just like the checkboxes, you can arrange the radio buttons either inline or one below the other.

Type of handsaw

- Fine saw
- Circular handsaw
- Chainsaw
- Universal saw
- Jigsaw

Type of handsaw

- Fine saw Circular handsaw Chainsaw Universal saw Jigsaw

In any case, this component allows you the selection of only one option⁴.

Type of handsaw

- Fine saw Circular handsaw Chainsaw Universal saw Jigsaw

⁴ If you want more than one option to be selectable, set up the "Checkboxes" component.

3.7 Date/Time

You can define various parameters yourself in this component. The default format is dd.MM.yyyy HH:mm, i.e. day/month/year and hour/minute. If you prefer the US version, you can change this manually to MM.dd.yyyy. You can also display the year with only two digits by selecting the format dd.MM.yy.

In any case, a calendar appears in the form when you click on the free field, in which the date and time can be selected. Those are then displayed in the preset format.

Time of the examination *

>
<
January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
12		:	00			

Time of the examination *

10/01/2024 12:00

3.8 Mail

This component works in the same way as the text field (short): A description is mandatory, everything else such as a placeholder, a validation or the specification of dependencies is optional.

Email Component

Display
Validation
Conditional

Label ⓘ *

Emails

Placeholder ⓘ

Placeholder

Hide Label ⓘ

3.9 Telephone number

This component can also be used intuitively and works like a short text field. You can find out how to use the "input mask" for your purposes in the section on the Text (short) component.

3.10 Currency

At this point you can enter a specific amount of money. The default currency is the euro. As soon as you enter an amount in the form the euro symbol will appear automatically.

Invoice amount

Invoice amount

Please change the currency in the general settings under "Finances".

The screenshot shows the ADDIGO settings interface. On the left is a dark blue sidebar menu with the following items: ADDIGO, DASHBOARD, DOCUMENTS, DATA, CALENDAR, SETTINGS (highlighted with an orange gear icon), GENERAL, LAYOUT, LIST VIEW, APP, COLUMNS APP, NOTIFICATION/EXPORT, CONFIGURATOR BETA, and LICENSES. On the right is the main settings area. The 'Tax rates' section shows 'Tax rate 1' at 19% and 'Tax rate 3' at 0%. The 'Finances' section shows 'VAT for call-out charge' with a sub-field for 'Tax rate 1: 19%'. Below this is a 'Help & Tips' section with a checked checkbox for 'I agree to be contacted for support purposes, functional information'. At the bottom is an 'Access for support' link.

3.11 Signature

A predefined signature field appears in every new form you create. You can of course add further signature fields if required.

4. Predefined fields

4.1 End date

This predefined field can only be assigned once per form. Once you have integrated it into your form, it disappears from the selection of predefined fields.

4.2 Customer

This component behaves in a similar way to the main component "Selection". Firstly, you can not only assign a name under Display but also define a placeholder text.

Display in Formular:

Label ⓘ *

Customer

Placeholder ⓘ

Please select a customer from the list.

Customer

Please select a customer from the list.

The difference to the selection component is that you do not have to enter the customers yourself in the template configurator under "Data", but that the component gets this information from your customer directory. So for this component to work, you must first create the required customers under Data and Customers.



If you have done this successfully, a selection is automatically generated in the "Customer" component:

Customer

Type to search

Sample Company 1 | Micheal Doe

Sample company 2 | Mathew Doe

Sample company 3 | Marcus Doe

Sample company 4 | Madeline Doe

Sample company 5 | Melinda Doe

4.3 Customer (with address)

In this component, you can select a customer in exactly the same way as above and also enter an address and define its dependency. In the customer directory itself, it is always possible to enter a delivery address and a different billing address. This component is therefore particularly suitable for cases in which you want to enter an additional address. For an explanation of its functions, see Main components > Date / Time. These components are identical.

4.4 Photos (jpg, png)

With the help of this component, you enable your employees to attach images when filling out the form. This is possible using the camera function or with saved images⁴.

 [DE]Drop files to attach,  [Use Camera](#) oder  [Browse Files](#)

This component can only be assigned once in each form; however, several images can be added when using it.

4.5 Attachments (pdf, jpg)

You can also use this component to enable your employees to attach a PDF or JPG to the form. For this reason, you will also find the camera function here.

 [DE]Drop files to attach,  [Use Camera](#) oder  [Browse Files](#)

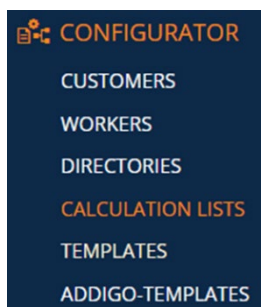
This component can only be assigned once in each form; however, if it is used, several attachments (e.g. a PDF and a JPG) can be added.

4.6 Materials

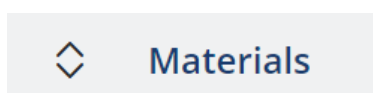
This is a data grid with predefined fields that can be changed according to your requirements.

	Price typ	Amount	Unit	Price	Tax	Amount
Material						
Material						
Description	Price typ	Amount	Unit	Price	Tax	Amount
Description	N/A × ▾	1	▾	€0.00	%	€0.00
Notes						
Notes						

You can make these changes individually for a form in the generator itself or generally under "Costing lists", so that the modified fields always appear as soon as you use the "Materials" component.



Edit calculation list



Designation	
✦	No.
✦	Name
✦	Description
✦	Notes
✦	Price typ
✦	Amount
✦	Unit
✦	Price
✦	Tax
✦	Amount
+ Add new characteristic	

The changes you make here also affect the material directory in general. This means that you can configure both the material directory and the fields of the "Materials" component at this point.

You can rename or move the various properties of the materials and also add new properties. When adding a new property, a selection for the type of field appears. Here you can choose from various main components.

The image shows a configuration interface with four input fields. The first three are labeled 'Price', 'Tax', and 'Amount'. The fourth is empty. A dropdown menu is open over the empty field, showing a list of field types: Date, Date & time, Number, Text (short), Text (long), Time, Price, Checkbox, and Text (short). The 'Text (short)' option is selected and highlighted.

If you want to use a new property for your new template, create it under "Calculation list" and tick the box "Displayed under name". To make the changes visible in the cockpit, you must add the "Materials" field in the template configurator! The newly added property should then be visible.

As with "Customer", you do not have to store the data in the template generator itself, but - in this case - in the material directory. This is where the selection is fed from. You can create materials under Data > Materials.

Always mark the newly created material as active at the end, so that it actually appears in the selection.

If you do not (yet) mark the material as active, it will be highlighted in red in the overview:

"Price type" is also a selection. The default settings are three options "per unit", "fixed price" and "no specification". If required, you can specify further selection options directly in the template generator under Data to specify further selection options.

	Label	Value
☰	N/A	
☰	fixed price	1
☰	per Unit	2

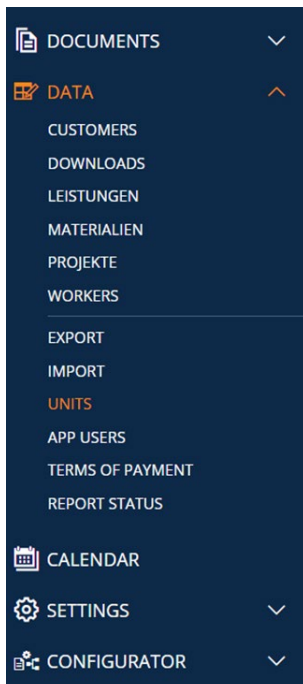
[+ Add Another](#)

"Price" refers to the "Currency" component. This always refers to the net price. The gross amount is shown automatically when the invoice is created.

Price

€0.00

The "Unit" is again a selection that is fed from the various units of measurement that are stored under Data > Units of measurement. You can also easily create additional units of measurement at this point.



Overview units

+ Create new unit of measurement



New unit of measurement

Title *

hectar

Symbol *

ha


Active

Here too, tick the "Active" box so that the unit of measurement appears in the selection of units of measurement in the template generator. For "Quantity" and "VAT" is the number component, while "Amount" is the currency component. Again, the net price is meant here, as the gross amount is generated automatically when the invoice is created. As "Materials" is a data grid, as mentioned above, you can expand or extend this field as required. (Further information can be found in the notes on the data grid).

As is usual with a data grid, the task provides your employee with the following view:

Material	Price type	Quantity	Unit	Price	VAT	Total
+ Add new line						

When you click on the "Add new row" button, a "short form" of the data grid appears first.



Material	Price type	Quantity	Unit
<input type="text"/> Notes	per Unit x	1	<input type="text"/>

The remaining fields (defined in advance under Configurator > Costing lists > Materials or in the form generator itself) only appear after the material has been selected.

If the price type is "per unit", the amount for this material is calculated automatically when the quantity is specified.

Your employee can add further materials using the "Add new line" button.

4.7 Services

Just like the materials, the services are a data grid component whose individual fields can be customised according to your requirements.

Services

	Description	Notes	Price typ	Amount	Unit	Price	Tax	Amount
Service	Description	Notes	Price typ	Amount	Unit	Price	Tax	Amount
Service	Description	Notes	N/A	1		€0.00	%	€0.00

The fields can be modified either in the configurator itself or - if you want to make fundamental, permanent changes - under Configurator > Costing lists > Services.

In the second case, the customised fields always appear when you use the "Services" component.

The changes you make here can also affect the service specifications in general. This means that you can configure both the service specifications and the fields of the "Services" component at this point.

Title * Service Titles * Services Tax Tax rate 1: 19 %

Properties

Desigantion	Type	Selection list	Selectbox	displayed under name
No.	No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Description	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes	Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Price typ	Price typ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount	Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit	Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can rename or move the various properties of the services and as well add new properties. When adding a new property a selection for the type of field appears. Here you can choose from various main components.

field1 Text (short) ▼

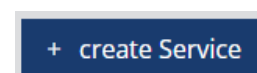
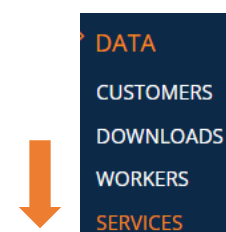
Date
Date & time
Number
Text (short)
Text (long)
Time

new characteristic

If you want to use a new property for your new template, create it under "Calculation list" and tick the box "Displayed under name". To make the changes visible in the cockpit, you must add the "Services" field in the template configurator! The newly added property should then be visible.

As with "Customer" and "Material", you do not have to enter the data in the form generator itself, but - in this case - in the bill of quantities. This is because the selection is fed from this.

You can create services under Data > Services.



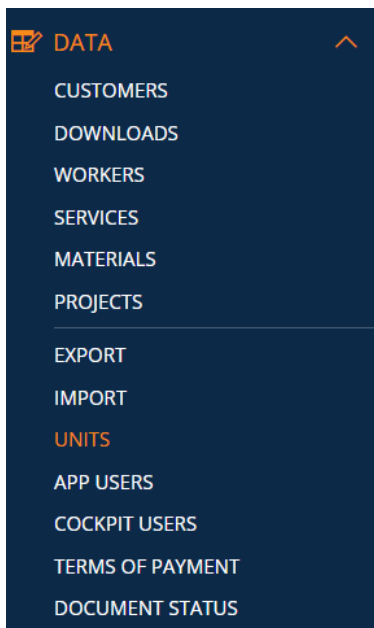
Always mark the newly created service always as "active" so that it really appears in the selection.

If you do not mark the service as active, it is marked in the overview in red.

"Price" refers to the "Currency" component. This always refers to the net price. The gross amount is shown automatically when the invoice is created.

Amount
€50.00

The "Unit of measurement" is again a selection that is fed from the various units of measurement that are stored under Data > Units of measurement. You can also easily create additional units of measurement here.



Overview units

+ Create new unit of measurement



New unit of measurement

Title *
hectar
Symbol *
ha
<input checked="" type="checkbox"/> Active

Here too, tick the "Active" box so that the unit of measurement appears in the selection of units of measurement in the configurator.

„Quantity" and "VAT" are each the number component, while "Price type" is again a selection. The three options "per unit", "fixed price" and "no specification" are preset. If required, you can create further selection options directly in the form generator under Data.

	Label	Value
☰	N/A	0
☰	fixed price	1
☰	per Unit	2

[+ Add Another](#)

„Amount" is again the currency component. Once again, the net price is meant here, as the gross amount is generated automatically when the invoice is created.

As "Materials" is a data grid, as mentioned above, this field can be expanded or extended as required. (Further information can be found in the notes on the data grid).

As is usual with a data grid, the task provides the following view:

Services +

Service	Price type	Quantity	Unit	Price	VAT	Total
+ Add new line						

When you click on the "Add new row" button, a "short form" of the data grid appears first.

[+ Add new line](#)

Service	Price type	Quantity	Unit
<input type="text"/>	N/A <input type="text"/> × <input type="text"/>	1 <input type="text"/>	<input type="text"/>

The remaining fields (defined in advance under Configurator > Calculation lists > Services or in the template generator itself) only appear once the service has been selected.

Service	Price type	Quantity	Unit	Price	VAT	Total
011 Floor covering replacement. ▾ Notes	per Unit × ▾	5	h × ▾	€80.00	19 %	€400.00

If the price type is "per unit", the amount for this service is calculated automatically when the quantity is specified.

Quantity	Unit	Price	VAT	Total
5	h × ▾	€80.00	19 %	€400.00

Additional services can be added using the "Add new line" button.

4.8 Call-out charge

This component is a prefabricated "Columns" layout component. The "Price type" corresponds to the "Selection" component, "Price" and "Amount" to the "Currency" component and "Quantity" and "VAT" to the "Number" component.

Call-out charge

Price typ
None ▾

Price
€0.00

anfahrt_unit

Amount
0

Tax
%

Amount
€0.00

As soon as the price type has been selected, the other components of this field appear. If the price type is "per km", the amount is automatically entered after the quantity has been specified.

Call-out charge

Price typ
Per km × ▾

Price
€0.50

Amount
20

Tax
19 %

Amount
€10.00

Note: If you also want to calculate the journey time, it is advisable to create the journey as a separate service, where you can also specify the costs per hour.

4.9 Total

Note: All totals are calculated automatically; you cannot make any changes manually.

Total net:		€415.00
VAT	19 %	€78.85
Total gross:		€493.85

4.10 Projects

This field is a "Selection" main component. In this case, however, you do not first enter the required data under "Data" in the component in the template configurator itself, but create the necessary data records under Data > Projects, as the selection is fed from this project directory.



Make sure that you mark a newly created project as "active", so that it also appears in the selection.



Projects that are not active are marked in red in the overview.

Nr.	Name
001	School refurbishment
002	Gym maintenance
003	New construction car park
004	Attic conversion

The task results in the following view:

Project

-- select please --

004 Attic conversion

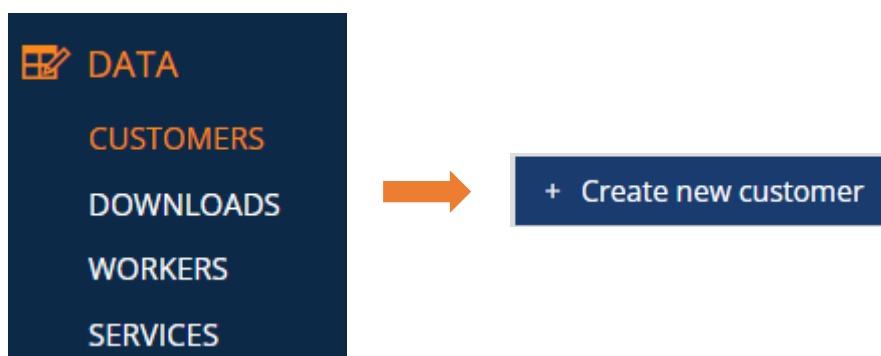
002 Gym maintenance

003 New construction car park

001 School refurbishment

4.11 Customers

This field is a "Selection" main component. In this case, however, you do not first enter the required data under "Data" in the component in the template configurator itself, but create the necessary data records under Data > Employees, as the selection is fed from this employee directory.



Make sure that you mark a newly created employee as "active" so that they also appears in the selection.

 Active

Employees who are not active, are marked in red in the overview.

Customer no.	Company name / First na
004	Diana Brown
002	Eduardo Garcia
003	Lucas Potter
001	Sara Lee

The task results in the following view:

Customer

|Type to search

001 | Sara Lee

002 | Eduardo Garcia

004 | Diana Brown

4.12 Total (number format)

A total can be calculated from all selected number fields in this report. Under 'Summand', select the corresponding fields for the calculations.

4.13 Total (Currency)

This component works in the same way as Sum (number format), except that in this case it is price information and the respective currency symbol is placed after the sum.

4.14 Additional Information (...)

For these components, information can be selected from the calculation and selection lists. The information is only displayed on the report, but cannot be edited by the app user.

4.15 Signature (optional)

This component can be used as an additional signature field and does not automatically finalize the report when it is signed.

Examples: The field is suitable for multiple signatures on a document or for recurring signatures for e.g. daily sections, enumerations/lists or similar.

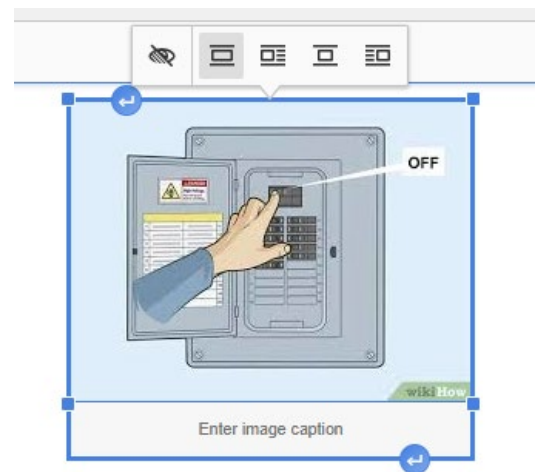
5. Layout-Components

5.1 Content

With the help of this component, you can individually insert elements into your template.

First of all, you have an intuitive text field with formatting options. You can also insert images by copying an image and then inserting it into the content component by mouse click (right).

When you click on the image, a blue frame appears with four small markers that you can use to change the size of the image. At the same time a selection for the alignment of the image: full screen, left-aligned, centred or right-aligned.



The button with the little eye allows you to enter a placeholder text, if the image cannot be loaded or cannot be displayed correctly.



If you want to add text above or below the image, click on the small blue arrow symbol at the top or bottom of the image.



The corresponding message appears "insert paragraph before block" or "insert paragraph after block". You can now start writing straight away. If the image is aligned to the right or left of the image, you can of course also write next to the image. If you use the arrow at the bottom the cursor jumps next to the image. (If you use the arrow at the top of the image, the text continues to appear above the picture).

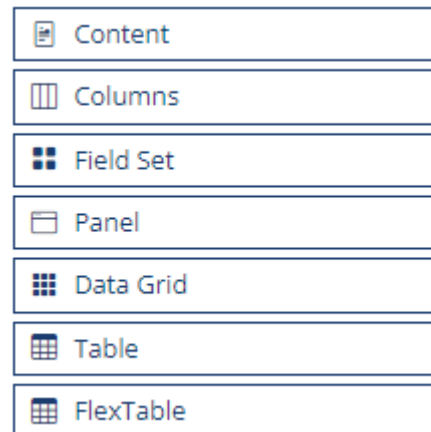


Recommendation

Due to the switching noise of impulse switches or similar contactors, distribution boards should not be installed in walls to bedrooms or children's rooms.

Ordering and organising layout components

The layout components Columns, Field Set, Panel, Data Grid and Table are generally intended to organise and group main components clearly or to create order in the template by dividing it into meaningful sections.



The Columns, Data Grid and Table components also ensure better organisation in the report view of the cockpit, because components can also be arranged horizontally in them, allowing you to save vertical space in the template generator or in the display of tasks in the cockpit. (For your app users, the components in the app are still displayed below and not next to each other).

A major advantage of layout components is the ability to use "dependencies" to display all of the main components they contain **only when they are actually needed for a specific task**.

Another advantage of layout components is that when creating a template, you can **duplicate the entire layout component** with the main components it contains, if necessary, without having to create them all again.

All organising layout components can be conveniently filled using "**drag & drop**" and, once placed in them, main components can be easily moved to the desired position using the corresponding option in the menu.



5.2 Columns

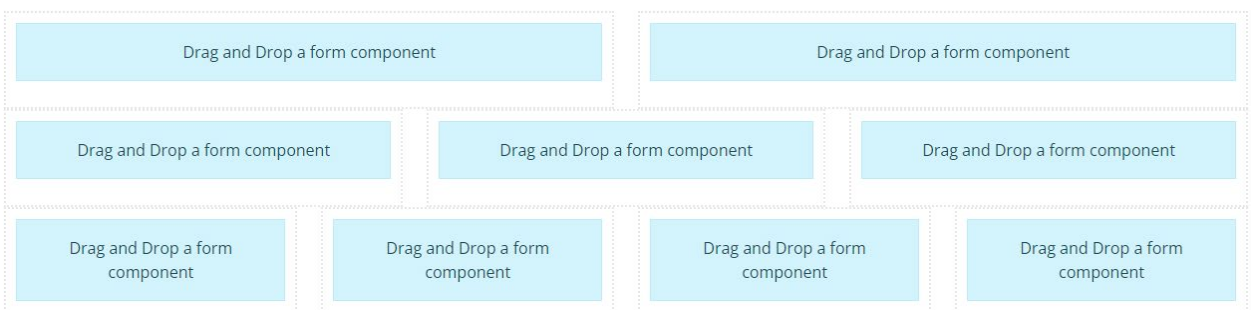
The columns can be formatted in a variety of ways. You should always ensure that the **width of a column set totals 12** so that the horizontal space is optimally utilised.

Column Properties [?](#)

	Width	
☰	<input type="text" value="6"/>	✕
☰	<input type="text" value="6"/>	✕
+ Add Column		



If the width exceeds this value, the columns slide underneath each other instead of next to each other. This gives you the option of generating several sets of columns one below the other, for example a total of 9 columns with the widths 6-6, 4-4-4, 3-3-3-3. This setting produces the following image:



You can now **fill** the empty columns created **with main components**. You can create multiple components within a column.

Example:

The diagram illustrates the process of building a form layout. At the top, three separate light blue boxes, each labeled "Drag and Drop a form component", are shown. A large orange arrow points downwards to a larger, assembled form layout. This layout consists of several components arranged in a grid-like structure:

- Date & time:** A text input field with a calendar icon on the right.
- Text Field:** A simple text input field.
- Email:** A text input field with a placeholder for an email address.
- Number:** A text input field for numerical data.
- Checkbox:** A small square box with the label "Checkbox" next to it.
- Phone Number:** A text input field with a placeholder for a phone number, including parentheses and dashes.
- Radio:** Three radio buttons labeled "1", "2", and "3".
- Text Area:** A larger rectangular text input field with a small icon in the bottom right corner.
- Signature:** A light green rectangular area with a circular refresh icon in the top left and the text "Sign above" centered below it.

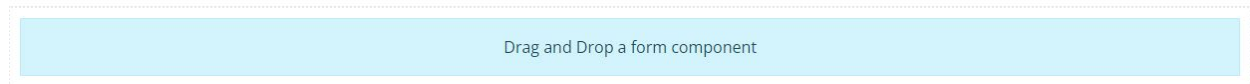
No heading is created for the component itself in this layout component. However, you can easily do this yourself with the "Content" layout component.

Note: The editing fields for the "Columns" overlap with those of the main component at the top right-hand edge.

The example shows a dashed-line box containing the text "Radio example" in bold. Below the text are four radio buttons labeled "1", "2", "3", and "4". To the right of the box is a small icon representing a toolbar with various editing tools.

5.3 Field Set

The components are also moved to the field set using drag & drop.



In contrast to the columns, however, the main components can only be arranged one below the other.

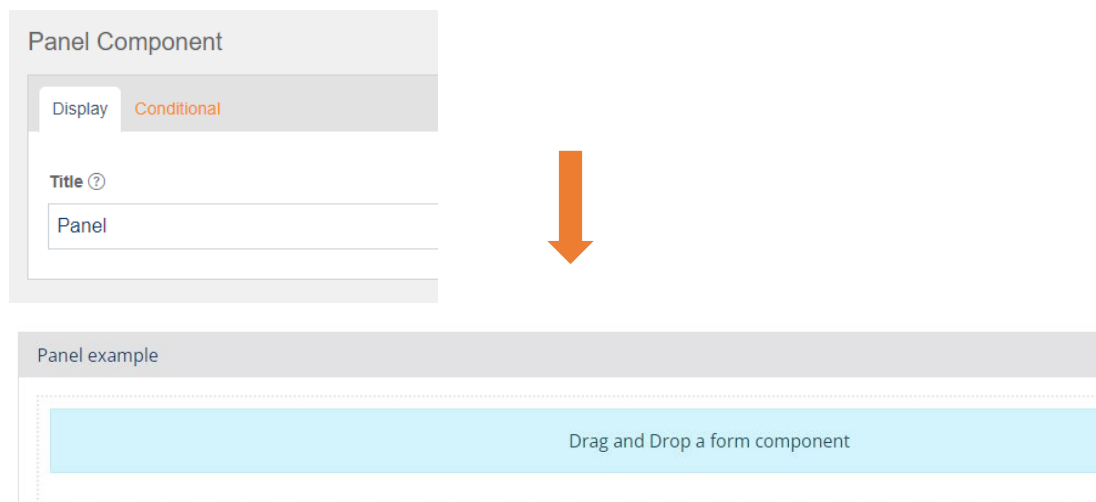
Select Boxes
 1 2 3 4 5

Text Area

Number

Date & time

5.4 Panel



The key function of the panel is that it can be opened and closed. As long as it is not being worked on, it takes up very little space and only needs to be opened or unfolded when entries are made there.

Panel example

Number

Select Boxes

1
 2
 3
 4

Text Area

Date & time

Note 1: Expanding and collapsing works in the task, but not in the template generator itself. The entire panel is always visible there.

Note 2: Despite the "pop-up", there is no risk of forgetting to fill in essential fields in a panel. As long as these are labelled as mandatory fields under "Validation", an error message will be displayed before you send the form if any information is missing.

5.5 Data Grid

It makes sense to use a data grid if you repeatedly request the same data for similar cases and it is necessary for your local employee to be able to decide for themselves how many cases they want to record data.

Here is a practical example to illustrate this:

Safety in case of fire

Room number	Existing safety equipment
<input type="text"/>	<input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Escape plan <input type="checkbox"/> Smoke detector <input type="checkbox"/> Clear escape routes
<input type="button" value="+ Add Another"/>	

In this example, the safety of rooms in the event of a fire is to be documented for a school. The same data is always requested for many different rooms. The employee on site can now add any number of rooms using the "Add more" button and document the safety equipment.

Safety in case of fire

Room number	Existing safety equipment
<input type="text" value="1"/>	<input type="checkbox"/> Fire extinguisher <input checked="" type="checkbox"/> Escape plan <input checked="" type="checkbox"/> Smoke detector <input checked="" type="checkbox"/> Clear escape routes
<input type="text" value="2"/>	<input checked="" type="checkbox"/> Fire extinguisher <input checked="" type="checkbox"/> Escape plan <input checked="" type="checkbox"/> Smoke detector <input checked="" type="checkbox"/> Clear escape routes
<input type="text" value="3"/>	<input type="checkbox"/> Fire extinguisher <input checked="" type="checkbox"/> Escape plan <input checked="" type="checkbox"/> Smoke detector <input type="checkbox"/> Clear escape routes
<input type="button" value="+ Add Another"/>	

Theoretically, you can arrange any number of main components horizontally next to each other in a data grid. However, the more columns you create, the narrower they will be displayed in the cockpit.

For your employee in the app, however, these elements, i.e. the different main components, are displayed vertically, so that clarity is maintained at this point in any case.

In this example, the main component "Number" was used for the room number and the main component "Checkboxes" was used for the existing safety devices.

Note 1: The double labelling of the fields is only visible in the template generator. In the task itself, only the first row of the data grid has the corresponding name.

View in the configurator:

Safety in case of fire

Room number
Room number
<input type="text"/>

View in the task:

Safety in case of fire

Room number
<input type="text"/>

You can label the button for adding additional lines yourself. This is visible in the task, but not in the template generator.

5.6 Table

With a table, you save vertical space in the document in the cockpit view, just like with columns or the data grid.

You can define the number of rows and columns yourself.

Number of Rows ?

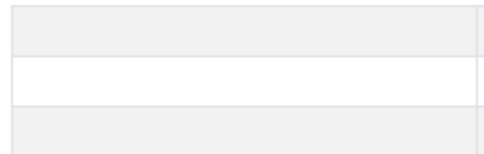
3

Number of Columns ?

3

You have various options for formatting the table:

You can use the "Striped" and "Frame" options to visually emphasise the table in the template.



"Striped" shades every second line in grey, while "Frame" adds visible lines to the table.

Example with left line alignment, "Striped" and "Frame":

The hover effect causes lines to be highlighted when you move the mouse over them.

These functions are for clarity and are only visible in the cockpit.

Hover ?

5.7 What is what?

Pictorial glossary

[Main components](#)

(Note: The names of the components and their contents are examples for illustrative purposes only).

Text (short)

Adress

Text (long)

Medical diagnosis

Number

Number of seats

Checkbox

First-aid kit complete

Checkboxes

Booked meals

Breakfast

Lunch

Dinner

Selection

Result temperature measurement



Result temperature measurement

- Normal temperature
- Increased temperature
- Light fever
- High fever
- Very high fever



Result temperature measurement

Radio

Type of handsaw

- Fine saw
- Circular handsaw
- Chainsaw
- Universal saw
- Jigsaw

Date/ Time

Time of the audit



< September 2023 >

Mo	Di	Mi	Do	Fr	Sa	So
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

12 : 00



Time of the audit

Mail

Email address:

Phone Number

Telephone number (mobile)

Currency

Invoice amount (gross)

Invoice amount (gross)

Signature

Signature