



Tutorial: Designing a Leave Request List Form

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Introduction

Nintex Forms enables forms to be created within SharePoint quickly and easily. Nintex Forms can be used independently of Nintex workflow and automatically generates the required elements from a SharePoint list. Nintex Forms allows workflow variables to be used as form data. Once a form has been created it can be consumed on most common mobile devices.

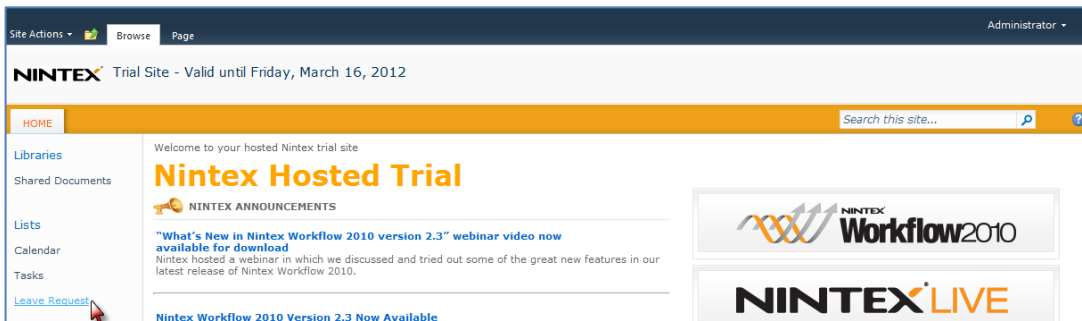
This tutorial will demonstrate how to edit and make basic changes to the standard SharePoint list form using Nintex Forms 2010.

This tutorial assumes that a Leave Request List has been created. If this has not been created, please refer to [How to Create a SharePoint list](#). Once the list has been created, you can begin to design a Nintex Form for the Leave Request.

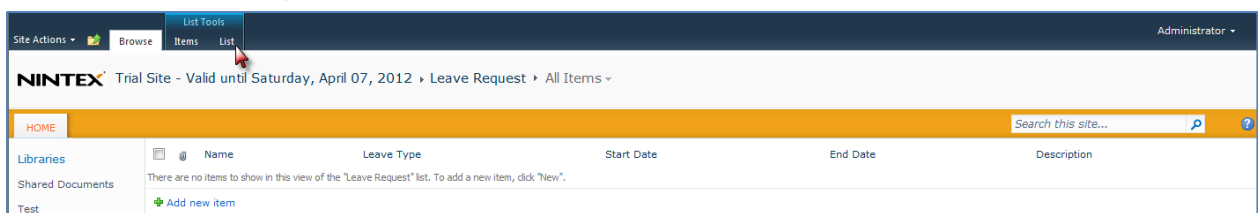
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Customizing the SharePoint List form using Nintex Forms

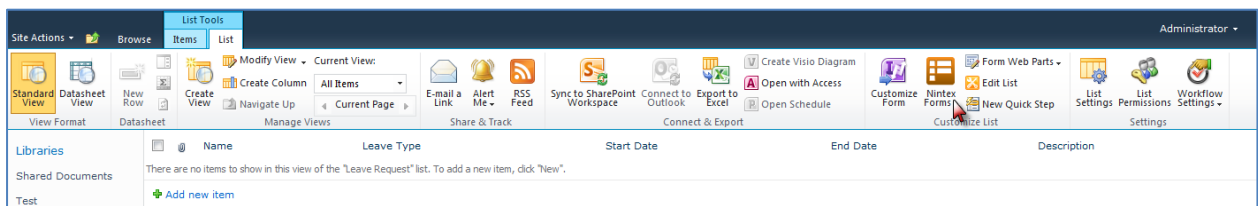
1. In the **List Quick Launch** menu, locate the previously created **Leave Request** list.



2. In the **List Tools** Ribbon, select the **List** tab.



3. In the Ribbon, click on **Nintex Forms**.



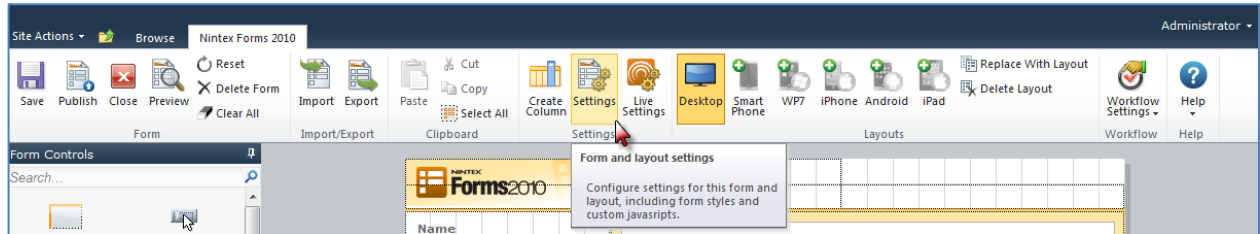
4. The columns which are being used in the **Leave Request** list will automatically populate the form.

The screenshot shows the Nintex Forms 2010 form for the Leave Request list. The form is displayed in a grid layout with columns for Name, Leave Type, Start Date, End Date, Description, and Attachments. The 'Name' field is empty. The 'Leave Type' field is set to 'Annual Leave'. The 'Start Date' and 'End Date' fields are empty. The 'Description' field is empty. The 'Attachments' field shows two files: 'C:\Users\User\Documents\Recommendations.docx' and 'C:\Users\User\Documents\Estimates.xlsx', each with a 'Delete' button. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

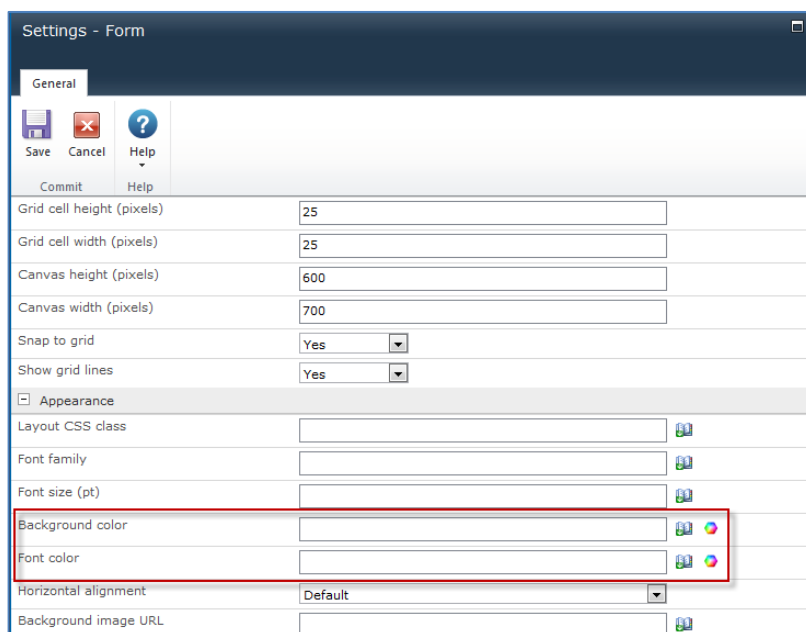
Design the form as required

Change the default background color and the text color on the current form layout.

1. In the Nintex Forms 2010 Ribbon, click **Settings**.



2. In the **Appearance** section:
 - a. In the **Background color** field, click on the **picker** control and select the desired color.
 - b. In the **Font color** field, click on the **picker** control and select the desired color.



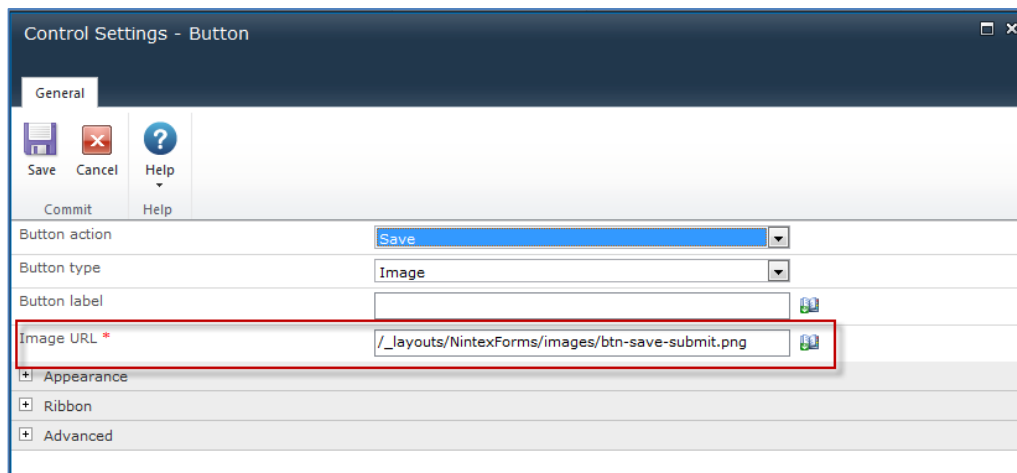
3. Click **Save**.

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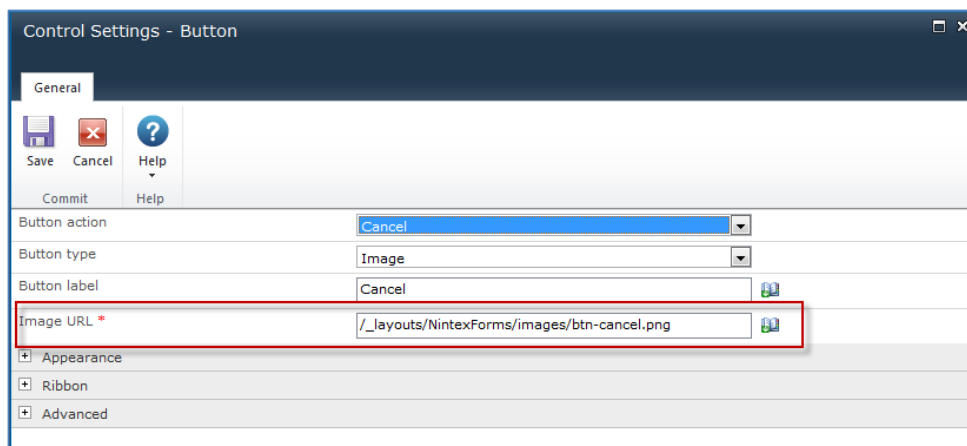
Reposition and change the standard “Save” and “Cancel” button on the Nintex Form to use an image instead.

4. To open the Settings dialog, double-click on the **Save** button.
5. In the **General** section, click the **Button type** drop-down and select **Image**.
6. In the **Image URL** field, enter “/_layouts/NintexForms/images/btn-save-submit.png”.
7. Click **Save**.

Note: The provided image URLs reference a standard button image that is installed with Nintex Forms 2010.



8. Repeat steps 4-7 with the **Cancel** button. In the **Image URL** field, enter “/_layouts/NintexForms/images/btn-cancel.png”.



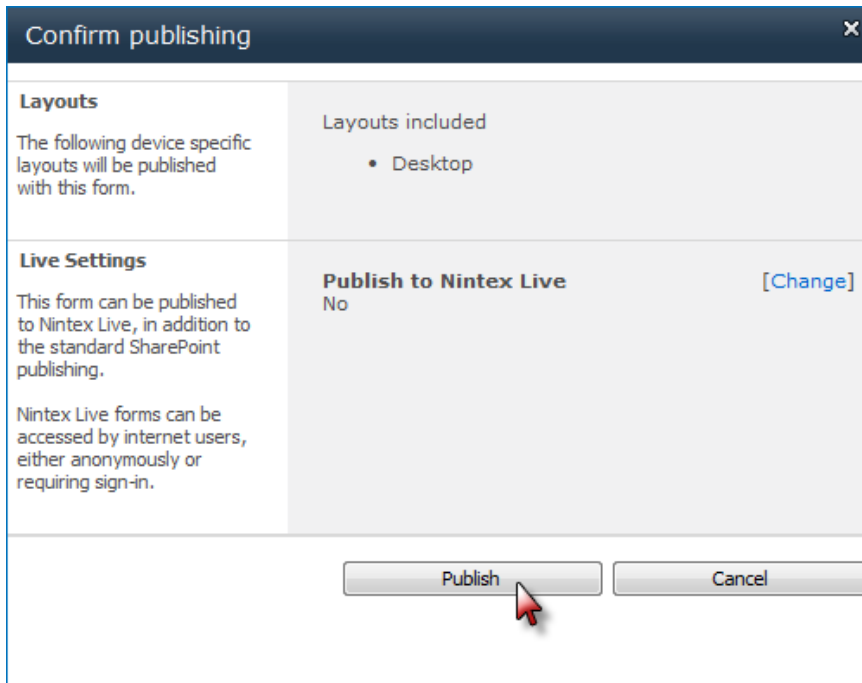
9. Resize the Save & Submit and Cancel button to fit across 6 grids.
10. Make any other changes to the form as required.

Note: Please refer to the Nintex Forms help files for more information regarding the Form Controls: <http://nintexdownload.com/sl/supportfiles/NintexForms2010Help.pdf> .

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Save and publish the form.

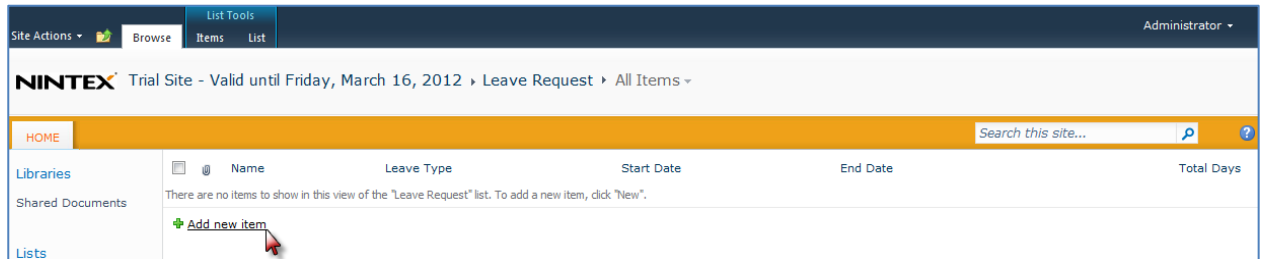
11. In the Nintex Forms 2010 Ribbon, click **Save** and then **Publish**.
12. In the dialog box, click **Publish** to confirm publishing. Click **OK**.



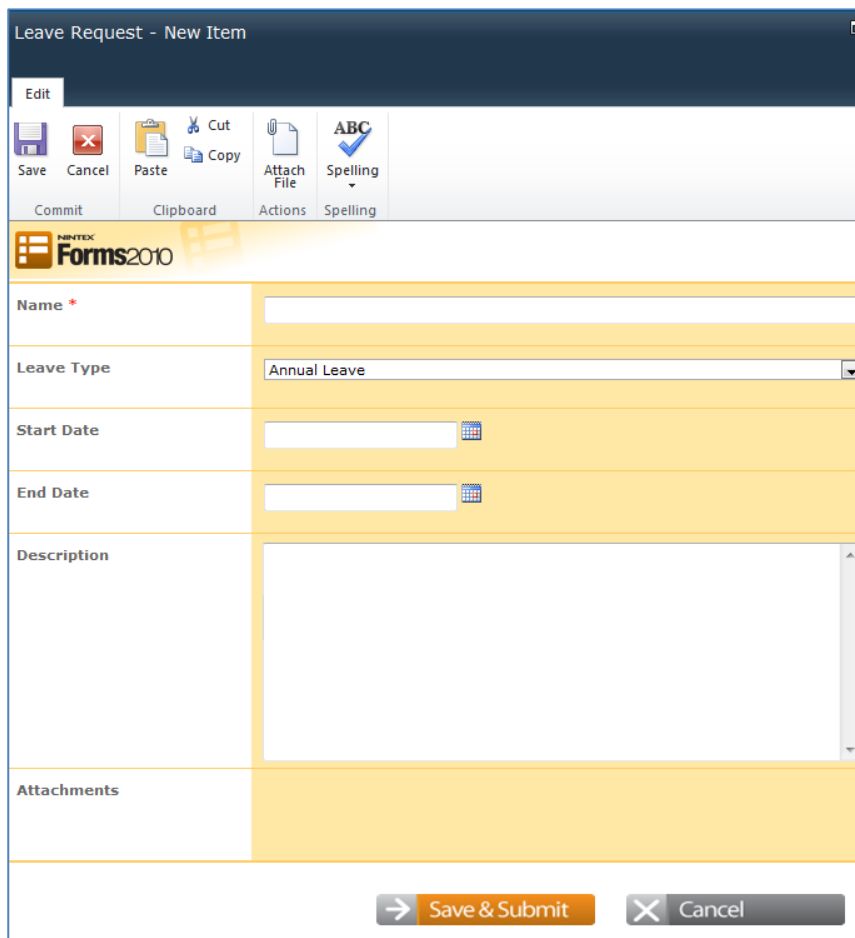
The form is now ready for use. The new form will appear when a user adds an item into the Leave Request list.

Completing a leave request

1. Navigate to the Site where the Leave Request list was created.
2. In the Quick Launch menu, select **Leave Request** list.
3. Click on **Add new item**.



4. The new form is displayed.



The screenshot shows the 'Leave Request - New Item' form. At the top, there's a title bar 'Leave Request - New Item' and an 'Edit' menu. Below that, there's a ribbon with 'Commit', 'Clipboard', 'Actions', and 'Spelling' tabs. The main form area has the following fields:

- Name ***: A text input field.
- Leave Type**: A dropdown menu with 'Annual Leave' selected.
- Start Date**: A date picker field.
- End Date**: A date picker field.
- Description**: A large text area.
- Attachments**: A section for adding files.

 At the bottom, there are two buttons: 'Save & Submit' (highlighted) and 'Cancel'.