



Frevvo Training Overview



How to Request Access

https://forms.fau.edu/frevvo/web/tn/fau.edu/user/rresnick/app/_1pc_gHOBEEWOHd4wi6dUgg/formtype/_2Y

Please provide the following information which will allow us to activate your Frevvo account.

First Name Last Name

Email Address

Office Phone Number

FAUNet ID

Signature

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



How to Request Access

The screenshot shows a web browser window with the URL https://forms.fau.edu/frevvo/web/tn/fau.edu/user/rresnick/app/_1pc_gHOBEEWOHd4wi6dUgg/formtype/_2Y. The form contains the following fields and instructions:

- Instruction: "Please provide the following information which will allow us to activate your Frevvo account."
- First Name:
- Last Name:
- Email Address:
- Office Phone Number:
- FAUNet ID:
- Signature:
- Buttons: Submit, Cancel

1. Visit <https://frevvo.fau.edu>
2. Click **Request Access**
3. Fill out the form
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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.

The screenshot shows a web browser window with the URL <https://forms.fau.edu/frevvo/web/tn/fau.edu/user/rresnick/app>. The page features the Frevvo logo and a navigation menu with options like HOME, MANAGE, DOCS, and LOGOUT. A red warning banner at the top states: "You should not create applications as the administrative user." Below this, there is a section for "Applications" with a "New" button and "Link" and "Upload" options. The list contains two items: "1. Application 0" and "2. Frevvo Access Request Forms". Each item has "Edit", "Properties", "Download", and "Share" icons. At the bottom, there is a footer with the text: "Software License Agreement :: Contact Us" and "frevvo Live Forms v6.1.7.27169, Copyright 2006-2015 frevvo Inc. All rights reserved."



How to Create Your First Form

Lets start by changing the applications name.

- Click **“Properties”**
- Change the name to **“Frevvo 101”**
- Click **“Update”**

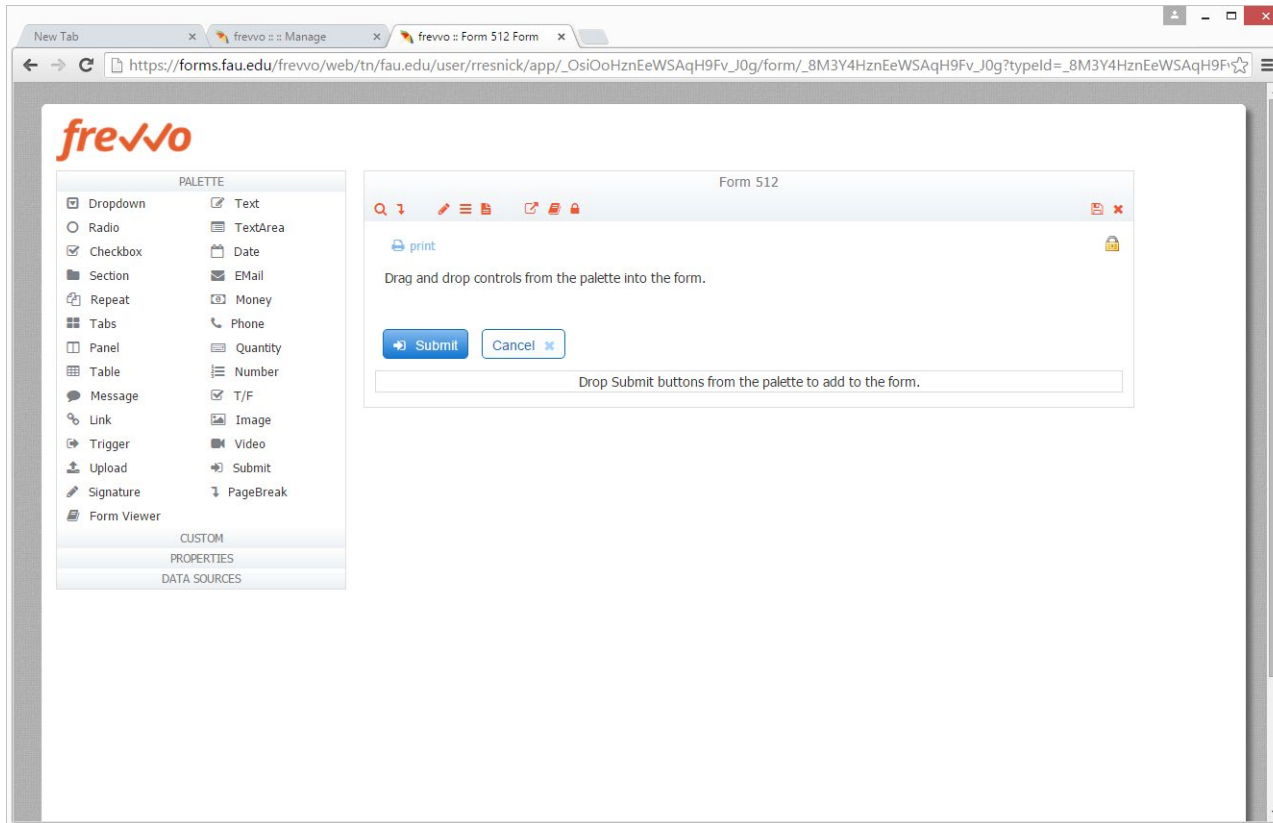
The screenshot shows a web browser window with the URL https://forms.fau.edu/frevvo/web/tn/fau.edu/user/rresnick/app/_OsiOoHznEeWSAqH9Fv_J0g?edit=true. The page displays the Frevvo logo and a navigation menu with options: HOME, MANAGE, DOCS, LOGOUT. The main content area is titled "Application 511" and contains the following fields:

- Name:** Frevvo 101
- Description:** An application enables you to conveniently group forms, schemas and docume
- Choose Layout:** Nouveau
- Choose Style:** (empty field)
- Form Action Base URL:** (empty field)
- Doc Action Base URL:** (empty field)

At the bottom of the form, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with an 'x' icon). The footer of the page includes a link for "Software License Agreement" and "Contact Us", and a copyright notice: "frevvo Live Forms v6.1.7.27169, Copyright 2006-2015 frevvo Inc. All rights reserved."



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

The screenshot shows the frevo form builder interface. On the left is a 'PALETTE' of components including Dropdown, Radio, Checkbox, Section, Repeat, Tabs, Panel, Table, Message, Link, Trigger, Upload, Signature, Form Viewer, Text, TextArea, Date, Email, Money, Phone, Quantity, Number, T/F, Image, Video, Submit, and PageBreak. The main area displays a form titled 'Form 512' with the following components: Text 513, Text 514, EMail 520, Phone 521, Text 522, Text 523, Dropdown 524, Quantity 525, Dropdown 526, and TextArea 527. The form also includes a 'Submit' button and a 'Cancel' button.

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

CUSTOM PROPERTIES

Settings Style

Label **First Name** [Help](#) [Text](#)

Control Type **Text**

Name **FirstName**

CSS Class

Pattern [i](#)

Max Length

Error Msg

Hint

Help

Placeholder

Decorator **Default**

Required Password

Visible Printable

Enabled Hide Label

Sensitive

[Publish Control Template](#)

DATA SOURCES

CUSTOM PROPERTIES

Settings Style

Width

BG Color

Label Color

Label Size

Bold Italic

New Line

DATA SOURCES



How to Modify a Component

The screenshot shows the frevo form editor interface. On the left is a 'PALETTE' of form components including Dropdown, Radio, Checkbox, Section, Repeat, Tabs, Panel, Table, Message, Link, Trigger, Upload, Signature, and Form Viewer. Below the palette is a 'CUSTOM PROPERTIES' panel for the selected 'City' field, with tabs for 'Settings' and 'Style'. The main area displays the 'Admissions Inquiry' form with fields for First Name, Last Name, Email, Preferred Phone Number, Address, City, State, and Zip. Below these are radio buttons for 'Inquiry' (Tour, Virtual Tour, Sign up for mailing) and a large 'Additional Information' text area. At the bottom are 'Submit' and 'Cancel' buttons. A red disk icon is visible in the top right corner of the form editor window.

- 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.

frevvo - Google Chrome

https://forms.fau.edu/frevvo/web/tn/fau.edu/user/rresnick/app/_OsiOoHznEeWSAqH9Fv_J0g/formtype/_8M3Y4HznEeWSAqH9Fv_J0g/popupform?_test=true&embed=true&_ext

Tablet and Phone views are not precise and there may be slight differences when rendered on the actual device.
Please test your form on your tablet/smart phone to be certain.

print

First Name Last Name

Email Preferred Phone Number

Address

City State Zip

Are you interested in receiving email and phone inquiries from FAU?

Yes
 No

Inquiry

Tour Virtual Tour Sign up for mailing

Additional Information

Submit Cancel

Powered by [frevvo](#)

Debug Console (Clear)