

# Designing a Userview

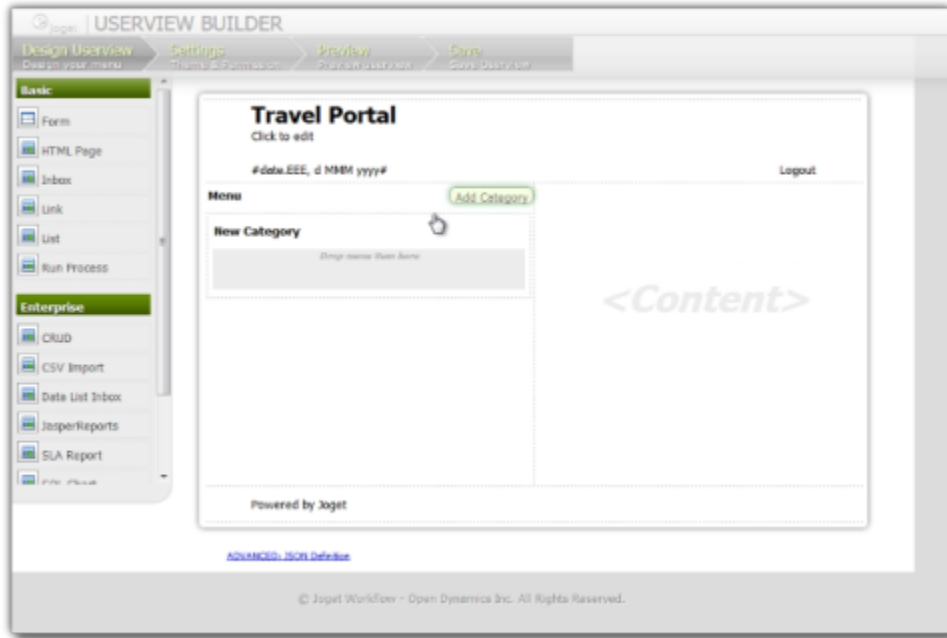
1. In the App design page, click on the **Create New Userview** button along the top.
2. Key in the details of the new userview and click on the **Save** button.

**ID:** A short and unique ID for each userview (no spaces) e.g. **travelPortal**

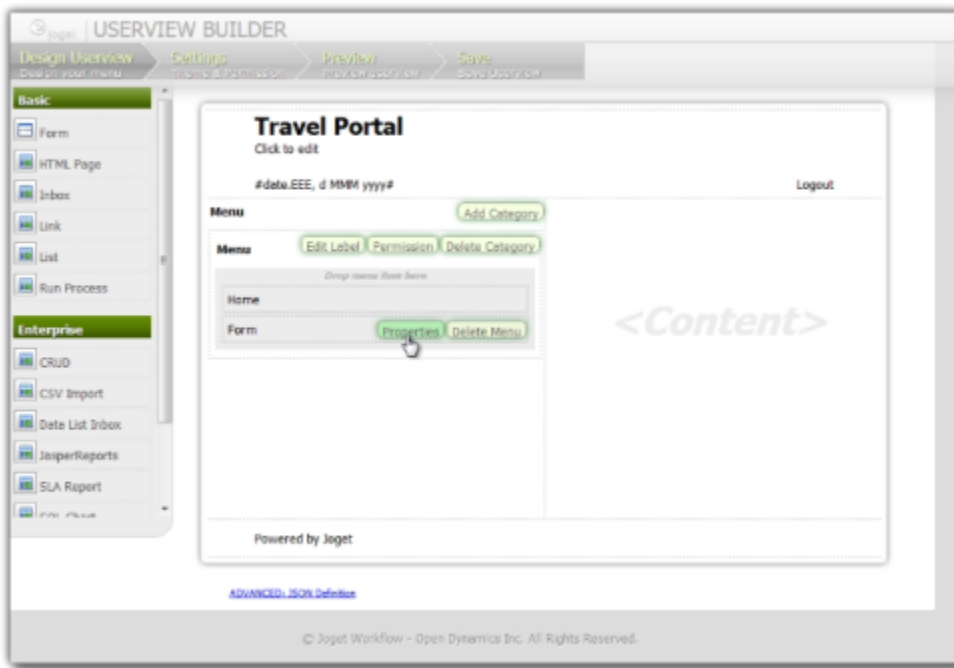
**Name:** A descriptive name e.g. Travel Portal

**Description:** Optional description.

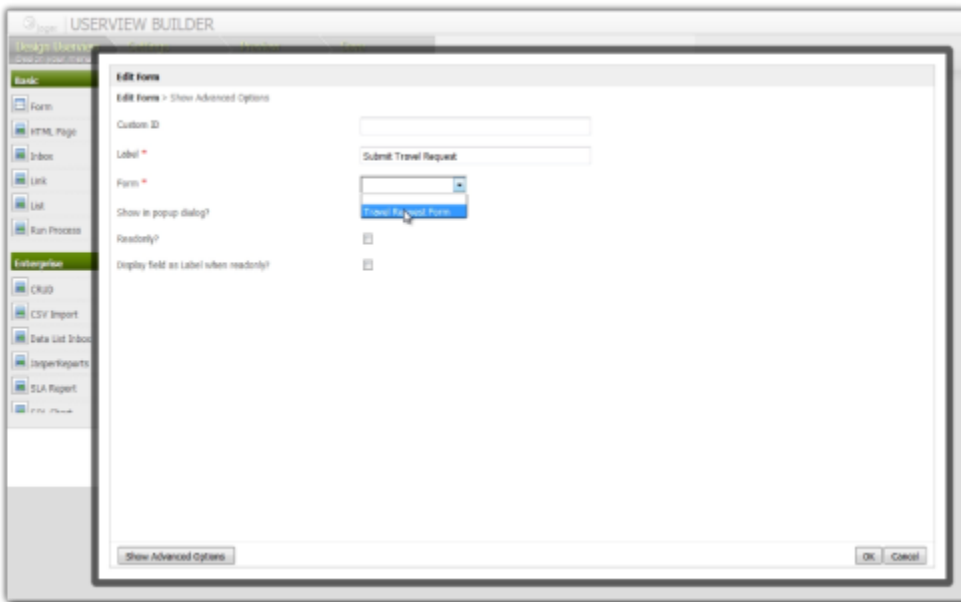
3. Click on **Save** to save the userview and launch the **Userview Builder** in a new window. If your browser blocks the popup, click on the form name to launch it.
4. The first step in the Userview Builder is the **Design Userview** page. On the **left** is the **palette** containing available **menu elements**. In the middle is the canvas containing the userview **header**, **footer** and one or more **menu categories**.



5. When you mouseover the canvas **Menu**, a button will appear giving you the option to **Add Category**.
6. You can click any category name to edit it, and drag categories up and down.
7. **Drag** menu elements from the palette into any category.
8. Mouseover any category or menu element to see the available options.



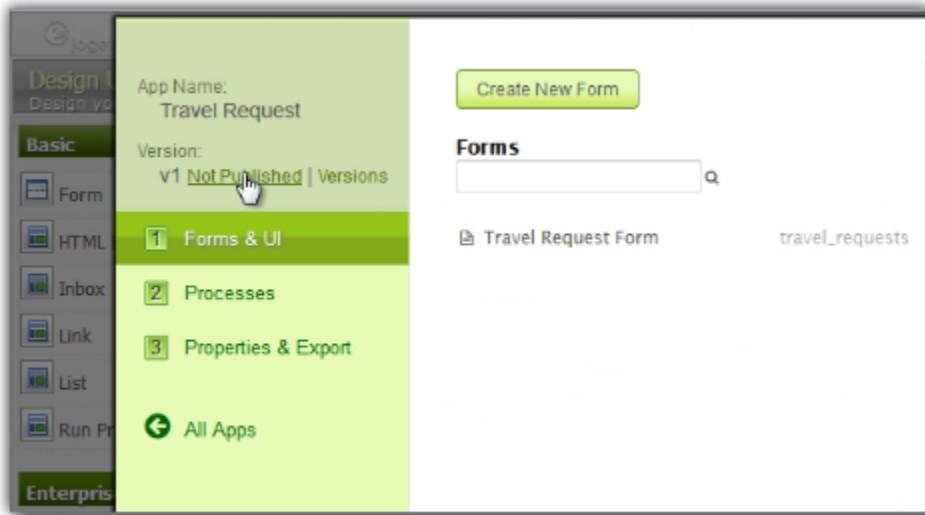
9. Click on **Properties** button to modify each menu element's properties.



10. At any time, you may preview the userview by clicking on the large **Preview** button at the top.

11. Once you have finished designing the userview, click on the large **Save** button at the top and you will receive confirmation that the userview is saved. You may then continue to design the userview, or close the Userview Builder window.

12. Before a userview can be accessed by a normal user, the app needs to be published. To do that, click on the **Not Published** or **Versions** link on the left in the App design page.



13. A popup displays all versions of the app. Select the radio button next to the latest version and click on the **Publish** button. Once an app is published, its userviews will be available in the App Center.

