



# Partners Online Training Supportive Material

# What is Comidor?

- **DIGITAL WORKPLACE**

- Interactive & customizable dashboards Collaboration apps & knowledge tools

- **HYPER-AUTOMATION**

- BPM & Workflow Automation RPA & AI/ML Process Intelligence

- **LOW-CODE APP DESIGNER**

- App creation in simple steps

- **MARKETPLACE**

- Out-of-the-box business apps




# Users & Roles

- The first user that is registered in Comidor is the System Administrator (Admin). The **Admin** is responsible for managing Comidor Users, creating Personnel and passwords, editing, deactivating a user, and more.
- Every time a new user is created a new record is inserted in Personnel table, with active state.
- You can create a new User and then modify their details in the [Personnel](#) unit
- After creating a user, you need to allocate specific Application Rights and add the user to a group(s) in the [organizational chart](#)
- System Administrator access is available only to users that have the Enterprise Architect role
- A user can be de-activated but not deleted.
- Rights can be assigned to an existing role that can be assigned to a user in User Roles. These rights (managed from the Application Rights unit) can give responsibilities such as handling financials, setting up users and their application rights, or handling people management activities e.g., absences.



[Find out more here.](#)

Ellie Frewer



RELATIONS

Roles 11

Groups

Emails

OWNERSHIP

Created on	May 12, 2017 2:58:46 PM
Created by	Richard Newton
Updated on	May 10, 2019 10:58:48 AM
Updated by	Ellie Frewer

Summary

Contact Details

☆ First Name	<input type="text" value="Ellie"/>	Category	<input type="text"/>
☆ Last Name	<input type="text" value="Frewer"/>	Job Title	<input type="text" value="SL-MAN Sales Manager"/>
Title	<input type="text"/>	Education	<input type="text"/>
☆ Username	<input type="text" value="efrew"/>	Principal Name	<input type="text"/>
☆ Password	<input type="password"/>	Division	<input type="text" value="Europe"/>
System Administrator?	<input type="checkbox"/>	☆ Company	<input type="text" value="Germany"/>
Data Manager?	<input type="checkbox"/>	Location	<input type="text" value="Frankfurt"/>
User-Level	<input type="text" value="User"/>	Contractual location	<input type="text" value="Frankfurt"/>
Write Access	<input type="text" value="Protected"/>	Timezone	<input type="text" value="Europe/Berlin"/>
Add access to Mobile application	<input type="checkbox"/>	Locale	<input type="text" value="English (United..."/>

# Organizational chart

Depict your organisational structure and build functional teams

- **Make the structure** of your company **clear** to any employee
- Ensure that **information flows correctly** throughout the company. Groups, leaders and just members can be used as assignment options in tasks and processes.
- Design your [Organisational structure](#) and **fulfill your goals**
- **Enhance collaboration** between different departments in the organisation
- **Distinguish** between the **leaders** and the **members** of a group easily and illustrate the relationships among personnel
- **Organise** and **monitor** the company's performance by group



A screenshot of the Comidor Organizational Chart software interface. The interface is titled "Organizational chart" and features a search bar for users on the left. Below the search bar is a list of user profiles, including "Account Manager", "Alexandra Birnie", "Ayda Stradbroke", "Back/Front office Compl...", "BBO/BOM Operations S...", "Contract Manager", "Corporate Sales Support", "CSO Support", "Customer Service Agent 1", "Demo user", "Ellie Frewer", and "Field Engineer 1". The main area displays a hierarchical organizational chart starting with the "Board of Directors" at the top. Below it are several departments: "Account Management", "affiliate", "Back/Front office - Complaints", "BBO/BOM", "Administration Team", "Everyone", "Finance", "HR", "IT", "R&amp;D", "Risk Management", and "Supply Management". Further down, there are sub-departments like "Project Management", "Software Development", "Leader Group", "Audit Compliance", "Distribution", "PM\_Vendor", "Retail Management", "Reverse Logistics", "Strategic Purchasing", and "Wholesale Management". A "Finance" group is highlighted, showing its "RELATIONS" and "Processes". A "Summary" panel on the right provides details for the "Finance" group, including its name, code, and affiliation. Below the summary is a "Members" list with names, roles, and join dates, each accompanied by a star icon and a set of colored buttons (green, red, and grey).

[Find out more here.](#)

# Application & role rights



- Application Rights gives the ability to administrators to hide or allocate modules and menus to users e.g., you may want to let specific users have access to the financial module.
- With Comidor you can allow users to access certain modules but restricting their access to functions within those modules. Any role created can be managed in terms of Rights (e.g., which units from Modules will be visible for each role).
- This refers only to System Administrator Users.

Application rights

Available packages Role Rights

Search...

Username	CRM	PM	ACC	BPM	HRM	ADMIN	APPFACORY	BASIC	
Richard Newton	active	active	active	active	active	active	active	active	Deactivate all
Ayda Stradbroke	active	active	active	active	active	inactive	inactive	active	Deactivate all
Alexandra Birnie	active	active	active	active	active	active	active	active	Deactivate all
Kaitlyn Dalton	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Charlie Marr	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Isabella Hardey	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Isaac Skinner	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Ellie Frewer	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Harry Bright	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Contract Manager	inactive	inactive	inactive	inactive	active	inactive	inactive	active	Activate all
Robot User 1	inactive	inactive	inactive	inactive	inactive	inactive	inactive	active	Activate all
Harrison Jones	active	active	inactive	inactive	active	inactive	inactive	active	Activate all
Guest User	inactive	inactive	inactive	inactive	inactive	inactive	inactive	active	Activate all
Demo user	active	active	active	active	active	active	active	active	Deactivate all
Presales Manager								inactive	Activate all
Presales Specialist								inactive	Activate all
Corporate Sales Support								inactive	Activate all

Application rights

Available packages Role Rights

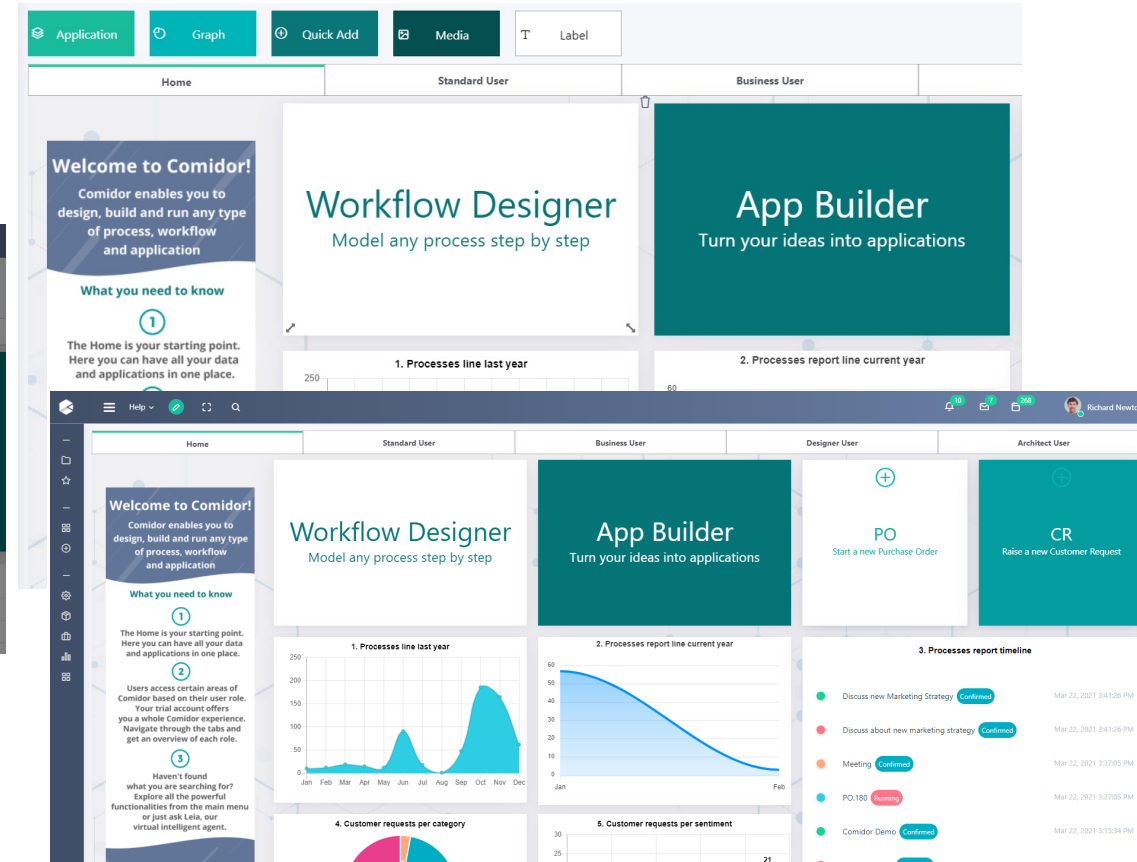
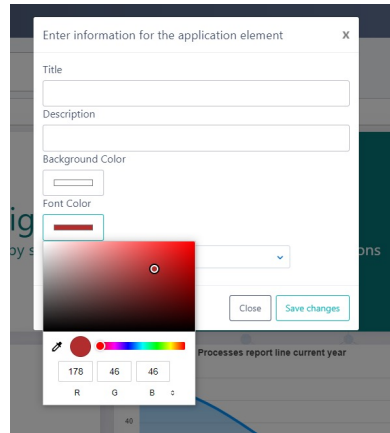
Search for a role

Unit Name	Description	Disable All
Projects		active
Work Packages		active
Progress Management		active
Earned Value Analytics		active
Personnel Booking		active
Customer Complaints		active
Lessons Learned		active
Project Actions		active
Rag status Parameters		active
Risks		active

[Find out more here.](#)

# Home Dashboard

- The default screen in Comidor is the Home Dashboard. The new Home Dashboard saves you time, offering exactly what you need in one single panel. With all your applications and widgets in one place, your work has never been easier.
- Create a more customised experience that matches your daily tasks and processes. Build and modify your dashboards with a simple to use no-code builder.
- Add multiple tabs, application tiles, “quick add” tiles, graphs, media(images/videos), and labels.
- Customise your dashboard easily with drag-n-drop tiles and add the colors you wish, resize or delete them.



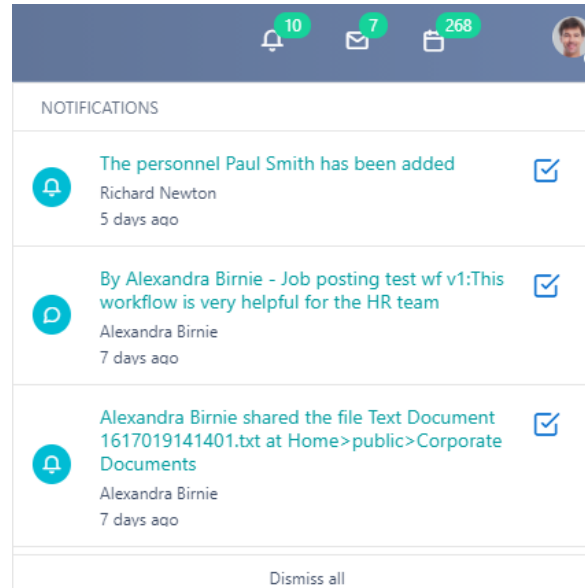
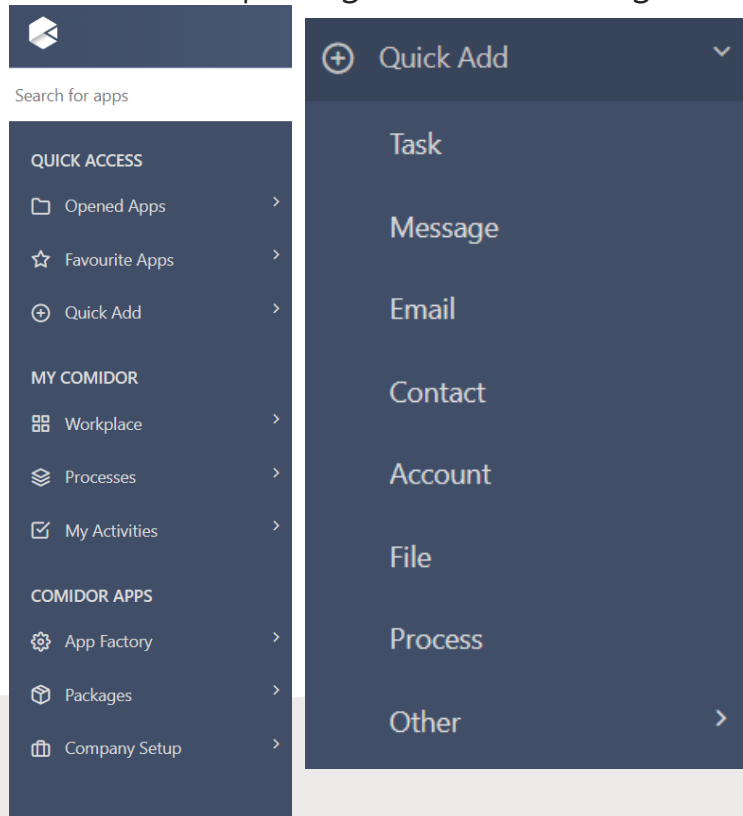
[Find out more here.](#)

[View video here.](#)

# Menu & Notifications

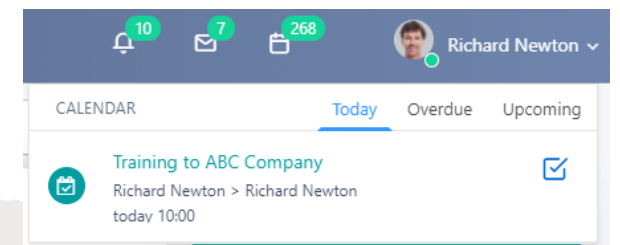


Comidor is designed to enable users to focus on their tasks and prioritize their workload. Menus, filters, icons, buttons and lists are all designed and arranged in a way that allows users to easily identify their needs and tasks and execute quickly and efficiently.



Find out more [here](#) about Comidor's menu

- In the top right of the page is the Notifications Bar. There are three icons and when a new notification is received a blue box will appear next to the relevant icon. The five icons are:
  - **Notifications**
    - **System Notifications** These inform the user when a new task/process is added; when it's time to start a new one; when someone has shared a folder or when an existing task/process has been completed. [Reminders](#) will show up here as well. These [Notifications](#) are also in the [Workbench](#) Activity Stream.
    - **News** - When someone has commented on a specific [Process](#) or [Task](#) a notification will be displayed here. Notifications regarding specific Comidor objects are displayed here as well
  - **Messages** - When a new [Email](#) is received the alert will be displayed here. Customise Email notifications in User Settings
  - **Calendar** - The [Calendar](#) icon opens a Calendar that shows your tasks for the current day

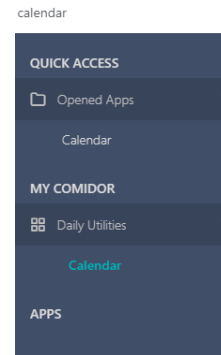


# Tasks & Calendar



Comidor Tasks offer a reliable and transparent approach to Task Management. It manages personal tasks, team tasks, assigned tasks and tasks assigned to other users. All Comidor tasks can be managed, even if they have been created using another Comidor unit (Quick Adds or Calendar).

- Tasks can be created for completing a one-off task, e.g. write a report on the impact of GDPR.
- Tasks can also be linked to a Process.



Comidor provides a fully interactive calendar where you can monitor your activities (tasks, meetings, assignments, events, etc.) and orders (assigned tasks) on a daily, weekly or monthly basis.

The image shows the 'Quick add: Task' form and a detailed view of a task. The form includes fields for Title, Assigned to, Supervised by, Task type, Date/time/hours, Process, Account, and Description. The task details view shows 'Update Quick reference - Glossary' assigned to Richard Newton, with a scheduled start and end date of April 5, 2021, and a duration of 0.00 hours. The 'Complete the task' section includes a 'Save' button and a 'Cancel' button.

The image shows the Comidor calendar interface for April 2021. The calendar is displayed in a grid view with columns for days of the week and rows for dates. The calendar shows a task 'Training to ABC Company' scheduled for multiple days, each with a duration of 2.00 hours. The task is marked as 'Scheduled' and 'Only pending'. The calendar also shows a task 'NDA Agreement' on Monday, April 29, with a duration of 1st phone call - partners Britling Co.

[Find out more here.](#)

[Find out more here.](#)

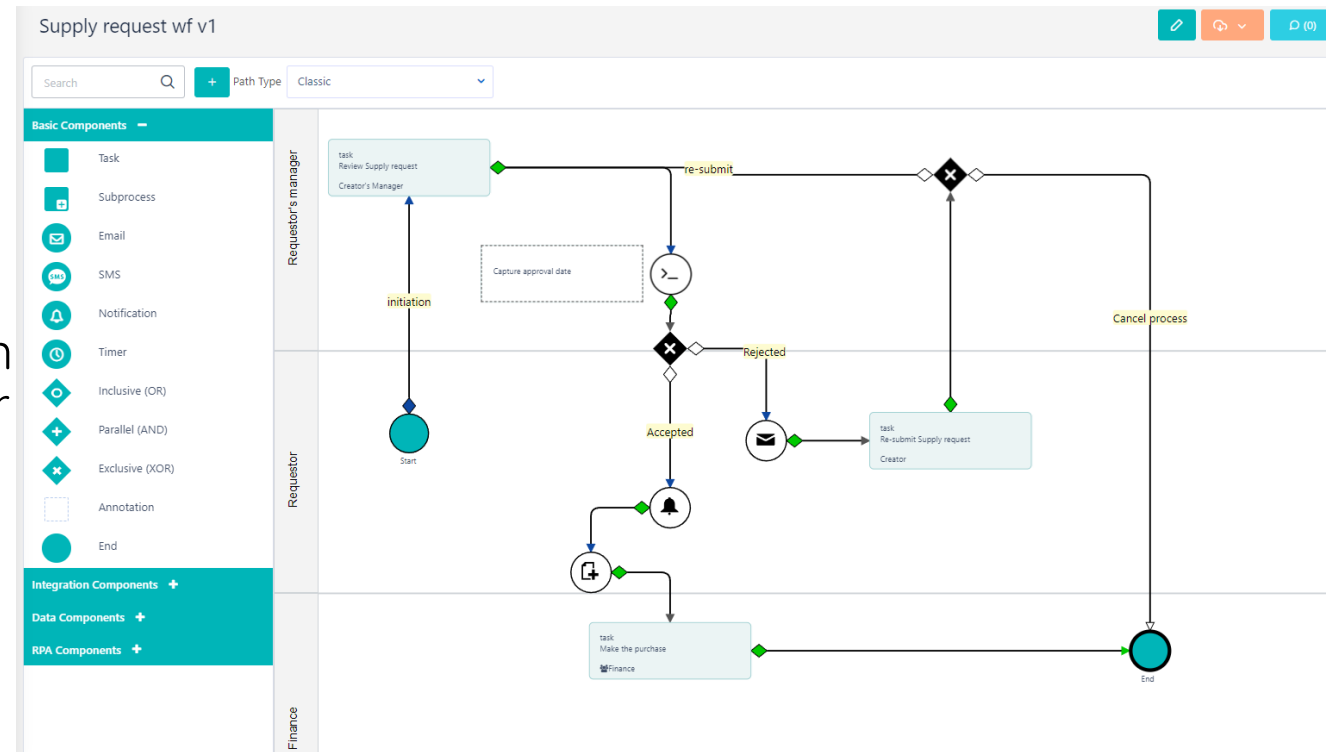


# Workflow Designer










































With Comidor BPMN 2.0 designer, you can map and optimize any process that takes place in your company.

Workflows fully exploit the organizational structure to provide unprecedented process design and action monitoring. Through Workflows Designer, the user can navigate and modify existing processes or create a new one using BPMN 2.0 with drag-and-drop functionality.

[Find out more here.](#)



# Workflow Components

Basic Components	Integration Components	Data Components	RPA Components
 Task	 RESTful Web Service	 Comidor DATA (IUD)	 RPA Caller
 Subprocess	 Message Queue	 Shell Command	 RPA Receiver
 Email	 Teams Integration	 File Reader	 Sentiment Analysis
 SMS	 Google Integration	 Export Data	 Document Analyzer
 Notification	 Zoho Projects API	 Convert data	 Text Classification
 Timer	 FreshDesk API	 Digital Signature	 Predictive ML
 Inclusive (OR)	 Salesforce API	 Document Creator	 Selenium RPA
 Parallel (AND)	 Zoho Leads API	 QR Generator	 Image Classification
 Exclusive (XOR)		 Table Extractor	 Web Scraper
 Annotation		 Excel Processor	
 End		 Create graph	
		 SQL Creator	
		 Blockchain	

[Find out more here.](#)

# App Designer



Comidor platform offers the ability to design your own apps through [App Designer](#), without using any coding. Making simple or more complicated Apps is easier than ever, even for non-developer users. Comidor guides you with simple steps, in order to publish your idea.

There are various types of applications provided in Comidor App Designer. You can choose the one that fits better your needs from the following options.

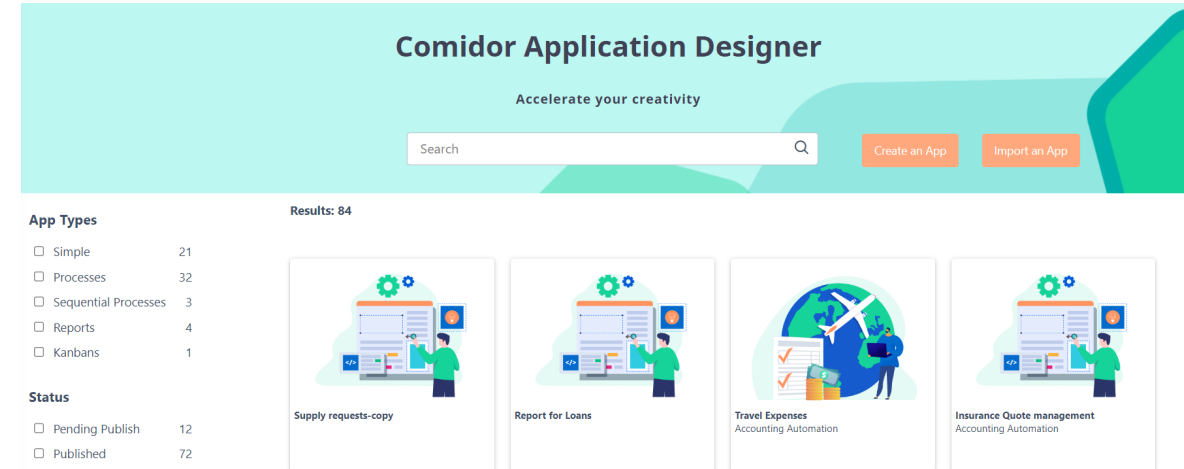
## Types of Applications

### 1. Table applications:

- The **[Sequential process-based](#)**: Choose this type when you want to monitor processes that are simple with only sequential tasks, with scheduling, state, completion, etc.
- The **[process-based workflow](#)**: Choose this type when you want to monitor process-enabled records, with scheduling, state, more complicated workflow steps, loops, automation steps, completion, etc.
- **[Simple Non-process based](#)**: Choose this type of table application when you want to create a table of data-driven records. No workflows can be related to this type.

### 2. [Report applications](#)

### 3. [Kanban applications](#)



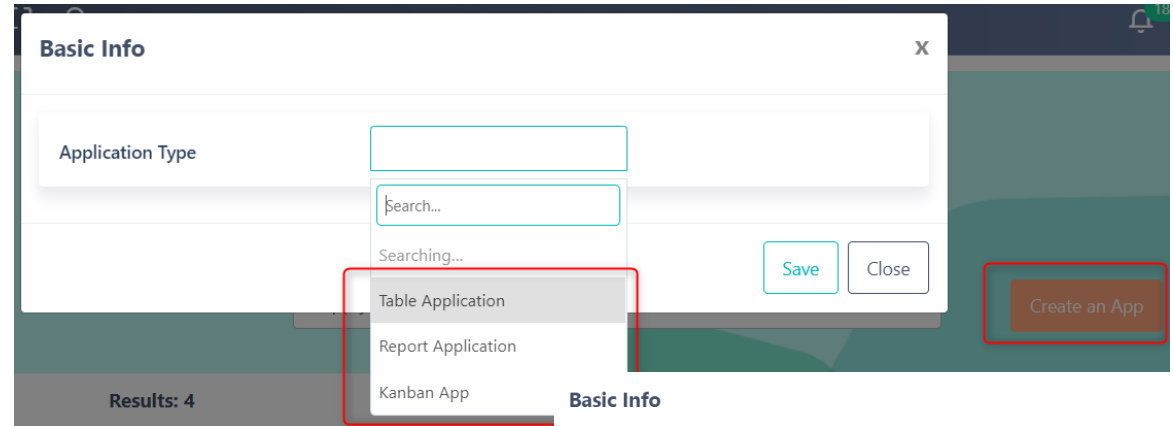
# Create an App



## Application example: Supplies

### Basic Info

1. Select the **Application Type** (Table/Report/Kanban)
2. Give the **Application Name** and **Description**
3. Classify your app in a proper **Category**. Choose one Category from the existing options or make a new Category. Categorization will help you find easier your apps in the App Designer.
4. Define whether the App is **Process enabled or not**. Process enabled apps can be linked with a [Workflow](#).
5. **Collaborators**: determine which users will be able to see the application in the User Apps menu.
6. You can lock your app, so only your user can edit the app.
7. You can upload an **image** for the application.



Application Type: Table Application

Application Name: Supply request

Description: [Empty text area]

Category: [Dropdown menu]

Collaborators: [Empty text area]

Is process enabled:

Is Sequential?:

Image: Choose File No file chosen

# Create an App

## 1. Dashboard

In the step Dashboard, you get an overview of your application. In particular, you are able to view:

### Quick Stats:

- Number of forms, Steps and Widgets that are created in this app
- Graphs that show the application activity timeline and the Apps Overview status.

### Basic Info:

- the Type, Category, and other parameters
- You can click on the pencil button to edit the above info
- You can lock your app by checking on the Locked option. With this option, only the user that locks the app will be able to edit the app (in all steps). All the rest users will just be able to view the app, but can not edit it.
- By checking the Has customizations option, the application will not be exportable.
- Put a flag to remember if this application Has application parameters.

**Collaborators:** the users or groups that have access rights in this App.

**Comments:** an area where users that have access can write and view comments.



### Application example: Supplies

The dashboard for the 'Supplies' application is divided into several sections:

- Quick Stats:** Three cards showing 'Forms' (7), 'Steps' (13), and 'Widgets' (9).
- Application Activity:** A line graph showing activity from 6/2021 to 8/2022. The y-axis ranges from 1 to 6.
- Application Overview:** A donut chart showing 'Completed: 14' (56.0%) and 'Remaining' (44.0%).
- Collaborators:** A list showing 'Everyone' with the role 'Editor'.
- Comments:** A section with a text input field, a 'Comment' button, and a comment by 'Thomas Monson' at 29-Jun-2022 14:14:59: 'this a test comment'.
- Basic Info:** A section with six toggleable options: Application Type (Table Application), Category (Accounting Automation), Process-Enabled (BPMN2.0), Locked, Customizations, and Parameters.

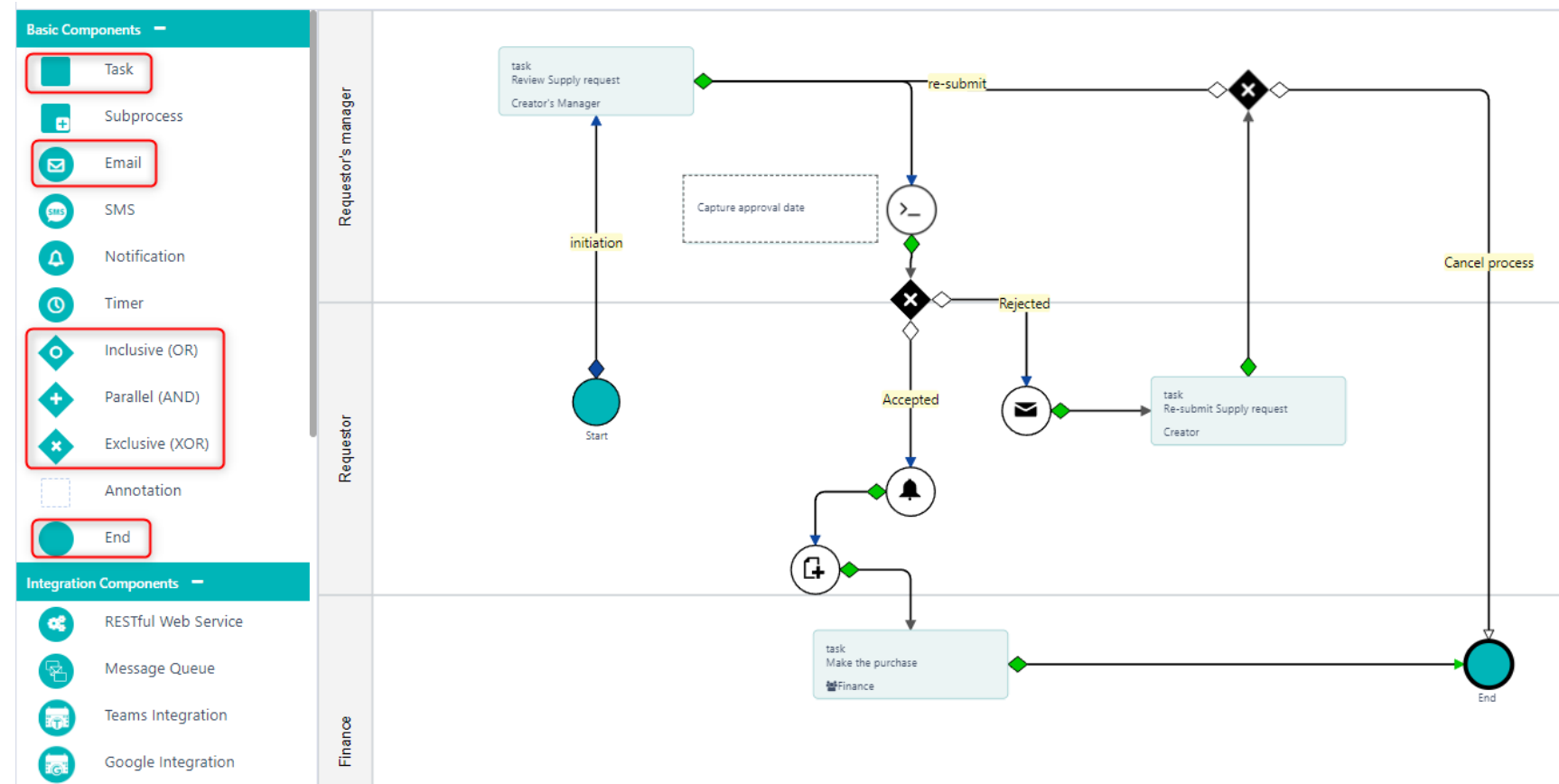
## 2. Process Workflow



In this step, you can fully design your process in terms of the number and the looks of the process steps, your Data model, Table View and User forms.

### Workflow example: New Supply Request

- Separate the pool in different lanes according to which group will perform each task
- Create the 3 tasks with drag and drop functionality
- Decide which of the gateways is appropriate according to the case
- Connect the tasks with the gateways to complete your workflow



# 2. Process

## Data Model

When you open the Data model tab, you will see a sub-table with the some columns: icon, label, size, column name, created by, etc.

You can see the existing and/or add all fields that you want to be used in the App here. You can click on the “+” to create your own custom fields.

- **User fields types:** Text, Memo (Paragraph), Number, Binary File, Drop-down list (Key-Value or Comidor Database lists), Excel, Currency, Checkbox, Date, more.

Note that, if you have selected this app to be process enabled, you can also use in the forms all process-related fields. If you left “is Process enabled” unchecked, you can only use the fields displayed in the Data model.

Do not forget to reload the DB after you created all the fields, so that the other users can see them.



The screenshot shows the Comidor Data Model interface. On the left is a sidebar with five steps: 1. Dashboard (Get an overview of your Application), 2. Process (Design your Application - checked), 3. Graphs (Create analytics for your Application), 4. Advanced (Level up the automation), and 5. Configuration (Finalise your application). The main area has tabs for Workflow, Data Model (selected), Table View, and User Forms. Below the tabs is a search bar and a table of data model fields. A red box highlights a '+' button in the top right corner of the table area.

<input type="checkbox"/>	Label	Size	Column name	Created by	Created on	Last Updated by	Last Updated on	<input type="checkbox"/>
<input type="checkbox"/>	\$ Total price	12	USR_TOTAL_PRICE	TM Thomas Monson	24-Mar-2022 15:23:47	Thomas Monson	24-Mar-2022 15:23:47	
<input type="checkbox"/>	\$ Price	12	USR_PRICE	TM Thomas Monson	24-Mar-2022 15:23:35	Thomas Monson	24-Mar-2022 15:23:35	
<input type="checkbox"/>	T approval1	50	USR_APPROVAL1	TM Thomas Monson	20-Oct-2021 13:48:20	Thomas Monson	20-Oct-2021 13:48:20	
<input type="checkbox"/>	≡ testmemo	10000	USR_TESTMEMO	TM Thomas Monson	20-Oct-2021 12:11:24	Thomas Monson	20-Oct-2021 12:11:24	
<input type="checkbox"/>	☰ Request for user	0	USR_REQUEST_FOR_USER	TM Thomas Monson	08-Jun-2021 07:31:44	Thomas Monson	08-Jun-2021 07:31:44	
<input type="checkbox"/>	☰ Process	0	PROCESS_ID	TM Thomas Monson	08-Jun-2021 07:22:55	Thomas Monson	08-Jun-2021 07:22:55	
<input type="checkbox"/>	📅 Date of request	0	USR_DATE_OF_REQUEST	TM Thomas Monson	08-Jun-2021 07:22:55	Thomas Monson	15-Jun-2022 06:34:20	
<input type="checkbox"/>	📅 Manager's approval date	0	USR_MANAGER_S_APPROVAL_...	TM Thomas Monson	08-Jun-2021 07:22:55	Thomas Monson	08-Jun-2021 07:22:55	

# 2. Process



## Table View

- You can determine which columns you wish your App to have in the main table. By default, you should see all the table fields you have created in the steps and will be added as columns in your application table. Each field has pencil and x buttons.
- You can add more Columns, by clicking on the “+” icon and selecting the desired field.
  - Note that, if you have selected this app to be process enabled, you can also add process related fields as columns(e.g., date created, creator, stage, etc.)
- Re-arrange the position of each column with drag-n-drop.
- Add label to the column name, set Prefix or Suffix to be displayed before or after the value of each entry, select the preferred alignment and other properties.
- Switch to mobile view, to get a preview of your Application table in a browser of a mobile device. Choose a preferred device (mobile, tablet)

The screenshot shows the 'Table View' configuration interface. On the left, a sidebar lists four steps: 1. Dashboard (Get an overview of your Application), 2. Process (Design your Application, which is currently selected), 3. Graphs (Create analytics for your Application), and 4. Advanced (Level up the automation). The main workspace has tabs for 'Workflow', 'Data Model', 'Table View' (active), and 'User Forms'. Below the tabs, there's a 'Basic Options' section with a message: 'Please drag and drop columns on the right side to edit the application table'. A list of fields is shown on the left, each with a calendar icon: 'Date of request', 'Manager's approval date', '# Ref no', '# Re-submit order?', 'Request for user', and 'T approval1'. On the right, the 'Application Table' is displayed with columns: 'St...', 'Pri...', 'Pu...', 'Q...', 'Re...', 'Da...', 'Re...', 'St...', 'Pri...', and 'To...'. Each column header has a pencil and 'x' icon. The table contains three rows of data. A red box highlights a '+' icon and a mobile device icon in the top right corner of the table area.

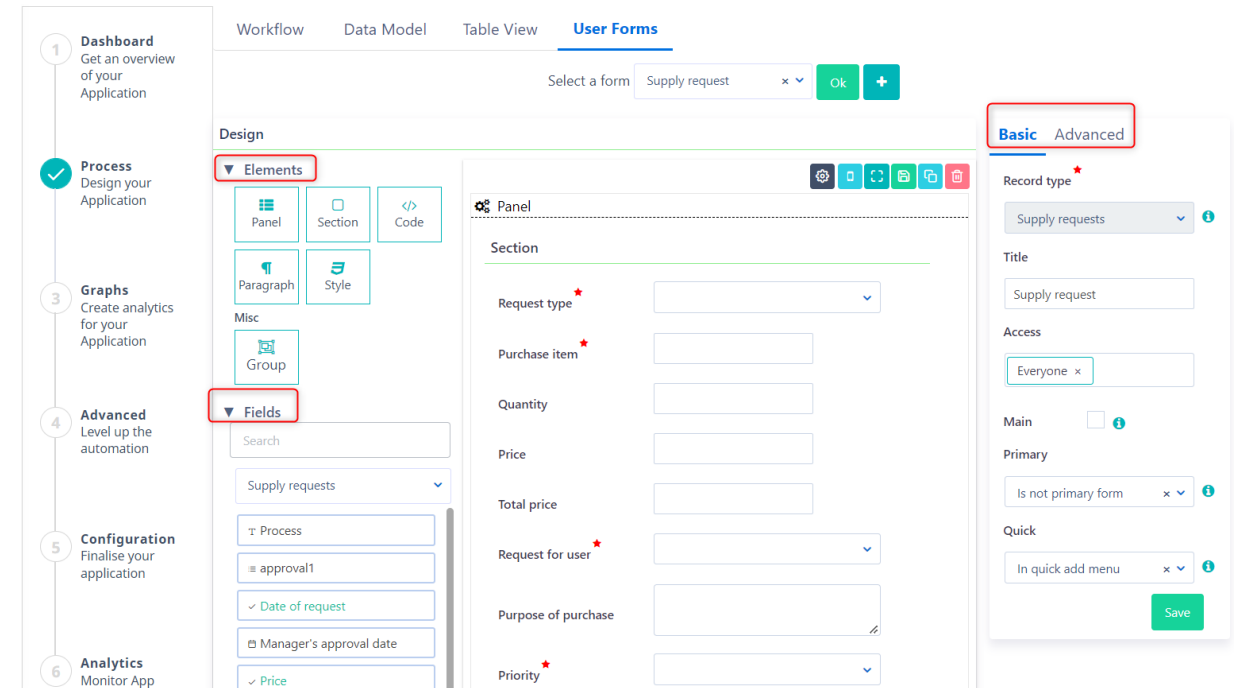
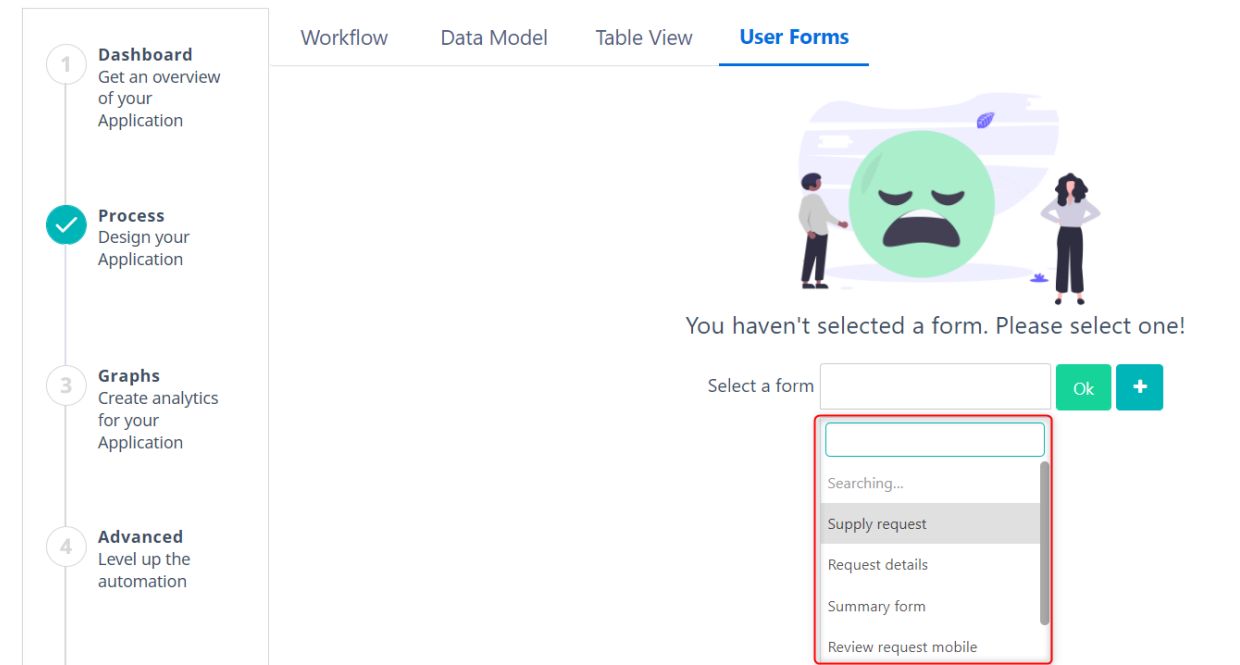
St... ✎ ×	Pri... ✎ ×	Pu... ✎ ×	Q... ✎ ×	Re... ✎ ×	Da... ✎ ×	Re... ✎ ×	St... ✎ ×	Pri... ✎ ×	To... ✎ ×
Number 1	Number 1	Text 1	Number 1	Number 1		Number 1	Text 1		
Number 2	Number 2	Text 2	Number 2	Number 2		Number 2	Text 2		
Number 3	Number 3	Text 3	Number 3	Number 3		Number 3	Text 3		



## 2. Process

### User Forms

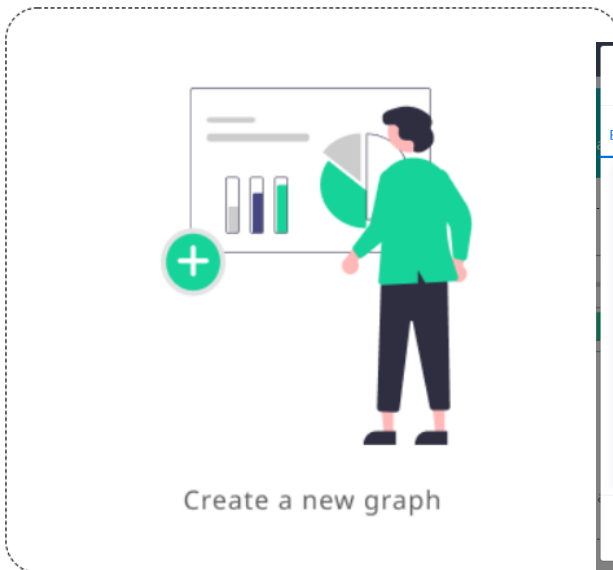
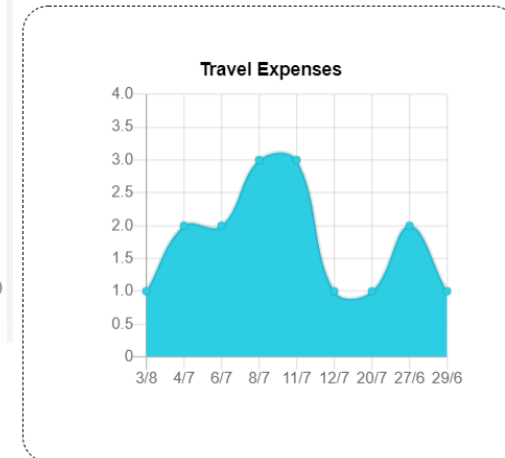
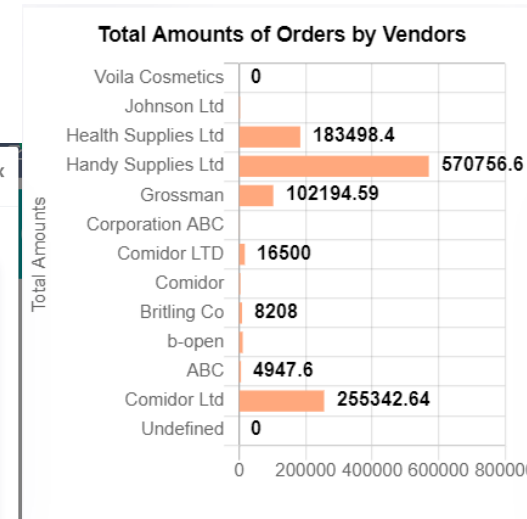
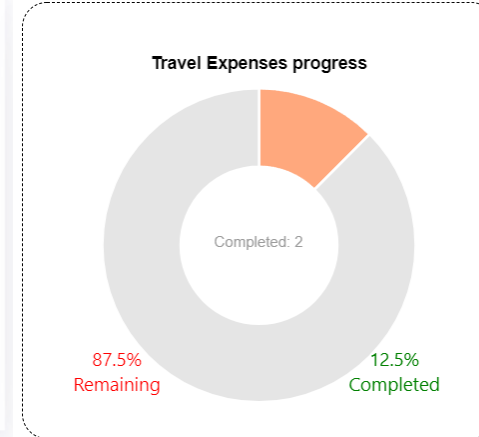
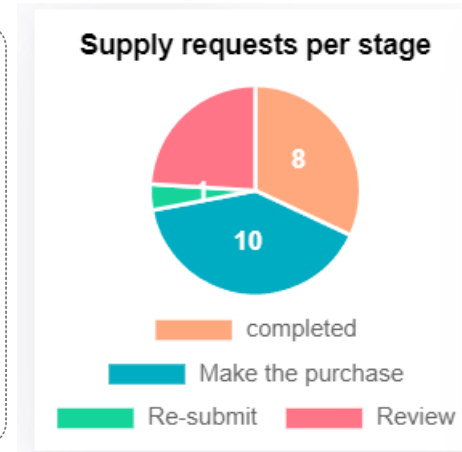
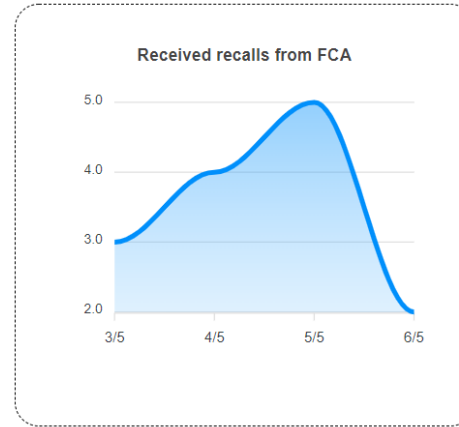
- All forms included in this App are visible in the tab User Forms. Create a new or edit the existing ones here.
- [Forms](#) can be used as Main forms in a Process (Workflow-driven or not) or as forms inside the Activities(tasks).
  - Design your form easily, with drag-n-drop of fields, and group them with Sections. Don't forget to Publish your form after finishing your design.
  - Multiple Columns, Paragraphs and Style may be added inside a Form
  - Forms may have its own view and change rights
  - Fields added inside forms may be "read only" or "read/write" per form
  - Fields added inside forms may be mandatory or not
  - Forms may be supported with scripts



# 3. Graphs



- In step 3, you can design your app Graphs or Widgets. Comidor Widgets are the ideal choice for data visualization. Get the most updated data on the visualization format you define.
- Create your own personalized dashboard in seconds.
- Combine multiple views of data to get richer insight.



Graph Form

Basic Info Design Advanced

Title \*

Category

Level

Type \*

Graph type \*

Library used \*

Search...

Searching...

Report

Grouping Chart

Conditional Grouping Chart

KPIs

Save Close

# 4. Advanced

Get the most out of the App Builder with this advanced options step by including **user tabs** in your records or the table of your app, **event scripts** and **field rules** to show or hide fields, sections or tabs in forms when specific conditions are met. This step is available only for Table applications (non-process & process enabled).

- User Tabs**

Use tabs to have complete control over the accessibility of your application.

- The tabs can appear inside records (as a tab at the left part of the record) or at the summary table of the application.
- A tab can be a table from any Comidor entity, HTML, or a widget.

- Event Scripts**

- In this step, you can write scripts for a certain Data Type to be executed before/after/on a specific event.
- Choose the **Data Type** (apprec, task, process, dataset) and define where you want the script to be applied
- An Event Type can be inserted, updated, deleted, etc.
- In the **Procedure Body** add your code.
  - This is for advanced users to write their procedures.



# 4. Advanced

## Field Rules

- The [field rules](#) functionality enables you to hide or show fields/sections/tabs inside forms when certain conditions are met.
- You can click on the Field Rules tab and you will be able to see the sub-table of all field rules, with the following columns: Rule title, Field(s), Section(s), Tab(s), Created by, Created on, and the pin button.
- Refresh button: Internal refresh in the table/all updated records are presented
- Search option: type a keyword and press enter; respective field rules appear.
- Pagination: Navigate through available pages to see all Field rules.
- To create a new Field Rule you can press on the “+” button, and the creation form opens.



The screenshot shows the 'Field Rules' tab selected in the application. On the left, a sidebar contains four items: 'Dashboard' (overview), 'Process' (design), 'Graphs' (analytics), and 'Advanced' (automation), with 'Advanced' being the active section. The main area displays a table with the following data:

<input type="checkbox"/>	Rule title	Field(s)	Section(s)	Tab(s)	Created by	Created on	<input type="checkbox"/>
<input type="checkbox"/>	Show rejection comments of manager	Rejection comments			Thomas Monson	08-Jun-2021 07:23:02	<input type="checkbox"/>

The screenshot shows the 'Create new record in: Field Rules' form. At the top, there are tabs for 'User Tabs', 'Event Scripts', and 'Field Rules'. Below the tabs is a header bar with a teal button 'Create new record in: Field Rules', and 'Save', 'Save and New', and 'Cancel' buttons. The form is divided into a 'Basic Info' section with the following fields:

- Rule title** (required): A text input field.
- Action** (required): A dropdown menu with 'Hide' selected.
- On** (required): A dropdown menu with 'Fields' selected.
- Appearing in form** (required): A dropdown menu.
- Field(s)**: A dropdown menu with a plus icon to add more fields.

# 5 Configuration

- In this step, you can make the configuration of the Application.
- Decide if you wish to include from the **Basic options (1)** ([Notes](#), [Tags](#), and [Links](#), create, edit and/ or delete an entry, include print/export options)
- Customise your data (2)** by
  - setting a Prefix and Suffix, an Incremental Number Field
  - Defining a **Primary Field**
  - Defining to whom each entry is assigned to, send notifications, Admin 1,2, and Supervisor.
- Fully customise the app layout, by selecting font sizes and colors in **CSS Design (3)** options.



Basic Options **Data Customization** CSS Design

Classify Data

Incremental No Field: Ref no x Starting From 0

Prefix: Supply

Suffix:

Level 1 Categorization: Stage x

Level 2 Categorization:

Level 3 Categorization:

Ordering: Ascen... x

Grant Rights

Assigned To: Creator x Creator's Manager x Finance x

Change Rights:

Send Notification To:

Administrator:

Administrator2:

Supervisor:

Process Type:

Sum field 1:

Sum field 2:

Sum field 3:

# Publish (4)

- Your app is ready to be used!

# Run from app designer (5)

Basic Options Data Customization **CSS Design**

Style your application

Select font-size: [input]

Select font-color: [black swatch]

Select background color: [white swatch]

Select button color: [green swatch]

Has Save&New button: [checkbox]

Supply requests

1 2 3 4 5

Basic Options Data Customization **CSS Design**

Please Choose the Appropriate Functions

Include notes	<input checked="" type="checkbox"/>
Include tags	<input checked="" type="checkbox"/>
Include links	<input checked="" type="checkbox"/>
Insert Mode	<input type="checkbox"/>
Update Mode	<input checked="" type="checkbox"/>
Delete Mode	<input checked="" type="checkbox"/>
Allow user layout change	<input checked="" type="checkbox"/>
Allow print	<input checked="" type="checkbox"/>
Allow export	<input checked="" type="checkbox"/>
Track File Views	<input type="checkbox"/>
Is task window maximized	<input type="checkbox"/>
Automatically start process	<input checked="" type="checkbox"/>
Block from mobile	<input checked="" type="checkbox"/>
Hide Execution Info	<input type="checkbox"/>
Save Task Button	[dropdown]



# Run your application

You can view the User Apps you created and published through App Designer, go to the menu on the left side of your screen, and select the Packages Icon. A list of all the published apps will be displayed here under the category you chose in Step 1 of App designer. In case no Category is chosen, the app is shown below Custom Apps.

- By clicking on the “+” icon you can create a new entry of this app. (In order to see the + icon, you should have checked first the respective option in the Overview step of App builder) A new tab will open with the form that was created in the App Builder. Fill in the fields and click on Save to add this entry.

- If the App is process enabled and linked with a workflow it will have State (Opened, Scheduled, Running, etc.) and some more Tabs in the left-side menu, such as Workflow tasks, attachments, and workflow audit based on the configuration of the App in the App Builder.

- If you have selected the primary form of the app to be also visible in the quick add and by clicking on the name of this form.

## Other actions:

Users can import/ export/ edit/ delete applications in App builder.

You can find the app under **packages>custom apps** or **under the category** you defined through the app designer basic info.

The image shows a sequence of three screenshots from the Comidor App Designer. The first screenshot shows a 'Quick Add' menu with a '+' icon at the top and a list of options: Task, Message, Email, Contact, Account, File, Process, and Other. The 'Other' option is highlighted with a red box. An arrow points from 'Other' to the second screenshot. The second screenshot shows a list of app forms: 'Initiate Restaurant Re...', 'Purchase request(ven...', 'Product ordering form', 'Supply request' (highlighted with a red box), 'Quick Material Intro', 'Customer onboarding', 'Employee Contract ini...', and 'Start an Exam'. An arrow points from 'Supply request' to the third screenshot. The third screenshot shows the 'New Supply request' form with fields for Request type, Purchase item, Quantity, Price, Total price, Request for user, Purpose of purchase, Priority, and Date of request.

The image shows a screenshot of the 'Supply requests' table in the application. The table has columns for State, Priority, Purchase item, Quantity, Request type, Date Created, Review purchase order, Price, and Total price. The table contains 12 rows of data.

	State	Priority	Purchase item	Quantity	Request type	Date Created	Review purchase order	Price	Total price
<input type="checkbox"/>	Running	Normal	MacBookPro	1	Hardware	24-Aug-2022 09:25:51	Approve	£1,500.00	£1,500.00
<input type="checkbox"/>	Completed	High	Cables	15	Software	24-Jun-2022 12:43:39	Approve	£500.00	£1,500.00
<input type="checkbox"/>	Running	High	Bathroom Supplies	2	Other	15-Jun-2022 11:03:36	Approve	£0.00	£0.00
<input type="checkbox"/>	Running	High	Antivirus	1	Software	15-Jun-2022 07:42:38		£0.00	£0.00
<input type="checkbox"/>	Running	Normal	Keyboard	1	Other	15-Jun-2022 06:50:46		£20.00	£20.00
<input type="checkbox"/>	Running	High	Office licenses	2	Software	26-May-2022 07:53:14	Approve	£50.00	£100.00
<input type="checkbox"/>	Cancelled	High	Antivirus	2	Software	08-Apr-2022 11:52:13	Approve	£150.00	£300.00
<input type="checkbox"/>	Completed	High	Headphones Sony XT-2	2	Hardware	05-Apr-2022 11:58:18	Approve	£30.00	£60.00
<input type="checkbox"/>	Completed	Normal	Laptop	1	Hardware	07-Feb-2022 10:39:32	Approve	£150.00	£150.00
<input type="checkbox"/>	Running	Normal	laptop	1		27-Jan-2022 15:46:09		£500.00	£500.00
<input type="checkbox"/>	Confirmed	Normal	Mouse	1		18-Jan-2022 10:26:17		£25.00	£25.00
<input type="checkbox"/>	Running	Normal	Antivirus	2		11-Jan-2022 08:56:41		£50.00	£100.00



**Thank you!**