

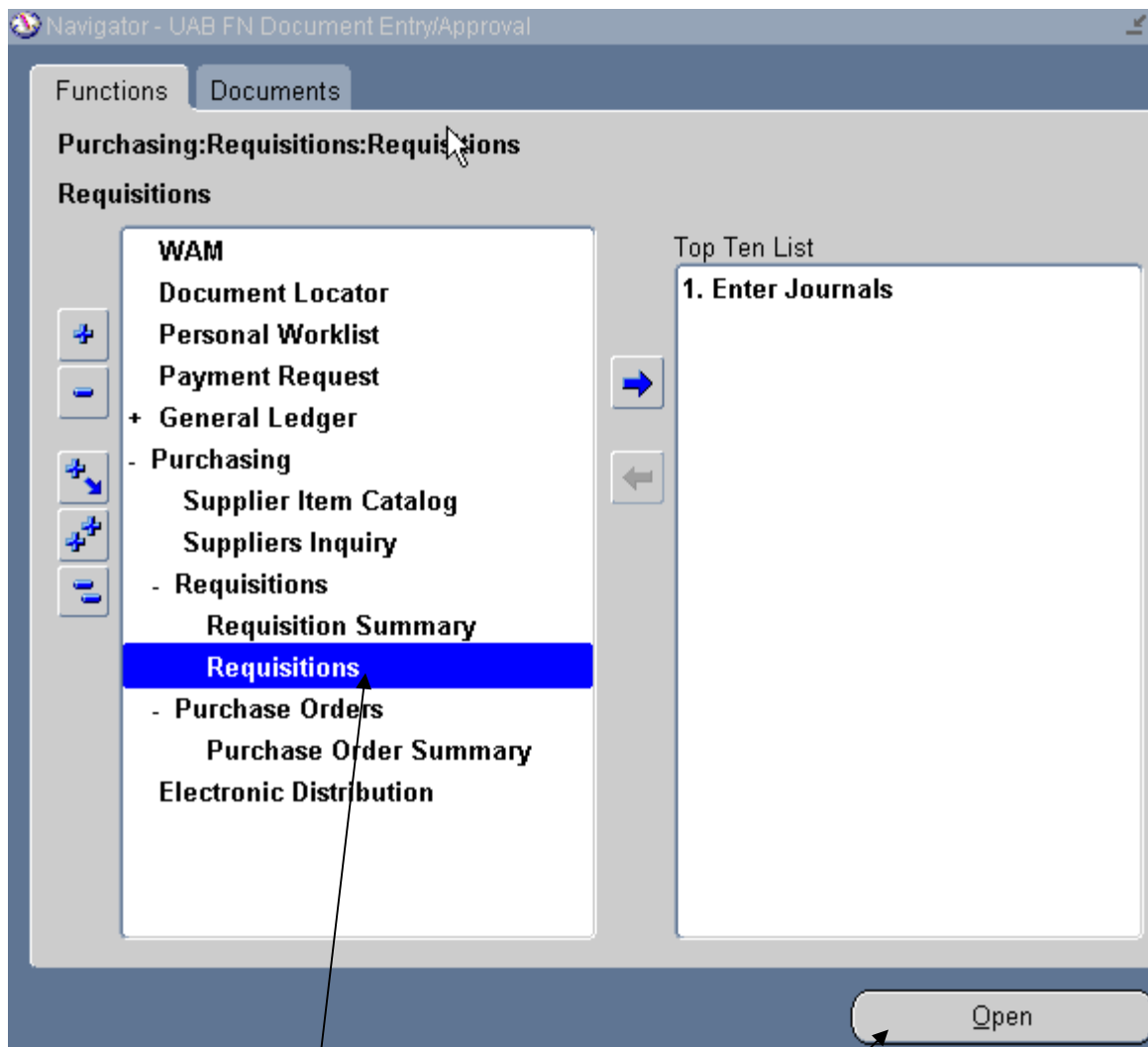
## Forms

The Administrative Systems works specifically in a web-enabled environment. It is important to understand how to use the forms and the terminology of the components within an Oracle Applications form.

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### Open a Form (two ways)

There are two ways to open a form. Expand the function, if necessary.



1. Double click to open it;
- OR**
2. Click once on the function then click on the Open button.

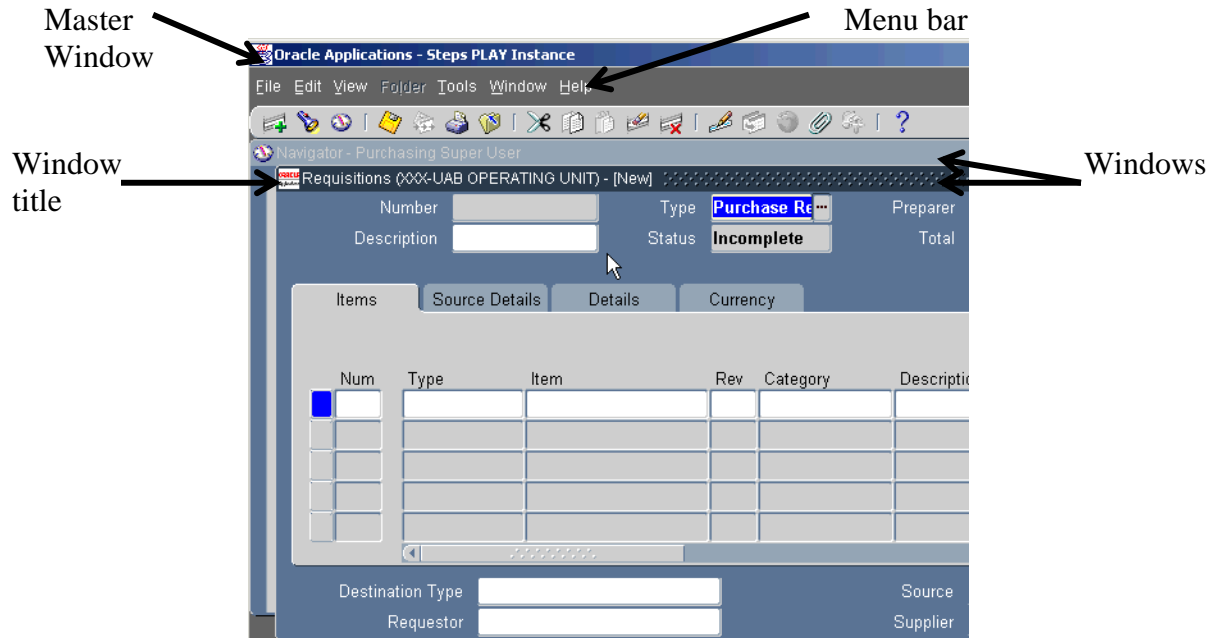
## Forms

### Close a Form (two ways)

1. Go to **File > Close Form**; or
2. Click on the **X** in the upper right hand corner of the form.



### Form Terminology



**Master window**—A master container window that houses all windows, toolbars, and application windows.

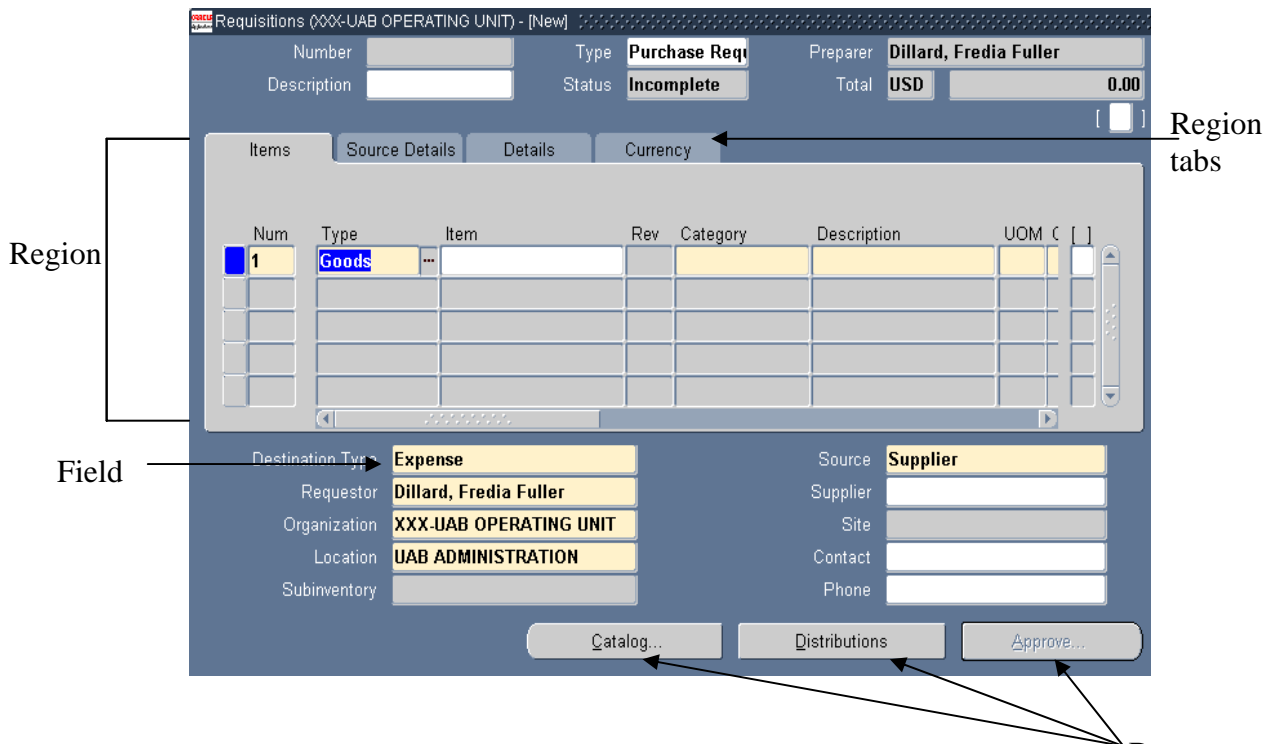
**Menu bar**—Use pull-down menus from this menu bar to navigate or perform actions within a form.

**Window title**—Text in the title bar that indicates the name of the window, and usually, context information pertinent to the information in that window.

**Window**—An area where the user interacts with an application. The Administrative Systems are window-driven.

# Forms

## Form Terminology (Continued)



**Region**—A logical grouping of fields set apart from other fields by a box outline.

**Region tab**—A collection of regions that occupy the same space in a window where only one region can be displayed at a time.

**Field**—An area in a window that displays data or enables you to enter data. Field colors indicate the type of information needed.

**Yellow** – This field is a required field and *must* be filled in before saving or submitting.

**White** – This field is optional.

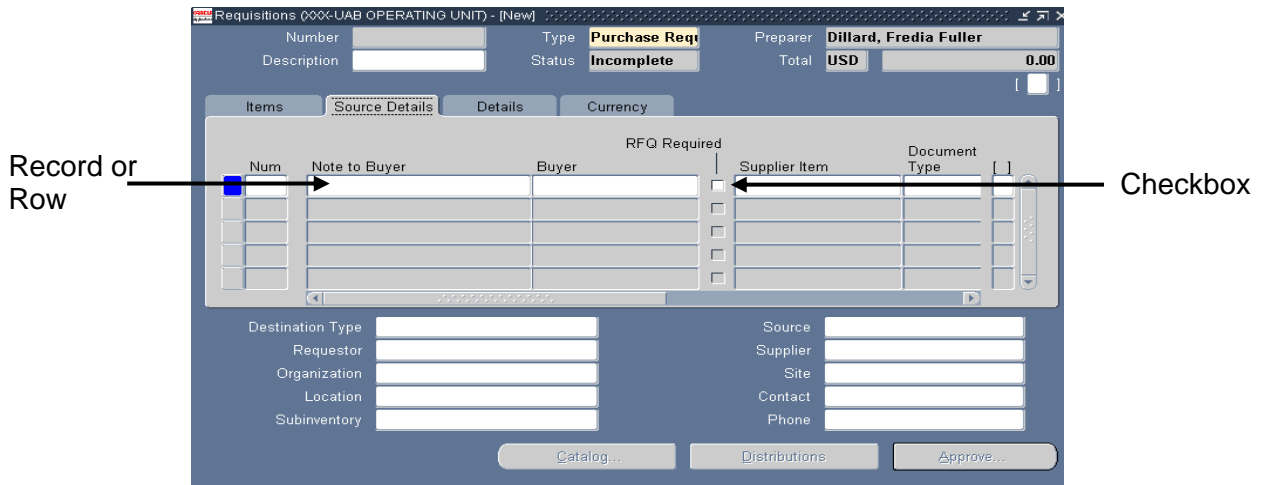
**Gray** – This field is not available for editing.

**Blue** – This indicates that the user has entered query mode to search for data.

**Button**—A graphic element that initiates a predefined action when you click it.

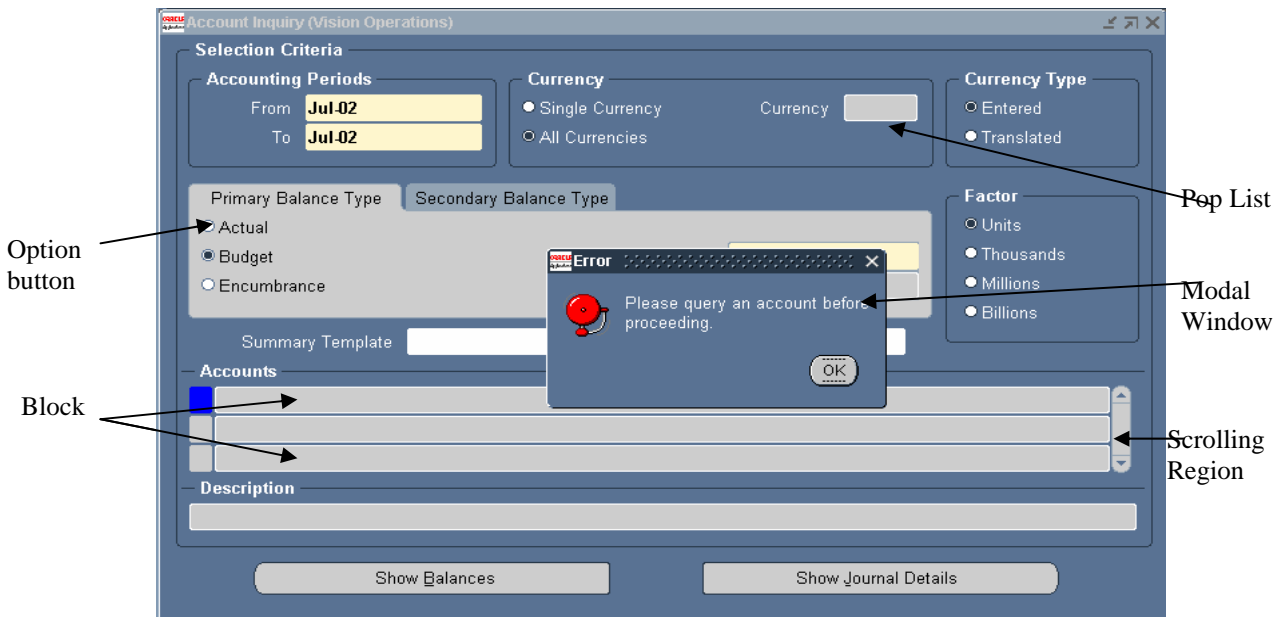
# Forms

## Form Terminology (Continued)



**Record or Row**—A set of one or more related data items from a table or view that are grouped for processing.

**Check box**—A box in which you can toggle between an on/off or yes/no state for a particular value.



**Option button**—A button that indicates an individual selection is available within an option group.

**Modal window**—A window that requires you to act on its content *before continuing*.

**Scrolling region**—A region, containing a scroll bar, in which to view other fields.

**Block**—An area of information relative to a specific business function or entity.

**Poplist**—A poplist lets you choose a single value from a short list.