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.

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.
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.
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.

**Checkbox**—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.