


Using the Column Wizard

Configuring Instance Tables Using the Column Wizard

BPaaS 16.08

The column wizard supports you in configuring [Instance Tables](#). The wizard is particularly useful when configuring the overview of an app, because it already contains a list of all form elements you have created in the corresponding EPC. You can also use the column wizard to configure the instance table of a [Process App Link \(multiple\)](#). In this case, the wizard displays all form elements that were created in the linked app.

 The column wizard lists only form fields with activated **Save Value in Instance** option.


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Related Pages:

- [Manual Table Configuration Process Apps](#)
 - [Searching for Tables](#)
- [The Container Principle](#)

Open the column wizard over the **Start Wizard** button in the column configuration.

 The column wizard is only available for **instance tables**.

You can only use the column wizard if the model was assigned to a process app. Otherwise it is inactive:

 **START WIZARD** **SAVE** **CANCEL**

Error while loading Models. Could not find an assigned Process App project.

The column wizard will open in a separate window:

Column Wizard

Fields of Reference EPC 1

Type Filter

☒ Request Number
Type: Input Field

☐ Status
Type: Custom

☐ Type of Request
Type: Radio Button

☐ Creation Date
Type: Date Picker

☐ Order Value
Type: Input Field

☒ Name
Type: Input Field

Table Columns 2

SAVE





CANCEL

The display of the column wizard is divided into two parts:

1. **Fields of Reference EPC:** The left side lists the form elements that were used in the corresponding EPC. The list includes both form elements from [Responsive Forms](#) and form elements from [Mobile Forms](#).
2. **Table Columns:** Form elements dragged to the right are created as columns in the [Instance Table](#).

Elements of the Column Wizard

<div data-bbox="159 136 730 184"><input type="text"/></div> <div data-bbox="605 149 714 174">Type Filter ▾</div> <div data-bbox="159 258 409 342"><div>Type Filter ▾</div><div><div>Radio Button</div><div>Text Area</div><div>Signature</div><div>Drop-down Field</div><div>Input Field</div><div>Date Picker</div><div>Custom</div></div></div>	<p>The column wizard contains two filters:</p> <ul style="list-style-type: none">• Text Filter• Type Filter
<div data-bbox="159 850 730 1270"><div data-bbox="162 856 584 913"><div>order</div></div><div data-bbox="597 873 699 898">Type Filter ▾</div><div><div><div>Condition of Ordered Items</div><div>Typ: Radio Button</div></div><div><div>Number of Ordered Items</div><div>Typ: Radio Button</div></div><div><div>Order Value</div><div>Typ: Input Field</div></div></div></div>	<p>Enter your search term in the text filter to search the list of elements.</p>
<div data-bbox="159 1291 730 1642"><div>Fields of Reference EPC</div><div data-bbox="162 1333 487 1627"><div><div>Condition of Ordered Items</div><div>Typ: Radio Button</div></div><div><div>Number of Ordered Items</div><div>Typ: Radio Button</div></div><div><div>Type of Request</div><div>Typ: Radio Button</div></div></div><div data-bbox="487 1333 727 1627"><div>Type Filter ▾</div><div><div>Radio Button</div><div>Text Area</div><div>Signature</div><div>Drop-down Field</div><div>Input Field</div><div>Date Picker</div><div>Custom</div></div><div>«</div></div></div>	<p>Use the type filter to search the form elements by type.</p> <p>You can also select several types. The hit list displays all elements that correspond to one of the selected types.</p> <p>The type filter can be combined with the text filter.</p>

 <p>Department Typ: Drop-down Field</p>	<p>The form elements are displayed with</p> <ul style="list-style-type: none"> • their name. • their type. • their hashtags.
	<p>Click the >> button to transfer all listed fields of the reference EPC to the overview.</p>
	<p>The button << removes all fields from the right side of the wizard.</p>
	<p>Save your changes via the Save button.</p>

CANCEL

The **Cancel** button closes the column wizard.



A t t e n t i o n: U n s a v e d d a t a w i l l b e l o s t w h e n c l i c k i n g **C l o s e**.

Using the Column Wizard

In the wizard's window, simply drag & drop form elements from the list **Fields of Reference EPC** to the list **Table Columns** to add them to your instance table.

When you open the column configuration of an instance table for the first time, it is empty - except for two contents:

Columns								
	Column Name	Field Name in Container	Alignment	Hide	Column Sorting	Width	Column Type	Options for Column Type
	Text Element	textElement		false				
	uuid	uuid		true				

START WIZARD

SAVE

CANCEL

- The default field **Text Element**, which is created in every new app project, is displayed.
- The element **uuid** is displayed, but hidden by default.



Purpose of Column "UUID"

Each instance is assigned a UUID in the database to enable explicit identification. Instance tables contain a by default hidden column **uuid**. Unhide the column in order to show instance identification numbers. This information is helpful for example when contacting [BPaaS Support](#) with a support request regarding faulty instances.

When opening the column wizard, all available form elements are displayed in the list **Fields of Reference EPC**. The example column **Text Element** from the overview table is already displayed in the list **Table Columns**:

Column Wizard

Fields of Reference EPC

Type Filter

- Order Value
Type: Input Field
- Condition of Ordered Items
Type: Radio Button
- Reason for Rejection
Type: Text Area
- Number of Ordered Items
Type: Radio Button
- Signature
Type: Signature
- Details of Damage or Defects
Type: Text Area

Table Columns

- Text Element
Type: Custom

SAVE CANCEL

i During column configuration, you can also create columns referring not to content of form fields but to **meta information**. In the wizard, such content is specified as **Type: Custom**.

Example: The **Changed At** column refers to the meta information **meta.changedAt**, which is the automatically saved creation date of the instance. The column has been created manually by the user and does not refer to any form field.

Columns							
	Columns Name	Field Name In Database	Alignment	Hide	Column Sorting	Width	Options for Column Type
<input checked="" type="checkbox"/>	Changed At	meta.changedAt		false			
<input checked="" type="checkbox"/>	uid	uid		true			

START WIZARD SAVE CANCEL

In the column wizard, the element **Changed At** is therefore already displayed on the right side of the wizard's window and displayed as of type **Custom**.

Column Wizard

Fields of Reference EPC

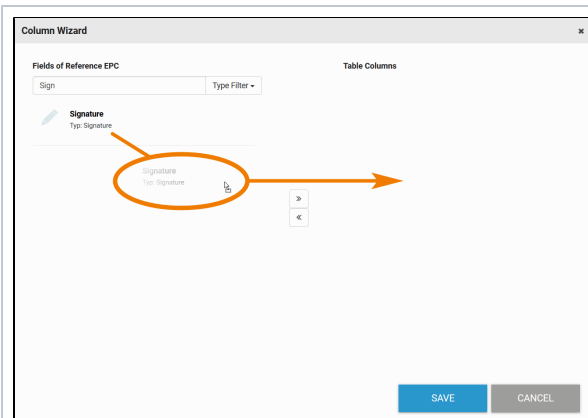
Type Filter

- Order Value
Type: Input Field
- Condition of Ordered Items
Type: Radio Button
- Reason for Rejection
Type: Text Area
- Number of Ordered Items
Type: Radio Button
- Signature
Type: Signature
- Details of Damage or Defects
Type: Text Area

Table Columns

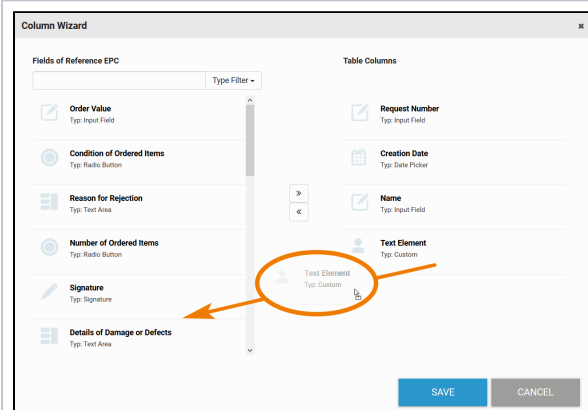
- Text Element
Type: Custom
- Changed At
Type: Custom

SAVE CANCEL

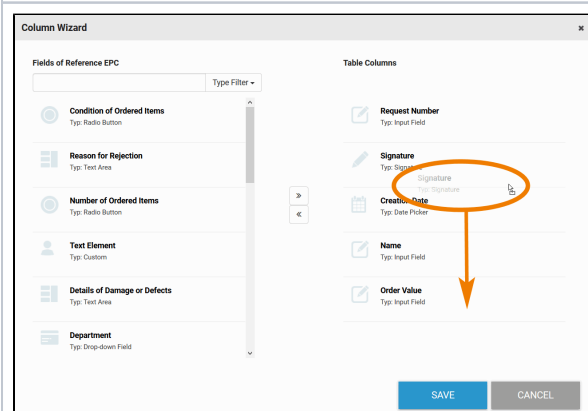


Now configure your overview table:

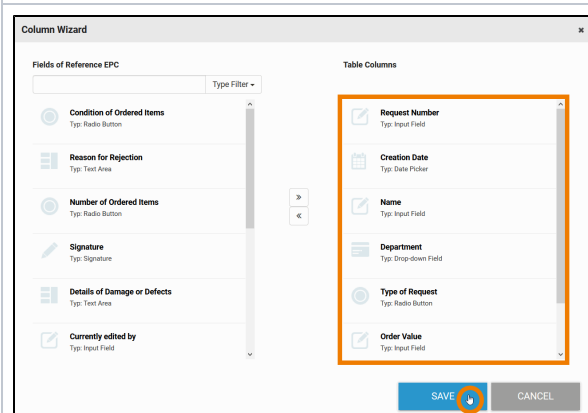
Drag all the form fields you want to display in the overview table from the wizard's left to its right column.



You can drag superfluous fields back from the right to the left list.



You can change the order of the elements in the **Table Columns** list by simply moving them up or down.



Save your input when the configuration is complete.

Columns	Column Name	Field Name in Container	Alignment	Hide	Column Sorting	Width	Column Type	Options for Column Type
Request Number	procurementNumber		left	false			text	
Creation Date	meta.createdAt		left	false			date	{newformat:"yy M dd"}
Name	procurementName		left	false			text	
Department	procurementDepartment.label		left	false			text	
Type of Request	procurementType.label		left	false			text	
Order Value	procurementValue		left	false			number	
Status	Status		left	false			step	
uuid	uuid		left	true				

Your configuration is transferred to the column configuration editor of the instance table.

Columns	Column Name	Field Name in Container	Alignment	Hide	Column Sorting	Width	Column Type	Options for Column Type
Request Number	procurementNumber		left	false	Ascending	70px	text	
Creation Date	meta.createdAt		left	false			date	{newformat:"dd.mm.yy"}
Name	procurementName		left	false			text	
Department	procurementDepartment.label		left	false			text	
Type of Request	procurementType.label		left	false			text	
Order Value	procurementValue		left	false			number	
Confirmation	procurementSignature.url		center	false			image	
Status	Status		center	false			step	
uuid	uuid		left	true				

Designers can always edit the table in the column configuration editor manually, for example to change column names, widths or column types or to add columns of type custom.

- Delete

Request Table	Request Number	Creation Date	Name	Department	Type of Request	Order Value	Confirmation	Status

After saving, the table is displayed as configured.

Special Cases

Some form fields require special configuration. The column wizard recognizes these special cases and completes the input in the **Field Name in Container** column as follows:

- App Link (single):** The name of the app link (single) is extended by the name of the first content of the app link's option **Display Fields**. The app link (single) can contain more than one value. For every value that should be displayed in the instance table a new column has to be created. Visit page [Configuring Overview Tables](#) for more information on this topic.
- Selection List:** The extension **.label** is added to the element name (for further information on this topic, please refer to page [Possible Values: Value and Label](#)).
- File Upload:** The name of the element is extended by the extension **.fullUrl**. The link to the uploaded file is displayed in the overview.
- Radio Button:** The extension **.label** is added to the name of the element (for further information on this topic, please refer to page [Possible Values: Value and Label](#)).
- Search Field:** The extension **.label** is added to the name of the element (for further information on this topic, please refer to page [Possible Values: Value and Label](#)).
- Signature:** The name of the element is extended by the extension **.fullUrl**. The link to the corresponding image is displayed in the overview.
- URL Field:** The extension **.label** is added to the name of the element (for further information on this topic, please refer to page [Possible Values: Value and Label](#)).

The wizards recognizes if you use a [Field Name in Container](#) that differs from the element name. The wizard then automatically uses the **Field Name in Container** instead of the element name.

For more information and an overview of all form fields that require special configuration, see page [Configuring Overview Tables](#).