

2011



## **USER GUIDE**

Building a Contact Management System

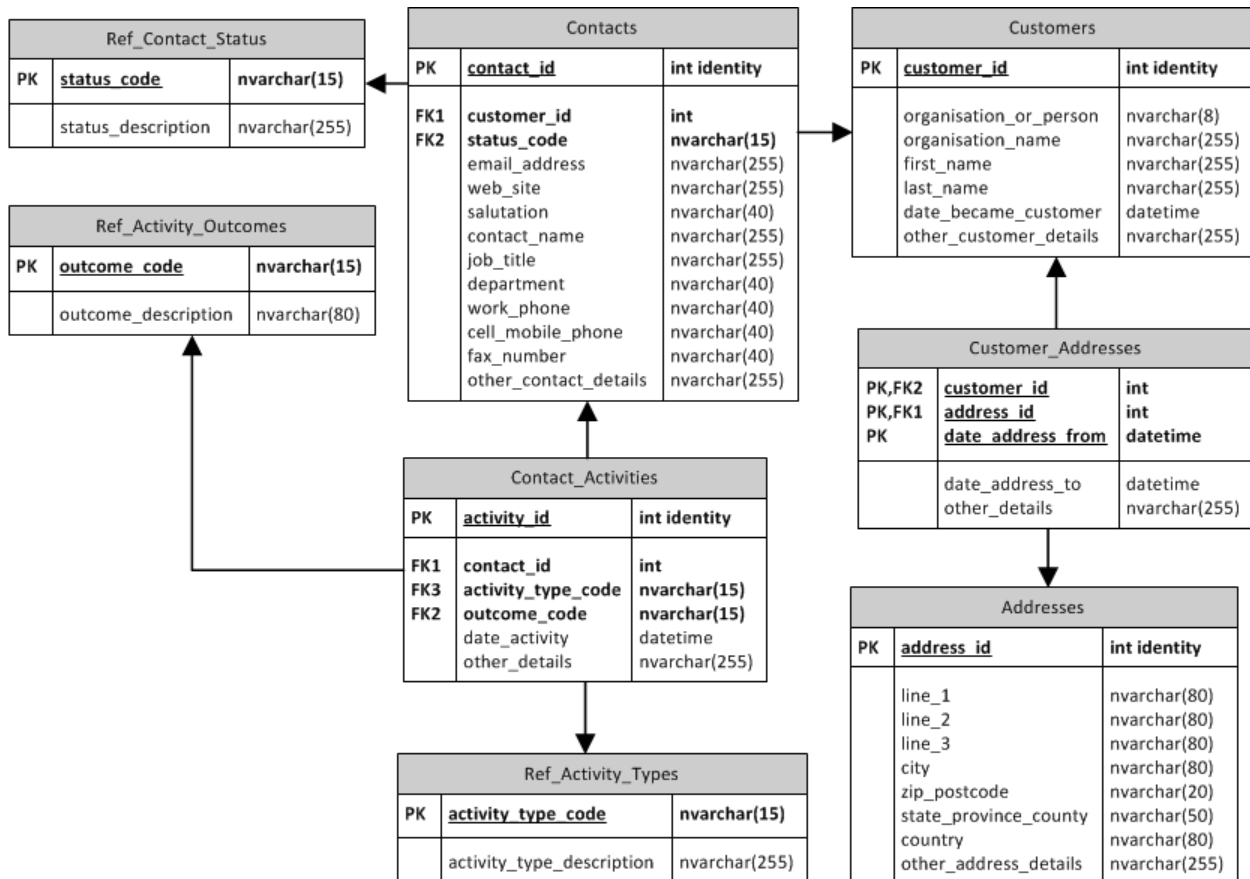
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Contact management systems allow users to easily store and find contact information, such as names, addresses, and phone numbers. This tutorial will teach you how to create a new database in *Windows Azure*, deploy *Contact Management* to this database, add membership and roles support, and customize the application to fit your needs.

## Contact Management Sample Database

The *Contact Management* sample database has been kindly offered for free by *Microsoft* at <http://msdn.microsoft.com/en-us/express/bb403186>. We have made a few modifications to the sample to make it play better with *Code On Time Generator*. The database schema can be seen below.



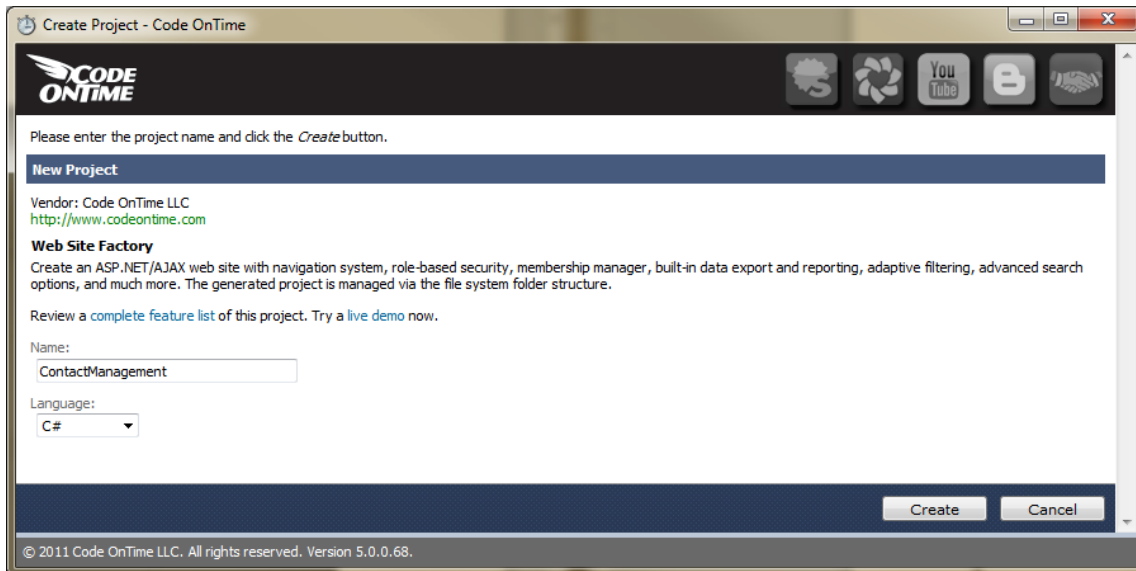
The primary table in this database is *Contacts*. *Contacts* belong to specific customers, and have various activities attached to them. The primary pages we will want to display in our application will be *Activities*, *Contacts*, *Customers*, *Addresses*, and list all the reference tables on the last page of *References*.

## Creating the Database in Windows Azure

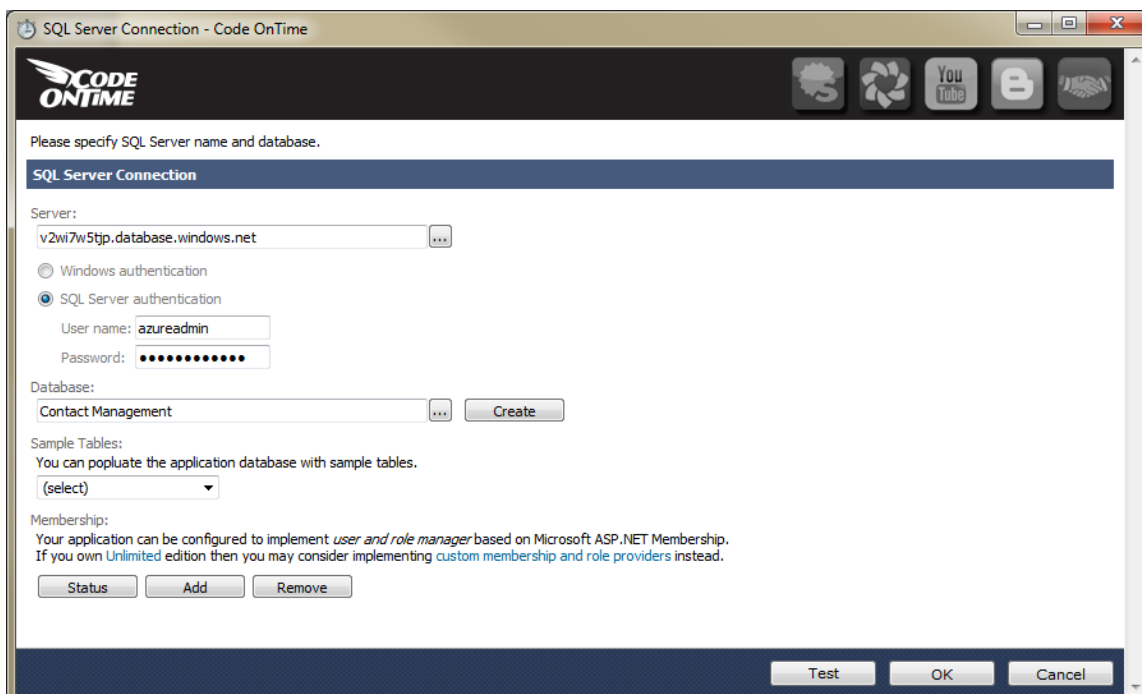
This tutorial uses *SQL Azure* to host the database. Any other database hosting service can be used, including your own computer. For sake of the tutorial, we will assume that you are using *SQL Azure*. You can create a free account and create a database server by following the instructions in [this tutorial](#).

## Installing the Contact Management Database

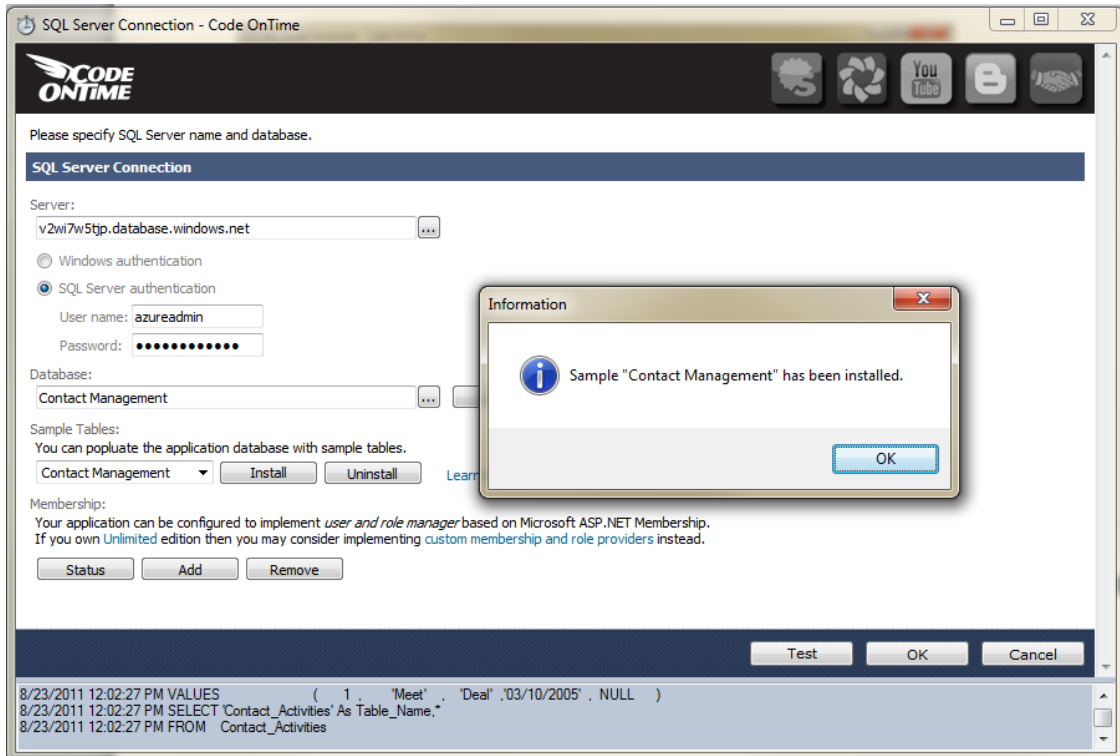
At this point, you should have a database server with an empty database. Run *Code On Time Generator*, and create a new *Web Site Factory* project. Give this project the name of “ContactManagement”, in the language of your choice.



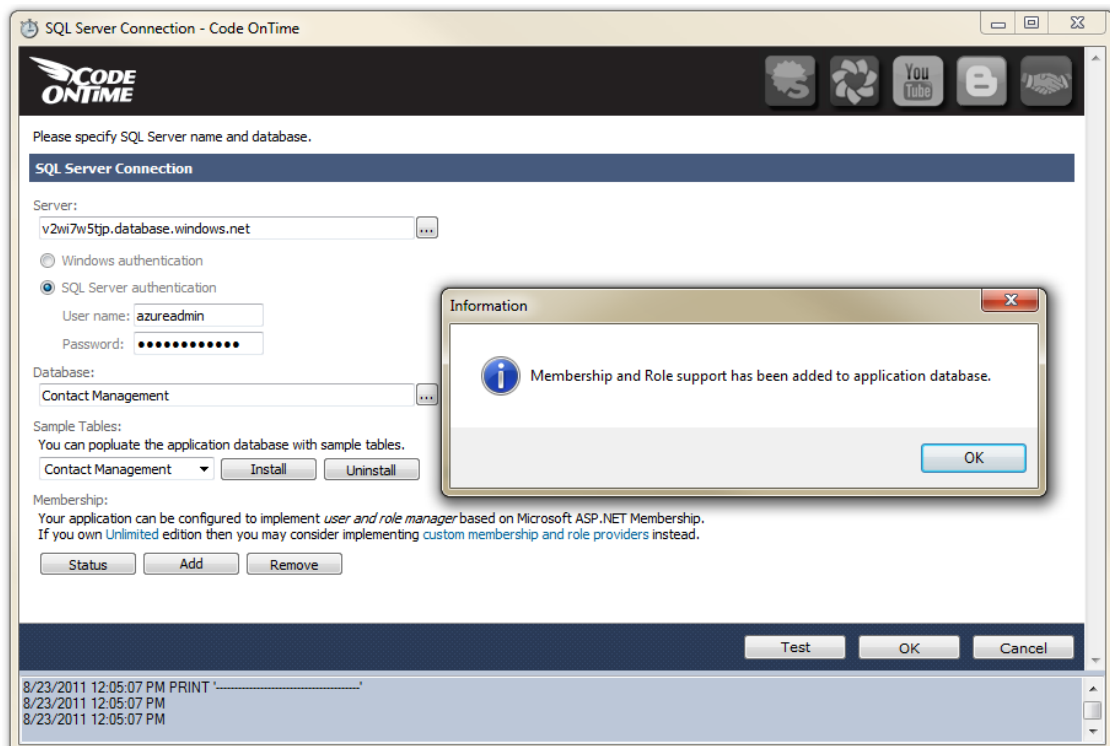
Press *Create* to create the project. Leave the namespace default and press *Next*. You should be on the *Database Connection* page. Click on the “...” button next to *Connection String* field. Enter your server name and authentication information (If you need help finding the server name, view page 11 of the [Azure Factory](#) tutorial). Enter the name of the database you created under *Database*. In our server, we used the name “Contact Management”.



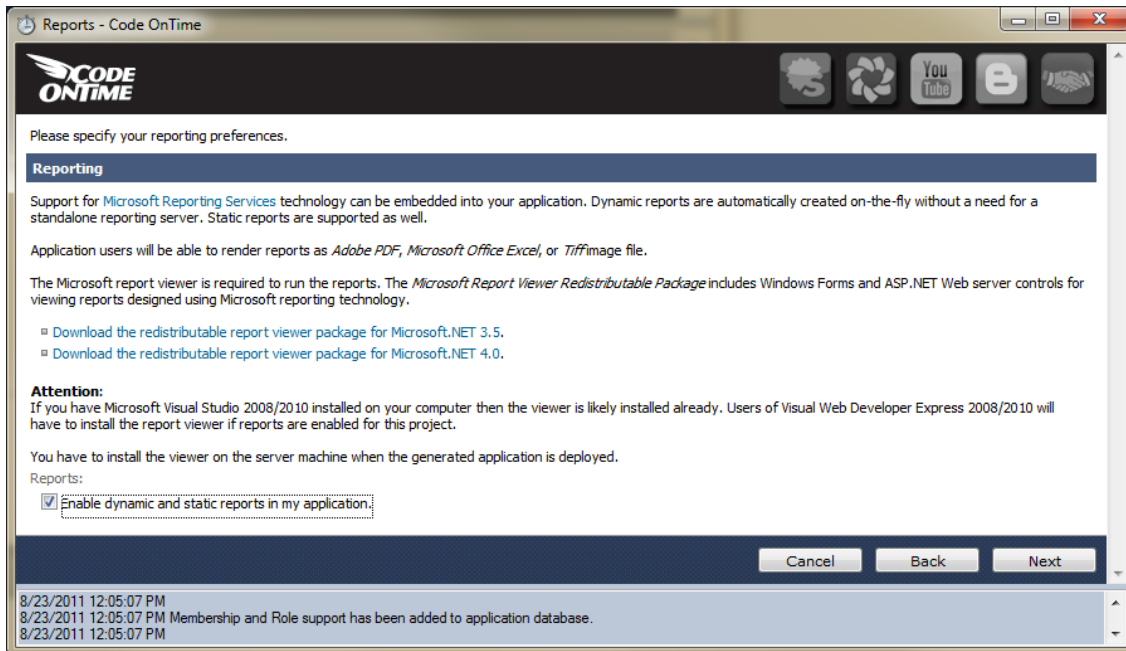
Under *Sample Tables* dropdown, select “Contact Management”, and press *Install*.



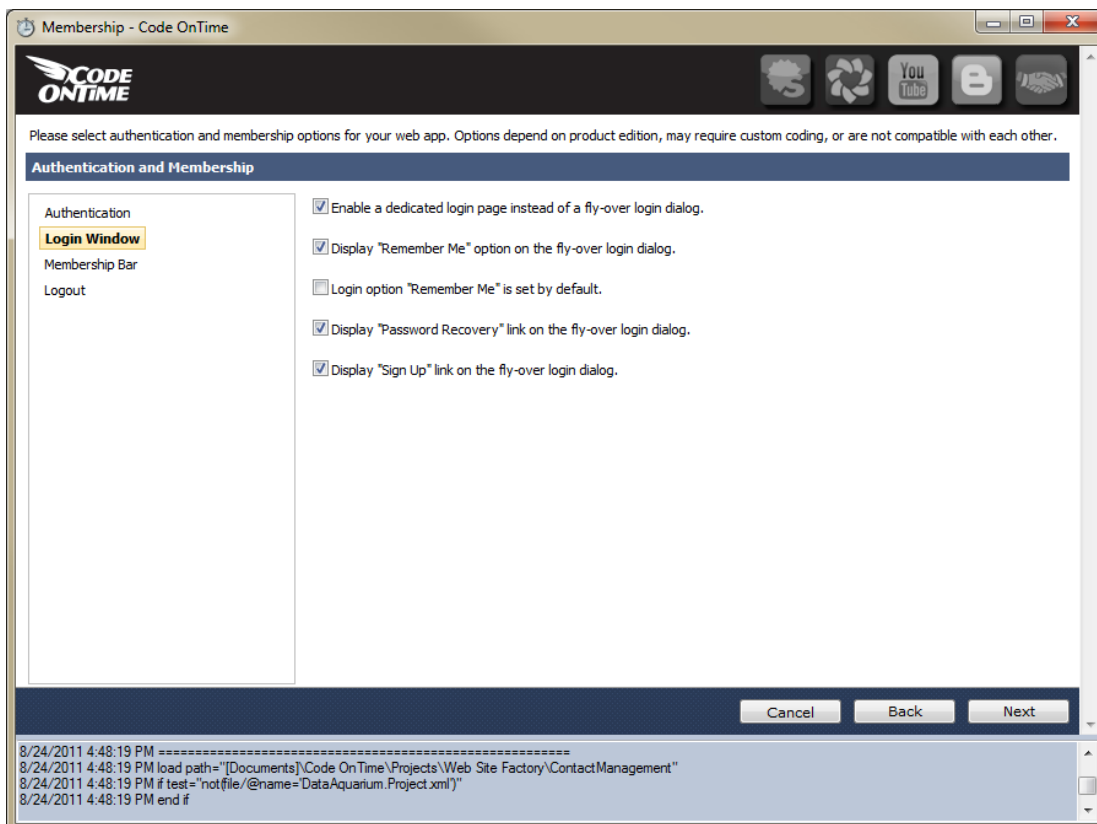
This will create all the necessary tables and sample data for the application to be generated successfully. You will also need to add membership to this application. Under *Membership*, press *Add*.



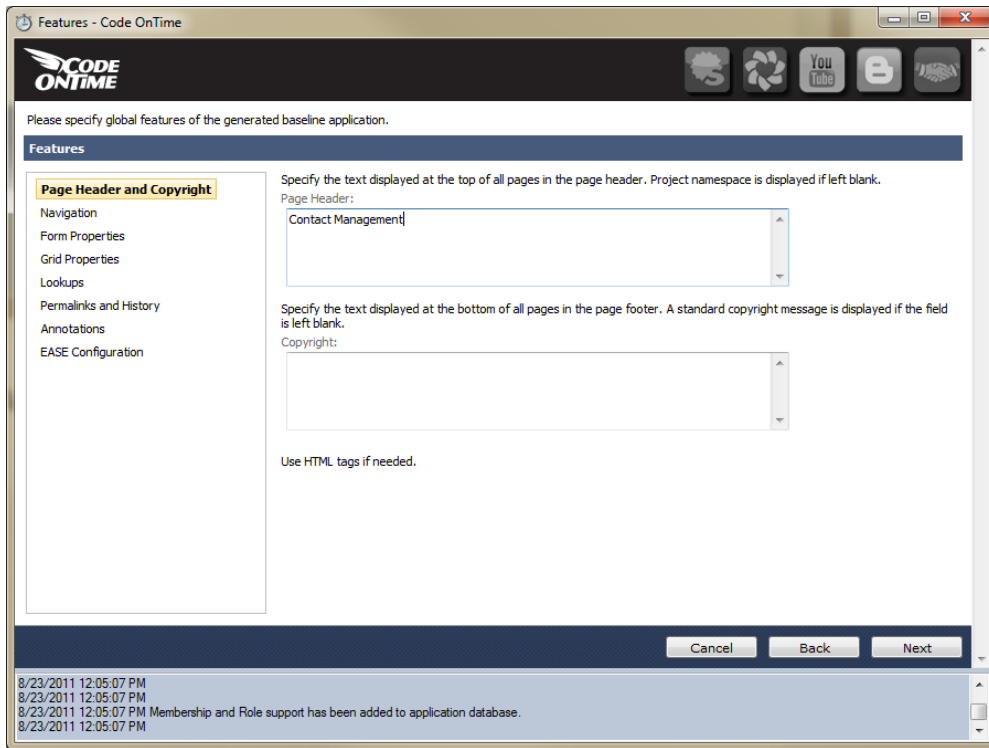
Press *OK*, and press *Next* until you reach the *Reporting* page. Enable reporting by checking the checkbox.



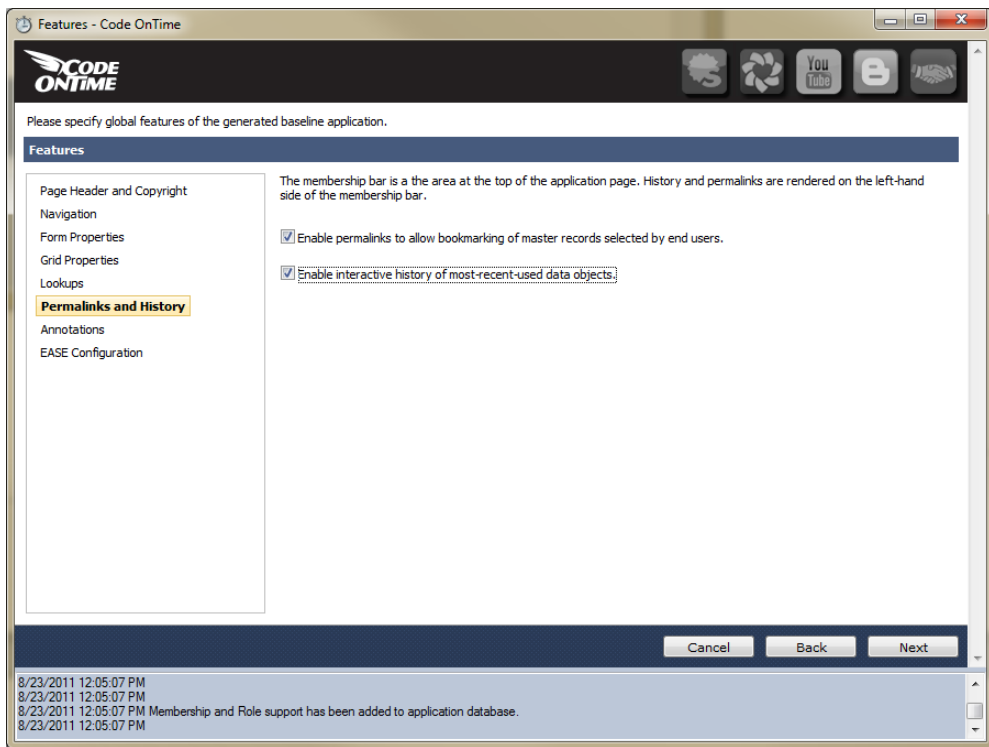
Proceed to the *Authentication and Membership* page. Click on the *Login Window* item in the list box, and check the box next to "Enable a dedicated login page". This will force users to navigate to a dedicated login page to get to the home page.



Navigate to the *Features* page. In the *Page Header* textbox, write “Contact Management”.



In the list box on the left side, select *Permalinks and History*. Enable both checkboxes on that page.

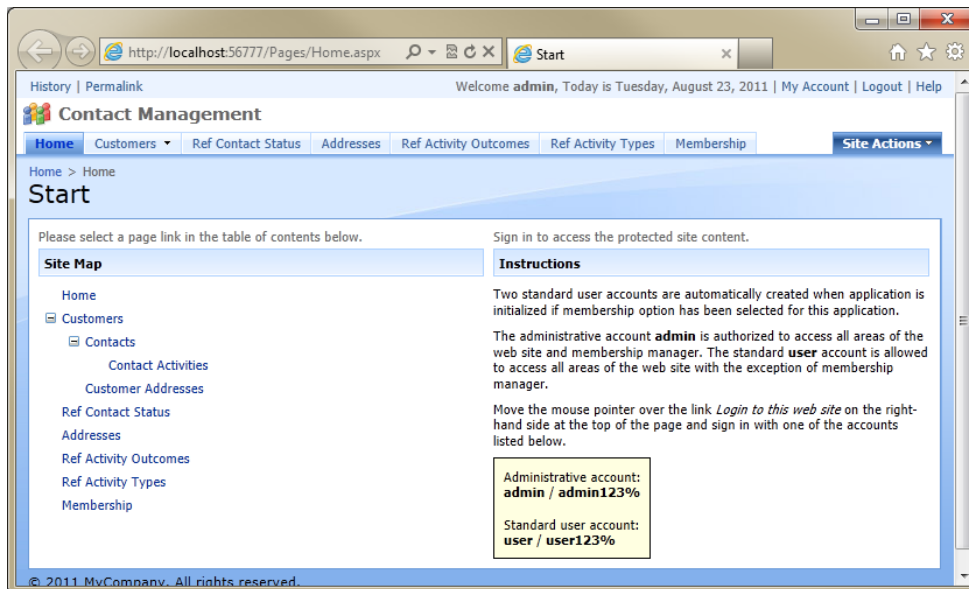


Continue pressing *Next*, then press *Generate*. Wait until the web page loads with the baseline web app.

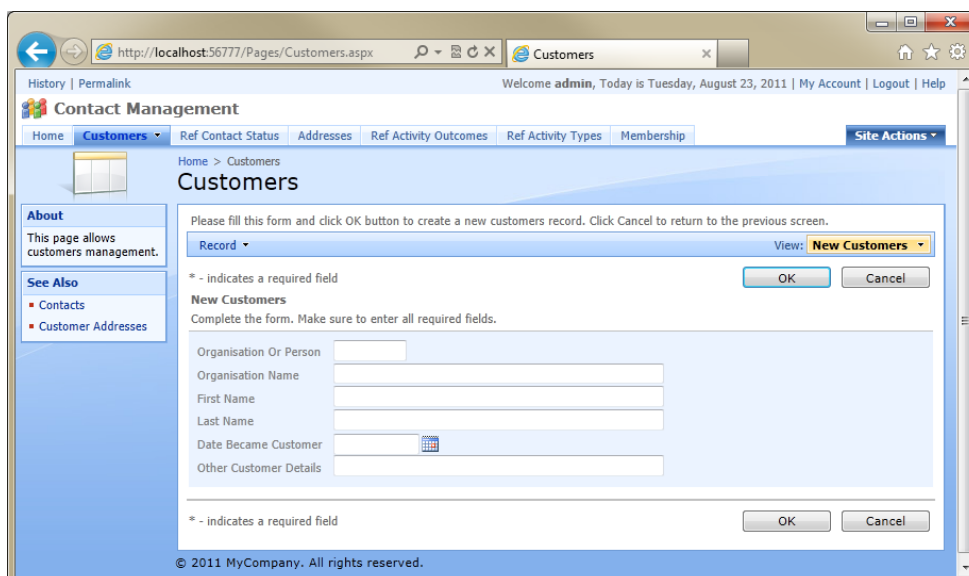
## Baseline Web App

The baseline web app provides a feature-rich basis for your application to start at. While this application is ready to use, it will take some more work to perfect and optimize.

First of all, the home page will need to be rearranged to display the most relevant information to the end user. You will put several charts of data and a list of activities, viewable at first glance. Next, the menu structure will have to be changed. The structure will first have *Contacts* page, then *Activities*, *Customers*, *Addresses*, and then all reference fields moved under a new *Reference* page.



If you navigate through the rest of the pages, you will see that various grid views, create forms, and edit forms would benefit from some customization. Let's use the create form for *Customers* as an example, shown below. The first field, "Organisation or Person", appears as just a text box, when it should only display two options – Organisation or Person. You can assume that organisations don't have first and last names, and people don't have organization names – we will add conditional visibility rules to this page to make these fields exclusive. It would also be convenient if the *Date Became Customer* field showed today's date by default, and *Other Customer Details* was a larger text box.



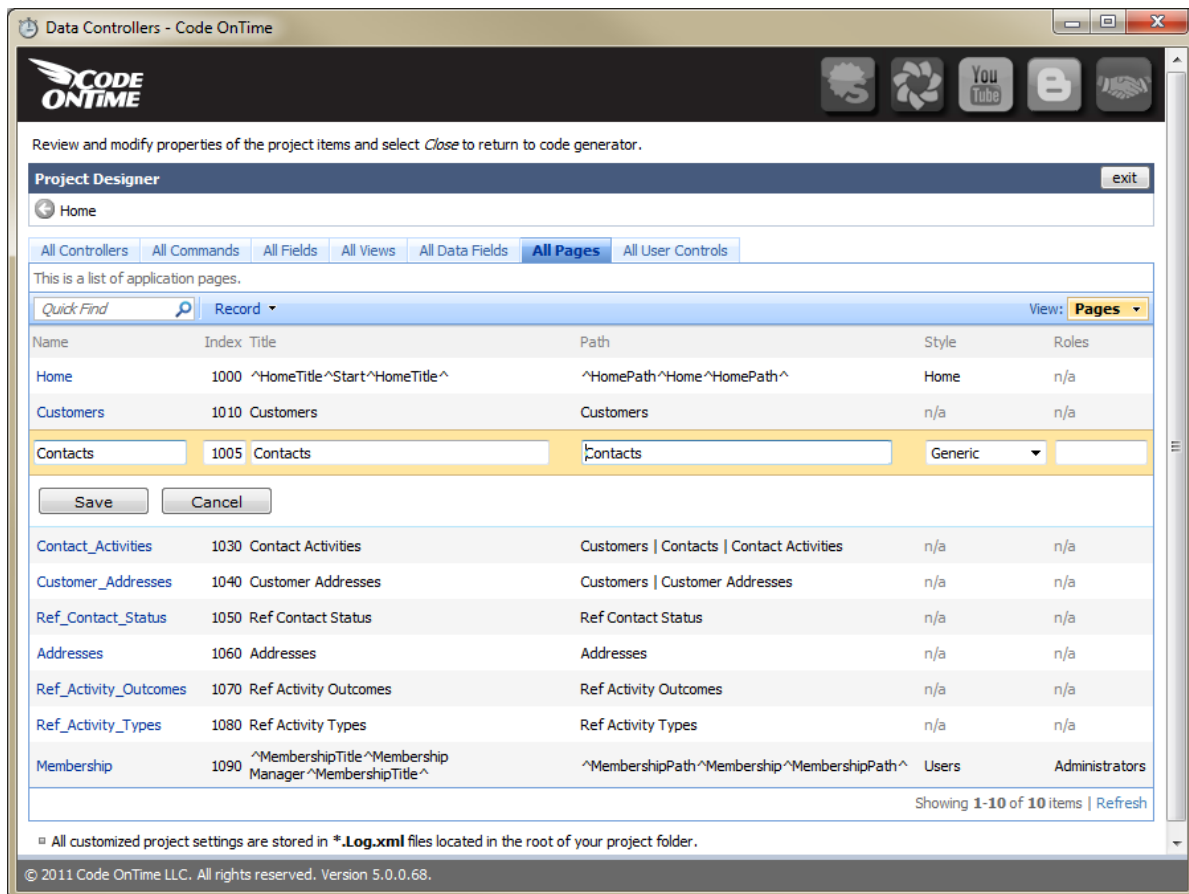


## Customizing the Baseline Application

The following chapter will give you instructions on how to customize the generated application.

### Changing the Menu Structure

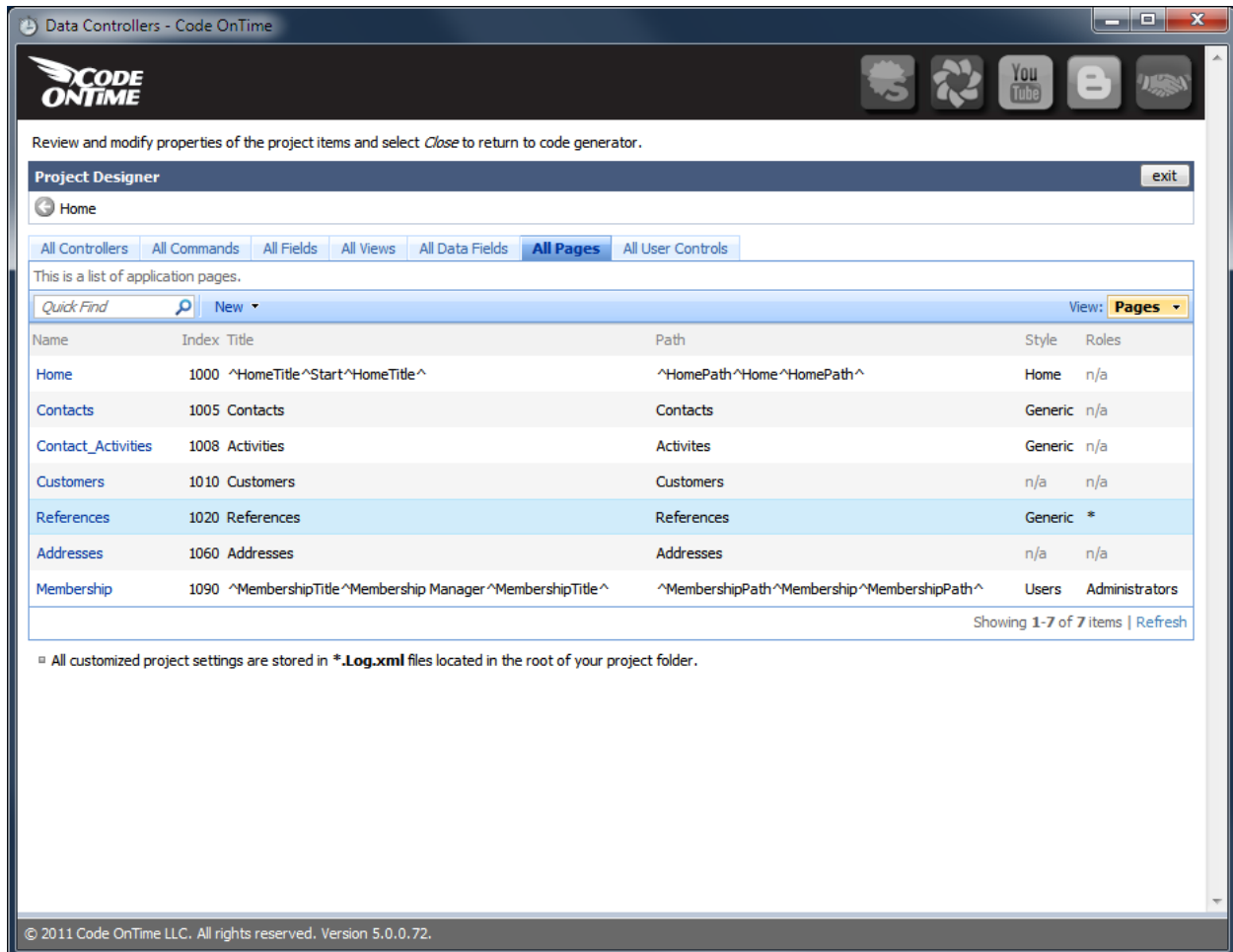
First things first – let’s rearrange the pages in a more logical format. Select the project name in *Code On Time Generator*, and press *Design*. Switch to the *All Pages* tab. Mouse over *Contacts*, activate the dropdown menu, and press *Edit*. Change the *Index* to “1005” and *Path* to “Contacts”. *Index* determines the order of the pages, while *Path* determines the menu location. Press *Save*.



Also make the following changes as in the table below. *References* will be a new page. Delete all pages starting with *Ref\_* and *Customer\_Addresses*.

Page	Index	Title	Path	Roles
Contact_Activities	1008	Activities	Activities	
Addresses	1015	Addresses	Addresses	
References	1020	References	References	
Ref_Contact_Status	DELETE			
Ref_Activity_Outcomes	DELETE			
Ref_Activity_Types	DELETE			
Customer_Addresses	DELETE			

Your *All Pages* tab should look like the picture below.



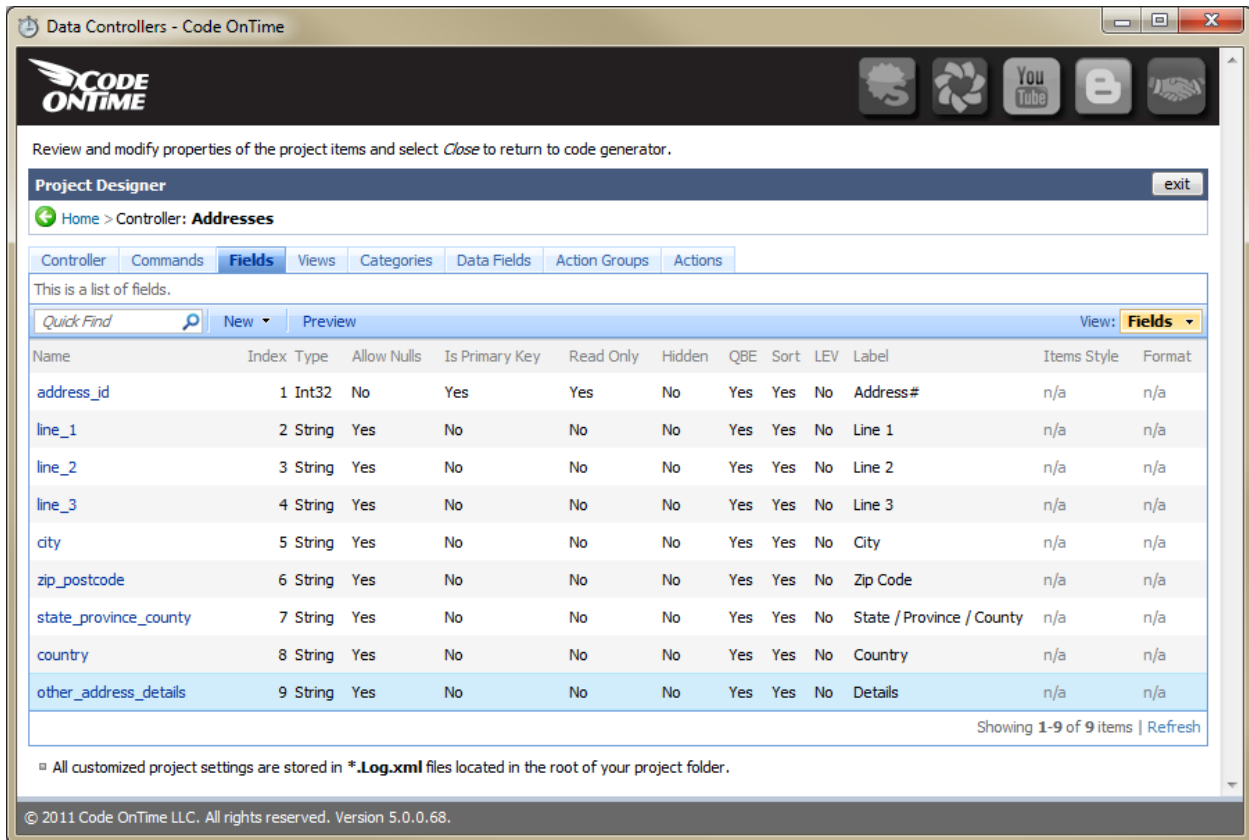
## Customizing Addresses Controller

### Fields

Switch to the *All Controllers* tab. Let's start with the *Addresses* controller. Click on its name and switch to the *Fields* tab. Change the labels of the following fields to make the page easier to understand.

Field	Label
state_providence_county	State / Providence / County
other_address_details	Details

Your field list should appear as shown below.



The screenshot shows the Code OnTime Project Designer interface. The 'Fields' tab is selected, displaying a table of fields for the 'Addresses' controller. The table has columns for Name, Index, Type, Allow Nulls, Is Primary Key, Read Only, Hidden, QBE, Sort, LEV, Label, Items Style, and Format. The fields listed are: address\_id, line\_1, line\_2, line\_3, city, zip\_postcode, state\_province\_county, country, and other\_address\_details. The 'state\_province\_county' field has a label of 'State / Province / County' and 'other\_address\_details' has a label of 'Details'. The interface also includes a search bar, navigation tabs, and a footer with copyright information.

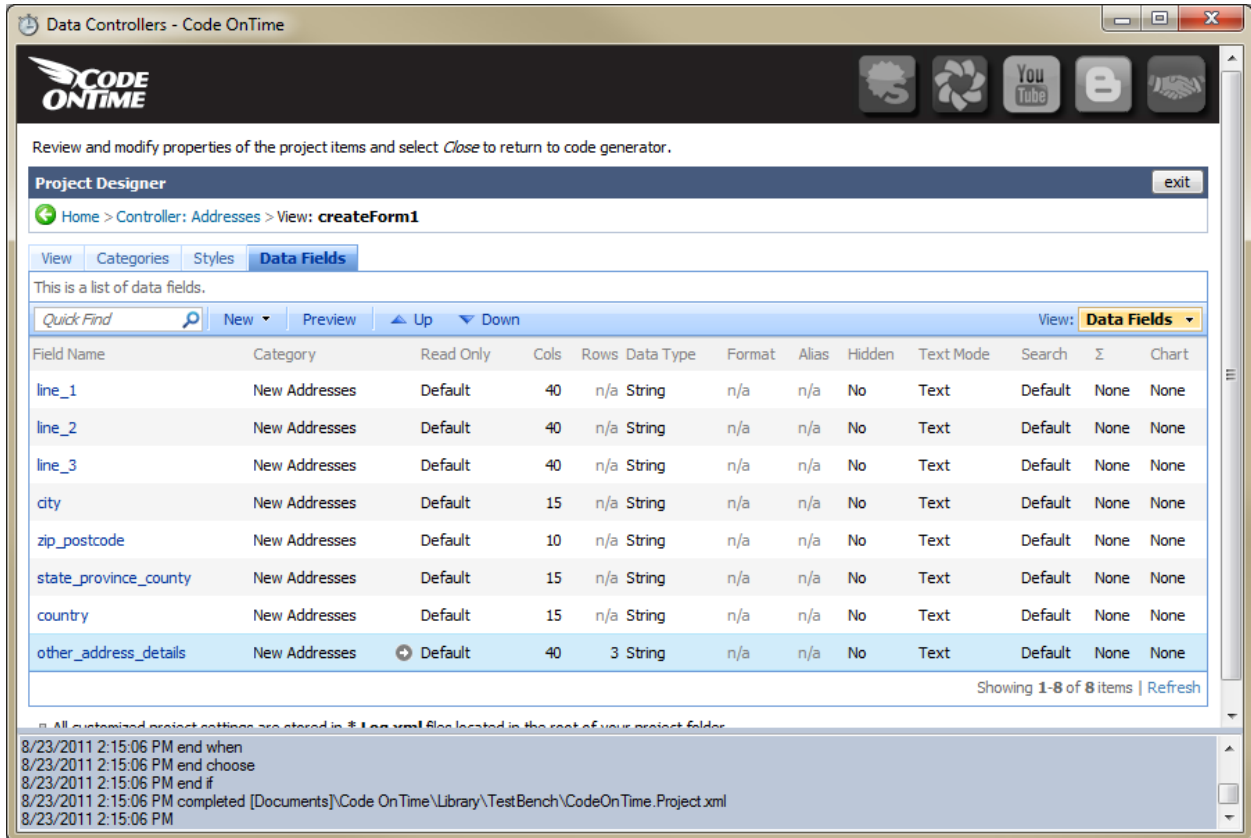
### Views

Switch to the *Views* tab. Select *createform1*, and switch to the *Data Fields* tab. Change the number of columns and rows to improve field legibility.

Data Field	Cols	Rows
line_1	40	
line_2	40	
line_3	40	
city	15	
zip_postcode	10	

state_providence_county	15	
country	15	
other_address_details	40	3

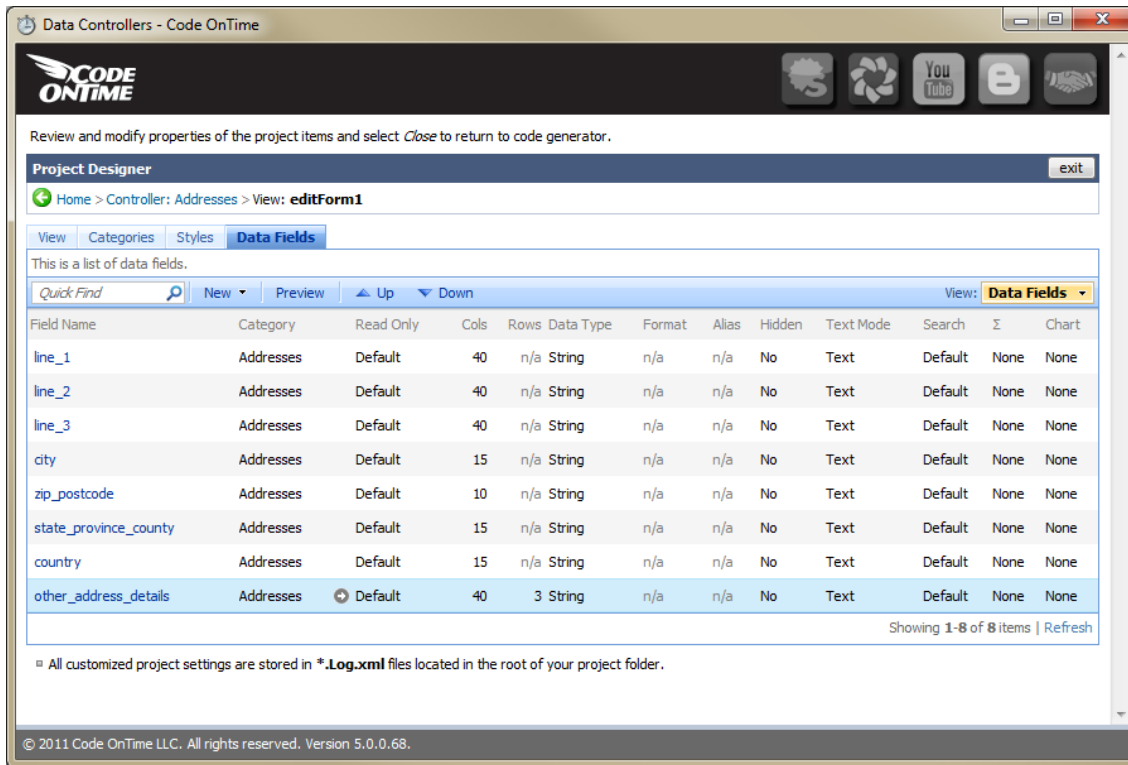
Your page should look as below.



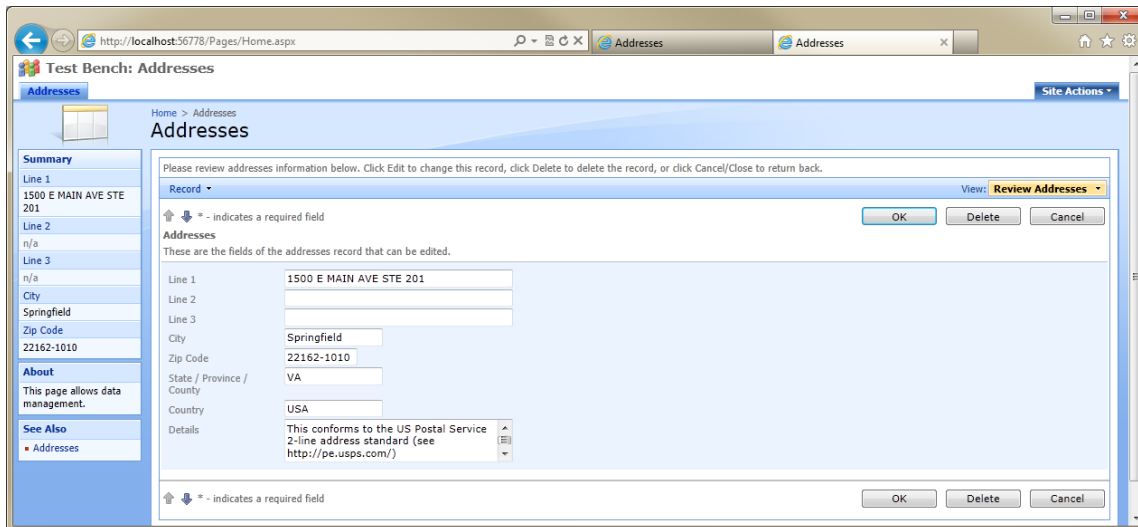
Under the words *Project Designer*, press the *Back* icon. Select *editForm1* from the list of *Views*, and switch to *Data Fields* tab. Perform the edits listed in the table below.

Data Field	Cols	Rows
line_1	40	
line_2	40	
line_3	40	
city	15	
zip_postcode	10	
state_providence_county	15	
country	15	
other_address_details	40	3

Your page should look as follows.



If you press *Quick View* on the action bar, you will see the changes in action when creating or editing an address.



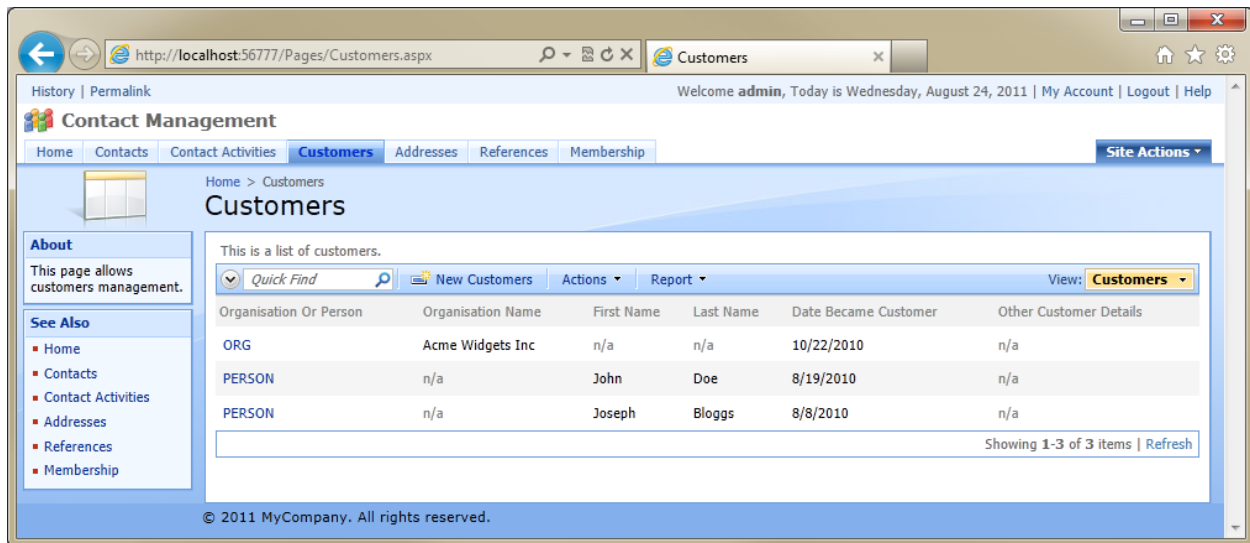
## Customizing Customers Controller

### Fields

Go back to the list of *All Controllers*, select *Customers*, and switch to the *Fields* tab. Select *date\_became\_customer*. In the *Code Default* field, write “*DateTime.Now*”, so that the field will display the current date and time by default.

### Creating a Calculated Field

Currently, the web app uses the “*organisation\_or\_person*” field as the primary field in grid view. It would make much more sense to use a unique name as the selectable link, but the table uses separate fields for organisation name and first/last name.



In this situation, we will have to create a calculated field that is computed at run-time using an SQL expression. This expression will display either the organization name or first and last name, depending on the customer type. In the *Designer*, press *New | New Field*. Use the following properties:

Property	Definition
Name	CustomerName
Type	String
The value of this field is computed at run-time	<input checked="" type="checkbox"/>
SQL Formula	<pre>case   when customers.organisation_or_person = 'ORG'   then     organisation_name   else     first_name + ' ' + last_name end</pre>
Label	Customer Name
Values of this field cannot be edited	<input checked="" type="checkbox"/>

Press *OK* to save the field.

### Specifying a List of Field Options

Next, let's make the *organisation\_or\_person* field display two options in a radio button list. Select the *organisation\_or\_person* field. Uncheck "Allow null values" and change *Items Style* to "Radio Button List".

Press *OK*, and click on the *organisation\_or\_person* field again. Switch to the *Items* tab. Create the following items.

Value	Text
ORG	Organisation
PERSON	Person

### Views

Next, we will need to modify the presentation of the fields and bind a *Customer Name* data field for each view. Switch to the *Views* tab. Select *grid1*, and switch to *Data Fields*. Create a new data field with the following settings:

Property	Definition
Field Name	CustomerName
Values of this field cannot be edited	<input checked="" type="checkbox"/>

Save the data field, and move the data field to the top of the list by clicking on the dropdown next to its field name, and pressing *Make First*.

### Exclusive Categories with Conditional Visibility

Go back to the list of views. Select *createForm1*. It would be nice if *organisation name* and *first/last name* fields were exclusive – this can be done with separate categories and conditional visibility. Switch to the *Categories* tab. Create two new categories, with the settings below.

Header Text	Description	Floating
Organisation Name	Insert the organization name below.	N/A
Customer Name	Insert the first and last name below.	Yes

Click on *Organisation Name* category and switch to *Data Fields* tab. Add a data field with the following settings.

Property	Definition
Field Name	organisation_name
Columns	20

Save the data field, and switch to the *Visibility* tab. Create a new visibility expression, which will make *organisation\_name* appear when the *organisation\_or\_person* field is set to "Organisation":

Property	Definition
Expression	[organisation_or_person]=="ORG"

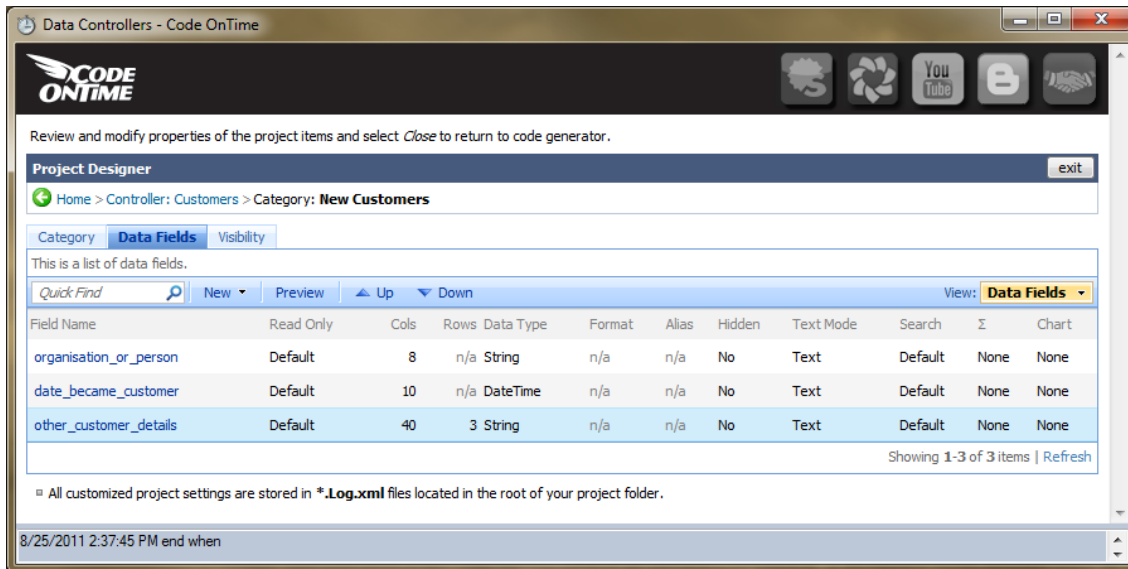
Go back to the list of categories. Select *Customer Name* category, and switch to the *Data Fields* tab. Create two new data fields, with the following settings.

Field Name	Columns
first_name	15
last_name	15

Switch to the *Visibility* tab, and create a new expression.

Property	Definition
Expression	[organisation_or_person]="PERSON"

This way, the relevant fields will only appear when the correct item is select in the *Organisation or Person* field. As you cannot have a single field displayed multiple times, Code On Time Generator will automatically remove the data field from other categories.



You will need to perform the same changes to *editForm1* view. Go back to the list of views and select *editForm1*. Switch to *Categories* and create two new categories.

Header Text	Description	Floating
Organisation Name	The organisation name is shown below.	N/A
Customer Name	First and last name is shown below.	Yes

Click on *Organisation Name* category and switch to *Data Fields* tab. Add a data field with the following settings.

Property	Definition
Field Name	organisation_name
Columns	20



Save the data field, and switch to the *Visibility* tab. Create a new visibility expression:

Property	Definition
Expression	[organisation_or_person]="ORG"

Go back to the list of categories. Select *Customer Name* category, and switch to the *Data Fields* tab. Create two new data fields, with the following settings.

Field Name	Columns
First Name	15
Last Name	15

Switch to the *Visibility* tab, and create a new expression.

Property	Definition
Expression	[organisation_or_person]="PERSON"

## Customizing Contacts Controller

Go back to the list of *All Controllers*, and select *Contacts*. Switch to the *Fields* tab.

### Fields

In the list of fields, make a few edits, detailed below.

Field Name	Label	Allow Nulls
status_status_description	Status	No
contact_name	Contact Name	No
cell_mobile_phone	Mobile Phone	Yes
other_contact_details	Details	Yes

Select the *customer\_id* field, and make the following changes, which will make *customer\_id* use *CustomerName* as the displayed and selected text.

Property	Definition
Items Style	Lookup
Items Data Controller	Customers
Data Value Field	customer_id
Data Text Field	CustomerName

### Creating a Reference to a Virtual (Calculated) Field

Instead of displaying *organisation\_or\_person* field as a reference to *Customers* table, it would make more sense to use *CustomerName*, the calculated field you made earlier. However, the *Customers* table may be defined differently in this controller. Select the *Contacts* controller, and switch to the *Commands* tab. Select *command1*, and have a look at the command. Copying it over to notepad may make viewing easier. If you look at the joins at the end of the command, you can see a reference to *Customers* table. The command is shown below.

```
select
  "Contacts"."contact_id" "contact_id"
  ,"Contacts"."customer_id" "customer_id"
  ,"customer_". "organisation_or_person" "customer_organisation_or_person"
  ,"Contacts"."status_code" "status_code"
  ,"status_". "status_description" "status_status_description"
  ,"Contacts"."email_address" "email_address"
  ,"Contacts"."web_site" "web_site"
  ,"Contacts"."salutation" "salutation"
  ,"Contacts"."contact_name" "contact_name"
  ,"Contacts"."job_title" "job_title"
  ,"Contacts"."department" "department"
  ,"Contacts"."work_phone" "work_phone"
  ,"Contacts"."cell_mobile_phone" "cell_mobile_phone"
  ,"Contacts"."fax_number" "fax_number"
  ,"Contacts"."other_contact_details" "other_contact_details"

from "dbo"."Contacts" "Contacts"

  left join "dbo"."Customers" "customer_" on "Contacts"."customer_id" =
"customer_". "customer_id"
  left join "dbo"."Ref_Contact_Status" "status_" on "Contacts"."status_code" =
"status_". "status_code"
```

The *Customers* table is referred to as “customer\_”, so this is the name that must be used when creating the SQL formula for the calculated field.

```
left join "dbo"."Customers" "customer_" on "Contacts"."customer_id" =
"customer_"."customer_id"
```

Cancel out of the command details, and switch to *Fields* tab. Create a new field, with the settings below.

Property	Definition
Name	CustomerName
The value of this field is computed at run-time	<input checked="" type="checkbox"/>
SQL Formula	<pre>case   when customer_.organisation_or_person = 'ORG'   then     customer_.organisation_name   else     customer_.first_name + ' ' +     customer_.last_name end</pre>
Label	Customer Name
Values of this field cannot be edited	<input checked="" type="checkbox"/>
Allow Query-by-Example	<input checked="" type="checkbox"/>
Allow Sorting	<input checked="" type="checkbox"/>

Save the field.

### Data Validation on Phone Fields

Most real applications require you to insert a phone number properly, and convert them into a uniform format. The *Contact Management* database uses format 123-456-7890, so the regular expressions you will use will convert data fields to this format. Select the *work\_phone* field, and switch to the *Validators* tab. Create two new validators with the settings below.

Regular Expression	Error Message / Replacement Pattern
<code>^(\d{3}).*?(\d{3}).*?(\d{4})\$</code>	\$1-\$2-\$3
<code>^(\d{3})-(\d{3})-(\d{4})\$</code>	The phone number must be in the correct format 123-456-7890.

The first validator will convert any set of numbers into the proper dashed format. If the field contains letters and other characters at time of validation, then the second validator will throw an error message. All validation occurs just-in-time, and any extraneous characters will be truncated.

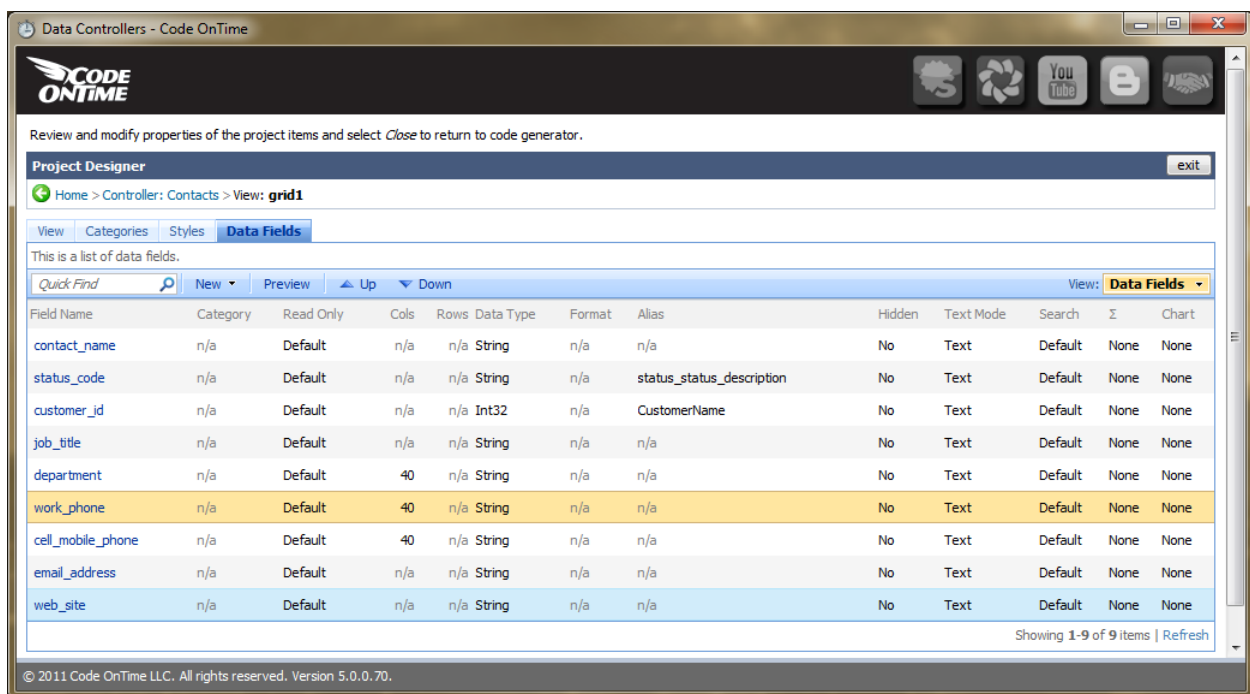
Go back to the list of fields, and perform the same operations on the *cell\_mobile\_phone* and *fax\_number* fields.

### Views

Next, let’s optimize the appearance of the various views of this controller. Switch to the *Views* tab, and select *grid1*. Switch to *Data Fields* tab. Make the following changes described below (and make the fields follow the order below). Delete *salutation*.

Field Name	Alias
contact_name	N/A
status_code	status_status_description
customer_id	CustomerName
job_title	N/A
department	N/A
work_phone	N/A
cell_mobile_phone	N/A
email_address	N/A
web_site	N/A

Your list of data fields should look like the picture below.



### Breaking Data Fields into Separate Categories

Go back to the list of views, and select *createForm1*. Switch to *Categories* tab. Currently, the create form lists all fields in a row. Let's break the fields into different categories: general information under *New Contacts*, *Personal Info* for information about the contact, and *Business Info* for job related info.

Create two new *Categories*.

Header Text	Description
Personal Info	Insert personal information below.
Business Info	Insert business information below.

Select the *New Contacts* category, switch to *Data Fields*, and make the following changes.

Field Name	Cols	Rows	Alias
customer_id			CustomerName
status_code			status_status_description
other_contact_details	40	3	

Go back to the list of categories, and select *Personal Info*. Switch to *Data Fields* and add the following fields:

Field Name	Cols
contact_name	25
salutation	10
email_address	30
cell_mobile_phone	15

Go back to the list of categories, and select *Business Info*. Add the following *Data Fields*:

Field Name	Cols
job_title	15
department	20
work_phone	15
fax_number	15
web_site	25

You will need to perform the same changes to *editForm1*. Go back to the list of views, and select *editForm1*. Switch to *Categories* tab. Create two new *Categories*.

Header Text	Description
Personal Info	View personal information below.
Business Info	View business information below.

Select the *Contacts* category, switch to *Data Fields*, and make the following changes.

Field Name	Cols	Rows	Alias
customer_id			CustomerName
status_code			status_status_description
other_contact_details	40	3	

Go back to the list of categories, and select *Personal Info*. Switch to *Data Fields* and add the following fields:

Field Name	Cols
contact_name	25

salutation	10
email_address	30
cell_mobile_phone	15

Go back to the list of categories, and select *Business Info*. Add the following *Data Fields*:

Field Name	Cols
job_title	15
department	20
work_phone	15
fax_number	15
web_site	25

## Customizing Contact Activities Controller

### Adding Annotations

Go back to the list of *All Controllers*, and select *Contact\_Activities*. For some activities, you may want to attach relevant files and notes. On the *Controller* tab, change *Allow Annotations* to “Yes”. Press *OK* to save.

The screenshot shows the 'Data Controllers - Code OnTime' application window. The 'Project Designer' pane is open to the 'Controller' tab for 'Contact\_Activities'. The 'Data Fields' sub-tab is active, showing a list of fields with their column counts. Below the list, the 'Annotations' section is expanded, showing the 'Allow Annotations' property set to 'Yes'. The 'General' section shows the 'Controller Name' as 'Contact\_Activities' and the 'Include in code generation' checkbox checked. The 'Miscellaneous' section shows the 'Conflict Detection' strategy set to 'Overwrite Changes'. The 'Business Rules' section shows the 'Handler' property. The 'Annotations' section shows the 'Allow Annotations' property set to 'Yes'. The status bar at the bottom shows the file path: [Documents]\Code OnTime\Library\Test Bench\CodeOnTime.Project.xml.

## Fields

Click on the *Contact\_Activities* controller again. Switch to the *Fields* tab.

Currently, the primary clickable field on the *Activities* page is *Contact Status Code*. As this doesn't make much sense in this context, we would like to display the name of the contact that the activity was done with. Create a new field with the following properties. (The *SQL Formula* uses the definition of the contact table reference found in *command1*. This process is described in further detail under [Customizing Contacts Controller](#).)

Property	Definition
Name	ContactName
The value of this field is computed at run-time	<input checked="" type="checkbox"/>
SQL Formula	"contact_". "contact_name"
Label	Contact Name
Values of this field cannot be edited	<input checked="" type="checkbox"/>
Allow Query-by-Example	<input checked="" type="checkbox"/>
Allow Sorting	<input checked="" type="checkbox"/>

Save, and select *date\_activity*. In the *Code Default* field, write "DateTime.Now", to make sure today's date is inserted by default.

Save the field, and make the following changes to the rest of the fields. The "g" *Format String* for *date\_activity* forces the field to display both date and time.

Field Name	Label	Items Style	Format
contact_customer_organisation_or_person	Customer Type		
contact_status_status_description	Contact Type		
activity_type_activity_type_description	Type		
outcome_code	Outcome Code	Drop Down List	
outcome_outcome_description	Outcome		
date_activity	Date of Activity		g
other_details	Details		

## Views

Let's customize the views of this controller. Switch to the *Views* tab. Select *grid1*. It would make more sense if the activities were sorted by most recent, so write "date\_activity desc" under *Sort Expression*, and press *OK*.

Select *grid1* again, and switch to *Data Fields*. Make the following changes (**and list the fields in the following order**).

Field Name	Alias
contact_id	ContactName
date_activity	

activity_type_code	activity_type_activity_type_description
outcome_code	outcome_outcome_description
other_details	
contact_customer_organisation_or_person	DELETE
contact_status_status_description	DELETE

Go back to the list of views, and select *createForm1*. Switch to *Data Fields*, and make the following changes and in this order.

Field Name	Cols	Rows	Alias
contact_id			ContactName
date_activity	10		
activity_type_code			activity_type_activity_type_description
outcome_code			outcome_outcome_description
other_details	40	3	

Go back to the list of views, and select *editForm1*. Make the changes described in the order below.

Field Name	Cols	Rows	Alias
contact_id			ContactName
date_activity	10		
activity_type_code			activity_type_activity_type_description
outcome_code			outcome_outcome_description
other_details	40	3	
contact_customer_organisation_or_person	8		
contact_status_status_description			



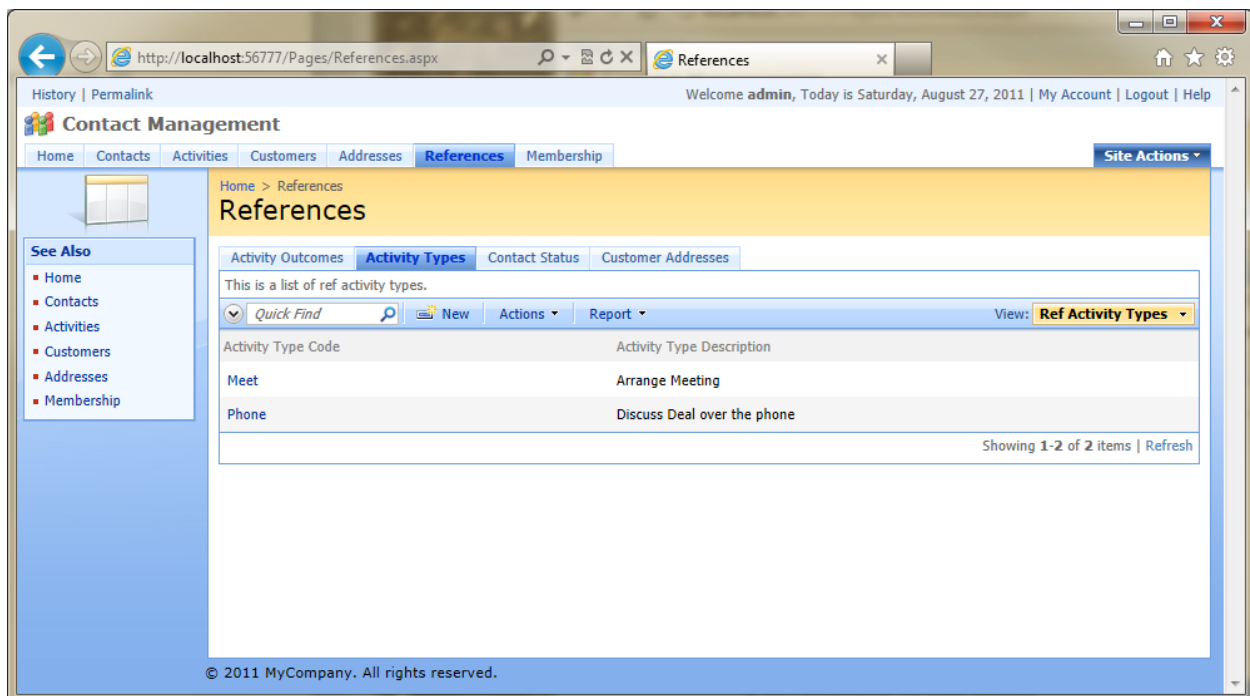
## Creating References Page

The *References* page is designed to show all reference tables not integral to the application. You will need to add the data controllers to the page. Go back to the list of controllers, and switch to the *All Pages* tab. Select the *References* page, and switch to the *Containers* tab. Create a new container, leave the default settings, and press *OK*.

Switch to the *Data Views* tab. Create several data views with the settings below.

Container	Controller	View	Activator	Text
c100	Ref_Activity_Outcomes	grid1	Tab	Activity
c100	Ref_Activity_Types	grid1	Tab	Activity Types
c100	Ref_Contact_Status	grid1	Tab	Contact Status
c100	Customer_Addresses	grid1	Tab	Customer Addresses

This way, all references tables can be easily accessed using the different tabs on the *Reference* page, as shown below.



## Customizing Home Page

On the home page, it would be nice to have various charts displaying data about recent activity going on, as well as a list of the most recent activities. This way, you can easily keep on top of what's happening in your application. First thing you will have to do is create the chart views.

### Creating the Chart Views

Go back to the list of *All Pages*, and switch to the *All Controllers* list. Select *Contact\_Activities* and switch to *Views* tab. Create three new views with the following settings.

<b>Id</b>	<b>Type</b>	<b>Command</b>	<b>Label</b>	<b>Header Text</b>	<b>Show In View Selector</b>	<b>Filter Expression</b>
chart1	Chart	command1	This Week Activity	This Week Activity	<input type="checkbox"/>	<code>\$ThisWeek(date_activity)</code>
chart2	Chart	command1	Activity Types	Activity Types	<input type="checkbox"/>	<code>\$ThisWeek(date_activity)</code>
chart3	Chart	command1	Activity Outcomes	Contact Status	<input type="checkbox"/>	<code>\$ThisWeek(date_activity)</code>

Select *chart1* and switch to *Data Fields*. Add the following data fields. A Data Format String of "d" will force display of the date only. Use "X, Days" to display a date field, with a value marking every day. This chart will display a count of how many activities were occurring on each day, using a line.

<b>Field Name</b>	<b>Data Format String</b>	<b>Aggregate Function</b>	<b>Chart</b>
date_activity	d	None	X, Days
activity_id		Count	Line

Select *chart2* and add the data fields below. This chart will display a count of different activity types that occurred, using cylinders.

<b>Field Name</b>	<b>Aggregate Function</b>	<b>Chart</b>
activity_type_activity_type_description	None	X
activity_id	Count	Bar (Cylinder)

Select *chart3* and add the following data fields. This chart displays a count of different outcomes using cylinders.

<b>Field Name</b>	<b>Aggregate Function</b>	<b>Chart</b>
outcome_outcome_description	None	X
activity_id	Count	Column (Cylinder)

## Adding Chart Views to the Home Page

You will have to add several containers to the home page, and place the charts inside these containers. Go back to the list of *All Controllers*, and switch to the *All Pages* tab. Select the *Home* page, and switch to *Containers*. Make the following changes.

Id	Flow	Width	CSS Style Properties
container1	DELETE		
container2	DELETE		
N/A	New Column	300px	<code>border:solid 1px silver;padding:4px;margin-bottom:4px;margin-right:8px</code>
N/A	New Column	300px	<code>border:solid 1px silver;padding:4px;margin-bottom:4px;margin-right:8px</code>
N/A	New Column	300px	<code>border:solid 1px silver;padding:4px;margin-bottom:4px;margin-right:8px</code>
N/A	New Row		

Switch to the *Data Views* tab, and create the following views.

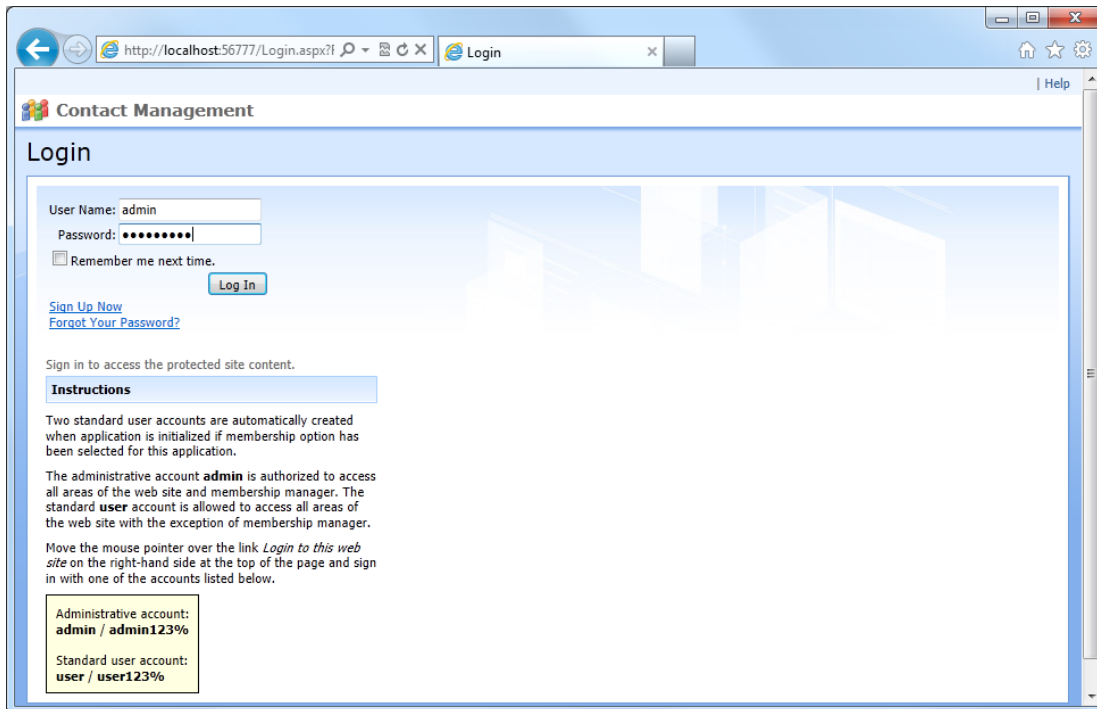
Container	Controller	View	Text
c100	Contact_Activities	chart1	Activity Outcomes
c101	Contact_Activities	chart2	Activity Types
c102	Contact_Activities	chart3	Contact Status
c103	Contact_Activities	grid1	

For all four views, make sure to uncheck *Show Action Bar*, *Show View Description*, *Show View Selector*, *Show Search Bar*, *Show Quick Find*, and *Show Pager*. Check *Show Modal Forms*.

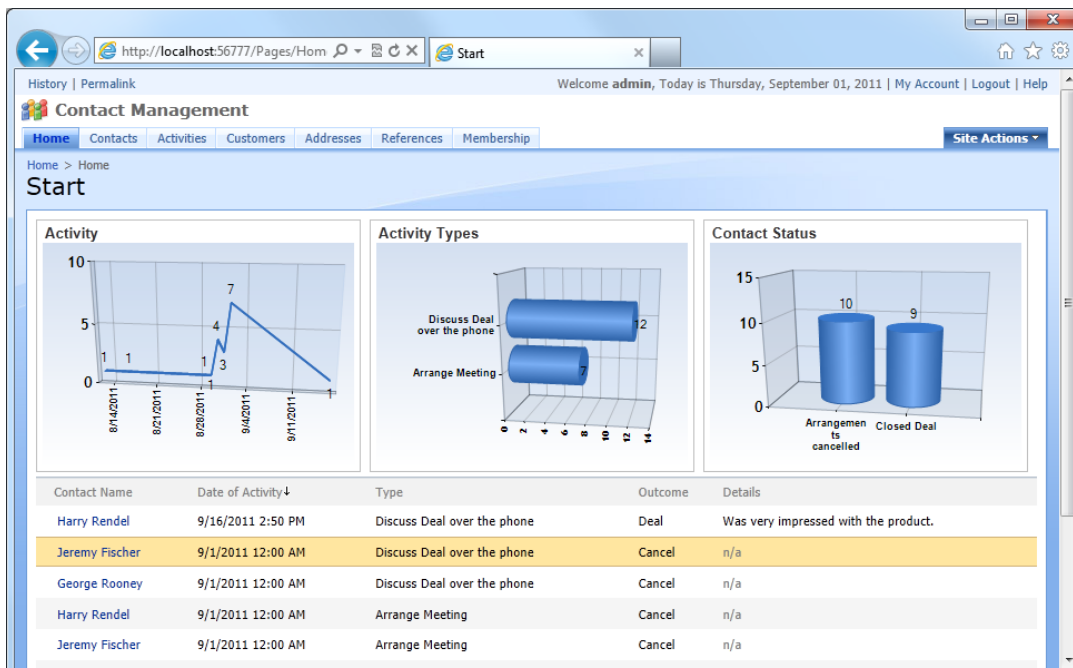
Now that customizations have been finished, you can view your optimized application. Press *Exit*, and press *Generate*.

## Finished Web App

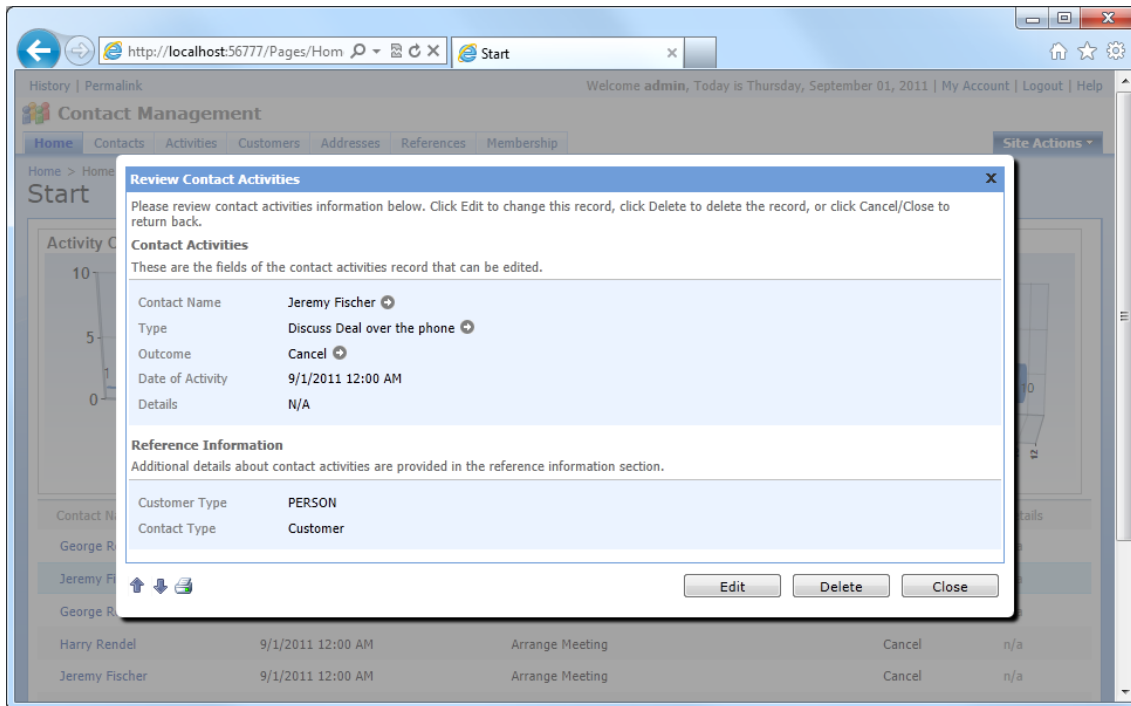
When the web app opens, the first thing you see is the dedicated login page. Enter the administrative credentials (by default, *admin|admin123%*) to access the application.



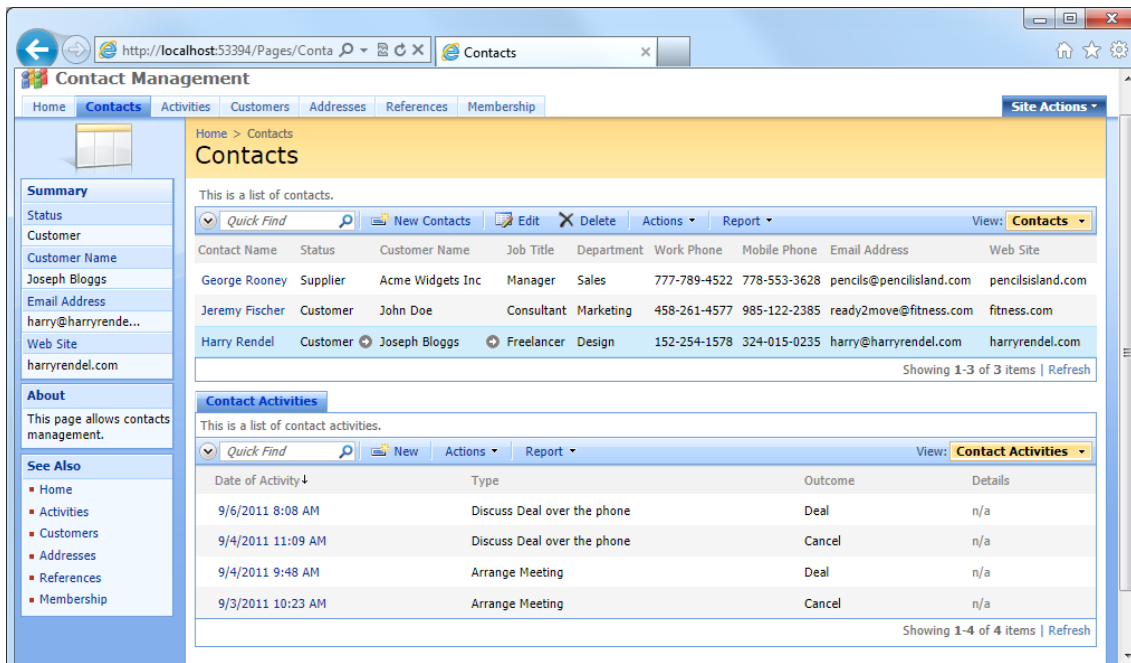
Pressing *Log In* will lead you to the home page. You can see that the home page hosts an impressive array of charts and a list of the most recent activity. This was done by placing several containers on the page and data views within these containers. At first glance, you can immediately see what's going on in your database.



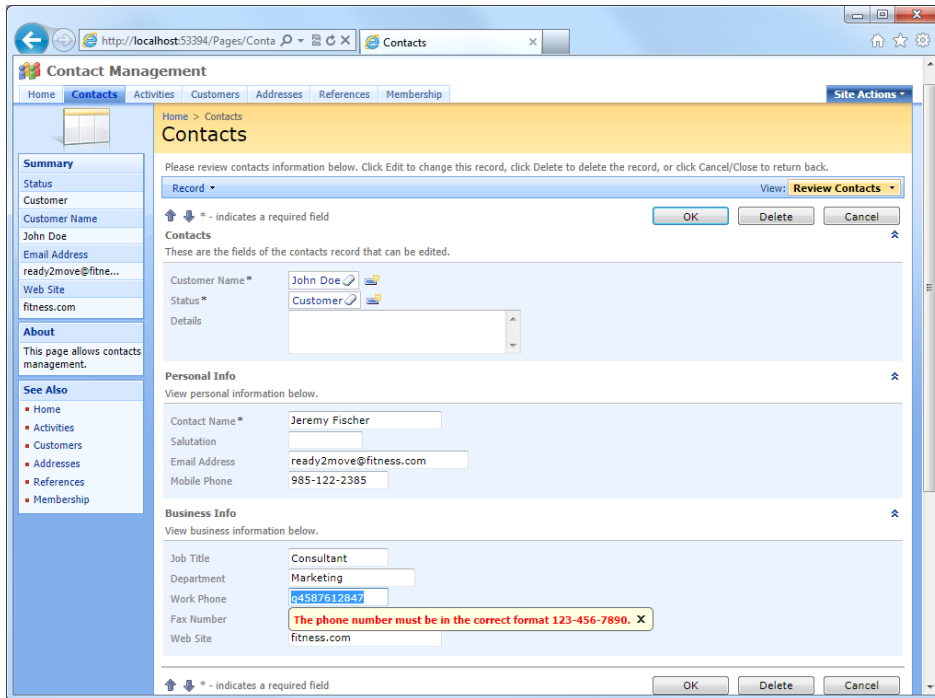
You can also open activity records and view the details by clicking on the contact names. The details will be presented in a modal form. Use the arrows next to lookup fields to access the relevant data. You can also edit or delete activities.



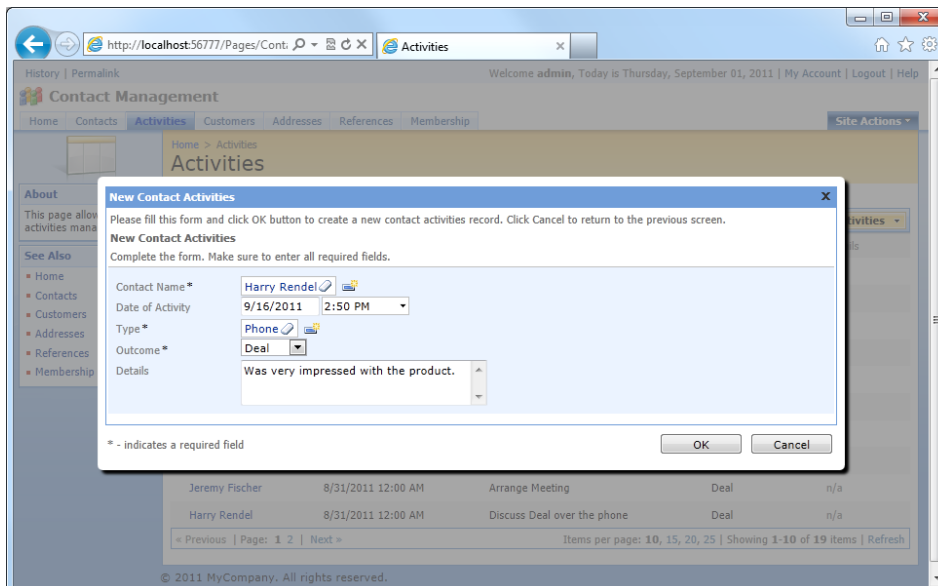
Press *Close* to go back to the home page. Using the menu system at the top of the page, navigate to *Contacts*. The field order in grid view now makes much more sense, with the contact name as the clickable field, and relevant information listed as well. This was accomplished by rearranging data fields in *grid1* view. Clicking on the row of a contact will display related contact activities below.



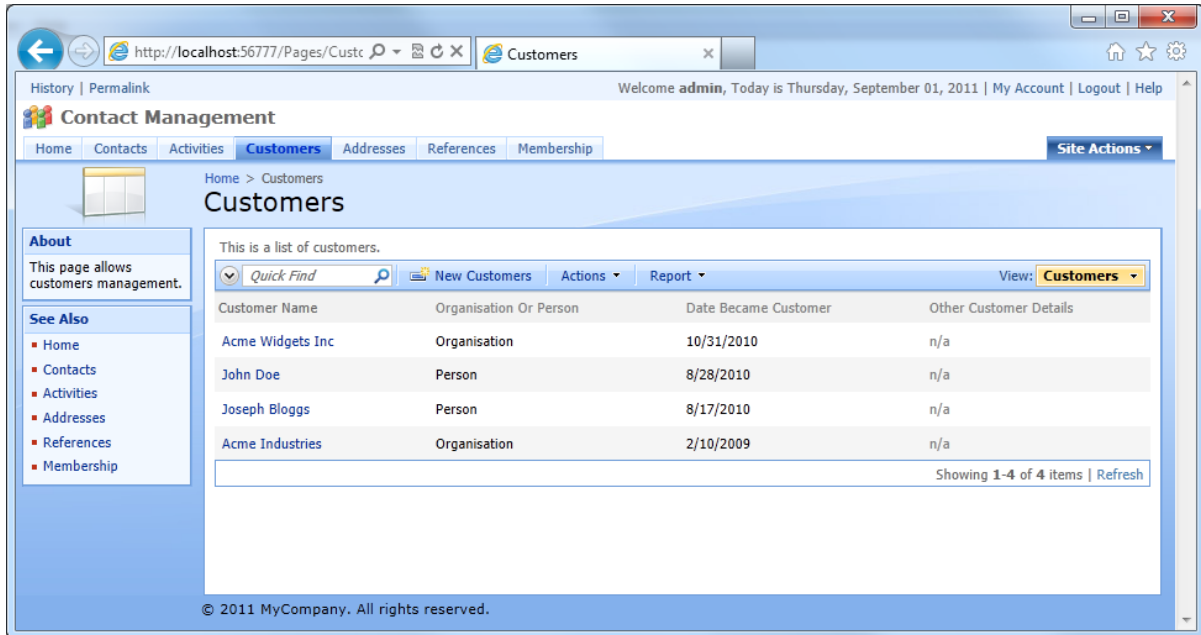
If you edit or create a new contact, you can see that the fields in the form are now segregated according to data type. General info is displayed at the top, while personal info and business info are separated into two categories below. This was done with the help of placing the correct data fields into separate categories. The phone fields all have validation conditions – when you tab out of any of the phone fields, the number will convert to ###-###-####. If there is an incorrect character, an error message will appear.



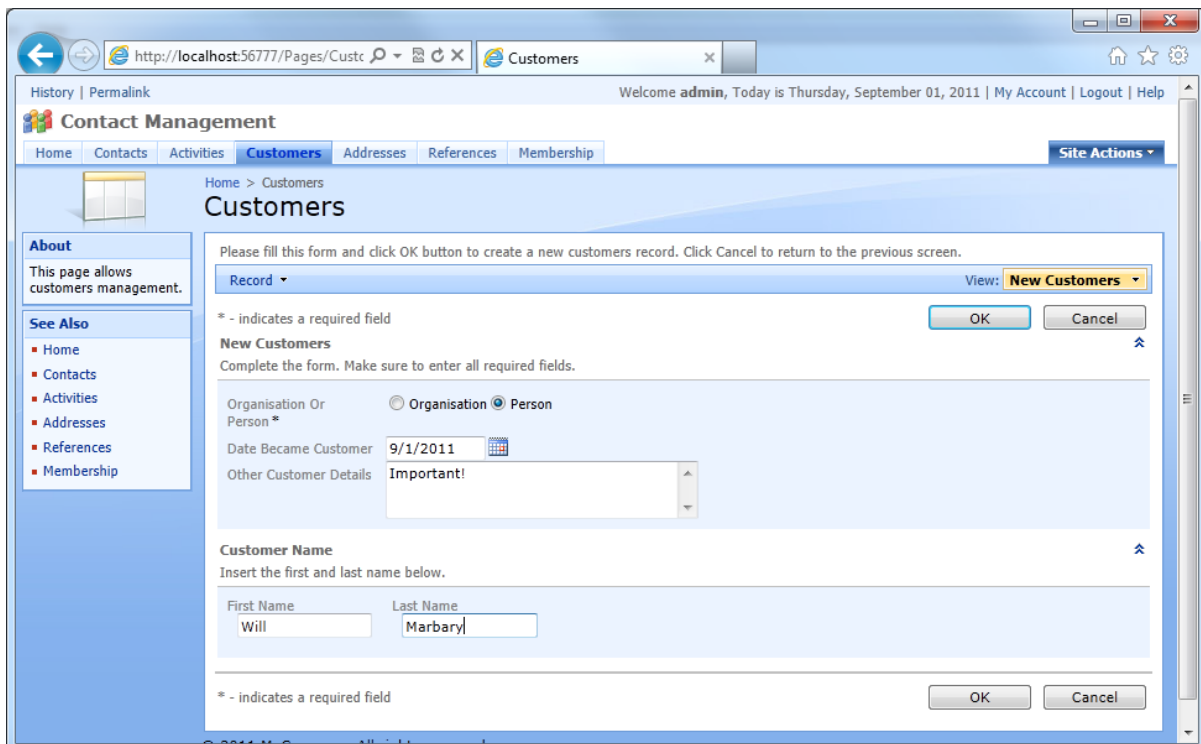
Let's navigate to the *Activities* page. Create a new activity by pressing *New* on the action bar. Select a contact name and activity type. The date, by default, is today (by using *DateTime.Now* in the *Code Default* property). Select an outcome using the dropdown, and enter details. Press *OK*. The combination of various item styles increases ease of using the application for end users.



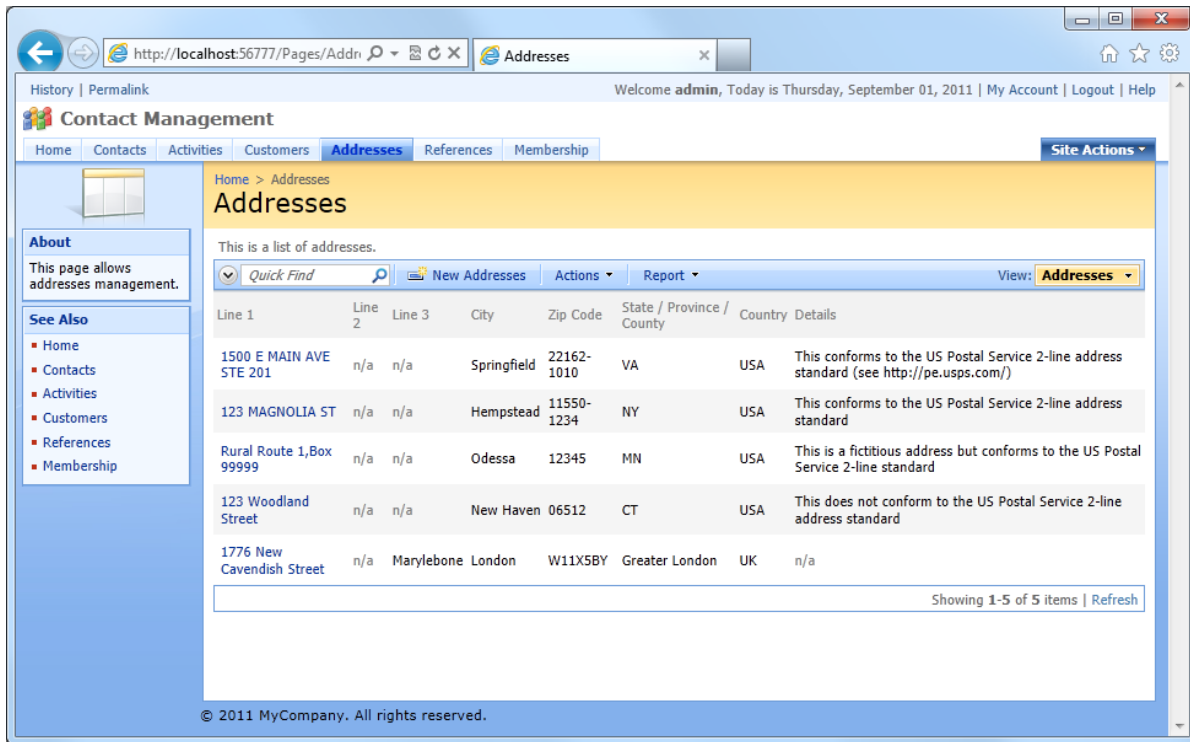
Let's move on to the *Customers* page. You can see the *Customer Name* calculated field, displaying either organization name or first+last name, depending on the customer type, done using an *SQL Formula*.



Create a new customer. You will see two radio buttons, allowing you to choose *Organisation* or *Person*. If *Organisation* is selected, organisation name field will appear. If *Person* is selected, *First* and *Last Name* will appear. This way, the fields will be exclusive to the customer type and make much more logical sense.



Navigate to the *Addresses* page. This page allows you to find, enter, edit, and delete addresses.



*References* displays all the reference tables, and allows you to edit the necessary fields. The tables are displayed on different tabs.

