



Alternative Report View: Replacing the Deprecated Classic Calendar Feature

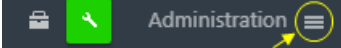
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There are two methods of creating an object.

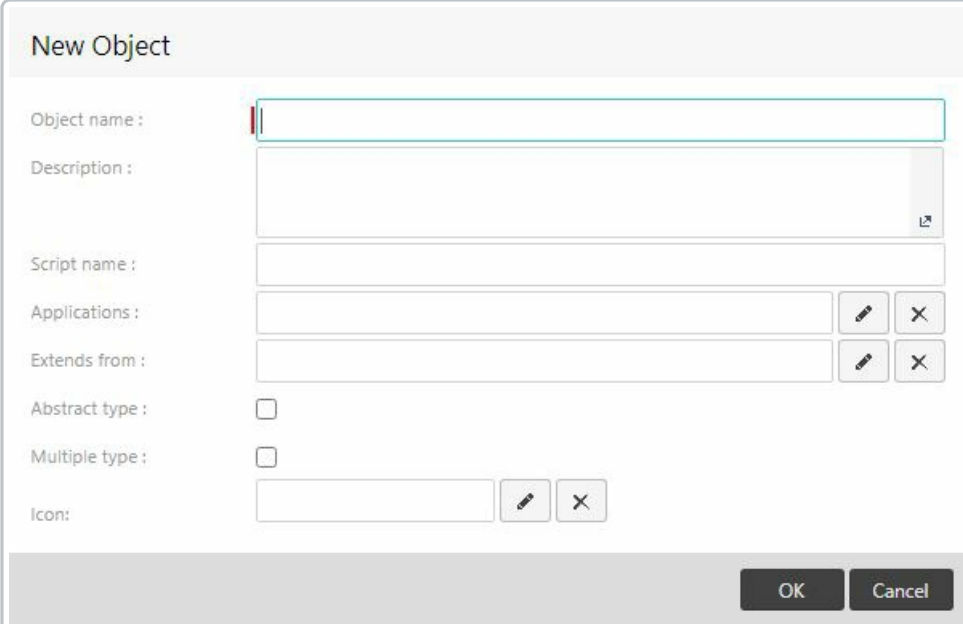
Option 1:

- After creating your application, you will be presented with a blank canvas. Ensure that *configuration mode* is on. (The green spanner  icon on the top right is enabled.) locate the  button and click once.
- This will load the **Create New Page** selection screen.
- Select **New Object** -> **Create**.

Option 2:

- Navigate to the Application Menu  on the top right of your screen and select **Administration**.
- Locate **Resources** -> **Objects**.
- Click **New** to create a new Object.

The New Object dialog box



The screenshot shows a 'New Object' dialog box with the following fields and controls:

- Object name :** A text input field with a red cursor.
- Description :** A larger text area with a small icon in the bottom right corner.
- Script name :** A text input field.
- Applications :** A text input field with a pencil icon and a close button (X).
- Extends from :** A text input field with a pencil icon and a close button (X).
- Abstract type :** A checkbox.
- Multiple type :** A checkbox.
- Icon :** A text input field with a pencil icon and a close button (X).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

1. Enter a value for your Object name.
2. Briefly describe the usage of this object in to the description field.
3. The *Script name* is automatically populated as you key in your Object name. Both Object and Script names should match.
4. Link this object to your newly created Application. Click on the pencil icon beside the Applications field, search and select your new application from the list.

5. Click **OK** when done or **Cancel** to start over again.

Note: The creation of the object triggers the automatic creation of a default form and default report for that object. In addition, after the object has been created, to streamline the configuration process, the created form will automatically be loaded in Edit Mode for you to add fields.