

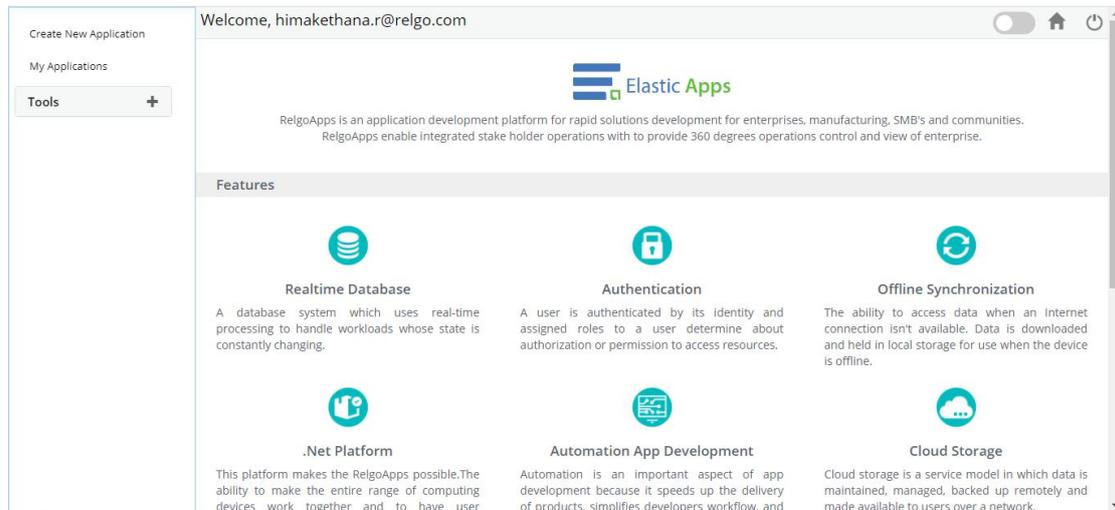
# Appsheet

## Introduction

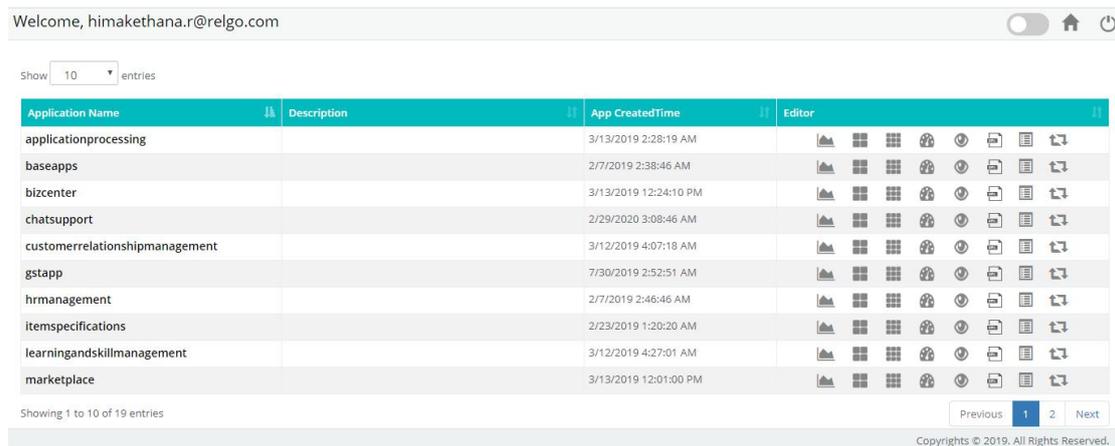
Appsheet view is used to save the Bulk data & add data to the form. We can get data from excel to appsheet & Viceversa.

### How to Enable Appsheet view:

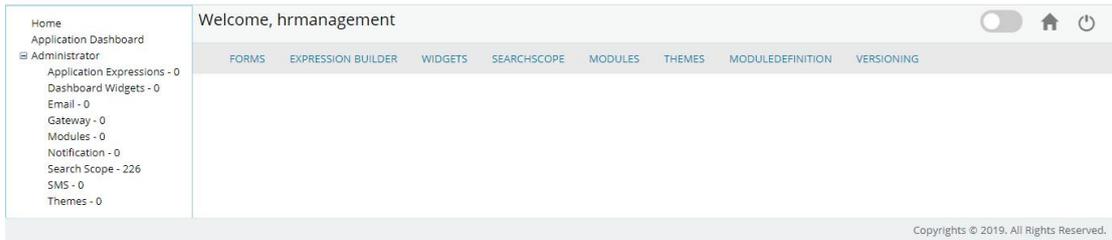
To enable appsheet view to the form, login to relgoapps using token. Choose an application from my applications to which the appsheet view needs to be enabled.



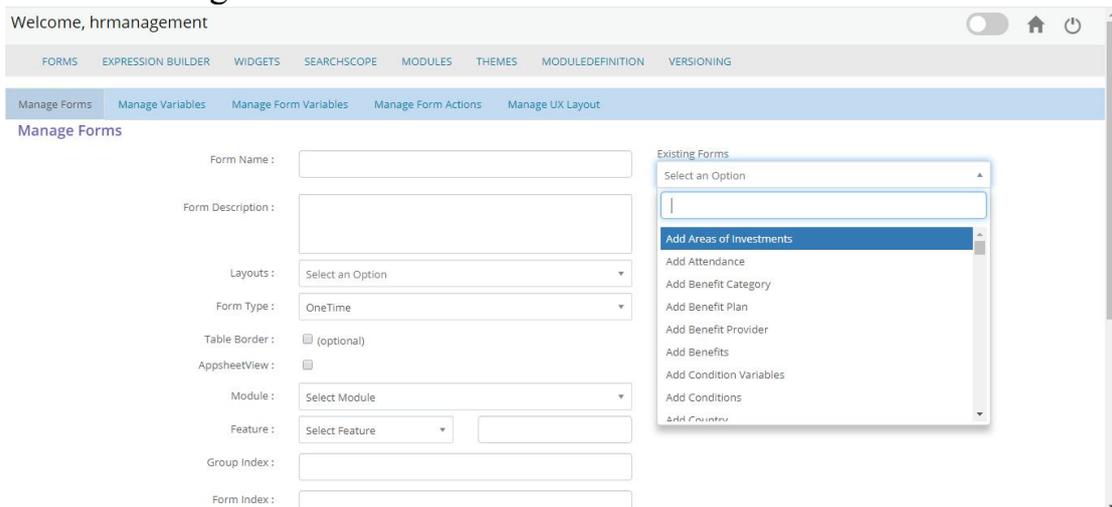
The below screen shows the available applications in the account. Click on designer to proceed further.



Choose an application & click on designer parallel to the application.



To enable appsheet view to the form, first we need to choose the form from widgets---> Manage form.  
Choose the form from existing forms, if user wants to create a new form refer to Manage form docs.



After selecting the form all the fields are auto filled according to the data saved previously.

Check the appsheetview checkbox to apply appsheet view to the form.

Form type : OneTime

Table Border :  (optional)

AppsheetView :

Module : Select Module

Feature : Select Feature Organization Chart

Group Index : 1

Form Index : 4

Variables per Row : 2

Text Align : Right

Control Align : Left

Validator Align : Left

Data Collection : Reccursive

Mark Form As :  Task Form  Customizable  Data Form  Shared Form

Update Form Delete Form Cancel Preview Copy

Form Name : Add Position Form Id : bf06d853-958a-4eb1-a85f-b9b9197af591 Last Updated On : 12/3/2018 4:08:48 PM

Form URL: <http://relgoapps.relgo.com/dashboard.aspx?owner=&formid=bf06d853-958a-4eb1-a85f-b9b9197af591>

Thus the appsheetview has been enabled to the selected form. The next step is to add Data to the form.

### Add data to the Form:

To add Data to the form click on dashboard which is parallel to the application & choose the form to which user needs to add the data as shown below.

Compliance Management

Organization Chart

Benefit Management

Role

Attendance Management

Automation Configuration

Claim Management

Member Form

Shift Management

Full Calendar

Distribution Group

Enrollement

Provider Report

Payroll Management

Add Group

Benefit Management > Add Benefit Category

[AppSheet View](#)

**Benefit Category**

Helps to add the category name by filling the below details.

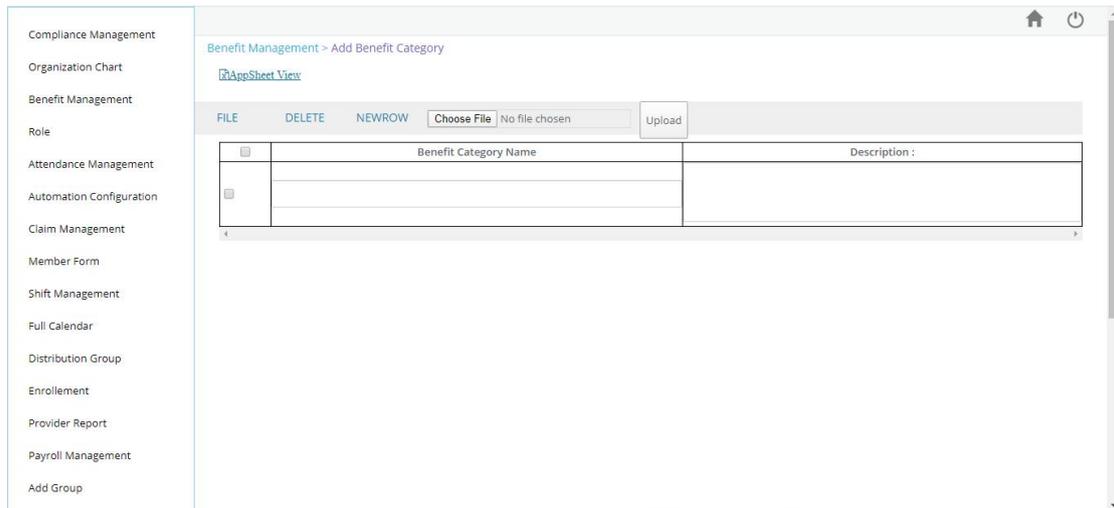
Benefit Category Name

Description

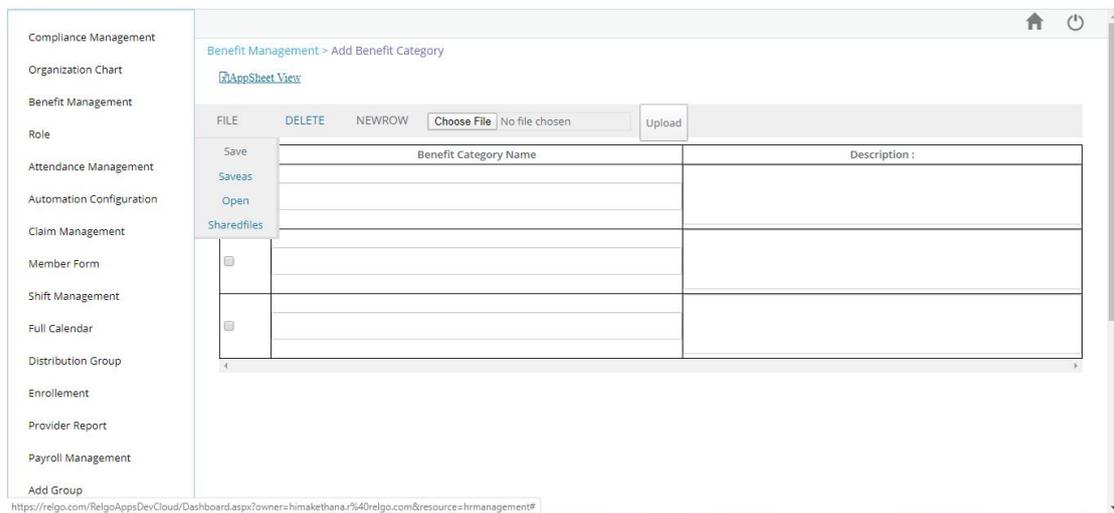
Add Cancel

javascript:\_\_doPostBack('ctl00\$ContentPlaceHolder1\$inform','')

To enable Appsheet view user needs to click on appsheet view which is shown above.



The above screen is the appsheet view from here we can add data for the form



**Save:** It is used to save the added data

**Save as:** Used to save the file to the local

**Open:** It is used to open the saved files.

**Shared files:** It is used to view the shared files from another use

**Delete:** It is used to delete the file

**NEWROW:** It is used to add the New row

**Choose file:** Choose an external excel file

**Upload:** To upload the external file to the appsheetview.

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[AppSheet View](#)

FILE DELETE NEWROW Choose File No file chosen Upload

	Benefit Category Name	Description :
<input type="checkbox"/>		

https://relgo.com/RelgoAppsDevCloud/Dashboard.aspx?owner=himakethana.9540relgo.com&resource=hrmanagement#

Apps Gmail YouTube Maps

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[AppSheet View](#)

FILE DELETE NEWROW Choose File No file chosen Upload

Save

Savesas

Open

Sharedfiles

123

12

relgo.com says  
Data added successfully

OK

	Benefit Category Name	Description :
<input type="checkbox"/>		
<input type="checkbox"/>	1	
<input type="checkbox"/>	123	
<input type="checkbox"/>	12	

Add data in the provided field, once data adding is completed click on save to save the data as shown above.

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[AppSheet View](#)

FILE DELETE NEWROW Choose File No file chosen Upload

	Benefit Category Name	Description :
<input type="checkbox"/>		
<input type="checkbox"/>	test5	
<input type="checkbox"/>	test6	
<input type="checkbox"/>	test7	
<input type="checkbox"/>	test8	
<input type="checkbox"/>	test9	
<input type="checkbox"/>	test10	

We can save appsheets by selecting rows and click saveas button and give name of that appsheet

We can share the saved appsheets to different accounts from my appsheet form.