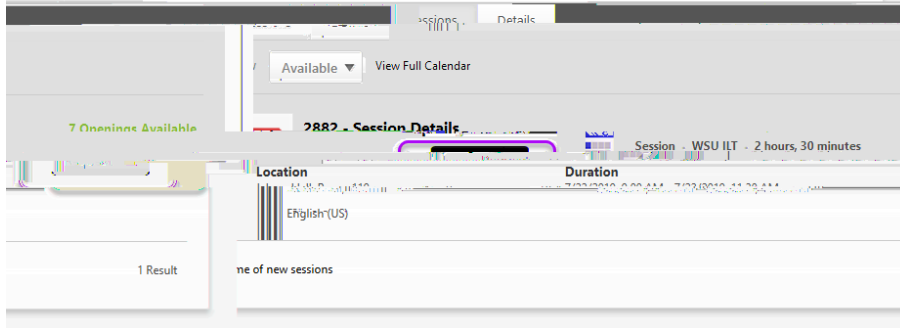


Hands-on training introduces the user to using the Forms Wizard to start and modify an electronic form. Topics covered within the class include creating different types of fields, creating calculated fields, modification of tab order and adjusting the properties of existing fields to encourage meaningful data collection.



4. The session will be added to your transcript as a registered session. It will also now appear on your Learner Home Page under Continue Learning.

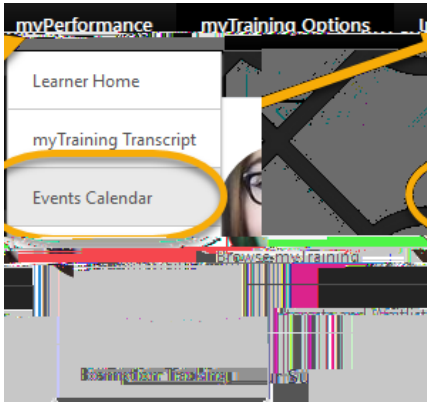


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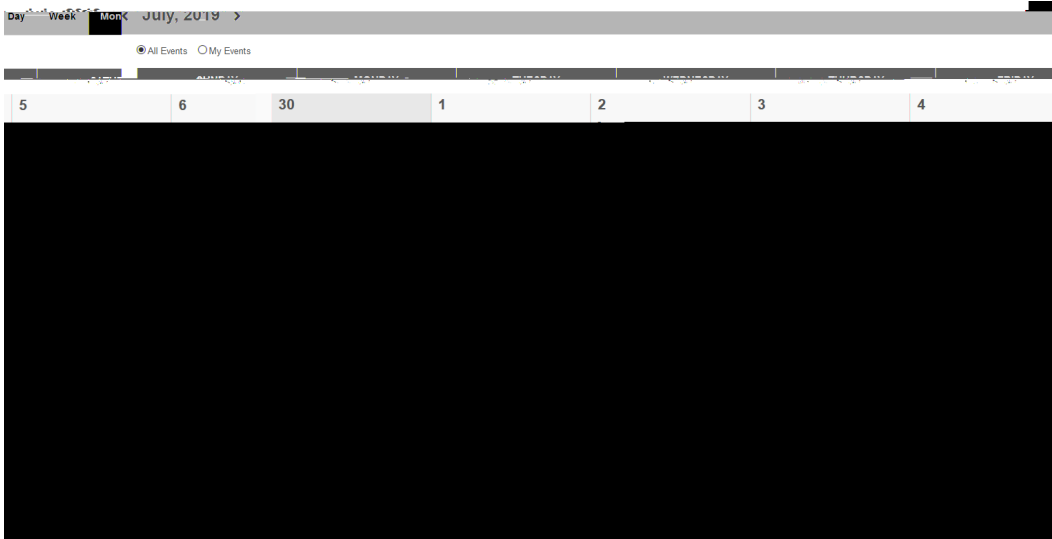
BROWSE FOR SESSION

To browse for possible sessions:

1. In the top menu, hover over myTraining Options.
2. Select Events Calendar.



3. A calendar appears with upcoming sessions. Select the desired session from the calendar. You will be taken to a Training Details page.



4. At the top of the Training Details page, press Request .

