4 days online class & labs

Qdabra Forms Training Class

- 2026 agenda (December 1 - 4, 2026)

Day 1 (Tue 12/1): The new FormsDesigner

1-0: Set up: add a New Form button to a SharePoint library with FormsLauncher, free in the SharePoint Store

1-1: Find and fix any rule: the Rule Inspector, the qRules Command Builder, and renaming a field so every XPath follows it

1-2: Layouts that line up: layout tables with even column and field widths, indents and sections, plus a ribbon you set up for your users

1-3: List forms from the designer: create one, then publish and edit its fields in SharePoint

Day 2 (Wed 12/2): FormsViewer: versions, email and PDF

2-1: Version management: work in a draft with auto-save, publish it, and restore an earlier version

2-2: Email from your forms: email submit, Submit Options and the SendEmail qRules command

2-3: PDF output: several views in one PDF, with attachments shown inline

Demo: a Copilot agent filling in a form from a chat

Day 3 (Thu 12/3): Licensing, security and administration

3-1: Licensing on hosted FormsViewer: your trial, the Manage License page (expiration and form-open usage), renewing online, and what the reminders and grace period mean

3-2: Query Restrictions: write allow rules, cover anonymous forms and secret variables, then turn on enforcement

3-3: Credentials and safe upgrades: envelope encryption, the rebuilt Manage Credentials page, the Security Hardening guide, and testing your forms against this year's XPath changes

Day 4 (Fri 12/4): Central Flows, all day

4-1: A multi-step approval with its own custom email at every step

4-2: Notify and route: Teams messages for the next assignee, and sending a form back to the person who started it (first look)

4-3: The Dashboard: keep form data in sync with the workflow, with due-date badges and summary counts (first look)

Class Details

- Online, December 1 - 4, 2026 (Tuesday - Friday), 7 - 11 AM Pacific
- Free to current users

Technical Requirements

- We use Teams
- Registration links for each day and access to the training site are e-mailed after registration

QDABRA SOFTWARE