Add-ons

- Orders
- Broadcast
- Custom Layouts
- Form
- Form responses
- Script Groups
- Script responses
- Workflows
- Navigations
- Integrations
- Bulk Actions

Orders

Overview

The **Orders** section allows users to view and manage order information generated from packages configured in the system.

When a package is added through **Order Settings**, any order placed for that package is recorded in the **Orders** section. Users can view the details of placed orders and generate order reports when required.

Access Path

Leftside → Add on → Orders

Order Configuration

Before orders can be received, the required package should be added through **Order Settings**.

Once a package is configured, users can place orders for the available package.

View Orders

When an order is placed, its information is displayed in the **Orders** section.

The order details can be used to review the information associated with the placed order.

Reports

The **Reports** option allows users to view or generate reports related to the orders.

To access order reports:

1. Go to **Orders**.
2. Click **Reports**.
3. View the available order report information.

Refresh

The **Refresh** button can be used to refresh the Orders section and retrieve the latest order information.

Order Workflow

The overall order workflow is:

1. Configure the required package in **Order Settings**.
2. Make the package available for ordering.
3. A user places an order for the package.
4. The placed order is recorded in the **Orders** section.
5. Open **Orders** to view the order information.
6. Use **Reports** to review the order report when required.

Broadcast

Overview

The **Broadcasts** section allows users to create and manage broadcast messages. A broadcast can be configured with a title, message, page, and bookmark.

Access Path

Leftside Bar → Add on→ Broadcasts

Create a New Broadcast

To create a new broadcast, use the **New Broadcast** section.

Title

Enter the name or title of the broadcast in the **Title** field.

Message

Enter the message that needs to be broadcast in the **Message** field.

Page

Select the page where the broadcast should be associated or displayed.

The available pages are shown in the **Page** dropdown.

Bookmark

Select the required bookmark from the **Bookmark** dropdown.

Bookmarks can be used to associate the broadcast with a specific bookmarked location or content.

Submit Broadcast

After entering all the required details:

1. Enter the **Title**.
2. Enter the **Message**.
3. Select the required **Page**.
4. Select the required **Bookmark**.
5. Click **Submit**.

The broadcast will be created and added to the **Broadcasts** list.

Broadcasts List

The Broadcasts section displays the created broadcasts in a list.

The list includes:

Field	Description
#	Displays the serial number of the broadcast.
Title	Displays the title of the broadcast.
Created At	Displays the date and time when the broadcast was created.

Search and Refresh

Search

Use the **Search** field to quickly find a specific broadcast from the list.

Refresh

Click **Refresh** to reload the Broadcasts list and view the latest records.

Pagination

When multiple broadcasts are available, use the pagination controls at the bottom of the list:

- **Previous** – Navigate to the previous page.
- **Next** – Navigate to the next page.
- **Page Number** – Open a specific page of broadcast records.

Broadcast Workflow

The basic broadcast workflow is:

1. Navigate to **Broadcasts**.
2. Enter the **Title** and **Message**.
3. Select the required **Page**.
4. Select the required **Bookmark**, if applicable.
5. Click **Submit**.
6. The created broadcast appears in the **Broadcasts** list.
7. Use **Search** or **Refresh** to manage and view the available broadcasts.

Custom Layouts

Overview

The **Custom Layouts** section is used to manage custom layouts for the project. It provides a dedicated area where configured custom layouts can be accessed and managed.

Access Path

Leftside Bar → Add on → Custom Layouts

Custom Layouts Overview

The **Custom Layouts** section displays the available custom layout configurations associated with the project.

Custom layouts can be used when a project requires a layout structure beyond the standard page layouts.

Layout Management

To access Custom Layouts:

1. Navigate to **VirtuBox**.
2. Open **Custom Layouts** from the **Add-ons** section.
3. The **Custom Layouts** panel will be displayed.
4. Manage the available custom layout configurations as required.

Purpose

Custom Layouts provide a dedicated area for handling customized layout structures within the project. This allows layouts to be maintained separately from the standard page configuration.

Form

Overview

The **Forms** section allows users to create and configure forms by adding pages, questions, and different question types. Forms can be configured with various options and rules based on the project requirements.

Access Path

Leftside Bar → Add on→ Forms

Form Configuration

After opening a form, the form configuration screen provides multiple options for managing the form:

- **Draft** – Configure and edit the form.
- **Manage** – Manage the form configuration.
- **After Form Submission** – Configure the behavior after the form is submitted.
- **Form Rules** – Configure rules for the form.
- **Draft Preview** – Preview the form before making it live.
- **Manage Template** – Manage the form template.
- **Make Live** – Publish the latest form changes.

Create Form Pages

A form can contain multiple pages.

To add a new page:

1. Open the required form.
2. Go to the **Draft** section.

3. Click **Add New Page**.
4. Configure the page as required.

Each page can contain multiple questions.

Add Questions

Questions can be added to each form page using the **Add New Question** option.

To add a question:

1. Select the required page.
2. Click **Add New Question**.
3. Select the required **Question Type**.
4. Enter the question details.
5. Configure the available options.
6. Save the question.

Different question types can be configured according to the form requirements.

Question Configuration

The question configuration provides various fields and options depending on the selected question type.

For example, a question can include:

- **Question Type**
- **Question Title**
- **Label**
- **Slug**
- **Options**
- **Reset Label**
- **Shuffle**
- **First Shuffle**
- **Last Shuffle**
- **Only Image**
- **Grid**
- **Width**
- **Hide Header**
- **Required**

The available configuration options may vary depending on the selected question type.

Multiple Choice Questions

For a **Multiple Choice** question, users can add multiple options.

Each option can be configured with:

- Option text
- Option type
- Image, where applicable

Additional options can be added using the **+ Option** button.

The **+ Other** option can also be enabled when users should be allowed to provide an additional response.

Form Preview

The **Draft Preview** option allows users to preview the form before publishing it.

Use the preview to verify:

- Page structure
- Question placement
- Question options
- Form appearance
- Required fields
- Overall form behavior

Make Live

Make Live is mandatory after any changes are made to the form.

Whenever you add, remove, or modify any page, question, option, or form configuration, click **Make Live** to publish the latest changes.

> **Important:** If the form changes are not made live, the latest changes will not be reflected in the live form.

Recommended Workflow

1. Make the required changes in **Draft**.
2. Review the changes using **Draft Preview**.
3. Click **Make Live**.
4. Verify the updated form.

Form Submission

The **After Form Submission** section can be used to configure what happens after a user submits the form.

Configure the required post-submission behavior according to the project requirements.

Form Rules

The **Form Rules** section allows users to configure rules and conditions for the form.

Rules can be used to control form behavior based on the configured requirements.

Form Workflow

The general form configuration workflow is:

1. Open **Forms**.
2. Select the required form.
3. Create or configure form pages.
4. Add questions to each page.
5. Configure question types and options.
6. Configure **Form Rules** and **After Form Submission**, if required.
7. Review the form using **Draft Preview**.
8. Click **Make Live**.
9. Verify the changes in the live form.

> **Note:** Always click **Make Live** after making any changes to ensure the latest form configuration is published.

Form responses

Overview

The **Form Responses** section allows users to view and manage responses submitted through the configured forms. Users can filter responses based on tags, forms, and response type.

Access Path

Leftside Bar → Add on→ Form Responses

Form Responses Overview

The Form Responses section provides filters and options to help users find specific form submissions.

Available Filters

Filter	Description
Tags	Filter responses based on the selected tag.
Forms	Filter responses for a specific form.
Type	Filter responses based on their status/type.
Search	Search for a specific response or record.

The **Type** filter provides the following options:

- **Live** – View responses submitted through the live form.
- **Test** – View responses generated during form testing.

Response List

The response list displays information about submitted forms.

Available columns include:

- **#** – Serial number of the response.
- **Form** – Name of the form from which the response was submitted.
- **Created At** – Date and time when the response was created.
- **Type** – Indicates whether the response is **Live** or **Test**.
- **Source** – Displays the source of the submission.
- **Submit Time** – Displays the time when the form was submitted.
- **User Name** – Displays the name of the user who submitted the form.
- **Tags** – Displays tags associated with the response.

Refresh

Click **Refresh** to reload the Form Responses section and retrieve the latest response records.

Show Entries

The **Show Entries** dropdown allows users to select how many response records should be displayed in the list.

Search Responses

Use the **Search** field to quickly find a specific form response.

Filter Form Responses

To filter responses:

1. Open **Form Responses**.
2. Select the required **Tag**, if applicable.
3. Select the required **Form**.
4. Select the required **Type**:
   - **Live**
   - **Test**

5. Use the **Search** field if required.
6. Review the filtered response records.

Pagination

When multiple response records are available, use the pagination controls:

- **Previous** – Navigate to the previous page of responses.
- **Next** – Navigate to the next page.
- **Page Number** – Open a specific page directly.

Form Response Workflow

1. Create and configure the required form under **Forms**.
2. Make the form **Live** when the configuration is ready.
3. Users submit the form.
4. Submitted responses are recorded in **Form Responses**.
5. Use **Tags**, **Forms**, and **Type** filters to find specific responses.
6. Review the response details from the response list.

Script Groups

Script responses

Workflows

Overview

A beginner-friendly guide to creating and configuring a workflow, from the first setup to stage forms.

Access Path

- **Leftside Bar -> Add Ons -> Workflows**

Before You Begin

What is a workflow?

A workflow is a process that a record moves through, one stage at a time. For example, a request may start in **New**, move to **Approved** or **Rejected**, and then be closed. Each stage can show its own form and can have its own rules about who sees it.

What you will build:-

By the end of this guide you will have a workflow with:

- a title and a published status,
- database columns that store the data,
- stages in the correct order,
- a form attached to each stage,
- access rules that control who can see which records,
- a display view (a listing of the columns users see).

Where the settings live:-

- Everything is configured on the **Workflows** page and inside a single workflow. Inside a workflow you will see these top-level tabs:

Tab	What it is for
Tasks	Working records created by the workflow

Tab	What it is for
Content	The main configuration area (most of this guide)
Stages	Creating and editing stages
Inputs	Extra workflow inputs
Triggers	Automatic actions
Templates	Workflow templates

The **Content** tab has its own sub-tabs, in this order: **Manage**, **Creator**, **Database Column**, **Config**, **Models**, **Access**, **Input Forms**, **Input Orders**, **Display**.

> **Note on labels.** Labels in this guide come from the Workflow screens. If your installation uses a different language pack or a customised label, the position of the tab or button will still match.

The Journey at a Glance

Step	What you do	Where
1	Plan the workflow flow	On paper or in a document
2	Create the stage forms	Forms module
3	Create the workflow	Workflows page → Add New
4	Create database columns	Content → Database Column
5	Configure the input forms	Content → Input Forms
6	Configure access	Content → Access (and Config)
7	Configure the display	Content → Display
8	Create the stages	Stages tab
9	Attach forms to stages	Content → Creator and Input Forms
10	Validate everything	Whole workflow

> **Important order tip.** The **Choose Workflow Stage** list in **Input Forms** stays empty until the stages exist. If you want to finish Step 5 in one go, create your stages (Step 8) right after Step 3. Otherwise, do Step 5 as far as you can, then return to finish it after Step 8. The final result is the same.

Step 1: Plan the Workflow Flow

Purpose. A workflow is much easier to build when you know the path before you start clicking. This step has no screen. It is your plan.

What to do

1. Write down the name of the process (for example, *Leave Request*).
2. List the stages in the order a record should move through them, for example: **New → In Review → Approved / Rejected → Closed**.
3. For each stage, note:
   - what information must be collected (this becomes the stage form),
   - who should be able to see it,
   - whether it is a final stage (this is the **Closed** setting on the stage).
4. List all the pieces of data the workflow must remember (for example, *Employee Name*, *Start Date*, *Days Requested*). These become database columns in Step 4.

Tip. Keep stage names short and clear. Users see them every day.

Validation check

- ☐ Every stage has a clear name and purpose.
- ☐ You know which stage is the first one and which are final.
- ☐ Every piece of data has a name and a type (text or number).

Common mistake. Skipping the plan and adding stages later in the wrong order. Reordering is harder than getting it right the first time.

Step 2: Create the Stage Forms

Purpose. Each stage shows a form to the user. These forms must exist before you can attach them to the workflow.

What to do

1. Open the module where forms are created in your project (the same list that feeds the **Select Form** drop-down later in this guide).
2. Create one form for each stage that needs one. For example: a *New Request* form, a *Review* form, an *Approval* form.
3. Add the fields and input elements each stage needs (text fields, numbers, dates, drop-downs, and so on).

4. Give each form a clear **Title**. You will pick forms by title later, so avoid duplicates such as "Form 1" and "Form 2".
5. Save each form.

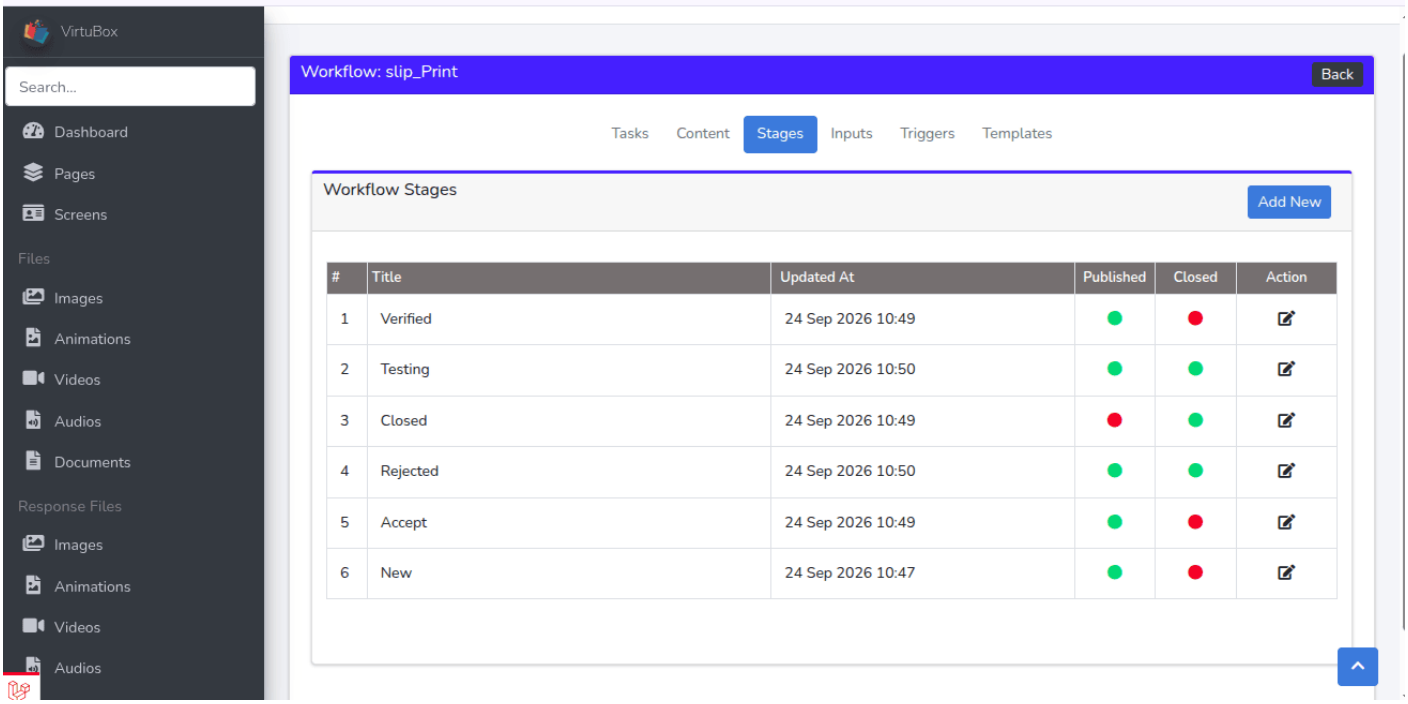
Why it matters. The workflow only lists forms that already exist in the project. A form you have not created will not appear in the drop-down.

Validation check

- ☐ One form exists for every stage that needs one.
- ☐ Form titles are unique and descriptive.
- ☐ Every field you need to save has a clear name, because you will map these to database columns in Step 5.

Common mistake. Creating the workflow first and then discovering the forms are missing. Create the forms before you configure the workflow.

> ![Forms list showing all stage forms]



Step 3: Create the Workflow

Purpose. This creates the empty workflow container that all other settings belong to.

What to do

1. Open the **Workflows** page. You will see a table with the columns **#**, **Title**, **Updated On**, **Published** and **Action**. You can use **Search** and **Show Entries** to find workflows, and **Refresh** to reload the list.
2. Click **Add New**.
3. In the **Add New Workflow** window, type the workflow name in **Title** (maximum 100 characters).
4. Click **Save**. (Use **Close** to cancel.)
5. A message confirms that the new workflow was added. It now appears in the list.
6. Open the workflow from the **Action** column. The page heading shows **Workflow: your title**, with a **Back** button to return to the list.

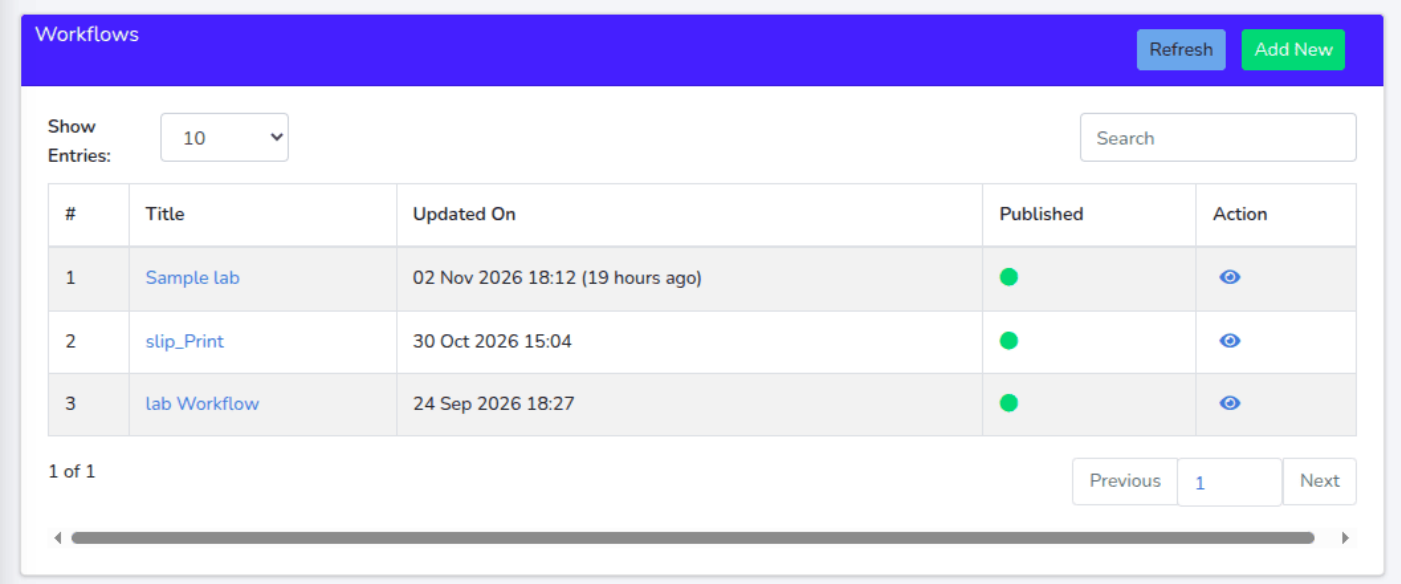
Validation check

- ☐ The workflow appears in the **Workflows** list.
- ☐ Opening it shows the tabs **Tasks**, **Content**, **Stages**, **Inputs**, **Triggers** and **Templates**.

Common mistakes

- Leaving **Title** empty. It is required and the workflow will not be created.
- Using a very long title. The limit is 100 characters here, and the **Manage Title** field on the **Content** tab allows 70, so keep titles short.

> ![the Workflows list with the Add New button]



)

Step 4: Configure the Content Tab and Database Columns

Purpose. Database columns are the "storage boxes" for your workflow data. Every value the workflow remembers must have a column.

4a. Open the Content tab and check Manage

1. Inside your workflow, click the **Content** tab.
2. The first sub-tab, **Manage**, is already open. Here you can:
   - change the workflow name under **Manage Title** and click save,
   - switch the **Published** button. Green means the workflow is published, red means it is not. Click it to change the status.

Tip. Leave the workflow unpublished while you are building it, and publish it after you finish Step 10.

4b. Create the database columns

1. Click the **Database Column** sub-tab.
2. For each piece of data, fill in one row:
   - **Type**: choose **Text** or **Number**.
   - **Path**: the internal name where the data is stored. The example shown in the field is `profile.name`. Use lowercase words joined with dots, for example `leave.start_date`.
   - **Title**: the friendly name users will see, for example *Start Date*.
3. Add more rows if you need more columns.
4. Click **Save**.

Why it matters. The columns you create here are the options you pick later in **Input Forms** (**Select Data Column**), **Display** and **Access**.

Validation check

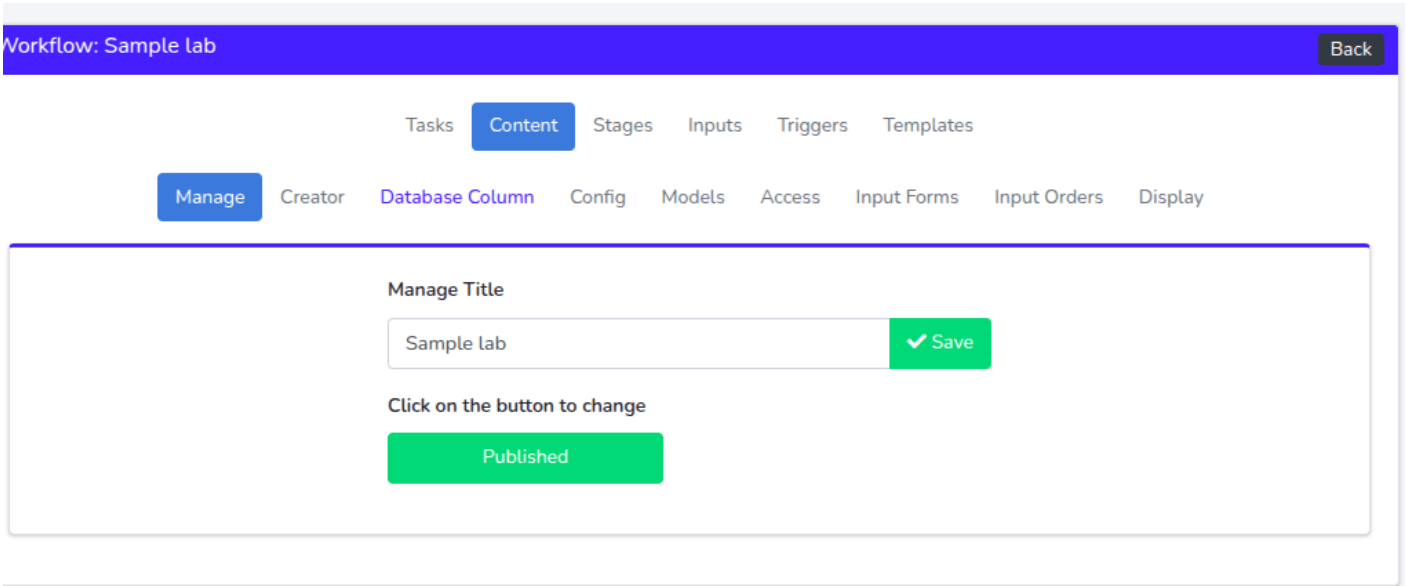
- ☐ Every field you plan to save has a column.
- ☐ Each **Path** is unique and has no spaces.
- ☐ You clicked **Save** and the columns are still there after you refresh the page.

Common mistakes

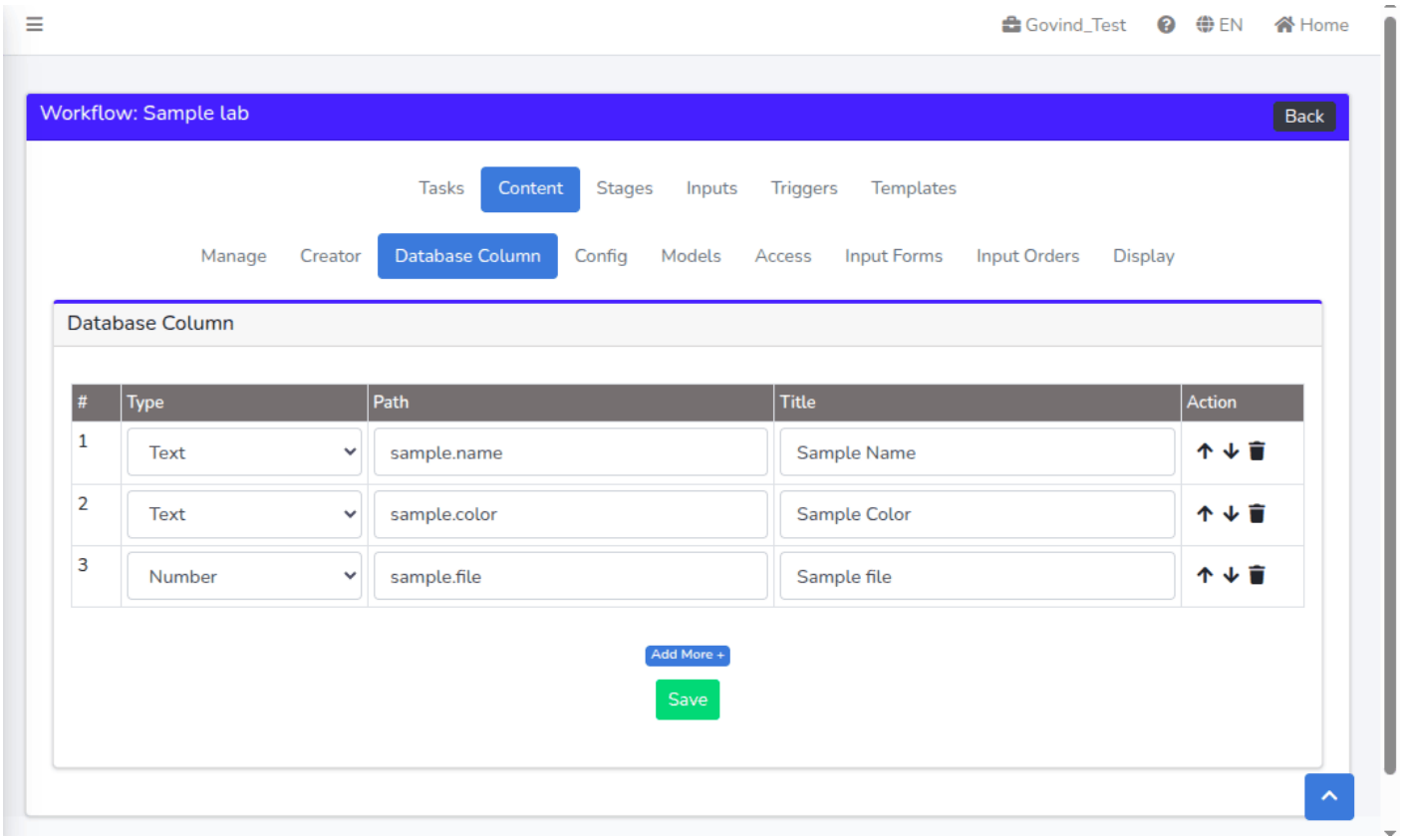
- Forgetting to click **Save**. The rows are lost if you leave the page.

- Choosing **Text** for something you need to calculate or compare as a number (such as *Days Requested*).
- Changing a **Path** after data has been saved. Plan your paths carefully.

> ![Content tab with the sub-tabs visible]



> ![Database Column rows with Type, Path and Title filled in]



Step 5: Configure the Input Forms

Purpose. An **Input Form** connects a form to a stage and tells the workflow which form field goes into which database column. It also sets the title of the task created for that stage.

What to do

1. Open **Content → Input Forms**. The table shows **Form**, **Task Title**, **Workflow Stage** and **Action** for each entry already added.
2. Click **Add New**. The **Add Input Form** window opens.
3. Fill in the window:
   - **Choose Form**: pick the form from Step 2 (**Select Form**).
   - **Task Title**: the title of the task. You can type `@` to get suggestions of values to insert.
   - **Choose Workflow Stage**: pick the stage this form belongs to (**Select Workflow Stage**).
   - **Data / Value**: for each row, choose a **Data** column (**Select Data Column**) and set its **Value**, using `@` to pick the form field that supplies the data.
   - **Model / Value**: if your workflow uses models, map them in the same way.
4. Click **Add** (or **Update** when editing).
5. Repeat for every form and stage combination.

Row actions in the table

- □□ **View** shows the **Input Form Info** (form, title, stage, data and models).
- ✏ **Edit** opens the same window to change it.
- □□ **Delete** removes the entry.

About Input Orders. The **Input Orders** sub-tab works the same way, but for order items (**Choose Order**, **Title**, **Choose Workflow Stage**). Use it only if your workflow handles orders.

Validation check

- ☐ Every stage that collects data has an Input Form entry.
- ☐ Every important form field is mapped to a database column.
- ☐ Use the □□ icon to confirm the **Input Form Info** looks right.

Common mistakes

- The **Choose Workflow Stage** list is empty because stages are not created yet. Create stages first (Step 8), then return here.
- Mapping two different form fields to the same column, which overwrites data.
- Leaving a required field unmapped, so the data is never saved.

- Choosing the wrong stage, so the form shows up at the wrong point in the process.

> ![Input Forms table]



Step 6: Configure Access Permissions

Purpose. Access rules decide who can see which workflow records. Without them, users may see too much, or nothing at all.

6a. Config: which status groups a user type can see

1. Open **Content → Config**.
2. Under **Access User Type**, you will see three buttons: **New**, **Approved** and **Rejected**.
3. Click a button to switch it on or off. A highlighted button means that status is included. (The buttons show "Click to change status" when you hover.)

6b. Access: rules based on data

1. Open **Content → Access**. The table shows **Access Key** and **Action** for each rule.
2. Click **Add New**. The **Access** window opens.

3. Fill in:
   - **Access Key**: a name for the rule, for example `own_records`.
   - **Conditions**: for each condition set a **Key** (the column to check), an **Operation** (such as equals, not equals, starts with, ends with, in a list, less than, or greater than), and the **Value** (or **Value's** for list-type operations).
4. Click **Save**.

Why it matters. These rules protect data. For example, a rule can limit a manager to records whose *Department* equals their own department.

Validation check

- ☐ Each user group that should see records has a matching rule.
- ☐ The **Key** in each condition is a real column from Step 4.
- ☐ You tested with a user who should have access, and one who should not.

Common mistakes

- Switching on every status in **Config** without thinking, which exposes records to the wrong users.
- A typo in **Key**, which makes the rule match nothing.
- Using the wrong **Operation** (for example *equals* when you meant *in a list*).

Step 7: Configure the Display

Purpose. The display decides which columns users see in the workflow list view.

What to do

1. Open **Content → Display**. The table shows **Title**, **Columns** and **Action**.
2. Click **Add New**. The **Display** window opens.
3. Enter a **Title** for the view (for example *Open Requests*).
4. Under **Columns**, choose each column from **Select Data Column**. Add more rows for more columns.
5. Click **Save**.
6. Use the ⬆ and ⬇ arrows in the **Action** column to change the order of the display entries. Use ✏ to edit and ◫ to delete.

Validation check

- ☐ The columns users need to scan quickly are included (for example *Employee Name*, *Start Date*).

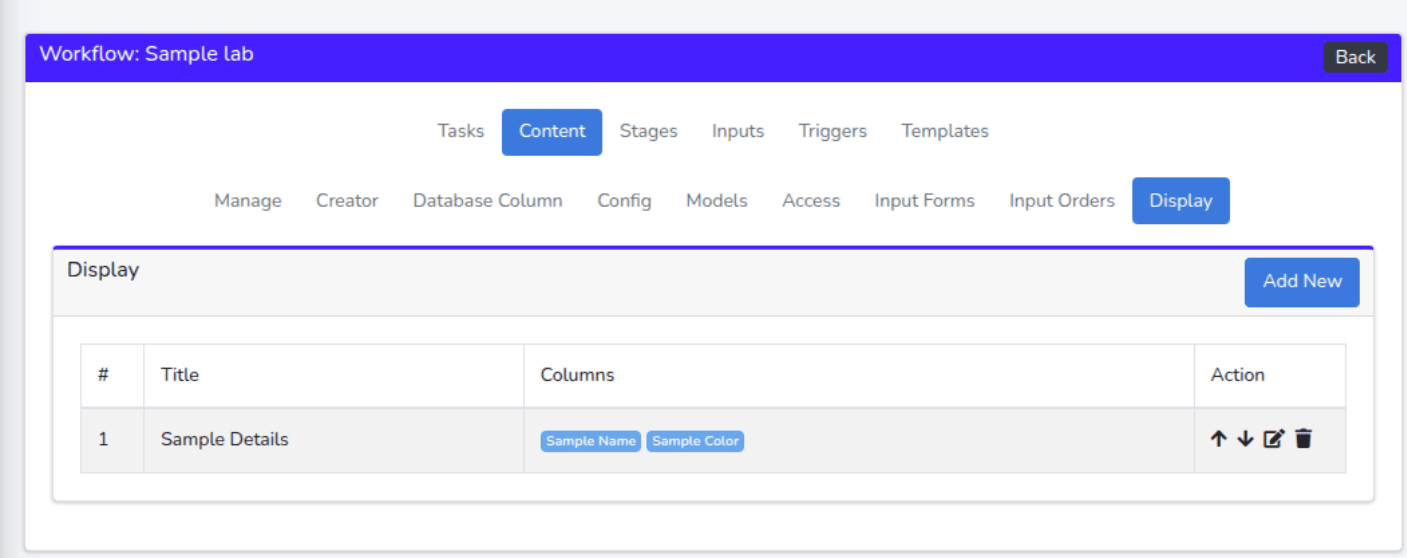
- [ ] The order is sensible, with the most important column first.

Common mistakes

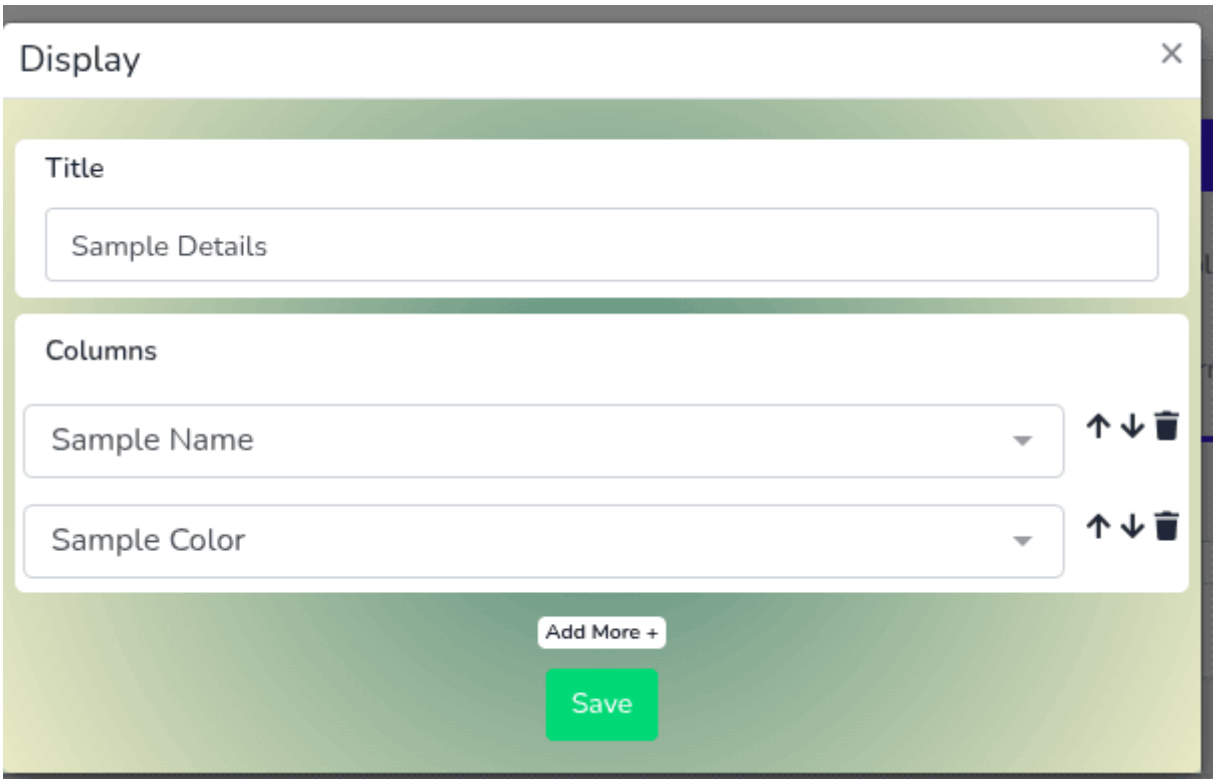
- Showing too many columns, which makes the list hard to read. Keep it to what people really need.
- Forgetting to create columns first. The **Select Data Column** list only shows columns from Step 4.

> ![Display table]

[



> ![Display window with column selectors]



Step 8: Create and Configure All Workflow Stages

Purpose. Stages are the steps a record moves through. Their order is the order of your flow.

What to do

1. Open the **Stages** tab (this is a top-level tab of the workflow, next to **Content**).
2. You will see **Workflow Stages** with the columns **#**, **Title**, **Updated At**, **Published**, **Closed** and **Action**.
3. Click **Add New**. In the **Add New Workflow Stage** window, enter a **Title** (maximum 100 characters) and click **Save**.
4. Repeat for every stage in your plan from Step 1, **in order**. Start with the first stage (for example **New**).
5. To change a stage, click ✏ in the **Action** column. The **Edit Stage** window has:
   - **Stage Title** (required),
   - **Stage Slug** (required, a short internal name),
   - **Published** checkbox,
   - **Closed** checkbox, for final stages,
   - an **Update** button.
6. You can also click the coloured dot in the **Published** or **Closed** column to switch it quickly. Green means on, red means off.

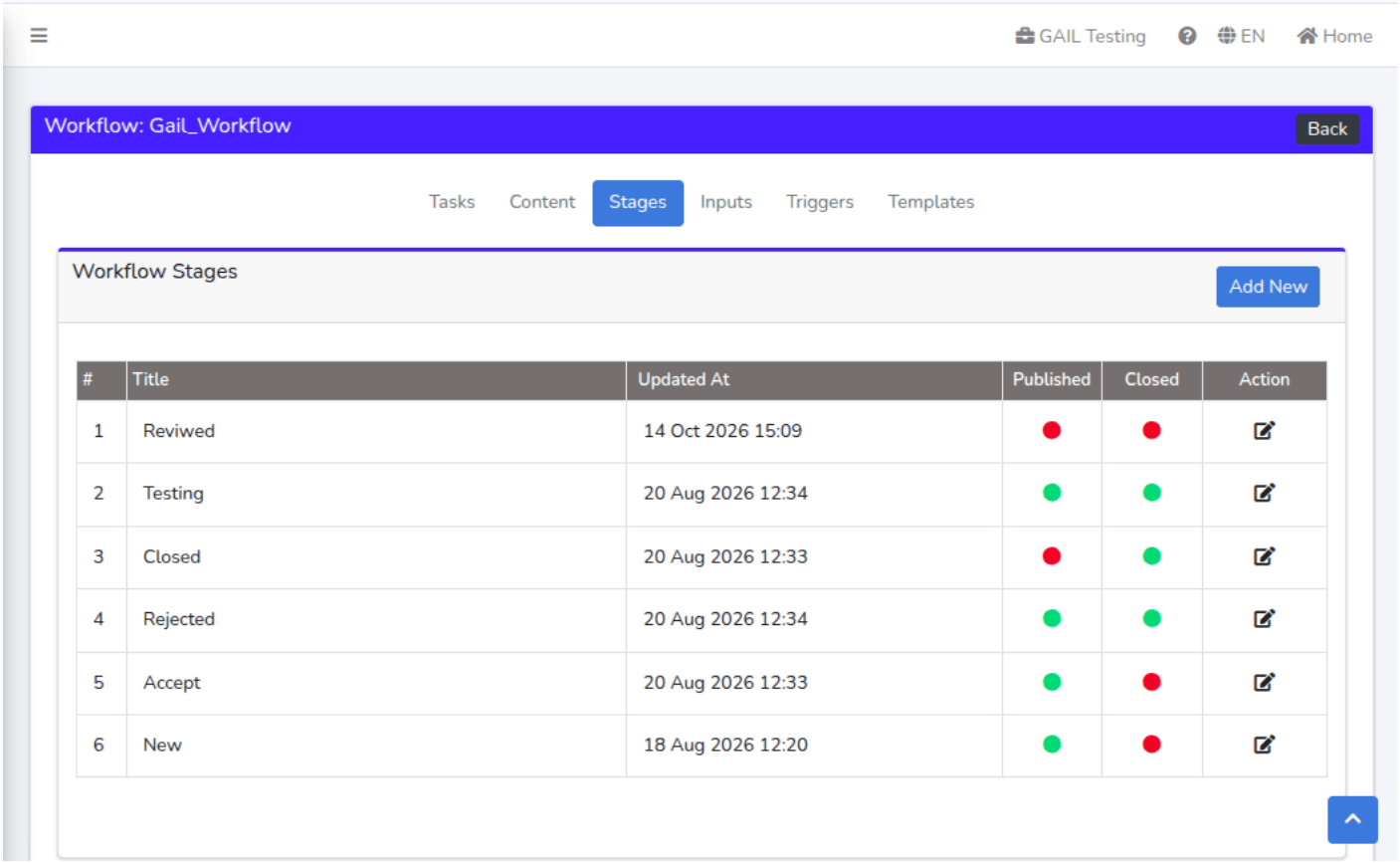
Validation check

- ☐ The numbered list in **#** matches your plan from Step 1.
- ☐ Every stage that users should reach is **Published** (green).
- ☐ Final stages (such as Approved, Rejected, Closed) have **Closed** switched on, and no other stage does.
- ☐ Every stage has a **Stage Slug**.

Common mistakes

- Leaving a stage unpublished (red), so records cannot reach it.
- Marking a middle stage as **Closed**, which ends the process too early.
- Creating stages in the wrong order.
- Leaving **Stage Slug** empty. The update will fail with "Please fill all required fields".

> ![Workflow Stages table with the Published and Closed dots]



Step 9: Assign Forms to Workflow Stages

Purpose. This makes sure that when a user enters a stage, the right form appears.

What to do

1. Open the workflow's **Content** tab, then the **Creator** sub-tab.
2. In the **Forms** card, open the **Select Form** drop-down and choose the form for the first stage (for example the form for the **New** stage).
3. Click **Add**. The form appears as a tag below the drop-down.
4. Repeat for every other stage form you need.
   - To remove a form, click **delete** next to its tag.
   - A form that is already added cannot be added twice. You will see the message "Form already added in workflow!".
5. Go to **Content → Input Forms** and make sure each form is linked to its stage in **Choose Workflow Stage** (see Step 5). The **Workflow Stage** column in the table should show the right stage for every form.

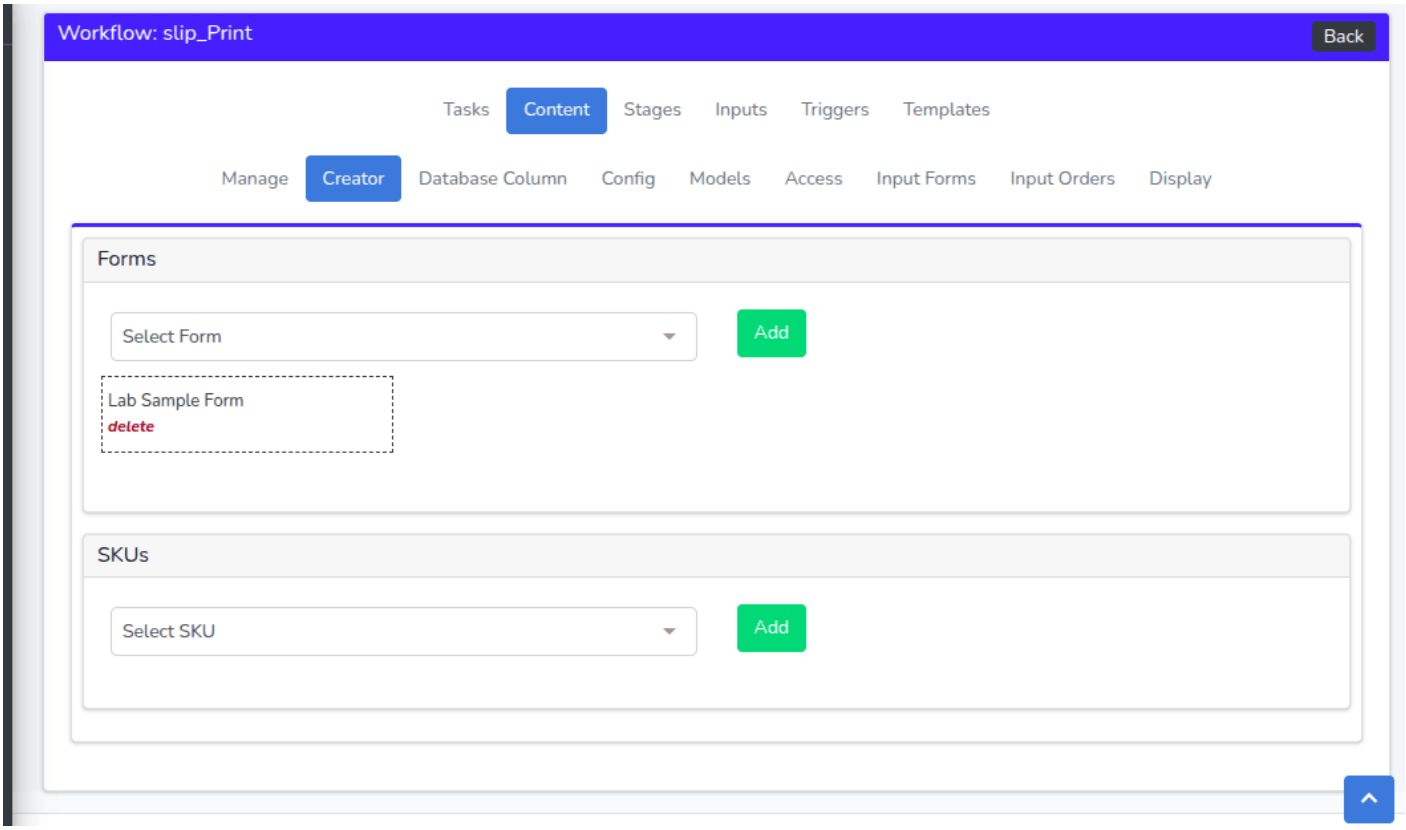
Validation check

- ☐ Every stage form appears as a tag in the **Creator** tab's **Forms** card.
- ☐ In **Input Forms**, every form row shows the correct **Workflow Stage**.
- ☐ The first stage (**New**) has its form assigned.

Common mistakes

- Adding the form in **Creator** but forgetting to link it to a stage in **Input Forms**.
- Linking the right form to the wrong stage.
- Clicking **Add** without choosing a form (you will see "Select workflow form!").

> ![Creator tab with Select Form, the Add button and form tags]



Step 10: Validate the Complete Workflow

Purpose. Confirm that everything is connected before real users start.

10a. Review each part

Area	Where to check	What you should see
Title and status	**Content → Manage**	Correct title, **Published** set as intended
Forms	**Content → Creator**	All stage forms listed
Columns	**Content → Database Column**	All columns present with the right **Type**
Access	**Content → Config** and **Access**	Rules for each user group
Input forms	**Content → Input Forms**	Every form linked to a stage
Display	**Content → Display**	The right columns in the right order
Stages	**Stages** tab	Correct order, **Published** and **Closed** set correctly

10b. Test the flow

1. Publish the workflow (**Content → Manage → Published**, green).
2. Create a test record in the first stage (**New**) and check that the right form appears.
3. Fill in the form with sample data and save.
4. Move the record to the next stage. Check that the correct form appears for that stage.
5. Continue until you reach a final stage (**Closed**).
6. Open the **Tasks** tab and check that your test record appears with the right columns.
7. Sign in as a different user type (one with access and one without) and confirm the permissions work as expected.

10c. Final checklist

- ☐ Every stage has the correct form.
- ☐ Data entered in each form shows up in the correct column.
- ☐ The display view shows the columns you chose.
- ☐ Users see only the records they should.
- ☐ Final stages are marked **Closed**.
- ☐ Test records are deleted or marked clearly before launch.

Expected Outcome

When you finish, the workflow is fully configured: stages, forms, database columns, permissions and display settings are all connected. Users can create records, see the right form at every stage, and move records through the process from **New** to the final stage.

Quick Troubleshooting

Problem	Likely cause	Fix
A form is not in the **Select Form** list	The form was not created or saved	Create it in Step 2, then refresh
Choose Workflow Stage is empty	No stages exist yet	Create stages in the **Stages** tab
Data is not saved	Form field not mapped to a column	Check **Data / Value** in **Input Forms**
Users cannot see records	Access rule or **Config** status is missing	Review **Config** and **Access**
Record cannot reach a stage	Stage is not **Published**	Turn on the green dot in **Stages**

Problem	Likely cause	Fix
Record stops too early	A middle stage is marked **Closed**	Turn **Closed** off for that stage
Column missing from **Display**	Column not created or not saved	Create and **Save** it in **Database Column**

Glossary

- **Workflow**: the full process a record moves through.
- **Stage**: one step of the process (for example **New**).
- **Stage Slug**: the short internal name of a stage.
- **Database Column**: a place that stores one piece of workflow data.
- **Path**: the internal address of a column, such as `profile.name`.
- **Input Form**: the link between a form, a stage and the columns that store its data.
- **Access Key**: the name of an access rule.
- **Display**: the set of columns shown in the list view.
- **Published**: the item is live and available to users.
- **Closed**: a final stage that ends the process.

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