



Tutorial -

Publishing a form to Nintex Live

Contents

About this tutorial.....	3
Getting Started	4

About this tutorial

This tutorial will describe how to create a SharePoint list form with Nintex Forms 2010 and publish it to Nintex Live. Nintex Live Forms is an internet form hosting service that allows forms to be accessed by mobile or external users.

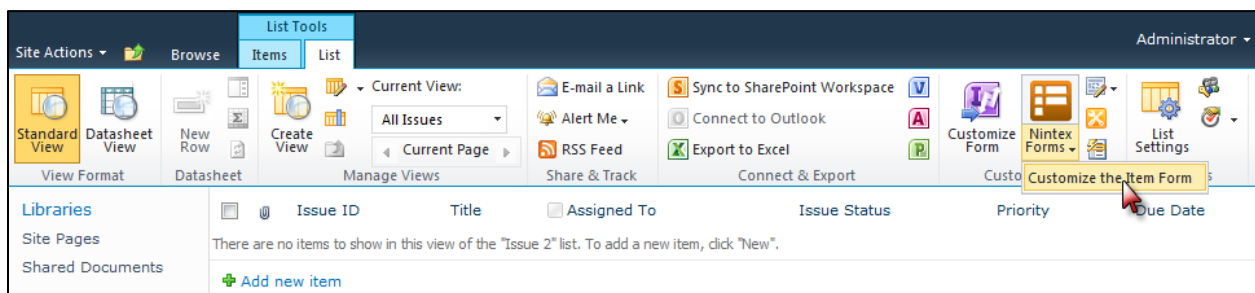
This tutorial assumes the following:

1. The user has basic knowledge of how to design SharePoint list forms using Nintex Forms 2010. If you are new to Nintex Forms 2010, we recommend the following tutorials:
 - a. [How to design a SharePoint list form](#)
 - b. [How to design a Nintex Workflow start form](#)
2. The Nintex Live Forms feature has been installed and configured to allow anonymous forms submission on Nintex Forms 2010. Please refer to the Nintex Forms 2010 Help files for further information on how to install and configure Nintex Live Forms.

Getting Started

Open the Nintex Forms designer.

1. Navigate to the SharePoint List to be used for this tutorial.
2. Select the **List** tab in the **List Tools** Ribbon.
3. Click on **Nintex Forms** in the Ribbon.



4. A default form design containing the available columns will automatically be generated when the list form is edited with Nintex Forms for the first time.

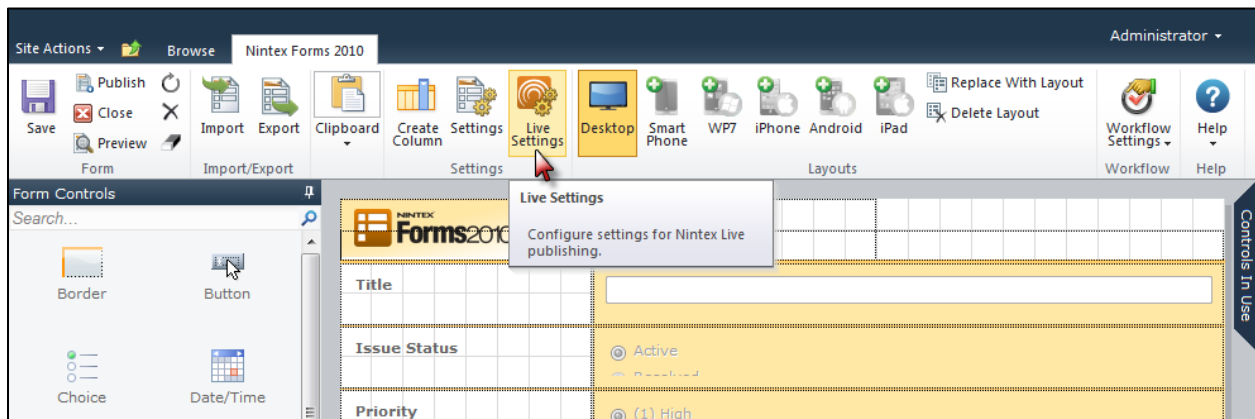
Optional step: Redesign the form by adding, removing or rearranging controls and making changes to control and form settings; or accept the default design and proceed to the next step.

Important Note: The following controls are not supported and will not appear in Nintex Live

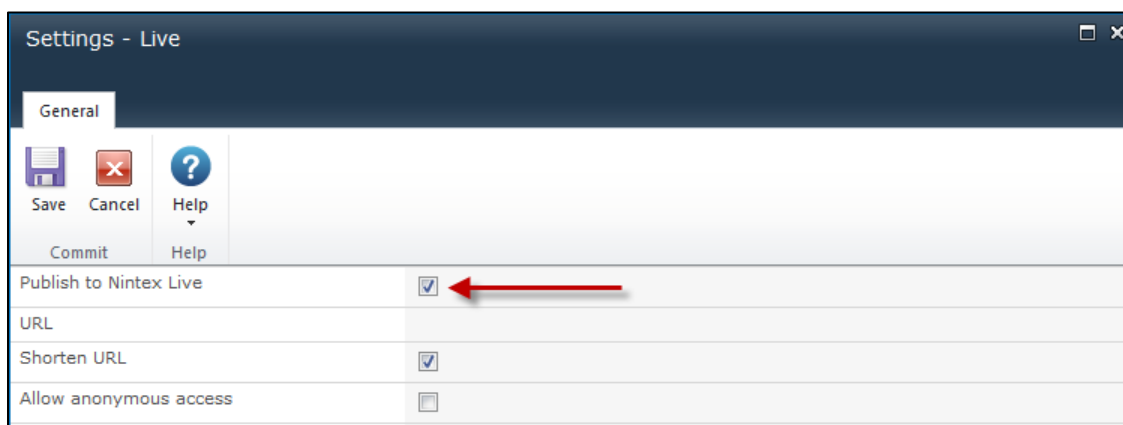
- People
- List Attachments
- List Item
- List Lookup
- List View
- Workflow Diagram

Nintex Forms 2010: Tutorial – Publishing a form to Nintex Live

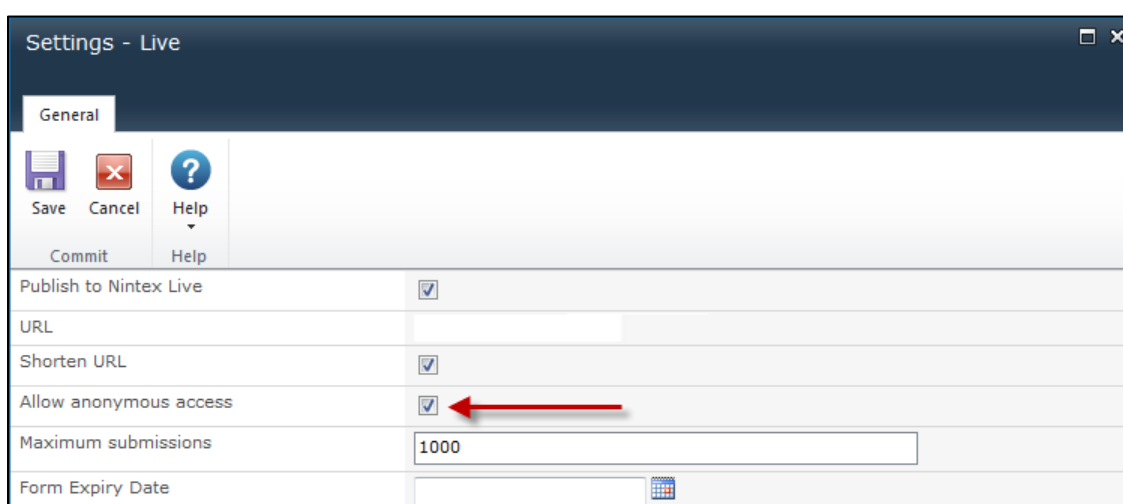
- Before publishing the form, click **Live Settings** in the **Nintex Forms 2010** Ribbon.



- In the **Live Settings** dialog, select the **Publish to Nintex Live** option. Additional Nintex Live options will appear.



- Select the **Allow anonymous access** option. This will enable users to view and submit the form anonymously.



Note: You can leave the other options with the default values.

Nintex Forms 2010: Tutorial – Publishing a form to Nintex Live

8. Click **Save**. The form is now ready to be published to Nintex Live.
9. In the **Nintex Forms 2010** Ribbon, click the **Publish** button.
10. Click **Publish** in the **Confirm publishing** dialog.

Note: If the form contains any controls that are not supported in Nintex Live, a warning message will display in the Confirm publishing dialog. The form will still be published to Nintex Live but the unsupported controls will not be displayed.

11. The **URL** of the published form in Nintex Live will be displayed in the **Publish completed** dialog. This link can be provided to users so they can view and submit the form.

Important Note: Shortened URLs are case-sensitive.

