

Designing a Form

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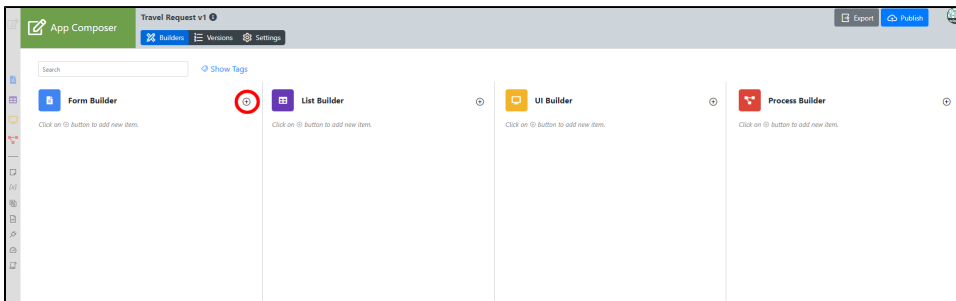


Previous step

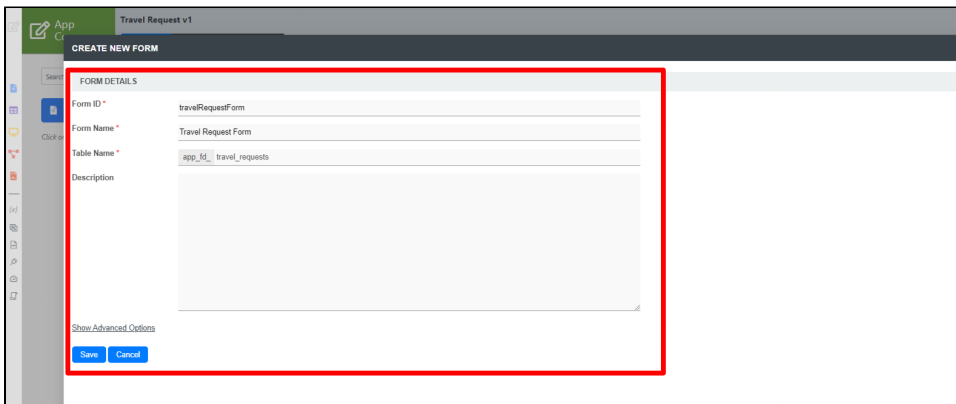
Make sure that you have first completed the previous tutorial - [Designing a New App](#)

Create a New Form






1. In the **Design App** page, click on the + button along the top to create a form.



2. Key in the details of the new form.



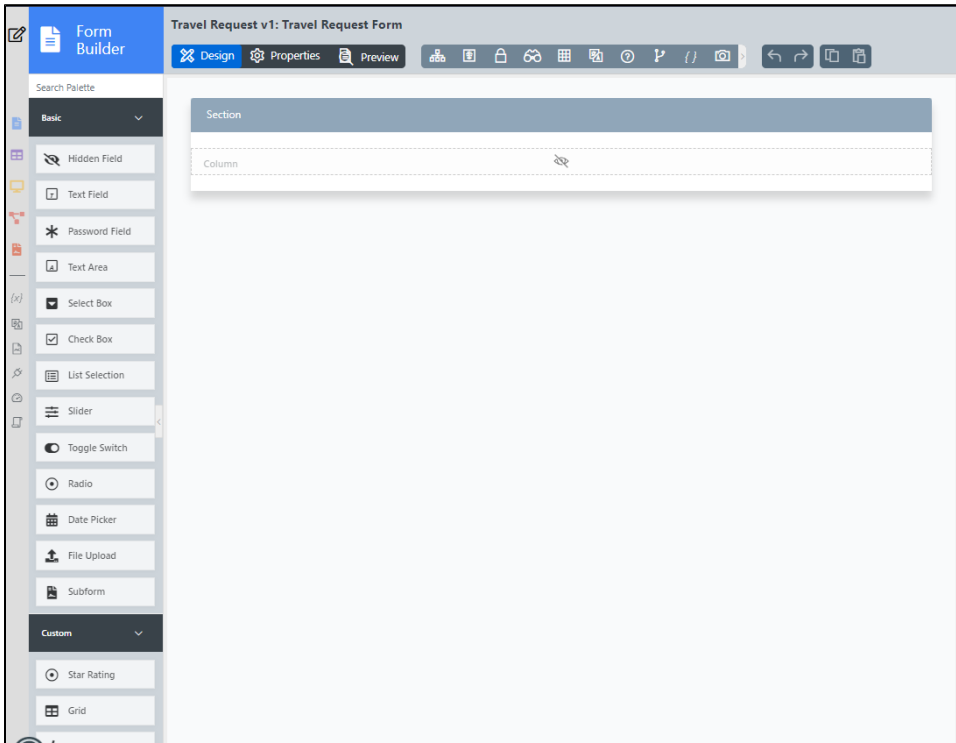
Name	Description
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Form ID	<p>Unique ID to represent this entity.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p> Naming convention</p> <p>A standard naming convention is highly recommended to be used across the development of your App to maintain consistency and ease maintenance works.</p> <p>Camel case naming convention is recommended for this field.</p> <p>Example: travelRequestForm</p> </div> <div style="border: 2px solid #f00; padding: 10px;"> <p> Reserved IDs</p> <p>Do not use the following reserved IDs as ID of Form, Section and Field. "appld, appVersion, version, userviewId, menuId, key, embed".</p> </div>
Form Name	<p>Name to represent this entity.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> Example</p> <p>Travel Request Form</p> </div>
Table Name	<p>The database table name to store the form data.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p> Naming convention</p> <p>As the table name is related to the database, we highly recommend the use of database naming conventions, e.g. travel_requests</p> </div> <div style="border: 1px solid #008000; padding: 10px; margin-top: 10px;"> <p> Note that different forms can share data by pointing to the same table name.</p> </div>
Description	<p>Entity description.</p>
Duplicate form settings and elements from	<p>With the above information filled up, one can choose to clone the design from existing Form entity.</p>

3. Click on **Save** to save the form and launch the **Form Builder** in a **new window**. If your browser blocks the popup, click on the form name to launch it.

Design the form

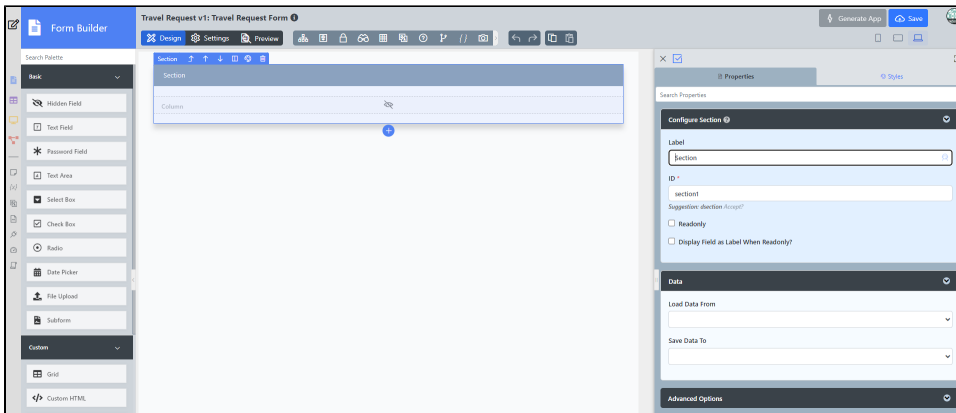
1. The first step in the Form Builder is the **Design Form** page. On the **left** is the **palette** containing available **form elements**. In the **middle** is the **canvas** containing one or more **sections**, and each section may contain one or more columns.



2. When you mouseover a section header (or any form element), buttons appear giving you options.



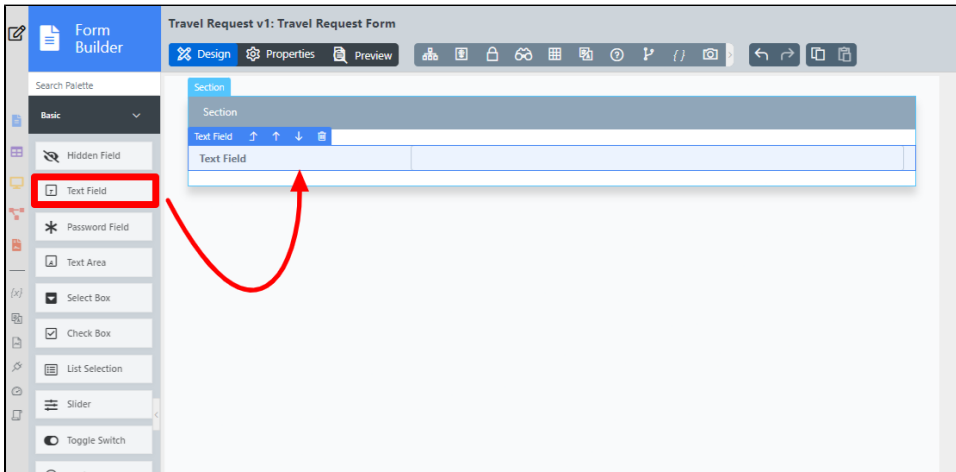
3. Click on **Edit Section**. This opens a **Property Editor** showing properties that you can modify. Each form element has different properties that can be configured.



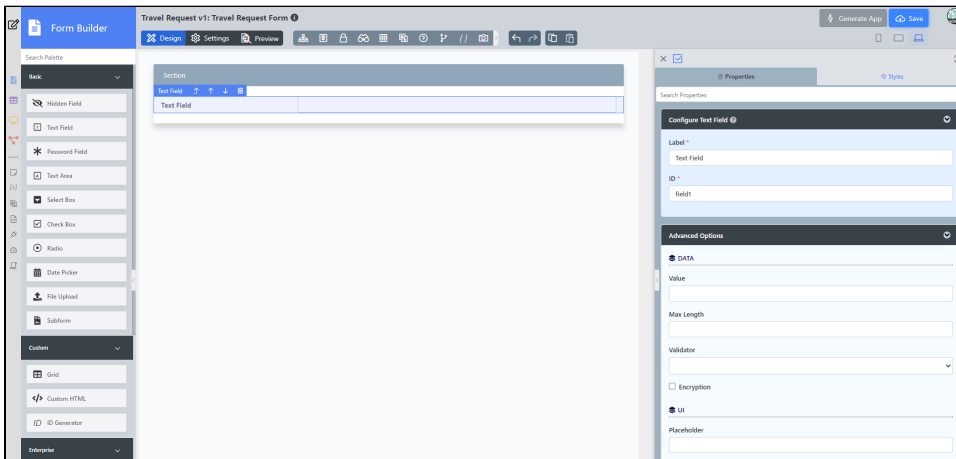
4. Click on the **OK** at the bottom to save the property changes.

5. You can add sections using **Add Section**, and move sections around by dragging.

6. Drag form elements from the palette into any section.



7. Click on any form element to see the **Property** options, and to view the configured details.



8. At any time, you may preview the form by clicking on the large **Preview** button at the top.

9. Once you have finished designing the form, click on the large **Save** button at the top and you will receive confirmation that the form is saved. You may then continue to design the form, or close the Form Builder window.