# Designing a Form

1. In the App design page, click on the **Create New Form** button along the top.
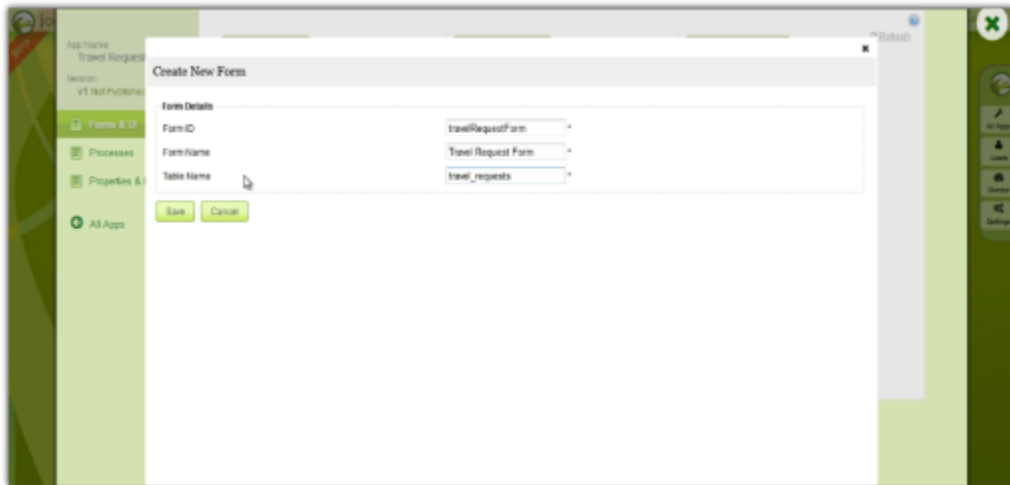


2. Key in the details of the new form.
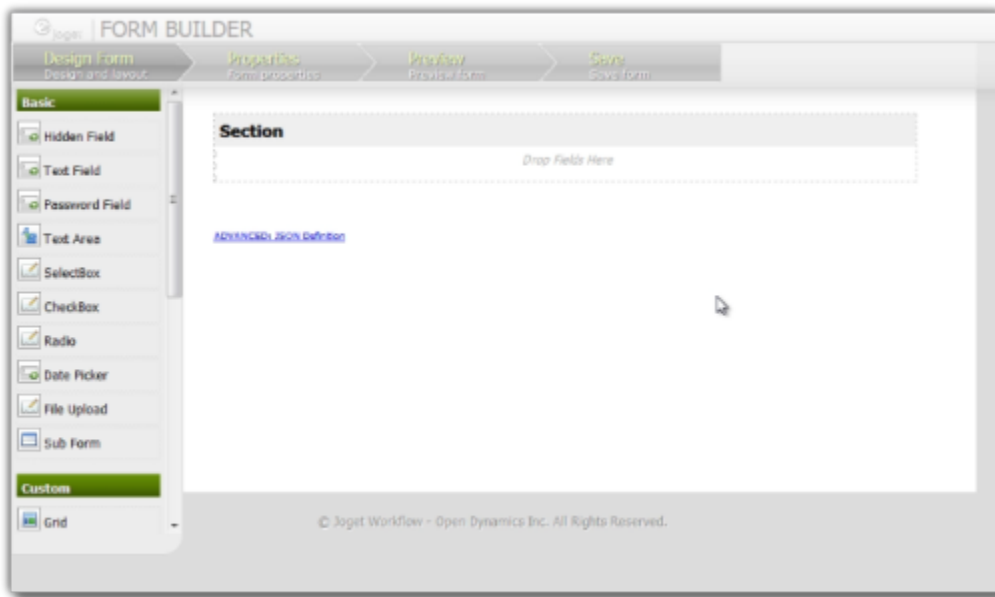
**Form ID**: A short and unique ID for each form (no spaces) e.g. **travelRequestForm**

**Form Name**: A descriptive name e.g. **Travel Request Form**

**Table Name**: The database table name to store the form data e.g. **travel_requests**. Note that different forms can share data by pointing to the same table name.
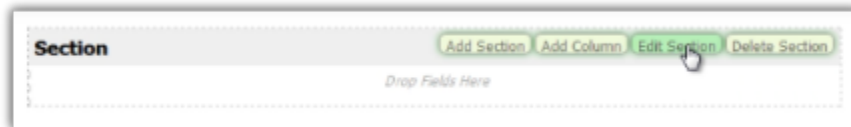


3. Click on **Save** to save the form and launch the **Form Builder** in a **new window**. If your browser blocks the popup, click on the form name to launch it.

4. 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.

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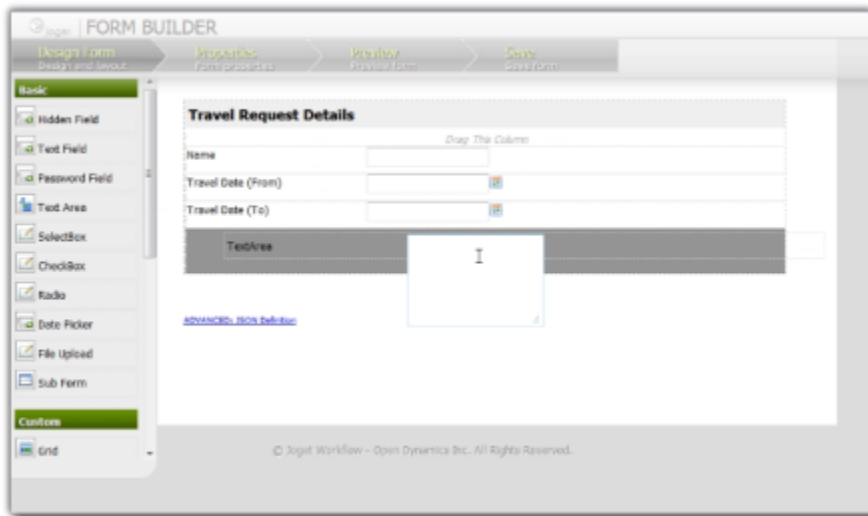


6. Click on **Edit Section**. This opens a **Property Editor** showing properties that you can modify. Each form element has different properties that can be configured.



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

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

9. **Drag** form elements from the palette into any section.

10. Mouseover any form element to see the **Edit** and **Delete** options. Click on Edit to modify the form element properties.



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

12. 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.