
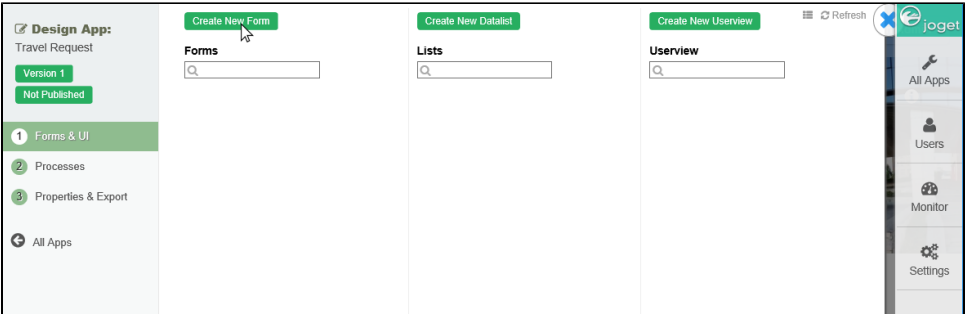


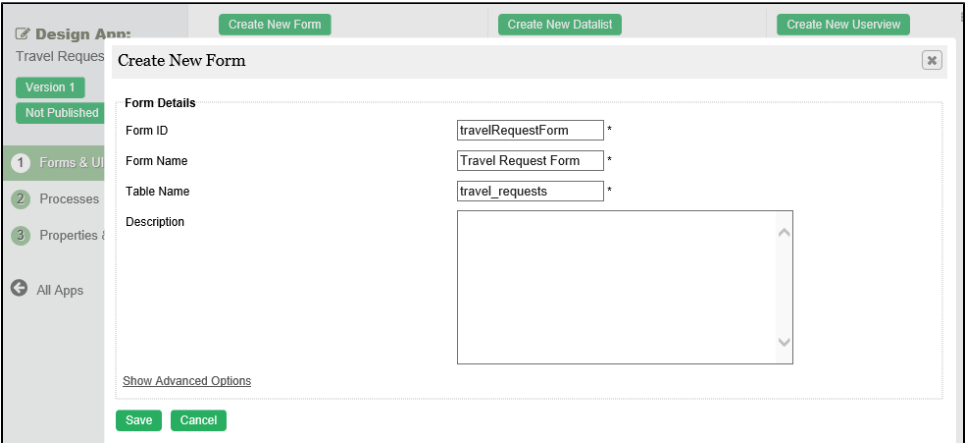
# Designing a Form



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

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.

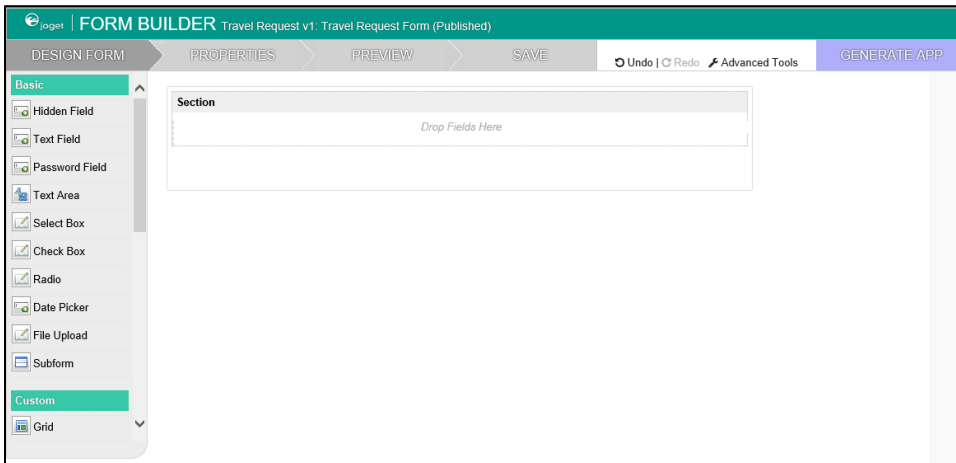


| Name    | Description  |
|---------|--|
| Form ID | <div>Unique ID to represent this entity.</div> <div><div> <b>Naming convention</b><br/>A standard naming convention is highly recommended to be used across the development of your App to maintain consistency and ease maintenance works.<br/><br/>Carnel case naming convention is recommended for this field.<br/><br/>Example: <code>travelRequestForm</code></div><div><div> <b>Reserved IDs</b><br/>Do not use the following reserved IDs as ID of Form, Section and Field. "appld, appVersion, version, userviewId, menuId, key, embed".</div></div></div> |

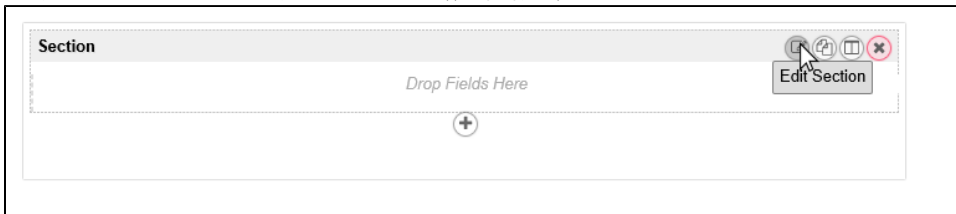
|   |   |
|---|---|
| Form Name                                 | <p>Name to represent this entity.</p> <div> <i>i</i> <b>Example</b><br/> Travel Request Form </div>   |
| Table Name                                | <p>The database table name to store the form data.</p> <div> <i>i</i> <b>Naming convention</b><br/> As the table name is related to the database, we highly recommend the use of database naming conventions, e.g. <code>travel_requests</code> </div> <div> <i>✓</i> Note that different forms can share data by pointing to the same table name. </div> |
| Description                               | Entity description.   |
| Duplicate form settings and elements from | With the above information filled up, one can choose to clone the design from existing Form entity.   |

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.

The screenshot shows the 'Property Editor' window for 'Edit Section' in the 'Travel Request v1: Travel Request Form'. The window has a sidebar with categories: 'Basic', 'Hidden Field', 'Text Field', 'Password Field', 'Text Area', 'Select Box', 'Check Box', 'Radio', 'Date Picker', 'File Upload', 'Subform', 'Custom', and 'Grid'. The main area is titled 'Edit Section @' and contains the following sections:

- ID**: A text input field with the value 'section1'.
- Label**: A text input field with the value 'Section'.
- Data Binder**: Two dropdown menus for 'Load Binder' and 'Store Binder'.
- Advanced Options**: A section with a 'Visibility' tab and a 'Visibility Control Rules' table.

At the bottom of the window are buttons for '< Prev', 'Next >', 'OK', and 'Cancel'.

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.

The screenshot shows the 'Joget FORM BUILDER' interface for 'Travel Request 2 v1: Travel Request Form'. The top navigation bar includes 'DESIGN FORM', 'PROPERTIES', 'PREVIEW', and 'SAVE', along with 'Undo' and 'Redo' buttons. The left sidebar lists form elements: 'Basic', 'Hidden Field', 'Text Field', 'Password Field', 'Text Area', 'Select Box', 'Check Box', 'Radio', 'Date Picker', 'File Upload', and 'Subform'. The main design area shows a form titled 'Travel Request Details' with the following fields:

- Name**: A text input field.
- Travel Date (From)**: A date picker field.
- Travel Date (To)**: A date picker field.
- TextArea**: A text area field.

A 'Text Area' element is being dragged from the sidebar into the form design area.

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

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

The screenshot shows the 'Joget FORM BUILDER' interface for 'Travel Request 2 v1: Travel Request Form' in the 'PREVIEW' mode. The top navigation bar includes 'DESIGN FORM', 'PROPERTIES', 'PREVIEW', and 'SAVE', along with 'Undo', 'Redo', and 'Advanced Tools' buttons. The left sidebar lists form elements: 'Basic', 'Hidden Field', 'Text Field', 'Password Field', 'Text Area', 'Select Box', 'Check Box', 'Radio', 'Date Picker', 'File Upload', and 'Subform'. The main design area shows a form titled 'Travel Request Details' with the following fields:

- Name**: A text input field.
- Travel Date (From)**: A date picker field.
- Travel Date (To)**: A date picker field.
- TextArea**: A text area field.

Overlaid on the 'TextArea' field are three icons: a green 'Edit' icon, a green 'Delete' icon, and a red 'X' icon. A mouse cursor is hovering over the 'Edit' icon.

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.