

# Forms

In the forms tab, the list of available forms is displayed. It is possible to create new forms or edit the existing ones.



Next to each existing form, several options are available:

- Delete: Deletes the form. This option is disabled if user data has been submitted for this form.
- Clone: Clones the form's configuration.
- Export: Generates a JSON file that contains the form's structure. This can be subsequently imported, essentially allowing you to clone a form. This is useful when it is required to transfer form configuration between PMA.core instances.
- Generate CSV: Generates a template CSV file with columns all the fields of form and one row per slide for a selected directory.

Adding a new form displays a pop up dialog that accepts the basic information of a form. Once this data is provided, the form designer is displayed.

New Form

Name

Version

Description

Instructions

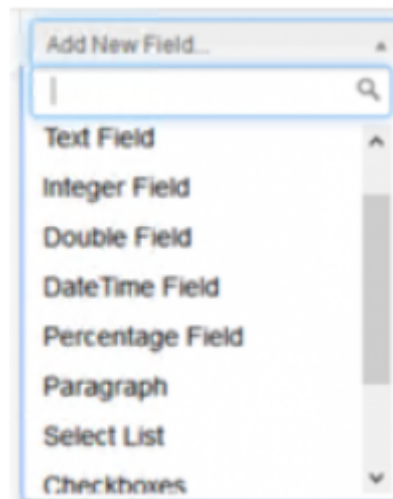
Create and Edit

Cancel

| Field        | Description                                                                      |
|--------------|----------------------------------------------------------------------------------|
| Name         | The form's title                                                                 |
| Version      | Numeric version of the form                                                      |
| Description  | Description text                                                                 |
| Instructions | Optional instructional text to be displayed to the users that will fill the form |

The form designer enables the management of a form's available fields. A new field can be added by

selecting the desired field type from the “Add New Field” dropdown box:



| Field Type  | Description                                                        |
|-------------|--------------------------------------------------------------------|
| Text        | Displays a text box that accepts a free text value                 |
| Integer     | Displays a text box that accepts an integer value                  |
| Double      | Displays a text box that accepts a decimal value                   |
| DateTime    | Displays a text box that accepts a date & time values              |
| Percentage  | Displays a text box that accepts values between 0 and 100          |
| Paragraph   | Displays a paragraph of text which accepts no input                |
| Select List | Displays a list box that contains values from a predefined list    |
| Checkboxes  | Displays multiple checkboxes with values from a predefined list    |
| Radio       | Displays multiple radio buttons with values from a predefined list |
| Label       | Displays a text label which accepts no input                       |

Once a field type is selected, a panel is displayed at the end of the field list containing the properties of the field. Depending on the field type, different information have to be provided in order for the field to be defined.

| Field Properties | Description                                                                                                            | Field Types                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Label            | The text label that will appear next to the field                                                                      | All                                                                    |
| Tooltip          | The text hint that will appear when the mouse is over the field                                                        | All                                                                    |
| Lower Bound      | The minimum allowed value                                                                                              | Integer, Double, Percentage, DateTime                                  |
| Upper Bound      | The maximum allowed value                                                                                              | Integer, Double, Percentage, DateTime                                  |
| Required         | Boolean value that indicates whether or not this field is required                                                     | Text, Integer, Double, Percentage, DateTime, Select, Checkboxes, Radio |
| Allow Below      | Boolean value that indicates whether or not it is allowed to enter values below the lower bound                        | Integer, Double, Percentage, DateTime                                  |
| List             | Lookup list of values                                                                                                  | Select, Checkboxes, Radio                                              |
| Allow Other      | Boolean value that indicates whether or not it is allowed to enter values that are not contained in the list of values | Select, Checkboxes, Radio                                              |

The order by which the fields appear in the form can be arranged by dragging each field's panel to the desired location:

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