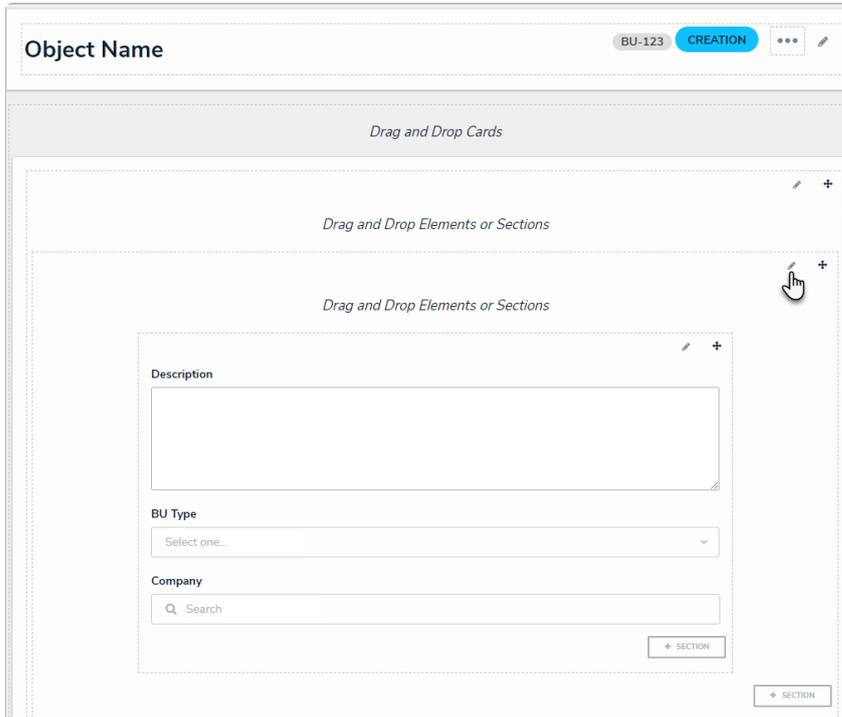


Add a Section to a Form

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To add a new section to a standard form:

1. In the **Views>Configurable Forms** top bar section, select the relevant form.
2. Click **+ Section** within the relevant form card on the form canvas.
3. Click the  icon in the top-right corner to display the **Edit Form Section** screen.



A new section on the form canvas.

4. Select a width from the **Section Width** section. By default, **100** (full size) is selected.

The Edit Form section screen.

5. **Optional:** Click the **Centered** toggle to center the section within the form card.
6. Enter your section header name in the **Section Title**.

 Section titles are disabled when a section is tabbed.

7. **Optional:** To make the section collapsible/expandable:
 - a. Click the **Make Section Collapsible** toggle.
 - b. Below **Collapsible Default on Load**, adjust the default display settings by selecting either **Expanded** (shows the section's contents) or **Collapsed** (hides the section's contents).

The collapsible section settings.



A single section cannot be both collapsible and tabbed.

8. To create section tabs:

- a. Click the  **Enable Tabs** toggle.
- b. Click **+Add Another Tab**.
- c. Enter a tab name in the text field.
- d. Continue steps a-c to continue adding more tabs as needed. To delete a tab, click the  icon.

The tabs settings.

9. Click **Done** to return to the form canvas.

10. **Optional:** If the new section is collapsible, click the  icon to expand it and [add elements](#). Or click the  icon to collapse the section.

A collapsed section on the form canvas.

11. **Optional:** If the new section has tabs, click a tab and [add elements](#). These elements will appear on the form only when that specific tab is selected.

The screenshot shows a web application interface with a top navigation bar containing three tabs: 'Inherent Risk', 'Contributing Factors', and 'Historical Trending'. The 'Contributing Factors' tab is active. Below the tabs is a section titled 'Contributing Factor' which contains a table with three columns: 'Unique ID', 'Name', and 'Description'. The table is currently empty, with the text 'No data to display' centered below the header. Below the table are two buttons: 'ADD EXISTING CONTRIBUTING FACTOR' and '+ CREATE NEW'. In the bottom right corner of the section, there is a button labeled '+ SECTION'. The entire section is enclosed in a dashed border, and there are edit and add icons in the top right corner of the section.

A section with tabs on the form canvas.

12. Repeat steps 2-11 to continue adding sections as needed.
13. To reposition a section on the form canvas, click the **+** icon in the top-right corner of the section, then drag and drop it to a different canvas area.