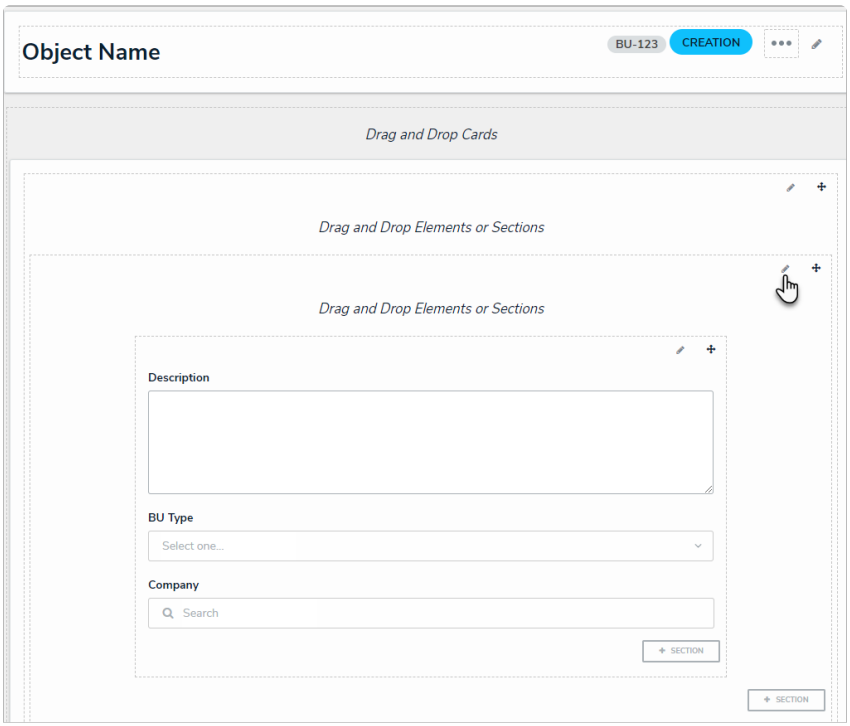
Add a Section to a Form

Last Modified on 04/19/2022 11:04 am EDT

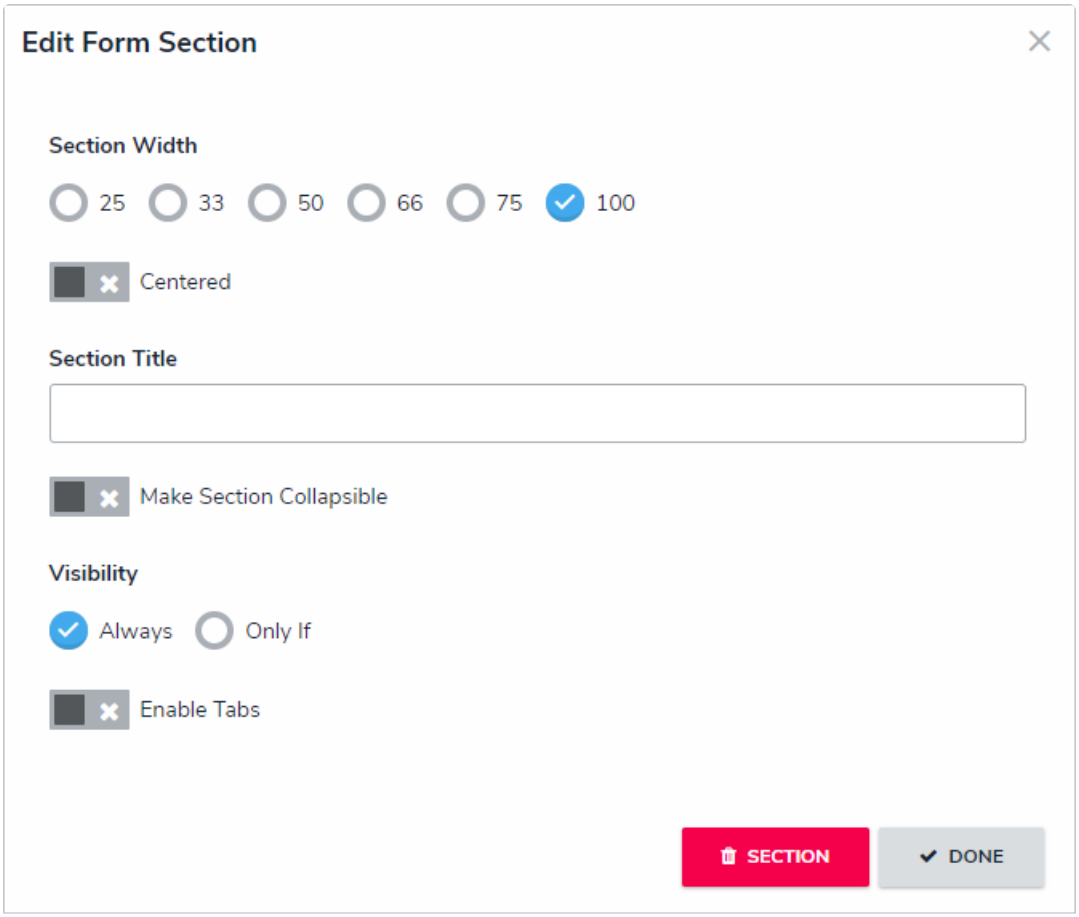
To add a new section to a standard form:

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.

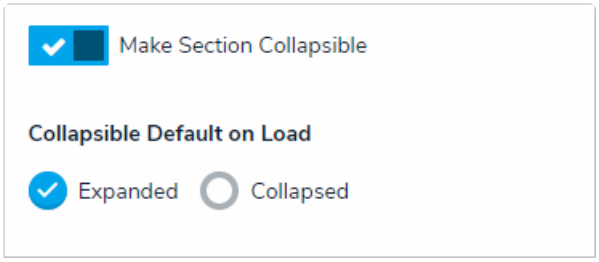


The Edit Form section screen.

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.

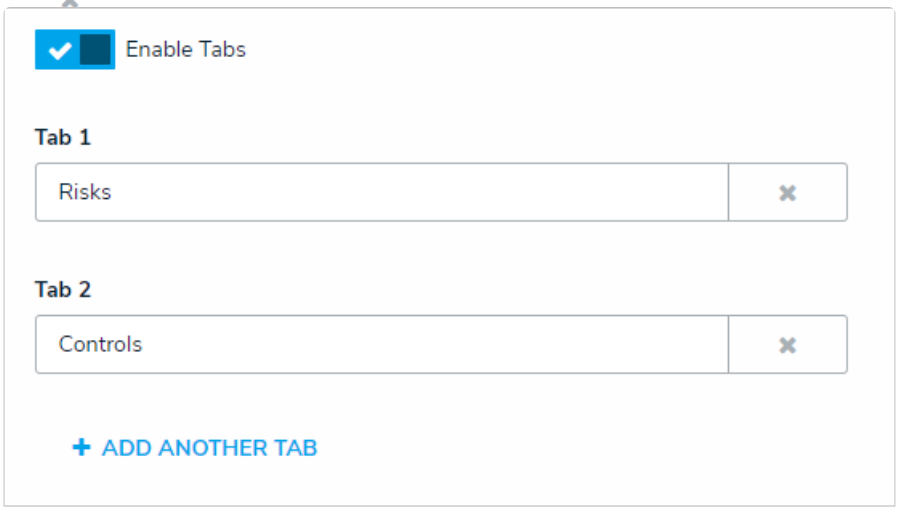
7. **Optional:** To make the section collapsible/expandable:
   a. Click the **Make Section Collapsible** toggle.
   b. Below **Collapsible Default on Load**, adjust the default display settings by selecting either **Expanded** (shows the section's contents) or **Collapsed** (hides the section's contents).



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.

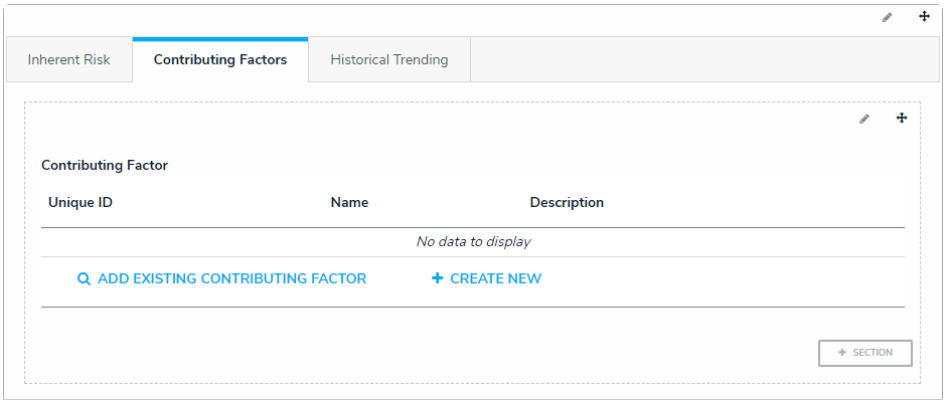


The tabs settings.

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.



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.