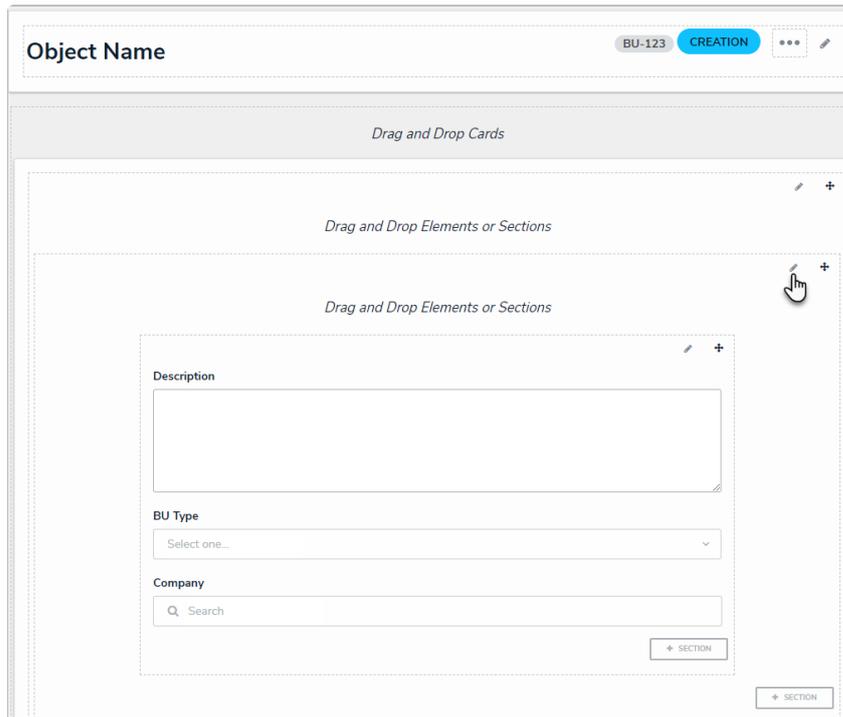


# Add a Section to a Form

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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.



The screenshot shows the 'Edit Form Section' interface. At the top, there is a header with 'Object Name', 'BU-123', and a 'CREATION' button. Below this is a 'Drag and Drop Cards' section. The main area is a 'Drag and Drop Elements or Sections' canvas. Inside the canvas, there is a form section with the following fields: 'Description' (a text area), 'BU Type' (a dropdown menu with 'Select one...' selected), and 'Company' (a search field with a magnifying glass icon). A '+ SECTION' button is located at the bottom right of the canvas.

*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' (which is active), and 'Historical Trending'. Below the tabs is a large dashed-line box representing a section on the form canvas. Inside this box, there is a sub-section titled 'Contributing Factor' with a table. The table has 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, there are two buttons: 'ADD EXISTING CONTRIBUTING FACTOR' (with a magnifying glass icon) and '+ CREATE NEW'. In the bottom right corner of the dashed box, there is a button labeled '+ SECTION'. The top right corner of the main interface has a pencil icon and a plus sign icon.

*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.