
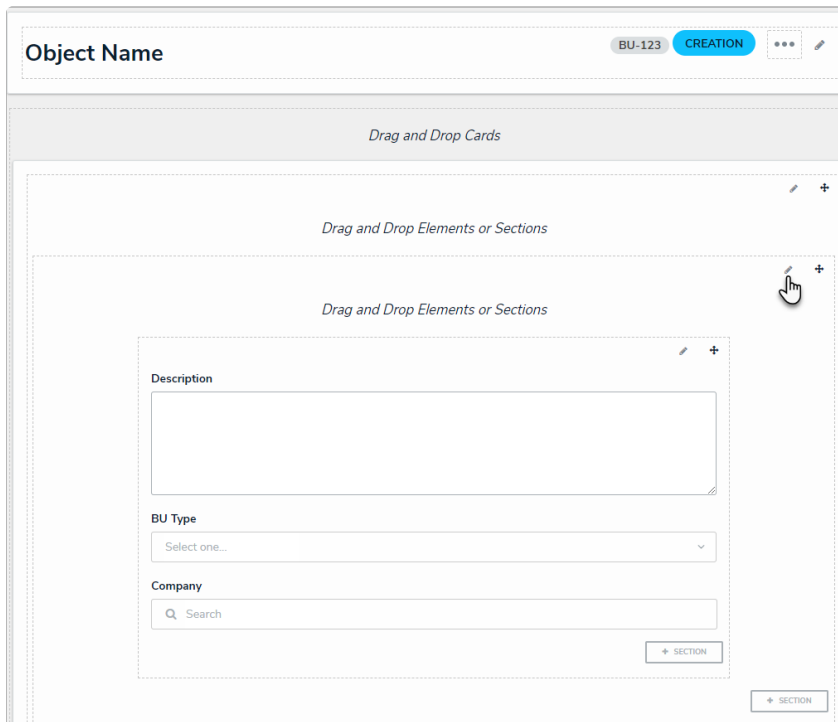


Add a Section to a Form

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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 displays the Resolver form editor interface. At the top, there is a header bar with 'Object Name' on the left, 'BU-123' in the center, and a blue 'CREATION' button on the right. Below the header is a grey bar labeled 'Drag and Drop Cards'. The main area is a canvas with a dashed border, labeled 'Drag and Drop Elements or Sections'. Inside the canvas, there is a section titled 'Description' with a text input field, followed by a 'BU Type' dropdown menu with 'Select one...' and a 'Company' search input field. A '+ SECTION' button is located at the bottom right of the section. A hand cursor is hovering over the '+ SECTION' button in the top right corner 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.

Edit Form Section ✕

Section Width

25 33 50 66 75 100

✕ Centered

Section Title

✕ Make Section Collapsible

Visibility

Always Only If

✕ Enable Tabs

SECTION **DONE**

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).

✕ Make Section Collapsible

Collapsible Default on Load

Expanded Collapsed

The collapsible section settings.



A single section cannot be both collapsible and tabbed.

8. To create section tabs:

- Click the **Enable Tabs** toggle.
- Click **+Add Another Tab**.
- Enter a tab name in the text field.
- 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.