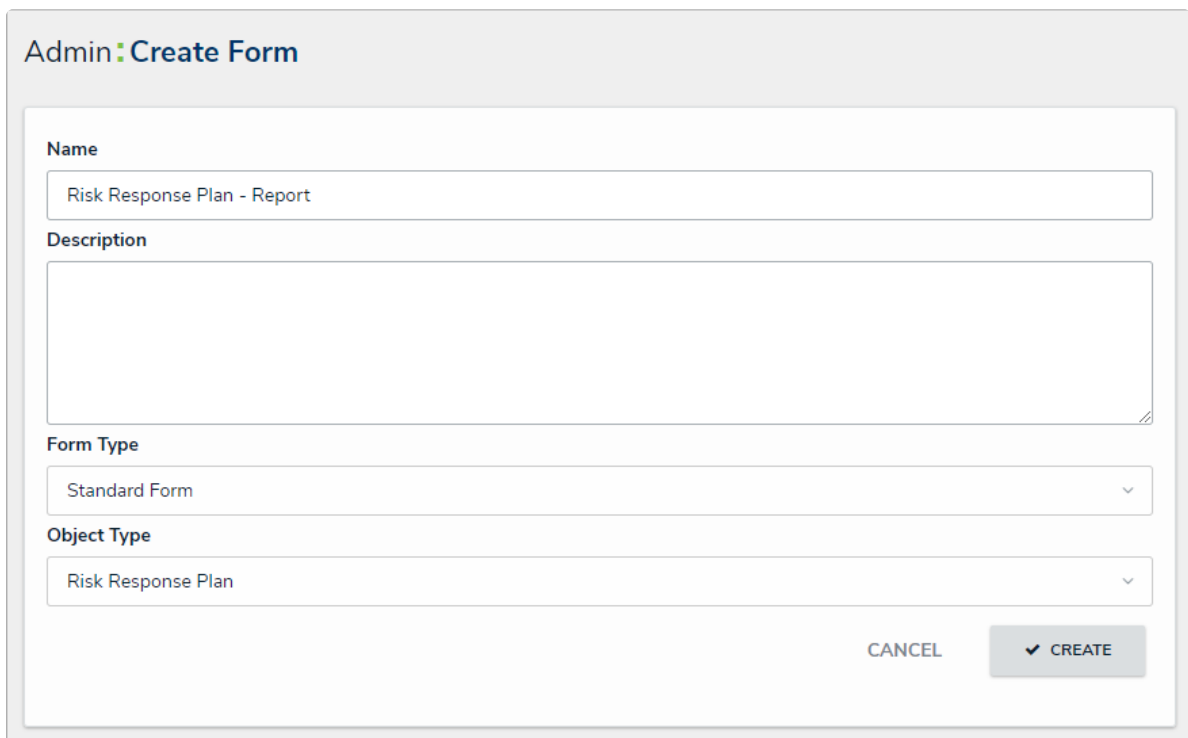# Create Repeatable Forms

Last Modified on 04/25/2022 10:45 am EDT

Repeatable forms are reports that display object data as it was entered into a form. This allows users to view and share non-editable, printer-friendly versions of completed forms with other users. This report type makes it easy to save Risk Response Plans locally in PDF form. Read more here: Add Repeatable Forms to a Report.

To create a configurable form to use in the report:

1. Click the ⚙ icon in the top bar **> Configurable Forms** in the **Views** section.
2. Click **Create Configurable Form**.
3. Enter **Risk Response Plan - Report** in the **Name** field.
4. Select **Standard Form** from the **Form Type** dropdown menu.
5. Select **Risk Response Plan** from the **Object Type** dropdown menu.
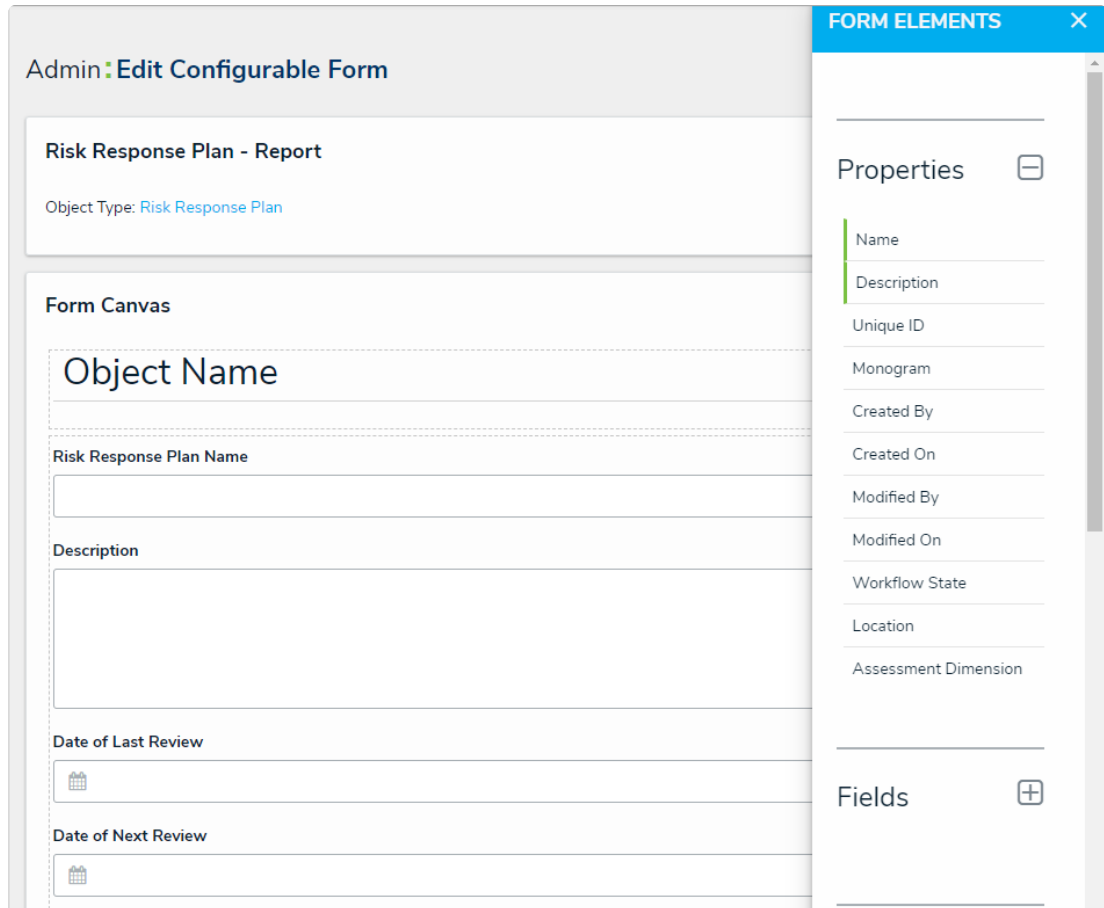

The Create Form page.

6. Click **Create** to display the **Edit Configurable Form** page.
7. Add the following elements to the form canvas:

    - Name (Property)
    - Description (Property)
    - Date of Last Review (Field)
    - Date of Next Review (Field)
    - Plan (Field)
    - Plan Criticality (Field)
    - Potential Impact (Formula)

The Edit Configurable Form page.

8. Click your browser's back button when complete (Core automatically saves your changes).

To create a repeatable form report:

1. Click the ⚙ icon in the top bar **> Data Visualizations** in the **Views** section.

2. Click **Create Data Visualization**.

3. Enter **Company - Risk Response Plan Tracker** in the **Name** field.

4. Ensure **Report** is selected in the **Type** dropdown menu.

5. Select **Risk Response Plan** from the **Data Visualization Focus** dropdown menu.

6. Click **Create** to display the **Edit Report** page.

7. Expand **Display** from the **Elements** menu to the left of the **Report Canvas**.

8. Drag and drop the **Repeatable Forms** element to the **Report Canvas**.

9. Select **Risk Response Plans** from the **Select a data series** dropdown menu, then click back on your browser to display the **Edit Repeatable Form** palette.

10. From the **Data Type** tab, deselect the **Select All** checkbox.

11. Click the **Forms** tab.

12. Select **Risk Response Plan - Report** from the **Define Custom Forms** section.

The Edit Repeatable Form palette.

13. Click your browser's back button when complete (Core automatically saves your changes).