


## Create Repeatable Forms

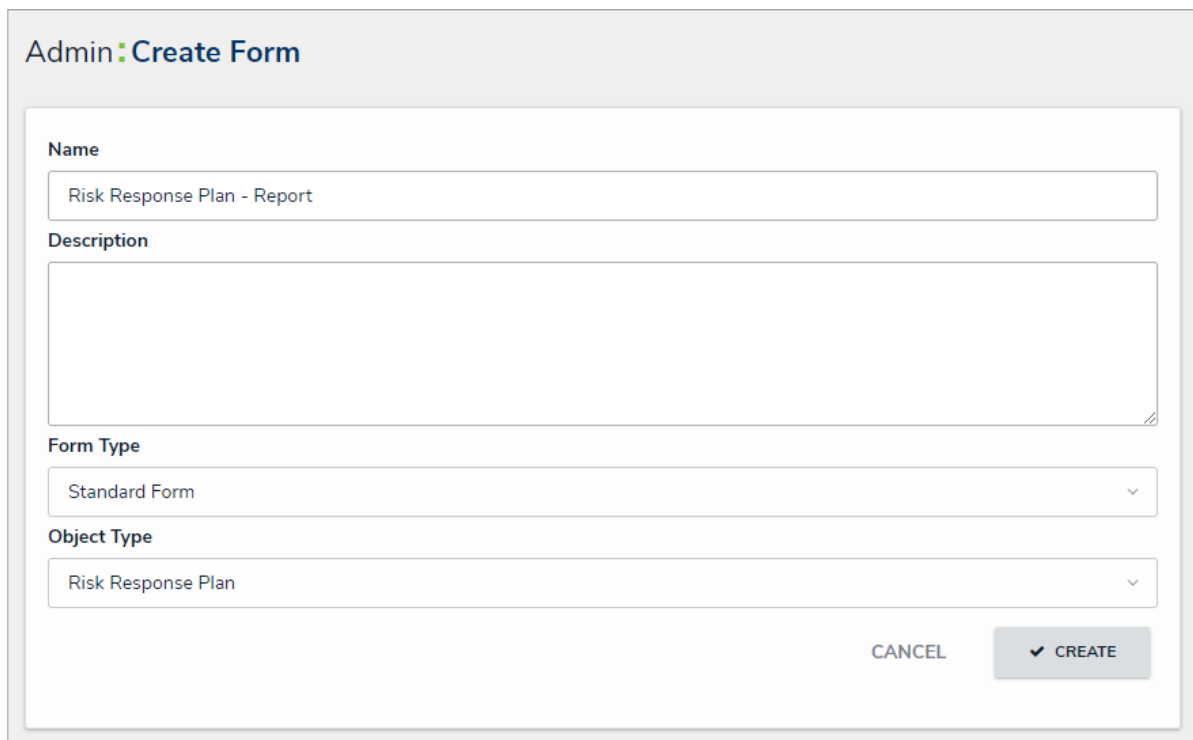
Repeatable forms are reports that display object data as it was entered into a form. This allows users to view and share non-editable, printer-friendly versions of completed forms with other users. This report type makes it easy to save Risk Response Plans locally in PDF form.

For more detailed information on repeatable forms, see the [Add Repeatable Forms to a Report](#) article in the **Resolver Core Administrator's Guide**.

## Create a Form

### 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.



Admin: Create Form

Name  
Risk Response Plan - Report

Description

Form Type  
Standard Form

Object Type  
Risk Response Plan

CANCEL CREATE

*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)

Admin: Edit Configurable Form

Risk Response Plan - Report

Object Type: Risk Response Plan

Form Canvas

Object Name

Risk Response Plan Name

Description

Date of Last Review

Date of Next Review

FORM ELEMENTS

Properties

- Name
- Description
- Unique ID
- Monogram
- Created By
- Created On
- Modified By
- Modified On
- Workflow State
- Location
- Assessment Dimension


Fields

*The Edit Configurable Form page.*

8. Click **Done** when finished.

## Create the Repeatable Form Report

### 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 **Done** 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 screenshot shows the 'Edit Repeatable Form' palette for the data series 'Risk Response Plans'. It features three tabs: 'Data Type', 'Forms' (which is active and highlighted with a blue underline), and 'Parameters'. The 'Forms' tab is divided into three sections: 'SELECT A RELATIONSHIP' with a dropdown menu set to 'Anchor'; 'DEFINE CUSTOM FORMS' with a dropdown menu set to 'Risk Response Plan - Report'; and 'SELECT FORM TITLE' with a dropdown menu set to 'None'. At the bottom, there is a checkbox labeled 'Add page break before each new form title' which is currently unchecked.

*The Edit Repeatable Form palette.*

13. Click **Done** when finished.

