

How to add Numbering to Forms

The administration tools can be used to number the sections and fields on your Views forms. Numbers, letters and numerals can be added to sections and fields and you can choose which sections of the form this applies to. To do this:

- Hover over **My Account** and select **Administration**
- Click on the **Eye** icon next to **Forms** 
- Click on the **Pencil** icon next to the relevant form (e.g. Sessions) 
- Hover over **Actions** and select **Global Numbering Configuration**
- In the **Sections** tab, you can apply numbering to the sections of your form. Four config fields will be displayed
 - **Display When** – select whether the numbering should be shown when **Viewing records**, **Adding and editing records** or both
 - **Numbering Format** – select whether the format should be **Numeric** (1, 2, 3), **Alpha** (A, B, C) or **Roman Numerals** (I, II, III)
 - **Upper / Lower** – select whether the casing should be **Upper** (A, B, C / I, II, III) or **Lower** (a, b, c / i, ii, iii)

- **Append Character** – select whether to append a **Period** (1. 2. 3.) or **Closed Bracket** (a) b) c)) to the numbering
- In the **Fields** tab, you can apply numbering to the fields on your form. Six config fields will be displayed
 - **Display When** – select whether the numbering should be shown when **Viewing records, Adding and editing records** or both
 - **Numbering Format** – select whether the format should be **Numeric** (1, 2, 3), **Alpha** (A, B, C) or **Roman Numerals** (I, II, III)
 - **Add section numbering to fields** – select whether the section numbering should also be applied to the fields. For example, if the fields belong to section **A**, all fields would display the letter **A** at the beginning (e.g. A.1., A.2., A.3.).
 - **Numbering convention** – select whether all fields should be numbered **Consecutively** (Section A: 1, 2, 3, 4 / Section B: 5, 6, 7, 8) or **By Section** (Section A: 1, 2, 3, 4 / Section B: 1, 2, 3, 4)
 - **Upper / Lower** – select whether the casing should be **Upper** (A, B, C / I, II, III) or **Lower** (a, b, c / i, ii, iii)
 - **Append Character** – select whether to append a **Period** (1. 2. 3.) or **Closed Bracket** (a) b) c)) to the numbering

The selection that you choose under **Global Numbering Configuration** will be applied throughout the form. However, you can change the config for individual sections if you need to. Simply select the cog icon next to any section on the form.

