



How to add Pages to Forms

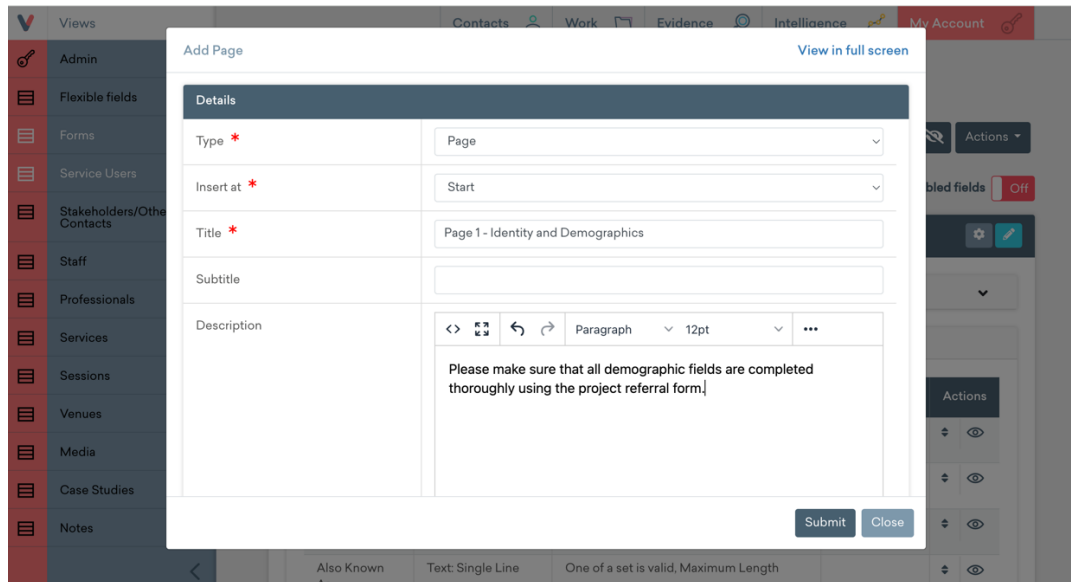
Forms can be added to pages, enabling you to organise fields and sections into manageable segments. This is particularly useful for long forms, or for forms that contains fields that are specific to certain projects. To add a page to a form:

- 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) 
- Click on **Actions** and select **Add Page**



- Enter a **Title** for the page

- In the **Insert at** field, you can choose where the page should be inserted in the form. The first page that you add must be inserted at the start
- Use the **Subtitle**, **Description** and **Tooltip** fields to add additional explanatory information to the page
- Click **Submit** to add the page

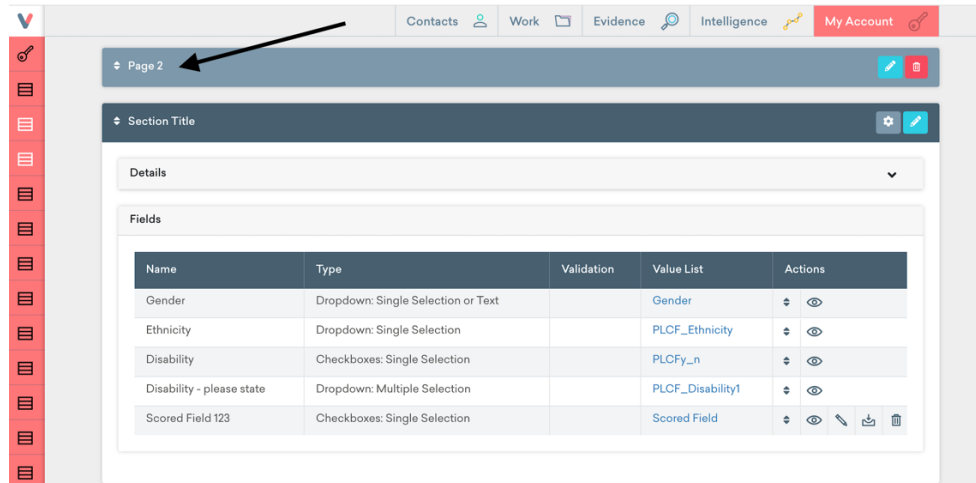


The screenshot shows the 'Add Page' dialog box in the Views application. The dialog has a 'Details' section with the following fields:

- Type ***: Page
- Insert at ***: Start
- Title ***: Page 1 - Identity and Demographics
- Subtitle**: (empty)
- Description**: A rich text editor containing the text: "Please make sure that all demographic fields are completed thoroughly using the project referral form."

The dialog also has a 'View in full screen' link at the top right and 'Submit' and 'Close' buttons at the bottom right.

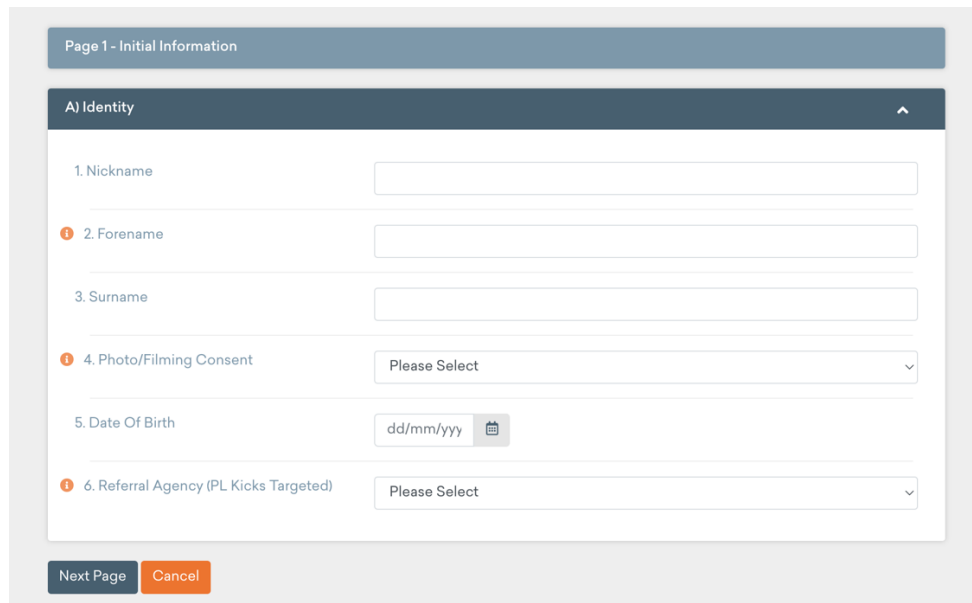
- The page will be added to the form. The order of pages can be changed using the arrow icons:



The screenshot shows the Views application interface. At the top, there is a navigation bar with tabs for 'Contacts', 'Work', 'Evidence', 'Intelligence', and 'My Account'. Below this, a sidebar on the left contains a list of menu items. The main content area displays a 'Page 2' header, followed by a 'Section Title' header. Underneath, there is a 'Details' section and a 'Fields' section containing a table with the following data:

Name	Type	Validation	Value List	Actions
Gender	Dropdown: Single Selection or Text		Gender	⬇️ 👁️
Ethnicity	Dropdown: Single Selection		PLCF_Ethnicity	⬇️ 👁️
Disability	Checkboxes: Single Selection		PLCFy_n	⬇️ 👁️
Disability - please state	Dropdown: Multiple Selection		PLCF_Disability1	⬇️ 👁️
Scored Field 123	Checkboxes: Single Selection		Scored Field	⬇️ 👁️ ✎️ 🗑️

- When completing the form, this will now be organised into pages:



The screenshot shows a form titled 'Page 1 - Initial Information'. The form is organized into sections, with the first section being 'A) Identity'. The form contains the following fields:

1. Nickname
2. Forename
3. Surname
4. Photo/Filming Consent (Please Select)
5. Date Of Birth (dd/mm/yyyy)
6. Referral Agency (PL Kicks Targeted) (Please Select)

At the bottom of the form, there are two buttons: 'Next Page' and 'Cancel'.

- When viewing a record, this will also be organised into pages:

Stephen 'Stevie' Jones: Details ✎ ☆ 📱 🖨 Actions ▾

All Page 1 - Initial Information Page 2 Page 3

Page 1 - Initial Information

A) Identity ⤴

1. Nickname	Stevie
2. Forename	Stephen
3. Surname	Jones
4. Photo/Filming Consent	Yes
5. Date Of Birth	10 / 10 / 1991
6. Age	32yrs 6mths
7. Referral Agency (PL Kicks Targeted)	Youth Offending Team