

Creating Form Elements

You have two options to create new form elements in the **Forms Editor**:

- [Creating New Elements via the Sidebar](#)
- [Creating New Elements via the Context Menu](#)

Creating New Elements via the Sidebar

One option to create new elements on your work area is to use the **Sidebar New Elements**. The sidebar provides a selection of preconfigured form elements that can be dragged and dropped into the workspace.

```
graph TD; A[Contact established Event] --> B[Recording contact data Function]; B --> C[Process ends Event]; D[Contact Datasheet Responsive Form] --> B;
```

Open a form in an EPC model.

Model your form on the workspace of the **Forms Editor**.

Each form element already contains the preconfigured [Buttons: Go to Overview](#), [Save](#) and [Next](#). You can delete, move, reformat, rename or use them in the version provided.

On this Page:

- [Creating New Elements via the Sidebar](#)
- [Creating New Elements Using the Context Menu](#)

Related Pages:

- [Editing Form Elements](#)
- [Deleting Form Elements](#)
- [Working with BPaaS Editor](#)

Presettings of Buttons

Button	Activated Button Options	Description
		Next The following default options have been assigned to the Next button:

- ☐ Read Only
- ☐ Focus on Element
- ☒ Highlight as Default
- ☒ Go to Next Step
- ☐ Go to Previous Step
- ☐ Stop Execution
- ☒ Save Instance
- ☐ To Overview
- ☐ Open New Instance
- ☐ Delete Instance
- ☐ Always active
- ☒ Validate Fields

- **Highlight as Default** (colored in contrast to the buttons **Save** and **Overview**)
- **Got to Next Step**
- **Save Instance**
- **Validate Fields**

One click on this button saves the form entries and progresses the instance to the next process step. If form elements were provided with regular expressions, then an additional check for entry validity is issued.



For the information about the use of regular expressions can be found on page [Validating Form Fields](#).

SAVE

- ☐ Read Only
- ☐ Focus on Element
- ☐ Highlight as Default
- ☐ Go to Next Step
- ☐ Go to Previous Step
- ☐ Stop Execution
- ☒ Save Instance
- ☐ To Overview
- ☐ Open New Instance
- ☐ Delete Instance
- ☐ Always active
- ☒ Validate Fields

Save

The default settings for the **Save** button are:

- **Save Instance**
- **Validate Fields**

Use this button to save your input. If form elements were provided with regular expressions, then an additional check for entry validity is issued.



For the information about the use of regular expressions can be found on page [Validating Form Fields](#).

GO TO OVERVIEW

- ☐ Read Only
- ☐ Focus on Element
- ☐ Highlight as Default
- ☐ Go to Next Step
- ☐ Go to Previous Step
- ☐ Stop Execution
- ☐ Save Instance
- ☒ To Overview
- ☐ Open New Instance
- ☐ Delete Instance
- ☐ Always active
- ☐ Validate Fields

Go to Overview


The default setting for the **Go to Overview** button is:


- **To Overview**


With a click on this button the user is transferred from the current form to the corresponding overview. Form input will **not** be saved.


► New Elements


General

 Input Field


 Text Area

 Drop-down Field

 Checkbox

 Radio Button

 Date Picker

 Button

Complex

App-specific

Structuring

The **Sidebar New Elements** on the right side of your window lists all available form elements.

The elements are organized into four categories:

- [General](#)
- [Complex](#)
- [App-specific](#)
- [Structuring](#)

Open a category to display its content.



Use drag & drop to move elements from the **Sidebar New Elements** to the work area. The red frame showcases where the new element will be placed.

Form Step 1

Text Area

☐ Checkbox-2VcD

GO TO OVERVIEW SAVE NEXT

New Elements

- General
 - ☒ Input Field
 - Text Area
 - Drop-down Field
 - Checkbox
 - Radio Button
 - Date Picker
 - Button
- Complex
- App-specific
- Structuring

Edit: Checkbox

Name: Checkbox-2VcD

Description

Hashtags

Additional CSS Classes

☐ Mandatory

☐ Read Only

Image (URL)

Field Name in Container


☒ Save Value in Instance

After you have created a new form element, you will find the **Edit** Sidebar next to the Sidebar New Elements.

Here you can edit the settings of the currently marked form element, for example rename it, define it as mandatory and much more.

Name

Price in \$



i Name field should not be empty and special characters ([/{}()*+?.\^\$!]) should be avoided.

Make sure to always name your elements. This name may not contain any of the following special characters: \$ * + ? . () [] { } \ / | ^

If the field **Name** remains empty or one of the characters listed above is used, then a corresponding warning will be issued.

Edit: Button

New Elements

Name

defaultMaskNext

Description

Use the triangular switches to fold the sidebars in or out. During modeling, this allows a better overview on the workspace.

Creating New Elements Using the Context Menu

You can also create new elements using the **Context Menu**.

GO TO OVERVIEW

SAVE

NEXT

Options

+ New

Select All

Export Model

Import Model

Import BPMN Model

Generate Model Report

Undo

Redo

Paste

General

Complex

App-specific

Structuring

Input Field

Text Area

Drop-down Field

Checkbox

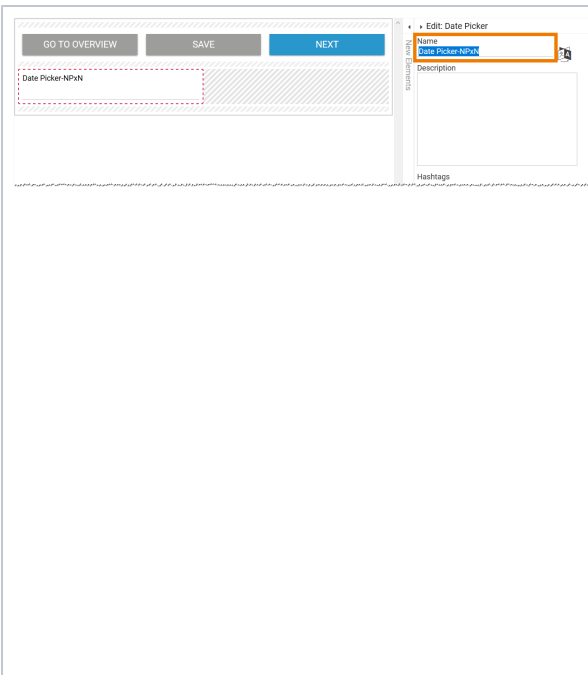
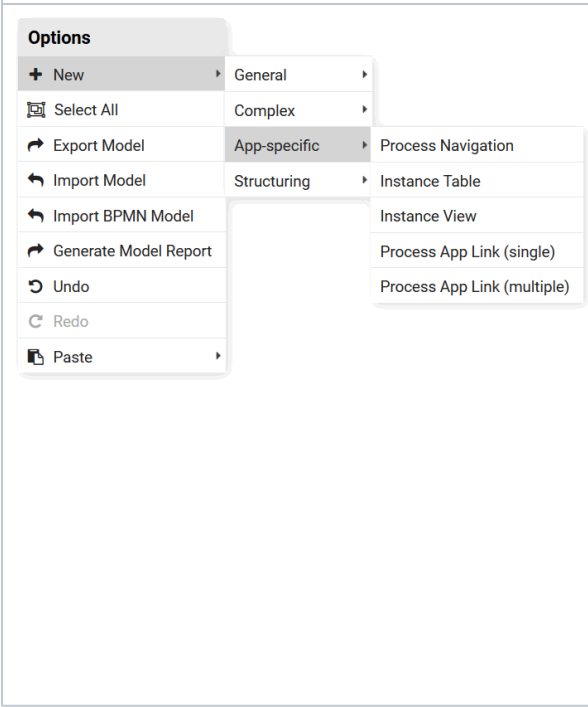
Radio Button

Date Picker

Button

Open a form. Use a right click to open the **context menu** on your work area.

All form elements are listed in the submenu **New**. First select a category to show its available elements. Create the desired element with a mouse click, for example a **date picker**.

	<p>The form element is created left-justified in the first free row. The Edit Sidebar opens automatically, the name of the newly created element is highlighted.</p> <p>Configure your element via the sidebar.</p>
	<p>The context menu option New contains all elements available for use in the Forms Editor.</p> <p>In the submenus General, Complex, App-specific and Structuring you will find the same form elements as in the Sidebar New Elements.</p>