



How to Add Sections or Tabs to your Forms

Introduction

Tabs allow you to group questions into sections, improving the user experience and increasing the likelihood of a response, and the quality of data you receive.

Tabs are particularly useful for longer forms to allow the user to work through a form methodically or perhaps save and come back to the form later.

How to Create Tabs

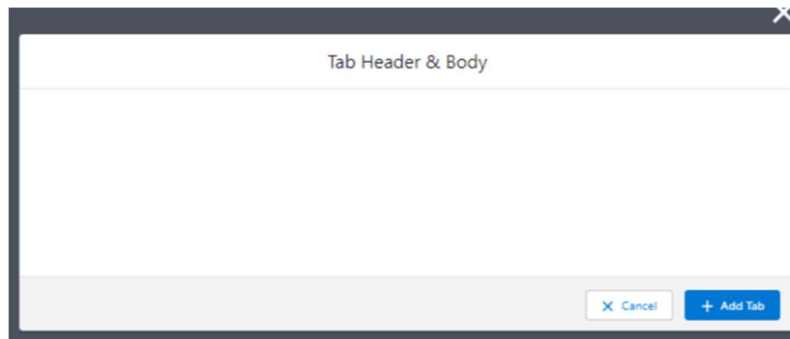
To group sets of questions in tabs we need to first define the questions themselves and then assign them to Tabs.

Let's take an example for a company we'll call Classic Constructions. As a builder of quality projects, Classic is legally responsible for worker health and safety across all their sites.

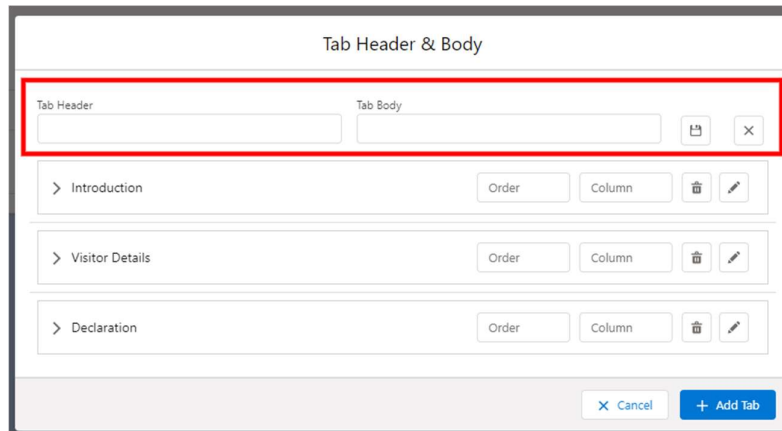
On a daily basis, Classic checks each worker who attends one of their building sites, to remind them of key safety requirements and confirm their understanding and consent.

In our Getting Started Configuration Guide we created a form that looks like the one below

Click the **Tab** button from the main menu and select **Add Tab**.



This brings up a section where you can add the Tab Header and a brief description (Tab Body), which is displayed to the user.

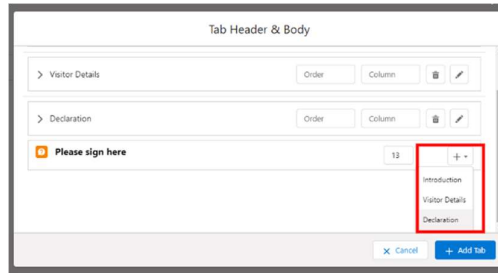


Press the **Save** icon to save the new Tab.



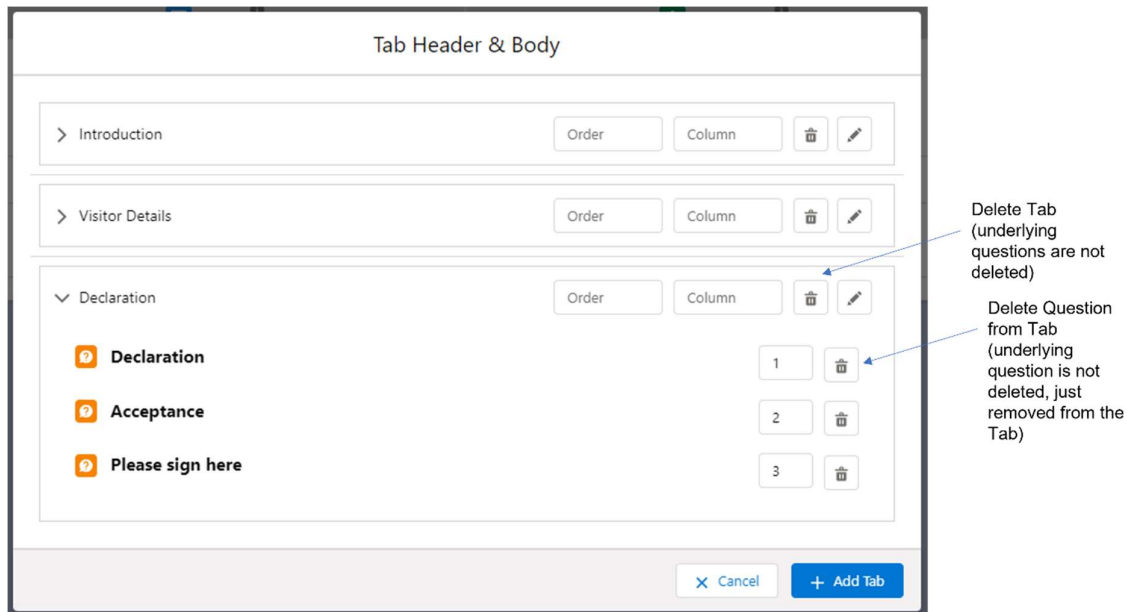
You can control the order the Tabs are displayed and which column (if you'd like multiple columns). ProForm will automatically order / number the Tabs for you in the order you create these – but it is simple to re-arrange by changing the value in the Order field.

Now let's add a question to the 'Declaration' tab. To do this, click the + icon next to the question you want to add. In this case we want to add the 'Please sign here' question, we click + and select 'Declaration' from the list:



Once you've selected a question and placed it in a Tab – the question is removed from the list of available questions.

Clicking the > symbol next to a tab will expand it to show the questions currently under this Tab. You can delete a Tab or just delete a question within it. When you delete a question – this just removes it from the Tab but doesn't delete the question itself!



We repeat this for all the questions. Adding them to the desired Tab.

Once you've finished, the form should look like this:

Tab design view

Tabs

Form Preview



To see Tabs when previewing / completing the form you need to ensure the 'All questions on the same page' option is selected (Design tab). If you select 'One question per page', then you won't see the Tabs displayed.

When you return to the main Content screen the questions are nested under the sections they are grouped under – so you can still edit these and / or delete them.

We always welcome your feedback. Let us know if there are any other features in ProForm by emailing us at: hello@app-lab.com.au and we'll come back to you quickly.