



How to Add Tables to your Forms

Introduction

Tables are great if there are a number of questions you want to group and then repeat. Unlike paper forms, you can allow as many table rows as the user wishes, making it simple and intuitive to add their data.

How to Create Tables

To create a table, let's work through an example.

Classic Constructions, is 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.

Angela De Silva is a carpenter for Classic and is working on a building site in Jones St. She goes to the site entrance and scans the QR code and completes a simple form. The form includes information on the safety procedures on site and the policies she's agreeing to abide by when she completes the form.

In the Work Safety form, Classic Constructions want to understand the existing certifications and qualifications their employees already have and when they completed them. This will help assess training needs before staff go to site and start work. On the current paper form, the information is listed as:

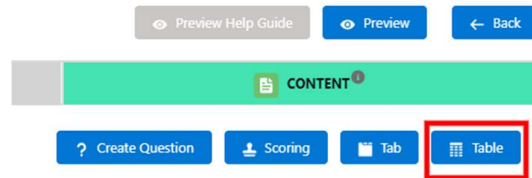
Course or Qualification	Accredited Training Organization	Date of Accreditation

To create this Table we need to create the individual questions first.

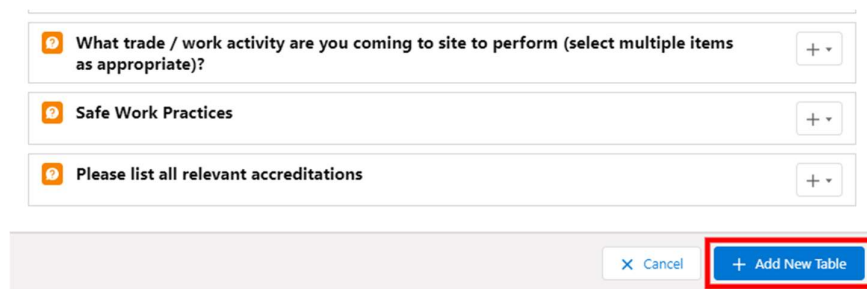
The 'Course or Qualification' and 'Accredited Training Organization' questions are Free Text ones with a text response.

With the 'Date of Accreditation' question we make this a Free Text question with a date response type – this way we only get a date in this field.

Once the individual questions are created, click the Table button in the Content designer screen.



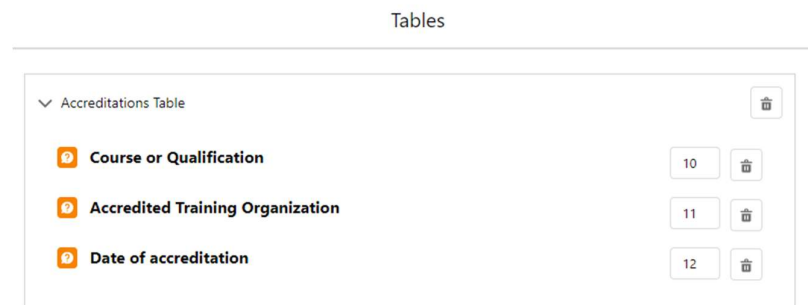
Now select 'Add New Table'.



Add the table name and click **Save**. We find it's very helpful to give this a descriptive name like 'Accreditations Table' rather than 'Table 1'.

We can now select questions to include in the table, by clicking the + icon next to the question.

Once we've added the Table questions the screen provides a summary (click on the > arrow to expand the table and show the underlying questions)



Before the table is complete, there is one more step – adding a special 'table question' to the form.

Go back to the Content design screen and add a question. This time in the Question Type, select **Table**. Give the table a heading in the Question field, then select the 'Related Table' and add the table created above. Press **Save**.

Question

* Question type
Table

* Question
Please list all relevant accreditations

☐ Required?

* Related Table
Accreditations Table

Now, let's add this table to the Employee Details Tab.

- Go to the Tabs section (Tabs button);
- Select the + button next to the "Please list all ... Accreditations" question and add this to the Employee Details tab

Tab Header & Body

> Visitor Details 2 Column

> Declaration 3 Column

9 Please list all relevant accreditations 13 +

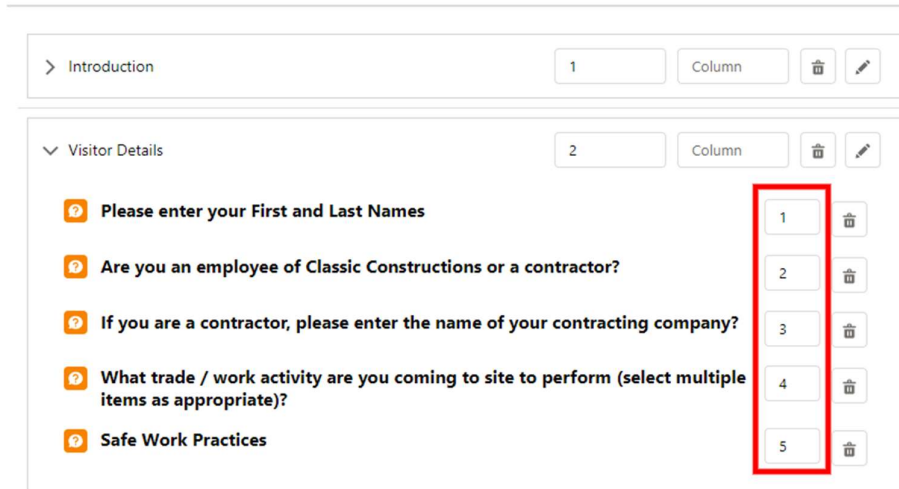
Introduction
Visitor Details
Declaration

X Cancel + Add Tab



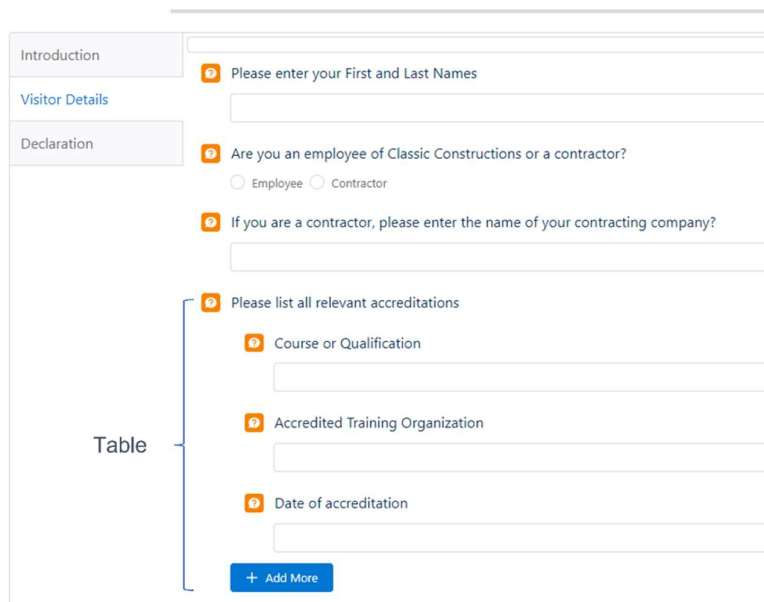
*You can re-order the questions by changing the value in the Order box next to the question. When finished just click the **X** for this pop up (your changes are automatically saved).*

Tab Header & Body




You can position the tab to appear at certain sections of the page by changing the value in the Column box (next to the order box). This will position the tab towards the right of the screen depending on the value entered. The values are relative to each other in determining the position – relative to the other columns.

Now let's preview the form and see the results of our efforts so far:



Under the 'Accreditation' Table question we have an 'Add More' button – allowing the user to add multiple entries in this section.

The date question has a date icon in the far right of the answer box – as we formatted this question as a date.

 Date of accreditation



As data is entered in the table, it is summarized above the table questions.

 Please list all relevant accreditations

Course or Qualification	Accredited Training Organization	Date of accreditation	Action
Scaffolding Safety	TAFE NSW	2021-03-17	 Edit
Workplace safety	WorkSafe	2022-01-03	 Edit

You can change the colours associated with the table in the Design tab. In this example we’ve selected the table header colour as grey and picked purple for the Table Header Text.

Previous Help Guide

Preview

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DESIGN

HIGHLIGHTS

CONTENT

Selected Vertical Tab Background



Thank You Text Color



Table Header Color

 #C7C4C4

Selected Vertical Tab Font Color



Thank You Background Color



Table Header Text Color

 #C402FF

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.