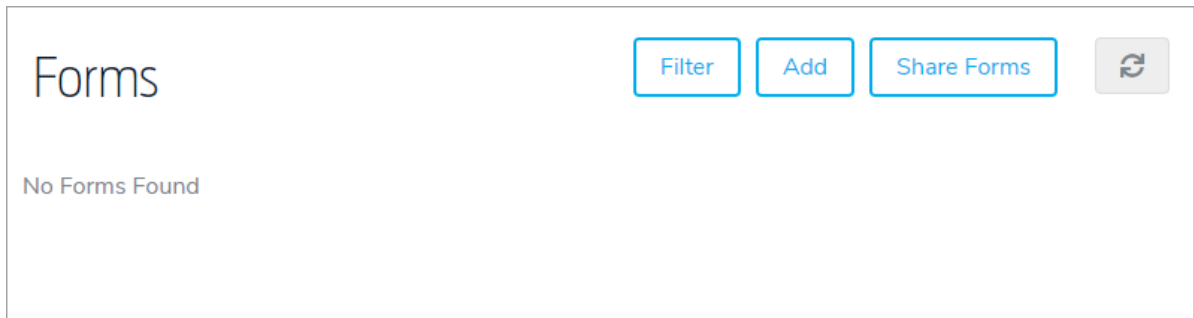


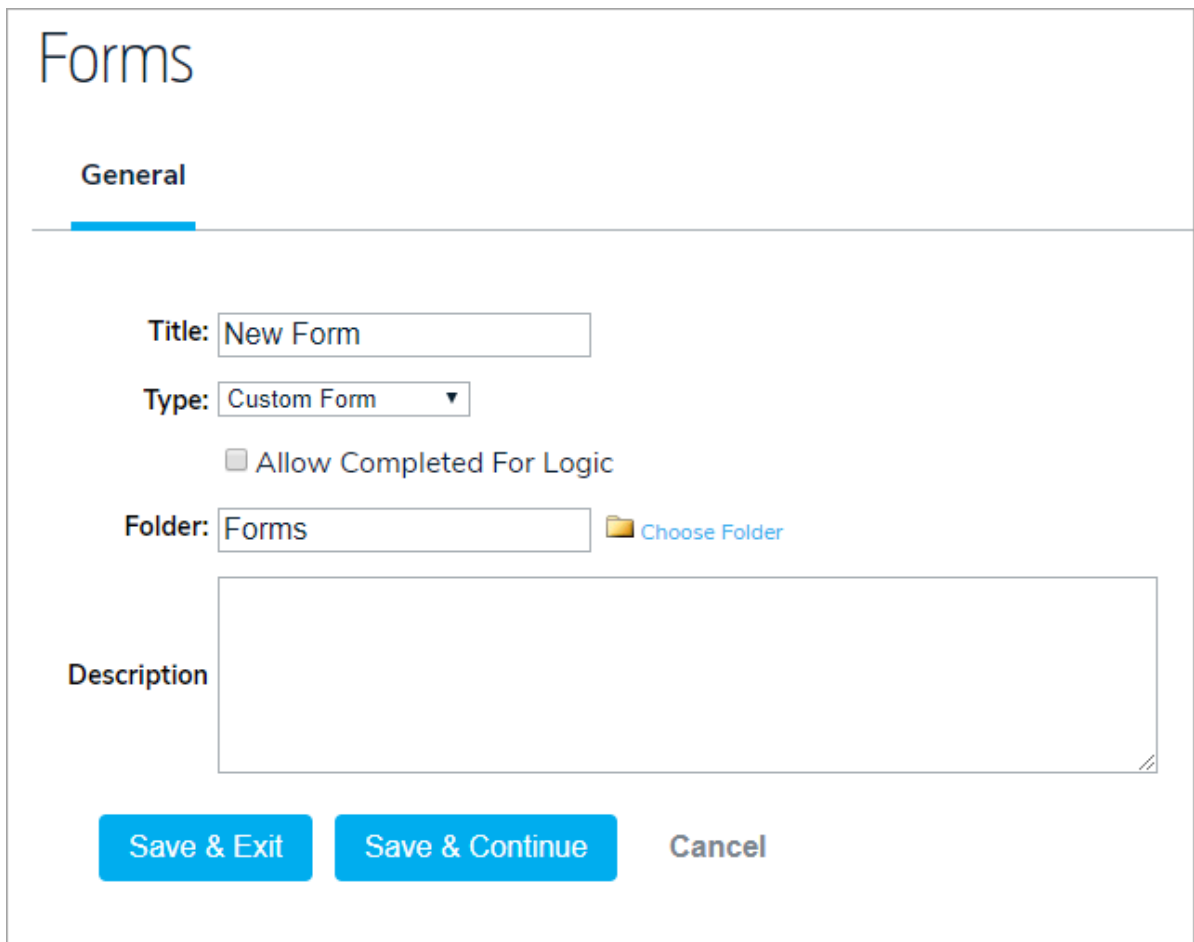
Create a Form

1. To create a form, click the Forms icon in the navigation bar, then click Add.



The screenshot shows a web interface for managing forms. At the top left, the word "Forms" is displayed in a large font. To its right are four buttons: "Filter", "Add", "Share Forms", and a refresh icon. Below the "Forms" heading, the text "No Forms Found" is centered. The entire interface is enclosed in a light gray border.

2. Enter a name for the form in the Title field.
3. Select Custom Form, Plan - Event Editor, or Relationship Editor from the Type dropdown menu.



The screenshot shows the "General" configuration page for a form. The page has a "Forms" header and a "General" sub-header. Below the sub-header, there are several input fields: "Title" with the value "New Form", "Type" with a dropdown menu set to "Custom Form", and "Folder" with the value "Forms" and a "Choose Folder" link. There is also an unchecked checkbox labeled "Allow Completed For Logic". Below these fields is a large text area for "Description". At the bottom of the page, there are three buttons: "Save & Exit", "Save & Continue", and "Cancel".

4. If you selected the Custom Form type and you wish to allow users to complete the form on behalf of someone else or for a resource, select the Allow Completed For logic checkbox.
5. Enter any additional information about the form in the Description field.
6. Click Save & Continue to display the additional configuration options (Design, Assigned Forms, Completed Forms, Relationships, Shares, and Properties).

