

Creating a new Form

1. Structure -> Webforms -> Forms

The screenshot shows the Drupal administration interface. The top navigation bar includes 'Back to site', 'Manage', 'Shortcuts', 'uciadmin', and 'Admin Toolbar quick search'. Below this, there are tabs for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The 'Structure' tab is active, and a sub-menu is open, showing 'Webforms' as the selected option. A red arrow points to the 'Filter' button in the sub-menu, with the word 'Click' written next to it. The main content area shows the 'Forms' management page, which lists 9 webforms. The table has columns for 'TITLE' and 'DESCRIPTION'. The webforms listed are: Alumni, Contact, Event, PS phase2, PS safety, Readmission Application-Physical Sciences, and Travel Reimbursement Form. There is also a '+ Add webform' button and a 'FILTER WEBFORMS' section.

2. Click "Add Webform"

The **Forms** management page lists all available forms.



3. Enter the details about the new form.

Add webform



Title *

My RSVP Form

Machine name: my_rsvp_form (Maximum 32 characters) [Edit]

Administrative description

Format | B | I | x₂ | x² | | | | | | | | | | | | | Source |

Category

- None - ▾

Status

Open Closed

Save when finished

Save

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