

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 an 'Admin Toolbar quick search' field. Below this, a secondary navigation bar contains icons for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The 'Structure' menu is expanded, showing a list of options: 'Block layout', 'Comment types', 'Contact forms', 'Content types', 'Display modes', 'Feed types', 'Media types', 'Menus', 'Paragraph types', 'Taxonomy', 'Views', and 'Webforms'. The 'Webforms' option is highlighted, and a sub-menu is open, showing 'Forms', 'Submissions', 'Options', 'Configuration', 'Add-ons', and 'Help'. A red arrow points to the 'Filter' button in the sub-menu, with the text 'Click' next to it. The main content area shows the 'Webforms' module's 'Forms' page. It includes a 'Webforms' sidebar with a 'Forms' tab, a '+ Add webform' button, and a 'FILTER WEBFORMS' section. The main content area displays a table of 9 webforms, with columns for 'TITLE' and 'DESCRIPTION'. The table lists various forms, including 'Alumni', 'Contact', 'Event', 'PS phase2', 'PS safety', 'Readmission Application-Physical Sciences', and 'Travel Reimbursement Form'.

2. Click "Add Webform"

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



3. Enter the details about the new form.

