



Tutorial: How to dynamically show or hide fields in InfoCapture

Objective

This is a tutorial on how you can make dynamic fields in InfoCapture using a simple example.

Showing a field to enter vehicle license registration only when 'Company car' has been set to 'Yes'.

A screenshot of the InfoCapture web interface. The header shows the 'claromentis' logo and a search bar. Below the header, there's a navigation bar with 'Ticket', 'Jump', and 'Switch to' options. The main content area is titled 'InfoCapture / simple form / Submit ticket'. It contains several form fields: a 'Name' text input, a 'Company Car' radio button group with 'Yes' and 'No' options, an 'Add file' section with a 'Choose file' button and a note about the 15 MB limit, and a 'Description' text area. At the bottom, there are 'Submit', 'Discard', and 'Save draft' buttons.

Make sure that 'Reload form on changing' is checked for the 'Company Car' radio button field (as shown below)

This will force the form to reload when it has detected a change in the field, which is the opportunity for it to apply the visibility rules.

Another element to consider is to choose for 'no default' to be set, this means when a user submits a ticket the field will be blank to begin for them to make a choice.

A screenshot of the 'Fields properties' dialog box in the InfoCapture interface. The dialog is open over a blurred background of the form editor. It shows the configuration for the 'Company Car' field. The 'Name' is 'Company Car' and the 'Symbolic name' is 'company_car'. The 'Type' is set to 'Radio'. Under 'Values', there are two entries: 'Yes,rv001' and 'No,rv002'. The 'Default value' is set to 'Yes/No' with the 'No default value' checkbox checked. At the bottom, the 'Reload form on changing' checkbox is checked and highlighted with a red box. There are 'Save' and 'Delete' buttons at the bottom right of the dialog.

Step 1 - Create the form

Create a form in InfoCapture, if you are not familiar with how to create a form please refer to the [InfoCapture User Guide](#).

Please note: Multiple select field types cannot be used to create field conditions, this includes multiple checkbox, select and user list fields.

At least the 'Company car' as a radio type field and the 'License reg' field (string) will need to be created to showcase the dynamic change.

Step 2- Setup Field Condition Set

Our guide on [field condition sets](#).

The objective here is to create a condition for the system to use "If Company car is yes"

1. Add a new field condition set as shown below and make sure that "User for fields rights" is checked.
2. Under Field Conditions, check 'Company Car' and set the value to 'Yes'
3. Click 'Save'

| Name | Type | Value |
|--|----------------------|--|
| <input type="checkbox"/> Name | Medium string [Text] | <input type="checkbox"/> == <input type="checkbox"/> >= <input type="checkbox"/> <> <input type="checkbox"/> <= |
| <input checked="" type="checkbox"/> Company Car | Radio | Yes No |
| <input type="checkbox"/> License Reg | Short string [Text] | <input type="checkbox"/> == <input type="checkbox"/> >= <input type="checkbox"/> <> <input type="checkbox"/> <= |
| <input type="checkbox"/> Status | | New In progress Closed |
| <input type="checkbox"/> Assigned | | - not assigned - Anne Wilkins Claramentis Administrator Demo Account |
| <input type="checkbox"/> Only when ticket is submitted | | |

Step 3 - Create Field Visibility set

Our guide on [Field visibility sets](#).

Now we need to group all the fields which are meant to be hidden unless certain conditions are met, in our case it is just one field which is 'License reg' but we still need to create a group in case there is later more than one field we need to hide.

The screenshot shows the clarentis InfoCapture interface. At the top, there is a navigation bar with the clarentis logo, a search bar, and the time 14:51. Below this, the page title is 'InfoCapture / simple form / Submit ticket'. The main content area contains a form with the following fields:

- Name**: A text input field.
- Company Car**: Radio buttons for 'Yes' and 'No'.
- Add file**: A 'Choose file' button, with a note 'or select from pre-uploaded...' and 'Maximum file upload size is 15 Mb'.
- Description**: A text input field.

At the bottom of the form, there are three buttons: 'Submit', 'Discard', and 'Save draft'.

Now you know how to set up dynamic fields you can apply the same fundamentals to form fields specific to your use case.

This likely isn't for a company car, but something custom to the form that you are trying to build.

The set-up required to fulfil your field's purpose is the same as shown here.

If you have any issues when trying to create dynamic fields, please raise a [support ticket](#) for the team to assist you.

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Tags: [infocapture](#), [show](#), [hide](#), [fields](#)