

Creating a large form via CSV import

When creating a large form with many fields, it can be quicker to add the fields via a CSV, instead of individually [creating fields](#) in the usual fashion.

This can also be used to copy a form between projects, as the CSV can be imported to create the form.

A CSV import is also useful in situations where adding lots of new fields to an established form is required.

(Do not use the CSV method for making edits to any current form fields, the CSV is for additions only)

Table view

When editing a form, click this button to view all the forms fields as a table:

A screenshot of the 'Bug Tracker' form editor interface. The top navigation bar shows 'Admin / Infocapture / Bug Tracker / Edit form fields'. The main header area includes 'Bug Tracker' and 'Version 10'. Below this, there are tabs for 'Form Details' and 'Form styles'. A toolbar with various icons is visible. A tooltip 'Show fields as a table' points to a button in the toolbar. The main content area shows the 'Bug Details' form with a 'Type' field (radio buttons for 'Bug' and 'Enhancement') and a text area for 'Please provide as much information as possible, including steps to replicate the issue. Please use the file upload facility at the bottom of the form to attach any relevant files or screenshots.'

A CSV of the fields can be downloaded using the 'Export to CSV' button:

A screenshot of the 'Bug Tracker' form editor interface, showing the 'Form Details' tab. The 'Export to CSV' button is highlighted with a red box. Below the toolbar, a table lists the form fields. The table has columns: Name, Symbolic name, Type, Disabled, Style (CSS for label / value), Default, Sep. cells, Group, L, I, Constr., Dyn, and Del. The table contains the following data:

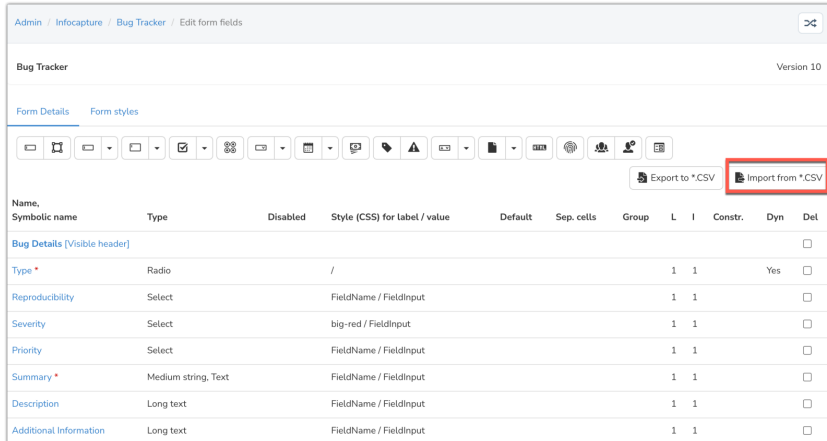
Name	Symbolic name	Type	Disabled	Style (CSS for label / value)	Default	Sep. cells	Group	L	I	Constr.	Dyn	Del
Bug Details [Visible header]												
Type *		Radio		/				1	1		Yes	
Reproducibility		Select		FieldName / FieldInput				1	1			
Severity		Select		big-red / FieldInput				1	1			
Priority		Select		FieldName / FieldInput				1	1			
Summary *		Medium string, Text		FieldName / FieldInput				1	1			
Description		Long text		FieldName / FieldInput				1	1			
Additional Information		Long text		FieldName / FieldInput				1	1			

Open the CSV in an external program on your PC to analyse or edit it further.

Adding new fields via CSV


If you are going to be adding new fields en masse export your current form as a CSV, then add the new fields to the CSV offline, following the advice shown below for how data should be entered into each column.

Once ready save the file and import it using the button for this, the new fields will be listed:



The screenshot shows the 'Bug Tracker' interface with the 'Edit form fields' tab selected. A toolbar at the top contains various icons, including 'Export to *CSV' and 'Import from *CSV', which is highlighted with a red box. Below the toolbar is a table with the following columns: Name, Symbolic name, Type, Disabled, Style (CSS) for label / value, Default, Sep. cells, Group, L, I, Constr., Dyn, and Del. The table lists several fields: Type (Radio), Reproducibility (Select), Severity (Select), Priority (Select), Summary (Medium string, Text), Description (Long text), and Additional Information (Long text). Each row has a 'Del' checkbox in the final column.

Preview the form to check all is well before checking in your form and applying the changes to a new form version.



The screenshot shows a 'Preview form' dialog box with a table of fields. The table has columns for Name, Type, Style (CSS) for label / value, Default, Sep. cells, Group, L, I, Constr., Dyn, and Del. The fields listed are: Additional Information (Long text), Browser (Select), notify (Multiple users list), check (Checkbox), file (File), and Testing (Date (3 dropdowns)). Each row has a 'Del' checkbox in the final column. At the bottom of the dialog, there are buttons for 'Delete selected', 'Check in form', 'Preview form', and 'Discard all changes'.

Remember: If you make a mistake when running the import, delete the **most recent form version** in the revision history area to restore the previous version and remove what was just imported. Consider managing a test copy of your form to make changes to safely ahead of copying the changes on your live form.

Each CSV column and its purpose

Depending on what fields you wish to add to the form, enter information into the CSV columns as below.

order

The numerical order in which your fields will appear on the form. It makes sense to simply have 1, 2, 3, 4 etc going down the form. This column is useful if, at a later stage, you wish to move around a large number of fields.

del

This will delete fields. Make sure there is a 0 in this column for each row, only change to a 1 if you're trying to mass delete many fields.

name

The field's name, as it appears to the user, aka the field label.

sym_name

The field's symbolic name, as is known to the system in the database, but not shown to the user.

As you are adding fields as new a simple rule is to enter the sym name as the label but with underscores for spaces or either side.

e.g. 'Job title' would have a symbolic name of 'job_title' and 'Brand' could be given ' _brand' to ensure unique reference in the database.

optional_hint

For tooltips - any extra information you want to appear under a small 'question mark' option the submitter can see.

type

The type of form field. These are the available options:

```
BBCODE_TEXT
CHECKBOX
DATE
DATE_PICKER
DATE_TIME_PICKER
DOCUMENT
FILE
FINANCIAL
GROUP
HTML
LABEL
LONG_STRING
LONG_TEXT
MEDIUM_STRING
MEDIUM_TEXT
MULTIPLE_CHECKBOXES
MULTIPLE_SELECT
MULTIPLE_USERLIST
NOTICE
RADIO
ROLE
Section
SELECT
SHORT_STRING
SHORT_TEXT
SIGNATURE_PAD
USERLIST
```

sub_type

If your field type is a Short String or a Medium String then this is where you specify the 'string type'. The options are:

```
Text
Integer
Floating point
Email
```

advanced_ui

This will always be 'no' unless you're using a select field or multiple select and you'd like the advanced UI, whereby you can type the dropdown list value you'd like rather than finding it on a list, in which case use 'yes'.

values

If you have a Multiple Checkbox, radio, select, or multiple select field, then enter the values here. Put each new value on a separate line.

default_value

If you want your field to have a default value already input when the user views the form, enter it here, otherwise leave blank.

show_please_select

required

disabled

reload_on_changing

These are all checkboxes that do as their names describe, put 'no' for unticked and 'yes' for ticked

css_label

css_value

Leave these blank unless you know of a [CSS label](#) you would like to add

label_size

input_size

Set as 1 for each unless you need your field to be larger.

separate_cells

label_above_field

group_with_next

These are all checkboxes that do as their names describe, put 'no' for unticked and 'yes' for ticked

constraint:reg.ex

constraint:value >=

constraint:value <=

constraint:size >=

constraint:size <=

Enter any values as appropriate to constrain the fields, more information [here](#)

Created on 20 July 2018 by [Hannah Door](#). Last modified on 19 July 2023

Tags: [infocapture](#), [CSV](#), [copying](#), [import](#)