

	A	B	C	D	E	F	G	H	I	J
1	order	del	name	sym_name	optional_h	type	sub_type	advanced_ui	values	default
2	1	0	form purp	form_purpose		NOTICE		no		<p
3	2	0	Text and string fields			Section				
4	3	0	Short strings	short_string		SHORT_STF	Integer	no		text he
5	4	0	Medium st	medium_string		MEDIUM_	Floating po	no		text he
6	5	0	Long string	long_string		SHORT_STF	Email	no		text he
7	6	0	Financial	financial_		FINANCIAL		no		2
8	7	0	Short text	short_text		SHORT_TEXT		no		text he
9	8	0	Medium te	medium_text		MEDIUM_TEXT		no		text he
10	9	0	Long text	long_text		LONG_TEXT		no		text he
11	10	0	BBCode tex	bbcode_text		BBCODE_TEXT		no		[b]text
12	11	0	Select fields			Section				
13	12	0	Single chec	single_checkbox		CHECKBOX		no		
14	13	0	Multiple Ch	multiple_checkboxes		MULTIPLE_CHECKBOX	E	no	One,#v001	v001,v
15	14	0	Radio butt	radio_buttons		RADIO		no	Apple,#v002	v006
16	15	0	Select drop	select_dropdown		SELECT		no	Daphnee Schoen,#v001	v001
17	16	0	Select field	select_field	NHL teams	SELECT		yes	Atlanta Hawks,#v001	v001
18	17	0	Multiple Se	multiple_select		MULTIPLE_SELECT		yes	Accounting & Finance,#v001	v001,v

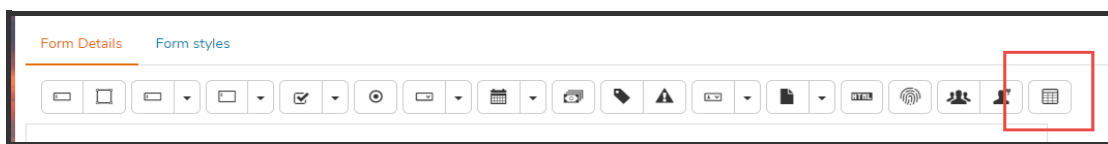
## Creating a large form and copying form fields using a CSV

### Creating or updating an Infocapture form with a CSV file

When creating a large form with many fields, it can be quicker to add the form's fields via a CSV, instead of individually creating fields in the normal fashion. It's also very useful for updating a form when a lot of changes are required.

If you're looking to copy many similar fields, first add in the set of fields you wish to copy.

Now click the button on the far right of the buttons bar:



You'll now see your form's fields in a table view. Choose to **Export to CSV**. Open the CSV in Excel (or equivalent).

These are the columns you'll be able to fill in, and their purposes:

**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 it is known to the system in the background, but not shown to the user.

**optional\_hint**

For tooltips

**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'. Your 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 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.

#### css\_label

Leave this blank unless you know of a CSS label you would like to add

#### label\_size\_and\_input\_size

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

#### show\_please\_select\_required\_disabled\_reload\_on\_changing\_separate\_cells\_label\_above\_field\_and\_group\_with\_next

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