# Form (Add Form)

# Overview

The **Add Form** feature allows users to create a new form by configuring its title, description, footer details, and submit button. Users can also control whether the form title is displayed.

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# Accessing the New Form

To access the New Form page:

1. Log in to the **VirtuBox Business** backend.
2. Go to **Modules -> Forms** module.
3. Click on **Add Form** to open the form creation page.

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# Form Configuration

The New Form page provides the following configuration fields:

| Field | Description | Character Limit |
|---|---|---|
| **Title** | Enter the title of the form. | 500 |
| **Description** | Provide a description or additional information about the form. | 5,000 |
| **Footer Title** | Enter the title to be displayed in the form footer. | 500 |
| **Footer Message** | Enter a message or additional information to be displayed in the footer. | 5,000 |
| **Submit Button** | Specify the text to be displayed on the form submission button. | 50 |
| **Show Title** | Enable or disable the display of the form title. | — |

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# Configuration Details

## 1. Title

Enter a suitable title for the form.

- **Maximum Length:** 500 characters.

## 2. Description

Provide a description of the form to explain its purpose or provide instructions to users.

- **Maximum Length:** 5,000 characters.

## 3. Footer Title

Enter a title for the footer section of the form.

- **Maximum Length:** 500 characters.

## 4. Footer Message

Enter a message to be displayed in the footer section.

- **Maximum Length:** 5,000 characters.

## 5. Submit Button

Enter the label for the form submission button.

- **Maximum Length:** 50 characters.

## 6. Show Title

The **Show Title** checkbox controls whether the form title is displayed.

- **Enabled:** The form title is displayed.
- **Disabled:** The form title is hidden.

> **Default Behavior:** The Show Title checkbox is enabled by default.

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# Saving the Form

After entering the required information:

1. Review the configured form details.
2. Click the **Save** button to save the form.

> **Note:** Ensure that all required fields are completed and the entered information meets the specified character limits before saving.

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