Creating a snippet

1. Create a form:

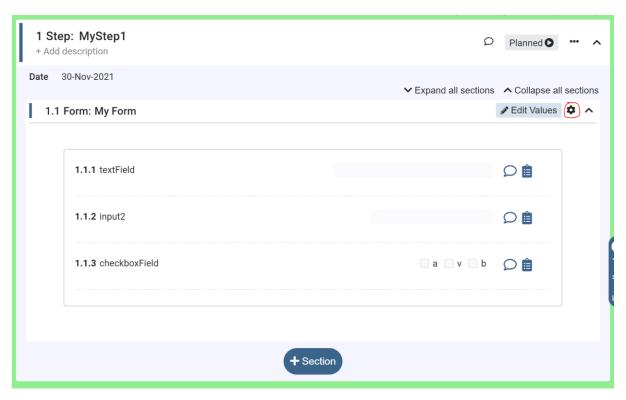


Figure 1 - New Form



2. Click the cog-wheel menu marked by a red circle in Figure 1. Select "Create Snippet"

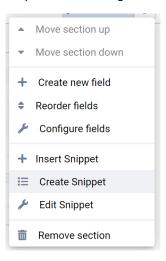


Figure 2 - Menu: Create Snippet

- 3. In the following dialog (Figure 3), you can:
 - a. Input a snippet name (red)
 - b. Select a form field from your current form (blue)
 - c. Add the form field to your snippet (green)

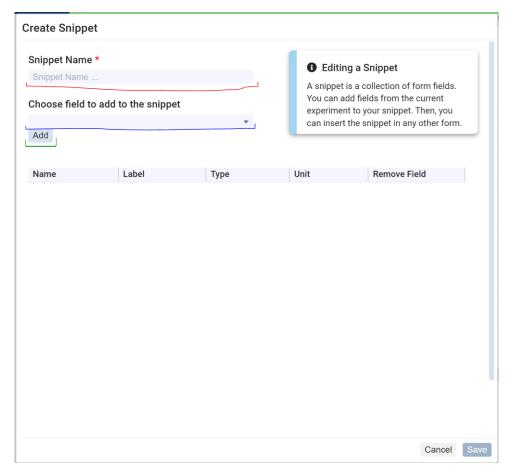


Figure 3 - Create Snippet Dialog



- 4. After adding form fields and naming the form (Figure 4), you can:
 - a. Remove fields (red)
 - b. Save the snippet, and you're done (blue).

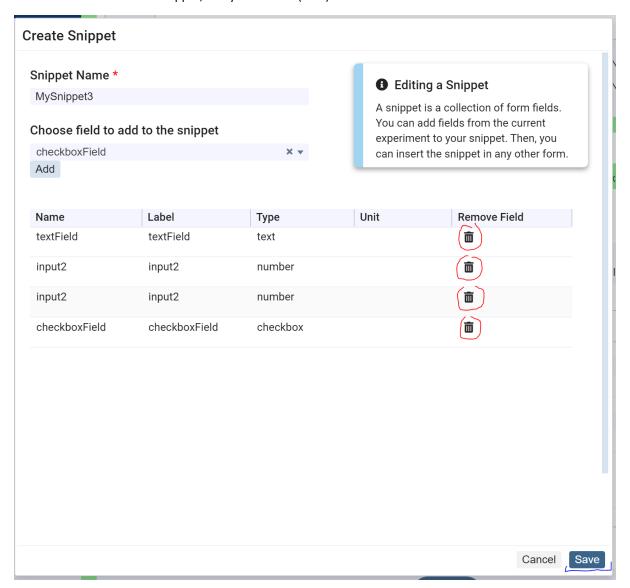


Figure 4 - Finalizing the snippet



Editing a Snippet

 To configure a snippet, open any cogwheel menu on a form section (Figure 5) and select "Edit Snippet"

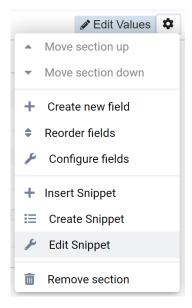


Figure 5 - Menu: Edit Snippet

2. In the following dialog (Figure 6) select any snippet you desire to edit.



Figure 6 - Edit Snippet: Select Snippet



- 3. After selecting, the snippet loads and can be edited (Figure 7), you can:
 - a. Delete fields from your snippet and add fields from the current form (green)
 - b. Delete the snippet (red)
 - c. Save the snippet with your changes (blue)

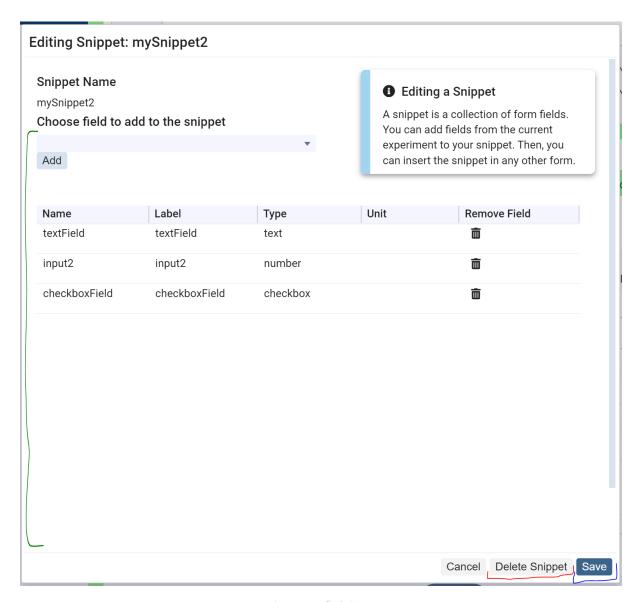


Figure 7 - Edit Snippet



Inserting a snippet

After creating and finalizing the snippet, you can insert the fields into any form.

1. Click the cog wheel menu in a form and select the "Insert Snippet" option (Figure 8)

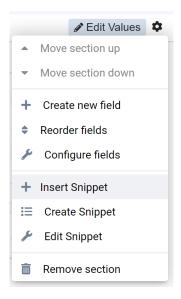


Figure 8 - Menu: Insert Snippet

2. Select the desired snippet (Figure 9)



Figure 9 - Insert Snippet: Selection



3. The fields to be added to the form will appear in a table for confirmation. Click "Insert" to add the fields from the snippet to your form (Figure 10)

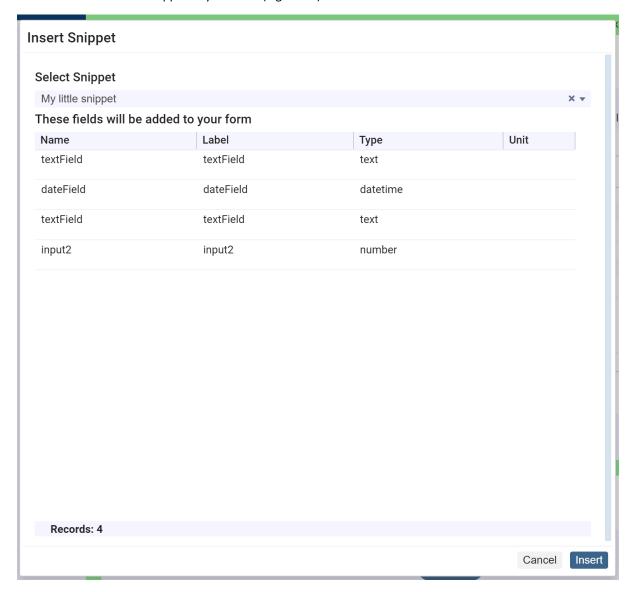


Figure 10 - Insert Snippet



Limitations

Reference fields in Snippets

It is not possible to add Reference fields to your snippet since this introduces ambiguity.

Snippet field versions

The snippet adds field "snapshots". If a field is added to a snippet and configured afterwards, the snippet will contain the original version of the field. This is done to ensure that snippets are consistent. If you change a field configuration and want the new version in your snippet:

- 1. Edit the snippet.
- 2. Remove the old field.
- 3. Add the new field.

Field naming

Naming of inserted fields will change in the future, since other form features requires unique field names.