

Configure form fields

Add questions suitable for the form sheet and publish a new version when they are ready.

6 min · Available with the Manage forms permission · 2026-09-21

Before you begin

- ✓ Open the correct form and check that it is not archived.
- ✓ Keep health data off the ordinary sheet: use the template's confidential sheet.

1 STEP 1 OF 3 · 2 MIN

Open the correct form

Open the form and check its title and status. Template text remains separate from questions added by the community.

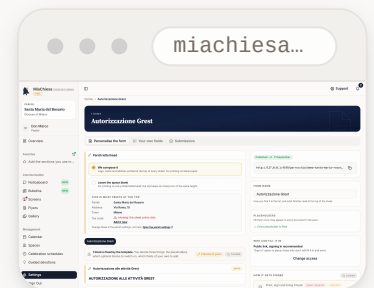


Fig. 1 The title identifies the form before changing its fields.

2 STEP 2 OF 3 · 2 MIN

Review Your own fields

Open Your own fields. Here you can reuse a question from the library, create a new one or remove a link. Text, numbers, phone numbers and dates fit the printed row; other types are marked as unsupported on the sheet.

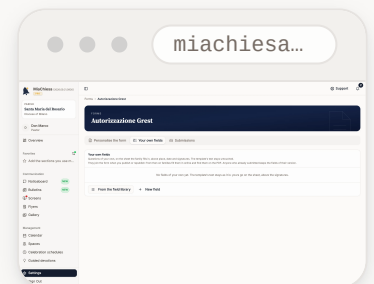


Fig. 2 The tab explains which questions will join the next published version.

3

STEP 3 OF 3 · 2 MIN

Prepare a question

Select New field and write a clear question. Choose its type, audience, guidance and whether it is required in the side panel.

The figure shows "School year attended" in the panel without selecting Create field: no field has been created or linked.

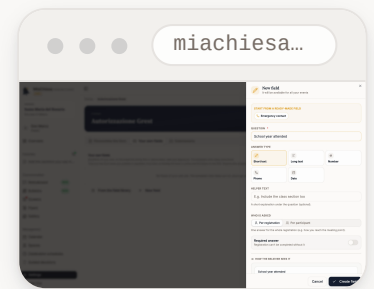


Fig. 3 The question is prepared but has not been created or published.

What you have achieved

- ✓ A question can be prepared and reviewed before it is created.

Troubleshooting

The field is missing from the public form



After creating or linking the field, publish or republish the form. Earlier submissions keep their version.