

Forms and Form fields

Ticket form is a set of predefined ticket fields that serves a specific support request. These bits of information give the agent a deeper insight into the support ticket and enables them to resolve the ticket quickly.

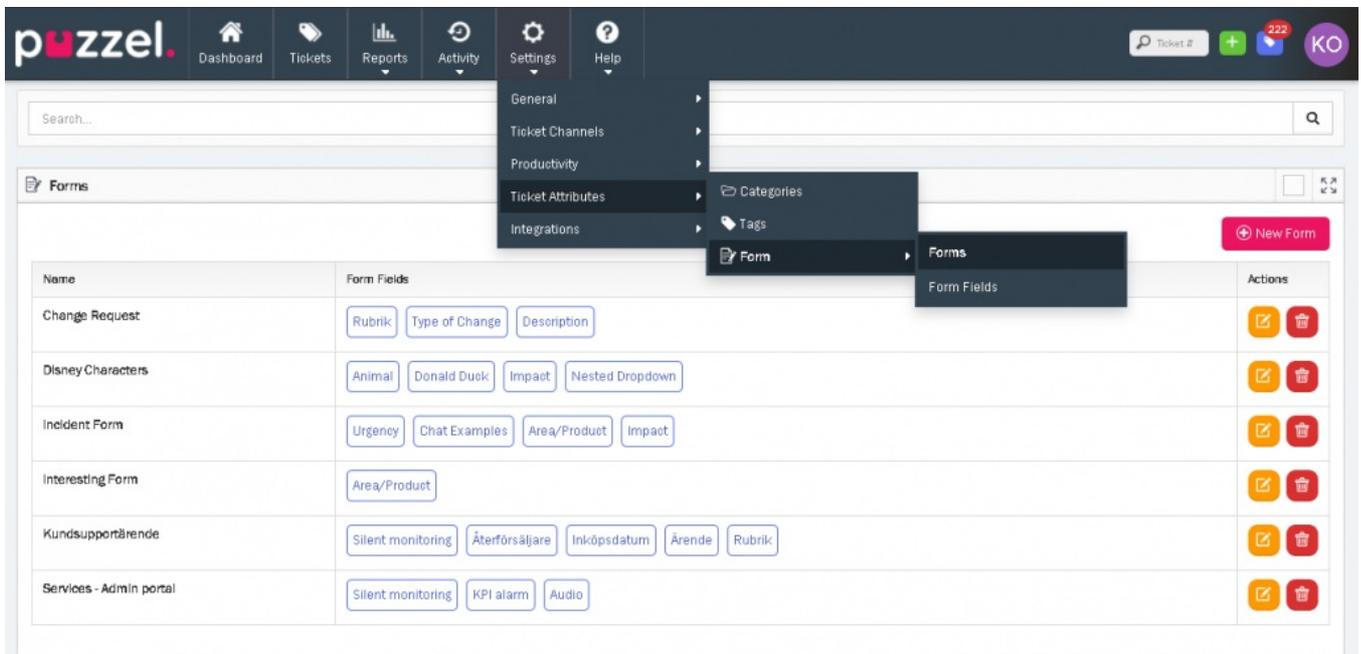
The forms and form fields can be also be used to filter the tickets so that it can all be listed and dealt with swiftly and efficiently.

You can create multiple forms to suit different support requests. For example, you can create different forms with different fields for different products/services.

Creating a Form

To create a new form, you need to:

1. Click on Settings->Ticket attributes->form->forms. This will display the list of all forms currently available. Please note that this space could be empty with



2. Click on the  icon to create a new form.
3. Enter the name of the form and select the teams that are allowed to use this form and click **Save**. This takes you to the **Edit form** screen where you can add the form fields.
4. Note that the Name and Associated team is auto populated from the previous screen. You can now choose the fields from the available list or create your own. Please see the [Form fields](#) section for more details on creating a form field. To use the existing one, scroll through the list and click on it or search for the field name from the search bar and click on it. Note that this list will be empty to at start.
5. Click **Save**.

Form Fields

Form fields are individual parameters in a form. The properties of each of these form fields are set at the field level (not the form level). Hence a form field's properties will remain the same in all forms where these fields are used.

Note

You cannot set form-specific properties for a field. i.e if you have set a field to be required, it will remain required on all ticket forms where it is used. You cannot make the field required on one form but optional on another.

Adding fields to forms

You can add fields to existing forms or to new forms being created. There are three types of form fields as listed below:

1. Free text
2. Drop-down
3. Nested drop-down

Free text field

This field will allow you to add some notes or description about the ticket. To add a Free text field, click on icon which opens a dialog box on the right.

+ Free Text



The screenshot shows a configuration dialog box for a 'Free Text' field. The dialog has a title bar with a hamburger menu icon on the left, the text 'Free Text', and a close button (red circle with an 'X') on the right. Below the title bar, there are three input fields: 'Label' with the value 'Notes', 'Help text' with the value 'Include additional information', and a 'Required' checkbox which is currently unchecked.

Enter the Label name and help text for the field if needed. You can also make this field mandatory by selecting **Required** option.

Drop-down field

You can create a drop-down list with options for an agent to choose from. To create the drop-down field, click on

+ Dropdown

icon to open the **Dropdown** dialog box on the right.

Dropdown

Label

Services

Add option

+

Option 1

Option 2

Option 3

Help text

You have 3 option for services

Required

Enter the Label name and the option name in the Add option box and click on **+**. You can add more options to create a list. Provide the help text to explain the list if necessary and select Required if the field needs to be mandatory.

You can also arrange the options in the list by dragging the **☰** icon against the option you want to move.

Nested Drop-down field

You can also create a nested drop-down field by clicking on the **+ Nested Dropdown** button to open the Nested dialog on the right.

Nested

Label

Example nested drop-down

Add option

Option A

Add new form fields or Add existing form fields

Help text

Required

Enter the Label and the option name in the **Add option** box and click on  icon . This gives you further opportunity to add fields that are nested inside Option A.

Note

Nested option can only be one level deep.

You can either create a new field or select from the existing ones in the system. By clicking to add new fields, it opens the Form fields screen where you can add Free text or drop-down field. Click **Confirm**.

Form Fields ×

Choose form field

Click components to right side

+ Free Text

+ Dropdown

Confirm

Filtering tickets on forms and form fields

You can filter tickets based on forms and/or form fields. Go to **Tickets** page and select **Forms** tab at the top. Enter the form/forms name and/or field name you wish to filter and click **Submit**. This will display a list of all tickets that satisfy these criteria.

The screenshot shows a ticket interface for a message from Chuck Norris. The ticket title is "Chuck Norris can unit test an entire application with a single assert." and the subject is "Ticket #108". The priority is "NORMAL" with a score of 20, and the status is "OPEN".

The timeline shows the following events:

- February 02, 2021 14:18: Form fields added: "Audio" with answer "dfg" by Kerry Okl
- February 02, 2021 14:18: Form changed from n/a to Services - Admin portal by Kerry Okl
- January 25, 2021 08:26: Email from Customer customer@company.com to Caterina McKenzie (marcelle_goyette@mckenziegoldner.biz). The email content includes a quote from D'Artagnan.

A "Timeline Options" menu is open, showing options: Show History, Expand All Messages, Show Inbound Messages, Show Outbound Messages, Print Timeline, Compress, and Hide Form Field Answers. There is also an "Add Note" button.

Creating reports using forms through report builder

You can now create reports in the Report builder using the Form and Form field elements. For more details, read the article

on [creating a report using a report builder.](#)



Step 2 - Select the main element to be reported on and a breakdown. For example: *Report on: Teams, Breakdown by: Users.*

The screenshot shows the 'Report on' and 'Breakdown by' sections of the report builder. The 'Report on' dropdown menu is open, displaying a list of options: 'Select a target...', 'User', 'Team', 'Channel', 'Priority', 'Tag', 'Category', 'Customer', 'Customer Domain', 'Status', 'Ticket Performance', 'Sla Analysis', 'Team Performance', 'User Performance', 'Login', 'Task SLA', 'Form', and 'Form Field'. The 'Form' option is highlighted in blue. The 'Breakdown by' dropdown menu is currently set to 'No Breakdown'.