

1 We're going to create a form for admins to review asset requests. The first step is to click **Add model** inside the app.

2 Click **Create a new model for the app**.

3 Click **Form**.

This form allows data consumers to make a request to Collibra administrators

Name	Key
Asset Request Form	assetRequestForm1
Asset Creation Flow	assetCreationFlow

What would you like to do?

- Create a new model for the app**
- Import** a model from a file into the app
- Include** an existing model into the app

Cancel

What type of model do you want to create?

- Form**
- Process

Cancel

Key	Type	Version	Details
assetRequestForm1	Form	1.0	
assetCreationFlow	Flow	1.0	



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Type **Reviewer Form** and press the Tab key.

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Create New Asset

Create a new form

You need to give a name for the new form and you may want to add a description at the same time.

Form name

Form key

Description



The form key is automatically populated based on your form name.

Type **System admins can review asset creation requests through this form** in the description.

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Form name

Reviewer Form

Form key

reviewerForm01

Description

Tags

Select a tag or add a new one...

Select an existing tag from the menu. Only the first matching 5 will be displayed, so start typing some letters for the tag you want and the menu will update to always show the first matching 5. To add a new tag, type it in and press the ENTER key.



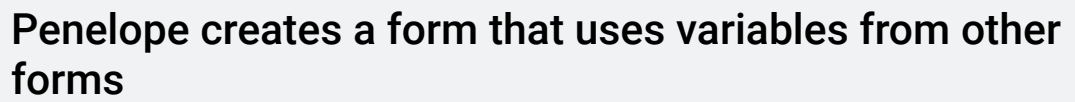
Click **Create new form**.

6

one...

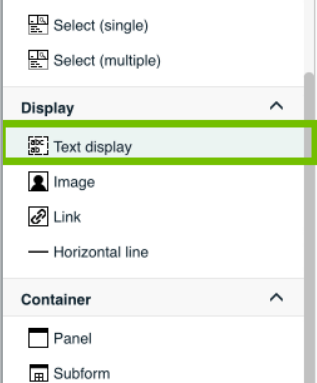
menu. Only the first matching 5 will be displayed, so start typing some letters for the tag you want and the menu will update to always show the first matching 5. To add a new tag, type it in and press the ENTER key.

Cancel Create new form



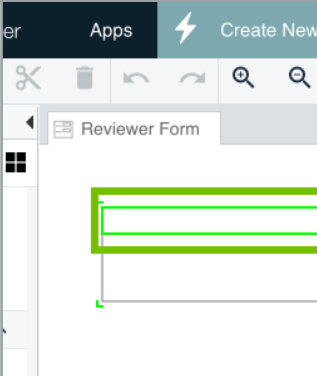
7

Click and drag **Text display**, then drop it on the canvas.



7b

Drop





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Here we have the details I designed for the admin to review when a request is submitted.

This text display pulls the information entered by the requester by naming the variables from the **Asset Request Form**.

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The screenshot shows a workflow designer interface with a 'Value' property set for a 'Text display' widget. The text content is as follows:

New Asset Requested!

{{initiator}}, has requested the creation of a new asset:

Asset Name: {{assetName}}

Asset Type: {{assetType}}

Domain: {{domain}}

Request Reason: {{requestreason}}

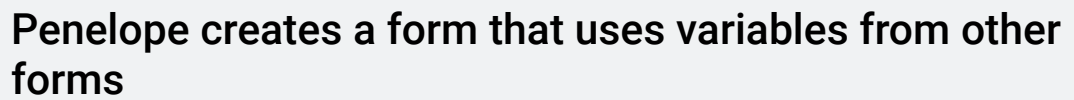
Please review the details and **approve or deny** the request.



Type **Request Details** in the Label field and press the Enter key.

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The screenshot shows the configuration panel for a 'Text display' widget. The 'Label' field is highlighted with a green box and contains the text 'Request Details'. The 'Value' field is set to 'output1'. The 'General' tab is selected, and the 'Text display' widget is shown in the preview area.



Now we need radio buttons for admins to mark the request approved or denied. With your mouse, click and drag **Radio buttons**, then drop it on the canvas.

Drop

Type **Approve or Deny Request** in the Label field and press the Enter key.

Shape repository

Enter text to filter

DomainCommunityRole in community

Selection

Radio buttonsCheckboxSelect (single)Select (multiple)

Display

Text displayImage

Request Details

<p>New Asset Reque

Admin Istrator

Close X

Radio buttons

Enter text to filter attributes ...

General

IDradiobuttons1

Label

Value

Default value

Description

Ignored

Visible



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T

Update the value to `{{requestApproval}}` and press the Enter key.

12

Enter text to filter attributes ...

General

IDradiobuttons1

LabelApprove or Deny Request

Label tooltip

Value

Default value

Description

Ignored

Visible

Enabled

Data source

T

Type Collibra will send a notification to the requester after you complete this form under Description and press the Enter key.

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LabelApprove or Deny Request

Label tooltip

Value{{requestApproval}}

Default value

Description

Ignored

Visible

Enabled

Data source

Items

Storage

U

Next we need to add some values for the radio buttons. Click `Items` to open up the items panel.

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Collibra will send a notification to the requester after you complete this form.

Ignored

Visible

Enabled

Data source

Items

Storage

ID

Format

Validation

Required

Custom validations



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First we will create a **Approve** option. Click the box under **Text** to get started.

Workflow Designer

Apps

Create New Asset

Items

Text

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Type **Approve** and press Enter key.

Workflow Designer

Apps

Create New Asset

Items

Text

Creation Flow

Get Request Form

Viewer Form

Request Form

Ver Form



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Now we need to add a value that will be stored when the user clicks Approve. With your mouse, click the box under **Value**.

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We will use boolean values for the radio buttons. First, we will set the buttons as true if they click approve and false if they click deny. Then, we can use these values with the exclusive gateway later. Type **true** and press the Enter key.



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Click the box under **Approve**.

Workflow Designer

Apps

Create New Asset

Items

Text

Approve

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Type **Deny** and press the Enter key.

Workflow Designer

Apps

Create New Asset

Items

Text

Approve



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Click the box under **true**.

21

Value

true

Type **false** and press the Enter key.

22

Value

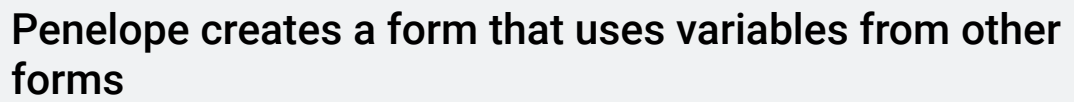
true

Click **OK**.

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Cancel

OK



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Apps



 Enter text to filter

ABC Text

Tags

 Date

 Multiline text

 Rich text

 File upload

 New Asset Request

Ⓒ RadioButton 1

☐ RadioButton 2

```

:: requestApproval
::

```

Collibra will send a notification to the requester after you complete