



1 Follow me as I create the Asset Request Form.

2 Within the app created for the process, click **Add model**.

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



4

Choose **Form**.

5

Type **Asset Request Form** and press the Tab key.

6

Note the form key automatically populates based on the form name. However, this can be changed.

Create New Asset

What type of model do you want to create?

Process

Form

Cancel

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

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

Asset Request Form

Form key

assetRequestForm0

Description

Tags



T

Type the following: Marketing users can request assets through this form. Then press the Enter key.

7

Form name

Asset Request Form

Form key

assetRequestForm01

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.

8

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

With your mouse, click and drag Text display, then drop it on the canvas.

9

Selection

Radio buttons

☒ Checkbox

Select (single)

Select (multiple)

Display

Text display

Image

Link

Horizontal line

Container

Panel

Subform

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Penelope creates a form in Workflow Designer

University Team

Drop

9b

Workflow Designer

Apps

Create New Asset

Here, you can see the instructions I wrote for users.

Click **OK** to continue.

10

Cancel

OK

Now I need to add a label for the text display. Type **Instructions** and press the Enter key.

11

Close

Text display

Enter text to filter attributes ...

General

ID

output1

Label

Value

Fill out this form and your asset request will be reviewed by a member of our technical team. You will receive an confirmation email once your request is reviewed.

Description

Ignored



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12

Next, we need a field that details the name of the asset. With your mouse, click and drag **Text** and drop it on the canvas.

12b

Drop

Instructions

<p>Fill out this form and your asset request will be reviewed by a member of our technical team...

13

Type **Asset Name** in the Label field.

Close X

Text

Enter text to filter attributes ...

General

IDtext1

LabelLabel

Label tooltip

Value

Default value

Description

Ignored

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T

We also need to enter a variable name in the Value field. We will use camel case, which separates words with capital letters instead of spaces. Type `{{assetName}}` in the Value field.

[Learn more about values here.](#)

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Text

Enter text to filter attributes ...

General

IDtext1

LabelAsset Name

Label tooltip

Value

Default value

Description

Ignored

Visible

Enabled

Validation

T

Next, we will enter a description, which will be displayed below the form field. Type the following: Give a descriptive name to the asset. Then press the Enter key.

15

IDtext1

LabelAsset Name

Label tooltip

Value{{assetName}}

Default value

Description

Ignored

Visible

Enabled

Validation

Required

Custom validations

+

We need to capture the asset type. With your mouse, click and drag Asset type, then drop it on the canvas.

16

Tags

Date

Multiline text

Rich text

Collibra data entry

File upload

Asset type

Domain type

Attribute type

Relation type

User

Group

Role

Asset

Instructions

<p>Fill o

Asset Name

{{assetName}}

Give a descrip



Drop

16b

Instructions

<p>Fill out this form and your asset request will be reviewed by a member of our technical team. You will

Asset Name

{{assetName}}

Give a descriptive name to the asset

Type **Asset Type** in the Label field and press the Tab key.

17

Close

Asset type

Enter text to filter attributes ...

General

ID

collibra-assetType1

Label

Value

Default value

Description

Ignored

Visible

Enabled

Type **{{assetType}}** in the Value field and press the Enter key.

18

Close

Asset type

Enter text to filter attributes ...

General

ID

collibra-assetType1

Label

Asset Type

Label tooltip

Value

Default value

Description

Ignored

Visible

Enabled



19

Click **Description**.

assetType1

Label

Asset Type

Label tooltip

Value

{{assetType}}

Default value

Description

Ignored

Visible

☒

Enabled

☒

Data source

Storage

ID

20

Type **What type of asset are you requesting?** and press the Enter key.

assetType1

Label

Asset Type

Label tooltip

Value

{{assetType}}

Default value

Description

Ignored

Visible

☒

Enabled

☒

Data source

Storage

ID

21

Next, we need to identify what domain the asset will reside in. With your mouse, click and drag **Domain**, then drop it on the canvas.

Domain type

Attribute type

Relation type

User

Group

Role

Asset

Domain

Community

Role in community

Selection

Radio buttons

Checkbox

Select (single)

What type of a



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Drop

21b

Asset Name

{{assetName}}

Give a descriptive name to the asset.

Asset Type

{{assetType}}

What type of asset are you requesting?

Type **Domain** in the Label field and press the Tab key.

22

Close X

Domain

Enter text to filter attributes ...

General

IDcollibra-domain1

Labeld

Value

Default value

Description

Ignored

Visible

Enabled

Type **{{domain}}** next to Value and press the Enter key.

23

Domain

Enter text to filter attributes ...

General

IDcollibra-domain1

Labeldomain

Label tooltip

Value

Default value

Description

Ignored

Visible

Enabled

Data source



Click **Description**.

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IDcollibra-domain1

Labeldomain

Label tooltip

Value{{domain}}

Default value

Description

Ignored

Visible☒

Enabled☒

Data source

StorageID

Type the following: **Please designate a domain to create this asset in**. Then press the Enter key.

25

IDcollibra-domain1

Labeldomain

Label tooltip

Value{{domain}}

Default value

Description

Ignored

Visible☒

Enabled☒

Data source

StorageID

Finally, we need a place for users to explain the nature of the request. With your mouse, click and drag **Multiline text**, then drop it on the canvas.

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Shape repository

Enter text to filter

Data entry

Text

Tags

Date

Multiline text

Rich text

Collibra data entry

File upload

Asset type

Domain type

Attribute type

Asset Reque...

Instructions

Instructions

<p>Fill c

Asset Name

{{assetName}}

Give a descrip

Asset Type

{{assetType}}

What type of a



Drop

26b

Asset Type

{{assetType}}

What type of asset are you requesting?

domain

{{domain}}

Please designate a domain to create this asset in

Type Reason for request in the Label field and press the Tab key.

27

Multiline text

Enter text to filter attributes ...

General

IDtext-areal

LabelLabel

Label tooltip

Value

Default value

Description

Ignored

Type {{requestReason}} next to Value and press the Enter key.

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Enter text to filter attributes ...

General

IDtext-areal

LabelReason for request

Label tooltip

Value

Default value

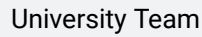
Description

Ignored

Visible

Enabled


Validation



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Note that in **Runtime preview**, dropdown fields that pull Collibra elements like the Asset Type and Domain will not display information.

Click **Design** to leave the preview.

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AppsProcessesFormsDesign

Runtime preview



Instructions

Fill out this form and your asset request will be reviewed by a member of our technical te

Asset Name

Give a descriptive name to the asset.

Asset Type



That's it! You've created the Asset Request Form using Form Editor.

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Workflow Designer

Apps



Create New Asset



Instructions



<p>Fill out this form and your asset request will be reviewed by a member of our technical team. You will

Asset Name

{{assetName}}

Give a descriptive name to the asset.

Asset Type

{{assetType}}

What type of asset are you requesting?

domain

{{domain}}

Please designate a domain to create this asset in.

Reason for request

{{requestReason}}

Please add any details that would be helpful for the technical team to know when reviewing your request.

