# How to Create Forms for Tracking Requests in Jira

Managing and tracking requests across departments can be a hassle using chats and emails. Jira simplifies this by offering a Forms feature that captures requests through structured input forms.

Step 1: Locate Forms Tab in Project Board

On your Jira project board, locate the **Forms** tab in the menu. Click on it, and then select **Create New Form** from the board. You can choose from a list of predefined templates or create a blank form. In this example, the **Feature Request** template is selected.
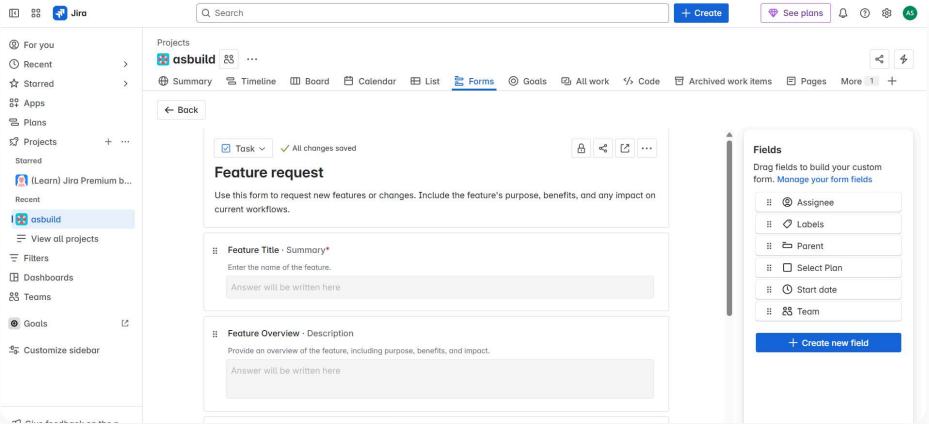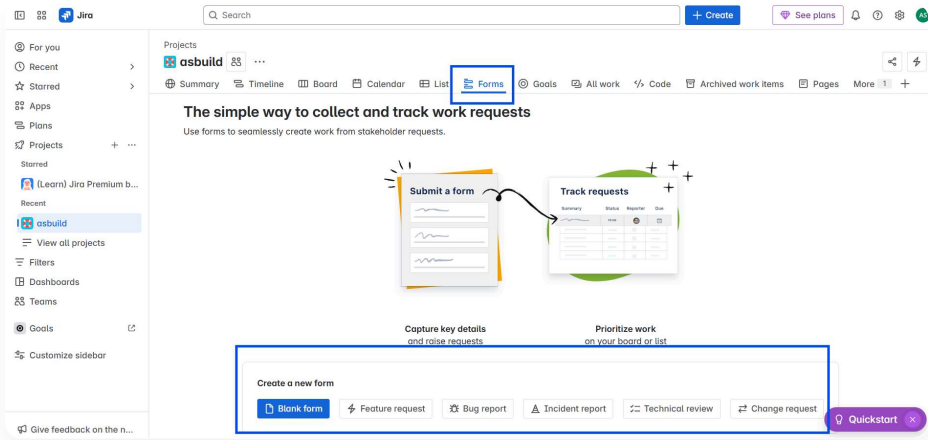

Step 2: Customize Form Fields

After selecting or creating a form, a new window opens where you can customize form fields such as text boxes, dropdowns, and priorities. The form is **auto-saved** as you make changes.

Step 3: Preview and Share the Form

Use the **Preview** icon to see how the form looks. To collect responses, use the **Share** icon to generate a shareable link. When users submit entries, new request issues are automatically created in your project board.
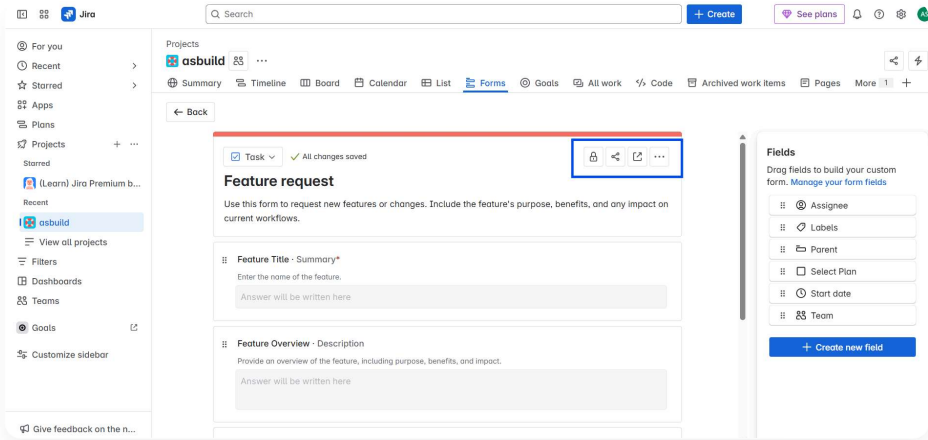
Creating forms in Jira not only streamlines internal requests but also helps your teams manage incoming work more efficiently and transparently.

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