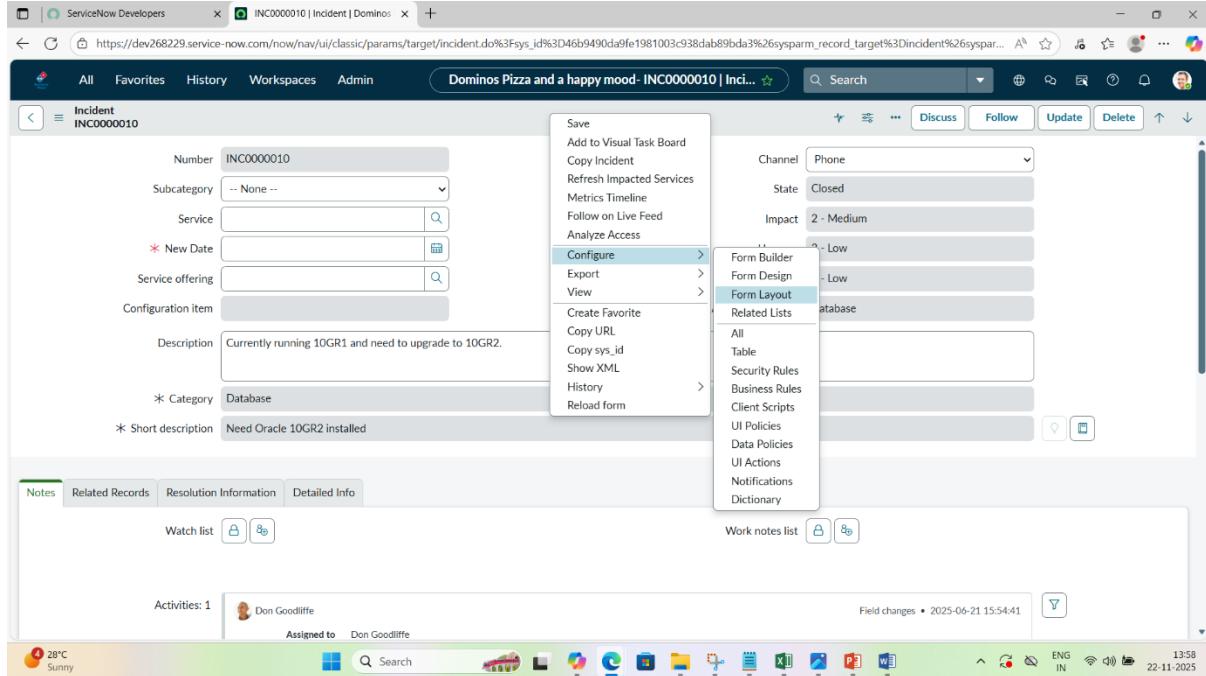
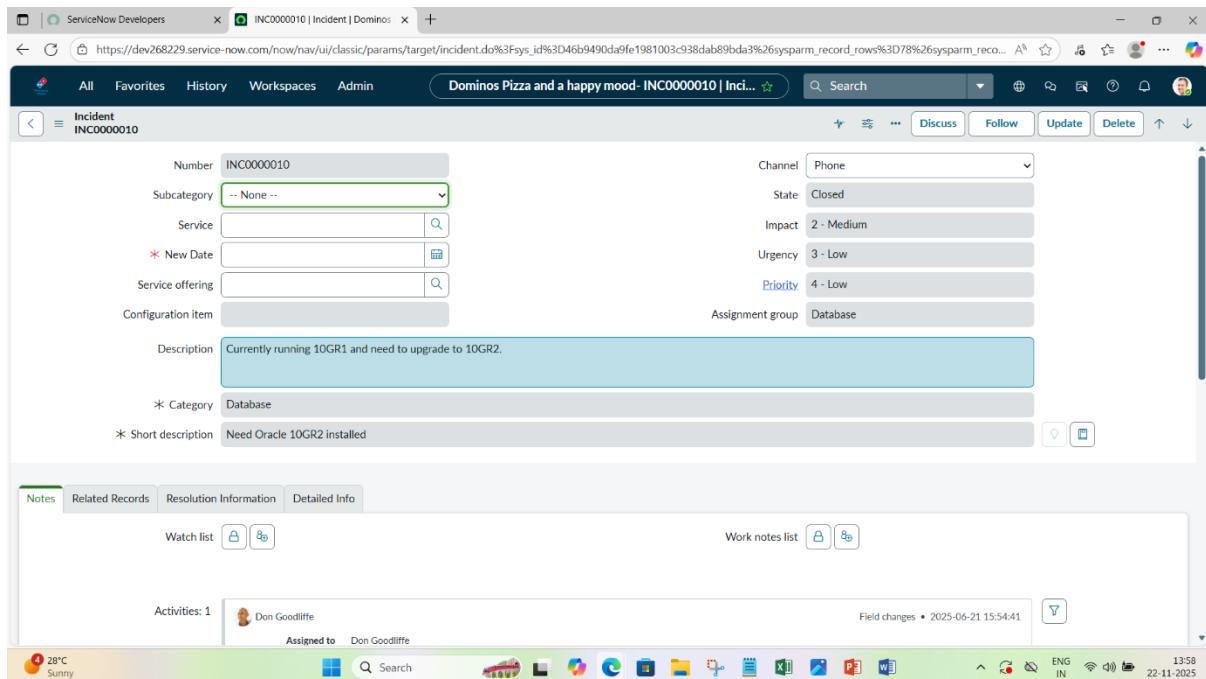


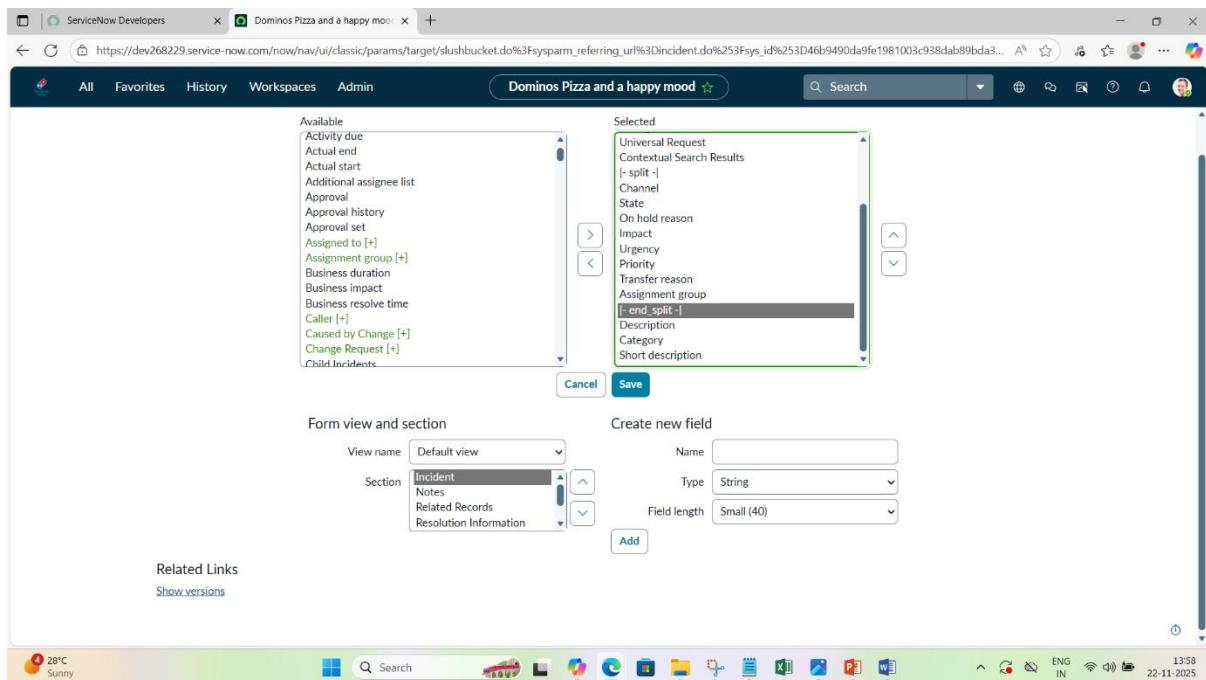
# Form Layout –



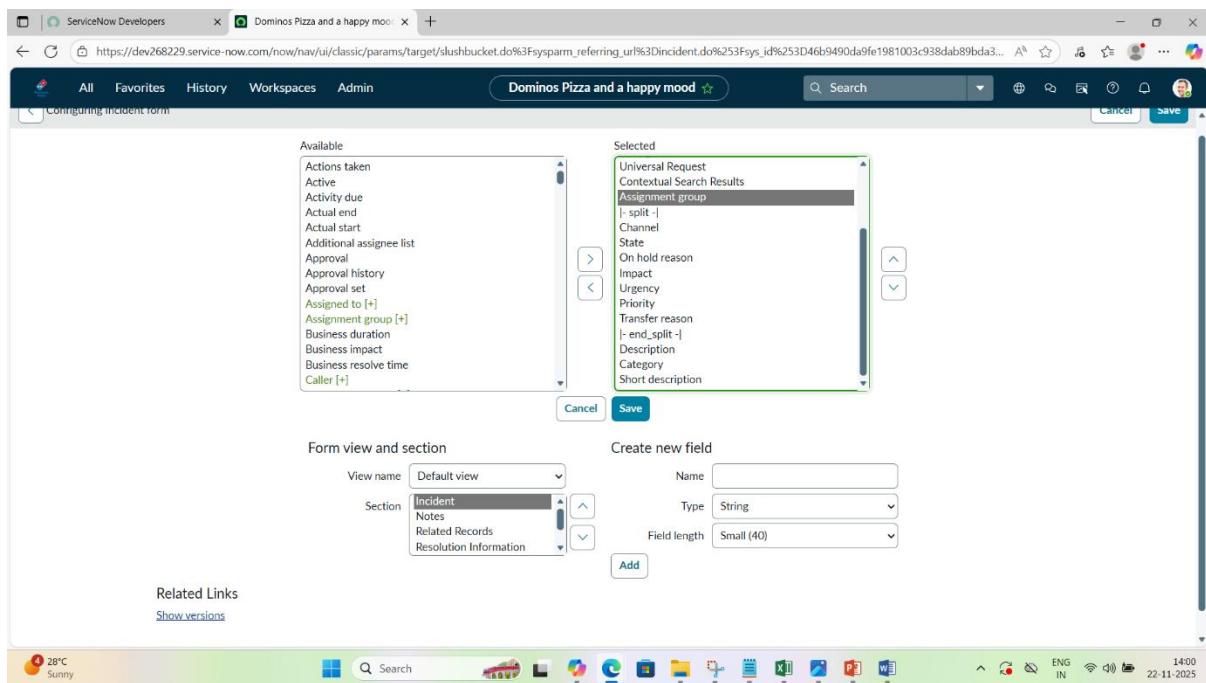
All → Incidents → All → right click on form header → configure → form layout



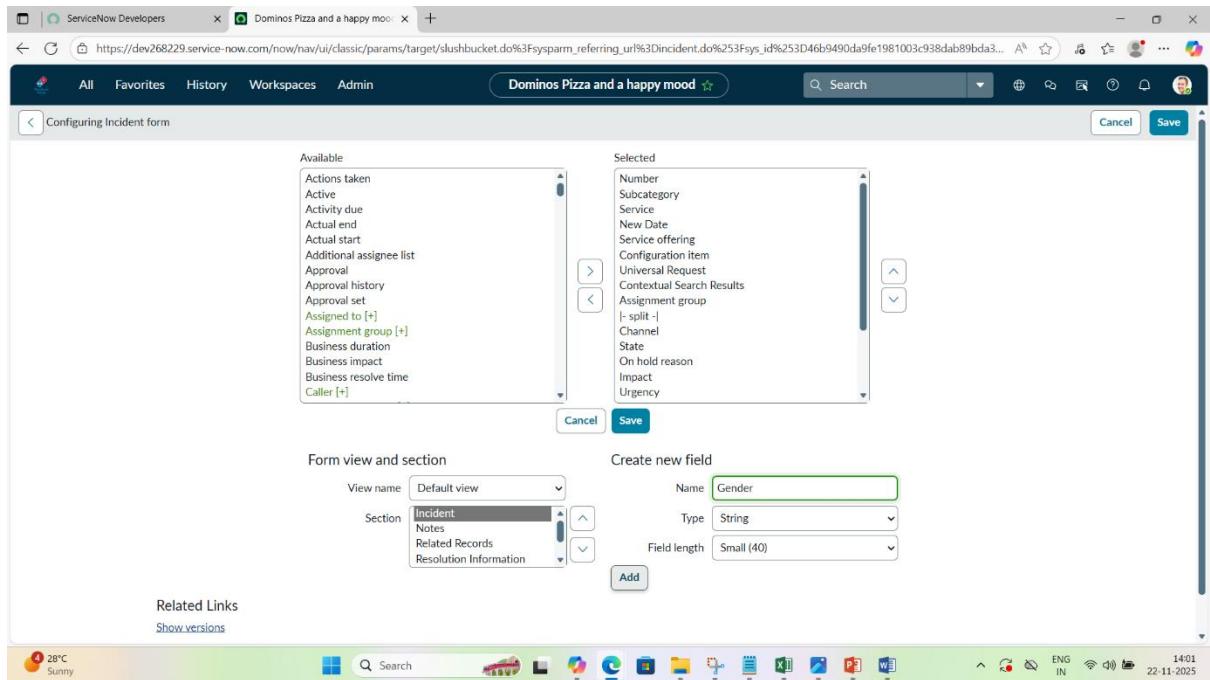
To get some fields in single long column layout,



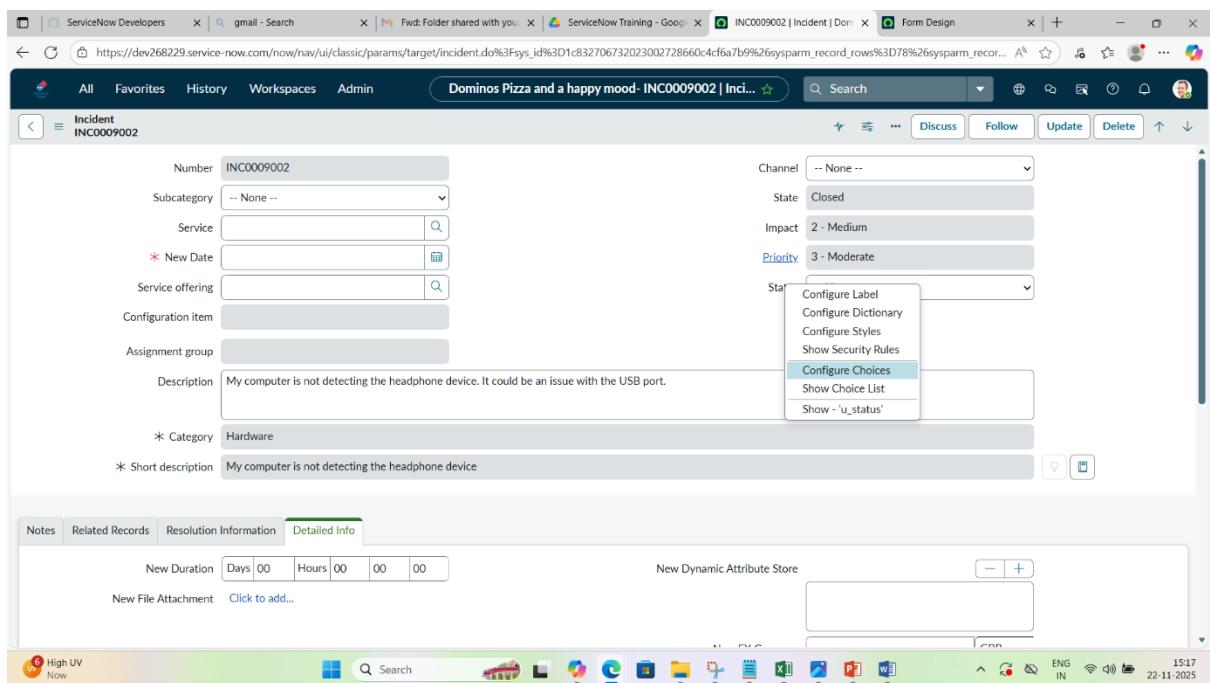
Select the columns and keep under end split to get those fields in single long column layout



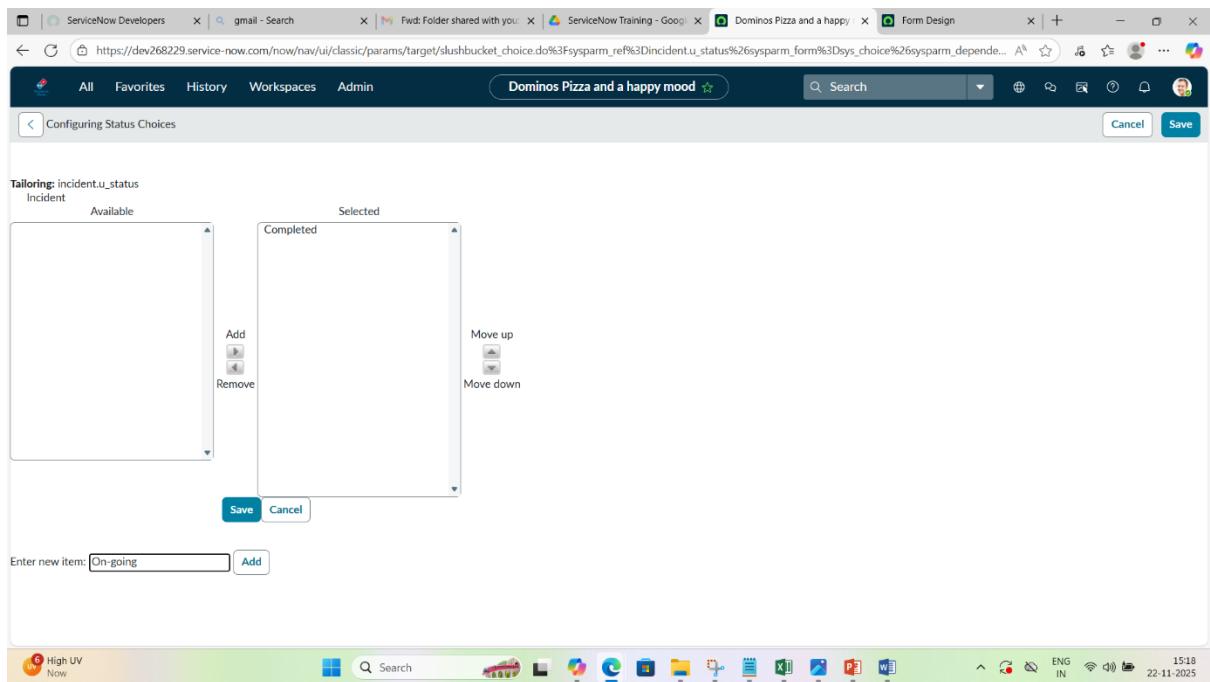
For left side columns keep the field names above split, for right side columns keep the field names below split



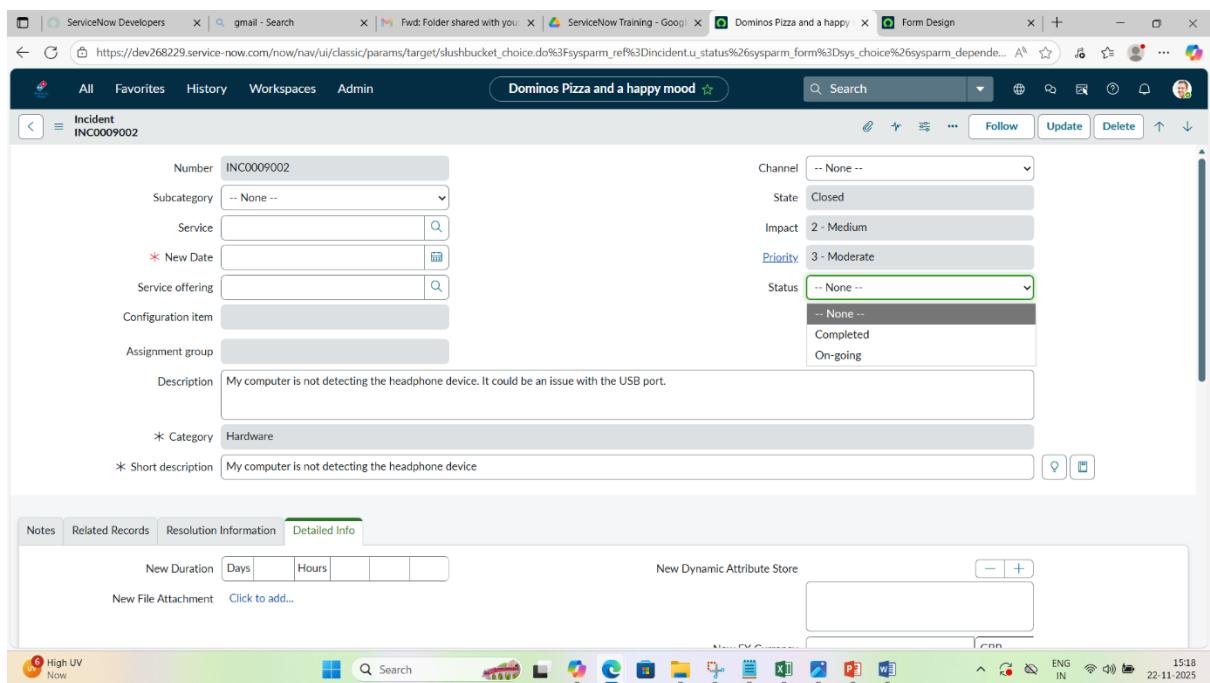
To create a new field, add name and select type as choices and then save



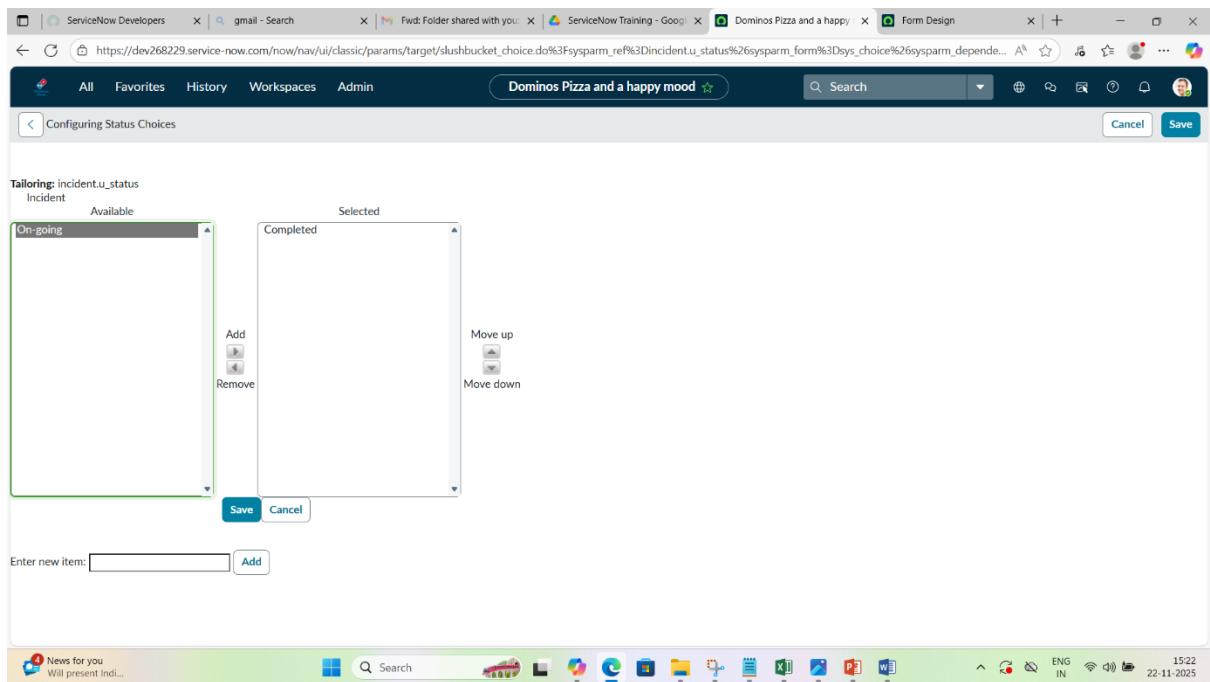
Right click on status → Configure choices



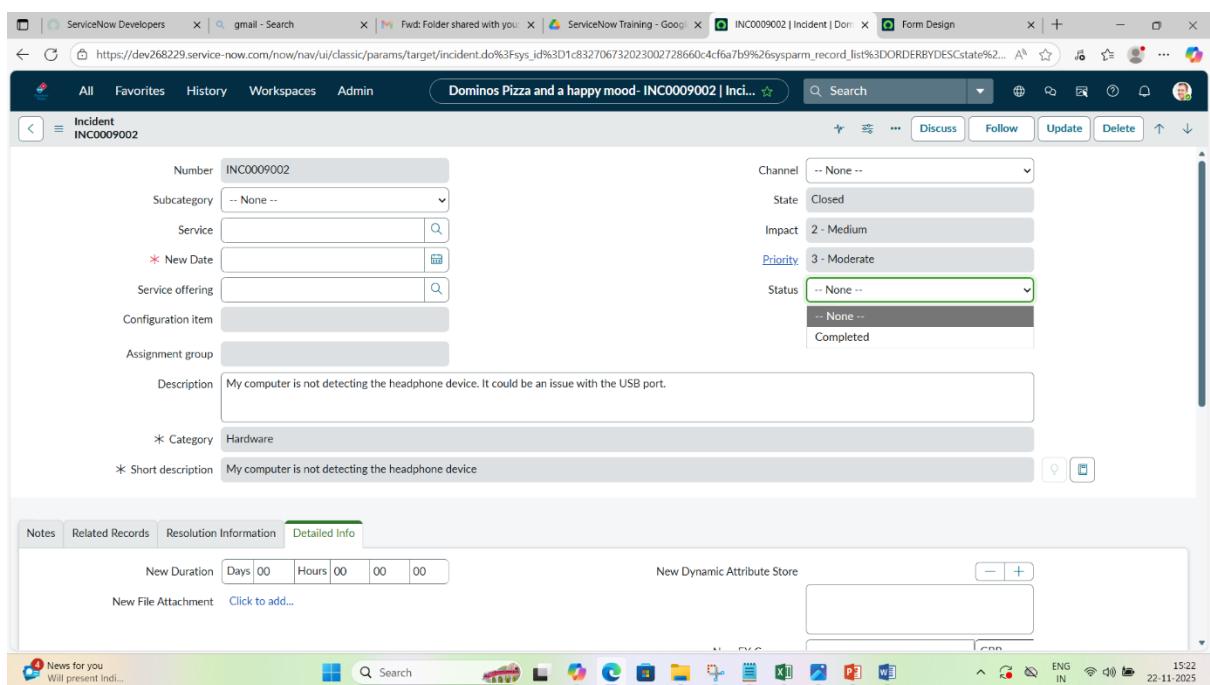
Add the choices needed and click save

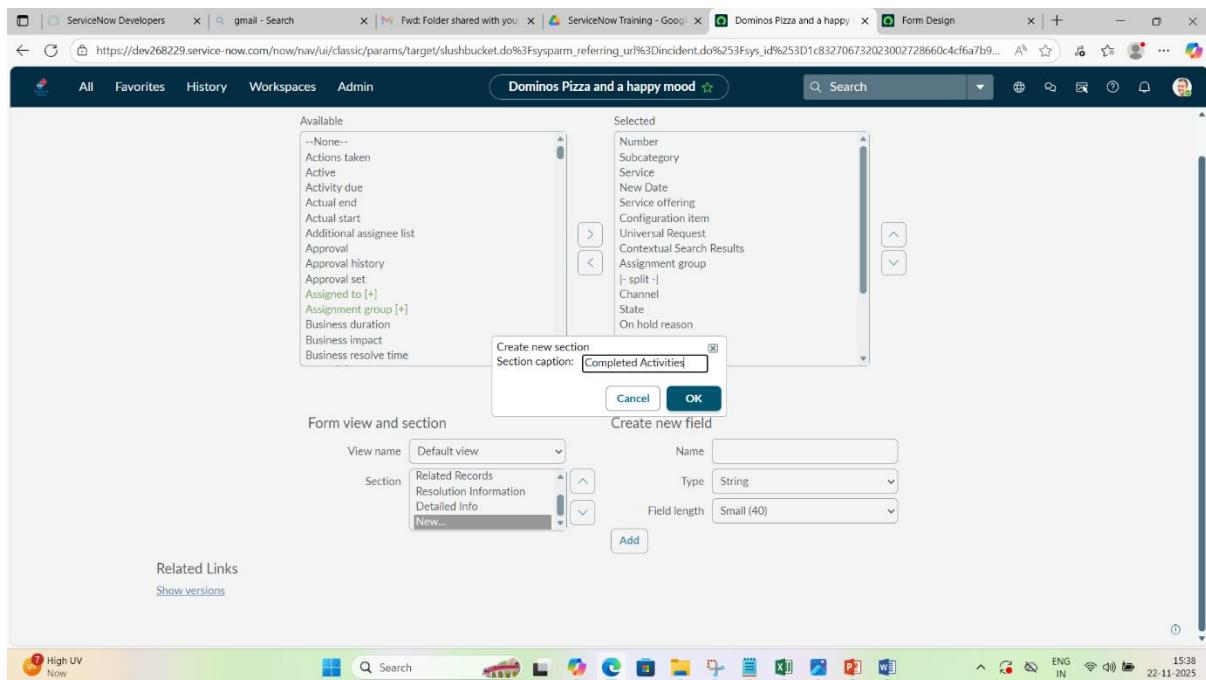


Status field can be seen on the form page

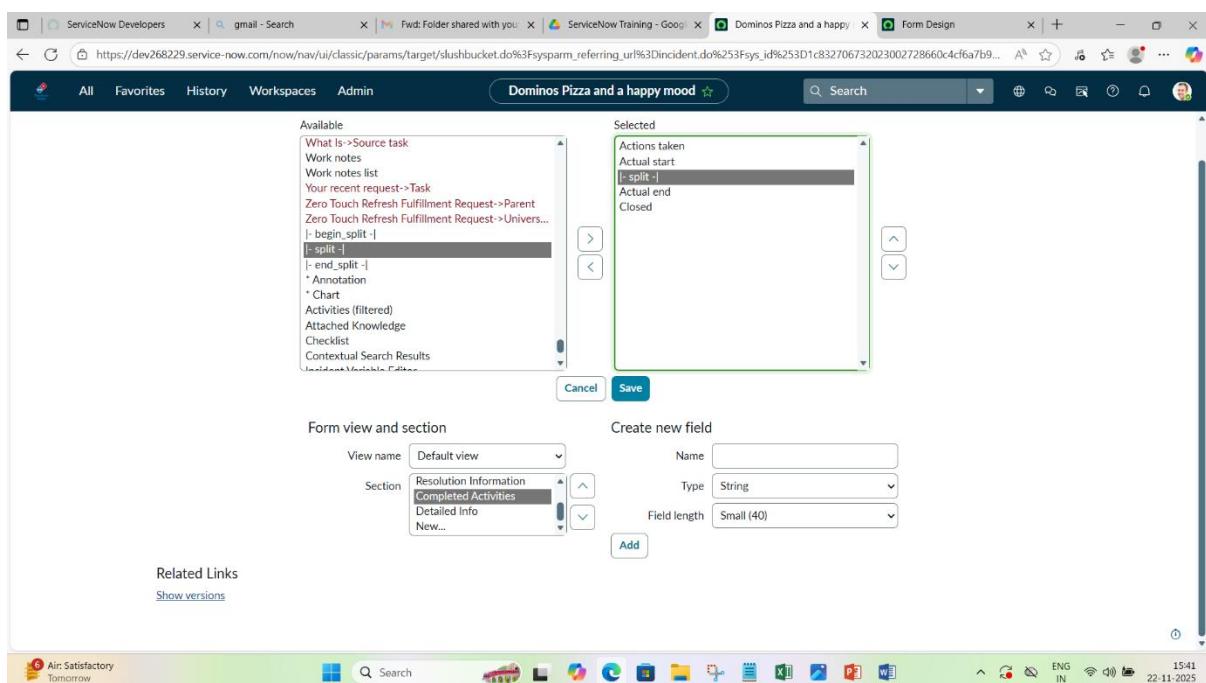


If we want to remove the choices, remove from selected and keep it in available





To create a new sub-section, click on new in the section tab → write the section caption → ok and save



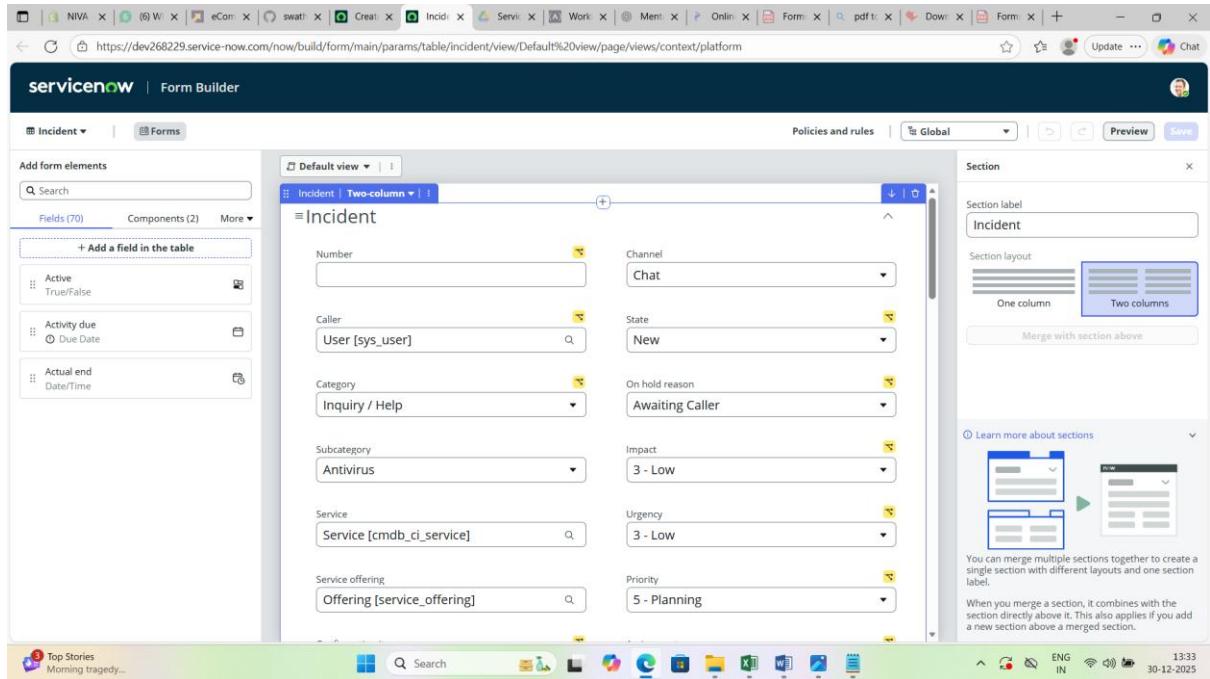
To divide the fields in completed activities, select completed activities in section → move the fields from available to selected and split → save

The screenshot shows a ServiceNow incident form titled "Dominos Pizza and a happy mood- INC0009002 | Inci...". The "Completed Activities" tab is selected. This tab is split into two columns: "Actions taken" on the left and "Actual end" on the right. Below these columns is another row with "Actual start" on the left and "Closed" on the right, which displays the date "2018-12-09 19:29:08". At the bottom of the "Completed Activities" section, there are "Update" and "Delete" buttons. The status bar at the bottom of the screen shows "Air: Satisfactory Tomorrow", the date "22-11-2025", and the time "15:42".

Completed activities section is splitted into 2 column layout

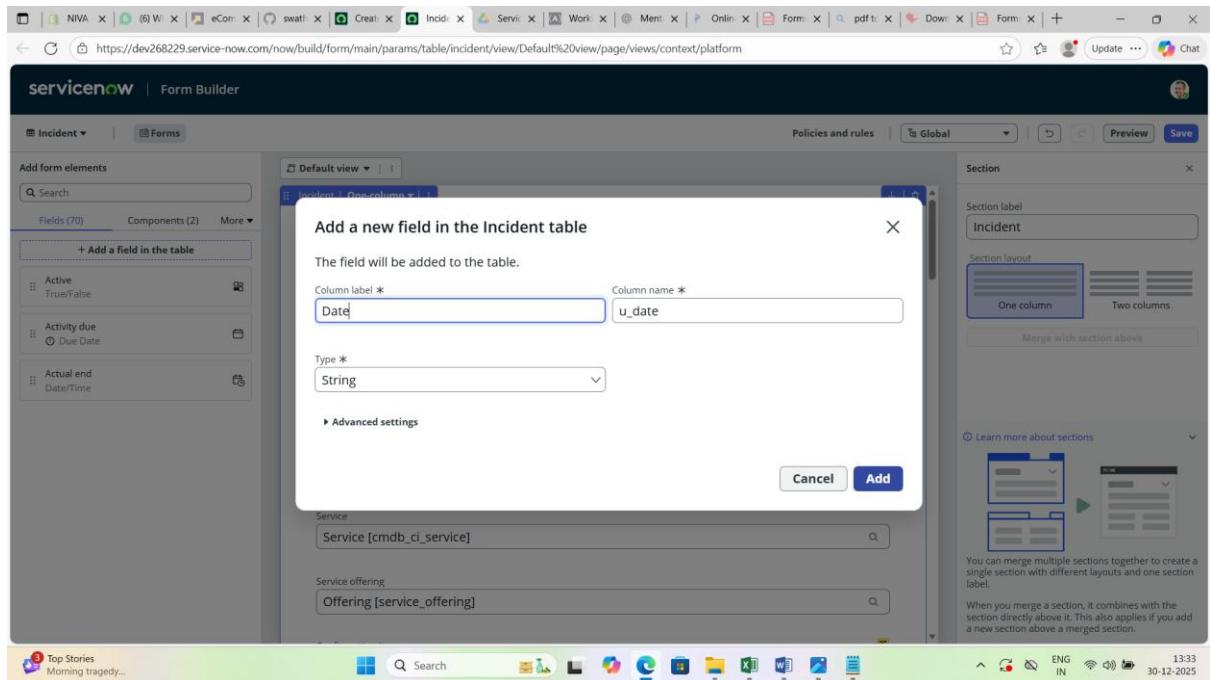
# FORM BUILDER-

Form builder is integrated with the concepts of form design and form layout.

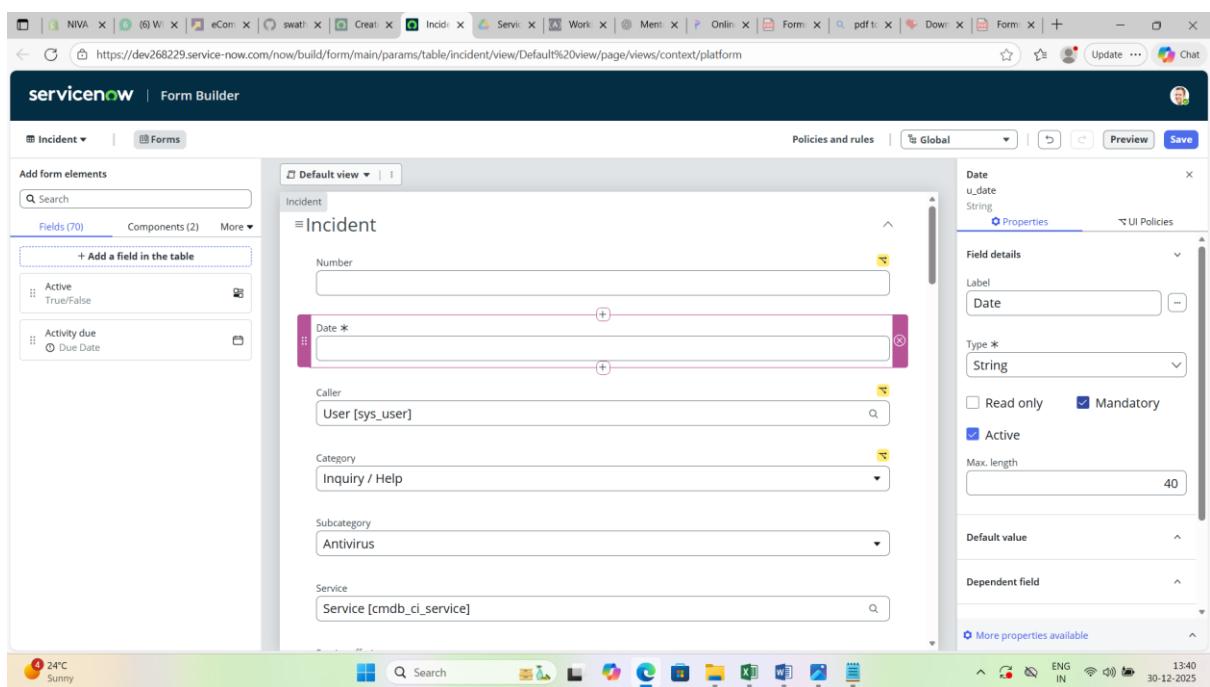


All → Incidents → All → right click on form header → configure → form builder

We can select if we need one column or two column



To add a new field in the table, click on add a field in the table and give column label



And we can make that field as read only or mandatory