Designing a Form with a Subform

The following section describes how to design a Form with a Subform which allows you to add more flexibility to your Form. Subforms are included in a parent Form so in order to design a Form with a Subform you follow the steps of designing a Form.

⚠️ For users to be able to import Records to a Subform, the Form must have a Serial Number or a Key field. Users will use that to define to which Parent Record they are adding (Subform) Records when importing to the Subform.

You can have a maximum Subform depth (Subform within Subform) of 5 and up to 30 Subforms within a Form.
If you want to collect data on a repetitive basis, you can add a Subform field and define the frequency using a Date, Month or Week field. You can make that field a Key field for the Subform so as to alert users for duplicate entries for that specific time period for example.

By making that field a Key field you can also add a Lock to the Subform.

How to design a Form with a Subform

• To start designing your Form you first need to add a Database.
• Click on "Add Form" to open the Form Design page.

• In the Form Design page give a name to your Form and click on "Add a field" to view the Field palette.

Read more about Designing a Form, adding fields and defining Field's properties.
• Click on "Add field" and click on "Subform" to add a Subform to the Form.

Fill in the **Properties** of the Subform field by providing:

• **Label:** type the name for the Subform
• **Description:** optionally provide a description
• **Code:** optionally provide a code

In the Settings check the boxes you want to apply for the field.

• Click on "Done" to add the Subform.
• The Subform has been added. Click on it to open the Properties tab and click on "Open Subform" to start adding fields to the Subform.
- You can design the Subform in the same way you would design a Form. Click on "Add a field" to start adding fields define the fields properties to make the Subform even more flexible.
- Click on "Save" on the Form Design page to save the changes.

💡 If you want to collect data on a repetitive basis, you can add a Subform field and define the frequency using a **Date**, **Week**, **Fortnight**, or **Month** field as a Key in the Subform. You can make that field a Key field for the Subform so as to alert users of duplicate entries for that specific time period or to be able to add a Lock to the Subform.

- Users will be able to add Records to the Subform.
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The Subform will appear in the Data Entry Form.