



**EmployeeConnect**  
*Work. Flow. Smarter.*

[How to Use Custom Form Builder in EmployeeConnect.](#)

**Table of contents:**

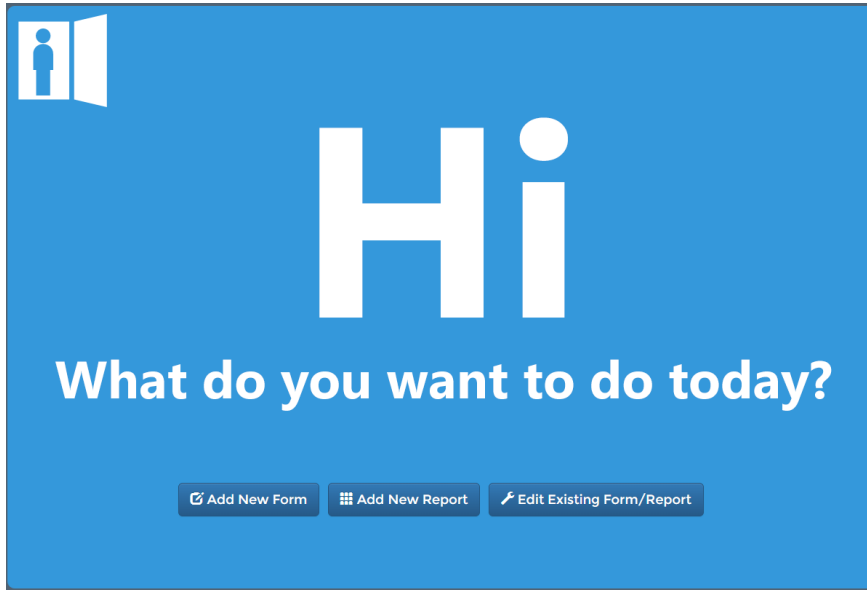
Introduction	.....	2
How to Use Custom Form Builder	.....	2
No workflow attached	.....	4
With attached Workflow	.....	6

## Introduction

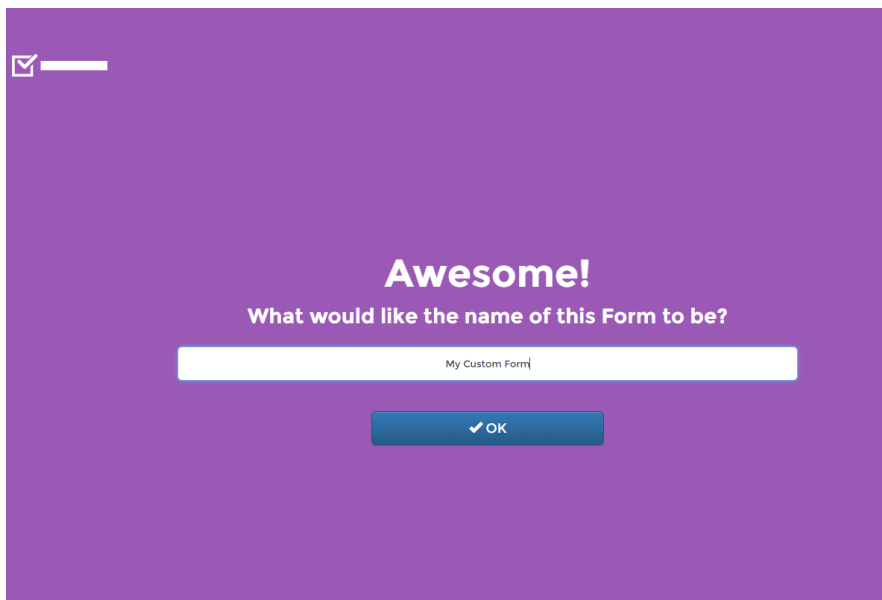
The Custom Form Builder in EmployeeConnect is very flexible tool to build your custom forms. These forms can be attached to EmployeeConnect workflows to trigger specific actions and notifications. One sample is like a leave request, you can build a form, trigger a workflow when the custom form is submitted and notify people in the organization.

## How to Use Custom Form Builder

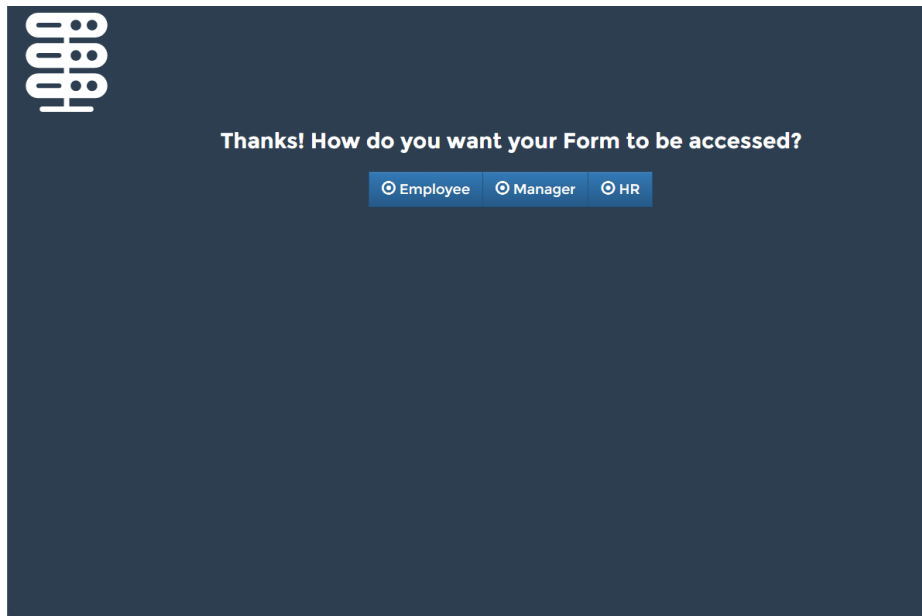
1. Click Advanced > Custom Forms



2. Click Add New Form
3. Input the custom form Name



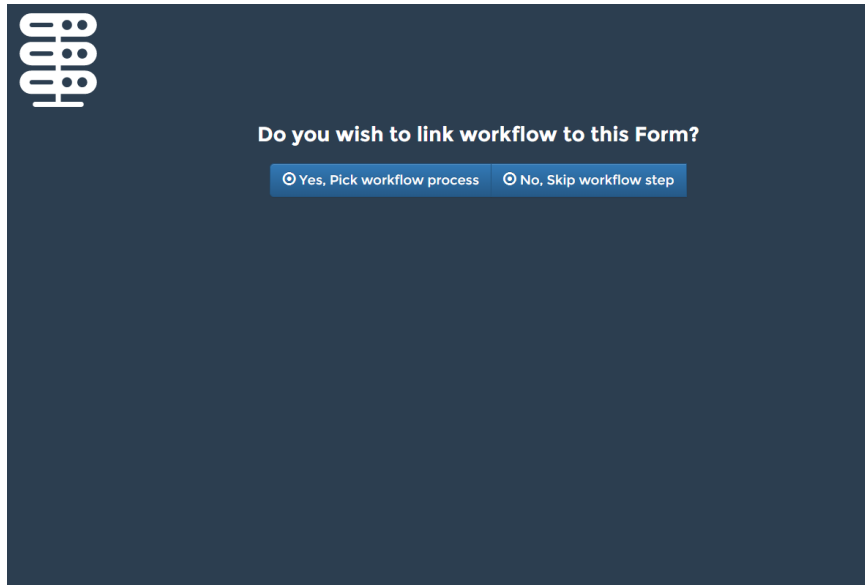
4. Click OK
5. Select where to attach the form



Thanks! How do you want your Form to be accessed?

Employee  Manager  HR

- a. Employee (Home)
  - b. Manager
  - c. HR
6. Select if you want to attach a workflow or do this later

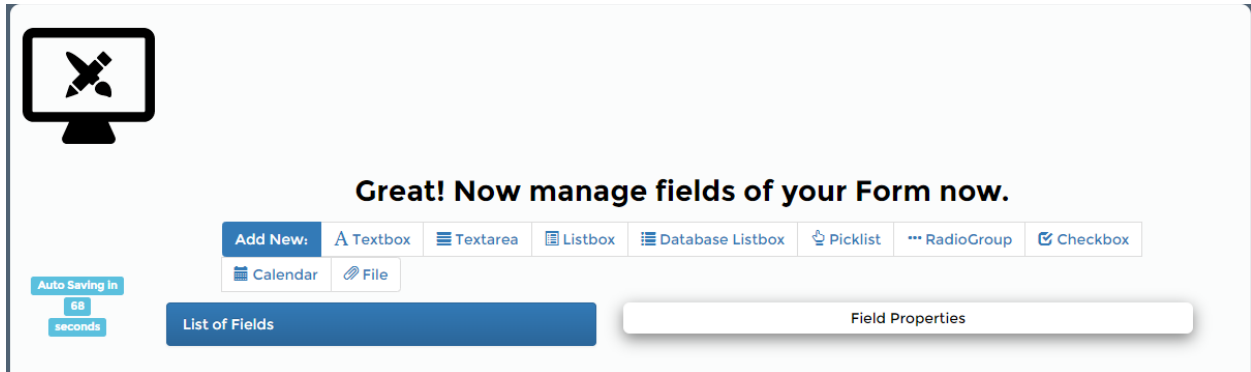


Do you wish to link workflow to this Form?

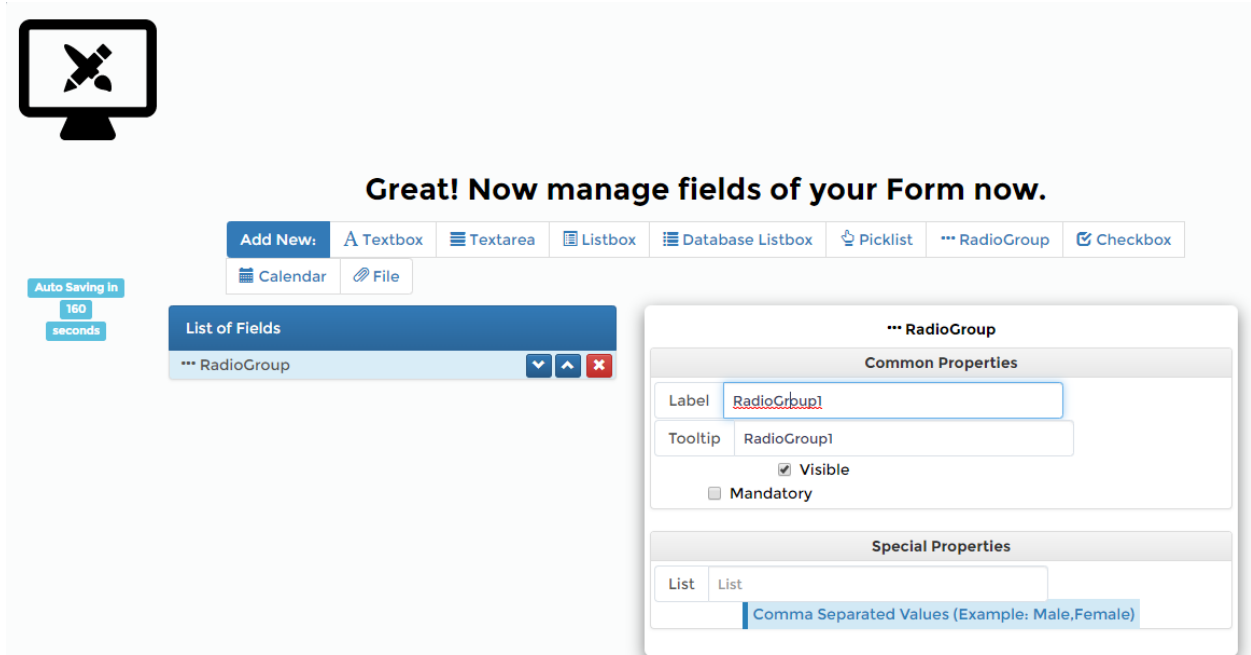
Yes, Pick workflow process  No, Skip workflow step

Proceed to step 7 if you skipped the workflow, otherwise jump to step 19.

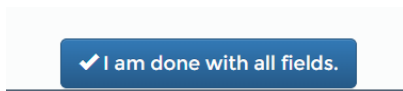
7. Select which field to add, Textbox, Listbox, Database listbox, Picklist, RadioGroup, Checkbox, Calendar or File for attachments



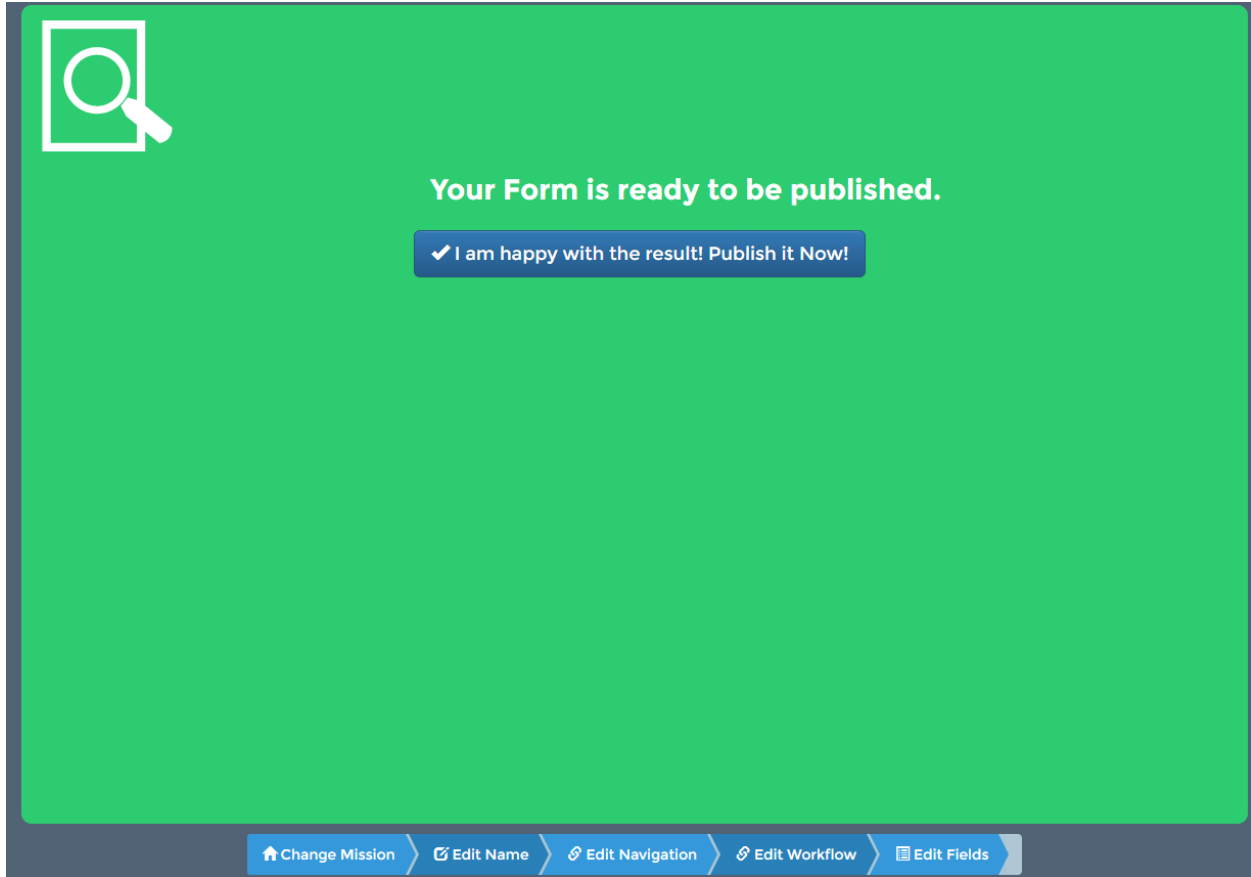
8. I selected a RadioGroup



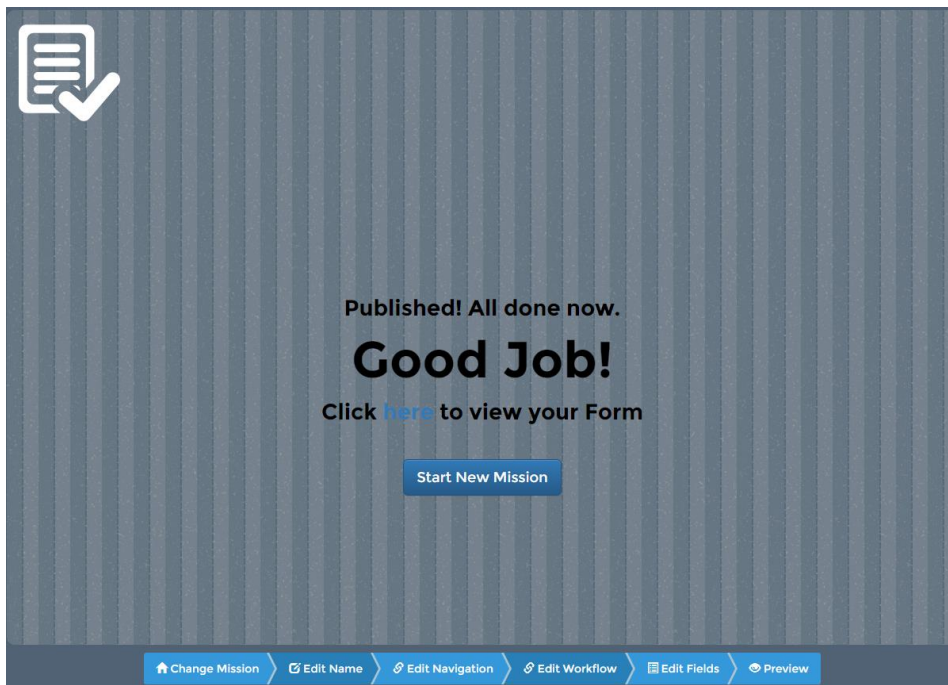
9. Input the RadioGroup Label
10. A Tooltip for the field
11. Check the Visible tickbox
12. Check Mandatory if you wish this field to be mandatory
13. Input the List Values on the List text Area
14. Add more fields as required or click I am done with all fields. button when done.



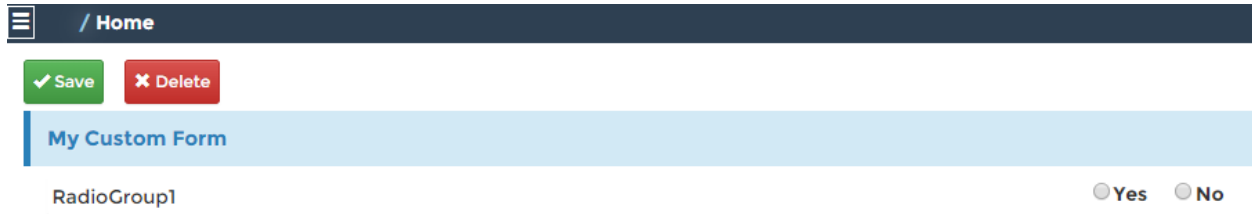
15. You may click I am happy with the result! Publish it now! button to publish the custom form



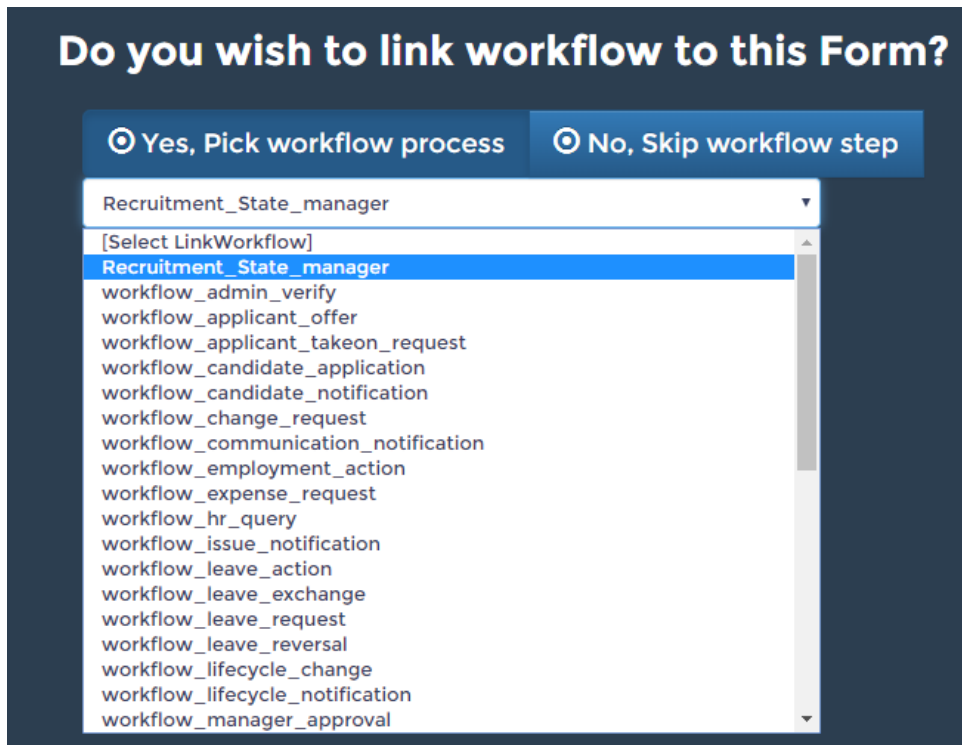
- 16. Or click on any of the breadcrumbs below the screen to modify your form settings
- 17. A confirmation page will notify you the action was successful



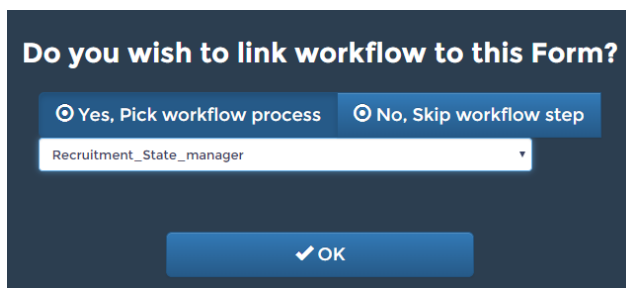
- 18. The Custom form will now appear on the menu you selected during setup, access by clicking on the 'here' button



- 19. Click Yes pick workflow process to attach a workflow process



- 20. Select the workflow to associate to the form, this triggers when you submit a form
- 21. Click OK



- 22. Proceed with Step 7 to complete the form.