Forms

Documentation · https://viaspaces.com/Documentation/forms/

Collect structured answers from a recipient as part of the approval flow.

A Form is a document built from a template that includes form fields, so instead of just approving or rejecting, your recipient fills in real data that comes back to you.

What makes a Form different

The sender of a Form acts as the Requestor. The receiver fills in or edits the form's fields, then sends it onward so the Requestor can review the answers. Use a Form whenever you need to collect data or a confirmation from someone rather than just asking for a signature.

A Form follows the same statuses as any other document, with one addition: once the receiver answers, it moves into an **Answer** state, waiting for the Requestor to validate it.

Form Fields in Template Builder

Form fields live in a dedicated **Forms** category inside Template Builder's Components panel:

Field	What it does
Form Area	Container that groups form fields inside a section.
Input	Single-line text field.
Select	Dropdown with a defined set of option values.

Field	What it does
Checkbox	Single yes/no field.
Textarea	Multi-line text field.

Every field has a Label; Select fields also define their own list of option values.

Answering and Validating

1. The sender fills in the sender-editable fields and sends the form.
2. The receiver opens it, fills in the rest, and approves or rejects it.
3. Approving moves it to **Answer** and sends it back; rejecting completes it as **Completed | Rejected**.
4. The Requestor opens the Answer and reviews the receiver's values, which are read-only at this point.
5. The Requestor approves it (**Completed | Accepted**) or rejects it, sending it back to the receiver.



Hint: If a field has regex validation, invalid data blocks sending, approving, or starting approval until it's fixed.