

## Forms

Forms is a section of the system designed to replace cumbersome paper forms and gather required information from onboardees. You can use Forms in Webonboarding to replicate current paper forms in a format that can merge across existing information and allow onboardees to complete the Form on their mobile device.

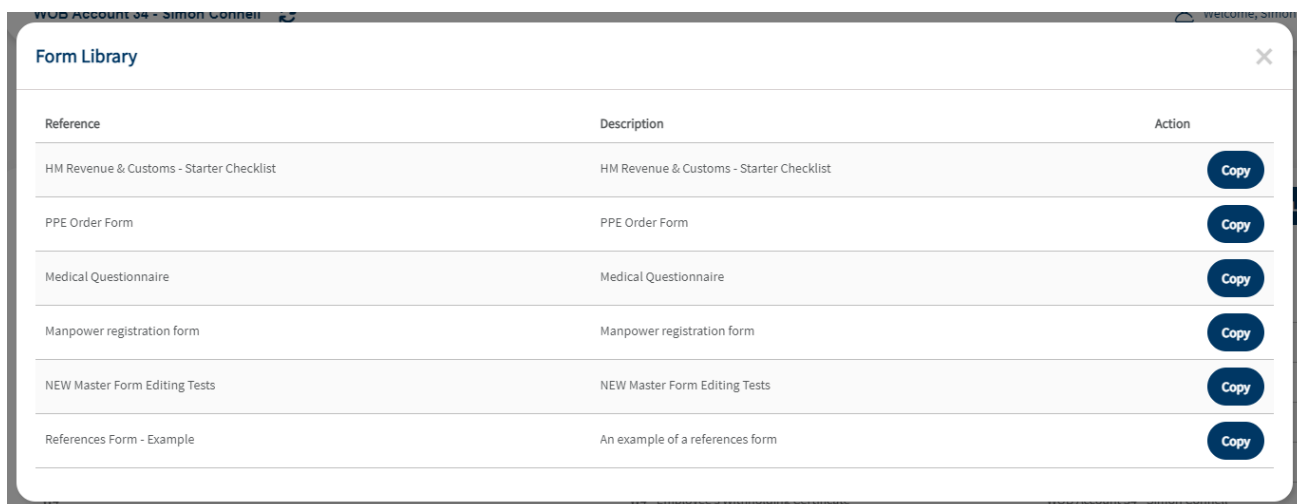
Webonboarding Forms are much more effective than using PDF or Word files in the Documents section as you can define how an onboarder needs to answer and they are designed to be responsive to mobile browsers. This reduces input errors and makes things simpler for onboardees.

## The Form Library

The Form Library is a shortcut to creating standard forms from templates that have been created by Webonboarding do that you can add them to your Form list and customise them for your needs.

## Using The Form Library

Navigate to Forms and then click on the 'Form Library' button to see a list of the available Forms:



The screenshot shows a 'Form Library' window with a table of available forms. The table has three columns: Reference, Description, and Action. Each row represents a form template with a 'Copy' button in the Action column.

Reference	Description	Action
HM Revenue & Customs - Starter Checklist	HM Revenue & Customs - Starter Checklist	Copy
PPE Order Form	PPE Order Form	Copy
Medical Questionnaire	Medical Questionnaire	Copy
Manpower registration form	Manpower registration form	Copy
NEW Master Form Editing Tests	NEW Master Form Editing Tests	Copy
References Form - Example	An example of a references form	Copy

You can then click 'Copy' from the Actions against the Form you want to use. This will open up the form as if it's just been created on your system. From here you can edit the form and assign it to the relevant companies as you would with a standard Form.

Please see the guides for [Creating and Editing Forms](#) for more information on this.