Creating Form ID's

As an administrator, you can set up Form IDs which can be used when creating forms, helping to simplify the creation and use of forms. Form IDs are reusable and editable, making it easier when you want to bulk edit the behaviour of several forms.

Form ID's are created in the Form administration section and provide a number of benefits such as:-

- Control the behaviour of the responses to a form
- Track the usage of a Form ID
- Update several forms that use the same ID at the same time
- Link the responses to a Form to the Form ID Internal Database.

It's not necessary to use Form IDs and you can set a direct destinations in the Forms for Confluence macro, however the Form ID is a powerful mechanism used to administer and manage the use of Forms for Confluence more easily and is a good option when creating forms that are designed to be more permanent.

Form ID's can be configured to use either the Internal Database, with all responses to a form being sent to the Internal Database against the Form ID or be configured to send out responses to specific email addresses.

Prerequisites

- Forms for Confluence installed
- Logged in as an Administrator
- If setting up a Form Id for ScriptRunner, the required application link, and REST endpoint in JIRA should already be configured.

Instructions for Creating Form ID's for Email Relay

Form ID's with the collector type set to “Email Relay” will send responses to a form to an email address

Instructions

1. Navigate to the administrator console
2. Select Forms Administration from the left navigation panel.
3. Click "Add a New Form Configuration"

   ![](add_new_form_configuration.png)

4. Complete the Form ID Config form
   4.1 Provide a unique ID/name used to identify the Form ID configuration
   4.2 Set collector type to “Email Relay”
   4.3 Enter the destination email address submitted form mails should be sent to
   4.4 Check “Single Submission” if you want to send an email only once to the provided email addresses.
   4.5 Check “Submission Override” if you want to allow the user to override his submission.
   4.6 Provide a brief description
4.7 Provide a success message to be displayed to senders after having submitted their form

Instructions for Creating Form ID's for Internal Database

Form ID's with the collector type set to "Internal Database" will store responses from a form in the Forms for Confluence Internal Database. Responses can be viewed, managed and exported directly in Confluence.

Instructions

1. Navigate to the administrator console.
2. Select Forms Administration from the left navigation panel.
3. Click Add a New Form Configuration.
4. Complete the Form ID Config form
   4.1 Provide a unique ID/name used to identify the Form ID configuration.
   4.2 Set collector type to "Internal Database".
   4.3 Select Form Response Macro Permission.
   4.4 Select Notifications.

   Notification preference is personal to the user editing the form configuration, and will not influence other users notification preferences. Notifications may be disabled for the user editing the form configuration.
4.5 Check/Uncheck “Single Submission” option as you prefer.
4.6 Check “Submission Override” if you want to allow the user to override his submission.
4.7 Provide a brief description
4.8 Provide a success message to be displayed to senders after having submitted their form

**Create New Form Configuration**

- **Form ID**: Demo
- **Destination type**: Internal Database
- **Form Response**: Admin and Space Admin only
- **Notifications**: Instant
- **Single Submission**: On
- **Submission Override**: On
- **Description**: Form configuration with single submission and submission override selected
- **Success Html**: Success!

5. Save your Form ID Configuration.
6. The new Form ID will appear in your list.

7. You can now use this form mail as a parameter for the Forms for Confluence macro

**Instructions for Creating Form ID’s for ScriptRunner for JIRA**

1. Navigate to Confluence Administration > General configuration > Forms for Confluence.
2. Click “Add a New Form Configuration”.

**Form Configuration**

- **Info**: There are no Forms defined. Add a New Form Configuration that can be used within the form macro
3. Complete the Form ID Configuration section.
   3.1 Provide a unique ID/name used to identify the Form ID configuration.
   3.2 Set destination type to "ScriptRunner for JIRA".
   3.3 Check/Uncheck "Single Submission" option as you prefer.
   3.4 Check/Uncheck "Submission Override" option as you prefer.
   3.5 Select the JIRA Application Link that will be associated with the Form Id. All available JIRA Application Links will be shown in the drop-down list. See the Atlassian documentation for instructions on setting up an application link between Confluence and Jira.
   3.6 The ScriptRunner endpoint identifies the specific endpoint (contact point) configured using ScriptRunner REST endpoints in JIRA. This is simply the exact point to where the form will be sent. The ScriptRunner REST endpoint will be responsible for processing the submitted form. One form can be submitted to multiple JIRA instances, and each JIRA instance can have several endpoints. See the ScriptRunner documentation for setting up a REST endpoint.
   3.7 Information received back from the ScriptRunner endpoint on the JIRA instance will be shown to the user after the form has been submitted. This might be useful if the form submitted was used to create an issue in JIRA. The message received could contain a link to the newly created issue or any other information deemed useful.

4. Save the Form ID Configuration.
5. The new Form ID will appear in the Form Configuration list.
6. The Form ID can now be used as a parameter in the Forms for Confluence macro.
7. An example use case can be found here.

**Placeholders for Info Html**

"Info Html" in ScriptRunner Form Configuration is customisable and at present Info Html supports the following placeholders:

- $endpoint: Input value of the "ScriptRunner Endpoint" text box.
- $formID: Input value of the "Form ID" text box.
- $response: Received response of a successful call.