



SAP Ariba 

# Forms Builder Usability Enhancements and Data Privacy Requirements

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 **Run Simple**

# Feature at a Glance

## Introducing: Forms Builder Usability Enhancements and Data Privacy Requirements

Ease of implementation



Low-touch/simple

Geographic relevance



Global

### Customer challenge

The newly designed UI allows for a better overall user interaction with several features that add value for customers. The new responsive and modern UI allows users the flexibility to configure the different panels for a better view of the workspace and optimizes for streamlined design and test approach.

### Meet that challenge with **SAP Ariba**

New Tabs for Test and design allows for a more streamlined approach to easily allow users to test form functionality as they are designing the Form. Ability to mark data as Personal complies with the new GDPR requirement on data privacy.

### Experience key benefits

- User interface changes in the new design include:
- New and improved form selection section now available on the top section of the forms builder with enhanced search capabilities
  - Approval workflow added on the Design tab
  - New Test tab for testing your form design
  - Data table widget enhancements
  - Ability to mark personal data in form designs

### Solution area

This feature is available in:

- SAP Ariba Buying and Invoicing
- SAP Ariba Buying
- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing
- SAP Ariba Catalog

### Implementation information

This feature is enabled for all customers with the applicable solutions and is ready for immediate use.

### Prerequisites and Limitations

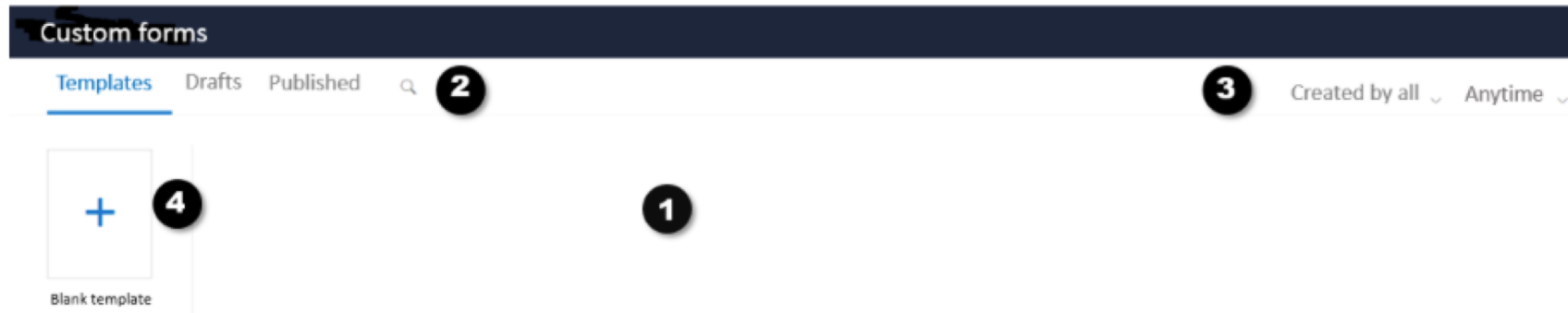
On the Test tab, when testing your form design in the requester's view, you cannot change the Locale and Currency fields. You can't change any fields in the approver's view of the form. When testing the form design, if you choose the approver group, the first approver from the group is selected by default. You can only test the form design for the first approver in a group. You cannot test your form design for other approvers in the group.

## Feature at a Glance

### Introducing: Forms Builder Usability Enhancements and Data Privacy Requirements

#### New and improved form selection section

Responsive UI with configurable panel sizing



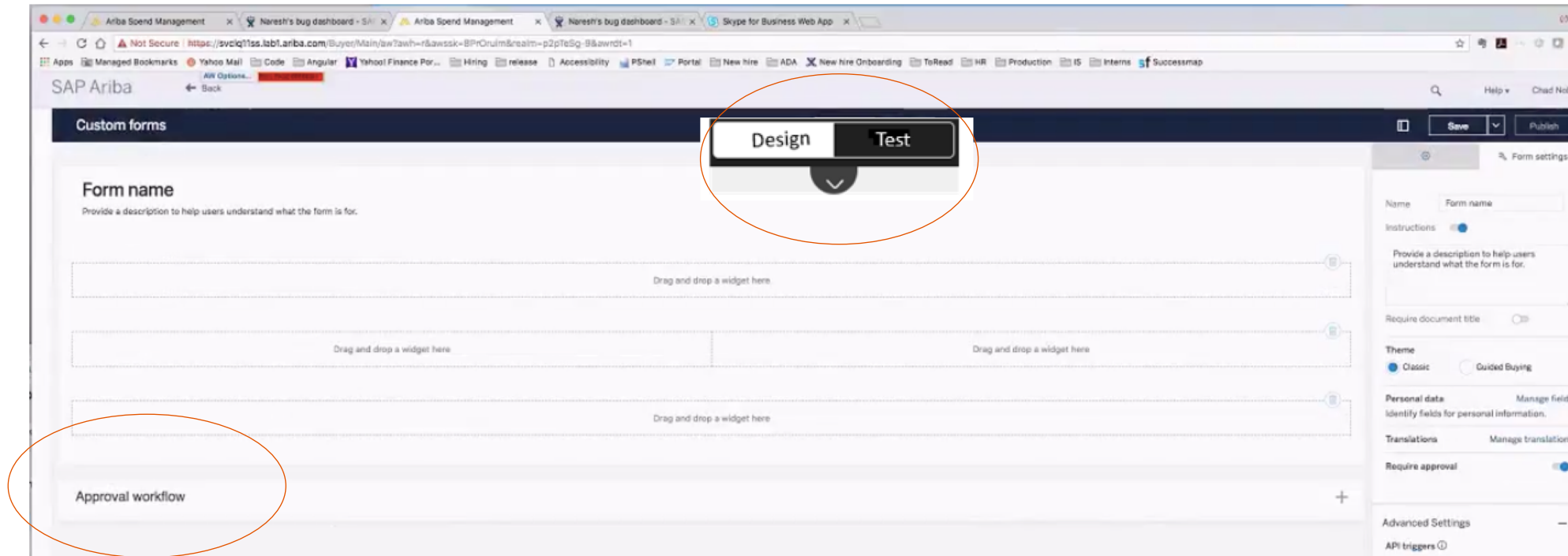
### Detailed feature information

The new UI panels allows for flexibility in the use of screen real estate so to improve your design workspace. Users can use the different panels and size them as they want or even collapse. The text following the figure explains each area of the new forms selection section.

1. The form designer top section shows templates, drafts, and published forms. Click the respective link to view available templates, drafts, and published forms.
2. You can search for a template, draft, or any published form in the top section by its title in the search field.
3. Narrow down your search results using the filter options based on who created the form design and the time when the form was created.
4. You create a form design from the **Blank template**.

# Feature at a Glance

## Introducing: Forms Builder Usability Enhancements and Data Privacy Requirements New Design and Test Tabs



Click the down arrow attached to the **Design** and **Test** tabs to go to forms selection section to view existing templates, drafts, and published forms.

With the new '**Test**' tab, it allows users to test any conditions at the field level before publishing the form. This makes for a clean and easy navigability. As you are designing the form, you are able to quickly test out any conditions you create in the form. Compared to earlier design where you had to publish and activate the form and then be able to test it.

The *Approval workflow* process of design and test follows the same approach

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## Introducing: Forms Builder Usability Enhancements and Data Privacy Requirements

### Data table widget enhancements

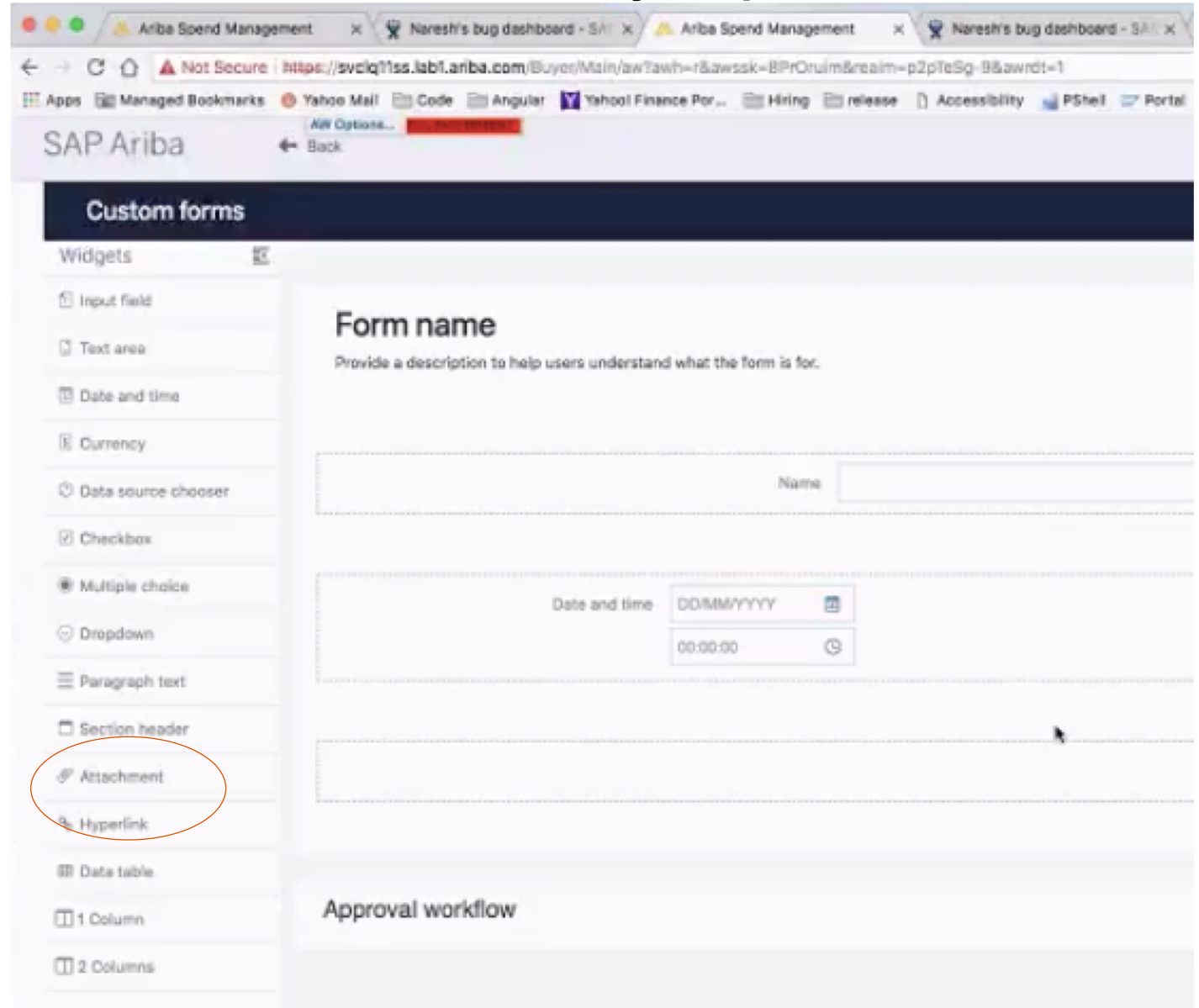
The data table widget includes a new column type for 'Attachments'.

Users can upload files in the Attachment column before submitting form documents.

When you select the Attachment column, the table on the left side shows the Upload file button as an indicator. In the Attachment columns, users can upload a single file in each row. The maximum size for a single attachment is 10 MB.

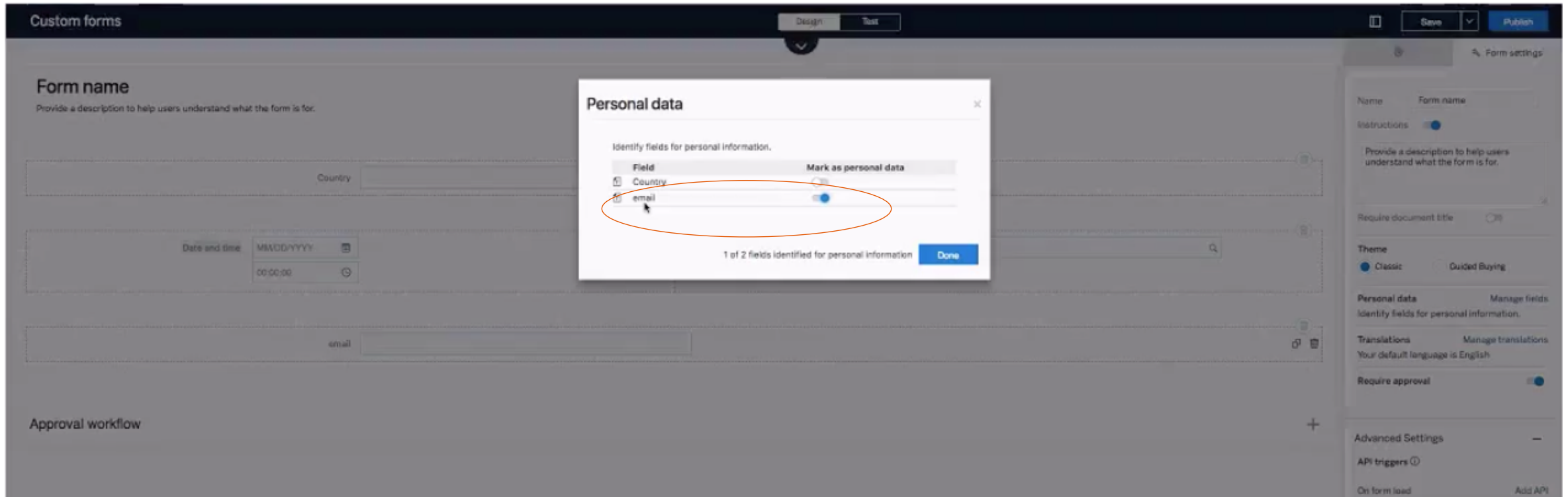
The supported file types are: *BMP, CAD, DOC, DOCX, GIF, JPG, JPEG, MPEG, MSG, PDF, PNG, RTF, TIF, TXT, WAV, XLS, XLSX, EML, and ZIP.*

When user creates a form document that includes a table that has an attachment column, the corresponding row shows the Upload file button. Users can click Upload file to open a window, choose a file to upload, and click Done.



# Feature at a Glance

## Introducing: Forms Builder Usability Enhancements and Data Privacy Requirements Ability to mark personal data in form designs



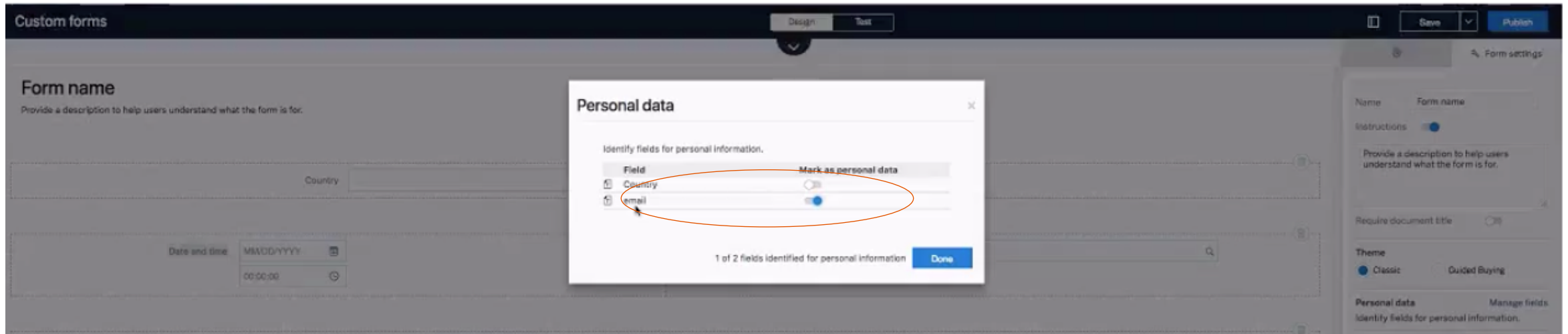
The **Form settings** tab for each form design includes the **Personal data** section. In this section, the **Manage fields** link opens a window that identifies all fields for personal information. The form widgets that include this option are: **Input field**, **Text area**, **Checkbox**, **Dropdown**, and **Multiple choice**.

Fields identified as personal data will be stored encrypted in the database.

## Feature at a Glance

### Introducing: Forms Builder Usability Enhancements and Data Privacy Requirements

#### Ability to mark personal data in form designs



To update the personal data setting of existing fields, create a new version of the published form. When you revise a published form to the original version, you can't change the personal data setting of existing fields, but you can mark new fields as personal information.

The audit log in the Forms and Extensions Manager workspace records operations on personal data fields. When a user submits or deletes a form document that includes personal information, the audit log file is updated. When a user updates the personal data or downloads an attachment, those events are also logged in the audit log. Administrators can download the audit log file for auditing purposes.

In Ariba Administrator, the Download audit log link lets administrators download the audit log file.

When you export form documents in Ariba Administrator (by choosing Actions Report), if the documents include personal data fields, the CSV export file includes those fields.