



# Tutorial- How to hide and show a control using rules

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## About this tutorial

The following tutorial will demonstrate how to hide or show a control using the Rules functionality in Nintex Forms.

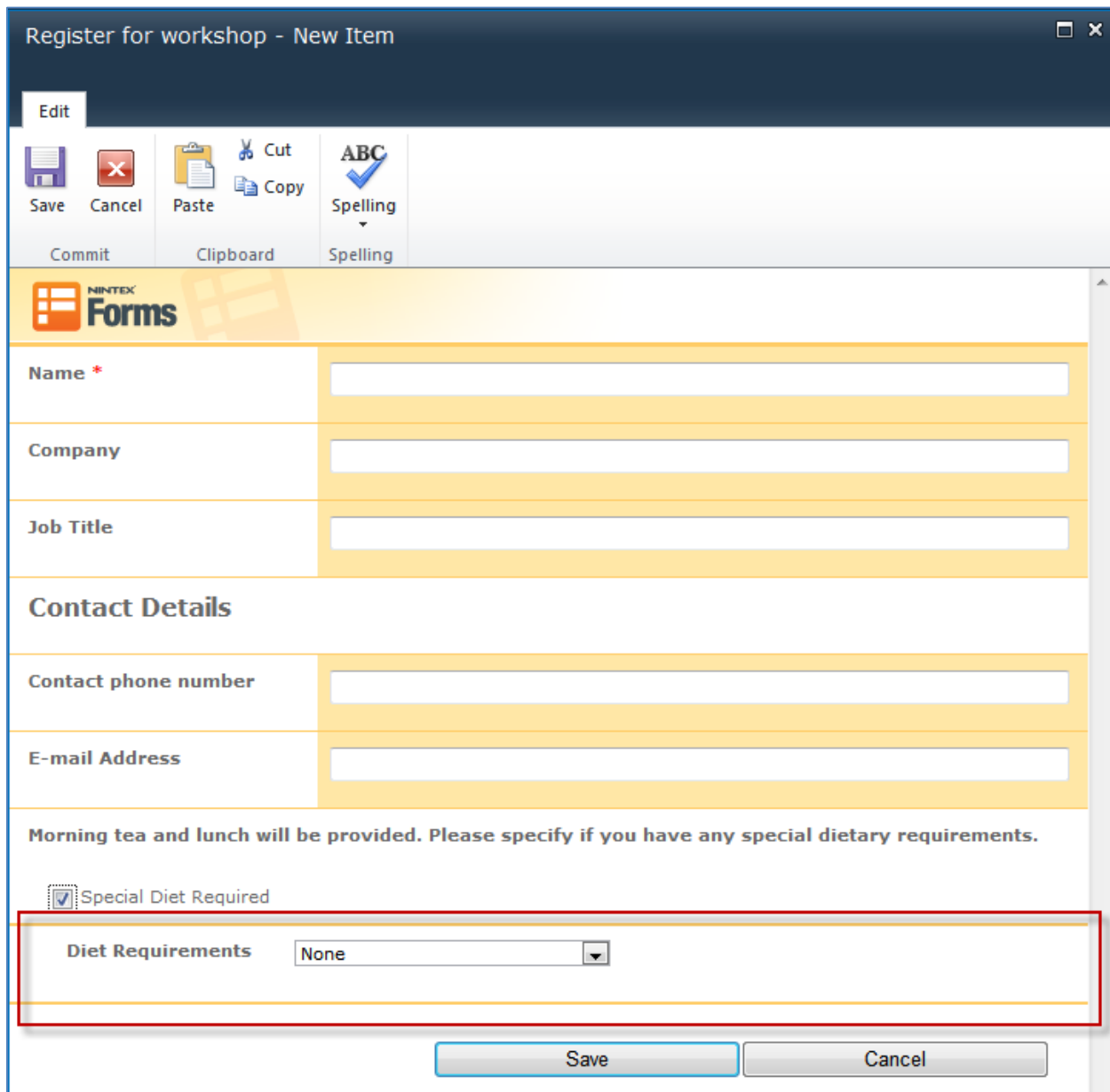
This tutorial assumes that the user has basic knowledge of designing forms with Nintex Forms 2010. If not, please refer to the following tutorials for more information:

- a) [Designing a Nintex Workflow Start Form](#)
- b) [Designing a List Form](#)

## Using Rules to hide a section of the form based on a checkbox

In this scenario, we have using a workshop registration form. We want to know if the person has any special dietary requirements, so we can cater for them.

Once we have created the rule, the **Dietary requirements** panel, as shown below, will only display to the user when the **Special diet required** checkbox is selected.

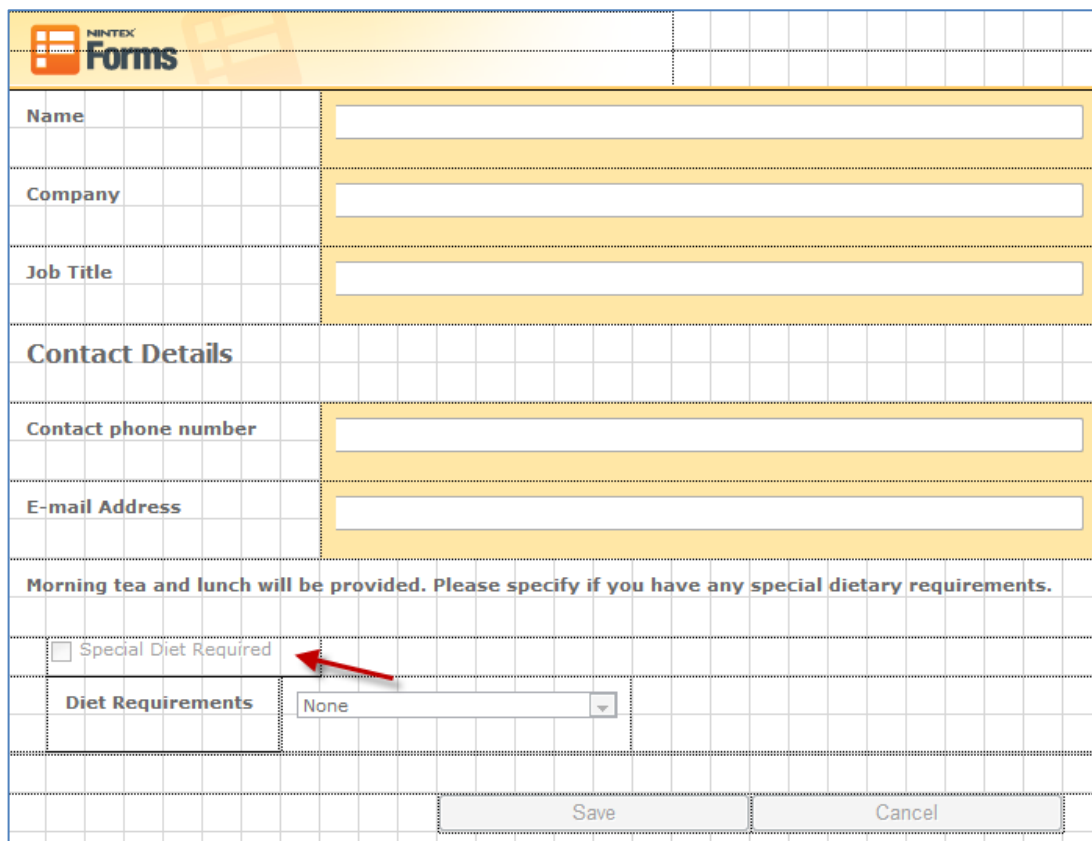


Note: To hide a section on the form, use the Panel control to group controls together. For more information refer to the [Panel Control](#).

## Name the Yes/No control

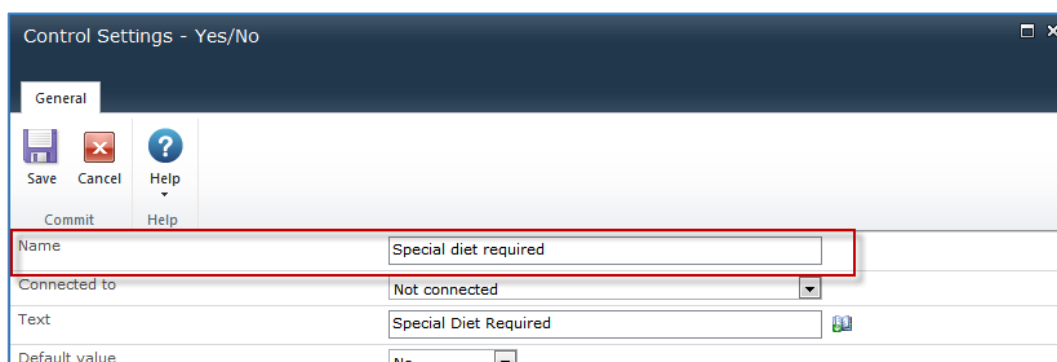
This tutorial begins in the Nintex Forms designer, with a form I've already designed. The first step is to name the **Special Diet Required, Yes/No control** so we have a name we can use when creating the rule. This control will determine whether the Dietary Requirements panel will show on the form during runtime.

1. Double-click on the **Yes/No control** to open the settings dialog.



The screenshot shows a form in the Nintex Forms designer. The form has several fields: Name, Company, Job Title, Contact Details (Contact phone number, E-mail Address), and a section for dietary requirements. The 'Special Diet Required' checkbox is highlighted with a red arrow. Below it is a 'Diet Requirements' dropdown menu with 'None' selected. At the bottom of the form are 'Save' and 'Cancel' buttons.

2. In the **Name** field, enter "Special diet required" and click **Save**.



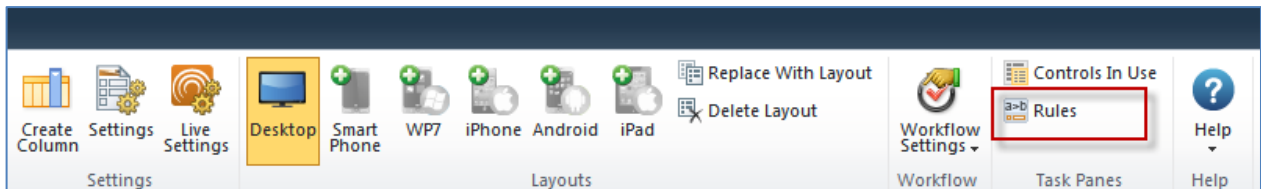
The screenshot shows the 'Control Settings - Yes/No' dialog box. The 'Name' field is highlighted with a red box and contains the text 'Special diet required'. Other fields include 'Connected to' (Not connected), 'Text' (Special Diet Required), and 'Default value' (No). The dialog box has 'Save', 'Cancel', and 'Help' buttons.

The control has now become a named control.

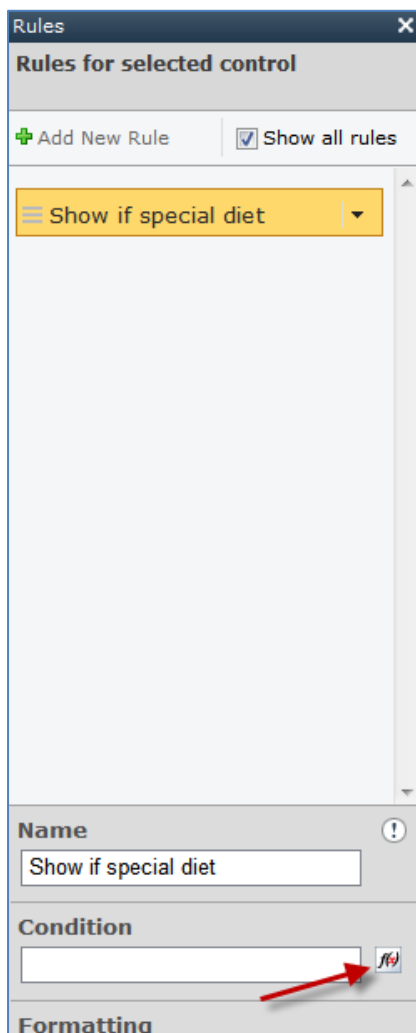
## Use Rules to hide/show the Special dietary requirements panel control

The next step is to create the rule. This panel will remain hidden unless the user selects the **Special diet required** checkbox.

1. To open the **Rules** pane, click on **Rules** in the Ribbon.



2. Select the **Panel** control and then click on **Add New Rule**.
3. We can now configure the rule. In the **Name** field, call the rule "Hide if special diet".
4. In the **Condition** field, click on the formula builder,  $f(x)$ , button.



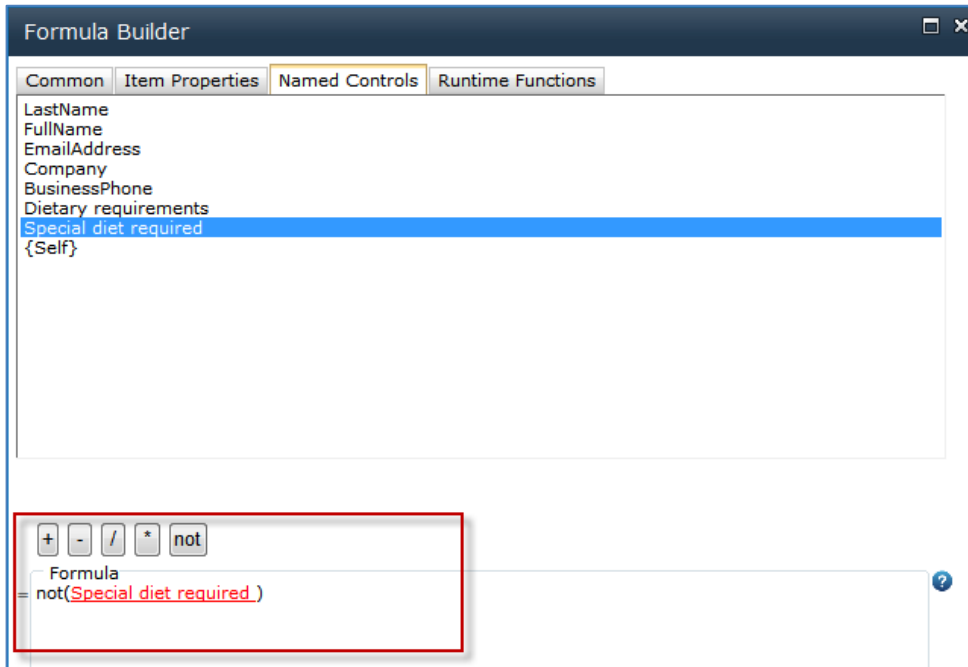
5. Click on the **Runtime Functions** tab and double-click on the function **not**.
6. Click on the **Named Controls** tab and double-click on **Special diet required**.

## Nintex Forms 2010: How to hide or show a control with a checkbox using rules

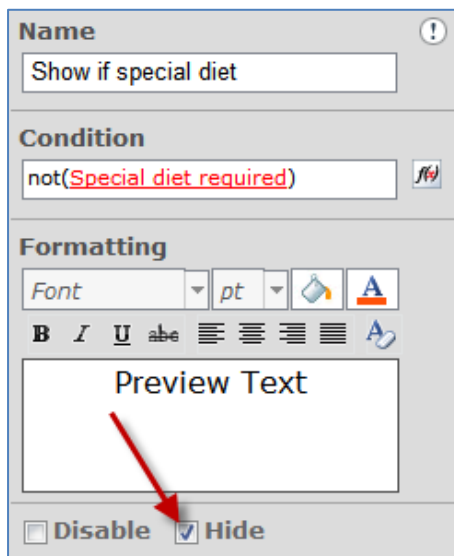
7. The formula should look like this:

= not(Special diet required)

Note: Conditions must be expressed as a formula that will result in a TRUE value for the rule to be applied.



8. Click **OK**.
9. Finally, check the **Hide** box on the **Rules** panel.



Now when the Yes/No control is unchecked, this formula will evaluate to TRUE and the panel will be hidden. There is no need to save the rule, it is ready to use straight away.

The form is now ready to be published.