

# Hide a Column in Different SharePoint Online List Forms

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# Overview



How is This useful?

The PowerShell script to do it







# How Is This Useful?

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# The Three SharePoint Item Forms

 Save  Cancel  Copy link  Customize

New item

EmployeeID \*

Enter text here

FirstName \*

Enter text here

LastName \*

Enter text here





Title \*

Enter text here

Department \*

IT

New Item Form

 Save  Cancel  Copy link  Customize

001

EmployeeID \*

001

FirstName \*

John

LastName \*

Smith




Title \*

SharePoint Admin

Department \*

IT

Edit Item Form

 Edit all  Copy link  Customize

004

EmployeeID \*

004

FirstName \*

Jeff

LastName \*

Williams

Title \*

IT Manager

Department \*

IT

View Item Form



SaveCancelCopy linkCustomize

New item

EmployeeID \*  
Enter text here

FirstName \*  
Enter text here

LastName \*  
Enter text here

Title \*  
Enter text here

Department \*  
IT

MobilePhone \*  
Enter text here

Manager \*  
Enter a name or email address

TemplateUser \*  
Enter a name or email address

Processed  
☐ No

Attachments  
[Add attachments](#)

SaveCancel

You have a list where the HR Department requests new users

You have a PowerShell script that runs daily on that list, and creates the users for you

Once the PowerShell script completes, it turns the *Processed* column to *Yes*

Having the *Processed* column on the *New* form adds no business value and can be confusing!



# Hiding a Column in Different SharePoint Online List Forms with PowerShell

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To manage field level settings we will use the OfficeDev PnP PowerShell cmdlets



# Finding the Internal Name of the Field

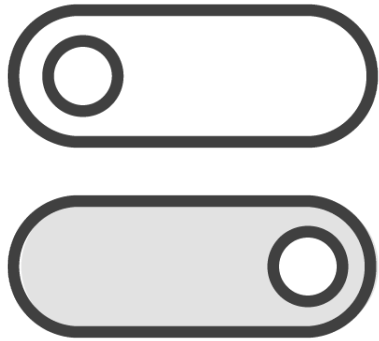
**Get-PnPField** -List <ListName>

```
Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Get-PnPField -List "CreateUsers"
```

Title	InternalName	Id
Content Type ID	ContentTypeId	03e45e84-1992-4d42-9116-26f756012634
EmployeeID	Title	fa564e0f-0c70-4ab9-b863-0177e6ddd247
Approver Comments	_ModerationComments	34ad21eb-750d-4544-8c75-0e083302917e
EmployeeID	LinkTitleNoMenu	bc91a437-52e7-49e1-8c4e-4698904b2b6d
EmployeeID	LinkTitle	82642ec8-ef9b-478f-acf9-31f7d45fbc31
EmployeeID	LinkTitle2	5f190d91-3dbc-4489-9878-3c092caf35b6
File Type	File_x0020_Type	39360f11-34cf-4356-9945-25c44e68dade
FirstName	FirstName	634c63c2-1fba-4fe9-bc10-2f0930f32459
LastName	LastName	e959feac-11be-4549-853c-3318f1d27f7a
Title	Title0	5eb34530-766e-40b3-b0f0-154552b45eb4
Department	Department	1bc3007e-c29a-42f8-af22-c49e9560ca51
MobilePhone	MobilePhone	4d93034b-4eb5-4d25-9fab-ca3985a6a834
Manager	Manager	22d45466-d7f5-4a4e-8bc6-28f2c645888e
TemplateUser	TemplateUser	89101883-7f10-4877-a2a3-afda30deee6d
Processed	Processed	d80473d7-7658-460b-8f27-18d251e26a52
Compliance Asset Id	ComplianceAssetId	3a6b296c-3f50-445c-a13f-9c679ea90da3
ID	ID	1d22ea11-1e32-424e-89ab-9fedbadb6ce1
Content Type	ContentType	c042a256-787d-4a6f-8a8a-cf6ab767f12d



# The Methods



**SetShowInDisplayForm**

**SetShowInEditForm**

**SetShowInNewForm**

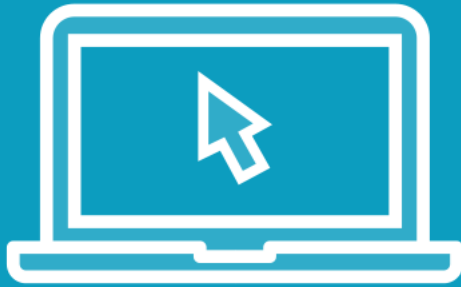


# Hiding the Field from the New Form

```
$ProcessedField = Get-PnPField -List "CreateUsers" |  
                  Where {$_.Title -eq "Processed"}  
  
$ProcessedField.SetShowInNewForm($false)  
  
$ProcessedField.Update()  
  
Execute-PnPQuery
```



# Demo



Hide a column in different SharePoint  
Online forms



## Conclusion



### The three SharePoint item forms

- New
- Edit
- View

**Customizing the experience by only showing necessary columns increases adoption**

**Use the OfficeDevPnP PowerShell module to hide/display fields in the SharePoint Forms**

- SetShowInDisplayForm
- SetShowInEditForm
- SetShowInNewForm

