

Adding Forms to Your Site

Adding Forms to Your Site

On this page:

- [Using Webforms on Your Site](#)
- [Creating a Webform](#)
- [Adding Fields to the Web Form](#)
- [Creating the Fields or Form Components](#)
- [Making Adjustments to the Field Settings](#)
- [Setting up an E-mail Alert for a Submitted Form](#)
- [Managing Form Settings](#)
- [Reviewing Submitted Data](#)
- [See Also](#)

Using Webforms on Your Site

The Webform module lets you easily create a web form through which users can supply information. The Webform is often used for a Contact Us form, but could also be used for surveys, feedback or registration information.

You create the form page and then add form fields (components) with entry limits and validation options as well as instructions to users. Data returned through the form is stored in Drupal and is easily viewed for analysis or exported to Excel. Forms can also be configured to send you an email alert. And, forms may be saved as a block for use throughout your site, for example, to create a feedback form placed on multiple page types.

Creating a Webform

The form is created in two steps. The first is to create the page for the form. You'll supply a name and optional description and set any page options you want. The second step is to create the fields which will be part of the form.

To Create a Form Page

1. From the *Administrator menu* click **Content**, then **+Add content**.
2. Click **Webform**.
3. Add a *Title*.
4. Add *Body* content you wish users to see. This is optional.
5. Adjust any settings, e.g., to provide a menu link or to turn off comments.
6. Click **Save**.

We recommend that you disable comments on the Webform content type. Go to **Structure > Content types > Webform > Edit**, then click on *Comment settings* and change the Default comment setting for new content to *Closed*.

Home » Test Form

Title *

Contact Us

Body (Edit summary)

Source

Normal Font Size

Please complete this form to contact us.

body p

Switch to plain text editor

Text format Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <cite> <blockquote> <code> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

Menu settings
Not in menu

Revision information
No revision

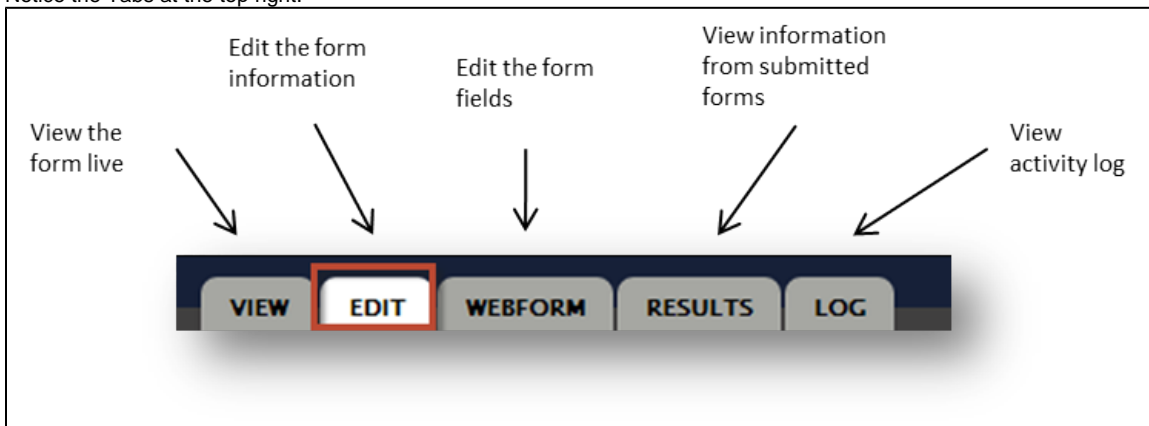
URL path settings
Automatic alias

Comment settings
Closed

☐ Open
Users with the "Post comments" permission can post comments.

☒ Closed
Users cannot post comments.

Notice the Tabs at the top right.



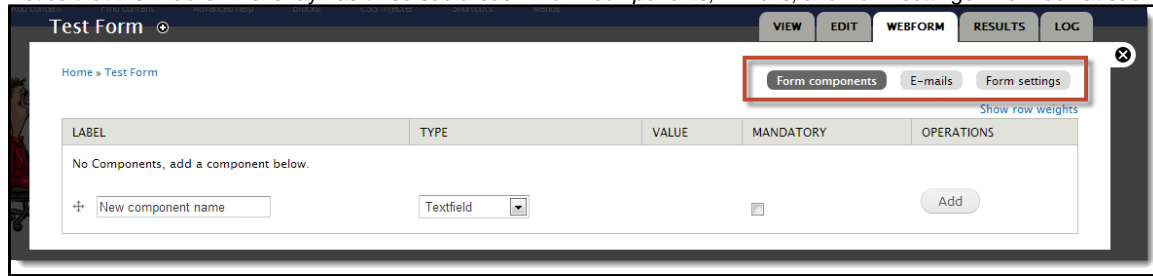
The **Edit** tab displays information about the Form page (node). You are taken immediately to the Edit tab when you create a new Webform.

Adding Fields to the Web Form

Once you create the page to hold the form you will need to add fields. From the **Edit** overlay screen, click the **Webform** tab.



Notice that the **Webform** overlay has three sub areas – *Form components*, *E-mails*, and *Form settings*. We'll look at each.

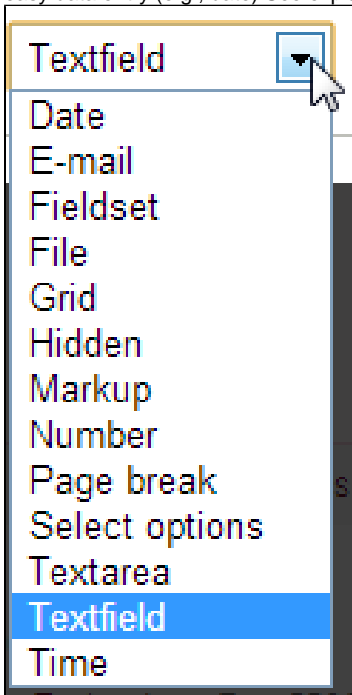


Creating the Fields or Form Components

The Form components area is where you will create the fields for your form.

To Add Fields

1. Add the field name in the *New component* name box.
2. Select a *Type* for the field display from the drop-down list.
Be sure to choose the appropriate Type. Some fields (e.g., time, number) have built in validation and some will offer the user widgets for easy data entry (e.g., date) See explanation of types below.



Textfield	displays text on single line
Textarea	displays text on multiple lines
Fieldset	group fields together as a unit
Hidden	captures information but does not display
Markup	allows you to insert html and css
Page break	will force a page break within the form
Select options	lets you use radio buttons and check boxes

3. Click **Add**. You will see the *Edit component* overlay where you can adjust settings for this field.

[Content](#)
[First content](#)
[Advanced help](#)
[Blocks](#)
[CSS Injector](#)
[Shortcuts](#)
[Menu](#)

[VIEW](#)
[EDIT](#)
[WEBFORM](#)
[RESULTS](#)
[LOG](#)

Edit component: First name

[Home](#) » [Test Form](#) » [Webform](#)

[Form components](#)
[E-mails](#)
[Form settings](#)

Label *

This is used as a descriptive label when displaying this form element.

Field Key *

Enter a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing.

Default value

The default value of the field:

▼ **TOKEN VALUES**

You may use special tokens in this field that will be replaced with dynamic values.

Basic tokens

- %username - The name of the user if logged in. Blank for anonymous users.
- %useremail - The e-mail address of the user if logged in. Blank for anonymous users.
- %ip_address - The IP address of the user.
- %site - The name of the site (i.e. *Drupal Journey*)
- %date - The current date, formatted according to the site settings.

Node tokens

- %nid - The node ID.
- %title - The node title.

Special tokens

- %profile[key] - Any user profile field or value, such as %profile[name] or %profile[profile_first_name]
- %get[key] - Tokens may be populated from the URL by creating URLs on the form: [http://example.com/my-form?foo=bar](#). Using the token %get{foo} would print "bar".
- %post[key] - Tokens may also be populated from POST values that are submitted by forms.

In addition to %get and %post, the following super tokens may be used, though only with logged-in users: %server, %cookie, and %request. For example %server[HTTP_USER_AGENT] or %session[id].

Description

A short description of the field used as help for the user when he/she uses the form.

Making Adjustments to the Field Settings

1. Edit the field *Label* if you desire.
2. Add a *Default value* (optional) which will display automatically. The user may change this.
3. Add a *Description* to help the user enter data in this field.

Notice the use of a token. A token is a quick way of using some information the system knows such as site name, user name, or date. Here the token %profile[profile_first_name] is used to add the person's first name by default to save the user time.

Home » Contact Us

Form components E-mails Form settings

E-MAIL TO	SUBJECT	FROM	OPERATIONS
Currently not sending e-mails, add an e-mail recipient below.			
<input checked="" type="radio"/> Address: shanson@mit.edu <input type="radio"/> Component value: No available components			Add

Make Adjustments to Email Settings

1. Add additional recipients separated by commas, if necessary.
2. For the E-mail subject, E-mail from address and E-mail from name enter a value or leave the default value.
3. You can also use the value from any component of your form by choosing from the drop down list.

Edit e-mail settings

Home

E-mail to address

☒ Custom: pankin@mit.edu

☐ Component: No available components

Form submissions will be e-mailed to this address. Any email, select, or hidden form element may be selected as the recipient address. Multiple e-mail addresses may be separated by commas.

E-MAIL HEADER DETAILS

E-mail subject

☒ Default: Form submission from: Contact Us

☐ Custom:

☐ Component: First name

Any textfield, select, or hidden form element may be selected as the subject for e-mails.

E-mail from address

☒ Default: pankin@mit.edu

☐ Custom:

☐ Component: No available components

Any email, select, or hidden form element may be selected as the sender's e-mail address.

E-mail from name

☒ Default: Drupal Journey

☐ Custom:

☐ Component: First name

Any textfield, select, or hidden form element may be selected as the sender's name for e-mails.

E-MAIL TEMPLATE

Make Edits to Email Message

1. A default email message template is provided which you can edit. Once edited, you may return to the original default by selecting *Default template* from the drop down box.
2. The template uses tokens. You may add additional tokens or text.
3. The %email_values token will display any components checked in the *Included Email Values* area.
4. Click **Save e-mail settings**.

Home » Contact Us

Form components E-mails **Form settings**

▼ SUBMISSION SETTINGS

Confirmation message

Source

Format Font Size

Switch to plain text editor

Text format: **Filtered HTML** [More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <code> <div> <dt> <dd>
- Lines and paragraphs break automatically.

Message to be shown upon successful submission. If the redirection location is set to Confirmation page it will be shown on its own page, otherwise this displays as a message.

Redirection location

☒ Confirmation page

☐ Custom URL:

☐ No redirect (reload current page)

Choose where to redirect the user upon successful submission. The Custom URL option supports Webform token replacements.

▶ TOKEN VALUES

Set Limits to Form Submission

1. Click *Limit to* and a number to limit *Total submissions*. You may limit within a time range as well.
2. Click *Limit to* and a number to limit *User submissions*. You may limit within a time range as well.
3. You can also click *Closed* to stop submissions completely. You can re-open submissions at any time.
4. In the *Submission Access* section, check the roles which you want to respond to the form, or uncheck the role(s) to prevent submission.
5. Click **Save configuration** when you are finished making changes.

Total submissions limit

☐ Unlimited

☒ Limit to total submission(s)

Limit the total number of allowed submissions.

Per user submission limit

☒ Unlimited

☐ Limit each user to submission(s)

Limit the number of submissions *per user*. A user is identified by their user login if logged-in, or by their IP Address and Cookie if anonymous. Use of cookies may be modified in the global [Webform settings](#).

Status of this form

☒ Open

☐ Closed

Closing a form prevents any further submissions by any users.

▼ SUBMISSION ACCESS

These permissions affect which roles can submit this webform. It does not prevent access to the webform page. If needing to prevent access to the webform page entirely, use a content access module such as [Taxonomy Access](#) or [Node Privacy by Role](#).

Roles that can submit this webform

☒ anonymous user

☒ authenticated user

☐ content manager

☐ administrator

The *authenticated user* role applies to any user signed into the site, regardless of other assigned roles.

▼ ADVANCED SETTINGS

Set the text for submission button and other advanced settings:

1. In the *Advanced Settings* section, enter new text in the *Submit button text* box to override the default *Submit* text.
2. Click *Available as block* to make your form available to be placed on other pages as a block. You would then access the form on the Block overlay page.
3. Click **Save configuration** when you are finished making changes.

▼ ADVANCED SETTINGS

☐ Available as block

 If enabled this webform will be available as a block.

☐ Show complete form in teaser

 Display the entire form in the teaser display of this node.

☐ Show "Save draft" button

 Allow your users to save and finish the form later. This option is available only for authenticated users.

☐ Automatically save as draft between pages

 Automatically save partial submissions when users click the "Next" or "Previous" buttons in a multipage form.

☒ Show the notification about previous submissions.

 Show the previous submissions notification that appears when users have previously submitted this form.

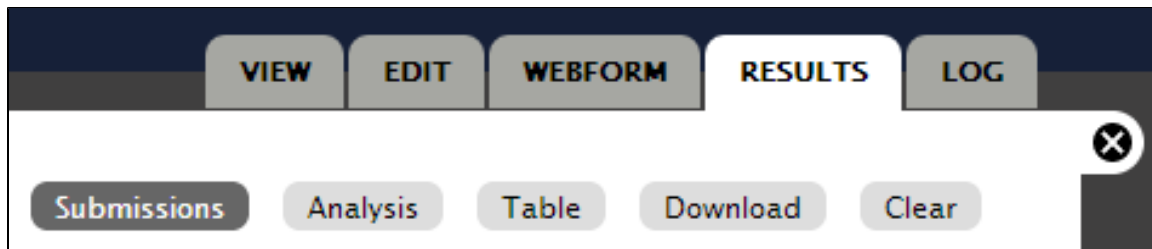
Submit button text

By default the submit button on this form will have the label *Submit*. Enter a new title here to override the default.

Save configuration

Reviewing Submitted Data

On the overlay page for your web form, click the **Results** tab. This tab lets you view and download the data from your form submissions.



To View a List of All Submissions

1. On the *_Results_* tab, click the **Submissions** button to see a list of all submission records.
2. Click a column head to sort by that column.
3. Click a name to see that person's profile.
4. For each record you may choose to view, edit or delete.

Home » Contact Us

Showing all results. 6 results total.

#	SUBMITTED	USER	IP ADDRESS	OPERATIONS
14	2013-10-09 09:34	anonymous user	192.168.2.144	View Edit Delete
13	2013-10-09 09:29	anonymous user	192.168.2.144	View Edit Delete
12	2013-10-09 09:28	anonymous user	192.168.2.144	View Edit Delete
11	2013-10-09 09:28	anonymous user	192.168.2.144	View Edit Delete
10	2013-10-07 12:03	Anonymous (not verified)	192.168.2.144	View Edit Delete
9	2013-10-02 13:53	anonymous user	192.168.2.144	View Edit Delete

When you click **View** in the *Operations* column you will see a record which looks like this. If necessary you can Edit the response or Delete it.

Submission #14

Home » Contact Us » Webform results

[Previous submission](#) [Next submission](#)

Submission information

Form: [Contact Us](#)
 Submitted by: [anonymous user](#)
 October 9, 2013
 192.168.2.144

First name
Joe

Last name
Green

What's on your mind?
How do I...

[Previous submission](#) [Next submission](#)

To See a Simple Analysis of the Submissions

1. On the *Results* tab, click **Analysis**.
2. For each field you will see how many users entered information, how many left the field blank and the average length of the submissions for that field.

To See Field Data for Each Submission in a Table Format

1. On the *Results* tab, click **Table**.
2. For each submissions the data from each field will be displayed on a row. This display becomes less useful as the number of fields in your form grows in number.

To Download the Results from your Webform Submissions

1. On the *Results* tab, click **Download**.

Home » Contact Us

VIEW EDIT WEBFORM RESULTS LOG

Submissions Analysis Table **Download** Clear

Export format

☒ Delimited text
☐ Microsoft Excel

Delimited text format

Tab (\t)

This is the delimiter used in the CSV/TSV file when downloading Webform results. Using tabs in the export is the most reliable method for preserving non-latin characters. You may want to change this to another character depending on the program with which you anticipate importing results.

▸ SELECT LIST OPTIONS

▸ INCLUDED EXPORT COMPONENTS

▸ DOWNLOAD RANGE OPTIONS

Download

2. Select the **Export format**, *Delimited text* or *Microsoft Excel*.
3. Change the **Delimited text format** if required. In most cases you'll want to leave this as is.

You have a number of options in the *List Options*, *Components* and *Range* sections.

SELECT LIST OPTIONS	for choosing among download list formats; in most cases you can leave the default
INCLUDED EXPORT COMPONENTS	choose which fields to download
DOWNLOAD RANGE OPTIONS	useful for selecting subsets of submission data to download, e.g., "Only the latest 50 submissions" or "Only new submissions since your last download".

To Clear All Submission Forms (all data)

1. Click **Results**, then **Clear**. All of your data will be deleted.
2. You will be presented with a warning message.
3. Click the **Clear** button.

Be sure you have downloaded and saved your data if necessary before using Clear. This cannot be undone. Also note that any new submissions after a Clear will continue numbering from the last submission, and not begin again with the number 1.

Home » Contact Us

Are you sure you want to delete all submissions for this form? ⚠

VIEW EDIT WEBFORM RESULTS LOG

Submissions Analysis Table Download **Clear**

This action cannot be undone.

Clear Cancel

See Also

- [Return to Drupal Cloud Landing Page](#)