

Customisable Forms

Creating Custom Forms in ePages

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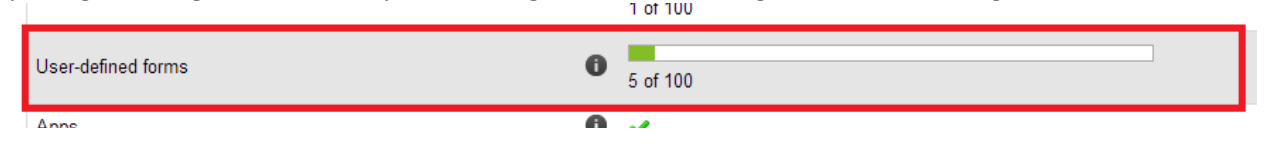
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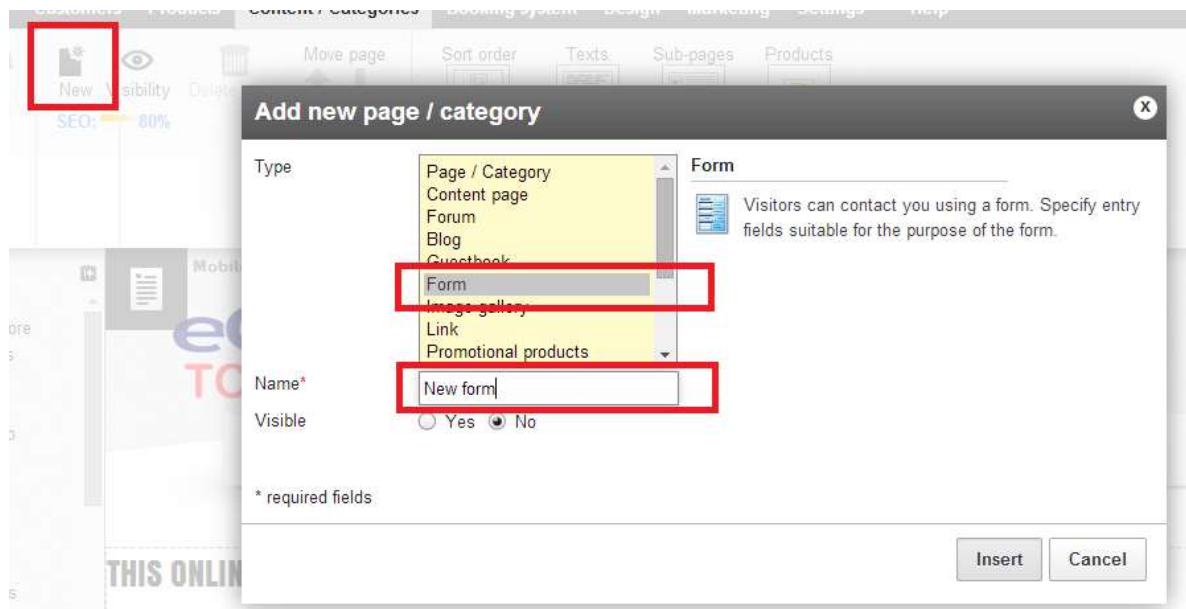
Creating Forms Using ePages

You can create a form in **Content / Categories > Datasheet view** by selecting **Form** from the list of content type options or a form can also be created in **Preview mode** by clicking on the **New item icon** and the selecting Form from the selection box.

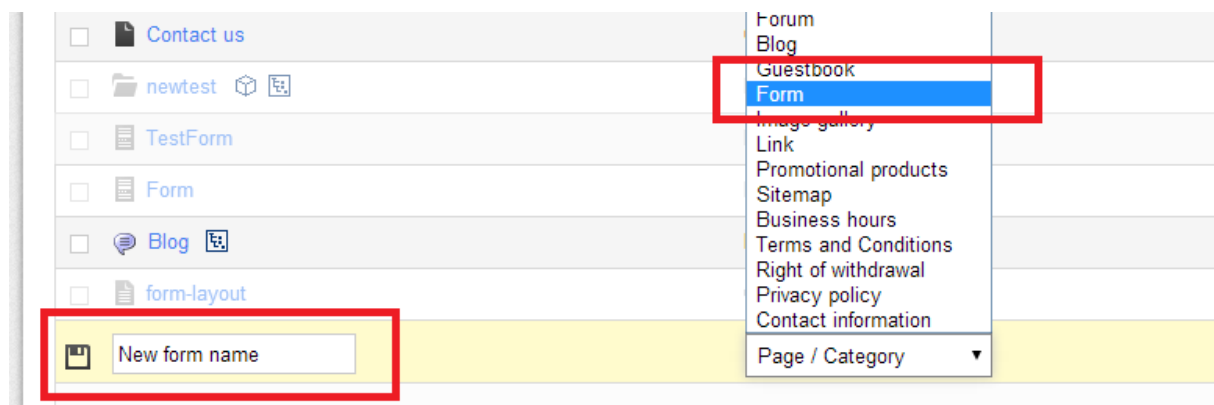
NOTE: There are limitations on the number of custom forms allowed per site depending on the hosted package or ePages licence that you are using. So consult Settings >> General settings >> Utilisation



Create a form in Preview mode

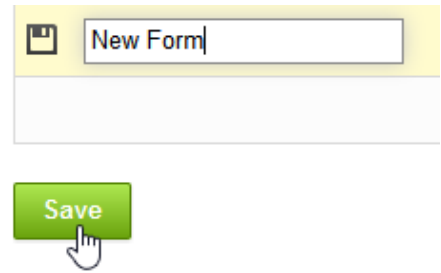


Create a form in Datasheet view mode

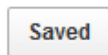
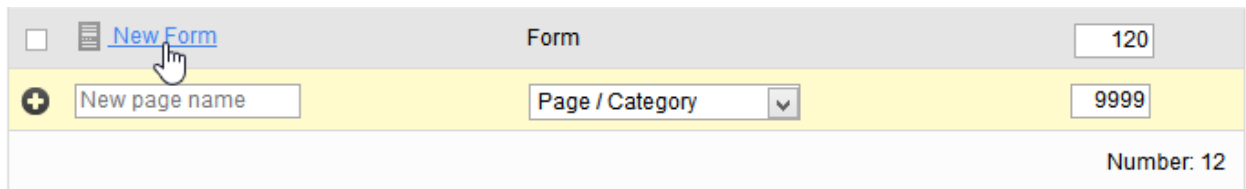


In the drop down list, select 'form', give the form a name, in this example "New Form" and click Save

Like with all new content created in ePages, it begins as invisible (greyed out). Click into the new form in order to open it and begin editing (if in Preview mode you will be on the form page).

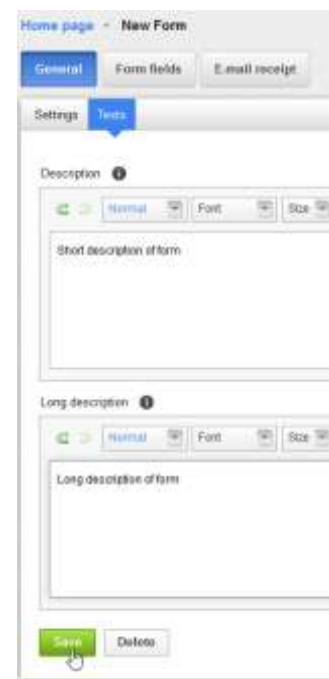


Edit Form in Datasheet mode



Enter in some text in description and long description (optional)

Under the tab Form Fields, click Add Form Field. Note: by default, "Your e-mail address" is required by default.



Fill in the Field Name, in this example below "First Name".

Fields can be mandatory or optional to complete by the visitor. These are chosen using the "Must be specified by the user" radio buttons.

An explanation or tip can be provided to the visitor completing the form by entering information in "Additional note text below the form field" entry box. Once you are ready then click on **Apply** to add that field to the form.

You can edit fields that you have created or delete them.

To edit a field just click on the field name and to delete just click on the trash can icon.

Add form field X

Type Single line text field

- Multi-line text field
- Selection field
- Options
- Check box
- Subheading

Field name * First name

Must be specified by the user Yes No

Additional note text below the form field

Type: **Single line text field**

Xxxx:

Form field for entry of short texts or numbers

Apply Cancel

Changing the sequence of fields

You can change the order in which the fields appear to a visitor using the sort numbers to the right.

By changing the numbers and then saving the form the fields will be resorted. You just make the number in the sort order the sequence in which you want the fields to appear.

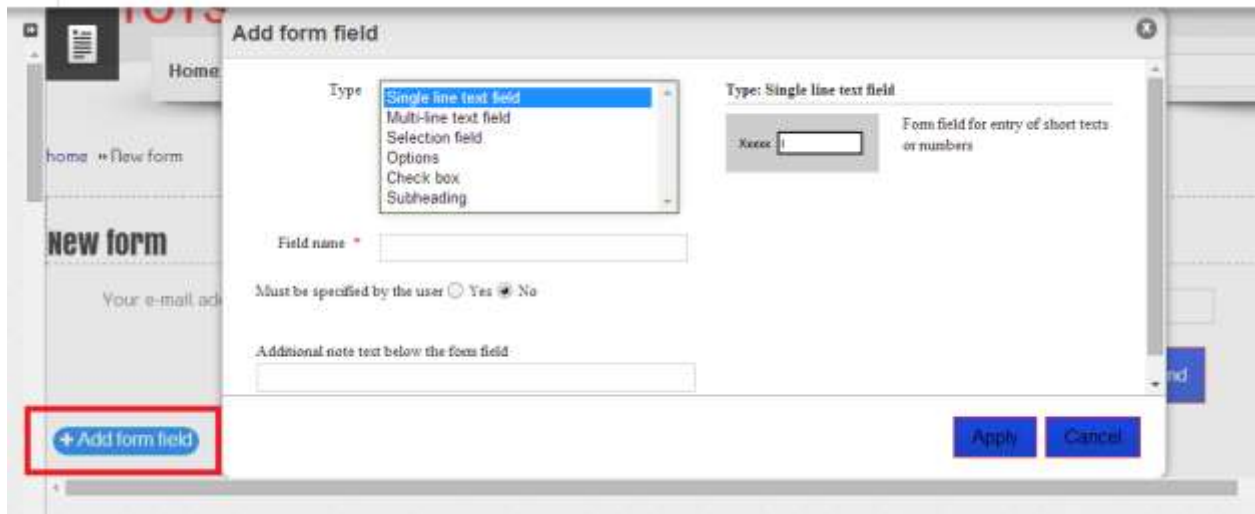
Form field	Type	Required	Sort order
Your e-mail address		<input checked="" type="checkbox"/>	10
Name	Single line text field	<input type="checkbox"/>	20
Message	Multi-line text field	<input type="checkbox"/>	30
Phone number	Single line text field	<input type="checkbox"/>	21

Add form field

Save

This will move the Phone number field before Message and after Name

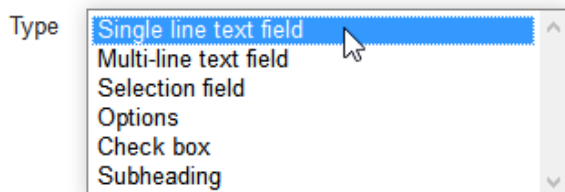
Edit form in Preview mode



Field types

There are different types of fields available and you can add as many fields as you require.

Single Line Text Field



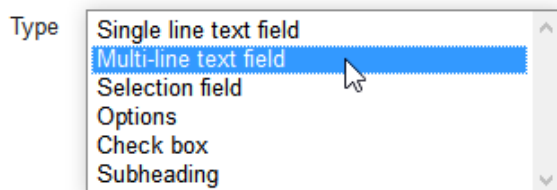
Type: Single line text field



Form field for entry of short texts or numbers

This type of field is best used for simple entries such as name.

Multi-line Text Field



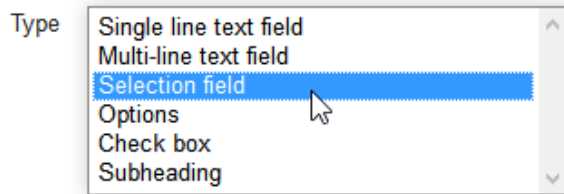
Type: Multi-line text field



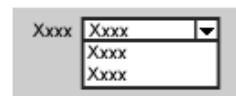
Multi-line form field for entry of longer texts

Multi-line as the name implies allows your customer to enter a complex message that can be multiple lines of information.

Selection Field



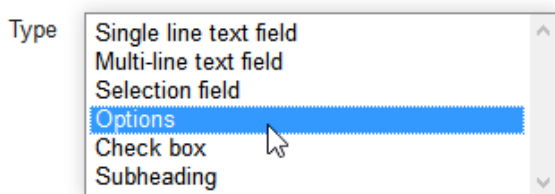
Type: Selection field



Permits the selection of a value from a list of predefined entries

Selection field allows you to enter pre-created answers that the visitor completing the form will need to choose.

Options



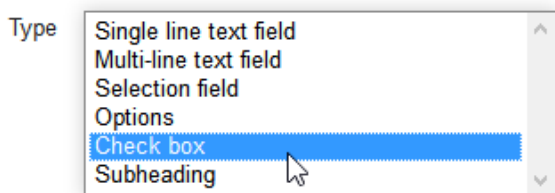
Type: Options



Enables the selection of an option via a radio button

Similar to selection field this allows you to create a question or content that the visitor can accept.

Check Box



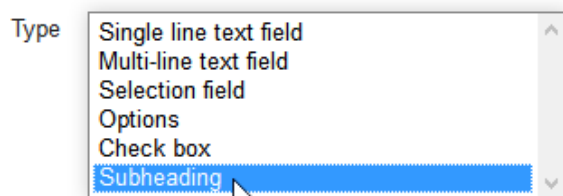
Type: Check box



Enables the selection of an option via a check box

Similar to the above but with a check box, this might be used for acceptance of terms as an example.

Subheading



Type: Subheading



Inserts a text line into the form to improve clarity; can also be inserted without text as a blank line

Subheadings allow you to create logical breaks in your forms to make them easier to understand and complete.

E-mail receipt

Click on the E-mail receipt tab and fill out the details. This will be the email that is sent when the form is completed and sent by a visitor to your site.

Store Front appearance

[Categories](#) » [New Form](#)

New Form

Long description of form

Your e-mail address *

First name

Set the form to 'visible'