# Forms

Create unique enquiry Forms.


- Summary

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This section of the CMS is used to maintain your Enquiry Forms. These are then output on pages via the Modular Block system, specifically as part of an Enquiry Form content block.

This screen also includes simple reporting for Form use.

## Key to icons

Edit = edit

Delete = delete

# Setup

# Form Details

| Field | Purpose |
| --- | --- |
| Name | *Enter the name of the form*<br><br>*This will not be output on the website* |
| Recipient Email Address | *Enter the recipient for all enquiries from this form*<br><br>*Different forms may have different recipients, e.g. one form for complaints, and another for sales enquiries* |
| Confirmation Message | *Enter a thank you message to be shown to the user after they fill out the form.* |
| Include Mailing List Signup? | *Output the mailing list signup as part of the form* |
| Use Anti-Spam CAPTCHA | *Require users to fill out an anti-spam CAPTCHA prior to submission*<br><br>*If enabled, users will not be able to submit a response without completing the CAPTCHA* |

# Form Fields

Use the controls to add new elements to your form. These may be dragged and dropped to alter their sequence.

# Edit Fields

| Field | Purpose |
|---|---|
| Field Label | A label that will appear above the field |
| Placeholder Text | The text that is shown within this field on form load<br><br>May be left blank to show no text |
| Field Type | Use this to adjust the Field Type for this field (see below) |
| Required Field | If toggled, a customer will not be able to submit the form without entering data in this field |
| Delete this content | Use this to delete a field |

# Field Types

> Various fields will include validation, e.g. a numeric field will only accept numbers

| Field | Purpose |
|---|---|
| Text | *Short text, e.g. 'name'* |
| Text Area | *Longer text response, e.g. 'comments'* |
| Email Address | *User enters an email address*<br><br>*Format is validated, but individual numbers are not checked* |
| Telephone Number | *User enters a phone number*<br><br>*Format is validated, but individual numbers are not checked* |
| Numeric | *User enters a number*<br><br>*Validated* |
| Date Selector | *User enters a date*<br><br>*Validated* |
| File Upload | *Allows the user to upload a file - this will be attached to the email sent to the recipient address*<br><br>*Users may not be able to upload large files* |
| Radio Buttons | *Multiple choice questions* |

| Field | Purpose |
| --- | --- |
| Drop-down List | *Allows the user to select a response from a list* |
| Checkbox | *Allows a user to select multiple responses from a list* |