# eForms

## What are eForms?

eForms are pages which allow you to create and administer online forms. There are many reasons you might need to receive information in a structured way from your website's users e.g. when they are requesting a service, entering a competition or providing feedback to name but a few. Using an online form can help ensure that you capture all the data you require in one go thus making life easier for all concerned.

The basic process for editing existing/setting up new eForm pages is the same as for standard pages, the key differences being an additional information tab, 'Email' and that, rather than adding content and information all at once, we first set up the page then proceed to editing the form. By separating these two stages we can provide a much clearer interface for you to use meaning that although, technologically speaking, eForm pages are more complex than standard pages, they remain easy and straightforward for you to set up.

## Adding a new eForm page

- When logged in, navigate to the main section or page where you want your new eForm page to sit – this is referred to as the 'parent' page

- Click 'New eForm Page'

## Editing existing eForm pages

- When logged in, navigate to the eForm page you wish to edit

- To edit the page's details and related information click the pencil icon

- To edit the form itself, click 'Edit this eForm'



- You can then create/edit your form by using the form fields menu to create inputs, add text and handle conditions, the pencil icons next to each field to amend and a simple drag-and-drop technique to reorder your fields where necessary.

## The form fields menu

**Checkbox** – add a checkbox field

**Date** – add a date picker

**Fieldset** – a 'group' of fields (i.e. add a fieldset then add fields to it)

**File Upload** – allow the person filling in the form to upload a file e.g. a CV

**Hidden Field** – add a field which will be added to the internal results email/database to but not displayed to the user

**Picker** – add a picker (e.g. dropdown, radio buttons, list or checkboxes)

**Text** – add text to the form

**Text Area** – add an area for the user to input e.g. a paragraph of text (bigger than a textbox)

**Textbox** – add a textbox

**Yes/No** – add a yes/no picker

**Conditional** – add conditions i.e. display questions based on the answers a user has already given

**Set Email Recipient** – for conditional questions, allows a different email recipient to be specified for particular answers e.g. if a user states they have used a council service and is then asked for their feedback, this feedback can be forwarded to the specific service area by setting them as the email recipient.