

Features documentation

Form


The form feature allows you to do plenty of things like giving your clients the opportunity to ask you questions, to order products, send a photo or to join an event... To sum up, this feature will adapt to your expectation about form.

So let's see how to create a form page.

Step 1:



To create a form click on  in the **“Add pages”** part. This appears:



Page name:

Form

Activated

INFORMATION

Form data will be sent to this email. Until you fill out this field, your form won't be displayed on client side.

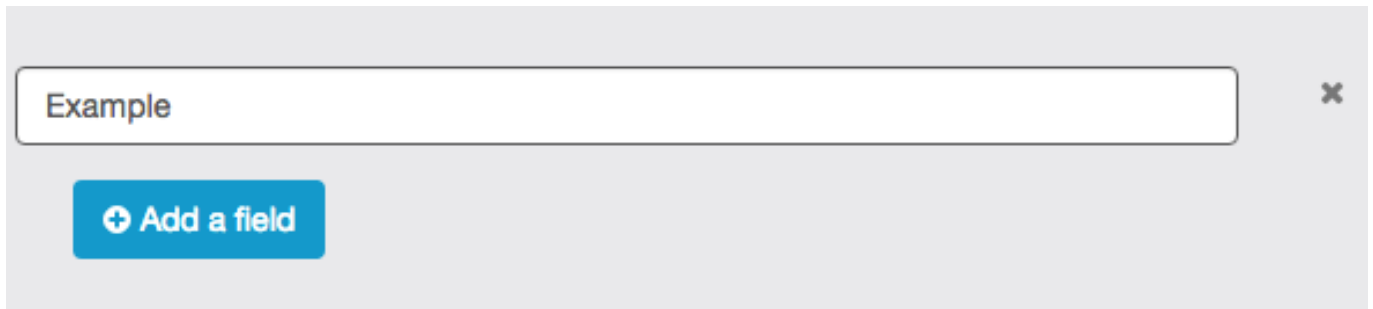
MANAGE FIELDS

+ Add a section

Step 2:

To create a first section click on **“+Add section”**. Give a name to this section. Here we will start by **“Example”** to show you what is possible to do with this feature. Then this window appears:

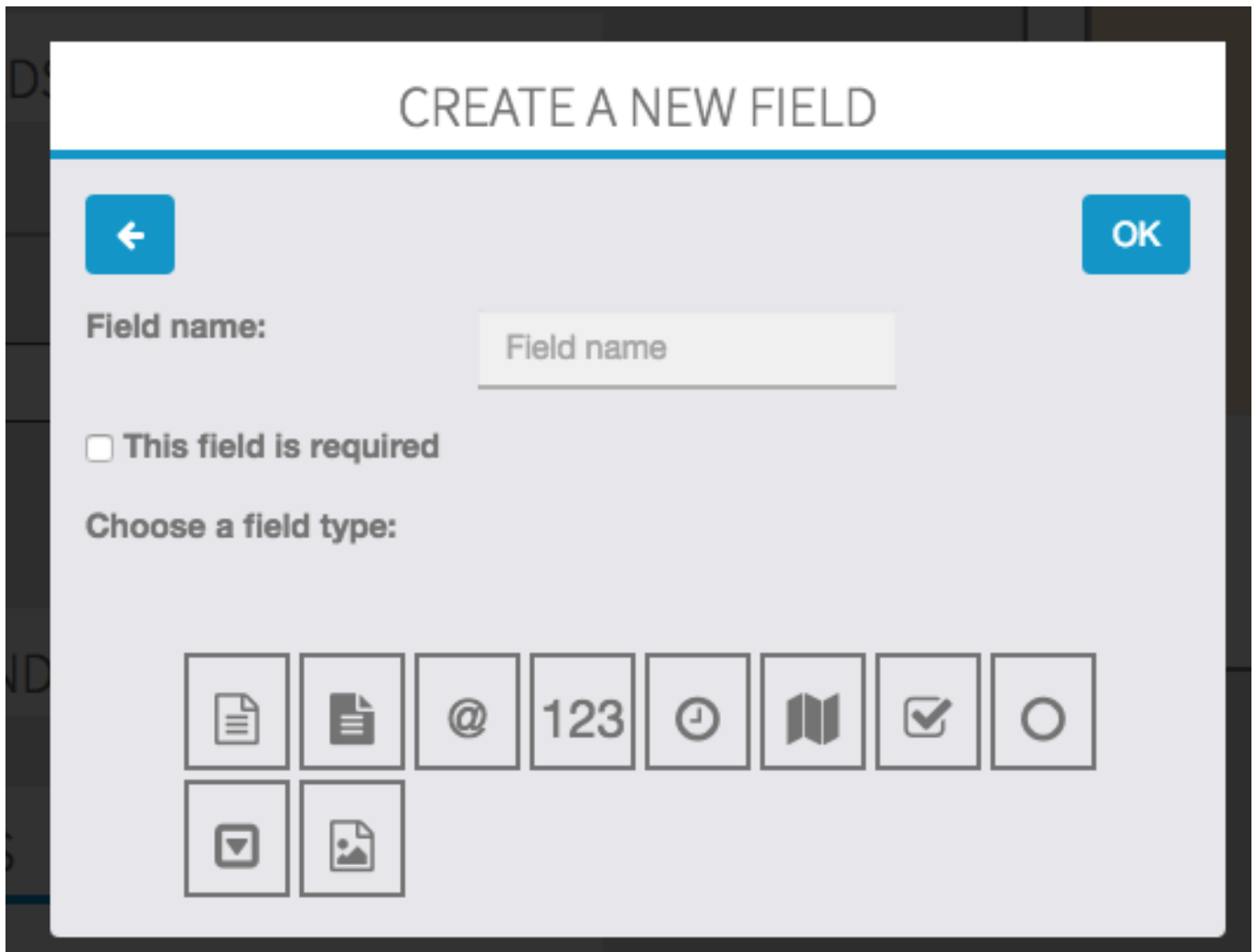
Features documentation



Example

+ Add a field

To add a field click on “**+Add a field**”. This window appears:



CREATE A NEW FIELD

← OK

Field name:

☐ This field is required

Choose a field type:

Document List Email Numbers Clock Map Checkbox Radio Dropdown Image

Let us introduce the different fields:



: This field enables the user to write a short text (ex: his name...)



Name

Features documentation



: This field enables the user to write his email address to contact him.

A screenshot of a web form with a dark red background. It features a white rectangular input field with rounded corners. The text "E-mail" is written in a light gray font inside the field.

: This field enables the user to write a number (ex: the number of people for a reservation)

A screenshot of a web form with a dark red background. It features a white rectangular input field with rounded corners. The text "Number" is written in a light gray font inside the field.

: This field enables the user to write the date and hour (ex: the hour he wants to pick up what he orders)

Features documentation

Cancel Informations personnelles Set

18	Jul	
19	Aug	
20	Sep	2013
21	Oct	2014
22	Nov	

13	00
14	01
15	02
16	03
17	04



: This field enables the user to indicate his GPS position when he sends the form.

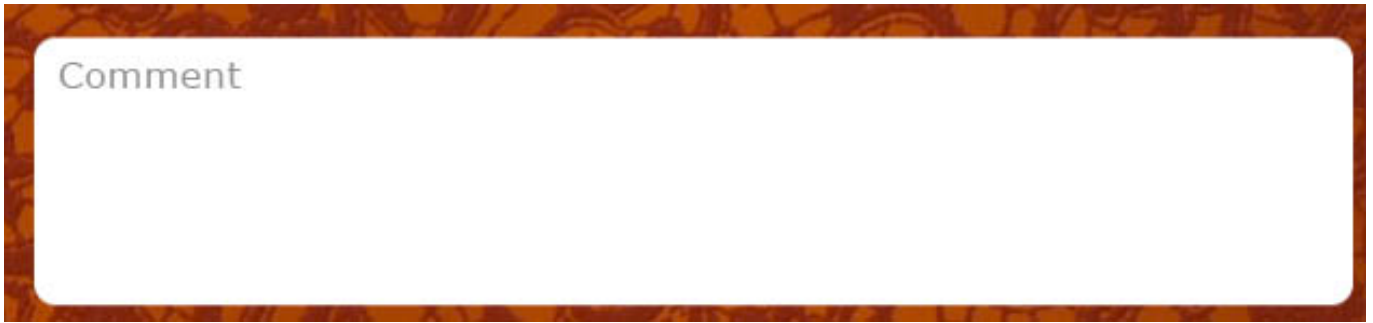
Your Location

☐ Location



: This field enables the user to write a long text on several lines (ex: a client can write his answer here)

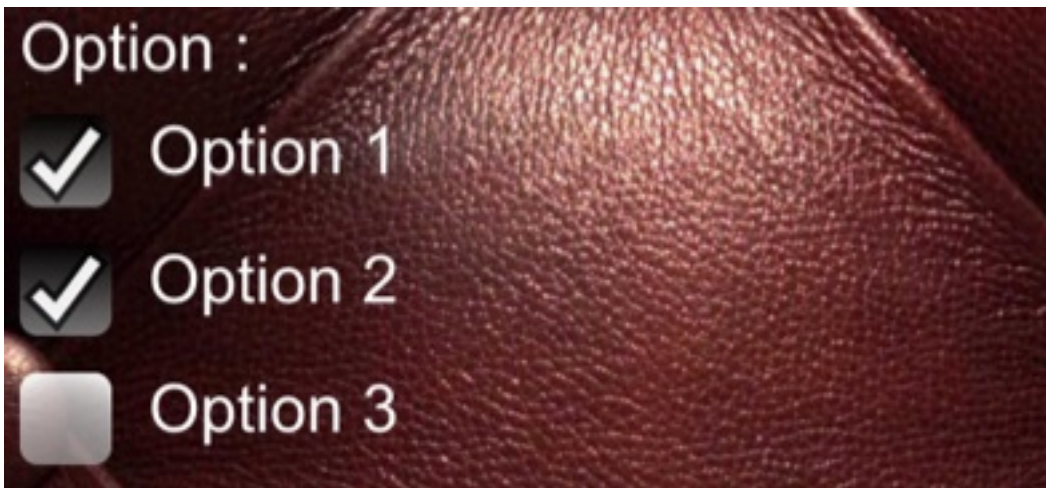
Features documentation



Comment



: This field enables the user to select several options



Option :

☒ Option 1

☒ Option 2

☐ Option 3



: This field enables the user to only select one option between the ones submitted.



Have you enjoyed your stay ? :

☐ Perfect

☐ Average

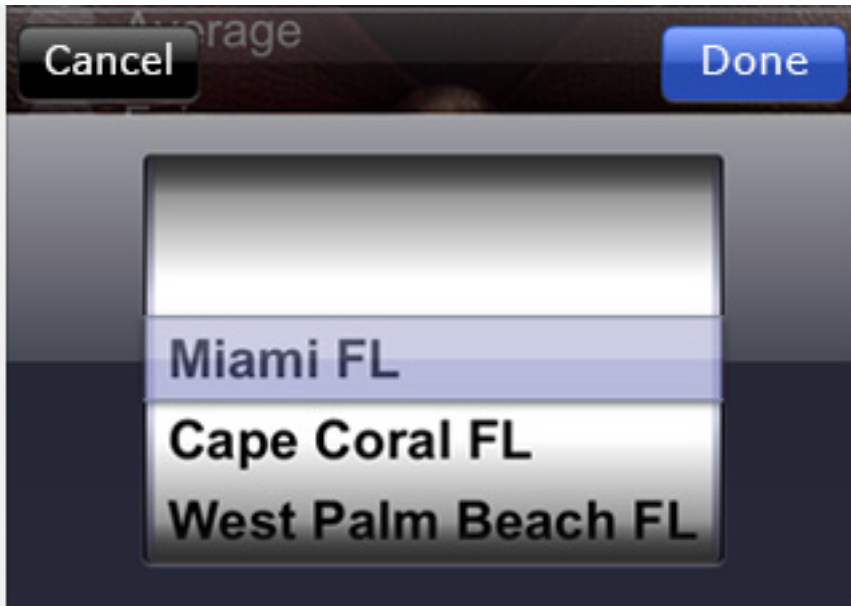
☐ Fair

☐ Poor

Features documentation

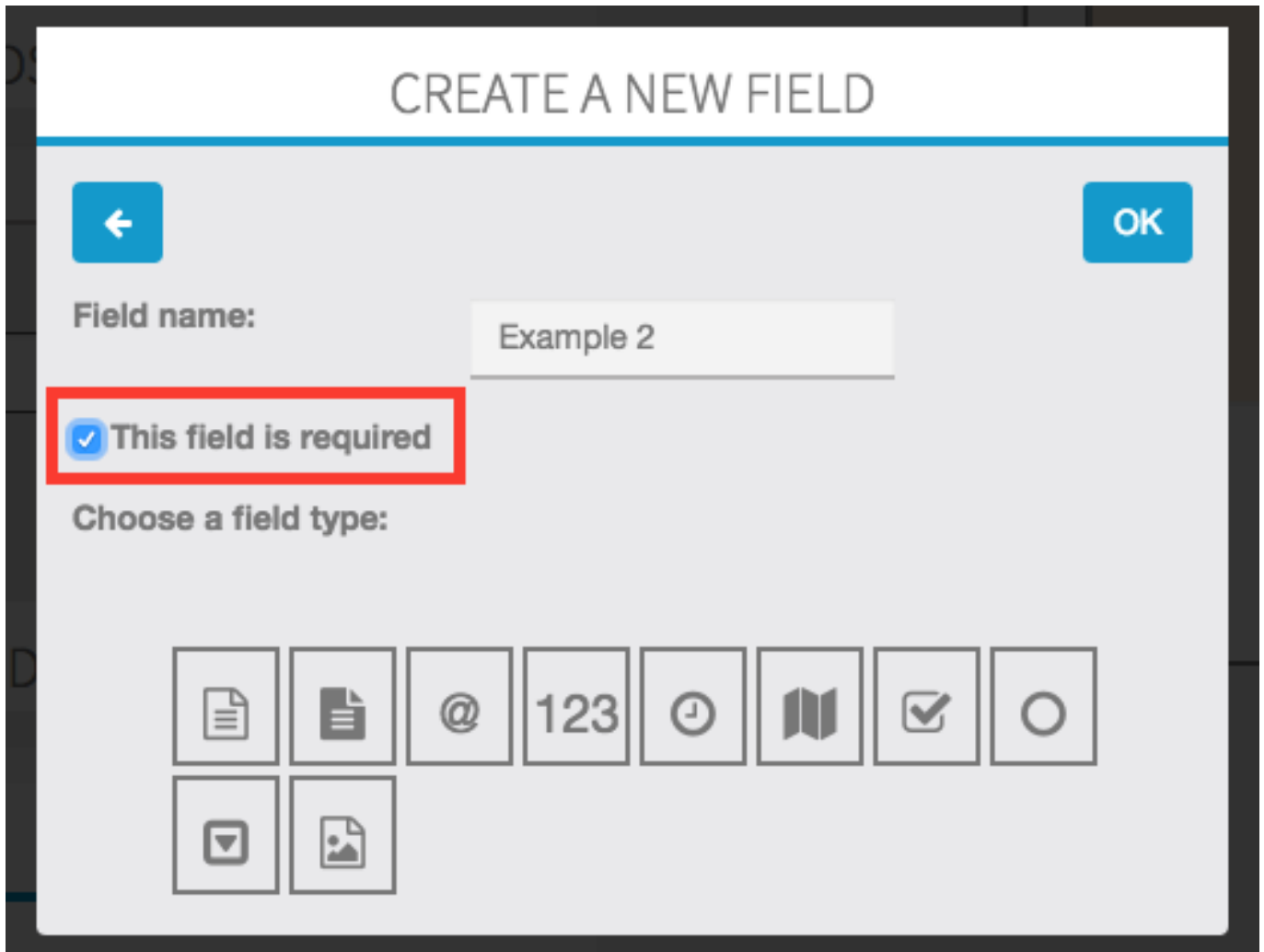


: This field enables the user to select the option they want.



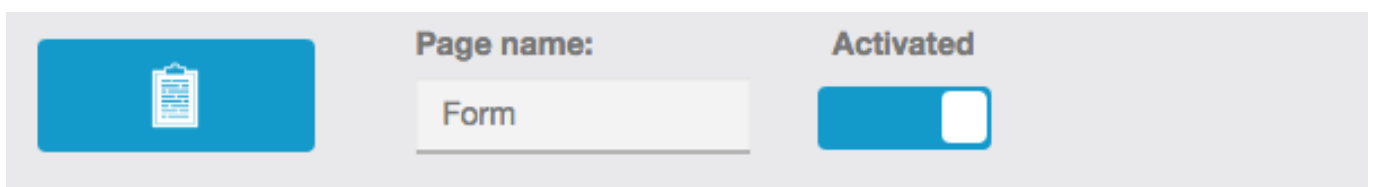
Every times you enter a new field, you have the possibility to make this field compulsory. It means that the user cannot send the form if this field is empty. To do this click here:

Features documentation

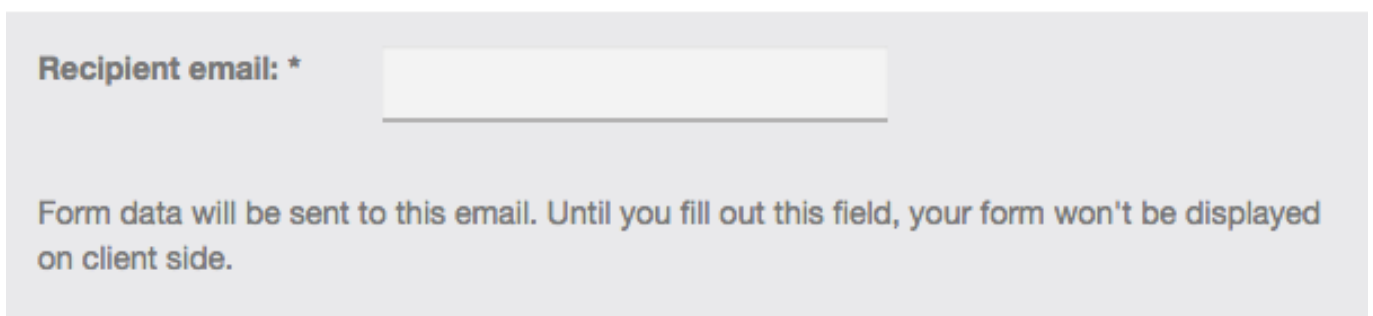


You can create as many fields as you want in a section. But we recommend you to organize your form **clearly** to be easier for the user to fill it out.

Once you have entered all the fields you want to set up, you only have to indicate the email address of the manager in the appropriate box.

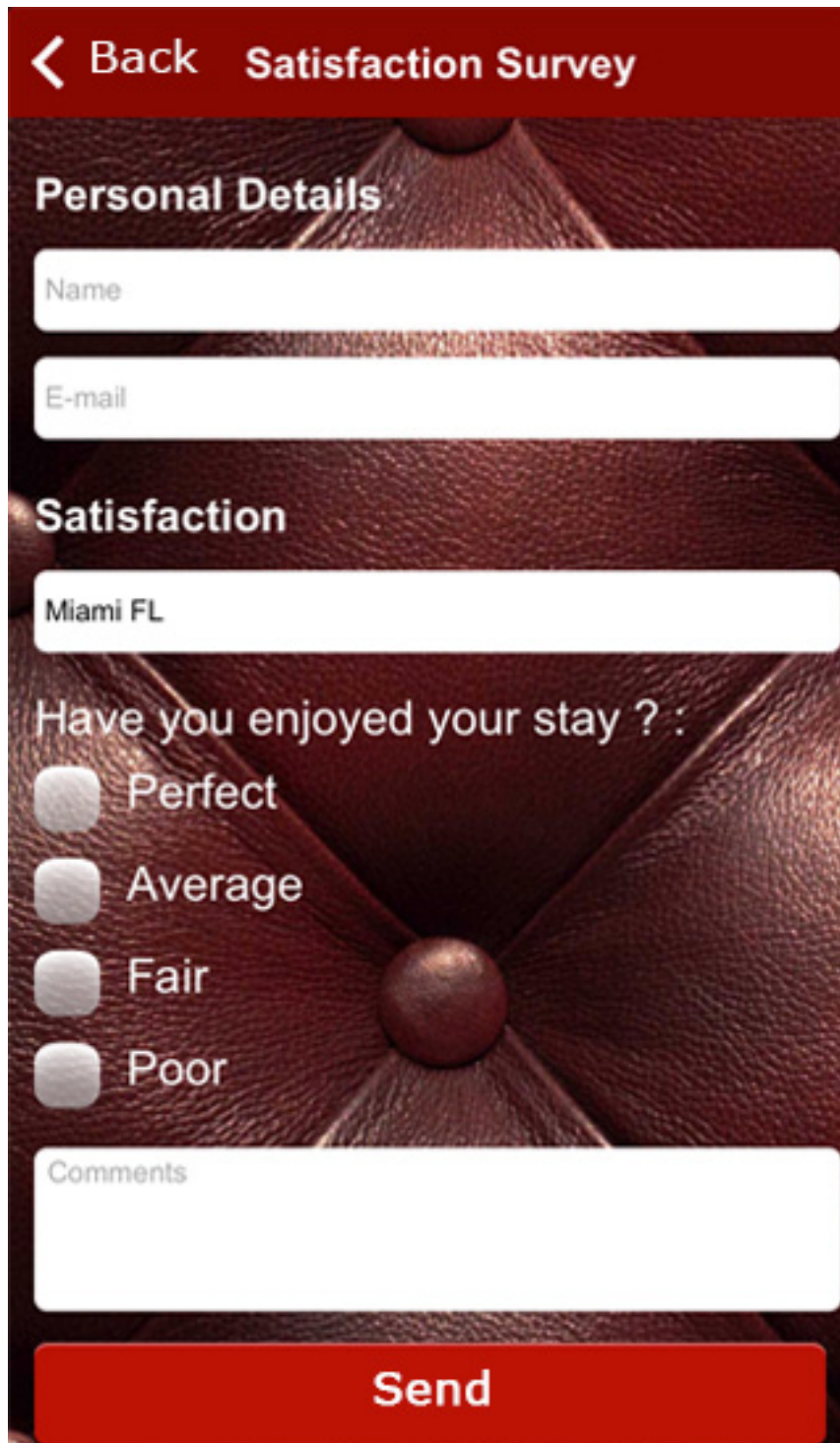


INFORMATION



Features documentation

Some Examples:



< Back **Satisfaction Survey**

Personal Details

Name

E-mail

Satisfaction

Miami FL

Have you enjoyed your stay ? :

☐ Perfect

☐ Average

☐ Fair

☐ Poor

Comments

Send

You're now ready to get reviews from your customers!

Unique solution ID: #1012

Author: support

Last update: 2018-11-05 10:42