

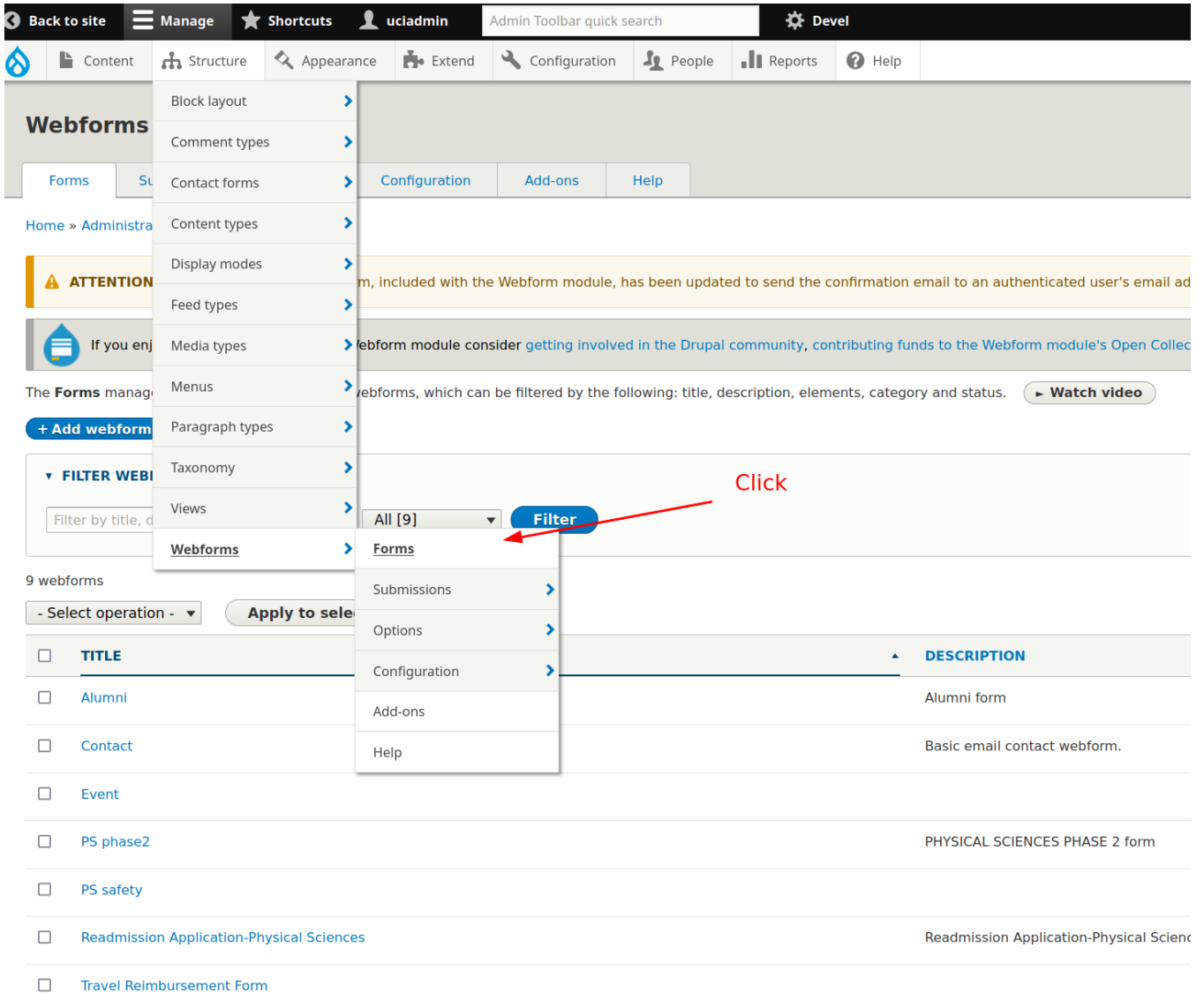
Webforms

Creating and using Webforms to get information from users.

- [Creating a new Form](#)
- [Adding Questions to the Form](#)
- [Choosing where responses to the form go](#)

Creating a new Form

1. Structure -> Webforms -> Forms



The screenshot shows the Drupal administration interface. The top navigation bar includes 'Back to site', 'Manage', 'Shortcuts', 'uciadmin', and 'Admin Toolbar quick search'. The main navigation menu has 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The 'Structure' menu is expanded, showing 'Webforms' as a sub-menu item. The 'Webforms' menu is further expanded, showing 'Forms' as a sub-menu item. A red arrow points to the 'Forms' link in the 'Webforms' dropdown menu. The main content area shows a list of webforms with columns for 'TITLE' and 'DESCRIPTION'. The list includes items like 'Alumni', 'Contact', 'Event', 'PS phase2', 'PS safety', 'Readmission Application-Physical Sciences', and 'Travel Reimbursement Form'. A '+ Add webform' button is visible in the top left of the main content area.

2. Click "Add Webform"

The **Forms** management page lists all available forms.

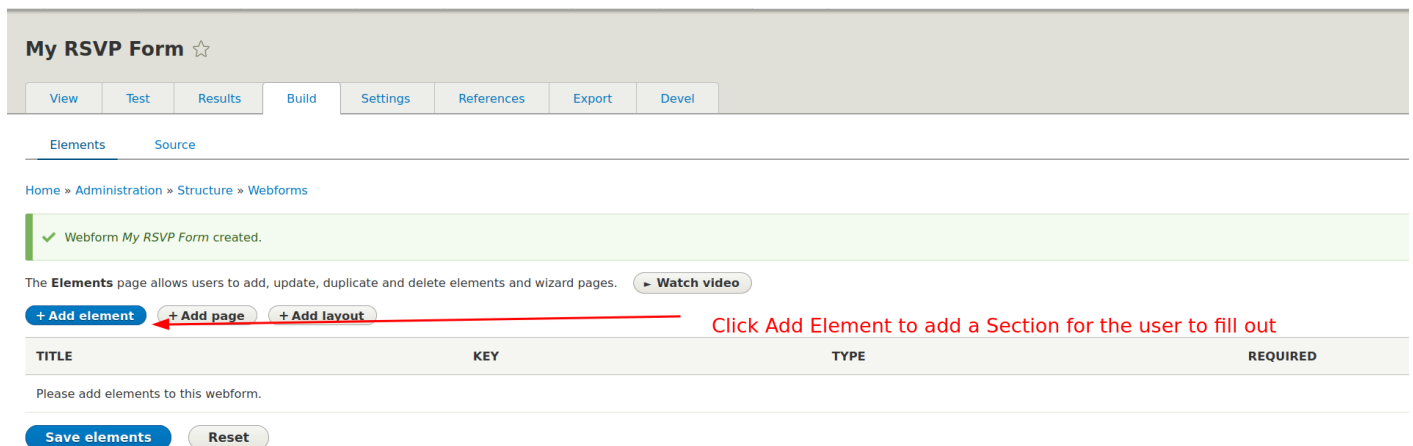


The screenshot shows a close-up of the '+ Add webform' button, which is highlighted with a red border. Below it is the 'FILTER WEBFORMS' section, which is currently collapsed.

3. Enter the details about the new form.

Adding Questions to the Form

In the build menu, you can add new elements for the user to fill out, rearrange their order, and save them when finished.



The screenshot shows the 'My RSVP Form' interface. At the top, there's a navigation bar with tabs: View, Test, Results, Build, Settings, References, Export, and Devel. Below this, there are sub-tabs for 'Elements' and 'Source'. A breadcrumb trail reads 'Home » Administration » Structure » Webforms'. A green success message states 'Webform My RSVP Form created.' Below that, a note explains the 'Elements' page and includes a 'Watch video' link. Three buttons are visible: '+ Add element', '+ Add page', and '+ Add layout'. A red arrow points from the text 'Click Add Element to add a Section for the user to fill out' to the '+ Add element' button. Below the buttons is a table with columns: TITLE, KEY, TYPE, and REQUIRED. The table is currently empty, with the instruction 'Please add elements to this webform.' at the bottom. At the very bottom, there are 'Save elements' and 'Reset' buttons.

My RSVP Form ☆

View Test Results Build Settings References Export Devel

Elements Source

Home » Administration » Structure » Webforms

✓ Webform My RSVP Form created.

The **Elements** page allows users to add, update, duplicate and delete elements and wizard pages. [Watch video](#)

[+ Add element](#) [+ Add page](#) [+ Add layout](#)

Click Add Element to add a Section for the user to fill out

TITLE	KEY	TYPE	REQUIRED
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Please add elements to this webform.

[Save elements](#) [Reset](#)

In this example, we add a text field and ask the user their name.

Select an element



te

Hide preview

Expand all

BASIC ELEMENTS

TYPE	PREVIEW	
Textarea ?	<input type="text"/>	Add element
Text field ?	<input type="text"/>	Add element

ADVANCED ELEMENTS

TYPE	PREVIEW	
Autocomplete ?	<input type="text"/>	Add element
Telephone ?	<input type="text"/>	Add element
Terms of service ?	<input type="checkbox"/> I agree to the terms of service . ? *	Add element
Text format ?	<p>Text format</p> <p>B I S x² x₂ I_x U </p> <p>Styles - Format -</p> <p> Source </p> <p>Text format Full HTML About text formats ?</p>	Add element

COMPOSITE ELEMENTS

TYPE	PREVIEW	
Custom composite ?		Show row weights

Add Text field element

General

Conditions

Advanced

Access

Expand

ELEMENT SETTINGS

Type

Text field

Title ? *

Key: what_is_your_name_ [Edit]

Allowed number of values

Limited ▼

1

▶ ELEMENT DESCRIPTION/HELP/MORE

▶ FORM DISPLAY

▶ FORM VALIDATION

Save

Save + Add element

[Browse available tokens.](#)

Choosing where responses to the form go

Go to the settings menu and you can change options about how the form responses work.

My RSVP Form ☆

View Test Results Build Settings References Export Devel

General Form Submissions Confirmation **Emails / Handlers** CSS / JS Access

Home » Administration » Structure » Webforms Click Emails/Handlers

The **Emails/Handlers** page allows additional actions and behaviors to be processed when a webform or submission is created, updated, or deleted. **Handlers** are used to route submitted data to external applications and send notifications & confirmations.

+ Add email + Add handler Next, click add email.

TITLE / DESCRIPTION	ID	SUMMARY	STATUS
There are currently no handlers setup for this webform.			

Save handlers Reset

Sends a webform submission via an email.

GENERAL SETTINGS

Title *

Email

Machine name: email [\[Edit\]](#)

Administrative notes ?

▼ SEND TO ?

To email *

[site:mail]

Change this to your destination email for responses.



CC email

- None -

BCC email

- None -

[Browse available tokens.](#) ?

 Please note: You can select which **user roles** are available to receive webform emails by going to the Webform module's [admin settings](#) form. 

▼ SEND FROM (WEBSITE/DOMAIN) ?

From email *

[site:mail]

Change this to change the from section of the email.

From name

[site:name]

[Browse available tokens.](#) ?

Now, save your changes and you should be good to go!