

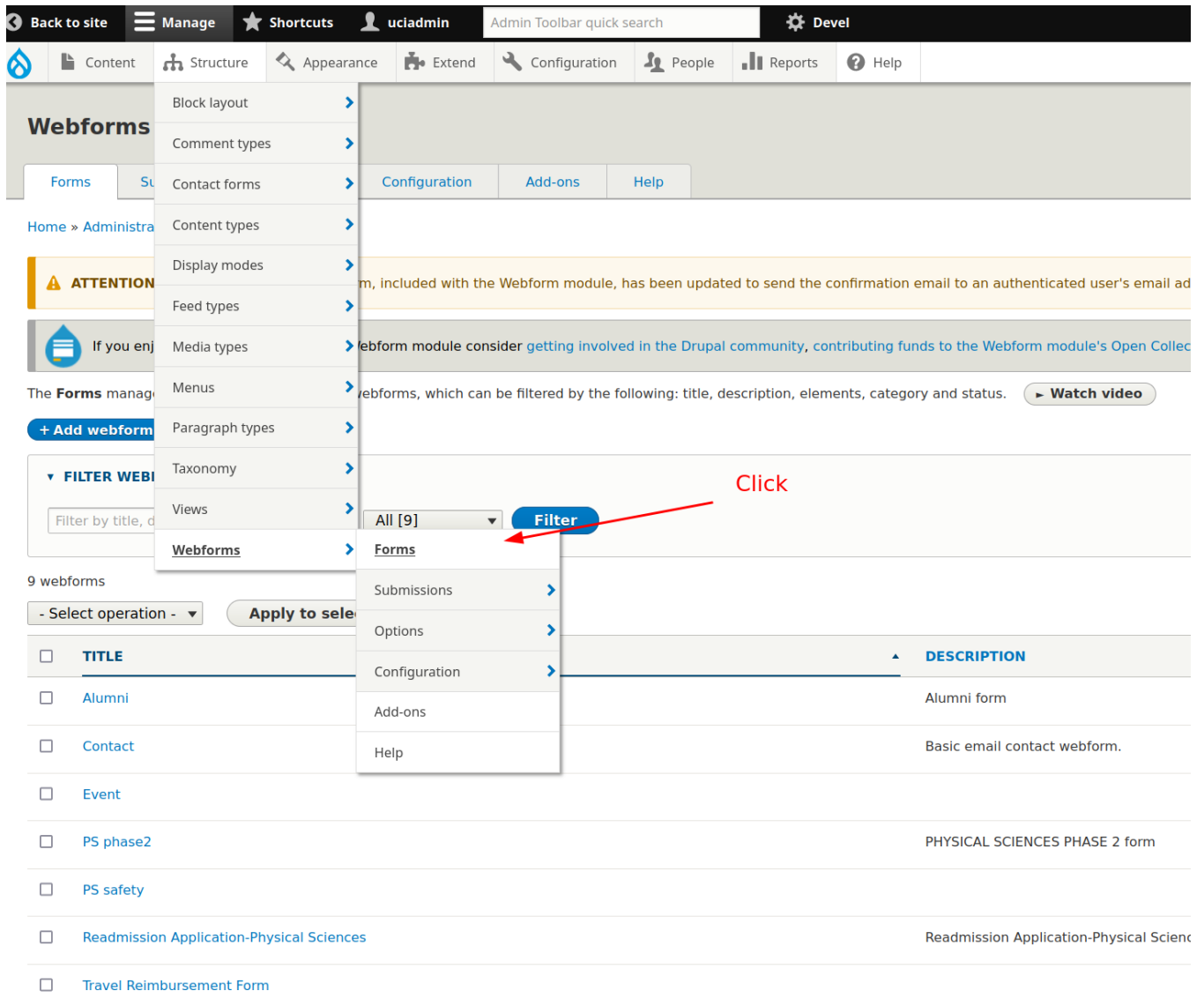
Webforms

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

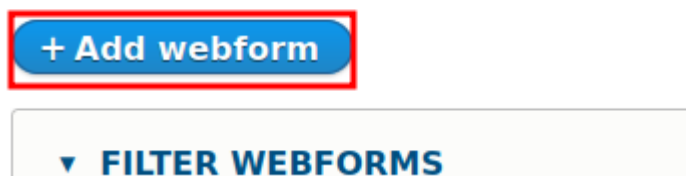


The screenshot shows the Drupal administration interface. The top navigation bar includes 'Back to site', 'Manage', 'Shortcuts', 'uciadmin', and an 'Admin Toolbar quick search' field. Below this, a secondary navigation bar contains icons for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The 'Structure' menu is expanded, showing a list of items including 'Block layout', 'Comment types', 'Contact forms', 'Content types', 'Display modes', 'Feed types', 'Media types', 'Menus', 'Paragraph types', 'Taxonomy', 'Views', and 'Webforms'. A red arrow points to the 'Filter' button in the 'Webforms' dropdown menu. The main content area displays a list of 9 webforms. The table has columns for 'TITLE' and 'DESCRIPTION'. The webforms listed are: Alumni, Contact, Event, PS phase2, PS safety, Readmission Application-Physical Sciences, and Travel Reimbursement Form.

TITLE	DESCRIPTION
Alumni	Alumni form
Contact	Basic email contact webform.
Event	
PS phase2	PHYSICAL SCIENCES PHASE 2 form
PS safety	
Readmission Application-Physical Sciences	Readmission Application-Physical Science
Travel Reimbursement Form	

2. Click "Add Webform"

The **Forms** management page lists all available



The screenshot shows a blue button with a red border labeled '+ Add webform'. Below it is a section titled 'FILTER WEBFORMS' with a downward arrow icon.

3. Enter the details about the new form.

×

My RSVP Form

Administrative description

Format

B

I

x₂

x²

Ω

"

Source

- None - ▼

☒ Open ☐ Closed

Save when finished

Save



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.

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
-------	-----	------	----------

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

X

teX

Hide preview

Expand all

BASIC ELEMENTS

TYPE	PREVIEW	
Textarea ?	<div></div>	Add element
Text field ?	<div></div>	Add element

ADVANCED ELEMENTS

TYPE	PREVIEW	
Autocomplete ?	<div></div>	Add element
Telephone ?	<div></div>	Add element
Terms of service ?	<div><input type="checkbox"/> I agree to the terms of service. ? *</div>	Add element
Text format ?	<div><div>Text format</div><div><div><div><div><div><div>B</div><div>I</div><div>S</div><div>x^a</div><div>x₂</div><div>I_x</div><div>U</div><div>≡</div><div>≡</div><div>≡</div><div>≡</div><div>🔗</div><div>🔊</div></div><div><div>⋮</div><div>⌈ ⌋</div><div>“ ”</div><div>📄</div><div>☰</div><div>🖼️</div><div>🔄</div></div><div>Styles ▾ Format ▾ </div><div><div>📄</div><div>📄 Source</div><div>↶</div><div>↷</div><div>📄</div><div>✂️</div><div>🗑️</div><div>📄</div><div>📄</div></div></div></div><div></div><div></div><div>Text format Full HTML ▾ About text formats ?</div></div></div></div>	Add element

COMPOSITE ELEMENTS

TYPE	PREVIEW	
		Show row weights

Add Text field element

General

Conditions

Advanced

Access

Expand

ELEMENT SETTINGS

Type

Text field

Title ? *

What is your name?

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

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.

Click Emails/Handlers

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!