Drupal 7 WebForms

Webforms allow you to create forms or questionnaires and define their content. Submissions from these forms are stored in a database and optionally also sent by e-mail to a predefined address.

Login to your Drupal site, go to Add Content and select Webform. Fill in the blanks.
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In some cases the content you place in the Title page may detract from or cause the form to not flow appropriately. Use the View tab to see how your webform page will appear to the public. What you put in the Body will appear on the top of every page of your webform. You might want to leave it blank and use a Fieldset or Markup.

Save the Webform you have started. After saving the new content, you will be redirected to the Webform main field list, Form components. This is where you create the fields that will make up your form and add additional settings.

E-Mails
You can set an e-mail so each form submission will be emailed to that address.
Submission settings – Submission settings, including a redirect to a confirmation page and submission limits. Determine which roles may submit the form, and other advanced options.

Confirmation message – Will appear after a successful submission of the form. This is fully editable using the CKEditor and can include text, images, etc.

Redirection location - Choose where to redirect the user upon successful submission. You can use a Custom URL option that supports Webform token replacements. Select: Confirmation page, Custom URL:, or No redirect (reload current page).

Total submissions limit - Limit the total number of allowed submissions, you can use: Unlimited or Limit to XX total submission(s) ever, every minute, every 5 minutes, every hour, every day, or every week.

Per user submission limit - Limit the number of submissions per user. A user is identified by their user login if logged-in, or by their IP Address and Cookie if anonymous. Use of cookies may be modified in the global Webform settings. Unlimited or Limit to XX total submission(s) ever, every minute, every 5 minutes, every hour, every day, or every week.

Status of this form - Closing a form prevents any further submissions by any users. The options in this section are Open or Closed.

Submission access - These permissions affect which roles can submit this webform. It does not prevent access to the webform page. If needing to prevent access to the webform page entirely, use a content access module such as Taxonomy Access or Node Privacy by Role.

For the Additional Options please see the next page.

Save configuration - Save your settings.
**Progress Bar** – By selecting options in this section you can have a Progress Bar appear with your web form. If a web form requires a lot of user input, it may be best to split the form into multiple steps/pages. A progress bar guides the user through the steps/pages in order to encourage completion of the web form.

**Preview Page** - Add a page for the client to preview the form before submitting.

**Advanced settings** – Additional options for how the form is displayed, submissions, and what the submit button text will display. Select the settings you want to be part of the functionality of your web form. By default the submit button on this form will have the label Submit. Enter a new title here to override the default.

**Save configuration** - Save your settings.
Form components

Form Components are used to create the fields that will make up your form. You will need to give each Component a name. This is used for you to be able to find the component in the future and as instructions for the user, keep it simple. Next select the Type of component you need from the drop down list, then select Add. There are additional settings you might want to use, such as: Mandatory, Value, Clone and Row Weight.

- **Date**: Comes with a pre-packaged date chooser widget / calendar
- **E-Mail**: E-mail field with validator to ensure the content is an actual address
- **Fieldset**: Allows you to group Fields together
- **File**: File upload widget
- **Grid**: A table of related questions and answers (more on this later)
- **Hidden**: An element which will not be displayed on the form. You can use this to automatically populate the submission with extra content (for example combine with Token)
- **Markup**: HTML Markup to put extra text, images, etc in the middle of a form.
- **Name**: A field for collecting a person’s name.
- **Number**: A field that will only allow numbers.
- **Page Break**: Used to split a form into multiple pages
- **Select options**: Radio / Drop down box widget.
- **Textarea**: A box to allow the end user to insert text.
- **Textfield**: A box to allow the end user to insert text.
- **Time**: Time selector widget.

Which fields you end up using are completely up to you. You can use Webform to build anything from a simple contact form to more complicated multi-page forms. E-mail addresses should use the E-mail field type and Drupal will validate the content before the form is submitted. In addition, Webform can accept default values from Tokens.

Common Form Elements used in Webforms Components

- **Label** - This is used as a descriptive label when displaying this form element. You can hide the Label by setting the Label Display field to *None*.
- **Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.
- **Default value** - The default value of the field that you determine by typing it in using the guidelines given with the element.
- **Description** - A short description of the field used as help for the user when he/she uses the form. It will appear under the form element in gray text.
- **Token Values**
  You may use special tokens in this field that will be replaced with dynamic values.
  - **Basic tokens**
    - %username - The name of the user if logged in. Blank for anonymous users.
    - %useremail - The e-mail address of the user if logged in. Blank for anonymous users.
- %ip_address - The IP address of the user.
- %site - The name of the site (i.e. Department template)
- %date - The current date, formatted according to the site settings.

**Node tokens**
- %nid - The node ID.
- %title - The node title.

**Special tokens**
- %profile[key] - Any user profile field or value, such as %profile[name] or %profile[profile_first_name]
- %get[key] - Tokens may be populated from the URL by creating URLs of the form http://example.com/my-form?foo=bar. Using the token %get[foo] would print "bar".
- %post[key] - Tokens may also be populated from POST values that are submitted by forms.
- In addition to %get and %post, the following super tokens may be used, though only with logged-in users: %server, %cookie, and %request. For example %server[HTTP_USER_AGENT] or %session[id].

- **Label Display** - Determines the placement of the component's label. Options are Above, Inline and None.
- **Save component** – Selecting this button will save the work you have done on the current component.

Example of CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) used for Validation in some components.
Date

Label – Can be used as a description to display with the form element.

Field Key – Machine name for the element. You do not need to change the default created by the label text.

Default Value – Enter a default value, if appropriate. Strings such as today, +2 months, and Dec 9 2016 are all valid.

Description – Used as a help for users. It will appear under the label and value.

Default Value Timezone – Select the timezone you would like to use.

Validation – Select the box if the element is required. Start and End dates can be set.

Display – Enable popup calendar and/or Textfield for the year.

Label Display – Select where or if you want the Label to display.

Wrapper CSS classes are used by web developers.

Save – Save this element.
E-mail field with validator to ensure the content is an actual address.

**Label**: The Label appears above the field in this example. You can hide the Label by setting the Label Display field to **None**.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Default value** - The default value of the field that you determine by typing it in.

**Description** - A short description of the field used as help for the user when they fill out the form. It will appear under the form element in gray text.

**Multiple** – Selecting this box allows the person filling in your webform to add multiple email addresses by separating them with a comma.

**Format** – Select Short or Long format.

**Validation** – The selections are **Mandatory** and/or **Unique**. You do not have to use these Validations.

**Display** – You can define the **Width** of the textfield used for the E-Mail address or allow it to use the default size. The Label display determines the placement of the component’s label. Options are **Above**, **Inline** and **None**. **Disabled** will make this field non-editable. Useful for setting an unchangeable default value. **Private** fields are shown only to users with results access.

Wrapper CSS classes and CSS classes are used by web developers only. Do not use these options.

**Save component** – You will want to save each component, moving away from a component without saving it will result in a loss of your changes.
Fieldset is used to group items. In addition you can reorder components by using drag and drop.

If you delete a Fieldset any items under/in that Fieldset will also be deleted. Move items out of a Fieldset before you delete it, if you want to save those items.

Label: The Label appears above the field in this example. You can hide the Label by setting the Display to Hide label.

Field Key – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

Description - A short description of the field used as help for the user when they fill out the form. It will appear under the form element in gray text.

Display - Collapsible if this fieldset is selected (collapsible), the user may open or close the fieldset. Collapsed by Default Collapsible fieldsets are "open" by default. Select this option to default the fieldset to "closed."

Hide label Do not display the label of this component. Private fields are shown only to users with results access.

CSS classes – This element is used by web developers and you will not put anything in this space.

Save component – You will want to save each component, moving away from a component without saving it will result in a loss of your changes.
It is extremely important for the security of our shared server that if you use a file field you limit allowed file types. You should also limit file size.

**Label**: The Label appears above the field in this example. You can hide the Label by setting the **Display** to **None**.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Description** - A short description of the field used as help for the user when they fill out the form. It will appear under the form element in gray text.

**Upload directory** – Currently there is a default location for uploaded files.

**Rename Files** - You may optionally use tokens to create a pattern used to rename files upon submission. Omit the extension; it will be added automatically.

**Validation** – Check this option if the user must enter a value

**Max upload size** - Enter the maximum file size a user may upload such as 2 MB or 800 KB. Your server has a max upload size of 10 MB.

**Allowed file extensions** – Select the file extensions allowed to be uploaded. It is extremely important for the security of our shared server that if you limit allowed file types.

**Display** - The Label display determines the placement of the component's label. Options are **Above**, **Inline** and **None**. Private fields are shown only to users with results access.

**CSS classes** – This element is used by web developers and you will not put anything in this space.

**Save component** – Save each component, moving away without saving it will result in a loss of your changes.
Grid

Label: The Label appears above the field in this example. You can hide the Label by setting the Display to Hide label.

Field Key – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

Description - Short description of the field used as help for the user when they fill out the form.

Options- Will appear across the top of the Grid. Create one option per line.

Questions – Appear as a list down the left side of the grid. Create one question per line.

Customize question keys (Advanced) - Customizing the keys will allow you to save one value internally while showing a different option to the user.

Validation – Required or Unique, check these option(s) if the user must enter a value.

Display - Randomize Options, Randomizes the order of options on the top when they are displayed in the form. Randomize Questions, Randomize the order of the questions on the left side when they are displayed in the form. Sticky table header, Use a sticky (non-scrolling) table header. Hide label, Do not display the label of this component. Private fields are shown only to users with results access.

Wrapper CSS classes – Used by web developers only.

Save component – You will want to save each component, moving away from a component without saving it will result in a loss of your changes.
Hidden

Hidden is a field that is not displayed to the end user. Hidden allows you to use Tokens to collect data that can be automatically generated. A possible example might be the submit date, except that webform already collects and stores every time the form is submitted outside of the actual form fields. Another example would be the Node Token %ip_address. This would return the IP Address of the person filling out the form. This information can be used to find IP Geolocation. You could also use Hidden to place comments or notes to yourself or future editors. Remember this component is not public.

**Label** – Your Hidden Component needs a Label. This will not be visible to the public.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Default Value** – You can use Tokens in this area.

**Display** – Select the proper Hidden Type. Using a Secure value allows the use of all tokens, even for anonymous users.

**Save** – Remember to Save your settings.
Markup

You can use Markup to put extra text, images, etc in the form. Markup is for entering something like a second description mid-way through a form or additional information. You might use the description field within a Fieldset instead. The Value area is where you put your text and it uses the CKEditor. Empty space can be created by placing paragraph markers into the Value area.

**Label** – Your Markup needs a Label. This will not be visible to the public.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Value** – Use the CKEditor to place text, images, video and other formatted text in your form.

**Display** – Select how you want the Markup to be displayed.

Save – Remember to Save your settings.

**Example**

The domestic buffalo is descended from the wild water buffalo. The domestic buffalo are different somewhat from each other indicating that they are descended from various subspecies found in different parts of the world. Most of the domestic water buffaloes of the world are found in the hot, wet areas of the world where rice is produced. They are extremely important in these areas, but are seldom found as agricultural animals in other parts of the world. Over 95% of the water buffalo in Asia and over one-half of the remainder are found in Africa, primarily Egypt.
**Name**

- **Label**: The Label appears above the field in this example. You can hide the Label by setting the Display to None.

- **Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different than the Label.

- **Description** - A short description of the field used as help for the Webform end user.

- **Formats** – Select the format needed for your form. Most times you will just use the System Default.

- **Enabled components** – Select the components that you want to have appear in your form. Only the selected components will be rendered on the webform.

- **Minimum components** - The minimal set of components the end user will need to fill in before the field is considered completed enough to save.
Title components – This allow the end user to select the title they would like to have associated with their name. For example Mr, Mrs, or Prof. You can create a custom titles by entering one title per line. Prefix a line using ‘--’ to specify a blank value text. For example: ‘--Please select a Title’. Options may be also imported from one or more vocabularies using the tag '[vocabulary:xxx]', where xxx is the vocabulary machine-name or id. Terms that exceed the maximum length of the component are not added to the options list.

Given components - Allows you to customize the way the field is displayed. For example you can change Given to First or First Name. The size of the field (number of charters allowed to be placed in the field) is controlled by the Maximum length.

Middle component – You can select to have the Middle Name as part of the field by selecting it in the Enabled components. You can use the default Middle name(s) or create your own label, such as Middle Initial. The size of the field (number of charters allowed to be placed in the field) is controlled by the Maximum length.
Family component - Allows you to customize the way the field is displayed. For example you can change Family to Last or Last Name. The size of the field (number of charters allowed to be placed in the field) is controlled by the Maximum length.

Generational component - This allow the end user to select the generational indicator they would like to have associated with their name. For example Jr, Sr, or IV. You can create a custom prefixes by entering one prefix per line. Prefix a line using '--' to specify a blank value text. For example: '--Please select a Generational'. Options may be also imported from one or more vocabularies using the tag '[vocabulary:xxx]', where xxx is the vocabulary machine-name or id. Terms that exceed the maximum length of the component are not added to the options list.

Credentials component - Allows you to customize the way the field is displayed. For example you can change Credentials to Degree or Certification. The size of the field (number of charters allowed to be placed in the field) is controlled by the Maximum length.
Validation – *Required*, Check this option if the user must enter a value for the fields selected.

Display - The Label display determines the placement of the component's label. Options are *Above*, *Inline* and *None*.

Wrapper CSS classes and CSS classes are used by web developers. You should not put anything in these boxes.

Save component – You will want to save each component, moving away from a component without saving it will result in a loss of your changes.
Number

<table>
<thead>
<tr>
<th>Label</th>
<th>Field Key</th>
<th>Default Value</th>
<th>Description</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many years do most buffalo live?</td>
<td>how_many_years_do_most_buffalo_live</td>
<td></td>
<td>Buffalo live to be 10, 15, 20 or 25 years. Which is correct?</td>
<td></td>
</tr>
</tbody>
</table>

**Label** - This is used as a descriptive label when displaying this form element. You can hide the Label by setting the Label Display field to *None*.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Default value** - The default value of the field that you determine by typing it in using the guidelines given with the element. You can also use Token Values when appropriate.

**Description** - A short description of the field used as help for the end user when they fill in the form. It will appear under the form element in gray text.

**Validation** – Under the Validation section you can select:

- **Required**, Check this option if the user must enter a value.
- **Unique**, Check that all entered values for this field are unique. The same value is not allowed to be used twice.
- **Integer**, Permit only integer values as input. e.g. 12.34 would be invalid.
- **Minimum**, Minimum numeric value. e.g. 0 would ensure positive numbers.
- **Maximum**, Maximum numeric value. This may also determine the display width of your field. **Step**, Limit options to a specific increment. e.g. a step of "5" would allow values 5, 10, 15, etc.

input. e.g. 12 or 13 would be valid and 12.34 would be invalid

**Minimum**, Minimum numeric value. e.g. 0 would ensure positive numbers. **Maximum**, Maximum numeric value. This may also determine the display width of your field. **Step**, Limit options to a specific increment. e.g. a step of "5" would allow values 5, 10, 15, etc.
Display – *Element* type allows you to select a blank *Text field* or a *Select list*. A minimum and maximum value are required if displaying as a Select list. A select list of options allows users to select only one value or multiple values at a time, depending on the value of its attributes.

Example of using a Select List. You must set the Minimum, Maximum and Step in the Validation section to create your Select List.

The other options in the Display section determine how the data will appear. For example if you use the Prefix $ and include two Decimal places for the data to appear as: $25.25

Wrapper CSS classes and CSS classes are used by web developers. You should not put anything in these boxes.

**Analysis** - *Exclude zero*, Exclude entries of zero (or blank) when counting submissions to calculate average and standard deviation.

**Save component** – Save each component, without saving it will result in a loss of your changes.
Page break

Label - This is used as a descriptive label it does not appear on the public view of the form.

Field Key – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

Next page button label - This is used for the Next Page button on the page before the page break. Default: Next Page >, you can customize this text.

Previous page button label - This is used for the Previous Page button on the page after the page break. Default: < Previous Page, you can customize this text.
Select Options

**Label** - This is used as a descriptive label when displaying this form element. You can hide the Label by setting the Label Display field to *None*.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Description** - A short description of the field used as help for the user when they fill out the form. It will appear under the form element in gray text.

**Options**

**Default value** - The default value of the field that you determine by typing it in using the guidelines given with the element. The default value of the field is identified by its key. You can also use Token Values when appropriate.

**Option Settings**

**Multiple** - Check this option if the user should be allowed to choose multiple values.

**Load a pre-built option list** – None, Days of the week, Countries, US states. Use a pre-built list of options rather than entering options manually. Options will not be editable if using pre-built list.

**Validation** – *Required*, Check this option if the user must select a value.

**Display** – *Listbox*, Check this option if you want the select component to be displayed as a select list box instead of radio buttons or checkboxes. Option groups (nested options) are only supported with listbox components. *Randomize options*, Randomizes the order of the options when they are displayed in the form.

Wrapper CSS classes and CSS classes are used by web developers and you should not put anything in these boxes.

**Position** - Optional. You may organize your form by placing this component inside another fieldset.

**Save component** – You will want to save each component, moving away from a component without saving it will result in a loss of your changes.
### Textarea or Textfield

<table>
<thead>
<tr>
<th><strong>Label</strong></th>
<th>This is used as a descriptive label when displaying this form element. You can hide the Label by setting the Label Display field to Hide Label.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Key</strong></td>
<td>The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.</td>
</tr>
<tr>
<td><strong>Default value</strong></td>
<td>The default value of the field that you determine by typing it in using the guidelines given with the element. The default value of the field is identified by its key. For multiple selects use commas to separate multiple defaults. You can also use Token Values when appropriate.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>A short description of the field used as help for the user when he/she uses the form. It will appear under the form element in gray text.</td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td>Required, Check this option if the user must enter a value.</td>
</tr>
<tr>
<td><strong>Display</strong></td>
<td>Width of the textarea in columns. This property might not have a visual impact depending on the CSS of your site. Leaving blank will use the default size. Height of the textarea in rows. Leaving blank will use the default size. Resizable makes this field resizable by the user by dragging the in the lower right corner of the textarea. Hide label will not display the label of this component. Disabled, Make this field non-editable. Useful for setting an unchangeable default value. Private fields are shown only to users with results access.</td>
</tr>
</tbody>
</table>

Wrapper CSS classes and CSS classes are used by web developers and you should not put anything in these boxes.
Save component – You will want to save each component, moving away from a component without saving it will result in a loss of your changes
**Time**

**Label** - This is used as a descriptive label when displaying this form element. You can hide the Label by setting the Label Display field to *None*.

**Field Key** – The Label you enter will create a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing. You can customize this to be different then the Label.

**Default value** - The default value of the field. Accepts a time in any GNU Date Input Format. Strings such as now, +2 hours, and 10:30pm are all valid.

**Description** - A short description of the field used as help for the user when he/she uses the form. It will appear under the form element in gray text.

**Validation** – *Required*, Check this option if the user must enter a value.

**Display** - *Time format*, 12-hour (am/pm) or 24-hour. *Minute increments* 1 minute, 5 minute, 10 minute, 15 minute, or 30 minute. *Label display* Above, Inline or None Determines the placement of the component's label. *Private* fields are shown only to users with results access.

Wrapper CSS classes are used by web developers and you should not put anything in this box.

**Save** – Remember to Save your work.
Example of Form components.

<table>
<thead>
<tr>
<th>LABEL</th>
<th>TYPE</th>
<th>VALUE</th>
<th>REQUIRED</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some basic information.</td>
<td>Fieldset</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Please enter today's date.</td>
<td>Date</td>
<td>–</td>
<td></td>
<td>Edit, Clone, Delete</td>
</tr>
<tr>
<td>Please enter your OSU email address.</td>
<td>E-mail</td>
<td>name: <a href="mailto:5@osu.edu">5@osu.edu</a></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Upload your picture here.</td>
<td>File</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Page Break 1</td>
<td>Page break</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Select the correct answer.</td>
<td>Grid</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Hidden</td>
<td>Hidden</td>
<td>No tokens. Just a comment.</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Domestic buffalo</td>
<td>Markup</td>
<td>&lt;p&gt;&lt;strong&gt;The domestic buffal...&lt;/p&gt;</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Page Break 2</td>
<td>Page break</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Please enter your name.</td>
<td>Name</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>How many years do most buffalo live?</td>
<td>Number</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>______ is made from Italian buffalo milk.</td>
<td>Select options</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Page Break 3</td>
<td>Page break</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>What is your favorite buffalo?</td>
<td>Textarea</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Did you learn about buffalo from this form?</td>
<td>Textfield</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Time</td>
<td>Time</td>
<td>–</td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>
Example of Finished Webform

Webform Body Text

Date

Fieldset

E-Mail

(Upload a) File

CAPTCHA

Next Page

Social Media Sharing
Webform body text

Grid

Progress Bar

Markup

Previous & Next

Drum 7 WebForms
Example of Confirmation Message from the Submission Settings

Thank you for visiting the Buffalo webform.
Webform Results
You can have each submission mailed to a predetermined email address and/or you can use the Results tab to look at the submissions. If you do not have the Results tab, contact the web development team.

Submissions
You can sort the results under the Submissions tab by clicking on the column headers. Clicking on View in the Operations column of the Submissions tab will display the data submitted by that person. If you no longer need a Submission you may delete it in the Operations column.

Analysis
The Analysis button of the Results tab will display the components (questions) and the data that was submitted. Please note that this is a summary and not always the actual submission. You can select the Add Analysis Components to select those components that you want included in your Analysis. Remember to select Update analysis display to save any changes you have made.
Table
Table view in the Results tab will display all the data submitted by each person. The table can be sorted by the column headers.

<table>
<thead>
<tr>
<th>Submitted</th>
<th>User</th>
<th>IP Address</th>
<th>Please Enter Today's Date</th>
<th>Please Enter Your OSU Email Address</th>
<th>Upload Your Picture Here</th>
<th>Select The Correct Answer</th>
<th>Hidden</th>
<th>Please Enter Your Name</th>
<th>How Many Years Do Most Buffalo Live?</th>
<th>What Is Your Favorite Buffalo?</th>
<th>Did You Learn About Buffalo From This Form?</th>
<th>Time</th>
</tr>
</thead>
</table>
**Download**

Allows you to download the data from your form into another format; delimited text or Microsoft Excel.

If you use the delimiter in the CSV/TSV file when downloading Webform results. Using tabs in the export is the most reliable method for preserving non-latin characters. You may want to change this to another character depending on the program with which you anticipate importing results into.
**Select List Options**

- **Select keys** - Full, human-readable options (values) or Short, raw options (keys). Choose which part of options should be displayed from key|value pairs. For example “de|Germany.”

- **Select list format** - *Separate* options are more suitable for building reports, graphs, and statistics in a spreadsheet application. *Compact* options are more suitable for importing data into other systems.

**Included export components**

The selected components will be included in the export. Select the components you want.
**Download range options**

Select the submissions you want to download.

**Clear**

If you want to Clear all submissions use the Clear tab under Results. If you Clear your webform all the submissions are deleted. There is no way to recover deleted submissions. If you want to Clear the submissions and keep a record of past results, download the results into another format and save them.