



University of East Anglia

DIGITAL INNOVATION TEAM

Where can I find an example of a web form?

Current examples of web forms across the website:

<https://www.uea.ac.uk/alumni/your-uea/update-your-details>

<https://portal.uea.ac.uk/csed/csed-programme-15-16/booking-form-lm->

<https://www.uea.ac.uk/study/international/malaysia-international-office/form>

What are the current limitations of the web forms?

Currently you cannot attach any documents or images to web forms. You are also unable to add in any links or email addresses. For any supplementary information like this, you should add a web content portlet above the web form and add the content in there.

Adding a new web form to your page

To add a new form portlet to your page you need to add in a new application, this can be found under Applications > Tools > Web Form

Adding the form information

With the edit controls on, click on the cog in the top right-hand corner of the web form and choose 'configuration'. This will bring up the editing controls of the form.

Title of the form – This is the name of your form

Description – An introduction to your form

CAPTCHA – This obscures its message from computer interpretation by twisting the letters to prove you're human.

Redirect URL on success – this is where your user is taken to once the form is completed, best practice would be to create a new page (can be hidden from the left-hand menu) saying thank you for completing the form and when to expect next or alternatively redirect to an appropriate page.

Handling the form's data

You have two options to receive your completed form data.

- Clicking the 'send as email' check box will let enable you to receive the completed form responses to the email address you enter (or multiple addresses)
- Clicking the 'save to database' lets you collect the data
- We do not use the 'save to file' option

Creating the form fields

To create each field of your form, use the + and – buttons on the right-hand side.

Set each field to optional or leave unchecked if the field is mandatory.

Form field options:

Text – standard text field (eg: first name, surname)

Text box – used for longer responses (eg. Address, comments boxes)

Options – adding a drop-down list of choices (eg. Countries)

Radio buttons – again for choosing an option (eg. Yes, No, Don't know)

Paragraph – Ability to add some text into the form

Check box – Use if you have more than one option available (e.g. a list of courses or seminars to register on)

Downloading the data

If you have chosen the 'save to database' option, to download your data to a CSV file you will need to do the following:

- Click on the cog on the right hand side of the form
- Choose 'configuration'
- Click on the 'export data' button
- This will download a csv file in Excel which you will be able to save
- Then click on the 'delete data' button to clear all the data

If you have chosen the 'save to email' option, the emails will come through automatically to the address you have entered each time someone completed your form. Occasionally this may filter into the spam folder so please check all folders regularly.

Amending the form

If you wish to make changes to a form, you will need to export and delete the data before making any changes (see above)

Data protection

Thinking about data protection principles before you create a form is really important. You must include a data protection statement to each of your forms. If you need help with this, contact the Data Protection Team: foi@uea.ac.uk