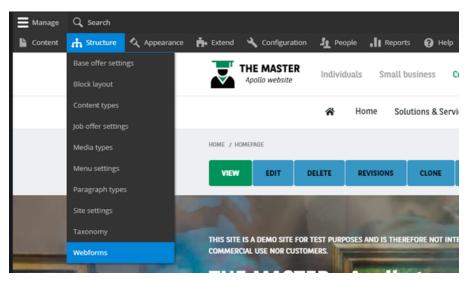
# **Create a Webform**

- How to create a webform?
  - Webform tab
    - View
    - Test
    - Results
    - Build
    - SettingsExport
    - Export
       Translate
    - Clone
  - Add elements (fields)
    - Text field
    - Text area
    - Email
    - Number
    - Telephone
    - Document file
    - Radios
    - Select
    - Check box
      Submit butto
    - Submit button
  - General tab of elementsLink a recipient email to the webform
    - Single email
      - Multiple email
      - Saleforce
      - FTP
  - Modify the email paramaters (User data)
  - Conditional webform
  - Multi-pages webform
  - Multiple element in a line
- Modify the confirmation page
  - Page
  - Inline
  - Message
  - Modal
  - URL
  - URL with message
  - None

## How to create a webform?

• URL: /admin/structure/webform





#### Fill all the necessary fields:

Add webform
Site *
Title * Test - DTW Machine name: test_dtw (Maximum 32 characters) [Edit] Administrative description
Format $-   \mathbf{B} \mathbf{I} \times_{\mathbf{a}} \mathbf{x}^{\mathbf{a}}   \Omega   \cong \mathbb{R}   \mathbb{I} = \mathbb{I}   \mathbb{I} \mathbb{R}   \mathbb{I}   \mathbb{I} \mathbb{R}$ Source $  \mathbb{I} \mathbb{R}   \mathbb{I}   I$
Category 4 Other  Training
Status © Open  Closed
Save

Number	Title	Description
1	Site	Select the desire country you are working on Example: arval_br
2	Title	Title of the webform (Not visible in front-office)
3	Administrative description	Description of the webform (Not visible in front-office)
4	Category	/!\ Don't use /!\
5	Status	Always choose "Open"

## Webform tab

## View

Preview of the webform (Empty)

	10000		DECUMER			FYDORT	-	010015
	VIEW	TEST	RESULTS	BUILD	SETTINGS	EXPORT	TRANSLATE	CLONE
Subject *								
Subject								
First Name *								
Name								
Last Name *								
Surname								
E-mail adress *								
E-mail								
Phone number *								
Phone number								
Comments								
How would you like us to contact you?								
- None -								
Privacy Statement * I confirm that I have read and understood Arval 's privacy statem	ient .							
We will contact you within three working days.								

#### Test

Filled automatically the fields to send a test quickly

	VIEW	TEST	RESULTS	BUILD	SETTINGS	EXPORT	TRANSLATE	CLONE	
Subject *									
Loremipsum									
First Name *									
Dixisset									
Last Name *									
Oratione									
E-mail adress *									
test@test.com									
Phone number *									
+1 212-333-4444									
Comments									
Huius, Lyco, oratione locuples, rebus ipsis ielunior. Duo Reges: constructio interrete. Sed haec in pueris; Sed utrum hortandus es nobis, Luci, inquit, an etiam tua sp fortasse. Paulum. cum resem Persem cantum adduceret. eodem flumine invectio? Et ille ridens: Video. inouit. auid asas: How would you like us to contact you?									
By e-mail									
Privacy Statement  Confirm that I have read and understood Arval 's privacy statemen We will contact you within three working days.	¢.								
SUBMIT									

## Results

Show all the submissions of the webform

View 1	Test Results	Build	Settings	Translate	Clone								
Submission	Download	Clear											
Home » Admir	nistration » Structure » V	/ebforms » C	ontact us page										
The Submissions page displays a customizable overview of a webform's submissions. Submissions can be reviewed, updated, flagged and/or annotated. Watch video													
▼ FILTER SUBMISSIONS													
Filter by s	submitted data and/or ne	otes	Filter by sul	bmitted to 🗸	All [2] 🔻	Filter	I						
Customize													
2 submissions	5												
# ★	Created	• Submi	itted to			User	Language	IP address	Subject	First Name	Last Name	E-mail adress	Phone number
20 ☆ 🔒 🗎	Fri 26/06/2020 - 09:58	Smooth	h and intuitive m	obility solutions ta	lored to your needs > .	apetit	English	10.255.0.6	DTW - Test	DTW - Test	DTW - Test	apetit@datawords.com	azaz
19 ☆읍 🗎	Thu 11/06/2020 - 13:1	9				apetit	English	10.255.0.6	Oratione	Loremipsum	Dixisset	example@example.com	+1 718-555-6666

## Build

Use to add elements (Fields) in the webform

View	Test	Results	Build	Settings	Translate	Clone					
Home >	Home » Administration » Structure » Webforms										
The Eler	he Elements page allows users to add, update, duplicate and delete elements and wizard pages. Watch video										
Add	Add element Add page Add layout										
Title							Кеу				
	ubject						subject				
÷ Fi	irst Name						name				
÷ι	ast Name						surname				
⊕ E	mail adress						e_mail				
÷ P	hone number						phone_number_				
⊕ C	omments						comments				
⊕н	ow would you l	like us to conta	ct you?				how_would_you_like_us_to_contact_you_				
÷ P	rivacy Statemer	nt			privacy_statement						
⊕ w	/e will contact y	ou within three	e working day	5.	thank_you_for_expressing_your_complaint_you_will_receive_a_copy_						
Subm	it button(s)				actions						
Save	e elements	Reset									

## Settings

Settings tab have multiple options

View	Test	Results	Build	Settings	Translate	Clone	
General	Form	Subm	nissions	Confirmation	Salesforce	Emails / Handlers	Access

Title	Description
General	Only use to edit webform name
Form	Not used

Submissions	Not used
Confirmation	Use to edit confirmation page
Saleforce	Not used
Emails / Handlers	Use to edit email recipient
Access	Not used

#### General

Use to change the webform name

General	Form	Submissions	Confirmation	Sales
Home » Admin	istration » Stru	ucture » Webforms »	Contact us page	
The General se	ttings page al	lows a webform's ad	ministrative informatio	n, paths,
Site * CORP_the-m	aster 🔻			
▼ GENERAL	SETTINGS			
ID contact_us_ Title *	page_			
Contact us Administra	; page tive descriptio	on		
Format	- B I	$\mathbf{x}_{z} \mathbf{x}^{z} \mid \Omega$ m		圭 99

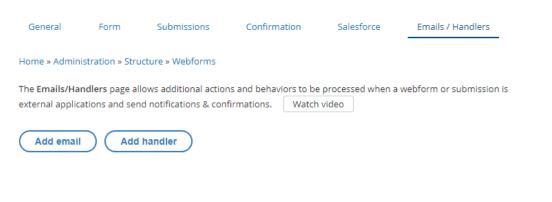
#### Confirmation

Use to edit confirmation message and back button after sending the webform.

▼ CONFIRMATION SETTINGS
Confirmation title 🕢
We received your informations
Confirmation message 🕜
Format $\cdot \mid \mathbf{B} \mid \mathbf{I} \mid \mathbf{x}_{a} \mid \mathbf{x}^{a} \mid \Omega \mid \boldsymbol{\omega}$
Thanks for your trust !
Browse available tokens.
CONFIRMATION ATTRIBUTES
▼ CONFIRMATION BACK LINK
Display back to webform link
Confirmation back link label 🕢
Back to form
► CONFIRMATION BACK LINK ATTRIBUTES
Browse available tokens.
Save
Ноте
Thanks for your trust !
Back to form
back to joint

#### Email / Handlers

Details here Link a recipient email to the webform



## Export

Use to export the webform (code)

	View	Test	Results	Build	Settings	Export
--	------	------	---------	-------	----------	--------

Home » Administration » Structure » Webforms

The **Config Export** form allows developers to quickly export a single webform's YAMI any personal information) to a new ticket in the Webform module's issue queue.

Here is your webform's configuration: 🕐

1	uuid: 836d3635-5f23-4398-8ef3-85dadb438ee9
2	langcode: en
3	status: open
4	dependencies:
5	module:
6	- arval_global
7	third_party_settings:
8	arval_global:
9	site: '123'
10	open: null
11	close: null
12	weight: 0
13	uid: 6025
	template: false
	archive: false
	id: test_dtw
	title: 'Test - DTW'
	description: 'Training webform'
	category:
	elements:
21	name:

#### Translate

#### Only for multilanguages website.

1 It is recommanded to re-create the webform in the desire language and not translate it or many options will not be available

Translate the existing webform

Translations for <i>Contact us page webform</i>	
View Test Results Build Settings Translate Clone	
Home » Administration » Structure » Webforms » Contact us page	
The Translate page allows a webform's configuration and elements to be translated into multiple languages. Watch video	
Language	Operations
Chinese (simplified script)	Add
Czech	Add
Danish	Add
Dutch	Add

#### Add the desire language

English (Switzerland)	Add

Add

Home			
Title	Title		
Training webform	Training webform		
Administrative description	Administrative description		
(Empty)			
	Category		
(Empty)			
Elements (YAML)	Elements (YAML)		
1 name:	1 name:		
2 '#title': Name	2 '#title': Nom		
3 '#description': test	3 '#description': test		
4 '#placeholder': Henry	4 '#placeholder': Henry		
5 '#required_error': 'You haven''t filled this field'	5 '#required_error': 'Vous n''avez pas remplis ce champs'		
6 select_your_option_:	<pre>6 select_your_option_:</pre>		
7 '#title': 'Select your option:'	7 '#title': 'Selectionnez votre option:'		
8 '#description': 'description test'	8 '#description': 'description test'		
9 '#options':	9 '#options':		
10 'Option 1': 'Option 1'	10 'Option 1': 'Option 1'		
11 'Option 2': 'Option 2'	11 'Option 2': 'Option 2'		
12 Other: Other	12 Other: Other		
13 other:	13 other:		
14 '#title': Other	14 '#title': Autre		
15 upload:	15 upload:		
16 '#title': Upload	16 '#title': Télécharger		
17 privacy_policy:	17 privacy_policy:		
18 '#title': 'Privacy policy'	18 '#title': 'Notice de confidentialité'		
19 '#description': 'Click here to accept the <a href="/node/42153">terms</a> '	19 '#description': 'Cliquez ici pour accepter les <a href="/node/42153">termes</a> '		
20 actions:	20 actions:		
<pre>21 '#title': 'Submit button(s)'</pre>	<pre>21 '#title': 'Submit button(s)'</pre>		
<pre>22 '#submit_label': 'Let''s go !'</pre>	<pre>22 '#submit_label': 'Je valide le formulaire !'</pre>		
	Please note: Custom properties will be automatically removed.		

 Confirmation message
 Confirmation message

 Thanks you ! Webform well send !
 Merci ! Le formulaire est envoyé !

 Confirmation back link label
 Confirmation back link label

 Go back on the form
 Retourner sur le formulaire

Email and subject option are in the "Email mapping" tab.

V EMAIL MAPPING	
Label	Label
Email	Email
Notes	Notes
(Empty)	
▼ EMAIL	
Email from name	Email from name
_default	_default
Provell with last	Email subject
Email subject HR	HR
Email body	Email body
_default	_default
Reply to email	Reply to email
(Empty)	
Return path email (Empty)	Return path email
Sender name	Sender name
(Empty)	

## Clone

Use to clone a webform in the same back-office.

View	Test	Results	Build	Settings	Translate	Clone	Γ
Home							
New Labe	el *						
Clo	ne	Abort					

Add elements (fields)

- Actually the webform is empty. We need to add elements (Fields)
  Click on Add elements to open the list

The Elements page allows users to add, update, duplicate a

Add element	Add page	Add layout	
Title		Key	
Please add elements t	o this webform		
Save elements Reset			

- You can hover the interrogation dot to have further details on the field behavior.
  A preview of the field is also available
  Here we create a simple text field by clicking on Add element

▼ BASIC ELEMENTS		
Туре	Preview	
Checkbox ?	Checkbox	Add element
Hidden (?)	Hidden element (less secure, changeable via JavaScript)	Add element
Password ?		Add element
Textarea ?		Add element
Text field		Add element
Text fiel Provides	a form element for input of a single-line text.	

3) Elements global list

• An element exist for each type of fields. Here is a sample list for the usual fields:

### **Text field**

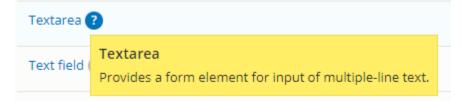
Use for textual field like name, lastname, company etc...

Text field	3	
	Text field	
	Provides a form element for input of a single-line text.	_
ADVANC		

## Text area

Last name \*

Use for multiple line text field as a comment or a suggestion.



Please mention these people and the	ir actions *		

## Email

Use to set an email

Email ?		
Email c	Email Provides a form element for entering an email address.	

E-mall \*

## Number

Use to set numbers cracter

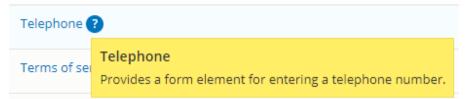
Number ?		
Password	Number Provides a form element for numeric input, with special numeric	
Range 🕐	validation.	

#### VAT number

ſ	2	
L	2	*

## Telephone

Use to set a phone number



#### Specificities:

You can choose to put a default country phone number

TELEPHONE SETTINGS			
Enhance support for international phone numbers (	2		
Initial country			
- None - 🗸 🔻			
Telefoonnummer *			
■ • 1 201-555-0123			
Inited States +1			
😂 United Kingdom +44			
🖬 Afghanistan (الفناستان) +93			
Albania (Shqipëri) +355			
🔳 Algeria (الجزائر) +213	~		

Check the "Pattern" box and put this code to allow only number and "+" caracter:

<ul> <li>^[0-9]*\$ = Numbers only</li> <li>^[\+0-9_\- \(\)]*\$ = Numbers or dash</li> </ul>
Pattern ?
Pattern regular expression 🕐 *
^[\+0-9_\- \(\)]*\$

## **Document file**

Use to allow file import

Document file ?			
File ?	Document file Provides a form element for uploading and saving a document.		

#### Specificities:

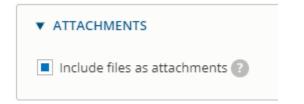
1) Maximum size of document to set, extensions allowed, rename files to avoid error

	FILE SETTINGS Upload destination ? *  Private files					
	Maximum file size ? 10 MB (Max: 10 MB)					
	Allowed file extensions 🕐					
	Rename files 🕐					
R	RECEIPT #4					
	Choisir un fichier Aucun fichier choisi					

Aucun fichier choisi

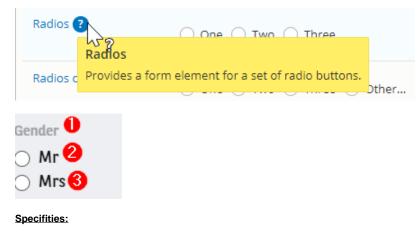
One file only. 5 MB limit. Allowed types: gif Jpg Jpeg png bmp tif pdf.

2) Anytime this element is used. The **email handlers** must have the following option checked.



## Radios

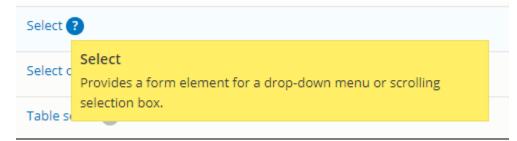
Use to choose one option. Mainly use for gender



Gene	ral	Conditions	Advanced	Access
ELEME Type Radios Title 2 Gende Key: gend	Cha *1	TTINGS		
ELEME Options		TIONS		
	Optio	n value ?	Option ?	text / description
÷	Mr	2	Mr Enter d	lescription
÷	Mrs	3	Mrs Enter d	lescription
÷	Enter	r value	Enter to	ext lescription
Add	1	more opti	ons	Show ro

## Select

Use for drop-down list. Also use for conditional form



Your relationship with Arval	
- None -	
- None -	
Arval driver	
Fleet manager	
Business owner	
Potential customer	
Press	

#### Check box

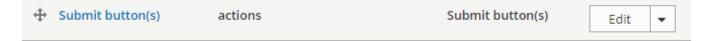
Use mainly for Legal acceptance

Checkbox	Add element	
Hidden ?	Checkbox Provides a form element for a single checkbox.	Add element

## I confirm I have read the Arval Data Protection Notice. \*

#### Submit button

Submit button is set by default when building a form. Click on "Edit" to modify the button label



• Then modify the Submit button label

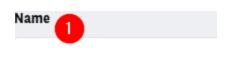
A	dd Submit b	utton(s) element	:
	General	Conditions	Ad
	▼ SUBMIT BUT	TON	
	Hide subm	it button	
	Submit button label 🕐 Envoyer		

## General tab of elements

## Element settings

General	Conditions	Advanced	Access	Exp
ELEMENT SET	TINGS			
Туре				
Text field	hange			
Title 🕐 *	1			
Name				
Key: name_tes_02	2			
Allowed numb	er of values			
Limited	1			
Limited Unlimited	3			

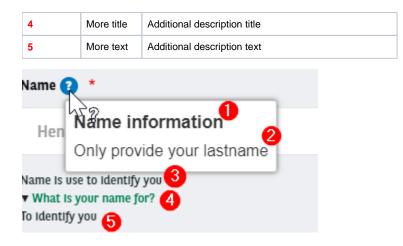
Number	Title	Description
1	Title	Name of the field
2	Кеу	For Offers webforms only . Some fields have they're own key and must be edit when creating the fields. Please refer to the excel document provided for offers webform.
3	Number of values	You can limit the value number for this element and define the maximum number of "text field" you want to put available for the user. By default you will have "limited 1".



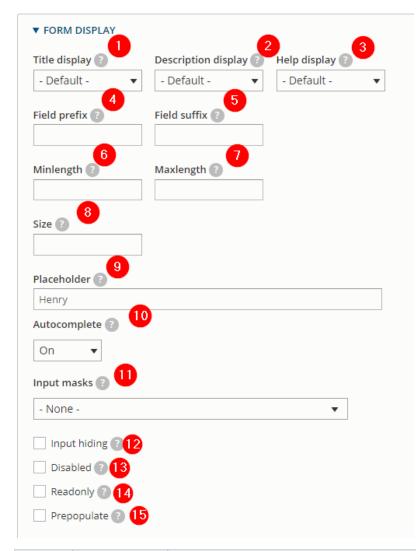
#### Element description/Help/More

ELEMENT DESCRIPTION/HELP/MORE scription (2) (1) Format $\cdot   B I x_2 x^2   \Omega   \oplus \oplus   = = =   =   =   =   =   =   =  $		
Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \mathbf{x}^{\mathbf{z}}   \Omega   \mathfrak{B} \mathfrak{B}   \mathbb{H}   \mathbb{H}$		
Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \mathbf{x}^{\mathbf{z}}   \Omega   \mathfrak{B} \mathfrak{B}   \mathbb{H}   \mathbb{H}$	scriptio	on 😮 🚺
► Source Sourc		
▼ HELP ② Help title ② Help text ② ③ Format ·   B I × <sub>z</sub> × <sup>z</sup>   Ω   ⊕ ⊕   ↓ ↓ □ Source   ↓ ↓ MORE ③ More title ② ④ More text ② ⑤ Format ·   B I × <sub>z</sub> × <sup>z</sup>   Ω   ⊕ ⊕   ↓		
Help title 2 Help text 2 3 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes   \mathbb{R}  $ $\mathbf{z} :=   \mathbf{z}   \mathbf{z} =   \mathbb{R}   \mathbb{R}   \mathbb{R}   \mathbb{R}   \mathbb{R}   \mathbb{R}  $ More title 2 More text 2 5 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes   \mathbb{R}  $	<u>ര</u> ) Sour	ce   25
Help title 2 Help text 2 3 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes   \mathbb{Q}  $ $\mathbf{z} :=   \mathbf{z}   \mathbf{z} =   \mathbb{Q}   \otimes   \mathbb{Q}  $ More title 2 More title 2 More text 2 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes   \mathbb{Q}  $		
Help title 2 Help text 2 3 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes   \mathbb{Q}  $ $\mathbf{z} :=   \mathbf{z}   \mathbf{z} =   \mathbb{Q}   \otimes   \mathbb{Q}  $ More title 2 More title 2 More text 2 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes   \mathbb{Q}  $		
Help title 2 Help text 2 3 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes \otimes  $ $\mathbf{z} :=   \mathbf{z}   \mathbf{z}   \mathbf{z}   \mathbf{z}   \mathbf{z}   \mathbf{z}  $ More title 2 More text 2 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes  $		
Help text $2$ 3 Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \otimes \otimes   1 $	▼ HELI	
Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \mathfrak{S} \mathfrak{S} \mathfrak{S}  $ $\mathfrak{T} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} S$	Help ti	itle 2
Format $\cdot   \mathbf{B} \mathbf{I} \times_{\mathbf{z}} \times^{\mathbf{z}}   \Omega   \mathfrak{S} \mathfrak{S} \mathfrak{S}  $ $\mathfrak{T} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} \mathfrak{S} S$		
$\mathbf{V} = \mathbf{M} = $	Help to	ext 💽  3
$\mathbf{V} = \mathbf{M} = $	For	mat - B I ×, × <sup>2</sup> O ⊜ ⇔
✓ MORE More title ? More text ? 5 Format → B I × <sub>z</sub> × <sup>z</sup> Ω ⇔ ⇔		
More title (2) More text (2) $5$ Format $\cdot   \mathbf{B} \mathbf{I} \times_z \times^a   \Omega   \iff \bigotimes$	2=	:=   ∃≡ ∃≡   99   ⊚ Source   25
More title (2) More text (2) $5$ Format $\cdot   \mathbf{B} \mathbf{I} \times_z \times^a   \Omega   \iff \bigotimes$		
More title (2) More text (2) $5$ Format $\cdot   \mathbf{B} \mathbf{I} \times_z \times^a   \Omega   \iff \bigotimes$		
More title (2) More text (2) $5$ Format $\cdot   \mathbf{B} \mathbf{I} \times_z \times^a   \Omega   \iff \bigotimes$		
More title (2) More text (2) $5$ Format $\cdot   \mathbf{B} \mathbf{I} \times_z \times^a   \Omega   \cong \bigotimes$		
More title $\bigcirc$ $\frown$ More text $\bigcirc$ $\bigcirc$ $\bigcirc$ Format $\rightarrow$ $ $ <b>B</b> $I$ $\times_z \times^z   \Omega   \iff \bigotimes$ $ $	▼ MOF	
Format $\cdot$ <b>B</b> $I$ $x_z$ $x^a$ $\Omega$ $\Theta$	More t	title 😮 🤚
Format $\cdot$ <b>B</b> $I$ $x_z$ $x^a$ $\Omega$ $\Theta$		
Format $\cdot$ <b>B</b> $I$ $x_z$ $x^a$ $\Omega$ $\Theta$	More t	text 👔 5
i = i =   t  = t  E   77   [0] Source   25		
	ž=	i≡   t R t R   77   [] Source   25

Number	Title	Description	
1	Description	Description of the field	
2	Help title	Bubble title with indication on how to fill the field	
3	Help text	Bubble description with indication on how to fill the field	



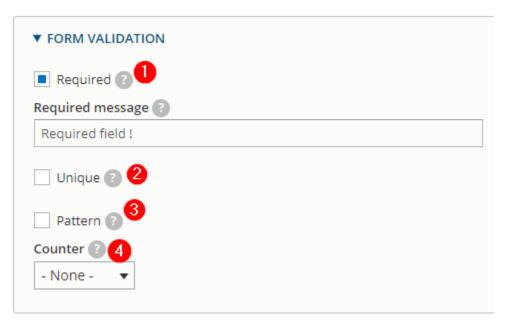
#### Form display



Number	Title	Description	
1	Title display	Defined the position of the title field	
2	Description display	Defined the position of the description field	

3	Help display	Defined the position of the help fields	
4	Field prefix	Don't use	
5	Field sufix	Don't use	
6	Minlength	Defined the minimum lenght of the text field	
7	Maxlength	Defined the maximum lenght of the text field	
8	Size	Don't use	
9	Placeholder	The placeholder will be shown in the element until the user starts entering a value.	
10	Autocomplete	Enable the autocompletion of the field	
11	Input masks	Ensures a predefined format. Not working for letters only.	
12	Input hiding	Hides the user entry	
13	Disabled	Makes this element non-editable with the user entry	
14	Readonly	Makes this element non-editable with the user entry	
15	Prepopulate	Don't use	

#### Form validation



Number	Title	Description
1	Required	Check this option if the user must enter a value.
2	Unique	Don't use
3	Pattern	Don't use
4	Counter - None	Don't use

Name *	-1
0	
apetit	
datawords_achaar	Required field !
DATAWORDS TEAM	

### Encryption

#### Don't use



#### **Condition tab**

Details here conditional webform

General	Conditions	Advanced	Access	Expand a
CONDITION	AL LOGIC			
State	Element		Trigger/Va	lue
- Select -	▼ if All ▼ c	of the following i	s met:	$\oplus \bigcirc$
	- Select -		▼ - Select -	• -
Add anoth	ner state			
Clear value	(s) when hidden ?			

#### Advanced tab

Don't use

General	Conditions	Advanced	Access	
▼ DEFAULT VA	LUE			
Default value (	9			
Set defaul	t value			

#### Access tab

## Don't use General Conditions Advanced Access Expand ▼ CREATE SUBMISSION 👔 Roles Utilisateur anonyme Utilisateur authentifié Webmaster Master Administrator Users 0 Permissions

## Link a recipient email to the webform

## Single email

When you are on the webform you want to edit go here:

2019	EURC	OPEAN	FLEE	T BARON	METER					
View	Test	Results	Build	Settings	Export	Trans	slate	Clone		
General	Form	Subn	nissions	Confirmation	Salesfor	ce	Emails	7 Handlers	CSS / JS	Access

Home » Administration » Structure » Webforms » 2019 EUROPEAN FLEET BAROMETER

The Emails/Handlers page allows additional actions and behaviors to be processed when a webform or submission is created, updated, or deleted. H



#### Then choose a customize email to add and insert the email:

▼ SEND TO	
To email *	
[site:mail]	•
- Select -	
Custom To email address	
Default	
[site:mail]	
Elements	
Name (name)	
Surname (surname)	
Email (email)	
Other	
Site email address	
Current user email address [Authenticated only]	
Webform author email address	
Webform submission owner email address [Authenticated	only]

You can put multiple email separate by semicolons. You can also configure CC email for the webform by the same way.

▼ SEND TO
To email *
Custom To email address 🔻
datawords@datawords.com;datawords2@datawords.com
Multiple email addresses may be separated by commas.
CC email
- None -

## Multiple email

You must choose on the list one of the **Option** elements:

Add Email har	ndler		(
General	Conditions	Advanced	Expand a
Sends a webform	submission via an	email.	
GENERAL SE	TTINGS		
Title *			
Email			Machine
name: email [Edit	1		
▼ SEND TO			
To email *			
[site:mail]			•
- Select -			
	mail address		
Default			
[site:mail]			
Elements Subject (s	ubject)		
First Nam	· · ·		
	e (surname)		
	ess (e mail)		
Options			
How woul	d you like us to c	ontact you? (how_wou	ld_you_like_us_to_contact_yo
Other			
Site email			
Site email Current u	ser email address	s [Authenticated only]	
Site email Current u Webform	ser email address author email add		

Then each option of the select element will appear with a specific email field:

▼ SEND TO	
To email *	
How would you like us to contact you? (	how_would_you_like_us_to_contact_
To email options 🕐 *	
$Option \rightarrow$	Email addresses
By phone $\rightarrow$	example@example.com, [site:mail]
By e-mail →	example@example.com, [site:mail]
Empty (Used when no option is selected) $\rightarrow$	example@example.com, [site:mail]
Default (This email address will always be included) →	example@example.com, [site:mail]

#### Saleforce

If you are using Saleforce always make sure that the handler "Saleforce" is set:

Salesforce

Sends a webform submission via salesforce.

#### FTP

Submissions of webform are now stock in a FTP instead of Drupal back-office

Always make sure that the handler "Privacy" is set on all your webforms and in the last position

### Privacy

Ensure submissions are not kept in database. Must be set as the last handler.

## Modify the email paramaters (User data)

Click on "Edit" on a added email



Then modify the following sections:

From	email * 🚺
Cus	tom From email address 🔻
arva	ıl_relsa@arval.com
Multi	ple email addresses may be separated by commas.
From	name 2
Cus	tom From name 🔻
Aar	/al Relsa Chile
Brow	se available tokens. 🕐
▼ ME Subje	SSAGE
	ect V
	tom subject
Cus	
Cus HR I Body	tom subject

Number	Title	Description
1	From email	Select "Custom" to personalize the from email
2	From name	Select "Custom" to personalize the email name
3	Subject	Select "Custom" to personalize the email subject
4	Body	Always select "Default". Without it the date will not be display.



## Conditional webform

A conditional form is use to make appear or disappear some fields when an option is set.

Example: We will make appear a textfield "Other" if the select option "Andere" is choose on the "Relatle met Arval" field

Relatie met Arval	
- Geen -	
- Geen -	
Arval bestuurder	
Vlootbeheerder	
	Relatie met Arval
Bedrijfsleider	- Geen -
Potentiële klant	Aanspreking
Andere	⊖ Mevr ⊖ Mr

- Each elements must be create then we will put **Conditions** on the element to make appear
- On the Properties window of the element click on Conditions and fill the conditional logic

  - State = visible (We want it visible when...)
    If = When many logic you can set one of those or All conditions are filled
  - Then select the element that will decide if it's visible or not
  - Here it's "Relatle met Arval"
  - The value we want is "When the value of Relatie met Arval" is Andere"

Edit Other ele	ement		×
General	Conditions Advanced Act	cess	Expand a
CONDITION	AL LOGIC		
State	Element	Trigger/Value	
Visible	▼ if All ▼ of the following is met:		+ ×
	Relatie met Arval [Select] 🔹	Value is 🔻	_
		Andere	+ ×
Add and	other state		
Clear value	e(s) when hidden 🕐		

• When this option is choose on the form then the "Other" field will appear

Relatie met Arval	
Andere	
Other	
Aanspreking O Mevr O Mr	

## Multi-pages webform

A webform can be display as multiple pages

Page 01	Page 02	Complete
Name *		
NEXT PAGE >		

When creating the webform click on "Add page":

( Add element )	Add page	Add layout

#### Fill the name and "Next & "Previous" CTA button then save:

Title? *
Page 01
Key: page_01
PAGE SETTINGS
Previous page button label?
Previous
Next page button label?
Next

Click on add element in your "Wizard page" and add the element you want.

Title	Key
+ Page 01 Add element	page_01

#### After that click on "Add page" to build the second page of your webform:

Add element Add page Add layout		
Title		Key
Page 01	Add element	page_01
A Name		name
🕂 First name		first_name
Submit button(s)		actions

Add the element and save. The webform now has two pages.

Page 02	Comple
	, u <sub>D</sub> e oz

## Multiple element in a line

Multiple elements can be display in one row

First name	Last name	
Company name		
Comments		
Gender Mrs Mr	,	8
I have read and accept the privacy notice	I accept to receive marketing informations	
nen creating the webform click on "A	dd layout	
Add element	dd layout dd page Add layout	
Add element A	dd page Add layout	
Add element Add element in your "flexbox" a	dd page Add layout	f
Add element Add element in your "flexbox" a	dd page Add layout	f
Add element Add element in your "flexbox" a	dd page Add layout	f
Add element Add element Add element in your "flexbox" at that elements are shift to the right	dd page Add layout	Key
Add element Add element in your "flexbox" at flexbox]	dd page Add layout and add the element you want. Add element under the flexbox:	f Key flexbox first_nz

flexbox

You can create an element out of the flexbox to keep the normal display:

ŀ‡	[flexbox]	Add element
	First name	
	4 Last name	
÷	Company name	

 First name
 Last name

 Company name
 Image: Company name

And create a new layout (Flexbox) to put elements in the same row:

flexbox_01]	Add element
I have read and accept the privacy not	tice
I accept to receive marketing informat	iions
First name	Last name
Company name	
Comments	
Gender	6
O Mrs O Mr	
I have read and accept the privacy notice	I accept to receive marketing informations

# Modify the confirmation page

By default the confirmation page look like this:

New submission added to Test - DTW.

Back to form

You can modify it by going to:

Settings => Confirmation

View	Test	Results	Build	Settings	Exp
General	Form	Sub	missions	Confirmation	

#### Then select the confirmation type you desire:

CONFIRMATION TYPE

Confirmation type

- Page (redirects to new page and displays the confirmation message)
- Inline (reloads the current page and replaces the webform with the confirmation message)
- O Message (reloads the current page/form and displays the confirmation message at the top of the page)
- O Modal (reloads the current page/form and displays the confirmation message in a modal dialog)
- O URL (redirects to a custom path or URL)
- O URL with message (redirects to a custom path or URL and displays the confirmation message at the top of the page)
- 🔘 None (reloads the current page and does not display a confirmation message)

## Page

Confirmation message is display in a new page.



### Inline

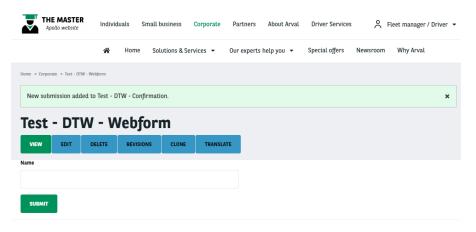
Confirmation message is display in the same page and replace the webform.

	MASTER lo website	Individ	uals Sm	nall business	Corporate	Partners	About Arval	Driver Services	Å	Fleet manager / Driver	•
		ñ	Home	Solutions & S	ervices 🔻	Our experts	help you 🔻	Special offers	Newsroom	Why Arval	
Home > Corporate			/ebfo	orm							
VIEW	EDIT D	ELETE	REVISION	IS CLONE	TRANSLAT	Е					
New submi	ssion added to	o Test - D1	FW - Confir	mation.							

## Message

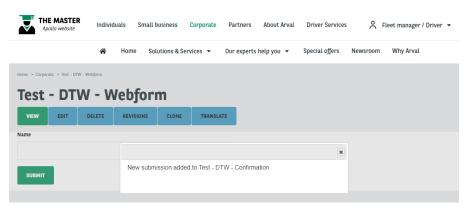
Back to form

Confirmation message is display at the top of the page.



## Modal

Confirmation message is display in a popin



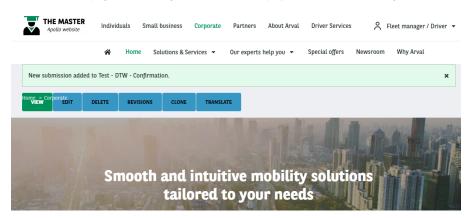
## URL

No confirmation message. Redirect to a new page after sending the webform.

Then you can create a full confirmation page corresponding to your webform.

## URL with message

Redirect to a new page after sending the webform and display the confirmation message



## None

No confirmation mesage. The webform is reset.

THE MASTER Apollo website	Individ	uals Sm	all business	Corporate	Partners	About Arval	Driver Services	Å	Fleet manager / Driver	r <b>+</b>	
	ñ	Home	Solutions & Se	rvices 👻	Our experts	help you 🔻	Special offers	Newsroom	Why Arval		
Home > Corporate > Test - DTW - Wel	bform										
Test - DTW - Webform											
VIEW EDIT DE	ELETE	REVISIONS	CLONE	TRANSLA	те						
Name											
SUBMIT											