

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.

The screenshot shows the 'Edit Webform Buffalo' interface. At the top, there are 'Action Tabs' labeled 'VIEW', 'EDIT', 'WEBFORM', and 'RESULTS'. The 'Title' field contains 'Buffalo'. The 'Body' field is a rich text editor containing the text 'Buffalo are kept as a draft animals and for milk production... buffalo?'. Below the editor is a 'Text format' dropdown set to 'Full HTML'. On the left, there are sections for 'Menu settings', 'Revision information', 'URL path settings', 'Authoring information', and 'Publishing options'. At the bottom, there are 'Save', 'Preview', and 'Delete' buttons. A 'Provide a menu link' checkbox is checked. A menu selection window is open, showing a tree structure with '<Main menu>' selected at the top.

Action Tabs

Title *
Buffalo

Body (Edit summary)

Buffalo are kept as a draft animals and for milk production... buffalo?

body p

Switch to plain text editor

Text format Full HTML

• Web page addresses and e-mail addresses turn into links automatically.

Menu settings
Not in menu

Provide a menu link

Revision information
No revision

URL path settings
No alias

Authoring information
By editor on 2015-07-02 07:48:57 -0400

Publishing options
Published

Save Preview Delete

Check the box to provide a menu link to your form.

Select the Parent menu, the form will appear under this

Save

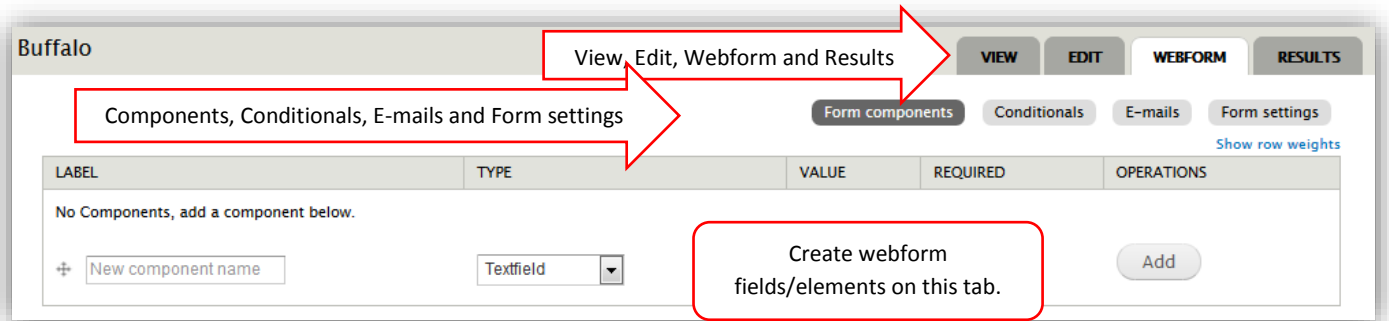
- <Main menu>
- Home
- Future Students
- Future Graduate Students
- Graduate Funding
- Test basic page
- Future Undergraduates
- Careers
- Majors/Minors Checklist
- Current Students
- Funding
- Academics
- OSU Course Catalog
- Courses
- Courses (menu position rule) (disabled)
- Our People
- People (menu position rule) (disabled)
- About Us
- News
- News (menu position rule) (disabled)
- Events
- Events (menu position rule) (disabled)
- Calendar
- Past events
- Multimedia
- Multimedia (menu position rule) (disabled)
- Photo Gallery
- Images (menu position rule) (disabled)
- Research
- Extension/Outreach
- <Main menu>

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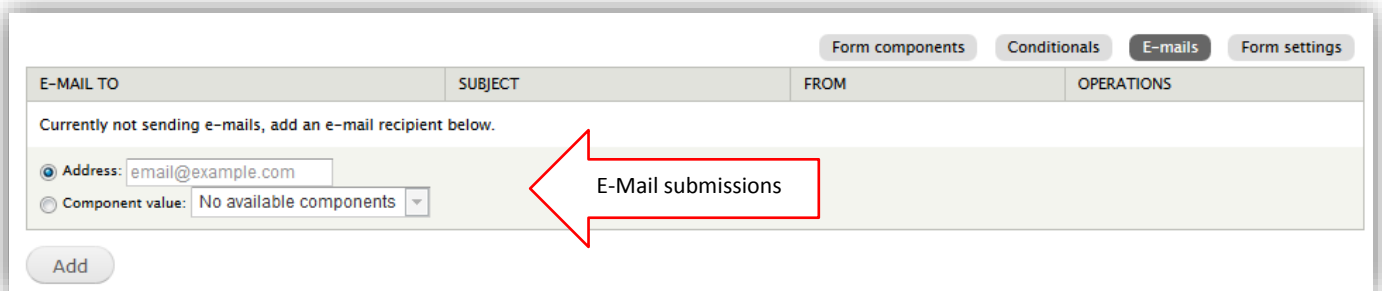
In some cases the content you place in the Title page may detract from or cause the form to not flow appropriately. Use the View tab to see how your webform page will appear to the public. What you put in the Body will appear on the top of every page of your webform. You might want to leave it blank 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.



Form Settings

SUBMISSION SETTINGS Submission Settings

Confirmation message

Source

Normal Normal

Thank you for visiting the Buffalo webform

body p

Switch to plain text editor

Text format: Full HTML More information about text formats

Web page addresses and e-mail addresses turn into links automatically.

Message to be shown upon successful submission. If the redirection location is set to *Confirmation page* it will be shown on its own page, otherwise this displays as a message. Supports Webform token replacements. [Browse available tokens](#).

Redirection location

Confirmation page

Custom URL:

No redirect (reload current page)

Choose where to redirect the user upon successful submission. The *Custom URL* option supports Webform token replacements. [Browse available tokens](#).

Total submissions limit

Unlimited

Limit to total submission(s) every

Limit the total number of allowed submissions.

Per user submission limit

Unlimited

Limit each user to submission(s) every

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](#).

Status of this form

Open

Closed

Closing a form prevents any further submissions by any users.

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](#).

Roles that can submit this webform

anonymous user

authenticated user

editor

administrator

The *authenticated user* role applies to any user signed into the site, regardless of other assigned roles.

PROGRESS BAR

PREVIEW PAGE

ADVANCED SETTINGS

Save configuration

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.

The image shows a screenshot of the Drupal 7 WebForms configuration interface. It is divided into several sections, each with a red arrow pointing to it from the right. The sections are:
1. **PROGRESS BAR**: Contains options for 'Progress bar style' (Show progress bar, Show page number as number of completed, Show percentage completed, Show page labels from page break components, Include confirmation page in progress bar) and text input fields for 'First page label' (Start) and 'Confirmation page label' (Complete).
2. **PREVIEW PAGE**: Contains an option to 'Enable preview page' with a sub-note 'Add a page for previewing the form before submitting.'
3. **ADVANCED SETTINGS**: Contains options for 'Show "Save draft" button', 'Automatically save as draft between pages and when there are validation errors', 'Show the notification about previous submissions', and 'Confidential submissions'. It also has text input fields for 'Submit button label' and 'Next submission number' (set to 1).
4. **Save configuration**: A button at the bottom left of the configuration area.

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.

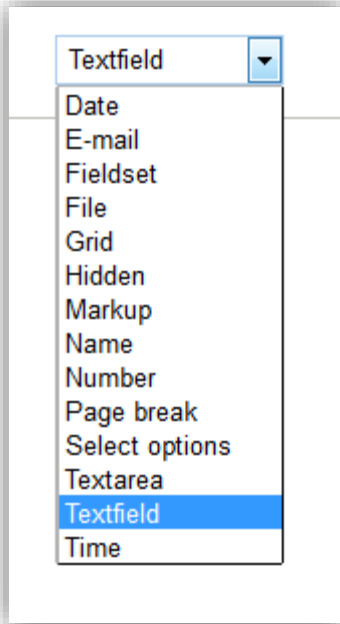
Preview Page - Add a page for the client to preview the form before submitting.

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 than 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 *
Please enter today's date.
This is used as a descriptive label when displaying this form element.

Field Key *
date
Enter 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.

Default value
The default value of the field. Accepts any date in any GNU Date Input Format. Strings such as today, +2 months, and Dec 9 2004 are all valid.

Description
You may use the drop down calendar.
A short description of the field used as help for the user when he/she uses the form.

Default value timezone
 User timezone
 Website timezone
If using relative dates for a default value (e.g. "today") base the current day on this timezone.

VALIDATION
 Mandatory
Check this option if the user must enter a value.

Start date
-2 years
The earliest date that may be entered into the field. Accepts any date in any GNU Date Input Format.

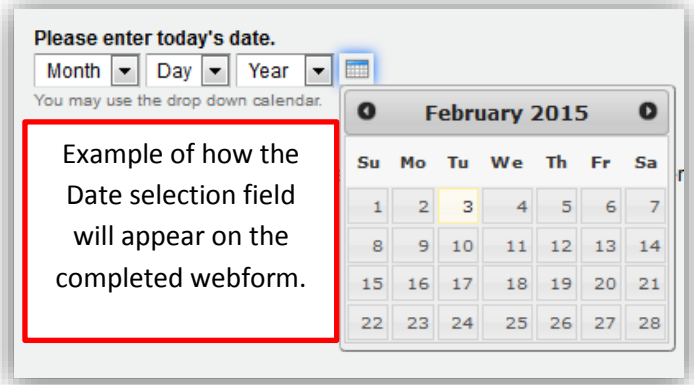
End date
+2 years
The latest date that may be entered into the field. Accepts any date in any GNU Date Input Format.

DISPLAY
 Enable popup calendar
Enable a JavaScript date picker next to the date field.
 Use a textfield for year
If checked, the generated date field will use a textfield for the year. Otherwise it will use a select list.

Label display
Above
Determines the placement of the component's label.

Private
Private fields are shown only to users with results access.

Save component



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.

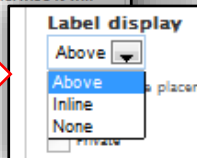
Validation – Select the box if the element is required. Start and End dates can be set.

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

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.

Label *
Please enter your OSU email address.
This is used as a descriptive label when displaying this form element.

Field Key *
please_enter_your_osu_email_address
Enter 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.

User email as default
Set the default value of this field to the user's email address.

Default value
name.#@osu.edu
Use the name.#@osu.edu format.
The default value of the field. [Browse available tokens.](#)

Description
Use the name.#@osu.edu format.
A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

Multiple
Allow multiple e-mail addresses, separated by commas.

Format
 Allow long format: "Example Name" <name@example.com>
 Short format only: name@example.com
Not all servers support the "long" format.

VALIDATION
 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.

DISPLAY
Width
Width of the textfield. Leaving blank will use the default size.
Placeholder
The placeholder will be shown in the field until the user starts entering a value. Often used for example values, such as "john@example.com".
Label display
Above
Determines the placement of the component's label.
 Disabled
Make this field non-editable. Useful for setting an unchangeable default value.
 Private
Private fields are shown only to users with results access.
Wrapper CSS classes
Apply a class to the wrapper around both the field and its label. Separate multiple by spaces.
CSS classes
Apply a class to the field. Separate multiple by spaces.

Save component

Fieldset

* Changes made in this table will not be saved until the form is submitted.

LABEL	TYPE	VALUE	REQUIRED	OPERATIONS
+ Some basic information.*	Fieldset	-	<input type="checkbox"/>	Edit Clone Delete
+ Please enter today's date.*	Date		<input type="checkbox"/>	Edit Clone Delete
+ Please enter your OSU email address.*	E-mail		<input type="checkbox"/>	Edit Clone Delete
+ <input type="text" value="New component name"/>	Fieldset		<input type="checkbox"/>	Add

Save

Save changes that you make when you drag and drop elements.

Fieldset

Drag and drop items to group them.

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

Label *
Some basic information.
This is used as a descriptive label when displaying this form element.

Field Key *
some_basic_information
Enter 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.

Description
This is an example of a Fieldset. It can be used to group elements.

A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

DISPLAY

Collapsible
If this fieldset is 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
Private fields are shown only to users with results access.

CSS classes

Apply a class to the field. Separate multiple by spaces.

Save component

Save

Label

Field Key

Description

Display

"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.

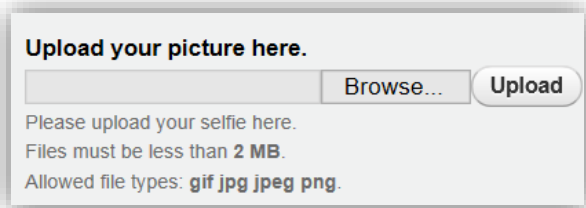
File

The screenshot shows the configuration page for a File field in Drupal 7. Red arrows point to the following sections:

- Label:** The text 'Upload your picture here.' above the field.
- Field Key:** The text 'upload_your_picture_here' in the input field.
- Description:** The text 'Please upload your selfie here. You may use gif, jpg or png format.'
- Upload Directory:** The 'webform/' directory path.
- Rename files:** The 'Rename files' checkbox and its description.
- Validation:** The 'Required' checkbox and its description.
- Max upload size:** The '2 MB' value in the input field.
- Allowed file extensions:** The table of file types and their checkboxes.
- Display:** The 'Label display' dropdown set to 'Above'.
- Save:** The 'Save component' button at the bottom.

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 than 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 *
Select the correct answer.
This is used as a descriptive label when displaying this form element.

Field Key *
select_the_correct_answer
Enter a machine readable key for this form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing.

Description
There are breeds of buffalo and bison. Select the correct category for the animal listed.
A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

OPTIONS
Options to select across the top. Usually these are ratings such as "poor" through "excellent" or "strongly disagree" through "strongly agree".

- Buffalo
- Bison

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

QUESTIONS
Questions list down the side of the grid.

- European
- Australian
- Egyptian
- American
- Malaysian

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
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.

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 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
Private fields are shown only to users with results access.

Wrapper CSS classes
Apply a class to the wrapper around both the field and its label. Separate multiple by spaces.

Save component

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.

Available tokens

Click a token to insert it into the field you've last clicked.

NAME	TOKEN	DESCRIPTION
Configuration builder variables		Tokens related to configuration builder values.
Current date	[current-date]	The current date and time.
Current page	[current-page]	The current page request.
Current user	[current-user]	The current user logged in user.
Created	[current-user-created]	The date the user was created.
Default theme	[current-user-theme]	The default theme.
Edit URL	[current-user-edit-url]	The edit URL of the user account.
Email	[current-user-mail]	The email address of the user account.
IP address	[current-user-ip-address]	The IP address of the current user.
LDAP Entries that have been provisioned from this Drupal user.	[current-user-ldap-user-prov-entries]	Text field.
LDAP Entries that have been provisioned from this Drupal user.	[current-user-ldap-user-prov-entries]	Field "ldap_user_prov_entries".
LDAP Server ID that puid was derived from. NULL if puid is independent of server configuration instance.	[current-user-ldap-user-puid-sid]	Field "ldap_user_puid_sid".
LDAP Server ID that puid was derived from. NULL if puid is independent of server configuration instance.	[current-user-ldap-user-puid-sid]	Text field.
Last access	[current-user-last-access]	The date the user last accessed the site.
Last login	[current-user-last-login]	The date the user last logged in to the site.
Name	[current-user-name]	The login name of the user account.
Original user	[current-user-original]	The original user data if the user is being updated or saved.
Picture	[current-user-picture]	The picture of the user.
Property specified as user's puid.	[current-user-ldap-user-puid-property]	Text field. Also known as <i>Property specified as user's puid.</i>
Property specified as user's puid.	[current-user-ldap-user-puid-property]	Field "ldap_user_puid_property".
Real name	[current-user-realname]	The real name of the user account, from the RealName or Name modules.
Roles	[current-user-roles]	The user roles associated with the user account.
Status	[current-user-status]	Whether the user is active or blocked.
URL	[current-user-url]	The URL of the account profile page.

Example of available Tokens.

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 than 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.


The screenshot shows the Markup configuration form. The 'Label' field contains 'domestic buffalo'. The 'Field Key' field contains 'domestic_buffalo'. The 'Value' area contains the text: 'agricultural animals in other parts of the world. Over 95% of the water buffalo are found in Asia and over one-half of the remainder are found in Africa, primarily Egypt.' Below the text are three images of buffaloes. The 'Display' dropdown is set to 'form only'. A 'Save component' button is at the bottom.

Save – Remember to Save your settings.


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 buffalo 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 are found in Asia and over one-half of the remainder are found in Africa, primarily Egypt.



Australian Buffalo



Egyptian Buffalo



Malaysian Buffalo

Example

Name

Label *
Please enter your name.
This is used as a descriptive label when displaying this form element.

Field Key *
please_enter_your_name
Enter a machine readable key for this form element. 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.

Description
A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

Display format *
System default

Table format *
System default

Export format *
System default

Enabled components *
 Title
 Given
 Middle name(s)
 Family
 Generational
 Credentials
 Only the selected components will be rendered on the webform.

Minimum components *
 Title
 Given
 Middle name(s)
 Family
 Generational
 Credentials
 The minimal set of components required before the field is considered completed enough to save.

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

Please enter your name.

First Last

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 COMPONENT SETTINGS

Label
Title ← Title components

Component title display
below ▼

HTML size property
6

Additional inline styles

Maximum length *
255

Options *

--

Mr.

Mrs.

Miss

Ms.

Dr.

Enter 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.

Sort options

GIVEN COMPONENT SETTINGS

Label
First ← Given components

Component title display
below ▼

HTML size property
20

Additional inline styles

Maximum length *
255

MIDDLE NAME(S) COMPONENT SETTINGS

Label
Middle name(s) ← Middle components

Component title display
below ▼

HTML size property
20

Additional inline styles

Maximum length *
255

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 SEETINGS

Label
Last

Component title display
below

HTML size property
25

Additional inline styles

Maximum length *
255

GENERATIONAL COMPONENT SEETINGS

Label
Generational

Component title display
below

HTML size property
5

Additional inline styles

Maximum length *
255

Options *

-- --

Jr.

Sr.

I

II

III

Enter one title 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.

Sort options

CREDENTIALS COMPONENT SEETINGS

Label
Credentials

Component title display
below

HTML size property
35

Additional inline styles

Maximum length *
255

Family components

Generational components

Credentials components

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 perfix 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.

The image shows a screenshot of the Drupal 7 WebForms configuration interface. It is divided into three main sections: **VALIDATION**, **DISPLAY**, and **Save component**. Each section is highlighted with a red arrow pointing to it from the right. The **VALIDATION** section contains a checkbox for **Required** with the instruction "Check this option if the user must enter a value." The **DISPLAY** section includes a **Label display** dropdown menu set to "Above", a **Private** checkbox, and two text input fields for **Wrapper CSS classes** and **CSS classes**, each with instructions on how to use them. At the bottom left, there is a **Save component** button.

Number

Label *
How many years do most buffalo live?
This is used as a descriptive label when displaying this form element.

Field Key *
how_many_years_do_most_buffalo_live
Enter 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.

Default value
The default value of the field. [Browse available tokens.](#)

Description
Buffalo live to be 10, 15, 20 or 25 years. Which is correct?
A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

- VALIDATION

- 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.

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 than 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 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

Text field

Select list

A minimum and maximum value are required if displaying as a select.

Prefix text placed to the left of the field

Examples: \$, #, %.

Postfix text placed to the right of the field

Examples: lb, kg, %.

Decimal places

Automatic will display up to 4 decimals places if needed. A value of "2" is common to format currency amounts.

Thousands separator

Decimal point

Label display

Determines the placement of the component's label.

Disabled
Make this field non-editable. Useful for setting an unchangeable default value.

Private
Private fields are shown only to users with results access.

Wrapper CSS classes

Apply a class to the wrapper around both the field and its label. Separate multiple by spaces.

CSS classes

Apply a class to the field. Separate multiple by spaces.

ANALYSIS

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

Save component

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.

How many years do most buffalo live?

- None -
5
10
15
20
25

10, 15, 20 or 25 years. Which is correct?

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 *
Page Break 3
This is used as a descriptive label when displaying this form element.

Field Key *
page_break_3
Enter 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.

Next page button label
<Next }~))>
This is used for the *Next Page* button on the page before this page break. Default: *Next Page >*

Previous page button label
<<((({ Previous|
This is used for the *Previous Page* button on the page after this page break. Default: *< Prev Page*

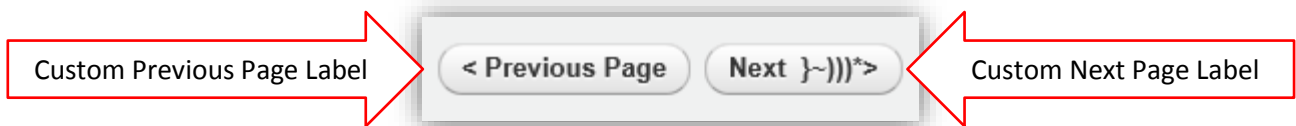
Save component

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.

Field Key *

 Enter 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.

Description

 A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

OPTIONS

DEFAULT	VALUE
<input type="radio"/>	Mozzarella
<input type="radio"/>	Farmer Cheese
<input type="radio"/>	Brie

OPTION SETTINGS

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

Multiple
 Multiple values will let users select multiple items in this list.

Load a pre-built option list

 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 enter 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.

Label display

 Determines the placement of the component's label.

Private
 Private fields are shown only to users with results access.

Wrapper CSS classes

 Apply a class to the wrapper around both the field and its label. Separate multiple by spaces.

CSS classes

 Apply a class to the field. Separate multiple by spaces.

POSITION

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 than 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

Textarea will result in a large space for the person filling in the form to place data. **Textfield** will result in a smaller area for the person filling in the form.


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 *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 than the Label.

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. For multiple selects use commas to separate multiple defaults. You can also use Token Values when appropriate.

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 – *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

The screenshot shows the configuration form for a Textarea or Textfield in Drupal 7. The form is organized into several sections, each with a title and a description:

- Label ***: A text input field containing "What is your favorite buffalo?". Below it is a description: "This is used as a descriptive label when displaying this form element." A red arrow points from the label "Label" to this field.
- Field Key ***: A text input field containing "what_is_your_favorite_buffalo". Below it is a description: "Enter 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." A red arrow points from the label "Field Key" to this field.
- Default value**: A text input field that is currently empty. Below it is a description: "The default value of the field. Browse available tokens." A red arrow points from the label "Default value" to this field.
- Description**: A text input field containing "Please tell us about your favorite type of buffalo.". Below it is a description: "A short description of the field used as help for the user when he/she uses the form. Browse available tokens." A red arrow points from the label "Description" to this field.
- VALIDATION**: A section with a "Required" checkbox, which is checked. Below it is a description: "Check this option if the user must enter a value." A red arrow points from the label "Validation" to this section.
- DISPLAY**: A section with several sub-sections:
 - Width**: A text input field that is empty. Below it is a description: "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." A red arrow points from the label "Display" to this field.
 - Height**: A text input field that is empty. Below it is a description: "Height of the textarea in rows. Leaving blank will use the default size."
 - Placeholder**: A text input field that is empty. Below it is a description: "The placeholder will be shown in the field until the user starts entering a value."
 - Resizable**: A checked checkbox. Below it is a description: "Make this field resizable by the user."
 - Label display**: A dropdown menu set to "Above". Below it is a description: "Determines the placement of the component's label."
 - Disabled**: An unchecked checkbox. Below it is a description: "Make this field non-editable. Useful for setting an unchangeable default value."
 - Private**: An unchecked checkbox. Below it is a description: "Private fields are shown only to users with results access."
 - Wrapper CSS classes**: A text input field that is empty. Below it is a description: "Apply a class to the wrapper around both the field and its label. Separate multiple by spaces."
 - CSS classes**: A text input field that is empty. Below it is a description: "Apply a class to the field. Separate multiple by spaces."

At the bottom of the form, there is a "Save component" button and a "Save" label with a red arrow pointing to it.

unchangeable default value. *Private* fields are shown only to users with results access.

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

The image shows a screenshot of a Drupal 7 WebForm. The form is titled "What is your favorite buffalo?" and contains two components. The first component is a Textarea, which is highlighted with a red box and labeled "Textarea". Below the Textarea is a horizontal line. The second component is a Textfield, which is also highlighted with a red box and labeled "Textfield". Below the Textfield is a horizontal line. The form also includes two instructional prompts: "Please tell us about your favorite type of buffalo." and "Please type your answer in the box."

Time

Label *
Time
This is used as a descriptive label when displaying this form element.

Field Key *
time
Enter 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.

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. [Browse available tokens.](#)

Default value timezone
 User timezone
 Website timezone
 If using relative dates for a default value (e.g. "now") base the current time on this timezone.

VALIDATION
 Required
 Check this option if the user must enter a value.
Start time
 The earliest time that may be entered into the field.
End time
 The latest time that may be entered into the field.

DISPLAY
Time format
 12-hour (am/pm)
 24-hour
Minute increments
 1 minute
Label display
 Above
 Determines the placement of the component's label.
 Private
 Private fields are shown only to users with results access.
Wrapper CSS classes
 Apply a class to the wrapper around both the field and its label. Separate multiple by spaces.

Save component

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.

Buffalo + VIEW EDIT WEBFORM RESULTS

Home » Buffalo Form components Conditionals E-mails Form settings [Show row weights](#)

LABEL	TYPE	VALUE	REQUIRED	OPERATIONS
+ Some basic information.	Fieldset	-		Edit Clone Delete
+ Please enter today's date.	Date	-	<input type="checkbox"/>	Edit Clone Delete
+ Please enter your OSU email address.	E-mail	name.#@osu.edu	<input type="checkbox"/>	Edit Clone Delete
+ Upload your picture here.	File	-	<input type="checkbox"/>	Edit Clone Delete
+ Page Break 1	Page break	-		Edit Clone Delete
+ Select the correct answer.	Grid	-	<input type="checkbox"/>	Edit Clone Delete
+ Hidden	Hidden	No tokens. Just a comment.		Edit Clone Delete
+ domestic buffalo	Markup	<p>The domestic buffal...		Edit Clone Delete
+ Page Break 2	Page break	-		Edit Clone Delete
+ Please enter your name.	Name	-	<input type="checkbox"/>	Edit Clone Delete
+ How many years do most buffalo live?	Number	-	<input type="checkbox"/>	Edit Clone Delete
+ _____ is made from Italian buffalo milk.	Select options	-	<input type="checkbox"/>	Edit Clone Delete
+ Page Break 3	Page break	-		Edit Clone Delete
+ What is your favorite buffalo?	Textarea	-	<input type="checkbox"/>	Edit Clone Delete
+ Did you learn about buffalo from this form?	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ Time	Time	-	<input type="checkbox"/>	Edit Clone Delete
+ <input type="text" value="New component name"/>	<input type="text" value="Textfield"/>		<input type="checkbox"/>	<input type="button" value="Add"/>

Example of Finished Webform

Buffalo

Home

Buffalo are kept as a draft animals and for milk production. How much do

Webform Body Text

Progress Bar

0%

Fieldset

Some basic information. This is an example of a Fieldset. It can be used to group elements.

Please enter today's date.

Month Day Year

Date

You may use the drop down calendar.

Please enter your OSU email address.

name.#@osu.edu

E-Mail

Use the name.#@osu.edu format.

Upload your picture here.

Browse... Upload

(Upload a) File

Please upload your selfie here.
Files must be less than 2 MB.
Allowed file types: gif jpg jpeg png.

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

Mr 4 Q Y

Image CAPTCHA

CAPTCHA

What code is in the image? *

Enter the characters shown in the image.

Next Page > Next Page

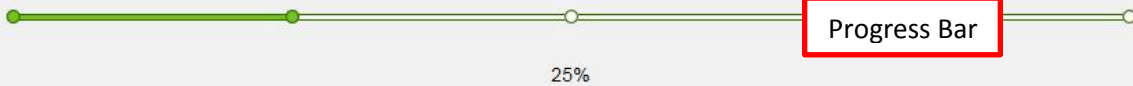
Social Media Sharing

Buffalo

Home

Buffalo are kept as a draft animals and for milk production. How much do you know about buffalo?

Webform body text



Progress Bar

Select the correct answer.

	Buffalo	Bison
European	<input type="radio"/>	<input type="radio"/>
Australian	<input type="radio"/>	<input type="radio"/>
Egyptian	<input type="radio"/>	<input type="radio"/>
American	<input type="radio"/>	<input type="radio"/>
Malaysian	<input type="radio"/>	<input type="radio"/>

Grid

There are breeds of buffalo and bison. Select the correct category for the animal listed.

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 buffalo of the world are found in the hot, wet areas of the world where rice is produced. They are common in these areas, but are seldom found as agricultural animals in other parts of the world. Over half of the remainder are found in Asia and over one-half of the remainder are found in Africa, primarily Egypt.

Markup



Australian Buffalo



Egyptian Buffalo



Malaysian Buffalo

< Previous Page

Next Page >

Previous & Next

Buffalo

Home

Buffalo are kept as a draft animals and for milk production. How much do you know about buffalo?

Progress Bar: 50%

Please enter your name.

First: Last:

Name

How many years do most buffalo live?

- None -

Number

Buffalo live to be 5, 10, 15, 20 or 25 years. Which is correct?

_____ is made from Italian buffalo milk.

Mozzarella

Farmer Cheese

Brie

Select Options

< Previous Page Next >>>

Previous & Next

Buffalo

Home

Buffalo are kept as a draft animals and for milk production. How much do you know about buffalo?

Progress Bar: 75%

Webform body text

What is your favorite buffalo?

Textarea

Please tell us about your favorite type of buffalo.

Did you learn about buffalo from this form?

Textfield

Please type your answer in the box.

Time

Hour : 00 am pm

Submission button

<< Previous Submit

Example of Confirmation Message from the Submission Settings

Buffalo

Home » Buffalo



100%



Thank you for visiting the Buffalo webform.

[Go back to the form](#)

Example of Submissions

#	SUBMITTED	USER	IP ADDRESS	OPERATIONS
12	Jul 10 2015 - 1:44pm	Anonymous (not verified)	164.107.34.28	view edit delete
11	Jul 10 2015 - 1:40pm	Anonymous (not verified)	164.107.34.28	view edit delete
10	Jul 10 2015 - 1:23pm	Anonymous (not verified)	164.107.34.28	view edit delete
9	Jul 10 2015 - 1:19pm	Anonymous (not verified)	164.107.34.28	view edit delete

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.

Example of Analysis

	BUFFALO	BISON
European	1	3
Australian	4	0
Egyptian	4	0
American	2	2
Malaysian	4	0

_____ is made from Italian buffalo milk.

Mozzarella	2
Farmer Cheese	2

ADD ANALYSIS COMPONENTS Add Analysis Components

Update analysis display

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.

SUBMITTED	USER	IP ADDRESS	PLEASE ENTER TODAY'S DATE.	PLEASE ENTER YOUR OSU EMAIL ADDRESS.	UPLOAD YOUR PICTURE HERE.	SELECT THE CORRECT ANSWER.	HIDDEN	PLEASE ENTER YOUR NAME.	HOW MANY YEARS DO MOST BUFFALO LIVE?	----- IS MADE FROM ITALIAN BUFFALO MILK.	WHAT IS YOUR FAVORITE BUFFALO?	DID YOU LEARN ABOUT BUFFALO FROM THIS FORM?	TIME
Jul 10 2015 - 1:44pm	Anonymous (not verified)	164.107.34.28	Sep 15 2015	green.1@osu.edu	Model.jpg (627 KB)	European: Bison Australian: Buffalo Eqyptian: Buffalo American: Buffalo Malaysian: Buffalo	No tokens. Just a comment.	Jenn Green	20	Mozzarella	Italian, because they make milk for cheese.	Yes	2:00 pm
Jul 10 2015 - 1:40pm	Anonymous (not verified)	164.107.34.28	Oct 14 2015	simpson.4@osu.edu	lisa-simpsons.png (41 KB)	European: Buffalo Australian: Buffalo Eqyptian: Buffalo American: Bison Malaysian: Buffalo	No tokens. Just a comment.	Lisa Simpson	15	Farmer Cheese	Malaysian buffalo.	Yes	2:00 pm

Download

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

Export format

Microsoft Excel

Delimited text

Delimited text format

Tab (t)

This is the delimiter used to separate fields in the resulting file. It is used to preserve non-latin characters when importing results.

Column header format

None

Label

Field Key

Choose whether to show the label or field key in each column header.

Delimited text format dropdown:

- Tab (t)
- Comma (,)
- Semicolon (;)
- Colon (:)
- Pipe (|)
- Period (.)
- Space ()

	K	L	M	N	O	P
		Upload your picture here.		Select the correct answer.		
today's date. Please enter your Name		Filesize (KB)	European	Australian	Egyptian	
9/13/2015 brutus.1@osu.edu http://d7sandbox.cf	86	Bison	Buffalo	Buffalo	Buffalo	
9/12/2015 scarlet.1@osu.edu http://d7s			Buffalo	Buffalo	Buffalo	
10/14/2015 simpson.4@osu.edu http://d7s			Buffalo	Buffalo	Buffalo	
9/15/2015 green.1@osu.edu http://d7s			Buffalo	Buffalo	Buffalo	

```

most bufflalo live?" "_____ is made from Italian bufflalo
milk." "What is your favorite bufflalo?" "Did you learn
about bufflalo from this form?" "Time"
"9" "1" "Jul 10 2015 - 1:19pm" "Jul 10 2015 - 1:19pm"
"Jul 10 2015 - 1:19pm" "0" "164.107.34.28" "0" ""
"Sep 13 2015" "brutus.1@osu.edu"
"http://d7sandbox.cfaes.ohio-
state.edu/sites/ctsandbox/files/webform/599px=Brutus_in_TX_
2006.jpg" "86" "Bison" "Buffalo" "No tokens." "Buffalo" "Buffalo" "Buffalo"
"Buffalo" "No tokens." "Buffalo" "Buffalo" "Buffalo" "Buffalo" "Buffalo"
"25" "Mozzarella" "Buffalo" "Buffalo" "Buffalo" "Buffalo" "Buffalo"
horns." "Yes" "1:20 pm" "Buffalo" "Buffalo" "Buffalo" "Buffalo" "Buffalo"
"10" "2" "Jul 10 2015 - 1:23pm" "Jul 10 2015 - 1:23pm"
"Jul 10 2015 - 1:23pm" "0" "164.107.34.28" "0" ""
    
```

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 LIST OPTIONS

Select keys

Full, human-readable options (values)

Short, raw options (keys)

Choose which part of options should be displayed from key|value pairs.

Select list format

Separate

OPTION A	OPTION B	OPTION C
X		
X		X
	X	X

Separate options are more suitable for building reports, graphs, and statistics in a spreadsheet application.

Compact

MY SELECT LIST
Option A
Option A,Option C
Option B,Option C

Compact options are more suitable for importing data into other systems.

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

INCLUDED EXPORT COMPONENTS

The selected components will be included in the export.

INCLUDE ALL COMPONENTS

Submission information

Submission Number

Submission ID

Time

Draft

IP Address

User ID

The selected components will be included in the export. Select the components you want

Download range options

DOWNLOAD RANGE OPTIONS

All submissions (2 total)

 Only new submissions since your last download (2 new since Jul 31 2012)

 Only the latest submissions

 All submissions starting from: and optionally to: (Use submission IDs for the range. Last downloaded end SID: none.)

Select the submissions you want to download.

Clear

Are you sure you want to delete all submissions for this fo
VIEW
EDIT
WEBFORM
RESULTS

[Home](#) » [Buffalo](#)

Submissions
Analysis
Table
Download
Clear

This action cannot be undone.

Clear
Cancel

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.