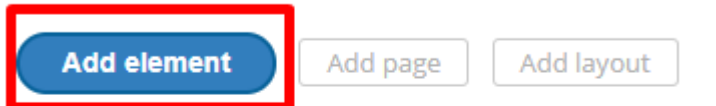


## Add elements (fields)

- 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 :

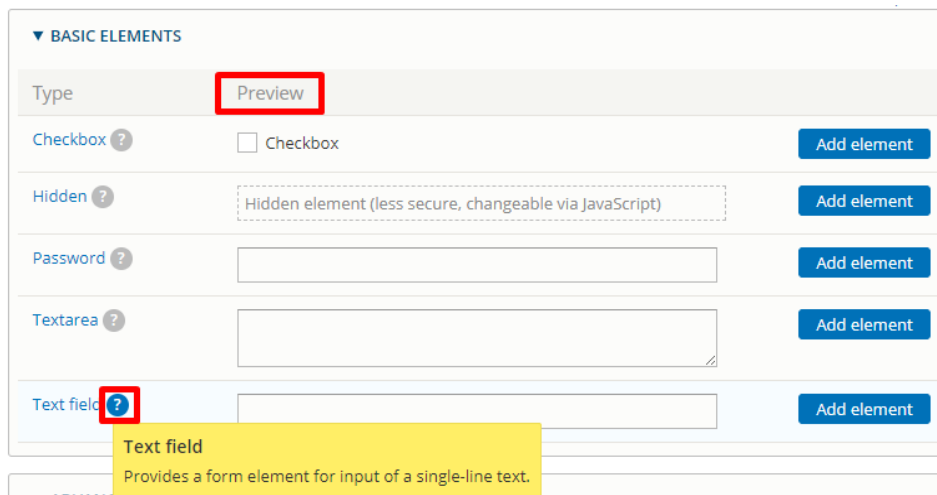


**Add element** Add page Add layout

| Title                                | Key |
|--------------------------------------|-----|
| Please add elements to 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

| Type         | Preview   |             |
|--------------|---|-------------|
| Checkbox ?   | <input type="checkbox"/> Checkbox                       | Add element |
| Hidden ?     | Hidden element (less secure, changeable via JavaScript) | Add element |
| Password ?   | <input type="password"/>                                | Add element |
| Textarea ?   | <input type="text"/>                                    | Add element |
| Text field ? | <input type="text"/>                                    | Add element |

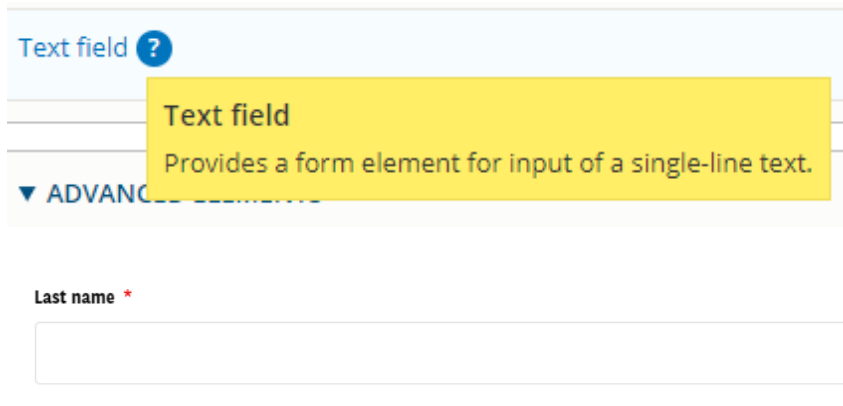
Text field  
Provides a form element for input of a single-line text.

### 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 ?

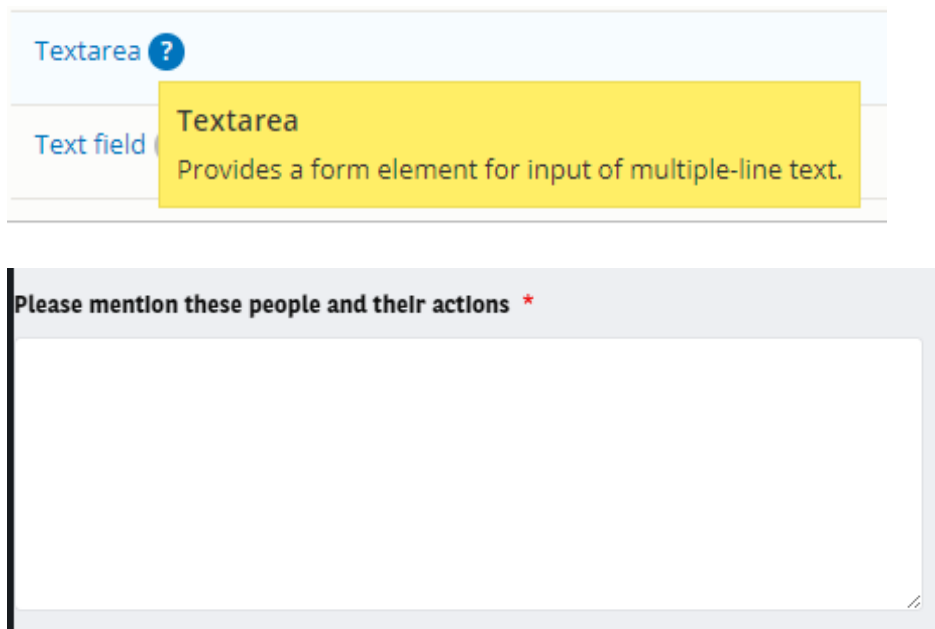
**Text field**  
Provides a form element for input of a single-line text.

▼ ADVANC

Last name \*

#### **Text area**

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



Textarea ?

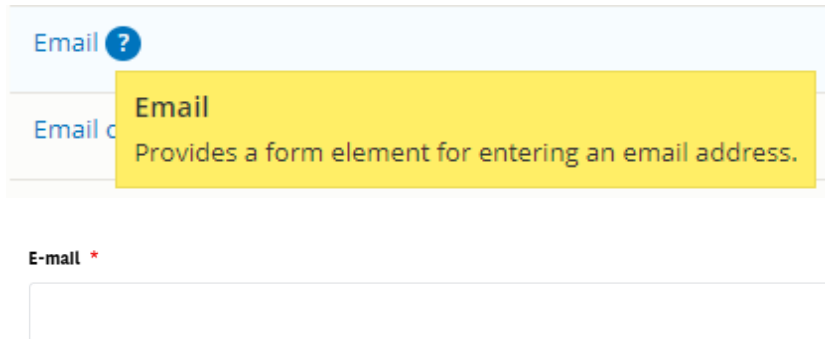
**Textarea**  
Provides a form element for input of multiple-line text.

Text field (

Please mention these people and their actions \*

## Email

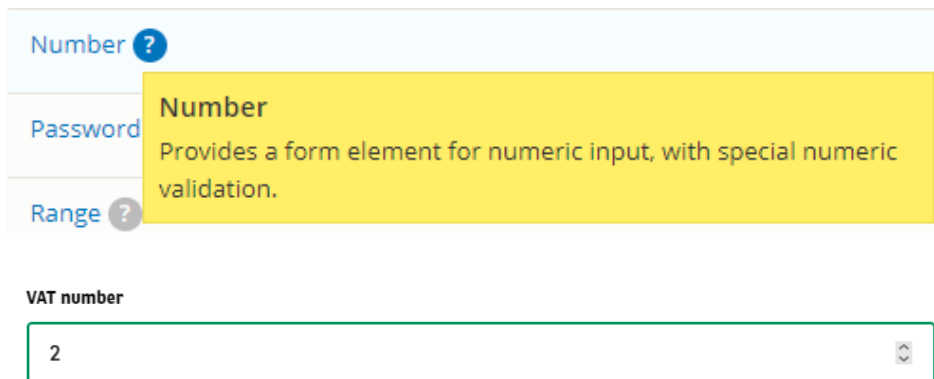
Use to set an email



The screenshot shows a form field labeled "Email" with a question mark icon. A yellow tooltip box is overlaid on the field, containing the text: "Email Provides a form element for entering an email address." Below the tooltip, the form field is visible with the label "E-mail \*" and a red asterisk indicating a required field. The input area is currently empty.

## Number

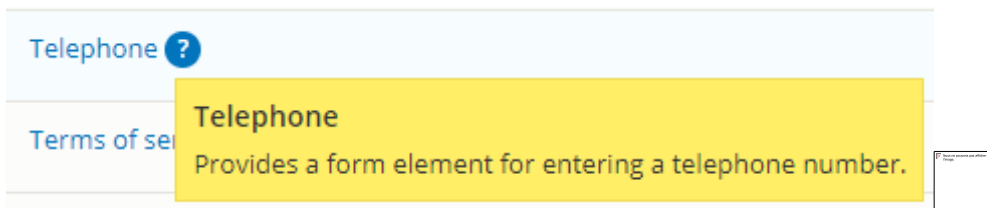
Use to set numbers cracter



The screenshot shows a form field labeled "Number" with a question mark icon. A yellow tooltip box is overlaid on the field, containing the text: "Number Provides a form element for numeric input, with special numeric validation." Below the tooltip, the form field is visible with the label "VAT number" and a dropdown menu showing the number "2".

## Telephone

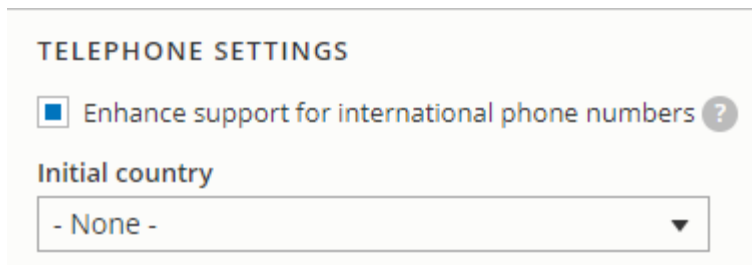
Use to set a phone number



The screenshot shows a form field labeled "Telephone" with a question mark icon. A yellow tooltip box is overlaid on the field, containing the text: "Telephone Provides a form element for entering a telephone number." Below the tooltip, the form field is visible with the label "Terms of se" and a small square icon.

### Specificities:

You can choose to put a default country phone number

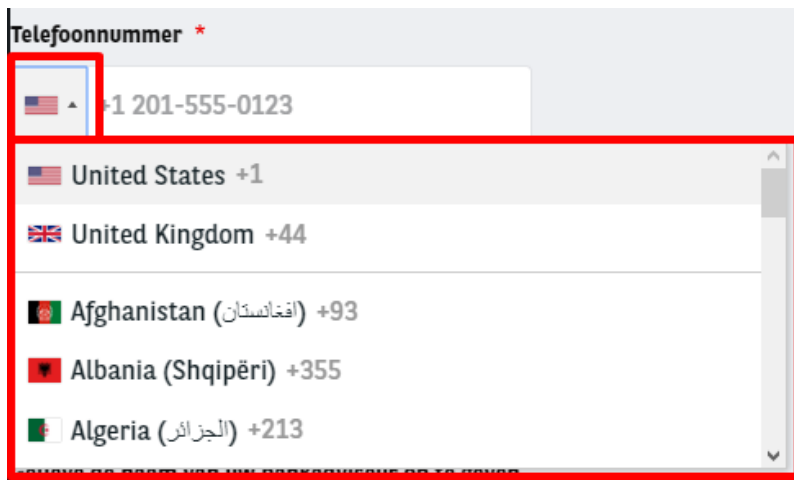


TELEPHONE SETTINGS

Enhance support for international phone numbers ?

Initial country

- None -



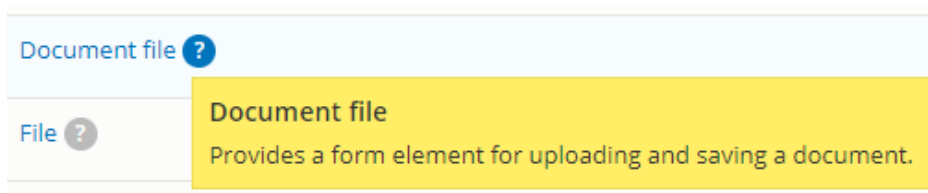
Telefoonnummer \*

+1 201-555-0123

- United States +1
- United Kingdom +44
- Afghanistan (افغانستان) +93
- Albania (Shqipëri) +355
- Algeria (الجزائر) +213

### **Document file**

Use to allow file import



Document file ?

File ?

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

### Specificities:

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

FILE SETTINGS

Upload destination ? \*

Private files

Maximum file size ?

MB (Max: 10 MB)

Allowed file extensions ?

Rename files ?

RECEIPT #4

Choisir un fichier Aucun fichier choisi

One file only. Aucun fichier choisi

5 MB limit.

Allowed types: gif jpg jpeg png bmp tif pdf.

## Radios

Use to choose one option. Mainly use for gender

Radios ?

One  Two  Three

Radios ?

Provides a form element for a set of radio buttons.

Gender ①

Mr ②

Mrs ③

## Specificities:

General   Conditions   Advanced   Access

**ELEMENT SETTINGS**

Type  
Radios

Title ? \* **1**  
  
Key: gender

**ELEMENT OPTIONS**

Options \*

| Option value <span>?</span>                 | Option text / description <span>?</span>  |
|---|---|
| <input type="text" value="Mr"/> <b>2</b>    | <input type="text" value="Mr"/><br><input type="text" value="Enter description..."/>            |
| <input type="text" value="Mrs"/> <b>3</b>   | <input type="text" value="Mrs"/><br><input type="text" value="Enter description..."/>           |
| <input type="text" value="Enter value..."/> | <input type="text" value="Enter text..."/><br><input type="text" value="Enter description..."/> |

more options [Show ro](#)

## Select

Use for drop-down list. Also use for [conditional form](#)

Select ?

Select **Select**  
Provides a form element for a drop-down menu or scrolling selection box.

Table s

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<br>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

Submit button(s) actions Submit button(s) Edit

- Then modify the **Submit button label**

## Add Submit button(s) element

General Conditions Ad

▼ SUBMIT BUTTON

Hide submit button

Submit button label ?

Envoyer

## General tab of elements

### Element settings

General Conditions Advanced Access Exp

ELEMENT SETTINGS

Type  
Text field Change

Title ? \* 1

Name

Key: name\_tes\_02 2



Allowed number of values

Limited 1

Limited 3

Unlimited



| Number | Title            | Description  |
|--------|------------------|--|
| 1      | Title            | Name of the field  |
| 2      | Key              |  <u>For Offers webforms only</u> <br>Some fields have they're own key and must be edit when creating the fields.<br>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".  |

**Name** 1

---



---

### Element description/Help/More

▼ ELEMENT DESCRIPTION/HELP/MORE

Description 1

Format ▾ | **B** *I*  $x_x$   $x^x$  |  $\Omega$  | | | | | | | |

▼ HELP ?

Help title 2

Help text 3

Format ▾ | **B** *I*  $x_x$   $x^x$  |  $\Omega$  | | | | | | | |

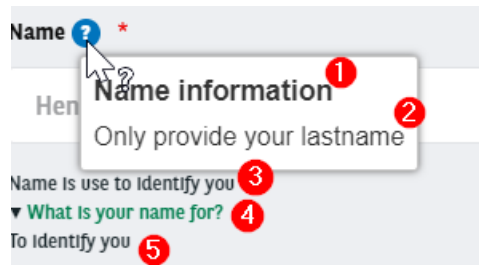
▼ MORE ?

More title 4

More text 5

Format ▾ | **B** *I*  $x_x$   $x^x$  |  $\Omega$  | | | | | | | |

| 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 |
| 4      | More title  | Additional description title                                |
| 5      | More text   | Additional description text                                 |



## Form display

▼ FORM DISPLAY

Title display <sup>1</sup> ? - Default -

Description display <sup>2</sup> ? - Default -

Help display <sup>3</sup> ? - Default -

Field prefix <sup>4</sup> ?

Field suffix <sup>5</sup> ?

Minlength <sup>6</sup> ?

Maxlength <sup>7</sup> ?

Size <sup>8</sup> ?

Placeholder <sup>9</sup> ? Henry

Autocomplete <sup>10</sup> ? On

Input masks <sup>11</sup> ? - None -

Input hiding <sup>12</sup> ?

Disabled <sup>13</sup> ?

Readonly <sup>14</sup> ?

Prepopulate <sup>15</sup> ?

| 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 suffix        | Don't use  |
| 6      | Minlength           | Defined the minimum length of the text field   |
| 7      | Maxlength           | Defined the maximum length 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 auto completion of the field  |
| 11     | Input masks         | Ensures a predefined format. <b>Not working for letters only.</b>                    |
| 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

▼ FORM VALIDATION

Required ? **1**

Required message ?

Required field !

Unique ? **2**

Pattern ? **3**

Counter ? **4**

- None - ▼

| 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   |

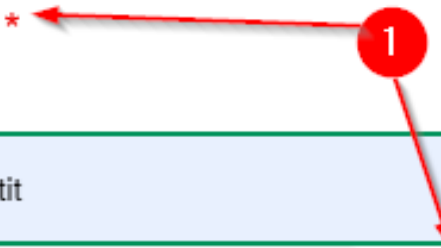
**Name \*** 1

?

appetit

datawords\_achaar  
 DATAWORDS TEAM

! Required field !



## Encryption

**Don't use**

▼ ENCRYPTION

Encrypt this field's value ?

## Condition tab

Details here [conditional webform](#)

General **Conditions** Advanced Access Expand :

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**CONDITIONAL LOGIC**

| State        | Element                           | Trigger/Value |     |
|--------------|-----------------------------------|---------------|-----|
| - Select - ▼ | if All ▼ of the following is met: |               | + - |
|              | - Select - ▼                      | - Select - ▼  | + - |

Clear value(s) when hidden ?

## Advanced tab

### Don't use

General Conditions **Advanced** Access

---

▼ **DEFAULT VALUE**

Default value ?

## Access tab

### Don't use

General   Conditions   Advanced   **Access**   Expand

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▼ CREATE SUBMISSION ?

**Roles**

- Utilisateur anonyme
- Utilisateur authentifié
- Webmaster
- Master
- Administrator

**Users**

**Permissions**