Create a Webform

How to create a webform?

• URL: /admin/structure/webform
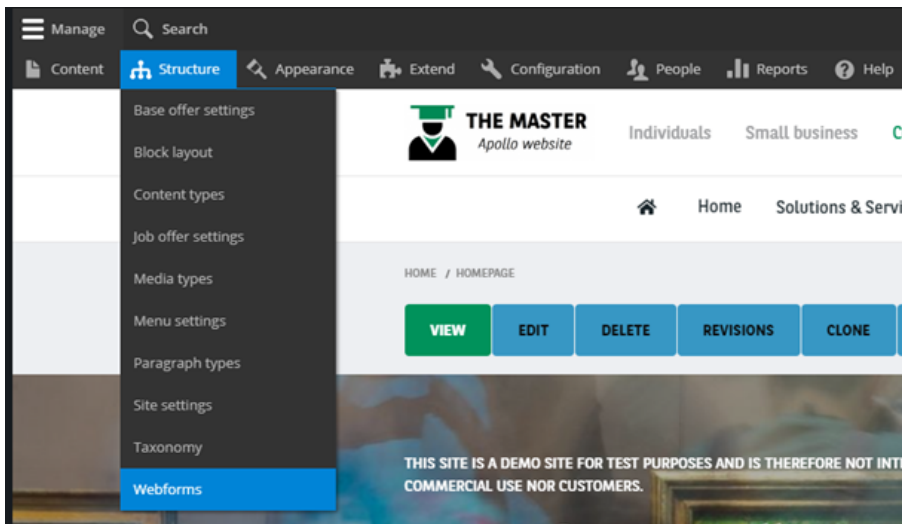
Then click on « Add webform »

Fill all the necessary fields:

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)

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 statement .

We will contact you within three working days.

SUBMIT

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 spo
fortasse. Paulum. cum regem Persem captum adduceret. eodem flumine invectio? Et ille ridens: Video. inquit. quid agas:

How would you like us to contact you?

By e-mail

☑ **Privacy Statement** *
I confirm that I have read and understood Arval 's privacy statement .

We will contact you within three working days.

SUBMIT

Results

Show all the submissions of the webform

Build

Use to add elements (Fields) in the webform

Settings

Settings tab have multiple options

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

Confirmation

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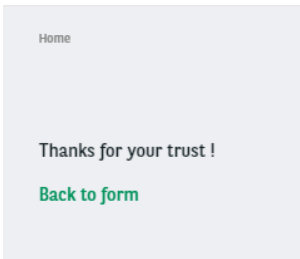
Email / Handlers

Details here Link a recipient email to the webform

General   Form   Submissions   Confirmation   Salesforce   **Emails / Handlers**

Home » Administration » Structure » Webforms

The **Emails/Handlers** page allows additional actions and behaviors to be processed when a webform or submission is external applications and send notifications & confirmations.   Watch video

Add email   Add handler

Export

Use to export the webform (code)

Home » Administration » Structure » Webforms

The **Config Export** form allows developers to quickly export a single webform's YAML (without 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
14 template: false
15 archive: false
16 id: test_dtw
17 title: 'Test - DTW'
18 description: 'Training webform'
19 category: ''
20 elements: |
21   name:
```

Translate

Only for multilanguages website.

⚠️ 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 *Contact us page webform*

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

Left is the original language. Right is the text to be translate
Key starting with "#" must not be translated.

Title
Training webform

Administrative description
(Empty)

Category
(Empty)

Elements (YAML)

```
 1  name:
 2    '#title': Name
 3    '#description': test
 4    '#placeholder': Henry
 5    '#required_error': 'You haven''t filled this field'
 6  select_your_option_:
 7    '#title': 'Select your option:'
 8    '#description': 'description test'
 9    '#options':
10      'Option 1': 'Option 1'
11      'Option 2': 'Option 2'
12      Other: Other
13  other:
14    '#title': Other
15  upload:
16    '#title': Upload
17  privacy_policy:
18    '#title': 'Privacy policy'
19    '#description': 'Click here to accept the <a href="/node/42153">terms</a>'
20  actions:
21    '#title': 'Submit button(s)'
22    '#submit__label': 'Let''s go !'
```

Title

Training webform

Administrative description

Category

Elements (YAML)

```
 1  name:
 2    '#title': Nom
 3    '#description': test
 4    '#placeholder': Henry
 5    '#required_error': 'Vous n''avez pas remplis ce champs'
 6  select_your_option_:
 7    '#title': 'Selectionnez votre option:'
 8    '#description': 'description test'
 9    '#options':
10      'Option 1': 'Option 1'
11      'Option 2': 'Option 2'
12      Other: Other
13  other:
14    '#title': Autre
15  upload:
16    '#title': Télécharger
17  privacy_policy:
18    '#title': 'Notice de confidentialité'
19    '#description': 'Cliquez ici pour accepter les <a href="/node/42153">termes</a>'
20  actions:
21    '#title': 'Submit button(s)'
22    '#submit__label': 'Je valide le formulaire !'
```

Please note: Custom properties will be automatically removed.

Confirmation message
Thanks you ! Webform well send !

Confirmation back link label
Go back on the form

Confirmation message

Merci ! Le formulaire est envoyé !

Confirmation back link label

Retourner sur le formulaire

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

▼ EMAIL MAPPING

Label
Email

Label

Email

Notes
(Empty)

Notes

▼ EMAIL

Email from name
_default

Email from name

_default

Email subject
HR

Email subject

HR

Email body
_default

Email body

_default

Reply to email
(Empty)

Reply to email

Return path email
(Empty)

Return path email

Sender name
(Empty)

Sender name

Clone

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

View	Test	Results	Build	Settings	Translate	Clone

Home

New Label *

Clone   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 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**

- 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 area

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

Please mention these people and their actions *

Email

Use to set an email

Email **?**

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

E-mail *

Number

Use to set numbers cracter

Number **?**

Password   **Number**
Provides a form element for numeric input, with special numeric validation.

Range **?**

VAT number

2

Telephone

Use to set a phone number
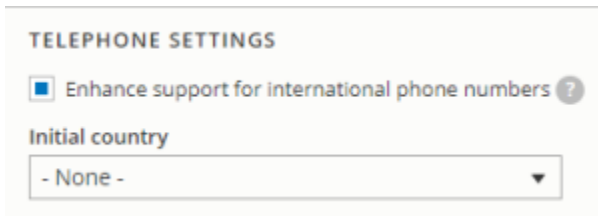
Telephone **?**

Terms of se   **Telephone**
Provides a form element for entering a telephone number.

You can choose to put a default country phone number
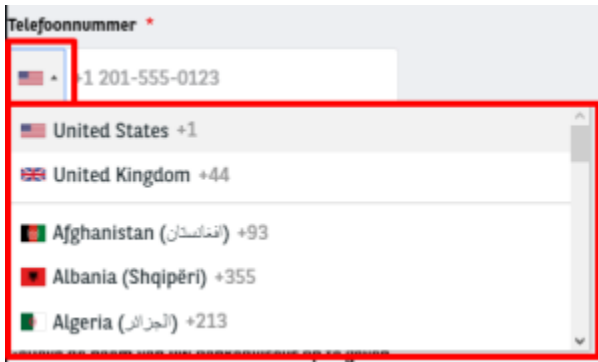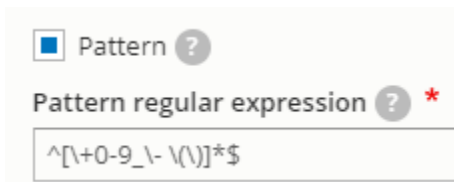
Check the "Pattern" box and put this code to allow only number and "+" caracter:

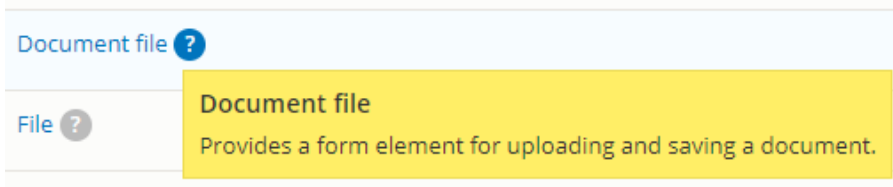- ^[0-9]*$ = Numbers only
- ^[\+0-9_\- \(\)]*$ = Numbers or dash

Document file

Use to allow file import

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 ?

| pdf doc docx odt ppt pptx |

☑ Rename files ?

RECEIPT #4

| Choisir un fichier | Aucun fichier choisi |

One file only.
5 MB limit.
Allowed types: gif jpg jpeg png bmp tif pdf.

Aucun fichier choisi

---

2)

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

▼ ATTACHMENTS

☑ Include files as attachments ?

Radios

Use to choose one option. Mainly use for gender

Radios ?

     ○ One   ○ Two   ○ Three

Radios

Radios c Provides a form element for a set of radio buttons.   Other...

Gender ❶

○ Mr ❷
○ Mrs ❸

Specifities:

General   Conditions   Advanced   Access

ELEMENT SETTINGS

Type
Radios   Change

Title ❓ *①
Gender

Key: gender

ELEMENT OPTIONS

Options *

Option value ❓	Option text / description ❓
② Mr	Mr
	Enter description...
③ Mrs	Mrs
	Enter description...
Enter value...	Enter text...
	Enter description...

Add 1 more options   Show ro...

Select

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

Select ❓

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

Select c

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

Checkbox
Provides a form element for a single checkbox.

Hidden ❓   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**

General tab of elements

Element settings

Number	Title	Description
1	Title	Name of the field
2	Key	⚠ 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".

Name ①

Element description/Help/More

▼ ELEMENT DESCRIPTION/HELP/MORE

Description ❓ ①

Format ▾ | **B** *I* x₂ x² | Ω | 🔗 🔗 | ≣ ≔ | ⇥ ⇤ | 🗚 |
⟨⟩ Source | ⤢

▼ HELP ❓

Help title ❓ ②

Help text ❓ ③

Format ▾ | **B** *I* x₂ x² | Ω | 🔗 🔗 |
≣ ≔ | ⇥ ⇤ | 🗚 | ⟨⟩ Source | ⤢

▼ MORE ❓

More title ❓ ④

More text ❓ ⑤

Format ▾ | **B** *I* x₂ x² | Ω | 🔗 🔗 |
≣ ≔ | ⇥ ⇤ | 🗚 | ⟨⟩ Source | ⤢

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

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

Encryption

Don't use

Condition tab

Details here conditional webform

Advanced tab

Don't use

General   Conditions   **Advanced**   Access

▼ DEFAULT VALUE

Default value ⍰

Set default value

Access tab

Don't use

General   Conditions   Advanced   **Access**   Expand

▼ CREATE SUBMISSION ⍰

Roles

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

Users

Permissions

Link a recipient email to the webform

Single email

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

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

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

Multiple email

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

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

Saleforce

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

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**

Modify the email paramaters (User data)

Click on "Edit" on a added email

Then modify the following sections:

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.
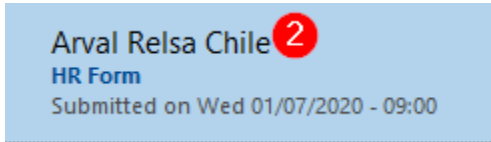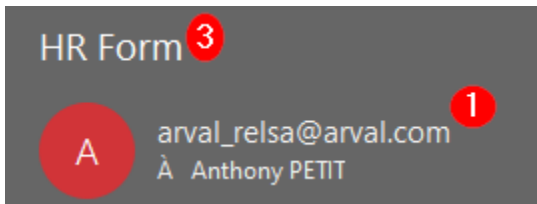
Conditional webform

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 "Relatie met Arval" field

- 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 "Relatie met Arval"
    - The **value** we want is "When the value of Relatie met Arval" is <u>Andere</u>"

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

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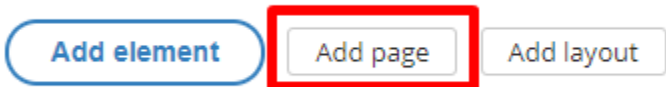
Fill the name and "Next & "Previous" CTA button then save:

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
⊹ Name		name
⊹ First name		first_name
Submit button(s)		actions

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

Multiple element in a line

Multiple elements can be display in one row

When creating the webform click on "Add layout

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

Note that elements are shift to the right under the flexbox:

Title		Key
⊹ [flexbox]	Add element	flexbox
⊹ First name		first_name
⊹ Last name		last_name

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

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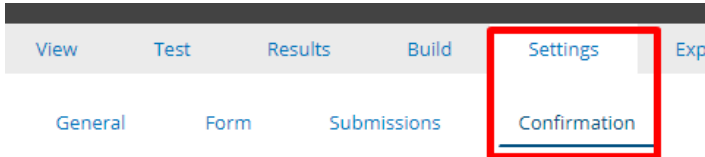

Modify the confirmation page

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


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)
- ○ Message (reloads the current page/form and displays the confirmation message at the top of the page)
- ○ Modal (reloads the current page/form and displays the confirmation message in a modal dialog)
- ○ URL (redirects to a custom path or URL)
- ○ 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.
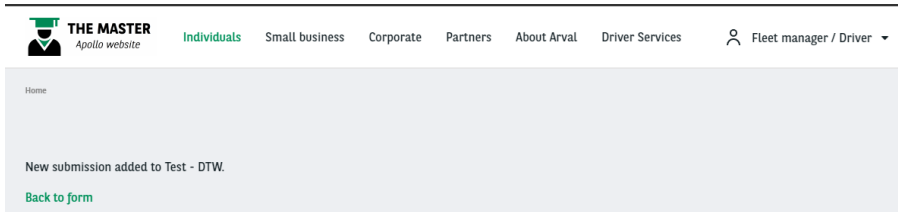
Inline

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

Message

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.