

# HOW TO

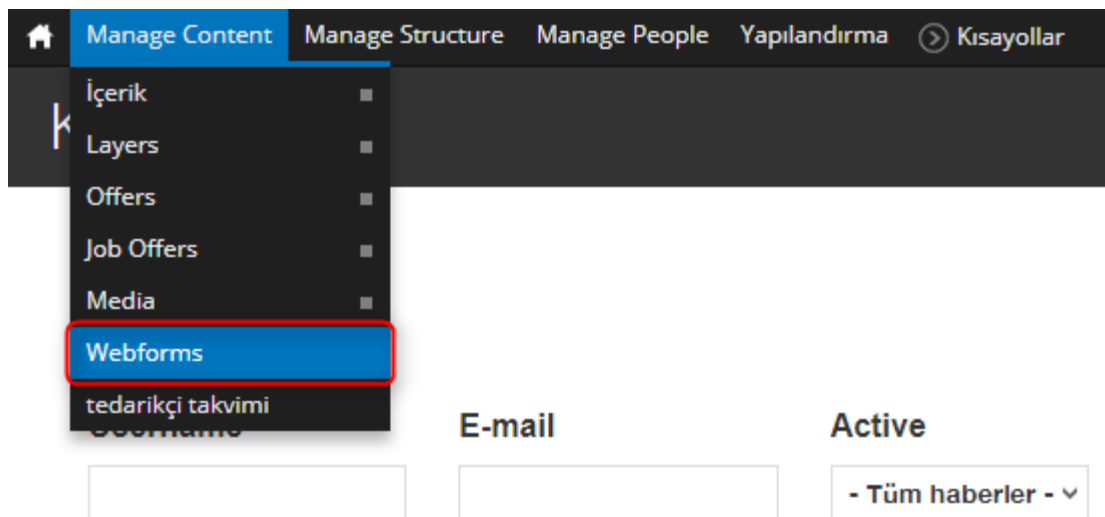


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First, go to : "Manage Content" => « Webforms »



The screenshot shows a dark-themed navigation bar with the following items: a home icon, 'Manage Content' (highlighted in blue), 'Manage Structure', 'Manage People', 'Yapilandırma', and 'Kısayollar' (with a right arrow). A dropdown menu is open under 'Manage Content', listing: 'İçerik', 'Layers', 'Offers', 'Job Offers', 'Media', 'Webforms' (highlighted in blue and enclosed in a red box), and 'tedarikçi takvimi'. Below the menu, there are three input fields: an empty one, one labeled 'E-mail', and one labeled 'Active' with a dropdown menu showing '- Tüm haberler -'.

Click on : "**Components**" on the webform line you want to edit.

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Webform Default Fields Master Node	17/11/2016 - 14:58	Açık		
Fiyat teklifi iste	21/11/2016 - 14:45	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
Lastik Talep Formu	19/12/2016 - 08:15	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
Şikayet ve Memnuniyet Formu	19/12/2016 - 08:30	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
Güvenli Sürüş Eğitimi Talep Formu	19/12/2016 - 08:53	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
CVO Konferans Memnuniyet Formu	19/12/2016 - 13:16	Açık		<a href="#">Edit</a> <a href="#">Components</a>
Başvuru Formu	26/12/2016 - 10:29	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
Ziyaret Sonrası Anketi	03/01/2017 - 15:11	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
2017 Kick Off	11/01/2017 - 08:18	Açık		<a href="#">Edit</a> <a href="#">Components</a>
Kick Off Değerlendirme Anketi	17/01/2017 - 11:43	Açık		<a href="#">Edit</a> <a href="#">Components</a>
Güvenli Sürüş Eğitimi Değerlendirme Anketi	16/02/2017 - 12:51	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>
Post Visit Survey	28/02/2017 - 15:04	Açık	<a href="#">Submissions</a> <a href="#">Analysis</a> <a href="#">Table</a> <a href="#">Download</a>	<a href="#">Edit</a> <a href="#">Components</a> <a href="#">Clear</a>

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- Add your field at the bottom of the webform.

Fill : "Legal notice", "Select options", click on « required » and click on « Add ».

Label	Form key	Type	Value	Required	Operations
+ test question	test_question	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ Legal notice		Select options		<input checked="" type="checkbox"/>	Add

Save

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- Fill the structure as it displayed on the next 2 screenshots :

Fill :

- « **Key** » => "yes"

- « **Value** » => `<a href="/node/1955" target="_blank">Kişisel verilerin korunması bilgilendirmesini okudum, anladım.</a>`

Click on : "Customize keys (Advanced)" and « Multiple ».

Click on : "Label display" : « Inline ».

Click on : "Save component".

(See next 2 slides)

*Kişisel verilerin korunması bilgilendirmesini okudum, anladım : this is an exemple, you need to put the sentence you want to display*

## Label \*

Legal notice

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

## Form Key \*

legal\_notice

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	Key	Value	
<input type="radio"/>	yes	<u>This is a test from digital corporate</u>	<input type="checkbox"/>
<input type="radio"/>			<input type="checkbox"/>
<input type="radio"/>			<input type="checkbox"/>

No default [Add item](#)  
[Manual entry](#)

## Option settings

- Customize keys (Advanced)  
Customizing the keys will allow you to save one value internally while showing a different option to the user.
- Multiple  
Multiple values will let users select multiple items in this list.
- Allow "Other..." option  
Check this option if you want to allow users to enter an option not on the list.

## Load a pre-built option list

None ▾

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

Inline ▾

Determines the placement of the component's label.

Description above field

Place the description above — rather than below — the field.

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



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- It's OK, you can check on your webform view.

TOPLAM BİNEK ARAÇ ADEDİ \*

TALEP EDİLEN ARAÇ ADEDİ \*

FİRMA KURULUŞ TARİHİ \*

Gün Ay Yıl 

FİRMANIZIN SON 3 YILLIK SÜREÇTEKİ YILLIK CIROSU 1,5 MİLYON TL'NİN ÜZERİNDE MİDİR? \*

- EVET  
 HAYIR

ŞİRKET ARAÇLARINIZI TEB ARVAL'IN ONLINE İKİNCİ EL PLATFORMU ARACILIĞI İLE SATARAK KİRALAMAYA GEÇMEK İSTER MİSİNİZ? \*

- EVET  
 HAYIR

Kişisel verilerin korunması bilgilendirmesini okudum, anladım.



GÖNDER

