The Webform content type contains a form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users. Use cases for this content type range from a simple “User Feedback” form, to more complex signup, nomination, and request forms (examples pictured below).

Creating a Webform is a two-step process. First, you must enter basic information and save the initial edit view. Once you complete this, you must build and configure the form fields.
First, add a title in the **Title** field (required), and details about the purpose of the Webform in the **Body** field (optional). Select **Save** once complete.

**STEP TWO:** Form field addition & configuration screen
The next screen you see is where you will add and configure individual form fields.

The **LABEL** field is where you enter the name of the single form field. The **TYPE** field is where you select &
You must add a **LABEL**, select a **TYPE**, and then select “Add” in the **OPERATIONS** column before you can configure individual fields. Once you’ve selected “Add”, you will see configuration options (Edit, Clone, Delete) in the **OPERATION** column.

**Webform Field “Type” Options (typically used)**

The following list details available “Type” options, listed in order of most frequently used.

- **Textfield**: Allows site visitor to enter content (e.g., a brief response to a question) into a single-line field. Note, this is the default field “Type”. Relevant form components include:
  - **Description**: Summary of the what the form field is asking for
  - **Validation > Unique**: If enabled, will not allow a site visitor to use the same submission value twice
  - **Display > Prefix text placed to the left of the textfield**: Examples include symbols (S, #, etc.) or titles (Mr., Mrs., etc.)
  - **Display > Postfix text placed to the right of the textfield**: Examples include measurements (lb., kg., etc.) or titles (MD, Esq., etc.)

**Saved View of two separate “Textfield” form fields:**

<table>
<thead>
<tr>
<th>Label</th>
<th>Type</th>
<th>Value</th>
<th>Mandatory</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Textfield</td>
<td>-</td>
<td>( )</td>
<td>Edit, Clone, Delete</td>
</tr>
<tr>
<td>Last Name</td>
<td>Textfield</td>
<td>-</td>
<td>( )</td>
<td>Edit, Clone, Delete</td>
</tr>
<tr>
<td>Email Address</td>
<td>E-mail</td>
<td>-</td>
<td>( )</td>
<td>Edit, Clone, Delete</td>
</tr>
</tbody>
</table>
• **Textarea**: Allows site visitor to enter content (e.g., feedback) into a multi-line textarea. Relevant form components include:
  ○ **Description**: Summary of the what the form field is asking for
  ○ **Display > Width**: You can adjust the width of the textarea; width is based on columns; leaving blank will result in the default size being used
  ○ **Display > Height**: You can adjust the height of the textarea; height is based on rows; leaving blank will result in the default size being used
  ○ **Resizable**: enabled by default; allows the site visitor to adjust the size of the textarea

![Saved view of a “Textarea” form field:](image)

• **Date**: Allows site visitor to select the date (day, month, year). Relevant form components include:
  ○ **Description**: Summary of the what the form field is asking for
  ○ **Default value timezone**: The time that will display to a site visitor
    ▪ **User timezone**: Time that displays will be based on where the site visitor is located
    ▪ **Website timezone**: Time that displays will always default to EST (NC platform default)
  ○ **Validation**: The span of time between which a site visitor can select a date; note, this defaults to “Start date > -2 years” & “End date > +2 years”
  ○ **Display > Enable popup calendar**: Appends to the Date field a pop-up calendar that can be enabled by a site visitor

![Saved view of a “Date” form field:](image)

• **Select options**: Allows site visitor to select from a dropdown list of preset options. Relevant form
components include:
- **Multiple**: Enable the checkbox if you want the site visitor to be able to select more than one select option
- **Options**: List of value options; note, you must enter these options using the following structure: `key[a unique identifier for the option, e.g., 1, 2, 3] | Some readable option`
- **Display > Listbox**: Displays select options as a select list box instead of as radio buttons or checkboxes; option groups (nested options) are only supported with this option
- **Display > Randomize options**: Randomizes the order of the options (causing them to display in a different order of what you entered) when they are displayed in the form

```
Saved view of a “Select options” form field:

Group Association
- Boy Scout Troop
- Girl Scout Troop
- YMCA
- PTA
```

- **E-mail**: Allows a site visitor to enter their email address in a textfield. Relevant form components include:
  - **Description**: Summary of what the form field is asking for
  - **Display > Width**: You can adjust the width of the E-mail text field; leaving blank will result in the default size being used

```
Saved view of an “E-mail” form field:

Email Address
```

- **Page break**: Inserts a button in a multi-page Webform. Relevant form components include:
  - **Next page button label**: If nothing is added, will default to “Next Page >”
  - **Prev page button label**: If nothing is added, will default to “< Prev Page”
Use this form to request a letter from the Governor.

**Date of Event**

Month  
Day  
Year  

- **Fieldset**: Allows Webform creator to add content, such as instructions explaining the purpose of a subsequent field. The Fieldset type is often used when using conditional logic. Relevant form components include:
  - **Description**: Summary of what the form field is asking for
  - **Display**: Options for site visitor to control the display of the fieldset
- **Grid**: Tabular field that allows a site visitor to provide weighted responses to individual questions. Relevant form components include:
  - **Options**: List of value options that display as column headers across the top of the grid
    - Note, you must enter these options using the following structure: key[a unique identifier for the option, e.g., 1, 2, 3]|Some readable option (use of alphanumeric characters and underscores are recommended)
  - **Questions**: List of questions that display in the left-most column; one question per line
    - Note, you must enter these questions using the following structure: key[a unique identifier for the option, e.g., 1, 2, 3]|Some readable option (use of alphanumeric characters and underscores are recommended in keys)
  - **Description**: Summary of what the form field is asking for
  - **Display > Randomize Options**: Randomizes the order of the options on the top when they are displayed in the form
  - **Display > Randomize Questions**: Randomizes the order of the questions on the side when they are displayed in the form

```
Saved view of a “Grid” form field:

<table>
<thead>
<tr>
<th>Is this your first attempt at contacting the Governor’s Office for a letter request?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
```

- **Hidden**: Allows Webform creator to add notes to the Webform; this field does not display to site visitors on the saved Webform. Relevant form components include:

- **Markup**: Allows you to add content that requires markup (e.g., a map) in order to render on the saved Webform. Relevant form components include:
  - **Value**: WYSIWYG field for embeds or content that requires additional formatting
● **Number**: Allows site visitor to select from a dropdown list of preset numerical options. Relevant form components include:
  ○ **Description**: Summary of what the form field is asking for
  ○ **Validation > Unique**: Disallows the same value from being used twice
  ○ **Validation > Integer**: Disallows anything beyond integer values (e.g., 12.34 would be invalid)
  ○ **Minimum**: Minimum numeric value (e.g., “0” would ensure positive numbers only)
  ○ **Maximum**: Maximum numeric value
  ○ **Step**: Limits options to a specific increment (e.g., a step of “5” would allow values 5, 10, 15, etc.)
  ○ **Element type**: Either “Text field” or “Select list”; note, if “Select list” is chosen, a minimum and maximum value are required

Saved view of a “Number” form field:

**Number of Letters Needed**

● **Time**: Allows site visitor to enter the hour and minute. Relevant form components include:
  ○ **Description**: Summary of what the form field is asking for
  ○ **Default value timezone**: The time that will display to a site visitor
    ■ **User timezone**: Time that displays will be based on where the site visitor is located
    ■ **Website timezone**: Time that displays will always default to EST (NC platform default)
  ○ **Display**: Different options for the display of the time
    ■ **Time format**: 12-hour (am/pm) or 24-hour (military)
    ■ **Minute increments**: The spans between values that will be made available as options to site visitors (1 minute, 5 minute, 10 minutes, 15 minutes, 30 minutes)

Saved view of a “Time” form field:

**Time of Event**

Once a **TYPE** selection is made, you can set whether the form field must be completed by a site visitor before they’re able to submit the Webform. If the field is mandatory, enable the checkbox in the **MANDATORY** column. A site visitor will not be able to submit a form until all mandatory fields are populated with content..

The **OPERATIONS** column houses different configuration options once a form field is created:
  ● **Edit**: Opens up the edit view of the specific field
  ● **Clone**: Creates an exact copy of the field, which can then be edited if any changes are necessary
  ● **Delete**: Removes the field from the Webform
After saving the Webform, you can jump directly to the list of form fields (separate from the basic edit view, with only “Title” and “Body” fields) by selecting the “Webform” tab from the saved view.

For more advanced webforms topics, go to [What’s New in Webforms](#).