

## Forms Editor Block

The Forms Editor block is used to build HTML forms and present them anywhere within your site. When site visitors complete your form, Titan CMS can email the data to one or more designated email addresses and store the submitted information in our database. It can also track your form responses through Titan CMS or download the data as a spreadsheet.

### Features:

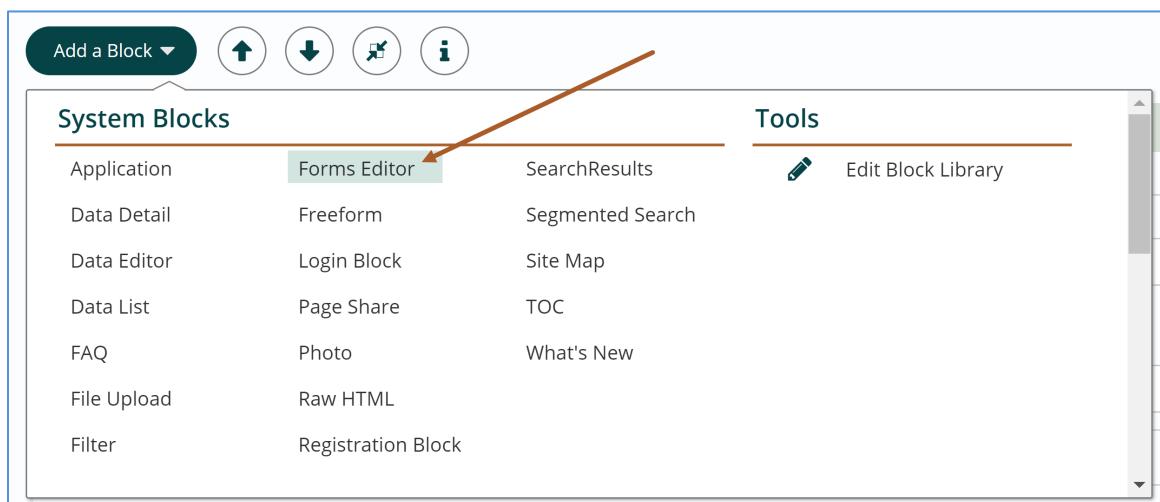
- Allows simple and complex field validation rules
- Presents a textual confirmation message after form submissions
- Email support for form data recipients with selection of desired fields
- Optional email support for form submitters with selection of desired fields
- Results retrieval interface for data analysis
- Editor functionality

### Common Uses:

- Event Registration forms
- "Contact Us" style forms
- Requests for information

## Create a Basic Form With Text Fields

1. Open a page.



Forms Editor Cancel Done


---

**Form Information**


Form Name

Description

Forms Editor Cancel Done

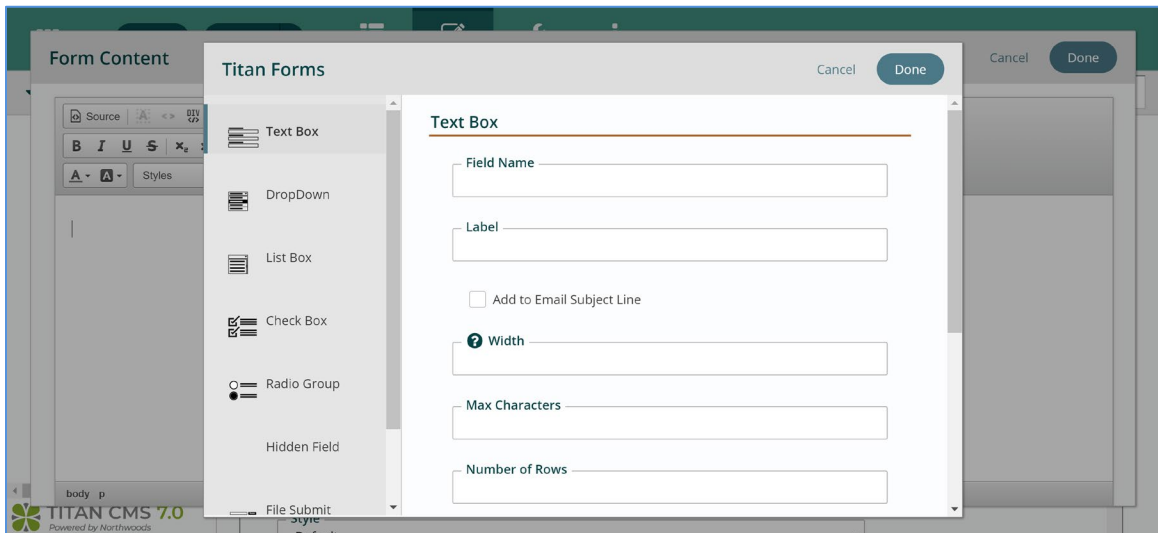
Form Content Edit 

Form Content Cancel Done

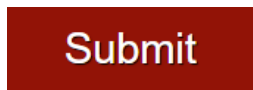
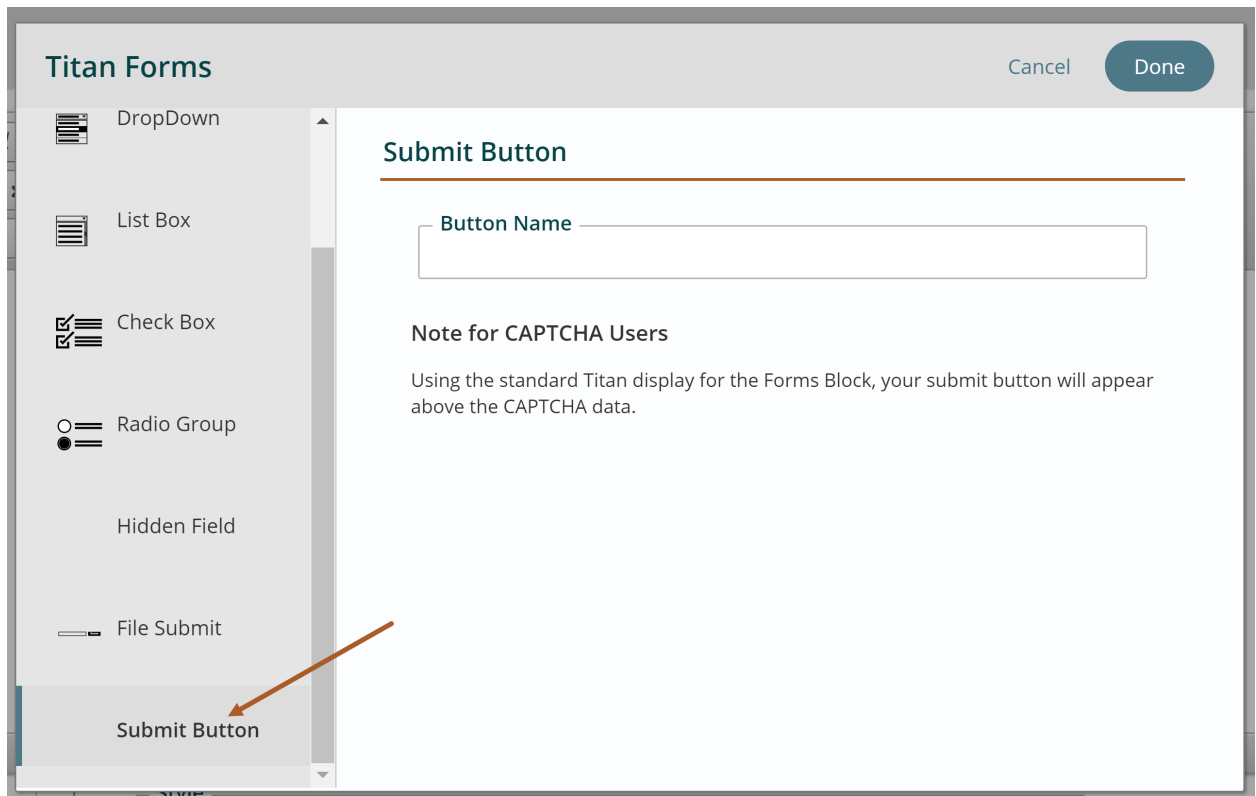
Source | 

TITAN CMS 7.0  
Powered by Northwoods





8. To enter a basic Text Box field (default display):
  - a. **Field Name:** This becomes the internal database name for this field. It cannot have any spaces or special characters. Example: Name or Email
  - b. **Label:** This will appear before your form field both in the workstation and on the display site. ***NEW IN TITAN CMS 7.0: You don't need to enter labels separately in the Freeform editor!***
  - c. **Pixel Width/Max Characters:** You can leave this at the default. Our styling overrides this field.
  - d. **Required field:** If you want the user to complete this field and receive a message if it is left blank, check this box.
  - e. **Error Message:** Enter the error message you wish to display if there is a problem with the field entry.
  - f. **Validation Type:** Use this for Email or Phone numbers. Titan will verify the formatting of the field, if selected.
  - g. Click DONE when you're done.
9. Continue to build your form, adding fields for the information you would like to collect. See [Additional Form Field Options](#) to read about other field options.



12. Click Done.
13. Publish your page.

## Delete A Form Field

1. Click on the field in the form content.
2. Select delete on your keyboard. The field will be removed from your form.
3. Click Save or Publish from the App Ribbon.

# Form Operation Functions

### Form Operation

---

Style  
Default

OnLoad Function (executes on form load and can be used to prepopulate form data)

**Form Submission Action**

AJAX Submit (No File Submit controls can be used on your form)

Require User to Confirm Data

Use Captcha

POST to Titan

Use Captcha

Destination Folder for File controls

Choose Folder

POST to Remote URL (Titan will not receive data and control will transfer to remote site)

## Style

Generally, you will use the default style for your site. If your Style Guide has multiple form styles, you could choose an option from the drop down.

## OnLoad Function

The OnLoad Function is used to pre-populate a text field in the form based on function. A function will need to be created. To enable this function, please contact your Account Director for developer assistance. [More information can be found on the Titan CMS Documentation site.](#)

## Form Submission Action

### AJAX Submit

- *This is not available if you are using the file submit option*
- Require User to Confirm Data (User will use Send and Edit buttons when reviewing)
- Use Captcha. In order to use Captcha, you will need to [configure Titan Administration with a captcha key](#)

### POST to Titan

- **Use Captcha** - In order to use Captcha, you will need to [configure Titan Administration with a captcha key](#).
- **Choose Folder** - Use this option when File Submit is configured in your form. This is where you will select the folder where submitted files will be stored.  
*NOTE: the folder must have Security set to Everyone, or the File Submit action won't work.*

### POST to Remote URL

- Titan CMS will not receive data and control will transfer to remote site.

## Titan Submit Notifications

Titan Submit Notifications

---

Source Email (used as the From: address)

Form Submit Notification (use a comma to separate multiple values)

Fields to Send  
No fields selected

1. Under Titan Submit notifications, set your Source Email to an organization/business address.
2. The Form Submit Notification should be the email address of the individual receiving the submission. You can have multiple addresses, but they must be separated by commas.
3. Click the Choose Fields button and select the fields you wish to send in the notification email.

## Post Submit – User View

Add follow up text to page display following form submission (Page Display)

The screenshot shows the 'Post Submit - User View' configuration interface. On the left, under 'Page Display', the 'Show Follow-Up Text' radio button is selected, while 'Redirect to Selected Page' is unselected. To the right, the 'Follow-Up Text' section is currently empty, with an 'Edit' link above it. Below the text area is a 'Choose Page' button.

You can enter text that the user will see after submitting the form.

1. Click the Edit link.
2. Use the WYSIWYG text editor to enter the text that will appear when the visitor submits the form.
3. Click Done.

## Redirect to another page following form submission (Redirect to Page)

This screenshot shows the 'Post Submit - User View' configuration interface with 'Redirect to Selected Page' selected under 'Page Display'. The 'Follow-Up Text' section is empty. A 'Choose Page' button is visible, and a green 'Changed' status indicator is present next to the 'Follow-Up Text' label and the 'Choose Page' button.

1. Select the Redirect to Selected Page radio button.
2. Click the Choose Page Button to browse to find the page in your Navigation Tree.
3. Publish.

## Send Confirmation Email

? Send Confirmation to Email

Send confirmation to email submitted by user in the field

Email Changed

Email Subject

User Confirmation Email [Edit](#)

1. Click the Send User Email checkbox.
2. From the drop-down list, select the email field. **Note: An Email Text Field with Verification of the format is required to be built in the form to show up in this list. This field will be used on the form to collect email addresses.**
3. Enter a subject in the Email Subject field.
4. Click the Edit link for User Confirmation Email. The link will only display when checkbox is checked.
5. Build the content for the User Confirmation email in the content section using the WYSIWYG options.
6. Click done.

## View Form Submissions

The last portion of the Forms Editor block allows you to view the results of submissions. By default, it shows the last 30 days.



### Get Form Results

**Report Fields**  
No fields selected Choose Fields

**Start Date**  
06/22/2020 Get Results

**End Date**  
07/23/2020

The Get Results functionality is also available from your Titan CMS Workstation dashboard. You can configure your dashboard to include this widget. As an alternative, you can open the Forms Editor block on the page and scroll to the very bottom where you will find the Get Results section of the block.

### Form Block Results

Cancel Done

**Start Date**  
06/22/2020

**End Date**  
07/23/2020

Get Results Get Results for Excel Clear Results for Selected Dates Clear All Results Change Report Fields

test

Date Submitted	Name	Email
Jul 22 2020 4:43PM	Northwoods	amy.kant@nwsdigital.com

- Use the date fields to filter your results.
- Get Results is clicked after you have changed your Start or End Date fields.
- Get Results for Excel will open the data in an Excel spreadsheet.
- Clear Results will clear everything out of the database (not just your filtered results).
- Change Report Fields will allow you to select those fields you wish to display. You can change these at any time – you won't lose your data if you delete fields.

# Form Field Options

## Drop Down List Field

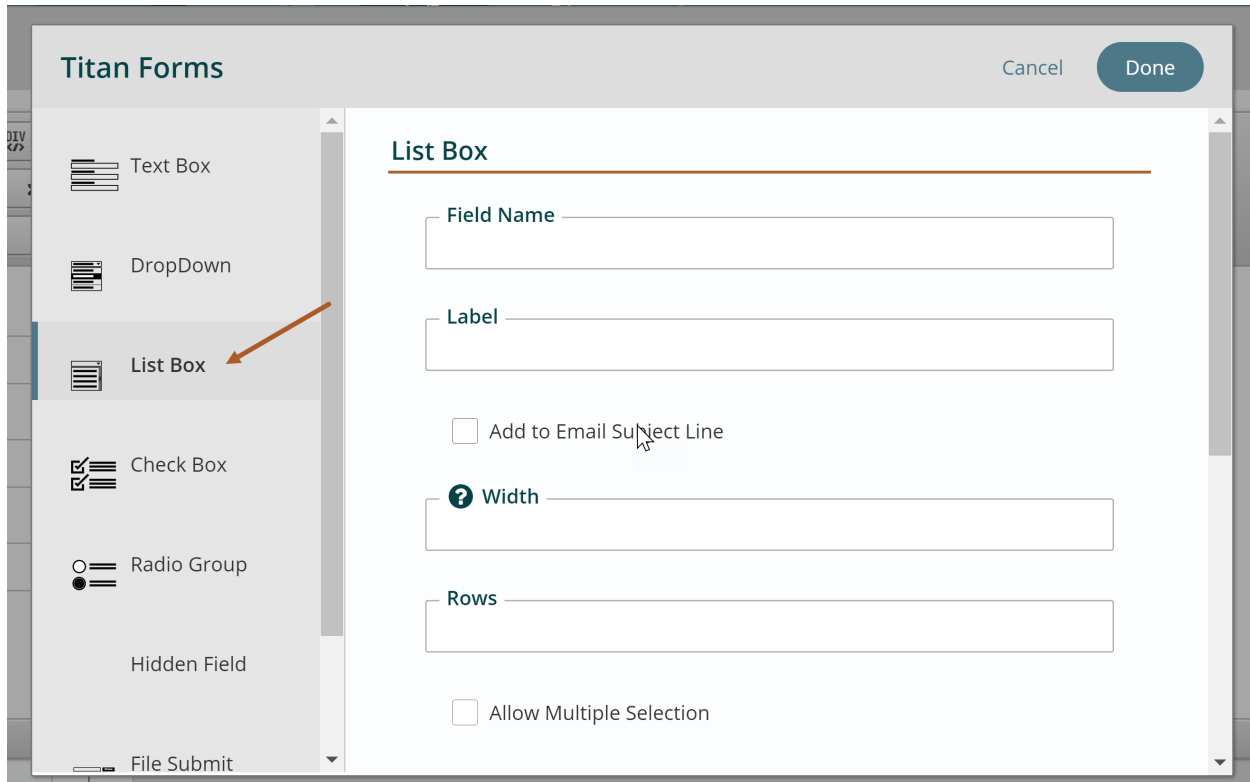
### Add a Drop-Down List

1. Click the Titan Form Icon in the WYSIWYG tool. The Text Box List template will display.
2. Select Drop Down List from the left navigation list.
3. Enter the Drop Down List information.
4. Select Done to add Drop Down List to form. The Form's Content screen will display.
5. Click Save or Publish from the App Ribbon.

### Edit a Drop-Down List

1. Right Click on the Drop Down List in your Form Content.
1. Select the Forms Control Editor. *Note - The Name Field will be grayed because this is a database field and not editable. If you need to change the name field, delete this drop down and add a new drop down.*
2. Make desired changes to your list.
3. Click Done to add the edited list to your form. The forms content screen will display.
4. Click Save or Publish from the App Ribbon.

## List Box Field



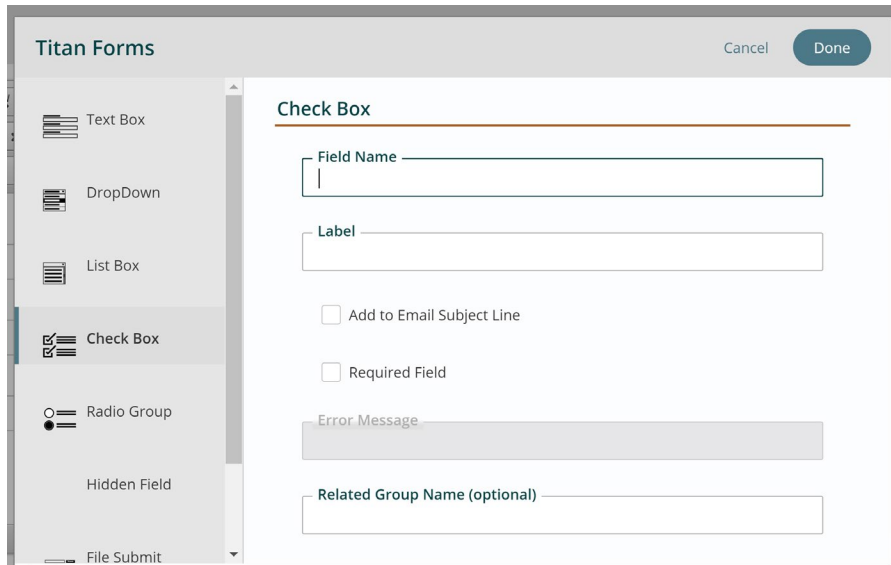
### Add a List Box

1. Click the Titan Forms Icon in the WYSIWYG tool. The Text Box template will display.
2. Select the List Box from the left navigation list.
3. Enter the List Box information.
4. Select Done to add List Box to form or Cancel. The Form's Content screen will display.
5. Click Save or Publish from the App Ribbon.

### Edit a List Box

1. Right Click on the List Box in your Form Content. The List Box will have boxes listed around it and a list will display to select from.
2. Select the Forms Control Editor. The list box template will display. *Note - The Name Field will be grayed because this is a database field and not editable. If you need to change the name field, delete this list and add a new list.*
2. Make desired changes to your list box.
3. Click Done to add the edited list box to your form. The forms content screen will display.
4. Click Save or Publish from the App Ribbon.

## Check Box Field



### Add a Check Box

1. Click the Titan Forms Icon in the WYSIWYG tool. The Text Box template will display.
2. Select Check Box from the left navigation list.
3. Enter the Check Box information.
4. Select Done to add Check Box to form or Cancel. The Form's Content screen will display.
5. Click Save or Publish from the App Ribbon.

### Edit a Check Box

1. Right Click on the Check Box in your Form Content. The Check Box will have boxes listed around it and a list will display to select from.
2. Select the Forms Control Editor. The check box template will display. *Note - The Name Field will be grayed because this is a database field and not editable. If you need to change the name field, delete this check box and add a new check box.*
3. Make desired changes to your check box.
4. Click Done to add the edited check box to your form or Cancel. The forms content screen will display.
5. Click Save or Publish from the App Ribbon.

## Radio Group Field

The screenshot displays the 'Radio Group' configuration window in Titan Forms. On the left, a navigation pane lists various form controls, with 'Radio Group' highlighted. The main workspace is titled 'Radio Group' and includes the following elements: a 'Field Name' text input; two checkboxes for 'Add to Email Subject Line' and 'Required Field'; an 'Error Message' text area; and a 'Radio Group Values' text area with icons for adding (+), removing (-), refreshing (refresh), and sorting (up/down arrows). The window has 'Cancel' and 'Done' buttons in the top right corner.

### Add a Radio Group

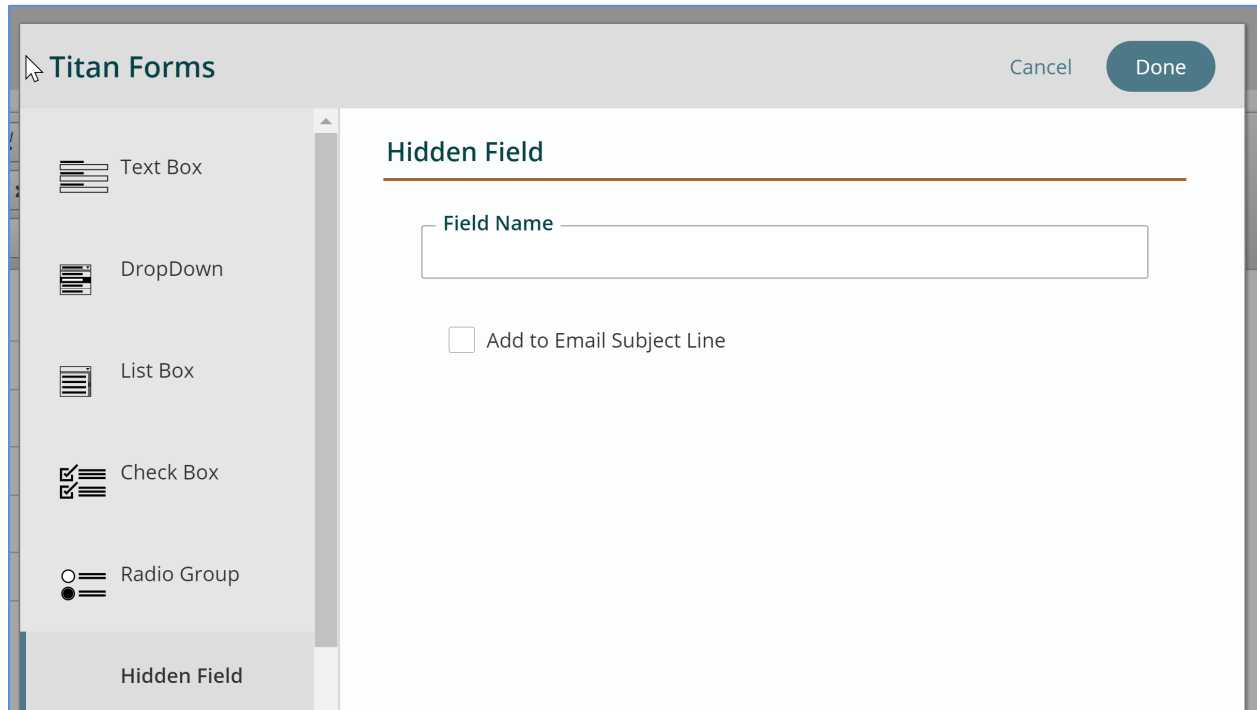
1. Click the Titan Forms Icon in the WYSIWYG tool. The Text Box template will display
2. Click on Radio Group from the left navigation list.
3. Enter the Radio Group information.
4. Select Done. The Form's content screen will display.
5. Click Save or Publish from the App Ribbon.

### Edit a Radio Group

1. Right Click on the Radio Group in your Form Content. The Radio Group will have boxes listed around it and a list will display to select from.
2. Select the Forms Control Editor. The Radio Group template will display. *Note - The Name Field will be grayed because this is a database field and not editable. If you need to change the name field, delete this check box and add a new check box.*
3. Make desired changes to your radio group.
4. Click Done to add the edited radio group to your form or Cancel. The forms content screen will display.
5. Click Save or Publish from the App Ribbon.

## Hidden Field

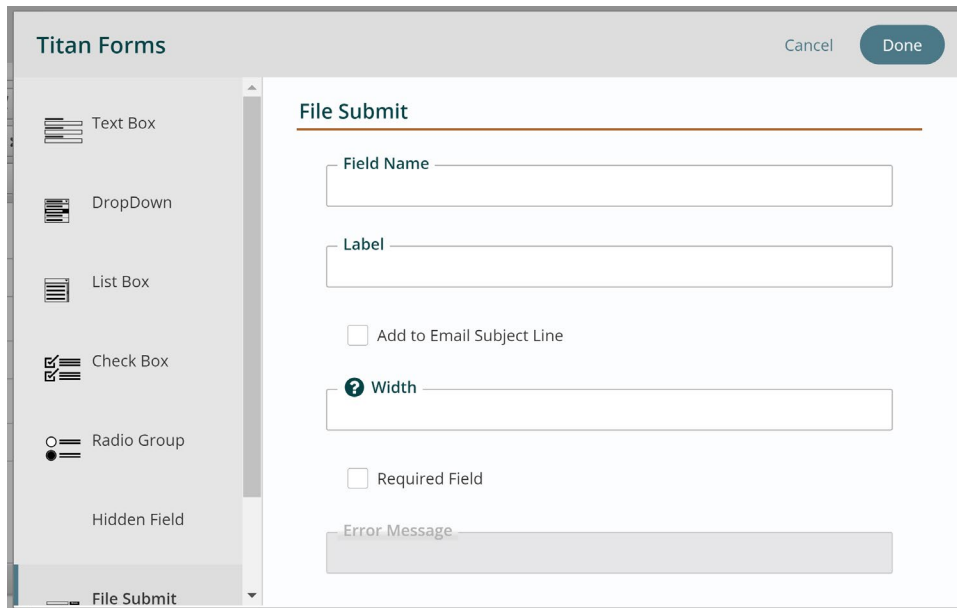
With the use of a special script, hidden fields of information may be passed to a 3rd party website (user doesn't see). The Hidden Field uses the OnLoad Function field in the Forms Editor block with a special script created by developer. Contact your Titan Administrator for assistance.



The screenshot shows the Titan Forms editor interface. On the left is a sidebar with a list of form field types: Text Box, DropDown, List Box, Check Box, Radio Group, and Hidden Field. The 'Hidden Field' option is selected and highlighted. The main area displays the configuration for a 'Hidden Field'. It features a title 'Hidden Field', a text input field labeled 'Field Name', and a checkbox labeled 'Add to Email Subject Line'. The interface includes a 'Cancel' button and a 'Done' button in the top right corner.

## File Submit Field

The File Submit Titan Form field allows a user to upload a file through your form on your website. The Form Submission Action must be POST to Titan, this allows you to select where to store those uploaded files.



The screenshot shows the Titan Forms editor interface. On the left is a sidebar with various form field options: Text Box, DropDown, List Box, Check Box, Radio Group, Hidden Field, and File Submit. The 'File Submit' option is selected. The main area displays the configuration for a 'File Submit' field. It includes input fields for 'Field Name', 'Label', and 'Width'. There are also checkboxes for 'Add to Email Subject Line' and 'Required Field'. At the bottom, there is a grayed-out 'Error Message' field. The interface has a 'Cancel' button and a 'Done' button in the top right corner.

### Add a File Submit field

1. Place your cursor in form where you wish to add the File Submit field.
2. Click the Titan Forms Icon in the WYSIWYG tool.
3. Select the File Submit option. You may need to scroll to find it.
4. Enter the File Submit information.
5. Select Done to add File Submit field to form. The form's content screen will display.
6. Click Save or Publish from the App Ribbon.

### Edit a File Submit field

1. Right click on the File Submit field in your Form Content. The File Submit will now have boxes listed around it and a list will display to select from.
2. Select Titan Forms editor. The File Submit template will display. *Note - The Name Field will be grayed because this is a database field and not editable. If you need to change the name field, delete this check box and add a new check box.*
3. Make desired changes to the File Submit field.

4. Click Done to retain the changes.
5. Click Save or Publish from the App Ribbon.

## Field Labels

LABEL	DESCRIPTION/USE
<b>Field Name</b>	This is the name that is used in the database and on the spreadsheet report. Use a name that will represent the question, title, or label that you have added in your content.
<b>Add to Email Subject Line</b>	If this is checked, the field name(s) for any selected fields built on the form will be added to email subject line.
<b>CSS Class</b>	The default value is automatically selected. You can change value if other CSS classes are listed in drop down.
<b>Width</b>	This is the setting for your field's width.
<b>Rows</b>	This is the setting to allow for 1 or more rows within your text field.
<b>Allow Multiple Selection</b>	When checked, this setting will allow someone to select more than 1 value in your box.
<b>Required Field</b>	Check this box if your field will be required on your form.
<b>Error Message</b>	When the user doesn't fill out the field, this message will advise that this field is required.
<b>Display Value</b>	This is the value that will display on the website. This entry may include spaces.
<b>Database Value</b>	The value that will be assigned to the Display Value entered above and will be stored in the database. Spaces are not allowed.
<b>Add As New</b>	This is the function button to add your entered Display Value in the list. When using a Drop Down or List Box, make your first entry "no selection" or "none" to force user to select from list.
<b>Update Selection</b>	This is the function button to change your selected Display Value and Database Value. When you click on the Display Value in the list, it will be highlighted, and the function buttons Update Selection and Delete Selection will be enabled. Make your change and click Update Selection.
<b>Delete Selection</b>	This is the function button to delete your selected Display Value and Database Value. When you click on the Display Value in list, it will be highlighted, and the function buttons Update Selection and Delete Selection will become enabled. Click on Delete Selection.



LABEL	DESCRIPTION/USE
<b>Move Up</b>	This is the function link to move your Display Value up in the list. When you click on the Display Value in the list, it will be highlighted. Click on the link for Move Up and Display Value will move one place up. Continue clicking Move Up until it is in the desired location.
<b>Move Down</b>	This is the function link to move your Display Value down in the list. When you click on the Display Value in the list, it will be highlighted. Click on link for Move Down and Display Value will move one place down. Continue clicking Move Down until it is in the desired location.