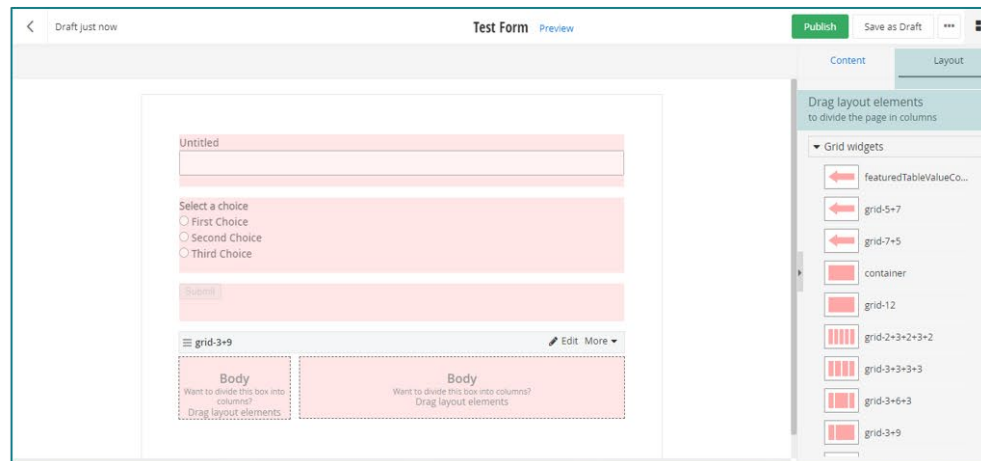
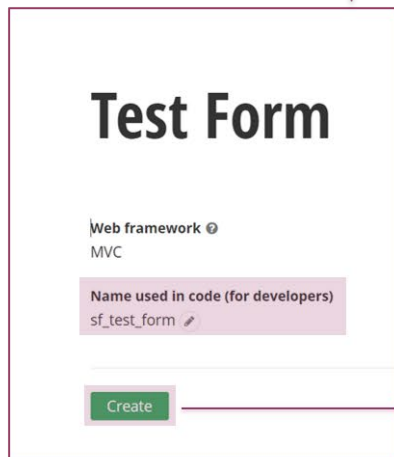
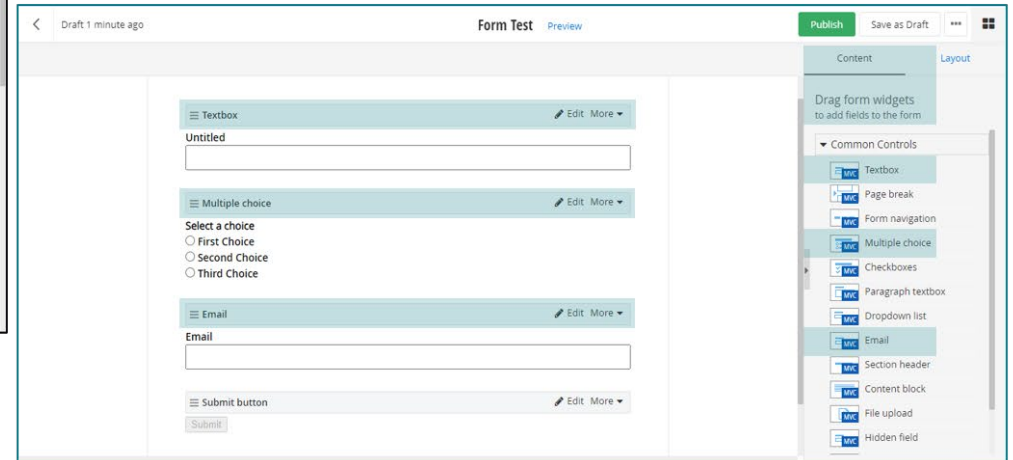
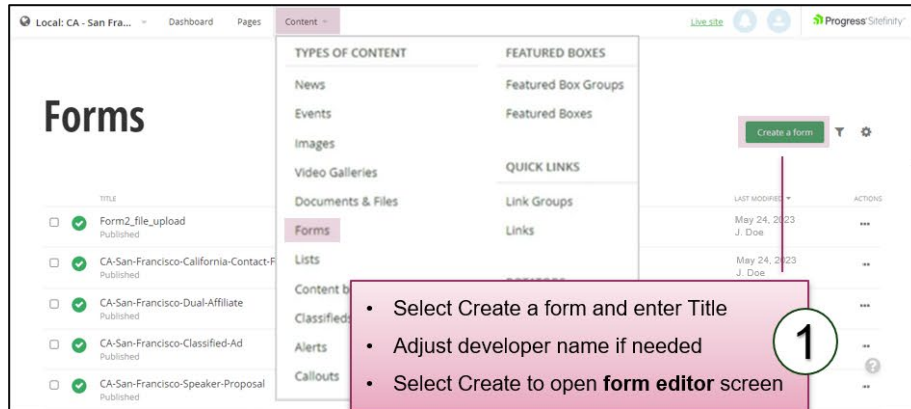


Create a new form



- Drag content widgets to design form
- Adjust layout elements
- Publish or Save as Draft

2

Form editor: Actions menu

Form Test

Draft 1 minute ago

Form editor **Actions menu** allows for further adjustments

1

Web framework MVC
Name used in code (for developers)

Type form title

Create a rule

IF Any of the following conditions are met

Untitled is type field value...

THEN... Show field

Create this rule Cancel

Forms

TITLE	RESPONSES	LAST MODIFIED	ACTIONS
Test Form 3 duplicate Draft	0	Today by Test User	...
Test form 3 Draft	0	Today by Test User	...

Create a form

Form title and properties

Test Form

Restrictions

- ☐ One entry per IP
- ☐ One entry per user (if there is user registration)
- ☒ No restrictions (everyone can submit unlimited number of entries)

After submission users will...

- ☒ View a message
- ☐ Redirect to page...

Message

Thank you for filling out our form.

Notifications

Forms are not configured to send emails. [Learn how to configure sending emails](#) or ask your administrator for assistance.

Confirmation email

☐ Send email to form respondent

Notification email

☐ Send email notifications for responses

Advanced options

Web framework MVC
Name used in code (for developers)
sf_test_form

Save changes Cancel

Edit and manage forms

Local: CA - San Fra... Dashboard Pages Content Live site Progress Sitefinity

Forms

Search...

- Select form title or Actions button to edit published or draft forms
- Select Subscribe to receive email notifications when form is completed by website users

1

Form Title	Status	Count	Actions
CA-San-Francisco-Advert	Published		...
CA-San-Francisco-Board-Member-Acknowledgement	Published	15	Unpublish, Subscribe, Duplicate, Share with..., Delete
CA-San-Francisco-California-Contact-Form	Published	147	...
CA-San-Francisco-Classified-Ad	Published	39	...
CA-San-Francisco-Committee-Member	Published	1	...

Create a form

- Select multiple checkboxes and Bulk actions to export or delete more than one response
 - Select filter button to sort responses
 - Use search bar to find specific responses
- 3

Local: CA - San Fra... Dashboard Pages Content Live site

2

- Select green number to view responses
- Labels correspond to widgets used when creating form
- Select Actions button to preview, export, or delete individual responses

CA-San-Francisco-C...

RESPONSE	SOURCE	SUBMITTED ON	Language	First name	Email	Last name	ACTIONS
☐ 147	Local: CA - San Francisco California	Mar 9, 2024	EN	Jason	Jason@gmail.com	JasonVann	...
☐ 146	Local: CA - San Francisco California	Mar 8, 2024	EN	Steven	Steven@gmail.com	StevenL	...
☐ 145	Local: CA - San Francisco California	Mar 7, 2024	EN	Devoninni	Devoninni@gmail.com	Fredericks	...

Preview, Export to Excel, Delete

Local: CA - San Fra... Dashboard Pages Content

CA-San-Francisco-California-Cont...

2 selected • Select all • Clear • Bulk actions

Export to Excel

Filter responses

Sort responses

Last submitted on top
Last submitted on top
First submitted on top

RESPONSE	SOURCE	SUBMITTED ON	Language	First name	Email	Last name	ACTIONS
☒ 147	Local: CA - San Francisco California	Mar 9, 2024	EN	Jason	Jason@gmail.com	JasonVann	...
☒ 146	Local: CA - San Francisco California	Mar 8, 2024	EN	Steven	Steven@gmail.com	StevenL	...
☐ 145	Local: CA - San Francisco California	Mar 7, 2024	EN	Devoninni	Devoninni@gmail.com	Fredericks	...

Set form permissions

The screenshot shows the Sitefinity Forms dashboard. On the left, there's a list of forms with checkboxes. In the center, there's a 'Create a form' button. A callout box with the number '1' points to this button.

- Select Create a form and enter Title
- Adjust developer name if needed
- Select Create to open **form editor** screen

The screenshot shows the 'Form Test' editor in Sitefinity. It displays a preview of the form with various widgets: Textbox, Multiple choice, Email, and Submit button. On the right, there's a sidebar with 'Content' and 'Layout' tabs, and a list of available widgets to drag onto the form.

The screenshot shows the 'Test Form' editor. It displays a preview of the form with a 'Create' button highlighted. Below the preview, there's a section for 'Web framework' (MVC) and 'Name used in code (for developers)' (sf_test_form).

The screenshot shows the 'Test Form' editor in Sitefinity, specifically the 'Layout' tab. It displays a preview of the form with a grid layout. On the right, there's a sidebar with 'Content' and 'Layout' tabs, and a list of available grid widgets to drag onto the form.

- Drag content widgets to design form
- Adjust layout elements
- Publish or Save as Draft

2

Enable and create notifications

Forms

- Select Administration and Settings
- Select Advanced
- Scroll to Forms → Notifications
- Select Enable notifications checkbox

Form title and properties

Test Form

Restrictions

- ☐ One entry per IP
- ☐ One entry per user (if there is user registration)
- ☒ No restrictions (everyone can submit unlimited number of entries)

After submission users will...

- ☒ View a message
- ☐ Redirect to page...

Message

Thank you for filling out our form.

Notifications

Forms are not configured to send emails. Learn how to configure sending emails or ask your administrator for assistance.

Confirmation email

- ☒ Send email to form respondent

Confirmation email template

{|Form.Title|}: Thank you for submission

Notification email

- ☒ Send email notifications for responses

Notification email template

New form response - {|Form.Title|}

- Email sent to form respondent upon form submission
- Applicable only to forms containing email widget
- Email sent to a list of recipients when a form is submitted or a previous response is modified