

Webforms

A webform consists of two different parts. A page and the webform fields and settings.

Contact us

If you would like more information about our work or have a particular question relating to Oxford outreach please complete the contact form below.

Make sure you have read the privacy information first. The University of Oxford's comprehensive [privacy policy can be found here](#).

If at any point you wish to unsubscribe from the mailing list, please email oxfordfornortheast@admin.ox.ac.uk and this will be actioned within 5 days.

Please tick these boxes *

- I have read and accepted the data use and privacy policy notice
- Oxford for North East may keep me informed via email about Oxford outreach events and services

Your name *

Email address *

Contact telephone number *

Please indicate which of the following list best describes you *

- student
- teacher
- parent

The page part works like most other pages with title, an introduction and body text. The webform part appears beneath this.

The webform part consists of several different tabs:

Form components – This allows you to create a number of different types of input fields

Conditionals – This allows you to create to set of rules (or conditions) which can change the way a form acts

Form validation – This allows you to set up a validation rule for the form

Emails – You can set up email responses to the form submission

Form settings – This allows you to set up a confirmation message, submission limited and any permissions required

The screenshot shows a web form management interface. At the top, there are navigation tabs: VIEW, EDIT, MANAGE DISPLAY, WEBFORM, RESULTS, REVISIONS, and ACCESS CONTROL. Below these are sub-tabs: Form components, Conditionals, Form validation, E-mails, and Form settings. A table lists various form components with columns for LABEL, FORM KEY, TYPE, VALUE, REQUIRED, and OPERATIONS. The table contains 10 rows of components, including checkboxes, textfields, email fields, and textareas. At the bottom of the table, there is a 'New component name' input field, a dropdown menu set to 'Textfield', and an 'Add' button. A 'Save' button is located below the table.

LABEL	FORM KEY	TYPE	VALUE	REQUIRED	OPERATIONS
+ Please tick these boxes	please_tick_these_boxes	Select options	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Your name	your_name	Textfield	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Email address	email_address	E-mail	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Contact telephone number	contact_telephone_number	Textfield	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Please indicate which of the following list best describes you	please_indicate_which_of_th...	Select options	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Please provide the name of your school or college you attend	please_provide_the_name_of_...	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ Please provide your school or college postcode here	please_provide_your_school_...	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ Please indicate which of the following local authority areas do you live or work in	please_indicate_which_of_th...	Select options	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Please describe your enquiry	please_describe_your_enquiry	Textarea	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ New component name		Textfield		<input type="checkbox"/>	Add

Form submission limit

You can add a “soft” limit to the number of form submissions. This does not stop the form being submitted (it’s not an anti-spam option) but it provides a visual indicator to the submitter of the form.

On a form, “Submission limit” is a tab on the left column. Within this tab are three fields to be completed (or left blank if you don’t want to use the submission limit).

Please note that the default is for the submission limit to be shown so the code needs to be deleted if not used.

Submission limit – is the count of submissions that will be displayed in the messages below and, when reached, triggers the change from the first to the second message.

Submission limit counter text – is the text that will be displayed after the body text and before the start of the form. Three tokens can be used here, but you don’t have to use all or any:

@limit is the total entered in submission limit (field above);

@count is how many have been submitted; and

@remaining is the number of spaces left.

HTML tags can also be added here. For example:

This event is limited to @limit places and @count have already been booked.

Only @remaining places remaining!

Message when submission limit reached – is the message that will replace the above “counter text” once the count limit has been reached. Again, the same tokens and HTML tags can be used. For example:

Apologies, but the limit of @limit tickets has been reached. Please submit your details if you would like to be considered for cancellations.

As mentioned, this is a “soft” limit and people can keep submitting once the limit has been reached. “Hard” limits can be entered in “Webform”, “Form settings”, including closing the form.

Submission results

You can download submissions as either Microsoft Excel or Delimited text by going to the ‘Results’ tab > ‘Download’.

The screenshot displays the submission results for a form titled "RW test form". The interface includes a navigation bar with tabs for VIEW, EDIT, MANAGE DISPLAY, WEBFORM, RESULTS, REVISIONS, and ACCESS CONTROL. The RESULTS tab is active, showing a table of submissions. The table has columns for ID, SUBMITTED, USER, IP ADDRESS, and OPERATIONS. Below the table, there are options to export the data as Microsoft Excel or Delimited text, and to choose the column header format (None, Label, or Form Key). There are also sections for SELECT LIST OPTIONS, INCLUDED EXPORT COMPONENTS, and DOWNLOAD RANGE OPTIONS, each with a corresponding input field and a Download button.

ID	SUBMITTED	USER	IP ADDRESS	OPERATIONS
8	13-02-2020 10:55	admin1634@ox.ac.uk	129.67.189.199	view edit delete
7	13-08-2018 07:48	admin1856@ox.ac.uk	129.67.189.218	view edit delete
6	03-07-2017 08:52	admin1856@ox.ac.uk	129.67.189.181	view edit delete
5	15-09-2016 14:28	admin1856@ox.ac.uk	129.67.189.181	view edit delete
4	15-09-2016 14:35	admin1856@ox.ac.uk	129.67.189.181	view edit delete
3	15-09-2016 14:35	admin1856@ox.ac.uk	129.67.189.181	view edit delete
2	15-09-2016 13:55	admin1856@ox.ac.uk	129.67.189.181	view edit delete
1	15-09-2016 13:35	admin1856@ox.ac.uk	129.67.189.181	view edit delete

Export format:
 Microsoft Excel
 Delimited text

Column header format:
 None
 Label
 Form Key
Choose whether to show the label or form key in each column header.

• SELECT LIST OPTIONS
• INCLUDED EXPORT COMPONENTS
• DOWNLOAD RANGE OPTIONS

Download

Things to think about

It is worth remembering that webforms are not within the workflow and so do not have a publish button. To publish them, simply mark as published in the “Published options” tab.

Workbench Access: PAD

Main content *

Images

Contacts

Related

Graphical teaser

Related documents

Oxweb menu

Access control *

Submission limit

Menu settings
Not in menu

Domain access options
University of Oxford

XML sitemap
Inclusion: Default (excluded)
Priority: Default (0.5)

URL redirects
No redirects

URL path settings
Automatic alias

Meta tags
Using defaults

Revision information
New revision

Comment settings
Closed

Custom Breadcrumbs

Authoring Information
By admin1855@ox.ac.uk on 2016-09-15
13:33:22 +0000

Publishing options
Published

Published

Promoted to front page

Sticky at top of lists

Save View changes Delete

It is best to set the submission limit under the Form settings to a number that stops spam email. I would suggest a limit of 200 of total submission every minute.

Total submissions limit

Unlimited

Limit to total submission(s) / every minute

Limit the total number of allowed submissions.

You can close a form by setting the Status of this form under the Form settings tab to 'Closed'. This means that no more submissions can be made.

Text format: Filtered HTML

Message to be shown upon successful submission. If the redirection location is set to Confirmation page it will be shown on its own page, otherwise this displays as a message. Supports Webform token replacements. [Browse available tokens.](#)

Redirection location

Confirmation page

Custom URL:

No redirect (reload current page)

Choose where to redirect the user upon successful submission. The Custom URL option supports Webform token replacements. [Browse available tokens.](#)

Total submissions limit

Unlimited

Limit to total submission(s) / ever

Limit the total number of allowed submissions.

Per user submission limit

Unlimited

Limit each user to submission(s) / ever

Limit the number of submissions per user. A user is identified by their user login if logged-in, or by their IP Address and Cookie if anonymous. Use of cookies may be modified in the global [Webform settings.](#)

Status of this form

Open

Closed

Closing a form prevents any further submissions by any users.