

Forms Module

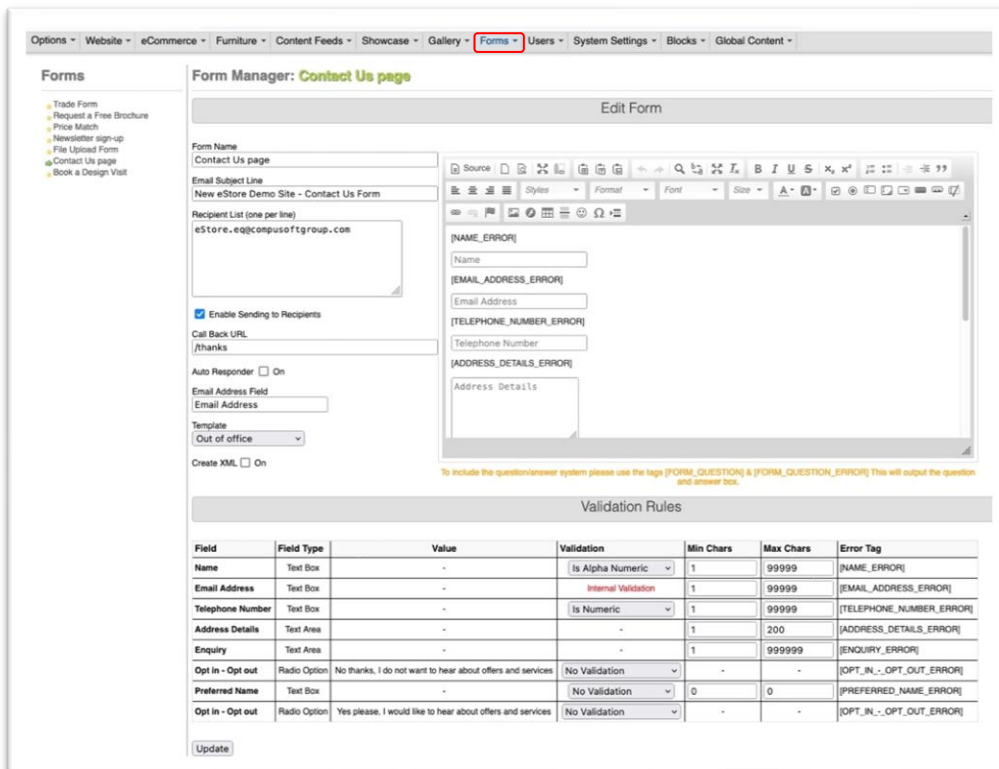
This guide will show you how to use the Forms Module:

1. Go to > **Forms** (Page 1 & 2)
2. Go to > **Form Responses** (Page 2)
3. Go to > **Form Questions** (Page 3)



1. Forms

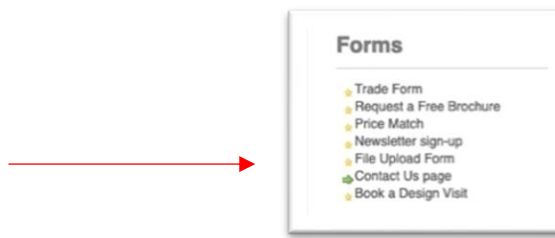
If you go to the top navbar & hover over **Forms > Forms**, you should then see this section in the CMS:



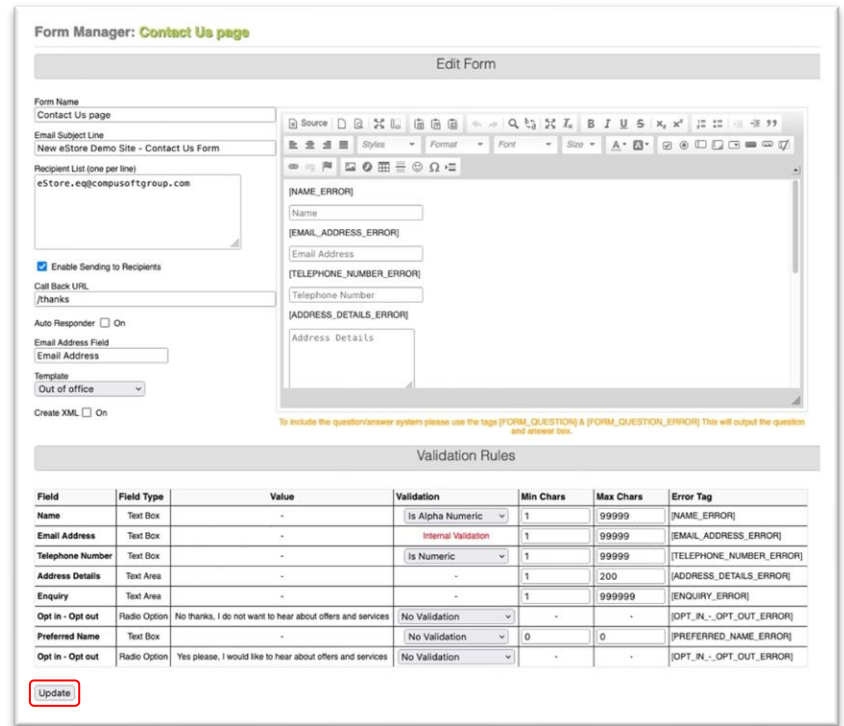
Forms are the tables held within a page that contain predetermined questions & answer fields – such as a **Contact Us** page, you can also create any type of form you would like to other than contact such as a Newsletter, Wishlist form etc.

Example: Contact Form

Forms: These are the forms themselves, which you can edit & customize the type of content you wish to add onto the fields such as first name, last name, date of birth, anything you want from a customer you can add this in.



As you can see in the screenshot, this is the edit section of a contact form.



Form Name: Name of the form

Email Subject Line: Text shown in Subject email which is sent to you.

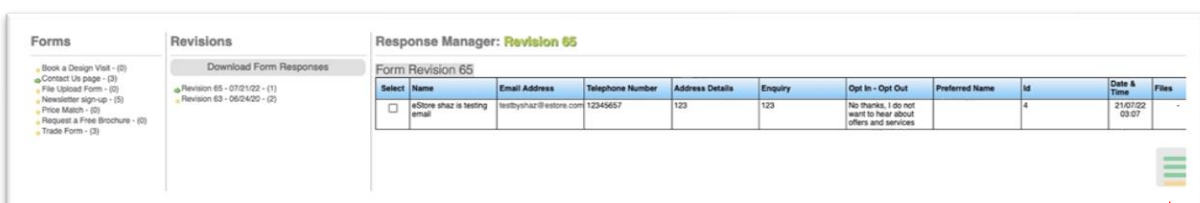
Recipient List: Email address' to receive submissions when a customer fills the form in

Press **Update** when all changes are complete

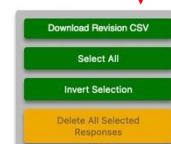
2. Form Responses

Every time someone fills in the form such as contact form, newsletter, all the information they have filled in will get sent to this section, this is a record of that response for you, this will also get sent to an email you wish as well.

This section can be accessed from **CMS > Form Responses**



Form Responses details can also download as an CVS file if needed, from the right Menu bar



3. Form Questions

This section is to change or add what type of questions you want to ask them while they send the form, this is mainly for spammers/bots to try and block them for you, such as What colour is Grass? Or a number question What is **2+2?**

The screenshot shows a 'Question Manager' interface. On the left, there is a list of questions: 'What colour is grass? Blue or Green', 'What is 2+2?', and 'What is the colour of the sky? Blue or Green'. The main area is titled 'Question Manager: What colour is grass? Blue or Green'. It features an 'Edit Question' button at the top. Below this, there is a 'Question Name' field containing 'What colour is grass? Blue or Green'. Underneath is an 'Acceptable Answers (Each on a newline)' text area containing 'Green', 'green', and 'GREEN'. An 'Update' button is located at the bottom of the form.

🔄 Reloading website page will randomly regenerate to display the next Form Question.

The screenshot shows a form question titled 'What is 2+2?'. Below the title is a text input field. Underneath the input field is a link labeled 'New Question'. At the bottom of the form is a teal 'SEND' button.

If **Form Questions** are still not stopping spam emails coming through the contact us page. Please contact eStore team to discuss **Google reCAPTCHA**, which is a third-party system that enables web hosts to distinguish between human and automated access to websites.

