

A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website with a person's profile. The keyboard is white, and the mouse is black. A small green plant is in the top right corner. The background is a light blue and white pattern.

File Upload Field

The file upload field is exactly what you'd expect and allows users to upload files to a form. This feature is only available when users are **logged in** and cannot be used on a public site for security reasons. All files uploaded to a form can easily be downloaded via the Data Viewer application. For more information on how this works, please see the Data Viewer tutorial in this series.

In the form editor, I'll drag the file upload field onto the form canvas. I'm going to be building a parents evening form and I want parents to upload a survey that the school has sent out to them. I'll change the label to let them know that's what I want them to upload and I'll also leave a note in the description asking them to ensure they upload the correct 2019 survey as it has recently changed. You can see at the bottom that there is a note to tell users that files cannot be uploaded on public sites.

The last thing I need to do is make this a required field then I can continue to build the rest of the form.