Forms

Forms are a great, simple way of collecting information from your staff, students and parent directly into Frog. And because, in most cases, they are already logged in, you don't have to worry about collecting their details. Which makes a Frog form a quick task, rather than a chore.

We're also making quite a few changes to forms in the next couple of releases, which will make them even easier to use and more powerful. So what this space for updates.

Currently, to create a form you only intend to use once, drag the form widget onto a page. If you plan to use your form on more than one site, you should create the form in the Forms section of FrogDrive. When you add a form to a site, it actually creates a copy of the Form. This is useful if you want to reuse the same layout but change some of the details.

In the Editing panel, click the New Form button.

A new pop up appears. Here you can add and remove elements to make your form.

As with everything in Frog, it's all drag and drop, and we've listened to what you've asked for. You can recreate the look of your paper forms by being able to set layouts for each row.

Let me show you what I mean.

Here I have a single row and I'm going to drag in a Text element. This is actually a Rich-Text box, allowing me to add links, images and make the text bold. I can use this to make a heading in my row top.

Now I can keep adding elements in this row, just like a Layout box when page editing, but I could choose to add another row underneath and have additional columns.

I can even move elements from one row to the another.

As you can see, we have a number of form elements we can add.

• We've already mentioned Text

• Single Line – allows me to add a single line for text entry.

• Paragraph gives the Form filler-in a larger space.

• Checkboxes let you set a number of options, which allow for more than one selection, while

• Radio buttons limit the user to one of the options.

• Dropdown is also like this

• Date Picker lets you select a date

• And File Upload allows your users to upload files to the form. This can be handy for school trips, reprographics.

Each element has options available, just like when you're editing a page. Most are fairly obvious, so I'm just going to highlight two here:

• If you check the Required Field, your users cannot submit the form without filling this bit in

• Hidden Field – As I mentioned we're making lots of changes to forms and this will be used to offer more functionality. You can ignore it for now.

In this form I've created, I used the Text element to give me form a title, but the form also comes with a title and description. If I go into the Settings tab for the Form itself, I can choose to hide these. This just gives me that little bit extra control over the look of the form.

When you're happy with the form, click Save Form and close the editor.

The page on my site now reloads with the changes. I can click Edit Form at any time and update it, but I also have a few options in the Editing panel, in the Advanced section.

I can move where the labels for each field sit. I can change the text on the submit button. And I can include text to display after submitting.

I can send my form to an email address or multiple email addresses, using a comma to separate them and I can set the form to only allow one entry per person using the Single Submission Form checkbox.

To view the results of my Form, I have two options. I can add the Data Viewer widget to a page or I can open the Data Viewer from the Site menu.

In the form results, I can see all the information, but if I click on the Action Cog, I can export all the data as a CSV spreadsheet or I can clear all the results.

One final feature that's worth mentioning, I can use Frog forms without being logged in, if I set the Site to be Public on the Web then the form can be used without the user being logged in.   You cannot use the File Upload element though, for security.

If you'd like to see an example of a Form in action with quite a few different elements, take a look at the Reprographics site in Frog Templates. This site makes it easier for your staff to submit printing work when convenient to them and collect from your photocopy room when they are free. It allows your office staff to plan their time and prioritise work.