



Advanced Settings

Once a Form has been added to a site; you can edit the Advanced settings of a form within the edit panel. Selecting edit and then clicking on the form in the page will display its settings. As you can see, you have the option to import a different form by selecting the **Import Form** button, create a brand-new form by selecting the **New Form** button or edit the existing form by selecting the **Edit Form** option. Below this is the Advanced settings tab. Clicking on this will display the advanced settings for this particular widget.

The first option in the advanced settings is the **label alignment**. I can choose whether the label alignment is to the top or left. Selecting either option updates the view on the page in real time so you can see how each option is displayed.

Below this, I can change the **Submit Button Label** to something more relevant to the Form. For example, as this form is used for Online Safety Reporting, I'll change this to 'Submit Safety Report'.

I can also add text that is displayed to users when they submit the form by updating the **Text After Submit** area here. I'll add a little message to say thank you for submitting this report.

A very useful setting is the **send email on submission to** option. Here, I can add email addresses separated by a comma so that every time the form is completed, these email addresses will be notified.

Having this set up means users can be kept up to date without having to login to the platform and check the **Data Viewer**. It's worth noting that you will need to have an email relay server setup on your platform in order to do this. If this feature isn't working for you, you will need to speak to your schools' administrator.

The **Notify on submit** option below means you can choose to receive a notification within the platform whenever anyone submits the form. This notification will be displayed in your notifications area within your profile menu.

I also have the option to choose to **Send an email to the person submitting the form**, but this will only be possible if the person submitting the form is logged in and has an email address associated with their account in the **User Management** application.

Toggling the **Single Submission Form** on will limit the submissions to one per user. If this setting is turned on, you can choose whether to give users the ability to edit their submissions. For more information on how this works, please visit the single submission page in this series.

The last option in the advanced settings is to **Limit the Number of Responses**. Toggling this to yes allows me to limit the amount of responses to the form. I could use this feature to ask for volunteers to help with setting up some sports day events on a first come first serve basis.