Contact Us / Online Registration / Custom Form Builder

The key aspects of the module's Field Settings are as follows:

1. **Number of Fields**: The number of lines/fields you would like to display in your form. Click Refresh to update your display. You may also add and delete individual rows as required.

2. **Label Width**: Sets the width of you labels as a percentage of the width of your DNN container. The remainder is used for the data entry fields. So if you want the left hand one third for labels with the right hand two thirds for fields then enter 33 (i.e. 33%).

3. **Icons**: Provided to insert, move up, move down or delete a line/field as required.

4. **Type**: Each line may contain a certain type of field, label or heading. You may select from a variety of field types (see below)

5. **Name**: The label text to be displayed. Any field with a name will be displayed. To temporarily hide a field you may blank out its name. You may use html formatted text in the Name field to create special formatting and effects (bold, line breaks, links, etc.).

6. **Mandator**y: Set to 'Yes' if valid data must be entered before the form is submitted. The field on the form will automatically display a mandatory mark (*)

7. **Lines**: Set the height of the data entry area, in lines, for those fields where this is applicable (e.g. Text Area).

8. **Width**: Set the width of the data entry area of the field, as a percentage of the width remaining for fields (see 'Label Width' above). This allows, for example, email address fields to be wider than phone numbers. Width specification is also useful for managing the number of columns displayed for check box and radio button options. 100% will display them in 1 column, 50% in 2 columns, etc.

9. **Options**: Where a field type (e.g. combo box) has a number of options for the user, a data entry space is made available for entering a comma separated list of values.

Available field types include:

- **Check Box**: Multi-select set of tick box options based on comma separated option values.
- **Combo Box**: Single-select drop down menu based on comma separated option values. Defaults to first value in list.
- **Email**: email address expected and validated
- **Email Receipt**: Use this field when you want the user to receive a copy of the email to their email address (the address they enter). This validated email address will receive the same email as that sent to the "Email To" addresses.
- **Headings - h1 to h4**: section headings using your existing CSS styles
- **HTML**: special field for custom formatting, links, media, inserts. This field is not sent to email recipients so is useful for html formatting that is relevant to the web form but doesn't get included in the email.
- **Label**: the text to be displayed to the left of the field. html capabilities provide for special formatting and effects
- **Radio Button**: Multi-select set of radio buttons based on comma separated option values.
- **Text Box**: the most commonly used simple single-line text input type field for entering string type data like words, numbers, dates (etc.)
- **Text Area**: a multi-line text input type field for longer string type data entry

Please note:

- Using html in the Name field is easy. For example to make a Label bold try typing

  'Customer Name'

  Add a blank line before this field using a line break like this

  '
Customer Name'

  Or provide a link to more information by typing something like

  'Qualification click for help

  A helpful site for further reference is:

  http://www.w3schools.com/tags/default.asp

- You may tick Show Errors during troubleshooting for a more detailed summary of an error. We will try to help if we can. Please provide all your settings details and a screenshot to support@intechrity.com.au