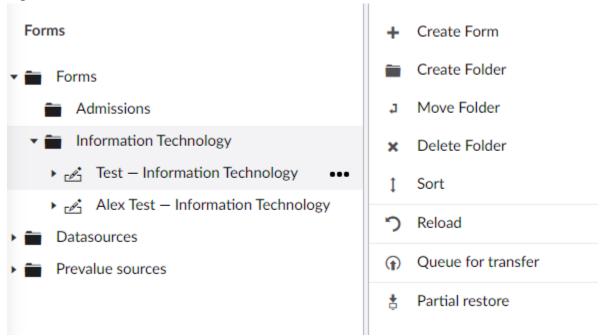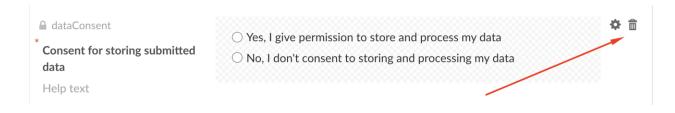# Umbraco Forms

Creating Umbraco Forms:

1.) Log in to the new Umbraco: https://edit.lcsc.edu/umbraco/#/
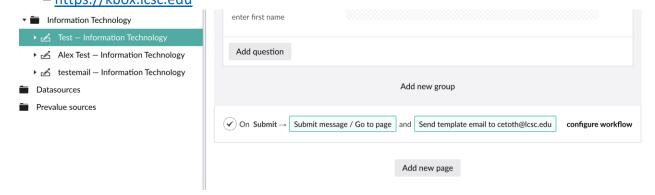2.) On the side bar, click the "Forms" icon.

3.) Click on the "Forms" folder and then select the subfolder of the department you would like to create this new form for. If your department is not listed then please put in a Help Desk ticket – https://kbox.lcsc.edu asking to have access to Umbraco Forms.
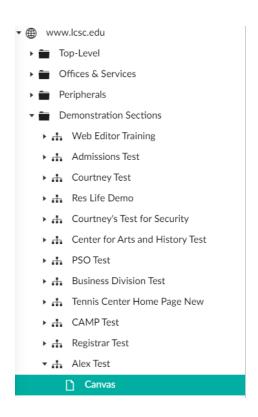4.) Right click the folder and click "Create Form".

5.) Select the "Empty form" option.
6.) At the top of the page, enter the name of the form.
7.) From here, you will now be able to start editing your form.
   a. There is a default question regarding consent on storing data. Feel free to delete this if you would like.

8.) Click "Add question" and a new side window should appear.

9.) Enter the question you wish to ask your users (e.g. "What is your name?").
   a. Help text is also option if you want to provide an example of what to enter.
   b. Click "Choose answer type" and select what kind of response you want to receive from the question. (Ignore the "Perplex" part in the name, these options function as their name suggests.)
   c. For this example, I selected "Perplex Text field".
      i. Placeholder: set default text inside the box.
      ii. Maximum length: determines how many characters a user can enter.
      iii. Type: email, tel, text, number. (This will determine what kind of characters can be entered and if they follow the format correctly. i.e. email will require the @ sign.)
      iv. Mandatory: requires that the question must be answered before submitting.

10.) The submission will be sent to the email address of the person who created the form, if you would like to change that email address, please put in a Help Desk ticket – https://kbox.lcsc.edu

11.) Click "Save" at the bottom of the form when you are done. By default, the Form

12.) To add the form to your site, go into the Content section of Umbraco and browse down into the page you want to add the form to.

13.)Click the "plus" sign on the page depending on where you want this form located.

14.)Scroll down to the bottom of the list in the side window that opens and choose "Web Form".

15.)Select the folder that contains the form, select the form so that it is highlighted, and click "Done" at the bottom.

16.)Click "Save and publish" at the bottom and you should now see your form appear in on the site.

This is just a basic outline for how to create a simple form in Umbraco. Feel free to play around with the settings as there are a ton of different options to choose from that will let you tailor them to your needs.