

# Forms Editor Block

The Forms Editor block is used to build HTML forms and present them anywhere within your site. When site visitors complete your form, Titan CMS can email the data to one or more designated email addresses and store the submitted information in our database. It can also track your form responses through Titan CMS or download the data as a spreadsheet.

## Features:

- Allows simple and complex field validation rules
- Presents a textual confirmation message after form submissions
- Email support for form data recipients with selection of desired fields
- Optional email support for form submitters with selection of desired fields
- Results retrieval interface for data analysis
- Editor functionality

## Common Uses:

- Event Registration forms
- "Contact Us" style forms
- Requests for information

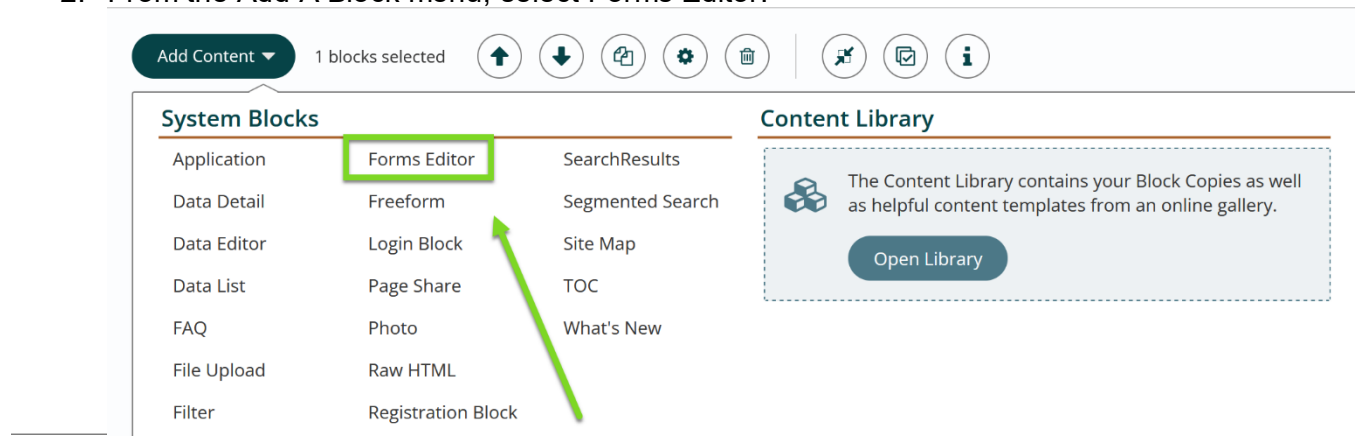
## Contents

Forms Editor Block .....	1
Create a Basic Form With Text Fields.....	2
Accessibility Edits in the Source Code.....	6
Edit a Form Field .....	8
Delete A Form Field .....	8
Form Operation Functions.....	9
Style.....	9
OnLoad Function .....	9
Form Submission Action .....	10
AJAX Submit .....	10
POST to Titan.....	10
POST to Remote URL.....	11
Titan Submit Notifications.....	12
Post Submit – User View.....	14

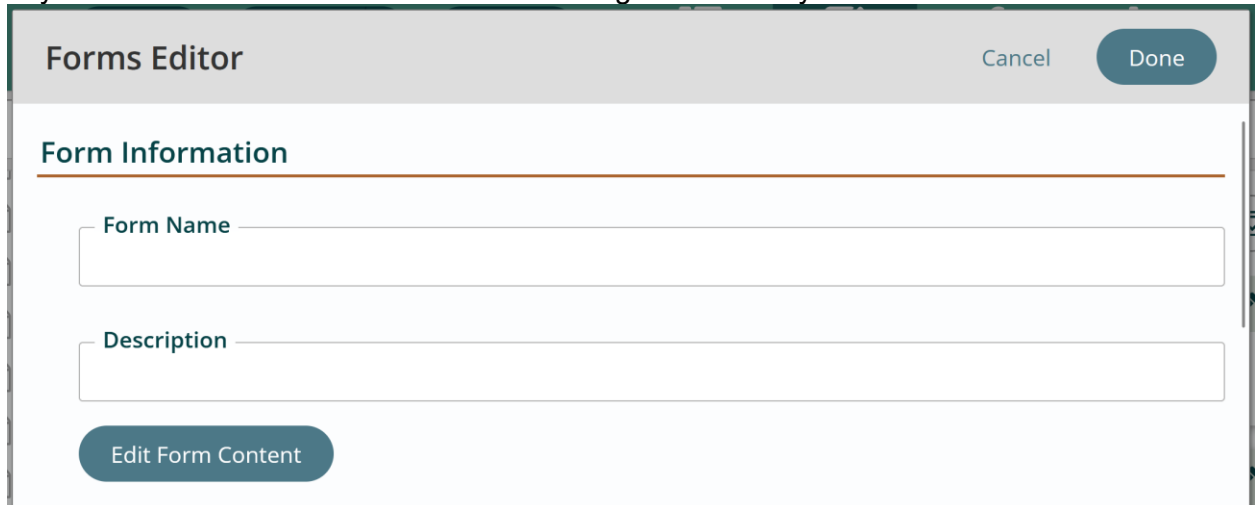
___ Add follow up text to page display following form submission (Page Display) .....	15
___ Redirect to another page following form submission (Redirect to Page) .....	15
___ Send Confirmation Email .....	16
View Form Submissions.....	<b>Error! Bookmark not defined.</b>
Form Field Options .....	19
___ Drop Down List Field .....	19
___ List Box Field .....	20
___ Check Box Field.....	21
___ Add a single Check Box .....	21
___ Multiple Choice Field .....	22
___ Date and Time Field .....	24
___ Hidden Field.....	27
___ File Upload Field .....	28
Saving and Adding Forms With the Content Library .....	30
___ Saving a Form.....	30
___ Adding a Saved Form.....	31
Field Labels.....	33

## Create a Basic Form With Text Fields

1. Open a page.
2. From the Add A Block menu, select Forms Editor.

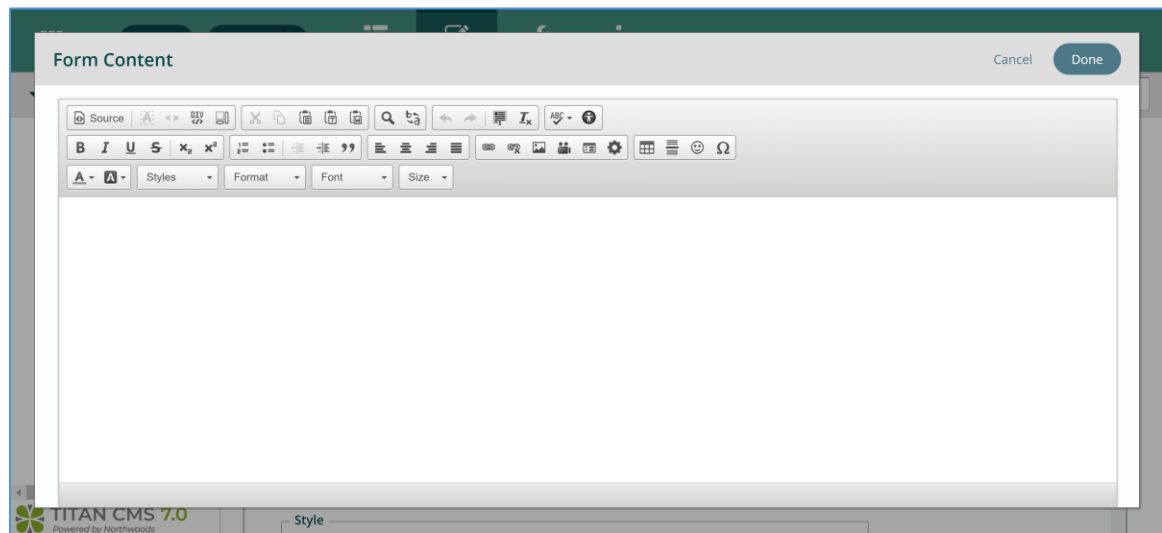


3. Give your form a name and description. The name and description will not be visible anywhere on the site. It is used for internal organization only.




The screenshot shows the 'Forms Editor' window. At the top, there is a title bar with 'Forms Editor' on the left and 'Cancel' and 'Done' buttons on the right. Below the title bar is a section titled 'Form Information' with an orange underline. This section contains two text input fields: 'Form Name' and 'Description'. Below these fields is a blue button labeled 'Edit Form Content'.

4. Click the Edit Form Content button to open the Form Content Editor.
5. You will now see the Form Content Editor window, which is very similar to the Freeform Block. You can enter regular text here as you would in a freeform block, as well as form fields.




The screenshot shows the 'Form Content' editor window. It has a title bar with 'Form Content' on the left and 'Cancel' and 'Done' buttons on the right. Below the title bar is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, and other editing functions. Below the toolbar is a large text area for editing the form content. At the bottom of the window, there is a status bar showing 'TITAN CMS 7.0 Powered by Northwoods' and a 'Style' dropdown menu set to 'Default'.

6. There is a Titan Forms button in your Form Content Editor. To add in input type to the form, click the Forms Editor Block icon  .

7. Upon selecting Titan Forms, the following dialog box appears:

8. To enter a basic Text Box field (default display):
- Field Name:** This becomes the internal database name for this field. It cannot have any spaces or special characters. Example: FieldName or Email
  - Label:** This will appear before your form field both in the workstation and on the display site. If a field is required, best practices for accessibility suggest including (required) at the end of this field to ensure this is clearly understood visually and by screen reader users.
  - Pixel Width/Max Characters:** You can leave this at the default. Our styling overrides this field.
  - Required field:** If you want to require the user to complete this field before submitting the form, check this box.
  - Error Message:** If a field is required, you need an error message to display if there is a problem with the field entry. This is a must for both accessibility and UX. Error messages must indicate which field is in error. For example, "Email is a required field."

- f. **Validation Type:** Use this for emails, phone numbers, zip codes, or anything that you need in a standard format. Titan will verify the formatting of the field, if selected. The Validation Test field allows you to test within the forms editor. If you would like to send a confirmation email to the user following form submission, you will need an email field configured with email validation.
- g. Click DONE when you're done.
9. Continue to build your form, adding fields for the information you would like to collect. See [Additional Form Field Options](#) to read about other field options.
10. Scroll down in the Titan Forms Editor to find the **Submit Button** option. For simple forms with button text "Submit", it is not necessary to add a submit button. Use this if you would like to use different text on the button or have another need that requires customization to the default button.

11. Whatever text you put in the Button Name field will appear as the submission button for your form:  

12. Click Done in the Form Content Editor. This will bring you back to the main Forms Editor.
13. Scroll down and set up your [Form Operations](#), [Titan Submit Notifications](#), and [Post-Submit User View](#) settings. **It is important that you configure these when making a new form.**
14. Publish your page. For thank you messages and other follow-up text or page redirects after the form is submitted, see "Post Submit – User View."
15. Enter a fieldset and legend if you want.

## Accessibility Edits in the Source Code

In certain cases, you will want to go into the source code to update the form and make it more accessible for screen reader users. Common reasons for this would be if you have instructions for the form or multiple choice options that need descriptions for the group of options.

1. After adding the necessary inputs using the methods above, hit the Source button in the upper left corner of the Form Editor.

Form Content

CancelDone

Source

A comprehensive toolbar for a rich text editor. It includes icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, search, replace, find and replace, undo, redo, insert link, insert unlink, insert image, insert video, insert audio, insert document, settings, full screen, print, smiley face, and help.

A B I U S x<sub>2</sub> x<sup>2</sup> | [List Icons] | [Text Icons] | [Link Icon] [Unlink Icon] [Image Icon] [Video Icon] [Audio Icon] [Document Icon] [Settings Icon] [Full Screen Icon] [Print Icon] [Smiley Face Icon] [Help Icon]

A ▾ A ▾ Styles ▾ Format ▾ Font ▾ Size ▾

## Sample Form Comments

Fill out this form to leave us a comment.

Field One

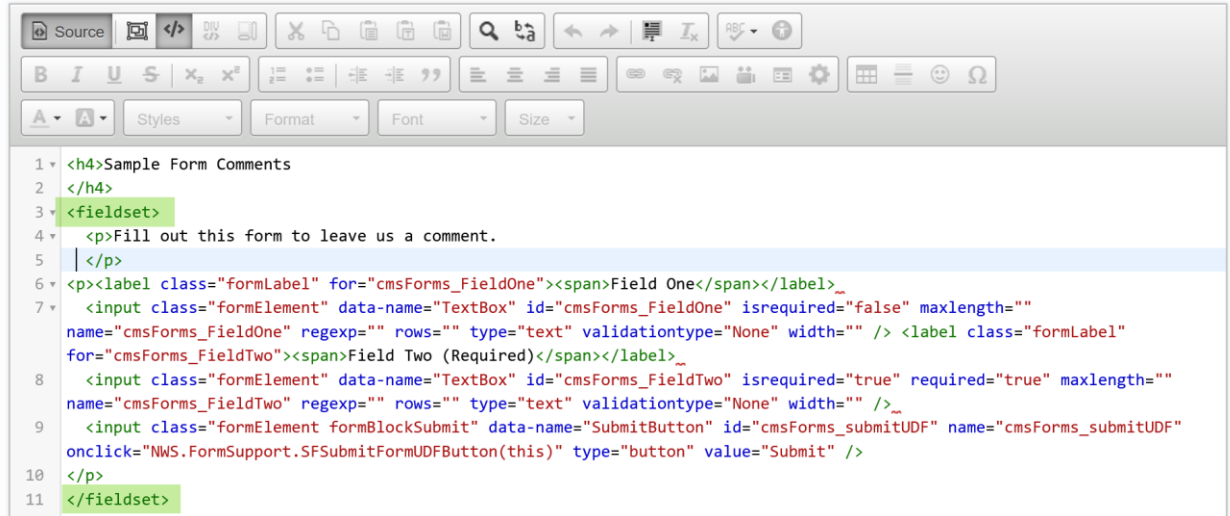
Field Two (Required)

Submit

2. The source code for the above form would look like:

3. If you have instructions for the form as a whole that the user should understand before beginning, add a `<fieldset>` element around the entirety of the instructions and the inputs you created. Insert "`<fieldset>`" at the start of the form content, the editor should automatically create a closing `</fieldset>` tag which you will need to move to the end of

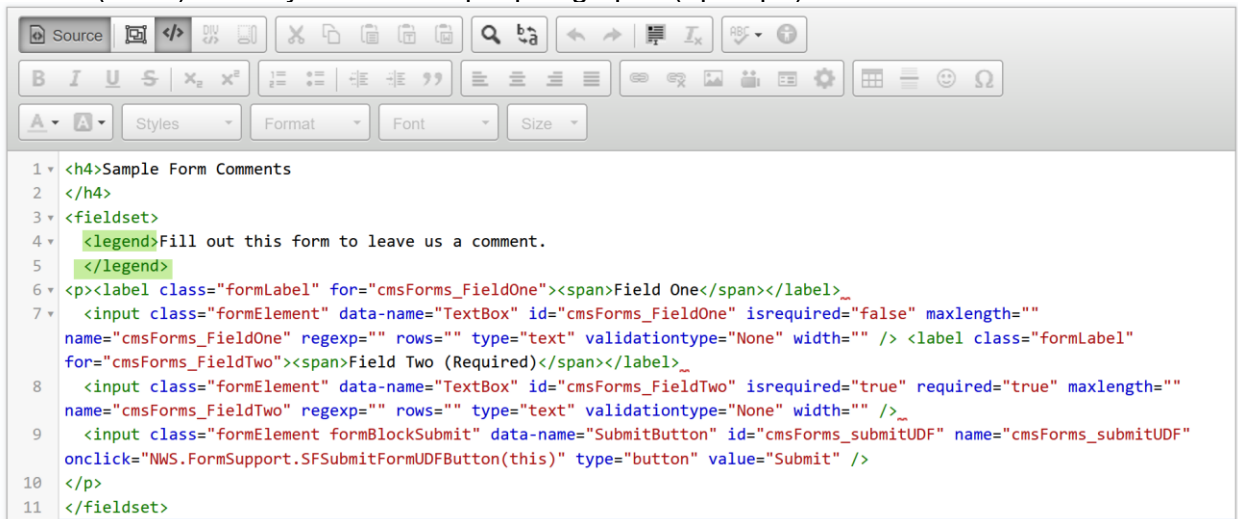
the content you would like to wrap. What this does is mark the whole form as one associated collection. Use Legend tags to mark the instructions.



```

1 <h4>Sample Form Comments
2 </h4>
3 <fieldset>
4 <p>Fill out this form to leave us a comment.
5 | </p>
6 <p><label class="formLabel" for="cmsForms_FieldOne"><span>Field One</span></label>_
7 <input class="formElement" data-name="TextBox" id="cmsForms_FieldOne" isrequired="false" maxlength=""
  name="cmsForms_FieldOne" regexp="" rows="" type="text" validationtype="None" width="" /> <label class="formLabel"
  for="cmsForms_FieldTwo"><span>Field Two (Required)</span></label>_
8 <input class="formElement" data-name="TextBox" id="cmsForms_FieldTwo" isrequired="true" required="true" maxlength=""
  name="cmsForms_FieldTwo" regexp="" rows="" type="text" validationtype="None" width="" />_
9 <input class="formElement formBlockSubmit" data-name="SubmitButton" id="cmsForms_submitUDF" name="cmsForms_submitUDF"
  onclick="NWS.FormSupport.SFSubmitFormUDFButton(this)" type="button" value="Submit" />
10 </p>
11 </fieldset>
  
```

4. If you have any instructions for a given fieldset, you will want them to be visible and read by assistive technology as a legend. Put `<legend></legend>` around the start and end of the instruction text. All instructions and examples should come before they are needed in the form, not as further instructions below or after a field. Legend text may contain breaks (`<br/>`) but may not be multiple paragraphs (`<p></p>`).




```

1 <h4>Sample Form Comments
2 </h4>
3 <fieldset>
4 <legend>Fill out this form to leave us a comment.
5 </legend>
6 <p><label class="formLabel" for="cmsForms_FieldOne"><span>Field One</span></label>_
7 <input class="formElement" data-name="TextBox" id="cmsForms_FieldOne" isrequired="false" maxlength=""
  name="cmsForms_FieldOne" regexp="" rows="" type="text" validationtype="None" width="" /> <label class="formLabel"
  for="cmsForms_FieldTwo"><span>Field Two (Required)</span></label>_
8 <input class="formElement" data-name="TextBox" id="cmsForms_FieldTwo" isrequired="true" required="true" maxlength=""
  name="cmsForms_FieldTwo" regexp="" rows="" type="text" validationtype="None" width="" />_
9 <input class="formElement formBlockSubmit" data-name="SubmitButton" id="cmsForms_submitUDF" name="cmsForms_submitUDF"
  onclick="NWS.FormSupport.SFSubmitFormUDFButton(this)" type="button" value="Submit" />
10 </p>
11 </fieldset>
  
```

5. You can nest fieldset elements, and should do so if you have multiple choice options in your form. See the [instructions for multiple choice fields](#) to learn more.
6. **A note about source edits:** When you enter labels directly in the source code, they do not always appear in the Titan Forms Editor. They do appear on the site, and function correctly. However, especially for fields other than text boxes and fields that contain a paragraph break, the Forms Editor does not always pull that in to populate the label field on the WYSIWYG side of the editor in Titan.

## Edit a Form Field

1. Click on the field in the form content. A box will appear around the form field. You can also double-click on the empty field.
2. Click the Titan Forms icon in the toolbar. 
3. The Form Editor box will open. Make all desired changes.
4. Click Done to retain the changes.
5. Click Save or Publish from the App Ribbon.

## Delete A Form Field

1. Click on the field in the form content.
2. Select delete on your keyboard. The field will be removed from your form.
3. Click Save or Publish from the App Ribbon.

# Form Operation Functions

The screenshot shows the 'Forms Editor' interface. At the top, there's a header bar with 'Forms Editor' on the left, 'Cancel' in the middle, and a 'Done' button on the right. Below the header, the 'Form Operation' section is highlighted with a red underline. It contains a 'Style' dropdown menu set to 'Default'. Below that is a text area for the 'OnLoad Function (executes on form load and can be used to prepopulate form data)'. The 'Form Submission Action' section has three radio button options: 'AJAX Submit (No File Submit controls can be used on your form)' (selected), 'POST to Titan', and 'POST to Remote URL (Titan will not receive data and control will transfer to remote site)'. Under 'AJAX Submit', there are checkboxes for 'Require User to Confirm Data' (checked) and 'Use Captcha'. Under 'POST to Titan', there is a checkbox for 'Use Captcha'. Below these is a text field for 'Destination Folder for File controls Path'. At the bottom, there is a text field for the 'POST to Remote URL' option.

Form Operation is the first section below Form Information in the Forms Editor.

## Style

Generally, you will use the default style for your site. If your Style Guide has multiple form styles, you could choose an option from the drop down.

## OnLoad Function

The OnLoad Function is used to pre-populate a text field in the form based on function. A function will need to be created. To enable this function, please contact your Account Director for developer assistance. [More information can be found on the Titan CMS Documentation site.](#)

## Form Submission Action

### AJAX Submit

This option is the default.

*This is not available if you are using the file submit option*

- **Require User to Confirm Data** After submitting, the user will be required to review their data and use the Edit or Submit button to continue.

Please review the information below. If everything is correct, click "Send". To go back and edit your entries, click "Edit".

Name

User Name

Email

yourname@nwsdigital.com

Message

Hi, I think your site is great!

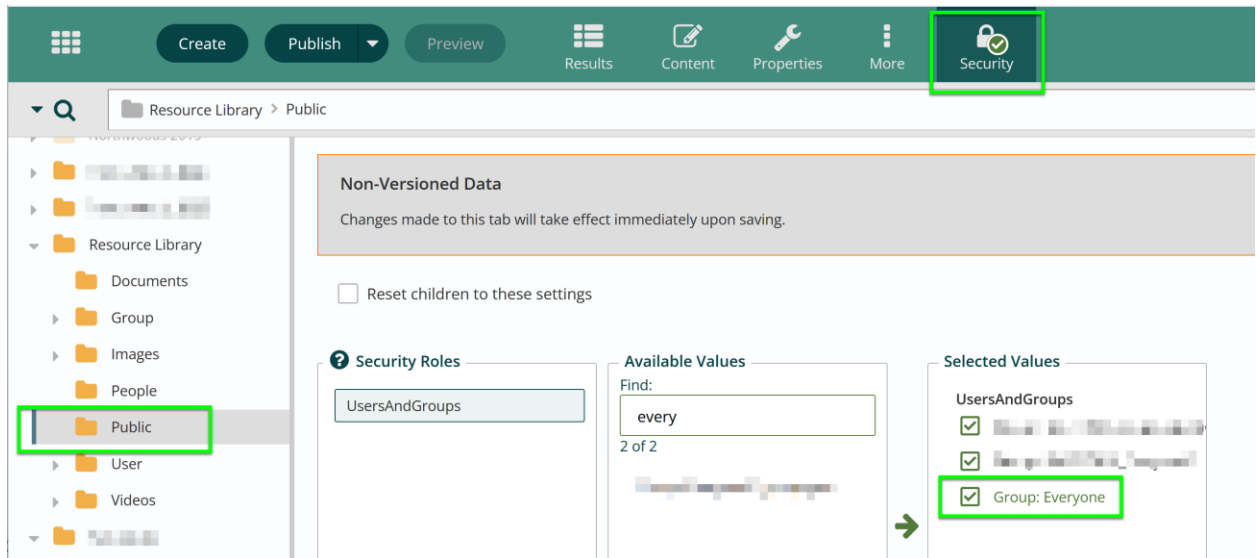
Send Edit

- **Use Captcha.** In order to use Captcha, you will need to [configure Titan Administration with a captcha key](#)

### POST to Titan

Choose this option if you have a file submit field and want those files stored locally.

- **Use Captcha** - In order to use Captcha, you will need to [configure Titan Administration with a captcha key](#).
- **Choose Folder** - Use this option when File Submit is configured in your form. This is where you will select the folder where submitted files will be stored.  
***NOTE: the folder must have Security set to Everyone, or the File Submit action won't work.***



## POST to Remote URL

- Titan CMS will not receive data and control will transfer to remote site.

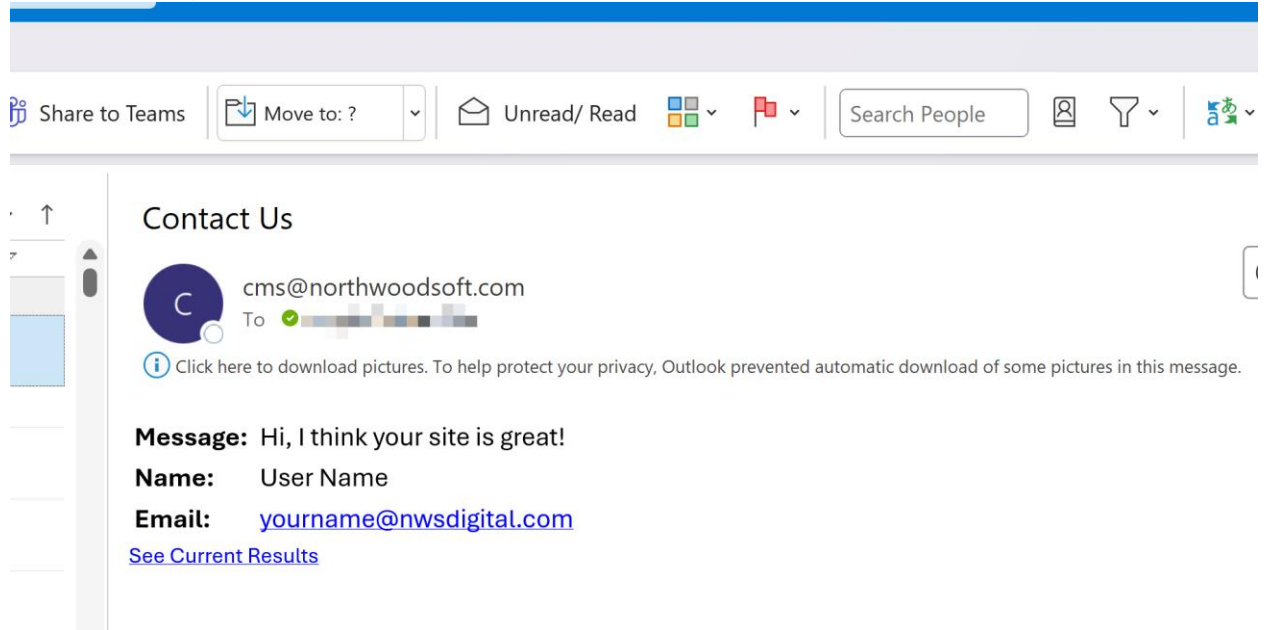
## Titan Submit Notifications

The screenshot shows the 'Forms Editor' interface with a 'Titan Submit Notifications' section. At the top right of the editor are 'Cancel' and 'Done' buttons. The section title 'Titan Submit Notifications' is underlined. Below it, there is a text input field for 'Source Email (used as the From: address)' containing 'cms@northwoodsoft.com', followed by a 'Test' button. Below that is a larger text input field for 'Form Submit Notification (use a comma to separate multiple values)'. A checkbox labeled 'Send notification to email of submitter if they are logged-in' is unchecked. At the bottom, there is a 'Fields to Send' section with the text 'No fields selected' and a 'Choose Fields' button.

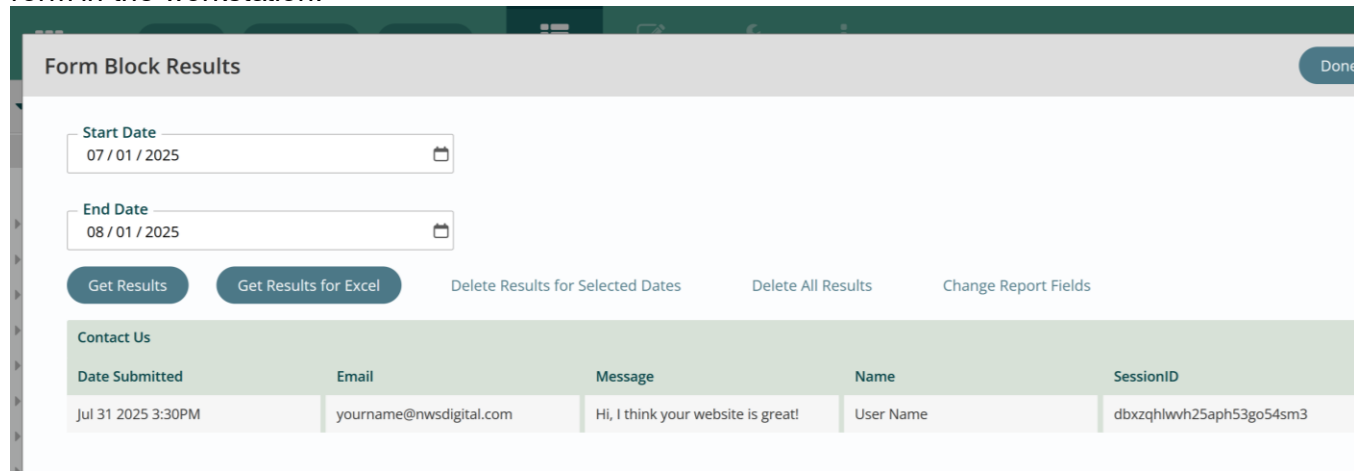
It is important that you configure this section correctly to ensure that you receive form results.

1. In the Form Editor, under Titan Submit Notifications, set your Source Email to an organization/business email address. This is the email address that the results will appear to be sent from. It is usually a non-personal email, like info@yourcompany.com.
2. The Form Submit Notification should be the email address of the individual receiving the submission. You can have multiple addresses, but they must be separated by commas. It is fine for this to be the same email as the source email.
3. Click the Choose Fields button and select the fields you wish to send in the notification email. Arrange them in the desired display order for your results.

- When a user submits a form, you will get an email with the form name in the title, the chosen fields, and “See Current Results.”



- If you click “See Current Results” you will be taken to the recent submissions for that form in the workstation.



## Post Submit – User View

**Forms Editor**CancelDone

**Post Submit - User View**

**Page Display**

☒ Show Follow-Up Text

Edit Follow-Up Text

☐ Redirect to Selected Page

PathChoose Page

**? Send Confirmation to Email**

☐ Send confirmation to email submitted by user in the field

No Email Fields Available

Email Subject

Edit User Confirmation Email

## Add follow up text to page display following form submission (Page Display)

Post Submit - User View

Page Display

☒ Show Follow-Up Text

☐ Redirect to Selected Page

Follow-Up Text Edit

Choose Page

You can enter text that the user will see after submitting the form.

1. Click the Edit link.
2. Use the WYSIWYG text editor to enter the text that will appear when the visitor submits the form.
3. Click Done.

## Redirect to another page following form submission (Redirect to Page)

Post Submit - User View

Page Display

☐ Show Follow-Up Text

☒ Redirect to Selected Page

Follow-Up Text

Choose Page

1. Select the Redirect to Selected Page radio button.
2. Click the Choose Page Button to browse to find the page in your Navigation Tree.
3. Publish.

## Send Confirmation Email

The screenshot shows a configuration panel titled "Send Confirmation to Email" with a help icon. A checkbox labeled "Send confirmation to email submitted by user in the field" is checked. Below this is a dropdown menu currently showing "Email", which has a green "Changed" confirmation box next to it. Underneath the dropdown is an "Email Subject" text input field. At the bottom of the panel, the text "User Confirmation Email" is followed by an "Edit" link. The bottom portion of the panel is a large, empty text area for the email content.

1. Click the Send User Email checkbox.
2. From the drop-down list, select the email field. **Note: For a field to show up in this list, it must have Validation Type: Email configured. This field will be used on the form to collect email addresses.**
3. Enter a subject in the Email Subject field.
4. Click the Edit link for User Confirmation Email. The link will only display when checkbox is checked.
5. Build the content for the User Confirmation email in the content section using the WYSIWYG options. If you don't build anything, the user will get an empty email.
6. Click done.

# Get Form Results

The last portion of the Forms Editor block allows you to view the results of submissions. Note: This will not work if you have chosen POST to Remote URL, as Titan will not receive that data.

### Get Form Results

**Report Fields**  
No fields selected

Choose Fields

**Start Date**  
06/22/2020

Get Results

**End Date**  
07/23/2020

1. Click the “Choose Fields” button to select what fields you would like to display and arrange their display order.
2. Use the date fields to filter your results. By default, it shows the last 30 days.
3. Click “Get Results”

### Form Block Results

**Start Date**  
07 / 01 / 2025

**End Date**  
08 / 01 / 2025

Get Results   Get Results for Excel   Delete Results for Selected Dates   Delete All Results   Change Report Fields

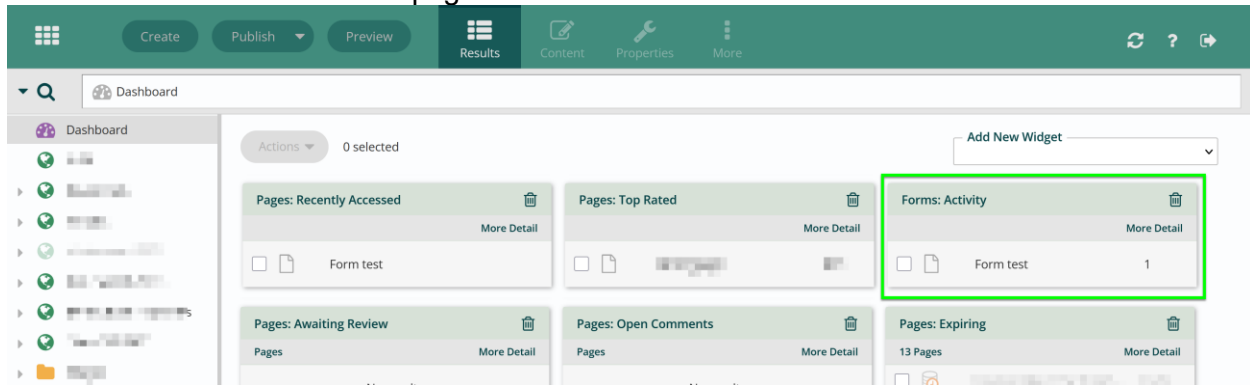
Date Submitted	Email	Message	Name	SessionID
Jul 31 2025 3:30PM	yourname@nwsdigital.com	Hi, I think your website is great!	User Name	dbxzqhlwvh25aph53go54sm3

In the Form Block Results window you can:

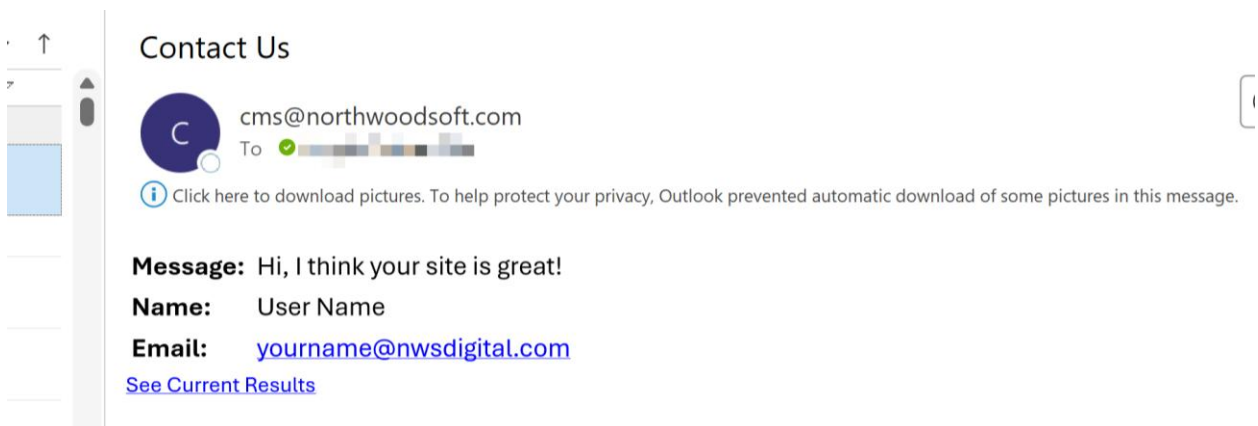
- Update results dates. Click “Get Results” again after changing Start or End Date fields.
- Export your data to an Excel spreadsheet by clicking “Get Results for Excel.”
- Delete unnecessary form results. “Delete Results for Selected Dates” will delete only the results that are currently displayed. “Delete All Results” will clear everything out of the database (not just your filtered results).
- Change which fields you’re viewing using “Change Report Fields.” You can change these at any time – you won’t lose your data if you delete fields from your display.

## Tips:

You can configure your Titan CMS Workstation dashboard to include the Forms: Activity widget, which will tell you which pages have forms with recent results. Click page to open, then open the Forms Editor block on the page and scroll to the Get Results section.



You can also get click “See Current Results” from an email with form results to get to the Form Block Results window.



# Form Field Options

## Drop Down List Field

The screenshot shows the 'Titan Forms' configuration window. On the left is a sidebar with a list of field types: Text Input, Drop-down List (highlighted with a green box), List Box, Checkbox, Multiple Choice, Hidden Field, File Upload, Submit Button, and Dates and Times. The main area is titled 'Drop-down List' and contains the following fields and options:

- Field Name:** A text input field containing 'DropdownField'.
- Label:** A text input field containing 'Drop-Down Field'.
- ☐ Add to Email Subject Line
- Width:** A text input field with a question mark icon.
- ☐ Required Field
- Error Message:** A large, empty text area.
- Drop-down Values:** A section with two input fields: 'Key' and 'Display Value'. To the right of these fields are three icons: a plus sign (+), a minus sign (-), and a circular arrow (refresh). Below these are two more icons: an up arrow (↑) and a down arrow (↓).
- Options Table:** A table with two columns, 'Key' and 'Display Value', containing two rows of options:

Key	Display Value
Option 2	Option 2
Option 1	Option 1

1. Click the Titan Form Icon in the WYSIWYG tool. The Text Box List template will display by default.
2. Select Drop-Down List from the left navigation list.
3. Enter the Field Name and Label, and, if applicable, the width and required field and error message.
4. Enter the list options into Key and Display Value in the Drop-down Values section. Hit the plus button after each option is entered. If you would like to rearrange the order of the list, click on a list item and hit the up or down arrow button to move it.
5. Select Done to add Drop Down List to form. The Form's Content screen will display.
6. Click Save or Publish from the App Ribbon.

## List Box Field

**Titan Forms** Cancel Done

Text Input  
Drop-down List  
**List Box**  
Checkbox  
Multiple Choice  
Hidden Field  
File Upload  
Submit Button  
Dates and Times

**List Box**

Field Name

Label

☐ Add to Email Subject Line

? Width

Rows

☒ Allow Multiple Selection

☐ Required Field

Error Message

**List Box Values**

Key  Display Value  + - ↺ ↑  
↓

one	1
two	2
three	3

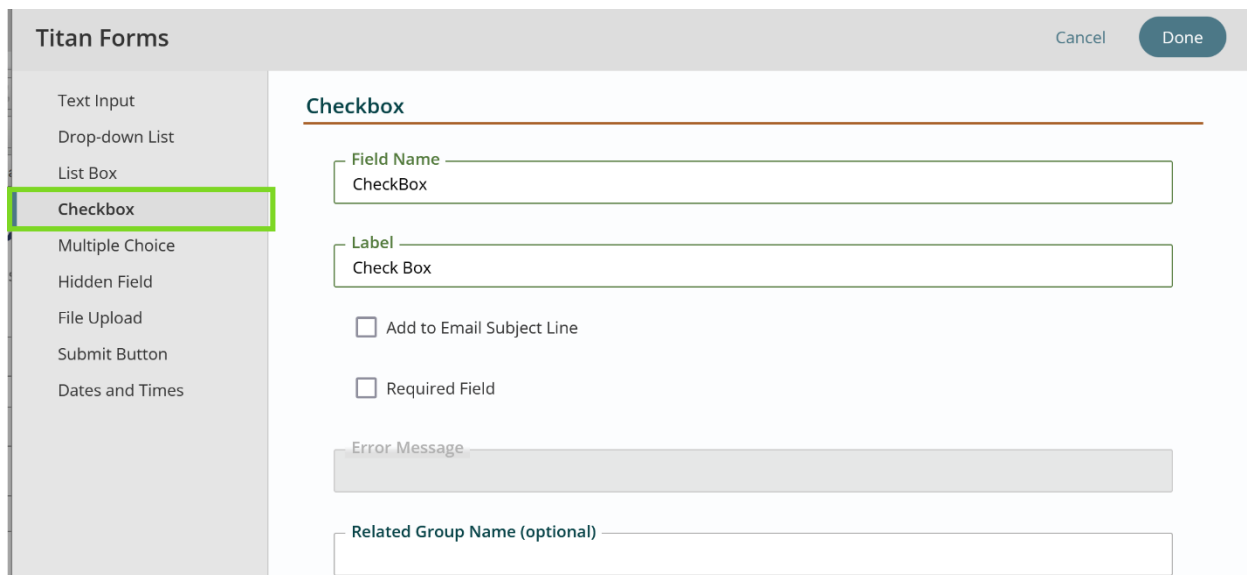
1. Click the Titan Forms Icon in the WYSIWYG tool. The Text Box template will display.
2. Select the List Box from the left navigation list.
3. Enter the Field Name and Label, and, if applicable, the width, the required field and error message, and if multiple selections are allowed.
4. Enter the List Box Values into Key and Display Value in the Drop-down Values section. Hit the plus button after each option is entered. If you would like to rearrange the order of the list, click on a list item and hit the up or down arrow button to move it.
5. Select Done to add List Box to form or Cancel. The Form's Content screen will display like so, with your default styling applied.

### List Box



6. Click Save or Publish from the App Ribbon.

## Check Box Field



## Add Check Box

1. Click the Titan Forms Icon in the WYSIWYG tool. The Text Box template will display. (Note: this is for a single text box only. If you are looking to create a form field with multiple check boxes for one question, you will need a Multiple Choice field, with check boxes selected as the style option.)
2. Select Check Box from the left navigation list.
3. Enter the Check Box information.
4. Select Done to add Check Box to form or Cancel. The Form's Content screen will display.
5. Click Save or Publish from the App Ribbon.

## Multiple Choice Field

The screenshot shows the 'Titan Forms' configuration window. On the left is a sidebar with a list of field types: Text Input, Drop-down List, List Box, Checkbox, Multiple Choice (highlighted with a green box), Hidden Field, File Upload, Submit Button, and Dates and Times. The main area is titled 'Multiple Choice' and contains the following fields:

- Field Name:** A text input field containing 'MultipleChoice'.
- Options:** Two checkboxes labeled 'Add to Email Subject Line' and 'Required Field'.
- Error Message:** A text input field.
- Display As:** A dropdown menu with a question mark icon, currently set to 'Radio Buttons'.
- Choices:** A text input field followed by four icons: a plus sign (+), a minus sign (-), a circular arrow (refresh), and up/down arrows.
- Options List:** A list box containing 'Option 1', 'Option 2', and 'Option 3'.

At the top right of the window are 'Cancel' and 'Done' buttons.

1. Click the Titan Forms Icon in the WYSIWYG tool. The Text Box template will display
2. Click on Multiple Choice in the left navigation list.
3. Enter the field name and select the checkboxes if relevant.
4. Choose how you would like the options to appear from the Display As drop-down menu. You can display options as radio buttons or check boxes.
5. Enter the options into the Choices field, hitting + after each option. If you would like to rearrange the list, click on an option and hit the up or down arrow. Hit the – button to delete an option.
6. Select Done. The Form's content screen will display.
7. Go into the source code. At the moment, text for multiple choice options has to be entered outside of the form editor, either in the WYSIWYG editor or in the source code

**Form Content** Cancel Done

**Source**

**Sample Form Comments**

Fill out this form to leave us a comment.

Field One

Field Two (Required)

Drop-Down Field

Option 2

☐ Option 1 ☐ Option 2 ☐ Option 3

8. Add `<fieldset>` `</fieldset>` around the multiple choice options, and add in the text of the question as a legend.

**Source**

```

1 <h4>Sample Form Comments
2 </h4>
3 <fieldset>
4 <legend>Fill out this form to leave us a comment._
5 </legend>
6 <p><label class="formLabel" for="cmsForms_FieldOne"><span>Field One</span></label>_
7 <input class="formElement" data-name="TextBox" id="cmsForms_FieldOne" isrequired="false" maxlength="" name="cmsForms_FieldOne" regexp=""
rows="" type="text" validationtype="None" width="" /> <label class="formLabel" for="cmsForms_FieldTwo"><span>Field Two (Required)</span></
label>_
8 <input class="formElement" data-name="TextBox" id="cmsForms_FieldTwo" isrequired="true" maxlength="" name="cmsForms_FieldTwo" regexp=""
required="true" rows="" type="text" validationtype="None" width="" />
9 </p>
10 <p><label class="formLabel" for="cmsForms_DropdownField"><span>Drop-Down Field</span></label>_
11 <select class="formElement" data-name="DropDown" id="cmsForms_DropdownField" isrequired="false" name="cmsForms_DropdownField" rows="0"
size="0" width=""><option value="Option 2">Option 2</option><option value="Option 1">Option 1</option>_
12 </select>
13 </p>
14 <fieldset>
15 <legend>Multiple Choice Question_
16 </legend>
17 <input class="formElement" data-name="RadioGroup" id="cmsForms_MultipleChoice_Option 1" isrequired="false"
name="cmsForms_MultipleChoice" savevalue="Option 1" type="radio" value="Option 1" /><label class="formLabel"
for="cmsForms_MultipleChoice_Option 1"><span>Option 1</span></label>_
18 <input class="formElement" data-name="RadioGroup" id="cmsForms_MultipleChoice_Option 2" isrequired="false"
name="cmsForms_MultipleChoice" savevalue="Option 2" type="radio" value="Option 2" /><label class="formLabel"
for="cmsForms_MultipleChoice_Option 2"><span>Option 2</span></label>_
19 <input class="formElement" data-name="RadioGroup" id="cmsForms_MultipleChoice_Option 3" isrequired="false"
name="cmsForms_MultipleChoice" savevalue="Option 3" type="radio" value="Option 3" /><label class="formLabel"
for="cmsForms_MultipleChoice_Option 3"><span>Option 3</span></label>
20 </fieldset>
21 <p>
22 <input class="formElement formBlockSubmit" data-name="SubmitButton" id="cmsForms_submitUDF" name="cmsForms_submitUDF"

```

9. Click Done in the Form content, then Save or Publish from the App Ribbon.

## Date and Time Field

The screenshot shows the 'Titan Forms' configuration window. On the left is a sidebar with a list of field types: Text Input, Drop-down List, List Box, Checkbox, Multiple Choice, Hidden Field, File Upload, Submit Button, and 'Dates and Times' (which is highlighted with a green border). The main area is titled 'Dates and Times' and contains the following configuration options:

- Field Name:** A text input field containing 'StartDate'.
- Label:** A text input field containing 'Start'.
- Input Type:** A dropdown menu with the text '- select a date input type -' and a downward arrow.
- Earliest allowed value:** A text input field with a question mark icon.
- Latest allowed value:** A text input field with a question mark icon.
- Step restriction:** A text input field with a question mark icon.
- Add to Email Subject Line:** An unchecked checkbox.
- Required Field:** An unchecked checkbox.
- Error Message:** A large, empty text area.

At the top right of the window are 'Cancel' and 'Done' buttons.

1. Click the Titan Forms Icon in the WYSIWYG tool and select Dates and Times.
2. Enter a field name and label.
3. Select Date, Time, or Date and Time from the dropdown menu under Input Type.

This close-up shows the 'Input Type' dropdown menu. The selected option is 'Date and Time'. The dropdown list is open, showing three options: '- select a date input type -', 'Date', and 'Time'. Below these, 'Date and Time' is listed and highlighted with a grey background.

4. The date and/or time picker will be the default style of whatever browser it is viewed on.

Start

**Submit**

5. If desired, select an earliest and/or latest allowed value – a date or time before or after which dates or times cannot be selected. Format dates as yyyy-mm-dd, time in a 24 hour format as hh:mm:ss, and datetime as yyyy-mm-ddThh:mm

**? Earliest allowed value Help**

A string specifying the earliest date or time value to accept. If a value is not provided, then the input will have no minimum date or time value.

For date inputs this value should be entered in the format yyyy-mm-dd

For time inputs this value should be entered in 24-hour format (with or without seconds as controlled by the Step value) with leading zeros (i.e. hh:mm:ss)

For datetime inputs this value should be entered in the format yyyy-mm-ddThh:mm

**Earliest allowed value**

2024-06-28T00:00

**? Latest allowed value**

6. Dates before earliest allowed value or latest allowed value will be greyed out.

Start

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Clear Today

04 22 PM

05 23 AM

06 24

07 25

08 26

09 27

10 28

- If desired, enter a Step restriction. This is the amount the date or time will go up or down by if the user is using arrows to change the input.

**? Step restriction Help**

Enter a positive integer to define the stepping interval used to validate the date or time value.

For the "Date" input type, the unit of measure is days.

For the "Time" and "Date and Time" input type, the unit of measure is seconds.

The special value "any" means that any value is allowed.

**Step restriction**

- Click Done in the Forms Editor, then Save or Publish from the App Ribbon.

## Hidden Field

With the use of a special script, hidden fields of information may be passed to a 3rd party website (user doesn't see). The Hidden Field uses the OnLoad Function field in the Forms Editor block with a special script created by developer. Contact your Titan Administrator for assistance.

The screenshot shows the 'Titan Forms' editor interface. On the left is a sidebar with a list of form field types: Text Input, Drop-down List, List Box, Checkbox, Multiple Choice, Hidden Field (highlighted with a green border), File Upload, Submit Button, and Dates and Times. The main area is titled 'Hidden Field' and contains two input fields: 'Field Name' with the value 'HiddenField' and an empty 'Value' field. At the bottom, there is a checkbox labeled 'Add to Email Subject Line' which is currently unchecked. In the top right corner of the editor, there are 'Cancel' and 'Done' buttons.

## File Upload Field

The File Submit Titan Form field allows a user to upload a file through your form on your website.

The screenshot shows the 'Titan Forms' configuration window. On the left is a sidebar with a list of field types: Text Input, Drop-down List, List Box, Checkbox, Multiple Choice, Hidden Field, File Upload (highlighted with a green border), Submit Button, and Dates and Times. The main area is titled 'File Upload' and contains several input fields and checkboxes. The 'Field Name' field contains 'FileUpload'. The 'Label' field contains 'Upload a File'. There is a checkbox for 'Allow multiple files to be uploaded'. The 'Accepted File Type Specifiers' field has a question mark icon. The 'Capture' field also has a question mark icon. There is a checkbox for 'Add to Email Subject Line'. The 'Width' field has a question mark icon. There is a checkbox for 'Required Field'. At the bottom is an 'Error Message' field with a light gray background. In the top right corner of the window are 'Cancel' and 'Done' buttons.

1. Click the Titan Forms Icon in the WYSIWYG tool and select the File Upload option.
2. Enter the field name, label, and any other fields as necessary.
3. Accepted File Type Specifiers allows you to restrict what types of files a user can upload. Specify the file extensions in a comma-separated list, or enter a class of files by using the file type category and `/*`. For example – `image/*`

### ? Accepted File Type Specifiers Help

This controls the file types a user is allowed to select. Specify a comma-separated list of unique file type specifiers.

Examples of file type specifiers include:

- Valid case-insensitive filename extensions, including the period (".") character. For example: .jpg, .pdf, or .doc
- Valid MIME type string, with no extensions
- The string audio/\* meaning "any audio file"
- The string video/\* meaning "any video file"
- The string image/\* meaning "any image file"

#### Accepted File Type Specifiers

image/\*|

4. Capture Help will activate the user's device to record audio, video, or images. Enter "user" to launch the user-facing camera or microphone, or "environment" to launch the outward-facing camera or microphone.

### ? Capture Help

This optional value specifies that a new file should be captured, and which device should be used to capture that new file. This works in connection with the media types configured in the Accepted File Type Specifiers field.

Supported values are "user" and "environment".

- "user" refers to the user-facing camera and/or microphone
- "environment" refers to the outward-facing camera and/or microphone

The support for capturing media is limited to mobile device browsers. In addition, the implementation of "user" versus "environment" may vary across device and browser versions. Desktop computers will likely give a standard file picker.

#### Capture

user|

5. Forms with a file upload field cannot use AJAX Submit. Under Form Submission Action, select either POST to Titan or POST to Remote URL.

The screenshot shows the 'Forms Editor' window with the 'Form Submission Action' section. The 'AJAX Submit' option is selected, but a red error message states: 'You cannot have file upload controls in your form and use AJAX to submit the data.' Below this, the 'POST to Titan' option is selected and marked as 'Changed'. Under 'POST to Titan', the 'Destination Folder for File controls' section shows a 'Path' field with the value '/images', also marked as 'Changed'. The 'POST to Remote URL' option is unselected. The window has 'Cancel' and 'Done' buttons in the top right corner.

6. If you have chosen POST to Titan, you must manually type in the destination path for uploaded files. The destination folder must have security set to “Everyone.”
7. Hit Done in the Forms Editor, then click Save or Publish from the App Ribbon.

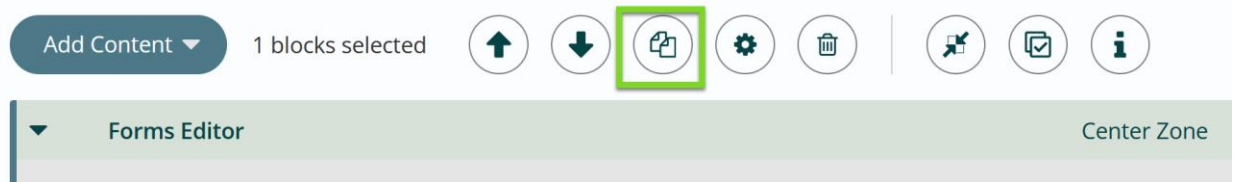
## Saving and Adding Forms With the Content Library

The easiest way to create a form that is stylistically consistent with the rest of the site is to open a saved form block from the Content Library.

### Saving a Form

If similar forms will be used elsewhere on the site, save a completed form block to the Content Library.

1. With the block selected, click the copy block/s icon from the page tool bar.



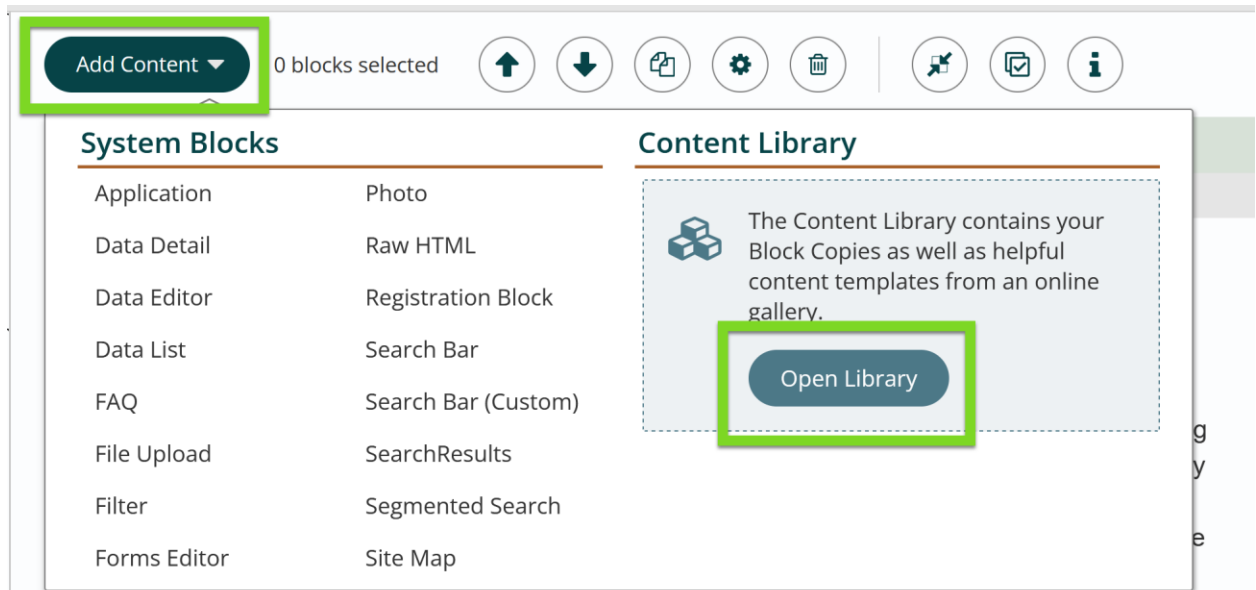
2. Save the form with a descriptive name and a preview image. If it is saved as a personal block, only the logged in user will be able to see it. If it is saved as a global block, all users can access it.

The screenshot shows a modal dialog box titled 'Copy to Content Library' with 'Cancel' and 'Done' buttons. It contains the following fields and sections:

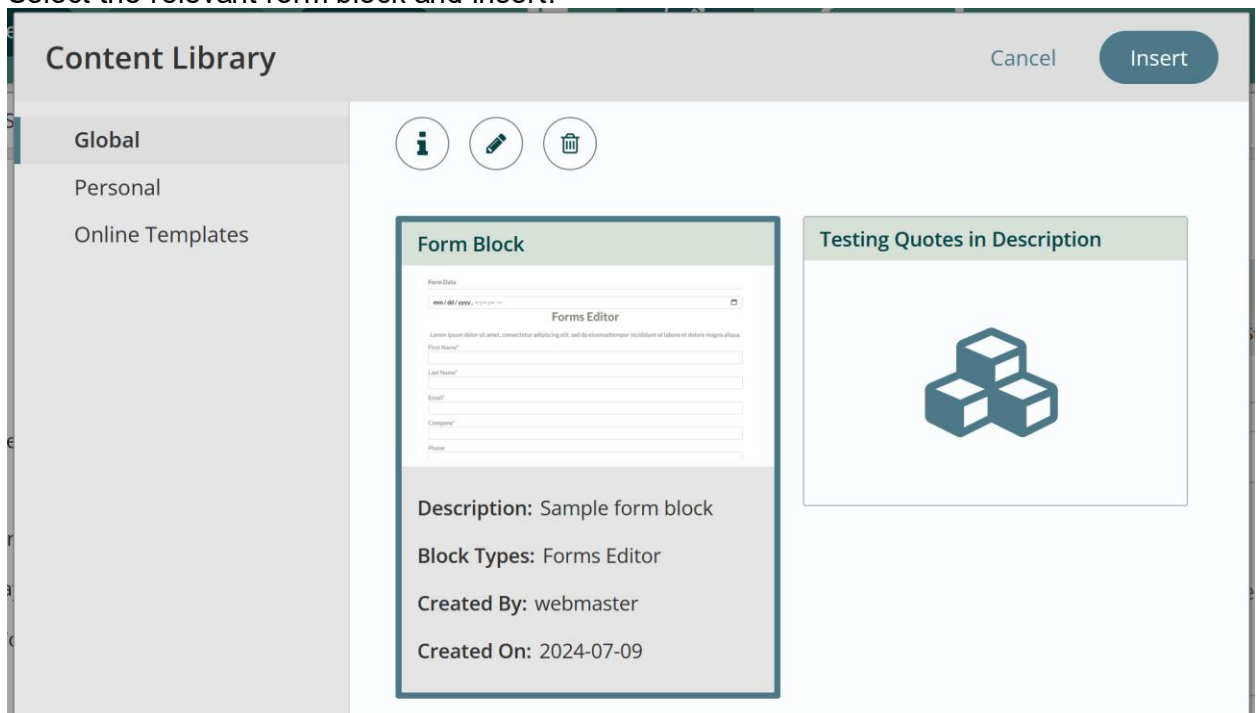
- Copy Name:** A text input field containing 'Form Block'.
- Description:** A text input field containing 'Sample form block'.
- Created By:** A text input field containing 'webmaster'.
- Create a Preview Image:** A section with a camera icon, instructions to use the Titan CMS Page Preview to download a snapshot, and an 'Open Page Preview' button.
- Preview Image:** A section with a 'Path' input field containing '/Files/formsblock.png', a 'Size' dropdown menu set to 'Original 2334', and a 'Browse' button.
- Owner:** A field with a question mark icon and the text 'Owner'.

## Adding a Saved Form

1. With the desired page open, click the “Add Content” button in the top left corner of the page content area. Depending on you screen size, you will see the Content Library menu either to the right of or below the System Blocks menu.







2. Select the relevant form block and insert.



3. Double click on the form field and edit it according to your needs. See further form documentation for details on specific changes and form field types.

## Field Labels

LABEL	DESCRIPTION/USE
<b>Field Name</b>	This is the name that is used in the database and on the spreadsheet report. Use a name that will represent the question, title, or label that you have added in your content. This name cannot include spaces.
<b>Label</b>	This is the value that will display on the website. This entry may include spaces.
<b>Add to Email Subject Line</b>	If this is checked, the field name(s) for any selected fields built on the form will be added to email subject line.
<b>Max Characters</b>	This sets a maximum number of characters for the entry.
<b>Width</b>	This is the setting for your field's width.
<b>Rows</b>	This is the setting to allow for 1 or more rows within your text field.
<b>Allow Multiple Selection</b>	When checked, this setting will allow someone to select more than 1 value in your box.
<b>Required Field</b>	Check this box if your field will be required on your form.
<b>Error Message</b>	When the user doesn't fill out the field, this message will name the field and advise that it is required. Ex: "Email is required."
<b>Validation Type</b>	This checks that a given input matches a required format, like email, telephone number, or zip code.
<b>Add New Value</b> 	This is the function button to add your entered Display Value in the list. When using a Drop Down or List Box, make your first entry "no selection" or "none" to force user to select from list.
<b>Delete Value</b> 	This is the function button to delete your selected value from the list. When you click on the value in list, it will be highlighted. Click on Delete Selection.
<b>Update Selection</b> 	This is the function button to change your selected Display Value and Database Value. When you click on the Display Value in the list, it will be highlighted, and the function buttons Update Selection and Delete Selection will be enabled. Make your change and click Update Selection.
<b>Move Up/ Move Down</b> 	This is the function link to move your Display Value up or down in the list. When you click on the value in the list, it will be highlighted. Click on the up or down arrow to move your value one or down place up. Continue clicking Move Up or Move Down until it is in the desired location.

