

Using forms

Overview

You can insert forms into your Landing Page using a dedicated Form Block.

V1.7

Forms can be embedded in Landing Pages for different purposes, from simple forms for registering for a newsletter to complex questionnaires.

In this topic

- Adding a form
- Viewing form results
 - Viewing all forms
 - Previewing form submissions
 - Deleting form submissions
 - Downloading form submissions

Related topics:

Form Block

Adding a form

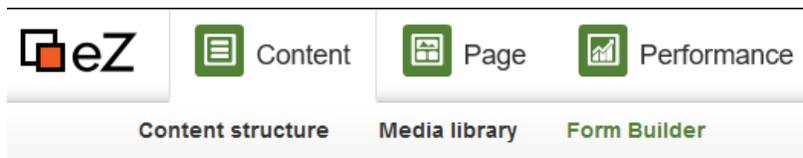
Each form is contained in a Landing Page block that is added to the page like all other blocks, by dragging.

See [Form Block](#) to learn about the settings that are available.

Viewing form results

Viewing all forms

To view a list of all forms, click **Content** in the Navigation hub and select **Form Builder**.

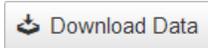


You can see there a table with every form placed anywhere in your site, with the number of submissions and other details.

Name	Submissions	Author	Created	Modified
New product survey	3	Administrator User	Dec 12, 2016 12:18PM	Dec 12, 2016 12:22PM
Sign up to get the latest updates!	0	Administrator User	Dec 12, 2016 12:26PM	Dec 12, 2016 12:26PM

Previewing form submissions

When you click any of the forms, you can see a table with all the entries submitted using the form.

Name	Email	Time	
Alpha	alpha@example.com	Dec 12, 2016 09:21AM	
Bravo	bravo@example.com	Dec 12, 2016 09:21AM	
Charlie	charlie@example.com	Dec 12, 2016 09:21AM	

Deleting form submissions

You can delete any submission by clicking the **Delete** button in the table.

Downloading form submissions

You can also download all the submissions to a form in a CSV (comma-separated value) format by clicking the **Download Data** button over the results table.

Best Practice

Avoiding possible inconsistency in forms:

When creating a form using Form Fields each field is reflected with a unique ID in the database. This unique ID is tied with this field, regardless of changes made in Form Builder afterwards.

This means that editing a field in a form that is already published may lead to possible inconsistency of data provided by viewers.

For example: If you decide to gather a wider range of information from viewers, using a form that consist of many Form Fields is the best idea. However, after some time, it may seem reasonable to re-use one of the fields by changing its name and to collect information that requires the same field type. Let's say the field **Name** is renamed to **Full Name** in order to make it more clear for viewers and collect more accurate data. What happens here is that all entries from field's old version and all entries from updated field are now saved under the same unique ID.

Best practice is to remove the old field and create a new one with a new unique ID if there is a risk of inconsistency.