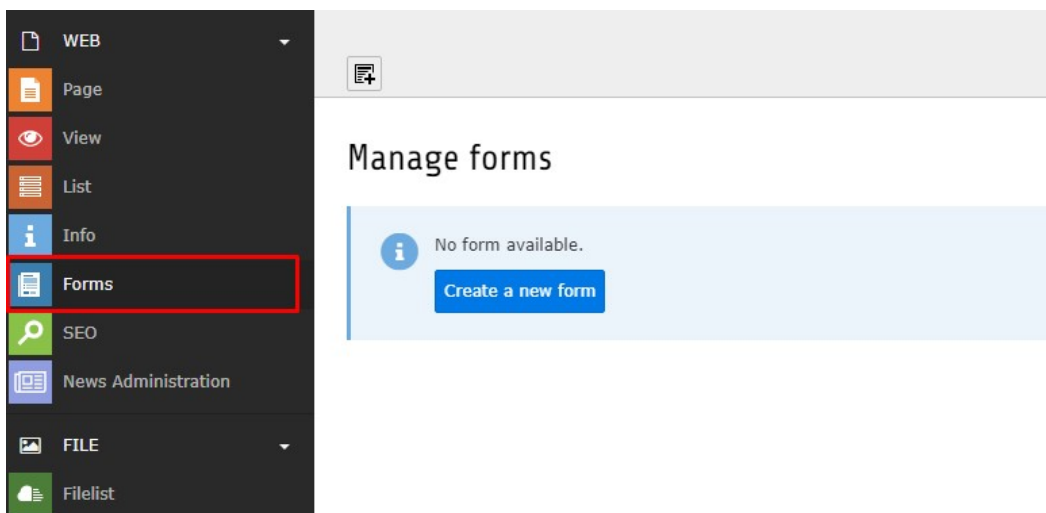


8. Contact forms

In this chapter you will learn how to create a contact form for your TYPO3 website. With this form you are able to add/edit the fields, set a receiving e-mail address and redirect to a thank you page. The form consists of two steps; first creating the field template of the form, and then adding the form template as page content.

8.1 Creating a form template

All form templates are listed in a left-side menu in 'Forms' section, where you can also create a new form with a help of the blue button. (8.1.1)



8.1.1

After pressing 'Create a new form' button, a popup appears, where you need to add a form name (1) and form storage (2) and then press 'Next' button. (8.1.2)

'Form storage' refers to a folder in the filelist. If there is no 'Forms' folder available, please select 'User_upload' in the drop down menu.

The screenshot shows a dialog box titled "Create new form" with a close button (X) in the top right corner. It contains three main sections: "Form name" with a red "1" next to it and a text input field containing "Exapmle"; "Form storage" with a red "2" next to it and a dropdown menu showing "user_upload"; and "Advanced settings" with a checkbox that is currently unchecked. At the bottom, there is a progress bar labeled "Step 1 of 4" where the first segment is blue and the rest is grey. To the right of the progress bar are two buttons: "Cancel" and "Next". A red arrow points to the "Next" button.

8.1.2

After automatic processing of step 2 and 3 another popup will appear (8.1.3), where you just need to press 'Next' button.

The screenshot shows a dialog box titled "Ready" with a close button (X) in the top right corner. It contains a message: "Now you are ready to create your new form." Below the message is a progress bar labeled "Step 3 of 4" where the first three segments are blue and the last segment is grey. To the right of the progress bar are two buttons: "Cancel" and "Next". A red arrow points to the "Next" button.

8.1.3

As a result you will see this working area: (8.1.4), where are 3 main sections:

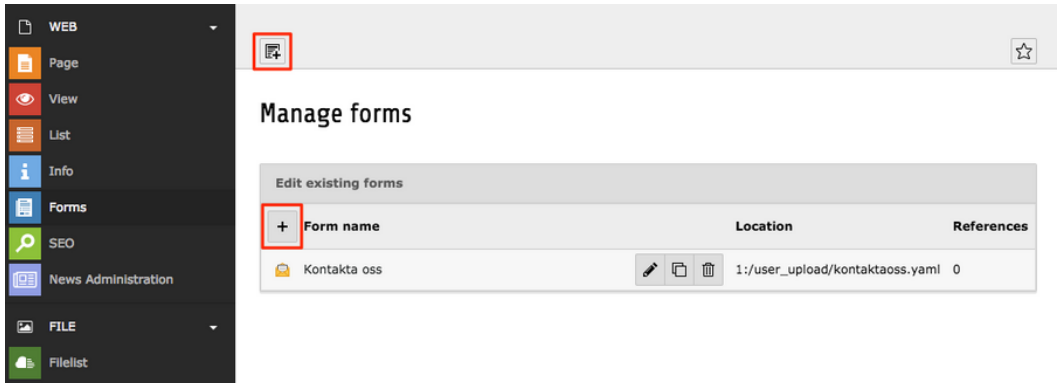
1. The left hand side shows you the structure of a form, which can be a single page or multiple pages to create a multistep form.
2. The center area helps you to work with elements within a form/page, where you can create the fields.
3. The right hand side contains main information of the form, if the root of the form is selected in the left hand side. Here you will be able to change the name of form and also add finishers, which defines how the form should be posted, receiving email address etc. When creating fields, specific field information will also be shown in this section.



8.1.4

If you have already created forms, you will find them listed when selecting 'Forms' in the left-hand menu. To create a new form, click either of the plus icon buttons.

(8.1.5)

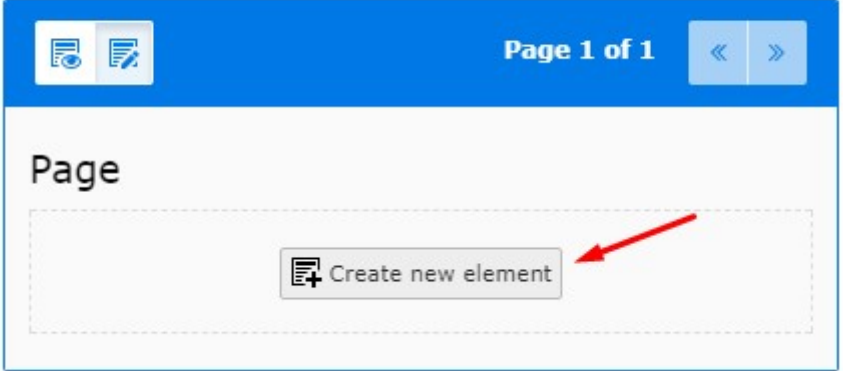


8.1.5

8.2 Adding fields

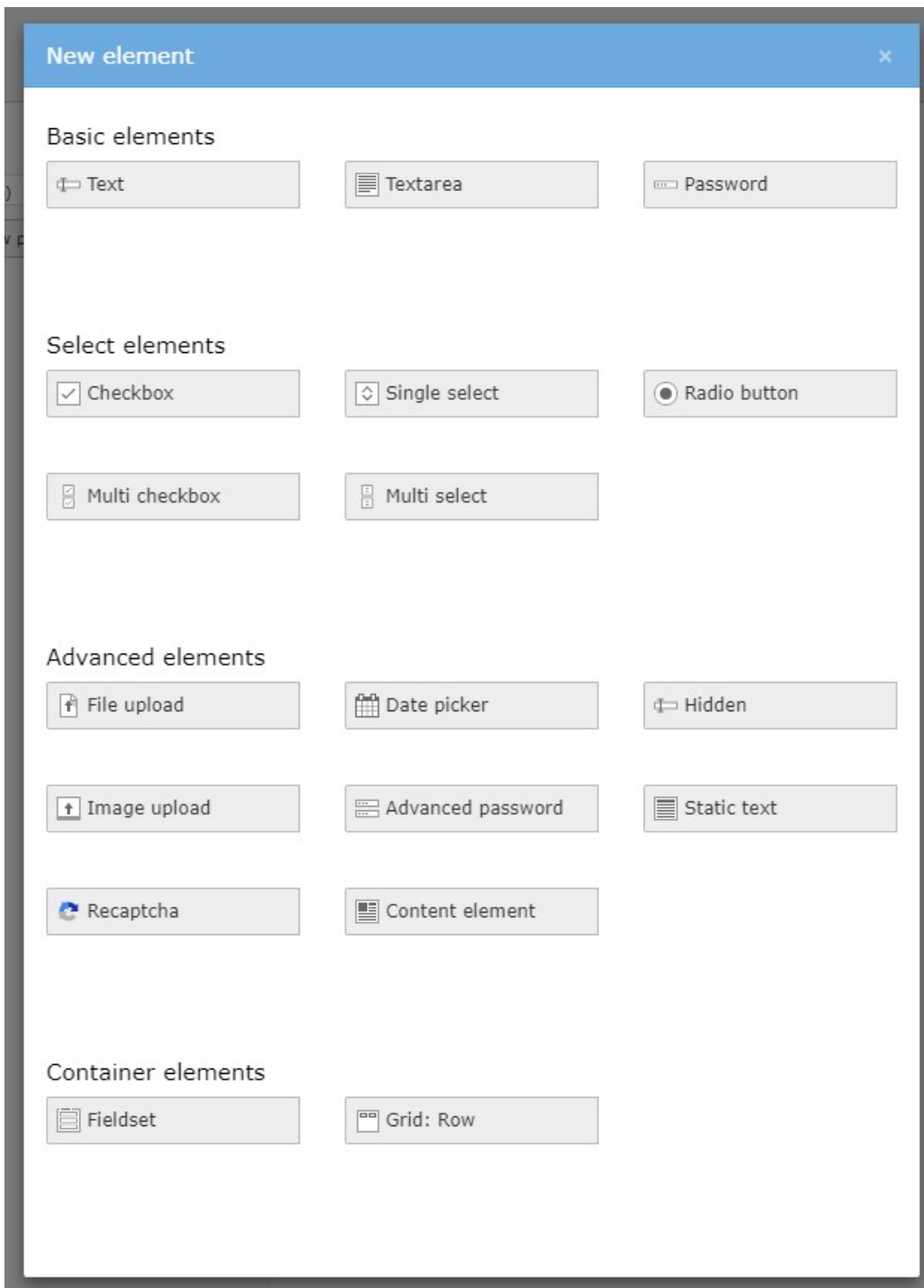
To add new fields to your form, press 'Create new element' button (8.2.1)

Example



8.2.1

A new popup area will appear, where you can select what kind of field you wish to add. (8.2.2)



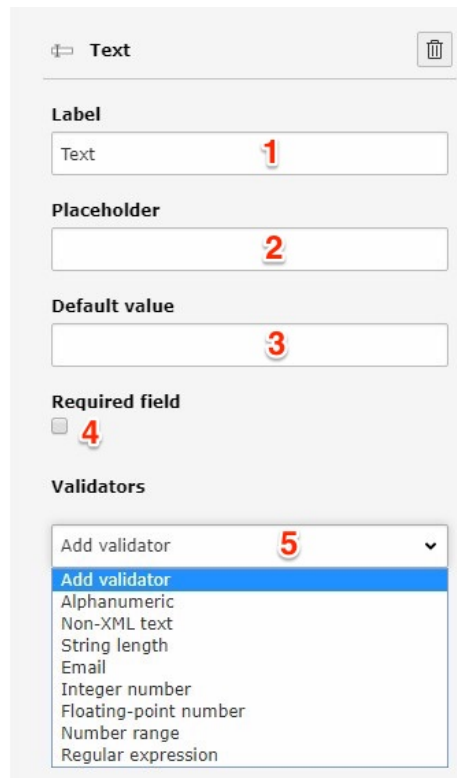
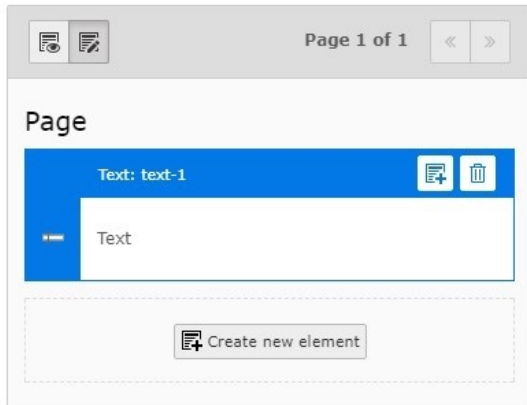
8.2.2

After selecting the preferred field type, you can set its properties in the right-hand side.

Here you can add the label/name of the field (1). There is also an option to add a placeholder (2), which is a text shown inside the field, that can contain short instructions (When the visitor clicks inside the field, this text is automatically removed). Another option is to add a value to the field (3). This text has the same function as the placeholder, with the difference that it is not removed automatically when the visitor clicks inside the field. The field can be set to be required (4) so that it is not possible to post the form unless filled out.

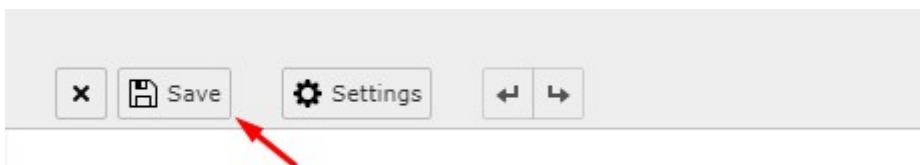
The 'Validators' section (5) contains options to validate the field - this is used, for example, to make sure email input field is validated for a correct email address. (8.2.3)

Example



8.2.3

After adding fields to the form, don't forget to save! (8.2.4)



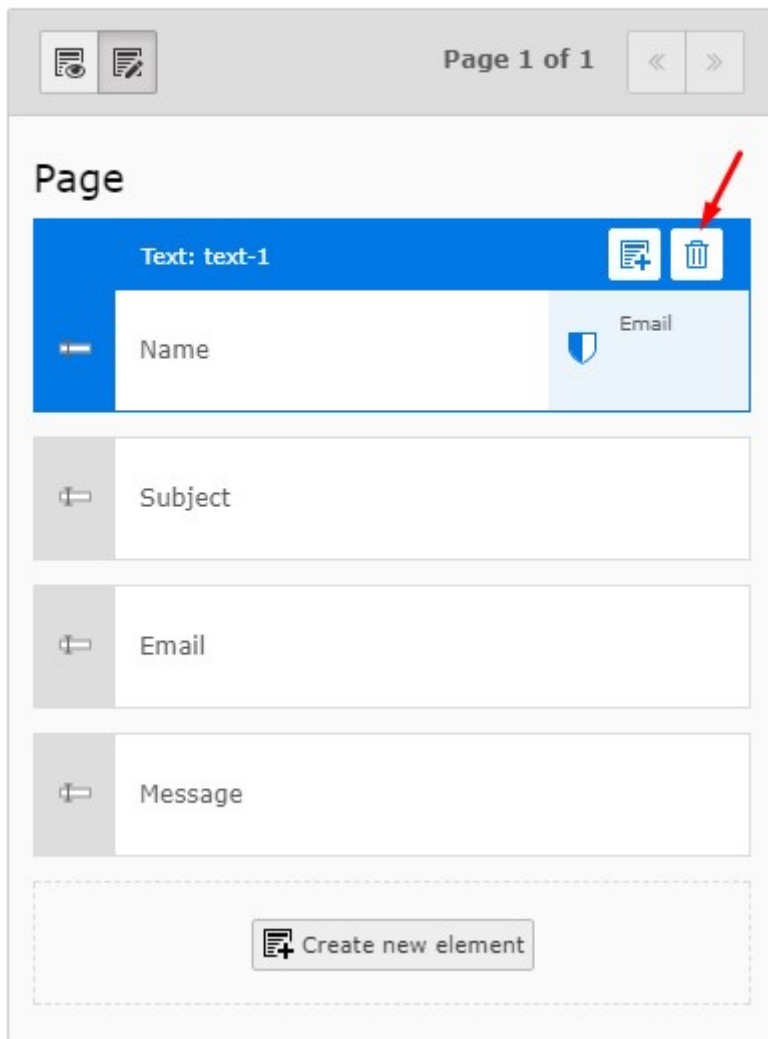
8.2.4

8.3 Deleting and moving fields

To move the field, hover over it, click and drag it to move in place.

To delete a field, hover over it, so that a trash can icon appears. Click the trash can to remove the field. (8.3.1)

Example



The screenshot shows a form editor interface. At the top, there is a header bar with a 'Page 1 of 1' indicator and navigation arrows. Below the header, the main area is titled 'Page'. The first element is a blue bar labeled 'Text: text-1'. This bar contains a 'Name' input field and an 'Email' button. A red arrow points to a trash icon in the top right corner of the blue bar. Below the blue bar, there are three more input fields: 'Subject', 'Email', and 'Message'. At the bottom, there is a dashed box containing a 'Create new element' button.

8.3.1

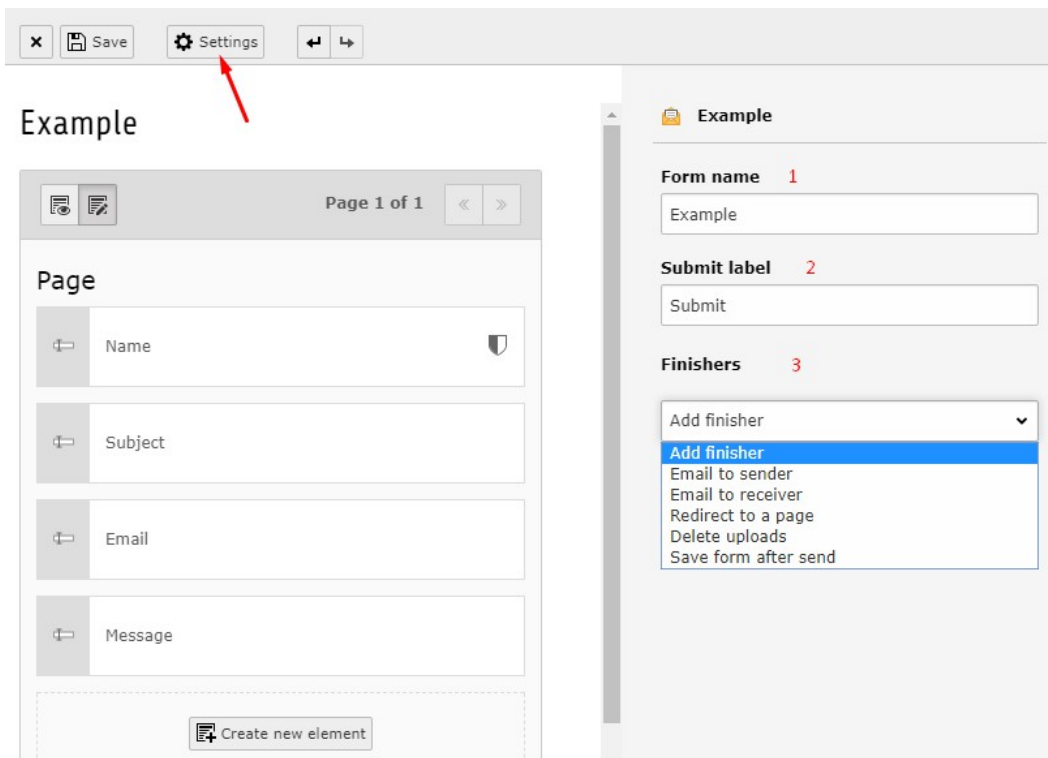
8.4 Form settings

After adding all the fields and their properties, click 'Settings' button to open the information on how the form should behave.

Here you can edit the Form name (1), name of submit button (2) and add finishers (3) - this is what should happen when the form is posted: with an email to sender, email to receiver, redirect to a page, delete uploads or save form after sending and in some cases a confirmation message.

NOTE! The order of these finishers are very important. Posting processes should always come first, sending the email to receiver and sender. After that it should save the form and then delete uploads. The last finisher should be redirect to a page or confirmation message, letting the sender know that the message was sent.

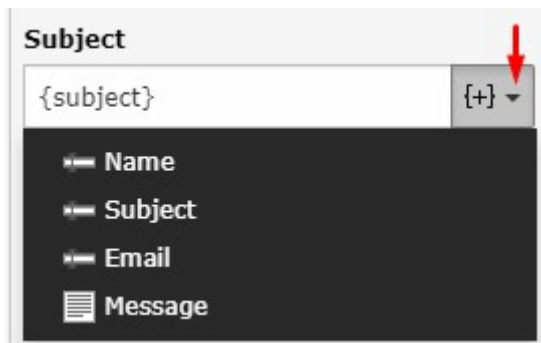
(8.4.1)



8.4.1

Each finisher has a set of options, that should be filled in.

Each field has a dropdown menu, to be able to select already created fields in from the form, in order to make selection process easier. (8.4.2)



8.4.2

Email to sender (8.4.3): This feature is not yet fully implemented, but will in the future send and email to the visitor, after posting, containing the information they filled out in the form. You can add a subject, recipient address (should be set to the email field in the drop down menu) and sender email address. These are required fields and other fields are optional.

Finishers

Add finisher

Send email (sender)



Subject

Your message: {subject}

{+}

Recipient address

victoria@pixelant.se

{+}

Recipient name

{name}

{+}

Sender address

{email}

{+}

Sender name

{+}

Reply-to address

{+}

CC address

{+}

BCC address

{+}

Format

HTML



Attach uploads



8.4.3

Email to receiver (8.4.4): This finisher sends an email, will form input to you/your company and the subject, recipient address and sender address are required fields, other fields are optional.

Send email (receiver) 

Subject
Your message: {subject} {+} ▾

Recipient address
victoria@pixelant.se {+} ▾

Recipient name
Your Company name {+} ▾

Sender address
{email} {+} ▾

Sender name
{name} {+} ▾

Reply-to address
 {+} ▾

CC address
 {+} ▾

BCC address
 {+} ▾

Format
HTML ▾

Attach uploads

Translation language
EN ▾

8.4.4

Redirect to a page: This finisher allows you to redirect the visitor, after sending a message via the form, to a separate 'Thank you' page. First create a 'Thank you' page that is set to be [hidden in the menu](#). Then you can create the link to the 'Thank you' page by using the PID (Page ID number, which you can find by hovering the cursor over the page icon of the page in the page tree) or you can just choose a

page from the page-tree by clicking the 'Page' button. (8.4.5)

The screenshot shows the 'Finishers' configuration panel. At the top is a dropdown menu labeled 'Add finisher'. Below it is a section for the selected finisher, 'Redirect to a page', which includes a trash icon. Underneath is a 'Page' section with a text input field containing '125'. Below the input field is a button labeled 'Pages' with a document icon, which is highlighted by a red arrow. At the bottom is an 'Additional parameters' section with an empty text input field.

8.4.5

Save form after send (8.4.6): This finisher will save the form data on designated page, pasting the page ID number or choosing the preferred storage page from the page tree by clicking 'Select storage' button.

The screenshot shows the 'Finishers' configuration panel. At the top is a dropdown menu labeled 'Add finisher'. Below it is a section for the selected finisher, 'Save form', which includes a trash icon. Underneath is a 'Name of record' section with a text input field containing 'Contact Form' and a dropdown menu with a plus sign and a downward arrow. Below that is a 'Storage' section with a text input field containing '124'. At the bottom is a button labeled 'Select storage' with a document icon, which is highlighted by a red arrow.

8.4.6

8.5 Adding form to page


Create a new element on the page and go to the 'Form elements' tab. Select the


'Mail form' element (8.5.1).

New content element

Please select the type of page content you wish to create:

Typical page content Content elements **Form elements** Menu Plugins Special elements Grid Elements

 **Login Form**
Login/logout form used to password protect pages allowing only authorised website users and groups access.

 **Mail Form** ←
A mail form allowing website users to submit responses.

8.5.1


In the 'General' tab you can see that the content element type 'Form' is selected (1).

The element uses the regular header field (2) and the header type/size can be set below (3). But note that the form name will also be shown as a header. It is possible to set alignment for the header (4) and in the link field (5) you can insert the link to any page of a site or to a file, or to another site or even to email. Note that linking the header will change the appearance of the header. (8.5.2)

General Plugin Appearance Access Categories Notes Grid Elements

Content Element

Type **Column**

 Form **1** Content



Header

Header

Type **Alignment**

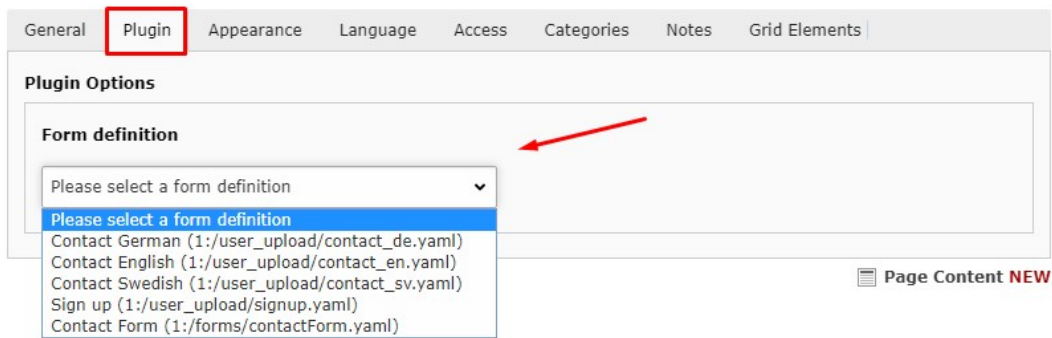
Default **3** Default **4**

Link

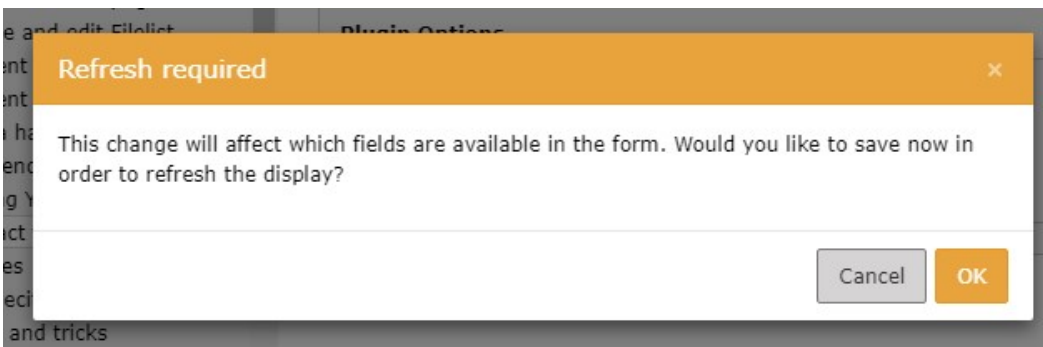
8.5.2

After filling out the necessary parameters in the general tab, move on to the 'Plugin' tab. Here you need to select which form template to show, by selecting it in the dropdown menu. (8.5.3)



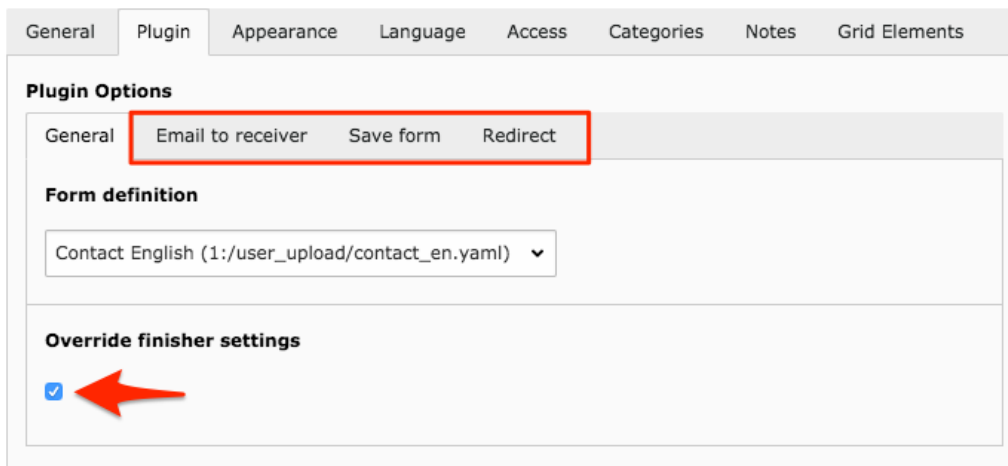
8.5.3

Press OK in the popup to apply to selected form template. (8.5.4)



8.5.4

By checking the 'Override finishers' checkbox, you are able to set specific finishers for this particular form. After checking the box, click 'OK' in the popup window. The available finishers will now be presented as tabs. (8.5.5)



8.5.5

Then 'Save and close' the element.

8.6 Deleting forms

Simply select 'Forms' in the control panel, and use the trash can icon to delete a

form. (8.6.1)

The screenshot shows the TYPO3 Forms management interface. The top navigation bar includes the TYPO3 manual version (8.7.4), user information (SU: editor), and a search bar. The left sidebar contains a menu with categories 'WEB' and 'FILE'. Under 'WEB', the 'Forms' menu item is highlighted with a red arrow. The main content area is titled 'Manage forms' and contains a table for editing existing forms. The table has columns for 'Form name', 'Location', and 'References'. A single row is visible with the form name 'Contact Form', location '1:/forms/contactForm.yaml', and 0 references. A red arrow points to the edit icon in the table's action column.

8.6.1

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