Contact Form Question Type

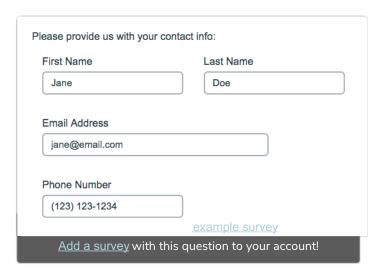
The Contact Form question type is a formatted group of textboxes designed to collect contact information.

When To Use It

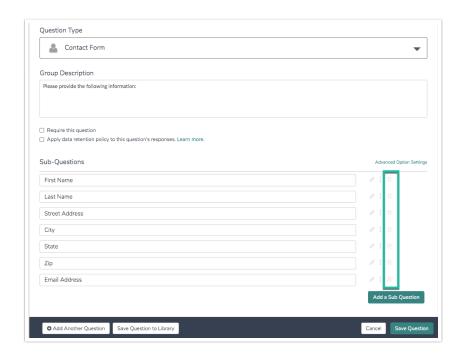
Add a Contact Form to collect contact information from your respondents.

Setup

- 1. Click the Question link on the page where you would like to add your Contact Form question.
- 2. Select Contact Form from the Question Type dropdown and enter the question you wish to



3. Customize your Contact Form sub-questions. You can delete unwanted question fields using the **red trash bin** or customize the sub-question text.



4. Click Save Question when finished.

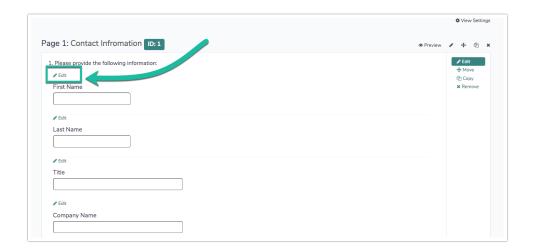
Sub Question Options

There are several options that can help you customize the layout and validation of your contact group sub-questions. You will notice that certain sub-questions automatically appear side-by-side, while others do not, for example First Name & Last Name:

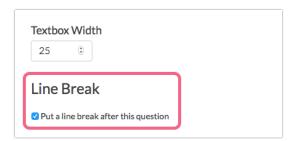


If you have a need to customize where questions appear side-by-side versus where they don't, you can do so! Using the above example:

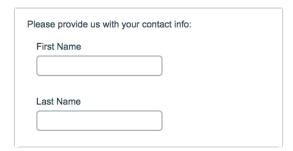
1. We edit the First Name sub-question.



2. We then navigate to the sub-question's Layout tab and locate the Line Break section. Next, we check the box to Put a line break after this question. You may notice that you can also adjust the Textbox Width here if the default size is not to your liking.

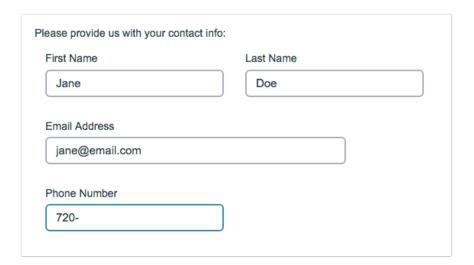


3. Make sure to Save Question. Adding a line break will result in the Last Name sub-question appearing below the First Name sub-question:



Survey Taking

On a desktop and most laptops, the Custom Form question type looks like so.



When optimized for mobile devices the Custom Form question type looks very similar but a line break will added between subquestions to prevent the need for horizontal scrolling on smaller screens.

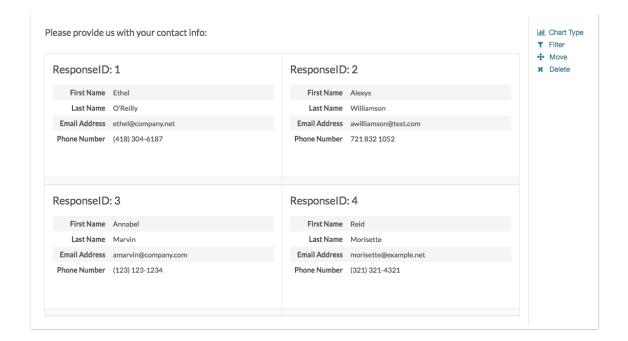
By default, survey questions show one at a time on mobile devices to prevent the need for scrolling on smaller screens. You can turn off this one-at-a-time interaction if you wish.

Survey
Please provide us with your contact info:
First Name
Jane
Last Name
Doe
Email Address
jane@email.com
Phone Number
720-
0%

Reporting

Standard Report

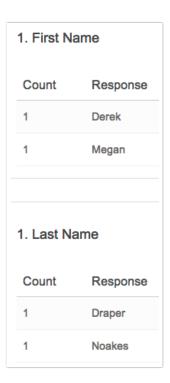
In the Standard Report your Contact Form data will report in Contact Cards which you can page through to review.



- See additional compatible chart types
- See what other report types are compatible

Legacy Summary Report

In the Legacy Summary Report the Contact Form data will report as an Appendix element for each Textbox field in the Contact Group.



Exporting

In the CSV/Excel export, there will be a column for each individual Textbox of the contact group.

First Name:Please provide your contact information:	Last Name:Please provide your contact information:	Street Address:Please provide your contact information:	Apt/Suite/ Office:Please provide your contact information:	City:Please provide your contact information:	State:Please provide your contact information:	Zip:Please provide your contact information:	Email Address:Please provide your contact information:	Phone Number:Please provide your contact information:
Peter	Parker	20 Ingram Street		Queens	NY	11375	peter.parker@da ilybugle.com	555-321-9876
Charles	Xavier	1407 Graymalkin Lane		Salem Center	NY	10560	professorx@xavi er-institute.org	914-555-6543
Anthony	Stark	10880 Malibu Point		Malibu	CA	90263	tonystark@starki ndustries.com	310-555-0042

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