

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

Please provide us with your contact info:

First Name: Jane Last Name: Doe

Email Address: jane@email.com

Phone Number: (123) 123-1234

[example survey](#)

Add a survey with this question to your account!

Question Type: Contact Form

Group Description: Please provide the following information:

Require this question
 Apply data retention policy to this question's responses. [Learn more.](#)

Sub-Questions:

Sub-Question	Advanced Option Settings
First Name	[trash] [edit]
Last Name	[trash] [edit]
Street Address	[trash] [edit]
City	[trash] [edit]
State	[trash] [edit]
Zip	[trash] [edit]
Email Address	[trash] [edit]

[Add a Sub Question](#)

[Add Another Question](#) [Save Question to Library](#) [Cancel](#) [Save Question](#)

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**:

Please provide us with your contact info:

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.

Page 1: Contact Infromation ID: 1

1. Please provide the following information:

First Name

Last Name

Title

Company Name

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.

Textbox Width

25

Line Break

Put a line break after this question

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:

Please provide us with your contact info:

First Name

Last Name

Survey Taking

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

Please provide us with your contact info:

First Name	Last Name
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>

Email Address

Phone Number

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

Last Name

Email Address

Phone Number

0%

Reporting

Standard Report

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

Please provide us with your contact info:

- Chart Type
- Filter
- Move
- Delete

ResponseID: 1	ResponseID: 2																
<table><tr><td>First Name</td><td>Ethel</td></tr><tr><td>Last Name</td><td>O'Reilly</td></tr><tr><td>Email Address</td><td>ethel@company.net</td></tr><tr><td>Phone Number</td><td>(418) 304-6187</td></tr></table>	First Name	Ethel	Last Name	O'Reilly	Email Address	ethel@company.net	Phone Number	(418) 304-6187	<table><tr><td>First Name</td><td>Alexys</td></tr><tr><td>Last Name</td><td>Williamson</td></tr><tr><td>Email Address</td><td>awilliamson@test.com</td></tr><tr><td>Phone Number</td><td>721 832 1052</td></tr></table>	First Name	Alexys	Last Name	Williamson	Email Address	awilliamson@test.com	Phone Number	721 832 1052
First Name	Ethel																
Last Name	O'Reilly																
Email Address	ethel@company.net																
Phone Number	(418) 304-6187																
First Name	Alexys																
Last Name	Williamson																
Email Address	awilliamson@test.com																
Phone Number	721 832 1052																
ResponseID: 3	ResponseID: 4																
<table><tr><td>First Name</td><td>Annabel</td></tr><tr><td>Last Name</td><td>Marvin</td></tr><tr><td>Email Address</td><td>amarvin@company.com</td></tr><tr><td>Phone Number</td><td>(123) 123-1234</td></tr></table>	First Name	Annabel	Last Name	Marvin	Email Address	amarvin@company.com	Phone Number	(123) 123-1234	<table><tr><td>First Name</td><td>Reid</td></tr><tr><td>Last Name</td><td>Morisette</td></tr><tr><td>Email Address</td><td>morisette@example.net</td></tr><tr><td>Phone Number</td><td>(321) 321-4321</td></tr></table>	First Name	Reid	Last Name	Morisette	Email Address	morisette@example.net	Phone Number	(321) 321-4321
First Name	Annabel																
Last Name	Marvin																
Email Address	amarvin@company.com																
Phone Number	(123) 123-1234																
First Name	Reid																
Last Name	Morisette																
Email Address	morisette@example.net																
Phone Number	(321) 321-4321																

- + 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.

1. First Name	
Count	Response
1	Derek
1	Megan

1. Last Name	
Count	Response
1	Draper
1	Noakes

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@dailybugle.com	555-321-9876
Charles	Xavier	1407 Graymalkin Lane		Salem Center	NY	10560	professorx@xavier-institute.org	914-555-6543
Anthony	Stark	10880 Malibu Point		Malibu	CA	90263	tonystark@starkindustries.com	310-555-0042

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