

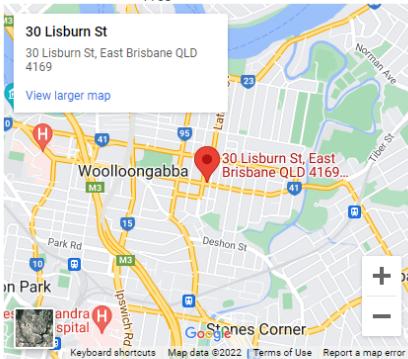
# Questionnaires & Forms

## Overview

Questionnaires are a flexible way to create and present forms and collect user information. Create Contact Us, Returns, Warranties, Feedback, Event Registration and more. A file upload facility and Captcha can be added. Select from the wide range of preconfigured fields or edit them to suit.

Home / Contact Us

## Contact Us

Enquiry		Contact Details
Name *	<input type="text"/>	Phone: 07 3369 3733
Email *	<input type="text"/>	Fax: 07 3891 3996
Phone	<input type="text"/>	Email: info@commercevision.com.au
Enquiry	<input type="text"/>	Address: 30 Lisburn Street East Brisbane QLD 4169
Message *	<input type="text"/>	
<input type="button" value="Send"/>		<small>View larger map</small>

## Step-by-step guide

### 1. Create the Questionnaire

1. In CMS, go to **Content Advanced Content Questionnaire Group Maintenance** (/QuestionnaireMaintenance.aspx).
2. Click **New**.
3. Set values (fields not listed here can be left blank):
  - o **Questionnaire Code** - a unique identifying code for the questionnaire
  - o **Questionnaire Description** - a brief description of the questionnaire
  - o **Spam Validation** - tick this box to enable Captcha functionality for anti-spam
  - o **Attachment Upload** - tick to allow the user to attach files on submit. (File types specified in [Questionnaire Widget](#))

**Questionnaire Maintenance**

Questionnaire Code :	BPDContactUs
Questionnaire Description :	Contact Us
Email Address :	noreply@commercevision.com.au
Top Template :	Please Select ..
Bottom Template :	Please Select ..
Field To Validate :	Please Select ..
Field for users email Address :	Please Select ..
Table to validate against :	Please Select ..
Field to validate against :	Please Select ..
Page to run on validation true :	Please Select ..
Email to send on validation true :	Please Select ..
Page to run on validation false :	Please Select ..
Email to send on validation false :	Please Select ..
Field to store validation result :	Please Select ..
Spam Validation :	<input checked="" type="checkbox"/>
Attachment Upload :	<input type="checkbox"/>
Completion message displayed to user :	
Use User Email As Sender Address :	<input type="checkbox"/>
Requires Signature :	<input type="checkbox"/>

**NOTE:**

For the 'Send To End User' setting on the questionnaire widget to work (below), you need to define which field, from the **Field for users email Address** (above) on the questionnaire.

**Questionnaire**

Search...	General Options		
<b>General Options</b> <ul style="list-style-type: none"> <li>Captchas</li> <li>Signature</li> <li>Common Options</li> <li>Documentation</li> </ul>			
<table border="0"> <tr> <td style="vertical-align: top;"> <input type="text"/> Description  <input type="text"/> Layer *  <input type="text"/> Title  <input type="text"/> Title Icon  <input type="text"/> Questionnaire *  <input type="text"/> Email To  <input checked="" type="checkbox"/> Send To End User *  <input type="checkbox"/> Show Help Icon *  <input type="text"/> Email Subject *  <input type="text"/> Email Template *  <input type="text"/> Redirect Route *  <input type="text"/> Button Label *  <input type="text"/> Valid Upload Types  <input type="text"/> File Upload Label *  <input type="checkbox"/> Allow Multiple Upload Files  <input type="checkbox"/> Enable Widget Lazy Load?         </td> <td style="vertical-align: bottom;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </td> </tr> </table>		<input type="text"/> Description <input type="text"/> Layer * <input type="text"/> Title <input type="text"/> Title Icon <input type="text"/> Questionnaire * <input type="text"/> Email To <input checked="" type="checkbox"/> Send To End User * <input type="checkbox"/> Show Help Icon * <input type="text"/> Email Subject * <input type="text"/> Email Template * <input type="text"/> Redirect Route * <input type="text"/> Button Label * <input type="text"/> Valid Upload Types <input type="text"/> File Upload Label * <input type="checkbox"/> Allow Multiple Upload Files <input type="checkbox"/> Enable Widget Lazy Load?	<input type="button" value="Cancel"/> <input type="button" value="Save"/>
<input type="text"/> Description <input type="text"/> Layer * <input type="text"/> Title <input type="text"/> Title Icon <input type="text"/> Questionnaire * <input type="text"/> Email To <input checked="" type="checkbox"/> Send To End User * <input type="checkbox"/> Show Help Icon * <input type="text"/> Email Subject * <input type="text"/> Email Template * <input type="text"/> Redirect Route * <input type="text"/> Button Label * <input type="text"/> Valid Upload Types <input type="text"/> File Upload Label * <input type="checkbox"/> Allow Multiple Upload Files <input type="checkbox"/> Enable Widget Lazy Load?	<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

Example: If you setup a questionnaire which has the following fields in it

Email Address, Contact Name, Contact Surname and Phone Number. You would choose Email Address from the **Field for users email Address** so that the user gets a copy of the form they filled in.

## Digital Signature

(Versions 4.37+)

Forms can accept digital signatures. To insert a mandatory Signature input box, tick **Requires Signature**. Signature field labels can be edited in the [Questionnaire Widget](#).

 Commerce Vision B2B eCommerce Event Registration

Name \*

Email \*

Phone

Which event would you like to register for? \*

Education User Group

EST3 Training

FCWnx Training

Strategic Partner Conference

Note \*

Signature \*

 Clear Signature

 Send

4. To save, click **OK**.

## 2. Add Questions

1. In the Questionnaire selected, click **Questions**.
2. Click **New**.
3. Select a question from the **Question Code** drop-down.
4. Assign a number for ordering of questions on the page.

5. Click **OK**.

Search For :		<input checked="" type="radio"/> Contains	<input type="radio"/> Starts With	Search
	Field Group Name	Field Name	Field Sequence	
<input checked="" type="radio"/>	DEMO	Contact_Name	1	
<input type="radio"/>	DEMO	Contact_Email	2	
<input type="radio"/>	DEMO	Comments	3	

 [Modify](#) : [New](#) : [Delete](#)

3 records. (1 page) 1

6. Repeat as needed until all question fields have been added to the questionnaire.

7. To make sure saved changes appear on your site, click **Refresh Dictionary**.



If the question you want is not in the Question Code drop-down, create it with these steps:

1. Go to **Content Advanced Content Questionnaire Field Maintenance** (/QuestionMaintenance.aspx).
2. Click **New**.
3. Set the values as follows:
  - a. **Question Code** - a unique code (with no spaces) to easily identify this question for selection later on
  - b. **Question Text** - the question prompt which will be displayed to the user
  - c. **Sequence** - determines the order in which the question appears in the maintenance screen. This will default to the next available sequence number, but can be overwritten
  - d. **Answer Format** - the required format for responses to this question (e.g. Short Text, Number, Tickbox, etc)

If you selected the **List, Radio Button or Check List** data type:

Lookup :

**Lookup:** Add a value separated by a semi-colon. Example: Mrs;Ms;Mr;Miss

- e. **Length** - the number of characters the field is to be restricted to (if applicable)
- f. **Required** - tick this box if this question is to be mandatory
- g. **Help** - enter tooltip text here - either a further explanation or example; anything which might assist the user in completing the questionnaire
- h. **Hidden** - tick this box if the question should NOT appear on the questionnaire (used to render hidden HTML elements on a questionnaire page)

4. Click **OK** to save.

5. To make sure saved changes appear on your site, click **Refresh Dictionary**.

### 3. Add the Questionnaire Widget and configure settings

This example uses an existing custom page.

1. Go to **Content Content Custom Pages**.

2. Click **Design** on the selected Custom Page. (**NOTE** - If the 'Design' button is not there, your page is not widget-based. It will need to be converted via page Options.)
3. Click **Add Widget**.
4. Add the **Questionnaire** widget.
5. Click **Edit** for the widget.
6. Configure options. See: [Questionnaire Widget](#).
7. Click **Save**.
8. Navigate to the custom page and view your new questionnaire!



### Pro Tip

Make your customers' lives easier by prefilling some of the questionnaire fields for them!

From version 3.92+, you can pre-populate fields based on customer/user data, or page parameters. Examples: Name and Company Name (for logged in users), or Product Code (in a stock enquiry form on a product detail page).

Here's a quick how-to:

1. Find your questionnaire fields. Go to **Content Advanced Content Questionnaire Group Maintenance**.
2. Select your questionnaire and click the '**Questions**' link. The field name of each questionnaire field is displayed. Take notes (or a screenshot!).
3. Go to **Content Advanced Content Questionnaire Field Maintenance**.
4. Search for the field to prefill and click **Modify**.
5. Enter the value in **Token to Prepopulate**.

Field to Prefill	Token
User Name	User.FirstName,User.Surname
Company Name	Customer.Name
Email Address	User.EmailAddress
Phone	User.PhoneNumber

6. To save, click **OK**.
7. Click the **RefreshDictionary** link to update the questionnaire.
8. Repeat for another field.

If you don't see the token you're after, [contact Commerce Vision](#).

## Additional Information

Create forms include Contact Us, Returns, Warranties and Feedback.

<b>Minimum Version Requirements</b>	3.78
<b>Prerequisites</b>	--
<b>Self Configurable</b>	Yes
<b>Business Function</b>	Marketing

<b>BPD Only?</b>	Yes
<b>B2B/B2C/Both</b>	Both
<b>Third Party Costs</b>	n/a

## Related help

- [Questionnaires & Forms](#)
- [Questionnaire Widget](#)
- [Questionnaire Results Widget](#)
- [Questionnaire Results Title Widget](#)