

Access:

- Who has worked with Wufoo?
- What did they do with Wufoo forms?

OpenForms help site: <https://help.openforms.com/>

1. Permissions for OpenForms

<https://help.opencities.com/hc/en-us/articles/115001107063-Use-OpenForms-with-OpenCities>

The OC Power Publisher, OC Site Manager and OC System Admin roles have **built-in OpenForms permissions**.

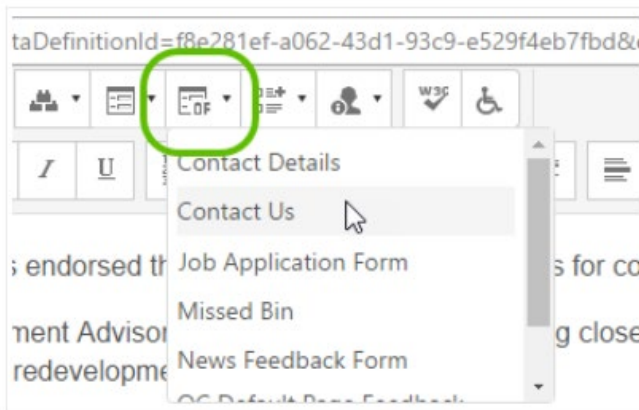
If you are using your own roles, you need to decide who will and won't be able to work with OpenForms in OpenCities and update your permissions accordingly.

- In the **Manage forms** group of tasks, choose your settings for these OpenForms-related options:
 - **Manage Seamless Forms (Create, edit, delete, etc.):** Users with this role can create and manage standard forms.
 - **Manage OpenForms (Create, edit, delete etc.):** users with this role can create and manage OpenForms.
 - **View and export OpenForms reports:** users with this role can view the submitted data for forms.
 - **Review and action OpenForms responses in workflow:** users with this role can use the OpenForms review center to action responses in a workflow
 - **Perform OpenForms admin tasks (Create lists, themes, integrations etc.):** users with this role can perform administrative tasks in OpenForms.

Insert an OpenForms form in a page

<https://help.opencities.com/hc/en-us/articles/201374019-Insert-forms-in-pages>

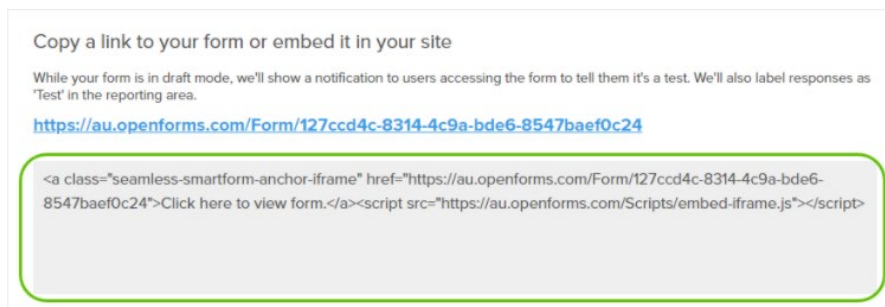
Open the WYSIWYG editor for the page you want to insert the form in. Position your cursor wherever you want the form to appear, click the **Insert OpenForms** icon and choose your form from the list. It will appear in the WYSIWYG area.



Save and preview the page to see how the form looks alongside other page elements.

If you haven't connected your OpenForms account to OpenCities

In OpenForms, go to the **Settings** tab within the form you want to insert and select **Print and embed**. Copy the embed code.



In OpenCities, open the WYSIWYG editor for the page you want to insert the form in and paste the code wherever you want the form to appear.

Save and preview the page to see how the form looks alongside other page elements.

Create a form, save and preview save and publish a form

<https://help.openforms.com/Create/Create-a-form>

The duplicate the field is not available.

Test the Form.

<https://help.openforms.com/Publish/Test-and-publish-your-form>

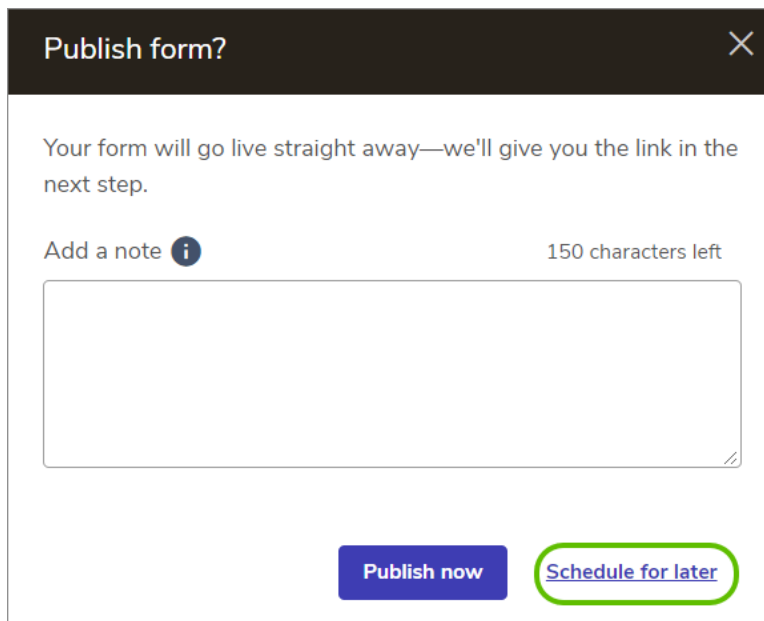
Set a publish and deactivation date

Set a publish date

If you've created a form but don't want to publish it immediately, you can schedule it for publication later. There are two places you can do this - in your form's **Build** screen and **Settings** screen.

In the **Build** screen:

1. Choose **Publish** and select **Schedule for later**

A screenshot of a 'Publish form?' dialog box. The dialog has a dark header with the title 'Publish form?' and a close button (X). The main content area is white and contains the text: 'Your form will go live straight away—we'll give you the link in the next step.' Below this is a section for adding a note, with the text 'Add a note' followed by an information icon (i) and a character count '150 characters left'. There is a large text input field below the note section. At the bottom of the dialog, there are two buttons: 'Publish now' (a solid blue button) and 'Schedule for later' (a button with a green border and blue text).

2. Set your publication date, add any notes, and choose **Publish**.

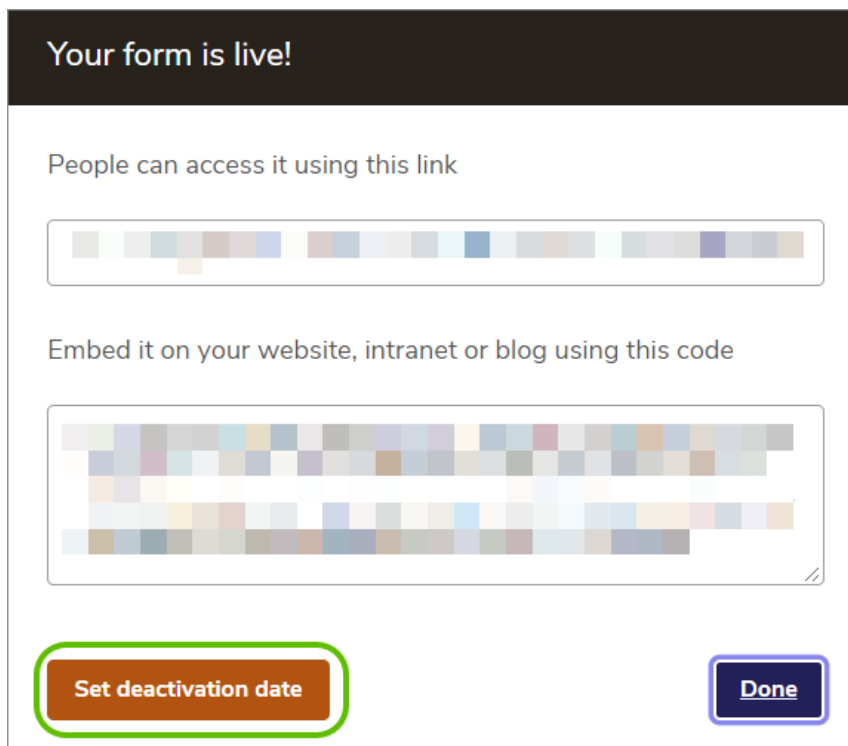
In the **Settings** screen:

1. Go to **General Settings**

2. Under **Set publish date**, select **Set date and time**. If you've previously set a publish date, you can also change that date here.

In the **Build** screen:

1. Select **Publish**, and either publish your form immediately or schedule it for later.
2. Choose **Publish**
3. Choose **Set deactivation date**



Your form is live!

People can access it using this link

[Blurred link text]

Embed it on your website, intranet or blog using this code

[Blurred code text]

Set deactivation date **Done**

4. Enter a deactivation date, and choose **Set**.

In the **Settings** screen:

1. Go to General Settings
2. Under Set deactivation date, select Set date and time. Note that if your form is already live, you'll have to choose Edit to change the deactivation date. If you're on an Enterprise plan, this will create a new version of the form, so it's best to use the form History tab instead.

Enterprise Plans

In the History tab:

1. Choose the version of the form you'd like to edit, and open its '...' menu.
2. Select Edit deactivation schedule
3. Enter a deactivation date, and choose Set

Choose what form responders see after they submit

You have a few options about what you can show responders after they've submitted a form:

- Success messages are good for saying thank you, and for letting them know what happens next.
- Linking them to an external URL is great for when you think they need more guidance.
- Confirmation emails can be reassuring for responders to receive if the form asked them for personal information or payment.

<https://help.openforms.com/Customize/Choose-what-form-responders-see-after-they-submit>

Form fields explained

<https://help.openforms.com/Create/Form-fields>

<https://help.openforms.com/Create/Settings-for-form-fields>

Smart Logic

<https://help.openforms.com/Create/Show-or-hide-fields-using-display-logic#smartlogic>

Setting up workflows

<https://help.openforms.com/Create/Create-a-workflow-to-manage-response-processes>

Calculations

<https://help.openforms.com/Create/Use-calculations>

Google Analytics tracking ID, must stay private, please contact Karen Hall or Cindy Vasquez for the ID.