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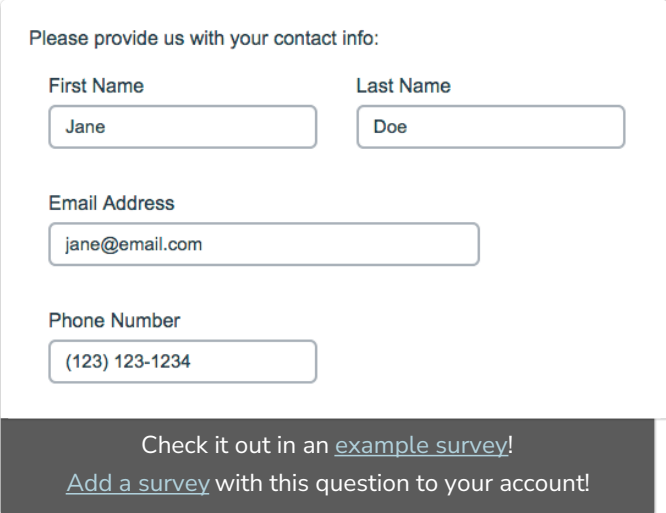
The Contact Form question type is a formatted group of textboxes designed to collect contact information.

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.

Please provide us with your contact info:

First Name
Jane

Last Name
Doe

Email Address
jane@email.com

Phone Number
(123) 123-1234

Check it out in an example survey!
Add a survey with this question to your account!

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.
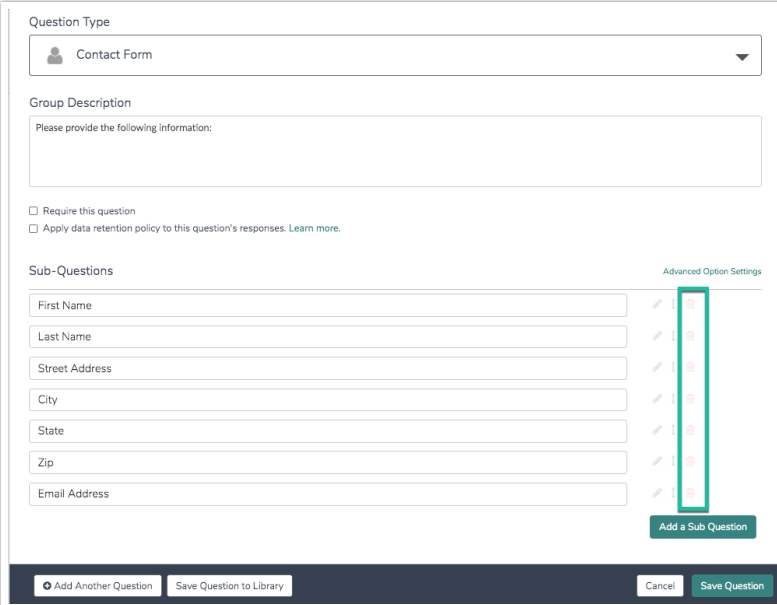

4. Click **Save Question** when finished.

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.

Please provide us with your contact info:

First Name
Jane

Last Name
Doe

Email Address
jane@email.com

Phone Number
720-

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-

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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:

- ⊕ 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:
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