

Co-op Web Builder | Final Tasks

Before going live with a new CWB 3.0 site, make sure your webforms are all setup accordingly.

For each Webform:

- Setup confirmation messages
- Configure the e-mail handler
- Enable purging
- Disable e-mailing sensitive data
- Run a few test submissions

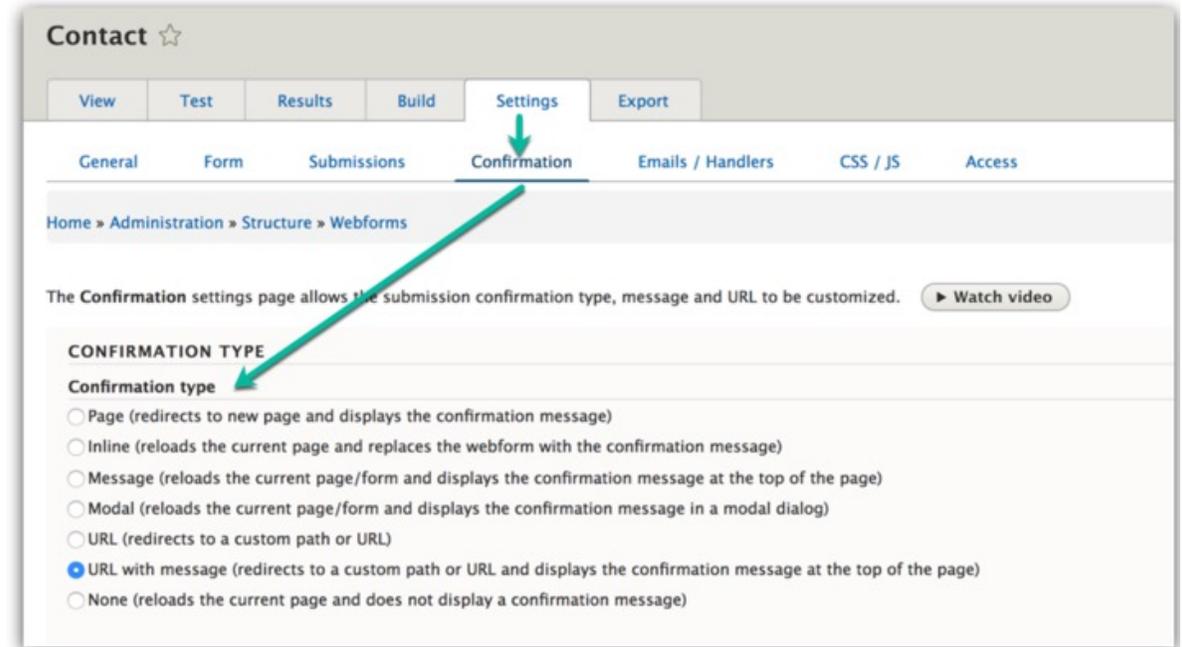


Co-op Web Builder | Confirmation Message

Choose a confirmation type for the webform. This is the behavior that will happen when the form is submitted.

The default setting is **Page**, but you can change this setting here to change the overall experience.

Tip: A popular selection is **Inline**, which keeps the user on the current page and displays a custom message after the form is submitted.

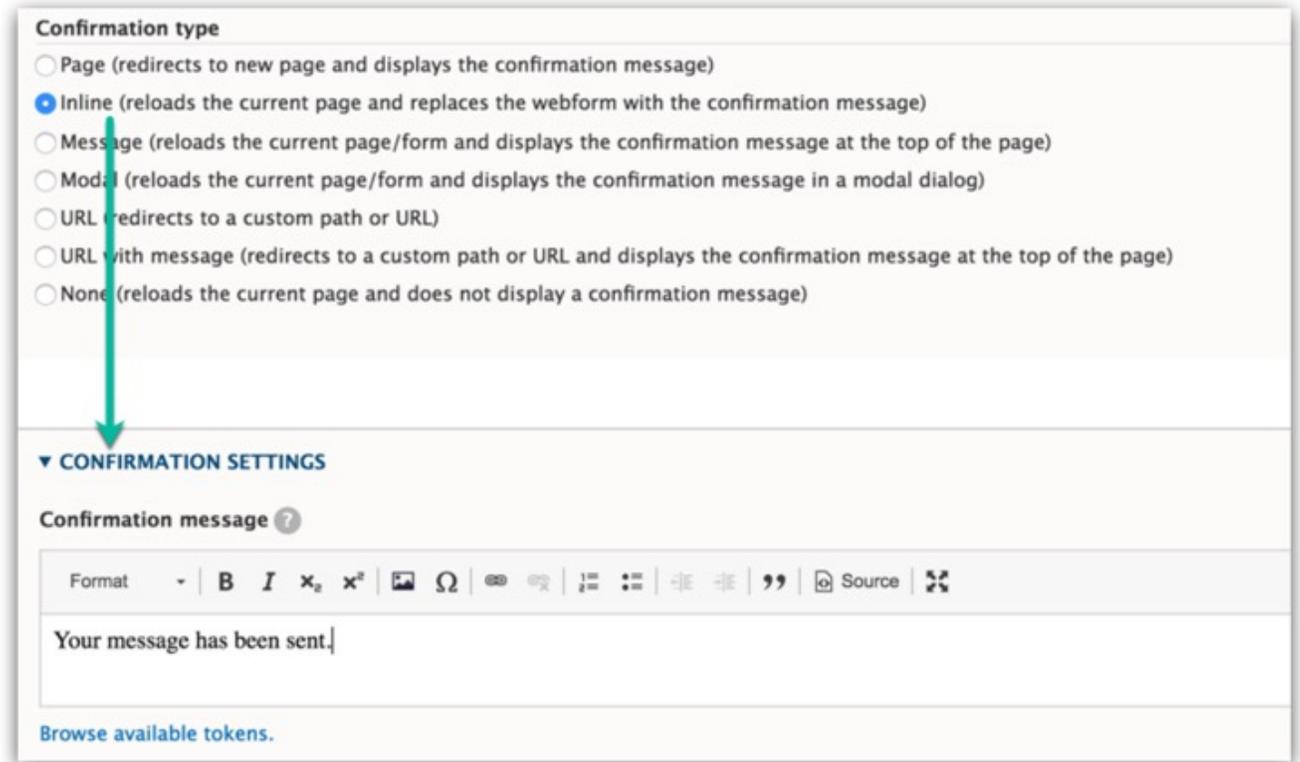


Co-op Web Builder | Confirmation Message

Select your preferred Confirmation type and then scroll down a little bit to find the settings.

For the Inline type, you can use the page editor to insert images, add links to text or just simply type a text message to the user.

Tip: Creative freedom is often limitless! Try putting a nice large image with a thank you your submission has been received message.



Confirmation type

- Page (redirects to new page and displays the confirmation message)
- Inline (reloads the current page and replaces the webform with the confirmation message)
- Message (reloads the current page/form and displays the confirmation message at the top of the page)
- Modal (reloads the current page/form and displays the confirmation message in a modal dialog)
- URL (redirects to a custom path or URL)
- URL with message (redirects to a custom path or URL and displays the confirmation message at the top of the page)
- None (reloads the current page and does not display a confirmation message)

CONFIRMATION SETTINGS

Confirmation message ?

Format | B | I | x₂ | x² | [Image] | Ω | [Link] | [List] | [Table] | [Quote] | [Code] | Source | [Fullscreen]

Your message has been sent.

[Browse available tokens.](#)

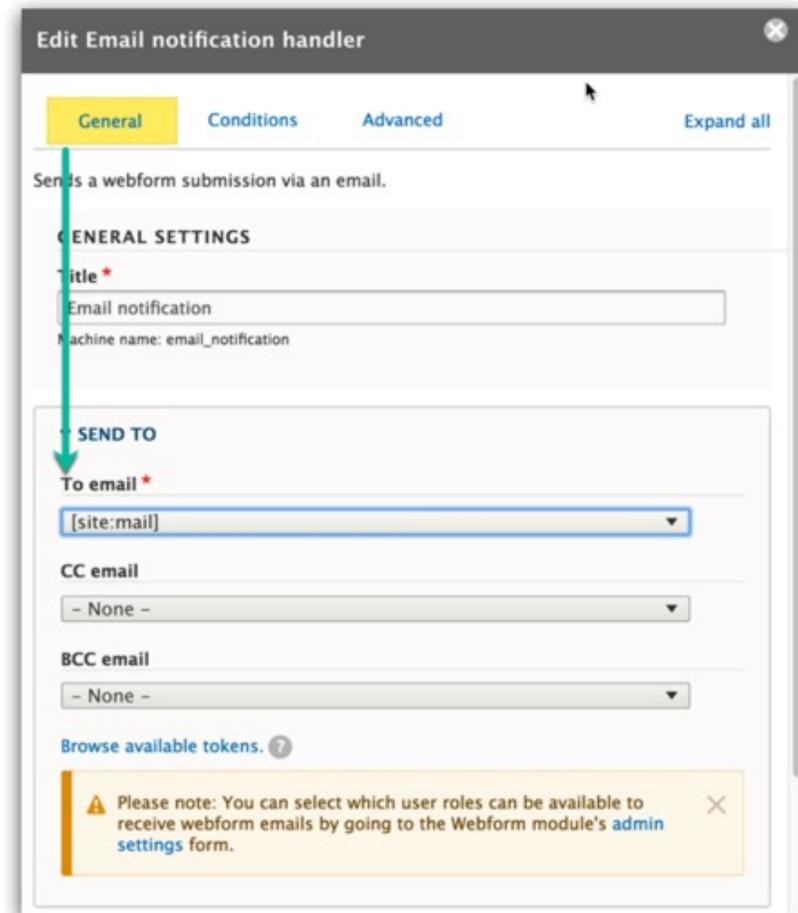
Co-op Web Builder | Email Handler

Click on the **To email** list of options and select **Custom**. You can now enter any e-mail address you prefer instead of the account default.



A screenshot of a web form's 'SEND TO' section. It features a dropdown menu labeled 'To email *' with the option 'Custom To email address...' selected. Below the dropdown is a text input field with the placeholder text 'Enter To email address...'.

Notice there are also settings for CC: and BCC:

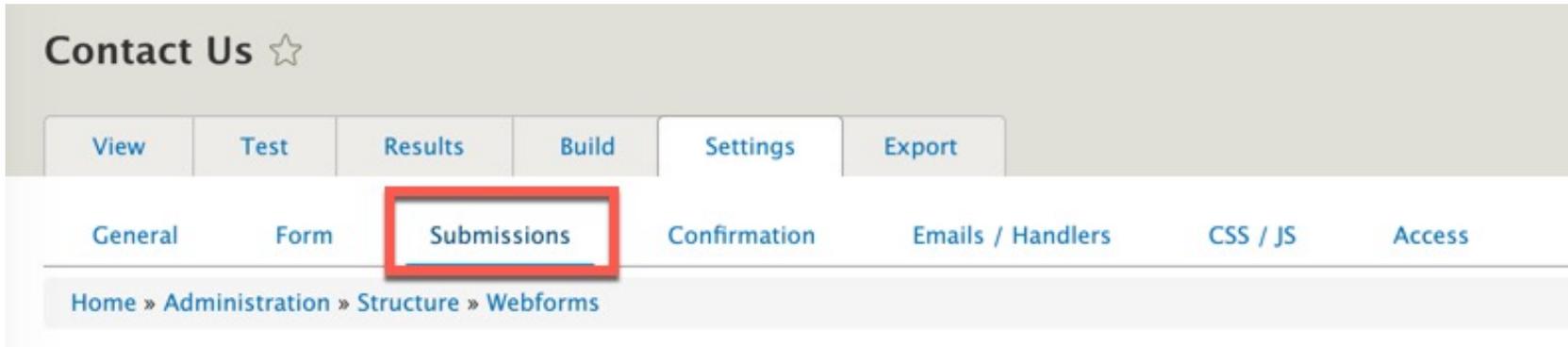


A screenshot of the 'Edit Email notification handler' configuration window. The window has tabs for 'General', 'Conditions', and 'Advanced', with 'General' selected. The 'GENERAL SETTINGS' section includes a 'Title *' field with the value 'Email notification' and a 'Machine name' field with the value 'email_notification'. The 'SEND TO' section shows the 'To email *' dropdown set to '[site:mail]', with 'CC email' and 'BCC email' both set to '- None -'. A 'Browse available tokens.' link is visible below. A yellow warning box at the bottom states: 'Please note: You can select which user roles can be available to receive webform emails by going to the Webform module's [admin settings](#) form.'

Co-op Web Builder | Purging

It is a great idea to setup submission purging before going live. This will prevent your website from retaining member data forever and is a security best practice.

Head over to the **Submissions** options, which will be under the **Settings** tab.



Co-op Web Builder | Purging

Scroll down a bit until you find the **Submission Purging** area.

Set this to **Draft & Completed** and then choose a reasonable timeframe, perhaps 7 or 14 days. This should be however long it takes to print out the webform submission and store it elsewhere.



▼ SUBMISSION PURGING

Automatically purge
Draft and completed ▼

Days to retain submissions *
14 days

Co-op Web Builder | Disable E-mail Data

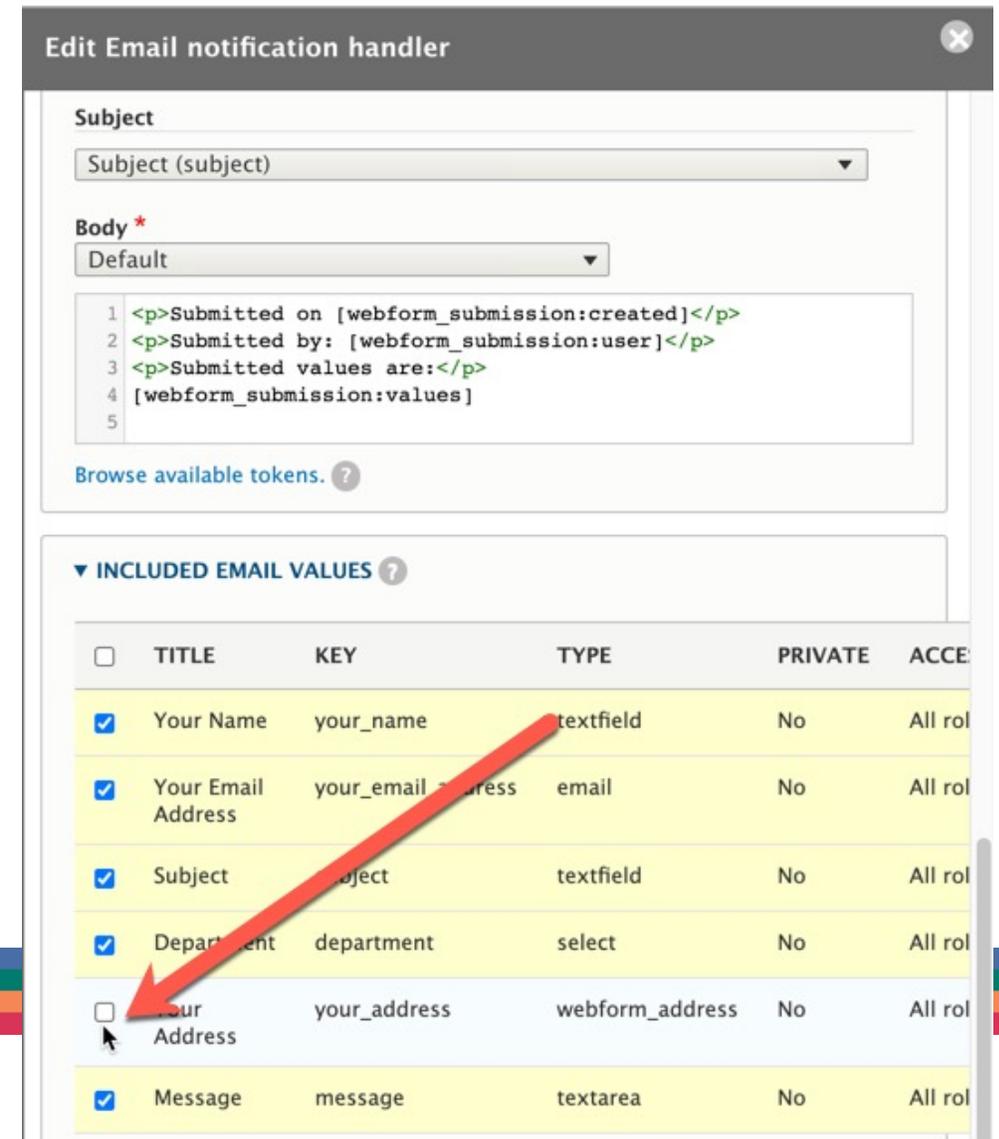
By default, all data from the webform will be e-mailed to you. This might not be a good thing if your webform is collecting any sensitive data.

Important:

We urge you to uncheck any **Included Email Values** that might be sensitive data.

Receivers who need this data should have a login to the site that can view webform submissions.

If you need help making a **webform submission viwer** role, please contact our support team.



Edit Email notification handler

Subject
Subject (subject)

Body *
Default

```
1 <p>Submitted on [webform_submission:created]</p>
2 <p>Submitted by: [webform_submission:user]</p>
3 <p>Submitted values are:</p>
4 [webform_submission:values]
5
```

[Browse available tokens. ?](#)

INCLUDED EMAIL VALUES ?

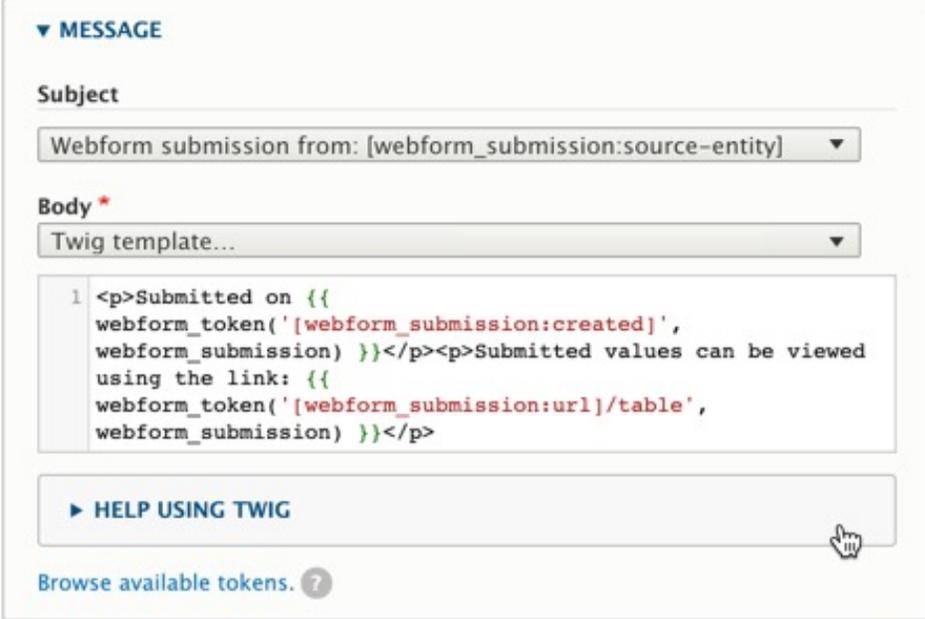
<input type="checkbox"/>	TITLE	KEY	TYPE	PRIVATE	ACCE
<input checked="" type="checkbox"/>	Your Name	your_name	textfield	No	All rol
<input checked="" type="checkbox"/>	Your Email Address	your_email_address	email	No	All rol
<input checked="" type="checkbox"/>	Subject	subject	textfield	No	All rol
<input checked="" type="checkbox"/>	Department	department	select	No	All rol
<input type="checkbox"/>	Your Address	your_address	webform_address	No	All rol
<input checked="" type="checkbox"/>	Message	message	textarea	No	All rol

Co-op Web Builder | Disable E-mail Data

By default, all data from the webform will be e-mailed to you. This might not be a good thing if your webform is collecting any sensitive data.

Change the form body to “Twig template...” and copy paste the following code.

This will change the behavior of the e-mail submission, so you receive a link to the webform submission.



▼ MESSAGE

Subject

Webform submission from: [webform_submission:source-entity]

Body *

Twig template...

```
1 <p>Submitted on {{
webform_token('[webform_submission:created]',
webform_submission) }}</p><p>Submitted values can be viewed
using the link: {{
webform_token('[webform_submission:url]/table',
webform_submission) }}</p>
```

► HELP USING TWIG

Browse available tokens. ?

```
<p>Submitted on {{ webform_token('[webform_submission:created]', webform_submission) }}</p>
<p>Submitted values can be viewed using the link: {{ webform_token('[webform_submission:url]/table',
webform_submission) }}</p>
```

Co-op Web Builder | Test Form

View your webform and use the **Test** tab to fill it out with test data automatically. This is crazy useful when your form is very long (or multiple pages), and you just want to test the submission.

Make sure the correct parties receive the submission and if so – you are all set!

TESTING CONTACT US WEBFORM

Administration > Structure > Webforms > Testing Contact Us webform

The below webform has been prepopulated with custom/random test data. When submitted, this information **will still be saved** and/or **sent to designated recipients**.

View **Test** Results Build Settings Export

Send Us A Message

Your Name*

Oratione

Your Email Address*

test@test.com

Subject*

Testing contact webform from Texas CWB Workshop

Department

Safety

Address

10 Main Street

City/Town

State/Province

ZIP/Postal Code

