



## **E-Basket - Customised Checkout Form**

You have the option of customising the checkout form so that you can request additional information if required.

### **Editing a Form Field**

1. Go to the 'Shopping Basket Admin – Checkout Form' page.
2. Scroll down to the bottom of the current fields. The fields you have created are displayed below the basic form fields. Select edit.
3. Make your changes.
4. Click the 'Submit' button to save.

### **Removing a Form Field**

1. Go to the 'Shopping Basket Admin – Checkout Form' page.
2. Scroll down to the bottom of the current fields. The fields you have created are displayed below the basic form fields. Select remove.
1. Complete the removal by clicking the 'Click here to confirm' link.

## Adding a Custom Form Field

1. Go to the 'Shopping Basket Admin – Checkout Form' page.

**Add a new field**

Description:

Name:

Type:  ▼

Size/Data:  (Seperate values by a comma)

Default Data:

Required:

2. **Enter a Description** – This will display next to the field on your web page.
3. **Enter a Name** – This will display as the field name when you receive your copy of the email form.
4. **Select a Type** from the menu.

A Radio Button:	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.1
A Text Box:	<input type="text" value="Type text here"/>	4.2
A Check Box:	<input checked="" type="checkbox"/> I like blue <input checked="" type="checkbox"/> I like red <input checked="" type="checkbox"/> I like green	4.3
Select Box:	<input type="text" value="I like blue"/> ▼	4.4
Text Area:	<div style="border: 1px solid gray; padding: 2px;">         hereType text hereType text          here Type text hereType text          here Type text here Type text          here       </div>	4.5

- 4.1 – Radio Buttons: Only one option can be selected
- 4.2 – Text Box: A single line of text can be freely typed into the box.
- 4.3 – Check Boxes: Multiple boxes can be selected.
- 4.4 – Select Box: Only one option can be selected from a preset menu.
- 4.5 – Text Area: Multiple lines of text can be freely typed into the area.



5. **Enter Size/Data** - Content for this box is determined by which option you selected for 'Type'.

**Select Box/Check Boxes/Radio Buttons**

If you are using any of the above options you need to enter words separated by commas i.e. I would like option 1, I would like option 2, Not Sure. This will create the different selection options.

**Text Box**

If you selected a Text Box, you need to enter numbers to set how wide you want the text box to display i.e. 30 (use only numbers, do not insert px at the end).

**Text Area**

If you selected a Text Area, you need to enter numbers to set how wide and how high you want the text area to display i.e. 30,4 (use only numbers, do not insert px at the end).

The first number (30) sets the width and the second number (4) separated by a comma determines how many text lines high the box will display. If the person filling in the form types more than 4 lines the text area will automatically scroll to accommodate the extra content.

A screenshot of a form interface. On the left, there are two labels: 'A Text Box:' and 'Text Area:'. To the right of 'A Text Box:' is a single-line text input field containing the text 'Default text appears here'. To the right of 'Text Area:' is a multi-line text area containing the text 'Default text appears here' on the first line, with the rest of the area empty.

6. **Enter Default Data** – If you have selected to use a Text Box or Text Area you can type words/sentence into this box and they will appear in the boxes before the visitor starts filling in the form.
7. **Required** – Ticking this option will mean the form cannot be completed unless the associated question has been answered. If the visitor tries to send the form a message will appear telling them to complete the field. A red star will appear next to all required fields on your web page.
8. Click 'Add a New Field' button to save.