

Form Viewer

The Form Viewer app provides a powerful way to display a form for users to submit information to a list on your site.

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About Form Viewer

Form Viewer provides the following important functions:

- Allows you to customize which fields are displayed.
- Allows anonymous visitors to submit content (workflows will run in the background).
- Allows you to include a CAPTCHA to prevent spam.
- Being an app, it allows you to embed the form anywhere on a page.
- Allows users to easily add attachments.
- Its forms can include many different field types (such as input boxes or dropdowns).
- Each field is validated using the list settings.
- Displays a form for a list anywhere on your site.

It's flexibility allows you to capture information in a wide variety of circumstances such as a contact, feedback or registration form. The form viewer app is used in the [Contact Us Page template for websites](#).



The screenshot shows a form with three input fields and a submit button. The first field is labeled "Full Name *" and has a small icon in the top right corner. The second field is labeled "Email". The third field is labeled "Comments" and is a larger text area. A "Submit" button is located at the bottom right of the form.

Add the Form Viewer App

Like all apps, you can add or remove the Form Viewer app by editing the page, selecting **Add an App**, and finding **Form Viewer** under the **Scholantis** category. See [Add an App to a Page](#) to learn more about adding an app to page.

Edit the Form Viewer App

You can easily configure the form viewer app, and other general app settings, from the tool pane.

To edit an existing **Form Viewer** app **Edit** the page and select **Edit App** from the menu. See [Edit or Delete an App from a Page](#) to learn more about editing apps.

The Form Viewer tool pane displays the settings common to all apps, and those specific to the Form Viewer.

← Form Viewer

Form Viewer Settings

List URL

List View

Redirect URL

[Test the redirect link](#)

Send to Emails

Delimited by semicolons (eg. email@scholantis.com; admin@scholantis.com)

Submit Button Text

Enable reCaptcha

Submit form as

- Logged in User
- Elevated User
- Specified User

Setting	Description
List URL	Specify the list to connect the form viewer to. Used to define the fields in the form and save responses.
List View	Specify which view should be used to control how the fields are displayed. By configuring the list view you can control which fields are displayed and their display order in the form.
Redirect URL	Specify the page displayed after a user has submitted the form successfully. For example you might use create a thank you page or next steps in a registration process.
Send to Emails	Specify a list of email addresses (semi-colon separated) to receive email notifications when a new item is submitted. The notification email includes a summary of the submitted message, uploaded files as attachments, and a link to the saved item.
Submit Button Text	Change the label of the submit button from the default value (Submit). For example you might use the text <i>Send Message</i> or <i>Register</i> .
Enable reCaptcha	Enable or disable reCaptcha to prevent spam. Strongly recommended on public websites to prevent spam.

Submit form as	Submit forms on behalf of a specified user account. This option is useful to trigger SharePoint workflows. SharePoint Workflows are not activated when form submissions are made by anonymous or public users.
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Anonymous Access & Security

By default all lists on public websites are available to **all** site visitors. It is important to remove anonymous permissions from the list used by the form viewer app if the information is sensitive.

When you are editing the page to configure the form viewer app it detects whether the list is available to anonymous users and provides a warning. Use the link '[Click here to remove anonymous permissions](#)' to disable anonymous access to your list.

By default other signed in users can access any list and it's contents. Depending on your needs you may need to manually modify the permissions for the list from the list settings page. From the **Settings Cog > Site Contents** find your list and under the **List** ribbon tab you'll find **List Settings**.

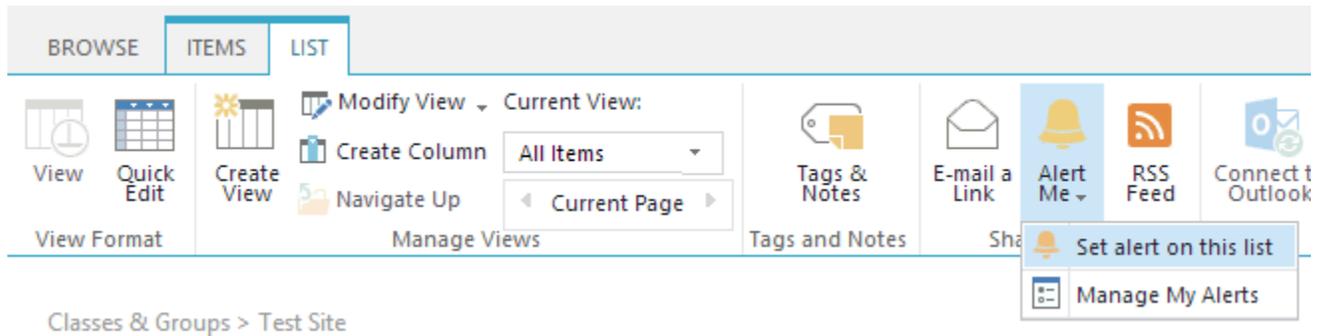
Create Email Alerts for New Items

To receive an email when items are submitted we recommend configuring the **Send to Emails** app property (described above).

You can also **Edit** the page and use the alert links **Create a new alert for this list** or **Manage alerts**.

Alerts can be created for any SharePoint list. From the **Settings Cog** (top right) select **Site contents**, select the list.

On the list page setup and manage your alerts using the buttons in the ribbon under the **List** tab.



Learn more on Microsoft Office help - [Create an alert or subscribe to an RSS feed](#).

Export Submitted Data

Submitted data can be exported from your source list (Settings Cog > **Site Contents**) and using the **Export to Excel** option in the ribbon under the list tab.

This can be useful for exporting submitted information such as school registrations for review or submission to other systems.

