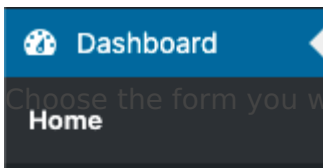


Ninja Form - EN

The purpose of this procedure is to explain how to use Ninja Forms.

Access to the interface

1. Connect to the administration console of the site
2. Click on "**Ninja Form**" in the left menu



3. Choose the form you want to modify and click on the name, this opens the editor

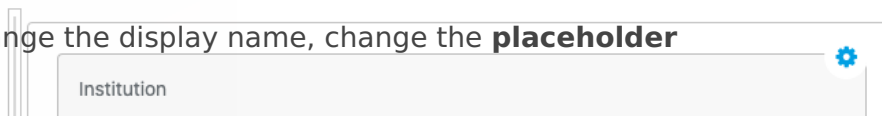
Edit an existing field



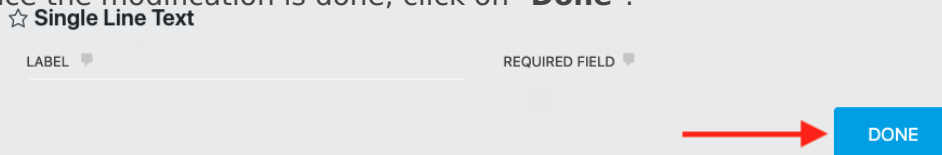
NAME	SHORTCODE	DATE CREATED
Contact - EN	[ninja_form id=3]	11/11/21 3:37 PM
Find out	[ninja_form id=2]	11/11/21 3:37 PM

1. Click on the field to be modified, the editing window opens on the right

2. To change the display name, change the **placeholder**



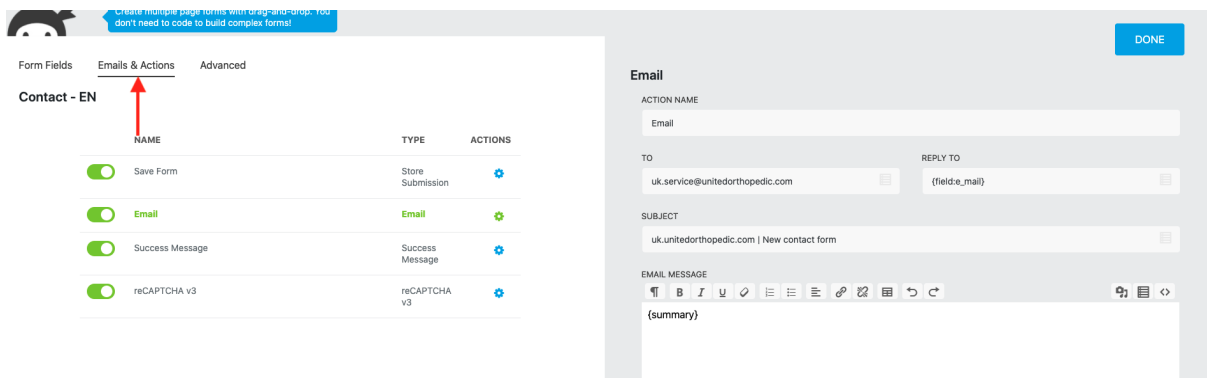
3. Once the modification is done, click on "**Done**".



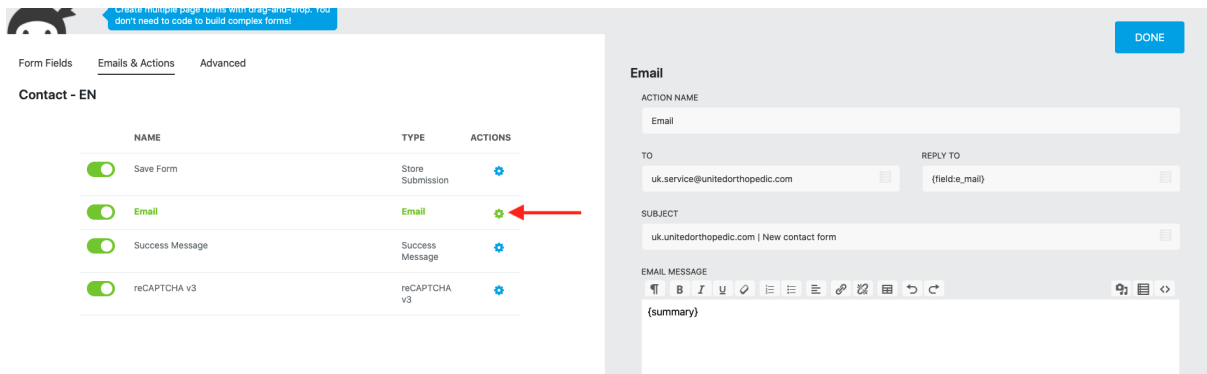
Edit the reception email address

1. To change the email address of the form, click on "**Emails & Actions**".

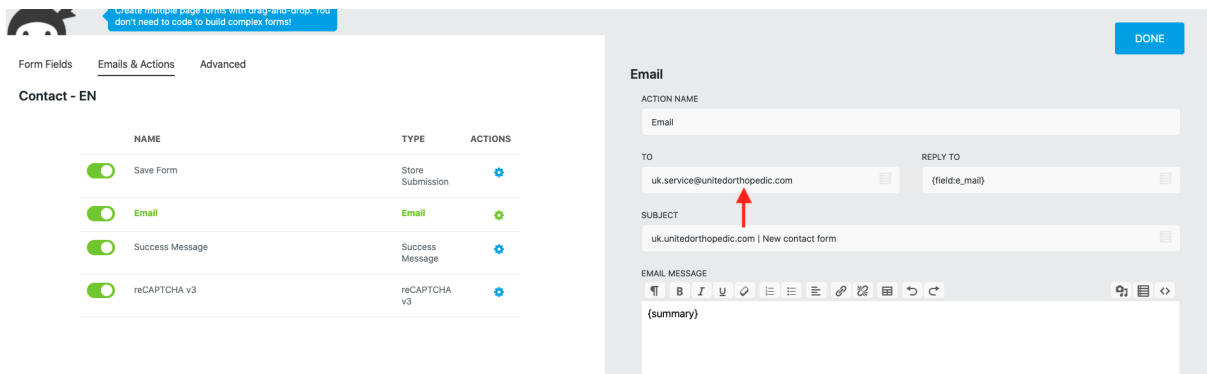




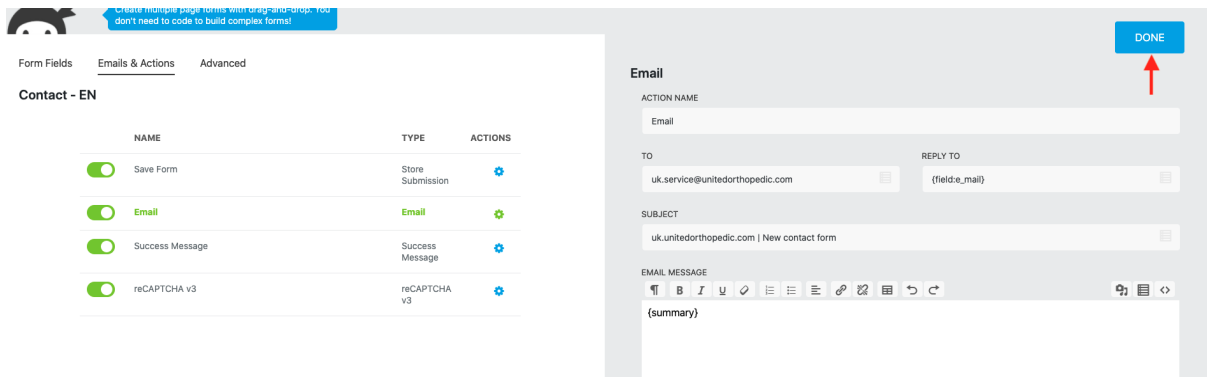
2. Then click on the cogwheel next to "Email".



3. Then change the address in the "To" field



4. Once the modification is done, click on "Done".



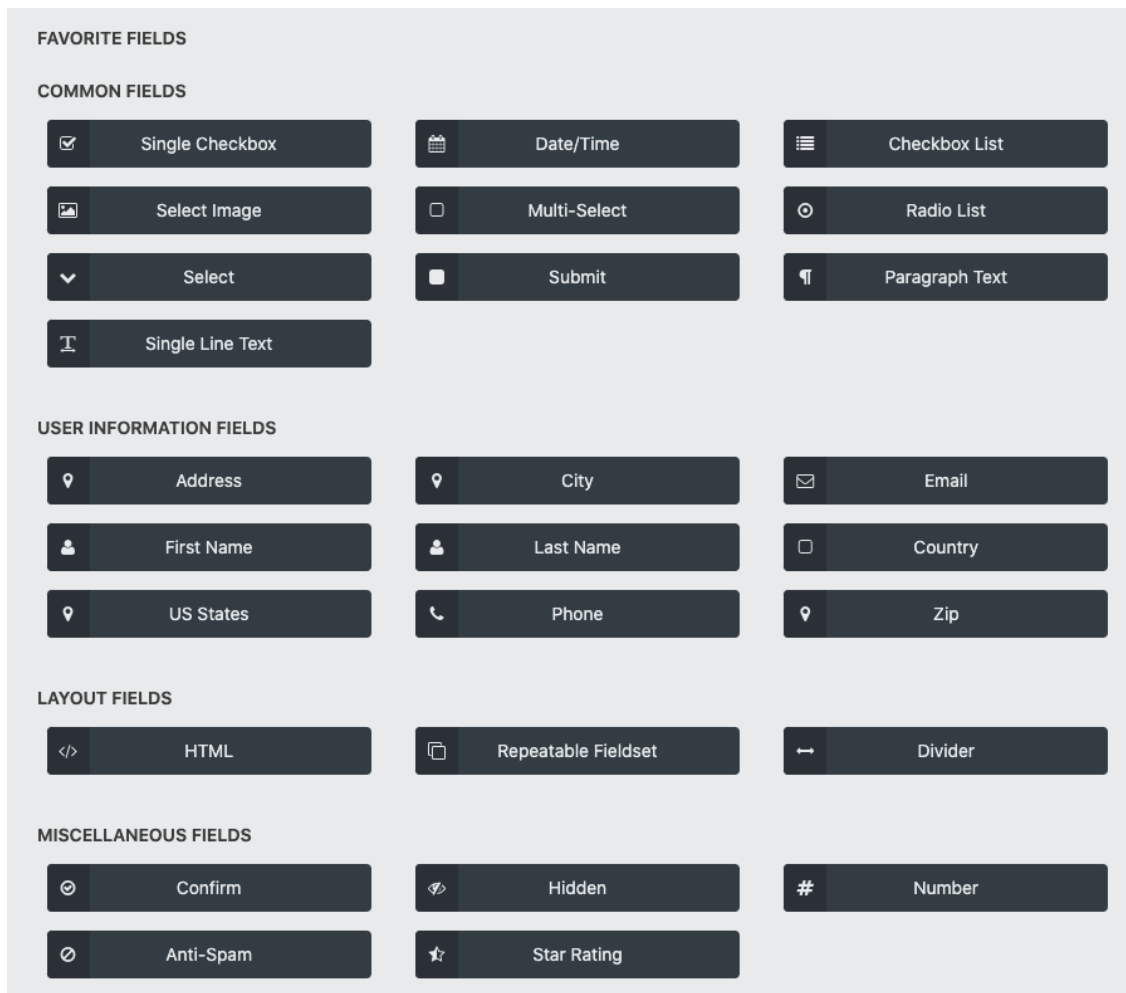
Add a new field

1. In "**Form Fields**", click on the "+" at the bottom right

The form preview shows three fields: a dropdown menu with 'United Kingdom' selected, a text field labeled 'Subject *', and a large text area labeled 'Message'.



2. Choose the type of field to add



3. The field is added at the end of the form. To place it elsewhere, use the mouse to drag and drop it.
4. You can then modify the field.

Saving changes

1. Once you have made all the changes, click on "**Publish**

" at the top right



2. To exit the form editing interface, click on the "X" at the top right



Congratulations!
The modified form is now visible on the site.

If something doesn't work as explained above or if you need any assistance, don't hesitate to contact the Tris Informatique team who will be happy to help:
<https://www.trisinformatique.com/contact/>

Revision #3

Created 18 November 2021 11:07:27 by Léonard Favre

Updated 18 November 2021 11:12:58 by Léonard Favre