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

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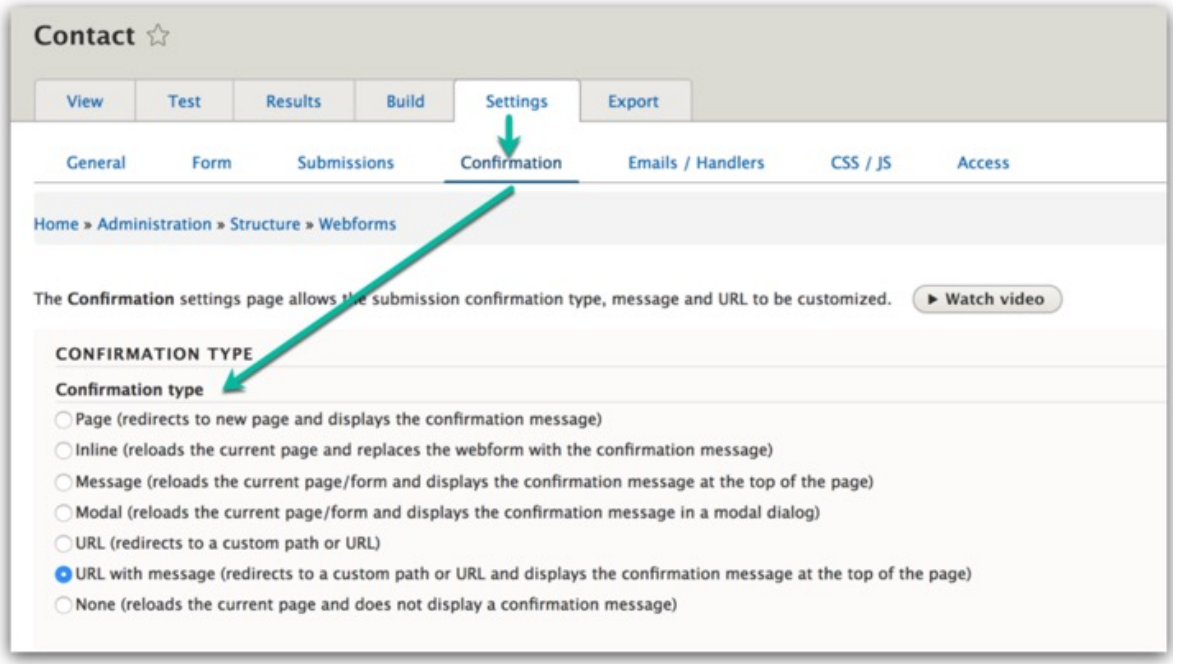
Co-op Web Builder | Confirmation Message

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.



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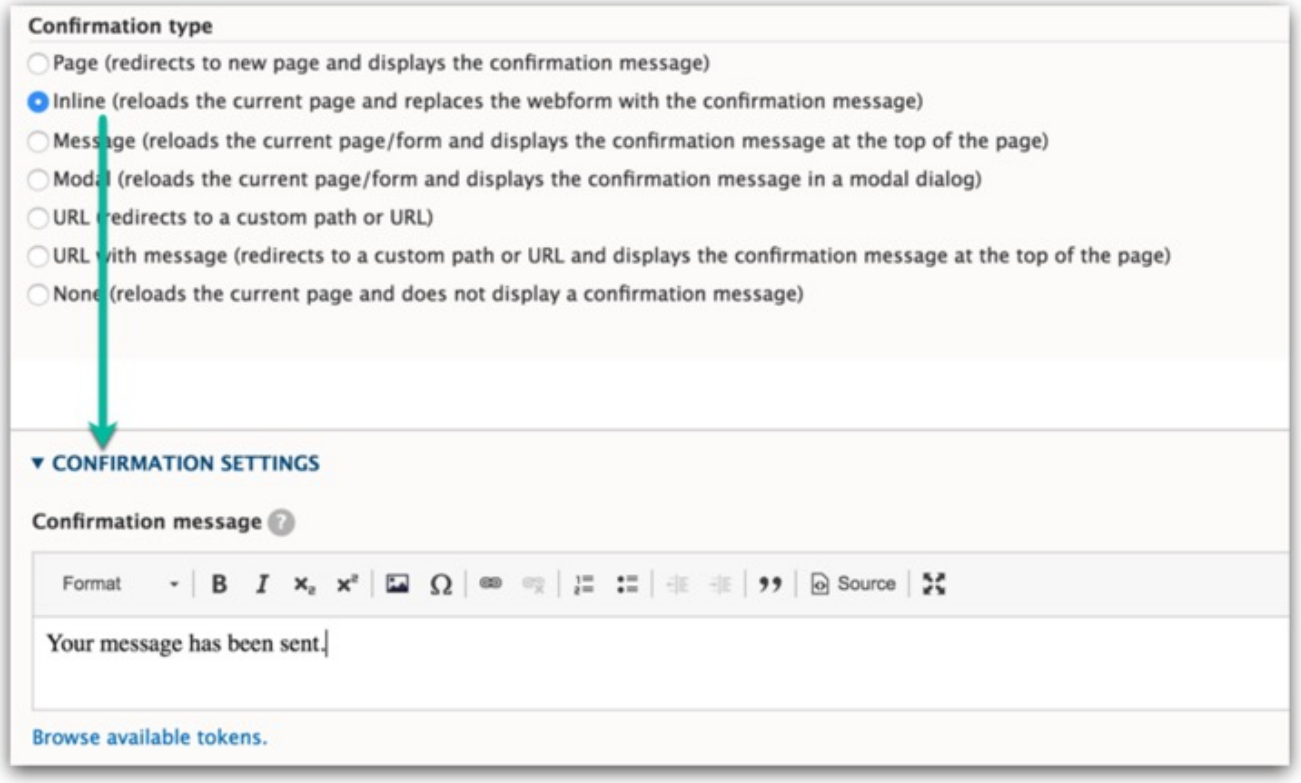
Co-op Web Builder | Confirmation Message

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.



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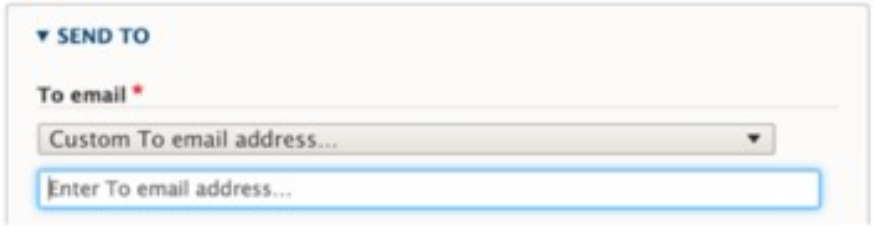
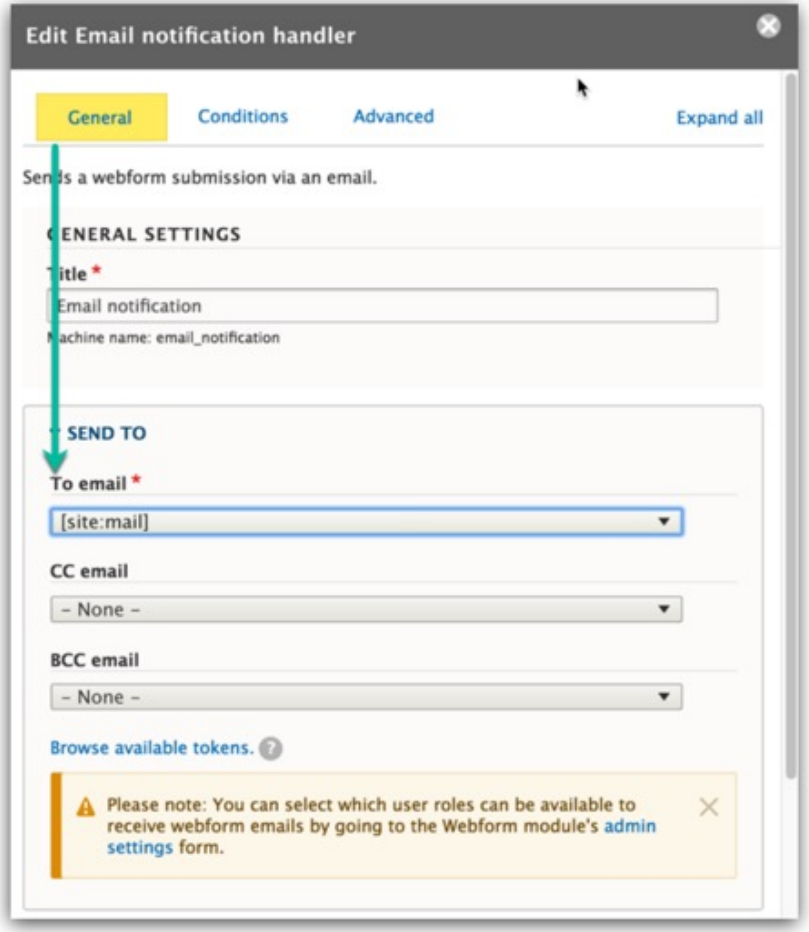
Co-op Web Builder | Email Handler

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.



Notice there are also settings for CC: and BCC:



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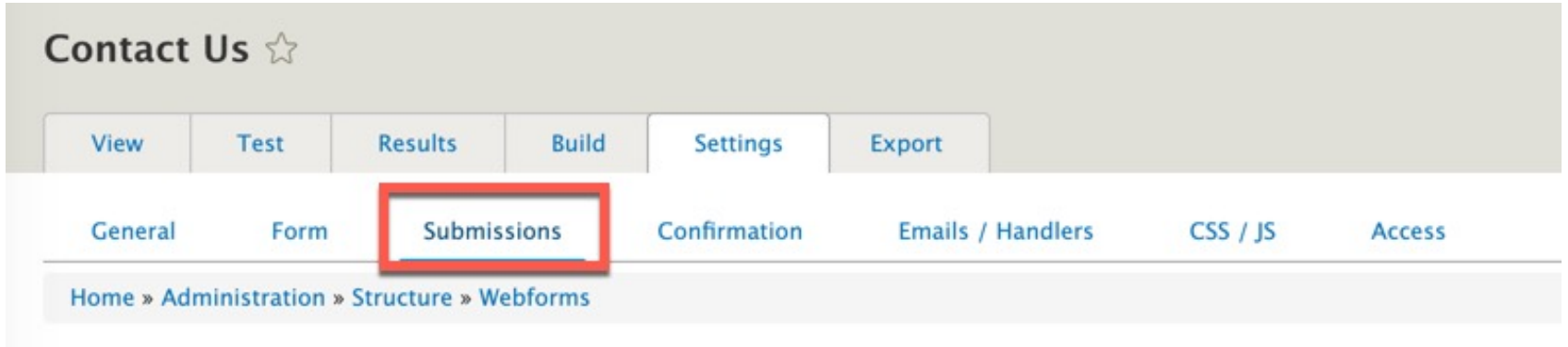
Co-op Web Builder | Purging

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.



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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.

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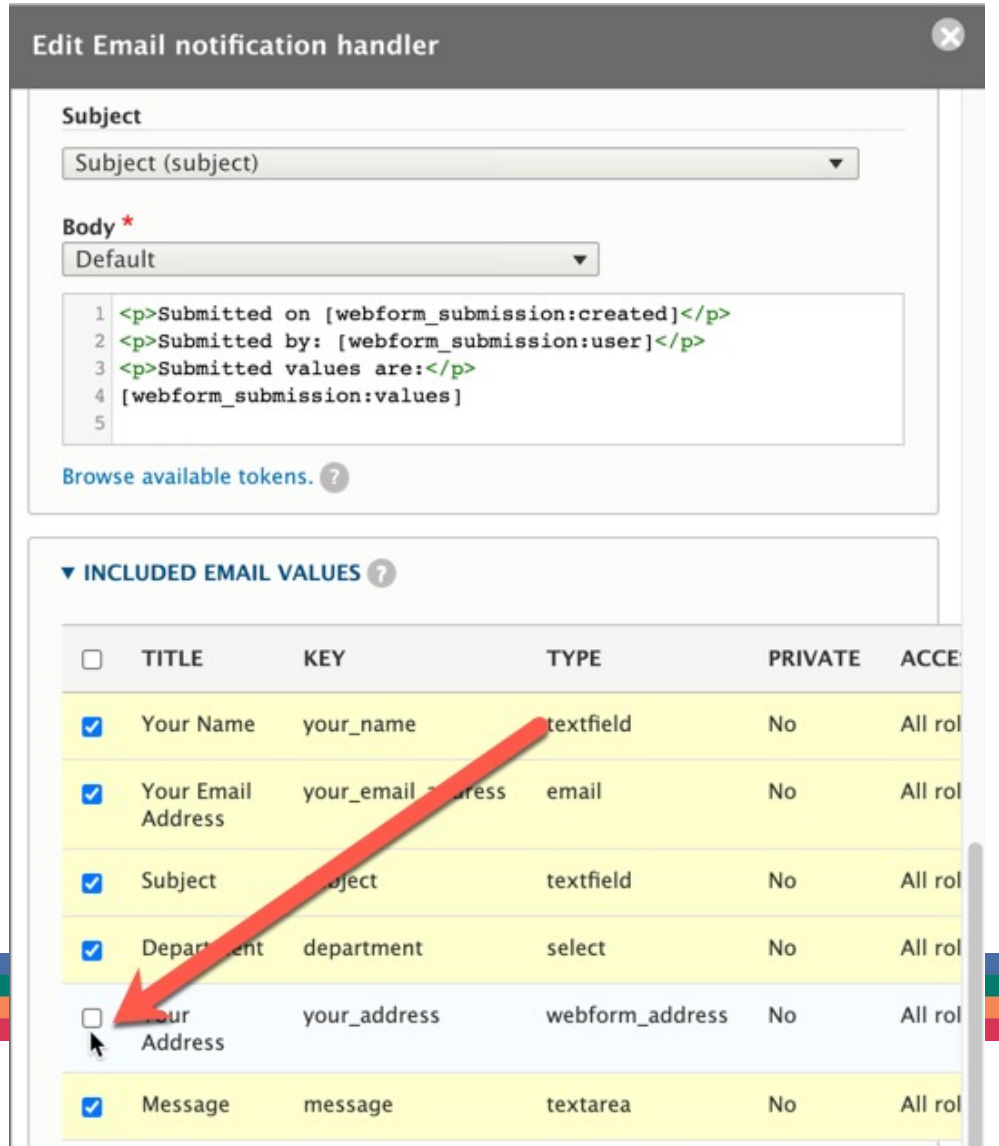
Co-op Web Builder | Disable E-mail Data

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.

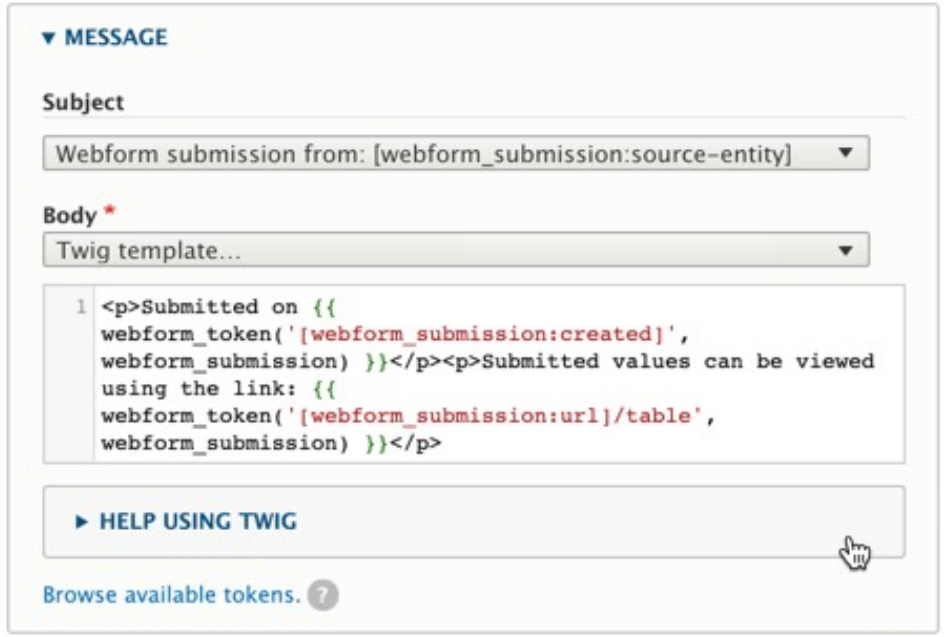


Co-op Web Builder | Disable E-mail Data

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.




```
<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>
```

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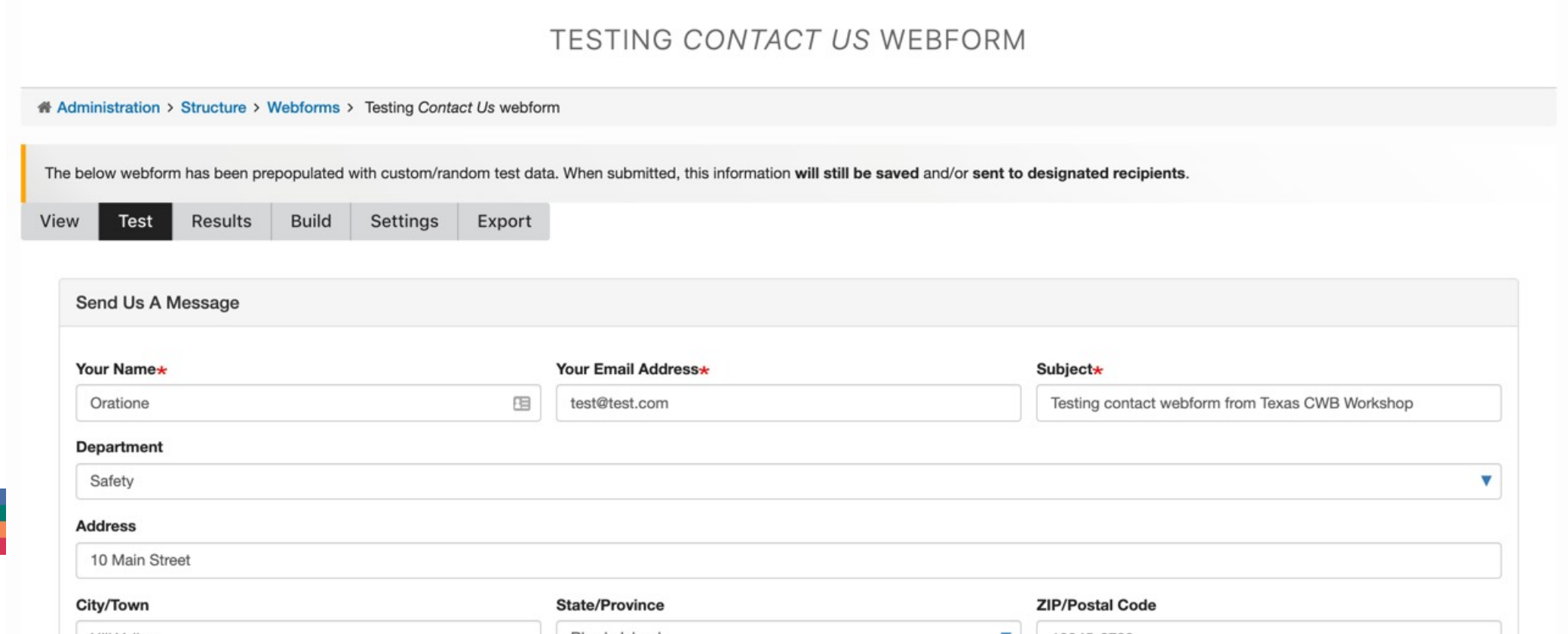
Co-op Web Builder | Test Form

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!