Single Line Field

The single line field allows you to collect data in the format of a single line of text. This is useful for collecting small amounts of information such as a parent's phone number or email address. Any information that I don't plan to analyse as this list is free text.

I'm building a car details form here for teachers to tell the HR department their car's registration number. We'll use this to allocate them a space and help the caretakers check who is parked in the car park.

What I'll do now is drag a Single line field into the canvas.

I can then update the hint text if I want to, so I'll just add the prompt 'enter your car reg here'. You can see that below the hint text in the menu on the left, there is the option to make this a required field, and the hidden field option can be used to hide this field.

The description box at the bottom can be used to add a description or some further information to the single line field. For example, I want to make assure staff that this information will be kept private within school.