

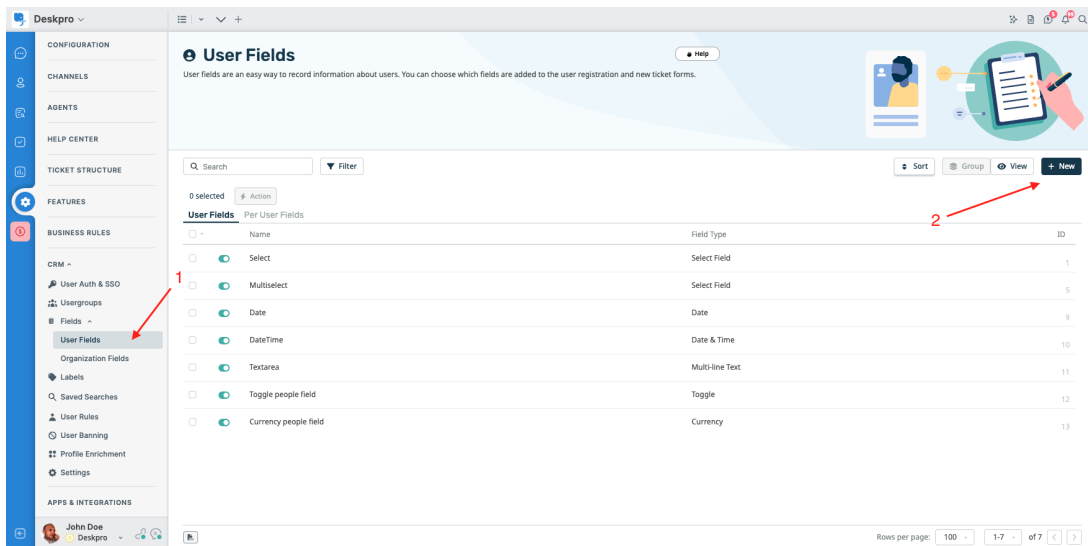
## How do I set up a new user registration form?

Manu Marquez - 2023-09-08 - Comments (0) - Ticket Structure

Some organizations need new users to complete a form to provide information, agree to network policies, etc.

This article explains how you can implement this in Deskpro so that users can submit a ticket form and all the information is added directly to their profiles. We'll also demonstrate how to embed a form to collect information from new users.

1. Go to **Admin > CRM > Fields > User Fields**. Click “New” to create a new Custom Field.



The screenshot displays the Deskpro Admin interface. On the left sidebar, the 'User Fields' option is highlighted under the 'Fields' category, indicated by a red arrow labeled '1'. The main content area shows the 'User Fields' configuration page. At the top right of this page, there is a '+ New' button, which is highlighted by a red arrow labeled '2'. Below the header, there is a table listing various field types available for configuration.

<input type="checkbox"/>	Name	Field Type	ID
<input checked="" type="checkbox"/>	Select	Select Field	1
<input checked="" type="checkbox"/>	Multiselect	Select Field	5
<input checked="" type="checkbox"/>	Date	Date	9
<input checked="" type="checkbox"/>	DateTime	Date & Time	10
<input type="checkbox"/>	Textarea	Multi-line Text	11
<input checked="" type="checkbox"/>	Toggle people field	Toggle	12
<input type="checkbox"/>	Currency people field	Currency	13

Choose a field from the list provided, and click **Configure Field**. For this example, we are going to use a toggle to record that the user agreed to your network policy.

on and new ticket forms.

Help

### Add: New Field

- Single-line Text**  
A single-line input box that the user can type into.
- Number**  
Allows users to enter a numeric value.
- Multi-line Text**  
A multi-line input box that the user can type into.
- Select Field**  
Present predefined options to user as a drop-down, radio button or checkbox menu.
- Toggle**  
This field displays as a single checkbox.
- Date**  
Date Field lets user select a date using the calendar widget.
- Date & Time**  
Date & Time field lets user select a date & time using the calendar widget.
- Display**  
This field does not take input, instead displays the HTML entered by you the administrator.
- Hidden**  
This is a hidden field in the new-ticket form with no visible UI for a user to interact with. The value can come from a cookie or a query string parameter, or you can use custom Javascript in your templates to set the field dynamically. The field is still editable in the agent interface via a text box.
- URL**

Configure Field

During the field configuration, you will be able to set up Title, Description, and User Validation amongst other values.

## Add: New Field ✕

Field type  
Toggle

Title\*  
I agree to your Network Policy 3

Enabled  
 Agent only field  
Hide field from users, only agents will be able to see and edit this field.

Description  
By checking this box, you agree to abide by [Acme Corp's Network Policy](https://example.com/policy)

Reference Alias ?

Enabled display Label

Disable display Label

Enabled by default

User validation  
Require user to provide value

Agent Validation  
No agent validation

**Create** Cancel

2. Go to **Admin > Ticket Structure > Departments** and create a new department called New Users.

3. In the **Form** tab, select **Custom Form Editor**.

4. Click on the **+ Field** button to add your newly created Toggle field — type the name of your field to find it in the provided list:

## Add: New Ticket Department ✕

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Information Permissions **Form** Website Embed 1

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Form

Custom Form Editor 2

This is a custom layout that applies only to this department. Any changes you make to this layout will not affect any others.

**User Form** Agent Form

:: User Name & Email (Single-line Text)

:: Department (Select Field)

:: Subject (Single-line Text)

:: Message (Multi-line Text)

:: Attachments

+ Field 3

I agree ✕

User Fields

I agree to your Network Policy

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Create Cancel

5. To make it easy for users to find the form, you can embed it on its own page on your website/intranet. Select the **Website Embed** tab, and add the code to your site.

## Add: New Ticket Department



Information Permissions Form **Website Embed**

Website Embeds are code snippets you can copy directly into your website to quickly add a Deskpro contact form to any page.

Brand\*

Default

Department

None

Language

English

Width

500 px

</> Generate Code

Embedded Form

```
<!--DESKPRO_EMBED_LOADER::BEGIN-->
<div id="deskpro_embed_form_container"></div>
<script type="text/javascript">
window.DESKPRO_EMBED_OPTIONS = {
  "helpdeskUrl": "https://5065-2a02-c7c-6b10-5200-10f1-
ac97-dbb0-5795.ngrok-free.app",
  "containerId": "deskpro_embed_form_container",
  "type": "form",
  "language": "en-US",
  "department": 0,
  "hide_department": 0,
  "width": "500"
};
</script>
```

Create

Cancel

6. You could set up a trigger so that, if users haven't agreed to the network policy when submitting a ticket to any other department than "New Users", they get an automatic email reminder to fill in the new user form. You'll need to create a new email template for this reminder.

### Add: New Trigger ✕

#### 3 Criteria

The criteria section is a list of terms that must match before the actions are applied to the Ticket.

**When** the following conditions are met:

	Department	is not	New Users	✕	🗑️	+
<b>And</b>	I agree to your Network Policy	Is not set			🗑️	+

**Or** when the following conditions are met:

	Select...	Select...			🗑️	+
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#### 4 Actions

These actions will apply when all of the criteria pass.

**Then** the following actions will run

	Send email to user	
Templates	Templates	🔍 Edit temp...
To	Email only ticket owner	🗑️
From name	Helpdesk name	🗑️
From email	The account set on the ticket	🗑️

**Add headers**

**Create** **Cancel**

#### Kontenut Relatat

- [How do I add Custom User Fields to Ticket Forms?](#)
- [Creating Effective Custom New Ticket Contact Forms](#)