

Adding and editing questions in a custom form

Category: Forms

Published: Oct 26, 2026

Reading Time: 1 min

Questions are the fields visitors fill in on your form.

Step 1: Open your form's questions

Go to **Features** → **Custom Forms** and open the questions of your form. You see the list of questions.

The screenshot shows the Website Works interface. On the left, the 'Features' menu is expanded, and 'Custom Forms' is selected. The main content area displays a list of form questions. At the top, there's a 'New Question' button. Below it is an 'Actions Guide' box explaining the icons: a clock for history, a pencil for edit, a duplicate icon for duplication, and a trash can for deletion. The table below lists 5 questions, all with 'ENABLED' status.

Actions	Title	Status
	Full name	ENABLED
	Company	ENABLED
	Email address	ENABLED
	Phone number	ENABLED
	Tell us about your panel, component or assembled-system needs	ENABLED

Showing 1 to 5 of 5 entries

Your form questions.

Step 2: Click New Question

Click **New Question**.

Pick a premade question.

Step 4: Or create a custom question

Under **Custom questions**, choose a type: Member dropdown list, Team dropdown list, Single-line, Multi-line, Dropdown, Check boxes, Number, Date/Time, Date, Message, Range, Url or Divider. Enter the question and save it.

The screenshot shows the 'X website works' interface. On the left is a sidebar with navigation options: Home, Tutorial, Site Builder (selected), Brand, Pages, Layout, Features (with sub-items: Albums, Testimonials, Custom Forms (highlighted), Updates, Calendar, Booking Types, Bookings), Settings, Administration (with sub-items: Managers, Roles & Permissions, Subscription, Domains), and Domains. The main content area displays a list of premade questions: 'Country & State / Province', 'T-shirt size', and 'Food preference', each with a 'Select' button. Below these is a section titled 'CUSTOM QUESTIONS' enclosed in a red border. This section lists various question types, each with an icon, a title, a description, and a 'Select' button: 'Member dropdown list' (person icon), 'Team dropdown list' (group of people icon), 'Single-line text box' (text input icon), 'Multi-line text box' (text input icon with horizontal lines), 'Dropdown list' (dropdown menu icon), 'Check boxes' (checkbox icon), 'Number text box' (number input icon), 'Date/Time' (calendar icon), 'Date' (calendar icon), and 'Message' (speech bubble icon).

Choose a question type.

Step 5: Edit or remove questions

Next to each question, use the buttons to see its **History**, **Edit** it, **Duplicate** it or **Delete** it.

websiteworks

Search...

Home

Tutorial

Site Builder

Brand

Pages

Layout

Features

Albums

Testimonials

Custom Forms

Updates

Settings

Administration

Managers

Roles & Permissions

Subscription

Domains

Promote

Send Email

Sent Emails

Request Information Or A Quote

Manage the Request information or a quote form.

Take A Tour

Home > Features > Custom Forms > Request Information Or A Quote

Northwind Panels

Website Works (Premium) | Expires 30 Dec 2026

View Site

Share Site

Support Requests

http://websiteworks.test/northwind-panels

Copy

New Question

Actions Guide

Use the icons below to manage form questions. Here's what each button does:

To view history, click the history icon.

To edit a question, click the edit icon.

To duplicate a question, click the duplicate icon.

To delete a question, click the delete icon.

Show 100 entries

Search:

Actions	Title	Status
	Full name	ENABLED
	Company	ENABLED
	Email address	ENABLED

Edit, duplicate or delete.