



Form Builder

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Description

Form Builder – The Form Builder allows your company to create an unlimited number of forms and add these forms to any page on the site. This could be a feedback form, contact us form, reservation, information request form and/or an employment form with the option to upload a resume. Data entered into the forms would be emailed to the administrator and be available in a database that can be exported to Excel® for further analysis when required.

Demo Website | View Website **PROFUSION** Website Backend | Profile | Quick Links | Logout

CONTENT

- Home Page
- Inner Pages
- Sitemap
- Terms and Conditions
- Privacy Policy
- Vertical Column Section
- Footer Section

SECURE USERS

- New Members
- Membership Manager
- Members Page Content

HELP

- General Help
- Editor Help
- About Us

WEBMASTER

- Change Profile
- Change Password
- Settings
- Flash Images
- Header Images

ADVANCED FEATURES

- Elegant Image Gallery
- Scroller Image Gallery

Welcome to the backend of NSNA Jitender Demo Website

Please follow the links on the left column to proceed

The Date and Time on the servers is currently 3/25/2011 1:24:27 PM

Storage

Free Space	Used Space
1020 MB	30 MB
File System : 975.06 MB	File System : 24.94 MB
Database : 44.94 MB	Database : 5.06 MB

Quick Links

- General Help
- Editor Help
- User Manuals and Product Videos
- Editor Template Variables
- Support Center
- License Agreement

Finding the Module


The left side of the main administrative page is divided into various sections. Each section deals with a specific functionality of the Ultra IS application like Content, Secure Users, Help, Webmaster, Advanced Features, etc. Form Builder can be found under the Advanced Features Tab.

Add Form

1. **Click** on Form Builder link under Advanced Features section heading as shown in the above figure.
2. This action takes you to the Forms page screen as seen here. This is the main screen of the Form Builder tool which displays all your forms and where you can add, edit, or delete a form or its fields, edit form settings, add an auto-responder, and look at the names of the people that have filled out the form.

Figure 1.1



Note: When you create a form for the first time, you will be presented with a blank screen with “No forms available” message. For your convenience, we have tried to provide you with additional help wherever possible throughout the form builder module. You can get more information on any specific functionality by clicking the Help  button placed next to it.

3. **Click** [Add Form] link you see above the Form Name heading.
4. You will be presented with a new Add Form screen page as shown in figure 1.2 below.
5. **Form Name** – First of all, you need to define the name of the form. The form name will appear above the form on the website. **Type** in the form name in the text input box placed next to the Form Name title. In this case, we will name it “Contact Us.”

Note: Naming conventions to a large extent depends on the nature and the intended purpose of the form. You also need to keep it simple to be able to be identified by your end users. Some of the most commonly used form names are: Sign In, Contact Us, Feedback, Post Your Comments, and so on.

Note: It is recommended to either have all form submissions emailed to the admin or have them stored in a database. If you do not select one of these options, the form submissions will be sent into cyberspace with no chance of recovery.

10. **Form Submission Message** – Into the editor box, **Type** in a message that you would like the end users to see after form submission is complete. You can use any of the functionality of the page editor to control the look and feel of this page. Most of the time, this page simply has a “Thank You” message.
11. Once you have filled out the fields above, you will have the option to save, save and continue, or cancel the form.
12. **Clicking `Save`** button will save this portion of the form. Since no fields have been added yet, the form is not complete at this stage. **Clicking `Cancel`** deletes the form and takes you back to the Form Builder main screen and **Clicking `Save and Continue`** saves the form and takes you to a new screen, namely Manage Fields as shown in [figure 1.3](#). This is the screen you will use to begin adding new fields to your form.

Manage Fields

Figure 1.3

<input type="checkbox"/>	Field Title	Order	Required	Edit Field
No fields available.				

Legend
Y - Yes
N - No

Once you have the form saved, the next step is to determine what types of Fields you would like to have inside the form.

1. **Click `[Add Field]`** link you see above the Field Title heading.
2. This action takes you to a new Add / Edit Field screen. This screen will ask you to define the types of fields you want to create in your form.

Figure 1.4

The screenshot shows a web-based form configuration interface. At the top, there is a green banner with the text "Fields marked * are required". Below this is a dark header bar with the text "ADD FIELD" in white. The main area is divided into three sections. The first section, "Field Type*", has a blue question mark icon and a list of options: "Text Box" (selected with a radio button), "Text Area", "Drop Down List", "Radio Button", "Check Box", and "Attachment". Each option has a "preview" label to its right. The second section, "Field Title*", has a blue question mark icon and a text input field containing the text "First Name". The third section, "Is this a Required Field?", has a blue question mark icon and a checked checkbox. At the bottom of the form are two buttons: "Save" and "Cancel".

3. **Field Type** – Field types are the input area which users fill in while completing the form. Available form field options are:
- Text Box** – text box is a single line data entry field type that is appropriate for inputs like Name, Phone Number, Email Address, etc.
 - Text Area** – text area is a multi-line data entry field type that is appropriate for inputs like Questions, Comments, Additional Information, Feedback, Address, etc.
 - Drop Down List** – drop down list is appropriate when you want the user to select one or more options from a given list like State Name, Country Name, Select three of your favorites from this list, etc.
 - Radio Button** – radio button is appropriate when you want the user to select only one of a limited number of choices like Yes or No, Male or Female, etc. This field type does not support multiple select options.
 - Check Box** – check box is appropriate when you want the user to select one or more options from a limited number of choices. These can be used for both single (Yes or No) and multiple select options (Select items you would like more information about, etc).
 - Attachment** – this allows users to submit an attachment along with the rest of the information in the form.

For this tutorial, we will select Text Box, see [figure 1.4](#).

Note: A preview window is provided to help you choose the best possible fields for your form. Select a field type and **Click** on Preview. This opens up a preview pop-up window displaying how the field will look on your website.

4. **Field Title** – This is the name of the field that will appear on the form prior to the input field. **Type** the title of the field in the text input box. In this case, we will type First Name as seen in [figure 1.4](#).

5. **Is This a Required Field** – You can choose to have this field as a required field or not by **Checking** this box. If it is checked, the end users will **have** to complete it before they can submit the form. In this case, we will check this box, see [figure 1.4](#).

Required
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Note: If the field is checked as a required field, you will see Y next to it and if it is not checked you will see N under the Required heading in Manage Fields page screen as seen in [figure 1.6](#).

6. **Click** **Save** to add this field to the “Contact Us” form.

7. This action takes you to the Manage Fields screen where you can now see this newly added field with the **Field has been added.** message on top of the page. You may add as many fields as you need for your form. Simply repeat the steps above.

8. **Field Values** – These input options are available only for the Drop Down List, Radio Button, and Check Box field types.

Now, let us explore in detail how a Drop Down List field type is created in a form. In this case, we will **Select** Drop Down list as Field Type and **Type** “Ultra IS products you have used” as the Field Title, see [figure 1.5](#) below.

Next **Type** in the input drop down options one below the other in a separate line in the Field Values box. In this case, we will **Type** Ultra IS Base, Ultra IS Pro, Ultra IS PURE, Ultra IS REALM, and Ultra IS AE one below the other as shown in [figure 1.5](#).

9. **Multiple Select** – For Drop Down List field type, you can have either single or multiple selection options for input. **Check** Yes No as appropriate.

Figure 1.5

Fields marked * are required

ADD FIELD

Field Type*	<input type="radio"/> Text Box preview <input type="radio"/> Text Area preview <input checked="" type="radio"/> Drop Down List preview <input type="radio"/> Radio Button preview <input type="radio"/> Check Box preview <input type="radio"/> Attachment preview
Field Title*	<input type="text" value="Ultra IS products you have used"/>
Is this a Required Field?*	<input checked="" type="checkbox"/>
Field Values Place each Field Value on its own line by pressing 'Enter' between Field Values.	<input type="text" value="Ultra IS Basic
Ultra IS Pro
Ultra IS PURE
Ultra IS REALM
Ultra IS AE"/>
Multiple Select	<input checked="" type="radio"/> Yes <input type="radio"/> No

Note: If multiple select is set to Yes, the form on the frontend would look like the first figure below where all the options in the drop down menu will be visible. Conversely, if No is selected only the first option will be visible initially and the rest can be seen by clicking the drop down arrow and the user can select an option from the list as shown in the second figure below.

All required fields will have a * mark next to them. The Access Code otherwise known as CAPTCHA is a challenge-response test to ensure that the response is not generated by a computer.

Contact Us

*Fields marked * are mandatory.*

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email**	<input type="text"/>
Ultra IS products you have used*	<input type="text" value="Ultra IS Base
Ultra IS Pro
Ultra IS PURE
Ultra IS REALM
Ultra IS AE"/>
Access Code	<input type="text" value="5 4 2 6 4 2"/>
Please Enter the Access Code**	<input type="text"/>

Contact Us

*Fields marked * are mandatory.*

First Name*

Last Name*

Email*

Ultra IS products you have used*

- Ultra IS Base
- Ultra IS Base
- Ultra IS Pro
- Ultra IS PURE
- Ultra IS REALM
- Ultra IS AE

Access Code

Please Enter the Access Code*






10. **Field Value Display Style** – For Radio Button and Check Box field types, you can have the option of displaying them either horizontally or vertically in your form on the frontend by checking Horizontal Vertical as appropriate.
11. Click **Save** once you are done adding fields. You may edit or re-order them at any point. In the Manage Fields screen (see figure below) simply **Use** the red arrows to the right of your field names to move the placement of the field up or down the form. To edit a field, simply **Click** on the  arrow.

Figure 1.6

Home » Forms » Manage Fields

[Add Field]

Showing 1 - 4 of 4 « First | Previous Page 1 of 1 Next | Last »

<input type="checkbox"/>	Field Title	Order	Required	Edit Field
<input type="checkbox"/>	First Name	↑ ↓	Y	
<input type="checkbox"/>	Last Name	↑ ↓	Y	
<input type="checkbox"/>	Email	↑ ↓	Y	
<input type="checkbox"/>	Ultra IS products you have used	↑ ↓	Y	

Delete Field

Legend
 Y - Yes
 N - No

Form Settings


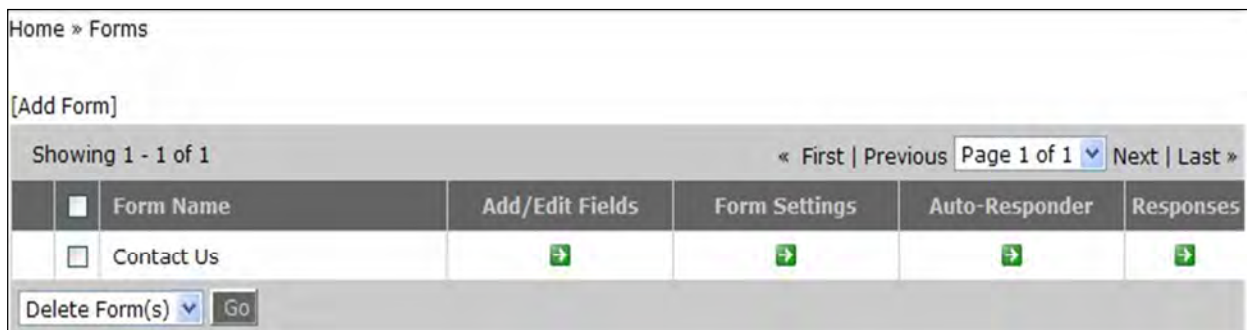
You can customize the look and feel of the form using the Form Settings tab from the Forms main page screen. Now your main Forms page should look like the figure below (figure 1.7) where you have “Contact Us” form. From this screen you can navigate to different sections of the form such as Form Settings, Auto-Responder, and Responses by clicking on the  arrow of the corresponding section.





Figure 1.7



Home » Forms


[Add Form]

Showing 1 - 1 of 1 « First | Previous Page 1 of 1 Next | Last »

<input type="checkbox"/>	Form Name	Add/Edit Fields	Form Settings	Auto-Responder	Responses
<input type="checkbox"/>	Contact Us				

Delete Form(s)

To customize/edit the form settings:

1. Click  arrow below the Form Settings heading.
2. You will now be presented with a new page screen like the one you see below.
3. **Field Title Text Color** – This controls the font color of the field labels. Click on the color palette that is placed on the right of the input box. This opens a pop-up window with color options. Select the color and Click button to apply the color to the field label text. Alternatively, you can also type in the hexadecimal color code directly into the box if you know it.

Home » Forms » Settings

Form Settings

Field Title Text Color

Background Color of the Form

[Restore Default Colors ?](#)

Font Height

Font - Choice 1

Font - Choice 2

Font - Choice 3

Field Label vs. Field Input Box [Preview Form](#)

4. **Background Color of the Form** – Select a background color of the form the same way as you did previously for the field label text color. If you wish to have a transparent background on your form, leave this field blank.

Note: Should you wish to revert back to the original color settings, simply **Click** the Restore Default Colors link.

5. **Font Height** – Select the font size (ranging from 8 to 14 px) for the field labels from the drop down menu.

6. **Font – Choice 1** – Select the font for the field label from the drop down menu.

7. **Font – Choice 2** – If the user does not have Font Choice 1 installed on their computer, you can select another font to display your font labels.

8. **Font – Choice 3** – If the user does not have Font Choices 1 and 2 installed on their computer, you can select a different font to display your font labels.

9. **Field Label vs. Field Input Box** – This controls the space allocated to the field label as against the field input area inside a web page. **Choose** from the drop down option what ratio of field label to field input you want for the form. **Clicking** on Preview Form link will display your settings in a pop-up window.

50/50

33/66

66/33

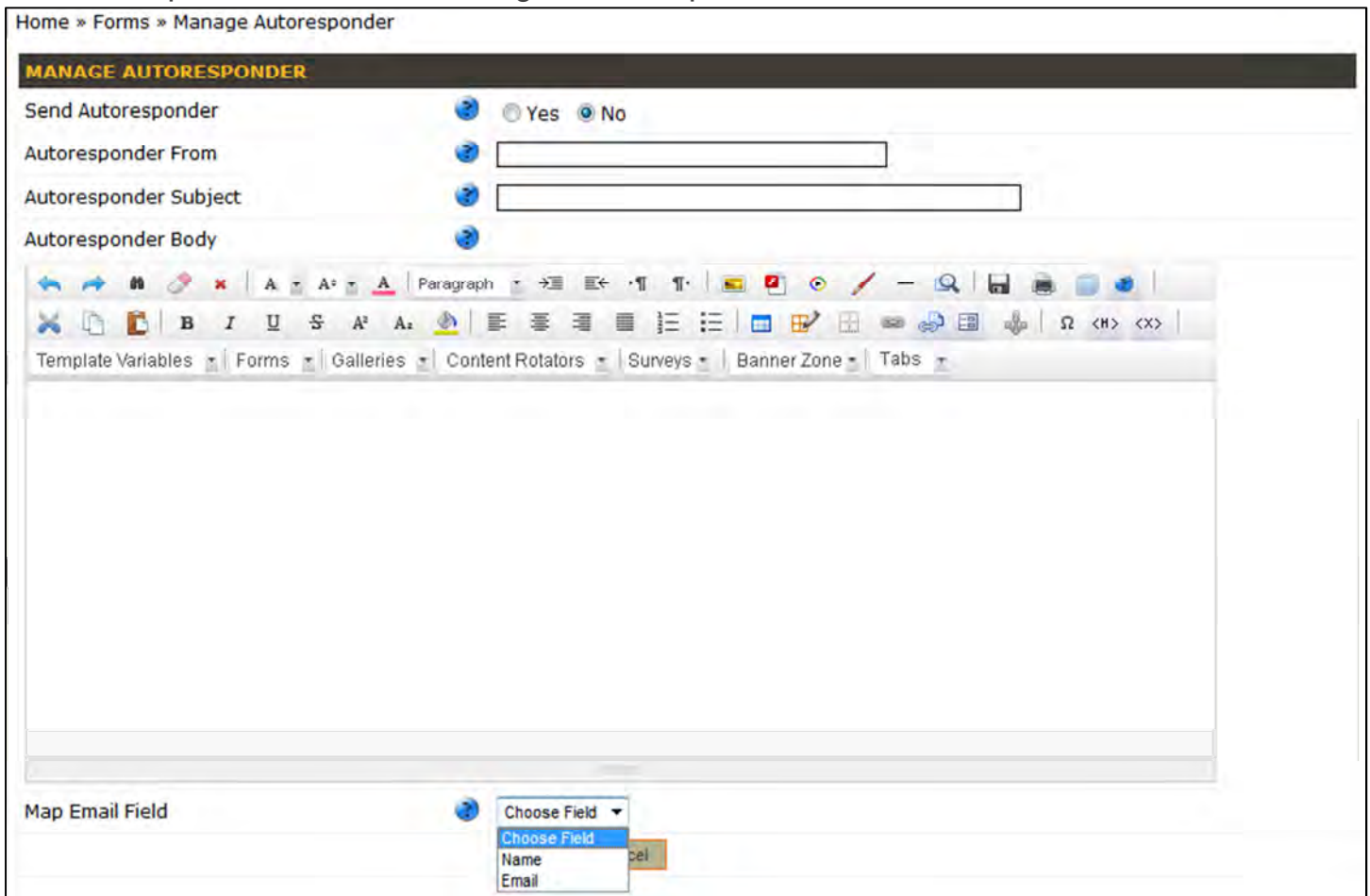
25/75

75/25

10. **Click** to save your form settings.

Auto-Responder

1. Click  arrow below Auto-Responder heading on the Forms main page screen. You will be presented with a Manage Auto-Responder screen as seen below.



Home » Forms » Manage Autoresponder

MANAGE AUTORESPONDER

Send Autoresponder Yes No

Autoresponder From

Autoresponder Subject

Autoresponder Body

Map Email Field

Choose Field
Name
Email

2. **Send Auto-Responder** – Select Yes from Yes No to have auto-responder sent to users.
3. **Auto-Responder From** – What you see here is the default admin email address previously entered by you while creating the form. If you want to change it, **Type** in the email address from which you want the auto-responder sent out.
4. **Auto-Responder Subject** – **Type** in a subject line for the auto-responder email.
5. **Auto-Responder Body** – This is the email message that will be sent to the user after form submission. **Type** in the text here which will be the body of the email. You can use the standard functionalities of the page content editor to type in the body of the auto-responder email.


6. **Map Email Field** – The drop down you see here is dynamically generated based on the fields you have created in the form. **Select** the field label *Email* which contains the end users email address. *In order to send out auto-responder you must have an email input field in the form for your users to fill in.*

7. Click **Save** to save your auto-responder edits.

Note: If you do not want to send out an auto-responder email, simply **Select** No from Yes No for Send Auto-Responder field (see step 2 above) and **Click Save** to save your action.

Responses



If you had previously chosen to save form submission to database while creating the form, you should be able to see all form submission details using the Responses tab in the Forms main page screen, see [figure 1.7](#). To view responses:

1. Click  arrow below the Responses heading. This action takes you to the View Responses page screen like you see below.




Home » Forms » View Responses

Showing 1 - 2 of 2 < First | Previous Page 1 of 1 Next | Last »

	NAME	EMAIL	QUESTION/COMMENT	DATE	VIEW
<input type="checkbox"/>	David Townsend	david.c.townsend@mailinator.com		Jun 23, 2011	
<input type="checkbox"/>	Cheri Gregory	cheri.l.gergory@dodgit.com		Jun 23, 2011	

Delete Response(s)

2. In this screen you will see all form submission details entered by the users from the frontend of your website.
3. Click  arrow next to the name to view the individual responses which would look like the one shown here.

DETAILS

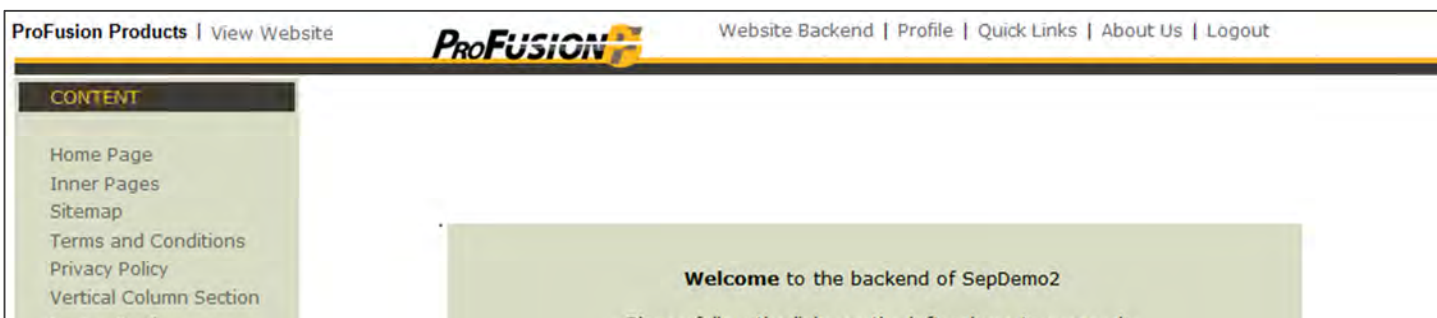
Name David Townsend
Email david.c.townsend@mailinator.com
Ultra IS products you have used Ultra IS Pro

Back

- Clicking on **Download CSV** button allows you to download a comprehensive list of all responses as an Excel sheet into your hard drive.

Place Form

- Click Inner Pages link on the left hand section of the main administrative page screen.



- Now you can see a list of your web pages as shown in the figure below. Click the page on which you want to display your form. In this case, we will **Select** "Contact" page. This takes you to the Contact page screen.

Home » Main Pages

[Add Page]

Showing 1 - 4 of 4 < First | Previous Page 1 of 1 Next | Last >

	<input type="checkbox"/>	Section Title	Order	Secondary Pages
✓	<input type="checkbox"/>	About Us	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	Services	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	Team	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	Contact	↑ ↓	➔ [0]

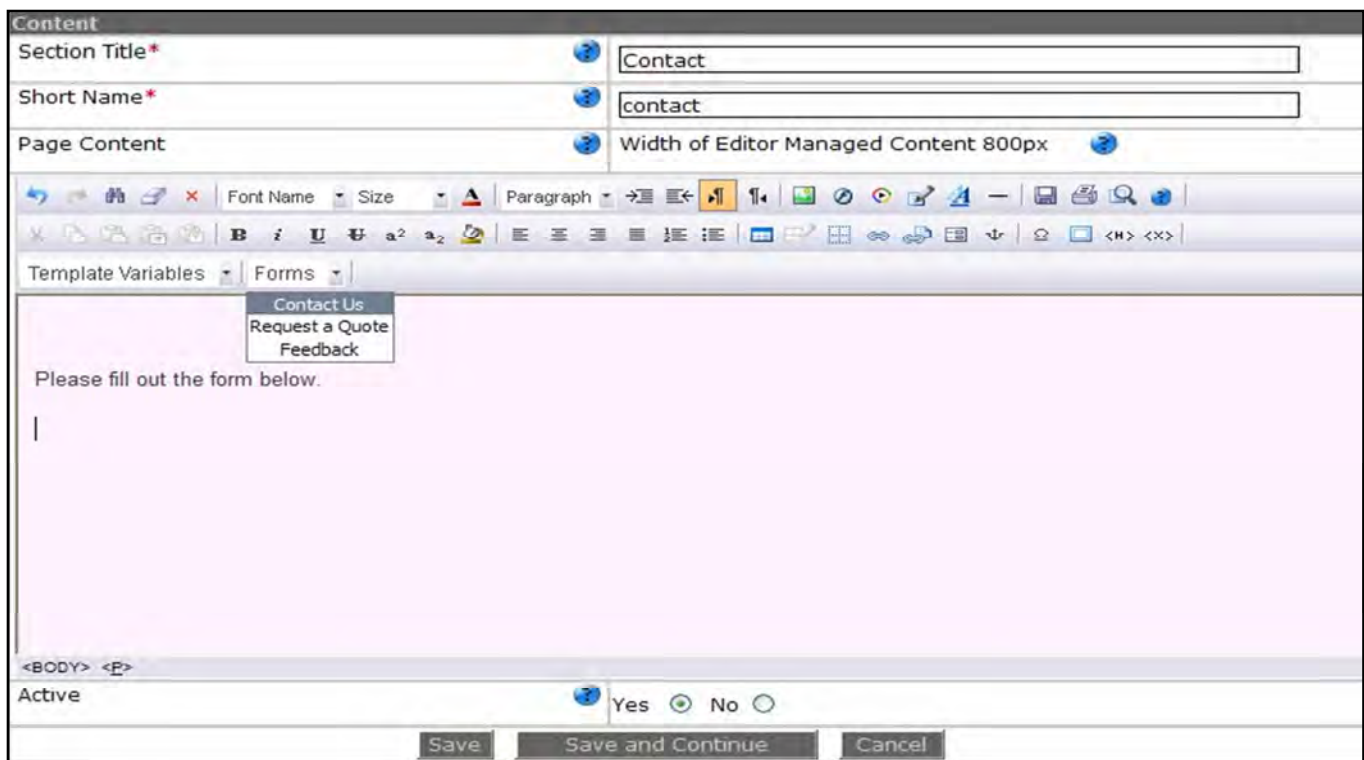
Activate Page(s) [v] Go

Legend
 ✓ Active Pages

3. **Type** in page content using the page editor. Let us **Type** “Please fill out the form below.”

Note: You may add text, image, or video above or below the form in your web page.

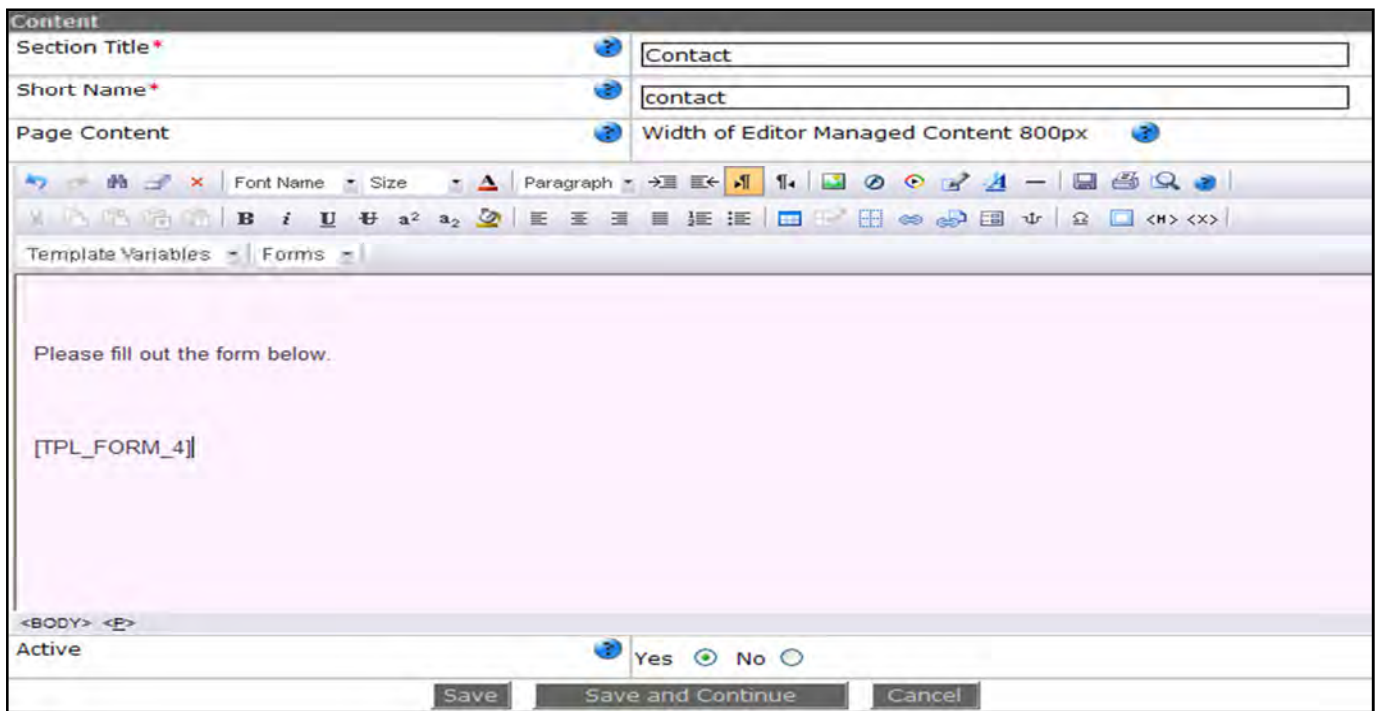
4. **Position** the cursor inside the text area where you would like the form placed and **Select** the form that you want to use from the Forms drop down menu as shown in the figure below. This action places the form on your web page. In this case, we will **Select** “Contact Us” form.



5. Once the form is placed on the web page, you will see something like [TPL_FORM_4] inside the page editor area. This command instructs the system to merge in the form you have just placed on the page. The page editor should now look like the figure below.

6. Click **Save** button to save the page edits.

7. You have now successfully created a form and placed it on your web page.



Note: Open the page on the frontend to make sure the form looks the way it was supposed to. What you see below is how the form would look on your website. All required fields will have a * mark next to them. The Access Code otherwise known as CAPTCHA is a challenge-response test to rule out computer-generated responses.

