







## Forms

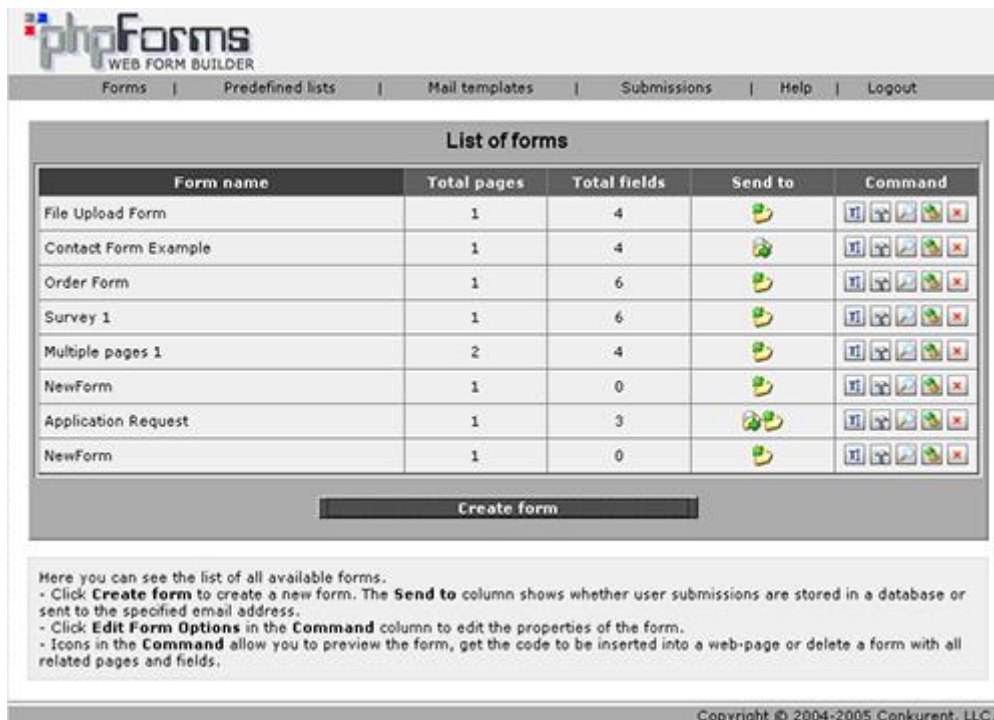
In this section you can see the list of all available forms.

- Click **Create form** to create a new form.










































- The **Send to** column shows whether user submissions are stored in a database  or sent to the specified email address .

- Click **Edit Form Options**  in the **Command** column to edit the properties of the form.

- Icons in the **Command** column allow you to preview the form , get the code to be inserted into a web-page , edit form options  or delete a form with all related pages and fields .



The screenshot shows the phpForms Web Form Builder interface. At the top, there is a navigation menu with links for Forms, Predefined lists, Mail templates, Submissions, Help, and Logout. Below the menu is a table titled "List of forms" with the following columns: Form name, Total pages, Total fields, Send to, and Command. The table lists several forms, including File Upload Form, Contact Form Example, Order Form, Survey 1, Multiple pages 1, NewForm, Application Request, and another NewForm. Each row in the table has a set of icons in the Command column for editing, previewing, and deleting. Below the table is a "Create form" button. At the bottom of the screenshot, there is a copyright notice: "Copyright © 2004-2005 Conkurent, LLC."

Form name	Total pages	Total fields	Send to	Command
File Upload Form	1	4		   
Contact Form Example	1	4		   
Order Form	1	6		   
Survey 1	1	6		   
Multiple pages 1	2	4		   
NewForm	1	0		   
Application Request	1	3	 	   
NewForm	1	0		   

## Form Options

On this page form properties are displayed.

- **Form name** is the value used to identify the form in the admin area only.
- **Submit to** specifies the destination of form submissions (database and/ or email address)

**Note:** if you don't choose any email template or specify the wrong email address (multiple emails can be separated by commas), we do not guarantee that submissions will be sent to your mail box.

- **Message displayed after submission** is the alert message displayed after the form is submitted. If you want to redirect a user to a certain URL after the form is submitted, type the necessary URL in the "**Redirect to**" field. Otherwise the user is redirected to the form page.

- **Button captions** are the names of the navigation buttons on the pages of multi-page forms and Submit button.

**Form options**

Form name	NewForm						
Form color	<input type="text"/>						
Submit to	To database						
Form width, in pixels (0-default)	<input type="text"/>						
Message displayed after submission	<input type="text"/>						
Redirect to	<input type="text"/>						
Button captions	<table border="1"> <tr> <td>Previous</td> <td>Next</td> <td>Submit</td> </tr> <tr> <td>Previous</td> <td>Next</td> <td>Submit</td> </tr> </table>	Previous	Next	Submit	Previous	Next	Submit
Previous	Next	Submit					
Previous	Next	Submit					

**Save**

This page displays the properties of the form.  
**Form name** is the value used to identify the form in the admin area only.  
**Submit to** specifies the destination of the form submissions (database and/or email address). Please note, if you don't choose any email template or specify the wrong email address (multiple emails can be separated by commas), we do not guarantee that submissions will be sent to your mail box.  
**Message displayed after submission** is the alert message displayed after the form is submitted. If you want to redirect a user to a certain URL after the form is submitted, type in the necessary URL in the **Redirect to** field. Otherwise the user is redirected to the form page.  
**Button captions** are the names of the navigation buttons on the pages of multi-page forms and Submit button.

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## Field Options

On this page field options for the selected form are displayed.

### General

- **Field name** is the value used to identify a form's field
- **Required mark** specifies if the field is required to fill out or optional
- **Page.** If your form consists of several pages, you can select from a drop-down menu which page this field will be on
- **Field type** specifies the type of the field, which can be:
  - **Text** is a common text field
  - **Password** is meant for password entry (the value you enter in this field will be displayed in a form as an asterisk string)
  - **Checkbox** is used to toggle one or several items in a form. All the values you enter for this field will be displayed in the form
  - **Radio button** is the button that must have one selection chosen out of two or more choices.
  - **Select** field displays all the values you indicate for this field, but allows only one value to be used at a time.
  - **Multiple select** displays all the values you set for this field and allows multiple values to be used at a time.
  - **Textarea** is a simple text box where the form users can input strings of characters, numbers or any other symbols.
  - **File upload** field allows form users to upload files by means of the form
  - **Hidden** allows to hide the field from the user's view
  - **HTML** is used to create HTML values in the form
  - **Date** is used to display dates

### Default

- **Default value** is used as a value that will be present in the field by default

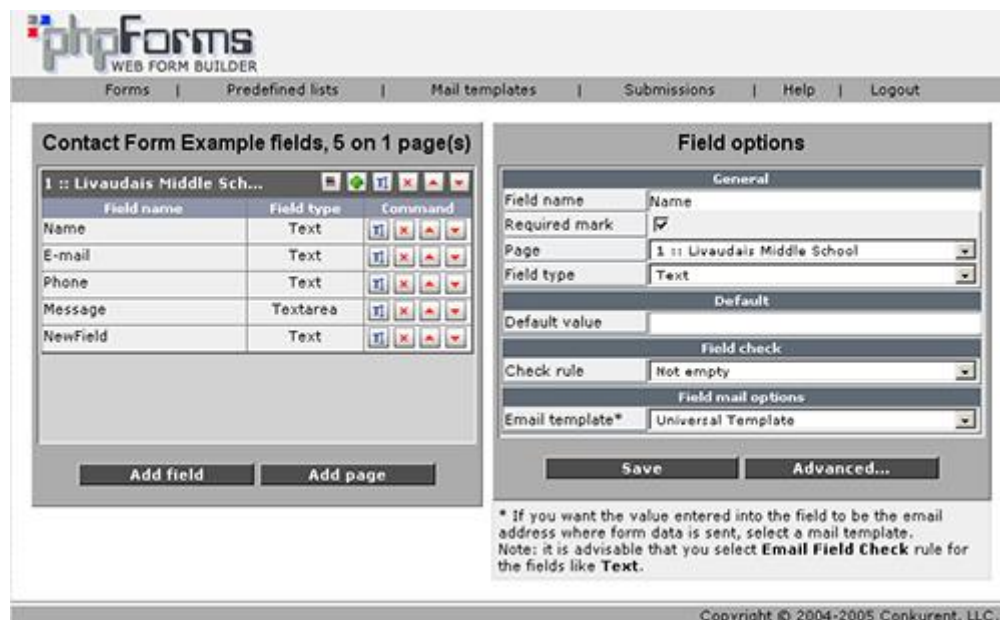
### Field check

- **Check rule** specifies the rule to be used for this field. The possible values for this field are:

- **Not empty** means that the field must contain any value
- **Numbers only** allows only numbers in the field
- **Letters only** allows only letters in the field
- **Email** checks if the value in the field has an email format
- **Chars interval** specifies the length of input value for the field.

### Field mail options

- **Email template** allows you to select an e-mail template that will be sent to the form users



### Field's "Advanced" options

#### Field info

- **Field name** is the name of the field you edit
- **Page title** is the title of the page where the form is located

#### Layout

Here you can select the type of layout for the field

#### HTML

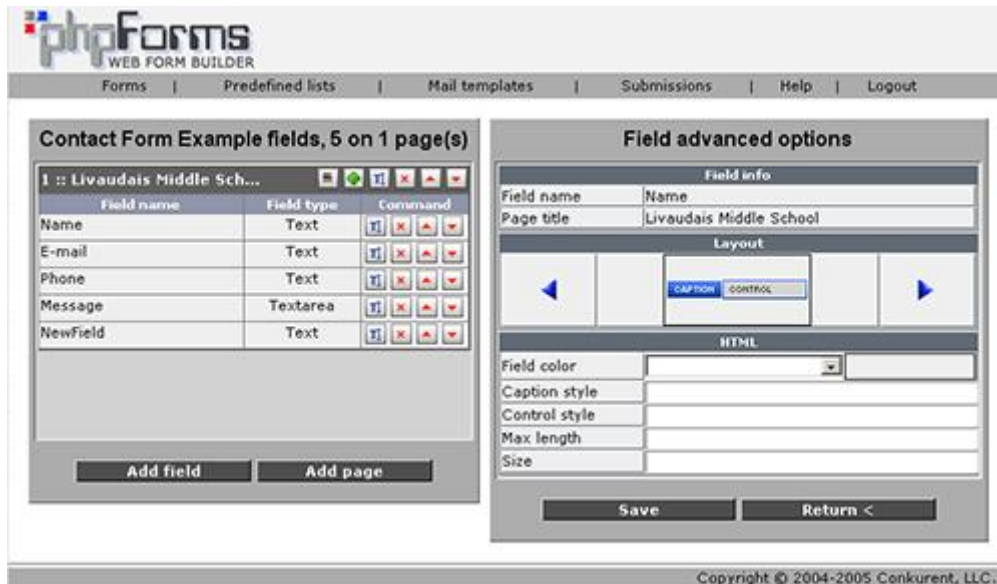
- **Field color** specifies the color of the field
- **Caption style** specifies the style that will be used to display the field's caption (i.e. you can enter a CSS style here, like below:

- color: red; font-style: oblique; font-weight: bold; font-family:Tahoma;
- font: 25px Courier; text-decoration:underline;

- **Control style** specifies the style that will be used for input fields, for instance:

- background-color: #ee0000; font-size: 26px; font-weight: bold; font-family:Tahoma;
- width: 400px; height: 40px; width: 400px; height: 40px;

- **Max length** specifies the ultimate length of the field
- **Size/Rows** (depending on the selected field type) specifies the ultimate size or the ultimate number of rows for the field

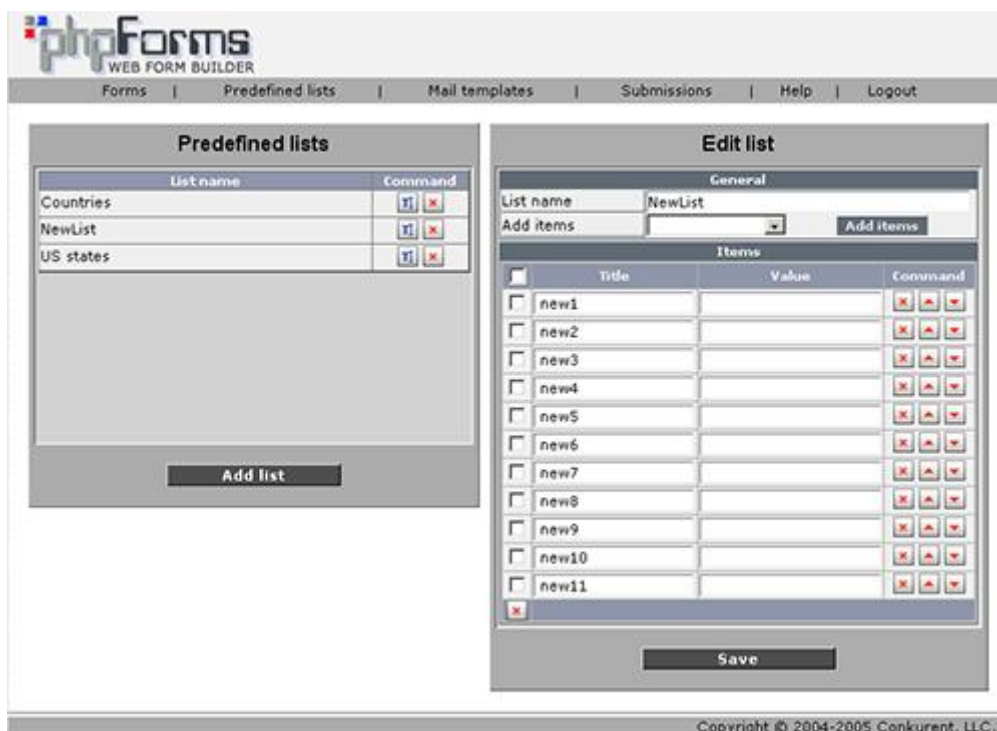


## Predefined Lists

Predefined list is the list of values which can be imported as items into the fields like "**Checkbox**", "**Radio button**", "**Select**", "**Multiple select**". For instance, the list of countries or the list of the email addresses of your support service. Click **Add list** to create new listing. Use the icons in the **Command** column to edit/delete lists.

### Edit list

- **List name** specifies the name of the list
- **Add items** option allows you to add a number of items specified from a drop-down menu. You can add up to 20 items at a time, and then select 20 again to enter more items to your list.



## Mail Templates

You can create templates which will be pre-populated with the values submitted by users. These submissions are sent to the email address specified in the **Send to email** field (in the properties of the form) or to the address specified in the email field.

Two types of tags are available: tags associated with forms and tags not associated with forms:

### 1. Tags not associated with forms:

- [form-name] is replaced by the form name
- [form-data] is replaced by the list "field-name :: field data"
- [ip-address] is replaced by user's IP-address

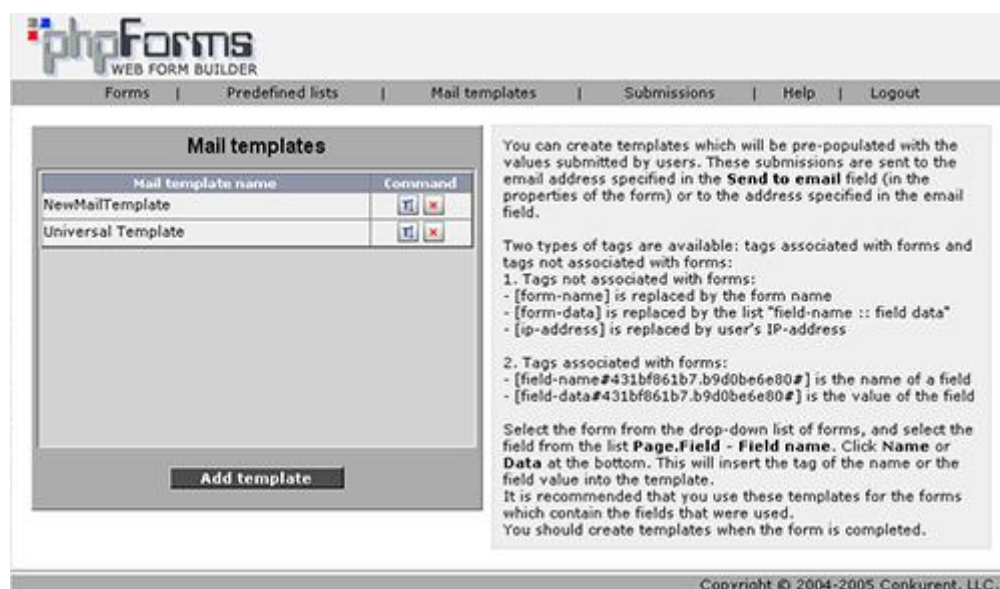
### 2. Tags associated with forms:





- [field-name#431bf861b7.b9d0be6e80#] is the name of a field
- [field-data#431bf861b7.b9d0be6e80#] is the value of the field

Select the form from the drop-down list of forms, and select the field from the list **Page.Field - Field name**. Click **Name** or **Data** at the bottom. This will insert the tag of the name or the field value into the template.

It is recommended that you use these templates for the forms which contain the fields that were used.

You should create templates when the form is completed.



Mail template name	Command
NewMailTemplate	 
Universal Template	 

**Add template**

You can create templates which will be pre-populated with the values submitted by users. These submissions are sent to the email address specified in the **Send to email** field (in the properties of the form) or to the address specified in the email field.

Two types of tags are available: tags associated with forms and tags not associated with forms:

1. Tags not associated with forms:

- [form-name] is replaced by the form name
- [form-data] is replaced by the list "field-name :: field data"
- [ip-address] is replaced by user's IP-address

2. Tags associated with forms:

- [field-name#431bf861b7.b9d0be6e80#] is the name of a field
- [field-data#431bf861b7.b9d0be6e80#] is the value of the field

Select the form from the drop-down list of forms, and select the field from the list **Page.Field - Field name**. Click **Name** or **Data** at the bottom. This will insert the tag of the name or the field value into the template.

It is recommended that you use these templates for the forms which contain the fields that were used.

You should create templates when the form is completed.

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## Submissions

This page contains all user submissions that are stored in the database. In this case the value of the form property **Submit to** should be set to **To database** or **To email & Database**.

Submissions can be sorted by Form name and Date. To sort, click the appropriate link at the top of the column.

Use the icons in the **Command** column to view  or delete  submissions.

### Form submissions

Form name	Date/Time	Command
Application Request	2006-10-02 10:19	 
Application Request	2006-10-02 09:18	 
Multiple pages 1	2004-10-19 19:11	 
Order Form	2004-10-19 19:08	 
Survey 1	2004-10-19 19:03	 

Delete all

This page contains all user submissions which are stored in the database. In this case the value of the form property **Submit to** should be set to **To database** or **To email & Database**. Submissions can be sorted by Form name and Date. To sort, click the appropriate link at the top of the column. Use the icons in the **Command** column to view/delete submissions.