



## Documentation

### PHPForms Members

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Website : [www.phpforms.net](http://www.phpforms.net)

Support : <http://support.conkurent.com>

Email : [support@phpforms.net](mailto:support@phpforms.net)

# PHPForms Members Documentation

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## Introduction

PHP Forms is an industry leading web form building and processing tool that allows you to create unlimited number of fully functional web forms, send auto-responders, gather and process form submission data, export submissions to CSV, search submissions and much more!

With PHP Forms you can effectively build virtually any kind of web form, including multi-page forms with dynamic redirection, quizzes, surveys, order forms, etc. You will have a comprehensive and user-friendly environment to work with. At any time you can change your forms – add, delete, modify fields, add data validation, change admin email addresses, create personalized Thank You messages. You can perform regular updates of your web forms without resorting to third-party tools or technologies.

### About User Manual









This version of documentation is an end-user guide that shows this web form builder in action and displays all the functions of the current script version. We tried to write the manual in as many details as possible, including samples and detailed feature descriptions. And if you feel that something is missing in the documentation, there are errors in the text, or you would like to have any feature that isn't included to the features list of PHP Forms itself, please go to <http://support.conkurent.com> and submit a ticket or send us an email to [support@phpforms.net](mailto:support@phpforms.net). We appreciate any feedback you may give as it helps us improve our software and make it one of the best solutions on the market.


### General Information about PHP Forms

- § PHP Forms is available as a single package which does not require any additional software to be installed.
- § This software is a trusted solution used by hundreds of individuals and small-to-large-sized companies all over the world. PHP Forms is recognized as a comprehensive tool for web form building and data gathering needs.
- § With a user-friendly interface you can create complex forms with just a few clicks. Absolutely no or minimum training required!
- § PHP Forms is a spam safe tool that has a powerful protection mechanism for your forms. This includes CAPTCHA, limit the number of submissions to one per IP address, keep track and block IP addresses.
- § PHP Forms is offered as a one-time-fee service, which means that you get a lifetime license for the software with no extra or hidden fees. The most attractive part here is that we have a rather flexible licensing policy, which makes our product extremely affordable.
- § The forms created with PHP Forms can be used on virtually any kind of web page.





















































































## 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 , enable/disable a confirmation frame , or delete a form with all its related pages and fields .

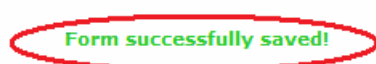
 WEB FORM BUILDER

Forms | Member | Predefined lists | Mail templates | Submissions | Newsletter | Backup | IP-Manager | Admin settings | Help | Logo

| List of forms            |             |              |   |   |
|--------------------------|-------------|--------------|---|---|
| Form name                | Total pages | Total fields | Send to   | Command   |
| Contact Form Example     | 1           | 10           |    |                |
| Customer Service Request | 1           | 10           |    |                |
| Order Form               | 1           | 36           |    |                |
| Employment Application   | 3           | 49           |   |           |
| File Upload Form         | 1           | 7            |  |      |
| PayPal Order Form        | 2           | 7            |  |      |
| NewForm                  | 1           | 5            |  |      |
| NewForm                  | 1           | 1            |  |      |
| TED                      | 3           | 47           |  |      |
| Inv descriptipn          | 2           | 3            |  |      |
| NewForm                  | 1           | 9            |  |      |
| NewForm                  | 1           | 2            |  |      |
| gofi                     | 2           | 3            |  |      |
| NewForm                  | 1           | 1            |  |      |

**Create form**

**Note:** Messages on successful/unsuccessful settings saving for fields and forms added, e.g. see the illustrations below:

 Form successfully saved!

Or

 Field 'Field name' must not be empty!

## Members

This section allows you to add / edit / delete users who have access to their members part (see Members Part below)

**Add Member.** To add a new user, click ‘**Add member**’. Define the login parameters and email address. Once you click ‘**Save**’, an email notification with the login details is sent to the email address you specified.

**Edit Member.** Press the ‘**Edit**’ icon (  ) next to the username to edit a member.

**Delete Member.** Click the **Delete** icon (  ) to delete the member.


**Activate/Deactivate the Members area.** Click on the link **Member system status: online** below the section name to set the status for the members panel. This will activate / deactivate the panel. If you set the status to offline, users will see the message you specify in the options.



**Member lists**  
Member system status: online

| Member name | Command   |
|-------------|---|
| user        |   |
| newuser     |   |

**Add member** **Newsletter**



**Edit Member**

General

Member login: user

Member pass: ●●●●●●

Repeat pass: ●●●●●●

Member e-mail: user1@user1.com

**Save**

**Send Newsletters to Members.** Press ‘**Newsletter**’ to send members any announcements or news. You can upload files, insert images, set background color using an in-built HTML editor (see the screenshot).



---

**Note:** if you don't choose any email template or specify an incorrect email address, we do not guarantee that the submissions will be sent to your mail box.

---

**Send file (link/attach).** The field is normally used for file upload forms. Once this check box is ticked, the uploaded files will be sent attached to the email body. If the submission also goes to the database (see the “**Submit to**” field above), the file will also be stored on your server within the PHPForms directory in the folder called ‘files’. Database submissions contain only open/download links to the uploaded files.

**HTML mail text.** Once this box is checked, email messages for this form will be sent in an HTML format. You can specify different field data and HTML tags in the email template (Mail Templates -> Create/Edit Template). See more details in the the Mail Templates section (see below).

**Form width.** The parameter is specified in pixels. If you leave the field empty or enter 0, a default width (600 px) will be used.

**Message displayed after submission** is the alert message displayed after the form is submitted. Leave blank if you do not want to display a pop-up message after the form submission.

**Preview form before SUBMIT, Print Option.** If checked, users will be able to preview the form before submission. Once you tick the Preview check box, 2 new options show up – **Submit** and **Print**. When you select the **Submit** check box, users will see the Submit button next to the **Preview** button (when they preview the form). Also, in this section users can Print the form out with all the data they’ve just input. Select the **Print** check box to enable the Print function\*.

---

\***Note:** The Print button is available only when the form is previewed before its submission.

---

**Anti-Spam Options.** To add an image code (CAPTCHA) to your form, toggle the **Ultimate Spam Protection** check box. If you need to limit the number of submissions made from one and the same IP address, check **Limit one entry per IP address**. Once checked, users will be able to submit the form only once from the same IP address.

**Reload BACK.\*** If checked, after the form submission users will be redirected to the page they came to this form from.

**Redirect to (http://... or blank).** If you want to redirect a user to a certain URL after the form is submitted, type the URL in the "**Redirect to**" field. If no URL is set, the user stays on the form page.

---

\***NOTE:** The options "**Reload BACK**" and "**Redirect to**" are mutually exclusive and cannot function simultaneously, that's why when you select "Reload BACK", the field "Redirect to" becomes hidden. When you un-check the box "Reload BACK", the hidden field becomes visible. To check the "Reload BACK" functionality, you will need to upload your form to a web page, make a link to this form on any other web page and go to the form via this link. You will see that after the form submission, you will be directed to the page with the link to your form.

---

- **Button captions** are the names of navigation buttons on the pages for multi-part forms and Submit button. The button names can be changed to your preferences.

- **Database export settings.** Use this option **ONLY** if you want to export form submissions to an external (third-party) database. If checked, you'll need to specify your database host name, port, database username/password, database name and the table where the data will be exported to. Also, you can test the connection by pressing the button '**Test connection**'.\* To export the form submissions to the specified database, go to the section Submissions and tick Database Export (see Export Form Submissions below).

\***NOTE:** PHPForms creates tables when a test connection is run, however, the database must already exist in your MySQL.

| Form options                        |  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
|-------------------------------------|--|--|----------|---------|-------------------------------------|-------------------------------------|-------------------------------------|------|------|------|----------|------|-------|-----------|---|---------|-------|---------|----------|
| Form name                           | Contact Form Example   |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Member                              | newuser  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Form color                          |  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Submit to                           | To e-mail & database   |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Send to email                       | test@test.com  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Email Options                       | Email template: Universal Template   |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
|                                     | Send file (link/attach) <input type="checkbox"/> HTML mail text <input checked="" type="checkbox"/>  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Form width, in pixels (0-default)   | 0  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Message displayed after submission  | Thank you.<br>Your message has been saved.   |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Preview form before SUBMIT          | <table border="1"> <thead> <tr> <th>Preview</th> <th>Submit</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>   | Preview                                    | Submit   | Print   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |      |      |      |          |      |       |           |   |         |       |         |          |
| Preview                             | Submit   | Print                                      |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>        |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Reload BACK                         | <input type="checkbox"/>   |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Redirect to (http://... or blank)   |  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Button captions                     | <table border="1"> <thead> <tr> <th>Previous</th> <th>Next</th> <th>Submit</th> </tr> </thead> <tbody> <tr> <td>Previous</td> <td>Next</td> <td>Submit</td> </tr> </tbody> </table>  | Previous                                   | Next     | Submit  | Previous                            | Next                                | Submit                              |      |      |      |          |      |       |           |   |         |       |         |          |
|                                     | Previous   | Next                                       | Submit   |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| Previous                            | Next   | Submit                                     |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
|                                     |  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| DataBase export. Status: none;      | <table border="1"> <thead> <tr> <th colspan="6">Enable <input checked="" type="checkbox"/></th> </tr> <tr> <th>host</th> <th>port</th> <th>user</th> <th>password</th> <th>name</th> <th>table</th> </tr> </thead> <tbody> <tr> <td>localhost</td> <td>0</td> <td>db_user</td> <td>.....</td> <td>db_name</td> <td>db_table</td> </tr> </tbody> </table> | Enable <input checked="" type="checkbox"/> |          |         |                                     |                                     |                                     | host | port | user | password | name | table | localhost | 0 | db_user | ..... | db_name | db_table |
|                                     | Enable <input checked="" type="checkbox"/>   |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| host                                | port   | user                                       | password | name    | table                               |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
| localhost                           | 0  | db_user                                    | .....    | db_name | db_table                            |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |
|                                     | Test connection  |  |          |         |                                     |                                     |                                     |      |      |      |          |      |       |           |   |         |       |         |          |


**Save**

## Field Options

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

To add fields to your form, click on the 'Edit form fields' icon () in the Command column. Click the icon () or the button 'Add field'.

### 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 is optional. To make your field required, please select a check rule (see Field check below)
- **Page.** If your form consists of several pages, you can select from a drop-down menu which page this field will be on. You can edit Page Options by clicking on the icon () next to the page name (1:: by default). See the screenshot:

| Field name | Field type | Command         |
|------------|------------|-----------------|
| About      | Text       | [T] [X] [▲] [▼] |
| User       | Textarea   | [T] [X] [▲] [▼] |
| password   | Password   | [T] [X] [▲] [▼] |
| date       | Date       | [T] [X] [▲] [▼] |

2 :: page  
No items

Add field Add page

Page options

Page title

Top text

Bottom text

Page color

Page width (pixels) 0

"Previous" button

"Next" button

Save

**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 asterix 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. When you create/edit Date fields, there's also a possibility to show/hide certain predefined records in the Items field (Day, Month, Year, Hour, Minutes).

**PayPal payment** integrates PayPal to your form. Using a field wizard (see --- **Forms with PayPal Payments** below) you can set up the field, add products with prices. Once the form is submitted, users will be redirected to PayPal where they will be prompted to enter their credit card details or log into their PayPal account.  
**NOTE:\*** You can have only one payment field in the form. If a payment field type is already added to the form, you cannot add additional payment fields to the form to avoid any software misbehaviour.

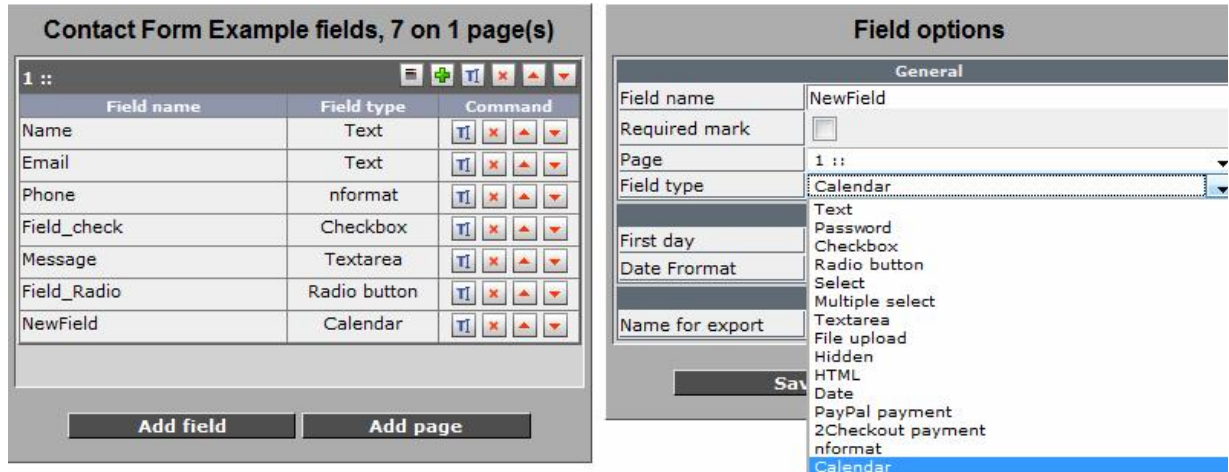
**NOTE2\*:** When you add Single Product with Multiple Choices or Multiple Products via the PayPal Wizard option, you can now check the product that will be selected in the form by default.

**2Checkout payment** adds processing via 2Checkout.com (see **Forms with 2CO payments** below) Once the form is submitted, users will be redirected to the 2CO page where they must enter their credit card information for a secure processing.

**Calendar** field type allows you to add a small calendar icon to the form. Once the icon is clicked, users will see a calendar with a possibility to select Day, Month, Year. In the options of the Calendar field there's a possibility to select the week's

first day (Sunday/Monday), Date Format and specify Caption/Control style in the Advanced field section.

- **nformat** adds special formatting to the fields with the 'Numbers only' check rule. When you select this field type, you will see in the Field Options a section Number Format. In the admin area, you can enter data similar to this (###) ###-##-####. When users fill in this field, the value is formatted similar to this: (746) 345-68-123



## 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
- **Email and not empty** checks the email format and the field input data
- **Chars interval** specifies the length of input value for the field
- **Multi email and not empty**. Once this check rule is selected, the field becomes required and the values entered in this field are checked for their format (it must be e-mail) . Users can enter e-mail addresses in different formats: separated with dots, commas, semi commas, spaces, etc. If you select an e-mail template (see Field mail options below) for this field, the message will be sent to all the email addresses listed in the field. The field type is perfect for Recommend Us forms.

**Contact Form Example fields, 7 on 1 page(s)**

| Field name  | Field type   | Command |
|-------------|--------------|---------|
| Name        | Text         |         |
| Email       | Text         |         |
| Phone       | nformat      |         |
| Field_check | Checkbox     |         |
| Message     | Textarea     |         |
| Field_Radio | Radio button |         |
| NewField    | Textarea     |         |

**Add field** **Add page**

**Field options**

**General**

Field name: Name  
 Required mark:   
 Page: 1 ::  
 Field type: Text

**Default**

Default value:

**Field check**

Check rule: Not empty

Name for export: Not empty  
 Numbers only  
 Letters only  
 Email

Email template (1): Email and Not empty

**Save** **Advanced...**

## Export settings

**Name for export.** Specify the field name that will be displayed in the database after the submissions export. This value must be entered only if you are going to export form submissions to an external database (see **Export Form Submissions** below)

## Field mail options

- **Email template** allows you to select an e-mail template that will be sent to the form users. You can create different messages with any content in the Mail templates section (see **Mail Templates** below). Email template must be selected only for the fields where users are supposed to enter their email address.

**Contact Form Example fields, 7 on 1 page(s)**

| Field name  | Field type   | Command |
|-------------|--------------|---------|
| Name        | Text         |         |
| Email       | Text         |         |
| Phone       | nformat      |         |
| Field_check | Checkbox     |         |
| Message     | Textarea     |         |
| Field_Radio | Radio button |         |
| NewField    | Textarea     |         |

**Add field** **Add page**

**Field options**

**General**

Field name: Email  
 Required mark:   
 Page: 1 ::  
 Field type: Text

**Default**

Default value:

**Field check**

Check rule: Email

**Export settings**

Name for export: Email

**Field mail options**

Email template (1):

**Save** Universal Template  
 ThankYou  
 HTML Template for Customers  
 Template for File Upload Form

## 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. Move the arrow-like buttons to change the layout



## 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

**Contact Form Example fields, 7 on 1 page(s)**

| Field name  | Field type   | Command   |
|-------------|--------------|---|
| Name        | Text         |             |
| Email       | Text         |             |
| Phone       | nformat      |             |
| Field_check | Checkbox     |             |
| Message     | Textarea     |             |
| Field_Radio | Radio button |         |
| NewField    | Textarea     |     |

**Field advanced options**

| Field info  |                               |
|---|-------------------------------|
| Field name  | Email                         |
| Page title  |                               |
| Layout  |                               |
|  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="button" value="CAPTION"/> <input type="button" value="CONTROL"/> </div>  |                               |
| HTML  |                               |
| Field color   | <input type="text" value=""/> |
| Caption style   | <input type="text" value=""/> |
| Control style   | <input type="text" value=""/> |
| Max length  | <input type="text" value=""/> |
| Size  | <input type="text" value=""/> |

### Field's "Advanced" options for File Upload fields:

**Field color** defines the color for the field

**Caption style** is the style for the field name

**Control style** is the style for the field input

**File extension.** Specify the allowed file extensions. Separate extensions by commas (e.g. jpg,png,txt,doc,etc)

**Max file size** defines the maximum allowed file size for the upload. Enter the values in Bytes (e.g. to allow the upload of files sized 1 MB only, you should enter 1000000 in the field).

**Expromt\_form fields, 5 on 2 page(s)**

| Field name  | Field type  | Command |
|-------------|-------------|---------|
| About       | Text        |         |
| User        | Textarea    |         |
| password    | Password    |         |
| date        | Date        |         |
| File Upload | File upload |         |

2 :: page

No items

**Add field** **Add page**

**Field advanced options**

**Field info**

Field name: File Upload  
Page title:

**Layout**

**HTML**

Field color:   
Caption style:   
Control style:   
File extension: jpg,png,gif,bmp,  
Max File Size: 0

**Save** **Return <**

## Page Options

To edit Page Options, click on the icon next to the page name (1:: by default). See the screenshot:

**Employment Application fields, 47 on 3 page(s)**

| Field name              | Field type | Command |
|-------------------------|------------|---------|
| Application Date        | Date       |         |
| First Name:             | Text       |         |
| Last Name:              | Text       |         |
| Permanent Address:      | Text       |         |
| City:                   | Text       |         |
| State:                  | Select     |         |
| Zip:                    | Text       |         |
| Permanent Phone Number: | Text       |         |
| Current Address:        | Text       |         |
| City:                   | Text       |         |
| State:                  | Select     |         |
| Zip:                    | Text       |         |

**Page options**

Page title: Employment Application

Top text:

Bottom text:

Page color:

Page width (pixels): 0

"Previous" button:

"Next" button:

**Save**

**Page title** is the page's header that will be displayed above the form itself.

**Top text** is an HTML text that will be displayed above the form (you can add similar HTML fields by adding a new field and selecting HTML field type. Then you'll need to put value to the Default Value area. See below "Edit Fields")

**Bottom text** is an HTML text displayed in the bottom of the form


**Page color**

**Page width (pixels)** is the width of the form page. The values are specified in pixels. By default, the form width is 600 pixels. If you leave the value as 0, the default value will be used.

**"Previous" button.** Here you can change the default button name to any of your choice. This button is used in multi-page forms to direct user back on a previous page. If you leave this field blank, the button will be named "Previous" by default.

**"Next" button.** This button is used to navigate user to the next page in a multi-part form. If you leave this field blank, the name will be "Next" by default.

## Get Code to Insert on your Web Page

To get the form's code or the link to the form, click on the get code icon -  - in the section 'Forms' (see above).

There are 4 ways (see the screenshot below) to put the form on a web page:

### 1) link to the form

The link to the form can be placed anywhere on a web page and it calls the form page itself with no other content that may be available on your web site.

### 2) HTML code

In the text area you can see an HTML code that can be copy/pasted on your web page as is. If you need to make any modifications to the form's layout or style, this can be easily done using any HTML editor. Just copy the code under the 2<sup>nd</sup> point to the editor, modify the form's look and upload the code to your web page.

**NOTE:** If you make any changes to the form via the admin interface (e.g. add/remove fields), you will need to generate the code again and replace the code on the page.

### 3) php include()

This code can be placed on a page with a .php extension only. In the beginning on your file (on top of the <html> tag), you need to put the code, which is displayed in the 'get code' section. It should look similar to this: `<?php include('/home/phpforms/public_html/pfmem_demo/phpforms.php');?>`. Then put the second portion of the code (e.g. `<?php form('63681eef6d');?>`) to the location where the form must be displayed.

**NOTE:** If you make changes to the form via the admin interface, you will need to generate the code again and put it onto a web page replacing the existing code with the form's ID.

### 4) JavaScript include

This type of code can be put on any web page with any extension. Put the code you see under the 4<sup>th</sup> point to the place where the form must be displayed.

**NOTE:** When you do any changes to the form, there's no necessity to re-upload the code on your web page. The script will automatically update your form after the changes via the admin interface.

## Get code to insert on your site

There are three ways to add form on your site:

1. You can insert a link into your form <http://pfmem.phpforms.net/index.php?fid=63681eef6d>
2. You can insert HTML code on your page:

```
<!-- phpForms.net form BEGIN -->
<style>
<!--
.phpForms_pgtitle
{
  font-family : Arial;
  font-size   : 18px;
  color      : #1200d9;
  font-weight : bold;
}
.phpForms_btn
{
  border-top-width   : 1px;
  border-left-width  : 1px;
  border-bottom-width : 1px;
  border-right-width : 1px;
```

3. Or you can insert `<?php include('/home/phpforms/public_html/pfmem_demo/phpforms.php');?>` into the page where you want to show the form before `<html>` tag. And insert `<?php form('63681eef6d');?>` on page where you want to show form.
4. You can insert the below JavaScript code into your web page:
 

```
<script type="text/javascript"
src="http://pfmem.phpforms.net/index.php?fid=63681eef6d&nj=0"></script>
```

Close

## Add / Edit Confirmation Box

This page can be used to enable / disable a confirmation frame in your form. It will look as a text area e.g. with Terms and Conditions, below you'll see a check box that must be obligatory checked before users can proceed.

Check the check box '**Enable visitor confirmation**' to add a frame with a confirmation text in it. The Submit button will be inactive until the check box under the confirmation box is checked. To disable the confirmation function, simply un-check the check box.

**Confirmation message.** Here you can add the value that will be displayed next to the check box (e.g. I accept, I agree, etc.) Once the check box is ticked, the Submit button becomes active and users can submit the form.

**Height of the text box** - here you can specify the text box's height. The values are specified in pixels.

**Enter a text** to the text area. You can use an in-built HTML editor to make the text look in the way you like.

|                             |                                     |
|-----------------------------|-------------------------------------|
| Enable visitor confirmation | <input checked="" type="checkbox"/> |
| Confirmation message        | I accept                            |
| Height of confirm window    | 350                                 |

**PLEASE READ THIS ENTIRE DOCUMENT.**

It describes your legal rights and obligations. (It is recommended that you print this agreement and keep it as a reference)

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Path:

**Save confirm**

## Radio Button, Check Box, Drop-down list

Select fields allow you to choose one item from the list of several items

**Radio button** (group) allows you to choose one item from the list of several items (this button works like a switch)

**Checkboxes** allow you to choose from 0 to N items

**Multiple select** fields allow you to choose several items and represent the list of items (in rows) in one field.

To create radio buttons, check boxes, select or multiple select fields, select an appropriate field type in the drop-down menu next to **Field type** (see above).

A message 'If you change field type some settings will be lost. Do you want to continue?' will pop up. Click OK.

Press the 'Edit item' button.

**Title** is the value that will be displayed in the form. In other words, this is what your visitors will see in the form

**Value** is the value displayed in the form submissions. This is what you receive to your email or database. See the illustrations below:

To have a default check on the item, tick the item under the column **Checked**. You can also set a predefined list for the fields. Select the list from the drop-down menu under Predefined and press the button 'Add predefined'. You can create a new predefined list and use it for your fields (see **Predefined Lists** below)

**Items elements location.** This section allows you to change the location of the elements for the items in Radio Button and Check Box fields.

**Title position** – check R if you want the item title be displayed to the right of the toggle boxes. Check L to position the title to the left of the toggle box.

**Option direction.** To position the elements horizontally in the field, check H. To show the items vertically, toggle V.

**Other field.** Once checked, a new input area is added to the field. \*

\*NOTE: If a user ticks checkboxes or radio button items and then write anything in the Other field, then only the data entered in this Other field will be submitted. And vice versa, if there's no entry in the Other field, then only the selected items will be submitted.

## File Upload Forms

To create a file upload field, click on the button 'Add field' or the icon . Name the field, set the Required mark, select the page where the field will be placed and select the Field Type - File upload.

A message 'If you change field type some settings will be lost. Do you want to continue?' will pop up. Click OK.

If you want to make the field required, select a check rule 'Not empty'.

The image shows two panels from a web form builder. The left panel, titled 'File Upload Form fields, 7 on 1 page(s)', displays a table of form fields. The right panel, titled 'Field options', shows configuration settings for a specific field.

| Field name              | Field type  | Command         |
|-------------------------|-------------|-----------------|
| First Name:             | Text        | [I] [X] [▲] [▼] |
| Last Name:              | Text        | [I] [X] [▲] [▼] |
| Email Address:          | Text        | [I] [X] [▲] [▼] |
| Upload Image            | File upload | [I] [X] [▲] [▼] |
| Description / Comments: | Textarea    | [I] [X] [▲] [▼] |
| Upload Extra Image      | File upload | [I] [X] [▲] [▼] |
| Description / Comments: | Textarea    | [I] [X] [▲] [▼] |

The 'Field options' panel is divided into three sections:

- General:** Field name: Upload Extra Image; Required mark: ; Page: 1 ::; Field type: File upload.
- Field check:** Check rule: [dropdown]
- Export settings:** Name for export: Upload

Buttons at the bottom of the 'Field options' panel are 'Save' and 'Advanced...'. The 'File Upload Form fields' panel has 'Add field' and 'Add page' buttons at the bottom.

The '**Advanced...**' section. Here you can change the following for the field:

- The field's **Layout**: caption next to /above the field
- **Field color** specifies the color for the field
- **Caption style / Control style** are the CSS control fields, where you can indicate CSS HTML to change the look of the field (e.g. color: red; font-style: oblique; font-weight: bold; font-family:Tahoma;)
- **File extension** field specifies the allowed file types for the upload (e.g. png,jpeg,doc, etc.)
- **Max File Size** sets the maximum allowed file size that can be uploaded via the form. Values are defined in bytes.

Click on the button '**Save**' to save the changes.

The image shows the 'Field advanced options' panel, which is divided into three sections:

- Field info:** Field name: Upload Extra Image; Page title: [empty]
- Layout:** A central box contains 'CAPTION' and 'CONTROL' buttons, flanked by left and right arrow buttons.
- HTML:** Field color: [dropdown]; Caption style: [text input]; Control style: [text input]; File extension: png,jpg,jpeg,gif,bmp,txt; Max File Size (bytes): 0

Buttons at the bottom are 'Save' and 'Return <'.

You have the option to receive the uploaded files as a browse/download link or attach them to email. Go to the Form Options and check a checkbox next to '**Send file (link/attach)**'. Once checked, uploaded files will be sent in the email body. If the checkbox is unchecked, uploaded files are stored on your server within the phpForms directory in the folder called '**files**'.

When you see a message 'Can't send attachment' after the 'upload files' form is submitted, this means that users left the upload field blank.

## Multi part Forms

To create multi part forms, create a form, click on the button 'Add page'. In the right hand section 'Page options' select the following:

- **Page title** specifies the page's title
- **Top text** is the text that will be shown above the form
- **Bottom text** is the text shown below the form
- **Page color** sets the color for the page
- **Page width (pixels)** indicates the page's width in pixels
- **"Previous" button** is the name of the button that leads to the previous page (leave blank to have 'Previous' by default)
- **"Next" button** is the name of the button that leads to the next page (leave blank to have 'Next' by default)

**File Upload Form fields, 7 on 1 page(s)**


| Field name              | Field type  | Command         |
|-------------------------|-------------|-----------------|
| First Name:             | Text        | [I] [X] [▲] [▼] |
| Last Name:              | Text        | [I] [X] [▲] [▼] |
| Email Address:          | Text        | [I] [X] [▲] [▼] |
| Upload Image            | File upload | [I] [X] [▲] [▼] |
| Description / Comments: | Textarea    | [I] [X] [▲] [▼] |
| Upload Extra Image      | File upload | [I] [X] [▲] [▼] |
| Description / Comments: | Textarea    | [I] [X] [▲] [▼] |

**Page options**


|                     |                      |
|---------------------|----------------------|
| Page title          | Page Title           |
| Top text            | Top text here        |
| Bottom text         | Bottom text here     |
| Page color          | <input type="text"/> |
| Page width (pixels) | 0                    |
| "Previous" button   | Back                 |
| "Next" button       |                      |

**Save**

Click **'Save'** to save the changes.

To add fields to the page, click on the icon  or the button 'Add field' (see Field Options for more info). Select the necessary field options and indicate the page where the field will be shown: in the field **Page** select the number of your page 1, 2, etc. depending on the number of pages you already added.

## Forms with PayPal Payments

To create a form that interacts with PayPal, click on the button 'Add field' or the icon . Name the field, set the Required mark (optional), select the Field Type – PayPal payment. A message **'If you change field type some settings will be lost. Do you want to continue?'** will pop up. Click OK.

Press the button **'Wizard'** (see the screenshot below)

**NewForm fields, 1 on 1 page(s)**

| Field name          | Field type     | Command |
|---------------------|----------------|---------|
| Choose Subscription | PayPal payment |         |

**Field options**

**General**

Field name: Choose Subscription  
Page: 1 ::  
Field type: PayPal payment

**Properties**

**Run wizard to update payment details.**

|               |   |
|---------------|---|
| Label         | Choose Subscription   |
| Account       | test@paypal.com   |
| Return URL    | http://phpforms.net   |
| Cancel URL    | http://conkurent.com  |
| Payer Address | require   |
|               | Subscription 1; Subscription 2;<br>Subscription 3; Subscription 4 |
| Price         | 100.00; 200.00; 300.00; 400.00                                    |
| Currency      | USD   |
| Setup         | 0.00; 10.00; 20.00; 30.00   |
| Trial         | 4 day   |
| Period        | 1 year  |

**Export settings**

Name for export: NewField

Buttons: Save, Advanced..., Wizard

This is the first page of your Wizard setup:

**Pay Pal Account Information**

**Account information**

|                       |                                     |
|-----------------------|-------------------------------------|
| Account E-mail        | test@paypal.com                     |
| Return URL            | http://phpforms.net                 |
| Cancel URL            | http://conkurent.com                |
| Currency              | U.S.Dollars                         |
| Require Payer Address | <input checked="" type="checkbox"/> |

Check it, if you want PayPal to collect payer information for you (for example, to collect payer address, if you will be shipping any goods).

Buttons: Return <, Next >

Here you can specify:

- § **A registered PayPal address.** This is the address of your PayPal account
- § **Return URL.** This URL will be used to transfer users to the specified web page once they click on the “Return to Merchant” button on the PayPal page.
- § **Cancel URL** is the URL where to users will be transferred, once they cancel the payment on the PayPal page
- § **Currency.** Here you can choose a preferred currency from the list of available currencies
- § **Check Require Payer Address** if you want PayPal to collect payer information for you (for example, to collect payer name or address, if you are shipping any goods). For instance, let’s presume you have a field called Name, Phone, and Address in the form. To pass the data to PayPal, you’ll need to select from the drop down menu next to First Name: -> Name, next to Address: -> Address, Phone: -> Phone. When users enter the fields in your form, they will automatically be passed to PayPal to the corresponding fields you selected (see screenshot)

### PayPal Order Form fields, 7 on 1 page(s)

| Field name    | Field type     | Command         |
|---------------|----------------|-----------------|
| Buy Online    | HTML           | [T] [X] [▲] [▼] |
| Date          | Date           | [T] [X] [▲] [▼] |
| Name          | Text           | [T] [X] [▲] [▼] |
| Address       | Textarea       | [T] [X] [▲] [▼] |
| Phone         | Text           | [T] [X] [▲] [▼] |
| PayPal        | PayPal payment | [T] [X] [▲] [▼] |
| Special notes | Textarea       | [T] [X] [▲] [▼] |

### Select Relevant Form Questions

Please choose the corresponding form questions

On this step, please choose the corresponding form questions which will be transferred to the payment gateway. By carrying this information from your form, the user will not have to re-enter these information on the payment pages.

First Name:  →

Last Name:

Phone:

Address:

City:

State:

Zip:

Country:

Click 'Next'. Choose the payment type (one-time payment, subscription payment or donation). Click 'Next'. Choose the product type (Single Product/Subscription, Single Product/Subscription with Multiple Choices, Multiple Products/Subscriptions). Add products, enter their name, price, setup fee and specify what product will be selected in the form by default (in the Checked column toggle the preferred radio button for the product). See the illustration for the section below:

### Add Subscriptions

**Enter subscription details**

Label:

Text shown on the left side of the payment options question.

**Subscription Name**

| Product Name   | Price | Setup fee |  |
|----------------|-------|-----------|--|
| Subscription 4 | 400   | 30        | <input type="button" value="Add product"/> |

**List of products**

| <input type="checkbox"/> | Product Name   | Price  | Setup fee | Checked               | Command     |
|--------------------------|----------------|--------|-----------|-----------------------|-------------|
| <input type="checkbox"/> | Subscription 1 | 100.00 |           | <input type="radio"/> | [X] [▲] [▼] |
| <input type="checkbox"/> | Subscription 2 | 200.00 | 10.00     | <input type="radio"/> | [X] [▲] [▼] |
| <input type="checkbox"/> | Subscription 3 | 300.00 | 20.00     | <input type="radio"/> | [X] [▲] [▼] |

Select 'Subscription Details' if required:

### Subscription Details

**Enter subscription details**



Period:  Year

Trial:  Day






















Click 'Finish' to save the field settings.

There's also an option "Advanced" on the main field options page (above the Wizard button), where you can select the field layout style (by clicking on the arrow-like blue icons), field colour, Caption style (CSS for the field name), Control Style (CSS for the field input area):




Now when everything is set up, you can get the form's code\* (e.g. a link in the 1<sup>st</sup> point) and put it to your web browser, fill out the form and check if the redirection to PayPal is done correctly. And now the form is ready to use.


**\*NOTE:** When you preview the form using the 'Preview form' icon () , the script doesn't redirect to PayPal, you only need to get the form () to make the redirection work.

When someone submits your form with the PayPal payment, you can see in the Submissions section an icon 'View payment notifications' - .


| Form submissions              |                  |   |
|-------------------------------|------------------|---|
| Reset search   Search submits |                  |   |
| Form name                     | Date/Time        | Command   |
| Payment                       | 2008-06-16 06:03 |    |
| Payment                       | 2008-06-16 06:02 |    |
| Contact Form Example          | 2008-06-12 02:04 |    |
| do not delete!                | 2008-06-03 06:27 |    |
| DocForm                       | 2008-06-02 09:54 |    |
| DocForm                       | 2008-06-02 09:53 |    |
| DocForm                       | 2008-06-02 08:15 |    |

| Submitted data                                |           |   |
|---|-----------|---|
| do not delete!<br>uashop_1203510491_per@ua.fm |           | 2008-06-03<br>06:27:45  |
| IPN date                                      | Amount    | Command   |
| 04:29:13 Jun 03, 2008 PDT                     | 0 USD     |  |
| 04:29:15 Jun 03, 2008 PDT                     | 3.32 USD  |  |
| 03:34:12 Jun 14, 2008 PDT                     | 10.97 USD |  |

If the payment has been processed correctly, you will see the IPN and the order details by clicking on the browse icon - . However, if a visitor submits the form, but cancels the payment, the IPN field will be empty. Thus you'll know that no payments were processed.

## Forms with 2CO Payments

To create a form that interacts with 2Checkout.com, click on the button 'Add field' or the icon . Name the field, set the Required mark (optional), select the Field Type – 2Checkout payment. A message '**If you change field type some settings will be lost. Do you want to continue?**' will pop up. Click OK.

Click on the button '**Wizard**' (see the screenshot below)

### NewForm fields, 2 on 1 page(s)

| Field name | Field type        | Command |
|------------|-------------------|---------|
| NewField   | Textarea          |         |
| NewField   | 2Checkout payment |         |

### Field options

General

|            |                   |
|------------|-------------------|
| Field name | NewField          |
| Page       | 1 ::              |
| Field type | 2Checkout payment |

Information

**This item will not be seen on the form.  
Run wizard to update payment details.**

2CheckOut helps businesses sell online in minutes at minimal cost with no hassles. There is a \$49 one time signup fee, and \$0.45 + 5.5% markup per sale. To be able to receive payments, you will need a 2CheckOut Account. You must log into your account and create a product. Then, get the 2CO Product ID.

Export settings

|                 |          |
|-----------------|----------|
| Name for export | NewField |
|-----------------|----------|

In the new section enter 2Checkout information (2CO vendor number, 2CO product ID\*, select the preferred 2CO Language). Choose the corresponding form questions (name, e-mail, address, etc.). When you have any data in your form that can be passed to 2CheckOut, you can select from the drop down menu within the wizard what fields data will be passed to the corresponding fields in 2CO (see screenshot)

### Customer Service Request fields, 11 on 1 page(s)

| Field name               | Field type        | Command |
|--------------------------|-------------------|---------|
| CUSTOMER SERVICE REQUEST | HTML              |         |
| Date                     | Date              |         |
| Customer                 | Text              |         |
| Address                  | Textarea          |         |
| Phone                    | nformat           |         |
| Merchandise problems:    | Select            |         |
| Delivery problems:       | Select            |         |
| Special notes            | Textarea          |         |
| Disposition              | Textarea          |         |
| Enter the image code     | img-code          |         |
| NewField                 | 2Checkout payment |         |

### Select Relevant Form Questions

Please choose the corresponding form questions

On this step, please choose the corresponding form questions which will be transferred to the payment gateway. By carrying this information from your form, the user will not have to re-enter these information on the payment pages.

|             |          |
|-------------|----------|
| First Name: | Customer |
| Last Name:  | None     |
| Email:      | None     |
| Phone:      | None     |
| Address:    | Address  |
| City:       | None     |
| State:      | None     |
| Zip:        | None     |
| Country:    | None     |

Payment integration is now completed. Click **Finish** to save your changes.

---

**\*NOTE:** You need first to add products via the admin interface of your 2CO account.

---

## 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.

The screenshot shows the phpForms Web Form Builder interface. The top navigation bar includes 'Forms', 'Predefined lists', 'Mail templates', 'Submissions', 'Help', and 'Logout'. The main content area is split into two panels:

- Predefined lists:** A table with columns 'List name' and 'Command'. It lists 'Countries', 'NewList', and 'US states', each with a 'Command' column containing a plus and minus icon. An 'Add list' button is at the bottom.
- Edit list:** A 'General' section with 'List name' set to 'NewList' and an 'Add items' button. Below is an 'Items' table with columns 'Title', 'Value', and 'Command'. It lists items 'new1' through 'new11', each with a checkbox and a 'Command' column containing plus and minus icons. A 'Save' button is at the bottom.

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## Mail Templates

In this section you can create email templates that can be sent to the form administrator(s) and users, who submit your forms (i.e. auto-responders). These submissions are sent to the email address specified in the **Send to email** field (in the form options – this is the admin email address) and/or to the address specified in the email field (you’ll need to select an email template for the field where users are supposed to enter their email address, e.g. “Email” or “Email Address”).

Here you can specify:

**Template name** is the name of the template as seen in the admin interface

**FROM-address** is the FROM email address that will be seen in the auto-responder message

**E-mail Subject** is the value that will be seen in the Subject of the email submission

**Form.** Here you can see the form this email template belongs to.

Below comes a text area where you can specify the text for your forms (both plain text and HTML formats supported. See below the types of tags you can use in the template).

The templates you create in the Mail Templates section can be pre-populated with the values submitted by users. For instance:

**Reply directly to form visitors.** You can have a user email address in the **FROM address** line of the submissions received by the form administrator. For this, you’ll need to do the following:

1. In the Mail Template section select the template that will be used for your forms or create a new template.

2. Select your form from a drop-down menu in the section 'Forms' (upper right). Below you will see the forms fields (see the illustration below).
3. Here select the field that corresponds in your form to 'Email Address' and click on the button 'Data' (below the fields list);
4. Copy the tag that has been inserted ([field-data#xxxxxx.xxx#]) to the FROM - email field.
5. Press "Save" to save the template.

After making the changes the administrator will be able to **reply directly to the visitor emails**. Just make sure that you select this modified Mail Template in the Form Options section.

The screenshot shows the 'admin.php?act=idx&code=05&mtp\_l\_id=b2951c8b27&mtp\_act=edit' page. The main form area contains the following text:

```

Dear [field-data#63681eef6d.3336ce928f#],

Thank you for your recent form submission. We've received the following information from you:

[field-name#63681eef6d.3336ce928f#] : [field-data#63681eef6d.3336ce928f#]
[field-name#63681eef6d.591c5cde4c#] : [field-data#63681eef6d.591c5cde4c#]
[field-name#63681eef6d.a5b4af54c2#] : [field-data#63681eef6d.a5b4af54c2#]
[field-name#63681eef6d.8a4380824e#] : [field-data#63681eef6d.8a4380824e#]

```

On the right side, the 'Forms' dropdown is set to 'Contact Form Example'. Below it, a list of fields is shown:

- 1.1-Name
- 1.2-Email
- 1.3-Phone
- 1.4-Field\_check
- 1.5-Message
- 1.6-Field\_Radio
- 1.7-NewField

Buttons for 'Name' and 'Data' are located below the field list. A 'Save template' button is at the bottom of the main form area.

## Type of Tags used in Email Templates

Three types of tags are available: tags associated with forms, universal tags not associated with forms, and HTML tags

### 1. Universal tags (that can be used for any of your form):

- [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 (see the screenshot above).

To delimit text, in the plain text format you can use line feeds (by pressing Enter on your keyboard). In the HTML text (if you select "HTML mail text" in the form options), you should use <br> to move the data to the next line.

---

\*NOTE: Two extra field tags are available for each form – **Submission Date** and **Submission Time**. These two fields are located below the fields list and can be added in the same way as you add field tags:

[field-name#sub\_date#] is the tag for the date the submission is done

[field-data#sub\_time#] is the tag that displays the time of each submission

---

With Name and Data tags you can select what data will be displayed in the email sent after the form submission. When you select a field and click on the button Name, this adds the field name to the message. The same is with the button Data which adds to the message the value entered by users in your form.

---

\*Please **note**, that the email template you modify by the Name and Data tags must be used **only for the form you selected in the template** (you'll need to select this template in the Form or Field Options). The template must be selected only for the fields where users are supposed to enter their email address.

---

3. If you checked '**HTML mail text**' in the Form Options, you can also use HTML tags in the Email Templates to **add a special touch** to your messages. Here are some very basic examples of the tags you can use in the Email Template:

To make text appear bold, use `<b>` and `</b>` around the text.

To make text appear italic, use `<i>` and `</i>` around the text.

Use `<br>` to break to the next line or `<p>` to skip a line.

To make text appear in a certain color, use the color codes like this: `<font color="#FF0000">`.

To include a graphic in your HTML template, use ``. Be sure to include the entire URL of the graphic, starting with `http://`.

If you need more details on the use of HTML tags, please utilize the wide variety of HTML resources on the Web (or HTML books and manuals).

## Form Submissions

The section contains all form input data that was submitted to the database.


### Sort Submissions


The following data sorting capabilities are available:

To sort submissions by name click Form Name.

To sort by date and time of submission, click Date/Time

### View / Delete Submissions

To view the submission, click the 'View submit' button - 

To delete a certain submission, click on the deletion icon - 

### Search Submissions

To open the submissions manager, click on the link 'Search submits'. In this section you can search the selected form submissions by a date range, submissions group and any field's value. Click 'Select submissions' to select the searched submissions. From here, you can either delete all the submissions or export them to CSV / SQL / Database (see Export Form Submissions below)

**Form submissions**  
Reset search | Search submits

| Form name            | Date/Time        | Command |
|----------------------|------------------|---------|
| Exprompt_form        | 2008-06-13 07:40 |         |
| Exprompt_form        | 2008-06-13 07:36 |         |
| Exprompt_form        | 2008-06-13 07:27 |         |
| Exprompt_form        | 2008-06-13 07:22 |         |
| Exprompt_form        | 2008-06-13 07:13 |         |
| Exprompt_form        | 2008-06-13 07:08 |         |
| Contact Form Example | 2008-06-12 06:56 |         |

1

Delete all Export >

**Select parameters**

Date from  Date to

Select groups of submissions

- Contact Form Example
- Exprompt\_form

Search field's value

< Select submissions

## Export Form Submissions

To export form input data to a CSV file, press the button **'Export>'**.

In the right hand section you can select submission groups for the export. Select the form name and check **'CSV export'** to export all its submissions to a CSV file.

Check **'SQL Export'** to export form submissions to a data file with an \*.sql extension that contains the script for table creation.

Check **'Database Export'**\* to export data to the database specified in the form options.

**\*NOTE:** If the field names in your form contain special characters or there are several fields with the same field name, it is recommended to use an SQL export feature, which results can be easily copied / pasted to the database query line and run the script for execution.

Click on the **'Export data!'**\* button to export the selected form submissions. Press the button **'Delete Export!'** to delete form submissions from the database.

**Form submissions**  
Reset search | Search submits

| Form name        | Date/Time        | Command |
|------------------|------------------|---------|
| NewForm          | 2009-04-16 14:08 |         |
| NewForm          | 2009-04-16 07:55 |         |
| NewForm          | 2009-04-16 07:55 |         |
| File Upload Form | 2009-04-10 02:14 |         |
| File Upload Form | 2009-04-10 02:13 |         |

1

Delete all Export >

**Select groups of submissions to export**

- File Upload Form
- NewForm
- NewForm

CSV Export  SQL Export  Database Export

Export data! Delete Export!

To navigate through the submissions, click 1, 2, 3, etc. below the submissions list. The page number shows up only if a certain amount of submissions is made.





**\*Attention!!!** If you make changes to the form (add/edit/delete fields) and it already has submissions, you will first need to export these submissions and save the exported file to your computer for a backup copy, then delete the submissions via the Submissions

section (**Search** by form name -> **Delete all**). Otherwise, if the form fields are modified and old submissions are present in the database, this will cause the records to be exported with errors as the form structure becomes different.

## Newsletter

The section contains all the forms that include a field or several fields with the following check rule: "**Email**" or "**Email and not empty**".

Here you'll be able to send mail to all users who submitted your forms.


| Newsletter             |   |
|------------------------|---|
| Group name             | Command   |
| Contact                |  |
| Contact Form Example   |  |
| Employment Application |  |
| File Upload Form       |  |

On this page you can send **NewsLetters** to your form submitters.


This page contains the list of user groups registered in your web forms.  
The groups names are identical to the forms names that include fields of a type "**Email**" or "**Email and not empty**".

On clicking the button "Edit NewsLetter" a newsletter editor will pop up. Here you will be able to create messages for the selected user group, set the Subject and From address.

If the selected group doesn't have users, you will see the message "**There are no members in this group.**"

In the command line click on the icon 'Edit Newsletter' () next to the form name. The newsletter editor will pop up. Here you can write messages that will be sent to all form submitters. Set the Subject and From address for your newsletter, write the message and click 'Send Newsletter'.

|                 |   |
|-----------------|---|
| User group name | Contact Form Example  |
| From - address  | Admin phpForms  |
| E-mail Subject  | NewsLetter  |
| File upload     | <input type="text"/> <input type="button" value="Browse..."/> |



Dear Sirs,

Thank you for participating in our online contest!

.....

Best regards,

Martin Jackson

Path: p

If no user submitted the form, you will see the message "**There are no members in this group**", which means that there are no email addresses to send your message to.

## SMTP

The feature allows you to adjust SMTP Mailserv settings to match the server send\_mail settings and domain mailserv.

To change your SMTP settings, open the file \cnk-conf\smtp.cfg and edit the below parameters:

**Use SMTP** - if this parameter's value is "1", the script will send mail via SMTP, if you set the value to "0", PHP Forms will send mail using the php mail() function;

**SMTPServer** - Your server's SMTP hostname;

**SMTPAuth** - If your server requires SMTP authentication, set this parameter to "1", if no authentication is required, then set "0";

**Username** - username that is used on your mail server (if the value in SMTPAuth is set to "0", then leave the field blank);

**Password** - password (if the value in SMTPAuth is set to "0", then leave the field blank);

**FromEMAIL** - From e-mail address;

**IsHTML** - if you want to have HTML format for your emails, set "1"; to set Plain Text format indicate "0"

## IP-Manager

This section contains the list of all IP addresses from which the forms have been submitted at least once. It allows you to ban submissions from individual IP addresses.

**Block IP addresses.** Use **IP-Block** check box in order to ban the given IP address. To remove a specific IP address from the list click on **Delete IP-Address** in the **Command** column.

**Sort IP addresses.** To sort the list, click the corresponding header at the top of the column.

**Add new addresses.** To add a new IP address to the list, click on the **New IP-Address** button. If you want to ban the IP address, check the **IP-Block** checkbox and press **Add IP-Address**.

### IP-Address List

| IP-Address   | IP-Block                            | Command                          |
|--------------|-------------------------------------|----------------------------------|
| 92.113.2.127 | <input checked="" type="checkbox"/> | <input type="button" value="X"/> |

1

### Add new IP-Address

New IP-Address: 
 IP-Block:

**New IP-Address** button is used by the script's administrator to manually block certain IP-Addresses. The main purpose of this function is to forbid receiving form submissions from any unwanted IPs. To add the IP to the list, type it in the **New IP-Address** and click **Add IP-Address**. Use **IP-Block** toggle to allow/forbid submissions from a given IP address.

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PHP Forms Web Form Builder

## Admin Settings

This section allows you to change the administrator login parameters:

**Admin username** is the value used for the administrator login

**Password** is the value used for the administrator login

**Email address** is the script administrator email address




**Administrator account**

|                      |                      |
|----------------------|----------------------|
| <b>Administrator</b> |                      |
| Login                | admin                |
| Password             | *****                |
| Confirm password     | *****                |
| E-mail               | support@phpforms.net |







**Proceed >>**

## Back Up

The backup section allows you to create copies of your current database with forms, submissions, e-mail templates, etc.


Click on the 'Create backup' button to create a backup file. Click on the 'Download backup file' icon () next to the backup name. Click the icon 'Restore backup file' () to restore a certain copy of the database. Click the 'Delete' icon () to delete the backup file from the admin interface.

**Database Backups**

| Backup file name               | Size     | Command   |
|--------------------------------|----------|---|
| 20080614_111619_phpforms_db_ba | 87.38 KE |    |
| 20080614_111651_phpforms_db_ba | 87.38 KE |    |

**Create backup**      **Upload**

**Configure**

To avoid any loss of data, it is recommended to back up your script's database every several days or after the changes done to your forms. Also, the backup files can be used during the script's transfer from one server to another. To move the database, you'll only need to create a backup copy -> download it to your computer -> upload it using the 'Upload' button in the Backup section and click the icon 'Restore backup file' () to restore the database on your current script location.