

Web Form Mail, How to...

Prerequisite:

- The form creator has basic knowledge of creating a new web page in Common Spot CMS
- The function is to simply pass information as a mail function to a recipient (no monetary transactions, no password authentication, no account set up or editing, no "shopping carts" etc.)
- **Author must have access to the "Simple Form" element in the CMS (request at webmaster@uwrf.edu)**

Section A. Creating a Simple Form

Note: When a form is created a default layout is applied. The form is fully functional. However if special instructions or line breaks are required the form can be costume formatted. See Section B.

1. Create the new form mail page (name it of your choosing)
2. Add a simple form element to the page.
3. Add fields that need to be completed by the sender, name, email, comments, etc. **REQUIRED:** All forms require an email field and be required for completion by the sender. (You may choose any other fields to be required by selecting that option)
4. Choose the "simple form action" option for the element
5. Name the action.
6. Form Action: Display message upon submission, then edit the message (i.e. thank you for your submission...)
7. Email Notification: Send email notification upon submission
8. Recipients: Type the recipients address comma delimited
9. Sender's Email Address: Use the email address of the user submitting the form, if known(If not known use webmaster@uwrf.edu)
10. Submit the page

Section B. Changing the layout of a simple form.

"Simple forms" simply stack the fields and labels one on top of the other on the page. To set fields side by side and to include other instructions to the sender as paragraph text, do the following:

1. Select the form element you've been working on
2. Click the layout icon
3. Select the Custom Layout Tab
4. Select Custom Page layout pull down (WARNING! Returning this pull down to "default" following customization will delete all custom changes without notice)
5. Select Edit and a FORMATTED TEXT BLOCK will appear
6. Select the insert field icon
7. Place the "label" and "input field" of each field into the text block in the arrangement you prefer.
8. Save. The form should appear on the page with the new layout.

Section C. Displaying email responses from the form onto a Web page

Author must have access to the "Datasheet View" element in the CMS (request at webmaster@uwrf.edu)

All form submissions made by Web page visitors are added to a data base in the CMS.

To View, edit, and delete the entries

1. Create a new page
2. Add a Datasheet View
3. Name the Datasheet view
4. Select Datasheet source /custom element sheet
5. Choose the appropriate simple form data
6. Include the fields of your choice
7. Choose "edit columns"
8. "add actions column"
9. Include the delete-form-data.cfm
10. Return to the same option and choose edit-form-data.cfm
11. EXPORT DATA AS CSV FILE: Choose Layout select export data checkbox

Add security to the page as desired (some info may not be intended for all audience even if the content is not sensitive. Do they need to know?)

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