How To: Inserting a Form

Form Buttons

Before creating a form, please contact SOCS Support with the recipient email address(es) being used by the form as there is a file on the server that needs to be updated before the form can be sent.

For a nominal fee, the information collected in the form can be stored to an accessible database. Create the form and contact SOCS Support for an estimated fee.

Helpful Hints:

- Think about the items that will be collected on the form as they will all need to have a name associated with them. The field name is used in the returned email.

- If you want to be able to track returned emails easily, make the email a required field.

To Insert a Form

1. Select the **Form icon** and complete the **Form Properties**.

    Name: the name of the form.

    Action: For all forms, enter **/formmail/formmail.php**

    Id : the unique identifier for a form element in the document.

    Encoding: select **multipart/form-data**

    Target: select **Same Window (_self)**

    Method: select **POST**

    Form Properties ✕

    Name
    Your Form Name

    Action
    /formmail/formmail.php

    Id | Encoding
    | multipart/form-data ▾

    Target | Method
    Same Window (_self) ▾ | POST ▾

    OK | Cancel

Adding the Form

After the form has been inserted, begin adding the form elements. Place your cursor inside the form outline where you would like the element placed.

Form Fields

Following is a list of the fields available and a brief explanation of each. For each field you enter, you will right click inside the field, select Field Properties from the drop-down box, and fill out the appropriate information.
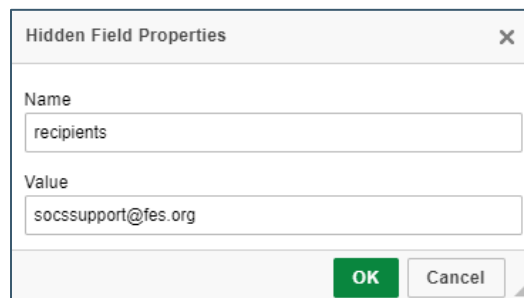
Hidden Field Button

Hidden: Hidden fields define data about the form. The person filling out the form does not see this information. The most frequently used hidden field names are:

- *Recipients* – the email address(es) of the person the form data will be sent to (separate multiple email addresses by a comma and no spaces).

- *Subject* – the subject line of the email being sent.

- *Required* – the fields that are required on the form (separate multiple fields by a comma and no spaces).

- *Good_URL* – after the form is submitted, the user will see a custom "thank you" page.

- *derive_fields* – when used along with "replyto" it will allow you to respond to the email you receive with the entered email address already populated.

Select the **Hidden Field** icon. Enter the Name of the hidden field.

Recipients: The hidden field is the email addresses that receive the completed form information. Enter the name as **recipients.** The value is the email address(es) the form will be sent to.
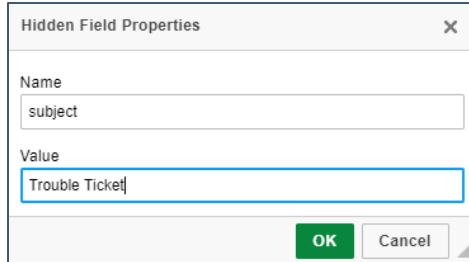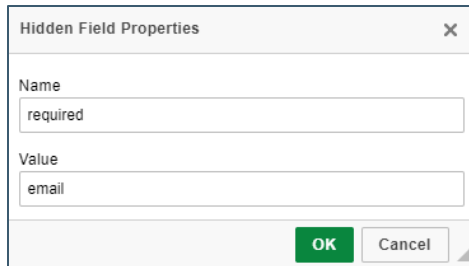
Subject: To specify what you want to appear in the subject line of the return email, create a hidden field and enter the name as **subject.** Enter the email subject line i.e. Help Desk Request as the value. If you do not add a subject field the subject line in the return email will read WWW Form Submission.

Hidden Field Properties   ✕

Name
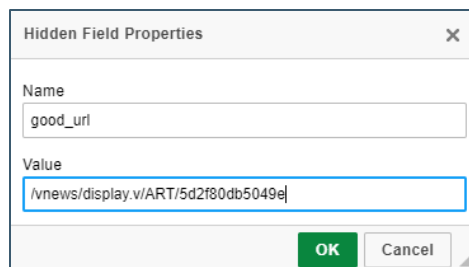subject

Value
Trouble Ticket

OK   Cancel

Required: To specify which fields in the form are required, enter **required** as the Name and the field name(s) as the Value (name, address, email, etc.). The names you add in the Value field must match the specified field names exactly.

Hidden Field Properties   ✕

Name
required

Value
email

OK   Cancel

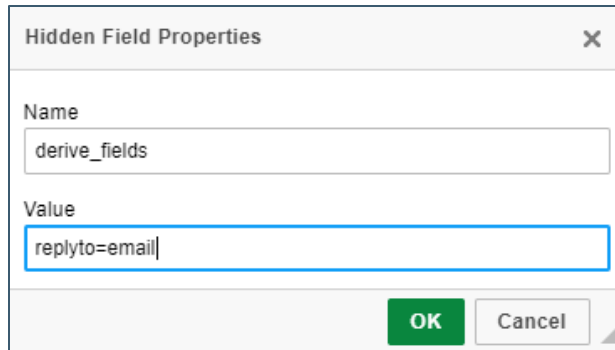*Note: If you want to be able to track returned emails easily, make email a required field.*

good_url: To redirect to a custom "Thank You" page, create the article in SOCS and use the hidden field to redirect to that article. To do this, the Name must be "**good_url**" and the Value will be the SOCS article id (/vnews/display.v/ART/5d2f80db5049e). If you do not create a custom thank you page the user will still see a generic page thanking them for using the form.

Hidden Field Properties   ✕

Name
good_url

Value
/vnews/display.v/ART/5d2f80db5049e

OK   Cancel

Important Note: If the fields contain more than one word, do NOT use spaces. Combine the words or use underscores rather than spaces. Example: FirstName or First_Name

derive_fields: It is strongly recommended you add this hidden field to your form. It will ensure you receive all forms submitted, even from email domains that do not allow address spoofing (i.e. Yahoo). Fill out the Name and Value fields as shown below.
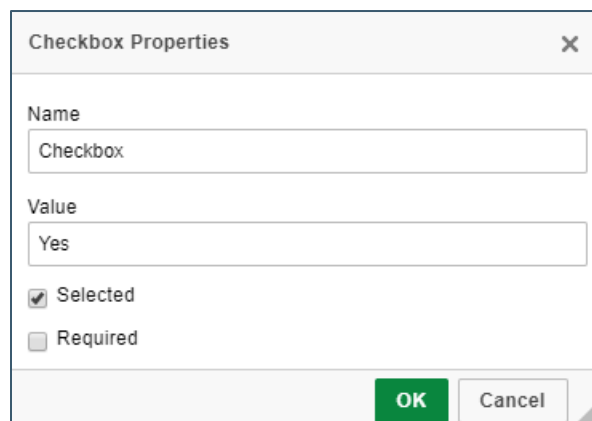

Important Note: If your form does not ask for them to submit an email address you do not have to add this hidden field. This also assumes the text field requesting the address is named "email".

Checkbox Button

Field used to gather a list of multiple options. Multiple checkboxes may be combined in a logical group, although their selection is independent of one another, which means that more than one item of the group can be selected at a time. Examples:

- Select all that apply.

- Which sessions will you attend?

Choose the **Checkbox** icon.

Name – the name used to identify each field. Enter the same name for each checkbox field in this category.

Value – the value of each checkbox name (i.e. Yes, No, Maybe).

Selected – used to pre-select one of the checkbox fields.

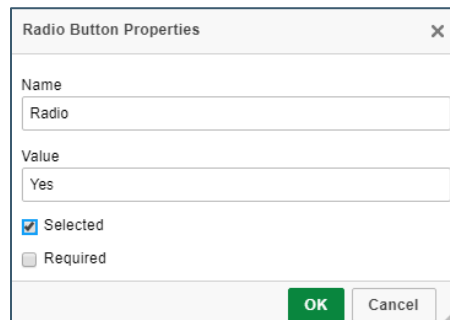**Required** – used to require the user to check a response

Radio Button

Radio buttons are usually used in groups and they differ from the checkbox, in that only one item can be selected at a time.

Examples:

- Questions that have a yes or no answer.

- Questions where multiple options are listed but you want the person to select only one of the options.

Choose the **Radio Button** icon.

- **Name** – the name used to identify each field. Enter the same name for each radio field in this category.

- **Value** – the value of each radio name (i.e. Yes, No, Maybe).

- **Selected** – used to pre-select one of the radio fields.

Text Field Button ⌷

A single row box used to gather information. Text fields differ from the textarea, in that they are single-line fields and thus are meant for shorter entries.
A text field element comes in two variants. The first one lets you enter the text and see it as you type. The second one is used for entering passwords and obscures the typed characters with an asterisk (*), a bullet (•), or another symbol used by the browser.

Examples are:

- Email address
- Password
- Name
- Address

Choose the **Text Field** icon.

- **Name** – the name is used to identify each field. Each field in a form must have a unique Name. Use a name that represents the data being collected – name, address, phone, etc.

- **Value** – not used for Text fields.

- **Character Width** – indicates how many characters wide the displayed text box will be.

- **Maximum Characters** - the limit of characters that may be entered into the text field.

- **Tip:** Always use **email** (all lower case) for the Name when gathering the email address. This adds the email address to the "from" area of the return email. If

you do not use **email** as the name the "from" address will be blank or **Bounce@lists.fes.org** on the email you receive.

Remember: If the field contains more than one word, do NOT use spaces. Combine the words or use underscores rather than spaces. Example: FirstName or First_Name
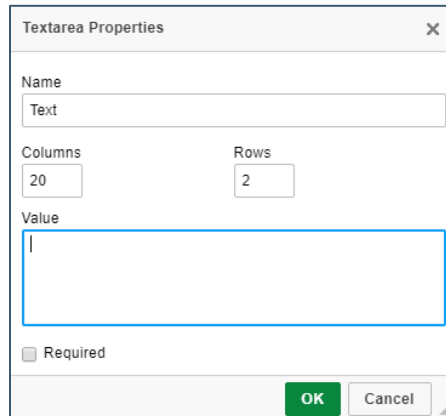
TextArea Button

TextArea: a larger area to gather information. Examples:

- Comments
- Dietary restrictions

Choose **TextArea Field** icon.

- **Name** – the name used to identify each field.

- **Columns** – the number of columns for the text area. This is equivalent to how wide the text field will be.

- **Rows** – the number of rows to be displayed on the screen. The number of rows does not limit the amount of text that can be entered, only how tall the text area is (scroll bars will appear when necessary).

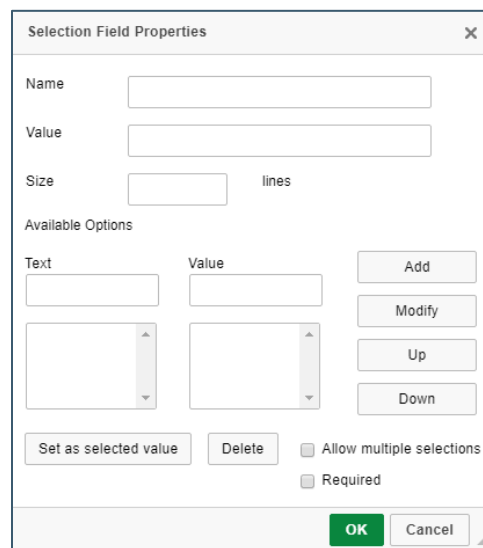- **Value** – enter data to display in the TextArea or leave blank.

Selection Button

Selection Field: drop-down field of multiple options. Examples of select fields are:

- What is your favorite color?

- How satisfied were you with your visit?
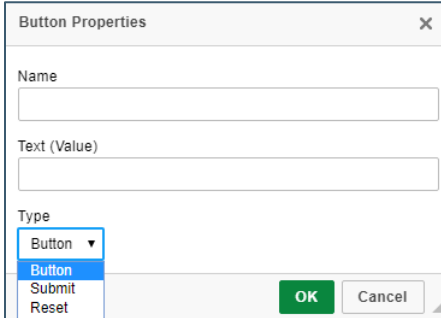
Choose the **Selection Field** icon.

- **Name** – the name used to identify each field.

- **Value** – can be left blank.

- **Size** – determines how many options are shown in the menu at one time. Size 1 turns the menu into a drop-down list. Size 3 would display a box with three options.

- **Text** -- the label of the selection field option.

- **Value** -- the value of the selection field option submitted to the server.

- **Add** – adds an option to the selection field.

- **Modify** – modifies a selected option.

- **Up** -- moves an option one row up the selection field.

SOCS – Inserting a Form

- **Down** – moves an option one row down the selection field.

- **Set as selected value** – sets an option as selected by default.

- **Delete** – deletes a selected option.

- **Allow Multiple Selections** – used to mark more than one option.

Button ▭

Button: Submit & Reset Fields: The Submit button needs to be added to the form for the information to be sent. The Reset button clears the form and is optional.
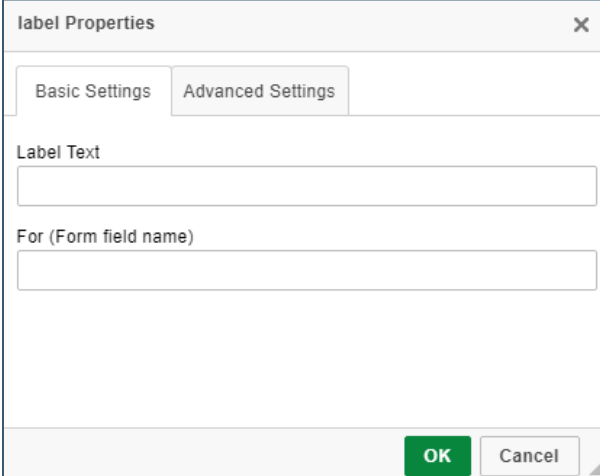
- **Name** – the name used to identify each field.

- **Text (Value)** – the text displayed on the button (value attribute).

- **Type** – the button type. Possible options are **Button** (standard button with arbitrary text; type="button" attribute), **Submit** (a button that submits the form data to the server; type="submit" attribute), and **Reset** (a button resetting the form fields to their default values; type="reset" attribute.

Image Button ▭

An image button allows you to import in your own image as a button. It is a clickable image that functions just like a standard button but has a customized appearance.

Label ✏️

Use labels to name form fields instead of plain text. Labels are necessary to be compliant with accessibility standards as they connect the name to the field.

Label Text – Enter the text you want next to the form field.

For (Form field name) – Enter the name of the field the label is related to. If you are unsure of the name, right click on the field in question, and choose Properties. The *Name* box is the text you need.

Remember: The form will not work until you contact SOCS Support and give them the recipient email address(es) being used by the form. There is a file on the server that needs to be updated before the form can be sent.

Example Form

Try this sample to create a form to gather name, email address, username, password, classes for child, grade of child, teacher of child, and comments.

- Create an expired "Thank You" article on your site. Search for the article from your home page and copy the url (the website address information following your main address - /vnews/display.v…).

- Create a new article to gather grade book password information for parents/students.

- In the article editor, select **Form, Insert Form.**

- Add four **hidden fields** for recipients, subject, required, and good_url.

- Add **text fields** for name, email, and username. Add the labels for the text boxes before inserting the Text field.

- Add a **password field**. Add the label for the password field before inserting the password field.

- Add **checkbox fields** for classes of reading, math, science, and spelling. Add the label for the checkbox fields before inserting the fields.

- Add **radio fields** for grade of first, second, third, and fourth. Add the label for the radio fields before inserting the fields.

- Add a **select field** for teacher of Mrs. Pinkman, Mrs. Thompson, Mrs. Gilmour, and Mrs. Pavelka. Add the label for the select field before inserting the field.

- Add a **TextArea field** for comments. Add the label for the TextArea field before inserting the field.

Your sample form will appear like this on your site:

For more information about **JavascriptCKEditor** functions, consult the **Javascript CKEditor Guide** under **Javascript CKEditor Resources**.