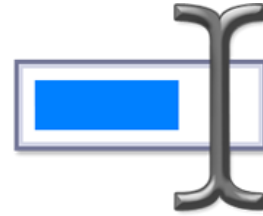


## FORMS:

Submission forms are used to allow your visitors to submit information to you such as a Contact Us form. You can build your own custom submission forms anytime you wish using this module. You can have all the forms you want.






From this module you can modify your form(s). You can add or delete forms & change your form's content.

- [Form Listing](#)
- [Form](#)
- [Form Options](#)
- [Auto Response](#)
- [Form Content](#)

## FORM LISTING:

Status	Access	ID	Descriptive Title	Owner
		57	Contact	Lynch, Randal
		93	Your Comments	Lynch, Randal

### STATUS:

-  Online - The form is online and functioning.
-  Offline - The form is currently offline. An indicating banner will be placed at the top of the form.
-  Under Construction - The form is currently under construction. An indicating banner will be placed at the top of the form.

### ACCESS:

This shows if the form is password protected or not. A padlock image will be displayed if the form is currently password protected.

### ID:

This is an identification number generated by Element to identify the form.

### DESCRIPTIVE TITLE:

This is the name of the form.

### OWNER:

This is the name of the Element user that owns the form.

### DUPLICATE FORM:

The [Duplicate Form] button will allow you to duplicate the form you have highlighted. This is used primarily if you have a form that you want to use as a template for other forms.



## FORM:

This section contains the general information regarding your form. This is where you name the form, obtain the URL for the form and set where the form will be sent to when submitted. This section contains the following:

### FORM'S URL:

*NOTE: This item is generated by Element and is not editable. The Form's URL will be generated once you save the form.*

Form	
Form's URL	<input type="text" value="http://www.mselement.com/form.cfm?ID=9"/>
Descriptive Title	<input type="text" value="Contact"/>
Subject Line	<input type="text"/>
SEO Title	<input type="text" value="Content Management System   Site Hosting   Custom Web ["/> <small>78 characters entered (Recommend under 72)</small>
From Email	<input type="text" value="sales@mssitehost.com"/>
To Email	<input type="text" value="sales@mssitehost.com"/>
Post to URL	<input type="text" value="http://www.mselement.com/formrec.cfm"/>
Use Post Method	<input type="checkbox"/>

This URL (Web Address) is the link that you will use when hyperlinking. You can use this URL anywhere including in your menus.

### DESCRIPTIVE TITLE:

This is the descriptive name of the form. This title will be displayed at the top of the form. Example: Contact Us.

### SUBJECT LINE:

This is the subject line that will be used in the email that is generated and sent to the form recipient(s).

### SEO TITLE:

The SEO Title allows you to use a more descriptive title for Search Engine Optimization without having your descriptive title be too complex for your site map, footer links and descriptive terms within Element.

### FROM EMAIL:

When submission forms are submitted, they are sent to you via email. A valid email address must be provided to send the email from.

### TO EMAIL:

When submission forms are submitted, they are sent to you via email. Valid email addresses must be provided to send the email to. You can enter multiple email address recipients here by separating them with a comma.

### POST TO URL:

This is used if you want to post your form to a receiving web page that will process the information submitted instead of emailing the form information to the [TO EMAIL] field. If you enter a URL into this field, a checkbox will appear to allow you to choose the method for which to post the form.



*NOTE: If you enter a URL into this field the FROM EMAIL and TO EMAIL fields are no longer required.*

#### USE POST METHOD:

If you have entered a URL into the POST TO URL field, this checkbox will become available so that you can choose how the form is to be posted, via Post method or Get method.

[Back to Top](#)

## FORM OPTIONS:

This section contains the optional information regarding your form.

#### RETURN URL:

When the form is submitted the visitor is taken to a page that shows that the form was submitted successfully. The user can then click on the Continue button to be taken back to the home page for your site.

You can use the Return URL field to enter a web page's address to send your visitor to instead of sending them to the default page upon completion.

*NOTE: If you have entered a URL into the POST TO URL field, this field will be ignored.*

#### PAGE STATUS:

This is where you can change the web page's current status to Online, Offline or Under Construction. If you set your web page's status to offline or under construction, a banner will appear at the top of the web page that will inform your visitors of the page's current status.

#### PARENT PAGE:

The default parent is already chosen for you (The site's Home page). The parent is the page that is above this page in the navigation hierarchy.

For example: If you create an About Us page, it would be positioned under the Home page in the hierarchy by default or you can choose to place it under a different page.

#### PAGE DESCRIPTION:

Many search engines use a page description that will be posted directly below the link for the page when listed. *NOTE: This description will also be placed in the site map (on your website) next to the link for the page.*

The screenshot shows the 'Form Options' configuration interface. It contains several input fields and checkboxes. The 'Page Status' is set to 'Online'. The 'Parent Page' is 'Welcome (149.0)'. The 'Page Description' is 'Form used to send Molecular Software a question or comment.' The 'Search Keywords' are 'Content Management System, CMS, web site hosting, web development, web design'. The 'Custom Banner' is set to 'Use Default Site Banner'. The 'Show Breadcrumbs', 'Include in Site Map', and 'Place Link in Footer' checkboxes are all checked. The 'Access Level' is set to 'Open'. At the bottom, there is a section for 'Edit Page Description and Column Content' with a grid of buttons: 'TOP', 'LEFT', 'PAGE DESCRIPTION', 'RIGHT', and 'BOTTOM'. Each button has a 'Hide' checkbox next to it.



### SEARCH KEYWORDS:

Many search engines use keywords found within a web page's content. *NOTE: These keywords will not be visible on your web page. Your keywords should be separated with commas.*

### CUSTOM BANNER:

You can add your own custom banner image or use a flash movie for your banner on this page.

### SHOW BREADCRUMBS:

Breadcrumbs are used for navigational purposes. If breadcrumbs are available with your selected template, then you can choose to show breadcrumbs on this page by checking the box.

### INCLUDE IN SITE MAP:

Select this to have this page be displayed in the Site Map.

### PLACE LINK IN FOOTER:

The footer is located at the bottom of every page in your web site. If you would like to have a link to this page placed in the footer, then select this item.

### ACCESS LEVEL:

This password protects the form. Set the level of access the member will need to view this form. Setting your access level to Open will allow all visitors to see the form and is the default level.

Level 1 is the lowest level and the default given to any member that registers.

### EDIT PAGE DESCRIPTION & COLUMNS:

This section will allow you to edit a description that is placed at the top of the page before the dynamic content is placed. It will also allow you to edit the columns that surround the page's main content, for templates that allow for columns. You can show/hide all four columns and adjust the width of the left or right columns.

[Back to Top](#)

## AUTO RESPONSE:

From here you can choose to have an auto response generated and sent to the online visitor. If you enter an email address below, it will activate the auto response feature. Once you enter the SEND FROM EMAIL address, you can then click on the Auto Response Content button and enter in the email information you wish for them to receive.



The screenshot shows a web interface for configuring an auto response. It has a blue header with the following sections: "Form", "Form Options", and "Auto Response". Below the header, there is instructional text: "From here you can choose to have an auto response generated and sent to the online visitor. If you enter an email address below, it will activate the auto response feature. Once you enter the email address, you can then click on the Auto Response Content button and enter in the email information you wish for them to receive." Below this, a note states: "You must have a field labeled 'Email' OR 'Email Address' in the form content and the field needs to be required in order for the auto response to know where to send the auto response email." There are two input fields: "Send From Email" with the value "sales@mssitehost.com" and "Auto Response Email Subject" with the value "Thank You". Both fields have a blue circular icon to their right. At the bottom, there is a blue button labeled "Auto Response Content" with a blue circular icon to its right.

*NOTE: If you enter a URL into the POST TO URL field, an Auto Response will not be sent. Also note that if you do not include a required field labeled "Email" or "Email Address" in the form content then we will not have an email address to deliver the auto response to so it will not be sent.*



### SEND FROM EMAIL:

The Send From Email is the email address you want the auto response email to be sent from. If you leave this field blank, then no auto response email will be sent when the form is submitted.

If you enter an email address here, the [Auto Response Content] button will be enabled so that you may enter the content you want sent in the body of the auto response email.

### AUTO RESPONSE EMAIL SUBJECT:

This is the subject line text that will be placed in the email that will be sent in response to the form submission. If you leave this field blank, we will place the forms name in the subject line for you.

Example: 'Form Name: Auto Respond'

### AUTO RESPONSE CONTENT:

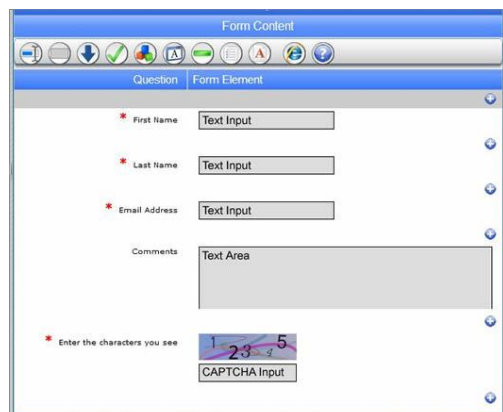
This is where you can enter the content you would like to appear in the email that is automatically sent to the visitor upon their submission of the online form. You must enter an Auto Response Email and save the form before you can enter the auto response content.

[Back to Top](#)

## FORM CONTENT:

This section is where you can add the form items to the form.

This section has its own help file. Just click on the help button in the upper right corner of the [Form Content] section for a full description of each of the form elements or [click here](#).



The screenshot shows a web-based interface titled "Form Content" with a browser window. It features two tabs: "Question" and "Form Element". Under the "Form Element" tab, there is a list of form elements with their respective input types and a "Text Input" field for each. The elements are: "First Name" (Text Input), "Last Name" (Text Input), "Email Address" (Text Input), "Comments" (Text Area), and "Enter the characters you see" (CAPTCHA Input). Each element has a small blue arrow icon to its right, likely for reordering. The CAPTCHA input field shows a grid of numbers: 1, 2, 3, 4, 5.

[Back to Top](#)

