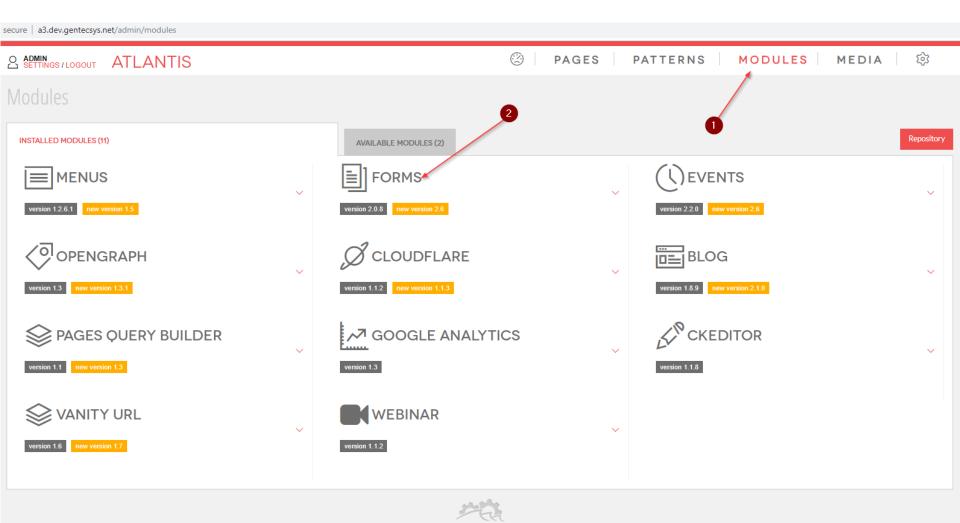


CMS Manual

Forms of the site

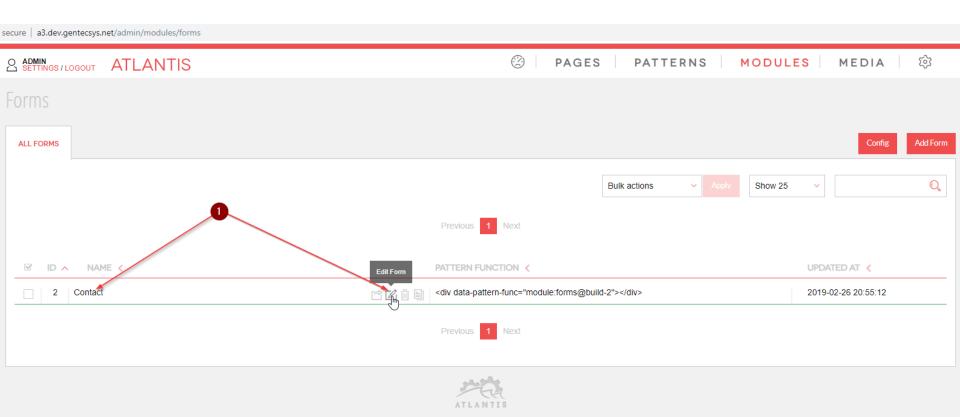
The forms of the site are organized in module "FORMS". To add/edit/update/delete a form you need to:

- 1. Go to "MODULES" tab;
- Click on "FORMS" module.

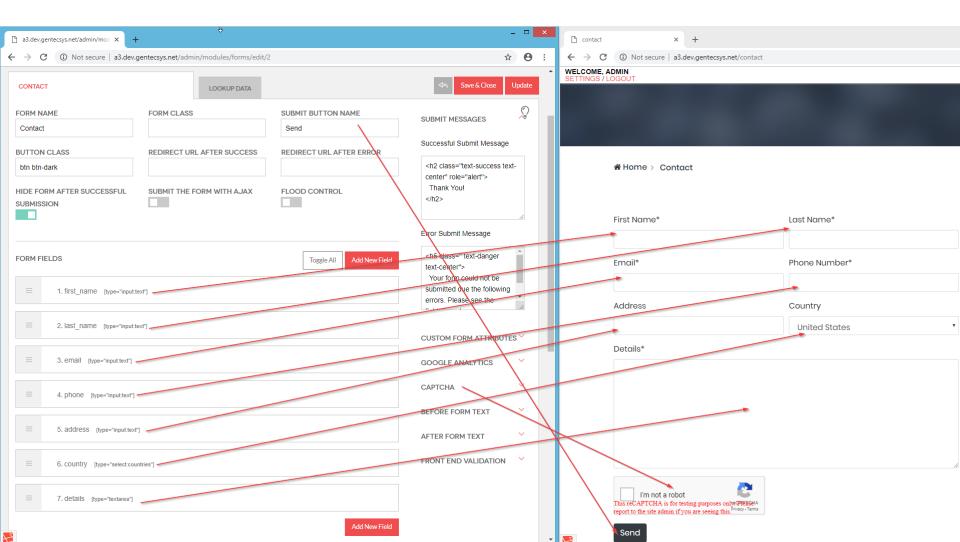


To edit a form:

1. Click on the title or on "Edit" icon.

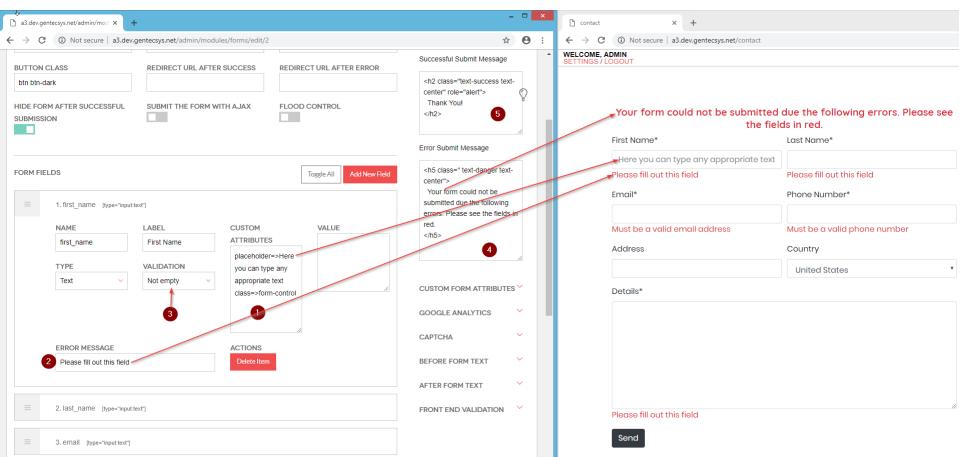


Form items

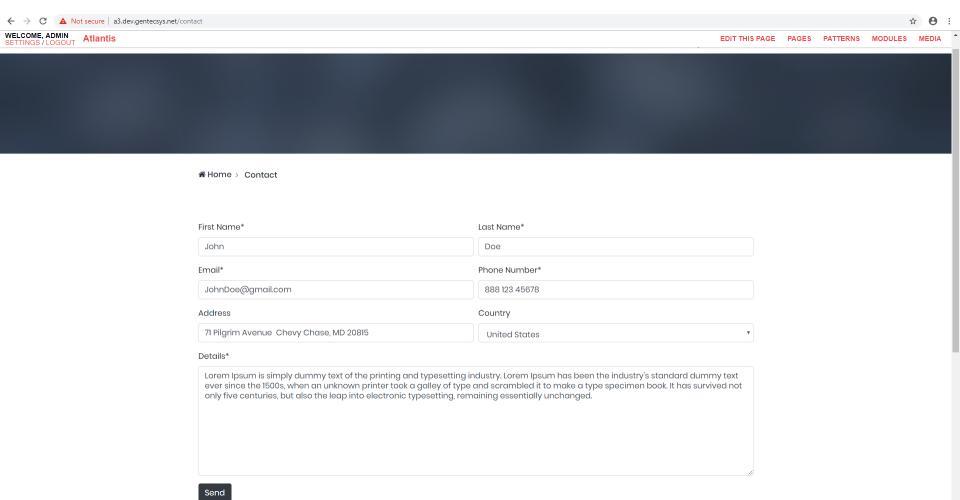


Form items:

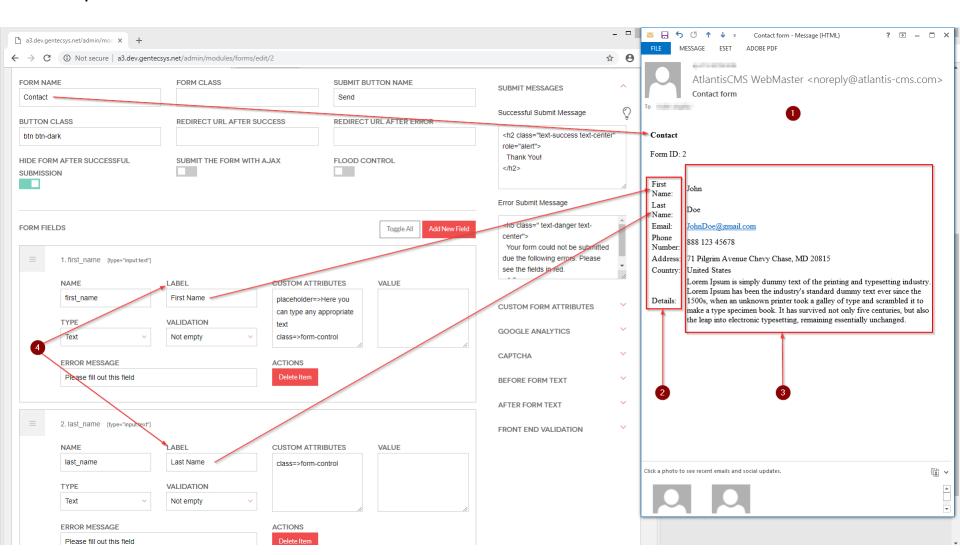
- "Custom attributes" One possible custom attribute could be a placeholder for the field (what kind of information is expected), custom CSS class name or any other;
- 2. "Error message" here you can type an error message depending on validation you did (in this case is: "Please fill out this field");
- 3. "Validation" a list with validation rules;
- 4. "Error Submit Message" this message will be shown when any error occurs;
- 5. If there aren't any errors the "*Successful Submit Message*" will occur on place of "Error Submit Message"



Form submit

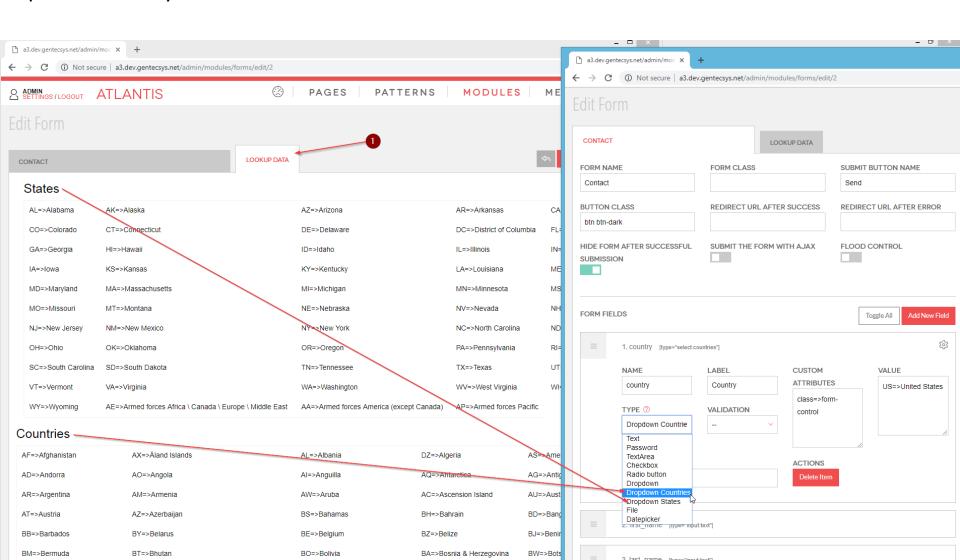


After a form is filled and submitted, the site owner or the *form recipients* will receive an email (1) with the data submitted by the user. In this email the column (2) holds the names of the *form fields* which are arbitrary and can be set in *label* (4) and the column (3) holds the user's data input.



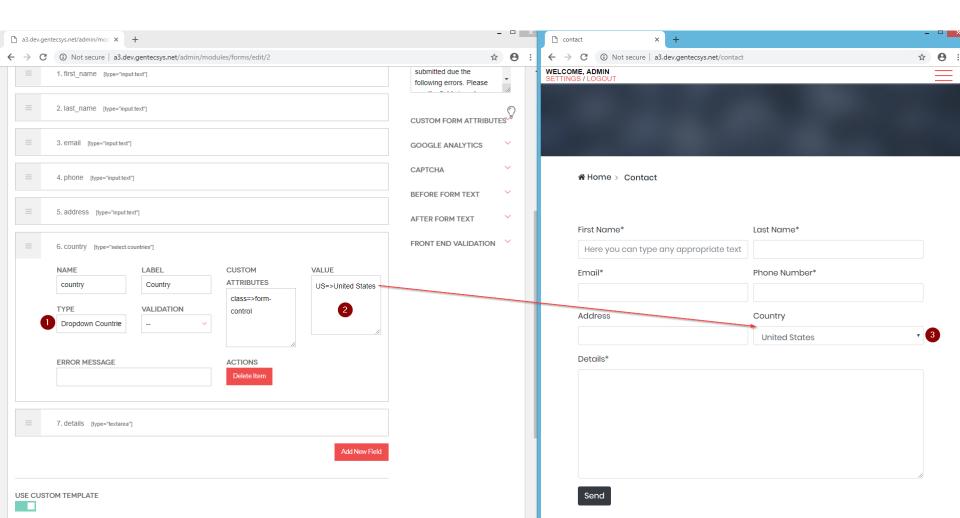
Lookup data

The *lookup data* (1) contains a list with Countries and States which can be used in combination with drop down list from *type country* and drop down list with from *type states* to preselect a specific Country or State.

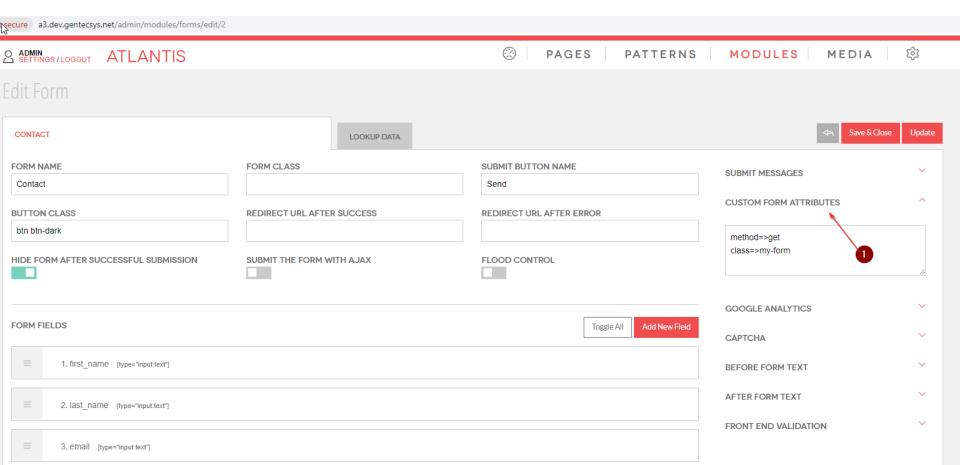


Here is an example:

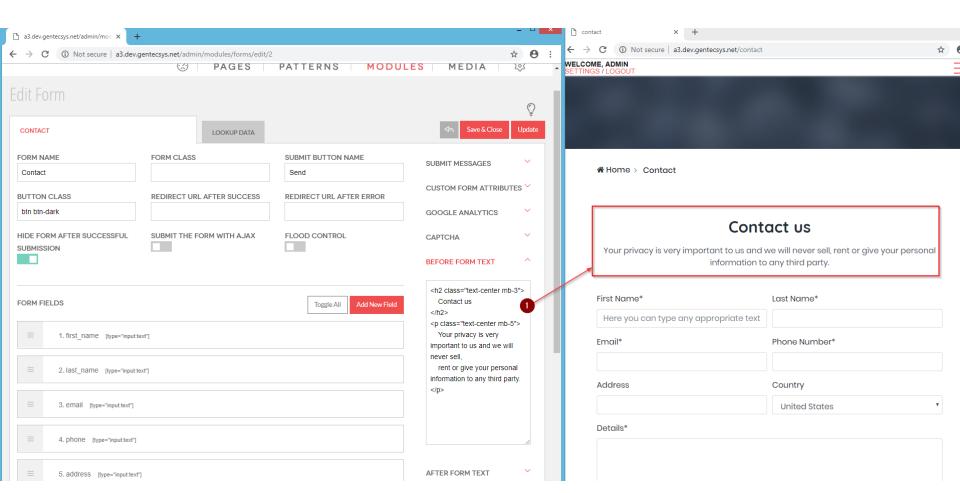
- 1. We used a drop down list from type Country
- 2. We put "US=>United States" (which we took from the lookup data) in the value field
- 3 We have preselected United States in our form field



1. Custom form attributes - here you can define your own form attributes in the following format - attribute=>value in our example we changed the form method from "POST" which is the default method to "GET" and we set a CSS class name "my-form".

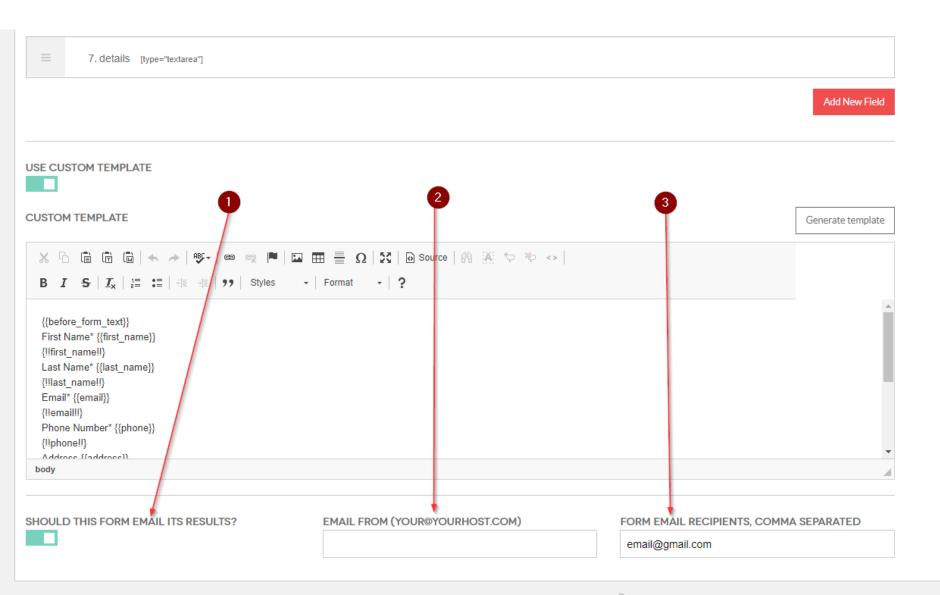


1. **Before form text** – here you can type text which will be outputted above the form. Note that you can use html too.

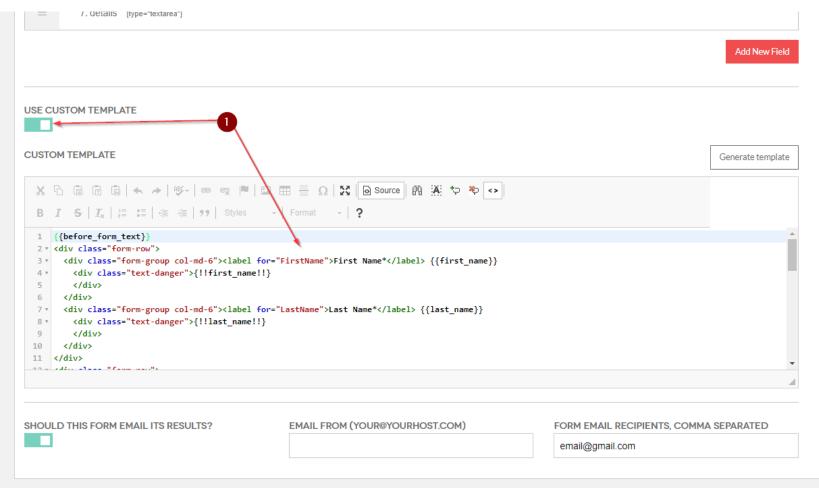


Form management:

- 1. Turn on or turn off the form;
- 2. From who the email was sent;
- 3. Who will receive the data from the form.

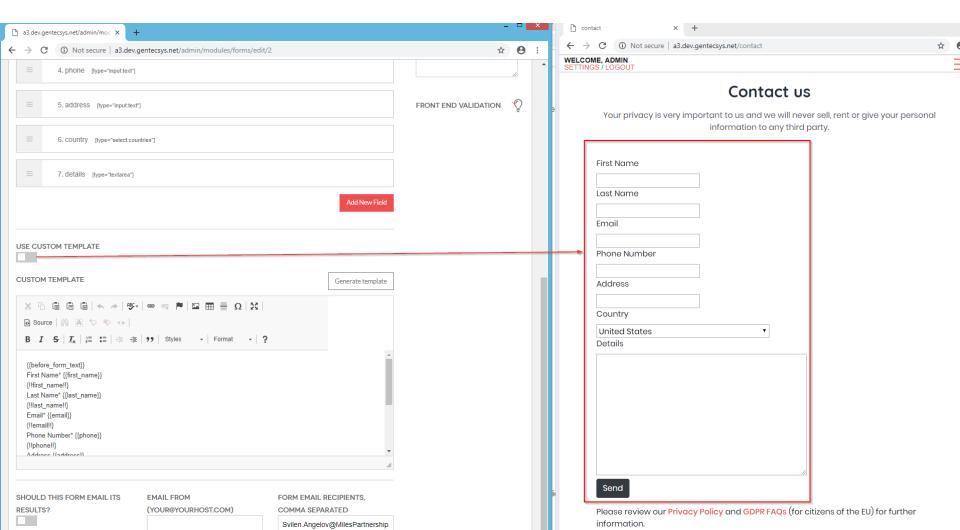


1. "Custom template" - the custom template is the layout of the form.



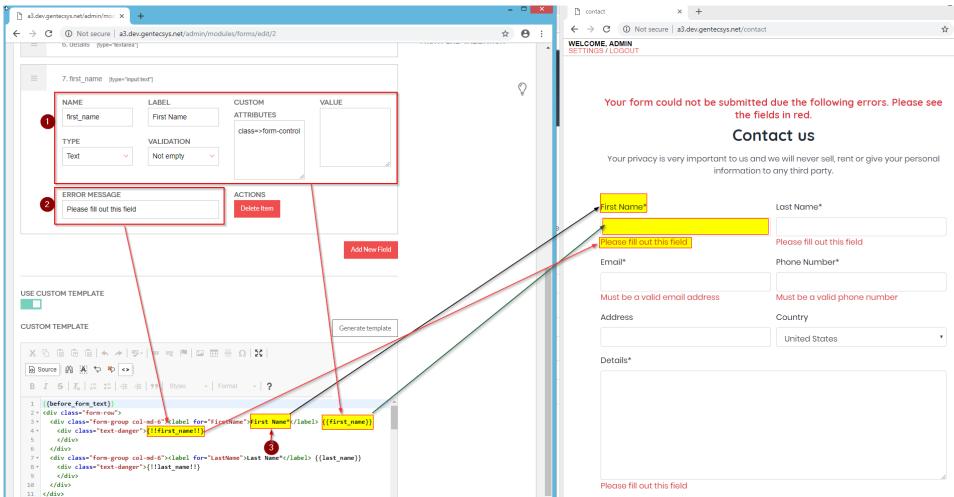


Here is an example how the layout would look like without the use of *custom template*



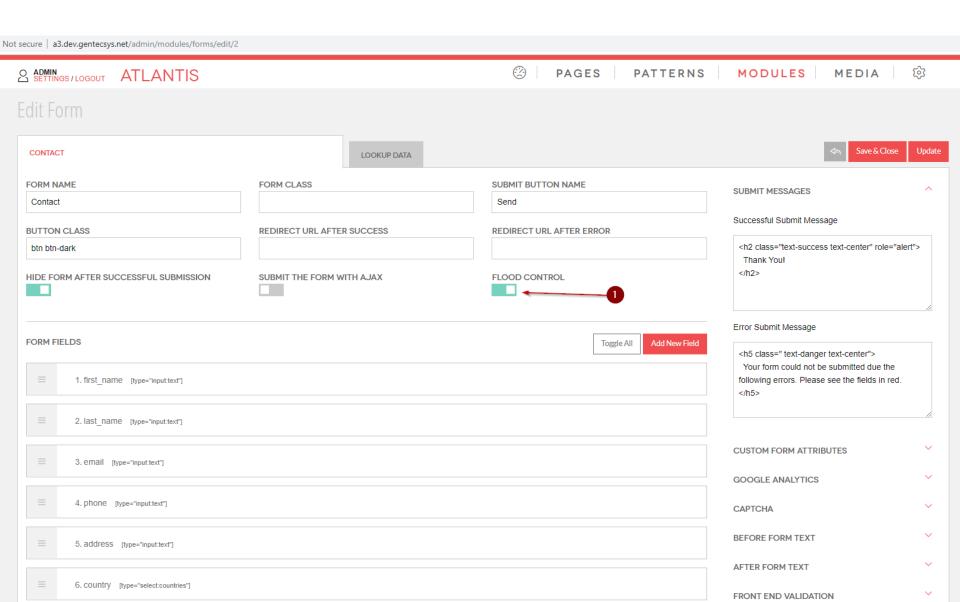
The *custom templates* allows you to make your own custom layout of the form.

- 1. On the place of the input field place this variable {{first_name}} Please note that the name inside the curly brackets must match the name of the field (1) in our case "first name".
- 2. On the place where the error will be outputted place this variable {!!first_name!!} again the name of the variable should match the name of the field (1)
- 3. Optional you can put a *label* of the field (3).

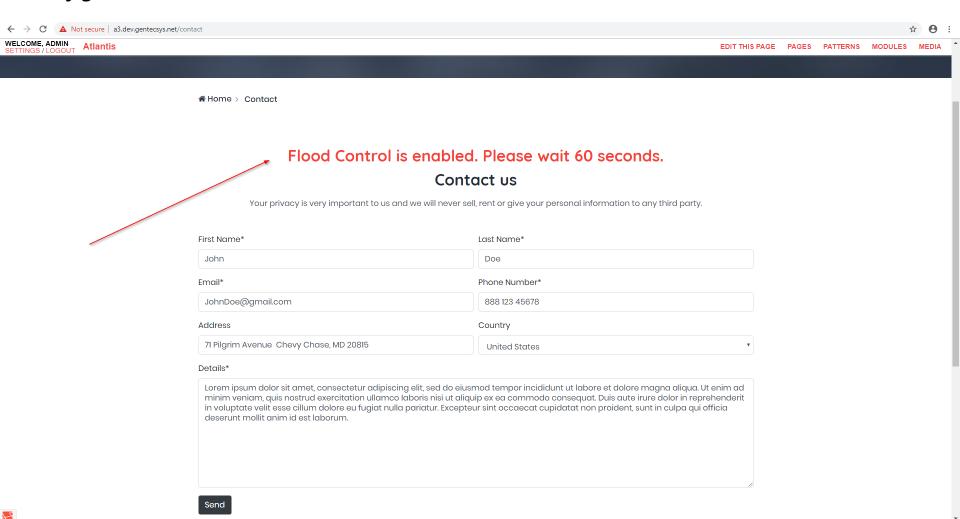


Flood Control

1. Enable or disable the *flood control*. Once the form is submitted a specific amount of time (adjustable in the *Config* section) need to elapse before the form can be submitted again.



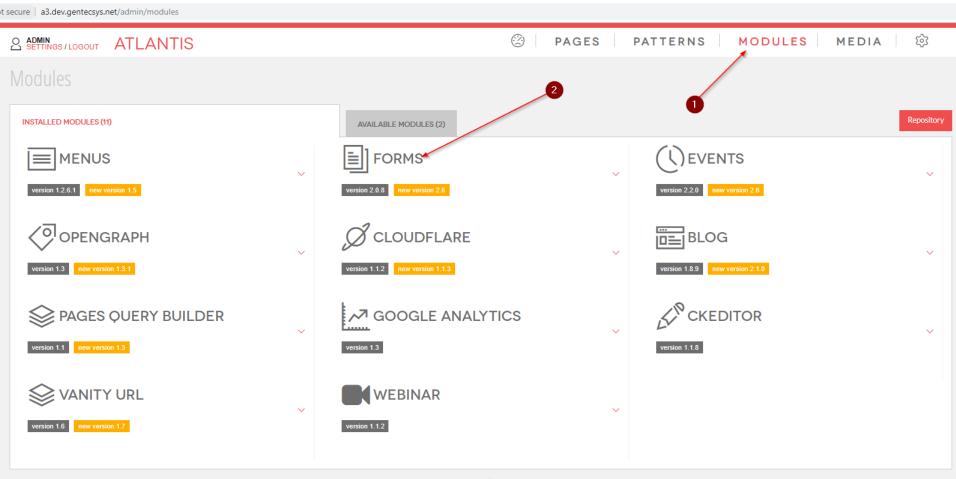
Here is an example of flood control enabled. The notification message can be set in the *Config* section.



Config section

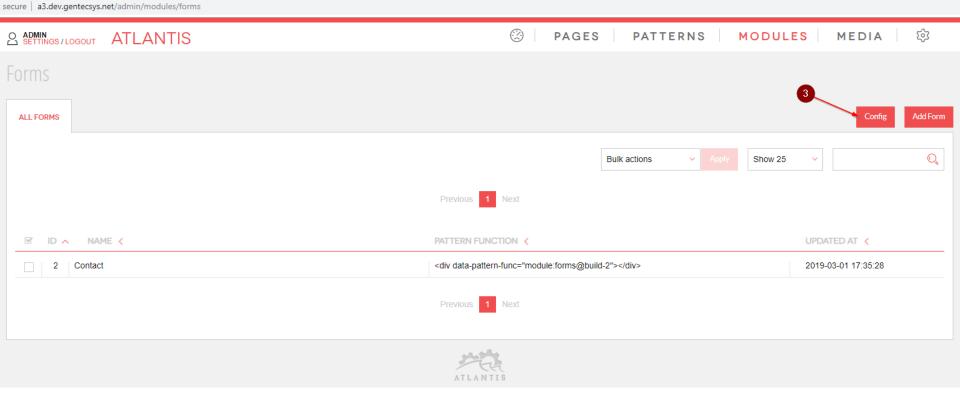
To access the "Config" section complete the following steps;

- 1. Click on "Modules";
- 2. Click on "Forms";



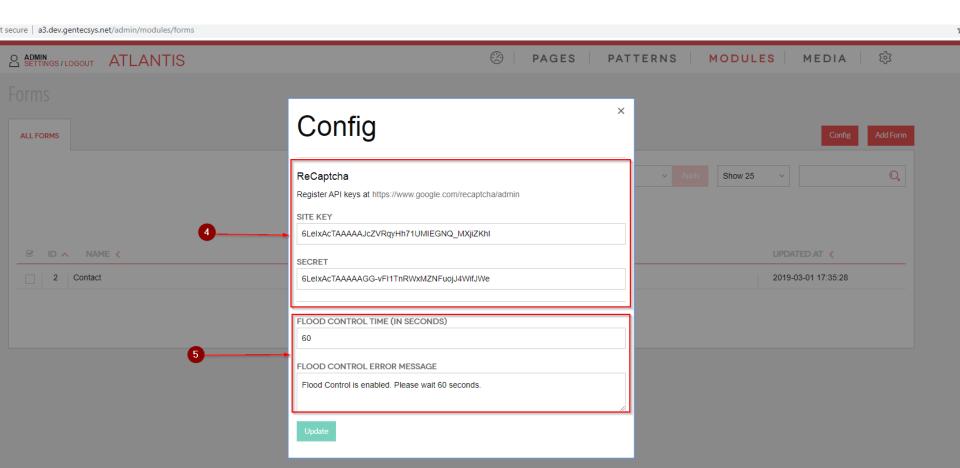


3. Click on the "Config" button



After you clicked on the "Config" button a popup will appear with the following configurations.

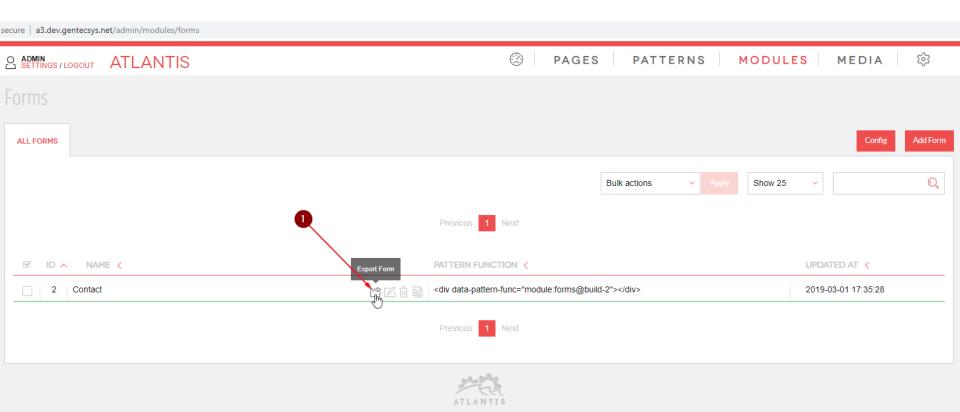
- 4. The "ReCaptcha" configuration;
- 5. The "Flood Control" configuration;



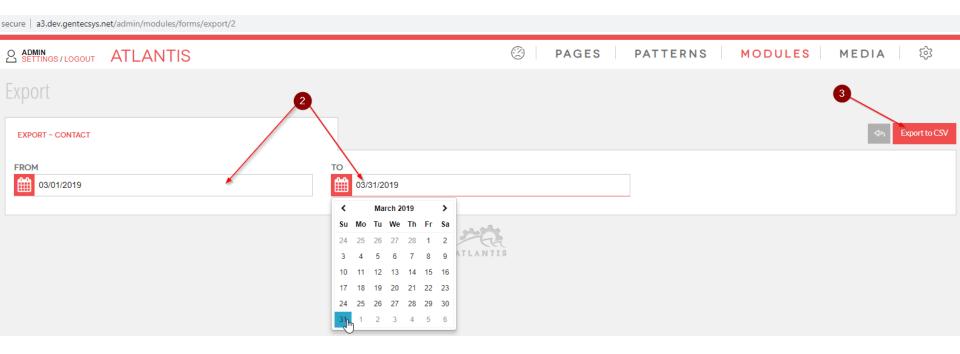
Export a form

All submits of the form are stored inside the CMS database. To export them complete the following steps:

1. Click on the "Export Form" icon;



- 2. Choose the desired period;
- 3. Click "Export to CSV".



5. Click on the link to download the exported data in CSV(comma separated value) format

