



Form builder in CMS

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Here is a quick tutorial on how to use the section.

1. Log into the CMS.
2. Click on 'Forms'. This page is set up similar to pages, the first screen is the creation screen, and the built forms are below.

A screenshot of the Riverbender.com CMS interface. At the top, a dark navigation bar contains links: Home, Menu, Header, Pages, Forms, Sides, Footer, Events, Email Marketing, Gallery, Blog, Plugins, RSS Plugin. Below this, the 'FORMS' section is displayed. On the left, there's a 'Create New Form' section with a red arrow pointing to the 'Create New Form' link. It includes input fields for 'Form Name', 'Email To', 'Email CC', and 'Email BCC'. In the center is a large white box with the text 'Drag a field from the right to this area'. On the right is a 'Form Elements' sidebar with a list of elements: Autocomplete, Date Field, Checkbox, Checkbox Group, Radio Group, Rich Text Editor, Select, and Text Field. At the bottom, there's a 'Created Forms' section with a red arrow pointing to a form titled 'My Testing Form'. This form has buttons for 'Edit' and 'Delete', and an 'embed code' field containing '[form:11]'. A 'Create Form' button is also visible above the 'Created Forms' section.

3. To create a new form you need to give it name. Keep in mind the name of the form will come over to the client as part of the subject line.
4. Enter the email address where the form is to be submitted. CC and BCC options are available. If you would like to CC more than one email address, the format is like this: someone@gmail.com; someone@yahoo.com< separate out the email addresses with ';'.

5. Next drag and drop the 'form elements' on to the stage. From this example I will be using the 'text field'.

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Home Menu Header Pages Forms Sides Footer Events Email Marketing Gallery Blog Plugins RSS Plugin

FORMS

Editing Form - My Testing Form
Form Name:

Email To:

Email CC:

Email BCC:

Text Field

1. Drag onto the stage

2. Click the edit button

Form Elements

- ☐ Autocomplete
- ☐ Date Field
- ☐ Checkbox
- ☐ Checkbox Group
- ☐ Radio Group
- ☐ Rich Text Editor
- ☐ Select
- ☒ Text Field

6. Click on the edit button to change the label and name of the form element. In this example the Label will be First name, I will also change the default 'name' to first-name. The form name is name of the variable that is sent from the users machine to the server. Each name in a form has to be unique and must not contain any spaces. The form generator will force '-' in place of spaces for you automatically. *Keep in mind that the 'name' value will so the identifier sent to the email address defined once submitted. After changes have been made, you much click the edit button to save the changes. You may then click on the 'save' button to save the form.

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FORMS

Editing Form - My Testing Form
Form Name:

Email To:

Email CC:

Email BCC:

Text Field

After making edits the form field you must click this button to save the changes.

The label is the visible name shown on the form. This should match the 'name' value below.

by default, the 'name' is generated on the fly. This is done because all form names have to be unique. However this is also the name that will be send with the data. This can be the same as the 'Label'

Future use

Form Elements

- ☐ Autocomplete
- ☐ Date Field
- ☐ Checkbox
- ☐ Checkbox Group
- ☐ Radio Group
- ☐ Rich Text Editor
- ☒ Select
- ☒ Text Field

7. Once the form is saved, you can then paste the form embed code onto any page to render the form. You will notice that captcha is already on the form.

The screenshot shows a web form with a dark header bar containing 'HOME' and 'BLOG' links. On the left, there is a sidebar with the text 'This is my left side.' and a list of items: 1. a, 2. b, 3. c, 4. d, 5. e, 6. f, 7. g, 8. h. The main content area contains the text 'Please submit the form below:' followed by a red arrow pointing to the word 'label' in the text 'The label'. Below this is a text input field labeled 'First Name'. Underneath the input field is a CAPTCHA question '2 + 2 =' followed by another red arrow pointing to the text 'CAPTCHA pre built in'. At the bottom of the form is a 'Submit' button. The footer of the page contains the text 'Copyright © 2016'.

HOME BLOG

This is my left side.

1. a
2. b
3. c
4. d
5. e
6. f
7. g
8. h

Please submit the form below: The 'label'

First Name

2 + 2 = CAPTCHA pre built in

Submit

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That's it. The form can be modified at any time to add, edit or remove fields. Let me know if you have any questions.