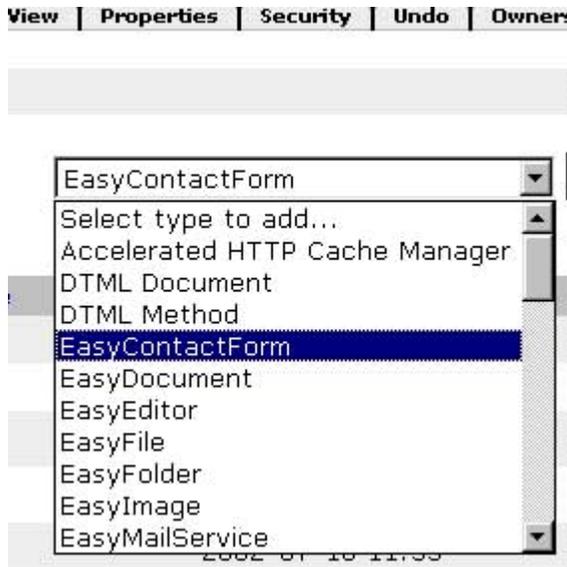


# How to make e-mail forms

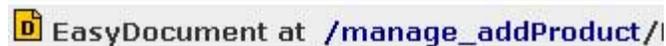
Create e-mail forms for contact, orders, simple surveys, etc. with Easy Publisher.

## Create a form

Start with adding a document containing the new form:



Choose EasyContactForm in the dropdown list.



## Add EasyContactForm

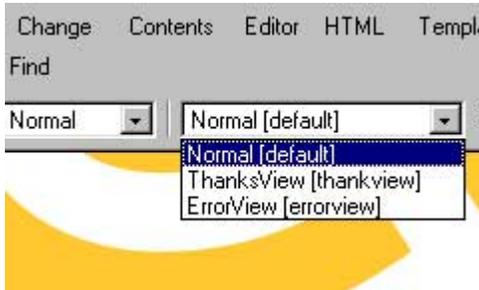
<b>Id</b>	<input type="text" value="contact_customerservice"/>
<b>Title</b>	<input type="text" value="Contact our customer ser"/>
<b>Navigation Title</b>	<input type="text" value="Customer service"/>
<b>Template</b>	<input type="text" value="English Form"/> <input type="button" value="Add"/>

That will take you to a view called Add EasyContactForm. Fill in the fields: the id of the file, title and navigation title, just as you usually do when you add an EasyDocument. Choose a template made for forms (ask your system administrator if you don't recognize such a template in the template list). If you're using the default templates of Easy Publisher, the template is usually called Contact Form. Click on the Add-button.

## Use the Editor for adding content and change the thank you and error pages.

Click on the Content list link to your new form document. Then, click on Editor.

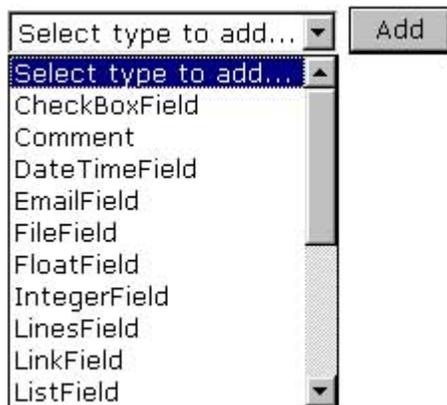
Start with choosing the ThanksView in the dropdown list of views. If you'd like, you may change the default thank you message. Click on Change to save your changes. Then, do the same thing with the ErrorView, where you may change the default error message.



Then, choose the NormalView. Here, you can write text, insert images, etc. before the main form begins. Click on the Change button to save.

## Create the input fields of the form

Return to the Contents view and click on the link to the Formulator.



In the dropdown list you may choose from different types of fields for the information you wish to gather from your form:

- |               |  |
|---------------|--|
| CheckBoxField | Create a checkbox. In the returned e-mail message the checkbox will show the value 1 (checked) or 0 (not checked).                                 |
| DateTimeField | Create a field that have to contain a valid date or time for the mail to be sent. You may decide the format of the date and time.                  |
| EmailField    | Use this field when you'd like a correct formatted e-mail address as input in your form.   |
| FileField     | Use this field to let the user browse his/her hard drive for a file. Please take note! This is a complex process requiring some programming. Don't |

try this if you're a novice on script programming and/or making e-mail forms.

FloatField	This field only allows floats.
IntegerField	This field only allows integers.
LinesField	Create a box for several lines of texts. Use it for lists.
LinkField	Use this field if you'd like your sender to fill in a hypertext link, for example a link to his/her home page. The Formulator will check that the URL is available.
ListField	Use this field if you'd like the sender to choose one thing from a list. You display one item on one line. If you set the "Size" to 1 it will show as a drop-down list.
MultiCheckBoxField	If you want several lines with check boxes you can use this field. Every line in "Items" will transform into its own checkbox. The field value becomes a list of the checked boxes.
MultiListField	This field is like "ListField", although the sender can choose more than one line by using the Ctrl key and click at the lines. It's a bit tricky to get this to work, so it is better to use the MultiCheckBoxField instead.
PasswordField	This field is like a StringField, except that the input in this field is displayed as asterisks instead of letters.
PatternField	In this field, you have to fill in the information exactly as the prewritten pattern. It could be used for client numbers, license numbers, etc. For example: You could set the pattern to "eeee-dddd-eeee" for a license number with a pattern like "BODG-1234-ALVA". 'd' means a number, 'e' means a letter and 'f' means a number or a letter.
RadioField	Create a list with radio buttons. The sender can choose one of the alternatives in the list.
StringField	Use this field for texts that are only one line, for example Name, City, etc.
TextAreaField	Use this field for texts that are several lines long.

It is important to choose the right field type for the information you want to gather from the form. For example: If you've chosen the EmailField there will be a check that the sender writes an e-mail address in this field. If the sender writes anything else in that field, he/she will be asked to correct the information before the form can be sent.

When you create a new field, you have to give the field an ID. For example if you want the sender to fill in his name, you could give the field the ID "myname" (you cannot give any field the ID "name" because there are several objects in the system already called "name"). In the Title field, write the text you'd like to see next to the actual field area. If you want a name, you may write "Name" in this field.

Click on the Add and Edit button to go directly to the editable field's view. Or just click on Add and then choose the Content list to access the field's view.

StringField at /contact\_customerservice/Formulator/manage.

Edit StringField properties here.

### Widget properties

Name	Value	Field
Title*	<input type="text" value="Name"/>	StringField
Description	<input type="text"/>	TextAreaField
Default	<input type="text"/>	StringField
CSS class	<input type="text"/>	StringField
Alternate name	<input type="text"/>	StringField
Hidden	<input type="checkbox"/>	CheckBoxField
Display width*	<input type="text" value="20"/>	IntegerField
Maximum input	<input type="text"/>	IntegerField
Extra	<input type="text"/>	StringField

### Validator properties

Name	Value	Field
External Validator	<input type="text"/>	MethodField
Required	<input checked="" type="checkbox"/>	CheckBoxField

The view contains information you could add or change (it is usually not necessary to change or add information in all the fields):

- Title            The text that will show beside the actual field
- Description    Description of the field, if you'd like one
- Default        You may insert a default text in the field
- Display width   Decide the width (length) of the field. Note! This is only for design, NOT how many characters you may insert in the field)
- Maximum input   Maximum number of characters that may be put in the field, if you'd like to restrict this
- Required        Check this box if you'd like the field to be required before the form can be sent. An asterisk (\*) beside the text will indicate the field as required in the form

In every field overview, there's a view called Messages. There you may put the messages you'd like to show the sender in case he/she misses a required field, writes to much text or do any other kind of error. There are already default messages in this view, but you may want to change those instructions.

## Sort the fields in your form

In the Formulator view called Order, you may change the order of your fields in the form. Check the box before the field you'd like to move and use the buttons to move the field up or down in the form.

Change the display order

The screenshot shows a window titled "Default" containing a list of fields. Each field has a checkbox and a small icon to its left. The fields are: "customername" (checkbox, icon 'ab'), "address" (checkbox, icon 'ab'), "email" (checkbox, icon '@'), and "telephone" (checkbox, icon 'ab'). Below the list are two buttons: "Move Up" and "Move Dn". Further down is a "Move to:" dropdown menu, a "Transfer" button, a "Group" button, an empty text input field, a "Create" button, another empty text input field, and a "Rename" button.

Make sure that the sent form reaches the right person, and create the e-mail message.

Go to the tab E-mail Options.

**Edit EasyContact Email Options**

From: <dtml-var e-post missing="noemail@nodomain.com">

To: customersupport@company.com

Cc:

Bcc:

Subject Prefix: Support

Subject: Seeking help from Customer Service

Message: I would like customer service to contact me as soon as possible!  
Name <dtml-var customersname>  
Address <dtml-var address>  
E-mail address <dtml-var email>  
Phone no <dtml-var telephone>

If you've got a field in your form where you want the sender to fill in his/her e-mail address, you would write the following commando in the field From:

<dtml-var fieldname> where "fieldname" is the ID you've given the input field. If you've given the field the ID "email", the commando will be: <dtml-var email>.

**Note!** If the e-mail field **isn't required** for the sender to fill in, you'll have to enter the following code into the From: field instead of the <dtml-var email> code above:

```
<dtml-var e-post missing="noemail@nodomain.com">
```

Otherwise, the form will not work for a sender who doesn't leave his e-mail address.

**Note!** If there isn't any field at all, for an e-mail address in your form, you just leave the From: field with the default text (there has to be some kind of e-mail address text in this field for the form to work)!

Change the to:-address to the e-mail address where you'd like the form to be sent. You could also add an open copy (cc:) or a hidden copy (bcc:) to other e-mail addresses.

As Subject Prefix, "Form" is default to make sure that the e-mail message derives from a form on your web site. You may of course change this Subject Prefix. In the Subject field, write a Subject line describing the content of the form. For example: If your form is an order form you would choose the subject "Product order".

In the Message field, write the message you'd want to be sent in the e-mail message you'll get from the form. This Message is only shown to the receiver of the e-mail message, not to the sender.

Naturally, the receiver would like to have the information the sender has put in the form fields. To get this information in the e-mail message, you have to create dtml-commandos in the Message-field. For every form field you've got, you have to create a corresponding commando including the field's ID. For example:

```
<dtml-var myname>  
<dtml-var address>  
<dtml-var phone>  
<dtml-var message>
```

Remember to leave a hint of what the gathered information is all about. Do this in the Message field. The simplest solution is to use the same text as in the form. Example:

```
Name: <dtml-var myname>  
Address: <dtml-var address>  
Phone no.: <dtml-var phone>  
Message: <dtml-var message>
```

The content of the e-mail message would then look like this:

```
Name: Kitty Smith  
Address: 7, Home Street, Hometown  
Phone no.: 01-777 777  
Message: Please, contact me. I'd like some more information about your new line.
```

Change the smtp host to your own mail host, for example: mailserver.company.com.

## Test and publish your form

Remember to test and publish your form when you're done. In Formulator, there's a view called Test. Here you may test the form fields.

Publish your document as usual, through the Publish view.

It's good idea to test your form from your web site as soon as you've published it, just to make sure everything works just as you want it to. During this test it is vital that you are logged out of the administration system and that you access your web site just as any regular visitor would. To log out, just close all web browser windows.