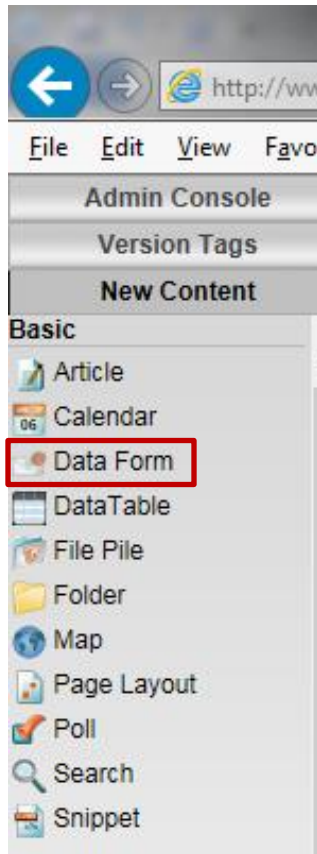


Creating a Web Data Form

1. Go to your page where you want the form (creating a new page may be necessary)
2. Log into WebGUI
3. Turn Admin On
4. Under “New Content” click “Data Form”



5. Give the form a title, menu title, description (if desired) and an acknowledgement
 - a. It's fine to make the title and menu title the same
 - b. An acknowledgement is a message the user will see after completing the form (ex – Thank you for submitting your answers.)
6. At the bottom, you can choose if you want mail attachments and use of captcha/re-captcha for visitors. Both are set to no by default.
 - a. Mail Attachments – Mail Data must be turned on. Setting the mail attachments to Yes will cause all files submitted via the file field type to be mailed as attachments. ***Caution – you have no control over what the user will upload.
 - b. Use Captcha for Visitors – If Yes, the form will require a captcha for visitors. If the user is logged into WebGUI, they will not see the captcha (log out to view). ***Note – captcha/re-captcha prevent spam messages. Highly recommend!
7. Click the Display tab

8. Under “Data Form Template” change it to “CU DataForm – submit”

The screenshot shows the 'EDIT DATA FORM' interface with the 'Display' tab selected. The 'Data Form Template' dropdown menu is set to 'CU DataForm -submit' and the 'Mail data?' radio button is selected 'Yes'. Both are highlighted with red boxes.

9. Change Mail Data to “yes”

10. Click Save

11. Now you should have the From, TO, Cc, Bcc and Subject fields.

12. Click Edit on the From field

- On the Status, change it to Hidden
- In the default value(s), type in the email address that the email will be from. ***I recommend using the same as the To field.

Leaving it blank will result in the webmaster@cameron.edu address being used and we don't want that to happen. If the student replies to the email that is sent, they reply to the webmaster account then Josh Lehman or I have to figure out who it needs to go to. ☹️ So it is best to enter the same email address that will be used to on the To field.

13. Click Save

14. Click Edit on the To field

- On the Status, change it to Hidden

The screenshot shows the configuration for the 'From' field. The 'Status' dropdown menu is set to 'Hidden' and is highlighted with a red box.

- In the default value(s), type in the email address that the email will be from. ***I recommend using the same as the From field.

15. Click Save
16. If you need the data to be emailed to more people (Director, VP, etc.), do the same for the Cc and Bcc fields.
17. Click Edit on the Subject field
 - a. On the Status, change it to Hidden
 - b. On the Default value, enter the subject that you would like on the email
18. Click Save
19. On the form, click on "Add a field"

List all entries. • Export tab delimited. • **Add a field.** • Add a

20. Enter a Label
21. On the Status, choose from Hidden, Displayed, Modifiable or Required. If you choose Hidden or Displayed, be sure to fill in the Default Value.
 - a. Hidden – is hidden from the user filling out the form, but will be sent in the email.
 - b. Displayed – The field is displayed for the user, but is not modifiable.
 - c. Modifiable – Field can be filled in by the user
 - d. Required – Must be filled in by the user
22. Choose the Type of field you want it to be
 - a. If you choose Checkbox list, Radio list, Select box or Select list, you must fill in the Possible Values field (1 item per line)
23. Click Save
24. Repeat steps 20-23 for all the fields you want.
25. Before you click Save for the last field, under "What's Next" change it to "Go back to the page" then click Save.
26. To commit your changes, click on Version Tags
27. Click on Commit My Changes
28. Add notes
29. Click Save



EDIT FIELD

Label	<input type="text" value="Name of the field – what the user sees."/>
Field Name	<input type="text" value="Short name – user does not see"/>
Tab	<input type="text" value="No Tab"/>
Subtext	<input type="text"/>
Status	<input type="text" value="Modifiable"/> <input type="text" value="Required field? Hidden field?"/>
Type	<input type="text" value="Text"/> <input type="text" value="Type of field. List. Textbox. Text. Email address"/>
Width	<input type="text" value="0"/>
Height	<input type="text" value="0"/> Optional for text area and HTML area.
Align vertical	<input type="radio"/> Yes <input checked="" type="radio"/> No This property only affects radio- and checklists.
Extras	<input type="text"/>
Possible Values	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">This section is used for possible values when using checkboxes, radio buttons, or lists.</div>
Default Value(s)	One per line. <div style="border: 1px solid black; padding: 5px; min-height: 100px;">This section is used to present the user with text they will see in a text box.</div>
What next?	One per line. <input type="text" value="Add a field."/> <input type="button" value="save"/>