

# Fact Sheet 19 - Forms

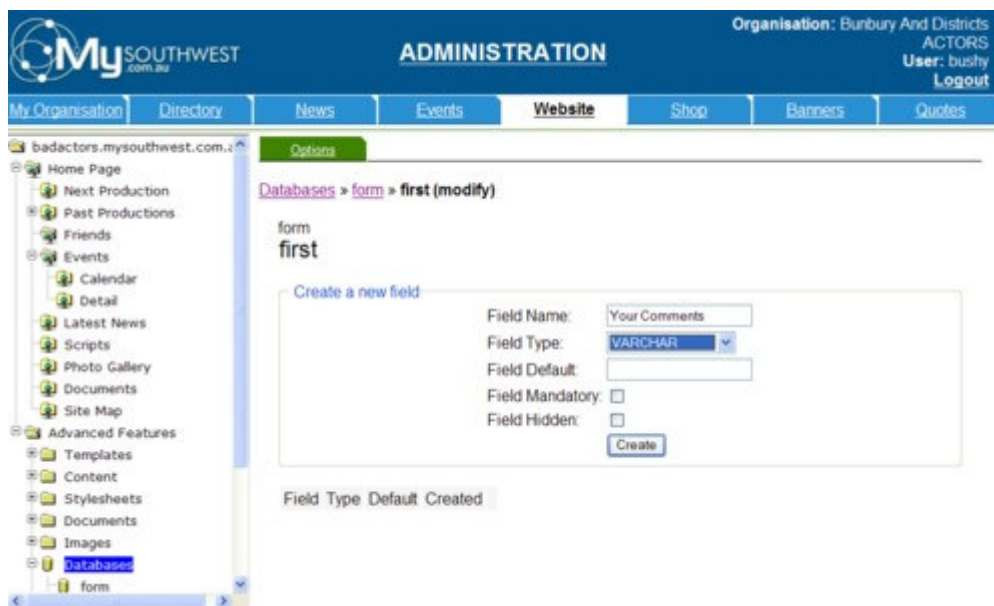
The forms feature allows you to design and place interactive forms on your website.

It will allow you to pre-format a form that visitors can fill in and send to you electronically. You have full control over what they will see and how they can respond, be it full text or tick box options (yes / no indications to options).


First you will need to create a database. Click on **Advanced Features** and then on **databases**.

Create a database and a table in just the same manner as explained in the **Password Protection** Fact Sheet 21.

In this simple example a single input is asked for to capture comments, so create one data item of **Variable Character** type and call it Comments. You could also create a field of type Boolean, this in effect will give you a little check-box that people can tick, or not, to indicate a choice.

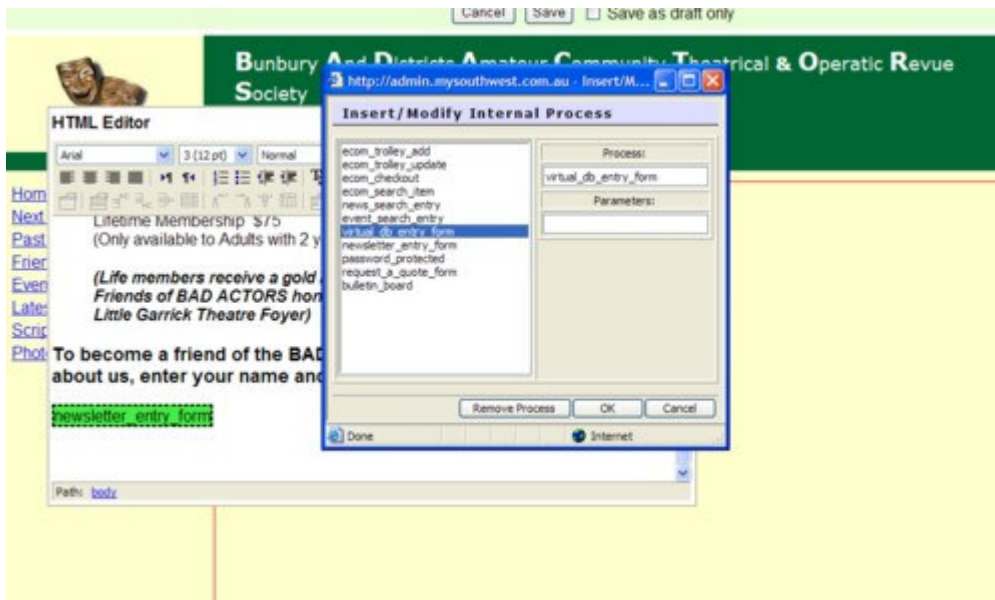


Click onto the **website** tab at the top of the main screen and select a page (or create a new page). Click on **edit the page**. Once the **html editor** had loaded click on the **Edit Content** and put a new line in at the top of the document.

Click on the small green box icon in the editor. 

A new window will pop-up.

# Fact Sheet 19 - Forms



Click on **virtual db entry form** in the left hand window.

This will take you through a database interface (see the Password Protection Fact Sheet 21).

You will need to set the parameters for the form which will need to include reference to the database and table to reference and can also include reference to an email address and a message.

**For example...**

**database=forms table=first email=yourname@email.com.au message="Thank you for your submission!"**

The **database** reference needs to have the name of the database that you wish to display. This name needs to be all one word and include no spaces.

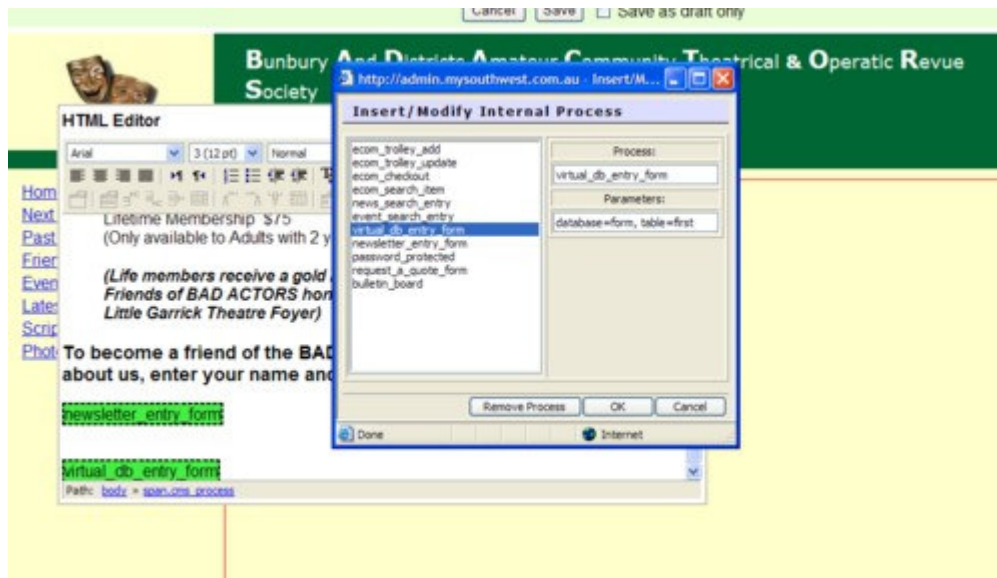
The **table** reference needs to have the name of the table within the database that you wish to display. This name also needs to be all one word and include no spaces.

The **email** parameter allows the system to send an email to one email address of the contents of form contents once the form is submitted by a visitor to your website. Once the content is submitted to the form, this information will also be entered automatically into the table of the database.

The **message** parameter allows you to specify the message that is displayed on the next screen once the visitor has submitted the form. The message needs to be contained within quotes " " and can be as long or short as you would like.

# Fact Sheet 19 - Forms

Click on **ok** and the green box will appear in your webpage. Click on **update content** and then on **save page**.



You can also make a field hidden, so that it was only of use to you and other administrators of your site. You can also make a field mandatory so that visitors have to put an entry into it before submitting the form.

To check what the page will look like and to ensure it works, open a new browser window and view your page.

