

# User Guide for Smart Former (v. 2.3)

by IToris Inc. team

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## Introduction

***First of all, we want to thank everybody expressing their opinion regarding the previous versions of the component. Your help allowed us creating the list of the new features and including them in the current version.***

***Smart Former 2.3, contains the list of features that has been created according to your offers and requirements.***

***Your feedback is extremely important for us!***

Smart Former v. 2.3 is provided with two different subversions – for Joomla 1.0.x line and for Joomla 1.5.x native line.

***N.B. Please make sure you download the correct version. Smart Former will work on the appropriate Joomla line only.***

So that to guarantee the work of the component – special technical requirements should be met. They are:

- Joomla! version 1.0.x or 1.5.x
- MySQL DB 4.1.x or higher
- PHP 4.3.x or higher
- GD library 1.8 (+True Type & Free Type) library or later

### **Supported browsers:**

- Mozilla Firefox (recommended) v1.0 or higher
- Internet Explorer v6.0 or higher

## Updating

In case you have Smart Former of the previous version installed, and want to update it – please do the following:


- ✓ Log in to admin area
- ✓ Select Installers -> Components
- ✓ Find Smart Former in the list of installed components
- ✓ Select it and press “Uninstall” button.
- ✓ Now the previous version is uninstalled. Please see the installation instruction to find out how to install the updated component.


***N.B. All your previously created forms and filled data will be survived.***

**N.B.** If you reinstall the current version of Smart Former – in case your form includes file uploading ability, please download the uploaded files before you uninstall the component. Otherwise the files can be lost, as they are allocated in the same directory as the component itself.


## Installation

The installation of Smart Former is applied through the standard Joomla! install process. It includes the following steps:

 **Warning: Installing 3rd party extensions may compromise your server's security. Upgrading your Joomla! installation will not update your 3rd party extensions. For more information on keeping your site secure, please see the [Joomla! Security Forum](#).**

 **Install new Component**

**Upload Package File**

Package File:    

**Install from directory**

Install directory:

media/	Writeable
administrator/components/	Writeable
components/	Writeable
images/stories/	Writeable

- Please download the component to your local computer
  - Login to your Joomla! site's admin area
- N.B.** You should have either Administrator or Super administrator permissions
- Choose Installers ->Components.
  - In Upload Package File area press the Browse button, choose the Smart Former's component (com\_smartformer2\_2(joomla1.0.x).zip) or (com\_smartformer2\_2(joomla1.5.x).zip) and press "Upload File& Install" button.
  - That's it. Now Smart Former has been installed on your web site. Now it is available in **Components** -> **Smart Former**. Enjoy please ☺.

## Smart Former Usage

### Form Manager


To start working with the component – please choose it in admin area on your website (**Components ->Smart Former**).

You will be directed to Form Manager page containing the list of your form templates.

#	Form Name	Records #	Published	Actions	Direct URL to the form
1	<input type="checkbox"/> Customer Outreach Requests	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=62">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=62</a>
2	<input type="checkbox"/> Leergang HRM & AV	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=111">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=111</a>
3	<input type="checkbox"/> Contactformulier	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=80">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=80</a>
4	<input checked="" type="checkbox"/> Survey 1	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=116">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=116</a>
5	<input type="checkbox"/> bvcxbvcx	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=113">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=113</a>
6	<input type="checkbox"/> Membership Application	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=114">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=114</a>
7	<input type="checkbox"/> Verv medlemmer til Barnegarderoben	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=106">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=106</a>

When only starting working with the component – you will have two Test Form templates here included in the package.

The actions possible here are the following:

- Create a new form template (“New” button at the top right corner). You will be directed to the Form Editor page, where you may create a new form template.
- Edit a form template (click on its name). You will be redirected to Form Editor page with the chosen form available for editing.
- See how many times the form has been filled (from the front end). To check it please see “**Records #**” column. By clicking the number in this column (once it has any filled records) you will be directed to Data List. It will contain all filled forms for this form template.
- Publish/unpublish the form template (use the “**Published**” column). If the red cross is displayed ✘ – the form template is unpublished. To publish it please press the cross – it will be changed with  icon meaning the form is published now.

To unpublish it – please repeat the clicking (form templates can also be published and unpublished by using the appropriate buttons at the right top)

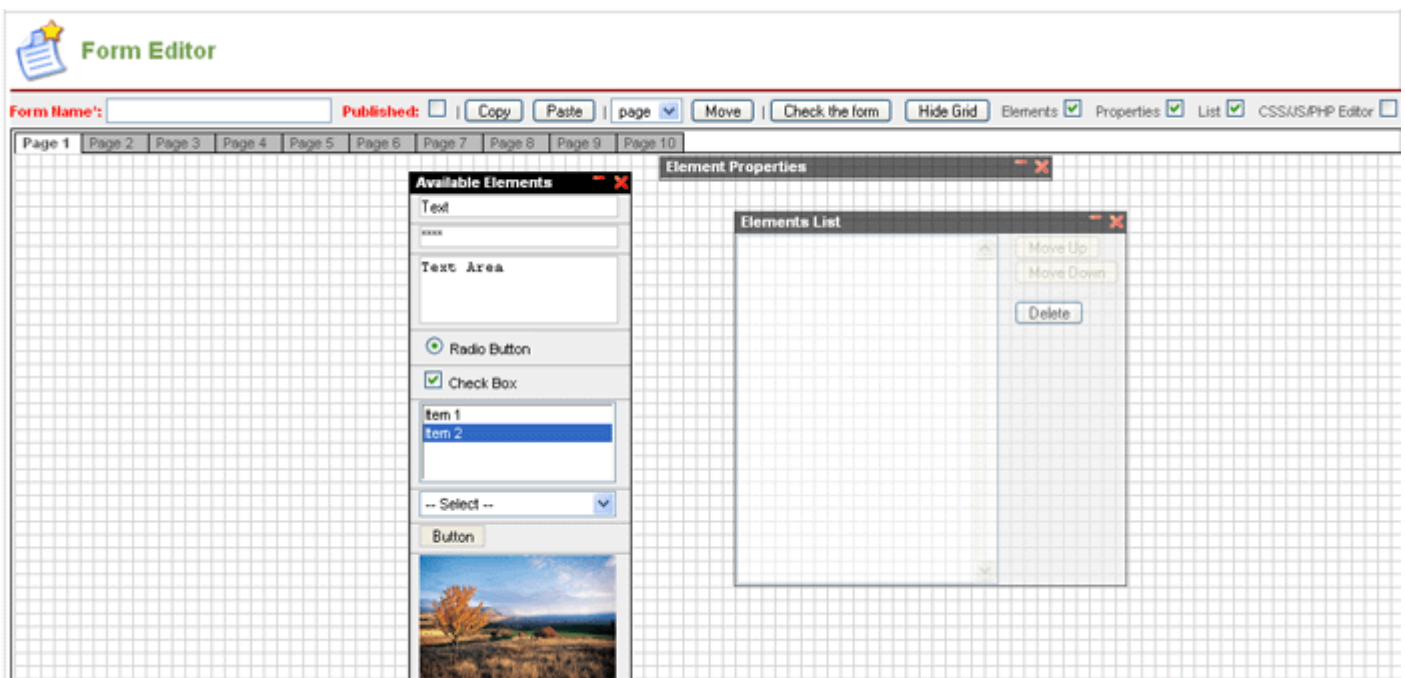
- “**Actions**” column allows several actions with the form template:
  - “**Create a menu item**” link – allows binding the form template to a menu item. You will see a pop-up window allowing creating a menu item (for further information see [Menu Item part](#));
  - “**Settings**” link changes the form’s settings (the template of the email notification user receives after submitting the form can be set/changed here, as well as the language of form – please see [Language Settings](#) and [Email Notification](#) below);
  - “**View data**” link (allows viewing all filled forms of the current template);
  - “**Clone**” link – lets creating the copy of the selected form ([Form Copying](#)).
  - “**Backup**” – allows creating the backup of the form.
- “**Direct URL to the form**” column displays the direct URL of the form template (can be used to preview the form without the need to publishing it).
- The other features of the page are standard for Joomla!.

## Form Editor

### Layout

Form Editor is the page for creating a new form template of editing the existing one.



To start creating a new form template please click on “New” button on the main page of Smart Former (Form Manager). You will see the form constructor:



The constructor can be subdivided into 4 main parts:

- ‘Available Elements’ box – containing all possible elements of the form
- ‘Elements Properties’ box – when the element is selected – the box will display all possible settings of the element
- ‘Elements List’ box – displays all elements selected for the current form template
- Area with grid where the form can be created.

### Boxes managing

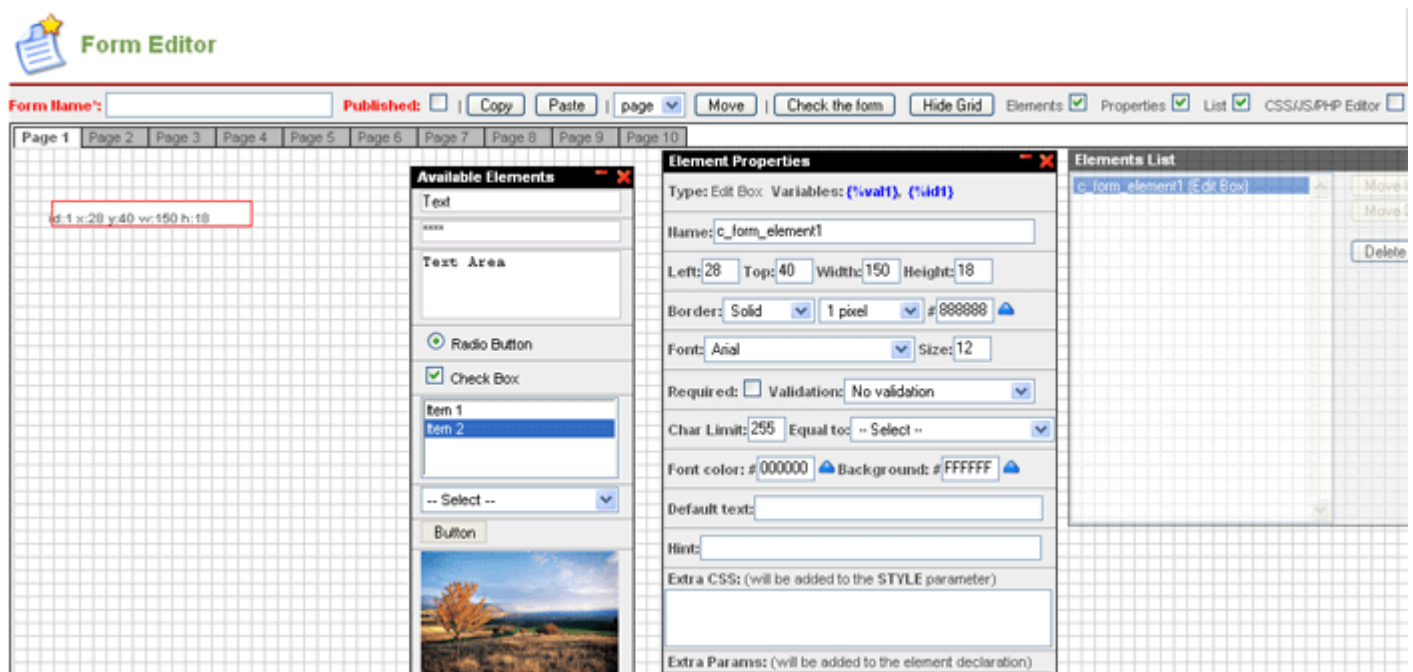
All boxes can be minimized (double-click on their title or click on minimizing icon ) , switched on/off (check/uncheck the check box with the box’s name over the boxes’ area or use the closing icon ).

The boxes can also be dragged to the different place – so that to enlarging the place for form creation.

### Form creation

To start creating a form – please choose the element you need from the left part, drag and drop it on the middle.


When you now click on it (it’ll get the border round it) – the right part will show all possible properties of this element. Depending on the element the properties will differ.



The properties common for the majority of the elements are:

- ✓ **Name** (there will be a default name, but it is recommended to change it with a “meaningful” name – e.g. first\_name).



- ✓ **Coordinates and size** (Left, Top, Width, Height) – the alignment and size of the element. The coordinates are set in pixels. You can either set them manually, or shift the element and the cords will be changed automatically. Width and Height define the size of the box.
- ✓ **Border type** – the type of the border line.
- ✓ **Border size** – the thickness of border line in pixels.
- ✓ **Border color** – the color of border line (can be set using the color code – or selected form the color palette).
- ✓ **Font, size** – the font and size of the input text.
- ✓ **Required.** If the checkbox is checked – the element/group of elements will be required for filling.
- ✓ **Validation.** The ability to check if the input data corresponds to a certain template. E.g. if you choose “E-mail validation” – the input data should be of the following format – [xxxx@xxx.xx](#). In case the user filling the form will put the data of any other format- there will appear an error.
- ✓ **Char limit.** The number of symbols that can be entered into the field.
- ✓ **Font Color, Background** – the colors of the font and the background for this element. You may either put the code of the color or press the blue arrow  and choose the color.
- ✓ **Default text** - the text shown in the element (e.g. “Please enter your name” in the Name field).
- ✓ **Hint** – the pop-up prompting appearing when the cursor is on the element.
- ✓ **Extra CSS** – allows changing the style of the selected element (please separate several styles with “;” separator).
- ✓ **Extra Params** – allows adding additional parameters to the element (e.g. `TABINDEX="5"` or `onclick="my_script()"`). All MSDN attributes and events can be added here (please separate several styles with blank separator).

Each element can also have unique properties described below.

**N.B.** After you set the properties please click the “Apply” button under the properties list. The settings will be applied.

The elements can be the following:

### **Text input box**

The element can contain text data (e.g. Name, E-mail, Age, Date, etc.). It can have the following properties:

- ✓ **Equal to** – used when the second field should repeat the first one (email/re-type email). In the drop-down the first field should be chosen.

### **Password input box**

The element is used to fill in the password. It will reflect the input data in \* symbols. It can have the following properties:

- ✓ **Equal to** – used when the second field should repeat the first one (password/re-type password). In the drop-down the first field should be chosen.

### **Text area**

The element is used to enter the larger pieces of text.

### **Radio button**

The element is used (usually in groups) to propose one choice among several variants.

When dragged and dropped, it display the pop-up window allowing entering the group name, quantity of radio boxes (group size) or adding the new radio box to the existing group. There can be up to 10 radio boxes within one group.

It can have the following properties:

- ✓ **Default value** – used to set if this radio should be checked or unchecked by defaults;
- ✓ **Group required** – the “required” attribute is set to the group of the radio buttons;
- ✓ **Group** – the new radio button can be added to the existing group;
- ✓ **Group name** – the name is set to the group of radio buttons.

**N.B.** *If the “Required” property is chosen – it is required that only one button of the group is chosen. The property can be set for any element within the group and will be applied to the whole group.*

### **Check box**

The element is used (usually in groups) to propose one or more choices among several variants.

When dragged and dropped, it display the pop-up window allowing entering the group name, quantity of check boxes (group size) or adding the new check box to the existing group. There can be up to 10 check boxes within one group.

It can have the following properties:

- ✓ **Default value** – used to set if this check box should be checked or unchecked by defaults;
- ✓ **Group required** – the “required” attribute is set to the group of the check boxes;
- ✓ **Group** – the new check box can be added to the existing group;

- ✓ **Group name** – the name is set to the group of check boxes.

**N.B.** The “Required” property can not be set to the whole group. It is set to each element separately.

### **List box**

The element is used to provide multi-selection to the user. It can have the following properties:

- ✓ **List values** – here all possible values should be filled. Each value should go on a separate line. No other separators are required.

### **Select box (drop down)**

The element allows choosing one of the proposed variants in the drop down list. It can have the following properties:

- ✓ **List values** - here all possible values should be filled. Each value should go on a separate line. No other separators are required.

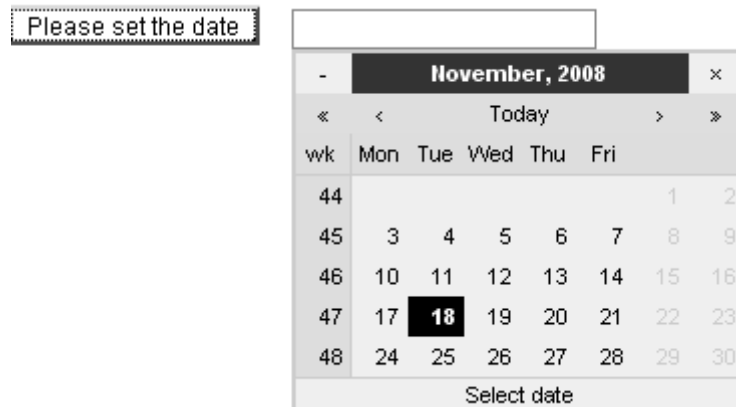
**N.B.** The first line contains “--Please select--”verbiage. You can change it with more appropriate to your case one. But this line should not contain the data for choosing. In case the element is required and the user will choose the first line – the error will appear.

### **Button**

The element is used to allow user apply a certain action. It can have the following properties:

- ✓ **On-click action** – what should be done when the button is pressed. The variants possible are:
  - **No action** – no action will happen;
  - **Go to the next step** – the user will be redirected to the next page of the form;
  - **Go to the previous step** - the user will be redirected to the previous page of the form;
  - **Redirect to an external page** – used when the form is finished. You may create a common static Joomla! page where your users will be redirected when the form is filled;
  - **Go to selected page** – used when the button should direct to the certain page, not the next one. Once the variant is selected – the drop down allows choosing the page is activated;
  - **Form preview** – the button allows users to preview the form before submission (see [Form Preview](#));

- **Date reset** – clears the entered data;
- **Date picker** – to use this action you should associate the button with an edit box (select it in “Date field” drop down). On the front end when the button is pressed – the user will see the calendar where he/she can select the date. The format of the date (American/European) can be also set;



- **Date print** – allows printing the filled form from the front end
- ✓ **URL** – activated only when “Redirect to an external page” is chosen. Here the URL of the page can be entered. The user will be redirected to this page after the form is filled.
  - ✓ **Save data in the database/ Email data** – either or both can be checked, Save data in database allows you keeping all filled forms in DB with displaying in admin area. Email data allows sending the filled forms to an email (to the admin responsible for it).
  - ✓ **Email to** – enter the email once you wish the filled forms to be emailed. Several email addressed (comma-separated) can be entered.
  - ✓ **User Email field** – used when the user should get the email notification after submitting the form. The field which will contain the user’s email should be selected (see [Email Notification](#))
  - ✓ **Label** – what will the button say (e.g. “Apply”, “Finish”, etc.)

## Image

The image can either simply decorate the form, or be a link, or be used as the background of the form. It can have the following properties:

- ✓ **Source** – direct URL of the image
- ✓ **Media Catalog** – you may choose any of the current images uploaded to Joomla!’s catalog.

**N.B.** Before using in the form the image should be uploaded via standard Joomla! means (Media Manager).

✓ **Submit information**

✓ **On-click action** – what should be done when the image is pressed. The variants possible are:

- **No action** – no action will happen
- **Go to the next step** – the user will be redirected to the next page of the form
- **Go to the previous step** - the user will be redirected to the previous page of the

form

- **Redirect to an external page** – used when the form is finished. You may create a common static Joomla! page where your users will be redirected when the form is filled.

- **Go to selected page** – used when the button should direct to the certain page, not the next one. Once the variant is selected – the drop down allows choosing the page is activated

- **Form preview** – the image allows users to preview the form before submission (see [Form Preview](#));

- **Date reset** – clears the entered data;

- **Date picker** – to use this action you should associate the image with an edit box (select it in “Date field” drop down). On the front end when the image is clicked – the user will see the calendar where he/she can select the date. The format of the date (American/European) can be also set;

- **Date print** – allows printing the filled form from the front end

✓ **URL** – activated only when “Redirect to an external page” is chosen. Here the URL of the page can be entered. The user will be redirected to this page after the form is filled.

✓ **Save data in the database/ Email data** – either or both can be checked, Save data in database allows you keeping all filled forms in DB with displaying in admin area. Email data allows sending the filled forms to an email (to the admin responsible for it).

✓ **User Email field** – used when the user should get the email notification after submitting the form. The field which will contain the user’s email should be selected (see [Email Notification](#))

✓ **Email to** – enter the email once you wish the filled forms to be emailed.

### Static text

The element is used to add any static text to your form. It is thought to be a good practice to accompany each of the elements with the static text explaining what should be entered there. **E.G.** you will add “First name” text before the input box where the first name should be entered. It can have the following properties:

- ✓ **Default text** – what should be displayed in the form. HTML tags can be used here.

### Internal/External link

The element is used to direct a user to either an internal page (next/previous page of the form, main site’s page, etc.) or an external page (other site). It can have the following properties:

- ✓ **On-click action** – what should be done when the button is pressed. The variants possible are:
  - **No action** – no action will happen
  - **Go to the next step** – the user will be redirected to the next page of the form
  - **Go to the previous step** - the user will be redirected to the previous page of the form
  - **Redirect to an external page** – used when the form is finished. You may create a common static Joomla! page where your users will be redirected when the form is filled.
  - **Go to selected page** – used when the button should direct to the certain page, not the next one. Once the variant is selected – the drop down allows choosing the page is activated
    - **Form preview** – the image allows users to preview the form before submission (see [Form Preview](#));
    - **Date reset** – clears the entered data;
    - **Date picker** – to use this action you should associate the link with an edit box (select it in “Date field” drop down). On the front end when the link is clicked – the user will see the calendar where he/she can select the date. The format of the date (American/European) can be also set;
    - **Date print** – allows printing the filled form from the front end
- ✓ **URL** – activated only when “Redirect to an external page” is chosen. Here the URL of the page can be entered. The user will be redirected to this page after the form is filled.
- ✓ **Save data in the database/ Email data** – either or both can be checked, Save data in database allows you keeping all filled forms in DB with displaying in admin area. Email data allows sending the filled forms to an email (to the admin responsible for it).

- 
- ✓ **User Email field** – used when the user should get the email notification after submitting the form. The field which will contain the user’s email should be selected (see [Email Notification](#))
  - ✓ **Email to** – enter the email once you wish the filled forms to be emailed.

### **CAPTCHA image**

It is used to define if a robot or an “alive” person fills the form and avoid the bots’ attack. It should have an image and an input box connected with the image. It can have the following properties:

- ✓ **CAPTCHA type** – provides three variants of CAPTCHA to be selected.
- ✓ **Field for code** – an input box form the drop down list should be chosen. It will be used to enter the alphanumeric symbols from the image.

### **Elements’ Copying**

An element or a group of elements can be copied. To copy the element(s) please select the area to be copied and press “Copy” button over the form. Then go to the page where you want to paste the copied area (or stay on the same page) and press “Paste” button.

If you need to paste on the same page – the pasted area will be inserted 10 px. right/bottom of the copied area. You can shift the whole pasted area to the place you need



## Form Editor

Form Name:  Published:  |

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 | Page 9

### Contact Us

Name:

E-Mail:

Message:

Upload File:

Country:

Company:

Phone Number:

Please, enter the text shown in the image into the field below.

Protection Code:

## File upload

The element is used to upload the image.

**N.B.** When user selects the file to be uploaded – there is no need to “attach” it in any other way – it will be automatically attached when the form is submitted.

Under the properties area there are two buttons “Apply” and “Delete”. The first allows applying the set properties. Once the properties are changed – the button should be pressed to save the changes. The “Delete” button deletes the element.

Elements’ list (under the area with properties) displays all elements in the set order. The order can be changed by selecting the element and moving it up or down with the help of the buttons. Element(s) can be also deleted with “Delete” button there.



The form can be placed on one page only – or on several pages. At the top of the middle area there go the number of page. To start working on the next page just click on the appropriate number of page.

**N.B.** *Do not forget to interconnect the pages of the form via buttons, links or images.*

### ***Form Properties***

Under the main area there go:

- Input box “Form name”
- Checkbox “Published” (check if you wish the form to be published)
- Button “Check the form” – press it after the form is finished. It will check the logic of the form and show the possible problems/errors. The form can be saved and used without checking, but the button allows avoiding the problems with the form’s filing in future.
- Button “Hide grid”/“Show grid” – allows hiding/showing the grip. The grid is convenient for aligning the form’s elements, but if you wish to hide it – press the button please.
- Checkboxes “Elements”, “Properties” and “List” – allow switching on/off the appropriate boxes
- Checkbox “CSS/JS/PHP editor” – allows switching on/off CSS styles and PHP and Java Script codes of the form (*please see How to section to find the examples of JS and PHP pieces*).

The Elements’ List under the Element Properties area shows the order and name of the elements on the form template. The order can be changed by selecting the element and using “Move Up” and “Move Down” buttons.

Form Name: Complex form (Example) Published:  | Copy Paste | page  Move | Check the form

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10

### Travel Request

First Name

Last Name

Username

E-mail address

Re-type e-mail

Password

Re-type password

captcha (Edit Box)

please insert the symbols from the image below

Captcha image

Reset Next

**Available Elements**

**Element Properties**

**Elements List**

- c\_form\_element19 (Button)
- captcha (Edit Box)
- c\_form\_element17 (Static Text)
- c\_form\_element16 (Captcha Image)
- c\_form\_element15 (Static Text)
- c\_form\_element14 (Static Text)
- c\_form\_element13 (Static Text)
- c\_form\_element12 (Static Text)
- c\_form\_element11 (Static Text)
- c\_form\_element10 (Static Text)
- c\_form\_element9 (Static Text)
- retype password (Password Box)
- password (Password Box)
- retype email (Edit Box)
- email (Edit Box)
- username (Edit Box)
- last name (Edit Box)
- first name (Edit Box)
- c\_form\_element1 (Static Text)
- c\_form\_element47 (Image)

Move Up Move Down Delete

**E.G.** If you need to use an image as the background of your form – it is convenient to add it at the very end, set the size and then move it down in the list of elements so that all of them are seen over the image.

After the form is finished – use “Apply” and/or “Save” buttons at the top right corner to save the form.

To make some changes to the existing form – please choose it from the list – Form Manager (click on its name), do the changes required and save the form.

### Data List

Once the form template is created, published and is available from the front-end – the form will be filled by users.

Depending on the properties chosen the filled form will be either saved in DB and be available in admin area – or sent to admin’s email or both.

In case the data is saved in DB – all filled forms can be viewed in Data List.

To see the forms please choose the appropriate template in Form Manager. In “Records #” column you will see the quantity of forms available (the number of times the form has been filled and saved by the user).

By clicking on this number of on “View Data” link you will be directed to the Data List of the chosen form template.

**Data List**  
Form: Contact Form (example)

[Click here to define visible columns](#)

#	<input type="checkbox"/>	Date-time	Published	Preview	Name	Email	Message	Country	Company	Phone	Protection Code
1	<input type="checkbox"/>	2008-11-17 19:48:10		<a href="#">Preview</a>	test	nico@itoris.com	message	United States			zbxczne
2	<input type="checkbox"/>	2008-11-17 19:15:56		<a href="#">Preview</a>	test	nico@itoris.com	message	Antigua and Barbuda			tzxvqh
3	<input type="checkbox"/>	2008-10-27 13:45:30		<a href="#">Preview</a>	fsda	gfdsghfd@gfds7gfds.com	fjaskdfds	United States			prsiwt
4	<input type="checkbox"/>	2008-10-27 13:43:40		<a href="#">Preview</a>	jhgf	jhg1@gfgf43ds.com	gfdsghfd	United States			tg7dpx
5	<input type="checkbox"/>	2008-10-13 08:38:50		<a href="#">Preview</a>	test	support@itoris.com	message	United States			Bf7guv
6	<input type="checkbox"/>	2008-10-13 08:36:16		<a href="#">Preview</a>	gfdsgh	support@itoris.com	message	United States			5z3qzm
7	<input type="checkbox"/>	2008-10-13 08:31:37		<a href="#">Preview</a>	vfd	support@itoris.com	gfdsghfd	United States			3ZAQxj
8	<input type="checkbox"/>	2008-10-13 08:28:20		<a href="#">Preview</a>	vbxcvb	support@itoris.com	gfdsghfd	United States			5dkip7
9	<input type="checkbox"/>	2008-10-13 08:26:28		<a href="#">Preview</a>	bvcxb	dmity@bk.ru	message	United States			ZuZaQn
10	<input type="checkbox"/>	2008-10-13 08:23:56		<a href="#">Preview</a>	fsdaf	support@itoris.com	message	United States			AdB3r
11	<input type="checkbox"/>	2008-09-10 13:48:51		<a href="#">Preview</a>	gfds	fds@gfd.com	fsdaf	United States			ZYEzZj
12	<input type="checkbox"/>	2008-09-09 09:59:01		<a href="#">Preview</a>	&#1058;&#1077;&#1089;&#1090;	test@test.com	message	United States			RdHWKC
13	<input type="checkbox"/>	2008-09-09 09:53:15		<a href="#">Preview</a>	&#1090;&#1077;&#1089;&#1090;	test@test.com	message	United States			YRTFhU

Here you will see the table containing all filled forms of this template. The elements of the form template appear to be columns in this table.

As not all elements are of the same importance – you may filter the table so that only the significant columns are displayed.

To do so please use the filter (“*Click here to define visible columns*” link on the right above the table).

**Data List**  
Form: Contact Form (example)

[Click here to define visible columns](#)

#	<input type="checkbox"/>	Date-time	Published	Preview	Name	Email	Message	Country	Company	Phone	Protection Code
1	<input type="checkbox"/>	2008-11-17 19:48:10		<a href="#">Preview</a>	test	nico@itoris.com	message	United States			zbxczne
2	<input type="checkbox"/>	2008-11-17 19:15:56		<a href="#">Preview</a>	test	nico@itoris.com	message	Antigua and Barbuda			tzxvqh
3	<input type="checkbox"/>	2008-10-27 13:45:30		<a href="#">Preview</a>	fsda	gfdsghfd@gfds7gfds.com	fjaskdfds	United States			prsiwt
4	<input type="checkbox"/>	2008-10-27 13:43:40		<a href="#">Preview</a>	jhgf	jhg1@gfgf43ds.com	gfdsghfd	United States			tg7dpx
5	<input type="checkbox"/>	2008-10-13 08:38:50		<a href="#">Preview</a>	test	support@itoris.com	message	United States			Bf7guv
6	<input type="checkbox"/>	2008-10-13 08:36:16		<a href="#">Preview</a>	gfdsgh	support@itoris.com	message	United States			5z3qzm
7	<input type="checkbox"/>	2008-10-13 08:31:37		<a href="#">Preview</a>	vfd	support@itoris.com	gfdsghfd	United States			3ZAQxj
8	<input type="checkbox"/>	2008-10-13 08:28:20		<a href="#">Preview</a>	vbxcvb	support@itoris.com	gfdsghfd	United States			5dkip7
9	<input type="checkbox"/>	2008-10-13 08:26:28		<a href="#">Preview</a>	bvcxb	dmity@bk.ru	message	United States			ZuZaQn
10	<input type="checkbox"/>	2008-10-13 08:23:56		<a href="#">Preview</a>	fsdaf	support@itoris.com	message	United States			AdB3r
11	<input type="checkbox"/>	2008-09-10 13:48:51		<a href="#">Preview</a>	gfds	fds@gfd.com	fsdaf	United States			ZYEzZj
12	<input type="checkbox"/>	2008-09-09 09:59:01		<a href="#">Preview</a>	&#1058;&#1077;&#1089;&#1090;	test@test.com	message	United States			RdHWKC
13	<input type="checkbox"/>	2008-09-09 09:53:15		<a href="#">Preview</a>	&#1090;&#1077;&#1089;&#1090;	test@test.com	message	United States			YRTFhU

**Select columns to display**

Available columns:

- Date/time (system)
- Username (system)
- IP (system)
- Return URL (system)
- c\_form\_element20

Selected columns:

- Name
- Email
- Message
- Country
- Company
- Phone
- Protection Code

Buttons: Update List, Cancel, Move Up, Move Down

By clicking it you will get a pop-up window. Available columns' part will contain all elements available in your form template. Selected columns will define the elements which will be displayed in the table. Arrow(s) buttons between them allow moving the elements from one window to the other (make them either visible in the table or not).

There are also system elements available. They are included in the form as the hidden fields. You can make them visible in the table also:

- Date/time (system)
- Username (system)
- IP (system)

“Move Up” and “Move Down” buttons allow setting the order of the elements (columns) – the higher elements will be displayed first.

After filtering the elements (columns) please press “Update list” button to apply the changes and close the window.

The first three columns in the table will be unchangeable. They are:

1. Management column – allows managing the group of chosen records. Standard Joomla! feature;
2. Date-time – date and time of the form's filling
3. Preview – the link redirects to the form containing all filled data.

### ***Email Notification***

There are two types of notification that can be sent via Smart Former –

1. Notification to the system user (any email(s) added).

If the feature is activated – with each filling of the form the user will receive notification.

To activate the feature please do the following: in the properties of your Submit button please check the checkbox “Email data” and insert the email(s) to the field under it.

If you wish to add several emails – please separate them by comma. The notifications will be sent to each email added.

The image shows a web form editor interface. On the left, a travel booking form is displayed with the following sections:

- Country:** A dropdown menu with options: Bulgaria, Spain, Turkey, France, Russia.
- Select the currency:** A dropdown menu with the selected value 'USD'.
- Please specify the dates of travel:** Two input fields for 'Entrance' and 'Departure'.
- Do you plan to take children with you?:** Radio buttons for 'Yes' and 'No'.
- Specify the number of people:** Two dropdown menus for 'Adults' and 'Children', both set to '1'.
- TOTAL PRICE:** A yellow highlighted input field.
- Buttons:** 'Preview' and 'Submit' buttons.

On the right, the 'Element Properties' panel for the 'Submit' button is open. Key settings include:

- Type:** Button
- Name:** c\_form\_element43
- On-click:** Go to the Next step
- Save data in the database:**  (unchecked)
- Email data:**  (checked, highlighted with a red star)
- User email field:** -- Select --
- Label:** Submit

2. Notification to the users' emails.

To activate the feature the form should include the email field (while filling the form – the user inserts the email, on which he/she will receive the notification).

Please select the email field on the form from the drop down “User email field” in the properties of your Submit button.

**N.B.** This field should contain Email validation in the settings.

The image shows a web form editor interface. On the left is a preview of a form with the following sections:

- Country:** A dropdown menu with options: Bulgaria, Spain, Turkey, France, Russia.
- Select the currency:** A dropdown menu with '-Please select-' and a text input field containing 'USD'.
- Please specify the dates of travel:** Two text input fields labeled 'Entrance' and 'Departure'.
- Do you plan to take children with you?:** Radio buttons for 'Yes' and 'No'.
- Specify the number of people:** Two dropdown menus for 'Adults' and 'Children', both set to '1'.
- TOTAL PRICE:** A yellow text input field.
- Buttons:** 'Preview' and 'Submit' buttons at the bottom.

On the right is the 'Element Properties' panel for a button element:

- Type:** Button Variables: {%val43}, {%id43}
- Name:** c\_form\_element43
- Dimensions:** Left: 159, Top: 569, Width: 50, Height: 20
- Border:** Outset, 2 pixels, #888888
- Font:** Arial, Size: 12
- Font color:** #FFFFFF, **Background:** #000040
- Hint:** (empty)
- On-click:** Go to the Next step, Page: 1
- URL:** http://
- Date field:** -- Select --, mm/dd/yyyy
- Save data in the database:**  **Email data:**
- Email To:** (empty)
- User email field:** A dropdown menu with options: -- Select --, email (highlighted with a red checkmark), retype email
- Label:** Submit
- Extra CSS:** (will be added to the STYLE parameter)
- Extra Params:** (will be added to the element declaration)
- Buttons:** Apply, Delete

### **Email Templates**

Both system user notification and user notification emails have the templates. To edit them please find your form in the list of forms. Each form in the list has "Settings" option. On clicking you will see both templates:

The following options are available in the user template:

- Email format: (radio button allows selecting if the notification should be in HTML format or in plain text)
  - HTML
  - Plain text

- Enable submitter notification: (the checkbox activates the notification)
- From name: (please enter the name on behalf of which the emails will be send)
- From email: (please enter the email on behalf of which the emails will be send)
- Subject:
- Mail to: (user email field selected from the form)
- CC:
- BCC:
- Message: (here the template can be created. The regular HTML tags can be used for it)

The dynamic variables can be added to the template. I.e. if you insert the variable of the “Username” field – the inserter data from the filed will appear in the template. ‘Dear {c4:username}’ from the template will be substituted with ‘Dear Summerwood’ or any other username added by the user.

To add the dynamic variable please select the field you wish to insert from the drop down “Available fields” over the template or add them manually {c4:[field\_name]} where c4 is the id of the filed (the id is available in the field’s properties or with mouse over the field) and [field\_name] is the name of the field.

There are several system fields available in the template. The list of them is available in “Available fields” drop down over the Message area.

- {datetime\_system:Date/time (system)} – the field can be used to include in the email the system date and time;
- {username\_system:Username (system)} – the field is used to include the username in the email;
- {ip\_system:IP (system)} - the field is used to include the IP address in the email;
- {return\_url\_system:Return URL (system)} - the field is used to include the link to the form in the email. The user can use the link to edit the form later.



Current form settings

Email format:  HTML  Plain text

Email template for letter sent to the user

Enable submitter notification:

From Name: Admin products.itoris.com

From Email: admin@products.itoris.com

Subject: No reply email

Mail To: The user's email

CC:

BCC:

Message:

Available fields

- {datetime\_system:Date/time (system)}
- {username\_system:Username (system)}
- {ip\_system:IP (system)}
- {return\_url\_system:Return URL (system)}
- {c2:c\_form\_element2}
- {c3:c\_form\_element3}
- {c9:c\_form\_element9}

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert iframe, insert table, insert form, insert table of contents, undo, redo, print, and other standard editing tools.

Dear {c3:c\_form\_element3},  
Thank you for your interest in our project.  
**USERNAMEXXXXXX** = {c3:c\_form\_element3}{c9:c\_form\_element9}



Current form settings

Email format:  HTML  Plain text

Email template for letter sent to the user

Enable submitter notification:

From Name: Administration

From Email: admin@mysite.com

Subject: No reply email

Mail To: The user's email

CC:

BCC:

Message: Available fields

**B** *I* U ABC | [List icons] | -- Styles -- Paragraph Verdana

[Rich text editor icons]

Dear {c2:username}!

Thank you for the interest to our website. Your account has been created. Now you can log in using your data:

Your login is: {c4:email}

Your password is: {c5:password}

P.S. This email has been created automatically; please do not reply to this email.

The following options are available in the system user (admin) template:

- Email format: (radio button allows selecting if the notification should be in HTML forma or in plain text)
  - HTML
  - Plain text
- Enable submitter notification: (the checkbox activates the notification)
- From name:
- From email:
- Subject:
- Mail to: (admin email(s) taken from the form)
- CC:

- BCC:
- Message: (here the template can be created. The regular HTML tags can be used for it)

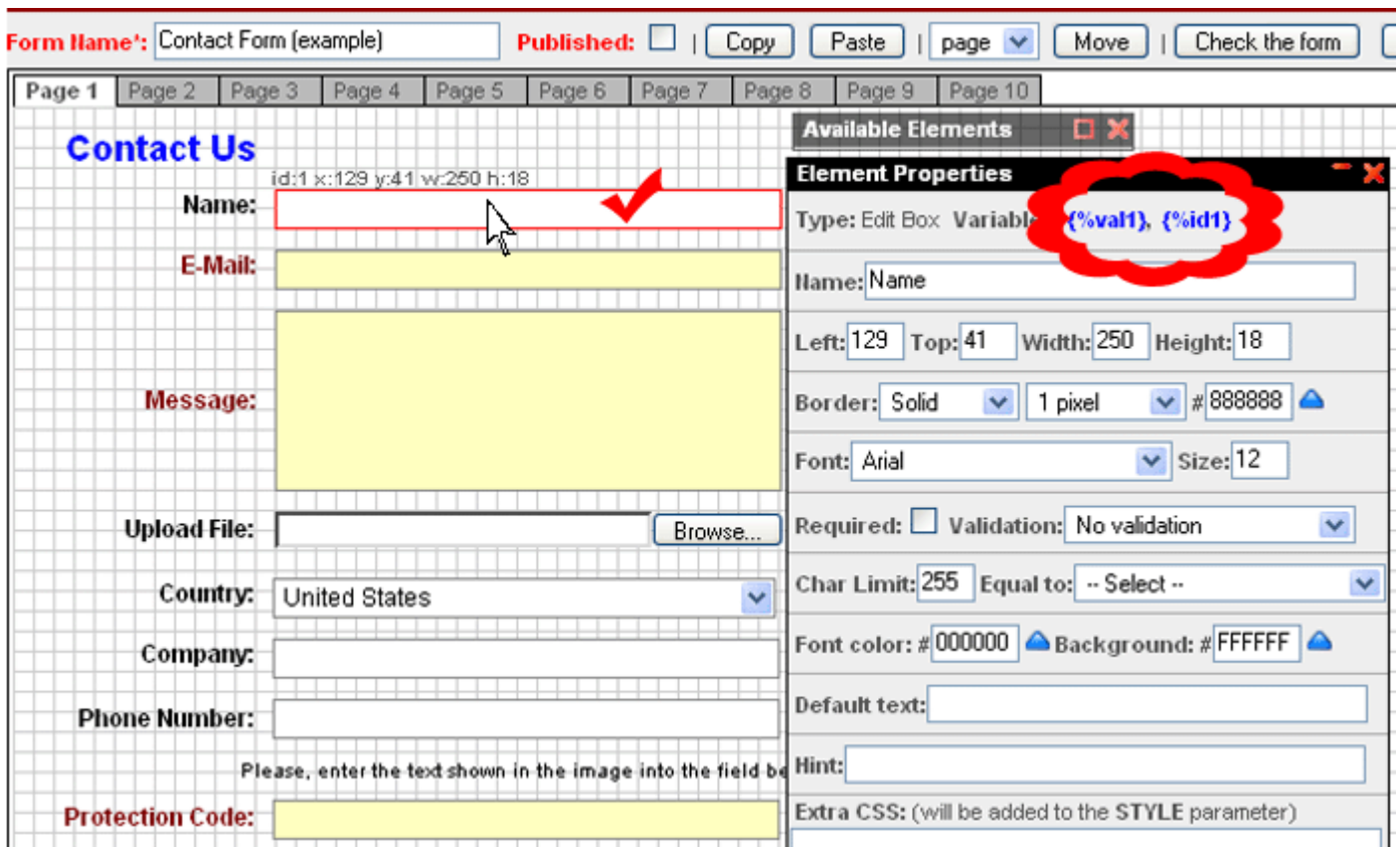
The work with the admin template (text and dynamic variables) is similar to user template's work.

### Dynamic Variables

There are two types of dynamic variables available in Smart Former – 'id' and 'val'. Both variables can be used on the form, the purposes of use are described below.

'Val' can also be used in email templates (please see **Email Templates** chapter).

Both variables' meaning is available when the element is selected. Id is also available when the mouse is over the element.



'ID'  
The variable can be used on the same page where the element is set. 'Id' is used for JavaScript mostly.

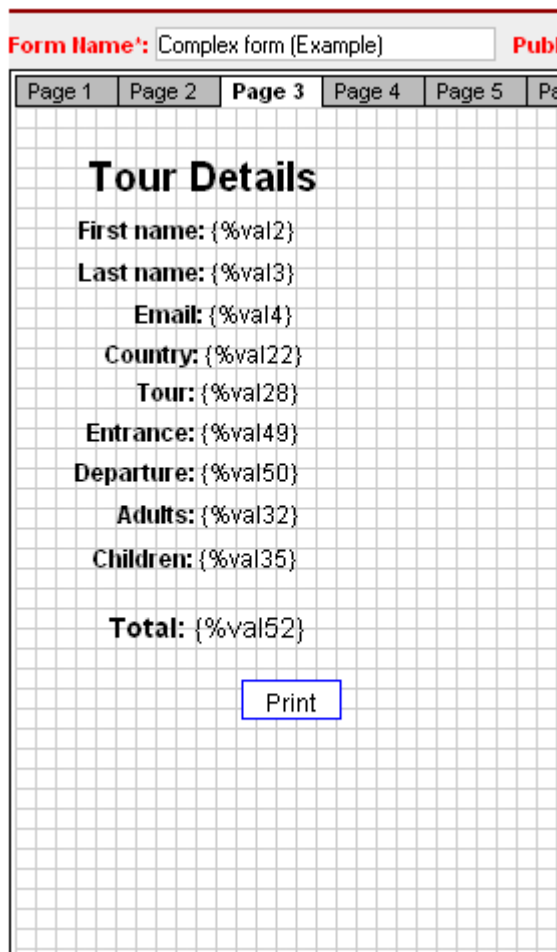
**E.G.**  
If you need to hide the element when the checkbox is selected –  
Please add the following code to ExtraParams:

onclick="if (this.childNodes[0].checked) {%id1}.style.visibility='hidden'; else {%id1}.style.visibility='visible';"

‘VAL’

The variable can be used on the other pages of the form (different from the one where the element is set). The variable is used in email templates.

The other example of use is the preview of the data after the form is filled. To do so please create the form. After it is ready – please create a new page, adding there the ‘Static Text’ elements including the variables to of the fields you want to display:



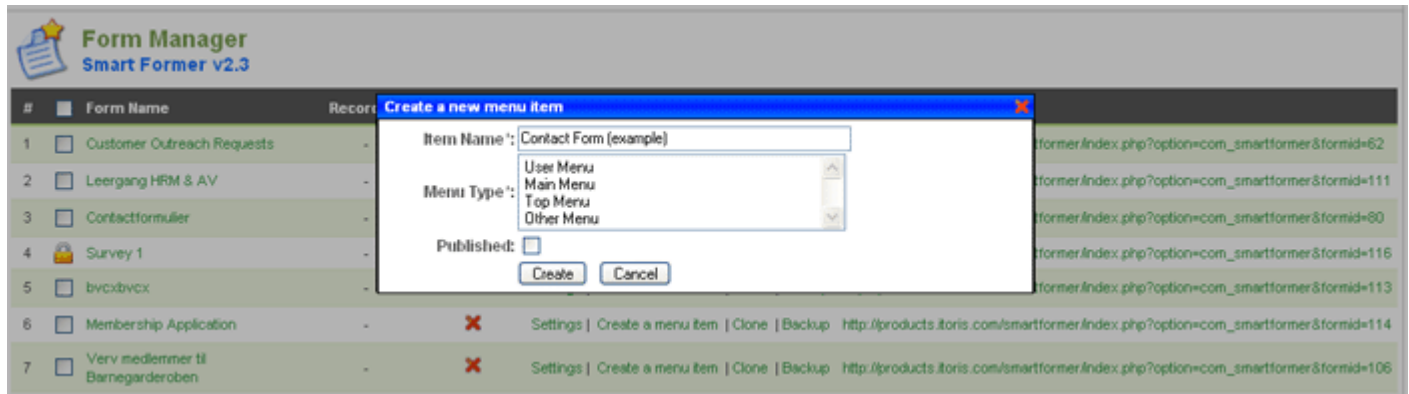
The user will fill the form, after that he/she will see the inserted data on this page.

**Menu Item**

You can create a new menu item and bind it with the form template from within the component. To do so please click “*Create a menu item*” link on the Form Manager page. You will see a pop-up window with eth following:

Item Name – the name that will be shown in your menu;

Menu Type – please choose to which menu you wish the form to be added;  
 Published – if the menu item should be published or not;



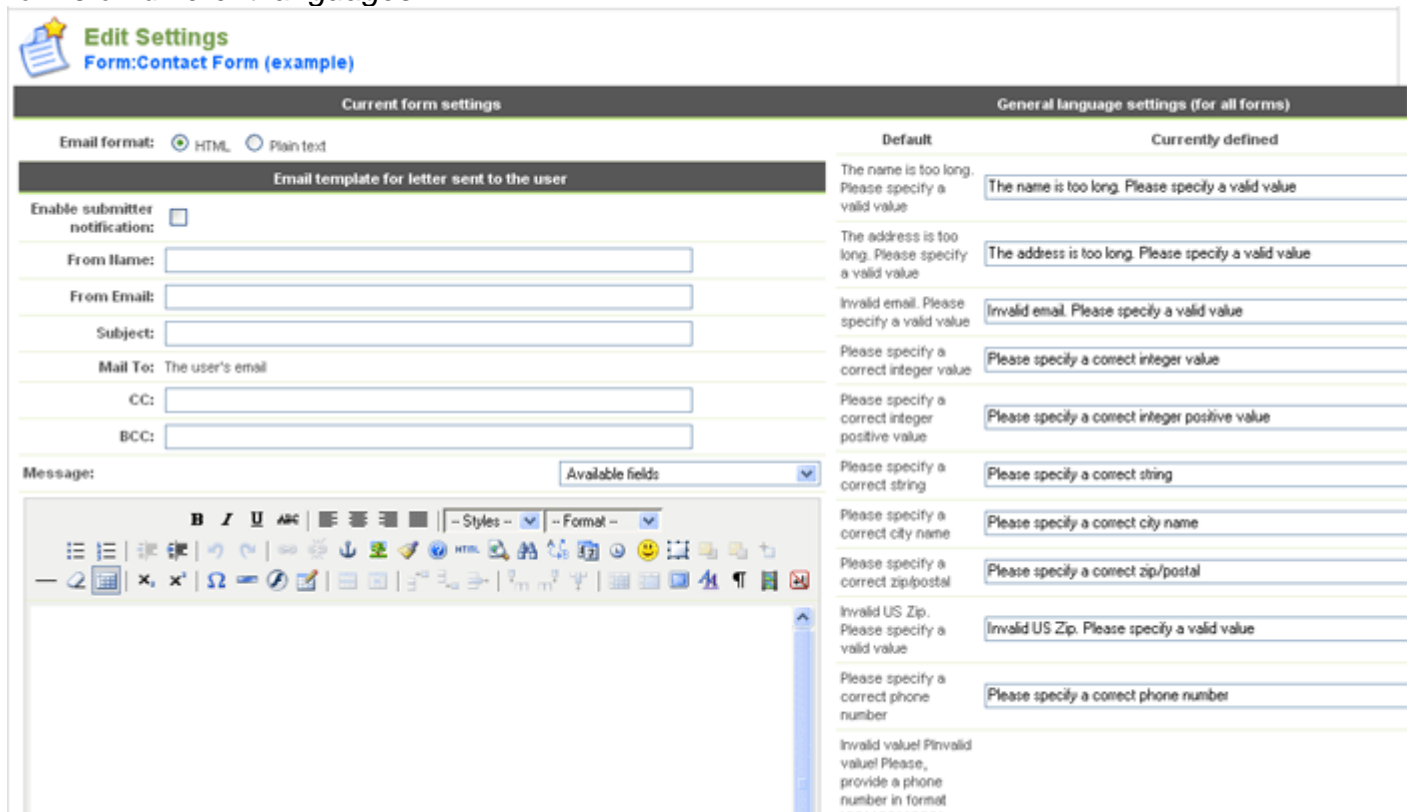
After pressing the “Create” button you’ll see the standard “Are you sure...” pop-up. By agreeing the new menu item will be created and you will be redirected to its properties (standard Joomla! feature) – where you may set the needed data and finish the creation.

### Language Settings

The form templates can be in any language required. In case your site is on any other language – apart from English, you can use Smart Former in the following way:

1. Add all Static Text elements (labels) on the language you need.
2. Select Settings on Form Manager page

**N.B.** The language settings will be applied to all forms. There is not ability to create several forms on different languages.



3. On the Edit Settings page you will see language settings on the right. Here goes the list of all possible messages that can be displayed within the forms. The left part contains the messages in English in plain text. The left part gives the ability to insert the messages on any other language (by defaults English as well). These messages will be displayed on the site.

4. Edit the messages and save the settings

### Form Inserting in the Static Page

The form can be inserted in the static page.

To do so you should know the form's ID. On the Form Manager there is the full list of all forms available. Each of them has the direct URL (which allows previewing the form without publishing it). The last number in the URL is the form's ID.

#	Form Name	Records #	Published	Actions	Direct URL to the form
1	Customer Outreach Requests	-	✗	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=62">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=62</a>
2	Leergang HRM & AV	-	✗	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=111">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=111</a>
3	Contactformulier	-	✗	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=80">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=80</a>
4	Survey 1	-	✗	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=116">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=116</a>

Please select and open the page in which the form should be inserted. In the place where the form should go please add the following: {smartformer: ID}, where ID is the form's ID. Save the page.

**Content Item: Edit [ Section: News ]**

**Item Details**

Title:  Section:

Title Alias:  Category:

Intro Text: (required)

If you've read anything at all about Content Management Systems (CMS), you'll probably know at least three things: CMS are the most exciting way to do business, CMS can be really, I mean really, complicated and lastly Portals are absolutely, outrageously, often unaffordably expensive.

{smartformer:110}

{mosimage}Joomla! is set to **change all** that ... Joomla! is different from the normal models for portal software. For a start, it's not complicated. Joomla! has been developed for the masses. It's licensed under the GNU/GPL license, easy to install and administer and reliable. Joomla! doesn't even require the user or administrator of the system to know HTML to operate it once it's up and running.

**{smartformer: 116}**

**Publishing Info**

Show on Front Page:

Published:

Access Level:

Author Alias:

Change Creator:

Ordering:

Override Created Date:

Start Publishing:

Finish Publishing:

**Content ID:** 1

**State:** Published

**Hits :** 13

**Revised :** 8 times

**Created** Saturday, 12 June 2004 11:54

**Last Modified** Friday, 24 October 2008 12:27 Administrator

## **Module Usage**

Module will give the ability to insert the form on any block of the page.  
To create the module please do the following:

### 1. Joomla 1.0.x

- ✓ Select Modules -> Site Modules
- ✓ Find Smart Former 1 in the list of modules
- ✓ Either use it – or check it and press “Copy” button to create a new module
- ✓ Open the module, set its properties (position, order, etc. – standard Joomla functionality)
- ✓ In the Form ID field – insert the ID of the form you need and save the module.

### 2. Joomla 1.5.x

- ✓ Select Extensions -> Module Manager
- ✓ Press “New” button
- ✓ Find Smart Former in the list and click it
- ✓ Set the module’s properties (standard Joomla functionality) and insert form’s ID, save the module.



Joomla! makes it easy to launch an online community, Joomla! allows extensions will expand your site a

...because open source matters

About Joomla! Features New

Home

**test\_survey**

**Favorite pick-up places?**

Bar

Job

Internet

Sports ground

Other

**Latest News**

- Content Layouts
- The Joomla! Community
- Welcome to Joomla!
- Newsflash 4
- Newsflash 5

**Welcome to the Frontpage**

Welcome to Joomla!

Written by Administrator

Thursday, 12 October 2006 12:00

**Joomla! is a free open source framework and content creating highly interactive multi-language Web sites, or and eCommerce applications.**

**Main Menu**

- Home
- nyform
- Joomla! Overview
- Joomla! License
- More about Joomla!

Powered by Joomla!™ version 1.5

Joomla! provides an easy way to simplify the management of content including HTML, used by organisations c

### Form Copying

In case you need to copy the form – so that to create a similar one - please do the following:

On Form Manager page select the form to be cloned and press “**Clone**” link in its properties. You will get the copy of the form at the end of the list.

### Data Editing

The data entered by users into the form can be edited by admins.

Please go to Data List page (select the form you want to see, and click on the **Records #** column).



16	<input type="checkbox"/> Department Mailbox Request	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=94">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=94</a>
17	<input type="checkbox"/> qwert	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=95">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=95</a>
18	<input type="checkbox"/> test	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=63">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=63</a>
19	<input type="checkbox"/> Contact Form (example)	16		Settings   Create a menu item   View data   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=1">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=1</a>
20	<input type="checkbox"/> Contact Form (example)	1	✘	Settings   Create a menu item   View data   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=117">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=117</a>
21	<input type="checkbox"/> Complex form (Example)	-	✘	Settings   Create a menu item   Clone   Backup	<a href="http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=2">http://products.itoris.com/smartformer/index.php?option=com_smartformer&amp;formid=2</a>

You will get the list of all filled forms of the current template. Select the form you want to edit, click on the “*Preview*” link in it.



**Form Data**  
Form: Contact Form (example)

Field Name	
Submit time	2008-11-17 19:15:56
Unique ID	67
Date/time (system)	2008-11-17 19:15:56
Username (system)	site visitor
IP (system)	87.252.227.44
Return URL (system)	2293b359327dba81155d5b4ab28104f7
Name	test
Email	nico@itoris.com
Message	message
Country	Antigua and Barbuda
Company	
Phone	
Protection Code	tzhxjh
c_form_element20	lic

Press “Edit” button on the top right. Edit the data and save it.

### CSV Export

The data from the forms can be exported to CSV file. To export the data please select the form template, click on “*Records #*” link in it. You will get the list of filled forms.

On the top right there are two buttons – “Export” and “Export All”.

You may either export all forms, or select some of them (check the checkboxes of the forms to you need to be exported).

**N.B.** The default separator for export is comma.

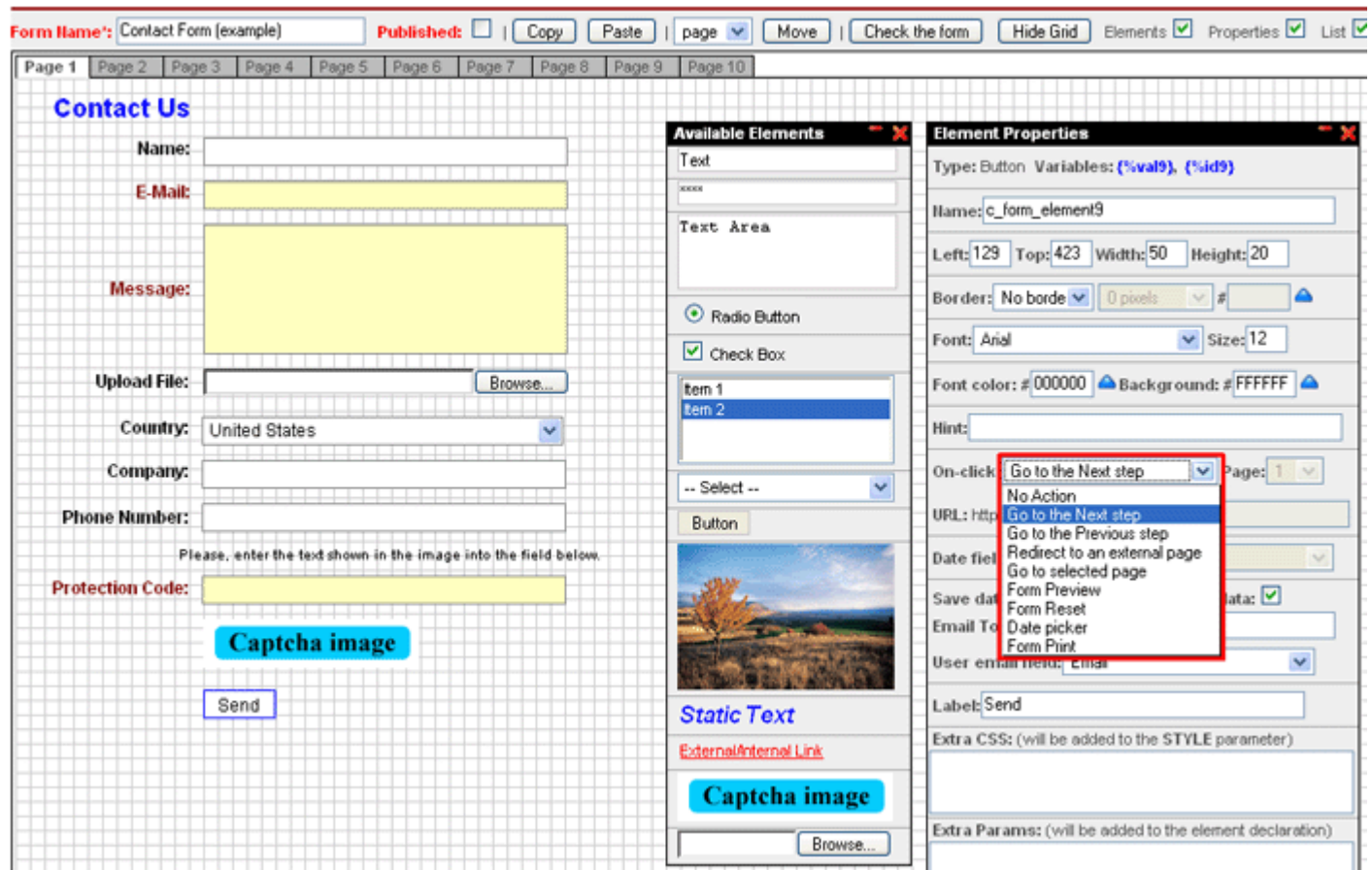


### Form Preview

Before the form is submitted – user can preview the filled data.

To give such ability – please do the following:

- ✓ Add button (image, link) to your form
- ✓ Select Form Preview on the On-click drop down in its settings.
- ✓ Apply the element and save the form.



Now when user presses the “Preview” button – he/she will see the pop-up with all data inserted.

### Immediate Notification

In case the fields of the form are validated correctly – there will be the immediate notification displayed once the field has incorrect data. The notification will appear right after user selects the next field.

### About Yourself

Username	<input type="text" value="sunnymoon"/>
Date of birth	<input type="text" value="-Select-"/> <input type="text" value="-Select-"/> <input type="text" value="-Select-"/>
Email	<input type="text" value="sunnymoon@"/> <b>Invalid email. Please specify a valid value</b>
Re-type Email	<input type="text"/>
Password	<input type="text"/>
Re-type Password	<input type="text"/>



The notification will be displayed.

## Uninstalling

The deinstallation of Smart Favicon is applied through the standard Joomla! uninstall process.

- Please choose **Installers** -> **Components** in the admin area of your web site.
- The Installed Components' list contains all currently installed components. Please check the one you wish to uninstall and press Uninstall button.
- The component will be uninstalled.

**N.B.** *The data of the component will be saved in DB. In you decide to install it anew – all your data will be available again.*

## How To...

### How to check if the form is correct before publishing it?

You may check the form template's logic by clicking on "Check the Form" button under the form template. It will show all the errors/problems with description.

### How to hide/show the grid?

The grid is used to help you aligning the form's elements. You may hide/show it by pressing "Hide grid" and "Show grid" buttons under the form template.

### How to set the image as the background of the form.

To set the image as the back ground please do the following:

- Create the form

- Add the image to any place of it (it is convenient to add it at the end, as otherwise it will hide the grid and it will be difficult to align other elements)
- Change the width and height of the image so that to correspond the size of your form.
- In Elements' List area put the image at the bottom by using "Move Down" button.

### **How to align a group of elements together?**

To align a group of elements together please select any of them, then holding the "Ctrl" select the rest (if they go separately). In case they go all together – select all of them by creating the border around them. They all will have borders around them. Now you may shift all of them together.

### **How to delete a group of elements together?**

To delete a group of elements together please select all of them, then holding the "Ctrl" select the rest. They all will have borders around them. In case they go all together – select all of them by creating the border around them. Now please press "Delete" button in the Elements List box. All your elements will be deleted.

### **What is validation? How can I work with mandatory elements?**

You may check some of your elements as mandatory and/or validate them.

In "Validation" property there is a drop down menu with all possible validation types. It will allow you not only make your users fill the required information, but also to check if the type of information is correct.

E.G. You select "E-mail validation". It means that the entered information should be of the following format **xxxx@xxxxxx.xxx** in case your user will enter "qwerty" here – there will appear an error "The email address is invalid".

### **I want to create a form with three pages. How can I connect the pages?**

There are three elements to do it – "External/Internal Link", "Button" and "Image". You should choose the one you like and in the drop down "On-click Action" in its properties choose – "Go to the Next (Previous) step".

### **How can I create "Thank you" page for my form?**

You may create it within the form template – add "Static Text" element on the last page of your template or create a usual Joomla! static page and add its URL to the properties of your "Apply" button.

### **How can I add CAPTCHA code to my form?**

You should add CAPTCHA element, input box element, and in CAPTCHA element's properties in drop down "Field for Code" select this input box.

### **How to see how many people have already filled the form? How can I see what they entered?**

When you choose Smart Former component in the Admin area – you will see the list of all your form templates. The next column after the "Name" is "Records #". It shown the number of filled copies of your form.

If you click "View Data" link in the "Actions" column – you'll see the list filled forms. Here you can preview and sort them.

### **How to change the order of the pages?**

In case you need to re-organize the order of your pages – you can do the following:

1. Copy all page (select all elements on it and press “Copy” button over the form) and paste it to the appropriate page;
2. Set the new redirection. E.g. if you have a five-page form, and need to insert the new page between the 2<sup>nd</sup> and the 3<sup>rd</sup> pages – you can add the new page at the end of the form, then put the following On-click action to your button (or image or link) directing to the next page – “Go to selected page” and add the number of the last page (6). On the 6<sup>th</sup> page (which will go 3<sup>rd</sup> for users) repeat the action, directing back to the 3<sup>rd</sup> page.

### **How to change the Tab index (so that user is directed to a certain element with tab button’s pressing)?**

To change the tab index please add to Extra Params of the element the following code:

```
TABINDEX=1
```

And apply the changes.

### **How to create a direct link from ‘Internal/External link’ element?**

To add the direct link please add to Extra Params of the element the following code:

```
href="http://www.mysite.com" target="_blank"
```

And apply the changes. The link will open the new window.

### **How to change the color of the element when the user clicks on it?**

To change the color of the element please add to Extra Params of the element the following code:

```
onfocus="this.style.background='#ddffff'" onblur="this.style.background='#ffffff'"
```

Set the color you need and apply the changes.

### **How to change the edit box so that if nothing is entered – user sees the verbiage “Type value here”?**

To change the ‘Input box’ element please add to Extra Params of the edit box the following:

```
onfocus="check_in(this)" onblur="check_out(this)"
```

and apply the changes.

Then select the edit box add to JS editor window the following code:

```
function check_in(elm) {  
  if (elm.value=='Type value here') {  
    elm.value='';  
    elm.style.color='#000000';  
    elm.style.fontStyle='normal';  
  }  
}
```

```

    }
  }

function check_out(elm) {
  if (elm.value=='') {
    elm.value='Type value here';
    elm.style.color='#999999';
    elm.style.fontStyle='italic';
  }
}
check_out({%id6})

```

Where id6 is the ID of the edit box. Apply the form.

<p>Page 1   Page 2   Page 3   Page 4   Page 5   Page 6</p> <h2 style="color: blue; margin: 0;">Contact Us</h2> <p><b>Name:</b> <input type="text"/></p> <p><b>E-Mail:</b> <input type="text"/></p> <p><b>Message:</b> <input style="height: 80px;" type="text"/></p> <p><b>Upload File:</b> <input type="text"/></p> <p><b>Country:</b> <input type="text" value="United States"/></p> <p><b>Company:</b> <input type="text"/></p> <p><b>Phone Number:</b> <input type="text"/></p> <p style="font-size: small;">Please, enter the text shown in the ima</p> <p><b>Protection Code:</b> <input type="text"/></p> <div style="text-align: center; margin: 10px 0;"> </div> <p style="text-align: center;"><input type="button" value="Send"/></p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">       CSS Editor: (will be included into &lt;STYLE&gt;&lt;/STYLE&gt;)     </div> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;">       JS Editor: (will be included into &lt;SCRIPT&gt;&lt;/SCRIPT&gt;)       <pre> function check_in(elm) {   if (elm.value=='Type value here') {     elm.value='';     elm.style.color='#000000';     elm.style.fontStyle='normal';   } }  function check_out(elm) {   if (elm.value=='') {     elm.value='Type value here';     elm.style.color='#999999';     elm.style.fontStyle='italic';   } } </pre> </div>
--	--

**How to hide an element if the checkbox is selected?**

To hide the element depending on this condition please add to Extra Params of the checkbox the following code:

```
onclick="if (this.childNodes[0].checked) {%id1}.style.visibility='hidden'; else {%id1}.style.visibility='visible';"
```

where 'id' is the ID variable of the element.

And apply the changes.

**How to make a conditional branching for the drop downs (i.e. depending on the previous selection in the first drop down users will see different options in the following drop down)? (The feature can be used when depending on the selected country user sees different states/regions).**

To make the conditional branching for the drop downs please select the edit box add to JS editor window the following code for example:

```
function add_item(id,val,_obj) {
  tmp=document.createElement("OPTION");
  tmp.value=id;
  tmp.text=val;
  _obj.options.add(tmp);
}
function country_change(field) {
  if (field.selectedIndex==0) {
    while ({%id28}.options.length>0) {%id28}.remove(0);
    add_item(0,'-- Please select --',{%id28});
    add_item(1,'Bulgaria- tour 1',{%id28});
    add_item(2,'Bulgaria- tour 2',{%id28});
    add_item(3,'Bulgaria- tour 3',{%id28});
    {%id31}.value='500';
  } else
  if (field.selectedIndex==1) {
    while ({%id28}.options.length>0) {%id28}.remove(0);
    add_item(0,'-- Please select --',{%id28});
    add_item(1,'Spain- tour 1',{%id28});
    add_item(2,'Spain- tour 2',{%id28});
    add_item(3,'Spain- tour 3',{%id28});
    add_item(4,'Spain- tour 4',{%id28});
    {%id31}.value='600';
  }
  calculate_price();
}
function calculate_price() {
  if ({%id31}.value-0>0) {%id52}.value=({%id32}.selectedIndex+1)*({%id31}.value-0)+({%id35}.selectedIndex+1)*({%id31}.value-0)/2;
  else {%id52}.value="";
}
}
```

*Please see the Complex form (included in the package) – to view the ability of using the function.*


**How to allow the users to edit the form later?**

If you wish to permanently allow the users editing the form – please edit the email template to users, selecting {return\_url\_system:Return URL (system)} in the “Available fields” drop down over the Message area.

Users will receive the link to their form, which can later be used for editing.

If you need to allow one-time editing – please provide the user with the direct URL to his/her form. To get the appropriate URL please find the form in the list of forms and click on the “Record #” link (it will contain the quantity of forms filled).

You will get the list of the filled forms. Please find the user you need here and give him/her the link you will see in “Return URL (system)” column.

In case you do not want the user to edit the form any more – please again find him/her in the list of filled forms and make his/her form Unpublished (click the Published icon ).

### **How to display the username of the current user and date on the form?**

Please activate the CSS/JS/PHP editor box, and add to PHP field the following code:

```
global $my;
if (defined( '_JEXEC' )) $my = & JFactory::getUser();
echo '<input type="hidden" id="system_username" value="'.htmlspecialchars($my->username).'" />';
echo '<input type="hidden" id="system_date" value="'.date('m/d/Y').'" />';
```

and to JS field the following code:

```
{%id1}.value=document.getElementById('system_date').value;
{%id2}.value=document.getElementById('system_username').value;
```

Where id1 is the id of the field where the username should be displayed and id2 is the id of the field where the current date should be displayed.

### **How to allow the form for filling for logged in users only?**

Please activate the CSS/JS/PHP editor box, and add to PHP field the following code:

```
global $my;
if (defined( '_JEXEC' )) $my = & JFactory::getUser();
if ($my->id == 0) $page_html = '<h3>Only registered users can fill in the form<br />Please log in</h3>';
```

### **How to allow the form for filling for one time only for the current user (yet allow editing the existing form)?**

Please activate the CSS/JS/PHP editor box, and add to PHP field the following code:

```
global $my, $database;
if (defined( '_JEXEC' )) { $my = & JFactory::getUser(); $database=& JFactory::getDBO(); }
if ($my->id > 0) {
    $database->setQuery('select `hash` from #__smartformer_data where `form_id`='.$formid.' and `data` like "%username_system=>'.$my->username.' ('.$my->id.){%"}');
    $hash = $database->loadResult();
    if (strlen($hash)==32 && $form_page==0 && !isset($_GET['form'])) {
        $url = $GLOBALS['mosConfig_live_site'].'/index.php?option=com_smartformer&form='.$hash;
        if (defined( '_JEXEC' )) $mainframe->redirect($url,"");
        else mosRedirect($url,"");
    }
}
```