

Form Builder Application Instructions

This application allows users to create database driven forms to be published online.

Form Builder Application: <https://app4.ttuhs.edu/formbuilder/>

Request Access: Email webmaster2@ttuhs.edu

Form Builder Home

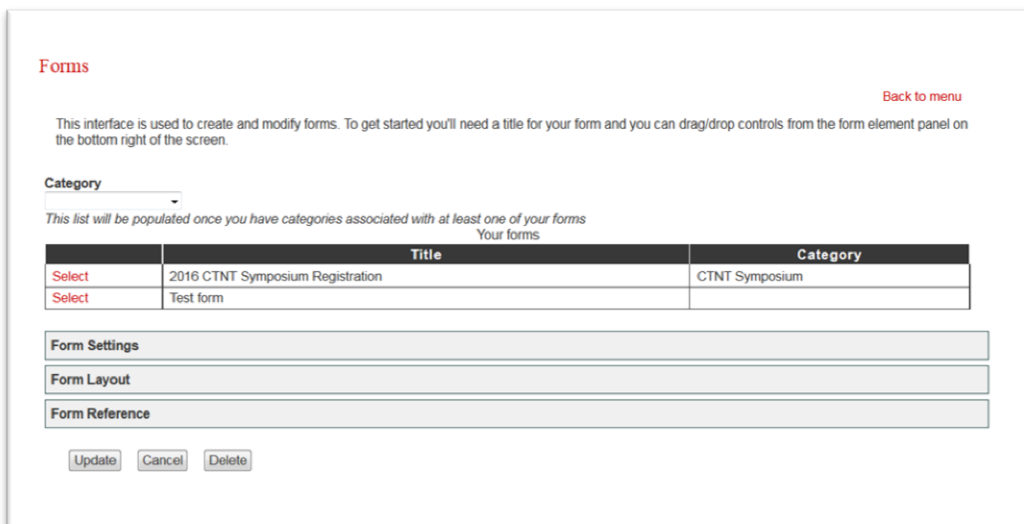
The interfaces below are used to create forms, configure who can modify your forms, review form submissions, and test referencing a form.

1. **To get started click on Forms.**



Above, Main Menu Screenshot

2. From the forms menu, **Select an existing form**, or fill out the form settings and click **Add to create a new form**.



The screenshot shows the 'Forms' interface. It includes a 'Back to menu' link in the top right. A paragraph explains that the interface is used to create and modify forms, requiring a title and allowing drag/drop of controls. Below this is a 'Category' dropdown menu. A note states that the list will be populated once categories are associated with at least one form. A table titled 'Your forms' displays two entries: '2016 CTNT Symposium Registration' with category 'CTNT Symposium' and 'Test form'. Below the table are three sections: 'Form Settings', 'Form Layout', and 'Form Reference'. At the bottom are 'Update', 'Cancel', and 'Delete' buttons.

	Title	Category
Select	2016 CTNT Symposium Registration	CTNT Symposium
Select	Test form	

Screenshot above, create a new form or select an existing form.

	Title	Category
Select	2016 CTNT Symposium Registration	CTNT Symposium
Select	Test form	

Form Settings

Form Settings

<p>Title</p> <input type="text"/> <p><small>The title used to refer to the form. This field is required.</small></p>	<p>Send Submissions To</p> <input type="text" value="someone@ttuhsc.edu;someoneelse@ttuhsc.edu"/> <p><small>Email address to send a copy of each submission to. You can separate multiple addresses with semi colons. This field is optional.</small></p>	<p>Category</p> <input type="text"/> <p><small>Category allows to group similar form together for easier management. This field is optional.</small></p>
<p>Redirect URL</p> <input type="text" value="http://www.ttuhsc.edu/something"/> <p><small>The URL you'd like to send the user to once they submit the form. This field is optional.</small></p>	<p>Success Message</p> <input type="text"/> <p><small>Custom message you would like to show the user upon successful submission. This field is optional.</small></p>	<p>Max submissions</p> <input type="text" value="0"/> <p><small>The maximum number of submissions the form should allow before disabling its self. Leave this setting at zero for unlimited.</small></p>
<p>Expiration Date</p> <input type="text"/> <p><small>After this date the form should disable its self. Leave this setting blank if you don't want the form to expire.</small></p>		

Screenshot above, Form Settings to Add a New Form

Form Layout

3. **Drag and drop Form Elements** onto the Form Body area.
4. Click the **Edit icon** to change Form Element settings, or click the **X to remove** the element from the form body.

Form Settings

Form Layout

Form Layout

Clear Form Body

Template

Copy Form

Form Body

Date Field ✕

Required

Label *

Help Text

Name *

FORM ELEMENTS

- Textblock
- File
- Autocomplete
- Checkbox
- Checkbox Group
- Date Field
- Hidden input
- Radio Group
- Rich Text Editor
- Select
- Text Field

Form Reference

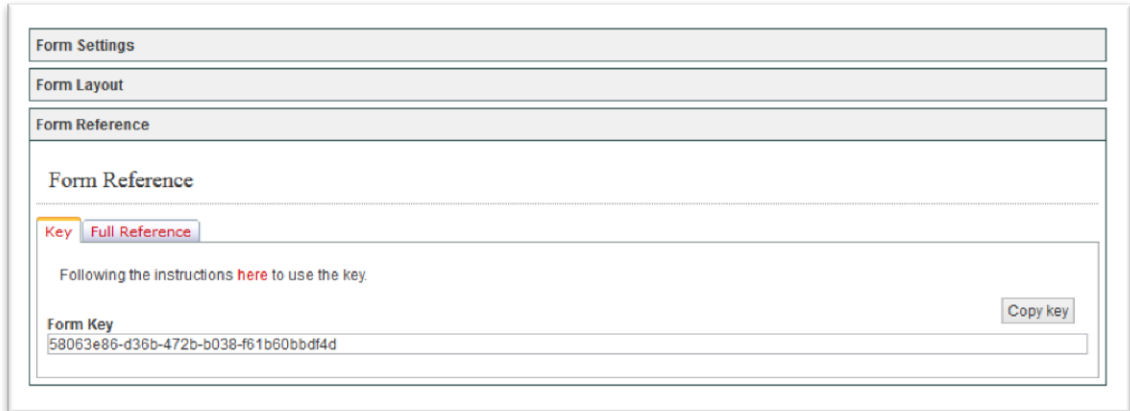
Screenshot above, Form Layout Interface.

5. Continue editing the form by adding and customizing elements. Click Update to save.

Embed Form in Webpage

This page walks you through the necessary steps to embed your form into a webpage.

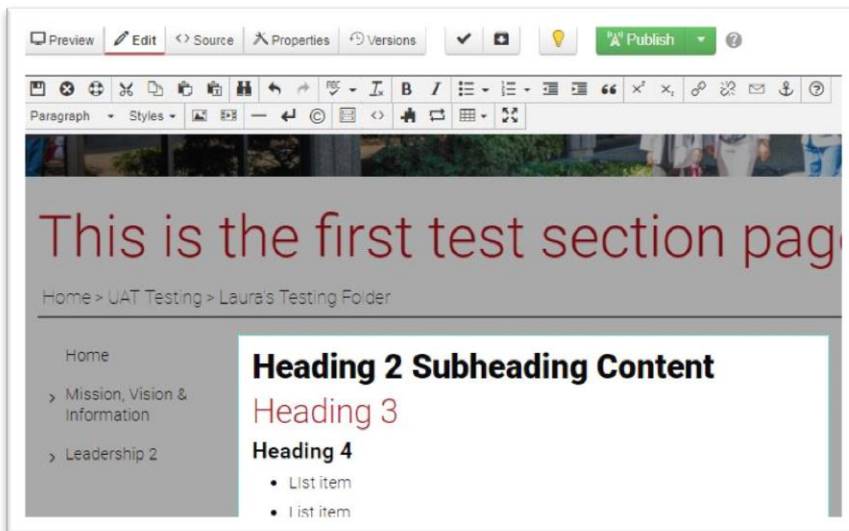
1. After building the form, go to the **Form Reference** section and locate the **Form Key**. It should be a long combination of 36 letters and numbers separated by dashes. Click the button, **Copy key**.
OU Campus users will use a snippet and insert the form key rather than the entire code.
 - a. If the form will be embedded on a page hosted outside of OU Campus, copy the entire reference code in the Full Reference field. Embed the code within the form tag elements. The form should render upon publishing.



The screenshot shows a form builder interface with three main sections: Form Settings, Form Layout, and Form Reference. The Form Reference section is active and contains a sub-section titled 'Form Reference'. Below this title, there are two tabs: 'Key' (selected) and 'Full Reference'. A text box contains the instruction: 'Following the instructions [here](#) to use the key.' To the right of this text is a 'Copy key' button. Below the instruction, the 'Form Key' is displayed as a long alphanumeric string: '58063e86-d36b-472b-b038-f61b60bbdf4d'.

Screenshot above, Copy Form Reference Key.

1. To embed the form in OU Campus, first [Sign In to OU Campus](#), navigate to your desire folder and create a **new page OR select an existing page** to insert the form.
2. In the OU Campus Interface, click the **Edit** button from the page actions, and then select the **Editable Region** on the page. With the JustEdit Toolbar activated, place your cursor where you want the form to be located on the page.



OU Campus Page Actions, Edit page, Edit region.

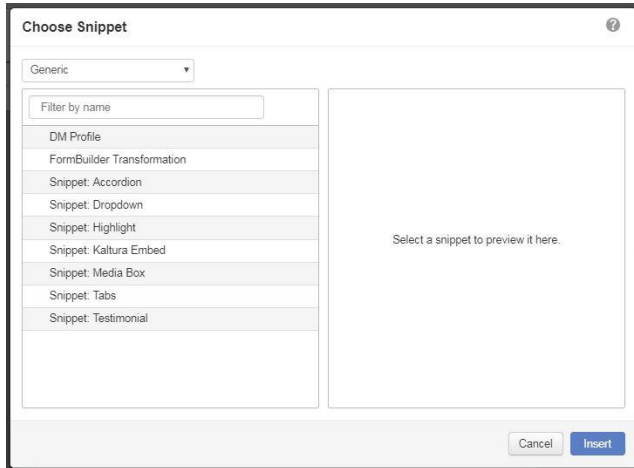
3. On the JustEdit toolbar, click the Insert **Snippet** tool.



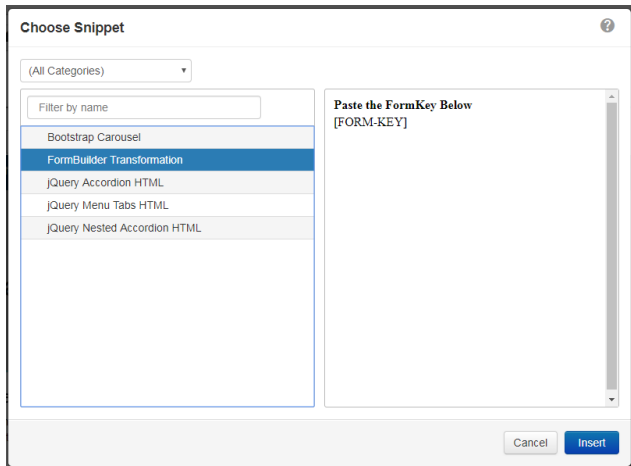
JustEdit Snippet Screenshot

4. In the Snippets option window, select the **Form Builder Table Transformation** from the Generic Category.

*Note: your Snippet selection window may look different depending on if you use the JustEdit function, or the WYSIWYG editor.

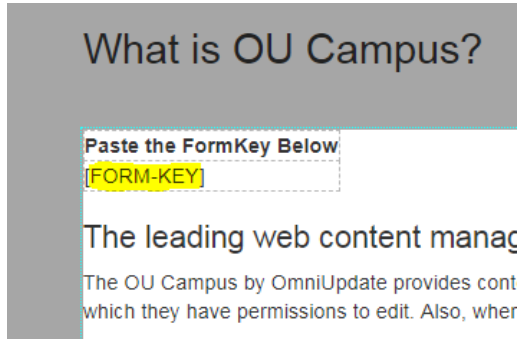


5. Preview the Snippet preview and Click **Insert**.



Screenshot Above, JustEdit Snippet Options

- After inserting the snippet, the table will display in the content area with the text placeholder [FORM-KEY] to be replaced with the reference key provided in the Form Builder App interface.



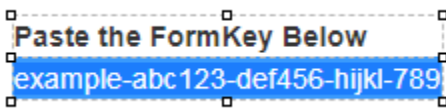
Screenshot Above, Table Transformation Snippet with Placeholder Form Key

Source Code

```
<table class="form-insert">
<tbody>
<tr>
<th>Paste the FormKey Below</th>
</tr>
<tr>
<td>FORM-KEY</td>
</tr>
</tbody>
</table>
```

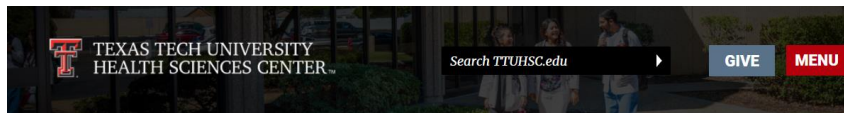
Screenshot Above, HTML Source Code view of Snippet with Placeholder Form Key

- Paste the **reference key** in the table field, click **save**, and the page preview will display the rendered form.



Screenshot Above, Form Key Snippet with Key Example

- Save and Publish your page. View the form on the live page.



Creative Project Request Form

Home > Communications > Request Services

<ul style="list-style-type: none"> Office of Communications & Marketing Home Services Our Work > Campus Guidelines > Campus Photos Downloads OCM Operating Procedures Requests Announcements Creative Services Event Social Media 	<p>Please submit only one project per request form.</p> <p>Our creative services are free and are provided on a first-come, first-serve basis. We will do our best to meet your requested deadline, but please allow 30 days from final receipt of all necessary information to fairly serve all university requests. All information must be completed before a project can begin. Incomplete forms will be subject to further delays.</p> <p>Any project that has gone 30 days without any action is subject to cancellation.</p> <p>1. Campus*</p> <input type="text"/> <p>2. Your Name*</p> <input type="text"/> <p>3. Email:*</p> <input type="text"/>
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10. Return to the Form Builder Application to manage form submissions and edit other form elements.



Form Submissions in Form Builder Application