

# Parish Council W.B.C.M.S.



A tutorial covering the basic steps in  
using the  
Forms Module  
in  
WBCMS.

November 2008

## Introduction.

The "Forms" module allows you to place many different types of form onto your website. Most parish councils don't make the most of forms, probably because outside of WBCMS they are very difficult to create.

Adding forms for allotment applications, accessing information under the Freedom Of Information Act, booking a village hall or creating a general contact form can save a lot of time, effort and postage costs.

We strongly recommend that you have at least a contact form on your site in order to conceal your email address from spammers.

## Adding An Contact Form

Login to your account as usual and click on Pages.

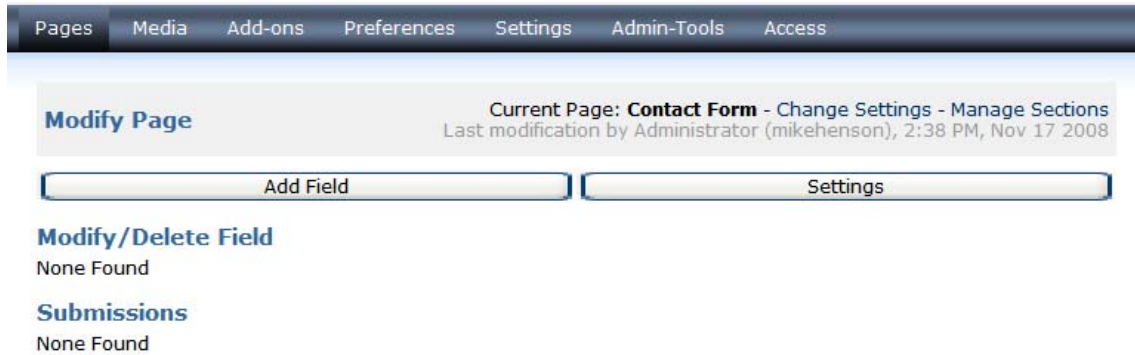
The screenshot shows the WBCMS administration interface. At the top, there is a navigation bar with links: Pages, Media, Add-ons, Preferences, Settings, Admin-Tools, and Access. Below this, the main content area is titled 'Modify/Delete Page' and shows 'None Found'. Underneath, there is an 'Add Page' section. The 'Title' field is filled with 'Contact Form'. The 'Type' dropdown menu is open, displaying a list of options: Code, Event Calendar, F.A.Q. Baker, Form (which is highlighted in blue), Menu Link, News, Sitemap, Smooth Gallery, Swift Gallery, Wrapper, and WYSIWYG. The 'Parent' field is empty. The 'Visibility' field contains 'F.A.Q. Baker'. To the right of the form, there is an 'Administrators' section with a checked checkbox for 'Administrators'.

Enter a Title: Contact Form

In the Type drop down menu select Form

Click on the Add button

The Modify Page window opens.



Pages Media Add-ons Preferences Settings Admin-Tools Access

**Modify Page** Current Page: **Contact Form** - Change Settings - Manage Sections  
Last modification by Administrator (mikehenson), 2:38 PM, Nov 17 2008

Add Field Settings

**Modify/Delete Field**  
None Found

**Submissions**  
None Found

We suggest that you sketch out the requirements of your form before you start to create it.

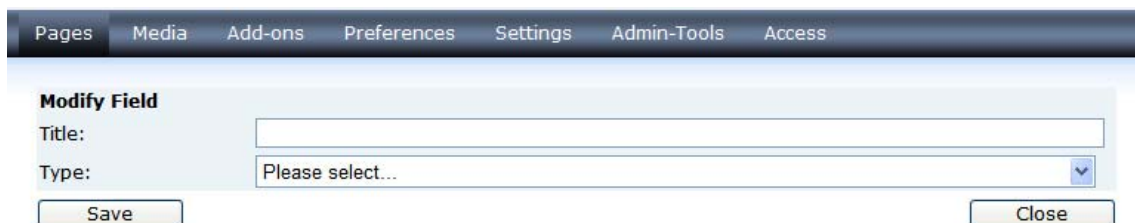
Only ask for the information that is essential. People are put off by forms which ask information that is superfluous and when they can see that completing the form is going to take a long time.

If you are collecting information about people you should have a Privacy Policy.

On our simple contact form we will need to collect the following information:

Name.  
Email Address  
Department  
Message

Click on Add Field – we will come back to Settings at the end.



Pages Media Add-ons Preferences Settings Admin-Tools Access

**Modify Field**

Title:

Type: Please select...

Save Close

A “field” is the name used to denote an area where data is inserted. You may have come across this term when using Excel or other spreadsheets.

Title: Enter "Name" in the box.

Type: Select "Short Text" from the drop down list.

Click on the Save button.

*As you can see the Type offers several options:*

*Heading: This is just a plain heading that you can use to split-up longer forms or to provide an explanation of the question.*

*Short Text: This is for a single line answer like a person's name.*

*Long Text: This is a text area which is designed for multi-line responses such as those you'd find in a message field or where someone has to enter their address.*

*Select Box: Here you can present a list of items where people can tick as many boxes as are applicable to them.*

*Checkbox and Radio Button Group: These work in the same way but look different. In each case the respondent can select one answer only from a list.*

*Email Address: This is a special field which validates email addresses.*

**Name:**

**Modify Field**

Title:

Type:

Length:

Default Text:

Required:  Yes  No

Length: You do not need to enter a length.

Default Text: Anything entered here will appear in the box which people will overwrite so you may wish to type "Enter your name here" but this is not really necessary as it's quite obvious.

Required: Check the Yes radio button if people MUST enter data into this field.

*We always make every field mandatory (required) – anything that we don't need to know doesn't need to be asked in the first place!*

**Modify Field**

Title:

Type:

Length:

Default Text:

Required:  Yes  No

Click the Save button when finished.

## Email Address

Click Add Field

Title: Insert Email

Type: Select Email Address from the drop down menu

Click on the Save button.

Required: Check the Yes radio button.

Click on the Save button

## Department

Click Add Field

Title: Insert Department

Type: Select Radio Button Group from the drop down menu.

Click on the Save button

**Modify Field**

Title: Department

Type: Radio Button Group

List:

Option 1:

Option 2:

Option 3:

Separator:

Required:  Yes  No

Save Add Field Close

In the Option 1, 2 and 3 boxes insert: "Finance", "Planning", "Open Spaces"

Separator: Insert "<br>" exactly as it is without the ""

Required: Check the Yes radio button.

Click on the Save button

**Modify Field**

Title: Department

Type: Radio Button Group

List:

Option 1: Finance

Option 2: Planning

Option 3: Open Spaces

Option 4:

Option 5:

Separator: </br>

Required:  Yes  No

Save Add Field Close

When the pages refreshes you will see that you now have two more options; 4 & 5.

The page will keep adding two options each time you save it.

Options 4 & 5: Insert "Burial Ground" and "General Enquiry"

Click on the Save button

**Modify Field**

Title: Department

Type: Radio Button Group

List:

Option 1: Finance

Option 2: Planning

Option 3: Open Spaces

Option 4: Burial Ground

Option 5: General Enquiry

Separator: </br>

Required:  Yes  No

Save Add Field Close

You don't need to enter a value into every Option Field. The system will not show any empty fields.

## Message

Click on Add Field

Title: Insert Message

Type: Select Long Text from the drop down menu

Click on the Save button

The screenshot shows a 'Modify Field' dialog box. The title bar contains tabs for 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Admin-Tools', and 'Access'. The dialog itself has a title 'Modify Field' and three input fields: 'Title' (containing 'Message'), 'Type' (a dropdown menu showing 'Long Text (Textarea)'), and 'Default Text' (a large empty text area). Below these fields are radio buttons for 'Required', with 'Yes' unselected and 'No' selected. At the bottom are three buttons: 'Save', 'Add Field', and 'Close'.

Default Text: If you wish you can type a message inside the box along the lines of "Please type your message here" but it's not necessary.

Required: Check the Yes radio button

Click on the Save button

You've now setup all the fields.

Click on Pages

Click on Contact Form

Preview the form in Internet Explorer or your favourite browser.

**YOUR PARISH COUNCIL**

**Contact Form**

Name\*:

Email\*:

Department\*:  Finance  
 Planning  
 Open Spaces  
 Burial Ground  
 General Enquiry

Message\*:

Verification: 8 multiply 4 =  Fill in the result

**mh-p**

Because the contact form is straightforward there's little else needs to be done except perhaps to explain the Verification.

## Heading

Click on Pages

Click on Contact Form

Click on Add Field

Title: Anti-Spam Robot Test

Type: Heading

Click on the Save button

Template: Ignore

Click on the Save button again

Click on Pages



















Click on Contact Form

Pages Media Add-ons Preferences Settings Admin-Tools Access

**Modify Page** Current Page: **Contact Form** - Change Settings - Manage Sections  
Last modification by Administrator (mikehenson), 5:26 PM, Nov 17 2008

Add Field Settings

**Modify/Delete Field**

 Name	Type:Short Text	Required: Yes	 
 Email	Type:Email Address	Required: Yes	  
 Department	Type:Radio Button Group	Required: Yes	  
 Message	Type:Long Text	Required: Yes	  
 Anti-Spam Robot Test	Type:Heading	Required: No	 

**Submissions**  
None Found

Because we have created this form in order it is now finished but if you wish to add or modify the form you may need to use the up/down arrows to change the order of the form.

## Settings

Now that the form is completed we can look at the settings file.

Unlike the other modules where we looked at the settings first we cannot do that with the form module because some settings options changed dependent on the content of the form.

Click on Pages; Contact Form; Settings

Pages
Media
Add-ons
Preferences
Settings
Admin-Tools
Access

### Form Settings Edit CSS

**General Settings**

Captcha Verification:  Enabled  Disabled

Max. Submissions Per Hour:

Submissions Stored In Database:

Header: 

```
<table cellpadding="2" cellspacing="0" border="0" width="98%">
```

Field Loop: 

```
<tr><td class="field_title">{TITLE}{REQUIRED};</td><td>{FIELD}</td></tr>
```

Footer: 

```
<tr><td></td></tr>
<td>
<input type="submit" name="submit" value="Submit Form" />
</td>
</tr>
</table>
```

**Email Settings**

Email To:

Email From:  ▼

Email Name:

Email Subject:

**Success Settings**

Email To:  ▼

Email From:

Email Name:

Email Subject:

Email Text: 

```
Thank you for submitting your form on WBCMS - Demonstration Site
```

Success Page:  ▼

Captcha Verification: Leave this Enabled. It stops spammers and robots.

Max. Submissions: Leave this at 50 unless you get a lot of false enquiries in which case reduce it down to a lower level or contact us for advice.

Submissions Stored: The default is 50 which should not need to be changed.

Header: Ignore

Field Loop: Ignore

Footer: Ignore

### Email Settings

Email To: This is the address where you want messages sent.

Email From: Select "Field: Email" from the drop down menu

Email Name: Ignore

Email Subject: Change to "Message from Your Parish Council Website"

### Success Settings

You only need to change the remainder of the settings if you wish to automatically send people an email in reply to their message.

This process is largely now redundant as most people know that their message will have been received as email is far more reliable than it was a few years ago.

Email To: Change to Form: Email in the drop down menu.

Email From: This should be your email address

Email Name: Ignore

Email Subject: Change to "Your Message To Your Parish Council"

Email Text: Insert a message of your choice

Success Page: Leave set to none

Your settings page will now look something like this:

Pages	Media	Add-ons	Preferences	Settings	Admin-Tools	Access
-------	-------	---------	-------------	----------	-------------	--------

### Form Settings Edit CSS

**General Settings**

Captcha Verification:  Enabled  Disabled

Max. Submissions Per Hour:

Submissions Stored In Database:

Header: 

```
<table cellpadding="2" cellspacing="0" border="0" width="98%">
```

Field Loop: 

```
<tr><td class="field_title">{TITLE}{REQUIRED};</td><td>{FIELD}</td></tr>
```

Footer: 

```
<tr><td></td></tr>
<td>
<input type="submit" name="submit" value="Submit Form" />
</td>
</tr>
</table>
```

**Email Settings**

Email To:

Email From:

Email Name:

Email Subject:

**Success Settings**

Email To:

Email From:

Email Name:

Email Subject:

Email Text: 

```
Thank you for sending a message to your Parish Council.
We will reply as soon as possible.
Fred Bloggs
Parish Clerk
```

Success Page: