



# InForm 5.0



## Getting Started with InForm

InForm lets you store form information in a database on the coolmaps.com server (privacy assured) until you are ready to download it. And when you do download it, the information comes in a nice clean format that opens up easily in a spreadsheet program, like Microsoft Excel.

InForm Feature Highlights include:

- All the functionality of FormMail/ClubMailer, such as email reporting, response emails, and multiple recipients.
- Form email can be customized to specify the "from" email address, subject, and can include a time stamp.
- Ability to plug in as a NetObjects Fusion component or as raw HTML.
- Easy to make certain fields required and validate that the user enters a valid format for an email address.
- Online administration allows user to add and change options, such as required fields, auto-reply, and form email format, without having to republish.
- Form information is stored in a database on the coolmaps.com server.
- Submitted forms can be viewed at any time by administrator.
- Complete database can be downloaded into Excel spreadsheet.
- Can add email and contact information to coolmaps.com's SendLetter Service so you can then send newsletter mailing to the people who submitted the form data.
- All configuration done over the web from easy-to-use admin screens.

Run the Installation program, specifying the location of Fusion v4/5's component directory. Launch Fusion v4/5. If the coolmaps.com component toolbar is not visible choose View > Toolbars > Component Tools > coolmaps.com Services. Select the InForm component and Drop the component on the page. It will appear as a "Submit" button on your form.

There are only two settings to configure on the Coolmaps InForm properties palette.

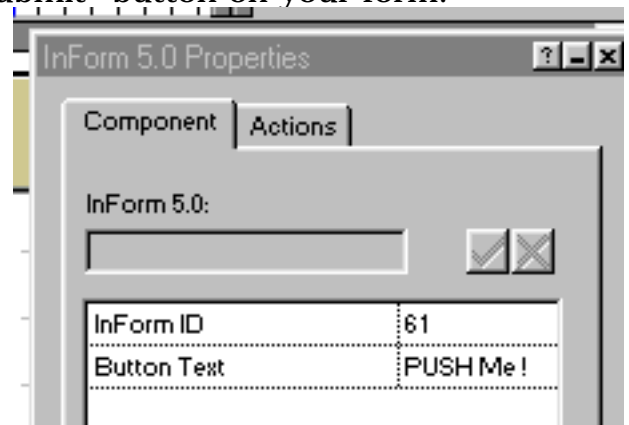
Place your InForm ID number in the first field, and the text you want to appear on the "Submit" button in the second field.

Create the Form

Add fields as you would normally for a form. Make sure that your field names don't have spaces or unusual characters. Underscores and numbers are okay.

**InForm will store up to 15 form fields in its**

**downloadable database.** You may use more fields in your form. All fields will be emailed to you, if you request email notification.



## InForm Admin settings

Configure the InForm Admin Section

Once you've registered for InForm you should login to the Admin section located at <http://services.coolmaps.com/inform/>

Here you'll see the form that you've set up. If you have more than one then you'll see a list. Click on the name of the form to set up the details.

If you want to start your setup again then click the "reset" link. This will clear all of your settings so that you have a new blank InForm ready to use.

Member Logged in as: Joe Average

### InForm

Welcome to InForm!

Your InForms are listed below. Click on an InForm name to administer it.

**Announcement**

- CCC Gold and Members: Try In Months Free!

[Sign up](#)

InForm Name	InForm ID	Exp. Date	Options
<a href="#">InFormTest</a>	666	Oct 24, 2001	<a href="#">reset</a>

### Basic Settings

Name (or rename) your InForm and identify the page that site visitors will be sent to upon successfully filling in and submitting the form.

### InForm Basic Settings

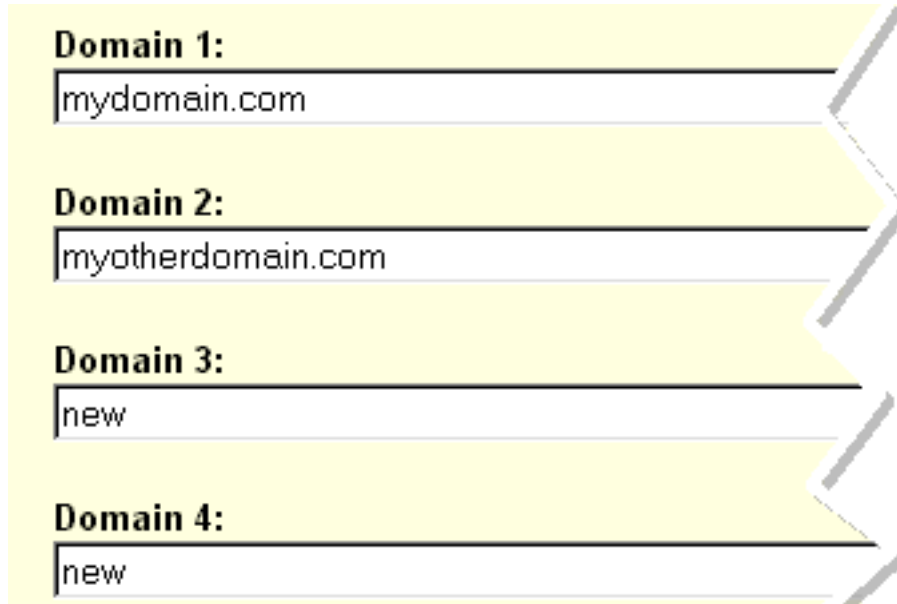
InForm Name:

InForm Success URL:

## Form Domains

Identify the domain that the form is on. You don't need to enter the "http://" or the "www.".

You can enter up to five separate domains for your form. As long as all of the forms have the same fields then they will work fine. You can even make the forms different in appearance on other domains, as long as the field names are the same.

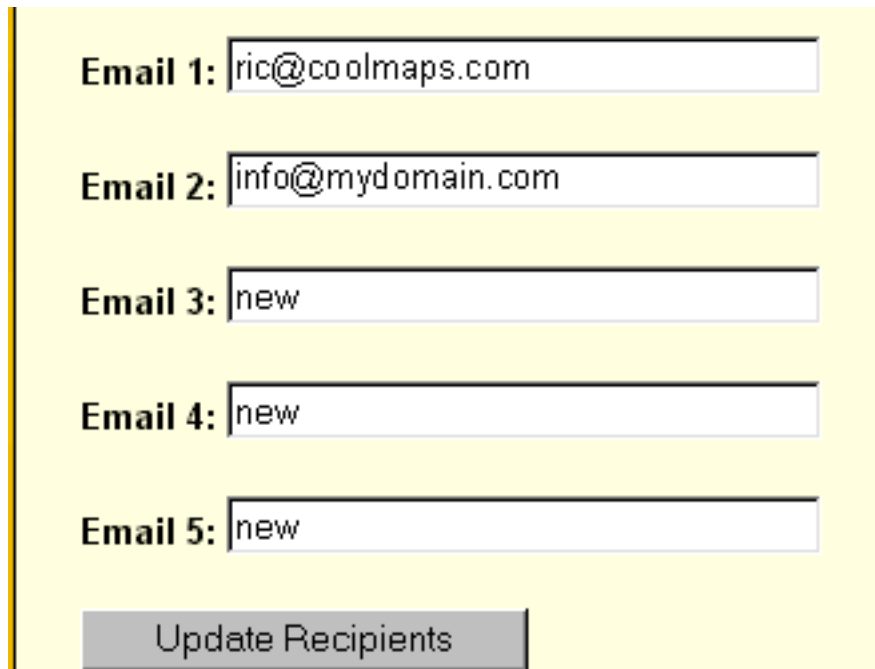


The image shows a form configuration interface with a yellow background. It contains four rows, each with a label and an input field:

- Domain 1:** mydomain.com
- Domain 2:** myotherdomain.com
- Domain 3:** new
- Domain 4:** new

## Recipients

Enter who will receive the form information. You can choose up to five recipients for the form results.



The image shows a form configuration interface with a yellow background. It contains five rows, each with a label and an input field:

- Email 1:** ric@coolmaps.com
- Email 2:** info@mydomain.com
- Email 3:** new
- Email 4:** new
- Email 5:** new

At the bottom of the form is a grey button labeled "Update Recipients".

## InForm Form Result & Email setup

### Email Settings

This is where you control what happens with the form results once the form is submitted.

The "Email From" setting controls who the form results email appear to come from.

InForm can show that the form results come from the person filling in the form, as long as there is a field on the form called 'EMAIL'. You could also configure that the email shows as coming from a set email address, that you choose.

The "Email Subject" is the wording that will show in the subject line of the email sent containing the form results.

"Include Time Stamp" allows you to have the date and time the form was filled in added as data in the form results email.

"Omit Blank Fields" will remove the field information for parts of your form that weren't filled in.

Customize the form email.

#### Email From:

Use Email Form Field (You must have a form field named 'EMAIL' in order for this option to work)

Use This Address:

Email Subject:

Include Time Stamp

Omit blank form fields

## InForm Auto Reply & Required Form Fields

### Auto Reply

Enable Auto-Reply

**Auto Reply From:** (email address)

**Auto Reply Subject:**

**Auto Reply Text:**

This is the email that will be sent to the person who submitted the form. You must have a field on your form called 'EMAIL' in order for this to work.

You can choose who it appears that the email has come from by filling in the "Auto Reply From" with an email address. You can give the Auto Reply a subject by filling in the Auto Reply Subject Field.

Place the details of your Auto Reply message in the Auto Reply Text area.

If you enabled an InForm result recipient earlier then you'll see their email details as options in "CC Recipient". If you check the email address(es) then those people will also receive a copy of the Auto Reply message. This lets you know that the site visitor has actually been sent an acknowledgement of a successful form completion.

### Required Fields

You can force users to fill in form fields by making them required fields. Just add the field names, as you have them in your form, into the "Add Required Form Field" Section.

**CC Recipient**

ric@coolmaps.com



inform@mydomain.com.au

**Add Required Form Field**

Field Name:

Error message:

Once you've added required fields they are shown along with the error message that you specify. Site visitors will see this message if they don't fill in the field. You can edit Required Fields or remove them easily by clicking on the icons on the right.

Field Name	Error Message	Options
EMAIL	Please fill in your email address	 

## InForm Error Pages

### Error Pages

If a site visitor doesn't fill in a required field then they will be redirected to a default error page.

You can choose to send site visitors to your own custom error page by clicking the radio button and entering the URL of the error page.

Use My Error Page:  
 URL:

Use Default Page

If you use the default error page you can add header and footer information to the page. This allows you to customize the error page. The header and footer may contain HTML, but if images are referenced the full URL for the image location should be specified. No images will be stored on the CCC server.

### Default Error Page Header (may contain HTML)

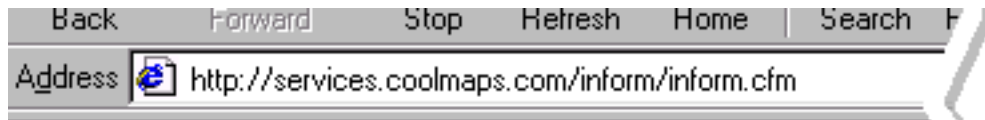
```
<H1>Sorry, you need to fill in the following  
fields correctly.</H1><P></P>  
  
<font color =red size=+2> <b>
```

### Default Error Page Footer (may contain HTML)

```
</b></font><P></P><P></P><P></P>Press the  
back button on Your Browser to go back to  
the form. <P></P>  
<A href = "http://www.mydomain.com"> <br>http://www.mydomain.com<A>
```

Update Settings

You can format the error page to give some great results! The possibilities are only limited by the maximum character length of approximately 64,000 characters. This should be more than enough for a decently formatted web page.



**Sorry, you need to fill in the  
fields correctly.**

**Please fill in your email address**

Press the back button on Your Browser to go back to the form



<http://www.mydomain.com>

Notice in this example how I've wrapped the error messages with an open font tag in the header, and a closing font tag in the footer. This allows me to control the appearance of the error message. Also, note that I added an image that appears elsewhere in my site, and a link.

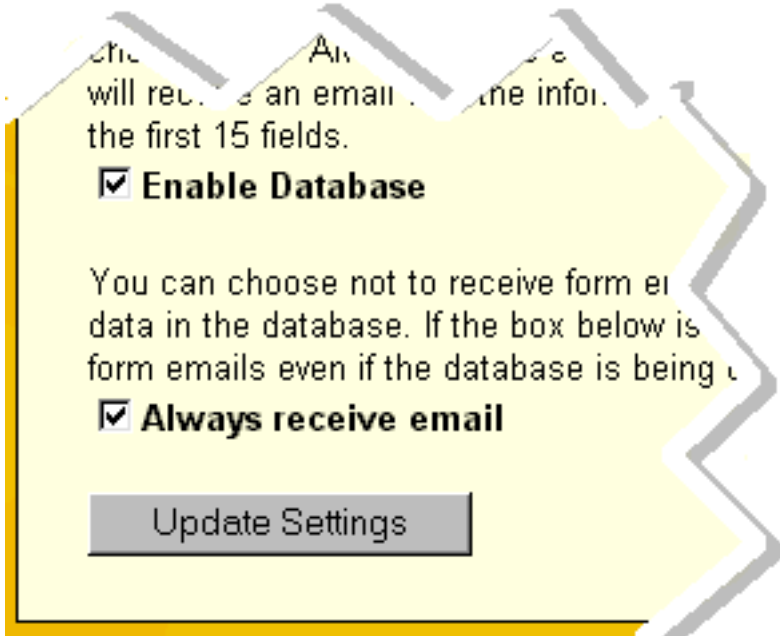
## InForm Database View

### The Database

The power of InForm comes from the ability to store form submissions in a database on the CCC server and download the information to your own system.

To use the database you must first enable it by checking the "Enable Database" field. You can have form information stored in the database and receive form submissions by email.

If you choose not to use the database you will need to enable the "Always receive email" setting in order to be sent the form results.



... will receive an email... the info...  
the first 15 fields.

**Enable Database**

You can choose not to receive form email data in the database. If the box below is checked, you will receive form emails even if the database is being used.

**Always receive email**

Once you've begun receiving successful form submissions, you can view them securely on the CCC website.

You can re-order by clicking the Field names, and delete individual or multiple records. This can be handy to remove bogus form submissions.



Records 1 to 1 of 1    previous | next

<u>DATE</u>	<u>NAME</u>	<u>EMAIL</u>	<u>FAVOURITE PET</u>	<u>COMMENTS</u>
<input type="checkbox"/> Nov 14, 2000 06:07:42 PM	mi	moggy	nobby	??

[Check All](#) | [UnCheck All](#)    previous | next

   [Delete ALL Records](#)

### InForm Export Records

#### Download records:

[Excel Format](#)

[CSV Format](#)

When you want to download the database you have two options, either Microsoft Excel format or CSV format for other spreadsheets.

Just click on the link and the download process will start. Once you have your database information on your own system you can delete all of your records on the CCC server and start again!

## InForm & SendLetter

### InForm & SendLetter

You can have site visitors' information from InForm automatically added to your SendLetter lists!

Make sure that you have a field on your InForm called 'EMAIL'. Choose database from the top horizontal InForm menu. You'll see the SendLetter setting for InForm at the bottom of the page. Choose the list that you want your InForm settings added to and update the settings. Now any person who uses your InForm will also be added to your SendLetter list.

#### Add email address to SendLetter Mailing List:

MySendLetter ▼

(You must have a form field named 'EMAIL' in order to use this feature.)

Update Settings

### **Powerful Contact management from Coolmaps Component Club!**

## InForm HTML Generator

### HTML Generator

InForm can be used with any HTML editor, even NotePad!

If your site has pages that move beyond Fusion's capabilities you can still use InForm by inserting into your web page the HTML from the ToolBox-HTML generator.

```
<form
action="http://services.coolmaps.com/inform/i
nform.cfm" method="post">
<input type="hidden" name="mailer_id"
value=666>
</form>
```

The HTML Generator will create the basic form, including your InForm ID. All you have to do is add some form fields!

## InForm Support

### InForm Support

Still have questions? Have a [look](#) at the InForm Frequently Asked Questions and Known Issues.

Still not sure? Try posting to the [InForm newsgroup](#) or send an email by using our [Contact Form](#).



## **InForm Privacy Issues**

### Privacy Issues

The information processed by our InForm service does not get looked at by anyone at Coolmaps. However we do reserve the right to monitor the use of our services to ensure that they are not being abused or used for malicious purposes.

InForm information is stored on our servers only if the database option is chosen by the member. InForm information is protected from general viewing by a username and password system keyed to the club member. While every effort is made to ensure the security and privacy of the information, the Coolmaps Component Club will not be held responsible for any breach of privacy.

Happy InForming!  
the coolmaps team