

How to Build Forms

The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', 'SP Page Builder', and 'Grant PUD'. The 'Components' menu is open, showing a list of components. 'RSForm! Pro' is highlighted, and its sub-menu is visible, containing 'Manage Forms', 'Manage Submissions', 'Manage Directories', 'Configuration', 'Backup / Restore', and 'Updates'. The 'Manage Forms' option is selected, leading to a page titled 'RSForm! Pro'. This page has a header with 'New', 'Duplicate', 'Delete', 'Publish', and 'Unpublish' buttons. Below the header is a table of existing forms.

#	Form Title	Form Name	Published	Submissions	Tools	Last Language Used	Form ID
1	RSForm! Pro example	RSFormPro example	<input type="checkbox"/>	0	Preview Tools	en-GB	1
2	RSForm! Pro Multipage example	RSFormPro Multipage example	<input type="checkbox"/>	0	Preview Tools	en-GB	2
3	Grantpud Report Shoreline Issue Form	grantpud-report-shoreline-issue-form	<input checked="" type="checkbox"/>	0	Preview Tools	en-GB	3
4	Grantpud Public Comment Form	grantpud-public-comment-form	<input checked="" type="checkbox"/>	0	Preview Tools	en-GB	4
5	Grantpud Contact Us Email Form	grantpud-contact-us-email-form	<input checked="" type="checkbox"/>	2	Preview Tools	en-GB	5
6	Grantpud Auction Notifications Sign Up Form	grantpud-auction-notifications-sign-up-form	<input checked="" type="checkbox"/>	2	Preview Tools	en-GB	6

Where:

https://www.grantpud.org/administrator/index.php?option=com_rsform&view=forms

Also accessible in the Back-End Editor under Components > RSForm Pro! > Manage Forms

Overview:

To create a new customer contact form, visit the link above or navigate to Components>RSForm Pro!>Manage Forms

Details:

You can create a form from scratch, but if you want to create a form that's similar to an existing form, it might be more efficient to simply duplicate and edit the form.

After clicking on Manage Forms, you'll see a list of all existing forms. If you're planning to create a new form based on an existing one, simply hit the checkbox next to the form you'd like to duplicate and hit Duplicate in the header.

To create a new form by scratch, click New in the header.

How to Build Forms

The image shows a series of five screenshots from the RSForm! Pro Joomla! wizard. Each screenshot has a top navigation bar with 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', 'SP Page Builder', 'Grant PUD', and a user icon. The main header of each screen is 'RSForm! Pro' with the Joomla! logo.

- Step 1: Create a new form**

This form creation wizard will allow you to create a complete working form within minutes. If you would like to skip this, just hit the "Skip Wizard" button. A new empty form will be created for you and you can edit it manually without the help of this wizard.

Buttons: Next, Skip Wizard, Cancel
- Step 2.1: General form information**

What do you want to name your form? [name goes here]

This is the title of your form. It will appear in the frontend so it's better to choose a friendly name, such as "Contact Us" or "Enquiry Form".

How do you want to arrange your form?
 Responsive Bootstrap 2.3.2 Bootstrap 3.3.7 Bootstrap 4.0.0 uikit 2.27.4 Uikit 3.0.0b40
 Zurb Foundation 6.2.1

Choose a layout for your form. The layout will determine the appearance of your form's fields and caption. Click on any desired layout and the image will change showing you a small preview of the layout's arrangement.

Do you want the form when submitted to be scrolled to the Thank You Message? No Yes

Do you want the Thank You Message to be displayed in a Popup Window? No Yes
- Step 2.2: Emailing of results**

Do you want to receive the results in your email? No Yes

Where do you want the results to be emailed? [omni.kneeland@gmail.com]

If you want the submission results to be emailed to you, please fill the above field with a correct email address. If you leave it blank the submissions will still be visible in the "Manage Submissions" section.

Do you want to email a confirmation copy to the submitter? No Yes

Set this to "Yes" if you want the submitter to receive an email regarding the confirmation of his submission.
- Step 2.3: Successful submission**

What do you want to do after the form is successfully submitted? Show a "Thank You" message to [dropdown]

Buttons: Next
- Step 3: Predefined forms**

You can choose from a set of predefined forms. The forms are fully functional. If you do not want a predefined form, just use the Blank Form (don't use a predefined form) option. You can add, edit and remove them as you please) and are fully functional.

What predefined form do you want to use?
Blank Form (don't use a predefined form)
Calculations Form
Simple Contact Form

Buttons: Finish

Building a New Form

When building a new form from scratch, there is a simple wizard that will guide you through the first few steps.

Hit Next.

General Information

In this step, enter a name for your form.

Select Bootstrap 4.0 under "how to arrange your form?"

Select No for if the user should be scrolled to a Thank you message.

Select Yes so that the user will see a Thank You message in a popup.

Under "Emailing of Results" enter the email address that submissions should be sent to.

Under Successful Submission, select "Show a Thank You message"

Predefined Forms

We recommend that you start with the Simple Contact Form, but you can also select the Blank Form.

How to Build Forms

The top screenshot shows the 'Form Fields' tab in the RSForm! Pro Joomla! interface. It displays a table of existing fields with columns for Name, Caption, Preview, Published, Required, and Rule. The fields listed are Name, Email, Subject, and Message.

Name	Caption	Preview	Published	Required	Rule
<input type="checkbox"/> Name	Your Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
<input type="checkbox"/> Email	Your Email	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	email
<input type="checkbox"/> Subject	Subject	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
<input type="checkbox"/> Message	Message	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

The bottom screenshot shows the 'Form Properties' tab in the RSForm! Pro Joomla! interface. It displays a grid layout of fields. The first row contains three fields: Full-Name, Email, and Street-Address. The second row contains three fields: City, State, and Zip. Each field has an 'Edit' and 'Delete' button.

Building a Form

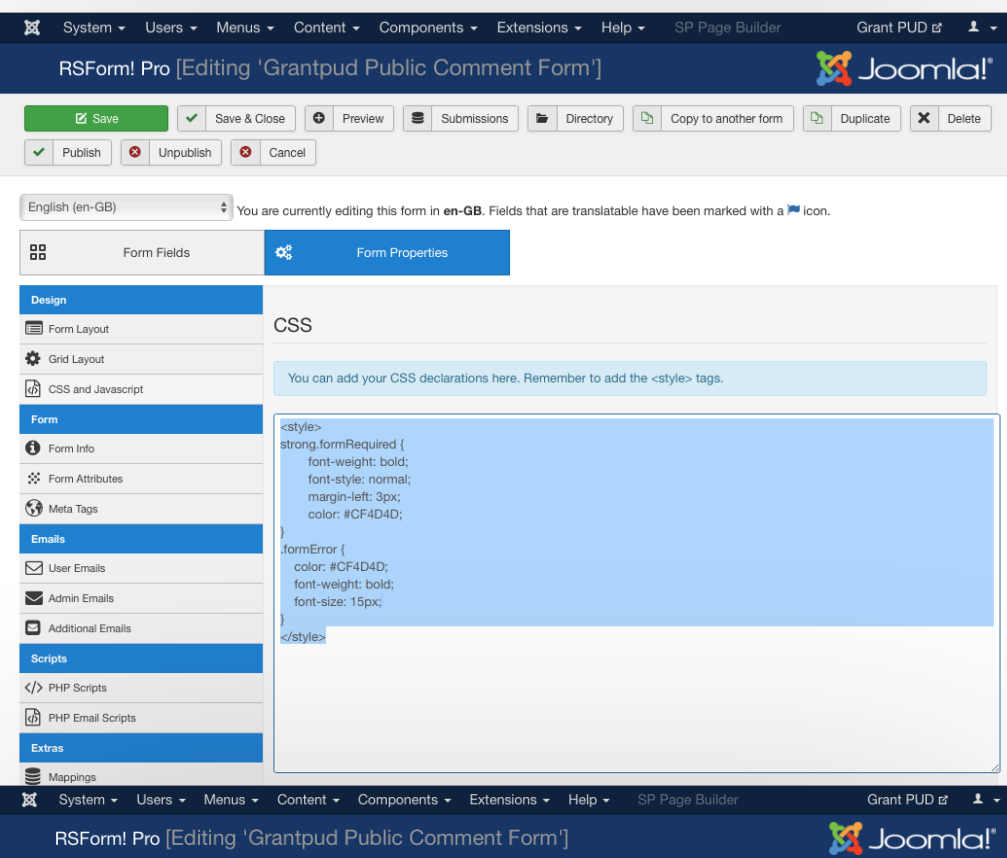
On the leftside of the screen, there is a selection of elements that you can add to your form, like Radio buttons or Checkboxes.

To change any of the existing fields, hit “Edit” to the right of the field.

To rearrange any of the fields, hit Form Properties (next to the blue Form Fields button) and click Grid Layout.

Within the Grid Layout, just click/drag any of the elements to reposition it.

How to Build Forms



Building a Form

Once your form fields are set, click back to Form Properties and select CSS and Javascript and under CSS paste the text below:

```
<style>
strong.formRequired {
  font-weight: bold;
  font-style: normal;
  margin-left: 3px;
  color: #CF4D4D;
}
.formError {
  color: #CF4D4D;
  font-weight: bold;
  font-size: 15px;
}
</style>
```

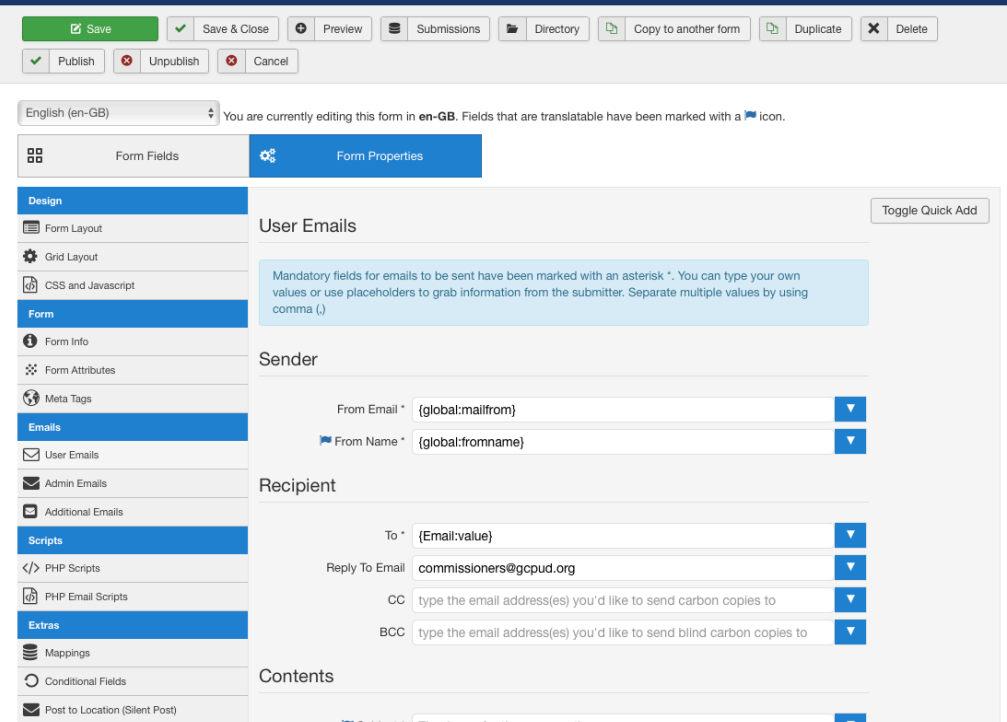
After pasting that style code in, hit User Emails on the left hand side.

Under Sender > From Email, set the field to {global:mailfrom} using the blue pulldown on the right.

Under From Name, select {global:fromname} from the pulldown on the right.

Under Recipient, set the To to {Email:value} from the pulldown on the right.

Under Reply To Email, set that to whatever email that the submissions are being sent to.



How to Build Forms

The screenshot displays the RSForm! Pro Joomla! interface for editing a form titled "Grantpud Public Comment Form". The interface is divided into several sections:

- Admin Emails:** A section for configuring email notifications. It includes a "Sender" section with fields for "From Email" (set to "global:mailfrom") and "From Name" (set to "global:fromname"). The "Recipient" section includes fields for "To" (set to "commissioners@gcpud.org"), "Reply To Email" (set to "commissioners@gcpud.org"), "CC" (set to "type the email address(es) you'd like to send carbon copies to"), and "BCC" (set to "terriblemonster@me.com").
- Basic:** A section for general form properties. It includes a "Published" toggle (set to "Yes"), an "Access" dropdown (set to "Everybody"), a "Form Title" field (set to "Fair Submissions September 2019"), a "Show Form Title" toggle (set to "No"), and a "Form Name" field (set to "fair-submissions-septmber-2019").
- Validation:** A section for configuring form validation. It includes a "Use AJAX Validation" toggle (set to "Yes"), a "Scroll To Form On Error" toggle (set to "No"), a "Required Fields Will Be Marked With" field (set to "*"), an "Error Message" field (set to "Edit the Error Message"), and a "Remove Captcha for Logged Users" toggle (set to "No").
- Thank You Message:** A section for configuring the thank you message. It includes a "Show Thank You Message" toggle (set to "Yes"), a "Scroll to Thank You Message" toggle (set to "No"), a "Show Thank You Message in Popup Window" toggle (set to "Yes"), a "Thank You" field (set to "Edit the Thank You Message"), and a "Show Continue Button" toggle (set to "No").
- Submission:** A section for configuring submission options, which is currently empty.

Building a Form

Next, go to Admin Emails on the left hand side and also set the Sender From Email and From Name to the values shown.

Under Recipient, add the addresses that the submissions should be sent to.

Then hit save.

Form Info

Under "Form Properties>Form Info" make sure your Yes/No toggles look the same as the display on the left.

Published: Yes

Show Form Title: No

Use Ajax Validation: Yes

Scroll to Form on Error: No

Show Captcha: No

Show Thank You Message: Yes

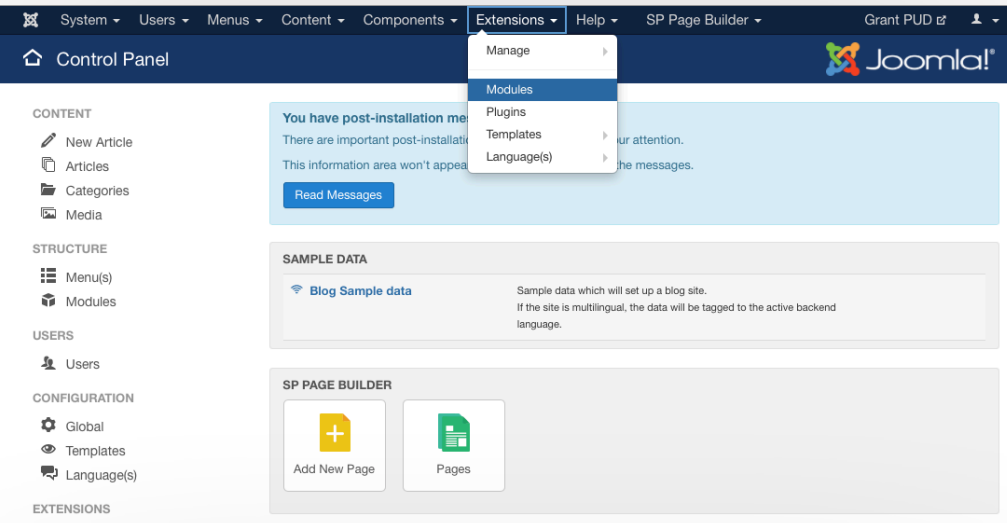
Scroll to message: No

Show Thank you in popup: Yes

Show Continue Button: No

Hit Save.

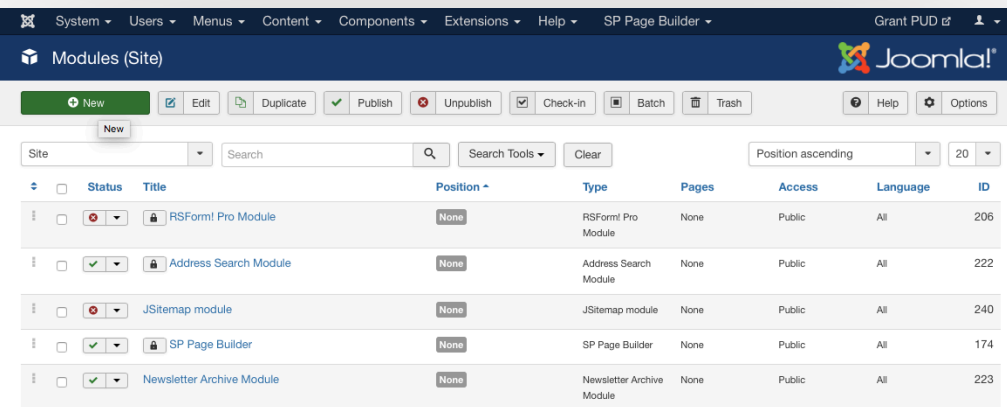
How to Build Forms



Building a Module

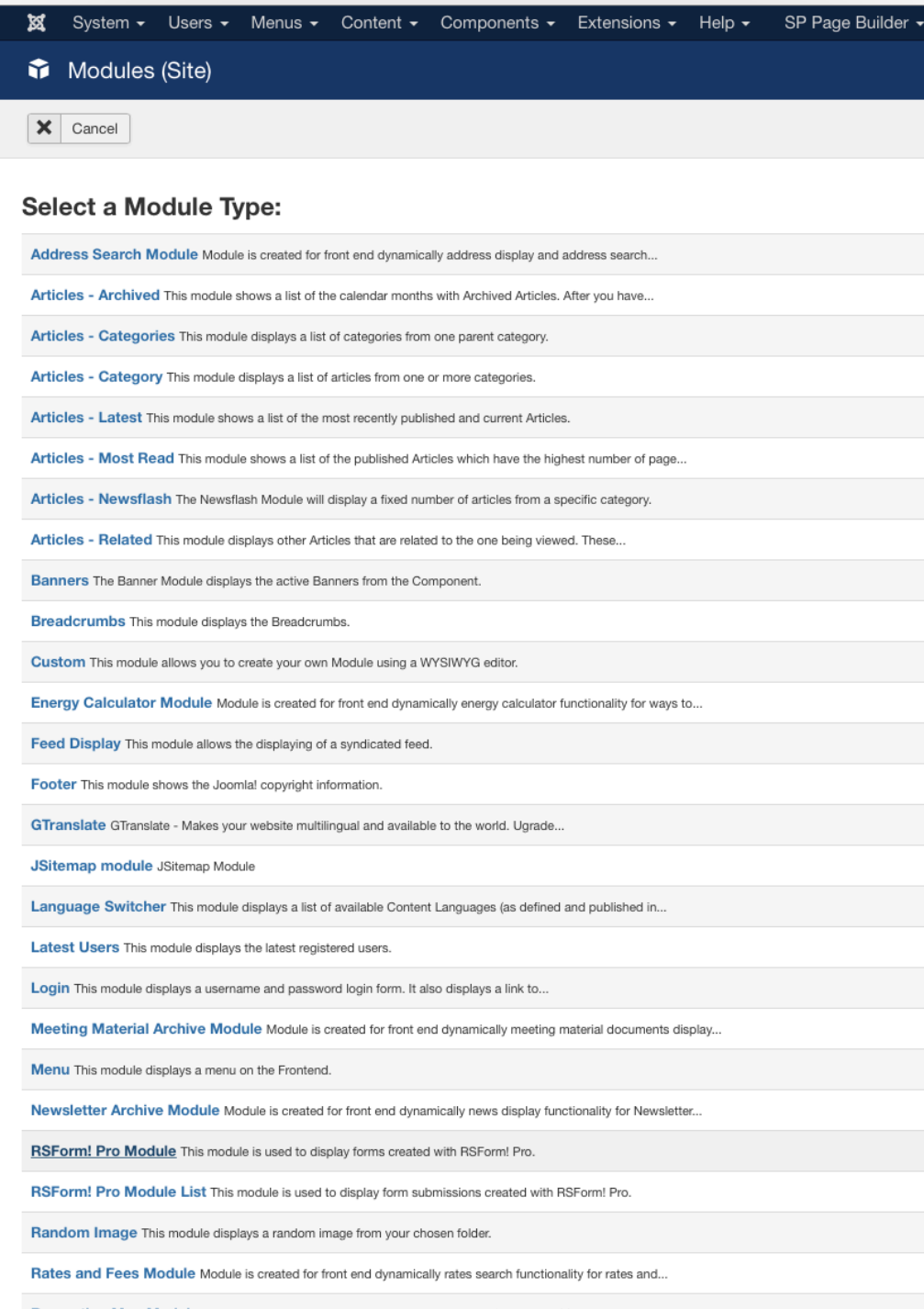
To make your form usable on the front-end, you need to make it a module.

Under Extensions in the header, select Module.



Under Modules, hit New.

How to Build Forms



The screenshot shows the Joomla! administration interface for selecting a module. At the top, there is a navigation bar with menus for System, Users, Menus, Content, Components, Extensions, Help, and SP Page Builder. Below this is a header for 'Modules (Site)' with a 'Cancel' button. The main area is titled 'Select a Module Type:' and contains a list of module options, each with a brief description. The 'RSForm! Pro Module' is highlighted in blue.

Select a Module Type:

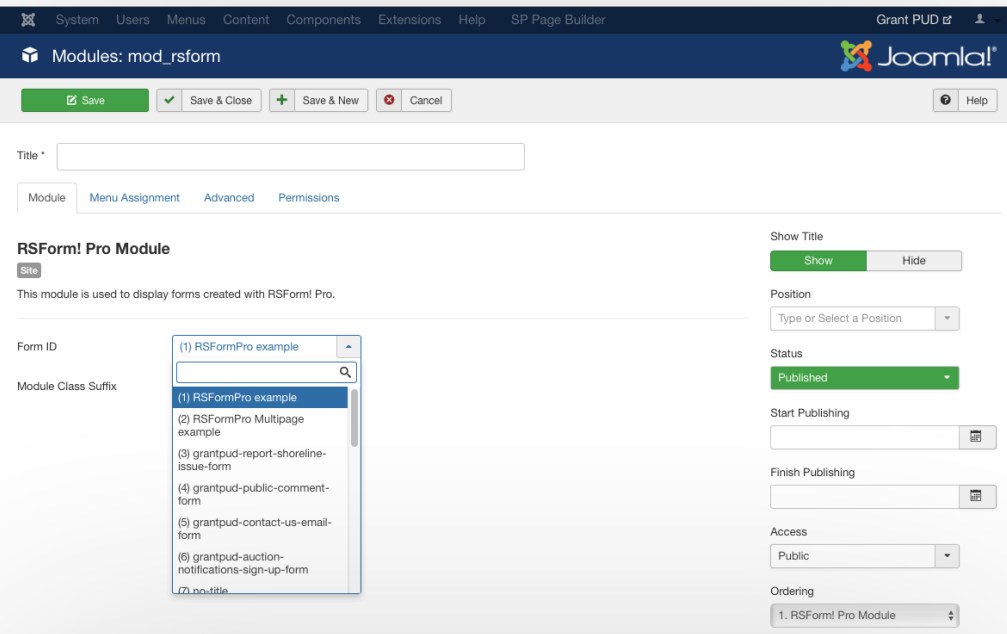
- Address Search Module** Module is created for front end dynamically address display and address search...
- Articles - Archived** This module shows a list of the calendar months with Archived Articles. After you have...
- Articles - Categories** This module displays a list of categories from one parent category.
- Articles - Category** This module displays a list of articles from one or more categories.
- Articles - Latest** This module shows a list of the most recently published and current Articles.
- Articles - Most Read** This module shows a list of the published Articles which have the highest number of page...
- Articles - Newsflash** The Newsflash Module will display a fixed number of articles from a specific category.
- Articles - Related** This module displays other Articles that are related to the one being viewed. These...
- Banners** The Banner Module displays the active Banners from the Component.
- Breadcrumbs** This module displays the Breadcrumbs.
- Custom** This module allows you to create your own Module using a WYSIWYG editor.
- Energy Calculator Module** Module is created for front end dynamically energy calculator functionality for ways to...
- Feed Display** This module allows the displaying of a syndicated feed.
- Footer** This module shows the Joomla! copyright information.
- GTranslate** GTranslate - Makes your website multilingual and available to the world. Upgrade...
- JSitemap module** JSitemap Module
- Language Switcher** This module displays a list of available Content Languages (as defined and published in...
- Latest Users** This module displays the latest registered users.
- Login** This module displays a username and password login form. It also displays a link to...
- Meeting Material Archive Module** Module is created for front end dynamically meeting material documents display...
- Menu** This module displays a menu on the Frontend.
- Newsletter Archive Module** Module is created for front end dynamically news display functionality for Newsletter...
- RSForm! Pro Module** This module is used to display forms created with RSForm! Pro.
- RSForm! Pro Module List** This module is used to display form submissions created with RSForm! Pro.
- Random Image** This module displays a random image from your chosen folder.
- Rates and Fees Module** Module is created for front end dynamically rates search functionality for rates and...
- Reservation Map Module** This module is used to display reservation map functionality for reservation...

Building a Module

When creating a new Module, you'll need to specify the module type.

Select RSFormPro Module.

How to Build Forms



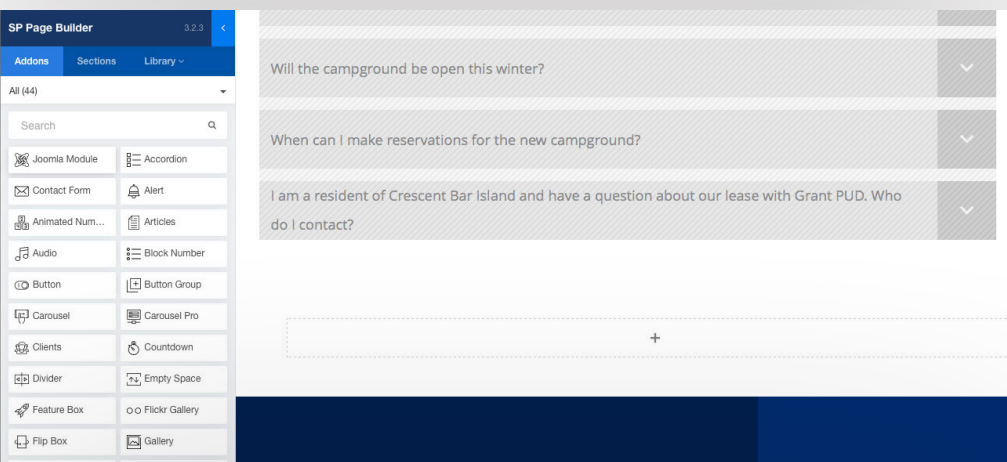
Building a Module

After selecting RSFormPro from the module type, enter the Title for this form, then select the form you've just created in the Form ID Field.

Hit Save.

Now your form is ready to be added to the site.

In the front-end editor, navigate to the page you want to add the form to, and hit "Edit Page"



On the page you want to add the form, drag the Joomla Module onto a blank row, and from the Module pulldown select the module you've just created.

Hit Save and you're done.

