

OmniUpdate Forms

Using OmniUpdate and the Campus Form Software

What is a form?

A form is simply an area on an HTML page that can contain form fields. See http://www.oswego.edu/training/sample_form.html and http://www.oswego.edu/training/sample_form.txt (for an text version of the HTML form).

Form fields are objects that allow the visitor to enter information - for example text boxes, drop-down menus or radio buttons.

When a visitor clicks a submit button, the content of the form is sent to a PHP¹ script that runs on our web server. This script is set up to email the user input to an email address of your choice.

Create a Form

Log into the training account:

1. Go to: <http://www.oswego.edu/training>
2. Click on # ____
3. Login in using this information:
4. User ID: training____
5. Password: training
6. Notice on the left it says: **The included file could not be read.** Why?
7. Create a new page.
8. Edit the body of your new page.
9. Remove the text.

¹ PHP: Hypertext Preprocessor is a widely-used Open Source general-purpose scripting language that is especially suited for Web development and can be embedded into HTML.

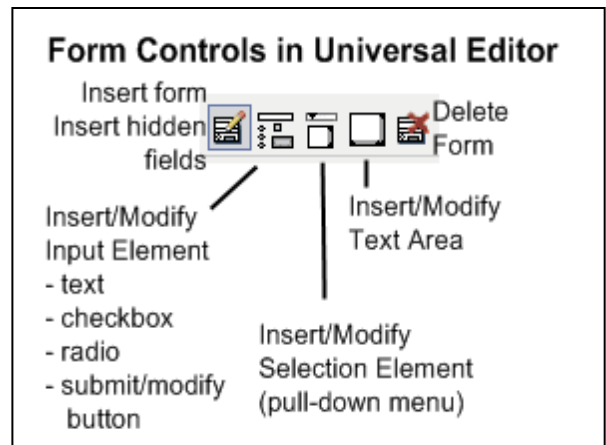
You may find it helpful to insert your form into a table with 1 row, 1 column, border = 1, width 100%.

Set up the form.

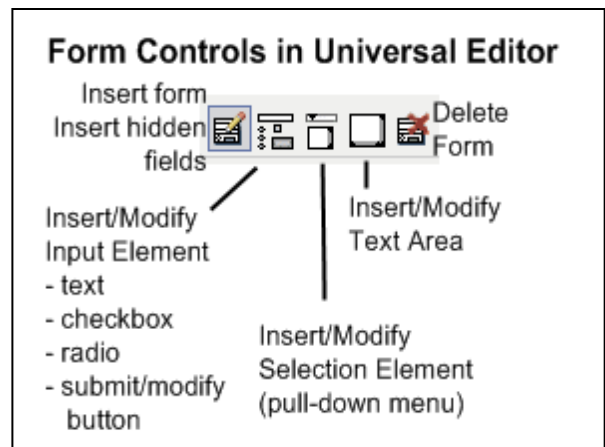
- Click on the Insert form button in OmniUpdate (Form icons are shown above.)
- Fill in a name for your form (no special characters, spaces)
 - For the action field:
 - i. Put `/mail-form/email_form.php` if you don't want to have any required fields.
 - ii. Put `/mail-form/email_form_verify.php` if you want to require that fields in your form are filled out before it can be submitted.
 - For the method select Post.
 - Click on the Hidden Field Tab
 - i. For the name of the field put `formproc[email]`
 - ii. For the value enter your SUNY Oswego email address (for security reasons only oswego.edu addresses are allowed)
 - iii. Click the green add button.
 - iv. Add another hidden field `formproc[success]`
 - v. For the value enter `http://www.oswego.edu/training/name_of_file.html`. This will be used as the success page people are sent to after completing your form. You will need to create that page on your site.

OR

- vi. Enter just a *space* here if you'd like the data a user enters "echoed" back to them. If you select this option you also need to do the next step "vii."
- vii. Click on the green button to add this hidden field.



- viii. For the name of the field put *formproc[contact]*
- ix. For the value enter one of the following five options:
 - a. The word "back" - This will print out a standard sentence instructing the user to use the back button in their browser to make changes if necessary. This is the preferred method.
 - b. An *email address* - This will print out a standard sentence instructing the user to send an email detailing the necessary corrections using the included email address link.
 - c. *Free form text* - This will print out whatever text you enter. Use this method if you wish to give a phone number or other written instructions.
 - d. A *space* - This will essentially print out nothing. This is useful if your form is something where corrections won't be necessary. This is discouraged unless absolutely necessary. Consider using choice 2 or 3 instead.
 - e. A *website address* - This will print out a standard sentence instructing the user to go to the linked page for information on making the necessary corrections. The linked page should not be the form. Use this as a last resort.



Click on the green add button.

- x. Last hidden field - *formproc[subject]*
- xi. For the value, enter the text you would like to appear in the subject of the email you receive when the form is submitted.
- xii. Click green add button, then Insert

Add Input Fields

Text Field

On a new line type *Name:* and leave the cursor at the end ready to insert the text field.

- Click on the Insert/Modify Input Element
- For the name of the field put *formdata[name²]*.
- Leave the Initial Value field blank.
- Put *40* for the Size.
- Click Insert.
- Add a soft or hard return to make a new line.
- Add additional text fields as necessary.

Other Types of Input Fields

If you wish to restrict what the user can insert into the form, there are several ways: pull-down menu, check box or radio buttons.

Pull-down (Selection Element)

On a new line type *State:* and leave the cursor at the end ready to insert the text field.

- Click on the Insert/Modify Selection Element
- Name: *formdata[state]*

The next section has two parts: Name and Value

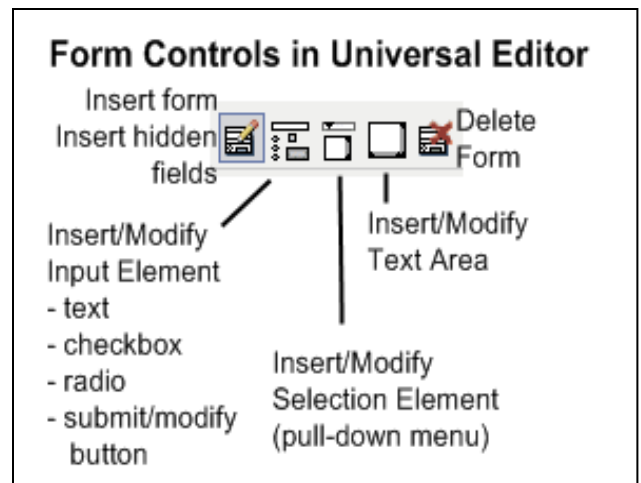
- Name or ID: *state*
- Value: *State*
- Click the green add
- Click on the Insert/Modify Selection Element
- Name: *formdata[state]*

The next section has two parts: Name and Value

- Name or ID: *New York*
- Value: *NY*
- Click the green add

Add 2 more name/value elements:

- Name: *New Jersey*
- Value: *NJ*, click add button
- Name: *Pennsylvania*
- Value: *PA*; click add
- Default selected value: *State*
(making the default value state assists accessibility)
- Leave the rest of the options blank
- Click Insert at bottom of window.
- Add a soft or hard return to make a new line



² Field names between brackets [] can be anything you wish. The *formdata* before the brackets must stay the same.

Radio Button

On a new line type *Major:* and leave the cursor at the end ready to insert the text field.

- Click on the Insert/Modify Input Element
- Name: *formdata[major]*
- Value: *physics*
- Type: *radio*
- Click Insert
- Add a space and type: Physics
- Add a soft or hard return to put the next radio button on a new line.
- Repeat lines 1 – 7 adding 2 more options (I.e., chemistry and physics).

Note that **Name:** *formdata[major]* is used for each radio button. Only the value changes. That way users can choose only one radio button.

Check Box

Follow the directions for the radio button except choose ‘checkbox’ for the Type.

Note: Checkbox form input fields normally allow the user to select more than one item. However, the PHP script we use only emails one item chosen. If you use checkboxes, we suggest you use a different *formdata[fieldname]* for each selection.

Text Area

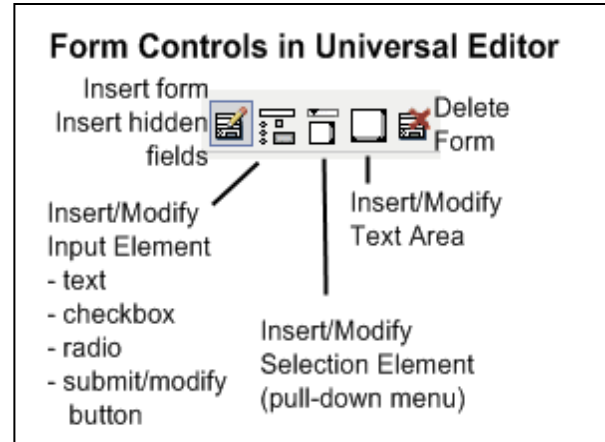
On a new line type *Comments:* and leave the cursor at the end ready to insert the Text Area Field.

- Click on Insert Text Area
- Name: *formdata[comments]*
- Value: *Add your comments here.*
- Rows: 3
- Columns: 60
- Click Insert
- Add a soft or hard return to make a new line.

Submit/Reset Buttons

Click on the insert/edit form input element button

- Name: *submit*
- Value: *Submit* (Or whatever you want the button to say. I.e., Submit This Information)
- Type: *button*
- Click Insert
- Add a space



Reset Button

- Use the same process replacing *submit* with *reset*.

Accessibility

Here are two techniques help to insure that your input controls meet the requirements of Section 508:

- Always make sure that the label is physically close to the associated input field, either immediately above, or immediately to the left or immediately to the right (depending on the input or interaction element).
- Include the prompt or label as the initial text in the text entry field, text area or the selected item in a select menu.
 - To add a label, switch to HTML view and place `<label>` at the beginning of "Name" then place `</label>` at the end of the input tag. (accessibility)

Additional accessibility documentation at:

<http://www.oswego.edu/administration/guides/forms.html>

Test Your Form

- When you are finished save and publish your form.
- Go to your form on line
- Fill out the fields and submit it.
- Log into your email to see if the form email is there.

OU GLITCH

Because of OU errors, your form may need some additional editing. In HTML view check for:
More than one set of `<form>` `</form>` tags. Remove any form tags in the body of the form, leaving only `<form>` at the beginning of the form and `</form>` right after the submit/reset buttons.