

Adding a form to cformsII:

1. To add a new form, click on Form settings, found under the "cformsII" Sub panel on the left.
2. Once open, Click on the "Admin Actions" Drop down panel on the right hand side and click on "Add New Form".
3. Set the form name and properties. You can add/edit/delete fields in a form by clicking the "add" button found on the page,

Field customizations:

1. You can add a field(s) to the form by clicking on the ****Add**** button. You can specify how many fields you would like to add to the form and at what position do you want the field(s) added.
2. You can select the "type" of input field required using the "Type" Drop-down.
3. Each type has its own parameters and customizations. For e.g. for the type - Single line of text - If you click on the pencil icon next to the label field, there are quite a few options that can be set to further customize the field, this includes further validations using regex.
4. All Fields can be re-ordered, by either clicking on the up or down arrows on the far left, or by dragging the number of the field up and down.
5. Immediate validations are possible, simply by selecting one or more checkboxes next to the delete icon.
6. The delete icon deletes the corresponding field.
7. For more on deploying various fields, its attributes, validations, etc
<http://www.foxboroughrcs.org/wp-admin/admin.php?page=cforms/cforms-help.php>

Other Settings:

The form settings page (cformsII->form settings) offers additional controls to customize the forms. Click on the "Messages, Text and Button Label" accordion bar to modify the messages in the form.

1. The Submit button text, would change the text on the submit button of the form.
2. While the form is being submitted, a waiting message can be set.
3. Success message: A success message can be set using this. On successful submission of the page, this message will be shown.
4. Failure message: A failure message can be set using this. On failure to submit the form, this message will be shown to the user.

To set the some core admin settings click on the "Admin Email Message Options" Accordion Bar. This pane lets you set some core functionality of the form, for e.g. setting the limitations on number of times a form can be submitted, etc.

The Admin Email Message Options pane, lets you set the "From" email address, a BCC, subject, including Header, footer of the email, etc.

To send confirmation of submission to the user, you can set up the confirmation using the Auto Confirmation page. To make a form multi-part or multi-page you can set the options and make this form

belong to a series of other forms under the Multi-Part / Multi-Page Forms pane. Forms can also have Tell-A friend added to them, when enabled, new fields automatically get added to the form.

Once all the changes/customizations/creation of the form is complete, save the form by clicking "Update Settings" found under the Admin Actions panel on the right hand side.

To insert the newly created form in a post/page, open the post/page and click the "cforms" icon in the WYSIWYG editor. The popup will ask you to select the form you would like to insert from a drop-down. Select the form and click "Insert". Save the page changes.