

## Creating Forms

Creating an email form within the dotCMS platform, all the HTML for the form must be in the Body field of a Content Structure. All names are case sensitive.

***In order for the form to process and send correctly the follow objects must be in the “form” tag.***

```
<form name="contactForm" method="post" action="/dotCMS/sendEmail" onsubmit="return checkForm()">
```

### **name="(insert name)"**

Identifies the unique form

### **method="post"**

Identifies the method of submittal on the dotCMS

### **action="/dotCMS/sendEmail"**

Is the action called that actually processes the form submittal

### **onsubmit="return checkForm()"**

The Javascript action that verifies field requirements are met.

***The action performed by the CMS will require the following hidden fields:***

Any email address entered in the hidden form fields can be protect from Spam applications by adding “spamx” within the email address, i.e. ...value="testspamx@example.com". The “spamx” phrase will be removed when the form is processed. This feature, however, is not required for the form to maintain functionality.

### **from**

The email sent by the CMS will be from this email address. Replies to the email will also go to this address.

```
<input type="hidden" name="from" id="from" value="(EMAIL)">
```

### **order**

It determines the order in which the entered information will be displayed in the email.

```
<input type="hidden" name="order" id="order" value="(FIELD NAMES)">
```

## **to**

The email address entered here will receive the information entered by the form submitter.

```
<input type="hidden" name="to" id="to" value="(EMAIL)">
```

## **subject**

This will be the subject of the email received by the address in the “to” field.

```
<input type="hidden" name="subject" id="subject" value="(SUBJECT)">
```

## **returnUrl**

This will be the page that the submitter will be sent to after the form is processed.

```
<input type="hidden" name="returnUrl" id="returnUrl" value="(URL)">
```

## **errorURL**

This will be the page that the submitter will be sent to if the form is processed with error.

```
<input type="hidden" name="errorURL" id="errorURL" value="(URL)">
```

## **formType**

This field will be stored in a database and will then be searchable within a portlet on the CMS. All form results will be displayed with this field as the category. It is also case sensitive; therefore “donations” will be different than “Donations” when it is displayed on the back end.

```
<input type="hidden" name="formType" id="formType" value="(FORM TYPE)">
```

***The following hidden fields will also be read by the “sendEmail” action.***

**cc**

A carbon copy of the email will be sent to this email address.

```
<input type="hidden" name="cc" id="cc" value="(EMAIL)">
```

**bcc**

A blind carbon copy will be sent to this email address

```
<input type="hidden" name="bcc" id="bcc" value="(EMAIL)">
```

**html**

The CMS will send the email in HTML with the information displayed in a table based on the value of this field. If a value of “0” is given, a plain text email will be sent. If a value of “1” is given, the HTML email will be sent.

```
<input type="hidden" name="html" id="html" value="(0 or 1)">
```

**emailTemplate**

This variable contain the path to the template that will be used to create the email.

```
<input type="hidden" name=" emailTemplate" id=" emailTemplate" value="(PATH)">
```

*autoReply* – When the form process is completed the user can choose to send a unique message populated with the following fields.

### **autoReplyTo**

This is the email address that will receive the unique message.

```
<input type="hidden" name=" autoReplyTo" id=" autoReplyTo" value="(EMAIL)">
```

### **autoReplyFrom**

This will be the reply to address for the unique message.

```
<input type="hidden" name=" autoReplyFrom" id=" autoReplyFrom" value="(EMAIL)">
```

### **autoReplySubject**

This is the subject of the unique message.

```
<input type="hidden" name=" autoReplySubject" id=" autoReplySubject" value="(SUBJECT)">
```

### **autoReplyText**

This will contain the full body of the email to be sent as part of the form submittal process.

```
<input type="hidden" name=" autoReplyText" id=" autoReplyText" value="(MESSAGE)">
```

### **autoReplyTemplate**

This variable contain the path to the template that will be used to create the autoReply mail.

```
<input type="hidden" name=" autoReplyTemplate" id=" autoReplyTemplate" value="(PATH)">
```

### **autoReplyHtml**

The CMS will send the AutoReply email in HTML with the information displayed in a table based on the value of this field. If a value of "0" is given, a plain text email will be sent. If a value of "1" is given, the HTML email will be sent.

```
<input type="hidden" name="autoReplayHtml" id="utoReplyHtml" value="(0 or 1)">
```

**The following input field names are recognized and stored in a database by field name by dotCMS. Any other field(s) entered as part of the form will be stored as a custom field and separated by pipes with in the column.**

i.e. - <input type="text" id="fullname" name="fullname">

- |                 |            |
|-----------------|------------|
| - prefix        | - address  |
| - title         | - address1 |
| - firstName     | - address2 |
| - middleInitial | - city     |
| - middleName    | - state    |
| - lastName      | - zip      |
| - fullName      | - country  |
| - organization  | - email    |
| - phone         |            |

**In order to validate a form before processing, the following code must be entered. This script tag must be entered in the Content Body to call the appropriate action to validate the form.**

```
<script language="JavaScript" type="text/javascript" src="/global/js/form_validation.js"></script>
```

**The following method must also be used in the “form” tag in order to run the validation on submit.**

```
onsubmit="return checkForm()"
```

**The Validation works based on specific field labels**

```
<input type="text" name="LastName" value="" required="text" pretty="Last Name"
requiredLength="9" />
```

### **required**

Format validations: **text, email, date, number**

Requires the values entered to fit the required style

### **required="radio"**

Requires that a radio button or checkbox must be selected

```
<input type="text" name="firstName" value="" required="text" />
<input type="text" name="email" value="" required="email" />
<input type="text" name="DOB" value="" required="date" />
```

```
<input type="text" name="IDNumber" value="" required="number" />
```

### **pretty**

When a required field has not been entered, this value will be displayed in the browser alert.

```
<input type="text" id="email" name="email" pretty="Email Address">
```



### **requiredLength**

designates a required length in characters

i.e. Social Security Number, Zip Code, Account Number, etc.

```
<input type="text" name="IDNumber" required="number" requiredLength="9" />
```

### **requiredNumber**

Designates the number of checkboxes that must be selected.

```
<input type="checkbox" name="fruit" value="Banana" required="radio"
requiredNumber="2">
<input type="checkbox" name="fruit" value="Apple">
<input type="checkbox" name="fruit" value="Orange">
<input type="checkbox" name="fruit" value="Mango">
```

### **validationFunction**

Allows to make external JavaScript validations inside the checkForm. You need to include in the page the external JavaScript function then when the checkForm validation run calls your function.

Example:

```
<script language="javascript">
function myValidation () {
//Return true if validation succeeded
//return false if not
}
</script>
<input type="text" name="lastName" id="lastName" validationFunction="myValidation()"
/>
< textarea name="lastName" id="lastName" validationFunction="myValidation()" > <
/textarea>
<input type="checkbox" name="fruit" value="Banana" required="radio"
validationFunction="myValidation()">
```

## ***Credit Card Validation***

When adding Credit Card verification to a form, the following fields are required in order for the CMS to process the fields correctly.

### **cardType**

This must be used as the field name when offering selections to the user for Credit Card choices.

The Credit Card verification process is only run when this field name is used.

```
<input type="radio" name="cardType" value="AMERICAN EXPRESS" />
```

### **ccNumber**

This field name is used as the Credit Card number in the verification process.

```
<input type="text" size="35" name="ccNumber" />
```

### **cardName**

This field name is used for the exact name on the Credit Card.

```
<input type="text" size="35" name="cardName" />
```

### **expMonth**

The expiration month is processed using this field name.

```
<input type="text" size="10" name="expMonth" />
```

### **expYear**

The expiration year is processed using this field name.

```
<input type="text" size="10" name="expYear" />
```

### **total**

The total is processed using this field name. This field is required if Credit Card is used.

```
<input type="text" size="10" name="total" />
```

## ***Using Image or Audio Validation (Captcha)***

In order to add image or audio validation to your form dotCMS provides the ability to add a Captcha validation by adding the following fields to your form:

### **Image validation**

```
<input type="hidden" id="useCaptcha" name=" useCaptcha" value="true" />
<input type="hidden" id="invalidCaptchaReturnUrl"
name="invalidCaptchaReturnUrl"
value="<< URL TO THE YOUR FORM >>" />
```

#### **To show the Captcha image**

```

<label for="captcha">*Validate Image:</label>
<input id="captcha" name="captcha" style="margin: 8px 15px 0px 5px"
class="text" type="text" >
```

### **Audio validation**

```
<input type="hidden" id="useAudioCaptcha" name="useAudioCaptcha"
value="true" />
<input type="hidden" id="invalidCaptchaReturnUrl"
name="invalidCaptchaReturnUrl"
value="<< URL TO THE YOUR FORM >>" />
```

#### **To show the Captcha audio button**

```
<embed src="/audioCaptcha.wav" autostart="false"/><br>
<label for="audioCaptcha">*Validation Sound:</label>
<input id="audioCaptcha" name="audioCaptcha" style="margin: 5px 15px
0px 5px;" class="text" type="text">
```

## ***Creating User Accounts***

In order to create a user account for each user that submits the form, the following field needs to be added:

```
<input type="hidden" name="createAccount" id="createAccount"
value="true" />
```

This will create a new user account with the user's email address as username and random password. Also a cookie will be set on the user's computer to begin tracking their visits throughout the site.

An account note is created everytime a web form is submitted

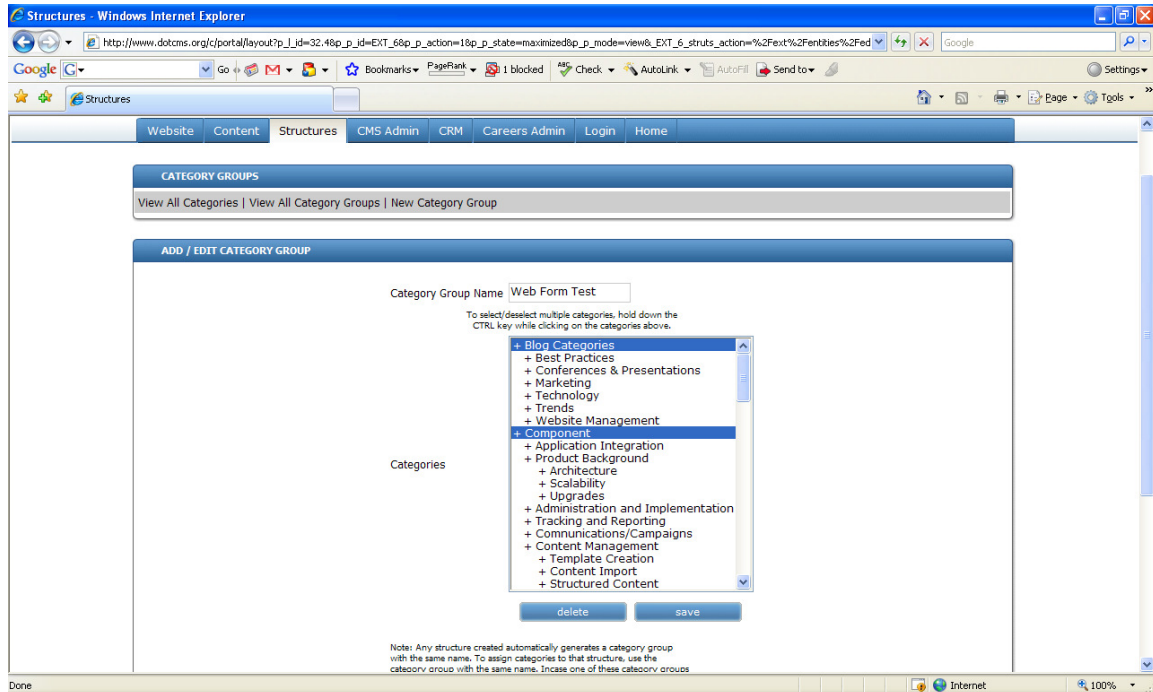
If the user already exists in dotCMS, the user only gets added a new account note.



## Using Categories in Web Forms

In order to use categories in Web Forms, the following needs to be done:

- Create Category Group with the same name as the Web Form Type



- Add categories fields to the form using categories api like this

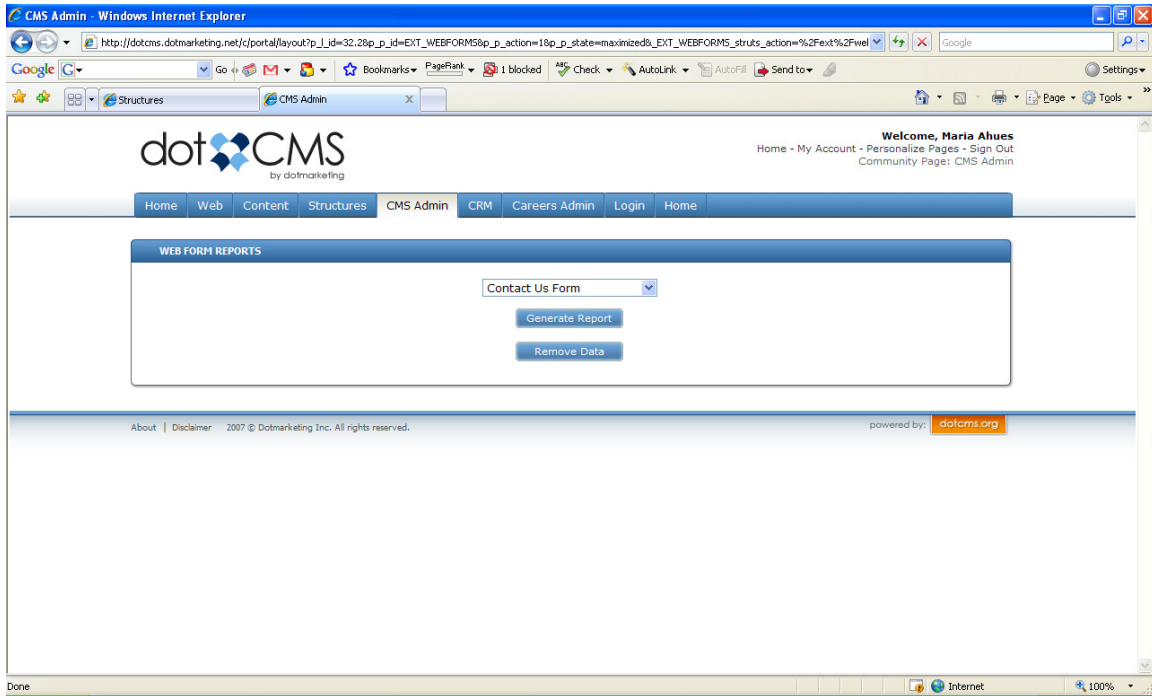
```
$categories.getCategoriesByEntityName('categories', 'Enter Web Form Type Here', true, true, 5)
```

This will display all the categories associated with the Category Group on the HTML form.

## Viewing Web Form results

In order to view the results of the web form submissions, go into dotCMS and click in CMS Admin → Web Form Reports

By clicking on Remove Data all data from the form submissions will be removed. Make sure you save a backup of the report before clicking this button.



Select the Form from the drop down and click on Generate Report.

On the report all the fields from the form are displayed including all the categories. Each main category is created as one column with its selected values for each form displayed underneath.

The screenshot shows a Microsoft Excel spreadsheet titled 'MartinFormReport-9-13-2007[1].xls'. The spreadsheet contains a report titled 'Web Form Test Web Forms Report - Generated on: Thu, September 13 2007'. The report data is as follows:

Submit Date/Time	First Name	Last Name	Email	Createaccount	Blog Categories	Toemail	Organization Type	Submit
9/12/2007 4:57PM	First Name	Last Name	email2@dm.com	TRUE	Conferences & Presentations, Marketing, Technology	martin@dotmarketing.com	Nonprofit, Education	Submit
9/12/2007 4:57PM	First Name	Last Name	email2@dm.com	TRUE	Conferences & Presentations, Marketing, Technology	martin@dotmarketing.com	Nonprofit, Education	Submit
9/12/2007 4:07PM	First Name	Last Name	email2@dm.com	TRUE	Conferences & Presentations, Marketing, Technology	martin@dotmarketing.com	Nonprofit, Education	Submit
9/12/2007 4:05PM	First Name	Last Name	email1@dm.com	TRUE	Conferences & Presentations, Marketing, Technology	martin@dotmarketing.com	Nonprofit	Submit
9/6/2007 5:23PM	First Name	Last Name	joaquin@nomail.nomail	TRUE	Conferences & Presentations, Marketing, Technology	martin@dotmarketing.com	Association, Nonprofit, Corporation	Submit
9/6/2007 4:50PM	First Name	Last Name	martin12@cantv.net	TRUE	Marketing, Technology	martin@dotmarketing.com	Corporation	Submit

## Sample Code

Here is an example of a basic web form with user information and categories.

```
<form name="contactForm" method="post" action="/dotCMS/submitWebForm">

<input type="hidden" name="fromEmail" id="from"
value="from@mysite.com">
<input type="hidden" name="from" id="from" value="From Name Here" />
<input type="hidden" name="to" id="to" value="To Name Here" />
<input type="hidden" name="toEmail" id="to" value="to@mysite.com" />
<input type="hidden" name="subject" id="subject" value="Subject Here"
/>
<input type="hidden" name="returnUrl" id="returnUrl"
value="thank_you.dot" />
<input type="hidden" name="html" id="html" value="1" />
<input type="hidden" name="order" id="order"
value="firstName,lastName,title,organization,email,phone,message" />
<input type="hidden" name="formType" id="formType" value="Web Form Type
Here" />
<input type="hidden" name="createAccount" id="createAccount"
value="true" />

<div>
  <div class="row"><label for="firstName">*First Name:</label>
<input type="text" id="firstName" name="firstName" required="text"
pretty="First Name" style="width: 200px;" /></div>

  <div class="row"><label for="lastName">*Last Name:</label> <input
type="text" id="lastName" name="lastName" required="text" pretty="Last
Name" style="width: 200px;" /></div>

  <div class="row"><label for="email">*Email:</label> <input
type="text" id="email" name="email" required="email" pretty="Email
Address" style="width: 200px;" /></div>

  <div class="row"><label for="phone">Phone:</label> <input
type="text" id="phone" name="phone" style="width: 200px;" /></div>

  <div class="row"><label for="message">Comments:</label> <textarea
id="message" name="message" style="width: 200px; height:
100px;"></textarea></div>

</div>
<div>
  <div class="row">
    $categories.getCategoriesByEntityName('categories', 'Web Form
Type Here', true, true, 5)
  </div>
</div>

<div class="row"><label for="submit">&nbsp;</label>
<input style="height:20px;" type="submit" name="submit" value="Submit"
/></div>
</form>
```