Work with Forms in Joomla (Visforms and SAS Invite System)

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Web Development

School of Arts and Sciences

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Components in Joomla!

WELCOME

Instructor for this Workshop

School of Arts & Sciences, Web Development

Once you arrive:

1. Login to the workstation with your NetID
2. Open a web browser (Firefox or Chrome)
3. Go to the website: http://www.sas.rutgers.edu/cms/sandbox3
4. Open the Administrator Panel:
   :http://www.sas.rutgers.edu/cms/sandbox3/administrator

WHAT IS JOOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit's web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari).

A content management system isolates the process of updating information from the more technical aspects of updating a website (such as administration, configuration, and design), and eliminates the need to edit HTML or use web design software.

Visit www.joomla.org and help.joomla.org for more information on Joomla!

WHAT IS A COMPONENT?

A component in Joomla! Is a program that can include more complex information then just a 'plain' Joomla article. These components are referenced as 'mini programs'.   They can be as simple as a weblinks manager or as complex as Jevents where events are managed and created and organized.

A Joomla Component might also include a module as well, which can pull the information together.

WORK WITH VISFORMS

Visforms is a form tool in Joomla that can collect data. This information can be saved in a table and exported easily to .xls or to access as a .csv file. The data can also be displayed on a website if needed.

The forms are 100% customizable different fields can be created depending on what information you need to collect.

CREATE A NEW FORM / FORM PROPERTIES
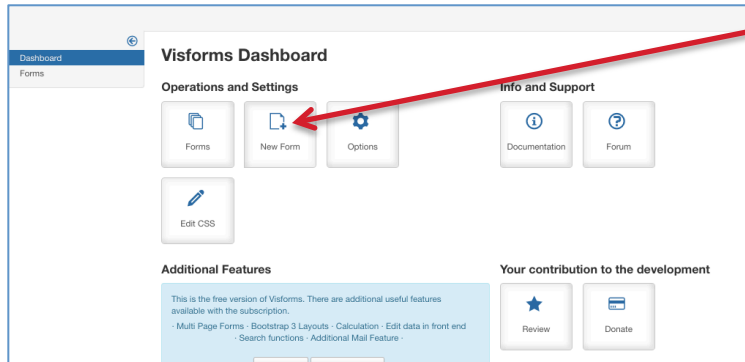Components -→ VISFORMS

Create a COPY of a Form

1. Select the form

2. Click on BATCH

Click on YES for copy existing fields

Create a New Form

Click New Form

Visforms Dashboard

Dashboard
Forms

Operations and Settings

Forms   New Form   Options

Edit CSS

Info and Support

Documentation   Forum

Additional Features

This is the free version of Visforms. There are additional useful features available with the subscription.
· Multi Page Forms · Bootstrap 3 Layouts · Calculation · Edit data in front end · Search functions · Additional Mail Feature ·

Your contribution to the development

Review   Donate

Basic Form Properties

Save   Save & Close   Save & New   Cancel

Title *   Form Title

Name *   formname

Basic | Result | Mail Options | Spam Protection | ... | Dataview in Frontend | Form Permissions

ID   0
Status   Published
Access   Public
Language   All
Created
Created By   Select a User
Hits
Description

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Basic

Form Title – Displayed title

Name: Cannot have spaces

Can leave the rest blank

Result

Result

Save Result → YES

This means data will be STORED when the form is completed

Text Result

This is displayed after the form is completed, such as, 'Thank you for registering'

Redirect URL

If you prefer for the user to be taken to a different page after the form is completed.

Mail Options

Top part of this page references the ADMIN Mail, or the site Owner Email, specify if you want the person 'running the event' to receive an email and the details you want them to receive.

Options for Recipient Mail

These options are defined for the person that is FILLING out the form.

If you want the fields that they filled out included in the email, click Include Data = Yes

Spam Protection

- Scroll towards the bottom of the options to CAPTCHAS
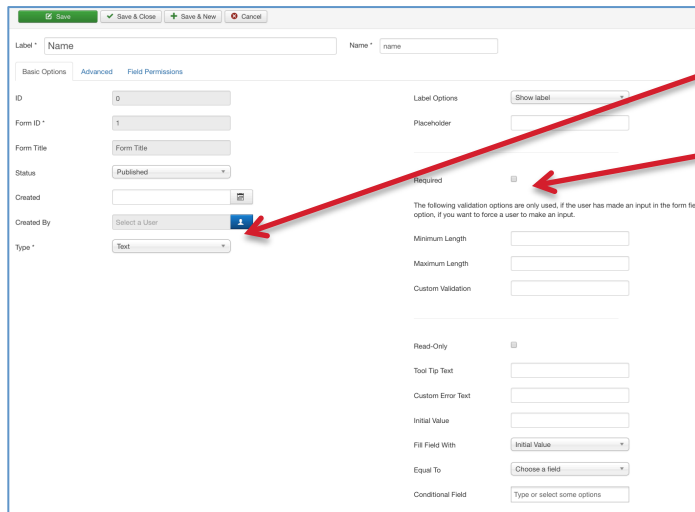- Some users prefer the regular 'recaptcha plugin' (instead of the visforms captcha)

WORK WITH FIELDS FOR FORM

Once a form is created, to edit the fields, click to edit the form, then click on the 'FIELDS' button
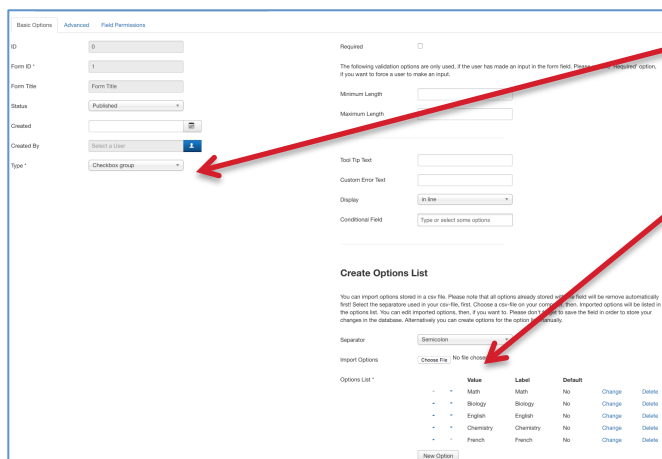

Each field has different 'variables' that can be defined…

Text Field

Select Type = TEXT

Select REQUIRED (for a required field)

Check Box Group

Type: Check Box Group

Add new values, note the 'VALUE' is what is stored in the database

A Check Box Group allows multiple options to be selected.

Text Area

Text Area is good for a 'large text' field such as 'comments', 'instructions'.

Radio Button

Radio Button works like a 'check box group'. Except only ONE option can be selected at a time (not multiple items)

File Upload

File upload allows a file to be uploaded with the form. This 'pdf' can be stored on the website.

This field type is good if you want to include an 'upload of a abstract' for example.

Please keep in mind files that are uploaded should NOT contain personal information. **Anything that is uploaded could be accessed to the public.**

We are in the process of creating our file upload policy.

Select

Select works similar to the Multiple Check Box Group.

To allow for 'multiple items' to be selected, check off the 'multiple items'.

Submit Button

The submit button is the 'SEND' button to submit the form.

Advanced Tab on all Fields

Click on the ADVANCED TAB

Custom Text Position:

- Below Input
- Above Label
- Above Input

Custom text is the text to be displayed.

WORK WITH DATA RESULTS

As long as the form was set to STORE DATA results, it is easy to display the data results in the back end, export to a .csv, or on the front end.
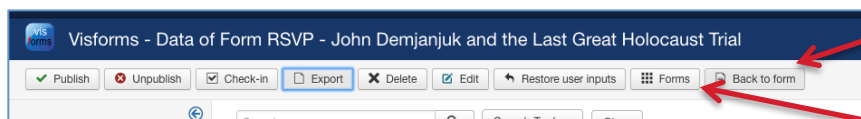
Visit visforms – Work with Forms

Click Display Data

Click EXPORT Data to bring data into .csv or .xls
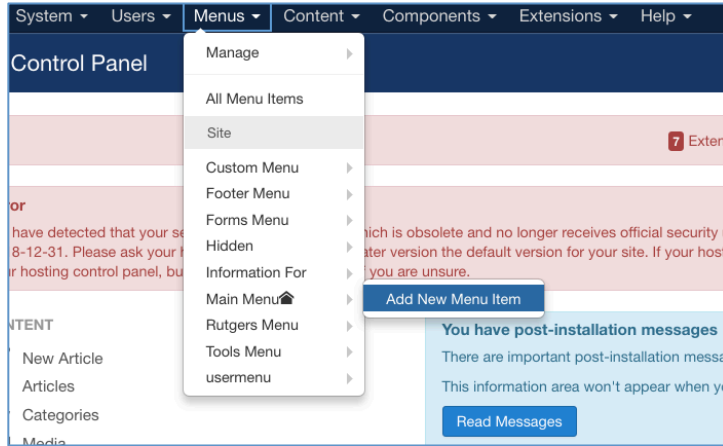

Click Back to Form to return to Form

FORMS to get back to the listing of all forms.

CREATE FORMS MENU ITEM

1. Create new Menu item → Menus → Main Menu → Add new Menu Item

2. Details for the new menu item

1. Name it

2. Menu item type: visforms / Form

3. Select the form

4. For this class, put it in parent item FORMS WORKSHOP

INVITE SYSTEM

DESCRIPTION: This system allows users to manage an invitation list for an event. A single event can take place one or more times, and in the case of the latter the host can allow guests to RSVP or any or all of the sessions, or just one. The host can invite specific people or use a unique URL to allow guests to self-register. A host planning an event can also present several possible dates and ask prospective guests to vote on when it should take place.

DEPARTMENT(S)

SAS IT Office.

URL:https://secure.sas.rutgers.edu/apps/invite

HOST AN EVENT

Click on button to HOST an event

Login with your NETID/PASSWORD

OPENING PAGE OPTIONS

Host an Event

Create a Landing Page

Types of Page Samples

Landing Page

This page allows you to have a 'landing page' for multiple events (prior to them occurring). You can select which events you want to appear on a specific landing page. For example if you have specific seminars in a specific grouping, they can be grouped together here.

Event Page

These 'event pages' are for specific classes/Events

Sample Event Page:

Create an Event Page Options

SINGLE EVENT OPTIONS

New Single Event

Event Title *	
Host	Laura Gordon
Host Email	laura.gordon@rutgers.edu
Description	
Location *	
Date *	
Start Time	
End Time	
Maximum Capacity	0 (0 = no limit)
Limit # of Responses	0 (0 = no limit)
Hide Capacity in RSVP	☐
Hide Number of Remaining Seats in RSVP	☐
Allow Guests to Bring Guests	No
Require netid authentication	☐
Allow netid/RUID lookup	☑
Include required RUID field	☐
Keep Guest List Private	☐
Banner	Rutgers
Ask guest a question?	☐

Save Cancel

This application courtesy of the School of Arts and Sciences.
© Rutgers, the State University of New Jersey

Require netid Authentication means that the person must login to the CAS login system in order to register (this is optional)

It is possible to ask an additional question of your guests.

Guest questions   Create a New Event   Refresh

Add a question for your guests

Question	
Question Type	Text
Required	☐

Save Done

Create a New Event.

This application courtesy of the School of Arts and Sciences.
© Rutgers, the State University of New Jersey

Once the first question is asked (can use yes/no, select, text, etc)

It is possible to ask additional questions as well.

Guest questions   Create a New Event   Refresh

System Message
- Question added.

Question	Question Type	Required	Action
this is a question	Select	No	Edit

Add a question for your guests

Question	
Question Type	Text
Required	☐

Save Done

Create a New Event.

This application courtesy of the School of Arts and Sciences.
© Rutgers, the State University of New Jersey

EDIT EXISTING EVENT

Once the event is created, you can visit your events page, to view the list of events:

https://secure.sas.rutgers.edu/apps/invite/host

It is possible to add more information about the event, including adding an additional administrator:

MANAGE GUEST LIST

It is possible to change the persons response / rsvp, view details

Export the guest list, email reminders to guests, etc.

Guest List

| ✔ 14 | ✖ 4 | ❓ 0 | 🗨 2 |

Show 25 entries   Search:

	Name	+ Guests	Email	RUID	Invitation Type	Response		
☐	Asefa, Tewodros	0	tasefa@chem.rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Caissie, Todd	0	todd.caissie@rutgers.edu	153008285	Self-Registered	✔	Details	Edit response
☐	Chen, Kuang Yu	0	kychen@chem.rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Criscione, Julia	0	julie.criscione@rutgers.edu	126006638	Self-Registered	✔	Details	Edit response
☐	Dallara, Nicole	0	nicole.dallara@rutgers.edu	080001766	Self-Registered	🗨	Details	Edit response
☐	deWolfe, Elizabeth	0	elizabeth.dewolfe@rutgers.edu	039001105	Self-Registered	✖	Details	Edit response
☐	Elliott, Debra	0	delliott@sas.rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Hasse, Tracey	0	tracey.hasse@rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Irizarry-Barreto, Patricia	0	patricia.irizarry@rutgers.edu	110003878	Self-Registered	✔	Details	Edit response
☐	Knapp, Maria	0	maria.knapp@rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Long, Feronda	0	forders@womenstudies.rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Parker, Andrew	0	andrew.parker@rutgers.edu		Self-Registered	🗨	Details	Edit response
☐	Pasley, Christina	0	christina.pasley@rutgers.edu	071006528	Self-Registered	✔	Details	Edit response
☐	Pernice, Sherry	0	pernice@dls.rutgers.edu		Self-Registered	✔	Details	Edit response
☐	Salaman, Bibi	0	bss136@anthropology.rutgers.edu	182007684	Self-Registered	✔	Details	Edit response
☐	Siu, Lauryn	0	lauryn.siu@rutgers.edu	126001827	Self-Registered	✖	Details	Edit response
☐	Stepka, Loretta	0	STEPKA@BIOLOGY.RUTGERS.EDU		Self-Registered	✖	Details	Edit response
☐	Thompson, Mary-Elizabeth	0	mthompson@sas.rutgers.edu		Self-Registered	✖	Details	Edit response
☐	Walker, Meagan	0	mew149@crimjust.rutgers.edu	144009417	Self-Registered	✔	Details	Edit response
☐	Wolfrum, Emily	0	emily.wolfrum@rutgers.edu		Self-Registered	✔	Details	Edit response

Confirmed Guests: 14

Showing 1 to 20 of 20 entries   First Previous 1 Next Last

Delete Selected Guests

Export Full Guest List   **Email Reminders to Guests**

Complete Guest List   **Invite More Guests**

No guests.

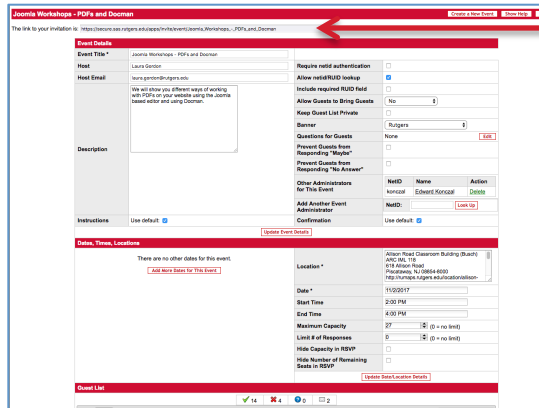Enter the email address, RUID, or NetID for each person you wish to invite, one per line:

Send Invitations

Cancel This Event.

Create a New Event.

ADD LINK TO WEBSITE

COPY THE URL FOR THE FORM FIRST
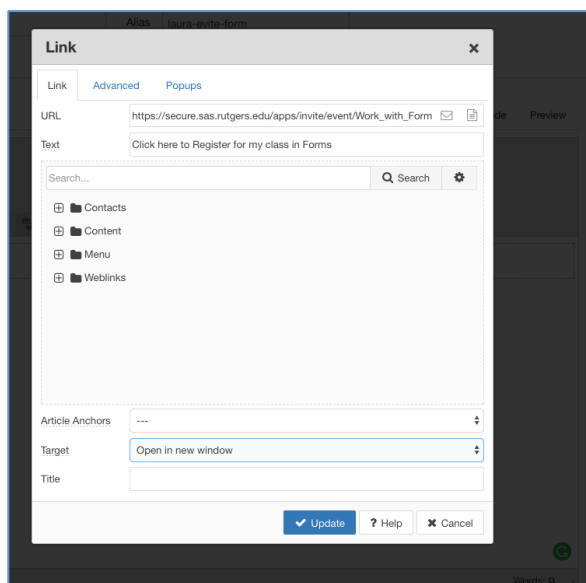

Copy the URL on the top of the page

Put the URL into an article on your joomla website.

CREATE NEW ARTICLE

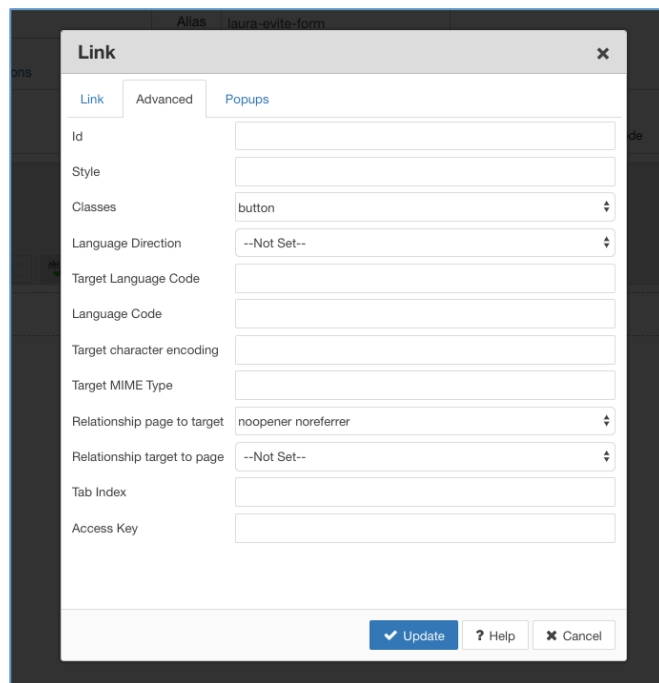For the workshop, create an article in the category - Forms Workshop

In the article:

1. type:Click here to register for the forms workshop
2. Highlight the entire line
3. Click on the LINK BUTTON (in the editor)
4. Setup the link properties as below

1. Paste the URL to the form

2. Set the TARGET = Open in New Window

5. Set the CLASS = BUTTON (If you want the link to look like a button)