Speed Configuration Guide

on How to build Submit (category) Form
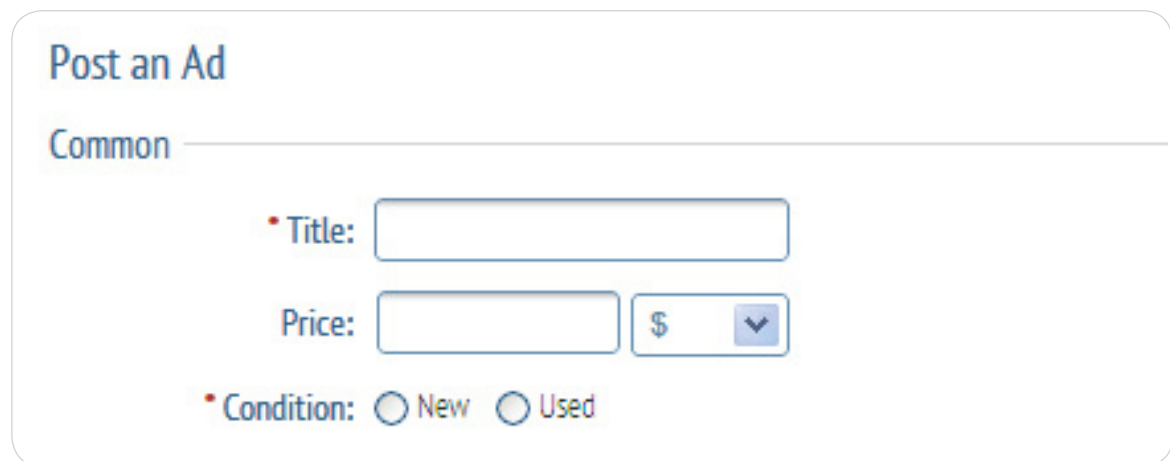
▶ Glossary

Terms	Meaning
Ad/Listing	Graphical and textual representation of an item posted for sale, rent or trade.
Category	A visual method of classifying similar listings represented either graphically (a piece of graphic acting as a link) or textually (a piece of text, for example Computers, Books etc).
Data Entries	A section in the administration panel that presents different types of pre-entered data, for example US States, currencies, countries, units etc.
Data Entry	A visual method of classifying data items represented under Data Entries
Data Item	a field option posted under a specific data entry
Submit Form	A drag'ndrop module that allows you to build a submit (category) form for a particular category/subcategory. Every category/subcategory can either have a custom submit form or inherit it from another category. You can easily build a submit form by dragging and dropping listing fields onto the form.
Field	The least unit used for collecting information about an item (price, condition, location etc).
Field Group	A graphical method of enclosing closely related listing fields into a box or a separate section in a category form.
Listing Type	A primary set of configurations that allows you to add a number of unrelated sections like jobs, cars, entertainment etc with category, featured, multimedia and search options specific to a particular listing type.
Subcategory	A visual method of classifying relevant listings posted under lower-level categories

▶ Building submit (category) form

If you get: "**There are no listing fields related to the category, please contact the Administrator to resolve this issue**" alert when adding a listing it means that **submit form** for the category was not built; in other words, it was not populated with fields.

In the user interface **Submit form** (See an example below) is represented by a set of listing fields enclosed into field groups. Submit (category) form may contain both required and optional fields. Every submit form can have custom fields, which can be added through **Submit Form Builder**.
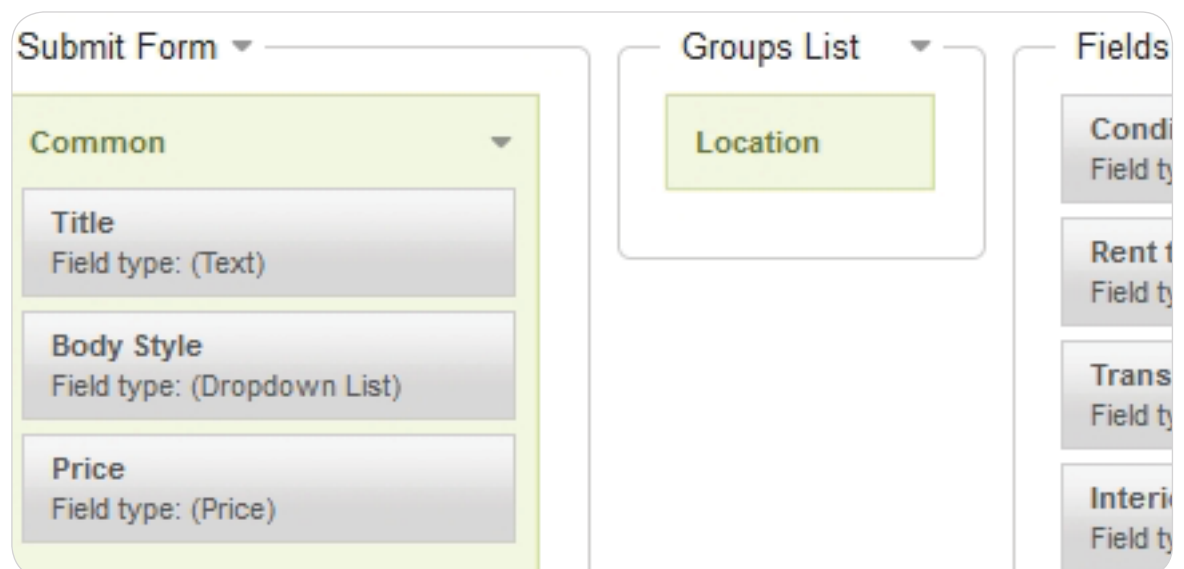
Post an Ad

Common ────────────────────────────────

* Title: [   ]

Price: [   ] [$ ⌄]

* Condition: ○ New   ○ Used

Submit form builder is a dynamic drag'ndrop module that allows you to build a submit form for a particular category/subcategory. Every category/subcategory has a Submit Form Builder.

As you can see the Form Builder (See below) is made up of three sections: Submit form, Field groups and Fields. To add a field group to a form drag a field group and drop it onto the form on the left. Adding a listing field to a form into a field group is done in much the same way.

Submit Form ▾ ─────────────────   **Groups List** ▾ ──   **Fields**

Common ▾

Title
Field type: (Text)

Body Style
Field type: (Dropdown List)

Price
Field type: (Price)

Location

Condi
Field ty

Rent f
Field ty

Trans
Field ty

Interi
Field ty

Submit form can be built in the following ways:

A category/subcategory can have either a custom or inhereted submit form. If categories/subcategories on your site are going to have different fields it means that you will have to build a custom submit form for every category/subcategory. Conversely, if you are planning to add a number of categories/ subcategories that will have identical groups and fields then the best way to speed up building submit forms for all categories is to build a submit form for a particular category, set it as **General Category**[*] under **Listing type** settings so that the other categories added under the listing type would automotically inherit submit form of the General Category. In this case General Category will act as a parent one for all categories/subcategories added under a particular listing type, and submit forms of all newly added categories/subcategories will also be automatically populated with field groups and fields of General Category. By building General Category you will prevent new categories/subcategories from being unpopulated with fields.

To build a submit form for a particular category you should go to **Admin panel**, open **Categories**, select a category for which you want to build a custom submit form, for example **Computers**, click on the Build icon 🔲 select **Build a Submit Form** and build it by dragging and dropping Groups onto the Form and Fields onto Groups or just onto the Form (See **Form Builder** above) unless you want fields to be enclosed into Field Groups.

To set General Category for a listing type you should go to **Listing Types > Select a listing type > click on the Edit icon   > Common Category Settings > set General Category** (that you were supposed to build following the instructions above).
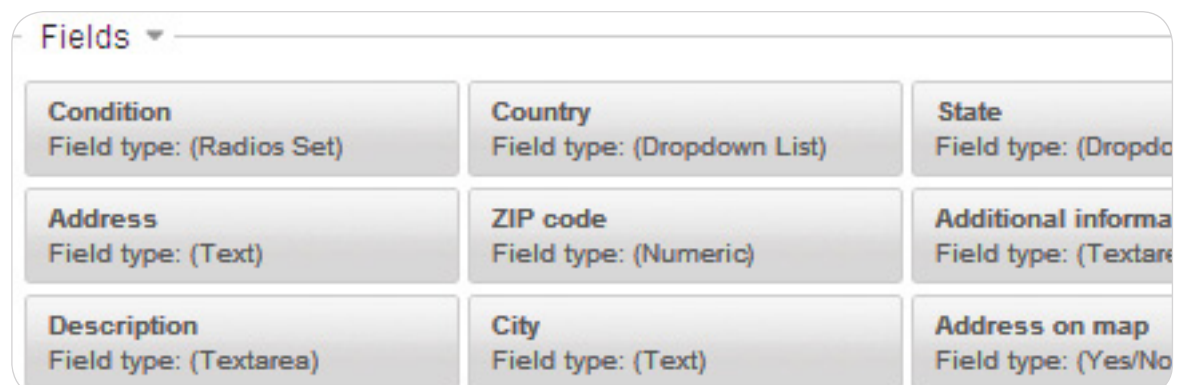
If you need to build a custom submit form for a category/subcategory other than that of the General Category you should follow the instructions above.

Adding fields to Submit Form Builder

Flynax Software offers a set of pre-entered fields used in default submit forms. The Software allows you to add custom fields apart from default ones. To add a field go to **Admin panel** > **Listing fields** > **Add a field.**

Options to fields (mixed, check boxes and radio sets, price and dropdown list) can be added when adding/editing a field, from Data Entries and imported into Data Entries in xls, csv or txt format and further bound with a particular field.

Fields added from the Field Manager are active for all categories/subcategories; newly added fields can be found on the right of the Submit Form Builder, for example:

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[*] You should make sure that a submit form of General Category is populated with groups and fields. Otherwise all newly added categories/subcategories will be empty as well and users will be unable to post their ads.

Flynax Software offers the following **field types**:

Text – a text field that enables input of up to 255 characters maximum of either numerical or textual information or all together. It also can be used for input of zip/postal codes, phone numbers and other characters, for example:

Title: [   ]

If you are sure that a user will most likely enter a specific value you can speed up the process of filling out a submit form and set a default value for a field, which can be changed if a user wants to enter a different value, for example if you target New York and a user is unlikely to enter a different value than you can set New York as a default value for the field.

In case you want to use a text field for input of emails and urls you can set a checking condition to ensure that format of data input corresponds to that of email address or url.

The field of this type can be multilingual (filled out in several languages).

Textarea – a text field that enables input of up to 3000 characters maximum of either numerical or textual information or all together. The field is best suited for entering description of an item.

To give more freedom to your users in terms of self-expression and highlighting effects you can enable an html editor for the field.

Description [   ]
2000 characters left

Numeric – a field designed for input of numerical data only. Field settings enable you to set a maximum field length, for example if you set field length to 5 then users will be able to enter any 5 digits, for example:

Date – a field designed for input of a date in the format: year/month/day. The field has two modes:

Single date, for example: 2012-04-12

Time period, for example: 2012-04-12 – 2012-05-12

[   ] 📅 ↔ [   ] 📅

Mixed – a compound field composed of two fields and designed for input of numerical data and selecting a value from a dropdown list. The field can be used for entering numerical data and units:
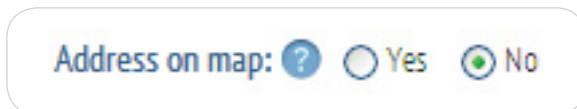
etc, for example:

Length: [   ] [ft ▼]

Price – a numerical field that is used for collecting a price. The field is compound, and is composed of: a numerical field that is used for input of a price and a dropdown list offering currencies used on the site. A currency dropdown can be controlled from the Data Entries, where you can add extra currency symbols; once added a currency symbol will show up in the dropdown list automatically.

Yes/No – a radio set field offering two options: Yes or No. The field allows a user to choose either Yes or No:

Dropdown list – a field that offers a few options to choose from when clicked on the selector. The field allows a user to select one value at a time:
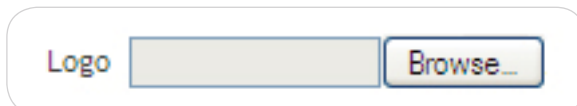
Radio set – a set of radio buttons that allows a user to choose a single value from a list of choices.

Checkbox set – a set of checkboxes that allows a user to choose a few options at a time by checking boxes.

Image – a field that is specifically designed for uploading images. The Software gives you the ability to set height and width for images uploaded through this field. Images can be resized either by height or width or all together. In case resizing is set to by height and width the system cuts out a central area of an image based on its aspect ratio and resizes an image to dimensions set under Resolution.

File storage – a field that allows a user to upload a file in zip, rar, pdf, doc, rtf, xls and csv formats. Uploaded files will be stored on your server. An uploaded file will be represented as a link in the user interface:

Agreement field – a compound field composed of a text area, which contains an agreement text, and a checkbox that needs to be checked to confirm that a user agreed with terms and conditions of an Agreement:

Options to a field can be added in three ways:

1. Options to a field can be added when adding/editing a field: **Admin panel > listing fields > add/ edit a field > Add a Field Option**

If you are planning to add a field with a few options that will be specific to a particular field then the easiest and fastest way to do it is to add options with a function called Add a Field Option. The function enables you to add options one by one when adding/editing a field.

2. Options to a field can be added from **Data Entries: Admin panel > listing fields > add/edit a field > bind with Data Entries > choose a data entry from a list**

If you want to make options available for more than one field then it is recommended that you add them from Data Entries. To activate options for a field you will have to Bind a field with options added from Data Entries (Bind with Data Entries) by selecting an appropriate data entry from a dropdown list.

> ✔ Before binding a field with a particular data entry you will have to add a data entry from Data Entries and fill it with data items (field options).

3. Options to fields can be **Imported into Data Entries with Data Entry Import Plugin**.

If you need to import a number of options to Data Entries you can use Flynax Plugin called Data Entries Import. The Plugin allows you to import options to fields in **xls, csv** and **txt** format. After importing options with the Plugin you will be able to bind a field with imported options (See #2).

To import options (data items) you have to install Data Entry Import Plugin. Then go to **Plugins > Data Entries Import > Add options to an existing data entry or create a new data entry and add options to it.** Then go to a field, to which you want to add imported options and bind it with an appropriate data entry.