Forms Module

Table of Contents

1. [Forms List 2](#_Toc374705893)
2. [Add/Edit Form 3](#_Toc374705894)

# Forms List

**Functional Description**

This view displays one or more Forms in tabular form.

**Fields**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Type | Additional Information | Validation |
| Form Name | Link | If Campaign status = Active or Paused, then link to Automation Analytics page  Otherwise, link to Automation Workflow Builder |  |
| Unique Visits | Text | Display as number |  |
| Submissions | Link | Link to Show Submissions |  |
| Conversion Rate | Text | Display as number |  |

**Actions or Controls**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Type | Additional Information | Validation |
| Edit | Icon | Associated with a record and displayed in-line |  |
| Copy | Icon | Associated with a record and displayed in-line |  |
| Delete | Icon | Associated with a record and displayed in-line | Alert: “You’re about to delete 1 form. Are you sure you want to delete 1 form?”  Buttons: “Delete Form” and “Cancel” |

**Navigation Options**

|  |  |  |
| --- | --- | --- |
| Name | Type | Additional Information |
| Add Form | Link |  |
| Edit Form | Link | If one Form is selected |
| Save Form As | Link | If one Form is selected |
| Delete Form | Link | If one or more Forms are selected |
| View Submissions | Link | If one Form is selected |
| Download Submissions | Link | If one Form is selected  Use dropdown link adjacent to View Submissions |

**Exceptions**

None

**Notes and Issues**

None

# Add/Edit Form

**Functional Description**

This view allows the User to create a new form or edit an existing form.

**Fields**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Type | Additional Information | Validation |
| Form Name\* | Textbox & Text | Field displays as a textbox until a value is entered and saved  Default value to “Untitled Form ([date])”  Example: Untitled Form (1/1/2014)  May be modified inline  Once saved, the value is displayed as text |  |
| Tag(s) | Textbox | Display existing tags within a textbox and allow new tags to be added within textbox  Use live search pattern to return matches as the user types |  |
| Form Submissions | Link | Number of form submissions displayed as a link |  |
| Form Headline | Text | Editable via text toolbar |  |
| Form Sub-headline | Text | Editable via text toolbar |  |
| Form Fields | Depends upon selection | For new forms, pre-populate with Name, Email, and Phone |  |
| Form Footer | Text | Editable via text toolbar |  |
| Fields | TBD | Multi-select with search option  Selecting a field inserts the field in the form |  |
| **Settings** | | | |
| Thank you Page | Textbox |  |  |
| **Form Code** | | | |
| Link to hosted form | Link |  |  |
| Copy & paste code (JavaScript) | Tab |  |  |
| JavaScript Snippet | Text area |  |  |
| Copy & paste code (HTML) | Tab |  |  |
| HTML Code | Text area |  |  |
| Copy & paste code (Un-styled HTML) | Tab |  |  |
| HTML Code | Text area |  |  |

**Actions or Controls**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Type | Additional Information | Validation |
| Back to list | Link | Returns user to Forms List |  |
| Edit Form Name | Icon | Replaces Workflow Name with a textbox containing the Workflow Name |  |
| Save Form Name | Icon | Displays if ‘Edit Workflow Name’ selected  Saves the new name and replaces textbox with the new text |  |
| Cancel Editing Form Name | Icon | Displays if ‘Edit Workflow Name’ selected  Cancels editing and replaces textbox with original text |  |
| Delete | Icon | Applies to Form Fields  Deletes selected Form Field from Form |  |
| Drag | Icon | Applies to Form Fields  Allows User to reorder fields |  |
| Required | Icon | Applies to Form Fields  Allows User to reorder fields |  |
| Submit | Button | Action submits data to SmartTouch and then redirects according to Settings |  |
| Copy to clipboard | Link | Copies form code snippet to clipboard |  |

**Navigation Options**

|  |  |  |
| --- | --- | --- |
| Name | Type | Additional Information |
| Save Form | Link |  |
| Test Form | Link | Display hosted version  Allow User to submit data in test mode |
| Save Form As | Link |  |
| Delete Form | Link |  |
| View Submissions | Link | Link to Contact List and display Contacts that submitted this form |

**Exceptions**

None

**Notes and Issues**

None