



**Dynamic Form Processing Tool  
Version 5.0 – November 2014**

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This tool allows an ICWS administrator to create forms that will be submitted as emails and/or stored in the database for later retrieval.

## Properties:

### 1. Basic Client Side Validation: (Optional) JavaScript is a useful tool for validating forms before submission.

```
<SCRIPT language=JavaScript>
  <!-- Begin JavaScript
  // The name of the form must be "myForm"
  function verify() {
    var themessage = "You are required to complete the following fields: \n";

    // Validate the NAME field
    if (document.myForm.name.value=="") {
      themessage = themessage + " - Your Name\n";
    }

    // Validate the PHONE field, then check character length
    if (document.myForm.phone.value=="") {
      themessage = themessage + " - Your Phone\n";
    }

    // is the length GT or EQ to 7 characters
    else if (document.myForm.phone.value.length <= 6) {
      themessage = themessage + " - The Phone exists, but the number is too short\n";
    }

    // Validate EMAIL field, then validate the email format
    if (document.myForm.email.value=="") {
      themessage = themessage + " - Your E-mail\n";
    }
    else if (/^\w+([\.-]?\w+)*@\w+([\.-]?\w+)*(\.\w{2,3})+$/ .test
(document.myForm.email.value)){
    }
    else {
      themessage = themessage + " - The E-mail exists, but the address is invalid\n";
    }
  }

  // Human Validation
  if (document.myForm.icwsQuestion.value=="") {
    themessage = themessage + " - Are you human?\n";
  }

  // If anything failed, tell the user
  if (themessage == "You are required to complete the following fields: \n") {
    return true;
  }
  else {
    alert(themessage);
    return false;
  }
}
  // End JavaScript -->
</SCRIPT>
```

Note: The **bolded** names above represent your form field names and must be exactly the in the JavaScript as they are in the form fields.

## 2. FORM Tag:

- a. `action="icwsForm.cfm"`
- b. `method="post"`
- c. `enctype="multipart/form-data"` (for file uploads only)
- d. `onSubmit="return verify()"` (for JavaScript Validation only)

### Example:

```
<FORM action="icwsForm.cfm" method="post" name="myForm"></FORM>
```

With file upload element

```
<FORM action="icwsForm.cfm" method="post" name="myForm" enctype="multipart/form-data"></FORM>
```

With JavaScript Validation

```
<FORM action="icwsForm.cfm" method="post" name="myForm" onSubmit="return verify() "></FORM>
```

## 3. ICWS Information Variables: These are variables that are passed in hidden fields that specify what the “action” of the form does.

- a. **icwsEmail** = Address to send email to. Defaults to “Default Email Address” in the Site Options area under General.

```
<INPUT type="hidden" name="icwsEmail" value="chris@widowcreek.com">
```

*To better protect your email address from spammers using automatic harvesters, we have given you the ability to break your displayed address in two parts. This would replace the icwsEmail element above.*

- b. **icwsEmailAccount** = Your email address account name
- c. **icwsEmailDomain** = Your email address domain name

```
<INPUT type="hidden" name="icwsEmailAccount" value="cto">
```

```
<INPUT type="hidden" name="icwsEmailDomain" value="ilgm.com">
```

- d. **icwsCCEmailAccount** = The Carbon Copy (CC) email address account name
- e. **icwsCCEmailDomain** = The Carbon Copy (CC) email address domain name

```
<INPUT type="hidden" name="icwsCCEmailAccount" value="chris">
```

```
<INPUT type="hidden" name="icwsCCEmailDomain" value="widowcreek.com">
```

- f. **icwsUserEmail** = The field name of the email address your collecting on the form.
- g. **icwsReturnURL** = Full URL of where to send the user once the form has been submitted. Defaults to the home page.
- h. **icwsSubject** = The subject of the email. Defaults to “Email Form”
- i. **icwsAutoTitle** = The title of the Autoresponder to send to the user.
- j. **icwsListName** = The name of the bulk email list(s) to add address to. Separate different list with a comma.
- k. **icwsSubmitAlert** = JavaScript notification that the form has been submitted. Value = “The Message”.
- l. **icwsVerifyEmail** = Set to 1, this will require that the recipient clicks a link from an email automatically sent to them, verifying the email address they provided is valid. Once clicked, the system will update the Form Data Email Verification field and set it to 1.
- m. **icwsAddIEmails** = Field Name for additional email addresses to add to the bulk emailer list.
- n. **icwsAddFormData** = Add the Form Data and its content to the email sent back to the user
- o. **icwsLocalOnly** = Set to 1, allows only forms on the server to post data to the action template.
- p. **icwsSpamCheck** = Set to 1, is another layer security to make sure the form is being submitted locally.
- q. **icwsFileField** = The name of the field for file uploading.
- r. **icwsPageLock** = Set to 1, will set a Cookie acknowledging that a specific form has been processed.
- s. **icwsTTL** = Value equals the amount of time that must pass before allowing the surfer to fill out form again.
- t. **icwsTTLLanding** = Landing page if time has not expired.
- u. **icwsPlainText** = Set to 1, will send the administrator email in Plain Text
- v. **icwsAnswer** = The answer to the human asked question (hidden field).
- w. **icwsQuestion** = The question being asked to match with icwsAnswer, failure results tagged as spam (text field).
- x. **icwsKeepSpam** = Defaults to 1, Puts suspected SPAM into the database in a SPAM folder of its own and does process the form any further (No emails sent) 0 = Do Nothing, 2 = Delete.

### Example:

```
<INPUT type="text" size="33" name="icwsSubject" value="Request for more information">
```

4. **ICWS Human Verification:** In the effort to combat spam in the online forms - we have added the ability to add a Q&A process to check if the submitter is human.

a. **icwsAnswer** = This is the "value" or answer of the question you'll be asking.

```
<INPUT type="hidden" name="icwsAnswer" value="15">
```

b. **icwsQuestion** = This can be anything such as "What is 6+9" make sure it is clear and easy.

```
<INPUT type="hidden" name="icwsQuestion" value="">
```

5. **ICWS Database Variables:** These are variables that define if and how the data is stored in the database.

a. **icwsDB** = Set to 1 to store form data in the database.

b. **icwsFormName** = The name of the form referenced in the database and for retrieval.

c. **icwsEmailLists2db** = Store the Email List Name(s) selected with the form data.

d. **icwsListOptOne** = The field name of the form field used to populate Column (1) when this form set is listed in the admin tool. (ex. First\_Name)

e. **icwsListOptTwo** = The field name of the form field used to populate Column (2) when this form set is listed in the admin tool. (ex. Last\_Name)

f. **icwsListOptThree** = The field name of the form field used to populate Column (3) when this form set is listed in the admin tool. (ex. Email)

g. **icwsAllowEmailDuplicates** = Set to 0 will not allow additional records stored in the database when an existing record contains the same email address as the one being submitted. Requires **icwsListOptThree** to be set for email address. When a duplicate is found, sends an alert and stops all processing.

Additional Information:

1. There must be at least one record stored in the dB in order for the icon to access that data is available. The icon will then be available from the Business Tools menu. It is **very important to maintain the integrity** of the form and data structure. If this is not maintained, exported data may or may not be usable. If you are unsure of what this means, please ask!
2. Always change the Form Name value when the structure of the form changes.
3. When possible, use all three identifying fields. This makes it easier to find the data from the admin tool.
4. When using Check Boxes add in an additional hidden field with the same name to maintain the database integrity when no boxes are checked. Forms do not pass the field information when nothing is selected and this will skew your export data.
5. When Radio Buttons add in an additional hidden field with the same name to maintain the database integrity when no options are selected, or select one in the group as the default. Forms do not pass the field information when nothing is selected and this will skew your export data.

6. **General Notes:**

1. The email sent to: icwsEmail is formatted in HTML.
2. The autoresponder email is formatted for plain text.
3. When naming form fields use the underscore "\_" to separate words. ex: contact\_name will show as Contact Name in the email.
4. The order of the form elements is the order of display in the email.
5. Date and Time is stamped on each email
6. File browsing is not supported in this release.
7. To eliminate the "button" as a value pair in the outbound email, start the name of the button with "icws"
8. The iMail List must be created and configured prior to using the icwsImlistName variable. The ListServer and the website domain must be the same.
9. Files uploaded from the form are placed in the /files/[ icwsFormName]/ and can be retrieved using the file manager. The file will also be "attached" to the email sent to the administrator.
10. When using the File Upload feature your <FORM must contain the `enctype="multipart/form-data"` attribute.

## Form Example:

This is an example of a typical ILGM "Contact Us" form.

```
<FORM action="icwsForm.cfm" method="post" name="myForm" onSubmit="return verify() ">
  <INPUT type="hidden" name="icwsEmailAccount" value="cto">
  <INPUT type="hidden" name="icwsEmailDomain" value="ilgm.com">
  <INPUT type="hidden" name="icwsUserEmail" value="email">
  <INPUT type="hidden" name="icwsVerifyEmail" value="1">
  <INPUT type="hidden" name="icwsSubmitAlert" value="Thank you!">
  <INPUT type="hidden" name="icwsSubject" value="Contact Us">
  <INPUT type="hidden" name="icwsAddFormData" value="1">
  <INPUT type="hidden" name="icwsContact" value="name">
  <INPUT type="hidden" name="icwsDB" value="1">
  <INPUT type="hidden" name="icwsLocalOnly" value="1">
  <INPUT type="hidden" name="icwsFormName" value="Contact Us v1.0">
  <INPUT type="hidden" name="icwsListOptOne" value="name">
  <INPUT type="hidden" name="icwsListOptTwo" value="email">
  <INPUT type="hidden" name="icwsListOptThree" value="phone">
  <INPUT type="hidden" name="icwsQuestion" value="15">
  <TABLE cellspacing="0" cellpadding="2" border="0">
    <TR>
      <TD align="right"><b>Name:</TD>
      <TD><INPUT type="text" size="33" name="name"></TD>
    </TR><TR>
      <TD align="right"><b>Email:</TD>
      <TD><INPUT type="text" size="33" name="email"></TD>
    </TR><TR>
      <TD align="right"><b>Telephone:</TD>
      <TD><INPUT type="text" size="33" name="phone"></TD>
    </TR><TR>
      <TD valign="top" align="right"><b>Message:</TD>
      <TD><TEXTAREA name="message" rows="5" wrap="VIRTUAL" cols="45"></TEXTAREA></TD>
    </TR><TR>
      <TD align="right"><b>Contact by:</TD>
      <TD>
        <INPUT type="checkbox" value="Email" name="time_to_call"> Email
        <INPUT type="checkbox" value="Phone" name="time_to_call"> Phone
        <INPUT type="checkbox" value="US Mail" name="time_to_call"> Postal Mail
        <!-- This is your example of insuring this field is passed when nothing is checked -->
        <INPUT type="hidden" value="" name="time_to_call">
      </TD>
    </TR><TR>
      <TD align="right"><b>Best Time to Call:</TD>
      <TD>
        <INPUT type="radio" value="Morning" name="time_to_call" checked> Mornings
        <INPUT type="radio" value="Day" name="time_to_call"> Day Time
        <INPUT type="radio" value="Night" name="time_to_call"> Night Time
      </TD>
    </TR><TR>
      <TD align="right"><b>Human Verification: What is 6 + 9?</TD>
      <TD><INPUT type="text" size="10" name="icwsQuestion"></TD>
    </TR><TR>
      <TD align="middle" colspan="2">
        <INPUT class="ilgmbutton" type="submit" value="Contact Us" name="ICWS_submit">
      </TD>
    </TR>
  </TABLE>
</FORM>
```