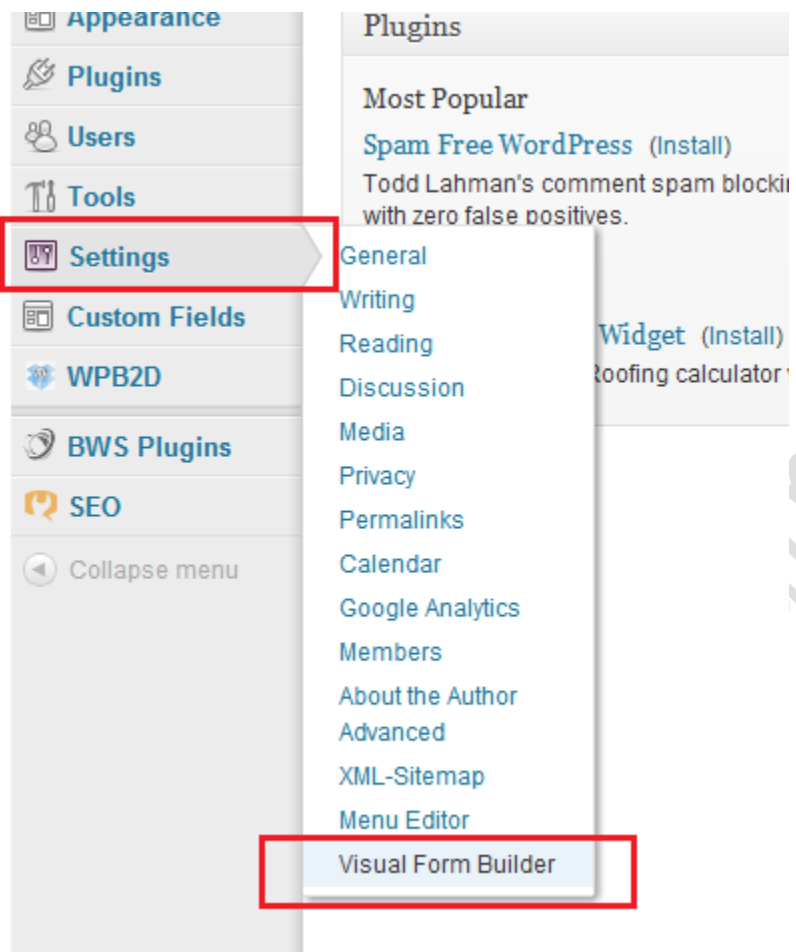
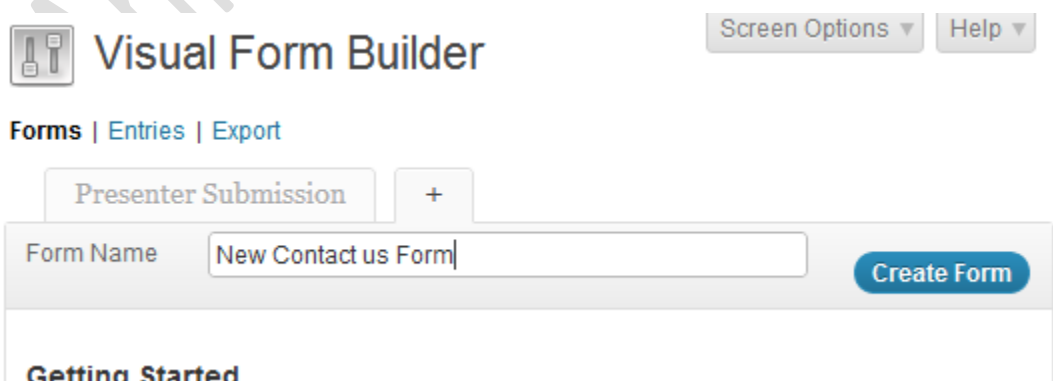


CREATING THE CUSTOM FORM

Login as admin user and select **Settings->Visual Form Builder**



Enter the form name and click on **Create Form** button



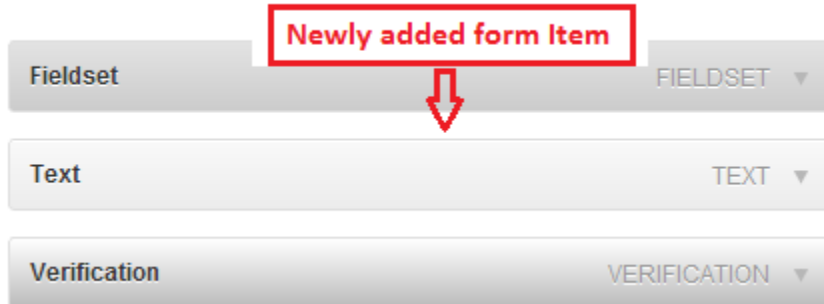
It will create a form and you and the user will see the below form.

The screenshot shows a form builder interface for a form titled "New Contact us Form". At the top, there are tabs for "New Contact us Form" and "Presenter Submission", along with a "+" icon. Below the tabs, the "Form Name" is set to "New Contact us Form". There are buttons for "Form Settings" (with a dropdown arrow), "Duplicate Form" (with a green plus icon), and "Delete Form" (with a red minus icon). A "Save Form" button is located in the top right corner. A note states: "Note: to ensure your form displays and functions correctly, be sure a Fieldset is the first field." The form content includes a "Fieldset" field, a "Verification" field, a text input field with the placeholder text "Please enter any two digits with no spaces (Example: 12) *" and a "SECRET" security level, and a "Submit" button.

You can see a list of Form Items on the left side of the form designer. To add an item to the new form, simply click on the desired element.

The screenshot shows the "Form Items" panel in the form designer. It is titled "Form Items" and has a sub-header "Click to Add a Field". Below this, there is a grid of buttons representing different form elements: "Fieldset", "Section", "Text", "Textarea", "Checkbox", "Radio", "Select", "Address", "Date", "Email", "URL", and "Currency". Each button has a small icon representing the element type.

Now you will see the clicked item being added to our form designer.



To Edit the properties of the form item, click on the Down Arrow on the right side of the form element.

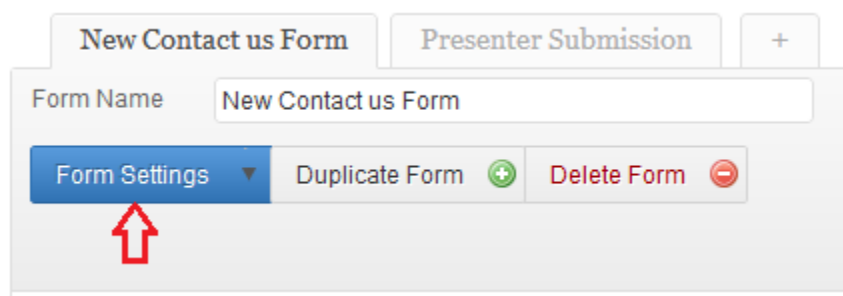


You can customize it to make the form field Required / Update the label text associated with the form element/ Assign some validation (Ex :Is it a Valid Email Address/ Phone number etc..)

Text		TEXT ▲	
<i>Name</i> (?)			
First Name			
<i>Description</i> (?)			
<i>Validation</i> (?)		<i>Required</i> (?)	
None	▼	Yes	▼
<i>Size</i> (?)		<i>Field Layout</i> (?)	
Medium	▼	Default	▼

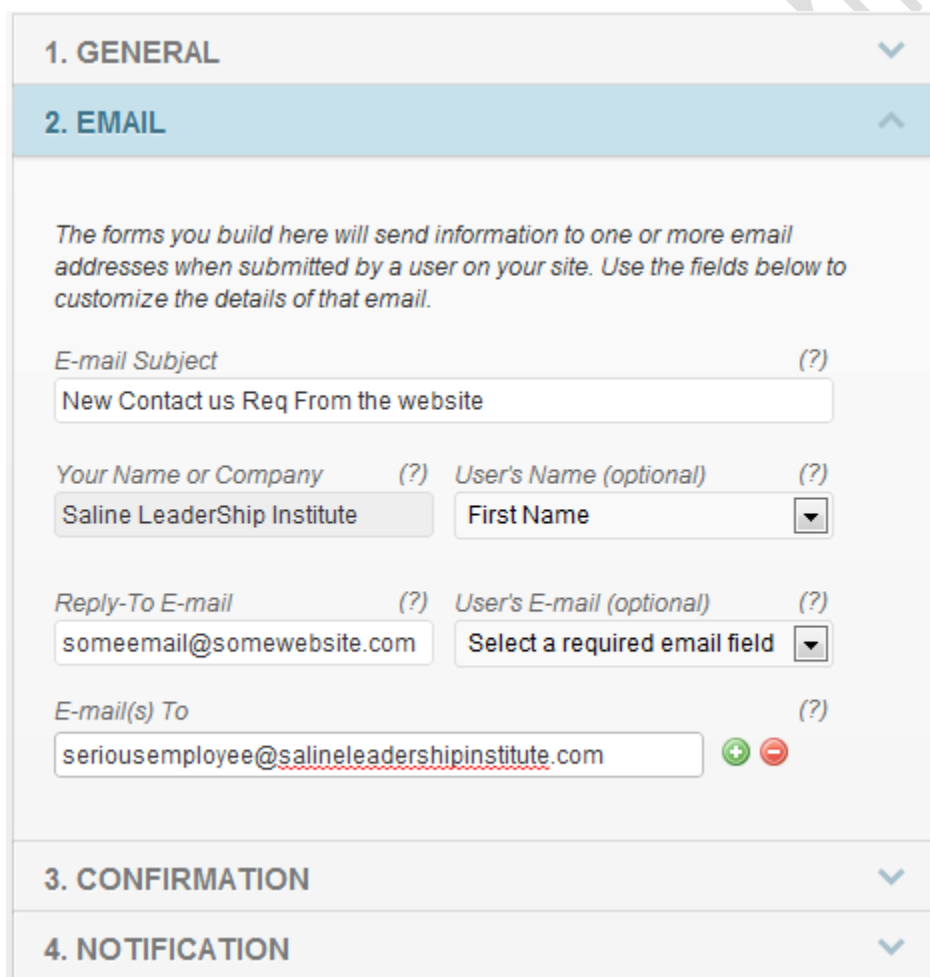
Save the Form by clicking the **Save** button.

To edit the behavior of the form , Click on the **Form Settings** button.



The screenshot shows a form management interface with two tabs: 'New Contact us Form' and 'Presenter Submission'. Below the tabs, there is a 'Form Name' field containing 'New Contact us Form'. Below the form name, there are three buttons: 'Form Settings' (highlighted with a red arrow), 'Duplicate Form' (with a green plus icon), and 'Delete Form' (with a red minus icon).

Now you can set the subject line of the email (which will be generated when users submit the form we created), Reply to Email Address, **To Email Address** (to which the email will be going to) etc.

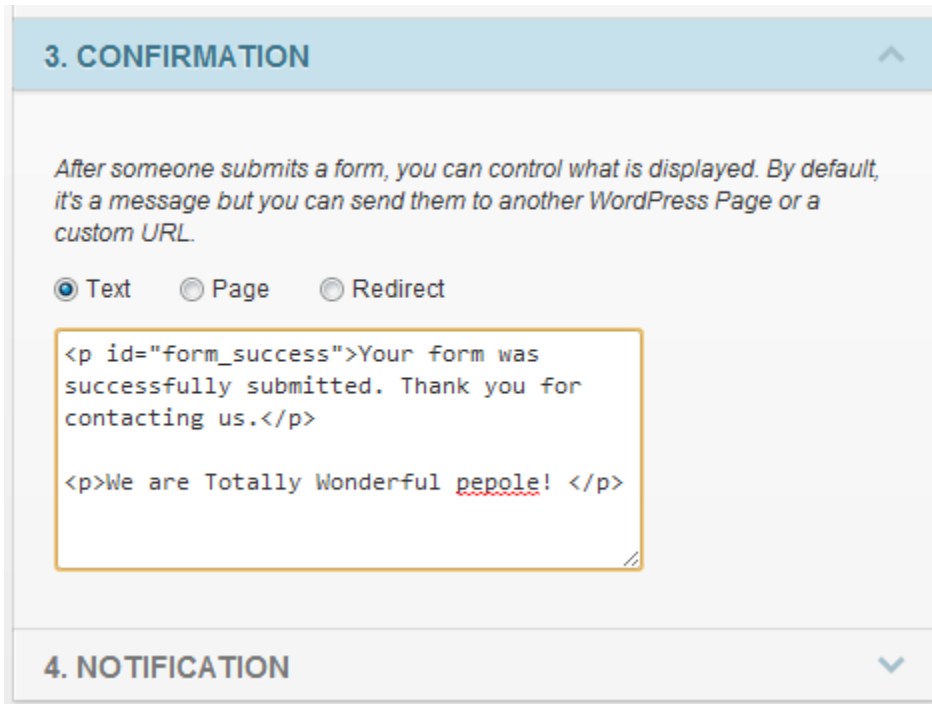


The screenshot shows the '2. EMAIL' configuration section of a form settings panel. The section is titled '2. EMAIL' and has a blue header. Below the header, there is a paragraph of text: 'The forms you build here will send information to one or more email addresses when submitted by a user on your site. Use the fields below to customize the details of that email.' Below this text, there are several fields for configuring email settings:

- E-mail Subject** (?): A text input field containing 'New Contact us Req From the website'.
- Your Name or Company** (?): A text input field containing 'Saline Leadership Institute'.
- User's Name (optional)** (?): A dropdown menu with 'First Name' selected.
- Reply-To E-mail** (?): A text input field containing 'someemail@somewebsite.com'.
- User's E-mail (optional)** (?): A dropdown menu with 'Select a required email field' selected.
- E-mail(s) To** (?): A text input field containing 'seriousemployee@salineleadershipinstitute.com', with a green plus icon and a red minus icon to its right.

Below the email configuration section, there are three more sections: '3. CONFIRMATION', '4. NOTIFICATION', and '5. NOTIFICATION', each with a dropdown arrow to its right.

The Confirmation tab will allow us to set the behavior of the Thanks page user will be seeing after submitting the page. You can set a custom Text which user will be seeing or show another page etc...



3. CONFIRMATION

After someone submits a form, you can control what is displayed. By default, it's a message but you can send them to another WordPress Page or a custom URL.

Text Page Redirect

```
<p id="form_success">Your form was  
successfully submitted. Thank you for  
contacting us.</p>  
  
<p>We are Totally Wonderful pepole! </p>
```

4. NOTIFICATION

If you want to send a confirmation email to the user, you can set it in the last step. This is an optional step. You can customize the Sender Name, Reply to email, Subject line and the content of the email etc.

4. NOTIFICATION ^

When a user submits their entry, you can send a customizable notification email.

Send Confirmation Email to User

Sender Name or Company (?)

Saline Leadership Institute

Reply-To E-mail (?)

someworkingEmail@salineLeadershipInstitute.com

E-mail To (?)

Select a required email field ▼

E-mail Subject (?)

Thank you for using our Contact us form.

Message (?)

Thank you for using our contact us form.
We will get back to you as soon as possible.

Thanks
Saline Leadership Institute

Include a Copy of the User's Entry

Click the **Save** button to Save the changes we made

Just below the form element Item box, You can see a "Form Output" box where it displays a **shortcode** for our form. Copy the shortcode. We will be using this shortcode to embed (include) our form in a page later.

Form Output

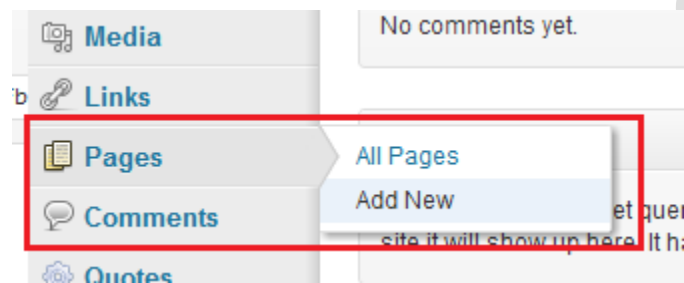
Copy this shortcode and paste into any Post or Page. This will display the **Presenter Requirements** form.

Shortcode

CREATE A PAGE TO HOLD THE FORM

Now our Form is ready, we need to create a page which holds this page.

Go to Dashboard and Select **Pages->Add New**




You can add content to the page as you wish . Paste the **shortcode** for the form we copied earlier from the form builder page and paste it to the page. When the page the page renders, the **shortcode** will be transferred as the form we built.



Add New Page

New Contact us page

Permalink: <http://salineleadershipinstitute.com.mytempweb.com/new-contact-us-page/> [Edit](#)

Upload/Insert  



Please fill the below form to contact us.

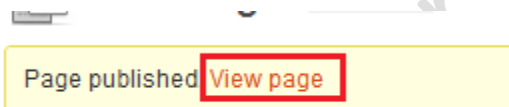
Normal page element

[vfb id=2]

**The shortcode of the form,
we copied earlier from the
form building page**

Publish the Page.

You will see “Page published” message along with the “View page” link, clicking on which lets you to see the newly created page.



And the page will have our new form.

New Contact us page

Please fill the below form to contact us.

Fieldset

First Name *

Verification

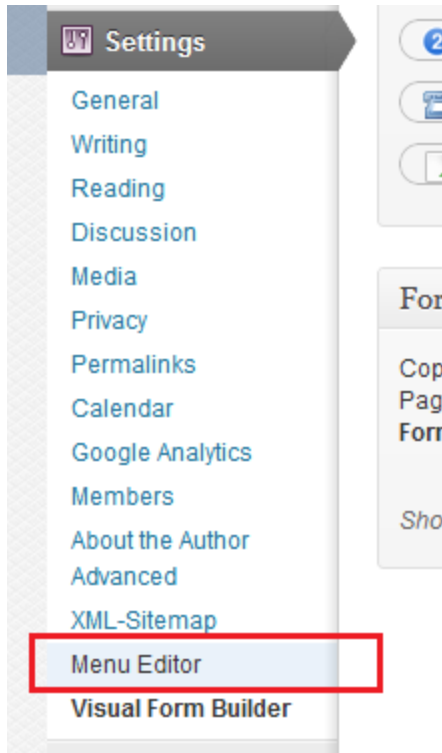
Please enter any two digits with no spaces (Example: 12)

Submit

ADDING A LINK TO THE DASHBOARD.

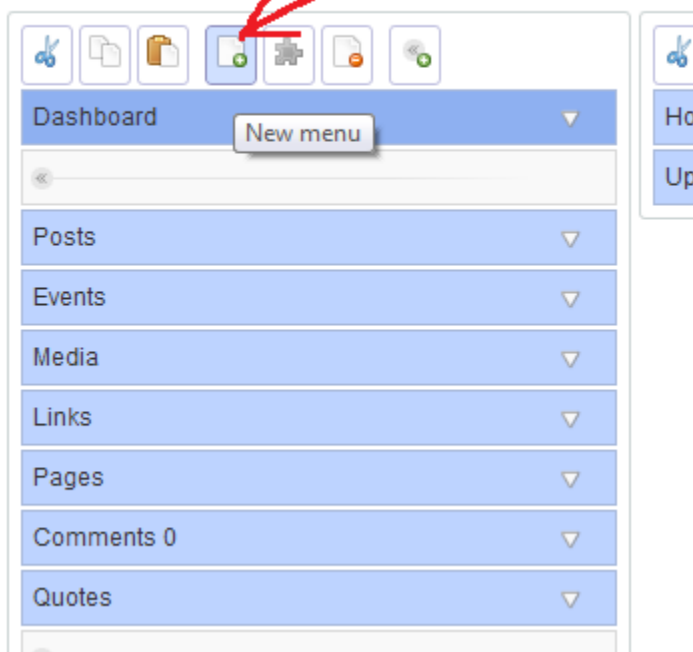
We can add a link to the admin dashboard for authorized users to access the new page we created.

Go to the Admin Dashboard and select **Settings-> Menu Editor**

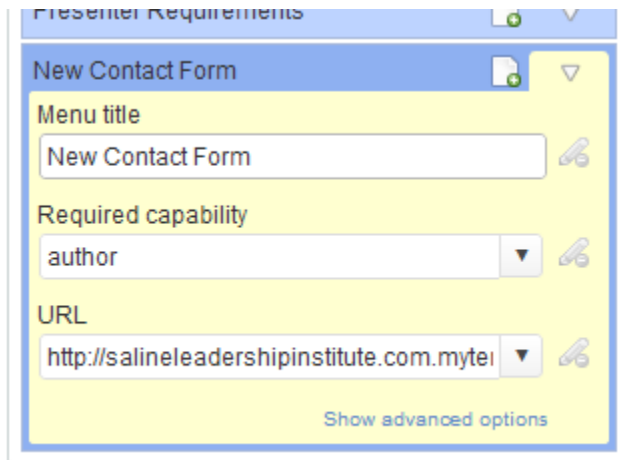


It will show the Menu editor page where it lists all the admin menus available in the Dashboard. To add a new menu item for our page, Click on the **New menu** icon.

Menu Editor

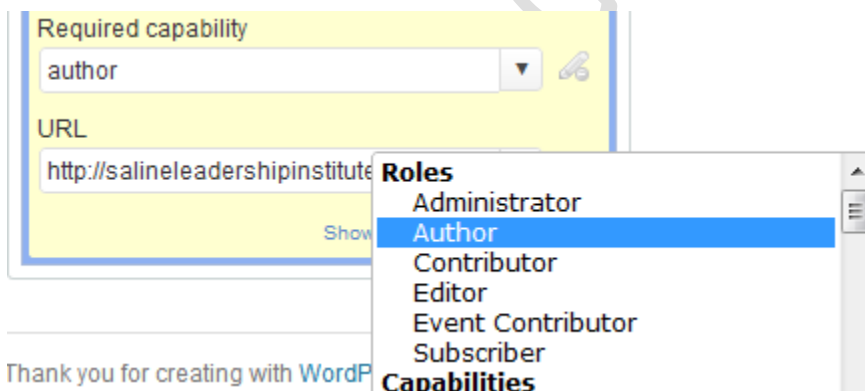


It will add a new Menu designer box to the bottom of the Menu listing (you may need to scroll down to see it) . You can give the title of the Menu title and the Required capability and URL. The url should be the absolute url of the page (starts with [http://www.salinelea....](http://www.salinelea...)).



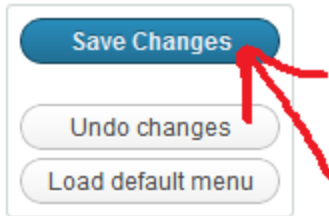
The image shows a dialog box titled "Presenter Requirements" for a menu item named "New Contact Form". It contains three input fields: "Menu title" with the value "New Contact Form", "Required capability" with a dropdown menu set to "author", and "URL" with a dropdown menu set to "http://salineleadershipinstitute.com.myte". A "Show advanced options" button is located at the bottom of the dialog.

You can set the visibility of this menu item for certain users user groups by selecting desired Required capability. For example , If we select “**author**”, The menu item will be visible to user who belongs to the **author** group.

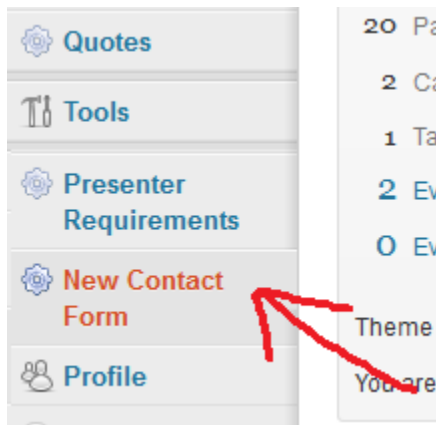


This image shows a close-up of the "Required capability" dropdown menu. The menu is open, displaying a list of roles: Administrator, Author (highlighted in blue), Contributor, Editor, Event Contributor, and Subscriber. Below the list, the word "Capabilities" is visible. The background shows the "URL" field with the value "http://salineleadershipinstitute.com.myte".

Save the changes by clicking on the **Save Changes** button.



So when a user who belongs to the author group logs in the dashboard, he will see the new link we added to the Dashboard.



SECURING THE PAGE

If you want to secure the new page from other users (since we gave the menu only for authors, we may need to restrict the page access also for authors), We can do that by setting the Content Permission to appropriate audience in the Edit / Create page.

Content Permissions

Limit access to this post's content to users of the selected roles.

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Editor | <input checked="" type="checkbox"/> Author |
| <input type="checkbox"/> Contributor | <input type="checkbox"/> Subscriber | <input type="checkbox"/> Event Contributor |

If no roles are selected, everyone can view the content. The post author, any users who can edit this post, and users with the `restrict_content` capability can view the content regardless of role.

Unauthorized users will see the error message in the page.

New Contact us page

Sorry, but you do not have permission to view this content.