



LISK CMS v.4.4

TUTORIAL

Working with Contact Form

Introduction

This tutorial will teach you the basics of using the "ContactForm" module. As an example we will use the existing contact form. We will add three departments to the department list ("Sales", "Support", "General questions") and modify the e-mail template.

 **Note:**

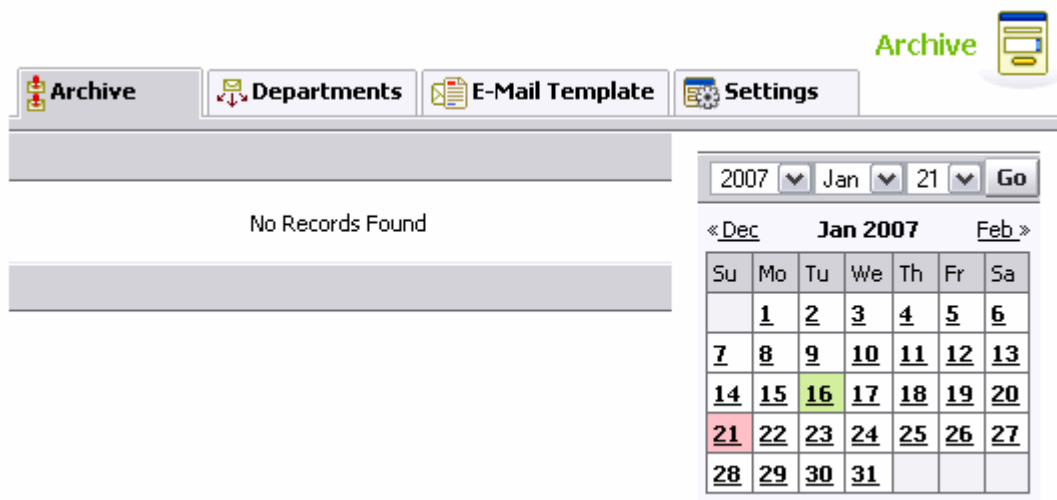
If at any step something is not clear we recommend you to check [Contact Form](#) module help area in the LISK Modules section of the Help Center.

Accessing feedback module

To get started we have to access the feedback module:

1. Click Modules Management link in the left menu of your control panel.
2. Locate the ContactForm module in the Installed Modules list and click Manage link on the right.

You should see a page similar to the one on the picture.




 **Note:**

It is assumed that the ContactForm module is already installed on your system. If you can not locate it in the Installed Modules or Available Modules list, which means this module is not available for your edition.


Adding a new department


The department list appears in the "Send to" drop down menu and is used to specify the department, where the message from the contact form is being sent.


1. Click the  [Departments](#) link at the top of the panel. You will see a list of departments as shown on the picture.
2. Click [+Add Department](#) link on the top to start adding.
3. In the "Name" field enter the department name i.e. "Support".
4. In the "email" field enter the department email i.e. "support@yourcompany.com".
5. Select "Add another new record" option.
6. Click submit.
7. Repeat steps 1-7 to add the other departments. (Remember to select " Go back to previous page" option when adding the last department).


 **Note:**


To edit an existing department's Name or Email click [!Edit](#) on the right of the department. To delete a department click [xDelete](#).

Feedback: Departments 


 Archive

 Departments

 Settings

 E-Mail Template

[+ Add Department](#)

 Order


▽ Name	▽ Email	
Sales	sales@your-company.com	! Edit x Delete <input type="checkbox"/>
Support	support@your-company.com	! Edit x Delete <input type="checkbox"/>
General questions	info@your-company.com	! Edit x Delete <input type="checkbox"/>

<< < 1 > >>


[>>> Delete Selected](#)





Changing the E-mail template

To edit the e-mail template :


1. Click  [E-Mail Template](#) link on the top and you shall see a page similar to the one on the picture.
2. If you want all the messages submitted through the contact form to be delivered to one or more specific email address(es) and to the department selected by user type in the address(es) in the "Recipients" box (on the left of the "Add new" button). Then click "Add new".
3. Enter the subject of the email in the "Subject" field (optional).
4. Enter "From E-Mail Address".
5. Select the content type by choosing the appropriate option.
6. Edit the content using the HTML editor (remember to leave the content enclosed in % signs untouched).
7. Click "Submit" to save the E-mail template.


Never delete or modify the text enclosed in % signs These are system variables used to draw dynamic information from the database; the variables will be specified by your developer, if they are necessary. To learn more about using the built-in HTML editor consult [Using built-in HTML & Image editors tutorial](#).

Feedback: E-Mail template 

 Archive
 Departments
 Settings
 E-Mail Template

Recipients

 Remove selected recipient


 Add New

Subject



From E-Mail Address

Content Type Text Html


Content

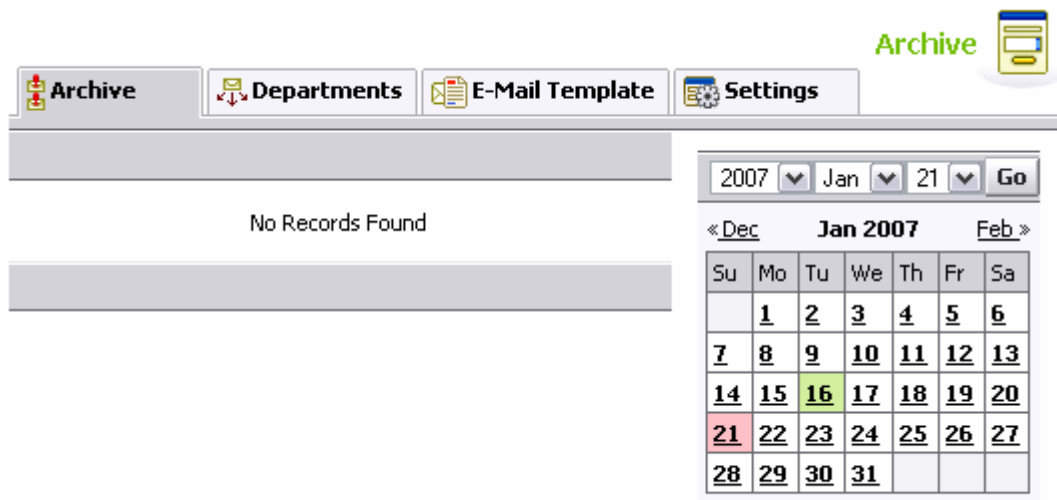


%FEEDBACK_FORM%

 Submit
 Cancel

Feedback archive

Each time a user submits a contact form its content is automatically copied to the feedback archive (shown on the picture). You can access it by clicking the  [Archive](#) tab.



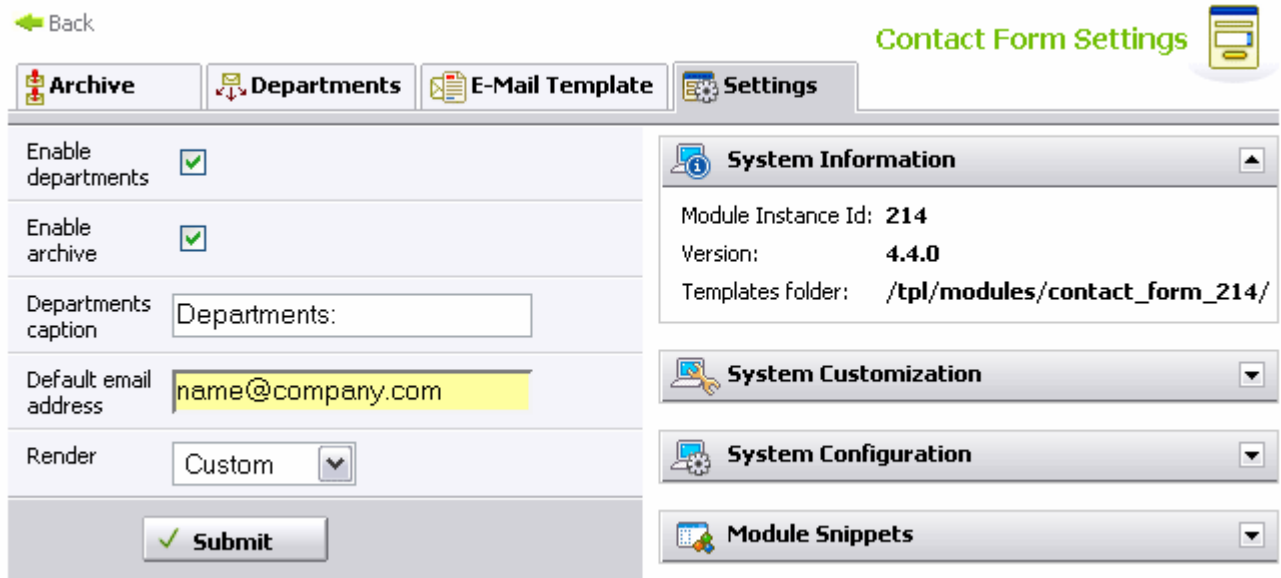
The screenshot shows the LISK CMS interface with the following elements:

- Navigation tabs: **Archive** (selected), Departments, E-Mail Template, Settings.
- Text: "No Records Found"
- Calendar widget for January 2007:

2007 Jan 21 Go						
« Dec		Jan 2007			Feb »	
Su	Mo	Tu	We	Th	Fr	Sa
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			

Contact Form Settings

Contact Form module settings can be accessed through the Settings tab. Below is the list of available setting:



Enable departments

When checked enables site-users to select departments which they want to contact.

Enable archive

When checked enables e-mail archiving.

Departments caption

Sets the caption next to the department selection box

Default email address

The default address where all the e-mails submitted via contact form are sent if other is not specified.

Render

Specifies which template to render for the Contact Form. Auto sets the default e-mail template, Custom sets the custom template. In order to edit a custom template you need to edit the adequate template file

Managing Form Fields

The system provides you with the ability to manage form fields, change field type, add new or delete existing form fields. This is done using Dataltem Constructor. In order to prevent any damaging operations we have limited access to this option to developers only.

Public Fields

+ Add field

Name	Type	Sys. name		
First Name	input	first name	edit	delete
Last Name	input	last name	edit	delete
email	input	email	edit	delete
Message	text	message	edit	delete

System Fields

+ Add field

Name	Type
id	hidden
date	hidden
department	hidden

Name	Contact Form
DB table	contact_form_214
Sys. name	dyn_contact_form_214
Default order	Date Edit
List fields	First Edit Name,Last Name,email

- Input
- Text
- HTML
- Date
- Date and time
- File
- Image
- List
- Prop List

Note:

To learn more about module settings, please refer to the [Module Settings](#) article of the [General Help](#).