MM Forms Pro

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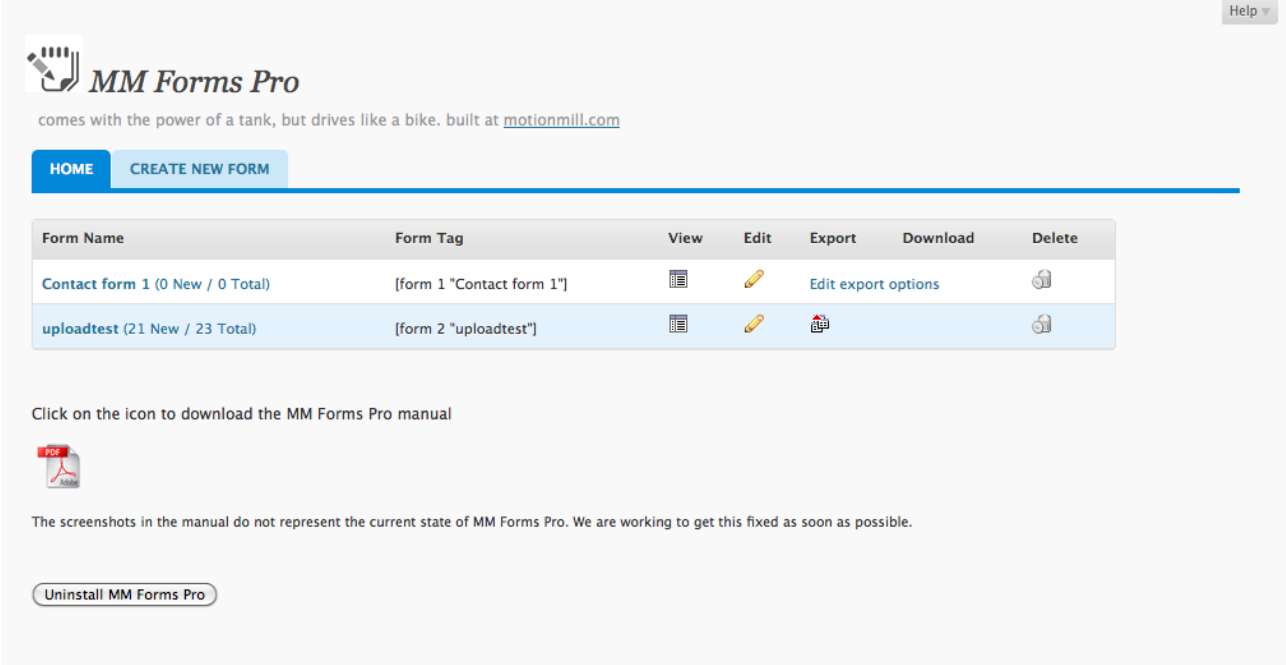
ADMIN SECTION

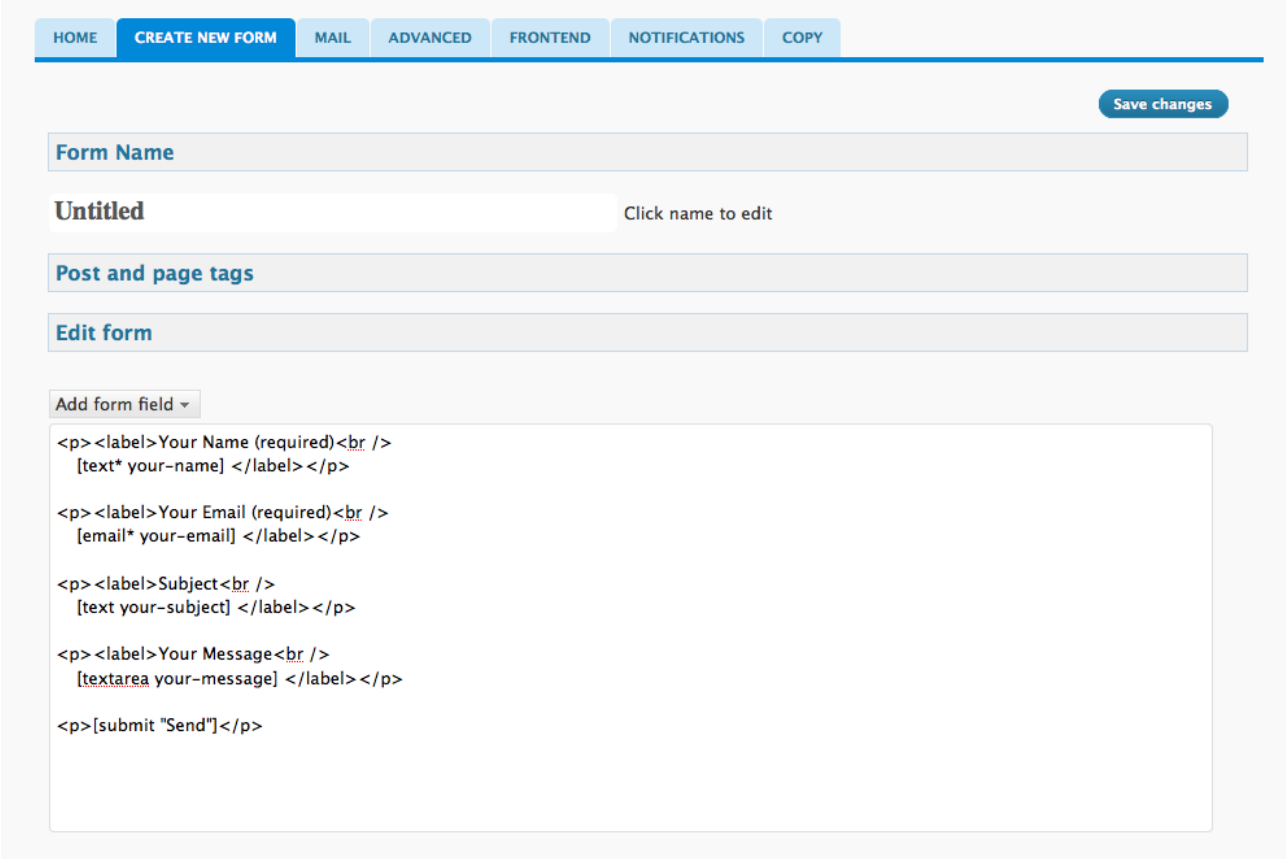
Overview screen



In the overview screen you can

1. create new forms
2. view the number of new and total submissions on the form
3. go to the view submissions screen
4. go to the edit form screen in which you can modify all your form settings
5. export and download your submissions in CSV format
6. delete the form
7. view or download this manual
8. uninstall MM Forms Pro

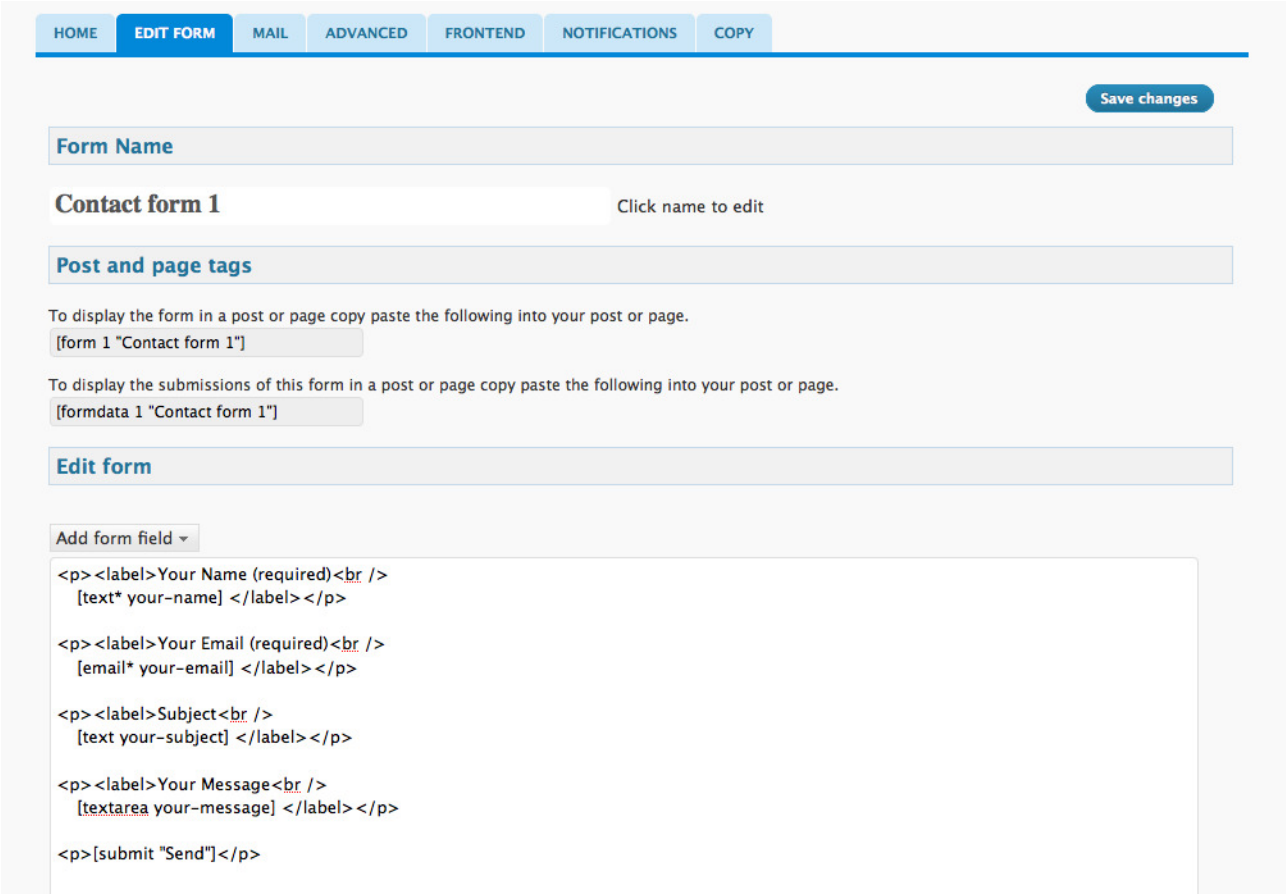
Create form screen



On this screen you can set your Form name and build up your form.

Edit form tab

On this screen you can edit your form settings and check the tags to use in your posts or pages.



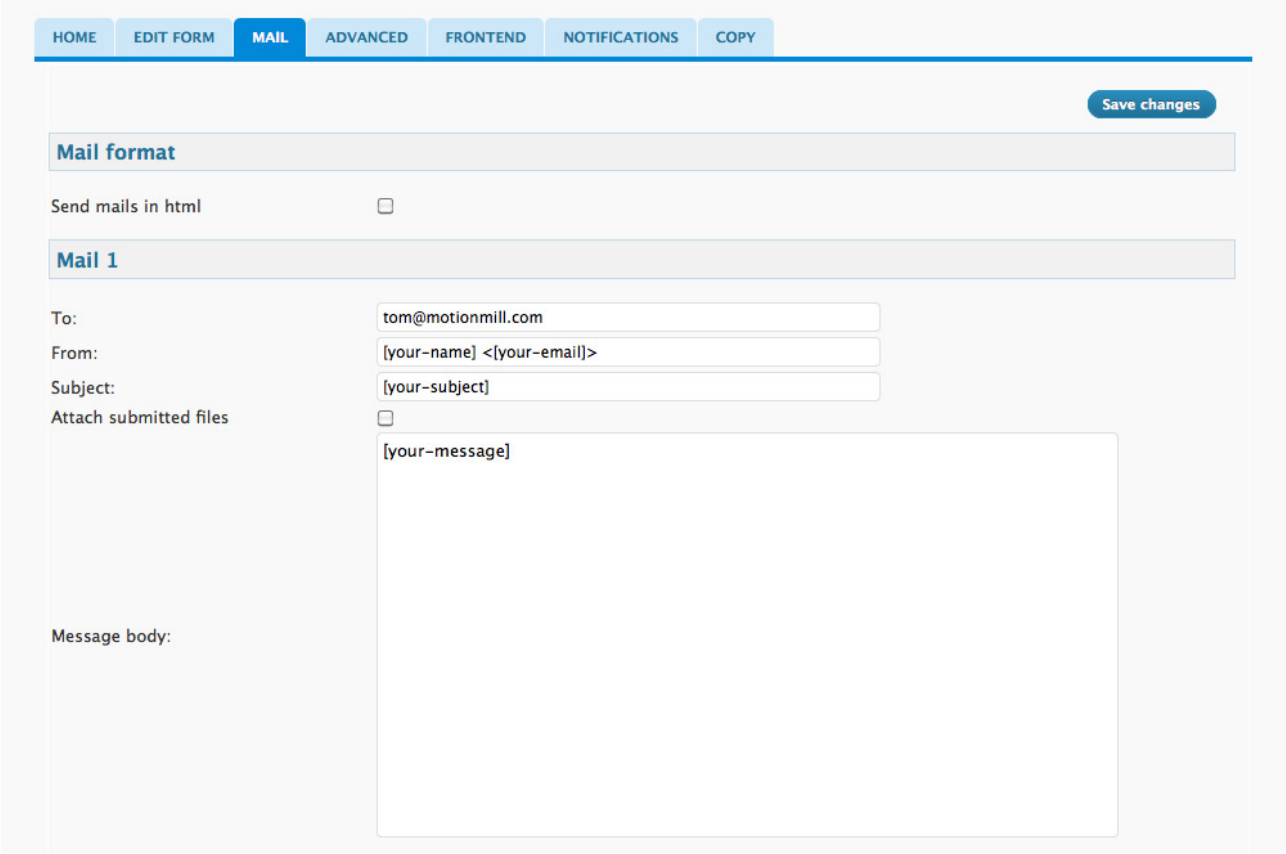
You can use the “Add form field” select list to add new form fields to your form. These fields can be:

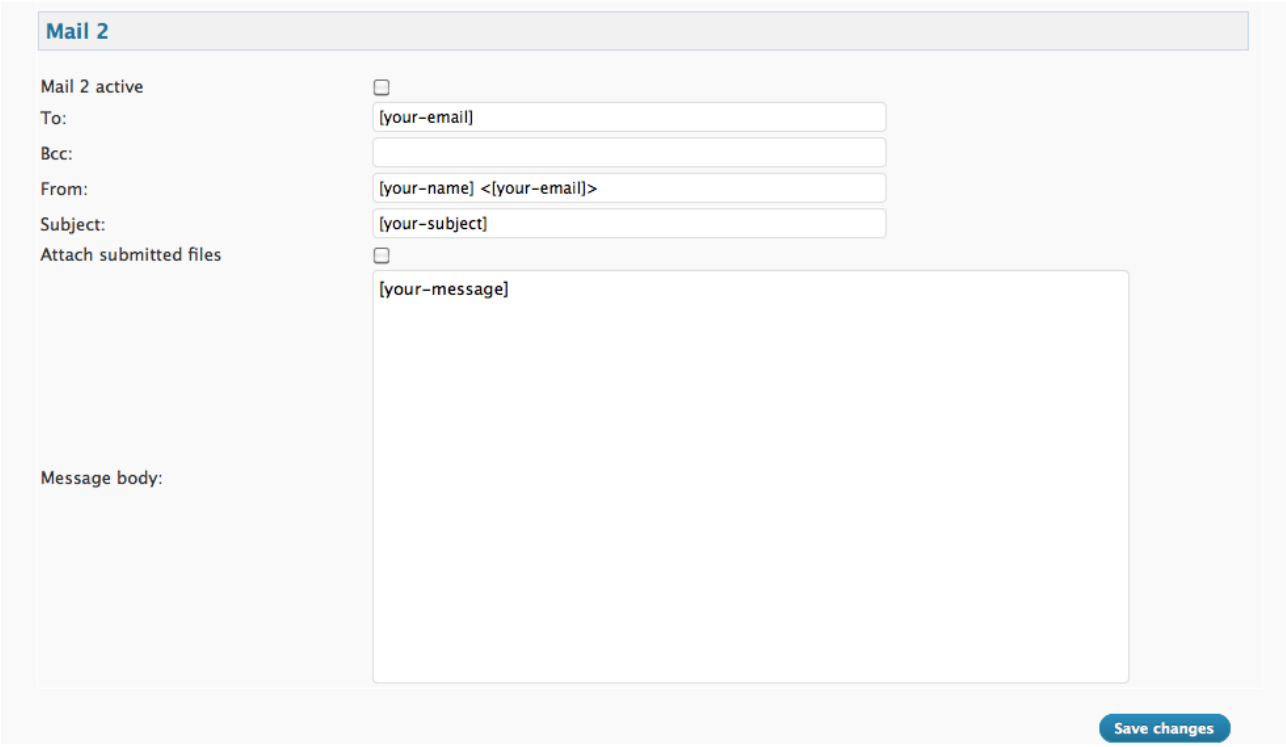
- text field
- email field
- text area
- dropdown list
- date field
- file upload field
- checkbox
- radio button
- acceptance

- captcha
- submit button

If you need more flexibility regarding the fields, you can use plain old HTML or XHTML in the form textarea. This gives you more power and freedom to do whatever you would like to do.

Mail settings tab





On this screen you can setup your mail settings.

First thing to do is to setup your mail format. MM Forms Pro allows you to send plain text messages as well as HTML formatted emails. Note that this option is for both of the mail notifications and can not be set separately.

You can configure up to 2 different mail notifications.

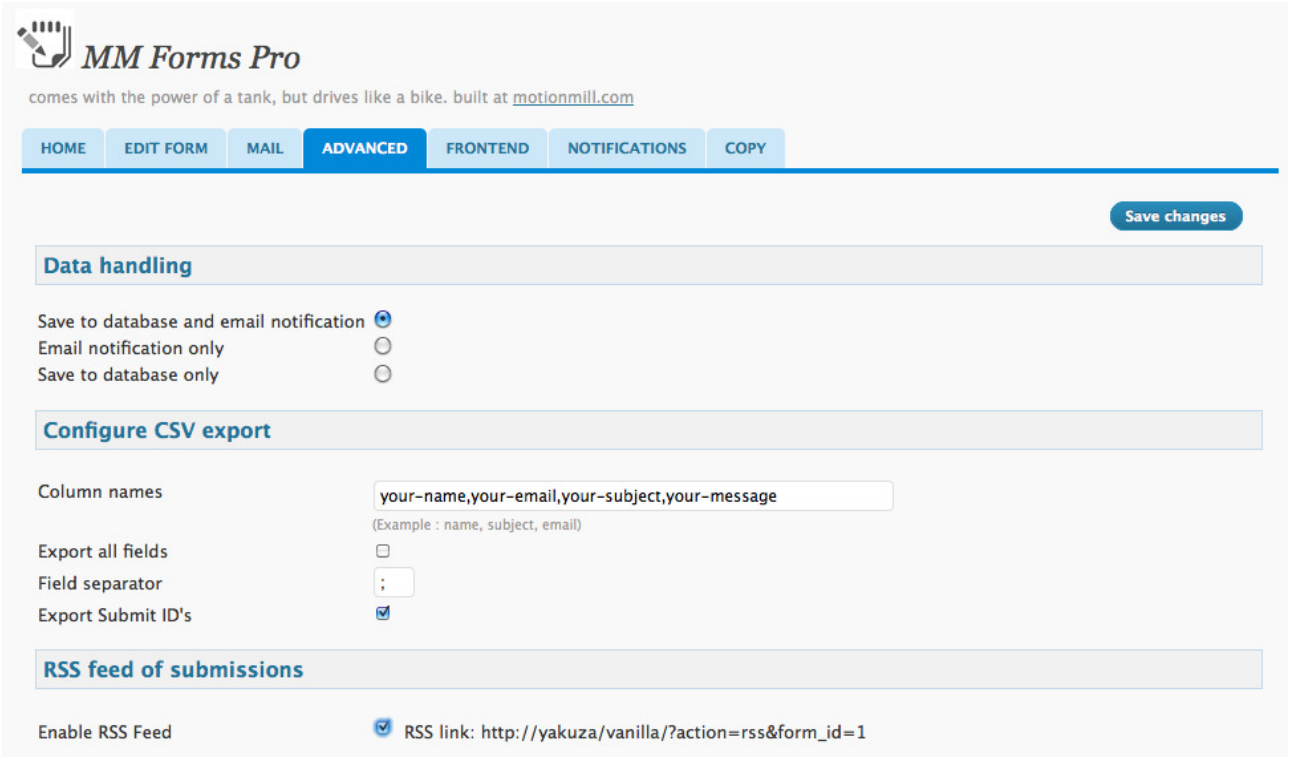
In all the fields you can use tags which can be replaced by the data your user entered whilst filling in the form.

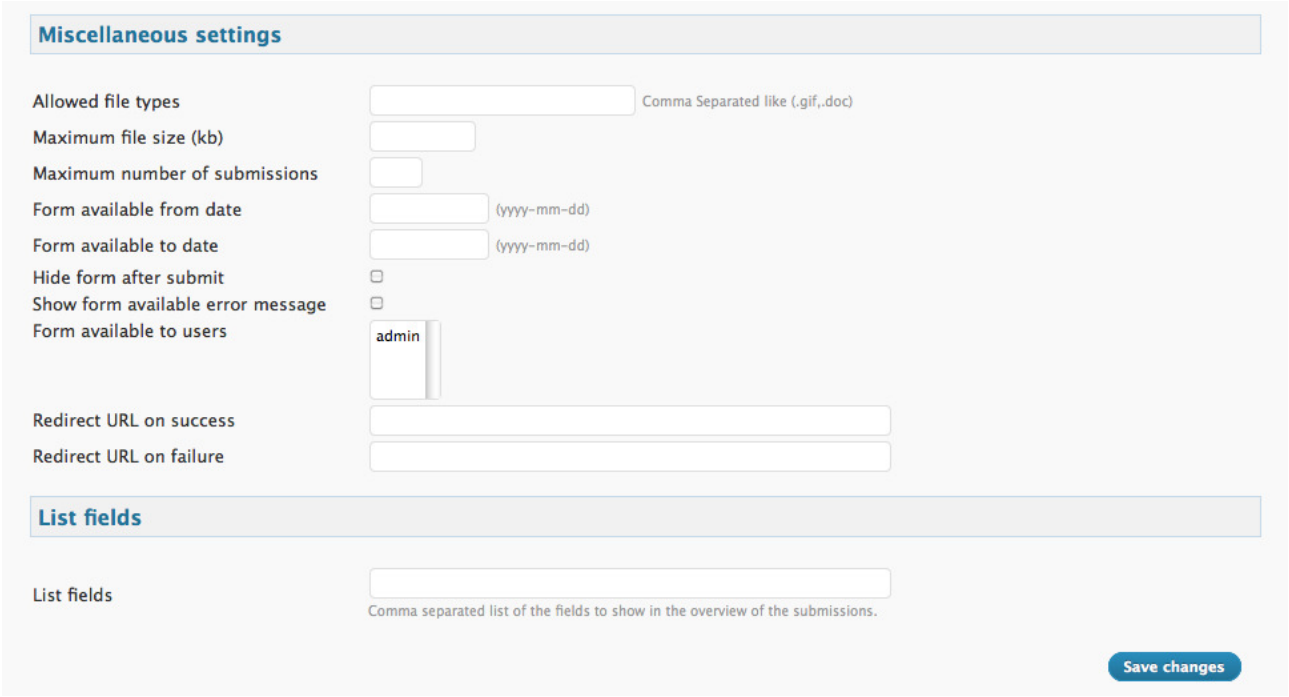
Like in the From field : [your-name] <[your-email]> will be replaced by John Doe <john.doe@example.com>

You can use all the fields you have entered in your form field.

The option “Attach submitted files” will attach all file uploads to the mail message that a user has submitted whilst filling in your form. This requires of course a file upload field in your form.

Advanced tab





This screen is divided into 5 sections.

1. Data handling

   You can decide to have your form submissions stored into the database and emailed or to have them stored only or mailed only.

2. Configure CSV export

   - column names : the fields to export

   - export all fields

   - field separator

   - export submit ID's

3. RSS feed of submissions

   You can enable or disable the RSS feed for your form submissions. If you have mail only enabled in data handling this can be a handy tool to check on incoming submissions.

4. Miscellaneous settings

   - allowed file types : set the allowed file types for file uploads. Empty means you can upload all kind of files.

   - maximum file size

   - maximum number of submissions : when set the form will only accept the number of submissions you added in this field. When set to 20 you only will receive 20 submissions, after it the form will become unavailable.

   - form available from date : when set the form will only be displayed from this date of

   - form available to date : when set the form will be disabled from this date of

   - hide form after submit : hides the form when a user has submitted the form

   - show form available error message : when set an message will be displayed that the form is not available. Eg. when you set a from and to date.

   - form available for : select the users who can see the form

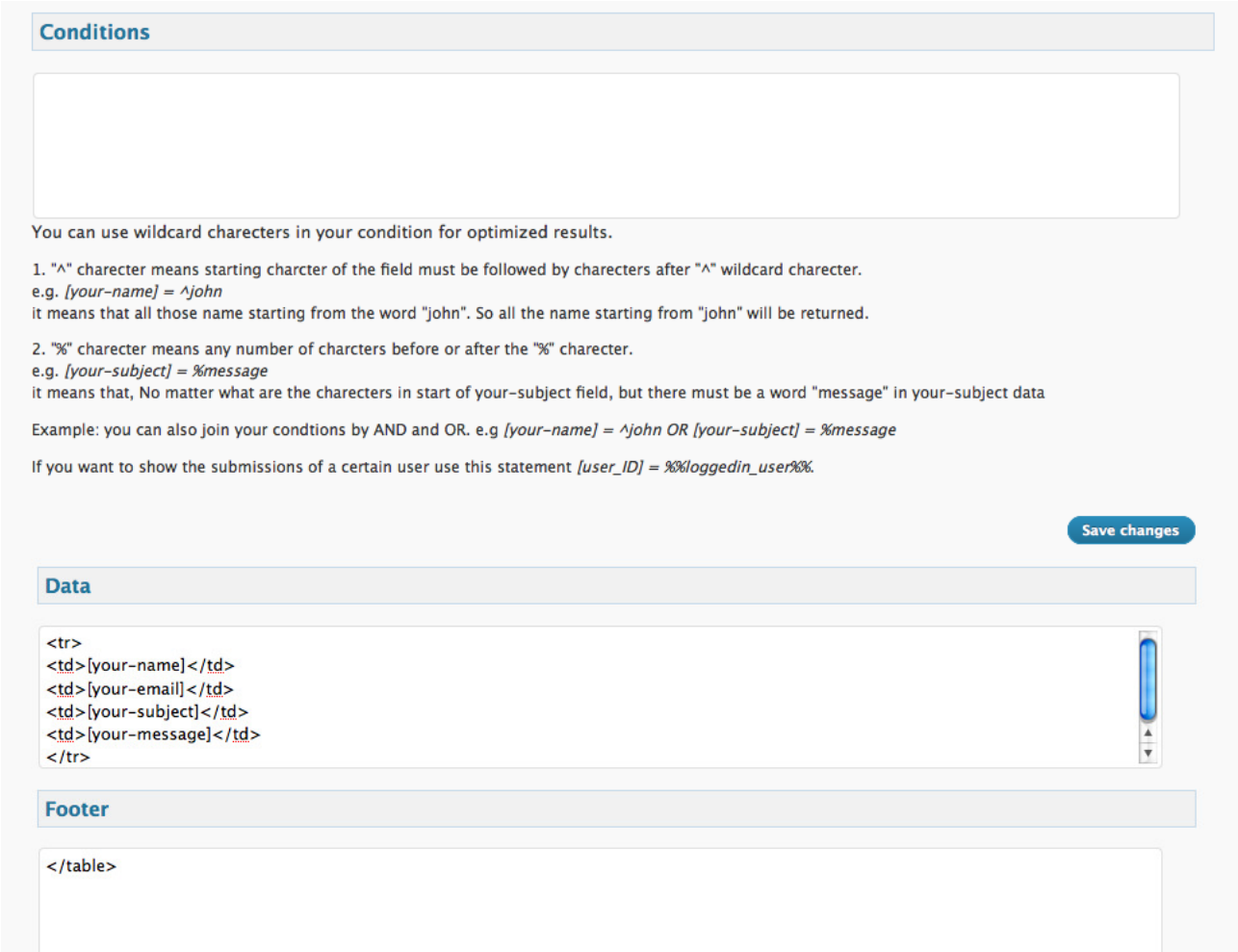
   - redirect URL on success : after successful submission you are redirected to this URL. Comes in handy when you want to use a custom thank you page.

   - redirect URL on failure : after a faulty submission you are redirected to this URL.

5. List fields

   Here you can define the fields that have to be shown in the submissions overview screen. More later about this feature.

Frontend tab



With MM Forms Pro you can show form submission in a page or post. You can add different conditions to be used in different posts or pages.

Example : I have a form in which I ask a name, gender, email. I can display in a post or page all names that are male and in another all names that are female.

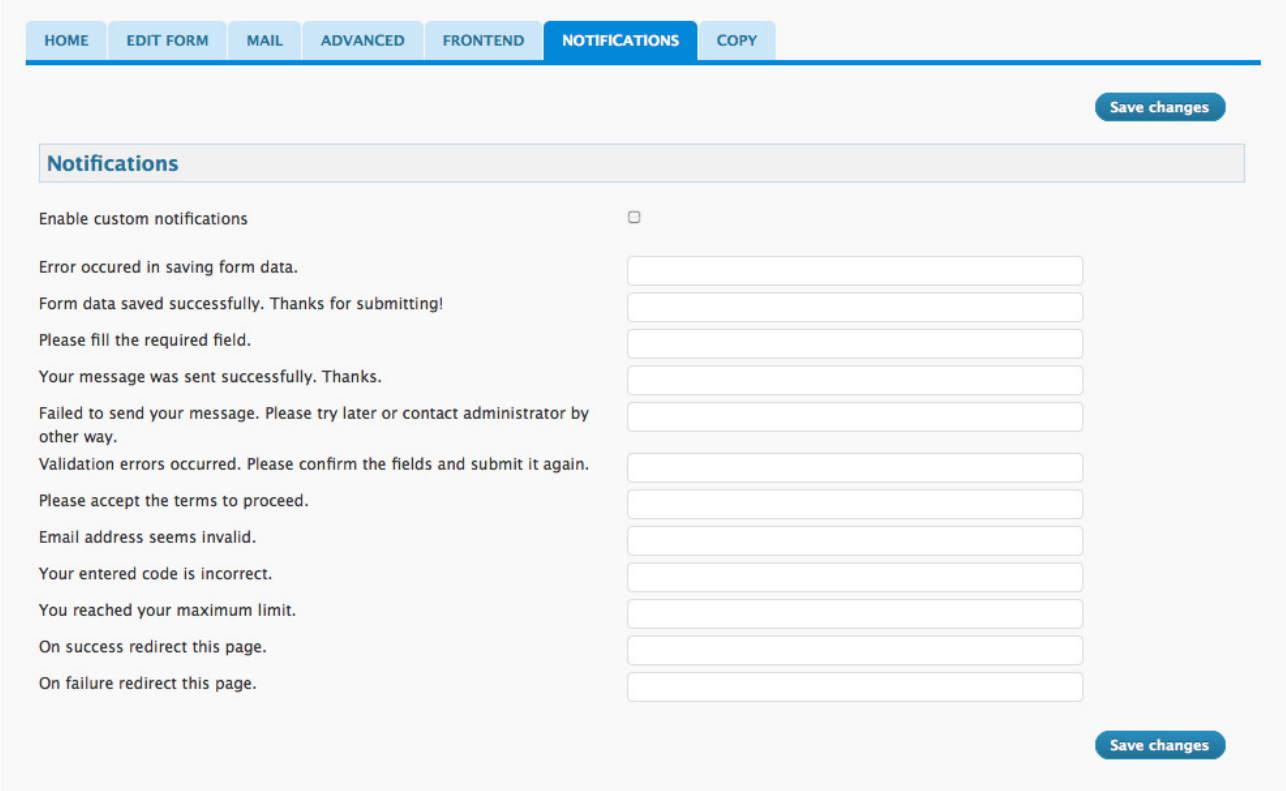
The post/page tag would be for male :

[[formdata 1 "Contact form 1"] WHERE [gender]=M]

For female

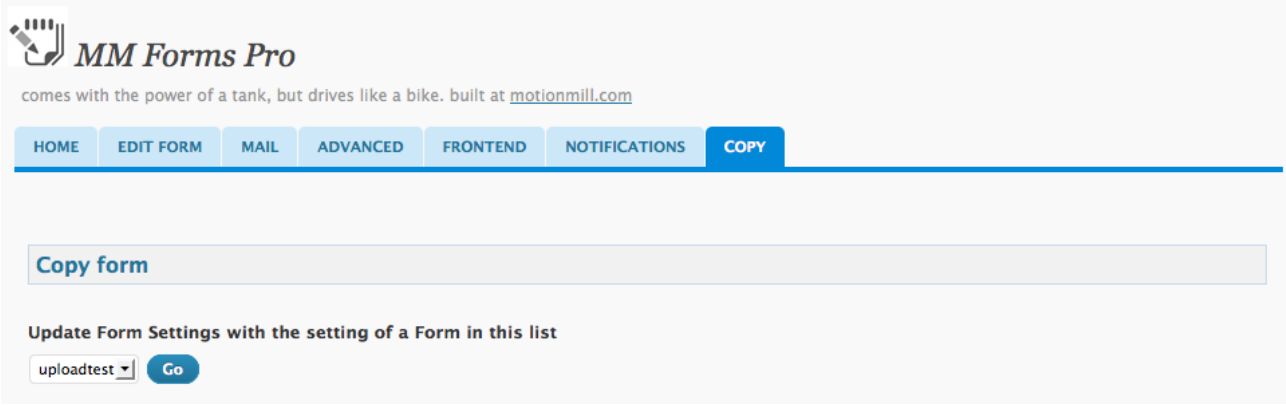
[[formdata 1 "Contact form 1"] WHERE [gender]=F]

Notifications tab



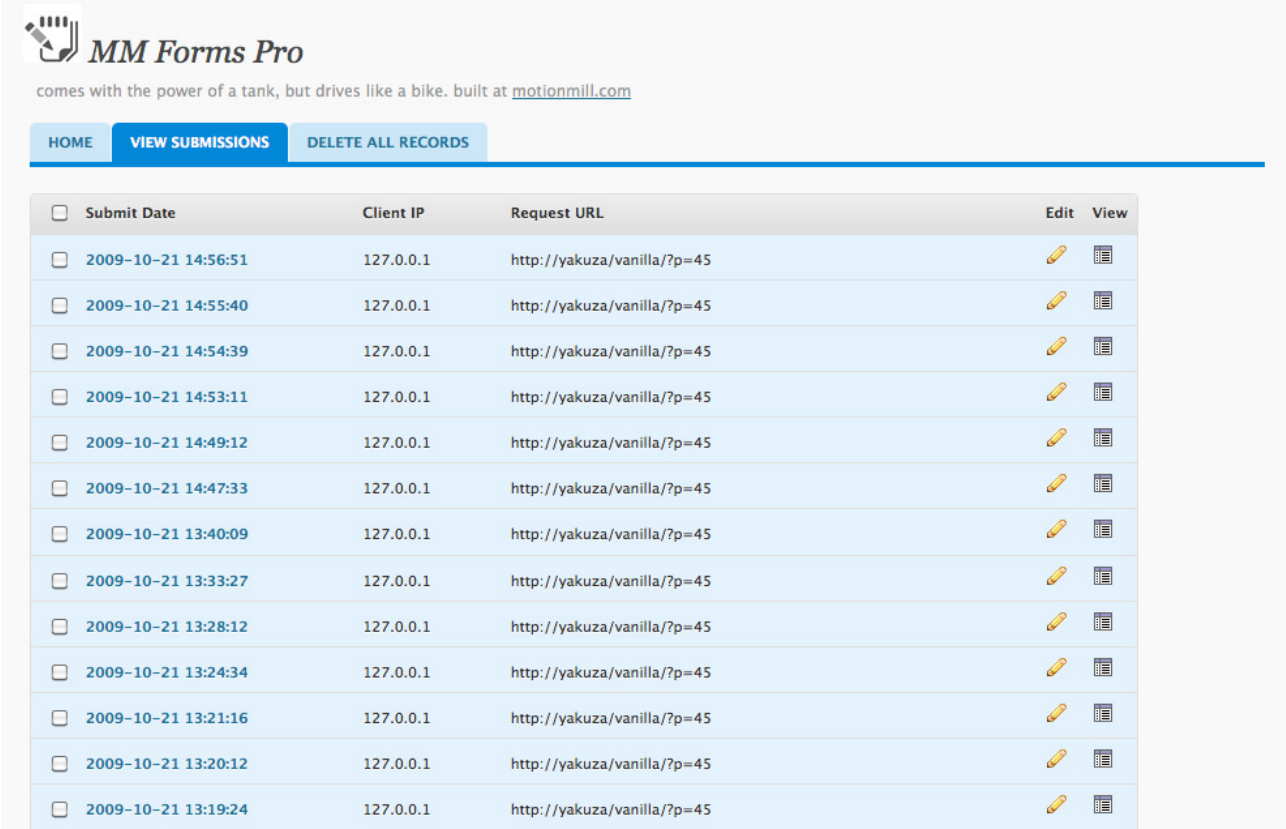
Here you can setup custom notification messages for all the notifications in MM Forms Pro.

Copy tab

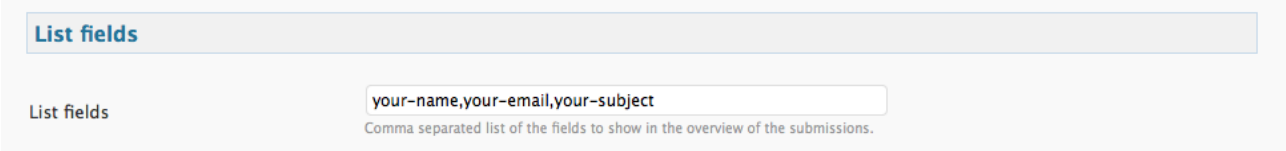


You can copy another form's settings to the form you are editing at the moment. To do so you select a form and press the Go button. Note that all your current settings will be overwritten by the ones from the selected form!

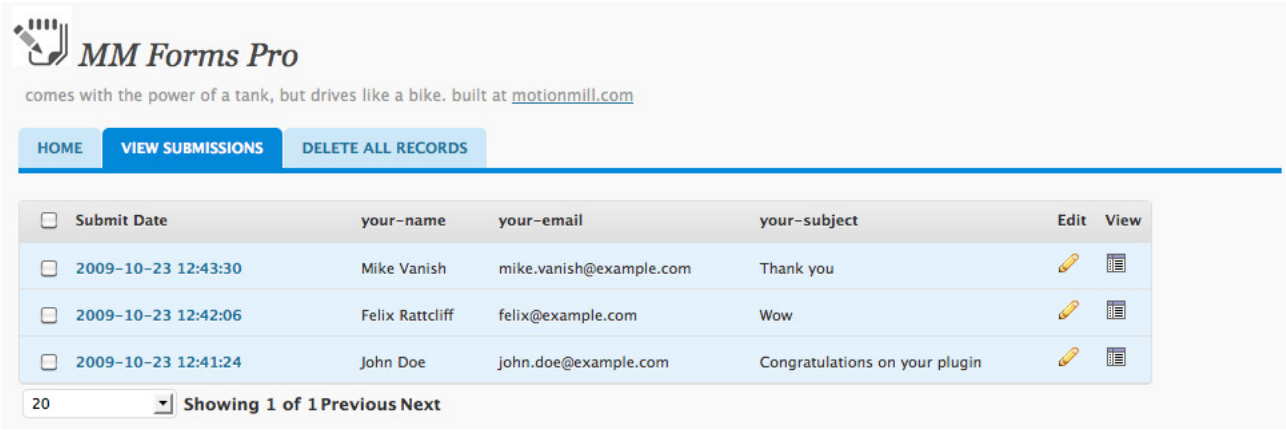
View submissions screen

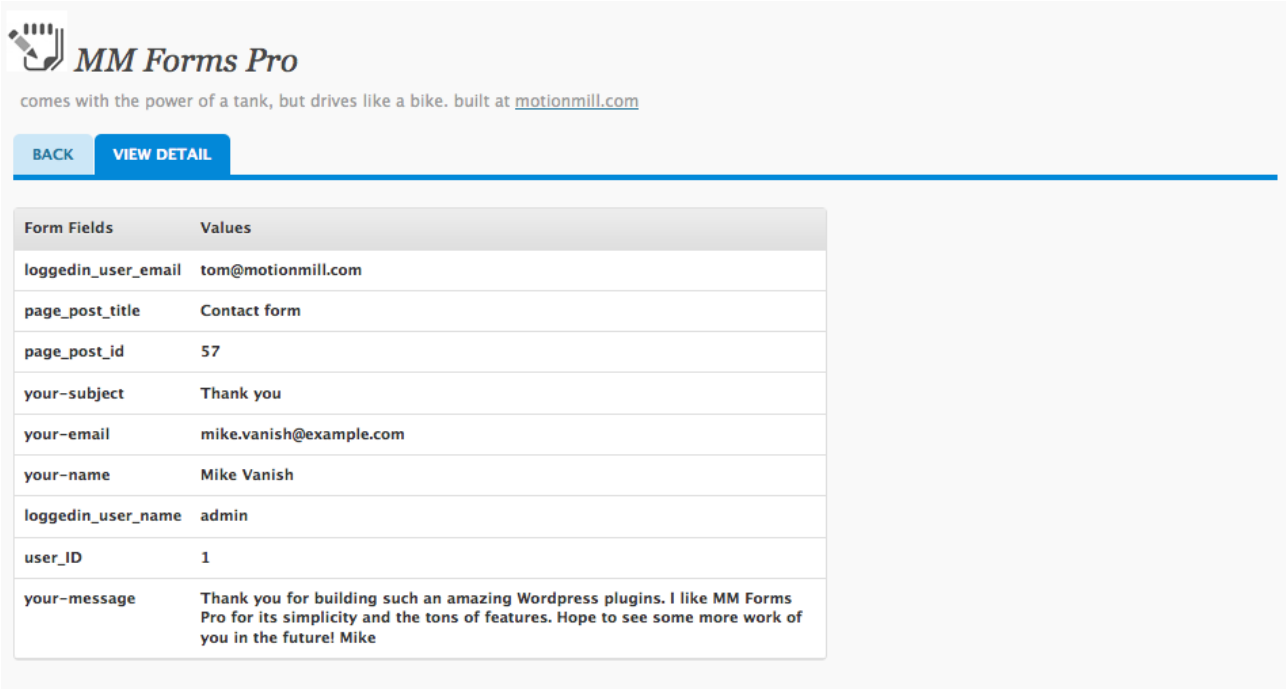


On this screen you can view all submissions for your form. Note that you can define the fields to show here. You can set the fields in the List fields section of the Advanced tab when editing a form.



When set the list will show the name and email address instead of the IP and Request URL.





View submission detail

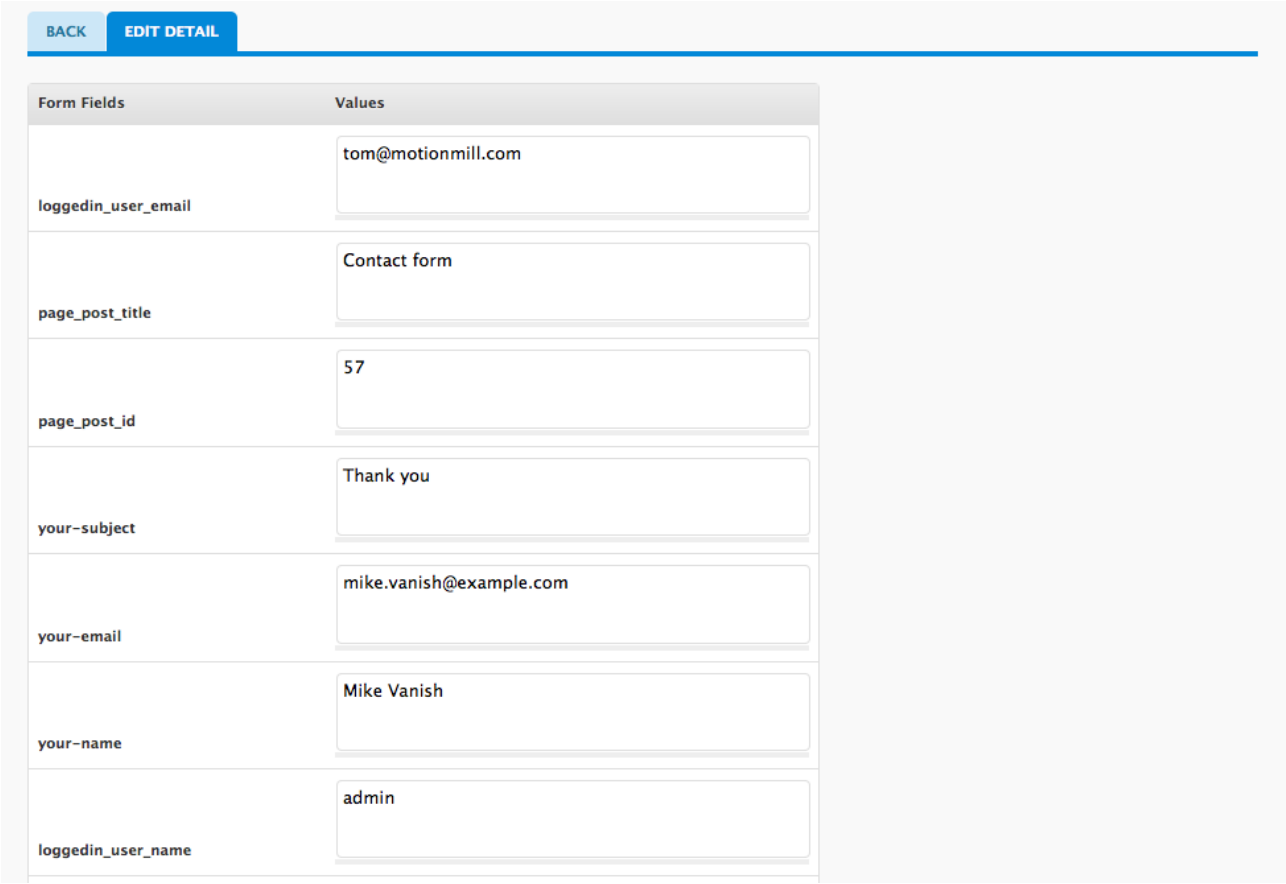
Edit submission detail

In MM Forms Pro you can edit your form submissions. In that way you can modify the submitted records. This is a very powerful option in MM Forms Pro since it gives you the ability to use MM Forms Pro for more then just contact forms.

You coud decide to build a moderated guest book for your website using MM Forms Pro.

Example: you create a form with name, email, message and add a hidden field “approved” with value=”0”. Eg. <input type=”hidden” name=”approved” value=”1” />

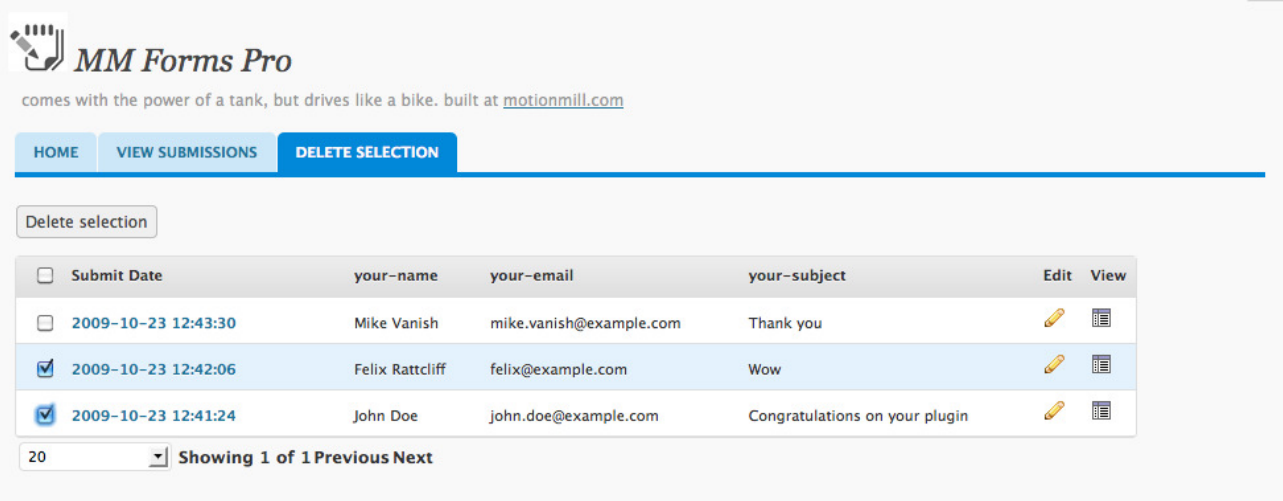
Create a post with a formdata tag for your form and add the condition : approved=1. Now only the submissions that are approved are shown. So when you receive a new submission just edit it and set approved to 1 to make it public in the frontend.



MM Forms Pro automatically stores the page or post title of the post/page where the form is included. When a user is logged in to the website the user's email, name and ID will be stored as well.

The loggedin_user_email and loggedin_user_name are automatically included in the form so you can use these fields in the mail notifications.

Delete selection



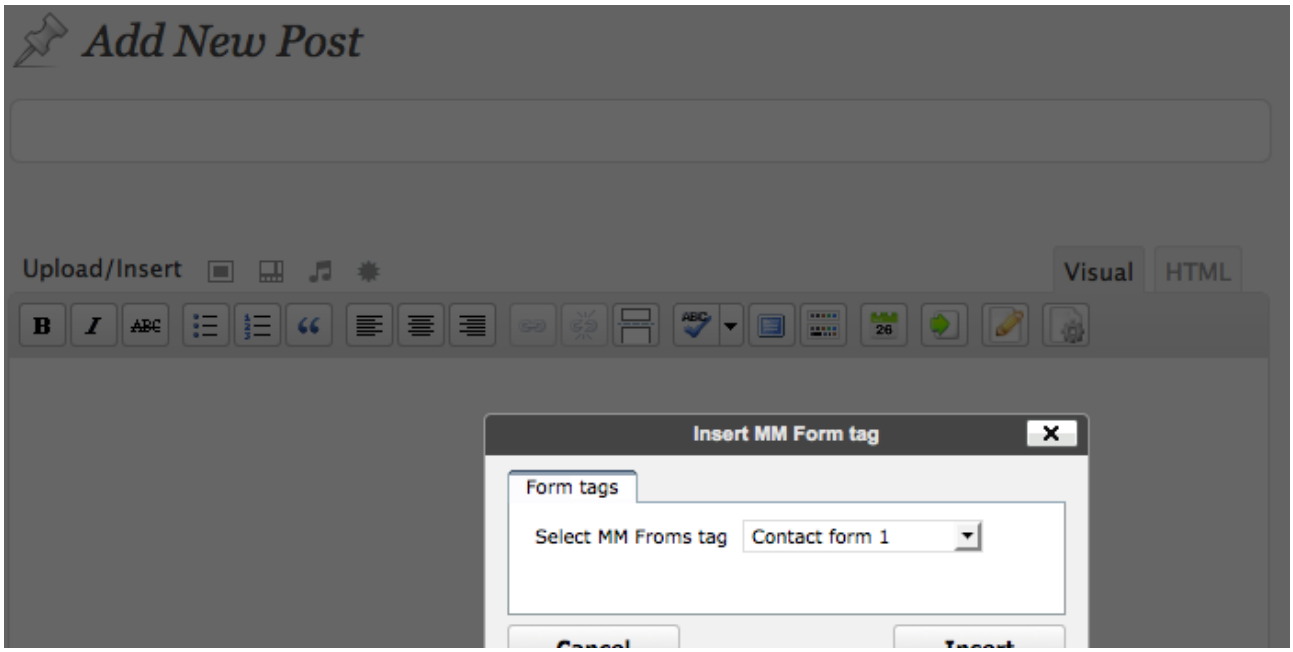
You can delete form submissions when you like. This can be done individually or you can chose to delete all at once.

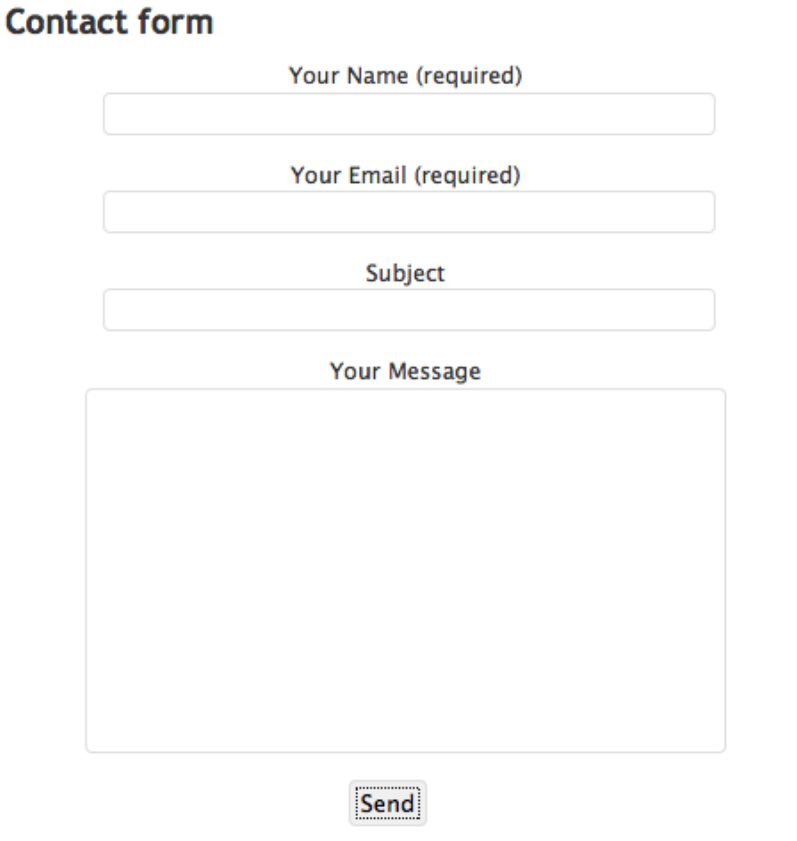
FRONTEND

Add a form in a post or page

You can add a form or the form submissions in a post or page using the MM Forms Pro buttons in the TinyMCE editor.

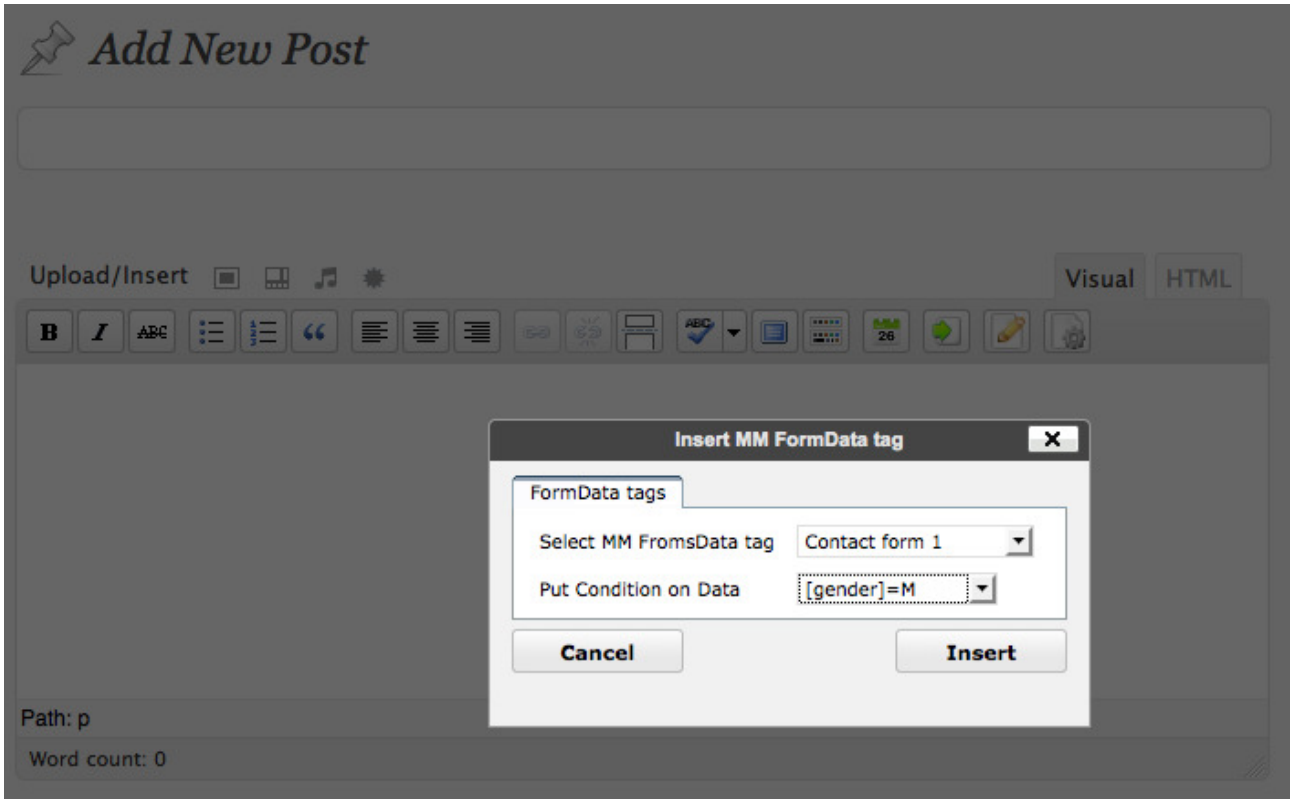
Click the pencil icon to add a form.





Add form submissions in a post or page

Click the radar icon next to the pencil icon to insert a form's submissions. Note that you can also select a condition here. This enables you to show only certain submissions based on the condition. Eg. only show submissions that are approved.



Add a form in your template

You can choose to add a form anywhere in your template using PHP code.

If you want to add a form into your sidebar.php you can write this:

```
<?php
	if (function_exists(insert_mm_form) {
		insert_mm_form('Contact Form 1');
	}
?>
```

This code will insert your form “Contact Form 1” in the sidebar.