

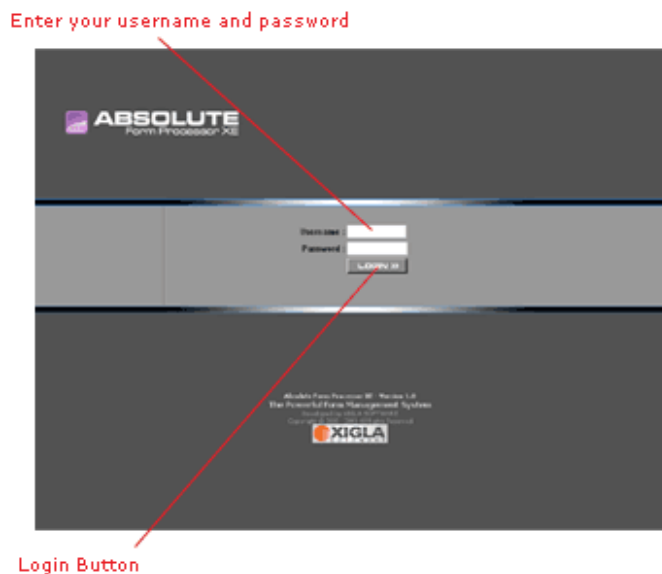
ABSOLUTE FORM PROCESSOR ADMINISTRATION OPTIONS

The Absolute Form Processor is very easy to use. In order to operate the system, you just need the menu at the top of the screen. There, you'll find all the system options, which we'll explain now.

Login Screen

To access the Absolute Form Processor, point your browser to [http://Uddg"W\X"i a b"YXi #Zcfa g](http://Uddg)

Once there, use your Username and Password to access the application. By default, the Absolute Form Processor comes configured with both "admin" for the Administrator's Username and Password. If you set a different Username and Password (which we strongly recommend for security reasons) you'll have to enter it in order to access the application.





Search Submissions

Use this option to browse and view your form's collected data.

The SEARCH screen is divided into 2 sections, the search panel and the results panel.

In the search panel, you enter and define your search criteria. You can select a form to browse their submitted data and then provide a search criteria to browse only submissions matching such criteria.

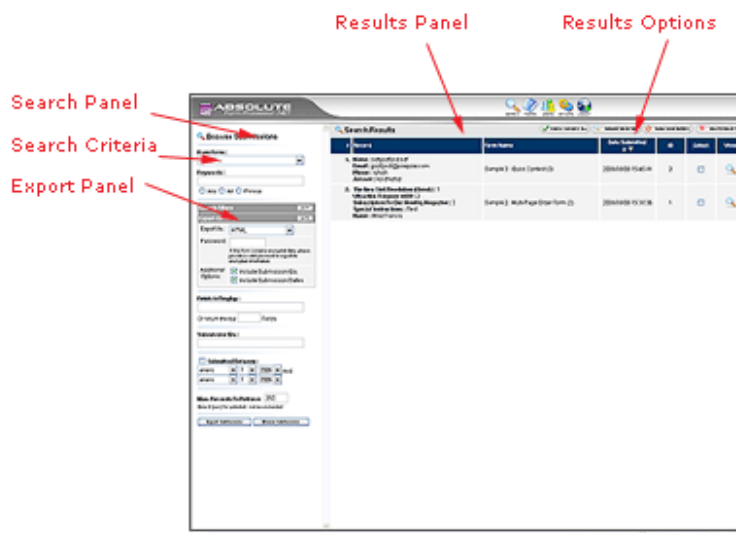
- ✍ **Form** : Select the form's data to be browsed.
- ✍ **Keywords** : Type several keywords that should be found on your form's collected data (select if the results must contain all or any of the keywords).
- ✍ **Search Filters** : This option may appear if the form processor was defined with filterable fields. It will let you enter criteria for searching in the filterable fields only.
- ✍ **Export Options** : You can export your submissions to either Excel, Text or HTML. This panel, lets you do so. If the forms have encrypted data, you will be prompted to enter a password to decrypt such info.
- ✍ **Fields to Display** : Select which form fields should be shown in the results, you can also select to display the top N fields from the submitted form. Type the fields separated by a space.
- ✍ **Submission IDs** : To look for specific submissions, type the IDs separated by commas.
- ✍ **Submitted Between**: Check this option and select two dates to list submissions that were collected during the selected period.
- ✍ **Max. Records to Retrieve** : Select how many results should be returned.

Click the "Browse Submissions" button to list all the submissions that match your search criteria.

Click the "Export Submission" button if you would like to export the submissions.

The Absolute Form Processor will list the matching submissions and display the results in the results panel along with the following information:

- ✍ **Record:** Displays the selected form fields with their corresponding data.
- ✍ **Form Name :** Name of the form from which the data was collected
- ✍ **Date Submitted :** date that the data was collected.
- ✍ **ID :** Assigned submission ID.
- ✍ **Select :** Check this box if you would like to select the current record for viewing or deletion.
- ✍ **View:** Click the View button to access the submission's full data.



Along with the search results, are displayed 4 buttons at the top :



Check / Uncheck All :Click this button to check / un-check all the results



Browse Selected :Click this button to browse the selected results.




Show / Hide Search :Click this button to hide the search panel and expand the results panel.

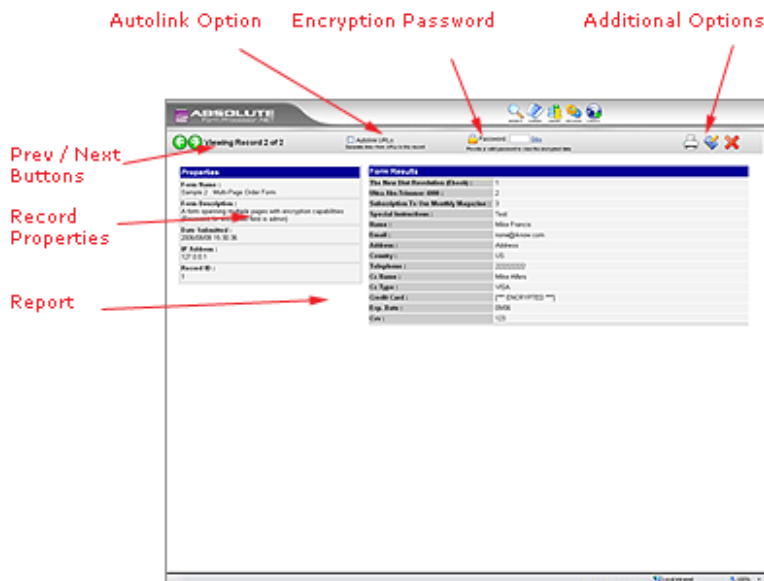


Delete Selected :Click this button to delete the selected results.

Viewing and editing a Form submission

To view any of the forms' submission, just click on the VIEW button () next to it or check the submissions and click on the BROWSE SELECTED

( **BROWSE SELECTED**) button



When you browse a record, it will be loaded and parsed into a custom report (which can be a file or custom HTML defined in the edit form processor screen) or it will be loaded into the default template.

When you browse multiple records, you can switch and move among them using the PREV /NEXT buttons.

The AUTOLINK check box when checked automatically converts any URLs or E-mail addresses to active links.

If the submission contains encrypted data, you will be prompted for the encryption password in order to see the encrypted data.

The additional options lets you print the record, edit it or delete it.

When you edit a record, you will be allowed to modify the information provided (Encrypted data cannot be modified).



Form Processors

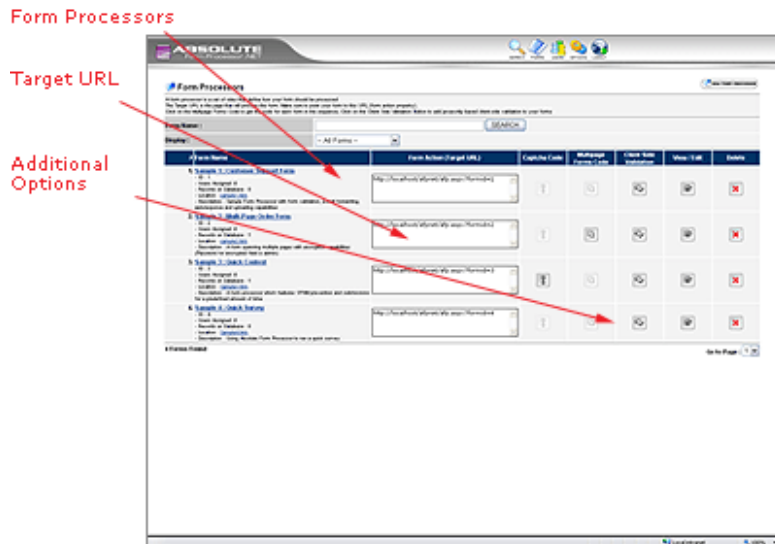
This option lets you set processing rules for your forms

Absolute Form processor, can handle any form that you submit to it. A form processor is a set of rules that tells the application how to handle each of your forms. By combining these rules, you can easily add powerful functionality to your forms like field validation, e-mail forwarding, autoresponses, file uploading, anti-spam prevention and even an expiration date (to stop collecting data). You should create a form processor for each of your forms and name it according to your form, reason being that the rules for processing a survey or contest won't be the same for a contact form.

By clicking the "FORMS" button from the top menu, your defined form processors will be shown along with the following information :

- ✎ **Form Name / Description** : Name and description of the form.
- ✎ **Form Action (Target URL)** : When you create a form in HTML it has a property called ACTION which contains an URL, that URL is the page where the form data should be submitted. When you create a Form processor, the application provides you with this URL which you should use in your forms so that they are submitted to the application and the system can process it accordingly.
- ✎ **Captcha Code** : If you enabled the captcha option for the form processor, this button will be enabled. You will need to add this Javascript code to your forms HTML exactly where you'd like the CAPTCHA validation field to appear.
- ✎ **Multipage Forms Code** : If you defined the form as multipage, you will also need to modify your forms so that they have a hidden field with the URL of the very next form in the sequence. This button will be enabled for your multipage forms and will show you the code to add to such forms.
- ✎ **Client Side Validation** : If you want to add client side validation to one of your form (and you have defined validation rules for the form processor), click on this button and follow the pop-up instructions to enable the form with client-side validation.

- ✍ **View / Edit** : Click this button to view or edit your form processors.
- ✍ **Delete** : Delete's the form processor and its collected data.




: Click the NEW FORM PROCESSOR button to define a new form processor.

Note:
When you log into the application for the first time, the Absolute Form Processor will create several sample form processors. Make sure to check them in order to familiarize with the application.

Edit Form Processor

To define a form processor, click on the NEW FORM PROCESSOR button from the FORMS screen and provide the following information in order to define the form's processing rules.

- ✍ **Form Name** : Type the name of the form that the form processor will be using. For example, "Contact Form" or "Games Poll"
- ✍ **Form Description** : You can provide an optional description for the current form.
- ✍ **Assigned Users** : Select which users of the Absolute Form Processor can have access to the collected data from this form (Use CTRL+Click to select or deselect several users)
- ✍ **Form Processing** : provides the different processing rules that define your form processor. The rules that define how to handle your form, are grouped into the following items (you can open each item by clicking on the  button) :
 - **E-Mail Forwarding** : Defines if the form's collected data should be sent by e-mail (forwarded) to any destinationary
 - ✍ **E-mail(s)** : Type the e-mail addresses to where to forward the data. You can enter several e-mails by separating them with commas(,) or spaces.
 - ✍ **E-mail from form field** : If the form has a field where the user can select a target e-mail address to send the form's results, type the name of the field here to forward the form results to the e-mail address taken from that field. I.E : your form has a drop-down menu with the e-mails from sales, and tech support called "SendTo" and your user can select which of those departments to send his inquiry, you can type SendTo as the "e-mail from" field so that the collected data is forwarded to the selected e-mail address.
 - ✍ **Assigned Users** : You can check this option if you want the collected form data to be forwarded to the form's assigned users previously defined.
 - ✍ **Optional Subject** : You can define a subject for the forwarded results. Otherwise the name of the form processor will be used.
 - ✍ **Custom Report** : You can enter a custom report in text or HTML to forward the data. You can also reference ANY of the collected fields by enclosing the field name within \$\$ \$\$\$. For Instance, if you type for this field :

"A new submission has been submitted by \$\$NAME\$\$"

The message forwarded will be personalized with the name of the person who submitted the form as long as there is a

field called NAME in the form submitted with such information.

- **Autoreponse and Reply -To address** : Use these properties to optionally send an autoreponse to the user once the form was submitted, in order to do this, your forms should collect the users e-mail address (Reply-To address).
 - ✍ **Field for user's e-mail** : In order to send an autoreponse to the user, the user must provide his/her e-mail, type the name of the HTML Form field which collects the user's e-mail address.
 - ✍ **Field for user's name** : If your form also captures the user's name, you can specify the field which collects his info so that the auto response TO uses this name instead of the e-mail address only.
 - ✍ **Optional Subject** : Define an auto-response subject. Otherwise the form name will be used.
 - ✍ **Optional From Name** : The name which should be displayed as the sender of the autoreponse.
 - ✍ **Optional From E-mail** : E-mail address to be used as the reply of the auto-response.
 - ✍ **Autoreponse Message** : Enter the message in either Text or HTML. You can also refer fields collected from the form by enclosing their name within \$\$ \$\$\$. For example : Hello \$\$NAME\$\$, we have received your submission. Will be personalized with the user name as long as the form has a field called NAME which the user filled.
 - ✍ **Send a copy of the form to the user** : Enable this option if you want to send a copy of the submission to the user in the auto-response.
- **Required Fields and Validation Rules** : Lets you define the validation rules for the form.
 - ✍ **Ignore Fields** : If you form has fields that should not be considered nor collected data , provide the name of those fields names here so that they are not processed by the

form processor. I.E : If you add a Submit button to your form, it will always return the value "Submit", therefore it can be safely ignored.

- ✍ **Fields with no value** : Check this option if you would like to ignore fields which are sent blank or with a value of 0 (zero)
 - ✍ **Required Fields and validation rules** : here you can type the validation rules for your form's fields. Clicking the "ADD RULE" button, will display a pop-up where you can easily define rules for each of your fields.
 - ✍ **Adding Rules** : Adding a rule is very simple with the rule wizard, just tpe the name of the field that you want to validate or check in your form and check the options to validate your rule (required field, field type and validations)
- **Hide and Encrypt fields** : Use this option if your form contains sensitive data that should be encrypted or hidden and not sent on any outgoing messages.
 - ✍ **Hide Fields** : Type the fields that should not be included when the form results are forwarded by e-mail. Type each field and press the ENTER key after each entry.
 - ✍ **Encrypt fields** : Type the names of the form fields that contain information that you would like to encrypt. A password would be required to read back the encrypted data.
 - ✍ **Encryption Password** : This password is used to encrypt and decrypt the fields selected in the "Encrypt fields" option. Make special note of this password as it will be the only way to see the information encrypted.

Note:

If you choose to use the field encryption options, you'll need to provide a password in order to encrypt and decrypt the fields.

If a later time, you decide to change this password, any information encrypted with the previous one will become unreadable.

Make special note of the password as it will be the only way to get any encrypted data with it.

- **Save to External Database** : You can set your form processor to save the collected data to an external database or table.



✍ **Connection String** : Enter the exact connection string to your database in this field. Please make sure to enter the proper values, otherwise the Absolute Form Processor won't be able to connect to your database.

✍ **SQL Insert Query** : Enter the query that you would like to use. If your database allows multiple statements (Like SQL Server), you will be able to enter multiple queries here.

The queries can use the data collected from your form values by referencing the field names enclosed within \$\$ \$. For example, a query like this :

```
Insert into mytable (name,email) values
( '$$NAME$$', '$$EMAIL$$' )
```

Will later be parsed with the values captured from the field called NAME and EMAIL in the form.

- **Form Data Search** : This option lets you determine which fields can be used to filter any results in the search screen. By entering the name of the fields that you would like to use as filters, any search performed in the search screen can be further filtered through those fields. For instance, if you type NAME and EMAIL, you will be also able to search by NAME and EMAIL in the search screen the submissions collected by this form processor.

- **Form Data Display** : You can optionally define a custom report to view your collected data in the form processor. Simply define the name of the HTML file to be used as report (must reside in the REPORTS folder) or type the HTML code.

You can make references to the fields of your form by entering the name of the field enclosed within \$\$ \$.

- **Form Completion** : Use this option to define a Thank you message or redirect the user to a thank you page once the form has been successfully submitted.

✍ **Prompt message** : Type a "Thank you" message to prompt to the user after form completion. This message will show in a small pop-up instead of a page in the browser.

- ✍ **Display HTML Message** : Type a "Thak You" message that will be shown in a page once the form is sent.
 - ✍ **Redirect To page** : If you have your own thank you page, type the full URL to it in order to redirect the user to that page on form completion.
- **Multiple Pages:** Check this option if your form spans multiple pages.
 - **Spam Prevention** : You can optionally use a form CAPTCHA (Completely Automated Public Turing test to Tell Computers and Humans Apart) as well as a resubmission time limit to avoid spammin and automated submissions.
 - **Enable Form Value Parsing and Embedding into mail messages and reports** : ONLY by checking this option you will be able to reference any value collected from your forms by using the \$\$FIELD\$\$ tags.
 - **Preview form after submission** : Check this option if you'd like the user to be able to preview the information being sent before final submission.
 - **Save Submissions to the Absolute Form Processor database:** Check this option to save the collected data to the application's database. By checking this option, the data can be searched from the SEARCH screen.
 - **Allow Files to be Submitted and Uploaded** : Check this option to allow the form processor to upload files and binary data submitted from your forms.
 - **Unique Submissions** : Check this option if you want to limit the submissions to one per each different IP.
 - **Do Not Accept Resubmissions After** : Select a date when the form processor should stop collecting the form's data. This is useful for a contest or any other form where the data should be provided before a defined date.

Form Value Parsing and Embedding

ONLY by checking the option to ENABLE FORM VALUE PARSING AND EMBEDDING INTO MAIL MESSAGES AND REPORTS, you will be able to reference values collected directly from your forms into the different messages and reports of the form processor.

Once this option is checked, you will be able to recall any value by calling its field name enclosed within \$\$ \$\$\$. So a typing \$\$NAME\$\$ will later be parsed with the value collected from a field called NAME in the form processor.

The options that can make this parsing are :

- The Autoresponse Message (Text or HTML)
- The Custom Report (HTML)
- The Thank You Messages
- The Redirect URL
- The Autoresponse Subject
- The SQL Query to save to external databases

For instance lets consider a form which collects the user's name , e-mail and a short message. The form HTML might be something like :

```
<form name="form1" method="post" action="afp.aspx?formid=2">
  <p>Name :
    <input name="name" type="text" id="name">
    <br>
    E-mail :
    <input name="email" type="text" id="email">
    <br>
    Message :
    <textarea name="short_message" id="short_message"></textarea>
    <input type="submit" name="Submit" value="Submit">
  </p>
</form>
```

We can then reference the values from that form by using the tags \$\$name\$\$, \$\$email\$\$ and \$\$short_message\$\$

We could then create an autoresponse like :

**Dear \$\$name\$\$ we have just received your message.
Thanks for your submission.**

Once parsed , it might look like :

Dear Juan we have just received your message.

You could define a custom HTML report to display your data :

```
<table border="2">
  <tr>
    <td>User Name :</td>
    <td>$$name$$</td>
  </tr>
  <tr>
    <td>E-Mail _</td>
    <td>$$email$$</td>
  </tr>
  <tr>
    <td>Short Message :</td>
    <td>$$short_message$$</td>
  </tr>
</table>
```

User Name :	\$\$name\$\$
E-Mail _	\$\$email\$\$
Short Message :	\$\$short_message\$\$

Once parsed might look like :

User Name :	Juan
E-Mail _	email@here.com
Short Message :	Here is my short history

Suppose that once you collect the data, you need to pass it to a custom page. You can then use the redirect URL along with these fields as well.

Suppose that you need to use the email address in the page where the user gets redirected to. You could use a redirect URL like

[http://www.mydomain.com/myfile.asp?email=\\$\\$email\\$\\$](http://www.mydomain.com/myfile.asp?email=$$email$$)

With the SQL Query you can also do the same

Suppose that you have an independent table where you store the names and e-mails of all your users.

A similar query like this will save the collected name and email into that DB :

Insert into MyTable (name,email) values ('\$\$name\$\$','\$\$email\$\$').

Additional Paramaters for Parsing

Besides the field values being references through the `$$FIELD_NAME$$` tags, there are additional tags which are not captured by the Form Processor, but generated each time a submission is done.

The additional tags are :

%%IP%% : captures the user IP

%%SUBMISSIONID%% : Returns the submission ID (Only when the submission was saved to the Absolute Form Processor database)

%%REFERER%% : Captures the page referer

%%DATE%% : Current date

%%DATETIME%% : Date and time

%%APPURL%% : Application URL

%%APPLICATIONURL%% : Application URL

%%SITEURL%% : Site URL defined in the options screen

%%GUID%% : A unique submission ID.

ABSOLUTE FORM PROCESSOR SAMPLES

Absolute Form Processor comes with several samples to illustrate how the application and for processor works. These samples come set by default, you might want to check them in order to familiarize yourself with the application.

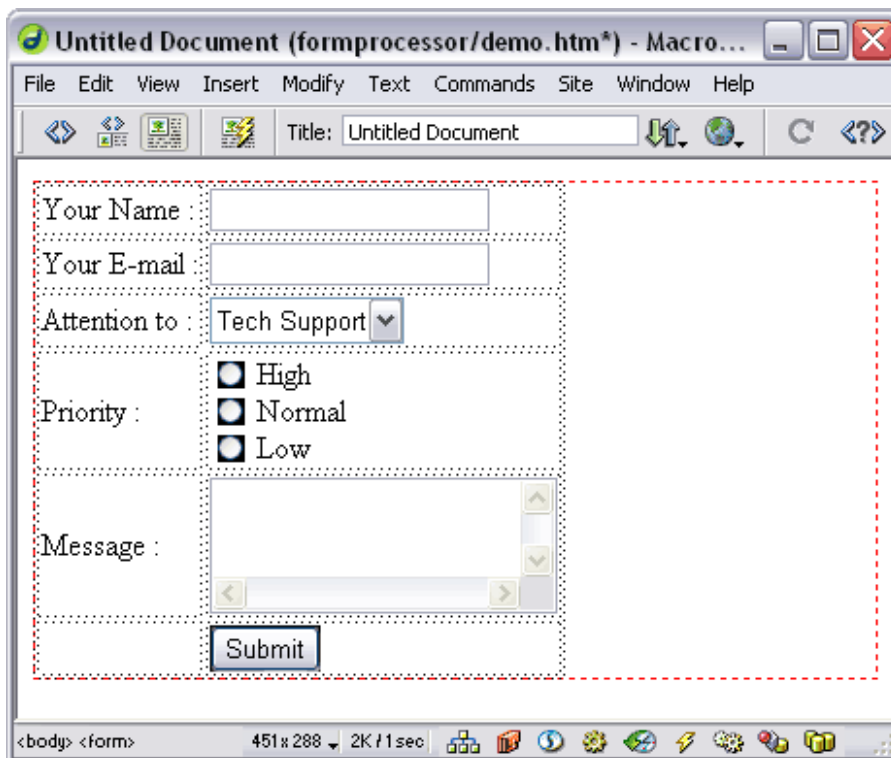
In order to illustrate the power and flexibility of the Absolute Form Processor, we have included this sample in which we will create a form processor for a contact form that can be immediately used on your site.

1) Designing the form :

The first thing we must do is to define what kind of information we need to collect from the user. For a web based support form, we could have the following input fields :

- Name : The user's name
- E-mail : In order to reply to him later
- Subject : The topic of the request
- Message : The user's request
- Department (attention to) : supposing that we have several departments, we should let the user choose to which department forward his request.
- Priority : We can include this option so that the user can prioritize his request

Now that we know what kind of information we want to collect, we can move to our favorite HTML editor in order to create the form. Using Macromedia Dreamweaver, we have designed the following form :



The HTML code for this form would be similar to this :

```
<form name="form1" method="post" action="">
  <table border="0" cellspacing="2" cellpadding="2">
    <tr>
      <td>Your Name :</td>
      <td><input name="name" type="text"></td>
    </tr>
    <tr>
      <td>Your E-mail :</td>
      <td><input name="email" type="text"></td>
    </tr>
    <tr>
      <td>Attention to :</td>
      <td><select name="department">
          <option value="tech@email.com">Tech Support</option>
          <option value="sales@email.com">Sales</option>
        </select></td>
    </tr>
    <tr>
      <td>Priority :</td>
      <td><input type="radio" name="priority" value="High">
        High<br>
          <input type="radio" name="priority" value="Normal">
        Normal<br>
          <input type="radio" name="priority" value="Low">
        Low </td>
    </tr>
  </table>
  <input type="submit" value="Submit">
</form>
```



```

</tr>
<tr>
  <td>Message : </td>
  <td><textarea name="message" ></textarea></td>
</tr>
<tr>
  <td></td>
  <td><input type="submit" name="Submit" value="Submit" ></td>
</tr>
</table>
</form>

```

As you can see the fields name, email and message are text fields. The department field is a drop-down list containing 2 possible values tech@email.com and sales@email.com which correspond to the e-mail addresses of our available departments (tech support and sales) it is a drop-down so that the user can select where to send the request once the form is submitted. The priority field is a radio button containing 3 possible values (High, Normal and Low) .

Also, the form's action (the URL where the form will be submitted to) has not been provided yet, the reason being that will submit the form's results to the Absolute Form Processor which provides the URL to use in the form's action property.

2) Creating a Form Processor :

Now that we have created our form, we will register a form processor that will process the information collected from this form.

To do so, log into the Absolute Form Processor, click the "forms" button from the top menu and then on the "Add new processor" button.

For the form processor's properties, we'll set the following values :

Form Name : Customer Support

Form Description : Absolute Form Processor sample

Assigned Users : Select the users that will have access to the collected information. In this case, the people from Tech Support and Sales.

Form Processing : we'll see each of the elements of the form processing separately.

- ✍ **E-mail Forwarding** : We want to forward the results of this form to either our sales or tech support departments. As our form already has a field where the user can select the target department, we can then forward the form to the e-mail address taken from the departments

field. In this case, we'll type "department" (without the quotes) in the "E-mail from form field".

- ✍ **Autoreponse** : it'd be a good idea to send a message to the user once his form has been submitted. Our form already has a field which captures the user's email (email field). So, in the "Field for user's e-mail" input, we'll type **email** so that the form processor knows that the form's field email should be used to retrieve the customer's e-mail address and therefore use it to send an auto-response. For the Autoreponse message, we might type something like "Thanks for your inquiry, we have received your request and we'll get back to you ASAP".

- ✍ **Required fields and validation rules** : In the ignore fields section, we'll type "Submit" as it is the name of the button field which will always pass a submit value to the form processor, therefore it can be safely ignored. But for the validation rules, we can click on the "ADD A RULE" button and set the rules for our fields in the following way :
 - Name :
Type name in the "Field name" and check the "required" option. For the field type, check Alphabetic as a name contains only alphabetic characters. You can also set a minimum and maximum length.

 - email :
Type email in the "field name" and check the "required" option. For the field type, check "e-mail" as it is an e-mail field.

 - Message :
Type message in the "field name" and check "required" if you want to force the user to type a message.

- ✍ **Form Completion** : We'd like to display a "Thank You" message to the user once the form is collected and then redirect the user back to the site. We'll type "Thank you, your message has been received" in the Prompt message field and in the Redirect To Page field, we'll set the site's URL.

We'd like to save the information collected from this form to the application's database so that the people from sales and tech support can review it at a later time.

Click the "Save form processor" button.

A form processor which forwards the collected form to an e-mail address chosen by the user, sends an auto-response to him, makes sure that the name, e-mail and message values are provided correctly and saves the collected info to the database, has been created.

3) Pointing your form to the form processor

Once the form processor has been created, the application will show you a Target URL for it. This URL corresponds to the URL where your form should be pointed to. In other words, it is the Url of the form processor.

Copy this Url and paste it into the ACTION property of your form :

```
<form name="form1" method="post"
action="http://www.yourdomain.com/absoluteftp/afpx.aspx?formid=1">
```

In this case, the Url to the form processor is <http://www.yourdomain.com/absoluteftp/afpx.aspx?formid=1> , we have now set your form to submit its contents to this URL.

Try the form and you'll see that the application will collect its data. Also, try typing an invalid e-mail address or don't provide your name. The application will validate your input and display the proper messages.

4) Adding client side validation to your form.

When you check your form, you'll see that it sends the information to the server so that it can be validated. Absolute Form Processor provides client side validation too. Client side validation is made on the user's machine before submitting the form to the Absolute Form Processor.

While the normal validation is enough (and more secure) it's a good idea to enable client validation in order to avoid roundtrips to the server.

To add client validation to your form, click on the "Client Validation" button of the form processors and follow the instructions :

- Make sure that the form is pointing to the form processor
- Copy and paste the Javascript code into the form's HTML
- Modify the <form> tag with the provided code.

In this way, just before submitting the form, it will be validated on the client side.

SOME IDEAS FOR YOUR ABSOLUTE FORM PROCESSOR

The Absolute Form Processor is an application with many uses. Gathering information is something that any site needs to do and this application lets you do exactly that in a very easy and practical way.

Here are some ideas that you can use for your Absolute Form Processor :

- ✍ **Newsletter Subscription** : Create a form with a single field called e-mail, and create a form processor to validate it as an e-mail address. You can set an autoresponse to the user once he has been subscribed. Then, export the e-mails to your e-mail software and you are set!.
- ✍ **Create a Shopping Cart** : You could create a form with several checkboxes where the user can select the products that she wants and type their information along with their credit card, you can receive this information by e-mail and process it directly.
- ✍ **Create a survey** : Create your survey in any way you want and then assign a form processor to validate the input, then export the results to your analysis tool (Excel and Access work great).
- ✍ **Create a contest and sent it by e-mail** : You can create an HTML e-mail with a form and point it to the Absolute Form Processor to collect the data, you can also set an expiration date (when the contest ends).
- ✍ **Set a Support or Contact Form** : Just like in our sample, you can create a form which collects all the required data and forward it to your departments, they can also refer to past requests by just checking into the system and doing a search.
- ✍ **Use it to collect subscribers** : You have a site with protected content?, why not set a form where the users can request access to it, you could even ask for their credit cards and charge it accordingly (you'll need a merchant account in order to charge CCs)
- ✍ **And more!** : Any form which collects data can be used along with the Absolute Form Processor, there are tons of uses for such a program. Let us know what you have done with it!