



Details Tab - Standard Fields

Most of the fields on the details tab are covered in the **Standard Details** help page.

Service Request v9.0301		9.0313		Virtual TOWN HALL	
Customer Support: (978) 461.5895		Toll Free: (888) 785.2611		support@virtualtownhall.net	
Details		Items		Selections	
Link Name:	<input type="text" value="scrapmetalreq"/>	Description:	<input type="text"/>		
Subject/Title:	<input type="text" value="Scrap Metal Pick-up Request"/>	Subtitle:	<input type="text"/>		
Keywords:	<input type="text"/>	User Account:	<input type="text" value="jmarchesseault"/>		
Redirect URL:	<input type="text" value="http://www.southwindsor.org/Pages/..."/>	Submit Text:	<input type="text" value="Send"/>		
<input type="checkbox"/> Default to Printable Version					

User Account: This field is a VTH authorized userID or FirstClass® archive folder on our FirstClass server to which the resulting email will be sent when an enduser submits the form. This field can **only** contain a **FirstClass user** or **FirstClass archive folder**. A fully qualified Internet email address **will not work**. Generally speaking we will set it up to go to a folder that can be aliased to your VTH desktop that will be called CityST_CommentsArchives, or a similar name.

REQUIRED

Redirect: This is an absolute path to a page to which the enduser will be redirected after submitting the form. This URL **must** be a complete HTTP absolute path including the full <http://> address of the page displayed after clicking the submit button. **REQUIRED**

Submit Text: This option allows you to change the text that appears in the button for submitting the form data from your website.

Details Tab - Data Fields

Contact Headers (dark green) can be changed. If not, the default value will appear.

Address:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required	Phone:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required
City:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required	Alt Phone:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required
State:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required	Fax:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required
Zip:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required	Organization:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required

Data Headers: Data Headers (editable fields in dark green) are placed beside each appropriate section. A series of suggested uses have been provided, but Data Headers can be changed as needed. Any section with the Include will not have the Data Header rendered whether or not it has been changed.

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Include: Checking a box in this set renders the form with an editable data field with the appropriate Data Header to the Web site. Unchecking a box in this set renders the form without an editable data field or the Data Header. All boxes in this set are checked by default.

Required: Checking a box in this set causes the appropriate data field to be required for form submission. Unchecking a box in this set allows the submission of data but does not require it. All boxes in this set are not checked by default.

Details Tab - Footer Fields

Custom Response Page Name:	<input type="text"/>	Requires Special Setup
<input checked="" type="checkbox"/> Include Footer Statement	Items without an address CAN NOT be collected.	
<input type="checkbox"/> Digital Signature	If there is a problem and we need to make a contact and no name, Phone or e-mail address was included, items will not be collected.	

Include Footer Statement: Checking this box renders a non-editable text block to the footer of the form on the Web page. In addition, checking this box causes an editable multi-line text area and the Digital Signature check box to be shown. Unchecking this box removes the non-editable text block from the Web page and causes the multi-line text area and Digital Signature check box to be hidden. This box is not checked by default.

Digital Signature: Checking this box renders a check box to the form in conjunction with the Footer Statement that must be manually checked by the end user before the form will be submitted. The presentation of this rendered check box on the form makes it clear that checking the box is a tacit agreement to conditions indicated in the Footer Statement. If the box is not checked by the user they will not be able to submit the form. Unchecking this box removes the check box from the Footer Statement. This box is not checked by default.

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Check Box Tabs (2)

Check Box Item: Each field in this set represents a check box with associated text that will be rendered to the Web page. Check boxes are rendered in two columns inside the form on the Web page. Rows can be skipped when adding data to these fields.

CHECKBOX ITEM	CHECKBOX ITEM		
Air conditioner/dehumidifier \$	<input checked="" type="checkbox"/> Checked	Lamps - fluorescent light fixtures	<input checked="" type="checkbox"/> Checked
Baby swing/carrriage/stroller	<input checked="" type="checkbox"/> Checked	Lawn chairs & furniture/patio umbrella (n...	<input checked="" type="checkbox"/> Checked
Basketball hoop (Cement must be remove...	<input checked="" type="checkbox"/> Checked	Lawn mower & riding mower (drain oil an...	<input checked="" type="checkbox"/> Checked
Bed frames	<input checked="" type="checkbox"/> Checked	Lawn spreader/leaf blower	<input checked="" type="checkbox"/> Checked
Bicycles	<input checked="" type="checkbox"/> Checked	Mail box	<input checked="" type="checkbox"/> Checked
Car parts; Tire rims; car jack (tenders, do...	<input checked="" type="checkbox"/> Checked	Metal drums (empty)	<input checked="" type="checkbox"/> Checked
Cast iron tub	<input checked="" type="checkbox"/> Checked	Metal storm door	<input checked="" type="checkbox"/> Checked
Clothesline	<input checked="" type="checkbox"/> Checked	Pipes (not more than 6' lengths)	<input checked="" type="checkbox"/> Checked
CPU/printers/copiers	<input checked="" type="checkbox"/> Checked	Refrigerator & freezer (remove doors)** \$	<input checked="" type="checkbox"/> Checked
Curtain rods	<input checked="" type="checkbox"/> Checked	Screen door - no glass	<input checked="" type="checkbox"/> Checked
Desk/file cabinet	<input checked="" type="checkbox"/> Checked	Shed (dismantled)	<input checked="" type="checkbox"/> Checked
Dish washer, Clothes washer or Dryer	<input checked="" type="checkbox"/> Checked	Shelves	<input checked="" type="checkbox"/> Checked
Exercise equipment - bikes/treadmills	<input checked="" type="checkbox"/> Checked	Snow blower, snow shovel	<input checked="" type="checkbox"/> Checked

Checked: Checking a box in this set will cause the box rendered to the form on the Web page for a Check Box Item to checked by default. All boxes in this set are not checked by default.

Selections Tabs (2): The selections tabs have been added to allow this particular form to also be used as a simple, quasi-survey. Where a graphic image is used as an example you can choose a radio button to determine the selection. If no photo is required you can use the **Select List** option. Keep in mind that this form cannot be submitted anonymously.

Question: **Do you prefer for our new website home Page?** Select List Radio Buttons (examples)

Choices:

The Key West Rooster	KW/Rooster150.jpg
The Night Gazebo over the Chesapeake	NightGazebo150.jpg
The Key West Sunset	KeyWestSunset150.jpg
The Thirsty Italian Pigeons	ItalianPigeon150.jpg

Question: Select List Radio Buttons (examples)

Choices:

In the **Question** field you type in the question to be asked. In the **Choices** fields you enter in the title of each choice, and in the right hand (green) field you enter in a link to the image you want to appear on the page (if desired).

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By checking **Radio Buttons** the photo designated in the green photo name field will appear next to the Choice for each Question. If not photos are required you can check the Select List to present a simple, drop down menu choice.

Additional Questions Tab

Service Request Form Survey

[Printer-Friendly Version](#)

Please provide the following information:

Name:	<input type="text"/>	required
Email Address:	<input type="text"/>	required

Please select from the following:

Which photo would you prefer for our new website Home Page?



The Key West Rooster

The Night Gazebo over the Chesapeake

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Details Items Items Selections Selections Additional Questions

Additional Question #1

Additional Question #2

Additional Question #3

Additional Question #4

Additional Questions (4): Checking a box in this set renders an editable text area to the form on the Web page, prefaced with the text in the multi-line text field associated with the check box. The text of both the question and the answer will be sent in the resulting email. Unchecking this box will render

the form on the Web page without the associated text and editable text area. All boxes in this set are not checked by default.

Message Body/Free Form Text Area - See the Free Form Area help documentation.

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