

Joomla! extension JSN UniForm User Manual

(for JSN UniForm 3.2.x)



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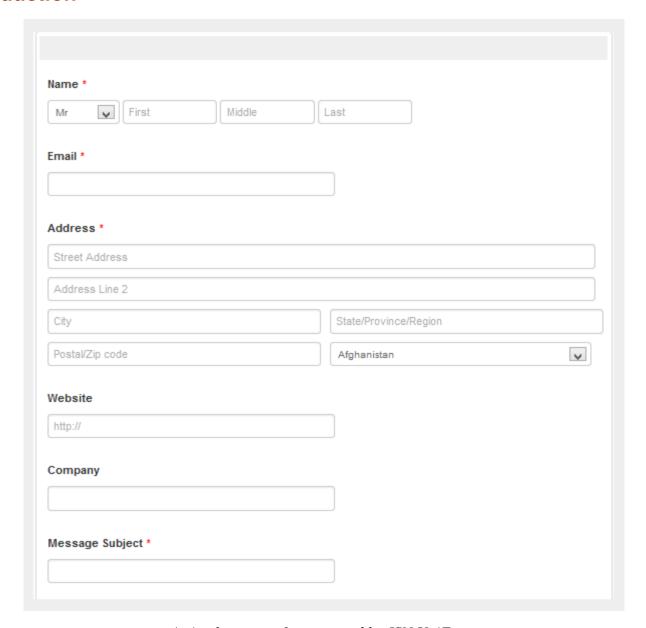
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Introduction



A simple contact form created by JSN UniForm

JSN UniForm is a Joomla form extension which helps you create forms quickly and easily - from normal forms to complex forms. Moreover, you can easily manage all the submissions as the administrator. The configured form can be published in any part of website including: in article content, in the mainbody area and in different module positions. Here is the demo of <u>JSN UniForm extension</u>. You can print this document for convenient reading.

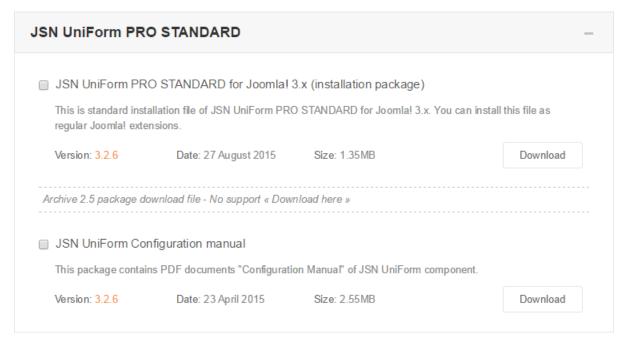
Let's roll!

Hot features overview

Joomla 3.x compatibility



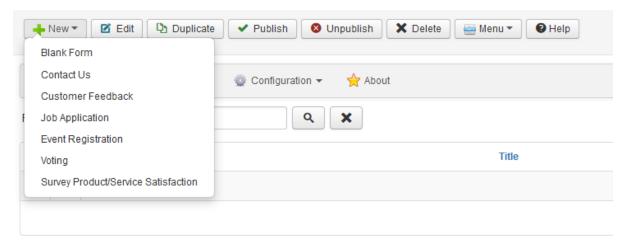
JSN UniForm is natively compatible with Joomla 3.x



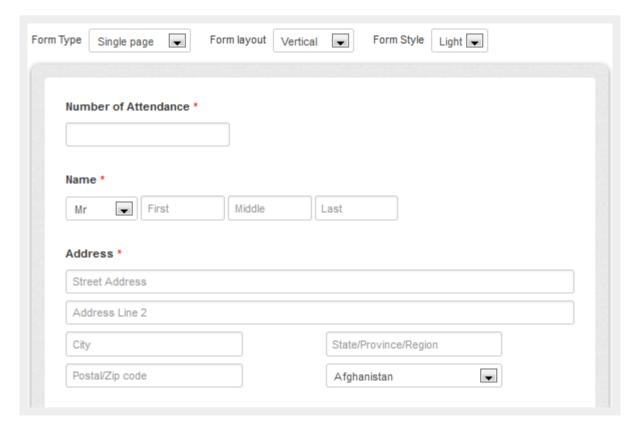
In the Customer Area, you can choose to download the appropriate JSN Uniform installation file and documentation.

Form Samples PRO

To help you easily create your form, JSN UniForm provides you with 5 sample forms in the back-end even without the sample data installation step. When you want to use one of these forms, you can use them as they are or take them as examples to configure your own form.

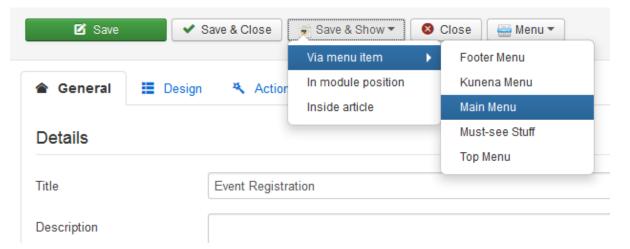


For instant, here is the **Event Registration** form. On the demo of JSN UniForm, you can check out more <u>sample</u> <u>forms</u>.



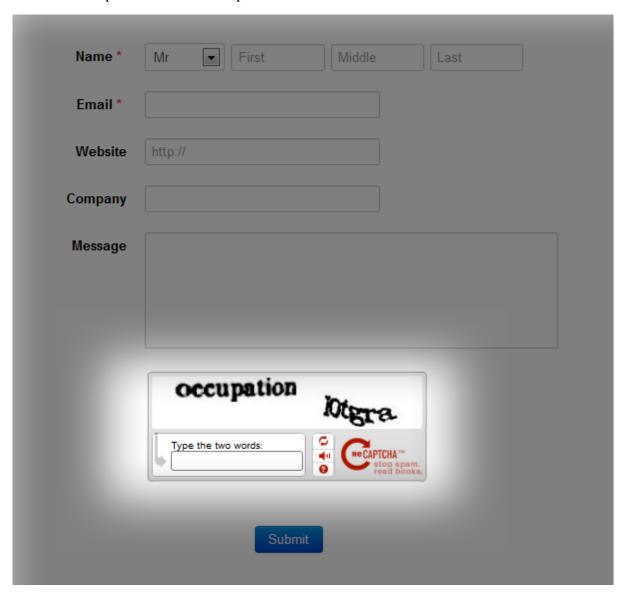
Form Presentation

With the **Save & Show** button, you can quickly present your form via menu items, in module position or inside an article with a single click.



Prevent Spam

To protect your website from spam, the Captcha function should be used. The system will require submitters to fill in the reCAPTCHA to to protect forms from spam and abuse.



How Captcha appears in Form

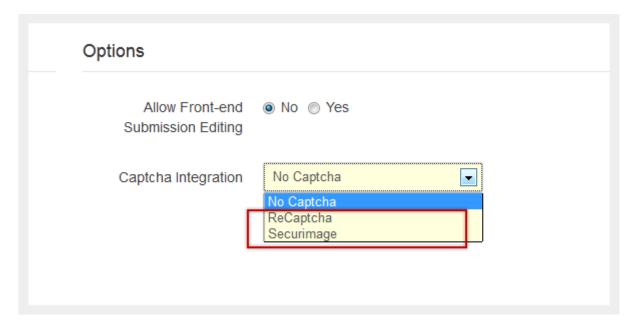
There are two Capcha technology options: **ReCaptcha** and **Securimage:**





Securimage ReCaptcha

To add a Captcha field, you go to **Form Setting** -> **General** -> **Captcha integration** then choose one type that you desire.



Choose Captcha Integration

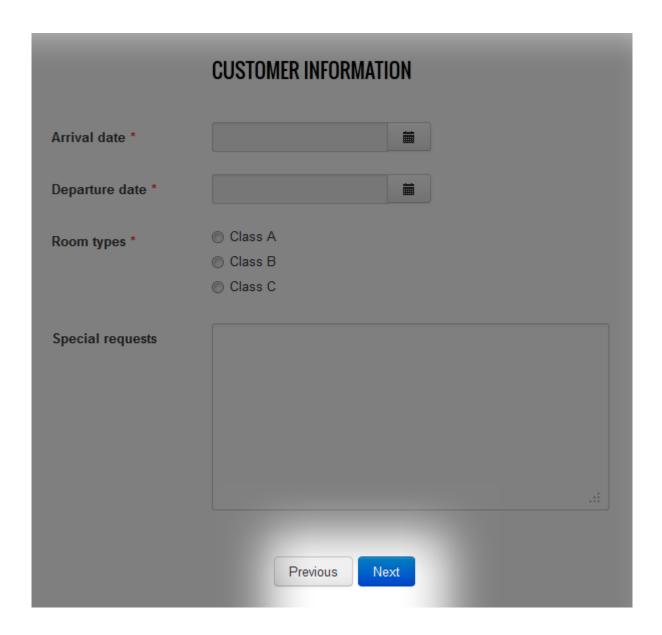
Validate information

This will instruct submitters to correctly complete the form using the built-in validation rule by showing an instructional message to submitters.



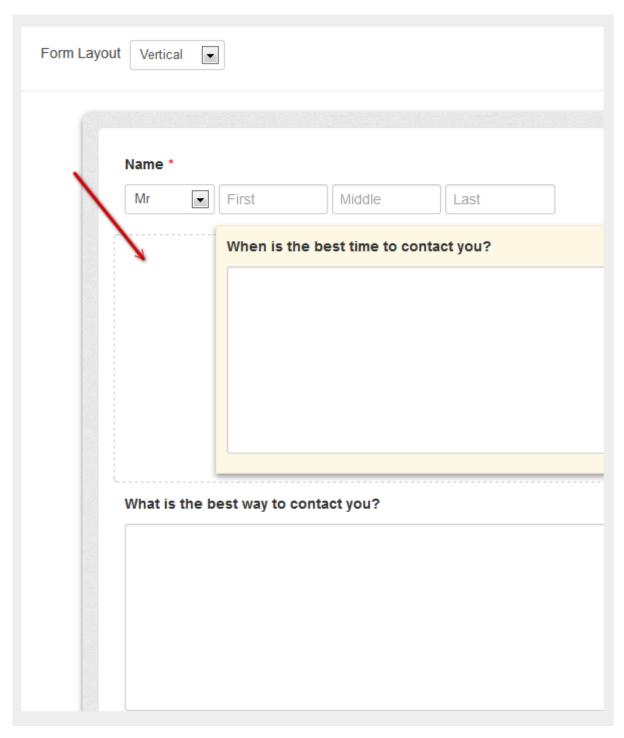
Multiple pages form

You do not have to worry about limited page forms any more, JSN UniForm allows you create as many pages as you like in your form.



Drag and drop

You can save a lot of time with intuitive drag and drop operations. This can be used in many processes when working with JSN UniForm.



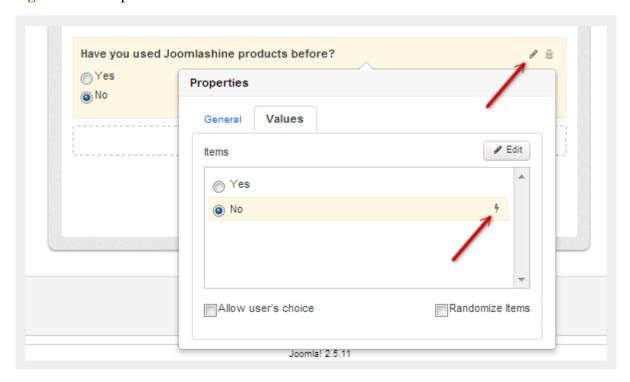
Conditional form fields

To simplify the form filling process, from version 1.5.x, JSN Uniform provides you conditional form fields.

For instance, there is a multiple choice field "Have you used Joomlashine products?" with two answers: **Yes** and **No**.

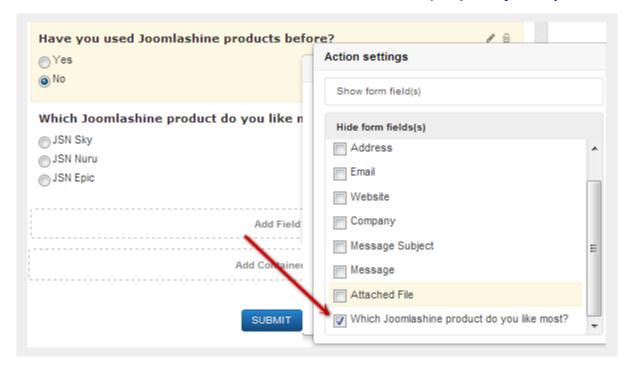
- If the submitter choose "Yes", the next field "Which Joomlashine products do you like most?" should be shown.
- If the submitter choose "**No**", the next field "Which Joomlashine products do you like most?" should be hidden.

To set up this, go to the field "Have you used Joomlashine products?", click the **Edit icon**, choose tab **Value**, click the **Lightning icon** of the option **No**.



Click the Lightning icon

In the **Action settings** window, choose tab **Hide form field(s)** and choose field "Which Joomlashine products do you like most?"



Choose the form fields you want to hide

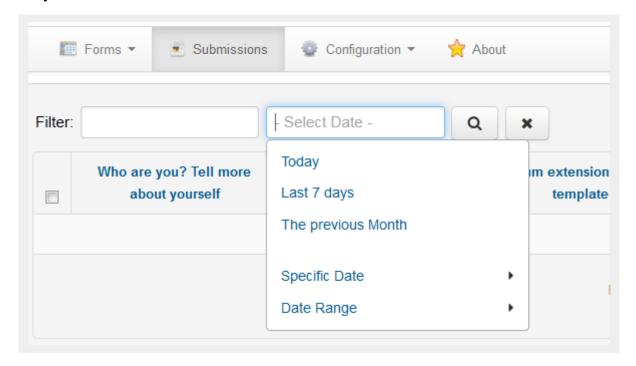
Save the form settings.

Note:

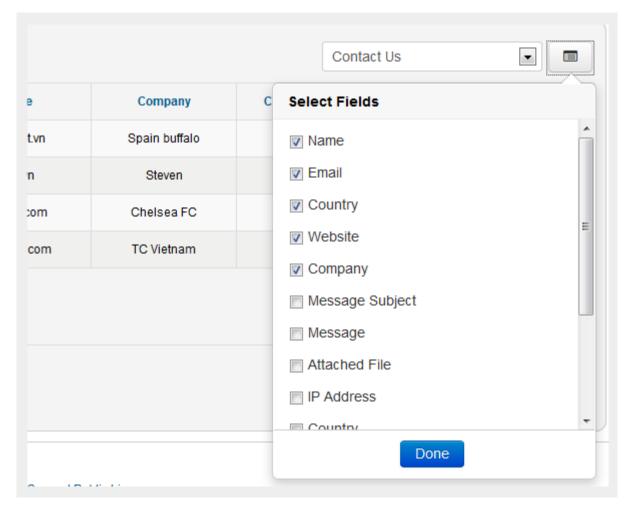
- You can hide as many form fields as you want.
- You can show related form fields which were hidden before. The way to do it is the same as above.
- Hidden fields which are not activated by their parent fields will not be saved or sent via email.

Submission control

With JSN UniForm, managing your data is easier than ever. You can filter the submission information by date, or arrange them by fields.



Filter the submission information by date



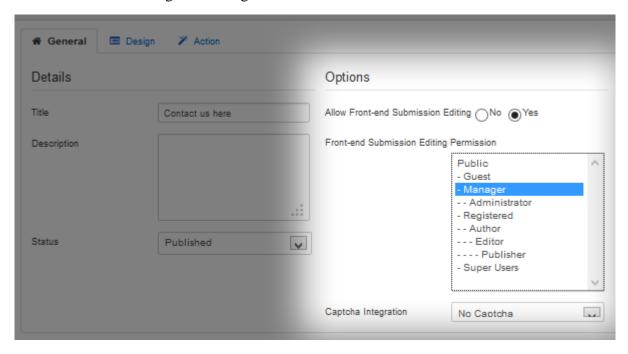
Arrange submission information by fields

View and edit submissions in the front-end

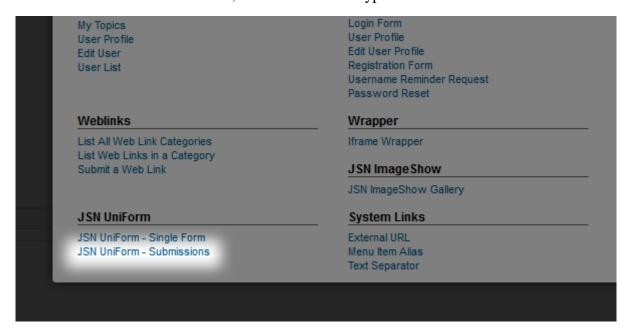
You can publish and edit submission data in the front-end by enabling this feature in form setting in backend.

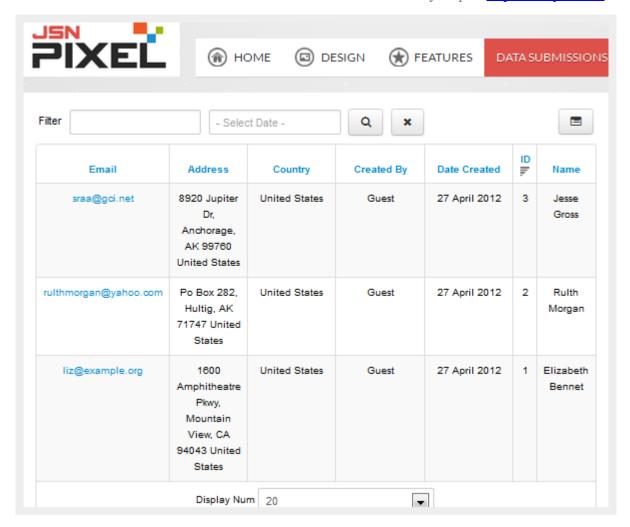
Settings

Go to Form -> General to set front-end submission editing and its permission. For example, the form below allows front-end submission editing and Manager to edit it.

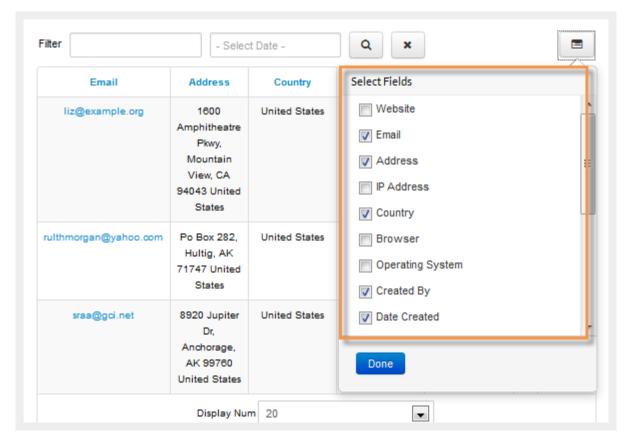


Then go to Menus and add a new menu item, select Menu Item Type as JSN UniForm – Submissions

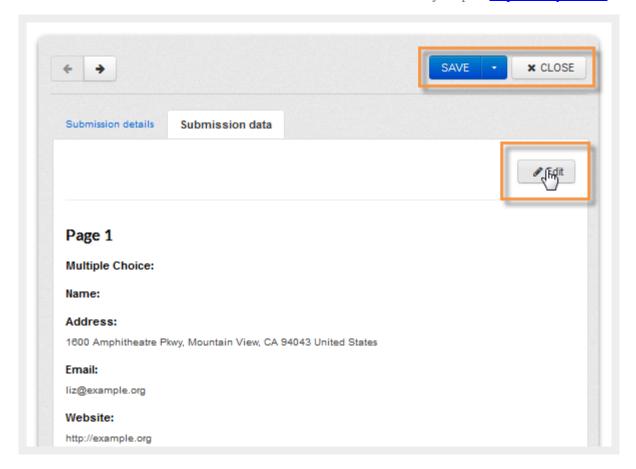




Submissions in the front-end



Select which fields to be appeared in the submission



Submission details can be edited in the front-end

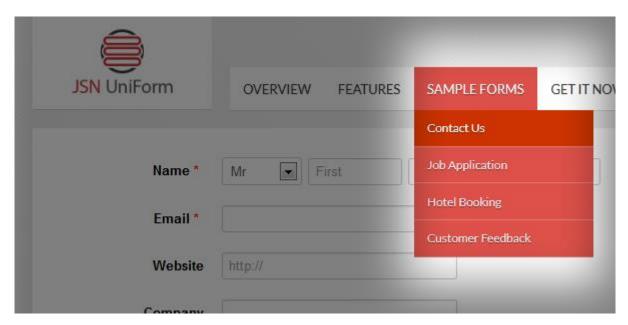
Notification e-mails

You can add multiple recipients for the admin notification e-mails. You can also customize the content of the e-mail by selecting the relevant values.

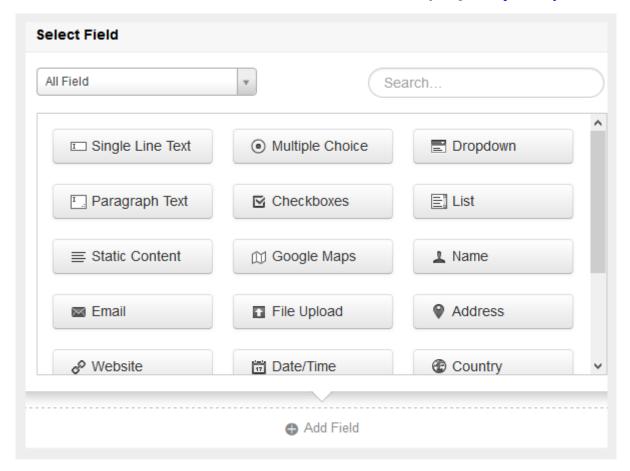


Multiple forms

You can create as many forms as you want. In a single form you can also choose the most suitable fields for your form.



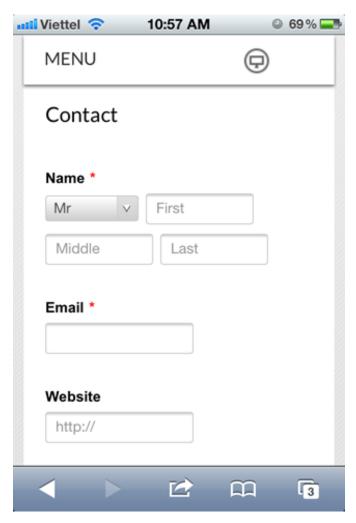
Multiple forms



Multiple fields per form

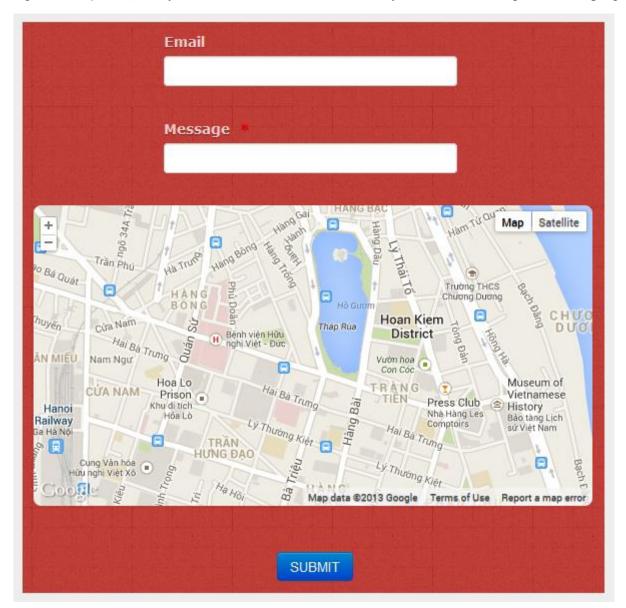
Mobile Support

With its responsive layout, JSN UniForm helps you display your form on every mobile device and browser beautifully and without problems.



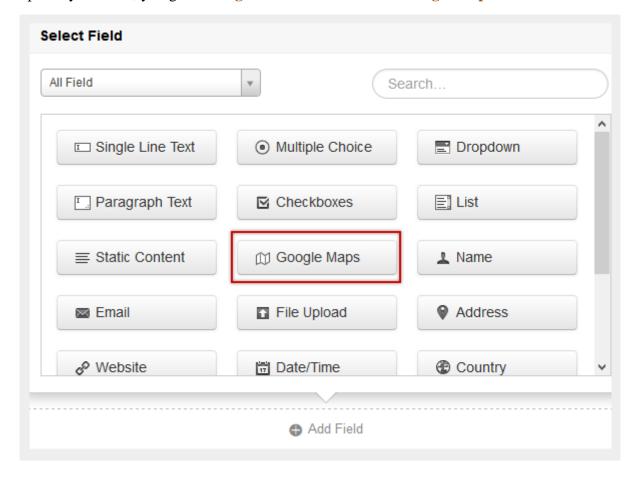
Google Maps integrated

You can integrate Google Maps to your form with JSN UniForm easily, without installing additional plugins.



Gmaps integrated in JSN Uniform's front-end

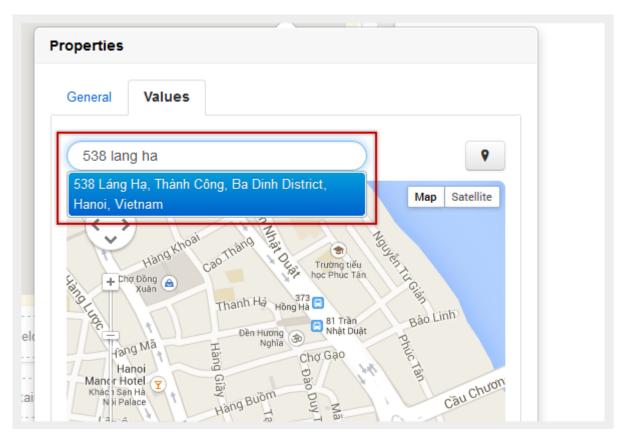
To add a map into your form, you go to Design -> Add field -> Select Google Maps.



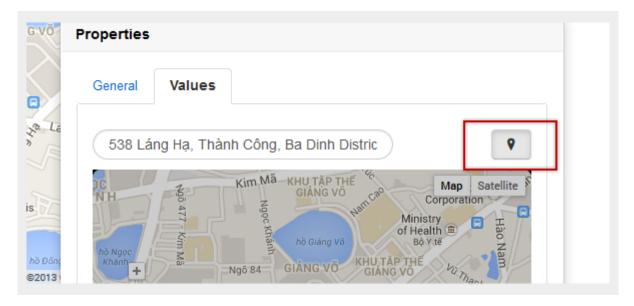
You can search for a specific location which you desired to be shown in your form. In addition, you can easily create a new location which contains full information: title, address, image and URL.

Here under is an instance of creating a location of samplesite.com

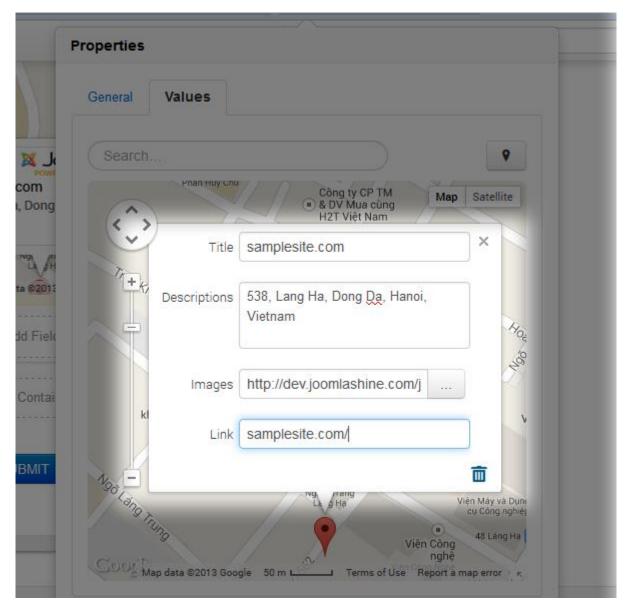
Firstly you search the location in the search load.



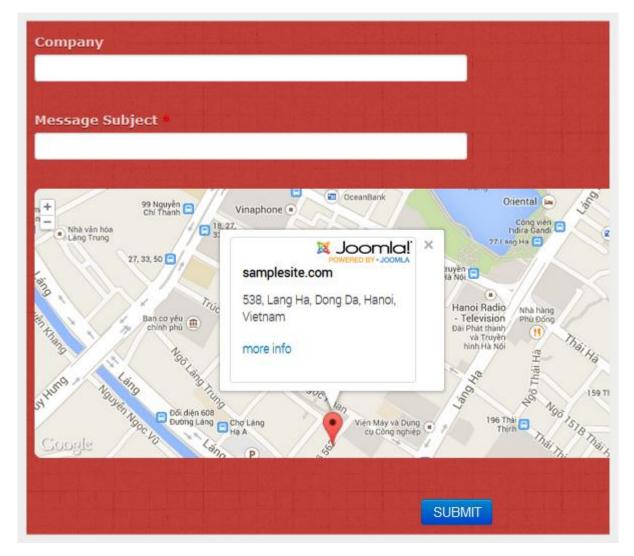
Click the **add location** button in the right hand side.



Select the location in the map and full fill the necessary information containing title, description, image, and URL.



Save your form and check the front-end, you will see the result.



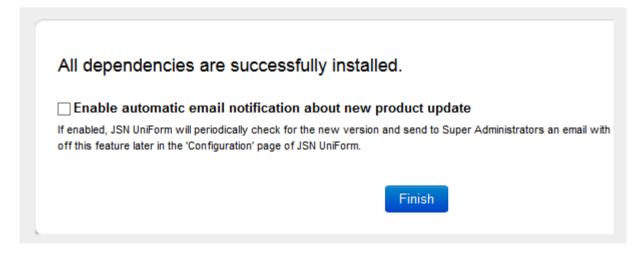
Installation

After downloading, you should have an extension installation file called **jsn_uniform_XXX_jY.Y_Z.Z.Z_install.zip**, where:

- **XXX** is the extension edition. It can be **free** or **pro**.
- Y.Y is the Joomla! version supported by the extension (3.x).
- **Z.Z.Z** is the extension version.

This is a standard Joomla! extension installation file which can be installed in Joomla! administration as usual:

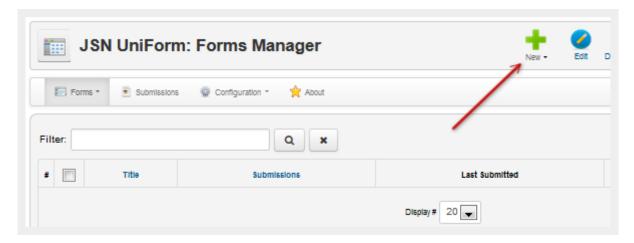
- 1. In Joomla! administration, go to menu **Extensions** -> **Extension Manager**
- 2. Once you are in the **Extension Manager**, click the **Browse** button and select the extension installation file **jsn_uniform_XXX_jY.Y_1.Z.Z_install.zip**. After that, click on the button **Upload & Install**.
- 3. Th installation file will be uploaded to your server and installed in Joomla! automatically.
- 4. After core elements, default theme and image sources have been installed successful, clear your browser's cache and start using JSN UniForm in your site.



Usage

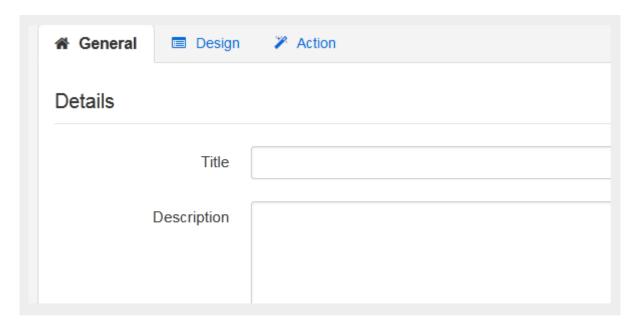
Set up a form

You go to Components -> JSN UniForm -> Form tab and click the "New" button.



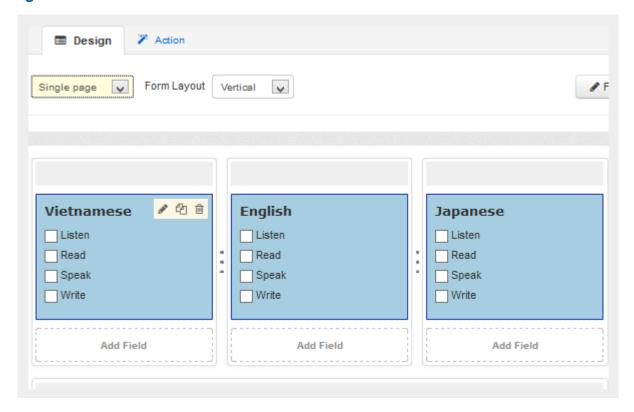
There are 3 sub-tabs for you to prepare your form: General, Design and Action.

General



Here you can set general information for your form: Title, Description, Status, Access and Enable reCAPTCHA.

Form Design



Here you can create the form content you require. You just need to select suitable parameters, add new fields, edit them or drag and drop to organize the form layout.

Form Type

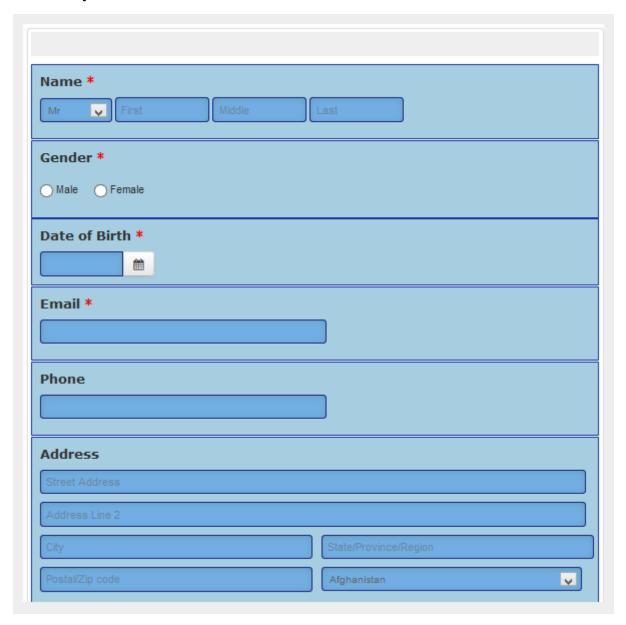
There are two options for you to choose from: Single page and Multiple pages.

- **Single page**: Your form will be presented in only one page.
- **Multiple pages**: You form will be presented on multiple pages. This option is useful when your form is long.

Form layout

You can choose a Vertical layout or Horizontal layout for your form.

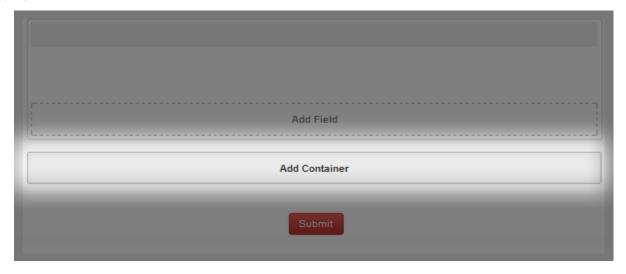
• Vertical layout:



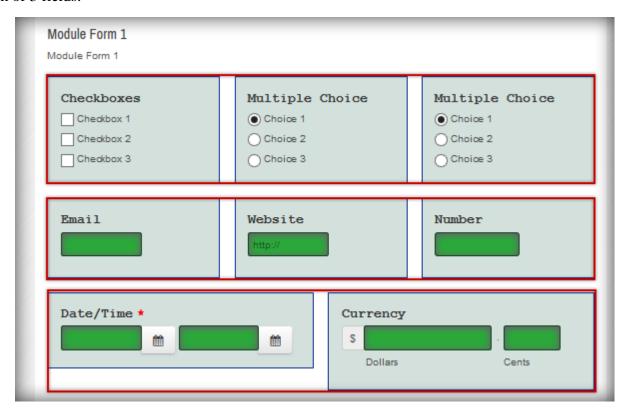
Horizontal layout:



Add Container

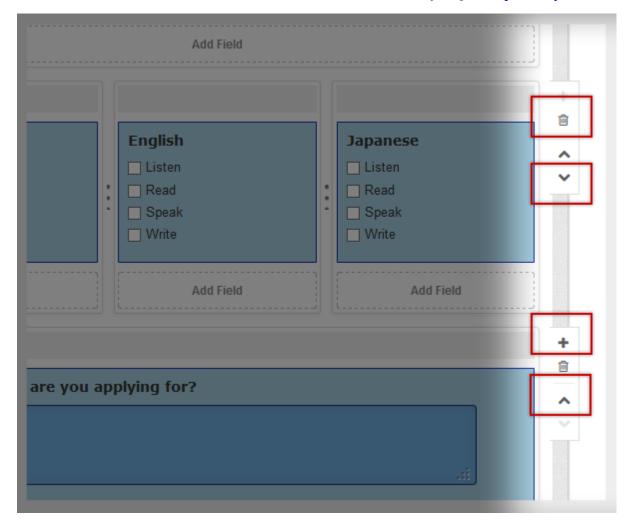


To create an area which covers several small fields, you click **Add Container**. Each container can contain a maximum of 3 fields.



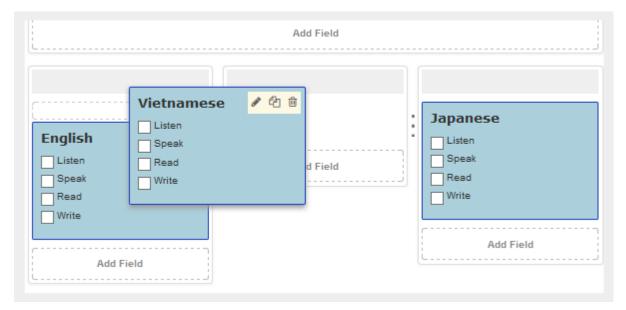
Containers in JSN UniForm

You can **move** the selected container **up** or **down** very easily. In addition, within each container, you can **add columns**, **delete columns** or **drag and drop columns** to change their position.

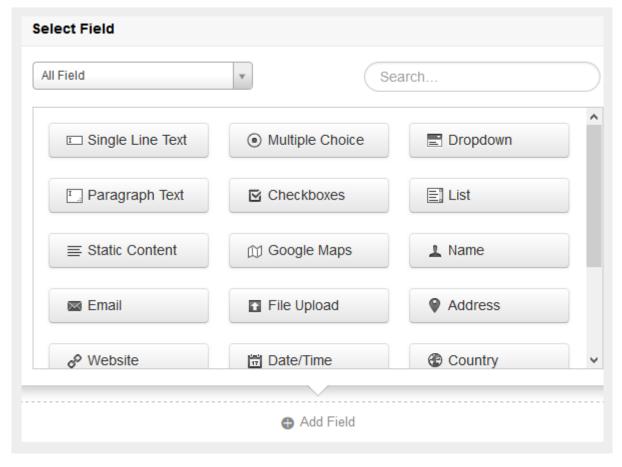


- Add column: click the icon + to add one column within a container.
- Delete column: click the icon in to delete a column from a container.
- Move container up: click the icon ^ to move the container up.
- Move container down: click the icon ✓ to move the container down.

Just as conveniently, to move the position of fields within one container, you can drag the selected field and choose where to drop it.



Add Field



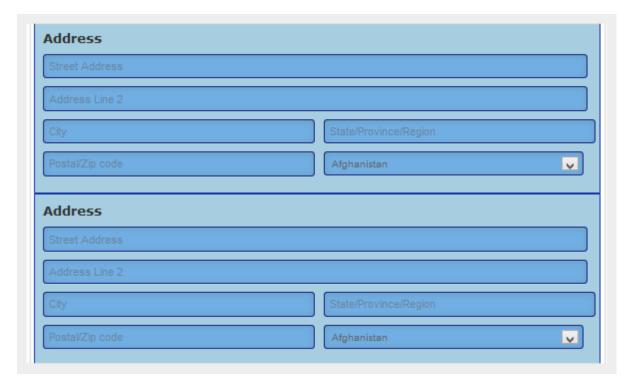
You just need to click section **Add field** to choose suitable fields. Below are the field types you can add to your form:

- All field: this type includes all Standard and Extra fields.
- Standard field: Here are fields to build the main form content. There are Single Line Text, Paragraph Text, Multiple Choice, Checkboxes, Dropdown, List and Google Maps.
- Extra field: Here you can complete your form with additional fields: Name, Address, Country, Currency, Email, Website, Number, Password, File Upload, Date/Time and Phone

Duplicate field

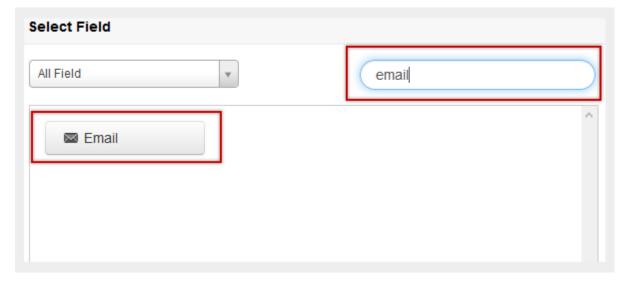


To instantly make a copy of any field, you just need to hover the mouse to the top right of the field and then click the **Duplicate element icon**.



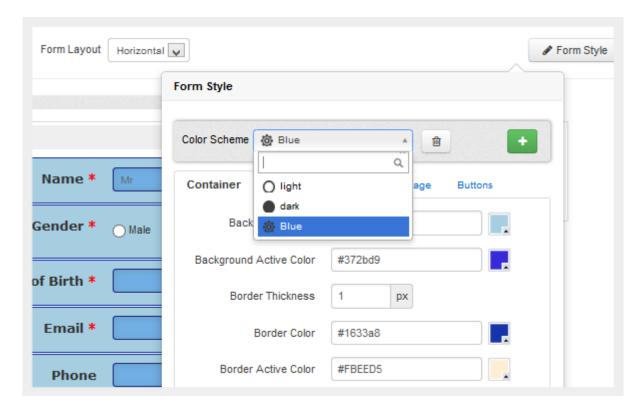
Address field with a duplicate version

Search field



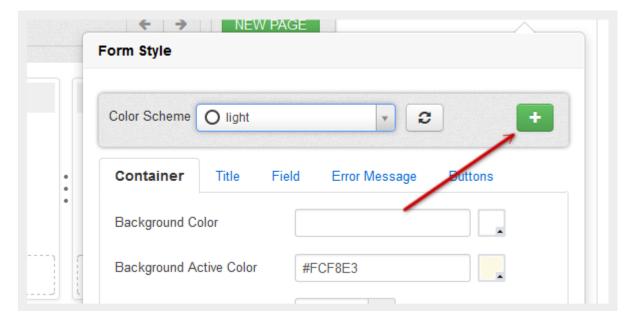
If you want to add a specific field, you can input the field type into the "Search" box; the matching field will appear immediately so that you can select it and add it to your form. You can search for All Fields, Standard Field or Extra Field.

Form Style

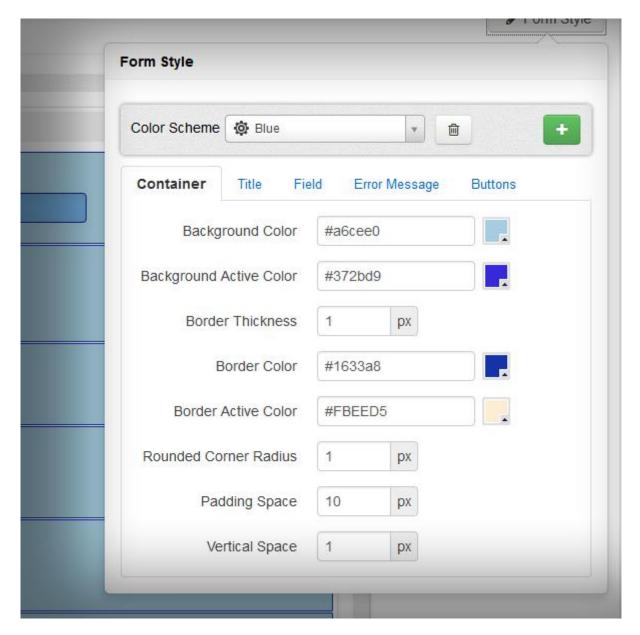


By default, there are two color schemes for your form: **Light** and **Dark**. Each form style provides you with some options to edit the appearance of the form.

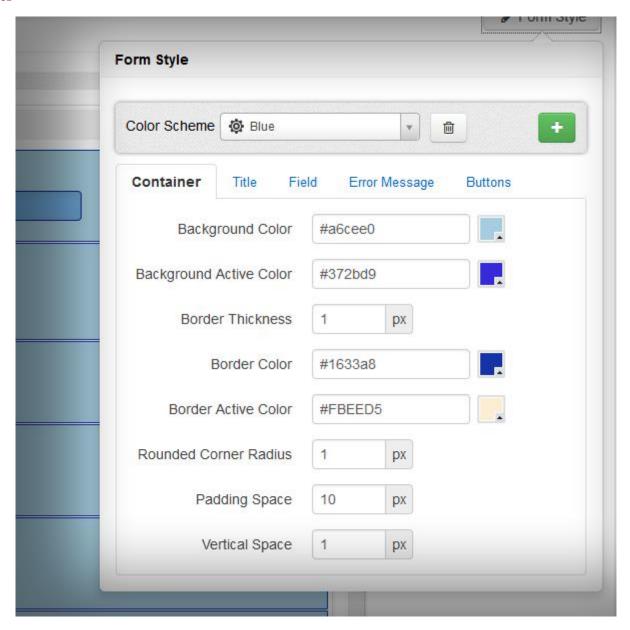
In addition, JSN UniForm provides you with an option to create your own color scheme. To do this, go to the **Form Style** page, click the green 'plus' button, and input a name for your new color scheme.



Now you can customize the new color scheme for your form.



Container

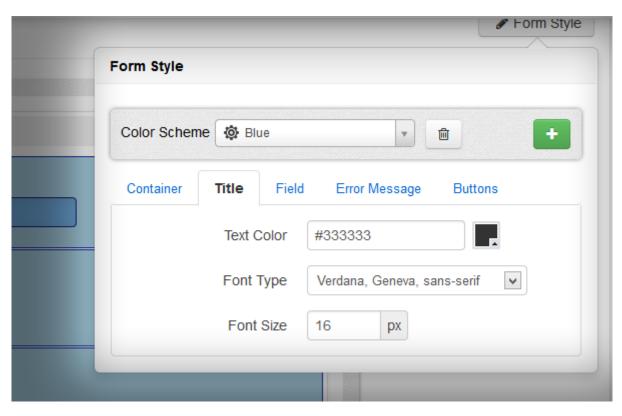


The **Container** tab helps you change attributes for form such as background, border, padding, ect. Below are the detailed features of each attribute that you can edit for your form:

- Background Color: An attribute which allows you to edit your form's background color.
- Background Active Color: An attribute which allows you to edit the activated background color.
- Border Thickness: An attribute which specifies the thickness of the border.
- **Border Color:** An attribute which specifies the color of the border.
- Border Active Color: An attribute which specifies the activated border color.

- Rounded Corner Radius: An attribute which decides how rounded the corners are.
- Padding Space: An attribute which specifies the distance between each field and its borders.
- Vertical Space: An attribute which specifies the distance between fields.

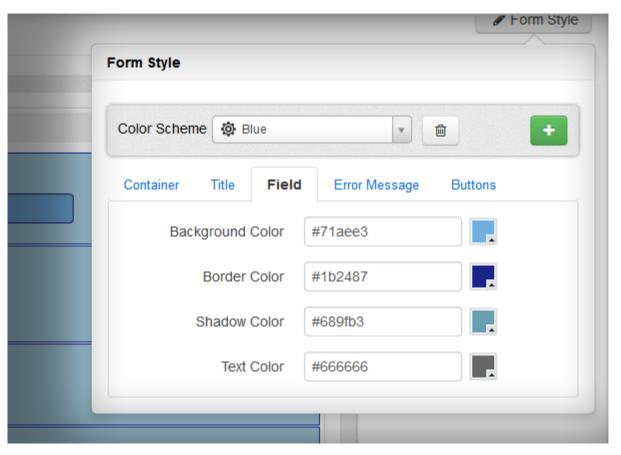
Title



The **Title** tab helps you change the font style for the form, with the attributes as text color, font type, font size. Below are the detailed features of each attribute that you can edit for your form:

- Text Color: An attribute which allows you to change text color for your form.
- Font Type: An attribute which allows you to change font type for your form.
- Font Size: An attribute which allows you to change font size for your form.

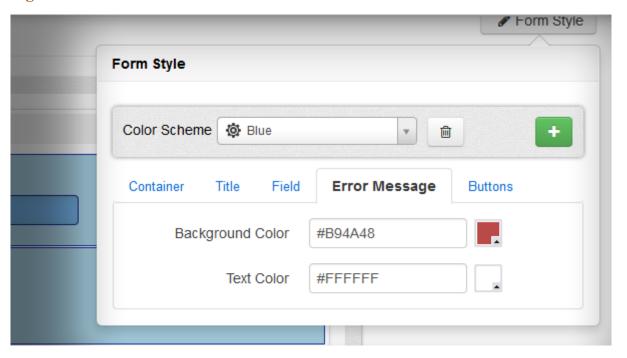
Field



The **Field** tab helps you customize fields which are activated to fill in - with the attributes background color, border color, shadow color, text color. Below are the detailed features of each attribute that you can edit for your form:

- Background Color: An attribute which allows you to change the background color for fields in your form.
- Border Color: An attribute which allows you to change the border color for fields in your form.
- Shadow Color: An attribute which allows you change the shadow color for fields in your form.
- Text color: An attribute which allows you change the text color for fields in your form.

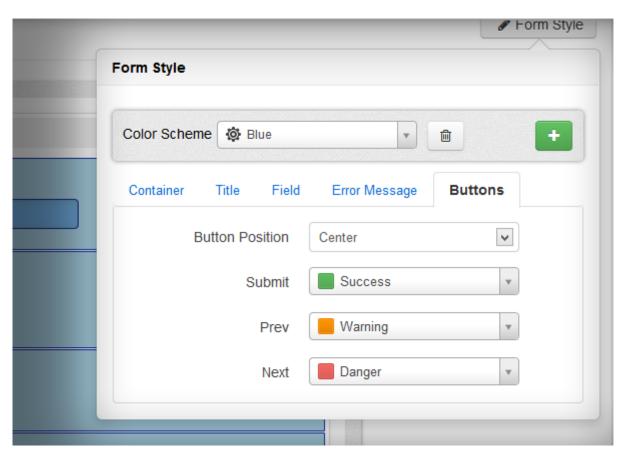
Error Message



The **Error Message tab** helps you change the style for error messages, with the attributes background color and text color. Below are the detailed features of each attribute:

- Background Color: This is an attribute which allows you to change the background color for error messages in your form.
- Text Color: This is an attribute which allows you to change the text color for error messages in your form.

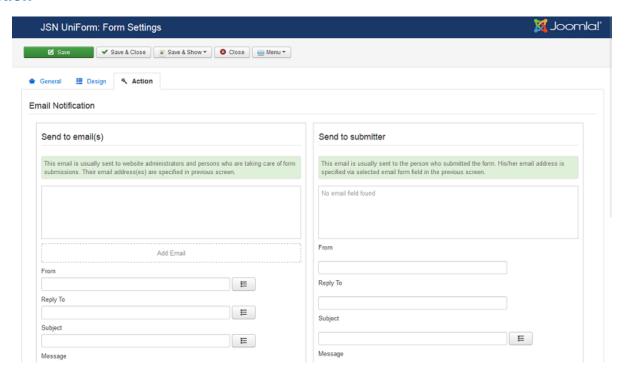
Buttons



The **Buttons** tab helps you change the color and position of the Submit, Prev and Next buttons in your form:

- Button position: Allows you to change the position of the button: Center, Left or Right.
- Submit: Allows you to change the color of the Submit button.
- Prev: Allows you to change the color of the Prev button.
- Next: Allows you to change the color of the Next button.

Form action



In this section, you can set up Email Notification, Post Submission Action and MailChimp Setting.

Email Notification

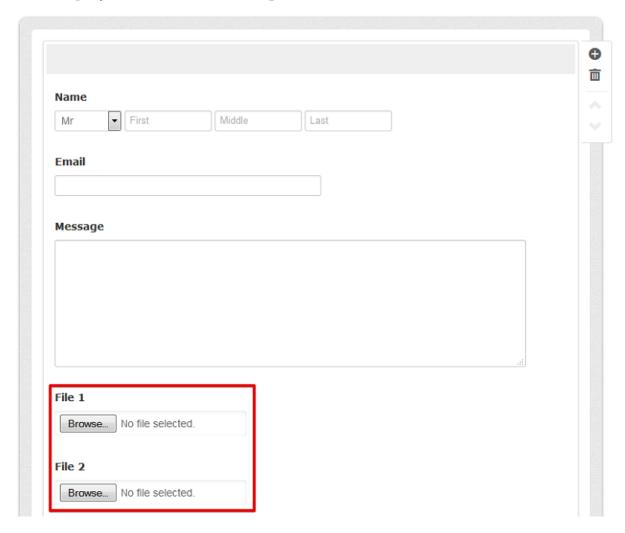
- Send to email(s): You can add email addresses to receive email notifications whenever a form is submitted to your website. To set up the email content, you click the button

 ✓.
- Send to submitter: An email will be sent to submitters to inform them about successful submission. To set up the email content, you click the button .

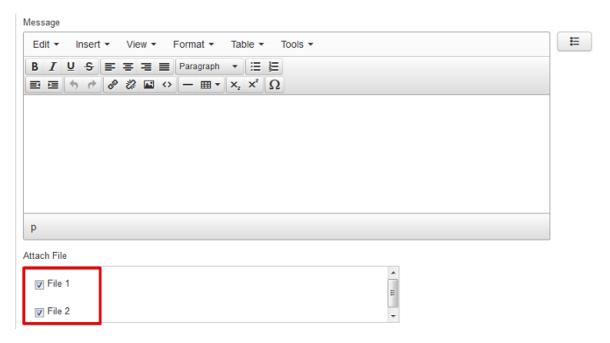
Note:

Within these emails, you can attach files which submitters uploaded in form. To do it:

• In the tab **Design**, you add the field(s) **File Upload:**



• Then in the tab **Action**, under **Email Notification**, you can choose these fields to be included as attached files.



Attach files uploaded

Post Submission Action:

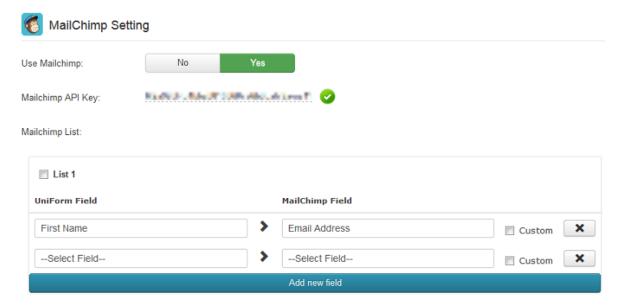
• After form submission: Here you can set up the action you want submitters to see after submitting their form. It can be No Action, Redirect to URL, Redirect to Menu Item, Show Article or Show Custom Message.



MailChimp Integration

MailChimp is a simple email marketing software (EMS) which gives you a number of easy options for designing, sending and saving templates of your emails.

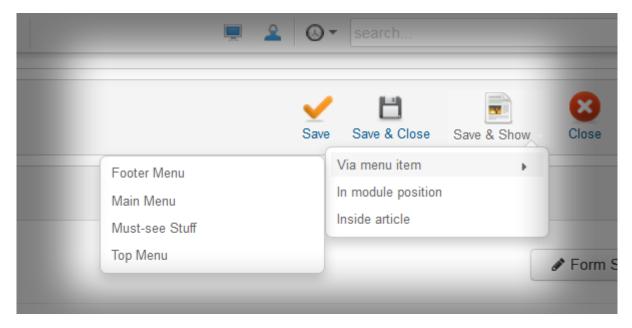
Now JSN Uniform has provided an option to let users integrate MailChimp in their forms.



MailChimp Integration

You can archive a MailChimp API Key by registering an account on <u>mailchimp.com</u>. After filling the API Key, Uniform will automatically retrieve your MailChimp List, the remain thing you need to do is to assign Uniform fields to their related MailChimp field.

Present a form

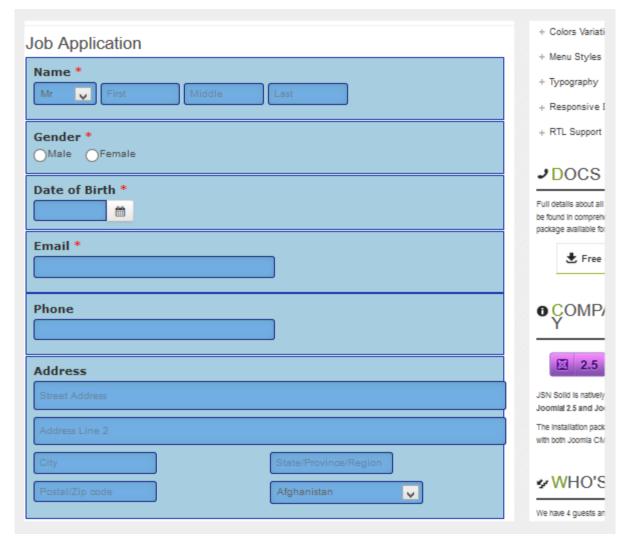


After setting up your form, you can show it to appear in your website.

In the Form Settings page, you click Save & Show button to present your form in various ways:

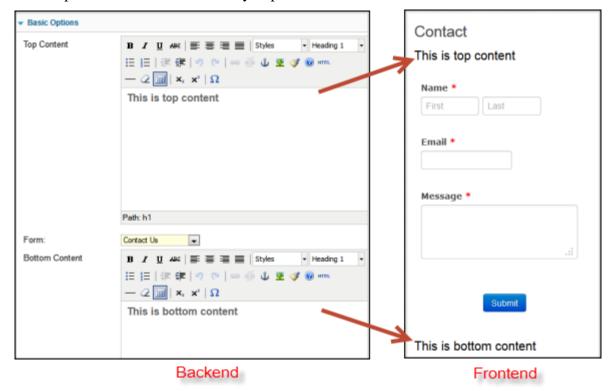
- Via Menu Item: You can present your form via any menu items easily.
- In Module Position: You can present your form in any module position supported by your template.
- Inside Article: You can present your form inside any article.

For example, here is a Job Application form presented in a module position

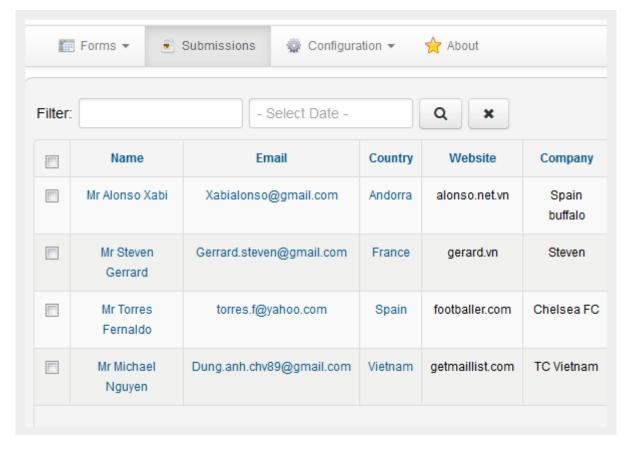


Job application form in front-end

You can also add top and bottom content when you present a JSN UniForm form module.



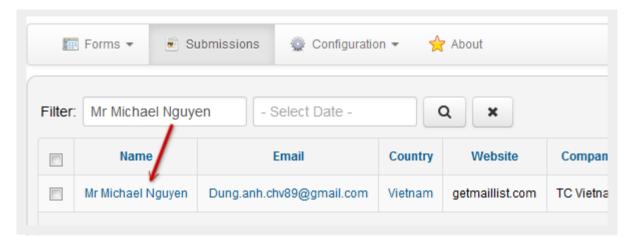
Check Submissions



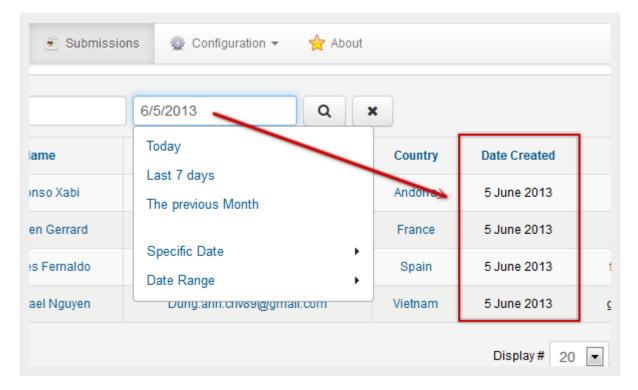
The **Submission** tab provides you with general information about submissions.

Filter submissions

You can filter items with submission information such as Name, Email, etc.

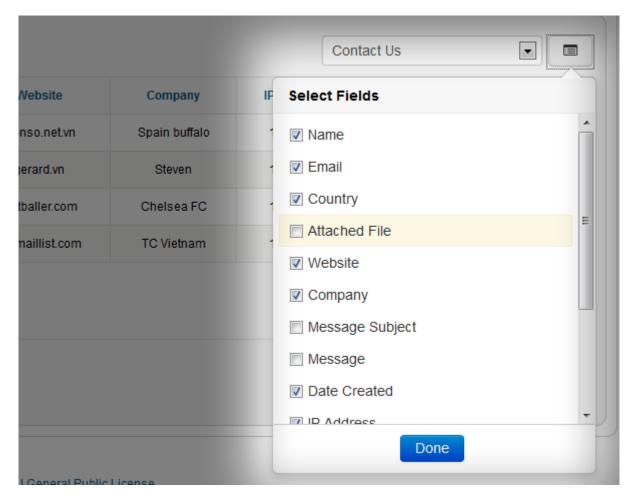


Otherwise, you can filter submissions by **Date**.

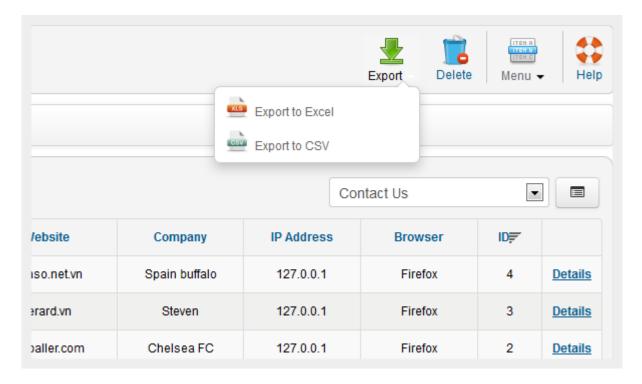


Organize submission fields

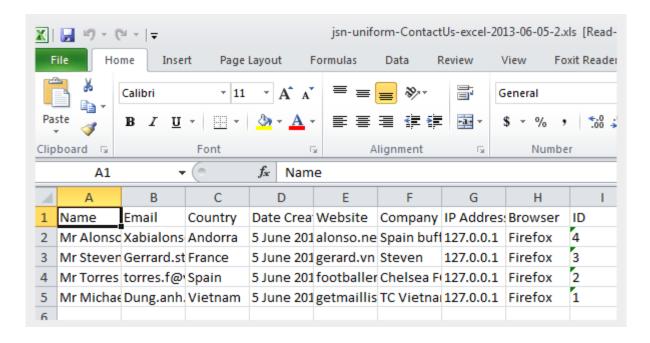
You can choose to display important fields in this general submissions page. There are four fields for which you can edit the display order using drag-and-drop function: Name, Email, Paragraph Text and File Upload. Other field positions are fixed.



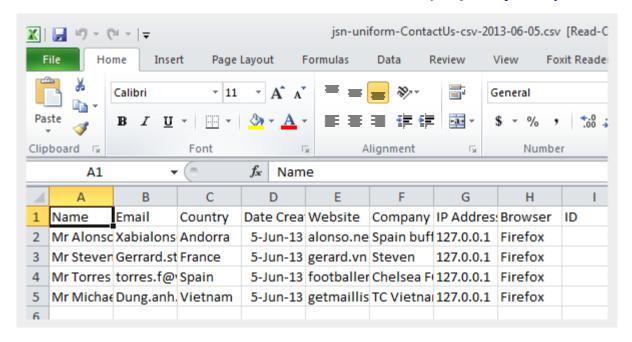
Export submission to Excel + CSV



You can export all the submissions to Excel or CSV. The exported file has the same content as the **General page of submissions** in the back-end. You can configure what information will be included in the exported file with filter features as well.



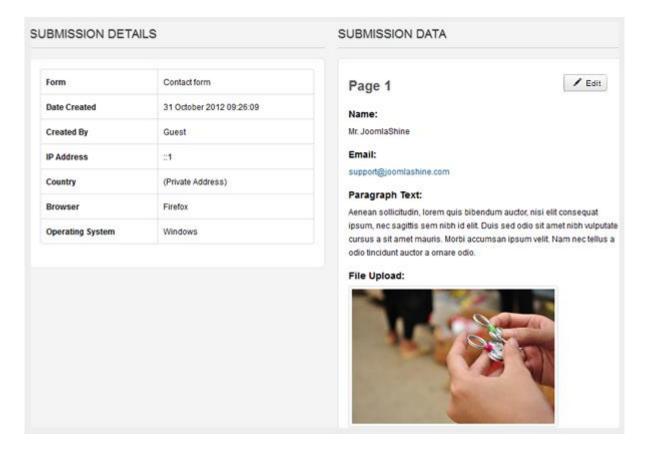
Export to Excel



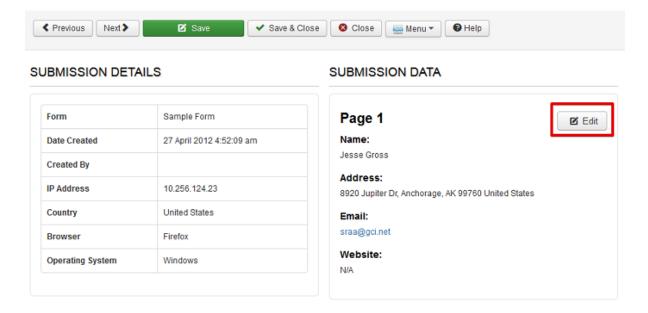
Export to CSV

Check submission details

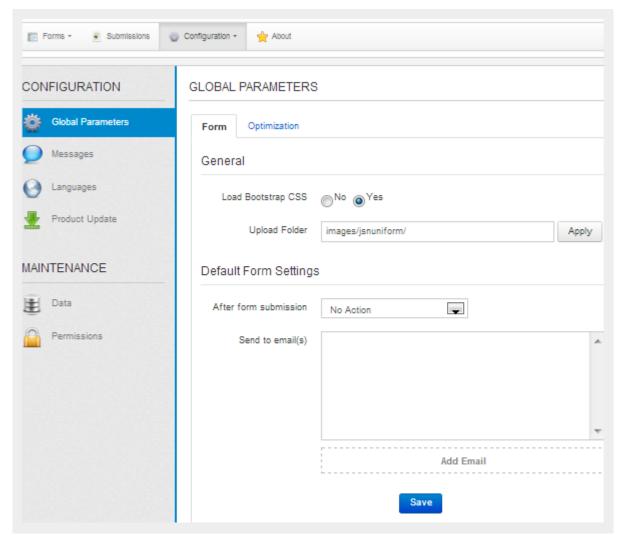
You can click to each submission to check its details



Moreover, you can edit any submission by clicking **Edit**. Please note that you cannot edit multiple submissions at the same time, you can just edit them one by one.

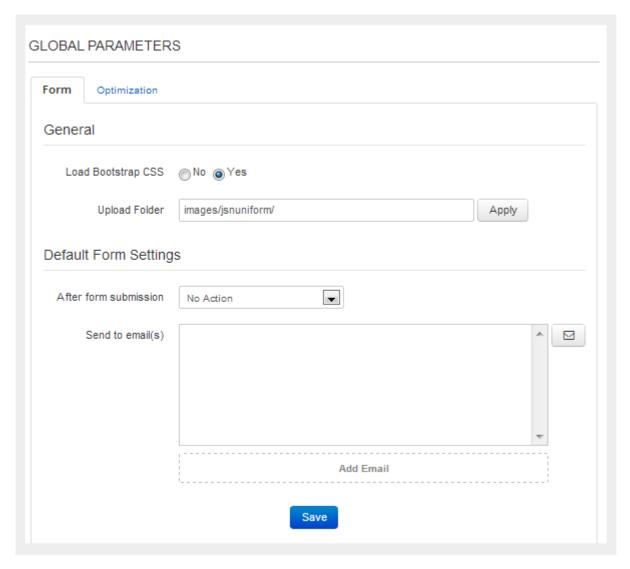


Configuration



In this section you can perform a variety of configuration and maintenance tasks such as data backup/restore, sample data installation, theme management, etc.

Global Parameters



In this section you can configure:

- **Upload folder:** to define where all uploaded file will be stored.
- After form submission: to define what action to perform after a user submission.
- Sent to email(s): to define what email will be sent in response to each submission.

Messages



On some JSN UniForm pages, you might see a hint message guiding you how to use the product. These messages can be turned on or off.

Just check/uncheck boxes in column **Show** and click button **Save** to confirm.

Languages



Currently JSN UniForm supports **13 primary languages**. If you haven't seen your language supported, please <u>drop</u> <u>us a line in "General inquires" section</u> to join our Translation Team.

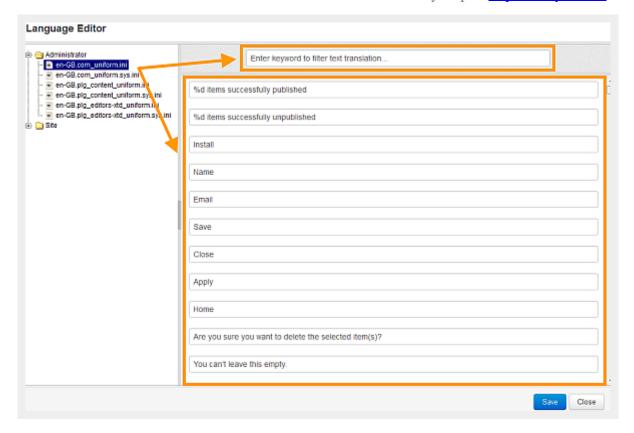
Languages management

You can edit the language used by JSN UniForm in both the front-end and back-end. It means that you can translate language files and apply them yourself.

To use this function, you go to the Languages page of JSN UniForm -> click of to edit the language files.



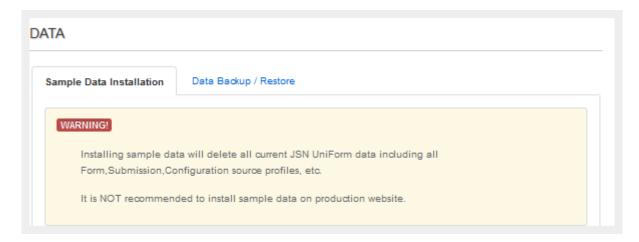
Then, you can edit all the strings in the lanaguge files here. Here, you also can search for keywords to filter the translation.



To finish, you click **Save** and **Close** to apply your changes.

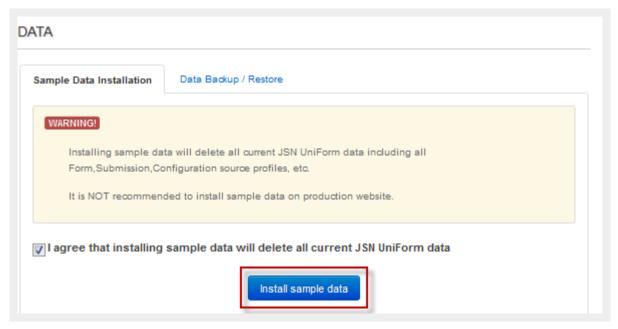
Please note that you can edit the language that you are installing on your site only.

Data



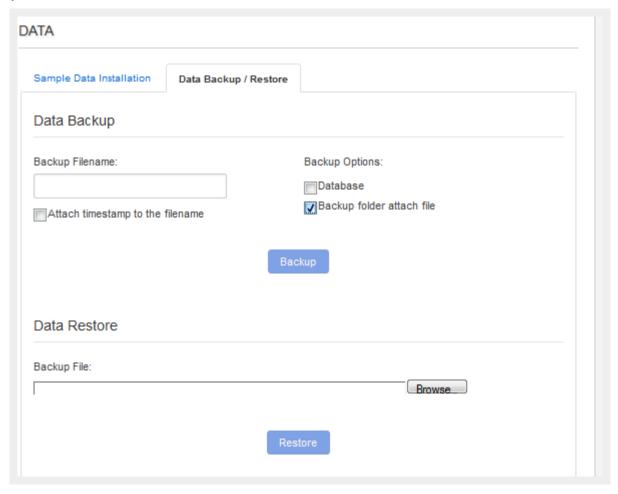
In this section, you can manage data in your website.

Sample Data Installation



Sample Data Installation is the perfect choice for users who are new to JSN UniForm. By installing sample data, you will have predefined forms, so you can start using the product right away. Just by following simple on-screen instructions to install the sample data.

Data Backup / Restore

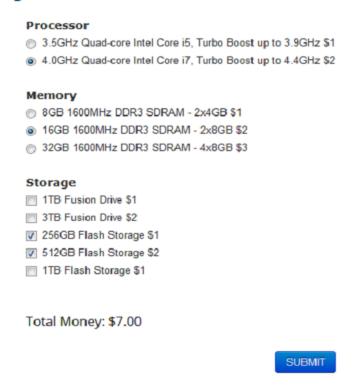


The Data Backup / Restore function was built to keep your data safe. This is especially useful, when you are migrating a website or upgrading to a new version of Joomla!. Keep in mind that this backup / restore feature covers only JSN UniForm data, and not the entire website data.

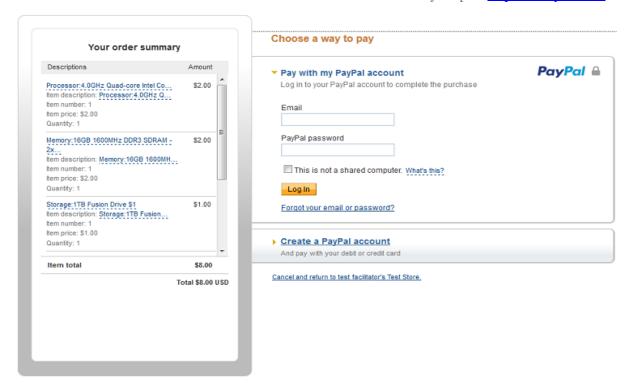
Paypal Integration

From version 3.1.6, JSN Uniform is updated with a new feature to support Paypal payment. Now with the **Submit** button, you can direct users to Paypal payment gateway integrated in JSN Uniform where they can make the purchase for the items chosen in the form with their own Paypal accounts.

JSN UniForm



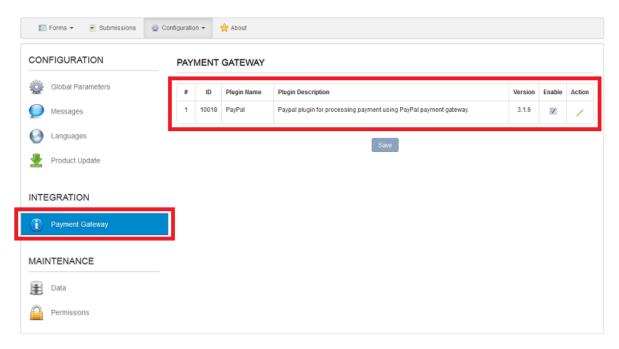
Uniform with Payment money value active



Paypal payment gateway

Configuration

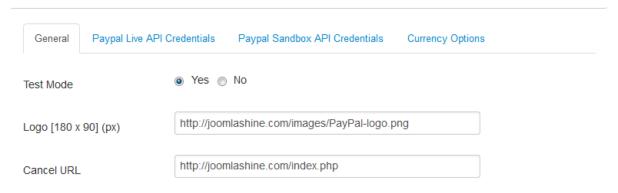
JSN Uniform payment gateway must be configured correctly to be usable. Firstly, you should update some information in Paypal plugin for Uniform. You can access this plugin through Uniform Global Parameters.



Choose to enable the plugin and click on Action button to enter configuration section.

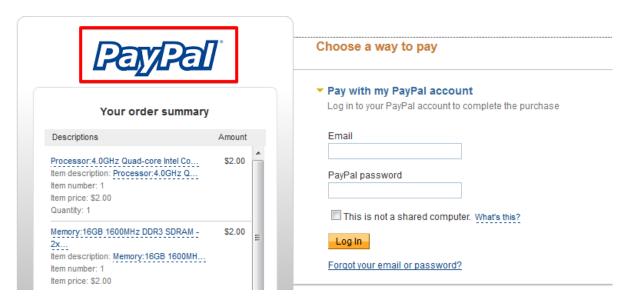
General

Payment Gateway Settings

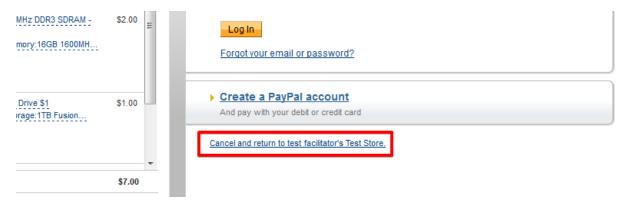


In tab **General** you can see the option of switching Test mode on and off, with Test mode on, Uniform will use Paypal Sanbox API to simulate every payment, which is suitable for testing Paypal with your website.

Logo parameter lets you define the URL to the logo image displayed in the Gateway page.

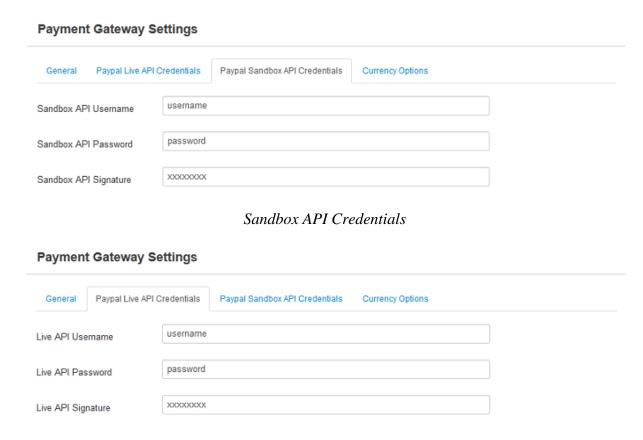


With Cancel URL, you are able to set the location where users will be directed when they click on Cancel and Return link.



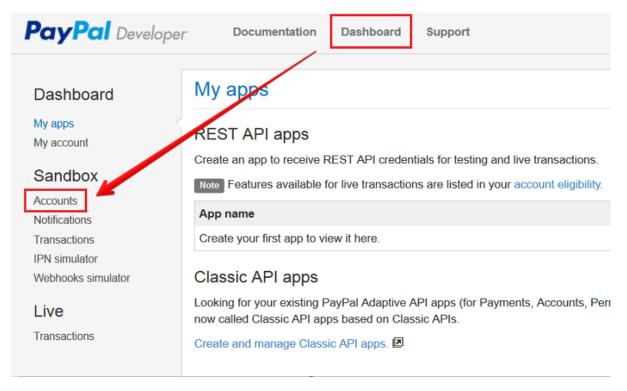
Paypal Live & Sanbox API Credentials

In these sections, you need to provide your Paypal credentials into all 3 fields API Username, API Password and API Signature. These information can be found on developer.paypal.com for your Paypal account.

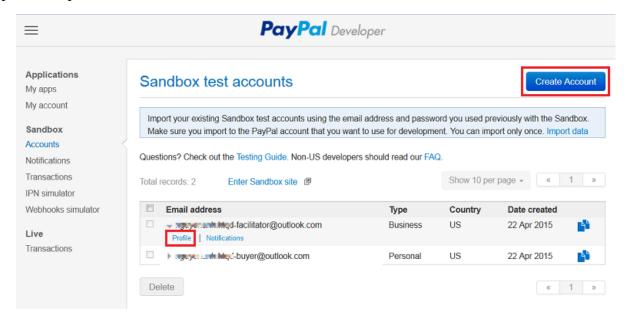


Live API Credentials

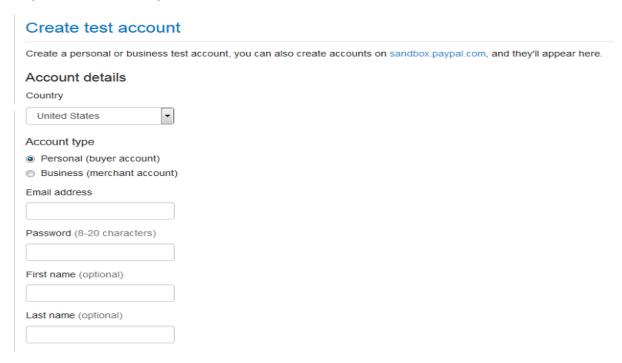
In order to get a Sandbox Test Account you should access <u>developer.paypal.com/developer</u> with your own Paypal account and visit **Dashboard** page.



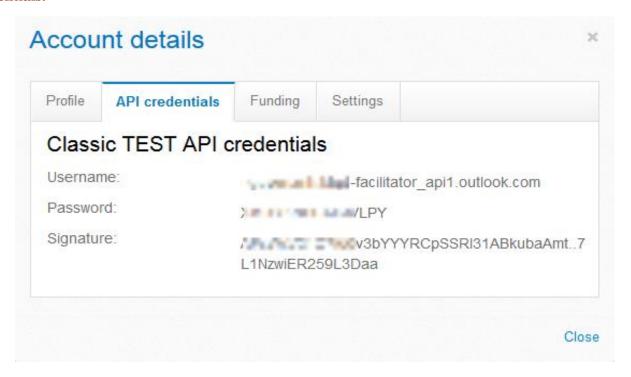
Under Sandbox section please click the link **Accounts**, you can see a list of auto-generated emails associated with your Paypal developer account:



• If you want a new account, simply click **Create Account** and provide essential information for your new test account. Notice that if you need an account with API credentails, you have to set its **Account Type** to **Business** (merchant account).



• Otherwise, to see Sandbox API for an accounts in the list, click on **Profile** under account name (Business Type). A popup window will appear with several tabs, API information is fully shown in the tab **API** credentials.

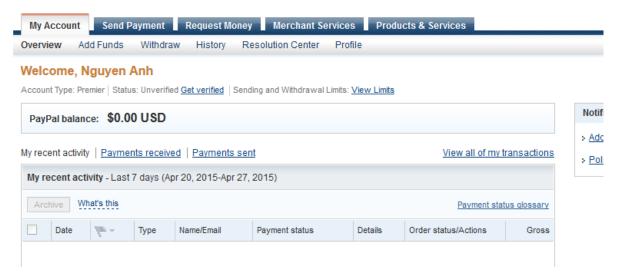


Apart from Sandbox API, you can bring your Paypal application into production by requesting **Live API** credentials.

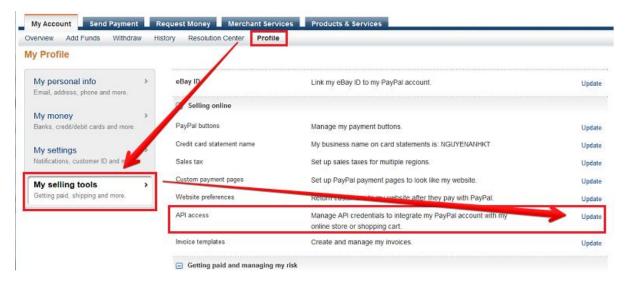
To receive your Live API credentials, please follow these steps:

1. Go to your Paypal account at www.paypal.com



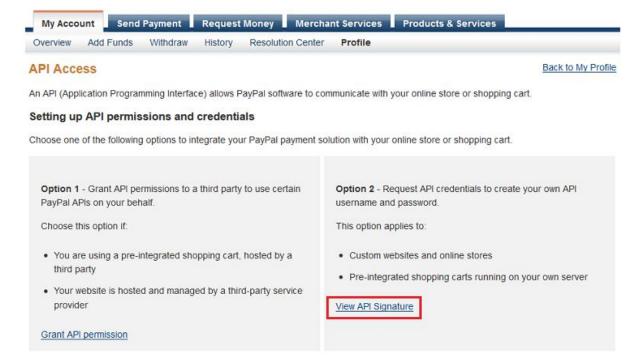


2. Access your **Profile** and enter **My selling tools** section



In this section, you can see the field **API access** section, choose Update to proceed to the next page.

3. In API access page, click View API Signature in Option 2



4. In the next page, API information can be revealed by clicking **Show** buttons:





Currency Options

General Paypal Live API Credentials Paypal Sandbox API Credentials Currency Options Currency U.S. Dollar Position Symbol Currency Left (\$99.99)

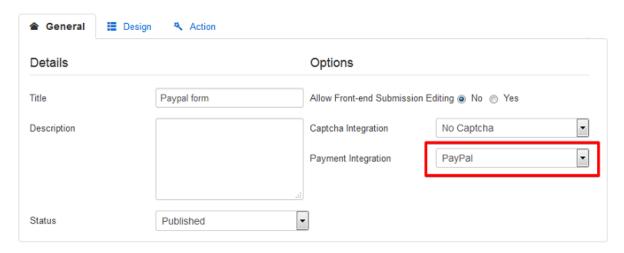
Currently Paypal has support for 22 Currencies, you can freely choose one of them to assign for the Uniform with position option among **Left**, **Right**, **Left with space**, **Right with space**.

Set up form with Payment Integration

Creating a form with Paypal integration is quite simple and fast in JSN Uniform.

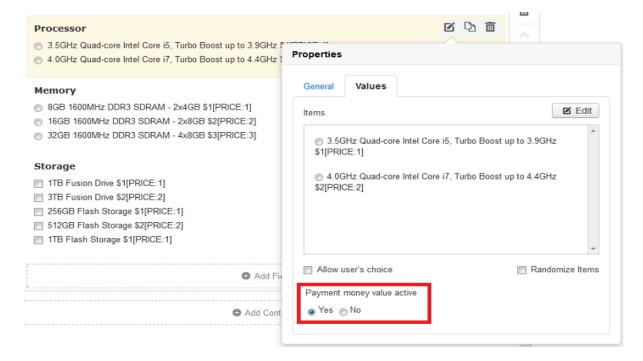
Enable Payment Integration

First of all, in tab General, Payment Integration should be set to Paypal.

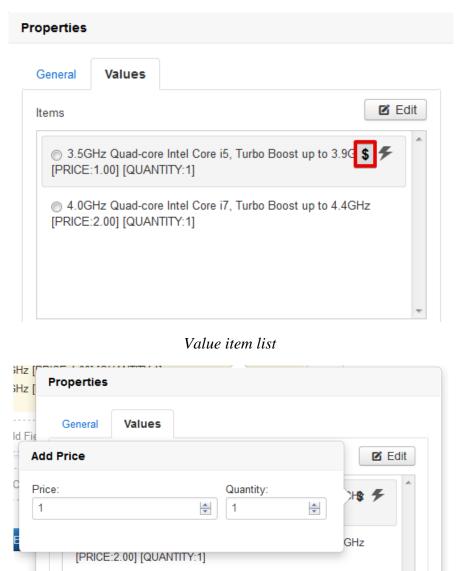


Define form fields with Payment money value active

In tab **Design**, you can add/edit form fields normally, except for some fields those have an extra option **Payment** money value active. Setting this option to **Yes** will include the field item and its money value to Paypal submission.

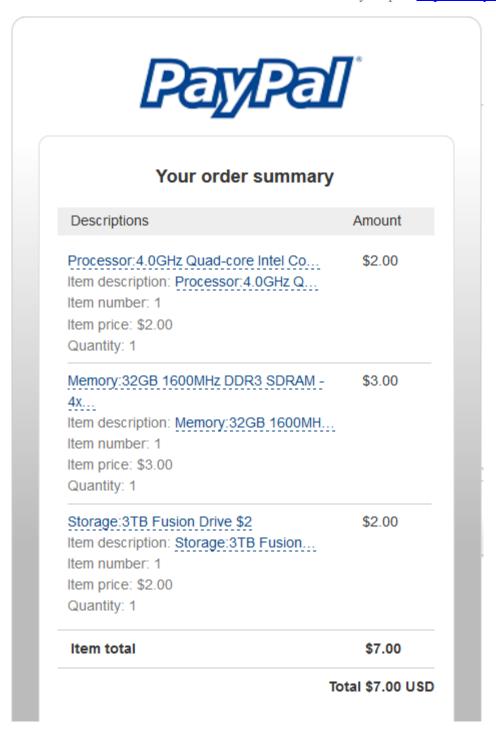


For example with the Multi-Choice field **Processor** in the picture, Payment money value is active. In each item line there are additional parameters [**PRICE:**{value1}] and [**QUANTITY:**{value2}] which defines the money value and quantity for the related item in the list. You can open a dialog to define these parameters for each item by clicking on the button \$ appearing when you hover over that item's name:

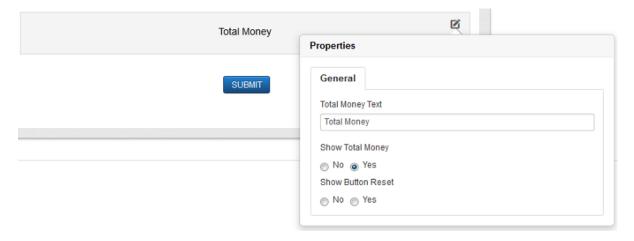


Money and quantity parameters

These parameters will not be shown in frontend but Uniform will use their values to calculate the payment displayed in Paypal gateway.



With Total money field, you have the option to show Total money value calculated from chosen items in a form.



Total money field in Backend

Processor	
 3.5GHz Quad-core Intel Core i5, Turbo Boost up to 3.9GHz \$1 	
 4.0GHz Quad-core Intel Core i7, Turbo Boost up to 4.4GHz \$2 	
Memory	
8GB 1600MHz DDR3 SDRAM - 2x4GB \$1	
16GB 1600MHz DDR3 SDRAM - 2x8GB \$2	
32GB 1600MHz DDR3 SDRAM - 4x8GB \$3	
Storage	
TTB Fusion Drive \$1	
3TB Fusion Drive \$2	
512GB Flash Storage \$2	
1TB Flash Storage \$1	
Total Money: \$6.00	

Total money field in Frontend

Information about cookies

The <u>New EU cookie law</u> states that website visitors, subscribers or users **must be provided with clear and comprehensive information about cookies**: Names, purposes, storage time and access permission.

So in this part, JoomlaShine provides you with information about the cookies that JSN UniForm gets from customers.

Type of cookie	Data to collect
jsn-lastupdate-Uniform	Time of last version update
jsn-lastupdate-result-Uniform	Last-update check result (true or false)
form_page-key	Default view mode of site manager
form-key	

JSN UniForm cookies

These cookies are **used to store text values** for all JSN UniForm functions to make sure that JSN UniForm runs smoothly. Cookies will be **stored in the user's web browser directory** while the user browses a website and will **only be removed when the user clears their cookies**.

JSN UniForm is listed on JED

If you use JSN UniForm, please post a rating and a review at the Joomla! Extensions Directory.

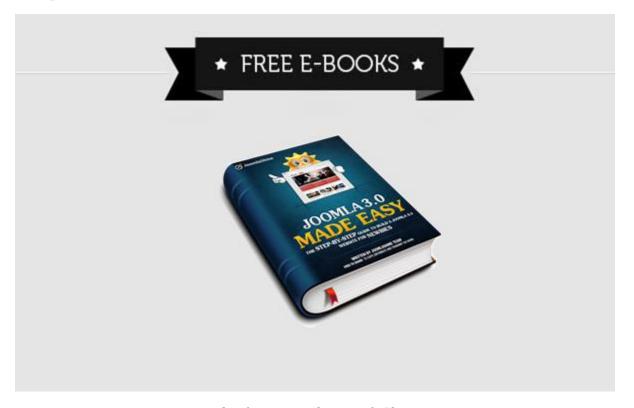


Steps to vote for an extension on JED

- 1. Log in your account on JED. If you haven't got one yet, you can sign up for free or log in with your Facebook account.
- 2. Go to the extension page on JED, click the "submit review" button and write down your thoughts.

Please note that your review will be checked by the Editor team before being published.

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Free E-books, written by JoomlaShine Team

Building a Joomla website is a challenge with a lot of Joomla! newbies. To help you do this task more easily and quickly, JoomlaShine team released the FREE e-book: **Joomla! 3.x Made Easy**. You know, you can get useful manuals about Joomla! 3.x in 3 languages: English, German or Danish.

Both of them include 6 chapters as following:

- Get to know about Joomla! CMS
- Install Joomla! on local host
- Create content for your site
- Customize website appearance with a Joomla! template
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