



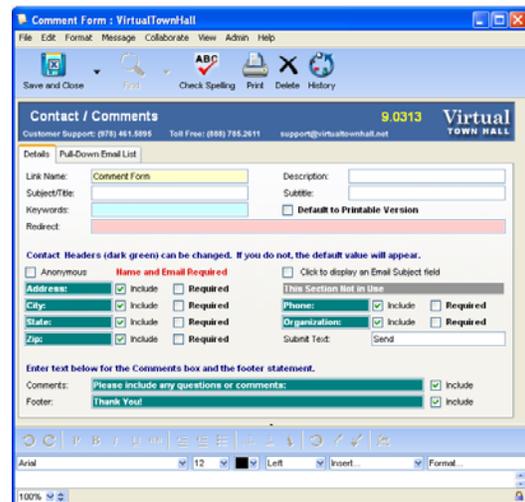
Scope of Use

The **Comment Form** is used whenever a client wishes to standardize comments and questions from their Web site, and a simple Email link is not sufficient. It should also be used when you choose not to put email addresses on your website to prevent the possibility of spammers harvesting email addresses from your website.

With the Comment form we redirect each incoming message to a VTH folder (typically CityST_CommentsArchives) that is "aliased" to an administrator's VTH desktop. Based on the subject of the incoming message Mail Rules can be established that will forward a copy to the person in your office responsible for addressing the issue.

For more information on Mail Rules see the **Mail Rules** documentation.

By capturing the incoming email on our server we can help you comply with document retention rules and also provide management oversight for incoming emails that are addressed to department staff.



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Details Tab - Standard Fields

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

Redirect: This is an absolute path to a page to which the end user will be redirected after submitting the form.

This URL **must** be an absolute path and should contain the entire <http://> page address that will be displayed when a visitor clicks the submit button. **REQUIRED**

Details Pull-Down Email List	
Link Name: <input type="text" value="contact"/>	Description: <input type="text"/>
Subject/Title: <input type="text" value="Comments"/>	Subtitle: <input type="text"/>
Keywords: <input type="text"/>	
Redirect: <input type="text" value="http://ponceinletfl.virtualtownhall.net/Pages/Index"/>	

Details Tab - Data Fields

Anonymous: Checking this box renders the form without required name and Email fields. The resulting received email will not have this information as well. Unchecking this box renders the form with required name and Email fields. If you want to make the entry of a name and email address optional you will need to make the form anonymous and change two other fields to ask for Name and Email Address. This box is not checked by default.

Contact Headers (dark green) can be changed. If you do not, the default value will appear.			
<input type="checkbox"/> Anonymous	<input checked="" type="checkbox"/> Name and Email Required	<input checked="" type="checkbox"/> Click to display an Email Subject field	
Address: <input type="text"/>	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Required	Email Subject: <input type="text"/>	
City: <input type="text"/>	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Required	Phone: <input type="text"/>	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Required
State: <input type="text"/>	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Required	Organization: <input type="text"/>	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Required
Zip: <input type="text"/>	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Required		

Display Email Subject: Leaving this box unchecked renders the form without an editable email subject field, and will generate an email with a subject based upon the selection made in the Pull-Down Email List section. With standardized email subjects the Mail Rules can be set up to automatically forward messages to the appropriate person in your town. For instance, if the entry in the drop down list is "*Report a Pothole*" we can automatically forward the email to highwaydepartment@yourtown.gov using a simple mail rule.

In addition, checking this box causes a Data Header and an optional pre-fillable Subject data field to be shown. While you can enter a standardized subject, this means the person filling out the form on your website can enter their own subject, making it difficult to create mail rules for forwarding the resulting email. This box is not checked by default.

Data Headers: Data Headers (editable fields in dark green) are placed beside each appropriate section. A series of suggested headers have been provided, but Data Headers can be changed as needed. Any section with the Include box

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unchecked will not have the Data Header rendered whether or not it has been changed.

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.

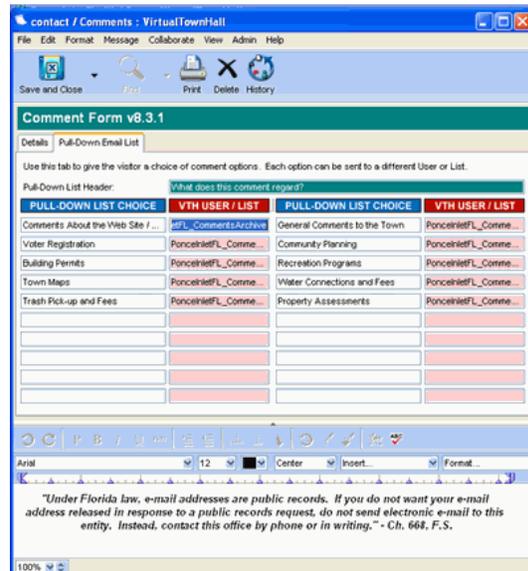
Submit Text: This option allows you to change the text that appears in the button for submitting the form data from your website.

Phone:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required
Organization:	<input checked="" type="checkbox"/> Include	<input type="checkbox"/> Required
Submit Text:	Send	

Pull-Down Email List Tab

List Header: The List Header (editable field in dark green) is placed above the Pull-Down List. The List Header can be changed as needed.

List Choices: Each field in this field set represents an available row in the rendered Pull-Down Email List on the Web page. Remember, whatever you enter into this area becomes the subject of the email and can be used to forward the email to the appropriate person based on Mail Rules **AT LEAST ONE ENTRY REQUIRED**



User/List: Each field in this field set represents an authorized userID or the name of your Comments Archive folder, e.g. CityST_CommentsArchives on your FirstClass system to which the resulting



email will be sent when an end-user selects a List Choice from the Pull-Down List on the Web page. These fields can **only** contain a FirstClass user or a FirstClass folder on our server, not an outside email address. Fully qualified email addresses **will not work**. **AT LEAST ONE ENTRY REQUIRED**

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



"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic e-mail to this entity. Instead, contact this office by phone or in writing." - Ch. 668, F.S.

NOTE: In the message body we strongly encourage you to enter your privacy policy statement, or have a link to your privacy policy page elsewhere in your site.

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