Quick Form
Web Part

Description

The "Quick Form" Web Part allows to design a web form which will be submitted by the users to the specified e-mail recipient.
Any number of form fields can be defined and styled.
The Web Part can be used with Windows WSS 3.0, MOSS 2007 and Sharepoint 2010.

Prerequisites

Before you attempt to install the solutions you need to make sure that you have the following installed on your server(s):

- Microsoft Office SharePoint Server 2007, WSS 3.0 or Sharepoint 2010

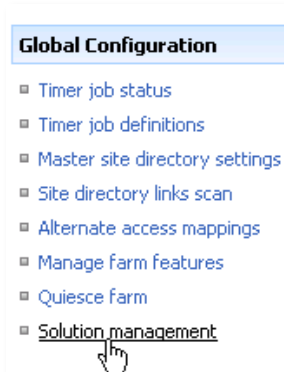# Installation

Manual Installation

1. download and unpack the **AEFormWebpart.zip** file.
   The ZIP archive contains the AEFormWebpart.dll and the AEForm.webpart files.

2. drop the AEFormWebpart.dll into the GAC of your Sharepoint server (c:\windows\assembly).

3. add the following line to the "<SafeControls>" section of your Web.Config file.
   Please make sure that the line is added as one single line (no line breaks):

   ```
   <SafeControl Assembly="AEFormWebpart, Version=1.0.0.0, Culture=neutral,
   PublicKeyToken=b7f993cb6c84190b" Namespace="AEFormWebpart" TypeName="*" Safe="True" />
   ```
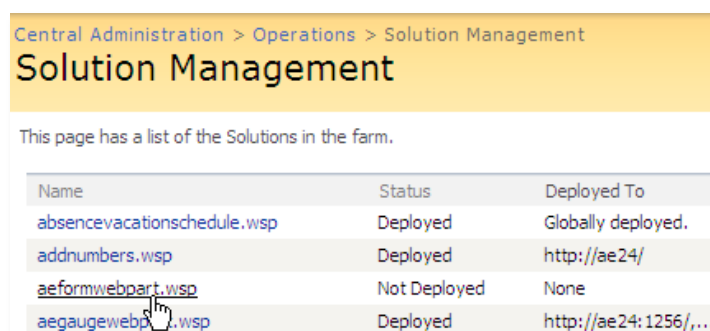
4. from the top site go to "Site Actions/Site Settings/Modify All Site Settings/Galleries/Web Parts"

5. use the "Upload" menu option to upload the AEForm.webpart file.
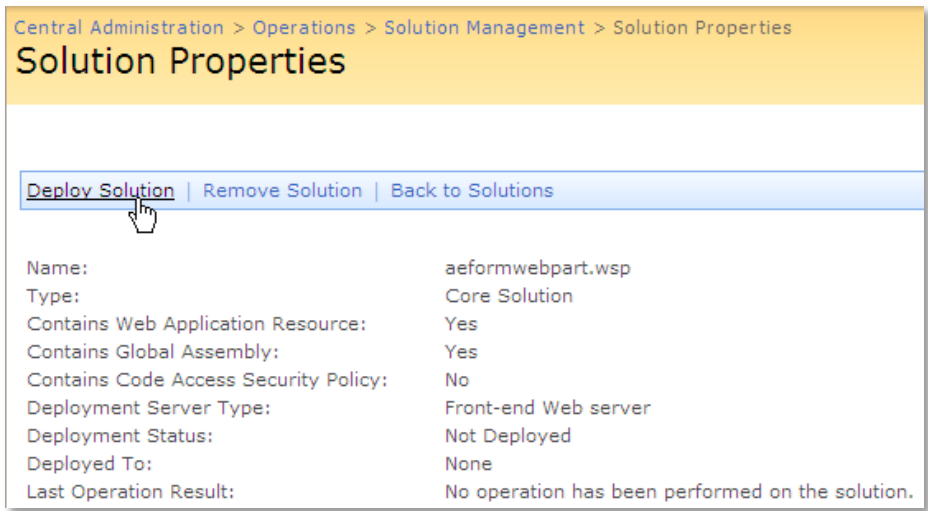
Automatic Installation

1. Unpack the **AEFormWebpart.wsp** and **Install.bat** (**install2010.bat** for Sharepoint 2010) files from the Zip Archive and place the 2 files onto your Sharepoint Server.

2. Add the Solution by either running **Install.bat** or manually entering:
   ```
   stsadm -o addsolution –filename AEFormWebpart.wsp
   ```

3. Deploy the solution by navigating with your browser to "Central Administration->Operations->Solution Management":
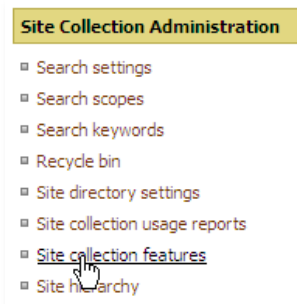

4. You should now see the **AEFormWebpart.wsp** in the farm's solution store:
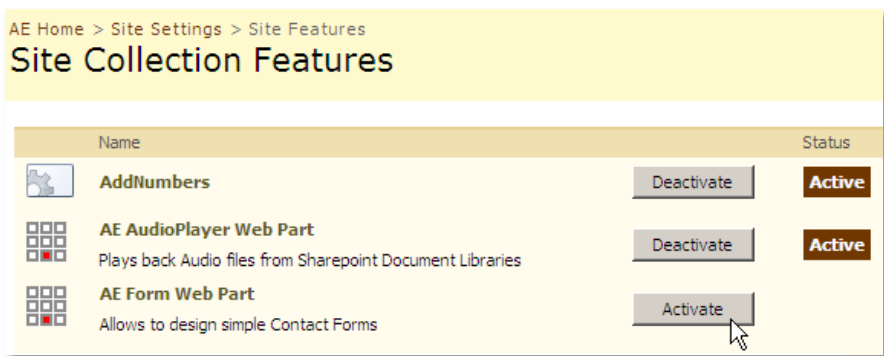
Click on "AEFormWebpart.wsp" to deploy the solution:

5. Proceed to activate the feature by navigating to the "**Site Actions/Site Settings**" page in your top-level site:
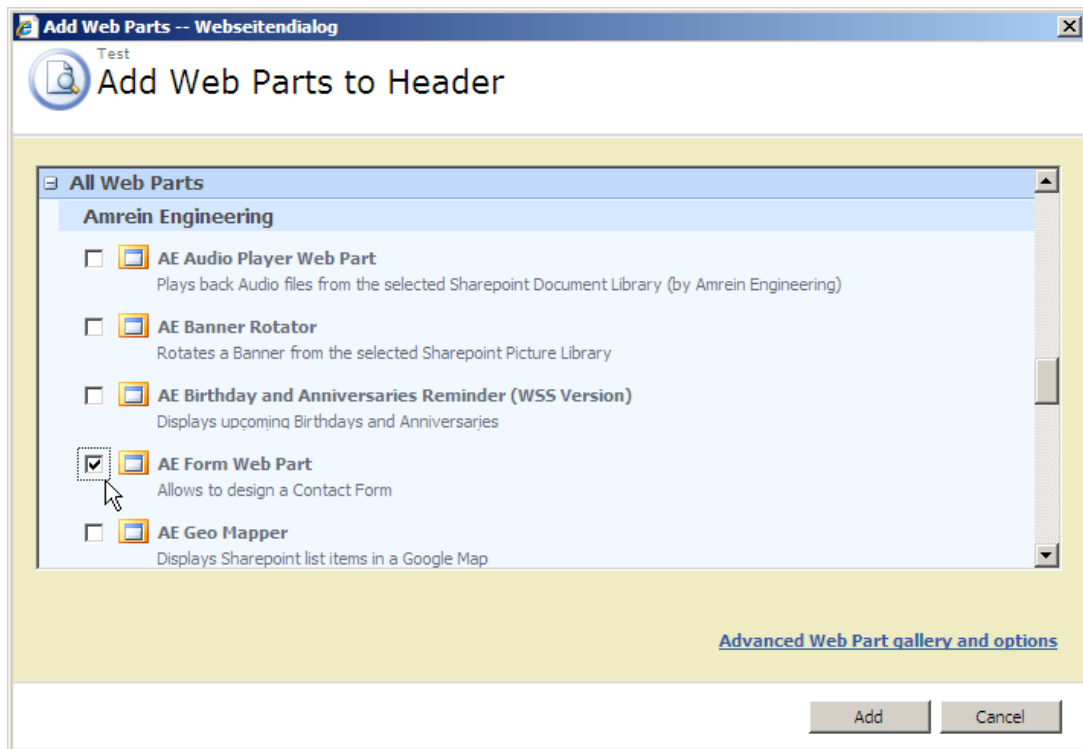

Choose "**Site collection features**" to navigate to the Site Collection Features page:

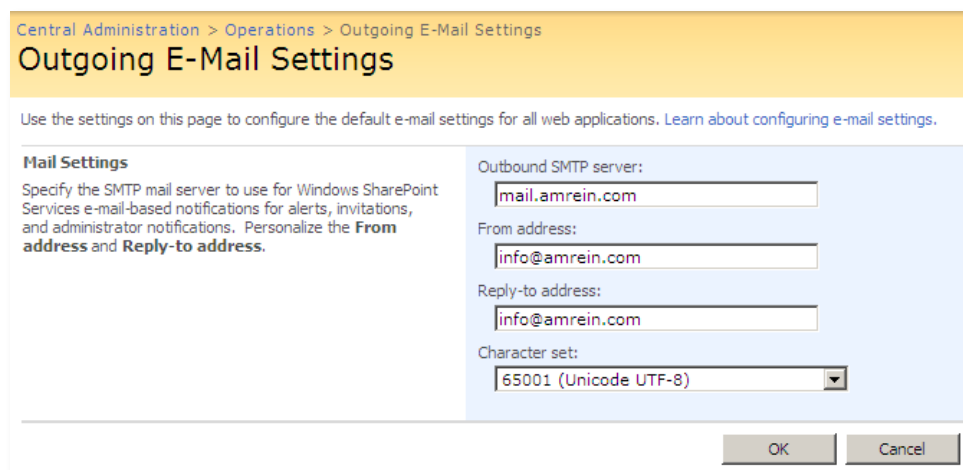Activate the "**AE Form Web Part**" feature

Adding the Web Part to a Page

Navigate to a page where you would like to place the web part and choose "*Site Actions/Edit Page*"
Add the web part to the appropriate zone. The web part is listed in the "**Amrein Engineering**" gallery section:

E-Mail Settings

Before using the web part, please check if your outgoing E-Mail settings are configured in Central Administration.
Navigate to "Central Administration/Operations/Outgoing E-Mail Settings to check, if an outbound SMTP server is configured:
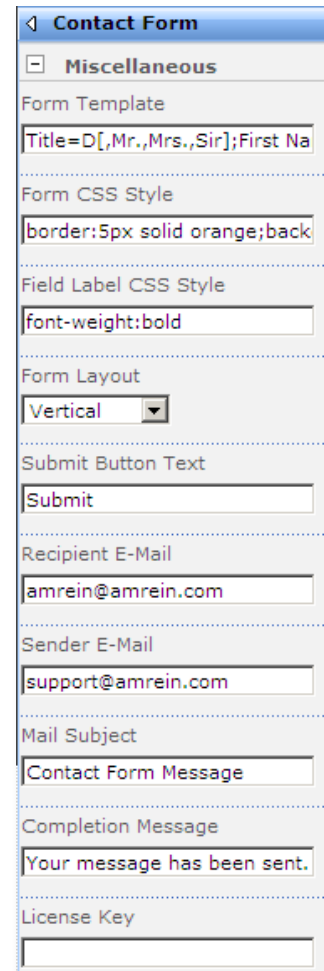
Web Part Configuration

Configure the following Web Part properties in the Web Part Editor "Miscellaneous" pane section as needed:

- **Form Template**:
  Enter the desired form fields (separated by semicolons) as follows:
  Label1=X;Label2=Y;..
  where "Label" is the desired field label and X is one of the following field input types:

  - **Tnn**: Text input field
    where nn is the width (expressed in characters) of the field
    Example: Name=T30

  - **Mxx/yy**: Multi-line text input field
    where xx is the number of columns and yy is the number of rows
    Example: Comment=M30/4

  - **D[item1,item2,,,]**: Dropdown box
    where the items are the values to be contained in the dropdown box
    Example: Favorite Color=D[red,gree,blue]
    Enter a comma as the first value if you want to display a blank choice as the first entry
    Example: Favorite Color=D[,red,gree,blue]

  - **R[item1,item2,,,]**: Radio buttons
    where the items are the values to be contained in the radio box
    Example: Sex=R[male,female]

  - **C[item]**: Checkbox
    where item is the value to be checked. You can also add multiple items (grouped checkboxes).
    Examples:
    Need a brochure=[yes]
    My favorite colors=C[red,green,blue,pink]

  Please put an asterisk * character in front of the label to make the field mandatory.
  Example: *E-Mail Address=[T50]

  Example of a Field Template for a basic contact form:
  Title=D[Mr.,Mrs.];First Name=[T30];*Last Name=[T30];*E-Mail=[T50];Comment=[M30/5];Some Footer text

- **Form CSS Style**:
  Enter the desired CSS styles to format the Form.
  Example: border:5px solid orange; background-color:#ffffcc; padding:6px

- **Form Layout**:
  choose on of the following 3 Form Label placements:
  - Vertical: above the form controls
  - Left adjust: Left to the form controls (left-adjusted)
  - Right adjust: Left to the form controls (right-adjusted)

- **Submit Button Text**: enter the text placed on the Form Submit button.
  You can also enter the URL of an image which then acts as an image button.
  Example: /Subsite/Site Pictures/submit.gif

- **Recipient E-Mail:** enter the e-mail address of the recipient of the submitted form

- **Sender E-Mail:** enter the e-mail address of the sender of the submitted form

o **Mail Subject**: enter the name of the E-mail subject

o **Completion Message**: enter the message to be displayed after the user has
   successfully submitted the form

o **License Key:**
   enter your Product License Key (as supplied after purchase of the "Staff Directory
   Web Part" license key). Leave this field empty if you are using the free 30 day
   evaluation version or if you choose one of the License Activation described below.

License Activation

You have the following 3 options to enter your License Key:

1. **Web Part Tool Pane:**
   Enter the License Key into the corresponding "License Key" field in the web part configuration pane.

2. **WSP Solution Deployment:**
   Add the **License.txt** file (as supplied by AMREIN ENGINEERING after having purchased a license) to the Solution at the
   following location:
   `c:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\template\features\AEFormWebpart`

3. **Manual Deployment:**
   Add the License Key to your web.config (typically found at c:\inetpub\wwwroot\wss\virtualdirectories\80) **<appSettings>**
   section as follows:

```
<appSettings>
   .
   <add key="AEQF" value="AEQF-x-xxxxx-xxxxx-xx-xx" />
</appSettings>
```

Replace the "x" characters with your actual key values.
Please note that this method requires you to manually add the key to each Sharepoint application.