

Title/Filename	Status	Creator	Modified	Modified By	Template
Contact Us - Woodworth Health Care Facilities - offering assisted living, nursing home care, rehabilitation services, skilled care and much more/ contact.html	<input checked="" type="checkbox"/>	User, Admin	10/08/2009 04:04 PM	User, Admin	Edit Copy Delete Preview Export Mark Inactive UnApprove Set Page Template

Step 1: Edit page that has the form on it.

Contact Us

Need Additional Assistance?

Do you have questions? Or maybe you would just like some additional information about our services and facilities? Just complete the lines below for assistance with your needs. If you have any questions or would like to be contacted, just leave the details in the comments box. Thank you for the opportunity to serve you and your family.

*Name

Address

City

Step 2: Click on "check" mark on the form to edit form

Step 3: Now you are at the form library area, click on "edit" on the form you want to edit.

Form Builder

Item Type Form Contact Form RSVP Form

[Add New Contact Form](#)

Form Name	Actions
contact	Edit Delete Copy Preview Select

Step 4: To edit questions including making field required, click "Set Questions" located at top right of screen.

Contact Form Builder

*Form Name:

Title Text: [Set Title](#) [Clear](#)

Instructions: [Set Instructions](#) [Clear](#)

Button Text:

**Thank You Message: [Set Thank You Message](#) [Clear](#)

**Redirection URL:

Multiple administrator emails seperated by a semicolon(;)

*Administrator Email:

From Email:

Email Subject:

Bold Field Names:

Font Size: Default Font Type: Department:

Transparent Background:

Font Color: [Clear](#) Control Background Color: [Clear](#) Button Background Color: [Clear](#)

* - Required ** - One Required

Contact Form Builder

Field			Child Up	Child Down	Parent Up	Parent Down
Name	Edit	Delete				<input type="checkbox"/>
Address	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
City	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
State	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
ZIP	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Phone	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Alt. Phone	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Email Address	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Service Interested In	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>

*Field Name:

Is Group Header:

*Field Type:

Group Header:

Make Field Required:

Step 5: To edit questions including making field required, click "Edit" next to the question you want to edit.

Contact Form Builder

Field			Child Up	Child Down	Parent Up	Parent Down
Name	Edit	Delete				<input type="checkbox"/>
Address	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
City	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
State	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
ZIP	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Phone	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Alt. Phone	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Email Address	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>
Service Interested In	Edit	Delete			<input type="checkbox"/>	<input type="checkbox"/>

*Field Name:

Is Group Header:

*Field Type:

Group Header:

Make Field Required:

Step 6: After clicking "edit", then information will populate in form below the grid—make your updates.

Step 7: Once you make your updates in form, click "submit" to edit another question.

Contact Form Builder

Field		Child Up	Child Down	Parent Up	Parent Down
Name	Edit Delete				V
Address	Edit Delete			^	V
City	Edit Delete			^	V
State	Edit Delete			^	V
ZIP	Edit Delete			^	V
Phone	Edit Delete			^	V
Alt. Phone	Edit Delete			^	V
Email Address	Edit Delete			^	V
Service Interested In	Edit Delete			^	V

*Field Name:

Is Group Header:

*Field Type:

Group Header:

Make Field Required:

Finish Questions Cancel Submit

Step 8: Once you are done making updates to your questions, click "Finish Questions" to go back to settings page.

Contact Form Builder

*Form Name:

Title Text: [Set Title](#) [Clear](#)

Instructions: [Set Instructions](#) [Clear](#)

Button Text:

**Thank You Message: [Set Thank You Message](#) [Clear](#)

Thank you for submitting your inquiry. Someone will contact you shortly.

**Redirection URL:

Multiple administrator emails separated by a semicolon(,)

Submit Cancel Set Questions

Step 9: Once back at the settings page, click "Submit" to take you back to Form Library

Form Builder

Item Type Form Contact Form RSVP Form

[Add new Contact Form](#)

Form Name	
contact	Edit Delete Copy Preview Select

Step 10: Once back at form library, click "select" to add updated form to canvas page.

ment to this page. Hold down Shift key and drag to resize objects.

worth

Health Care Facilities

Providing a place residents can be proud to live

services locations events faq careers contact us

Contact Us

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*Name

Address

City

Step 11: Once back on canvas page, click "save" and then "back to page management" to take you back to page listing area.

Step 12: Once back on page management area, click "Export" to export your changes to live site.

10/26/2009

Pages [New Page](#)

Select All

Bulk Export Bulk Unapprove Bulk Inactive

Title/Filename	Status	Creator	Modified	Modified By	Template	
<input type="checkbox"/> Contact Us - Woodworth Health Care Facilities - offering assisted living, nursing home care, rehabilitation services, skilled care and much more/ contact.html		User, Admin	11/09/2009 01:27 PM	User, Admin		Edit Copy Delete Preview Export Mark Inactive UnApprove Set Page Template

Select All

Bulk Export Bulk Unapprove Bulk Inactive

http://www.contros.com/2006/DynamicContent/ExportFile.aspx?SID=dad8f51f-527?

Title: Contact Us - Woodworth Health Care Facilities - offering assisted living, nursing home care, rehabilitation services, skilled care and much more

File Name:

Please no spaces or / characters.

contros website management

Page Management [Select Group](#) [Select Department](#)

Search Pages

Title: Status: Creator:

Start Date: End Date:

Status Indicators

- Working - Pending - Rejected - Approved - Active - Inactive

10/26/2009

Pages [New Page](#)

Select All

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Select All

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Step 13: A pop up window will appear asking you to "submit" page.

