Upload Center Forms

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Put simply, the Rumpus Upload Center allows you to collect information from people sending files. Prompting users for their name, contact information, details about the file being sent, or anything else is done by creating an Upload Center form. Different forms can even be presented to different users, allowing you to customize the information accepted for each person who sends files.

Defining Forms

Upload Center forms are defined using the the "Upload Forms" window. To create a new form, click the "Add Form" button, and enter a name for the new form. End users will never see the form name, so just select a name that will be easy for you to recognize.
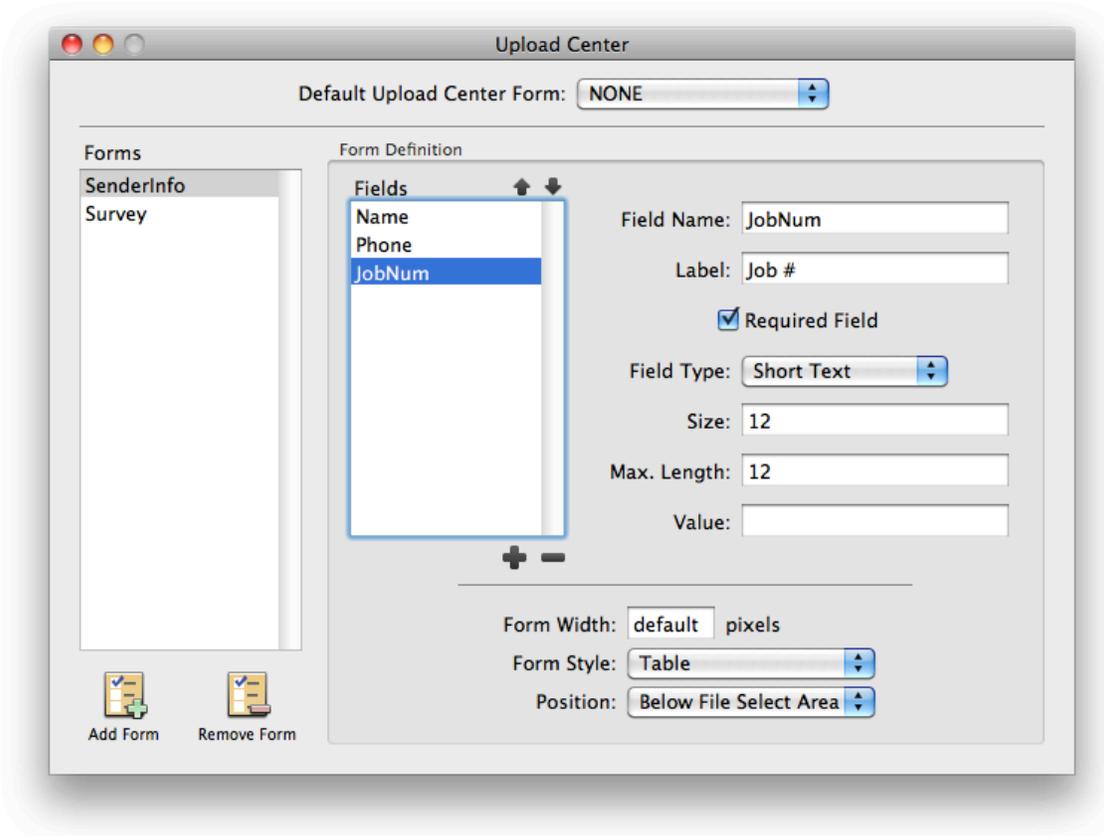
Defining upload forms via the Rumpus Upload Center window

A form is made up of one or more "fields". Each field represents a piece of information that the end user will be asked to supply. The first field is automatically created for you when you create the form, and is called "Field1". Field names, like form names, are never seen by end users, and are strictly used to identify the field. Field names should be reasonably short, distinct, and can contain only numbers and letters. Rename the "Field1" field by entering a descriptive name in the "Field Name" field in the "Form Definition" area.

The "Label" will be seen by end users. This is the text that will appear next to the input field on the form that lets the user know what information is being requested. "Name", "Phone Number" and "Job #" are good examples of field labels.

Check the "Required Field" checkbox if you want to require the user to complete the field. If the user should be permitted to leave the field blank, make sure the "Required Field" box is left unchecked.

The Rumpus Upload Center supports several different field types, each of which allows end users to supply information in different ways. Each field type is defined slightly differently, reflecting the type of information being requested.

Short Text Fields

Short text fields will present the user with a single line text box. Names, phone numbers and job numbers are good examples of information that can usually be collected using a short text field. You can set the width of the text box by specifying the number of characters that it can display as the "Size". The "Max. Length" allows you to restrict the total number of characters entered by the user. Note that this may be different than the "Size", since you can certainly allow users to enter more characters in the field than can be displayed at one time. Finally, if you would like to populate the field with some bit of pre-entered text to act as a default value for the field, enter it as the field "Value".

Text Boxes

Text box fields allow users to enter larger amounts of text, usually spanning multiple lines. Comments, handling instructions and recipient messages are examples of fields best served by a text box. The "Width" and "Height" fields allow you to specify how many characters wide and tall the text box should be. Users will be able to enter as much text as they wish, with the text scrolling as needed. As with the "short text" field type, a default initial value can be set for the text box by supplying the text in the "Value" field.

Pop-Up Menus

When users can select a field value from among multiple options, use a "Pop-Up Menu" field. For example, allowing the user to choose a sales representative from among "Bob", "Mary" or "Tom", or a day of the week could be done using a pop-up menu. To define pop-ups, just enter the possible values, one on each line, in the "Values" box. For example, to allow end users to choose a sale representative, check the "Required Field", set the field type to "Pop-Up Menu" and set the "Values" to "Select A Rep", "Bob", "Mary" and "Tom". If this field type is a required field, users will be required to select an option other than the first value in the list. In this case, be sure to make the first value in the list "Please Choose One" or something similar.

Check Boxes

For "Yes/No" prompts, a checkbox is usually the best field type. For example, to add a "Rush Order" or "File Is Confidential" option to the form, use a checkbox field. For checkboxes, all you need to specify is whether the box should be checked by default or not, using the "Checked" option. Note that if a checkbox is a required field, the user will only be allowed to proceed if the checkbox is checked.

Custom Fields

Rumpus also allows you to define your own fields, using an HTML "Input" tag. The "Other" field type allows you to define field types that aren't directly supported by Rumpus. For example, to include a set of radio buttons prompting the user to specify their sex, you could use:

```
<INPUT type="radio" name="sex" value="Male"> Male
<BR>
<INPUT type="radio" name="sex" value="Female"> Female
```

The "Other" input type provides complete freedom in how you specify your input field, but is recommended only for those with strong HTML forms experience.

In our first example, shown above, the Upload Center form has been created with 3 simple text box fields: Name, Phone Number and Job Number. Here is how the "Upload File" box might appear in the Rumpus Web File Manager, when that Upload Center form has been applied:

An Upload Center form, as displayed in a Web browser

Form Options

In addition to specifying the fields for your form, there are a few options that can be set for the form as a whole. To adjust spacing, set the "Form Width" based on the size required for the widest field in the form. The "Form Style" alters the appearance of the form, and the "Position" determines if the form should be displayed above or below the file selection area. For example, here is how the same form shown above might appear with different width, style and position options selected.

*An Upload Center form, as displayed in a Web browser*

Applying Forms

As mentioned earlier, you can specify more than one input form, if you wish. To have a form put into use for every Web File Manager upload, select the form from the "Default Upload Center Form" at the top of the Upload Forms window. Close the window to save all of your changes, then test your new form by logging in to your Rumpus server with a Web browser.

Upload forms can also be applied to individual user accounts, simply by selecting the Upload Center form name for each user. Open the "Define Users" window, select the user account in question, and flip to the "Options" tab. Select the "Upload Center Form" to override the default Upload Center form for the selected user account.

Processing The Data

Now that the form is presented to users as they upload files, you'll need to make sure Rumpus passes along the data entered by the user. This is done using an Event Notice, most commonly as an e-mail message.

Open the Event Notices window, and create an e-mail notice as described in the "Event Notices" article in the Rumpus package. Next, click the "Custom Message Body" button to view the actual e-mail message content. In the "Auto-Setup Message Body" box, notice that the "Event Type" pop-up menu includes an option for each defined Upload Center form. Simply select the defined form, and Rumpus will automatically build a message body that includes the form field data.
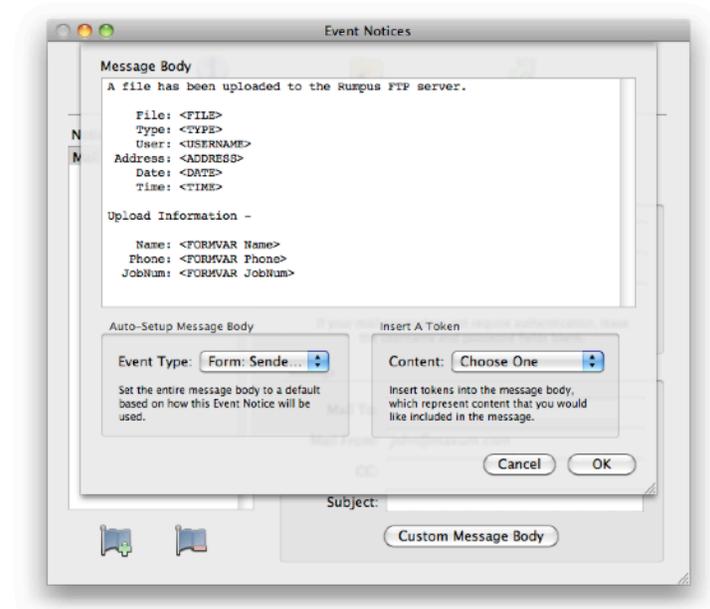
An Event Notice message body which will include user-entered data from an Upload Center form

Once Rumpus has created the default message body template for you, it can be customized as needed. For details on Event Notice message body formatting, see the "Event Notices" article in the Rumpus package.