

Assets

Assets are reusable content in Omni CMS that provide a single source of content for use on multiple pages. When the asset is edited and published, the content automatically updates on each page the asset was placed on. The different types of assets also allow for some more complicated types of content than you can create in the page editor. You cannot edit an asset on a page, but must open the original asset to make and save any changes.

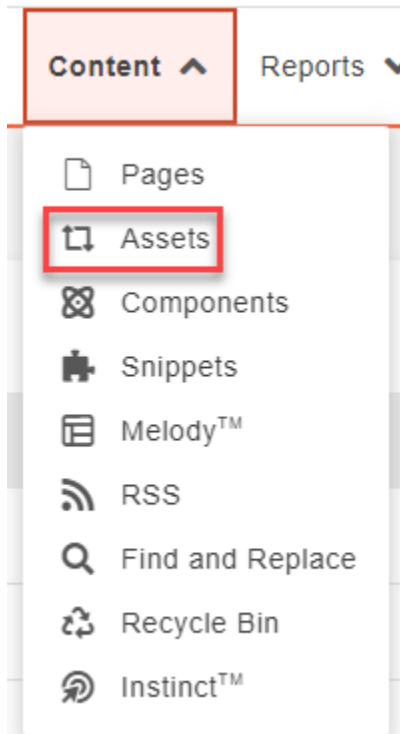
Form Asset

Web content assets are used for entering formatted text or media items such as images or videos.

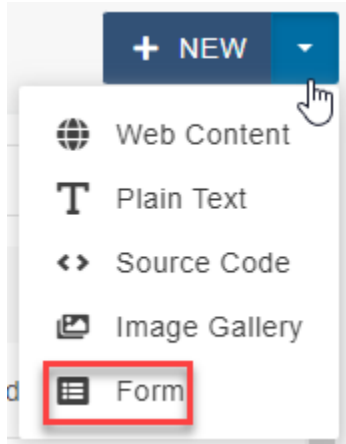
Create New Form Asset



1. Click **Content** -> **Assets**



2. Click the Dropdown **NEW** -> **Form**



3. Enter:

- **Name**
- **Description** (optional)
- **Tags** (optional)

Name

Contact Form for News Letters

Description

This form collects information for sending new letters

Tags

|

- **Add Form Elements**
 - **Click and drag elements**



Click or drag elements from the Form Elements toolbar into this area.

○ **Form Elements**

+ Single-Line Text Field

+ Multi-Line Text Field

+ Radio Buttons

+ Checkboxes

+ Drop-Down

+ Multi-Select

+ Date/Time Picker

+ Instructional Text

○ **Single-Line Text Field with Required field**

Label

Name:

Determine the element's value displayed for the form element.

Name

name

Determine the element's unique reference value. This field is automatically populated based on the Label value. No spaces or special characters are allowed.

Helper Text

Provide a description that helps the user understand the field.

Default Text

Required



Validation

None



Failure Message

This field is required.

Advanced

○ Single-Line Text Field with Email Validation

Label

Email Address: I

Determine the element's value displayed for the form element.

Name

emailaddress

Determine the element's unique reference value. This field is automatically populated based on the Label value. No spaces or special characters are allowed.

Helper Text

Provide a description that helps the user understand the field.

Default Text

Required

Validation

Email Address



Failure Message

You must enter a valid email address

Advanced

○ **Radio Buttons**

Label

Would you like to receive a news letter?

Determine the element's value displayed for the form element.

Name

wouldyouliketoreceiveanewsletter

Determine the element's unique reference value. This field is automatically populated based on the Label value. No spaces or special characters are allowed.

Helper Text

Provide a description that helps the user understand the field.

Items



Yes



No



+ ADD

Required

Advanced

○ **Date/Time Picker**

Label

Date:

Determine the element's value displayed for the form element.

Name

date

Determine the element's unique reference value. This field is automatically populated based on the Label value. No spaces or special characters are allowed.

Helper Text

Provide a description that helps the user understand the field.

Format

Date and Time



Date/Time

Click to select a date and time



Required

Advanced

● **Add Email**

Email Messages

+ ADD

To

From

Subject

Body

Include All Submitted Values

All submitted values will be appended after the Body text

- Form Settings – Success and Failure Message**

Success Message

URL

Failure Message

B I U S **≡ ≡ ≡ ≡** **☰ ∨ ☷ ∨** **I_x** **⋮**

Please try again.

POWERED BY TINY

- **Save Results in Database, Include CAPTCHA, and Submission Button Text**

Save Results In Database

If unchecked, the results will not be saved.

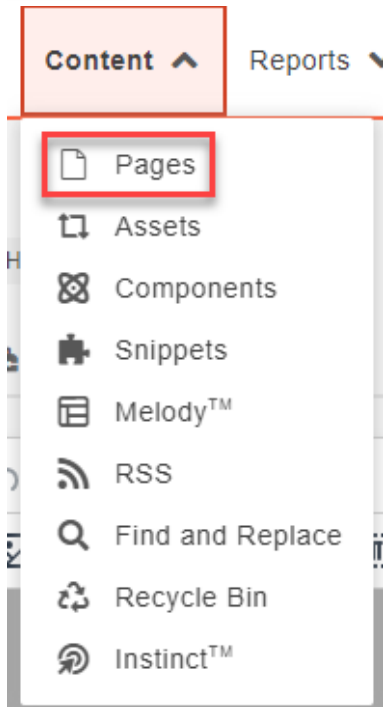
Include CAPTCHA

Submission Button Text

Customize the text within the submission button. By default, the text value is "Submit".

Add Form to Webpage

1. Click **Content** -> **Pages** and find the page to add the **Asset** or go to the page and add the **Asset** and login



2. Click **Edit**



3. Click one of the green edit buttons



4. Click the **Asset** icon



5. Find the **Form Asset** you Created

Filter by tag

ALL TYPES ▼ contact ✕ ≡ ☐

- Art Gallery Contact Us
- BSN Contact
- Contact Form for News Letters**
- Surgical Contact

Asset ID: {{a:340987}}

Number of elements: 4

Success Message:
Fail Message: Please try again.


Save results in database: yes

EMAIL MESSAGE

To: sdavis@gulfcoast.edu
From: {{emailaddress}}
Subject: News Letter

Name: Contact Form for News Letters
Type: Form Asset
Description: This form collects information for sending new letters
ID: {{a:340987}}
Last Modified: 3/29/23, 11:49 AM
Last Published: Never

6. Insert **Form Asset**

 Asset **Contact Form for News Letters** cannot be shown in WYSIWYG.

7. Save **Form Asset**

8. Preview **Form Asset**

Name:*

Enter Name


Would you like to receive a news letter?

Yes
 No

Email Address:*

Date:

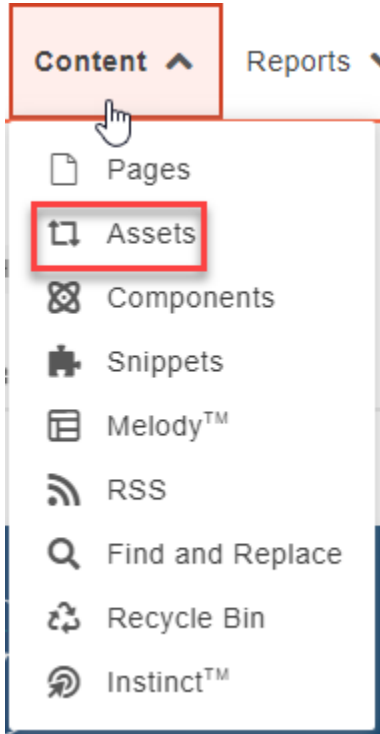
Thank you for your interest.

I'm not a robot 
reCAPTCHA
Privacy - Terms

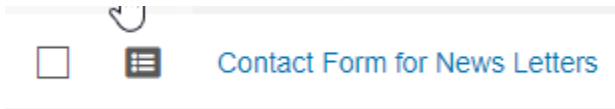
9. **Submit** Form Asset

Retrieve Form Submissions

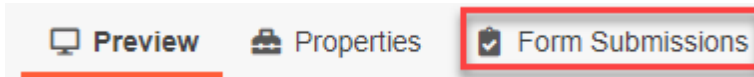
1. Click Content -> Assets



2. Find the form you created



3. Click on **Form Submissions**



4. **Submissions**

<input type="checkbox"/>	ID	name	emailaddress	wouldyouliketoreceiveanewsletter	date
<input type="checkbox"/>	1	Jane Doe	janedoe@mail.com	Yes	[03/31/23 12:45 PM]
<input type="checkbox"/>	2	Shirley Jones	sjones@mail.com	Yes	[04/01/23 1:15 PM]
<input type="checkbox"/>	3	Kevin Jones	kevin902@gulfcoast.edu	Yes	[05/06/23 1:15 PM]

5. **Export to CSV**



6. **Email Message**

Thank you for your request.

name - Shirley Jones

emailaddress - sjones@mail.com

wouldyouliketoreceiveanewsletter - Yes

date - ['04/01/23 1:15 PM']