

## Dynasite XP User Manual Addendum 1

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**Content Folders**

**Archiving Module**

**Form Builder**

**Job Listings**

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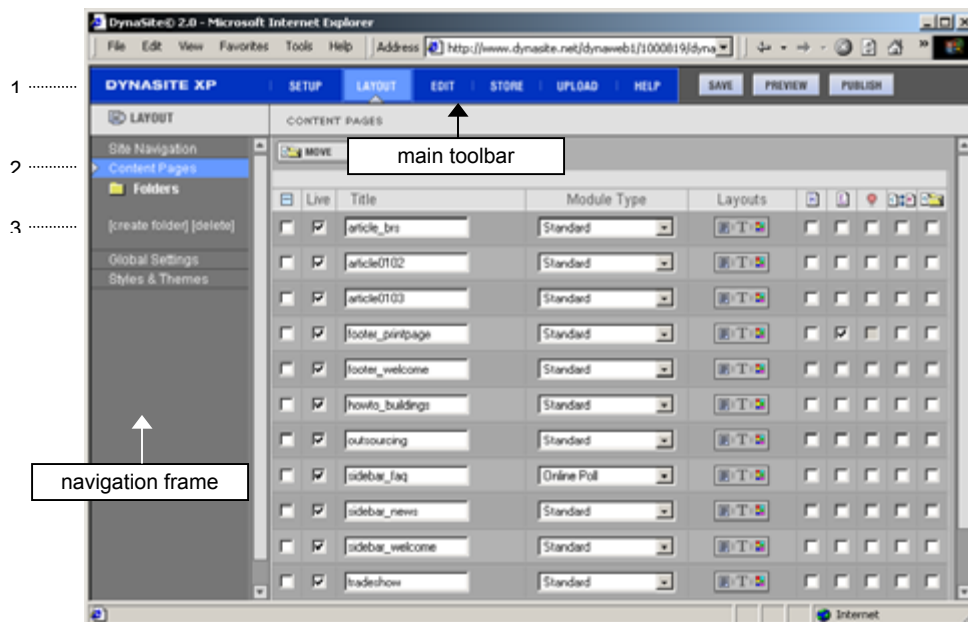
## Working with Content Page Folders

If you are working with a lot of Content Pages in Dynasite, it makes sense to organize them in folders instead of trying to keep up one long list.

This document explains how to use *Content Page* folders. To learn when to use content pages, refer to the **Dynasite User Manual**.

### To create a content folder:

1. Click *Layout* in the main toolbar
2. Click *Content Pages* in the navigation frame



3. Click the *create folder* link in the navigation frame. This opens the *Add Folder* dialog window:



4. Enter a folder name in the *Name* field and click *Submit*.

**To create a subfolder:**

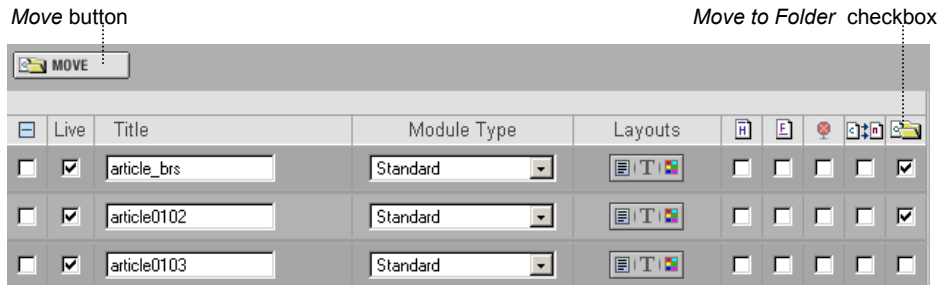
1. Click on an existing folder name
2. Click create folder
3. Enter a folder name in the *Name* field and click *Submit*.

**Root folders:**

If you are about to create a subfolder, but decide to create a folder in the main folder level instead, select the *Root* checkbox next to the folder name in the *Add Folder* dialog window to create a new main-level folder.

**To move existing Content Pages to a folder:**

4. Click on *Folders* to move pages from the main level.
5. Select the *Move to Folder* checkbox for one or multiple pages that you want to move to a folder. All selected pages will be moved to the same folder.



6. Click *Move* in the top left corner of the *Content Pages* window. This opens the *Move to Folder* dialog window.
7. Click on the folder to which you want to move the selected Content Pages. This will highlight the folder name blue.
8. Click *Submit* to move the pages to the highlighted folder.



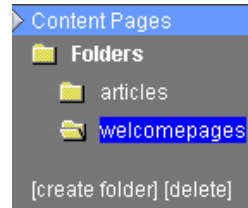
Once you have some folders set up, you can create new pages directly within a custom folder. Click on the folder name in the navigation frame and add your new Content Page. The active folder is always highlighted in blue.

If you have created a page in a custom folder and you want to review the pages that are not associated with any custom folder, click on *Folders*, the root folder for Content Pages.



**To delete a custom folder:**

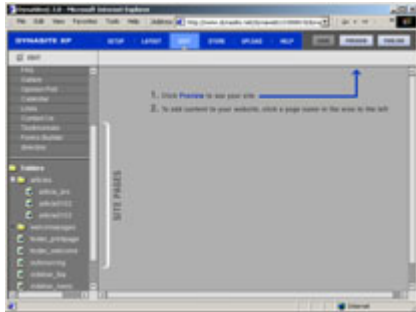
9. Click on the folder name of the folder you want to delete
10. Click the *delete* link at the bottom of the folder list and confirm the delete dialog.



If the folder you want to delete contains subfolders, a dialog box informs you to delete the subfolders first.

If a deleted folder contained Content Pages, the pages are automatically moved back to the root folder.

**Editing Content Pages Located in Folders**

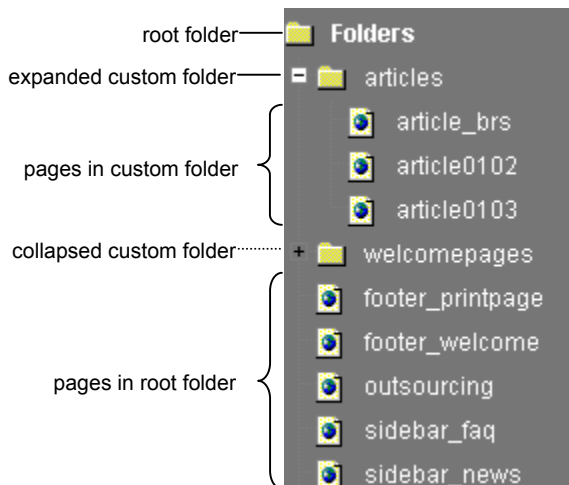


When you switch from *Layout* to *Edit* mode in the main toolbar to update your pages, you will notice your new content folders in the navigation frame. A *plus* icon ( + ) next to each custom folder indicates that the folders expand.

The root folder named *Folders* does not expand. The pages on this main level are listed directly underneath the last custom folder.

**To edit a page located in a custom folder:**

11. Click the *plus* icon ( + ) next to the folder to view its associated Content Pages
12. Click on a *Content Page* name to open the edit window for that page



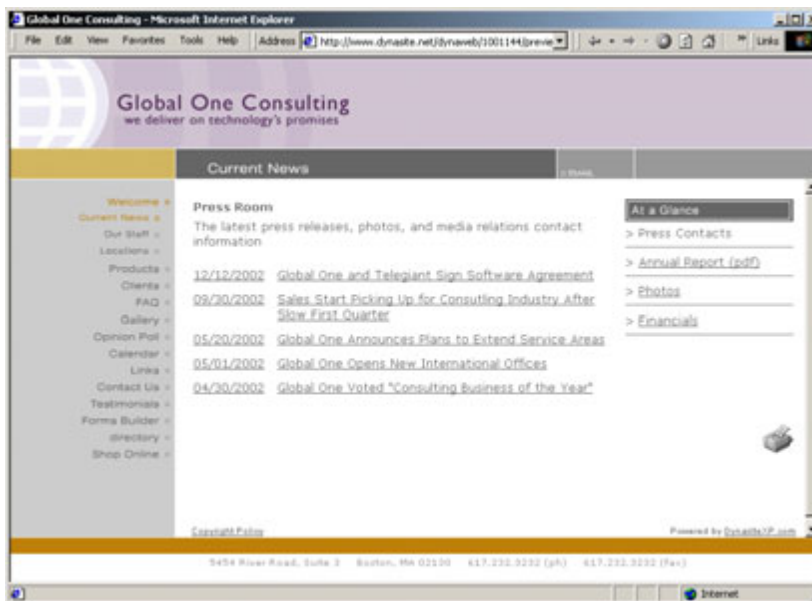
To collapse an expanded custom folder, click the *minus* icon ( - ) next to the folder.

## Archiving Items with the Archive Module

To keep your web site up-to-date without losing any information that might be of interest for your site visitors, you can create archive pages and move existing content to these archives.

This document explains how to set up an archive page and how to move an item to that page. The archiving function is available for the **Standard** and **News** modules. Items on pages using a different module cannot be archived.

The following example shows how to archive a news item on a page that has the *News* module activated.

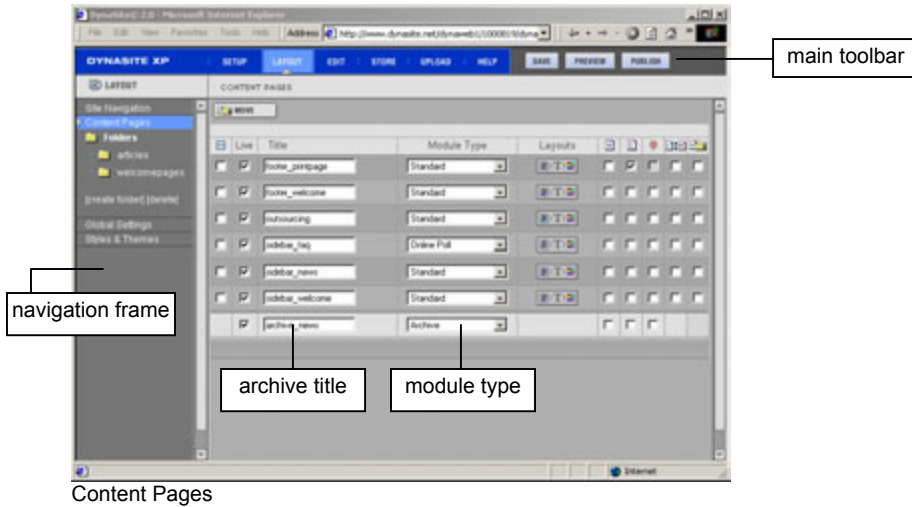


Current News page

First you create a new page that serves as the news archive. Then you create a link to the archive page on your actual news page (*Current News*). Finally, you archive your news items.

### To set up an archive page:

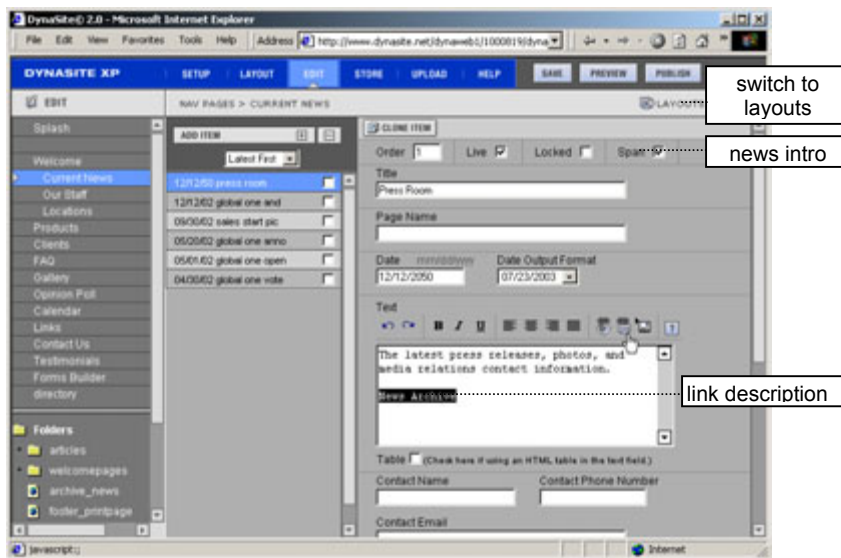
13. Click *Layout* in the main toolbar
14. Click *Content Pages* in the navigation frame and add a content page.
15. Enter a page name in the *Title* field
16. Select *Archive* from the *Module Type* drop-down menu
17. Click *SAVE* in the main toolbar



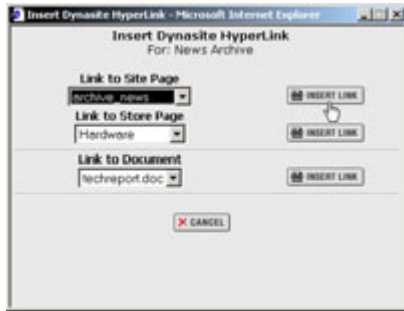
Next, create a link to the new archive page. In the example, we add the link to the intro text on the *Current News* page. An item in the news module becomes an intro paragraph when the *Span* checkbox at the top of the item is selected.

### To link to the archive page:

18. Click *Edit* in the main toolbar
19. Click on the page name of your news page in the navigation frame
20. In the *Text* edit field, enter a link description (e.g. *News Archive*)
21. Highlight the link description and click the *Insert Dynasite Hyperlink* icon in the formatting toolbar above the text field



- 5. Select the archive page from the *Link to Site Page* drop-down menu in the *Insert Dynasite Hyperlink* dialog window and click *Insert Link* next to the drop-down menu:



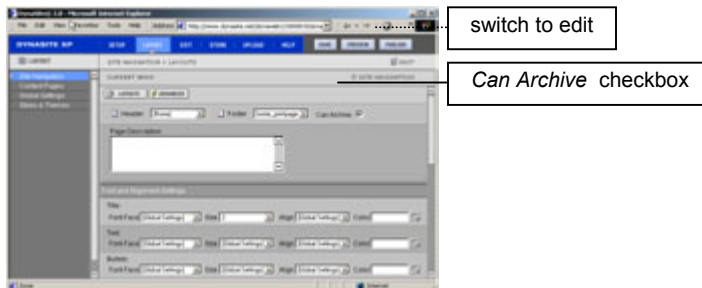
- 6. Click *SAVE* in the main toolbar. The hyperlink tags are added to the link description in the Text edit field:



Now you add a drop-down select menu to the news page items that allows you to access your archive and move each item to the archive.

**To add the archive drop-down menu to each item:**

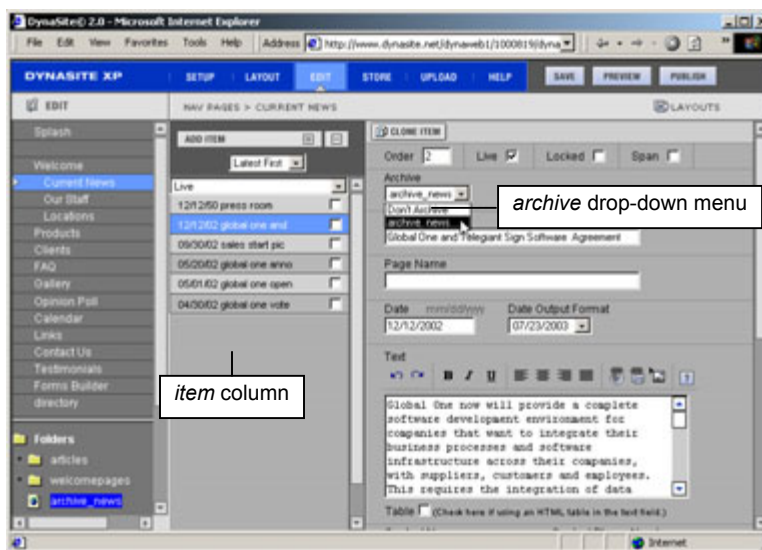
- 22. Click the *Layouts* link at the top right corner of the screen to switch to the *Layouts* area of the news page
- 23. Click *Advanced*
- 24. In the *Advanced* window, select the *Can Archive* checkbox at the top of the page



- 25. Click *SAVE* in the main toolbar
- 26. Click the *Edit* link at the top right corner to switch back to edit mode

**To move a news item to the archive:**

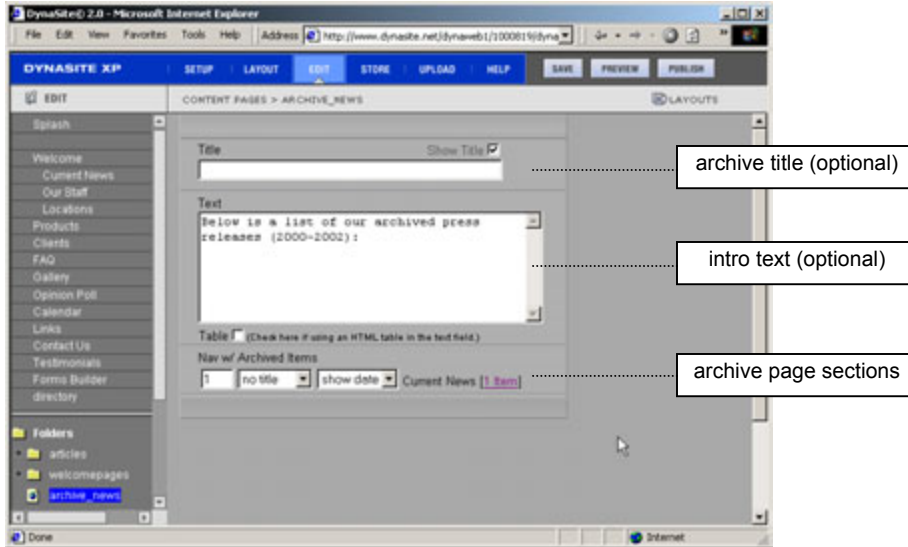
- 27. In the *Item* column, click on the item name of the item you want to archive
- 28. Select the archive name (our example: archive\_new) from the *Archive* drop-down menu of the item
- 29. Click SAVE in the main toolbar to archive the item
- 30. Select the archive name (our example: archive\_new) from the *Live* drop-down menu in the *Item* column to see the archived item.
- 31. Select *Live* from the same drop-down menu to view all items that are not archived.



At this point you have created an archive page and moved a news item to the archive. Before you can preview the archived item, you activate and customize the archive page.

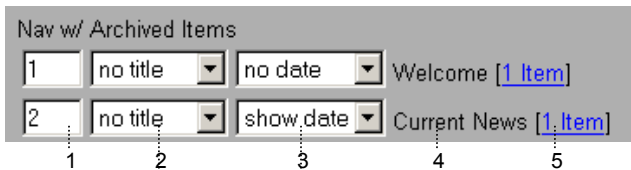
**To activate and customize the archive page:**

- 32. Click on the archive page name in the navigation frame.
- 33. Enter an archive *Title* (optional). If your template already shows the page title, you do not have to repeat it here.
- 34. Enter an intro paragraph in the *Text* field (optional)
- 35. Select *show date* from the date drop-down menu to list all archived news items with their date.



### Explanation of Archive Page Sections:

If you archive items from more than one page into the same archive, the archive page shows you a list of sections that contribute to the archive:



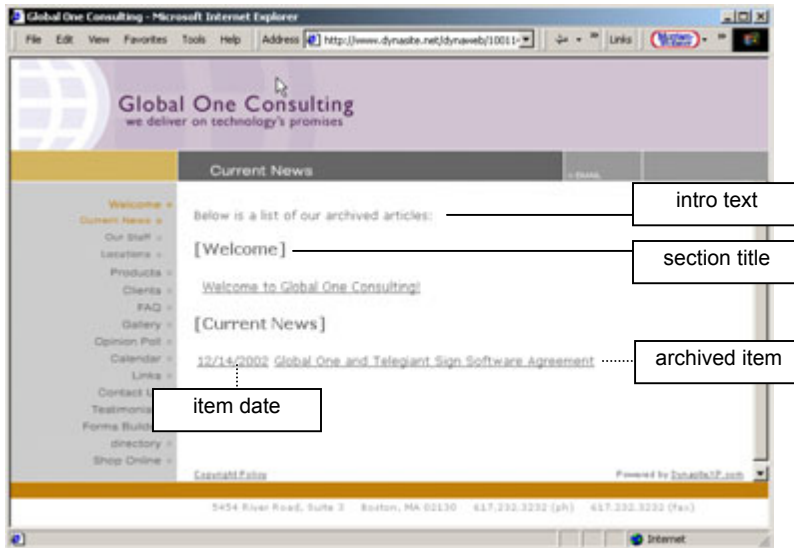
**1 – Nav Order:** The archived items on an archive page are grouped together with other items from the same original page. In the example above, the archived items from the *Welcome* page are listed above all items from the *Current News* page. You can re-order the sections by adjusting the order number.

**2 – Title:** Select “No title” if you do not want to display the origination page name above each archived section. This is recommended if you archive items from different pages on the same archive page.

**3 – Date:** Select “No date” if you don’t want to show the item date next to each archived item. The item date is the date when the item was originally created in the system (*Standard* module) or the date entered in the item date field (*News* module). Select “Show date” if you want the date to display with each item (e.g. for press releases).

**4– Original Page Name:** Shows the original page for the archived items.

**5 – Number of Items:** Show how many items from each sections have been archived in the current archive. Click on the item link to view or update the archived items for each section.



In the screenshot above you see an example of an archive page that was created as a Content Page and accessed with a link from the original news page. Note that the template title still reads *Current News* since we originally created the page to archive news items.

## Navigation Page Archive

If you decide to archive all your site items in one combined archive (as shown above, where items from the *Welcome* page and items from the *Current News* section are listed together), you can create a Navigation Page archive instead of a Content Page archive. This means that you add an independent navigation item to your web page (name it *Site Archive*, for example). If you want to re-purpose an existing Content Page archive to a Navigation Page archive, simply convert the Content Page to a Navigation Page. (See the Dynasite User Manual for more info on converting pages.)

### Note: Archiving Full Pages

The Archive module allows you to move individual items to an archive page. If you need to archive entire Navigation Pages, because the items are related items which cannot be archived separately, simply create a new page named *Archive* (select the Standard module!). Convert the Navigation Pages you want to archive to Content Pages (see *Dynasite User Manual*), and link to the Content Pages from your new archive page. If it doesn't make sense to create an Archive page, because all you have is one page to archive, you can simply add a link to your archived page from any existing page.

## Creating Forms with Form Builder

Forms are an important part of your web site. They allow your site visitors to submit feedback and get in touch with you. At the same time, you collect user information, such as email addresses, which can be a valuable marketing resource.

### Pre-formatted Forms

If you want to set up a customer survey that does not collect personal information, use Dynasite's *Survey* module. For an opinion poll that displays the results directly on the web site, select the *Online Poll* module. To create a standard user feedback form, review the available existing form layouts of the *Forms* and *Enhanced Forms* modules.

Pre-formatted Forms	
Forms module	Enhanced Forms module
Standard Email Form	Standard Enhanced and Comments/Concerns
Guestbook Form	Booking Info
Email List Form	Company Profile
Contributions Form	Gift Certificate
Appointment Scheduler Form	
Survey module	Online Poll module

The *Forms*, *Enhanced Forms* and *Online Poll* modules are listed in your **Dynasite User Manual**. The Survey module is explained in this addendum to the manual.

### Using Form Builder

*Form Builder* is an advanced Dynasite module that allows you to create a custom feedback form. Use form builder to set up a variety of useful forms, such as an online registration page (with or without credit card information), to sell a product, or to create a detailed contact form. Before creating your form, review the available pre-formatted Dynasite forms.

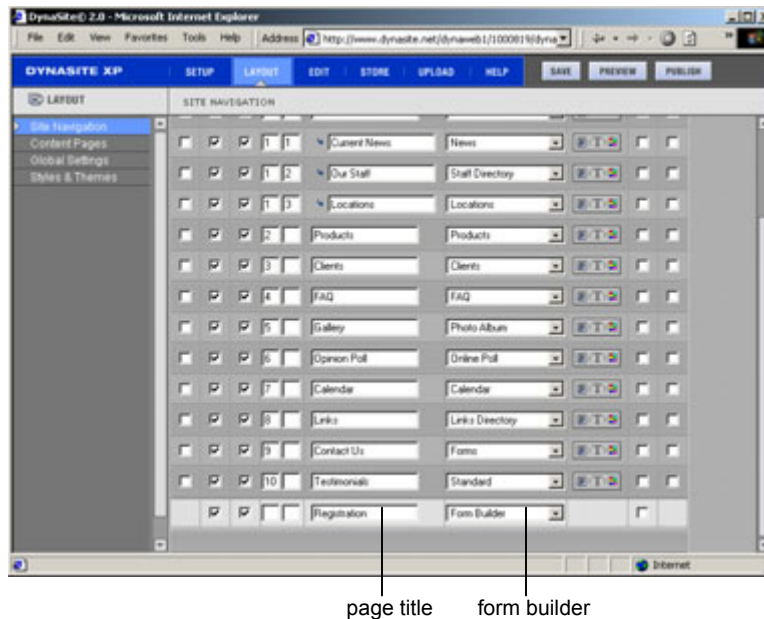
#### To create a form using *Form Builder*:

- Activate the *Form Builder* module
- Set up form info

- Create form fields

To activate the *Form Builder* module:

1. Click Layout in the main toolbar
2. Select Navigation Pages or Content Pages in the navigation
3. Enter a page name in the Title field
4. Select Form Builder from the Module Type drop-down menu



5. Click SAVE in the main toolbar. The Add Form Label dialog box will open
6. Click Submit to accept the new form label. The form label is used to identify your form in the Setup>Communications>Forms Data section where you can review all submitted forms.

Instead of creating a new form label, you can also select an existing form label. The available form labels in the drop-down select menu represent forms that used to be on your web site, but were deleted at some point. Since you still have the data from your previous forms in the Forms Data section, you can now re-open one of these sections to collect new form information.

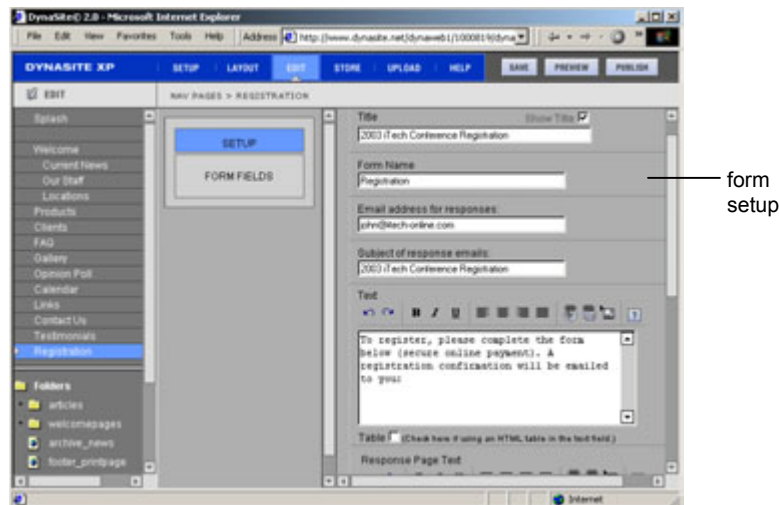


## Form Setup

In the setup area of Form Builder, you define the title and intro text for your form and create the on-screen confirmation message after the form is submitted by the user (e.g.: “Thank you. We will confirm your registration by email within the next 48 hours.”). In addition, enter the email address and email subject line for the registration form email.

### To set up your form info:

1. Click *Edit* in the main toolbar to switch to edit mode
2. Enter your form info for the setup page elements.
3. Click *SAVE* in the main toolbar to save your form setup.



### Explanation of form setup page elements:

#### Title

Administrative name of your form. If you check “Show Title”, it will be displayed above the form on your web site. This can be redundant, since your template title already shows the navigation title of the form (unless de-activated).

#### Form Name

The form name designates the section where the forms data is collected under *SETUP>Communications>Forms Data*. The form name is created automatically when you create your form in layout mode (with the *Add Form Label* dialog window).

#### Email

Address of the person who will receive a copy of the form submissions in email.

#### Subject

Subject line that appears on recipient’s email.

**Text**

Text displayed above the form on the web site.

**Response Page Text**

Text that the sender will see on the screen after form submission.

**Lists Subscribed To**

Associates the form with eListServ (for sending bulk emails).

**Company**

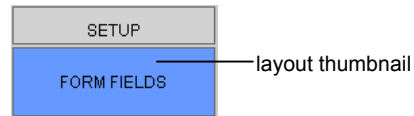
Associates the form with eContact (your address manager).

**Saving the Form Setup Info**

Clicking on *Form Fields* in the layout thumbnail switches to form fields view. Make sure to click **SAVE** in the main toolbar before switching to *Form Fields*, otherwise all previously unsaved information in form setup will be lost.

**Form Fields**

Click on *Form Fields* in the layout thumbnail to switch to form fields view. Use the form field creation box to add your fields:



form field creation box

Element	Type	Form Label	Data Label	Require
Input	Text Field	First Name	firstname	Not Required

**Explanation of the form field creation box components:**

**Element**

Determines what kind of form element you create. Available elements are *Input*, *Display* and *Predefined*.

**Type**

Depending on the form element you select, you have different element types available (e.g. text fields for the *Input* element or a horizontal line for *Display*)

**Form Label**

The *Form Label* is shown on the form to describe a form field or form field group.

**Data Label**

The *Data Label* is used to export the form field or group to a database outside Dynasite. If in doubt, simply repeat the *Form Label* text without including any spaces.

**Require**

Determines the field data type. A required field needs to be completed by a user

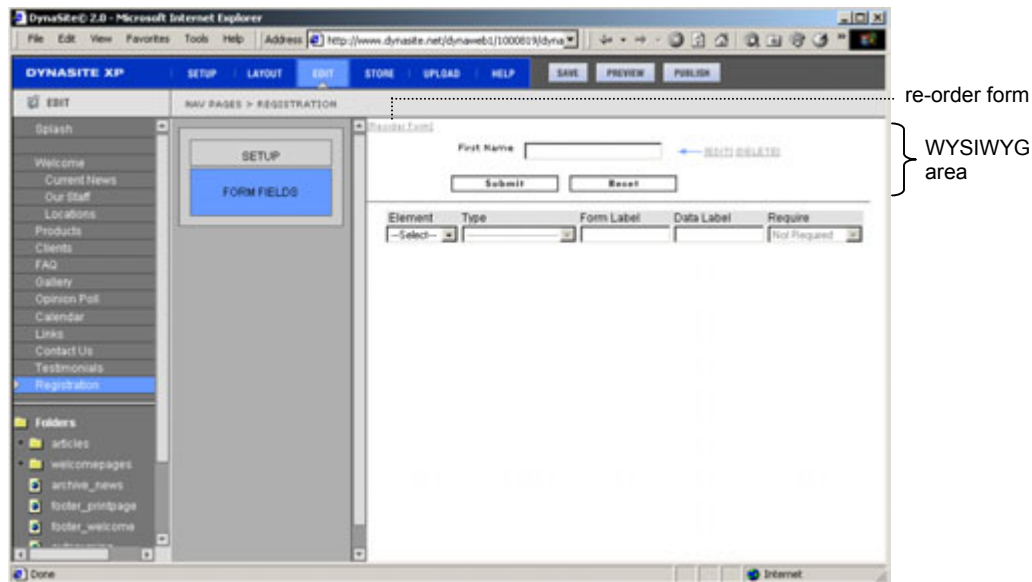
before the form can be submitted.

**To create a new form field:**

1. Select and complete the Element, Type, Form Label, Data Label and Require information for your new form field.
2. Click SAVE in the main toolbar. This opens a dialog window to re-order the form fields on your form. If this is your first form field, you cannot change the order.
3. Click *Save Order* in the *Re-order* dialog window.



The created form field is now added in the WYSIWIG (preview) area above the form field creation box and can be further edited or deleted. The submit and reset buttons for the actual web form are also shown in the preview area.




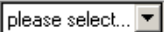



Continue adding form fields and elements until your form is finished. If you need to change the order of your form fields, click on the *Reorder Form* link at the top left corner of the form fields area.

To test your finished form, temporarily enter your own email address in the email field of the setup area and submit the form in site preview (Click the PREVIEW button in the main toolbar).

## Explanation of Form Element Types

The most common form element is an input field. Each type of input field expects some sort of user action. Typical input types are text fields, radio buttons, checkboxes and drop-down menus. The table shows all available form field types for your registration form:

Input Types	Description	Edit Opitons
<p>Text Field</p> 	Single-line input field	<ul style="list-style-type: none"> <li>▪ Form Label, Data Label, Require Type</li> <li>▪ Size (text field width in characters)</li> <li>▪ Max.Length (max. number of letters accepted in the text field)</li> </ul>
<p>Text Area</p> 	Multi-line input field	<ul style="list-style-type: none"> <li>▪ Form Label, Data Label, Require Type</li> <li>▪ Columns (text field width in characters)</li> <li>▪ Rows (text field height in rows)</li> </ul>
<p>Checkbox</p> <input type="checkbox"/>	Checkboxes allow selecting multiple answers to a question (“select all that apply...”). A checkbox group is set up with a number of individual checkbox options.	<ul style="list-style-type: none"> <li>▪ Form Label, Data Label, Require Type</li> <li>▪ Option Form Label</li> <li>▪ Option Data Label</li> </ul>
<p>Radio Button</p> <input type="radio"/>	Radio buttons allow selecting only one answer to a question (multiple choice). A radio button group is setup with a number of individual radio button options.	<ul style="list-style-type: none"> <li>▪ Form Label, Data Label, Require Type</li> <li>▪ Option Form Label</li> <li>▪ Option Data Label</li> <li>▪ Is Default</li> </ul>
<p>File Upload</p> 	Browse button to upload a file from a local computer. File is sent as attachment (e.g. resume, white paper, logo)	<ul style="list-style-type: none"> <li>▪ Define the file formats you want to accept (e.g.: doc, gif, jpg, jpeg, pdf, xls)</li> </ul>
<p>Dropdown</p> 	Select one item from a multiple line selection box.	<ul style="list-style-type: none"> <li>▪ Form Label, Data Label, Require Type</li> <li>▪ Add dropdown item</li> <li>▪ Delete Dropdown item</li> </ul>
<p>Numeric Scale</p> 	A row of radio buttons for questions like: “On a scale from 1 to 5, how would you rate...”	<ul style="list-style-type: none"> <li>▪ Question</li> <li>▪ Data Label</li> <li>▪ Scale Start and End</li> <li>▪ Scale Default</li> </ul>

**What is the difference between radio buttons and checkboxes?**

A user clicks a checkbox (  ) or radio button (  ) to make a choice.

The difference between checkboxes and radio buttons is how they operate. With checkboxes, users toggle each individual response "off" and "on." A user can select more than one option in a checkbox group. Each checkbox option can be cleared after being selected.

Radio buttons work as a group and provide mutually exclusive selection values. Only one option in a radio button group may be selected. Once an option has been selected, the option can only be changed, but not un-selected like a checkbox. If there is no second radio button available for a group, the existing radio button automatically stays selected once it has been clicked.

**Example: Adding a Checkbox Group**

To add a new form field to an existing form, use the entry fields at the bottom of the form window.

Element	Type	Form Label	Data Label	Require
Input	Checkbox	Area of Interests	interests	Not Available

**To add a checkbox group:**

1. Select *Input* from the *Element* drop-down menu.
2. Select *Checkbox* from the *Type* drop-down menu.
3. Enter a *Form Label* for your checkbox group. This label is shown on the form to describe your checkbox group.
4. Enter a *Data Label* for your checkbox group. You need a data label if you intend to export the forms data for this form field to a database later on.
5. Click **SAVE** in the main toolbar to save the new form field. This opens the re-order dialog window where you can move the new form field to a different position in the form.
6. Click *Save Order* in the Re-order dialog box.

Note that the *Require* drop-down selection is not available for a checkbox group. However, you can make an individual checkbox in the group required in the edit dialog window.



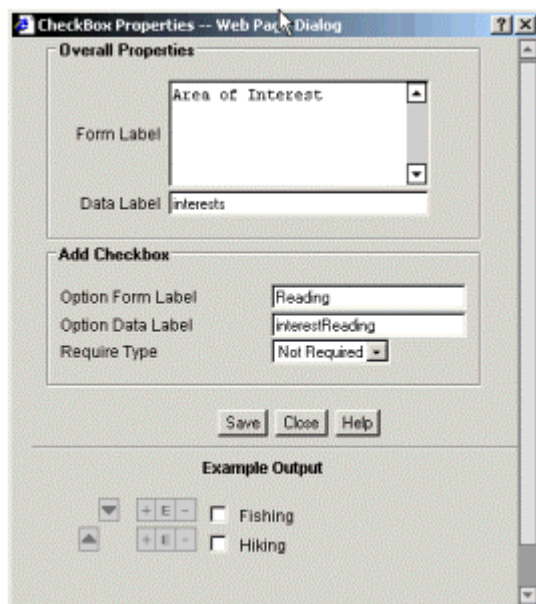
### What are required fields?

Required fields are form fields that the user needs to complete before the form can be submitted. If you try to submit a form without completing all required form fields, a pop-up window will ask you to fill in the requested information and submit again. Required form fields are commonly marked with an asterisk (\*).

When you create a new form, be careful when marking fields as required. You should make sure that you collect all critical user information through required fields. At the same time you have to be careful not to frustrate the user with unnecessary required fields that can result in multiple rejections before the form is submitted correctly. Whenever possible, use predefined form fields to collect required information.

### To create the individual checkbox values for your checkbox group:

1. Click *[EDIT]* next to the checkbox label (in the example: *Areas of Interest*) to open the form field edit window and add your checkbox values:



2. Enter the *Option Form Label* for your first checkbox. The *Option Form Label* is displayed next to the checkbox as shown in the example output.
3. Enter the *Option Data Label* for the option's database name. The *Option Data Label* is the name used for exporting the form field entries to a database. Example: A checkbox can easily be identified as a combination of its group's data label and the option data label, e.g. *interestReading* as shown in the example above.
4. Click *Save* in the checkbox dialog window.

Leave *Require Type* set to *Not Required* for all checkboxes in this group. If you change the require type for a checkbox to *Not blank*, the checkbox has to be checked by the user before the form can be submitted.

### Data Label Format

Each data label for a form field must start with a letter. The data label can only contain letters and numbers. Underscores, dashes, question marks and other special characters are not accepted.

### To add additional checkboxes:

1. Click on any Add icon (+) in the *Example Output* area
2. Enter your checkbox information in the *Add Checkbox* box
3. Click *Save* to save your checkboxes
4. Click *Close* to close the dialog window

### Additional editing options:

- Click the *Edit* icon (E) next to a checkbox in the *Example Output* area to update an existing checkbox
- Click the *Delete* icon (X) next to a checkbox to delete that checkbox
- click the *move-up* and *move-down* icons (▲ / ▼) next to a checkbox to reorder the checkbox group.

## Explanation of Label Types

### Form Label

The *Form Label* is shown on the form to describe a form field or form field group.

### Data Label

The *Data Label* is used to export the form field or group in a csv file.

### Option Form Label

The *Option Form Label* is shown on the form to describe a checkbox or radio button option.

### Option Data Label

The *OptionData Label* is used to export the form field option in a csv file.



## Other Form Field Types and Elements: Predefined and Display

Besides standard input fields you have additional form field types and elements available: *Predefined and Display*.

### Predefined:

Predefined form fields are used to capture user information such as name, address, or credit card information. These predefined fields have pre-formatted form labels and data labels. Use predefined fields whenever possible, since they save you the extra work to create form labels and data labels.

Predefined fields have no edit options and are usually marked required (exception: fax numbers). Available predefined form fields are:

#### Address Info

Includes *Address*, *City*, *State*, *Zip* and *Country* input fields:

\* Address   
\* City St, Zip  \*  \*   
Country

[DELETE]

#### Credit Card Info

Includes all fields to process a credit card transaction (card info, card holder info, billing address) through your merchant account:

\* Charge Amount   
\* Credit Card #   
\* First Name on Credit Card   
MI on Credit Card   
\* Last Name on Credit Card   
\* Exp. Month   
\* Exp. Year   
\* Billing Address   
\* City St, Zip  \*  \*

[EDIT] [DELETE]

#### Email

Email field (required):

#### Name

Includes fields for first (required field), middle (not required) and last name (required field):

\* First Name   
MI   
\* Last Name

[DELETE]

#### Phone Number

Phone number (required field) and fax fields (not required)

\* Phone   
Fax

[DELETE]

## Display

A display element is static and does not contain any fields or buttons to collect user feedback. It is used to visually and logically structure the form by adding form section headers or horizontal lines. Available display elements are:

### Text

Use between form sections to group information (e.g. section labels).

### Horizontal Line

Use between blocks of information to visually separate form sections.



## Accessing Forms Data

All submitted campaign site forms are collected in *Setup>Communications>Forms Data*. Here you can review individual form records created from any of your forms and export them to another database.

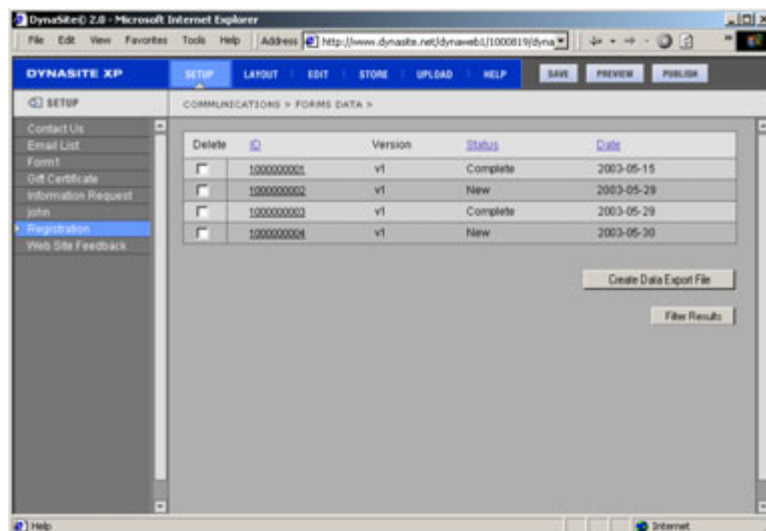
### Review options:

Click on a column header to order the records by *ID* number, processing *Status* or submission *Date*.

Click on the *ID* number to access the full record for that email. The full record shows the form details and allows you to change the processing status of that record.

If you want to review records that meet certain criteria, such as submission date, processing status, or certain types of answers, click on *Filter Results*.

If you want to use the forms data in other applications, click on *Create Data Export File*.



**Delete**

Select the checkbox for a form record in the *Delete* column and click SAVE in the main toolbar to delete a record. This is not recommended unless you want to delete the forms data for test emails.

**ID**

All form records are identified by consecutive ID numbers.

**Version**

If you make changes to a form after publishing your campaign site, you need to send a request to an administrator to have your form republished. This will create a new version number for your form so that you can track the form records before and after re-publishing.

**Status**

If you are following up on individual form submissions, you can mark each record as new, processing, or complete. Change the status in the Status drop-down select menu of a record and click SAVE in the main toolbar.

**Date**

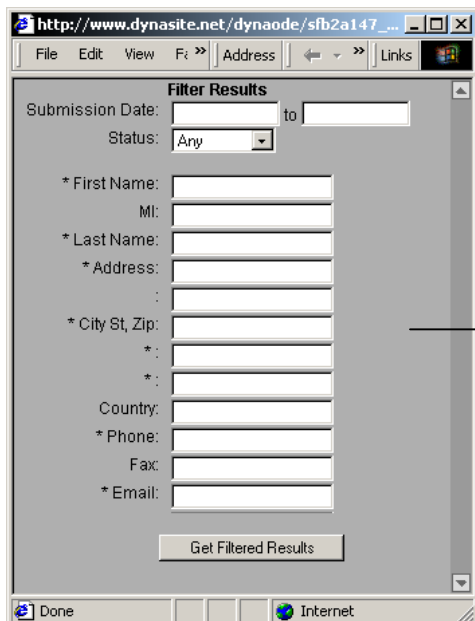
Date and time the form was submitted.

**Create Data Export File**

Click on Create Data Export File to generate a csv file with selected form field values.

**Filter Results**

If you want to see a list of records that meet certain criteria, e.g. all submissions in a certain date range that have certain form field values in common, click on *Filter Results* to open the filter dialog window.



filter results dialog window

## Setting Up Job Listings

Attract qualified applicants by adding the Job Listings module to your web site. The module allows you to list available jobs and to collect job-specific resumes directly from your site. Assign email recipients for each job independently or globally to efficiently process incoming applications.

To create your jobs pages, you will activate two new pages: A page for your job listings and an application form. Make the application page a content page, since you probably don't want two navigation buttons to link to your employment section.

Page Type	Description	Module Type
Job Listings Page <i>Navigation Page</i>	Contains the job description and an <i>Apply</i> button that links to the application page	Job Listings
Application Page <i>Content Page</i>	Contains a form to collect applicant information and to allow uploading a resume.	Form Builder

If you are not familiar with adding pages to your site, refer to the Dynasite User Manual (Chapter 2.3. *Site Navigation* and chapter 2.4. *Content Pages*). After creating your page, switch to EDIT mode and click on the new page name to start the editing process.

### To create your jobs pages:

5. Click LAYOUT in the main toolbar
6. Click *Navigation Pages* in the navigation frame
7. Create a new navigation page for your job listings page and select the *Job Listings* module:



8. Click *Save* in the main toolbar to save your job listings page
9. Click *Content Pages* in the navigation frame
10. Create a new *Content Page* for your application form and select the *Form Builder* module



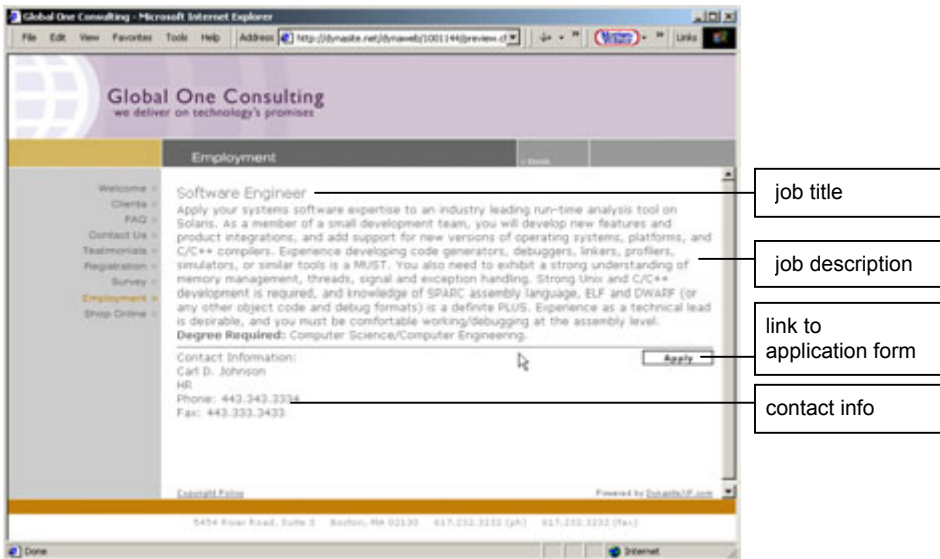
11. Click *Save* in the main toolbar to save your application form page
12. Click *EDIT* in the main toolbar to switch to edit mode

After setting up your job listings and application form pages, create the application form itself. Refer to the Form Builder section (p. ) in this document if you are not familiar with the Dynasite Form Builder.

A typical application form that you can set up with Form Builder collects contact information and has a browse upload field for the applicants resume:

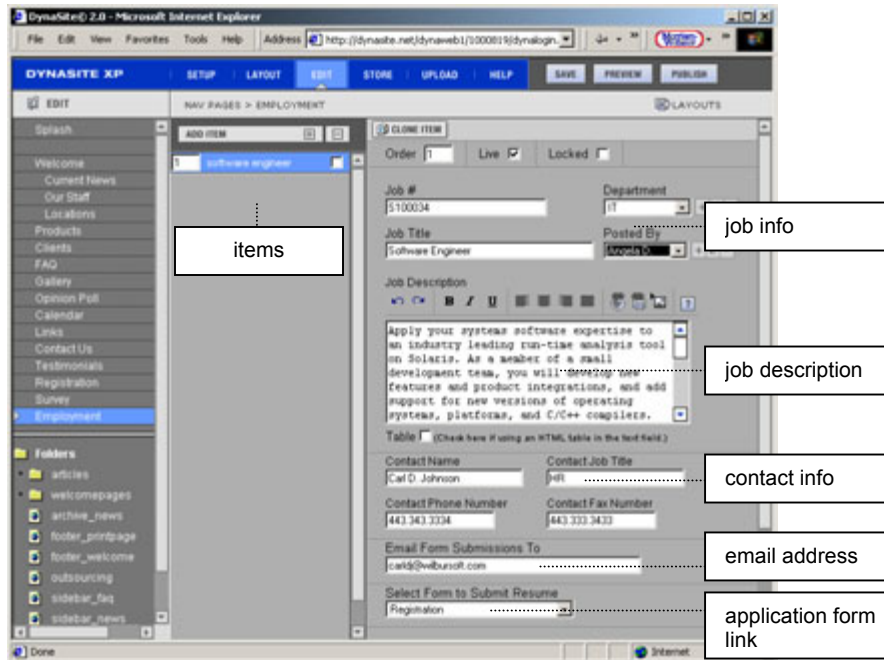


Once your form is set up, you edit the actual job listings page and link the job descriptions to the application form. Each job includes a job description, contact information and an apply button to link to the application form:



In EDIT mode, add jobs to the job listings page. The following information can be included for each job. Note that not all of the information is displayed on the web site:

- Job Info: Job number, Department, Job Title (displayed on site), Posted by
- Job Description (displayed on site)
- Contact Info (displayed on site): Name, Title, Phone number, Fax number
- Email address for application form
- Application form link



For your own internal use, you can assign a *Job number*, *Department* and *Posted by* reference to each job. This information will not appear on the web site.


### To create your job listing:

13. Enter a *Job Title* in the assigned field
14. Enter the *Job Description* in the assigned field
15. Enter the contact information you want to display on the web site in the contact form fields (optional)
16. Enter the email address of the person who will receive the application in the *Email Form Submissions To*
17. Select the application form from the *Select Form to Submit Resume* drop-down select menu. If you select *None* from the drop down menu, the *Apply* button that links to the registration form will not be activated on the job listings page
18. Click **SAVE** in the main toolbar

#### Note

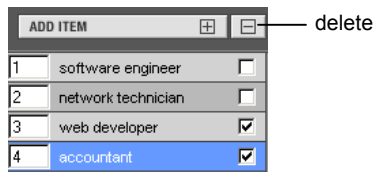
If you don't provide an email address in the *Email Form Submissions To* field the form is sent to the email address specified in the **SETUP** area of the application form page.

## To create additional job listings:

19. Click *Add Item* in the item frame 
20. Enter your job information (repeat steps above)
21. Click SAVE in the main toolbar to save the new listing

## To delete job listings:

22. In the item frame, select the checkboxes next to all job listings that you want to delete



23. Click the *Delete* icon at the top of the item frame
24. Click SAVE in the main toolbar to permanently delete the listings

### Tip

If you plan on posting certain jobs with similar descriptions on a regular basis, uncheck the listings *Live* checkbox to temporarily remove it from the web site instead of deleting the listing. This will save you time when you are ready to post the listing again.

After both your application form and the job listings page are completed, you can publish them. (See *Dynasite User Manual* chapter 3.3. *Publishing Site Updates*).

When a site visitor clicks on the *Apply* button for a job listing, the application form opens, indicating the job title above the form. The applicant fills in the form and uploads or copy and pastes a resume and sends the form to the email address entered in the *Email Form Submissions To* field of the job. After receiving a copy of the application in email, the reviewer can review all form submissions and their process status in Dynasite under *SETUP>Communications>Forms Data>[Form Label]*. (See *Dynasite User Manual* chapter 6.2.5 *Forms Data*).