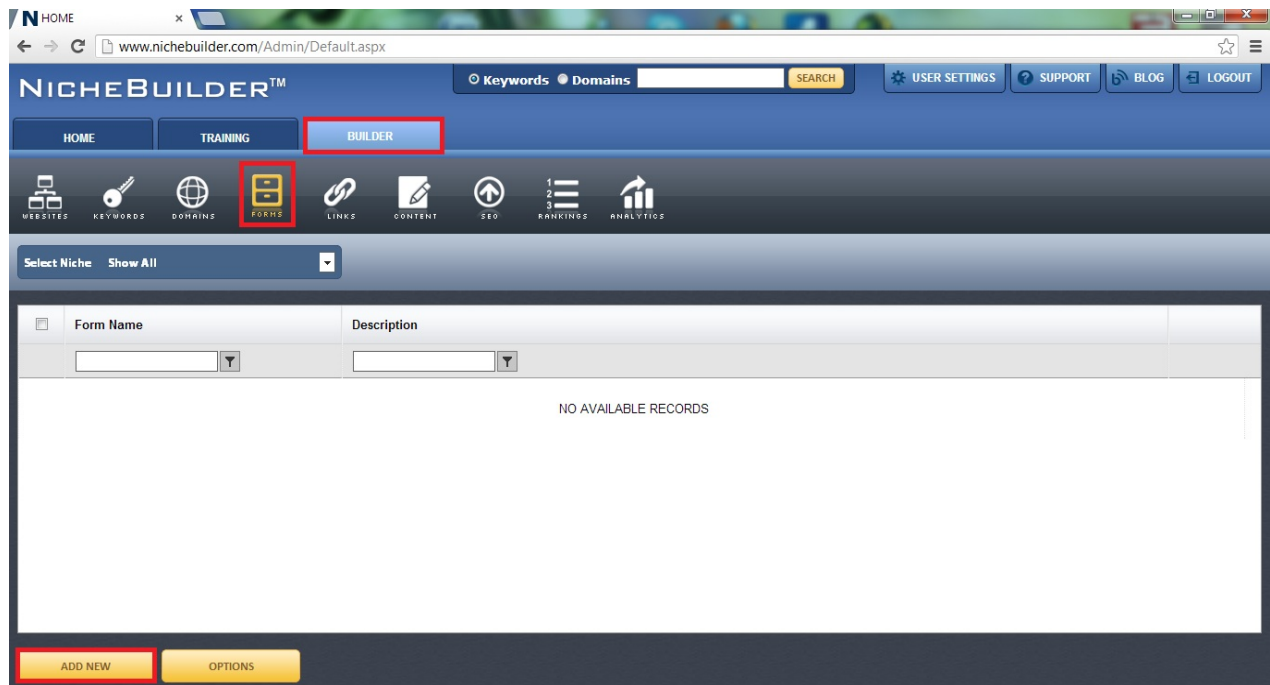


Forms

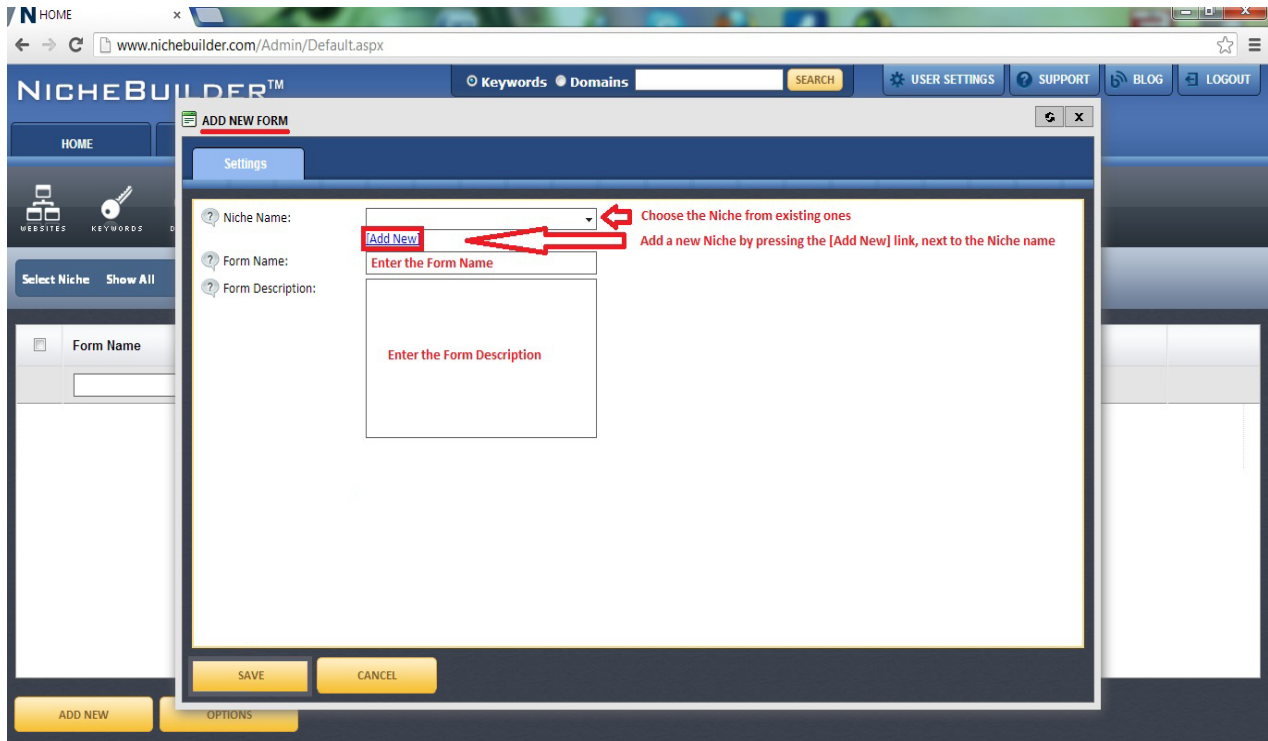
To create a form you will need to login to your NicheBuilder™ account, then press the [BUILDER] tab and then to press the [FORMS] icon (img1).



img1.

When you press the [FORMS] icon a page with available records will be shown. To add a new form you will need to press the [ADD NEW] button (img1).

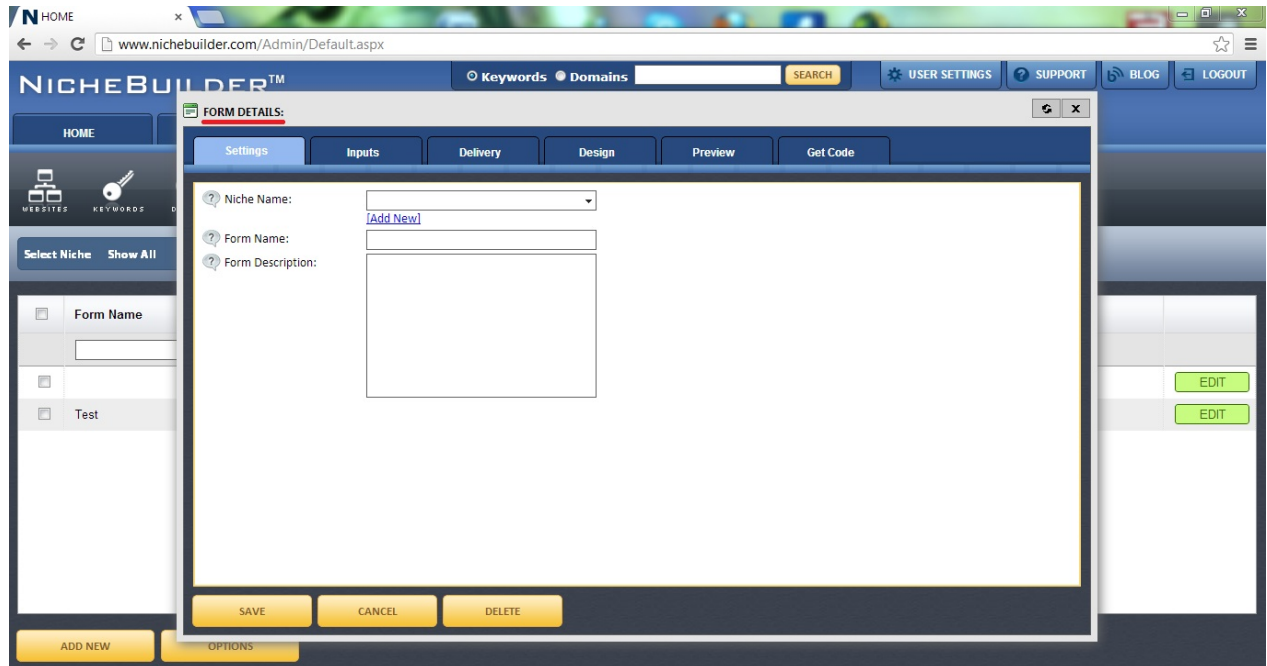
When you press the [ADD NEW] button the ADD NEW FORM window will appear (img2).



img2.

Here you will need to choose the Niche name or to add a new Niche, you can enter the Form name and you can enter the Form description. When you fill out all the fields you will need to press [SAVE] button on the bottom of the ADD NEW FORM window (img2).

When you press the [SAVE] button in the ADD NEW FORM window the FORM DETAILS window will appear (img3).



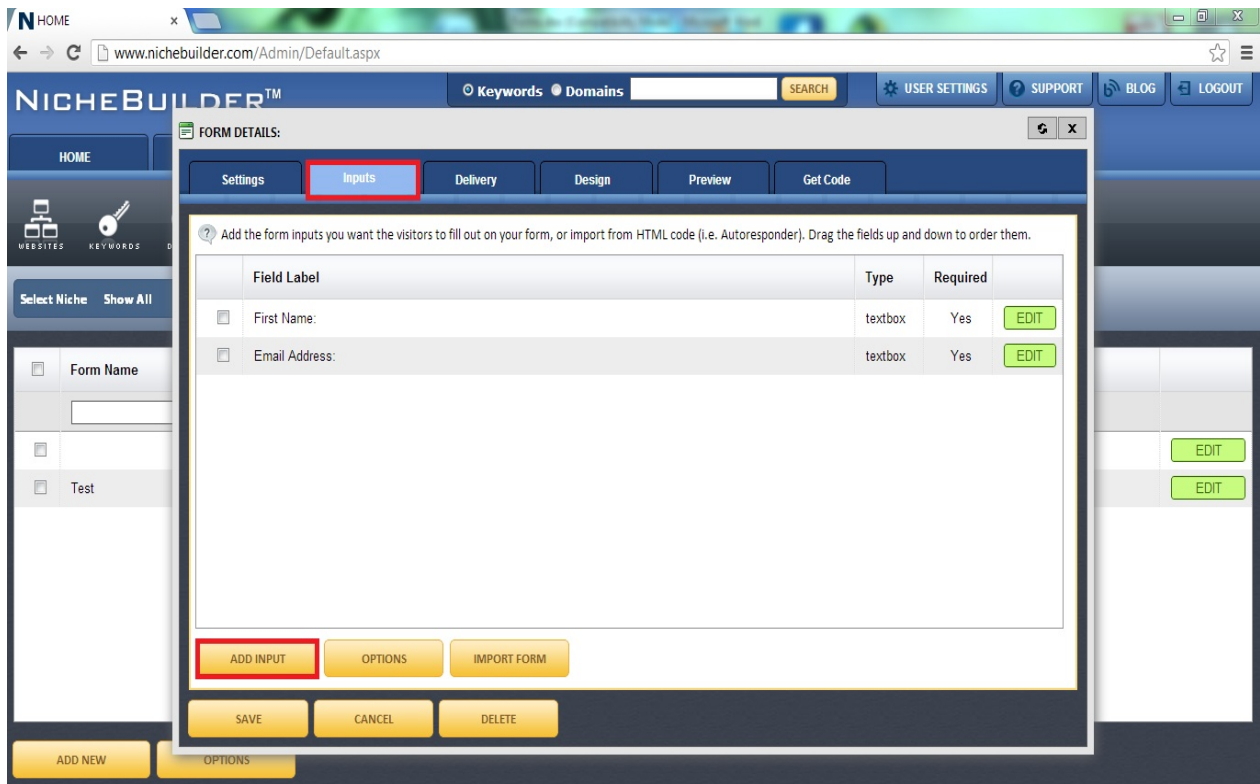
img3.

In the FORM DETAILS window you will find 6 tabs: Settings, Inputs, Delivery, Design, Preview and Get Code tab (img3).

In the FORM DETAILS window in the [Settings] tab you will need to choose the Niche name or to add a new Niche, you can enter the Form name and you can enter the Form description. When you fill out all the fields you will need to press [Inputs] tab on the top of the FORMS DETAILS window.

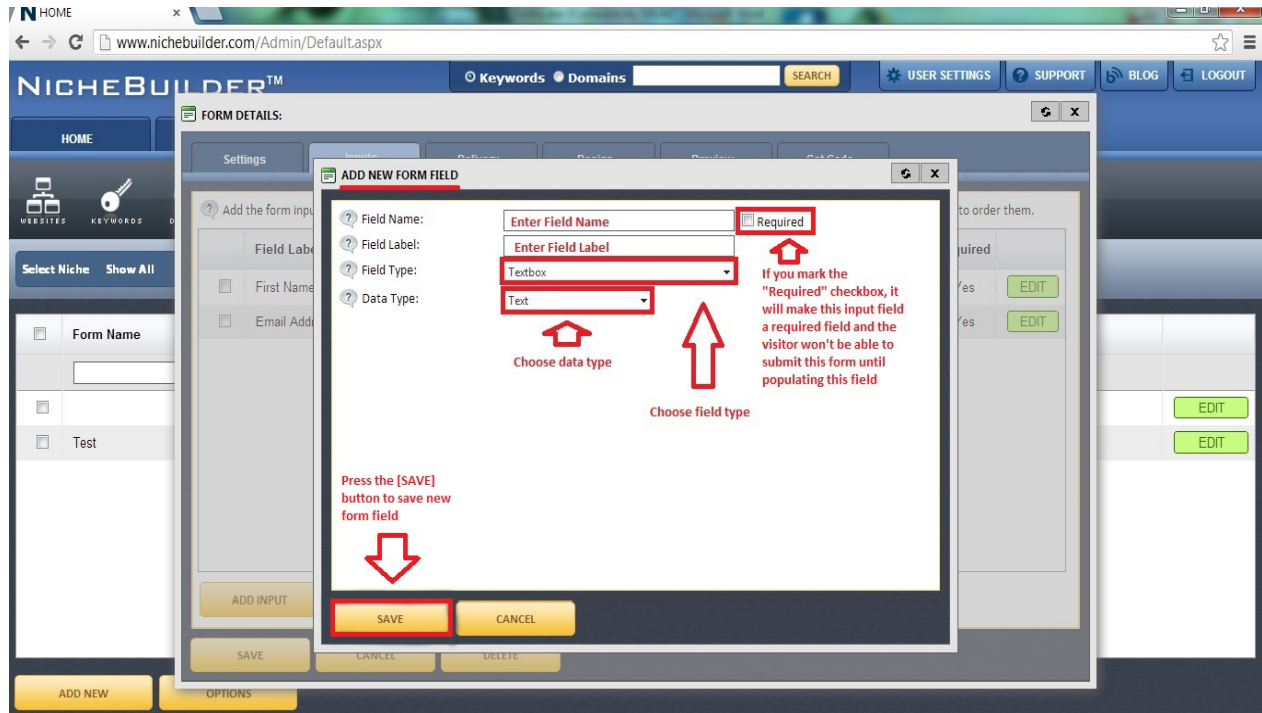
In the FORMS DETAILS window in the [Inputs] tab you can add the form inputs you want the visitors to fill out on your form or you can import from HTML code.

To add input you will need to press the [ADD INPUT] button on the bottom of the FORM DETAILS window (img4).



img4.

When you press the [ADD INPUT] button on the bottom of the FORM DETAILS window the ADD NEW FORM FIELD window will appear (img5).

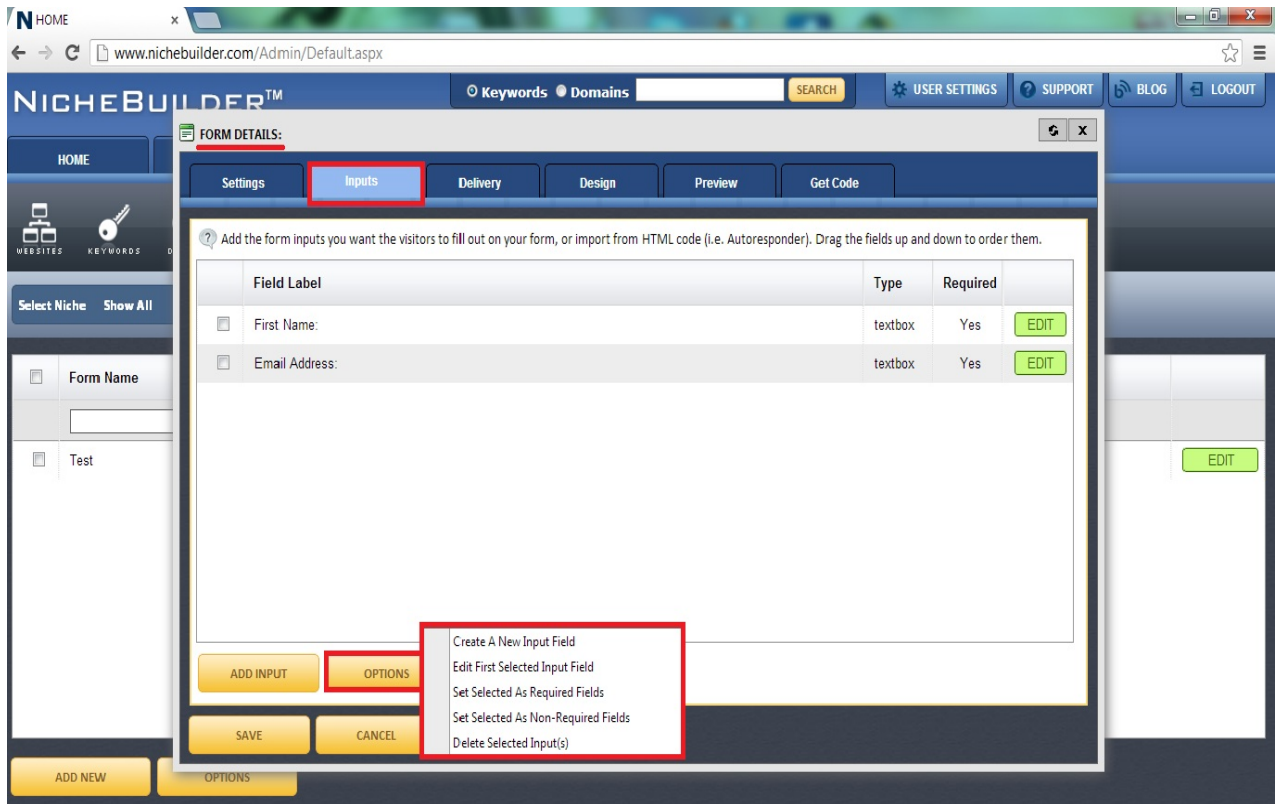


img5.

In the ADD NEW FORM FIELD you will need to enter field name, label and type. You will need to select the data type from drop down menu. If you mark the "Required" checkbox, it will make this input field a required field and the visitor won't be able to submit this form without filling in this field (img5).

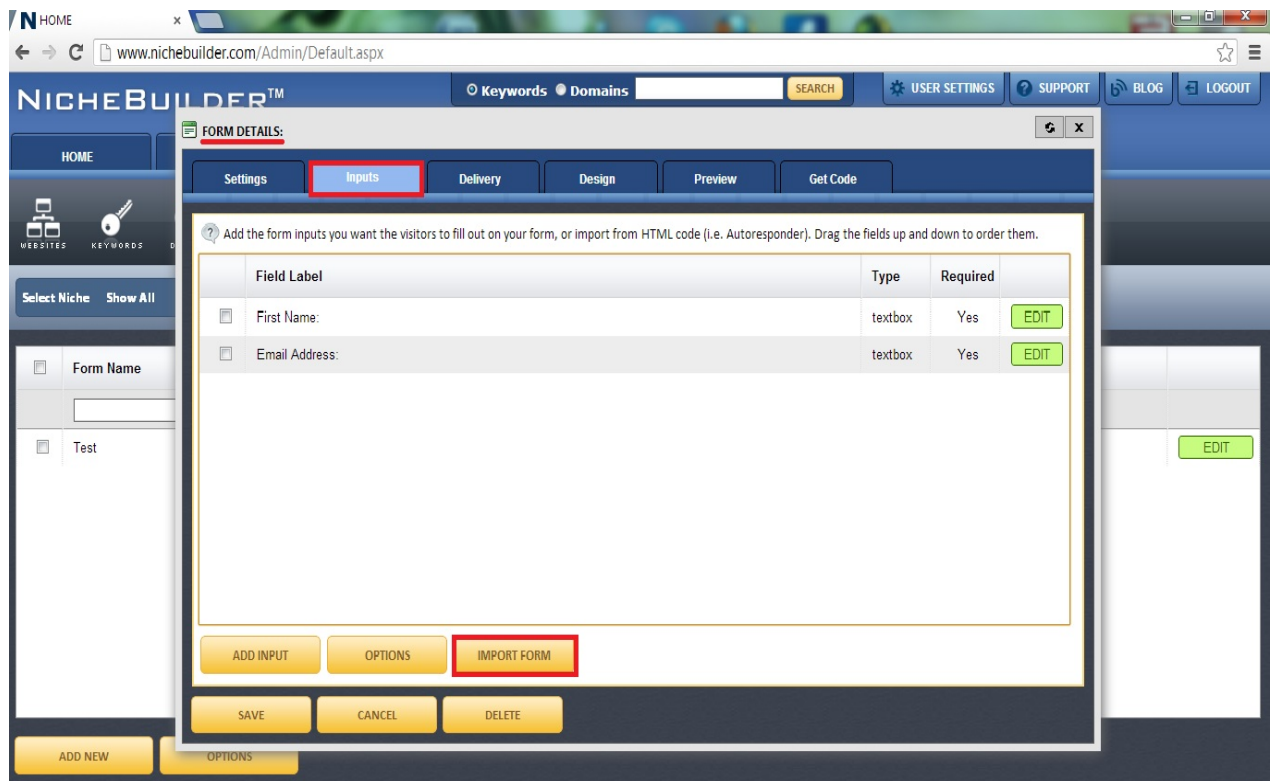
After you press the [SAVE] button in the ADD NEW FORM FIELD your input will be in the FORM DETAILS WINDOW in the [Inputs] tab. You can order your fields by dragging them up and down.

In the FORM DETAILS WINDOW in the [Inputs] tab you have the [OPTIONS] button. When you press the [OPTIONS] button you will have list of options that you can use for managing your Inputs (img6).



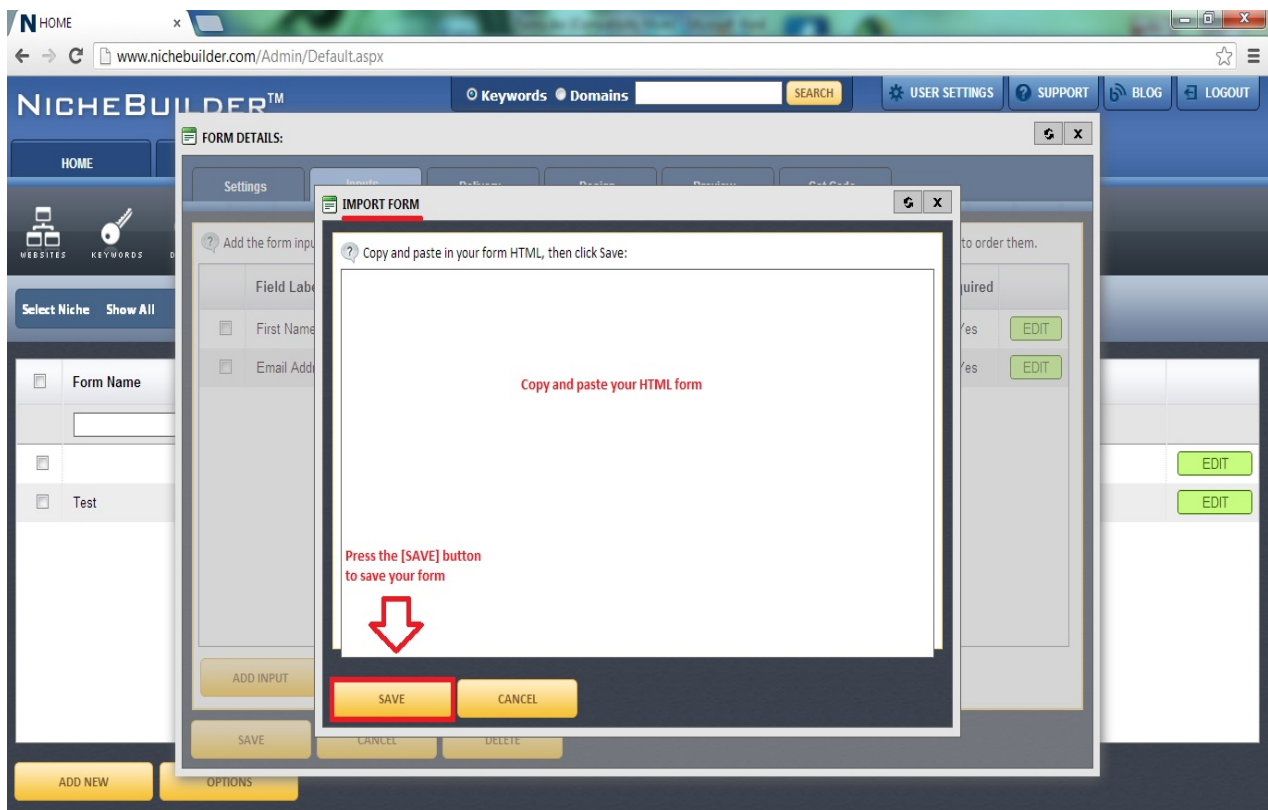
img6.

To import your form you will need to press [IMPORT FORM] button on the bottom of the FORM DETAILS WINDOW in the [Inputs] tab (img7).



img7.

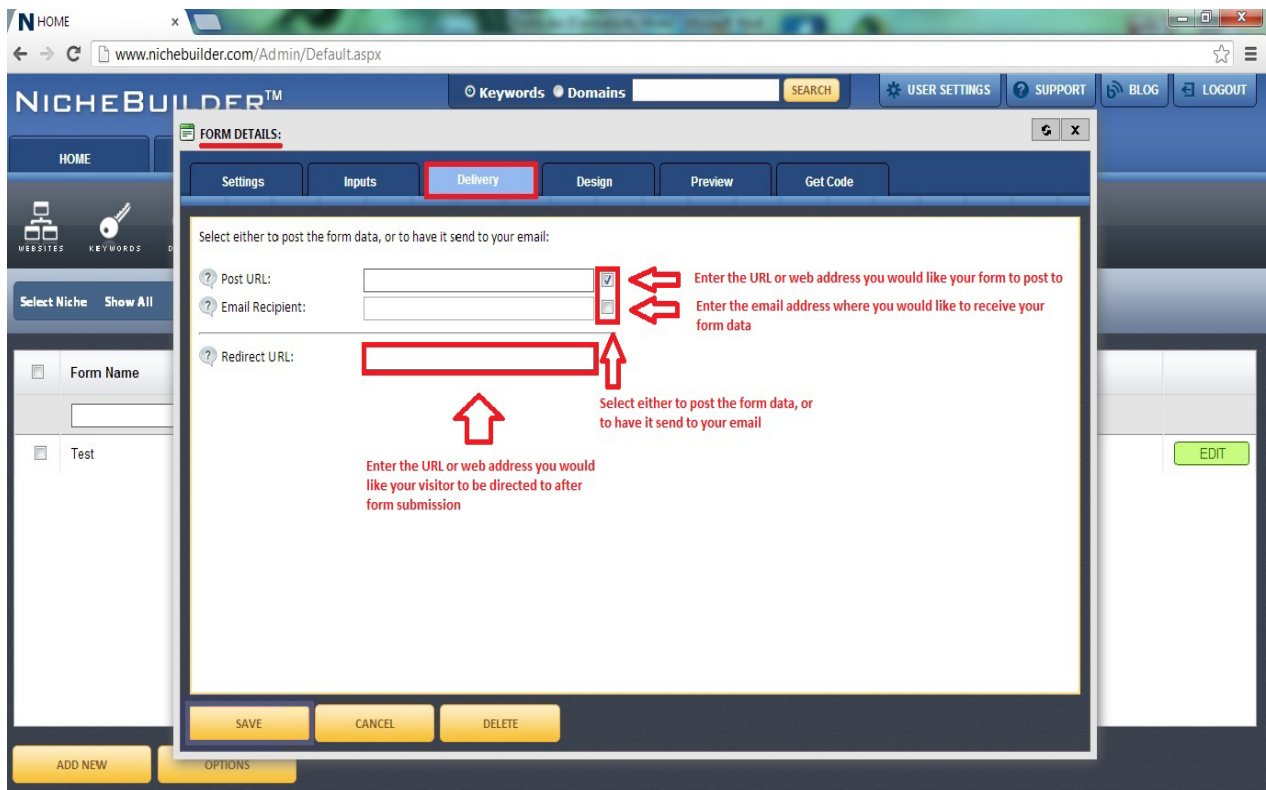
When you press the [IMPORT FORM] button the IMPORT FORM window will appear. Here you will need to copy and paste your HTML form and then you will need to press the [SAVE] button (img8).



img8.

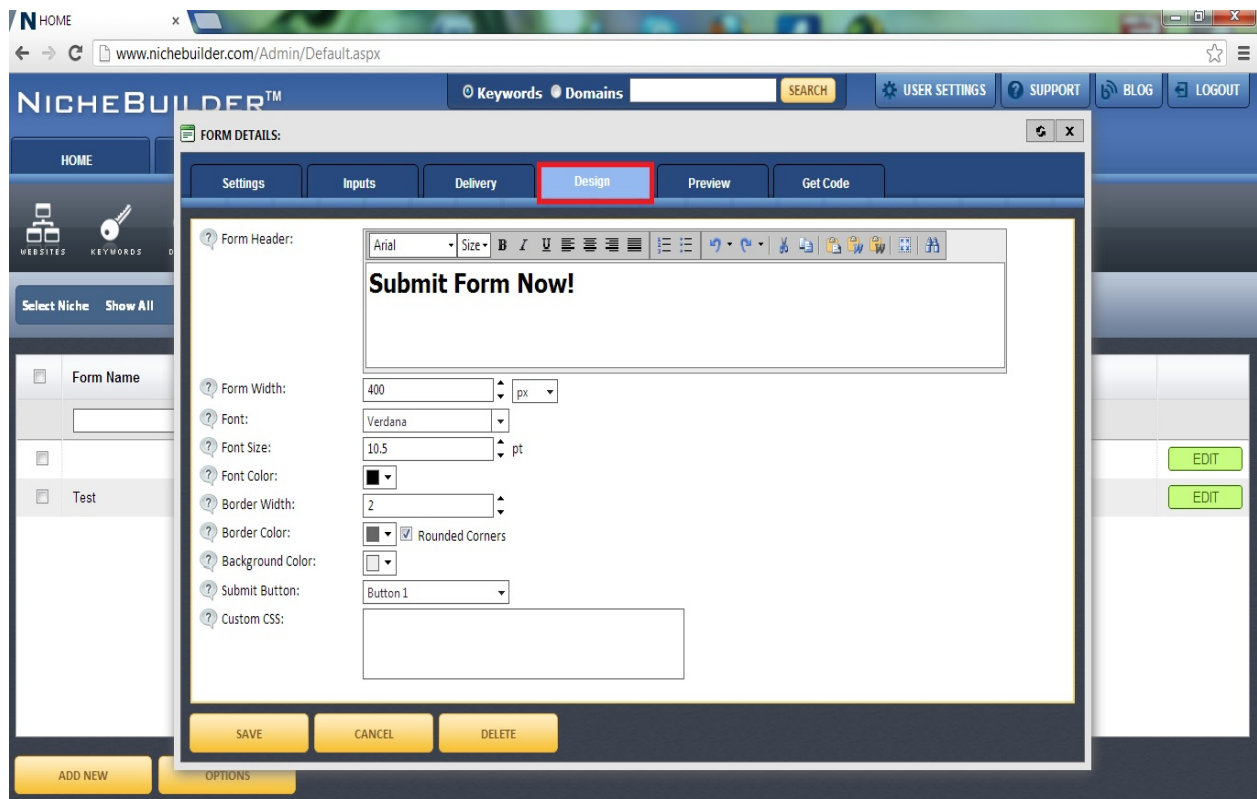
When you finish with adding inputs, you need to press the [Delivery] tab in the FORM DETAILS window (img9).

Here you can choose either to post form data or to have it send to your email or you can enter the URL or web address you would like your visitor to be directed to after form submission (img9).



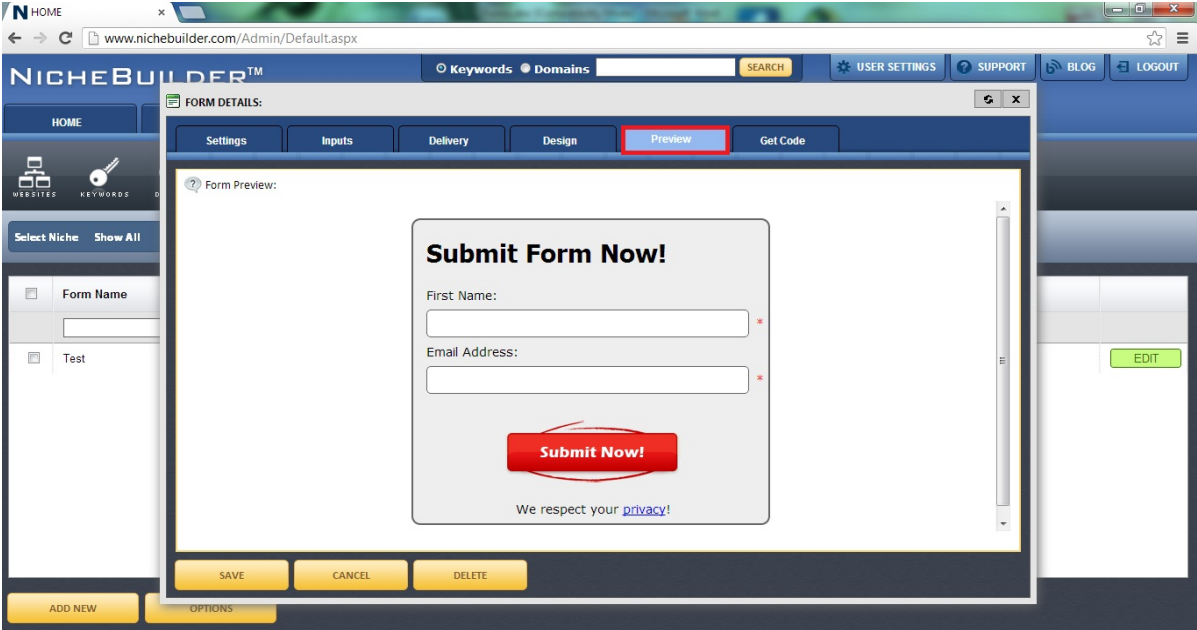
img9.

In the FORM DETAILS window in the [Design] tab you can choose how you want your form to look like (img10).



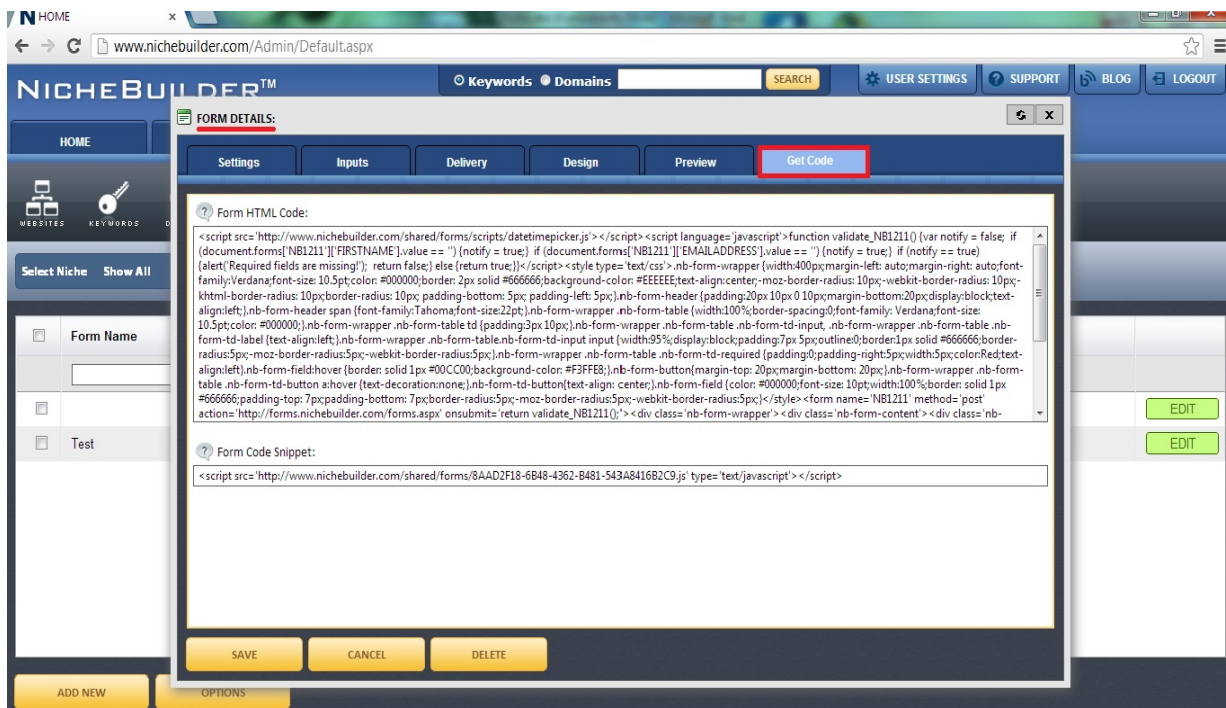
img10.

When you press [Preview] tab in the FORM DETAILS window you can preview your form (img11).



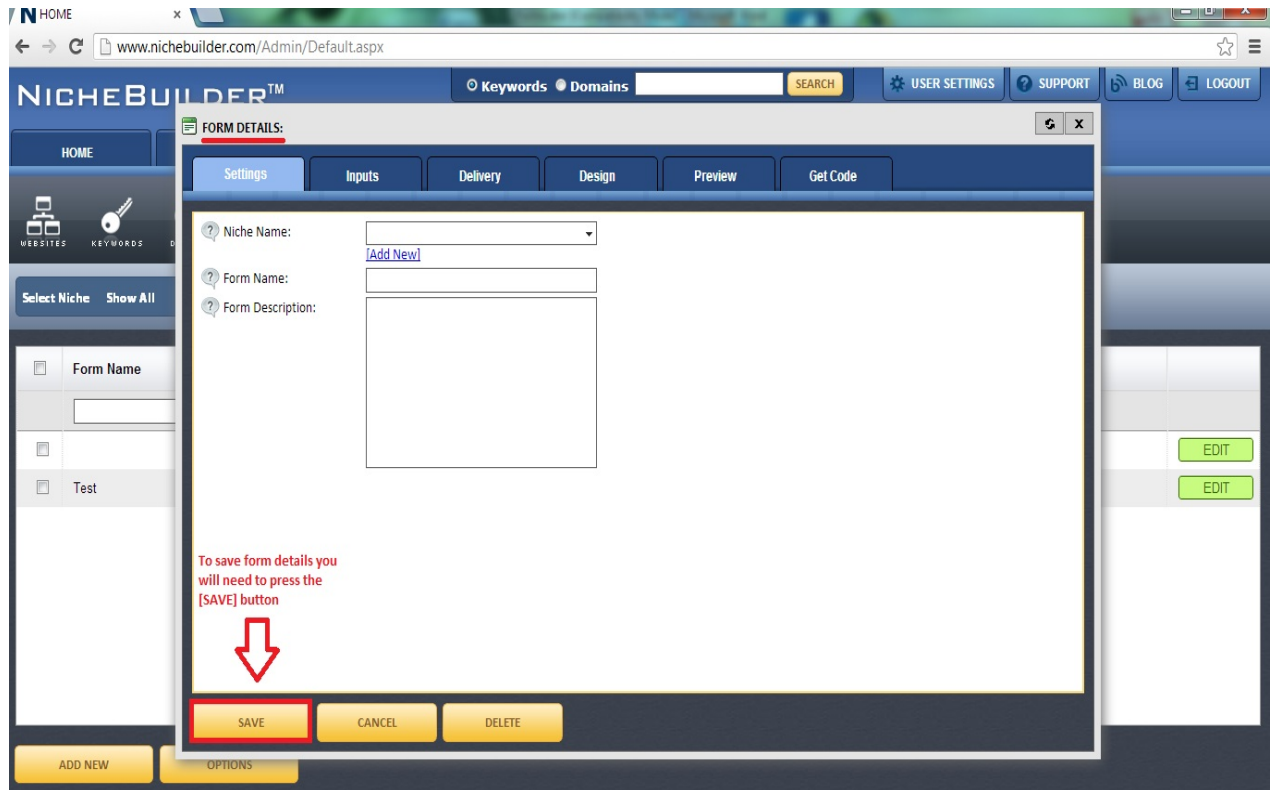
img11.

In the [Get Code] tab in the FORM DETAILS window you can see the Form HTML code (img12).



img12.

To save form details you will need to press the [SAVE] button on the bottom of the FORM DETAILS window (img13). You can press the [SAVE] button in any of tabs in the FORM DETAILS window.



img13.