How to Create a Form in CommonSpot

Create a new page in your folder:

Click to insert a new element > Miscellaneous elements > Simple Form.

Click on the gear > Select Form > Create new simple form.

Give your form a name. Click on Specify Message and write a message that people will see after having submitted the form.

Click on Email notification and enter the email address the form needs to be sent to.

To edit this box, choose Form Action from the gear.

Click on the simple form gear again and choose Edit Fields > Add new field. Pick the kind of field you want out of many options. If an answer is not required, switch that toggle to no.

You can change the properties of the boxes on the other tab:
Example:

You can edit, move, or delete fields here.

When someone fills it out, you'll get an email back looking like this:

```plaintext
From: angela.hammer@cornell.edu
To: angela.hammer@cornell.edu
Cc: 
Subject: R&I Proposal, Worksheet Form Submission Results

PI: angela.hammer
Co-PI(s): bill.s. henry and pat any
Proposal Title (if known): make this form work
Funding Agency: Cornell
Website for submission guidelines: http://www.work.com

Line Break:
Agency due date: 2011-04-06 11:53:46
Line Break:
Department completion due date: 2011-04-14 11:53:53
Line Break:
Note:
Line Break:
Maximum percentage allowed by the agency for indirect cost calculation: 20
Line Break:
Personnel (administrative support) beyond that requested of and provided by funding agency: 1
Please Explain: week student will be hired to do research.
Line Break:
Space: 1
Please Explain: no extra space needed
```
What the different fields do:

- **Calendar** – creates a calendar tab that one can click on.
- **Checkbox** – creates however many checkboxes you specify – multiple answers are possible
- **Date** – this allows a date to be inserted: mm/dd/yy
- **Line break** – adds a line of space to the layout of the form. You’ll be using that between every field.
- **Section label** – adds text in between fields.
- **Radio buttons** – creates however many radio buttons, usually used for 1 possible answer.
- **Small or large text area** – people can type in the box. You can adjust the columns and rows.

For a sample form field page: go to: [http://www.human.cornell.edu/training/Training-form.cfm](http://www.human.cornell.edu/training/Training-form.cfm)
You’ll have to login of course....
Feel free to mess about in it, but if you have saved any changes by accident, please let Mark or Angelica know to reset the page for others.