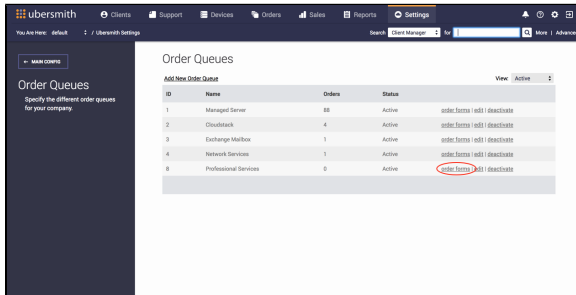


# Managing Order Forms

Once you have [added an order form](#), you can perform various actions.

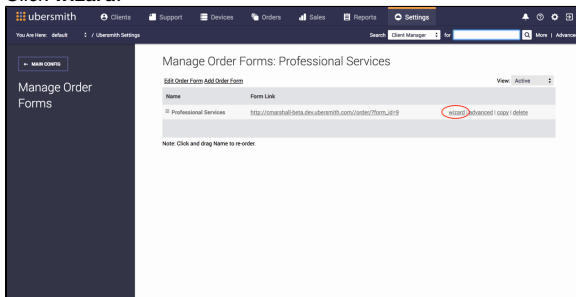
## Editing the Order Form with the Order Form Wizard

1. [Access the Order Queues page.](#)
2. Click **Order Forms**.



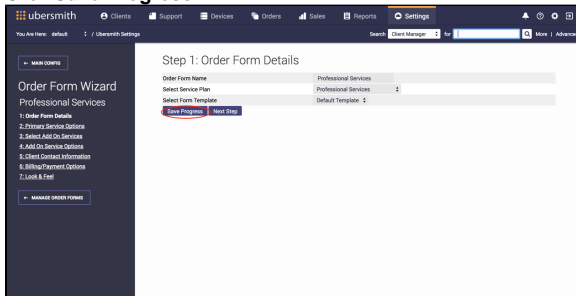
The *Manage Order Forms* page appears.

3. Click **wizard**.



The *Order Form Wizard* page appears.

4. Make any necessary updates you need.
5. Click **Save Progress**.



## Editing the Order Form with the Advanced Editor

The Advanced Editor provides greater control to the look and feel of the order form. Once an order form is generated using the Order Form Wizard, you can use the Advanced Editor to add, edit, remove, and rearrange any page or element. You can also add rules to individual elements, such as a required email format, and JavaScript.

### Access the Advanced Editor

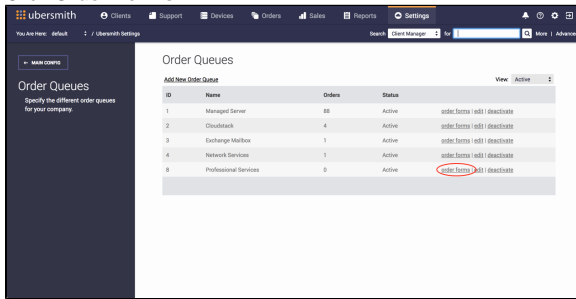
1. [Access the Order Queues page.](#)

On this page:

On this page:

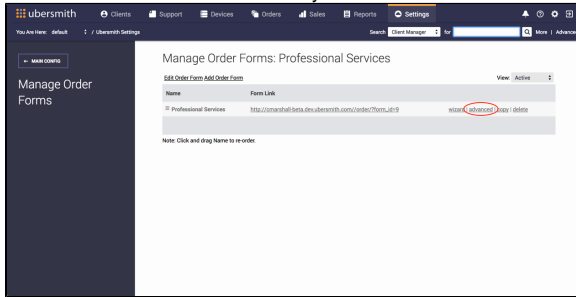
- [Editing the Order Form with the Order Form Wizard](#)
- [Editing the Order Form with the Advanced Editor](#)
  - [Access the Advanced Editor](#)
  - [Adding Pages](#)
  - [Editing Pages](#)
  - [Deleting Pages](#)
  - [Rearranging Pages](#)
  - [Adding Elements](#)
    - [Complete the Element Details Tab](#)
    - [Complete the Extra Attributes Tab](#)
  - [Adding Buttons](#)
    - [Complete the Button Details Tab](#)
    - [Complete the Extra Attributes Tab](#)
  - [Adding Rules to Elements](#)
- [Editing Elements and Buttons](#)
- [Deleting Elements and Buttons](#)
- [Rearranging Elements and Buttons](#)
- [Adding JavaScript](#)
- [Copying Order Forms](#)
- [Deleting Order Forms](#)
- [Related Topics](#)

## 2. Click **Order Forms**.



The **Manage Order Forms** page appears.

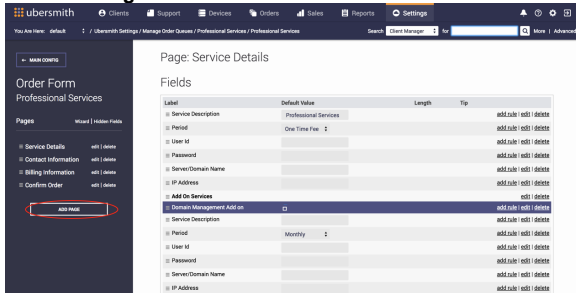
## 3. Click **advanced** for the order form you want to enhance.



## Adding Pages

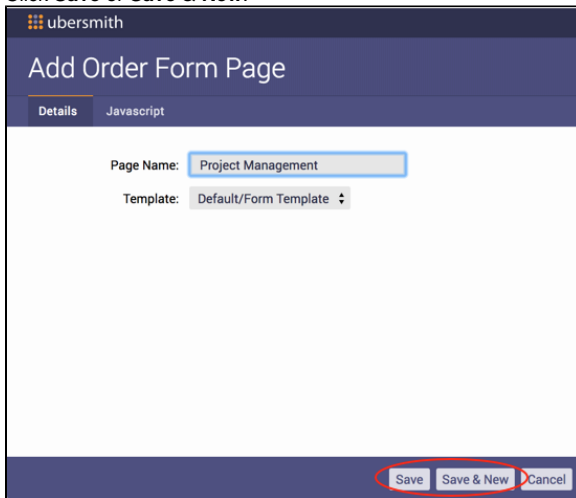
### 1. [Access the Advanced Editor](#).

### 2. Click **Add Page**.



The **Add Order Form Page** page appears.

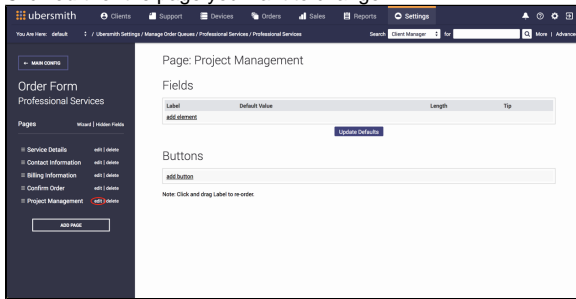
- In the **Page Name** field, enter the name of the order form page.
- In the **Template** field, select the appropriate template to use for the page.
- Optionally, you can add [elements](#), [buttons](#) and [JavaScript](#) to your page.
- Click **Save** or **Save & New**.



## Editing Pages

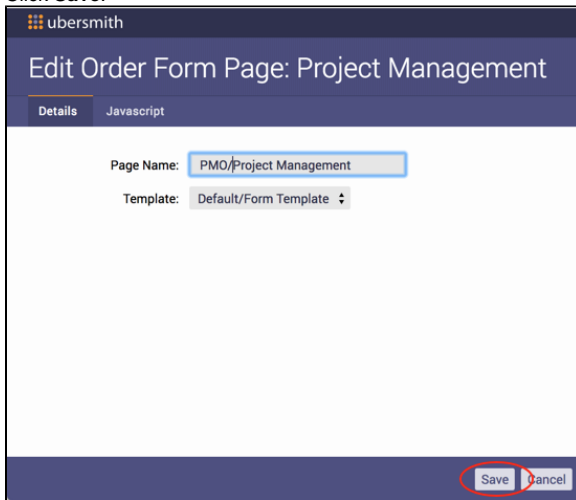
### 1. [Access the Advanced Editor](#).

2. Click **edit** for the page you want to change.



The *Edit Order Form Page* page appears.

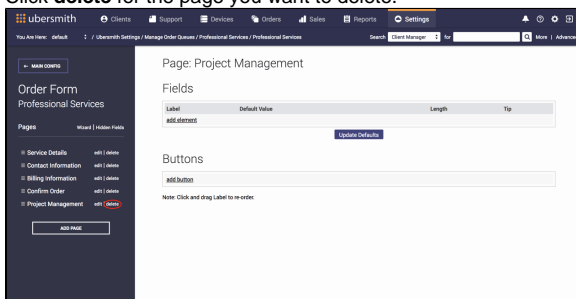
3. Make any necessary changes.
4. Click **Save**.



## Deleting Pages

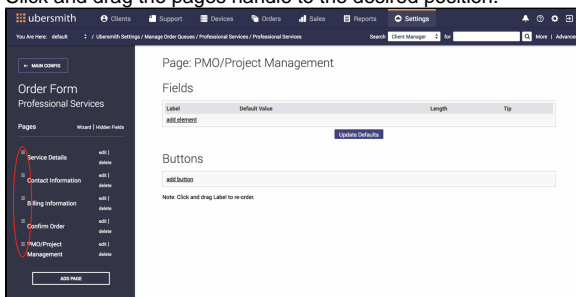
Deleting a page permanently removes it from the order form, along with all form elements that were included in it.

1. [Access the Advanced Editor.](#)
2. Click **delete** for the page you want to delete.



## Rearranging Pages

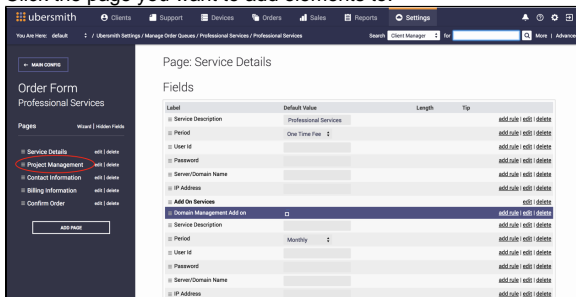
1. [Access the Advanced Editor.](#)
2. Click and drag the pages handle to the desired position.



## Adding Elements

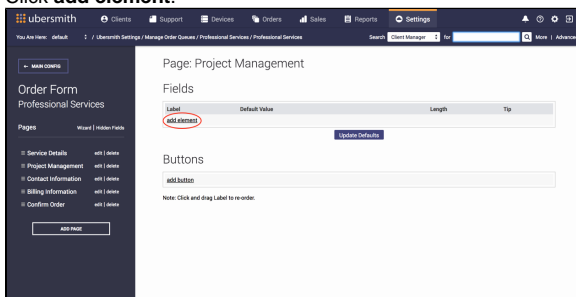
Once the order form pages are defined, form elements need to be added, including all fields that the client will be expected to input, hidden fields, and any static text or HTML that should be displayed as part of the page.

1. [Access the Advanced Editor.](#)
2. Click the page you want to add elements to.



The selected page appears.

3. Click **add element**.



The Add Order Form Element page appears.

## Complete the Element Details Tab

1. In the **Element Type** field, select the type of field.
2. In the **Field Name** field, enter the name of the field.
3. In the **Label** field, enter the text to display on the order form.
4. In the **Constant** field, select **Yes** if you want your client to be able to change the input value.
5. In the **Page** field, select the order form page the field belongs on.

## Complete the Extra Attributes Tab

1. Click the *Extra Attributes* tab.
2. In the **Attributes** field, enter HTML or JavaScript to further define the element.

3. In the **Tooltip** field, enter the text that appears when a client hovers their mouse over the field.

ubersmith

## Add Order Form Element

Element Details **Extra Attributes**

Attributes: appropriate code here

Tooltip: This is a tooltip.

Save Save & New Cancel

## Adding Buttons

1. [Access the Advanced Editor.](#)
2. Click the page you want to add buttons to.

ubersmith

You Are Here: default / ubersmith Settings / Manage Order Queue / Professional Services / Professional Services

Order Form Professional Services

Pages: Service Details (selected), Project Management, Contact Information, Billing Information, Confirm Order

Fields

Label	Default Value	Length	Tip
Service Description	Professional Services		add, edit, delete
Period	One Time Fee		add, edit, delete
User id			add, edit, delete
Password			add, edit, delete
Server/Domain Name			add, edit, delete
IP Address			add, edit, delete
Add On Services			add, edit, delete
Service Management Add on			add, edit, delete
Service Description			add, edit, delete
Period	Monthly		add, edit, delete
User id			add, edit, delete
Password			add, edit, delete
Server/Domain Name			add, edit, delete
IP Address			add, edit, delete

The selected page appears.

3. Click **add button**.

ubersmith

You Are Here: default / ubersmith Settings / Manage Order Queue / Professional Services / Professional Services

Order Form Professional Services

Pages: Service Details, Project Management (selected), Contact Information, Billing Information, Confirm Order

Fields

Label	Default Value	Length	Tip
add button			

Buttons

add button

Note: Click and drag Label to reorder

The **Add Order Form Button** page appears.

## Complete the Button Details Tab

1. In the **Button Type** field, select the type of button.
2. In the **Button Name** field, either enter the name of the button or select the appropriate name. This field is either a text entry or selection based on the button type.

3. In the **Label** field, enter the text to display on the button.

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## Add Order Form Button

Button Details   Extra Attributes

Button Type: Submit Button

Button Name: Next

Label: Submit

Save   Save & New   Cancel

### Complete the Extra Attributes Tab

1. Click the *Extra Attributes* tab.
2. In the **Attributes** field, enter HTML or JavaScript to further define the button.

ubersmith

## Add Order Form Button

Button Details   Extra Attributes

Attributes: appropriate HTML or JavaScript code here.

Save   Save & New   Cancel

### Adding Rules to Elements

1. [Access the Advanced Editor.](#)
2. Click the page with the element you want to add a rule to.

ubersmith

Page: Service Details

Label	Default Value	Length	Type
Service Description	Professional Service		add rule / edit / delete
Period	One Time Fee		add rule / edit / delete
User Id			add rule / edit / delete
Password			add rule / edit / delete
Server/Domain Name			add rule / edit / delete
IP Address			add rule / edit / delete
Add On Services			add rule / edit / delete
Domain Management Add-on			add rule / edit / delete
Service Description			add rule / edit / delete
Period	Monthly		add rule / edit / delete
User Id			add rule / edit / delete
Password			add rule / edit / delete
Server/Domain Name			add rule / edit / delete
IP Address			add rule / edit / delete

The selected page appears.

- Click **add rule** for the element you want.

Page: Project Management

Fields

Label	Default Value	Length	Tip
Project Management Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>

[add.button](#)

[Update Defaults](#)

Buttons

add.button	next	<a href="#">delete</a>
------------	------	------------------------

Note: Click and drag Label to reorder.

The Add Order Form Rule page appears.

- In the **Rule Type** field, select the type of rule you want to add to the element.
- In the **Message** field, type the message that displays to the client if they do not use the correct input.
- Click **Save** or **Save & New**.

Rule Type: Required

Message: Does your order require project management to complete

[Save](#) [Save & New](#) [Cancel](#)

## Editing Elements and Buttons

- Access the [Advanced Editor](#).
- Click the page with the element or button you want to edit.

Page: Service Details

Fields

Label	Default Value	Length	Tip
Service Description	Professional Services		<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Period	One Time Fee: \$		<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
User Id			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Password			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Server/Domain Name			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
IP Address			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Add On Services			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Domain Management Add-on	<input type="checkbox"/>		<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Service Description			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Period	Monthly: \$		<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
User Id			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Password			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
Server/Domain Name			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>
IP Address			<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>

[add.button](#)

[Update Defaults](#)

Buttons

add.button	next	<a href="#">delete</a>
------------	------	------------------------

Note: Click and drag Label to reorder.

The selected page appears.

- Click **edit** for the element you want.

Page: Project Management

Fields

Label	Default Value	Length	Tip
Project Management Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		<a href="#">add.button</a> <a href="#">next</a> <a href="#">delete</a>

[add.button](#)

[Update Defaults](#)

Buttons

add.button	next	<a href="#">delete</a>
------------	------	------------------------

Note: Click and drag Label to reorder.

The Edit Order Form Element or Edit Order Form Button page appears.

- Make any necessary updates you need.

- Click **Update**.

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## Edit Order Form Element

**Element Details** | Extra Attributes

Element Type: **Radio Button Group**

Field Name: **Project Management** [edit](#)

Label: **Project Management Required?**

Options: **Yes**, **No**, **Unsure**

**Update** **Cancel**

## Deleting Elements and Buttons

- Access the [Advanced Editor](#).
- Click the page with the element or button you want to delete.

**ubersmith**

**Page: Service Details**

**Fields**

Label	Default Value	Length	Tip
Service Description	Professional Services		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Period	One Time Fee		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
User id			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Password			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Server/Domain Name			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
IP Address			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Add On Services			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Service Description			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Period	Monthly		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
User id			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Password			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Server/Domain Name			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
IP Address			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>

The selected page appears.

- Click **delete** for the element you want.

**ubersmith**

**Page: Project Management**

**Fields**

Label	Default Value	Length	Tip
Project Management Required?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>

**Buttons**

Submit	next	<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
--------	------	---

Note: Click and drag Label to re-order.

## Rearranging Elements and Buttons

The order of the elements and buttons in the page is the same order displayed on the order form.

- Access the [Advanced Editor](#).
- Click the page you want to arrange.

**ubersmith**

**Page: Service Details**

**Fields**

Label	Default Value	Length	Tip
Service Description	Professional Services		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Period	One Time Fee		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
User id			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Password			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Server/Domain Name			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
IP Address			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Add On Services			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Service Description			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Period	Monthly		<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
User id			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Password			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
Server/Domain Name			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
IP Address			<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>

The selected page appears.



- Click and drag that element or button handle to the desired position.

Page: Project Management

Fields

Label	Default Value	Length	Tip
Project Management Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		add label / edit / delete

Buttons

Label	Tip
Submit	add / delete

Note: Click and drag Label to reorder

## Adding JavaScript

These are optional fields to add any custom JavaScript to a page. See the [JavaScript](#) site for more information.

- Access the [Advanced Editor](#).
- Create or access the page you want to add JavaScript to.
- Click the [JavaScript](#) tab.
- In the **JavaScript** field, enter any JavaScript to be used at the top of the page, such as defining any functions called by elements within the page.
- In the **onLoad JavaScript** field, enter any JavaScript to run when the page is loaded.

Edit Order Form Page: Project Management

Details **JavaScript**

JavaScript: enter any JavaScript to be used at the top of the page, such as defining any functions called by elements within the page

onLoad JavaScript: enter any JavaScript to run when the page is loaded

Save Cancel

## Copying Order Forms

Copying an order form makes a duplicate copy of a form, so you can use the same layout for a different plan without having to start from scratch.

- Access the [Order Queues](#) page.
- Click **Order Forms**.

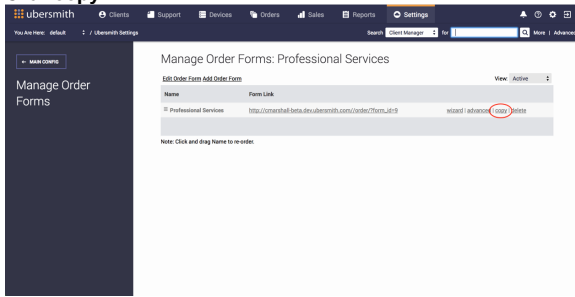
Order Queues

Add New Order Queue

ID	Name	Orders	Status	View
1	Managed Service	0	Active	add label / edit / delete
2	Cloudbank	4	Active	add label / edit / delete
3	Exchange Mailbox	1	Active	add label / edit / delete
4	Network Services	1	Active	add label / edit / delete
5	Professional Services	0	Active	add label / edit / delete

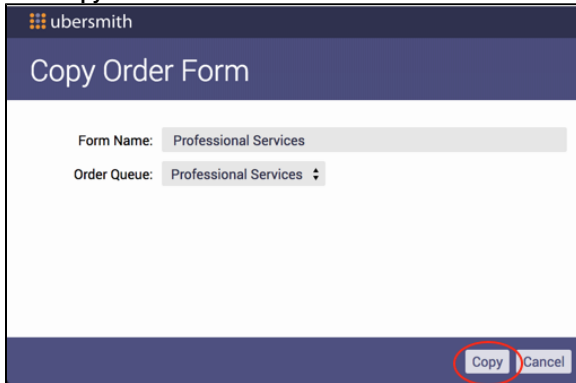
The *Manage Order Forms* page appears.

3. Click **copy**.



The *Copy Order Form* page appears.

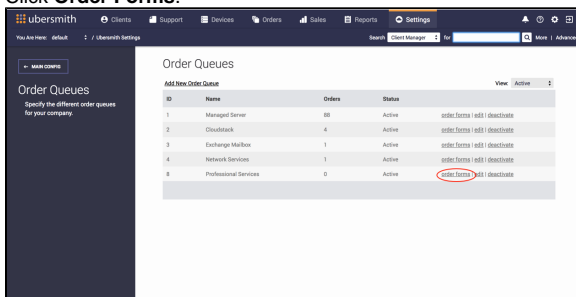
4. In the **Form Name** field, enter the name for the new form.
5. In the **Order Queue** field, select the order queue the new order form belongs to.
6. Click **Copy**.



## Deleting Order Forms

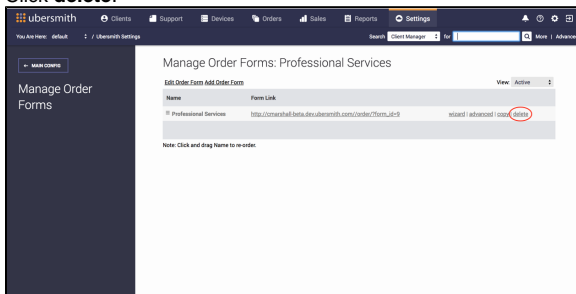
Deleting an order form is permanent, and remove the ability for your clients to order it.

1. [Access the Order Queues page.](#)
2. Click **Order Forms**.



The *Manage Order Forms* page appears.

3. Click **delete**.



## Related Topics

[Working With Order Queues](#)

[Adding Order Queues](#)

[Configuring Order Queues](#)

[Managing Order Queues](#)

[Adding Order Forms](#)

[Using the Order Manager](#)