

Creating Web Forms for Employee Self-Service

1. **Create an HTML form:** You can create an HTML form with something as basic as notepad or something advanced (and expensive) like Adobe Dreamweaver. For an online method of creating a form you can use <http://www.phpform.org> as a sandbox.

Ideally, your organization will have a web developer that can create a form with the proper styling, fields, look and feel. If you would like to create your own HTML forms with an editor, [Wikipedia has a detailed list of editors \(some paid, some not\)](#). Ideally, you would **choose a WYSIWYG editor** for visual design and switch to HTML view to make modifications as noted below.

Two important notes:

a. **Images must be specified by full path.** For example, you cannot put a relative path to an image (``), you will need a full URL to the image (`` or ``)

b. **Strip the `<form></form>` tags from the document.** ESS uses a form to forward the entire completed form through email and using form tags will prevent this behavior.

Once you have completed your form, save it as an HTML document, creating a folder in the ESS directory called forms. For the purpose of examples, save the file as `/forms/Time_Off_Request.html`.

2. Edit the Web.Config file to create a menu entry in ESS

Open Web.Config with your HTML editor or notepad. Look in the first section between the `<appSettings></appSettings>` tags. You will be adding a new tag:

```
<add key="" value="" />
```

```
1  <?xml version="1.0"?>
2  <configuration>
3    <appSettings>
4      <add key="CrystalImageCleaner-AutoStart" value="true"/>
5      <add key="CrystalImageCleaner-Sleep" value="60000"/>
6      <add key="CrystalImageCleaner-Age" value="120000"/>
7      <add key="CompanyLogo" value="logo.png"/>
8      <add key="MainContentImage" value="CYMAPayrollPortal-MainStage.p
9      <add key="UseCompanyNameFromSystem" value="true"/>
10     <add key="CompanyName" value=""/>
11     <add key="W2Years" value="3"/>
12     <add key="NFPCCompany" value="false"/>
13     <add key="EmailBodyFile" value="test.html"/>
14     <add key="EmailSubject" value="New ESS PIN"/>
15     <add key="" value="" />
16   </appSettings>
```

Fill in the appropriate information:

key: This is the name of the form as you would prefer it to appear in the list. Preface the menu name with "mail" and the _ character indicates a space. For example, key="mailTime_Off_Request" would add a web forms menu item of "Time Off Request"

value: This is the path to the document in relation to the Web.Config file. If you created a folder called Forms, the example above might look like the following - value="/forms/Time_Off_Request.html"

The full tag would be <add key="mailTime_Off_Request" value="/forms/Time_Off_Request.html"/>

3. Logout and login. You will not need to restart IIS for the changes to take effect. If the form has been properly installed and configured, then it will appear in the list and output a form on the main stage when selected.

CYMA Systems Inc Monday, March 11, 2013

Home Employee Time Entry

User Info ? Help
You are logged in as:
» Logout «
» Change Password «

E-mail to Employee Communication

From: [Redacted]
To... [Redacted]
Cc... [Redacted]
Subject: Time Off Request
Attached: [Redacted] Browse...

CYMA
TIME OFF REQUEST / OFF-SITE NOTICE FORM
(Request at least two (2) week in advance)
Use separate form for each pay period

Employee Name: [Redacted]