

User Manual 1.0.0

# Enquiry Forms

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## MDIS Web Management System

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# Introduction

There are several Enquiry Forms that you can use within the Web Management System. This user manual identifies the different Forms and breaks down the fields for each form.

For further assistance, please do not hesitate to write in or contact our Helpdesk.

## Standard Programme Enquiry Form

The Standard Programme Enquiry Form appears at the bottom of each programme page. There is no need to further configure this Form.

### Programme Enquiry

#### Enquiry Form

If you are interested in this academic program, please complete the following form and one of our representatives will get back to you as soon as possible.

FIRST NAME*	LAST NAME*
<input type="text"/>	<input type="text"/>
EMAIL ADDRESS*	CONTACT NUMBER
<input type="text"/>	<input type="text"/>
COUNTRY / NATIONALITY*	
<input type="text" value="Select your country"/>	
MESSAGE	
<input type="text"/>	

I would like to receive marketing, advertising and promotional messages via:  
(Please untick if you do not wish to receive)

EMAIL       MOBILE PHONE       SMS       DIRECT MAIL

MDIS values your privacy and we are committed to safeguarding your personal data in compliance with the Personal Data Protection Act 2012. By providing your personal details, you have authorised MDIS to share with you our marketing, advertising and promotional materials.

The Standard Programme Form has a default campaign code of **Programme Enquiry**.

# Custom Enquiry Forms

Currently, there are two custom Enquiry Forms available in the CMS. These two forms have different fields and are used in different events and pages.

The two custom Enquiry Forms can be created within a content Panel on a Page Grid on any webpage in the CMS.

**Select a Panel Type**  
Choose a relevant panel type to display your page content

Standard Academic Calendar Global Panels Floating Panels

 <b>Course</b> Showcases the main details of an academic program together with an in-built enquiry form	 <b>Course Enquiry</b> A general course enquiry form	 <b>Course Enquiry (by school)</b> A general course enquiry form with an added School selection	 <b>Course Filter</b> Displays a list of courses based on pre set search filters	 <b>Course Finder</b> A search bar showing several options to search for an academic program
 <b>Course Results</b> The results of the academic course finder	 <b>School Courses</b> Lists the various academic programs offered by the school	<b>Custom Enquiry Forms within the Academic tab when you create a new Content Panel on a Page Grid</b>		

Close

## Generic Course Enquiry Form

The General Enquiry Form allows the user to choose a specific Academic Programme to enquire about from several dropdown selections.

Please select the course you are interested in from the field(s) below.

**Discipline**

Please select a Discipline

**Certification Level**

Please select a Certification Level

Select a specific Academic Programme from these dropdown selections

**Academic Programme\***

Please select a Course

**Personal Information**

Please complete the following form with the information below and one of our representatives will get back to you as soon as possible.

**First Name\***

**Last Name\***

**Email Address\***

**Contact Number**

**Country / Nationality\***

Select your country

**Message**

I would like to receive marketing, advertising and promotional messages via:  
(Please untick if you do not wish to receive)

Email  Mobile Phone  SMS  Direct Mail

MDIS values your privacy and we are committed to safeguarding your personal data in compliance with the Personal Data Protection Act 2012. By providing your personal details, you have authorised MDIS to share with you our marketing, advertising and promotional materials.

The rest of the Form captures the user's particulars, which will then be emailed to MDIS in a specific format to be redirected to the CRM system.

From the backend under the Panel content, you can prefix the Discipline and Level fields to narrow the Academic Programme options.

The screenshot shows a 'Course Enquiry' form with the following fields:

- Panel Name:** Text input with a placeholder 'alphanumeric characters only' and a character count indicator.
- Panel Status:** Dropdown menu with 'Published' selected.
- Style Class:** Text input.
- Access Level:** Dropdown menu with 'Public Access For Everyone' selected.
- Preset Discipline:** Dropdown menu with 'Business' selected.
- Campaign Code:** Text input.
- Preset Level:** Dropdown menu with 'Graduate Diploma' selected.
- Redirect URL:** Text input with 'Thank-you' entered.

The backend fields include:

Preset Discipline	Sets the Discipline (or School)
Preset Level	Sets which level of programme to show (e.g. degree, diploma etc.)
Campaign Code	An internal code to tag an enquiry response to a certain event or campaign. Please take note that this Campaign Code is not the same as Google's UTM Campaign Code and does not affect it.
Redirect URL	The URL to redirect to once a user successfully submits the form

## Course Enquiry Form (by School)

The Course Enquiry Form (by school) allows the user to choose a specific Discipline or School to enquire about. There is also no Message textarea in this form.

The screenshot shows a form with the following fields and options:

- First Name\* (text input)
- Last Name\* (text input)
- Email Address\* (text input)
- Contact Number (text input)
- Country / Nationality\* (dropdown menu with "Select your country" selected)
- Discipline\* (dropdown menu with "Please select a Discipline" selected)
- Marketing preferences: "I would like to receive marketing, advertising and promotional messages via: (Please untick if you do not wish to receive)" with checkboxes for Email, Mobile Phone, SMS, and Direct Mail.
- Privacy notice: "MDIS values your privacy and we are committed to safeguarding your personal data in compliance with the Personal Data Protection Act 2012. By providing your personal details, you have authorised MDIS to share with you our marketing, advertising and promotional materials."
- Submit Enquiry (red button)

From the backend, there are only two fields to configure for this form.

The screenshot shows the backend configuration interface for the "Course Enquiry (by school)" form. The fields are:

- Panel Name: alphanumeric characters only
- Panel Status: Published
- Style Class: (empty text input)
- Access Level: Public Access For Everyone
- Campaign Code: (empty text input)
- Redirect URL: (empty text input)

Campaign Code	An internal code to tag an enquiry response to a certain event or campaign. Please take note that this Campaign Code is not the same as Google's UTM Campaign Code and does not affect it.
Redirect URL	The URL to redirect to once a user successfully submits the form

