User Manual 1.0.0

Enquiry Forms

11 February 2020

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*

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.

Submit Enquiry

The Standard Programme Form has a default campaign code of <mark>Programme Enquiry</mark>.

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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.

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 | *Select a specific Academic Programme*

Please select a Certification Level ⌄ | *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

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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 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.

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

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

Exporting the Enquiry Data

Enquiry data can be viewed under

DATABASE > ACADEMIC FORMS > PROGRAM ENQUIRIES

Export to Excel

Search box

Campaign Code column

There is now a CAMPAIGN CODE column that identifies which campaign the enquiry response is from if the CAMPAIGN CODE has been keyed into the Custom Enquiry Forms.

To search and export data from a specific campaign, simply enter the Campaign Code in the SEARCH box and lick on EXPORT TO EXCEL.