

Active Data Calendar Open Entry Form Form Generation Rules

Overview

The Open Entry Form allows administrators to create an interactive open event entry submission process that funnels events directly into previously customized Calendar workflow. Calendar allows for only one active version of the Open Entry Form at one time, so be sure to remove the old form (link or HTML) if you were previously utilizing a different form.

Ways to Generate Form

- **If using "GENERATE HTML"**
If you ever click the "SAVE" button from the open entry configuration page in the Calendar Administration area, all open entry forms will immediately stop working until you update the intended Open Entry Form page to include the new form HTML.
- **If using "GENERATE FORM"**
If you ever click the "SAVE" button from the open entry configuration page in the Calendar Administration area, the system generated open entry page will immediately be updated and continue working as expected.

Note: Regardless of Form Generation Option Selected - Any visitor to the Open Entry Form may have the page cached. If this is the case, then the form will not work appropriately until the local cache is cleared or refreshed.



TIP: It is recommended as a "best practice" to regenerate the form after an upgrade to validate the upgrade. This ensures that if something was changed in the application that the changes are now reflected in the live form.

Business Rules for Regenerating Forms

Field/Data Changes inside Calendar Administration Area

1. **Category Delete Action:** If a Category is Deleted, the Form must be regenerated (Generate Form) or new HTML placed on designated form page (Generate HTML).
Expected Result if Form is not Re-generated after a Category Delete Action: If you add an event to a category that has been deleted from calendar but is still in the open entry list the submission will not work.
2. **Delete Department Action:** If a Department is Deleted, and the Department was chosen for Open Entry Workflow, the Form must be regenerated or the submissions are not flagged appropriately in the database and will require a database update in order to be assigned to a new Department.
3. **Delete Location (Location, Building or Room):** The form may continue to work appropriately if any location is deleted, however Active Data recommends regenerating the form after any location delete action.

Client HTML Modifications to Generated Form HTML - Clients may elect to modify the HTML code that is produced by Active Data Calendar Open Entry Form generation. If the code is modified, be sure not to affect the following important validation script that is included:

- If you post invalid dates for the event.
- If you post an invalid recurrence the submission.
- If any posted field lengths that are too long and exceed the maximum number of characters for a field.

Contact Support

Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance