

# Inserting A MachForm



August 03, 2018  
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# Before You Start

Before you start make sure that you have completed the following:

- 1) Created The MachForm
- 2) Submitted a Marketing Request to create an OMNI asset for the MachForm
- 3) Received confirmation of the asset's creation
- 4) Navigated to the page that the MachForm will be placed on

# Click On The "Edit" Button

Preview Edit Properties ?

ACADEMICS ADMISSIONS FINANCIAL AID ORU ABOUT ORU ATHLETICS ORU EXPERIENCE  
ORAL ROBERTS UNIVERSITY

VISIT ORU APPLY NOW EXPLORE MAJORS WHOLE PERSON EDUCATION PARENTS & VISITORS CURRENT STUDENTS ALUMNI & FRIENDS FACULTY & STAFF

REQUEST MORE INFORMATION FIRST LAST EMAIL  
DEGREE PROGRAMS GO

## MY PAGE

Main Content

### GET NUNC

Vestibulum justo ante, efficitur eget consequat sed, euismod sed lorem. Sed ut ipsum leo. Aenean tristique tempor lacinia. Nam risus leo, congue eget pretium at, congue sit amet lorem. Vestibulum cursus, sem id porta accumsan, nibh neque venenatis purus, ac fringilla tellus leo eget nunc. Etiam ac semper justo. Sed fringilla eget tortor quis faucibus. Curabitur interdum arcu fermentum semper varius. Curabitur convallis sed ipsum a faucibus.

#### SIDE NAVIGATION

Navigation Menu will appear on publish  
Directory Variable for Navigation Set to: `sb-academics-cose`. For editing file should be located at: `/_resources/includes/sidebar/sb-academics-cose.php`

#### BANNER AD

Banner Ad Will Appear on Publish

BOOKSTORE ACCREDITATION COLLEGE OF NURSING COLLEGE OF ARTS & CULTURAL STUDIES  
DIRECTIONS KORU RADIO COLLEGE OF SCIENCE & CULTURAL STUDIES  
EMPLOYMENT CAMPUS NEWS ENGINEERING COLLEGE OF BUSINESS  
LIBRARY MY ORU COLLEGE OF THEOLOGY & COLLEGE OF EDUCATION  
CAMPUS SAFETY GEB AMERICA MINISTRY ONLINE LEARNING

ORU  
ORAL ROBERTS UNIVERSITY

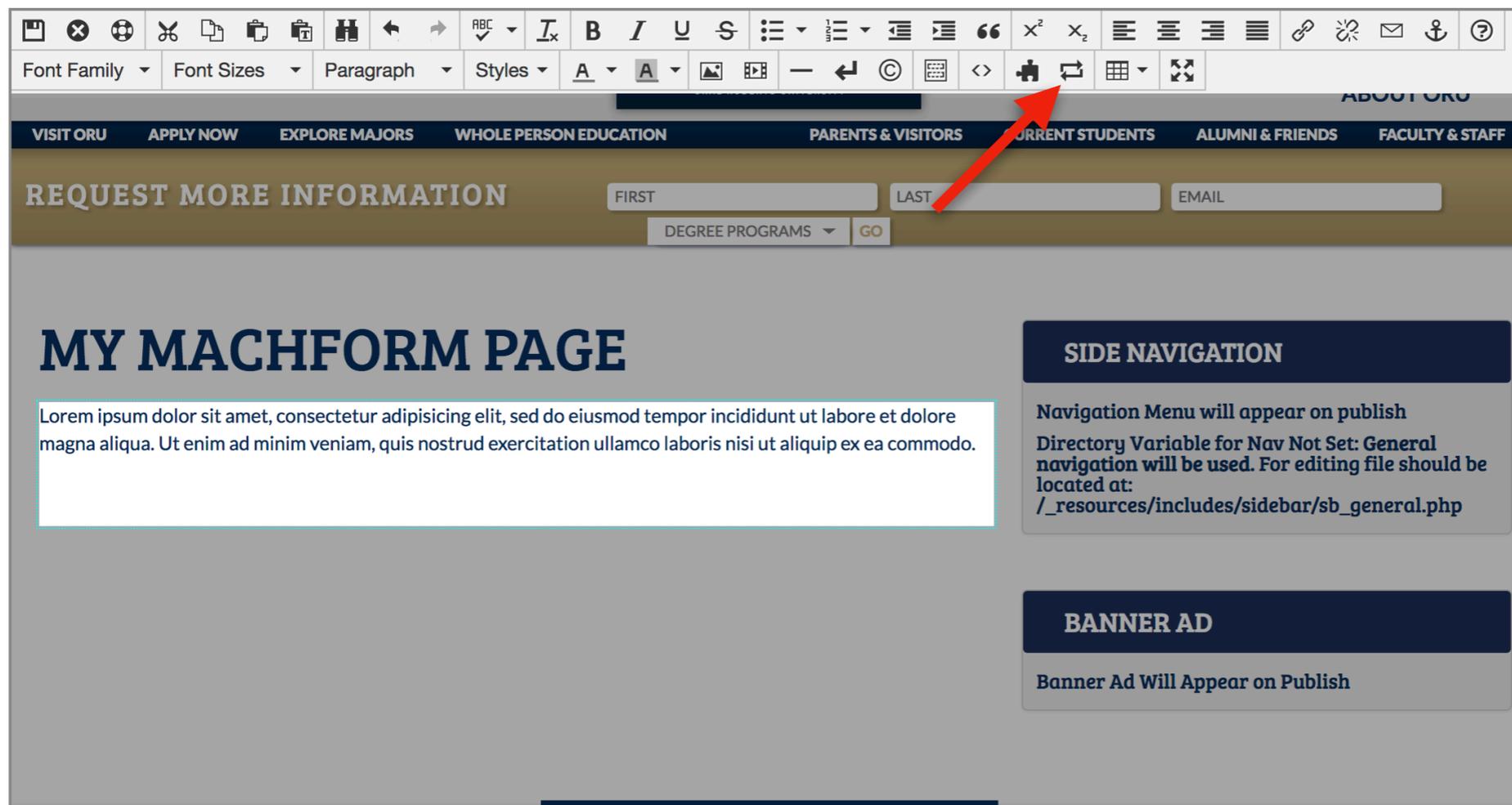
Everything you need to know to begin creating pages for your department in OMNI

# Click On “Main Content”

The screenshot displays the ORU website editor interface. At the top, there is a navigation bar with links for ACADEMICS, ADMISSIONS, FINANCIAL AID, ABOUT ORU, ATHLETICS, and ORU EXPERIENCE. Below this is a search bar with fields for FIRST, LAST, and EMAIL, and a dropdown menu for DEGREE PROGRAMS. The main content area is titled "MY MACHFORM PAGE" and contains a green button labeled "Main Content" with a red arrow pointing to it. Below the button is a placeholder text: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo." To the right of the main content area is a "SIDE NAVIGATION" section with a message: "Navigation Menu will appear on publish. Directory Variable for Nav Not Set: General navigation will be used. For editing file should be located at: /\_resources/includes/sidebar/sb\_general.php". Below that is a "BANNER AD" section with the message: "Banner Ad Will Appear on Publish". At the bottom of the page, there is a footer with the ORU logo and social media icons (Facebook, Twitter, Instagram, YouTube, Pinterest, LinkedIn). The footer also contains a list of links for various departments: BOOKSTORE, ACCREDITATION, DIRECTIONS, KORU RADIO, EMPLOYMENT, CAMPUS NEWS, LIBRARY, MY ORU, CAMPUS SAFETY, GEB AMERICA, COLLEGE OF NURSING, COLLEGE OF ARTS & CULTURAL STUDIES, COLLEGE OF SCIENCE & ENGINEERING, COLLEGE OF BUSINESS, COLLEGE OF THEOLOGY & MINISTRY, COLLEGE OF EDUCATION, and ONLINE LEARNING.

Everything you need to know to begin creating pages for your department in OMNI

# Click On The Assets Button



The screenshot displays a web editor interface. At the top, there is a toolbar with various icons for text formatting, alignment, and media insertion. A red arrow points to the 'Assets' button, which is represented by a puzzle piece icon. Below the toolbar is a navigation menu with links: VISIT ORU, APPLY NOW, EXPLORE MAJORS, WHOLE PERSON EDUCATION, PARENTS & VISITORS, CURRENT STUDENTS, ALUMNI & FRIENDS, and FACULTY & STAFF. Below the navigation menu is a form titled 'REQUEST MORE INFORMATION' with input fields for 'FIRST', 'LAST', and 'EMAIL', a 'DEGREE PROGRAMS' dropdown, and a 'GO' button. The main content area is titled 'MY MACHFORM PAGE' and contains a text box with placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.' To the right of the main content area are two sidebar sections: 'SIDE NAVIGATION' with a message about the navigation menu and a file path, and 'BANNER AD' with a message about the banner ad.

# Find Your Form

**Select Asset** ?

Click to add tags

All Types  ✕ ☰ ☱

**<> My MachForm (ORU-2016)**

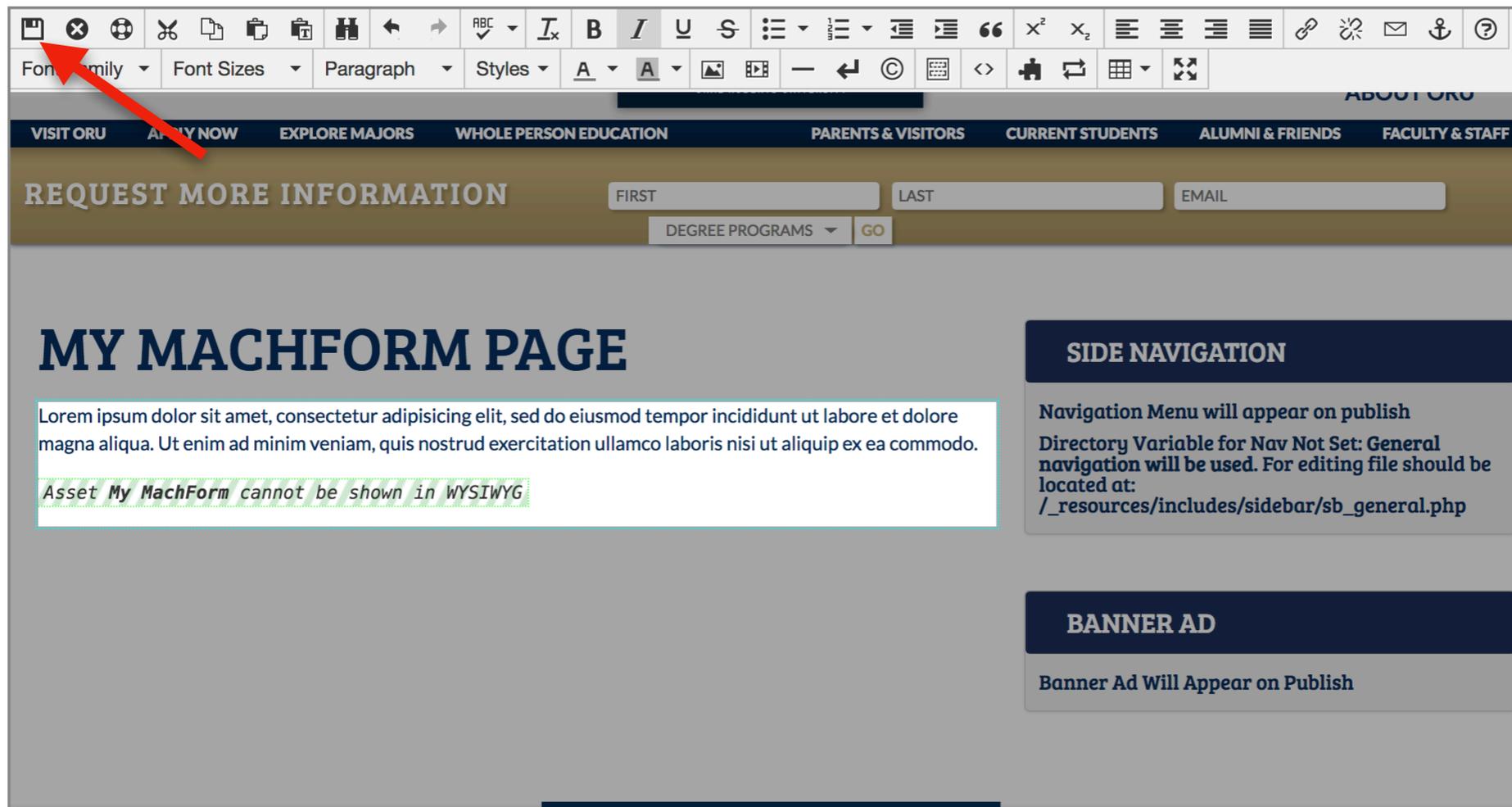
```
<script type="text/javascript">
var __machform_url =
'https://forms.oru.edu/embed.php?
id=522332';
var __machform_height = 1444;
</script>
<div id="mf_placeholder"></div>
<script type="text/javascript"
src="https://forms.oru.edu/js/jquery.min.j
s"></script>
<script type="text/javascript"
src="https://forms.oru.edu/js/jquery.ba-
post.json.min.js"></script>
<script type="text/javascript"
src="https://forms.oru.edu/js/machform_toa
der.js"></script>
```

**Name:** My MachForm  
**Type:** Source Code Asset  
**Description:** This is the form used to update a current employees information when pursuing another position at ORU  
**ID:** {{a:177366}}  
**Last Modified:** 9/14/18 11:40 AM  
**Last Published:** 9/14/18 11:40 AM

Cancel **Insert**

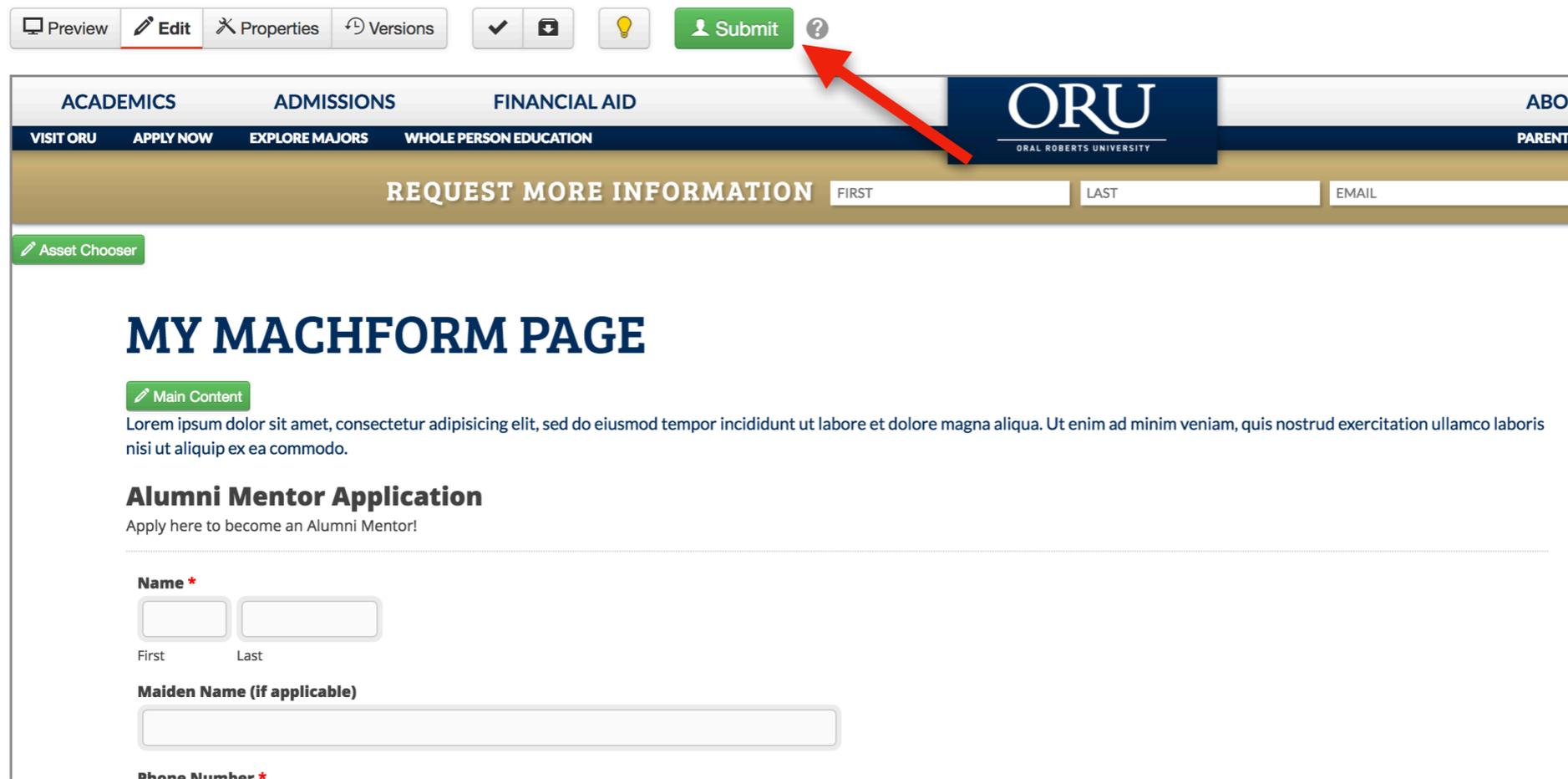
# Click The Save Button

## Button



The screenshot displays a web editor interface. At the top, there is a navigation menu with links: VISIT ORU, APPLY NOW, EXPLORE MAJORS, WHOLE PERSON EDUCATION, PARENTS & VISITORS, CURRENT STUDENTS, ALUMNI & FRIENDS, and FACULTY & STAFF. Below the navigation menu is a search bar with the text "REQUEST MORE INFORMATION" and input fields for "FIRST", "LAST", and "EMAIL", along with a "DEGREE PROGRAMS" dropdown and a "GO" button. The main content area is titled "MY MACHFORM PAGE" and contains a text block with placeholder text: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo." Below this text is a message: "Asset My MachForm cannot be shown in WYSIWYG". On the right side, there is a "SIDE NAVIGATION" section with the text: "Navigation Menu will appear on publish. Directory Variable for Nav Not Set: General navigation will be used. For editing file should be located at: /\_resources/includes/sidebar/sb\_general.php". Below that is a "BANNER AD" section with the text: "Banner Ad Will Appear on Publish". A red arrow points to the "Save" button in the top toolbar.

# Click The Submit Button



The screenshot shows a web form editor interface. At the top, there is a toolbar with buttons for Preview, Edit, Properties, Versions, a checkmark, a trash icon, a lightbulb icon, and a green Submit button with a question mark icon. A red arrow points to the Submit button. Below the toolbar is a navigation bar with links for ACADEMICS, ADMISSIONS, FINANCIAL AID, and ABO. Below that is a dark blue bar with links for VISIT ORU, APPLY NOW, EXPLORE MAJORS, and WHOLE PERSON EDUCATION. The ORU logo (ORAL ROBERTS UNIVERSITY) is in the center, and PARENT is on the right. Below the navigation bar is a form titled "REQUEST MORE INFORMATION" with input fields for FIRST, LAST, and EMAIL. Below the form is an "Asset Chooser" button. The main content area is titled "MY MACHFORM PAGE" and contains a "Main Content" section with placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo." Below this is a section titled "Alumni Mentor Application" with the text "Apply here to become an Alumni Mentor!". The form includes a "Name" field with sub-fields for "First" and "Last", a "Maiden Name (if applicable)" field, and a "Phone Number" field.

# Your Form Has Been Inserted!

**\*Your MachForm will show up on the live  
as soon as the page is published.**

# Guide Complete

