

Setting up Anonymous data submission via E-mail

Configuring E-mail Settings

Step 1. Open the library for which you want to configure e-mail settings for anonymous submit. Click the Library tab on the ribbon, and then click Library Settings.

Step 2. Click Incoming e-mail settings:

General Settings	Permissions and Management	Communications
Title, description and navigation	Delete this document library	Incoming e-mail settings
Versioning settings	Save document library as template	RSS settings
Advanced settings	Permissions for this document library	
Validation settings	Manage files which have no checked in version	
Column default value settings	Workflow Settings	
Audience targeting settings	Information management policy settings	
Rating settings		
Form settings		
PDF Share Forms Enterprise Settings		

Step 3. Click **Yes** to enable this library to receive e-mail. In the E-mail address box, type a unique name to use as part of the e-mail address for this library. Here is an example:

Incoming E-Mail
Specify whether to allow items to be added to this document library through e-mail. Users can send e-mail messages directly to the document library by using the e-mail address you specify.
Allow this document library to receive e-mail? <input checked="" type="radio"/> Yes <input type="radio"/> No
E-mail address: <input type="text" value="OurLibrary1"/> @speedy.labs.pdfshareforms.com
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Configuring PDF Share forms Enterprise Settings

There are four sections:

- PDF Share Forms Enterprise Anonymous Submit
- PDF Share Forms Enterprise incoming e-mail handler
- PDF Share Forms Enterprise Navigation Settings
- PDF Share Forms Enterprise Workflow settings

Step 1. Navigate to PDF Share Forms Enterprise incoming e-mail handler section.

Make sure **Incoming PDF e-mail event receiver** is enabled (if the button says Disable, Incoming E-mails are already enabled):

PDF Share Forms Enterprise incoming e-mail handler

Incoming E-mails Handling PDF form submission by e-mail	Incoming PDF e-mail event receiver is enabled <input type="button" value="Disable"/>
E-Mail Message Specify whether to save the original .eml file for an incoming e-mail message.	Save original e-mail? <input type="radio"/> Yes <input checked="" type="radio"/> No
Non PDF Attachments Specify whether to save attachments which are not PDF documents.	Ignore non PDF documents? <input checked="" type="radio"/> Yes <input type="radio"/> No
E-Mail Attachments Specify whether to group attachments in folders, and whether to overwrite existing files with the same name as incoming files.	Group attachments in folders? <input checked="" type="radio"/> Save all attachments in root folder <input type="radio"/> Save all attachments in folders grouped by e-mail subject <input type="radio"/> Save all attachments in folders grouped by e-mail sender Overwrite files with the same name? <input checked="" type="radio"/> Yes <input type="radio"/> No
Email Responses Specify whether to send email response on document submit.	Send email response? <input checked="" type="radio"/> Yes <input type="radio"/> No

You can configure other available settings to best suit your needs.

Step 1.1. It is also possible to enable confirmation in PDF Share Forms Enterprise NavigationSettings section:

PDF Share Forms Enterprise Navigation Settings

Navigate away confirmation Please specify if you wish to display additional confirmation when navigating away from the PDF form editing screen preventing loss of the unsaved entries.	Enable confirmation? <input type="radio"/> Yes <input checked="" type="radio"/> No
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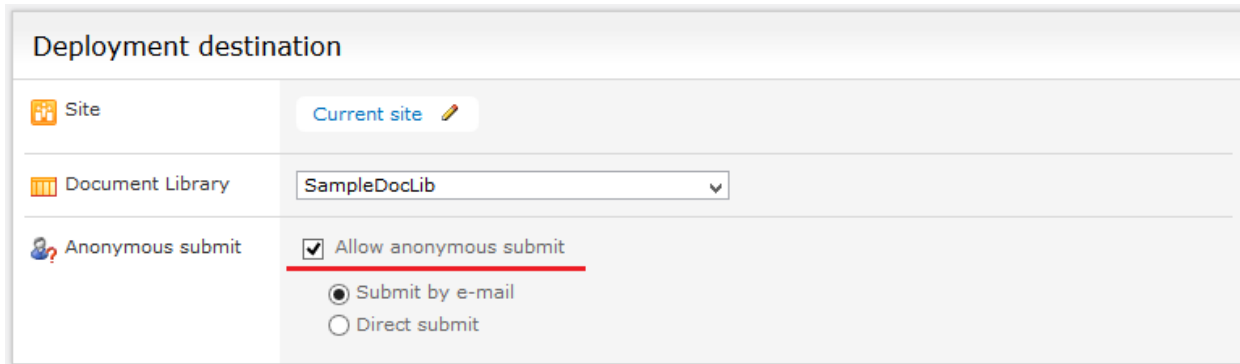
Configuring Template Settings

There are three sections:

- General settings
- Deployment destination
- Sticky template settings

Step 1. In **PDF Share Forms Designer**, open **Home** tab, click **Settings**.

Navigate to Deployment destination and enable **Anonymous Submit**. In order to use e-mail submission, select **Submit by e-mail**.



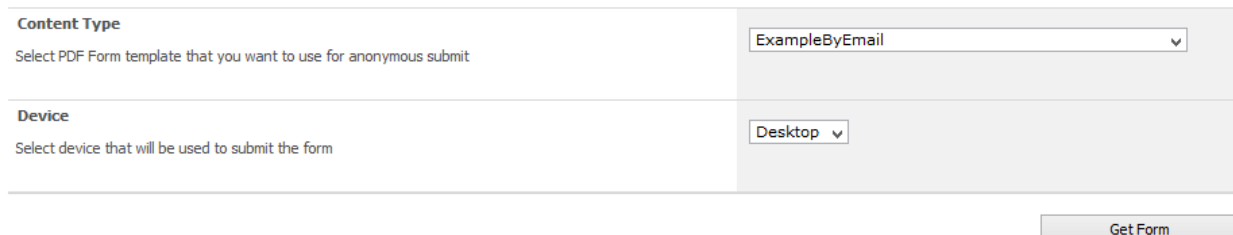
The screenshot shows the 'Deployment destination' settings panel. It contains three sections: 'Site' with a 'Current site' button and an edit icon; 'Document Library' with a dropdown menu set to 'SampleDocLib'; and 'Anonymous submit' with a checked checkbox for 'Allow anonymous submit'. Below this, there are two radio button options: 'Submit by e-mail' (which is selected) and 'Direct submit'.

Step 2. Add a **Submit** button to the template and deploy it.

Step 3. Go back to **Library Settings – PDF Share Forms Enterprise Settings** and choose the PDF Form Template that you want to use for anonymous submit.

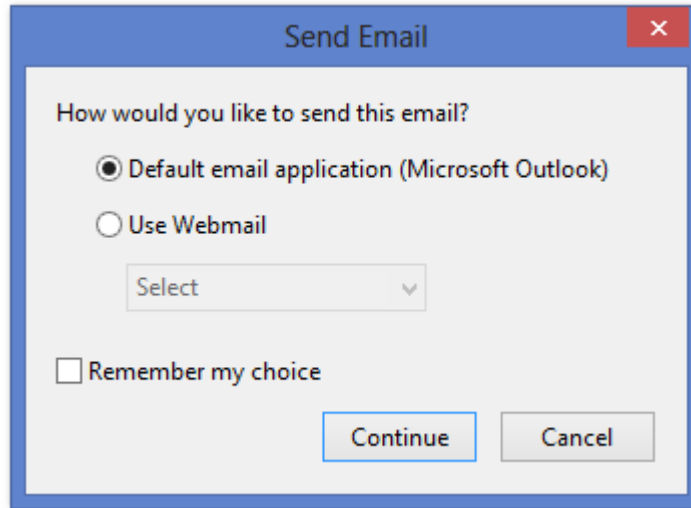
PDF Share Forms Enterprise Anonymous Submit

Get PDF Form for anonymous submit






The screenshot shows the configuration form for 'PDF Share Forms Enterprise Anonymous Submit'. It has two main sections: 'Content Type' with a dropdown menu set to 'ExampleByEmail', and 'Device' with a dropdown menu set to 'Desktop'. At the bottom right of the form is a 'Get Form' button.

Step 4. Fill out a downloaded form and click on **Submit** button. The dialog box appears, asking how you would like to send this e-mail:



NOTE: When you are not connected to the network, all sent messages are placed in the Outbox until a connection is established. Once connected, all messages will be automatically sent from your Outbox.

Step 5. New forms are now available in **Library**.

<input type="checkbox"/>	Type	Name	Modified	Modified By
		ExampleByEmail_2104 	5/14/2013 2:02 AM	System Account
	Add document			