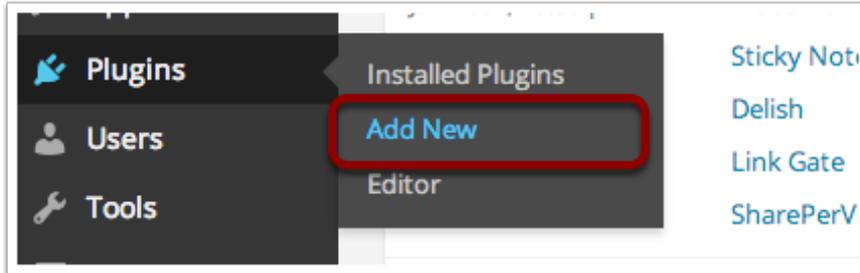


Suggestion Box User Guide

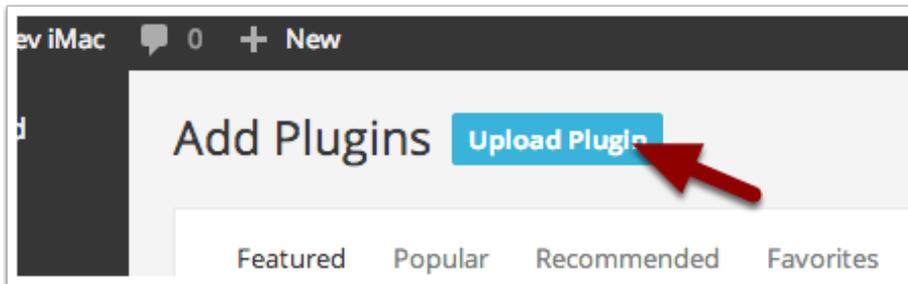
Installing A Plugin

To install a plugin, go to Plugins >> Add New



Upload plugin

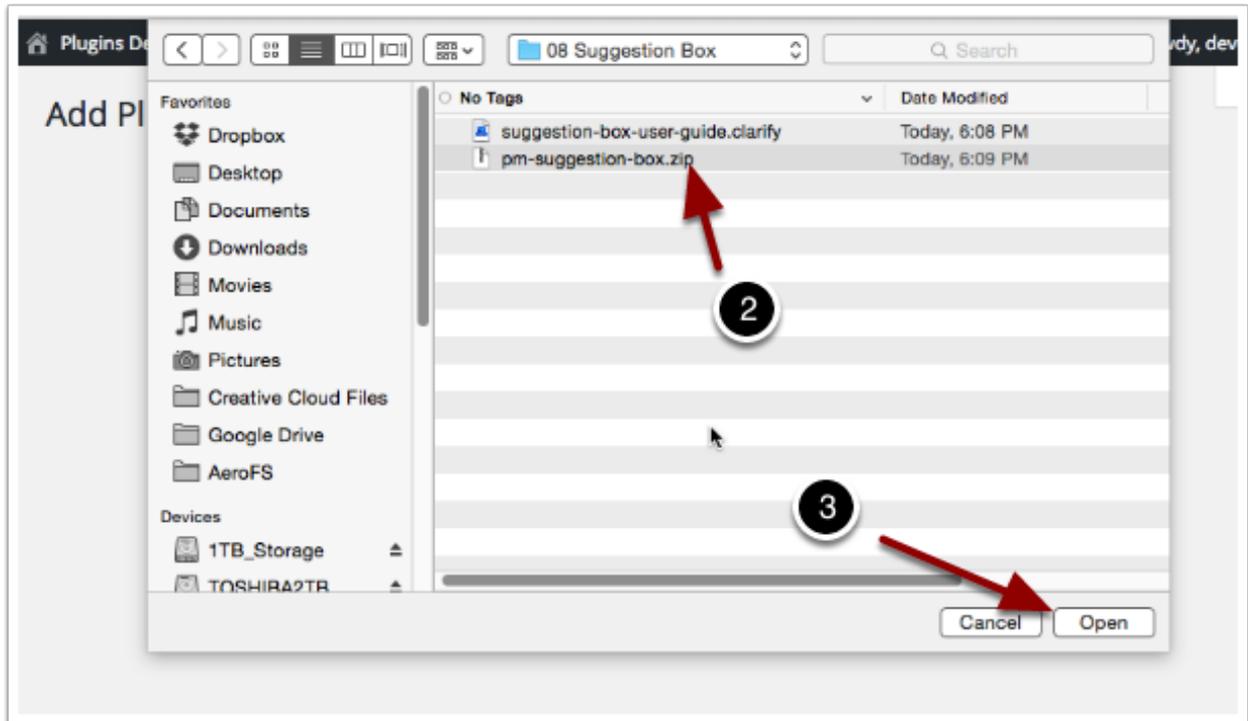
Click Upload Plugin



Choose Upload File

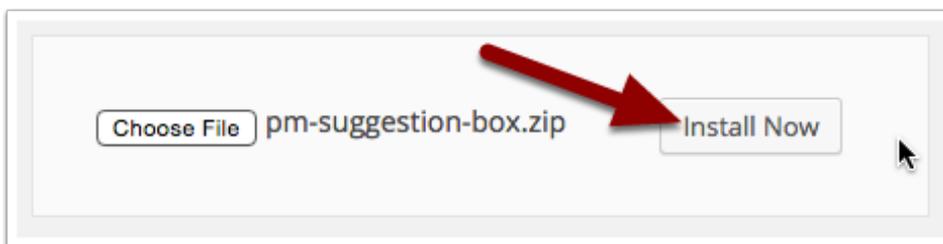
1. Click Choose File
2. Locate the zipped file of the plugin you'd like to install
3. Click Open

Suggestion Box User Guide



Install The Plugin

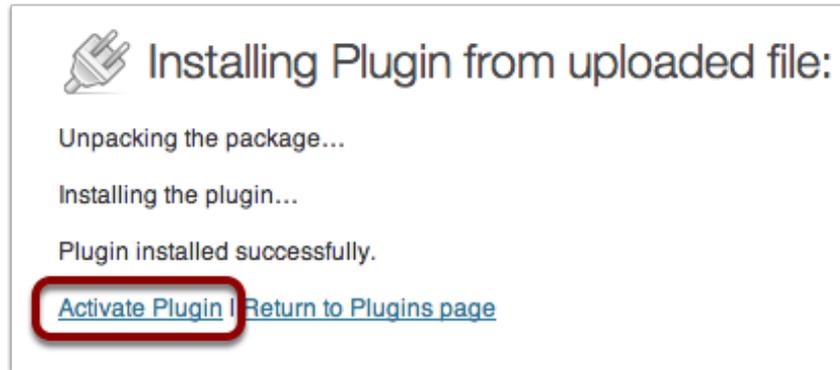
Click Install Now



Activate The Plugin

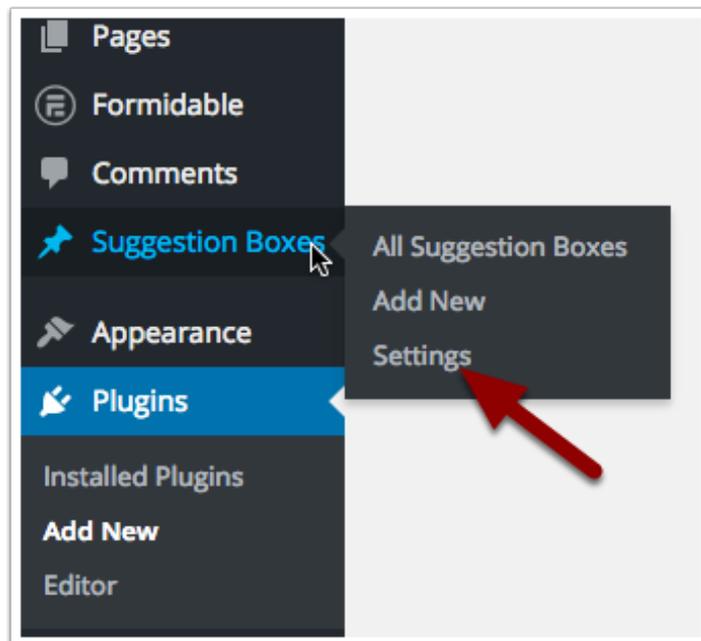
After successfully unpacking and installing the plugin, click *Activate Plugin*.

Suggestion Box User Guide



How To Get To The Plugin Settings

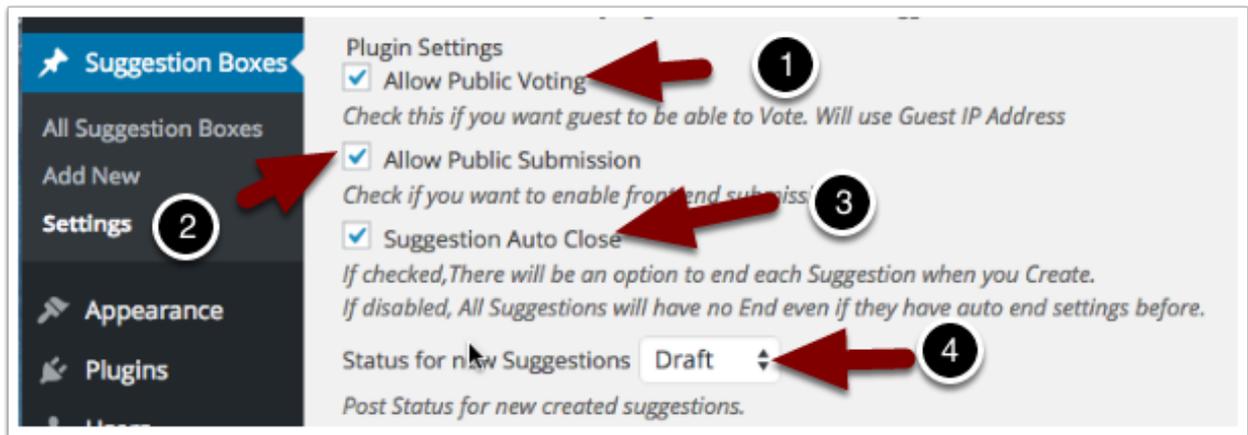
After activating the plugin, a new item named Suggestion Boxes will appear in the Menu. Hover over it to expose the sub-menus and click the Settings sub-menu to go to the settings screen.



Suggestion Box User Guide

Configure Plugin Options

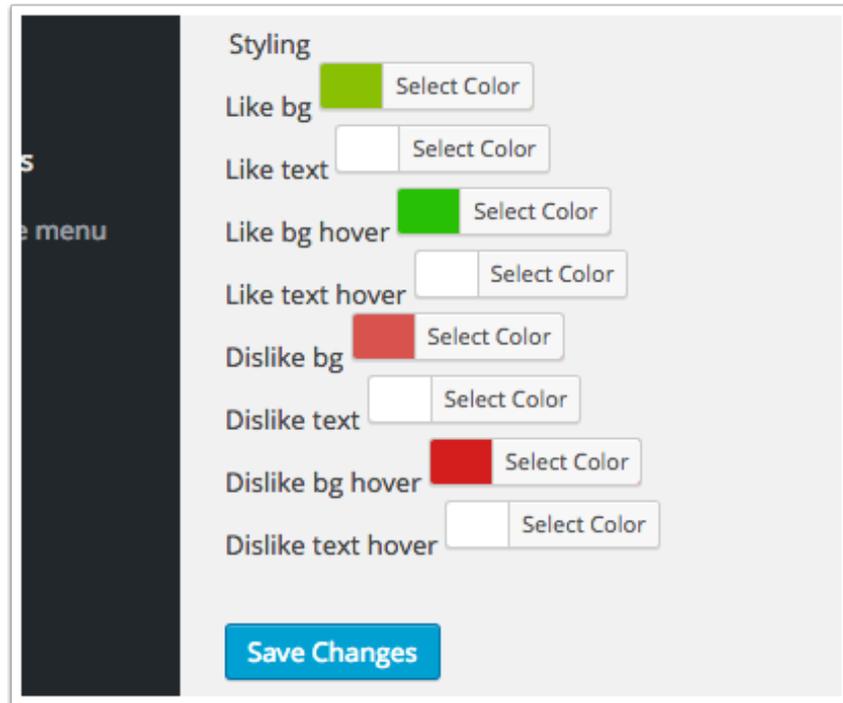
1. If you'd like to allow unregistered users to vote, check Allow Public Voting.
2. If you'd like to allow unregistered users to submit items for voting, check Allow Public Submission.
3. Check Suggestion Auto Close if you want suggestions to close by defined date or number of votes. Unchecking means the suggestions will be open for voting indefinitely.
4. When allowing public submissions, select a status for new suggestions submitted. Draft is default. This allows you to approve any suggestions submitted. If you do not wish to approve them, you can set it to Publish.



Configure Vote Button Colors

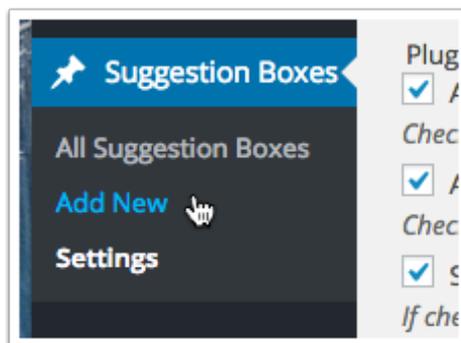
The next section allows you to change the voting button colors. Click the color swatch or Select Color button for each option to select a color.

Suggestion Box User Guide



Add A New Suggestion

To add a new suggestion, go to Suggestion Boxes > Add New

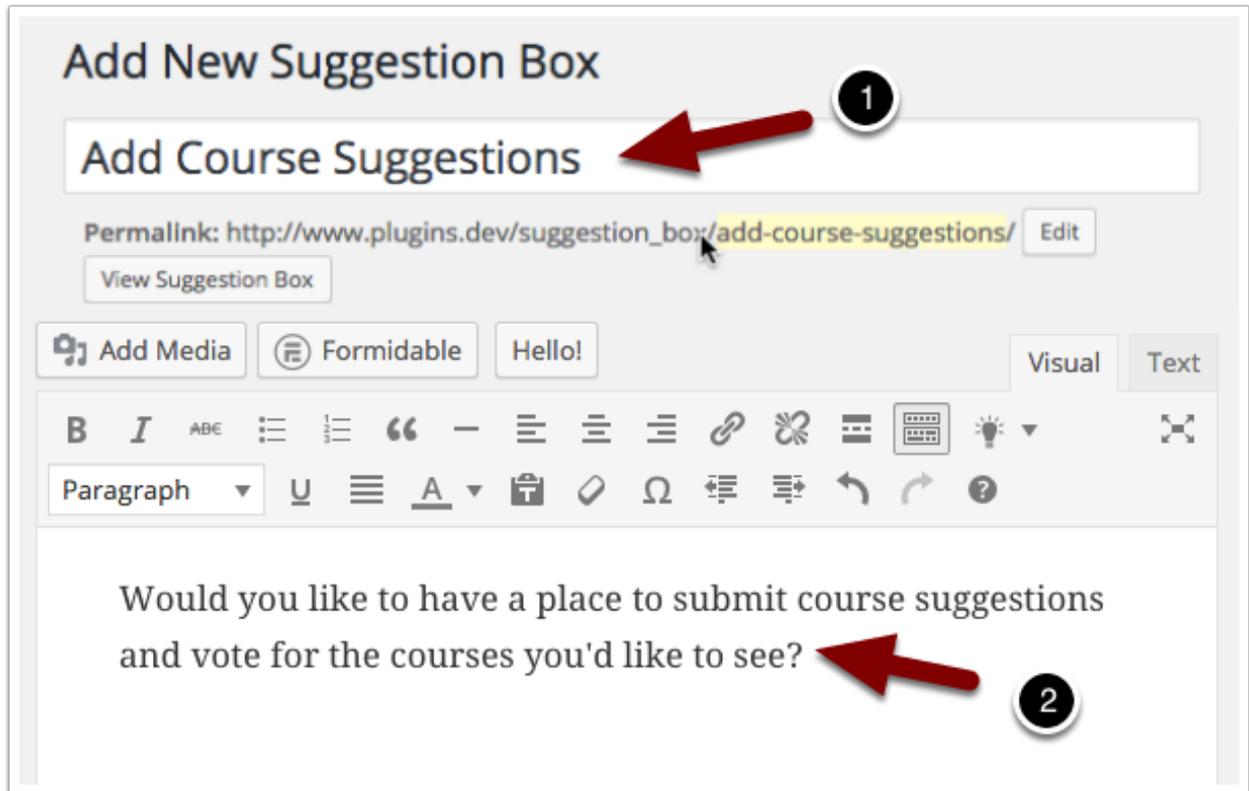


New Suggestion

1. Give your new suggestion a title

Suggestion Box User Guide

2. Enter a description of our suggestion to give voters a better idea what they are voting for.



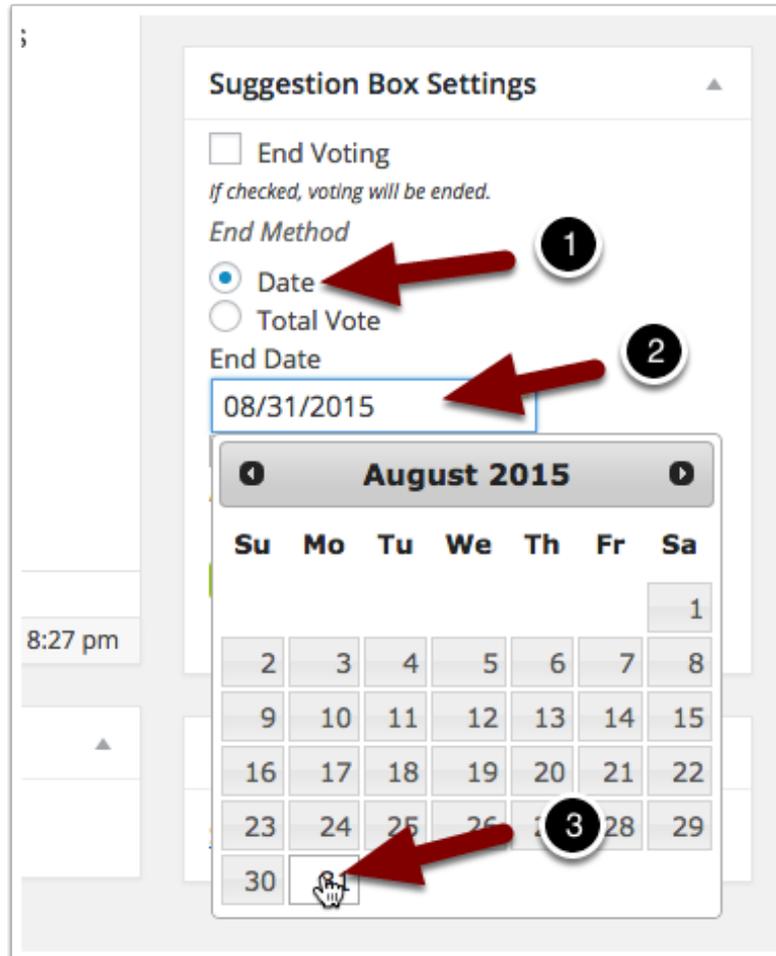
Suggestion Voting Options: Autoclose by Date

To the right of the suggestion screen, you will find Suggestion Box Settings.

1. You can choose to automatically end the voting by date. If you do that, select the Date radio button,
2. Click the End Date field. A calendar will appear.
3. Click on the date you wish to end voting.

Note: In order of this to work, you must allow Suggestion Auto Close in the plugin settings.

Suggestion Box User Guide



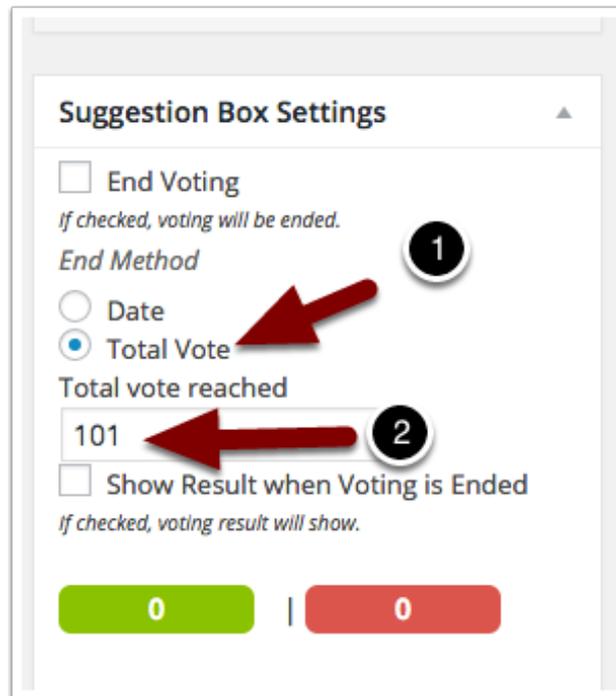
Autoclose Suggestion By Votes

You can also choose to autoclose suggestions after a number of votes have been reached. To do that,

1. Select the Total Vote radio button.
2. Enter number of votes in the Total vote reached field.

Note: In order of this to work, you must allow Suggestion Auto Close in the plugin settings.

Suggestion Box User Guide



Suggestion Box Settings

End Voting
If checked, voting will be ended.

End Method

Date

Total Vote

Total vote reached

101

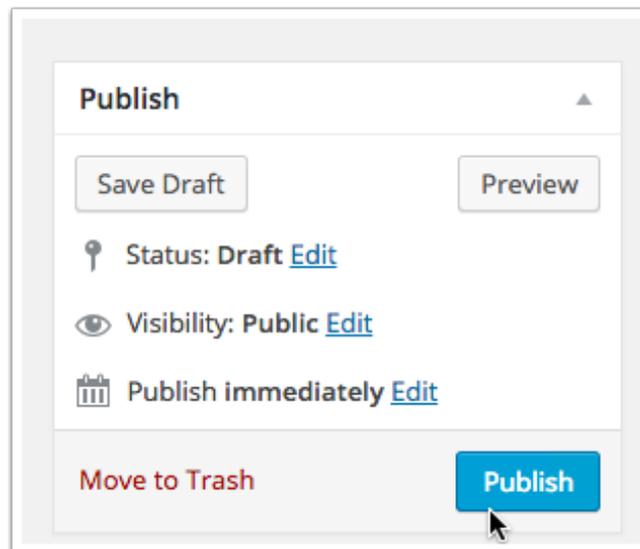
Show Result when Voting is Ended
If checked, voting result will show.

0 | 0

Annotations: A red arrow points to the 'Total Vote' radio button (labeled '1'). Another red arrow points to the '101' input field (labeled '2').

Publish Your Suggestion

Once you are done creating and setting up your suggestion, click Publish.



Publish

Save Draft | Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

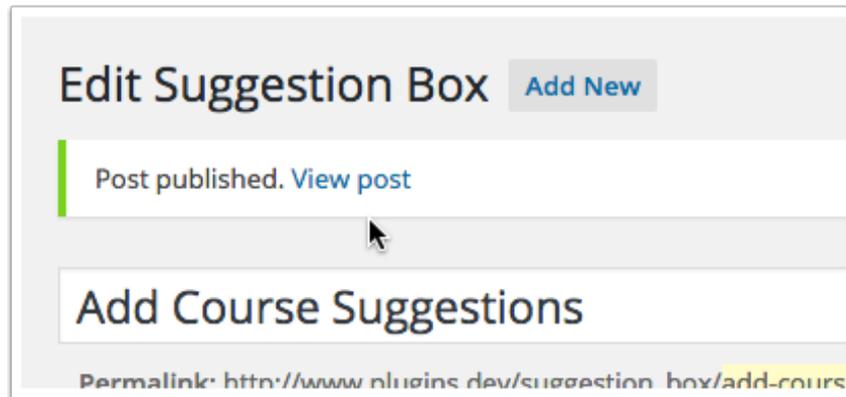
Publish immediately [Edit](#)

Move to Trash | **Publish**

Suggestion Box User Guide

View Published Suggestion

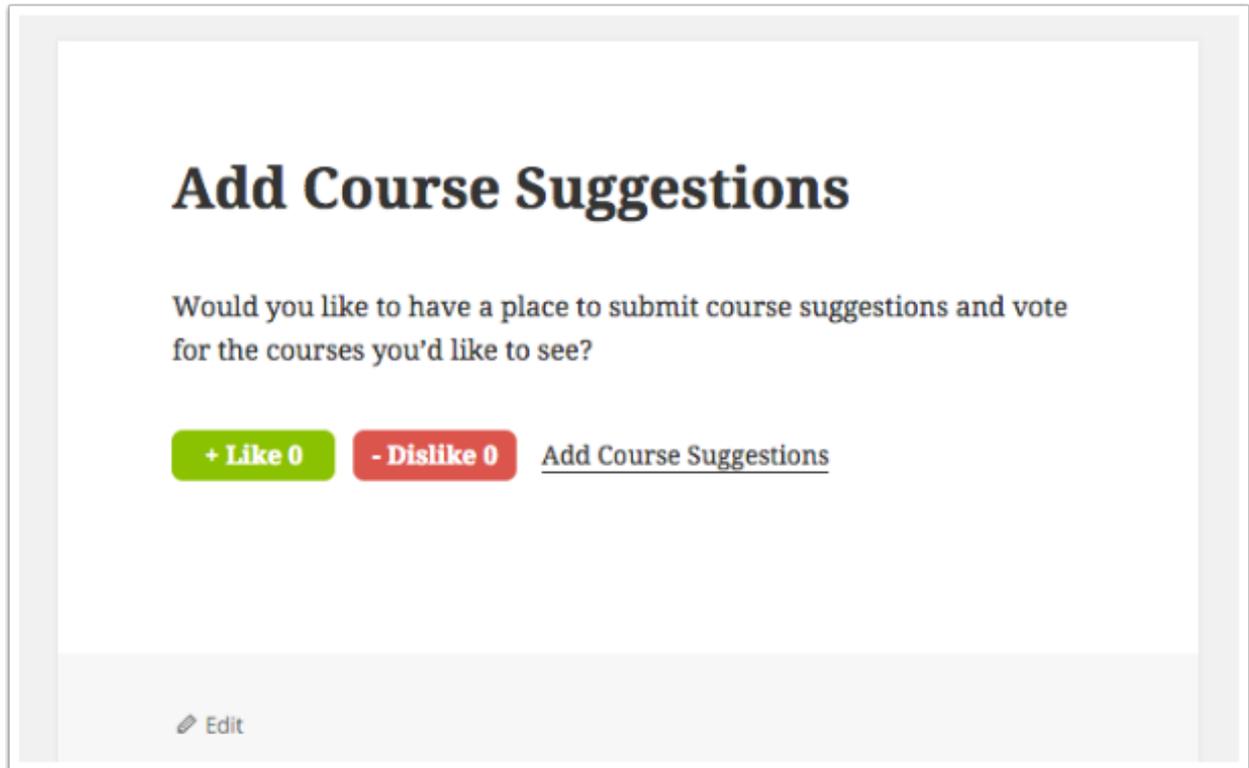
After publishing, you can view the suggestion like any other post or page in WordPress.



Example Published Suggestion

This is an example of what a published suggestion page looks like. You can send people directly to this page for voting.

Suggestion Box User Guide

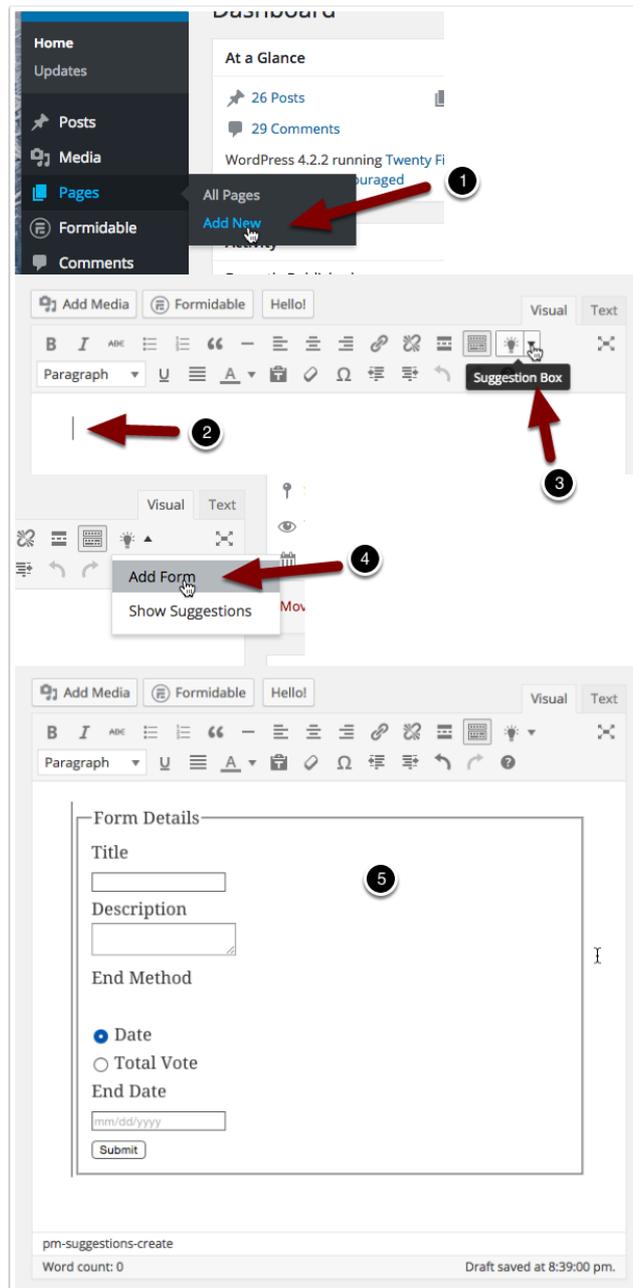


Public Suggestion Submission

In order for others to submit a suggestion, you need to put a form somewhere. You can do this in posts or Pages.

1. In this example, we will be adding a suggestion form to a Page.
2. In the Page editor, place your cursor where you want the form to be.
3. Then click the Suggestion Box drop down button.
4. Click the Add Form option in the drop down.
5. The form will appear in the editor.

Suggestion Box User Guide



Deleting The Form

1. To remove the form from the editor, click on the form. When it is shaded in gray, that indicates it is selected.
2. Click on the X that appears on the top.

Suggestion Box User Guide

The screenshot displays the Formidable Forms editor interface. At the top, there are buttons for 'Add Media', 'Formidable', and 'Hello!'. The editor is in 'Visual' mode. The main content area shows a form titled 'Form Details' with the following fields: 'Title' (text input), 'Description' (text area), 'End Method' (radio buttons for 'Date' and 'Total Vote', with 'Date' selected), and 'End Date' (text input with a date mask 'mm/dd/yyyy'). A 'Submit' button is at the bottom of the form. A red arrow points to a 'Remove' button (with an 'x' icon) in the top right corner of the form editor. Two callout boxes are present: '1' is a circle around the 'Date' radio button, and '2' is a circle around the 'Remove' button. The bottom of the editor shows the form ID 'pm-suggestions-create', a 'Word count: 0', and a 'Draft saved at 8:40:16 pm.' message.

Public Suggestion Submission

This is an example of what the submission form will look like to your visitors.

Suggestion Box User Guide

To submit a suggestion, they simply enter a title, a description and end method. After clicking submit, a green notice box will appear on the top of the form to indicate successful submission.

The image shows a WordPress dashboard sidebar on the left with the following content:

- Plugins Development d**
Just another WordPress site
- Search ...
- RECENT POSTS**
 - Survey
 - Media Guard
 - ReVisitor Content
 - 3rd post
 - Hello world!
- PAGES**
 - About The Tests
 - Clearing Floats
 - Level 1
 - Level 2
 - Level 3
 - Lorem Ipsum

The main content area is titled **Suggest A Course** and contains the following form fields:

- Form Details**
- Title**: Twitter Traffic
- Description**: Show us how to get traffic and build leads from Twitter ads and tweets
- End Method**: Date, Total Vote
- End Date**: mm/dd/yyyy
- SUBMIT** button

Below the form, a green notice box displays the message: **Your suggestion is submitted and is being reviewed.**

The form is partially visible below the notice box, showing the **Form Details** section and the **Title** field.

Suggestion Box User Guide

View All Suggestions

To view all suggestions, visit Suggestion Boxes > All Suggestion Boxes

This will list all the suggestions, their publishing status, and give you a quick overview of how many likes/dislikes they received.

As you can see below we have one suggestion saved as a draft. This is a suggestion submitted by the public. We know this because it has no author. You can click on it to edit.

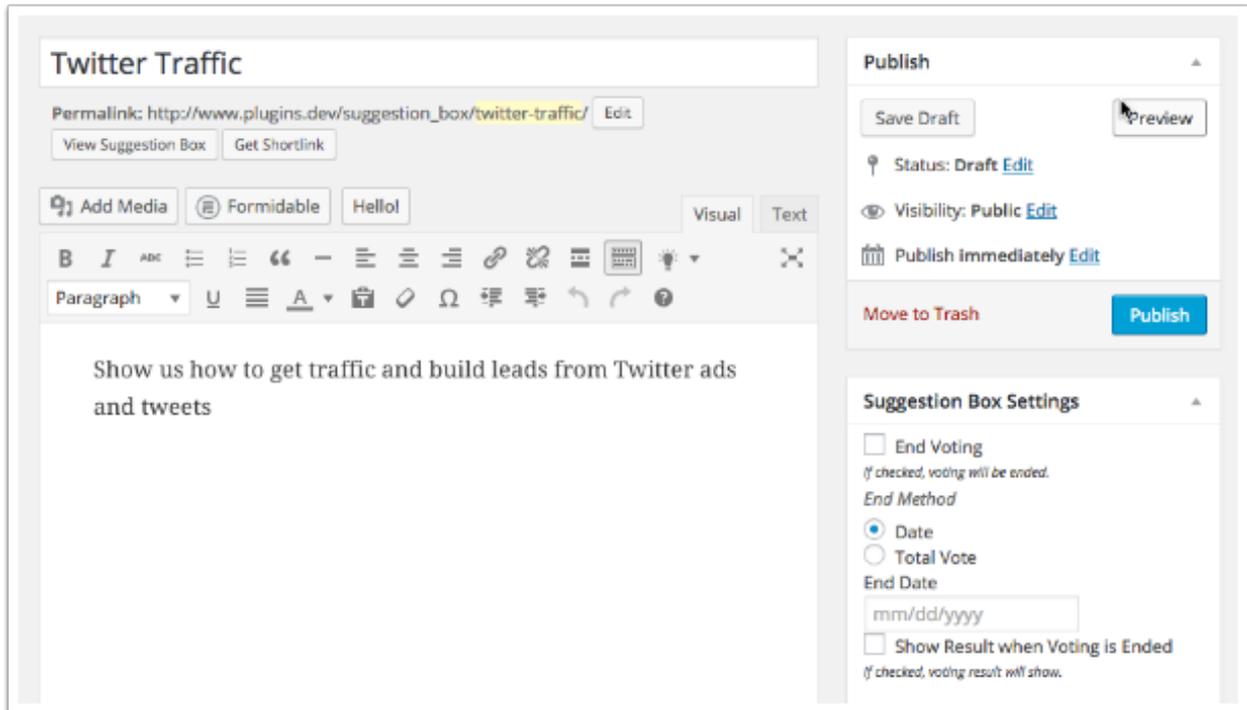
The screenshot displays the 'Suggestion Boxes' management interface. A sidebar menu on the left includes 'Formidable', 'Comments', 'Suggestion Boxes', 'Appearance', 'Plugins', and 'Users'. The 'Suggestion Boxes' menu is open, showing 'All Suggestion Boxes', 'Add New', and 'Settings'. The main content area shows a table of suggestion boxes. The table has columns for Title, Author, Date, and Likes | Dislikes. Two items are listed: 'Twitter Traffic - Draft' (no author, last modified 2015/07/20) and 'Add Course Suggestions' (author devdynamo, published 12 mins ago). Both have 0 likes and 0 dislikes.

Title	Author	Date	Likes	Dislikes
<input type="checkbox"/> Twitter Traffic - Draft		2015/07/20 Last Modified	0	0
<input type="checkbox"/> Add Course Suggestions	devdynamo	12 mins ago Published	0	0

Suggestion Box User Guide

Approving Submitted Suggestion

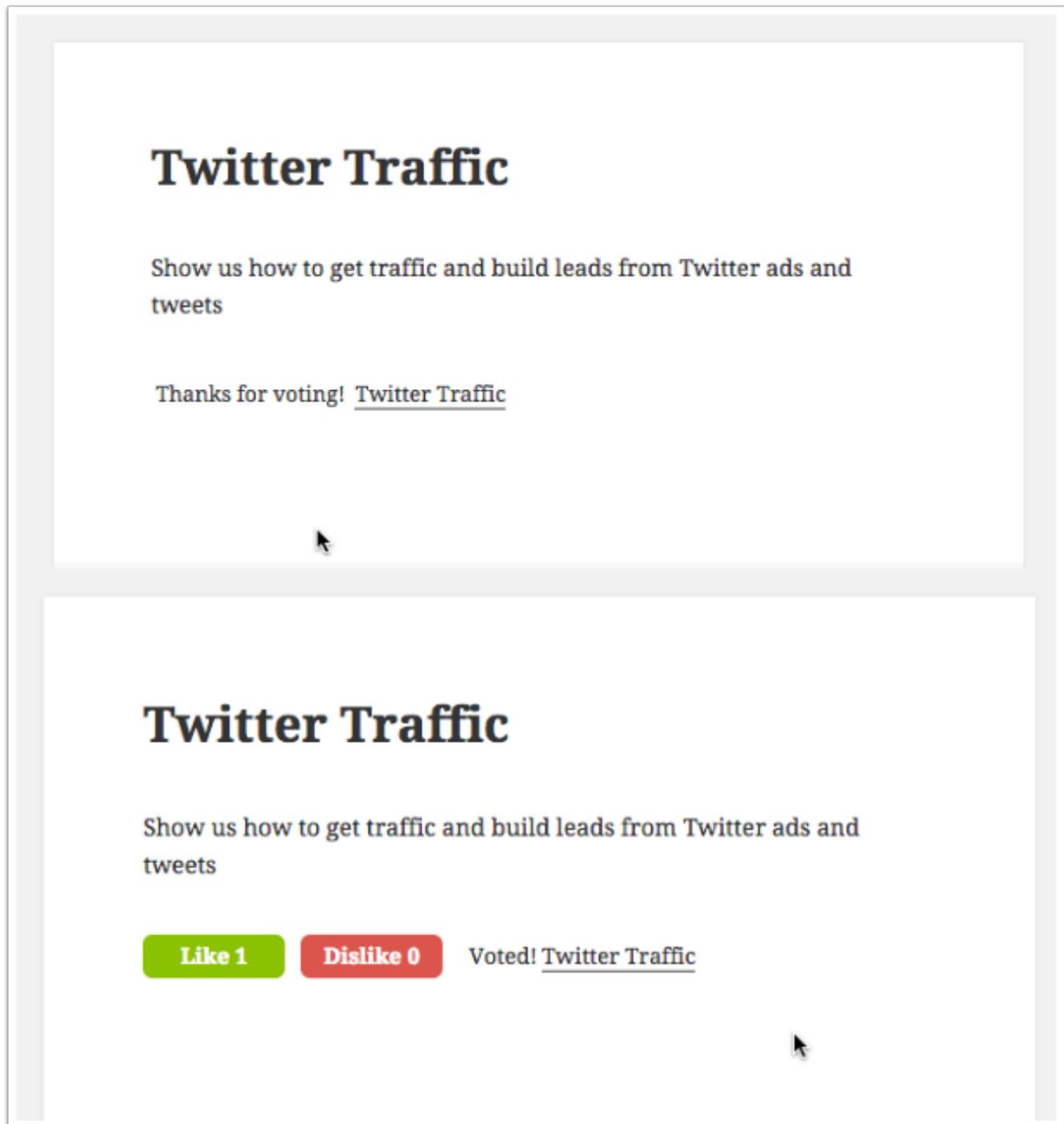
When editing a draft suggestion, you can change the title, description, even voting auto close options to suit your needs. Clicking Publish essentially approves the suggestion and make the page available for view and voting.



Vote Example

When a visitor votes, a short message will appear, thanking them for the vote. When the page is refreshed or when the same visitor returns to the page, it will show that they have already voted. People can only vote once.

Suggestion Box User Guide



End of Voting

If autoclose is active, votes will automatically end on its own.

Suggestion Box User Guide

1. You can also manually end voting. To do so, edit the suggestion and check the End Voting box.
2. You can also choose to display voting results. Only check this box if voting has ended.
3. This is an example of what it looks like when voting has ended.

The image shows two parts of a user interface. The top part is a 'Suggestion Box Settings' panel. It has a title 'Suggestion Box Settings' and a close button. Below the title, there is a checked checkbox labeled 'End Voting' with a red arrow pointing to it and a circled '1' next to it. Underneath this checkbox is the text 'If checked, voting will be ended.' Below that is the section 'End Method' with two radio buttons: 'Date' (selected) and 'Total Vote'. Below that is the section 'End Date' with a text input field containing '07/25/2015'. Below the input field is another checked checkbox labeled 'Show Result when Voting is Ended' with a red arrow pointing to it and a circled '2' next to it. Underneath this checkbox is the text 'If checked, voting result will show.' At the bottom of the settings panel, there are two buttons: a green one with the number '1' and a red one with the number '0'. The bottom part of the image shows a suggestion card titled 'Twitter Traffic'. The card has a subtitle 'Show us how to get traffic and build leads from Twitter ads and tweets' and a circled '3' next to it. Below the subtitle, it says 'Voting has Ended and result is: Like with 1 votes!'. At the bottom of the card, there is an 'Edit' button with a pencil icon.

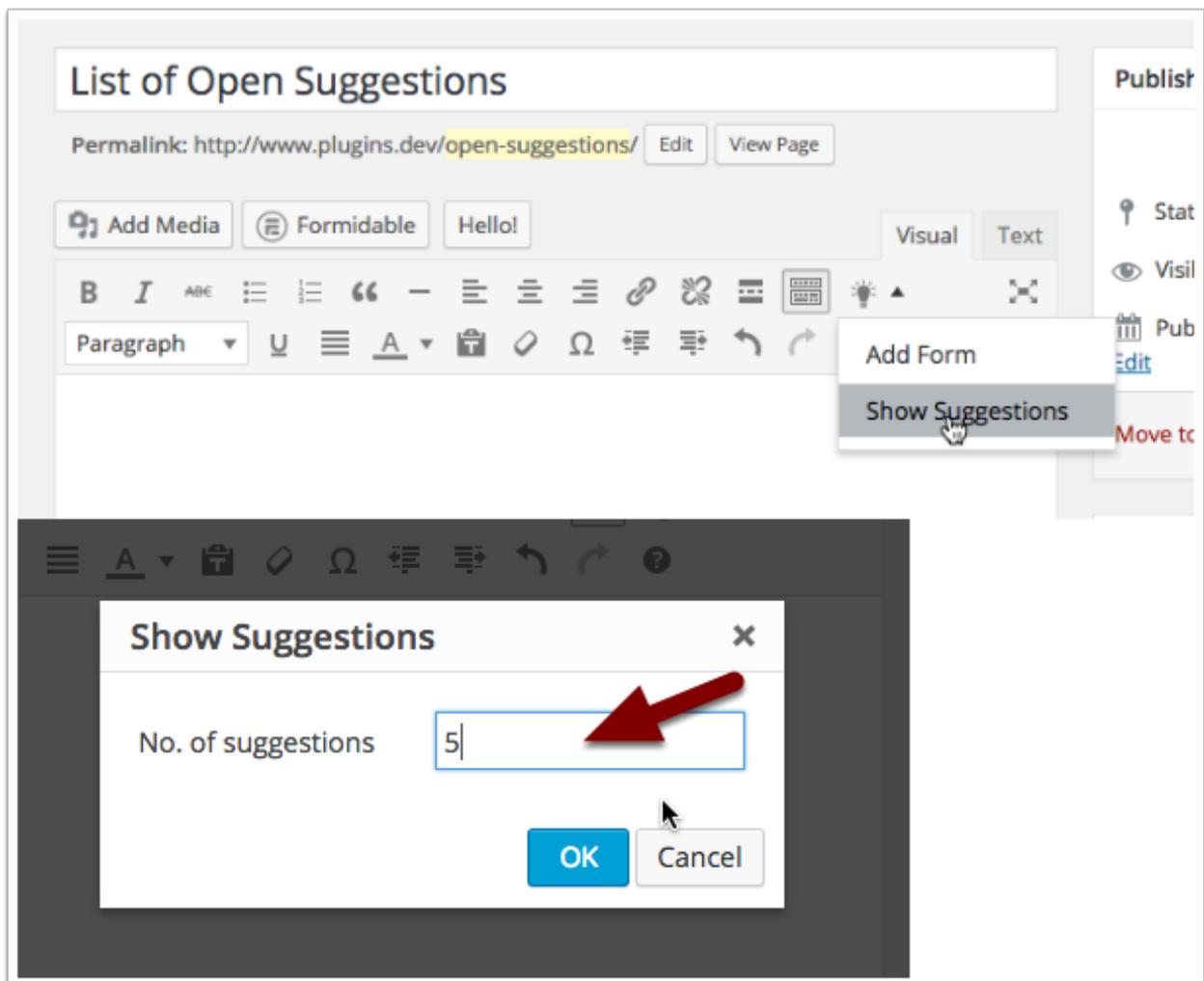
Suggestion Box User Guide

Displaying A List of Suggestions On A Page

If you have a lot of open suggestions, it might be a good idea to list all the open suggestions so people can vote for them. To do this, in any post or page, place the cursor where you want the list to appear.

Click on the Suggestion Boxes drop down. Next, click the Show Suggestions item.

A popup dialog box will appear asking how many suggestions you'd like to list. Enter a number and click OK.



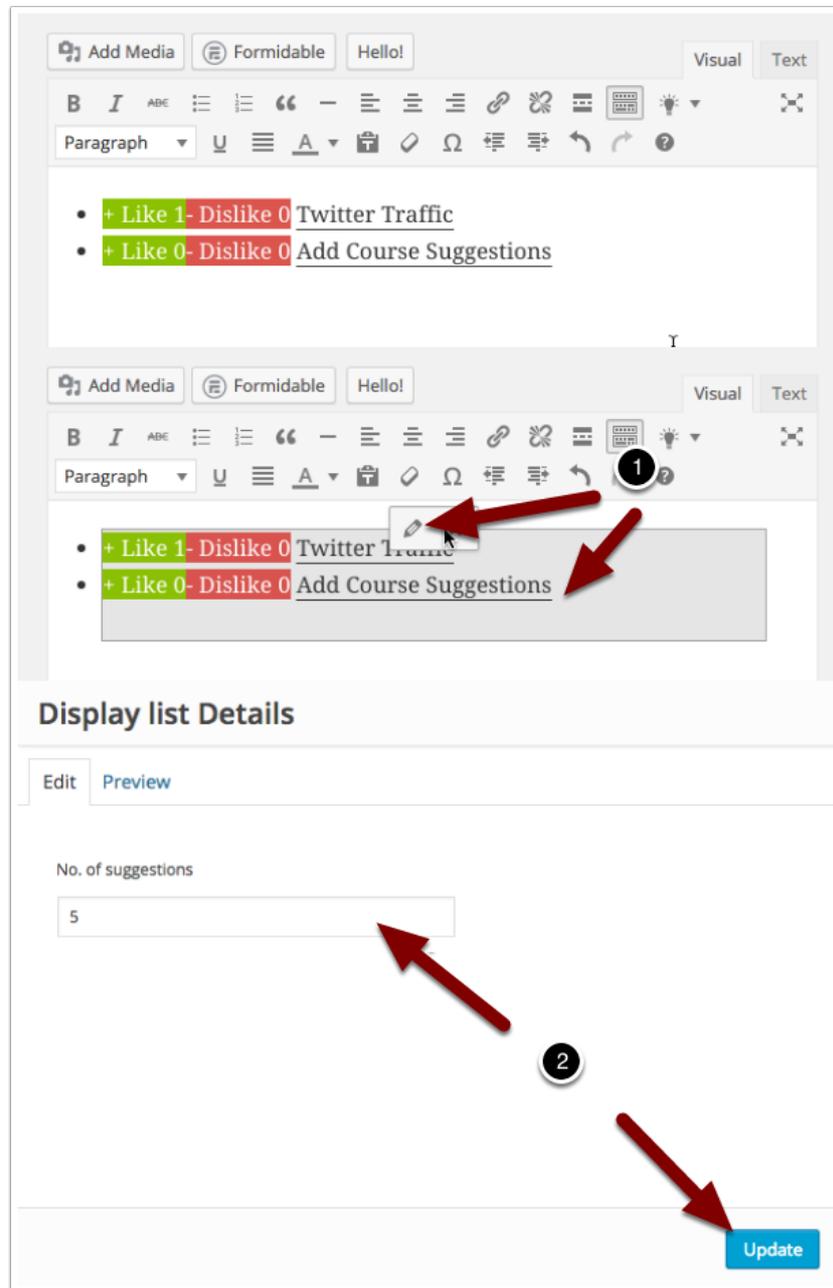
Suggestion Box User Guide

Suggestion List In Editor

The plugin will automatically pull the list of suggestions into the editor. This will probably look a little different once you publish and see it on the front end because the admin area does not use the front end theme. That's OK.

1. To edit the list, click it to select. The background will turn gray to indicate item is selected. Click the pencil icon on the top.
2. A new dialog will display where you can edit the number of suggestions and Update when done.

Suggestion Box User Guide



Example List of Suggestions

This is what the list of suggestion will look like to your visitors. Clicking the link for each suggestion will take them to the suggestion page with descriptions and voting options as well.

Suggestion Box User Guide

