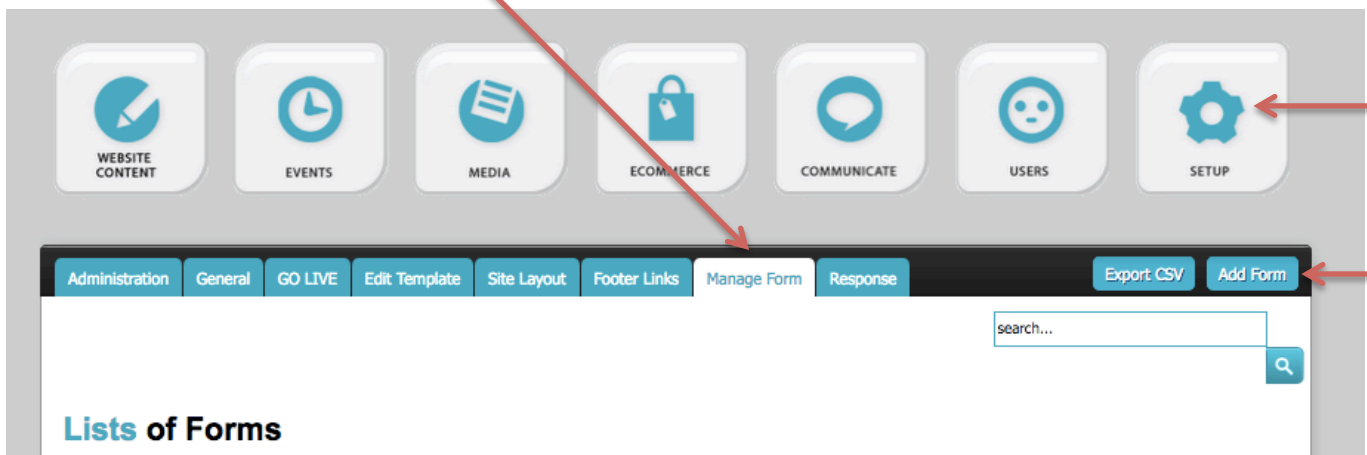


Creating a form on your site

With the 2018 Upgrade comes a new feature – a built in form creator! You can create as many forms as you like and the responses can be emailed to you as well as an archive kept on your site and/or exported to an excel spreadsheet!

Go to SET UP – Manage Forms – Add form



Fill out the required fields. If you wish to get email notifications to more than one email address, put a comma between addresses.

Add Form

Name

Description

Email To
Please Use comma(,) to multiple email address

Email Subject

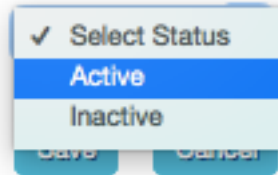
Submit Message

Select Status

Creating a form on your site

Select status to ACTIVE and hit SAVE.

Select Status



Click on the COG icon to populate your form.

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: Administration, General, GO LIVE, Edit Template, Site Layout, Footer Links, Manage Form, and Response. On the right of the navigation bar are buttons for "Export CSV" and "Add Form". Below the navigation bar is a search box labeled "search...". The main content area is titled "Lists of Forms". A green notification bar says "Data Successfully Saved". Below this is a table with the following columns: Name, Short Code, Responses, and Actions. The table contains one row: "Report an Absence" with short code "@@form-20@@" and 0 responses. In the Actions column for this row, there are four icons: a calendar, a pencil, a blue 'X', and a gear (cog) icon. A red arrow points from the top left towards the cog icon.

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