

PAGE DETAIL – INTERACTIVE FORMS

Once a page has been created, an Interactive Forms tool can be added to the page. This will allow you to build and maintain online forms and surveys. All responses will be captured in a database; this tool even has summary reporting tools.

ADDING AN INTERACTIVE FORMS TOOL TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Interactive Forms tool. Click the Detail link for this page. The Page Detail page will appear.

Main Body:

Add Tool to this page: after

- Calendar of Events
- Interactive Forms**
- Links
- Photo Gallery
- Profiles
- Resources/News
- Slide Show
- Text/Graphic Editor

- 3) Choose Interactive Forms from the tools drop-down box and click the Go button. An Add Form page will appear. (Note: This Interactive Forms detail item can be added to a page that already contains content.)

Add Interactive Form

* indicates a required field.

***Form Title:**

Email Address (optional):

The Submitted I-Form's information will be sent to the above email address if provided.

Active:

- 4) Enter the desired information in the supplied fields.
 - a. Form Title: This is a unique name that you wish to give to this form.
 - b. Email Address: When your Web site users fill out this form, this data will be captured in a database. In addition, this data can be emailed to the address entered in this field.
 - c. Active: Check this box to make the form active. If you want to keep the data in the database but no longer want to post the form, you can uncheck this box to make the form inactive for Web site users.
- 5) Click the Add button at the bottom of the page.
- 6) The Interactive Forms detail page will result.

Main Body:

Add Tool to this page: after

1. Interactive Forms

1. Information Request Form

[Add Item](#) [Update Form's General Information](#)

There are no items on record for this iform.

[Submitted I-Forms](#) [Preview](#) [Delete](#)

ADDING QUESTIONS / ITEMS TO A FORM

- 1) Click the “Add Item” link at the top of the page. The New I-Form Item page will appear. You will build your survey or form one question at a time. You will need to repeat the steps below for each question.

New I-Form Item: Information Request Form

Choose 1 of the following item choices below.

Text:
Type in the text below

-OR-

Label & Text Box
Short Answer. Type in the text box's label below.
Size of Text Box:
Example:

Is an answer required? Yes No

-OR-

Label & Text Area
Long Answer. Type in the text area's label below.
Size of Text Area: rows, columns
Example:

Is an answer required? Yes No

-OR-

Label & Radio Buttons
Type in the radio buttons' label below.
Type in the options below. User can choose **ONLY 1** from that list.

-OR-

...

- 2) Choose the type of question for this item. You will only be able to choose one at a time. Your choices are outlined below.
 - a. Text: Use this option for directions or any other text that does not require data entry from the user.
 - i. Scroll to the bottom of this page to enter the directions or desired text in the main editor.
 - b. Label & Text Box: Use this option to request text that can fit into one line.
 - i. You would use this option for asking for a user's Full Name, Telephone Number, or anything else that could fit in one line.

- ii. Choose the Size of Text Box: You can use this to appropriately size the text box.
 - iii. Choose whether this question is optional or requires an answer.
 - iv. Scroll to the bottom of this page to enter the text box's desired label in the main editor.
 - c. Label & Text Area: Use this option to request text that requires several lines for text.
 - i. You would use this option for asking for a user's comments, description or anything else that requires more than one line.
 - ii. Choose the Size of Text Area: You can use this to appropriately size the text area.
 - iii. Choose whether this question is optional or requires an answer.
 - iv. Scroll to the bottom of this page to enter the text area's desired label in the main editor.
 - d. Label & Radio Buttons: Use this option to create a multiple choice question where users can select only one answer.
 - i. You would use this option for asking users to select one choice from a list.
 - ii. Scroll to the bottom of this page to enter the radio button's desired label in the main editor.
 - iii. Scroll to the bottom of this page to enter the radio button's possible options.
 - e. Label & Check Boxes: Use this option to create a multiple choice question where users can select more than one answer.
 - i. You would use this option for asking users to select all that apply from a list.
 - ii. Scroll to the bottom of this page to enter the Check Box's desired label in the main editor.
 - iii. Scroll to the bottom of this page to enter the Check Box's possible options.
 - f. Drop Down / List Box: Use this option to create a multiple choice question where users can select from a drop-down box.
 - i. You would use this option for asking users to select all that apply from a list OR one item from a list.
 - ii. Choose the Size of Box: You can use this to appropriately size the drop down / list box.
 - iii. Scroll to the bottom of this page to enter the Drop Down's desired label in the main editor.
 - iv. Scroll to the bottom of this page to enter the Drop Down's possible options.
- 3) Once you choose your question type, enter in your label in the editor and enter your options (where applicable), click the Add button at the bottom of the page.

- 4) Repeat steps 1-3 for each question / item to be added to your Interactive Form.

UPDATING AN INTERACTIVE FORM / ACCESSING YOUR DATA:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to edit the Interactive Forms tool. Click the Detail link for this page.
- 3) Locate the Interactive Forms Detail item.

1. Interactive Forms

1. Mike's Test Survey

[Add Item](#) [Update Form's General Information](#)

Item	Type	Insert Before	Up	Down	Update	Delete
This is a text item. This is the option used when giving directions or any other explanation that does NOT require any user data entry.	Text	Insert Before		Down	Update	Delete
Enter your full name:	Text Box	Insert Before	Up	Down	Update	Delete
Comments:	Text Area	Insert Before	Up	Down	Update	Delete
What do you like best about Science class?	Radio Buttons	Insert Before	Up	Down	Update	Delete
Select all the topics that interest you (select as many as you like).	Check Boxes	Insert Before	Up	Down	Update	Delete
Choose your favorite color.	Drop Down/List Box	Insert Before	Up		Update	Delete

[Submitted I-Forms](#) [Preview](#) [Delete](#)

- 5) Links within the table include:
 - a. Insert Before: Click on this link to add a new I-Form Item and have it appear directly before this I-form item in the list.
 - b. Up / Down: Click on these links to reorder the I-Form items.
 - c. Update: Click on this link to change the I-Form Item's question type, question label and/or question options.
 - d. Delete: Click on this link to delete the I-Form item from the list.
- 6) Links related to the entire Links tool include: (below the table)
 - a. Update Form's General Information: Click on this link to change the form name, notification email and/or active/inactive status.
 - b. Submitted I-Forms: Click on this link to view submitted I-Forms, view summary reports for the submitted data or to download your data.
 - c. Preview: Click on this link to open the user side of this page. This is helpful for verifying your work.
 - d. Delete: Click on this link to delete **the entire Interactive Forms tool, not just an individual I-Form item.** Do not click this link unless you are trying to clean off the page.