

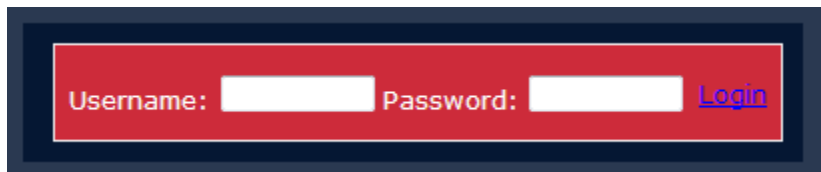
www.FormThis.com

Online Form Designer – Getting Started Tutorial

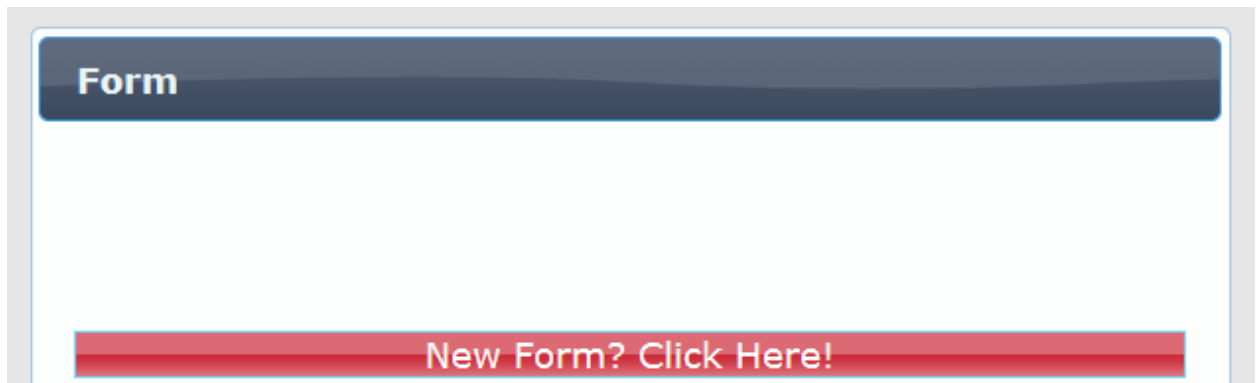
1. If you haven't signed up, click the **Sign Up. It's Free!** hyperlink on the Home Page.



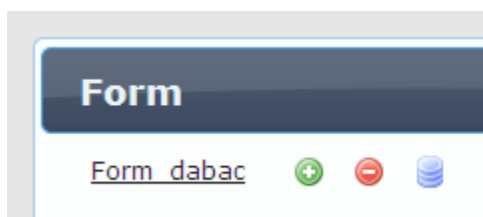
2. Once registered, **Login** from the home page.



3. The **Form** dialog appears.
4. If this is your first time using the designer, click the **New Form** bar.



5. A generic Form Name is created. **Click** the Form Name. The Online Form Designer loads in the background.

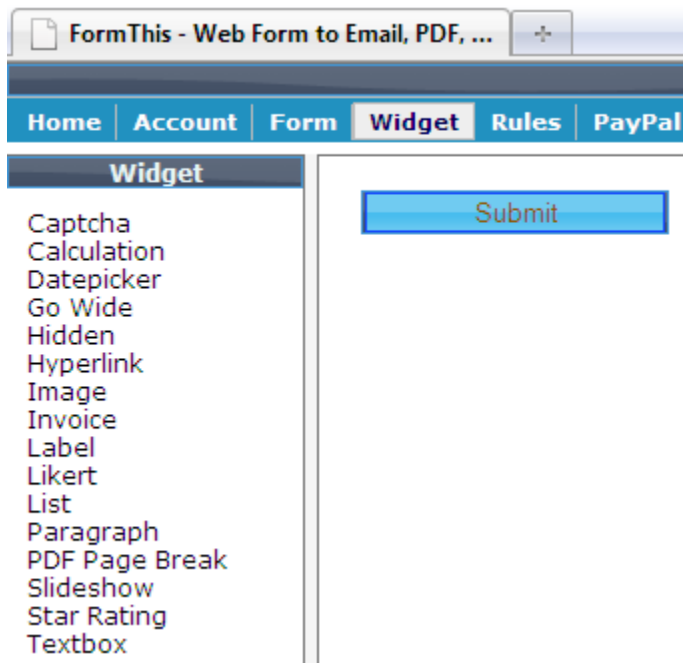



6. The designer is comprised of panes to the **North, East** and **West**. The Northern pane contains the main menus (**Form, Template, Widget, Theme, Publish, Results**, etc). **Help** appears in the **Eastern pane**. Depending on what you are working on, the Eastern pane updates automatically to provide assistance. Notice that when you closed the Form dialog the Eastern pane slid open to display Add Widget instructions.

- Click the **Widget tab** in the **Northern pane**.

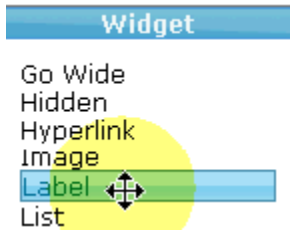


7. The **Western pane** slides into view to display the list of Widgets.

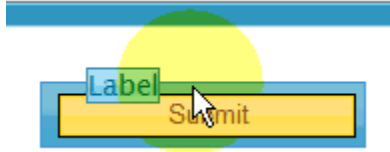


8. Move your mouse pointer over the **Label** widget. The cursor changes to a  **Drag & Drop** icon. **Click** the Label, hold the left mouse button down and **drag and drop** it on the **Submit button**. The designer may display a Loading message while it saves the position of the Label.

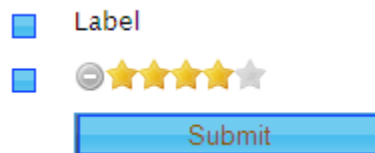
Drag...




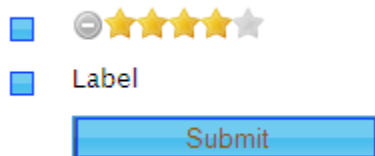
Drop...






9. Once you have one widget on the Form, drop others on any other widget. New widgets are placed at the bottom of the Form. **Drag & Drop a Star Rating** widget on to the Form. Your Form should now look like this.



10. **Widgets** in the Form design **can move up or down**. To the left of each Widget is a **cube**. Move your mouse pointer over a cube to display a  Drag & Drop icon. **Click the Star Rating cube** and drag the widget above the Label and drop it. The Star Rating widget is above the Label.



11. Move your mouse pointer over a Widget. Notice how a **border** appears around the **Widget** and three small icons appear to the right. The **icons** allow you to  **Edit**,  **Copy** or  **Delete** a widget.



12. Click the **Edit** icon (the pencil) to load the **Edit Label** dialog. Notice how the designer automatically configures the design interface to provide maximum work space. The Widgets slid out of view and the Eastern pane **automatically** loads **Label Help**.
13. In the Caption textbox enter **Please rate my web site. Thank-you!** Click **Save Changes**. The Edit Label dialog automatically closes and the Label is updated.

Edit Label [X]

[Save Changes](#)

Caption:

Underline:

Alignment:

Font Size:

Style:

Horizontal Line:

Line Style:

Space:

14. Your Web Form should now look like this...

[Star Rating: 5 yellow stars, 1 grey star]

Please rate my web site. Thank-you!

15. Click the Publish tab in the Northern pane.

FormThis - Web Form to Email, PDF, ...

Home Account Form Widget Rules PayPal **Publish**

[Star Rating: 5 yellow stars, 1 grey star]

Please rate my web site. Thank-you!

16. The Publish Settings dialog opens. The Eastern pane automatically loads Publish Help.

Publish Settings ×

1 / 2 [Next »](#) [Save Changes](#) [Preview](#)

Form Name:

PDF: ▾

Redirect URL:

Expiry Date:

Email Address:

17. Update the **Form Name** textbox to **Rating**. Change the **PDF** option to **No**. Enter your **Email Address** in the provided textbox. Click **Save Changes** to update your Web Form.

Publish Settings ×

1 / 2 [Next »](#) [Save Changes](#) [Preview](#)

Form Name:

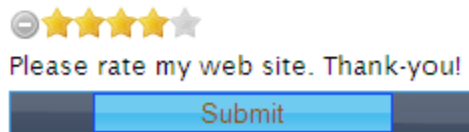
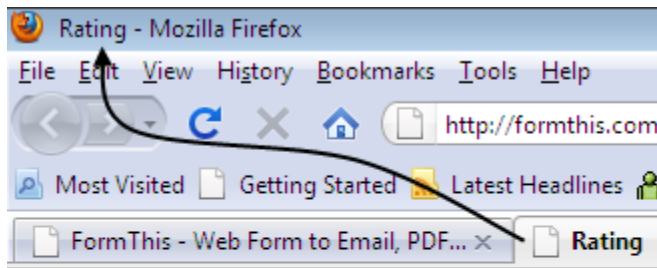
PDF: ▾

Redirect URL:

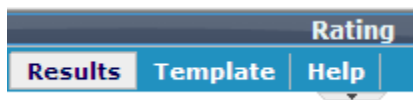
Expiry Date:

Email Address:

18. Click **Preview**. Your Web Form opens in a new browser window. The Form Name appears in the Browser Caption and Tab.



19. Copy the **URL** in your browser and **paste it into an Email** addressed to you.
20. **Send the email** and on receipt of the email, **click the link** to test your Web Form.
21. Click the **Submit** button in your Web Form.
22. **Results are sent to your Email Address** as an attached **Excel** spreadsheet. **Download** the file to your personal computer and then open it with Excel. Results are also **stored online** in the **FormThis Data Manager**.
23. Return to the Online Form Designer and if the **Publish** dialog is open, **close** it.
24. Results are stored in the **FormThis Data Manager**. Click the **Results** tab.



25. The **Data Manager** will load into to a new Browser window. Example:

FormThis Data Manager

[Home](#) [Logout](#)

Export Dashboard Help

Results Export Delete

Forms:

Form URL	Form Name	Form Expires	Form Email	Form Create Date
05ad9a4ec6	Rating	04/10/2011 12:00:00 AM	noreply@formthis.com	04/10/2010

Statistics:

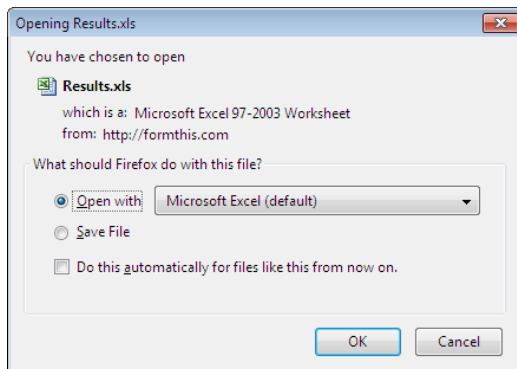
Form URL	Hits	Submits	Mon	Tue	Wed	Thu	Fri	Sat	Sun	0s-30s	30s-2mn	2mn-5mn	IE	FireFox	Windows	Apple
05ad9a4ec6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Results:

Form URL	Field Control	Field Caption	Field Value	IP Address	Create Date
05ad9a4ec6	Star_Rating	Star Rating	5/5	192.168.1.1	04/10/2010
05ad9a4ec6	Label	Please rate my web site. Thank-you!	Please rate my web site. Thank-you!	192.168.1.1	04/10/2010

26. The **Data Manager** has no limits to the amount of records it will store on your behalf. If you are working with the **Free Plan** the only limitation is the number of records you can Export at a time. The Free plan is limited to an Export of **100** Records. To extract records select **Results** from the drop down list. Click the **Export** button to download the Results

27. If you are using the **FireFox** browser you may see a similar dialog as shown below. Click the **Save File** radio button. Then click **OK** to download the **Results.xls** file to your Computer.



28. **Double-click** the file to open in **Excel**. Note that you must own a licensed copy of Microsoft Excel or another application that can read Excel files.

29. **Congratulations!** You have just created your first Web Form!

30. This concludes the **Getting Started Tutorial**. For more information about the FormThis Data Manager read the following...

If you are working with the **Gold** plan, **Statistics** are available for each Web Form. Statistics are recorded automatically while the Customer is interacting with the Form. In the screenshot above, **the Statistics grid displays a select number of Fields available**. When you export the Statistics (available from the drop down list) the following appears in **Statistics.xls**:

- **Hits** – Is the number of clicks made by a user on the Form. A click could be recorded when a textbox is selected, or a click anywhere on the Form.
- **Submits** – is the number of clicks on the **Submit** button. A click could be recorded if a Form has not been validated (a required field must be validated before a user can Submit a Web Form).
- **Days of the Week** – A Submit is **recorded on the day of the week it occurred** (Mon, Tue, Wed, Thu, Fri, Sat or Sunday).
- **Hour of the Day** – A Submit is **recorded in the Hour of which it occurred**. An Hour is represented as **Military Time** (1 to 24, where 1 is 1AM, 13 is 1PM, etc.).
- **Month of the Year** – A Submit is **recorded in the Month of which it occurred** (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec).
- **Duration** – When the Web Form first loads a **Timer** starts. **Between the Start Time** and the time of the Submit of a Web Form, **this range of time is recorded**. For example if the user spent 20 seconds filling out the Form the Submit is recorded in the **0s – 30s** field (zero to 30 seconds).
 - There are also fields to capture a Duration of:
 - **0s – 30s**
 - **30s-2min** (30 seconds to 2 minutes)
 - **2mn-5mn**
 - **5mn-15mn** (5 minutes to 15 minutes)
 - **15mn – 30mn**
 - **30mn – 1h**
 - **1h+ (1 Hour Plus)**
- **Browser** – The Browser is detected and a Submit is **recorded** in the appropriate field. There are fields for **Microsoft Internet Explorer (IE), FireFox, Google Chrome, Opera** and **Safari**.
- **Operating System** – The Operating System is detected and a Submit is recorded in the appropriate field (Windows, Apple/Macintosh, Linux).