

Create a New Form - Cheat Sheet

Create a New Form Home Page

Build a Form

You can create and build a custom form adding your specific requirements.

Form Templates

You can choose a variety of form templates from our library.

Use a template as it is or customise to your own requirements.

Go

From the pull down you have the option to preview the form or customise it to your requirements.

Cancel

Cancel creating a form.

New Form from File

Here you can import a pre-existing form.

Edit Template

You can edit any pre-loaded template and customise to your requirements.

Add Component to Form

Add a selection of components to your form.

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Cancel
Cancel creating the form.

Actions
From the pull down select a relevant action.

Preview
Preview your form before sending.

Save
Save your form to the system.

Actions Menu:

- Theme
- Message Text
- Due And Reminder Options
- Download Definition
- Save As new Template

Form Preview:

Form from: Eduspot Academy

Regarding Mrs Example Teacher

Please input test results

For advice on how to use your test please visit <http://www.gov.uk/covid19-self-test-help>

Date of Test
10/03/2021

Time of Test
12:43

Test strip ID
e.g. ABC123456789

Please take a photo of the test strip

Choose file No file chosen