

Forms - Cheat Sheet

Forms Home Page

School Settings

Account setup, sync your data, view documents and resources.

Reports

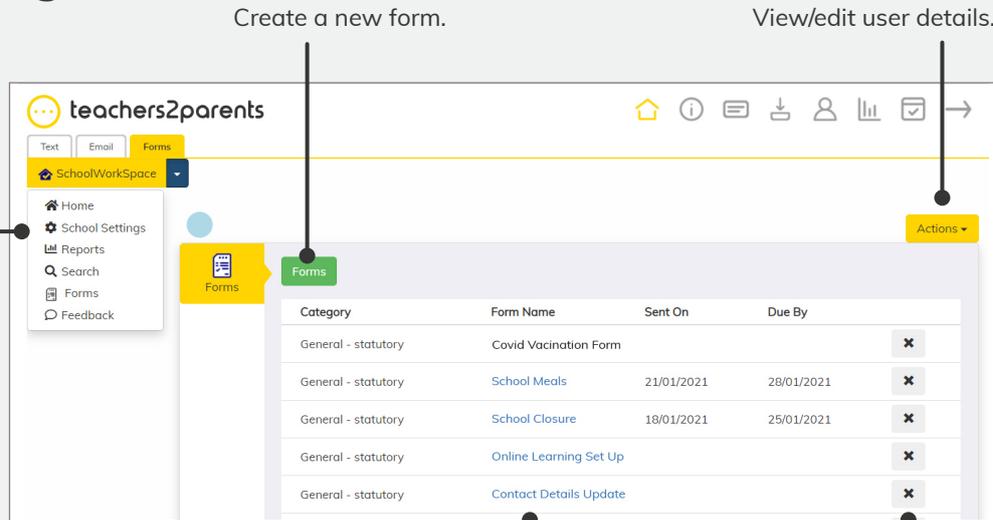
View form reports, sent by month, category and user logins.

Search

Search for contacts or groups, add notes/comments and view forms that have been sent.

Feedback

Send feedback to help make T2P Forms better.



Create a new form.

View/edit user details.

Existing forms are displayed and can be selected by clicking on the **Form Name** in blue.

Delete a form.

Forms / Slips / Surveys

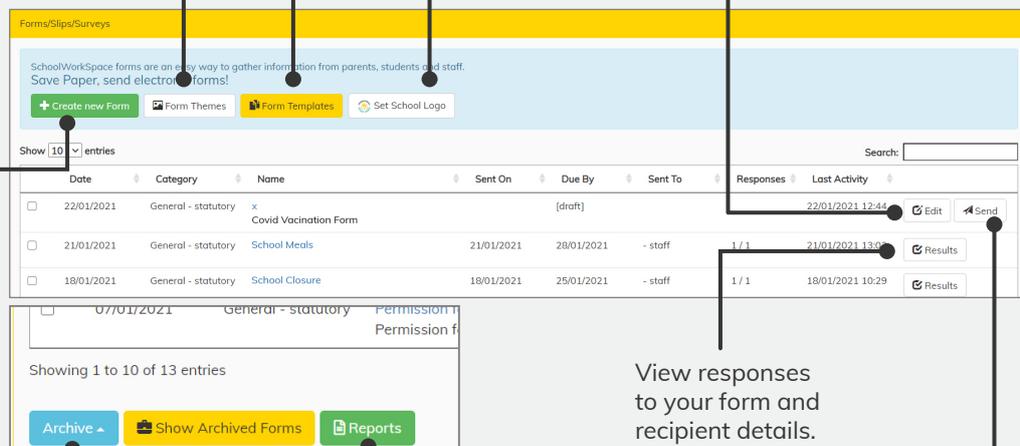
Form Templates allow you to define the structure of a standard form so you can easily send forms.

Upload your school logo.

Edit an existing form name, category or recipient group. Add attachments and amend form components.

Choose a background for your form, this could be your school branding.

Select **Create New Form** to start a new form.



Archive form and search archived forms.

Search forms by month, category or user.

View login and usage.

View responses to your form and recipient details.

Send form: select a date range, recipient group and allow responses.