

# Designing a Form

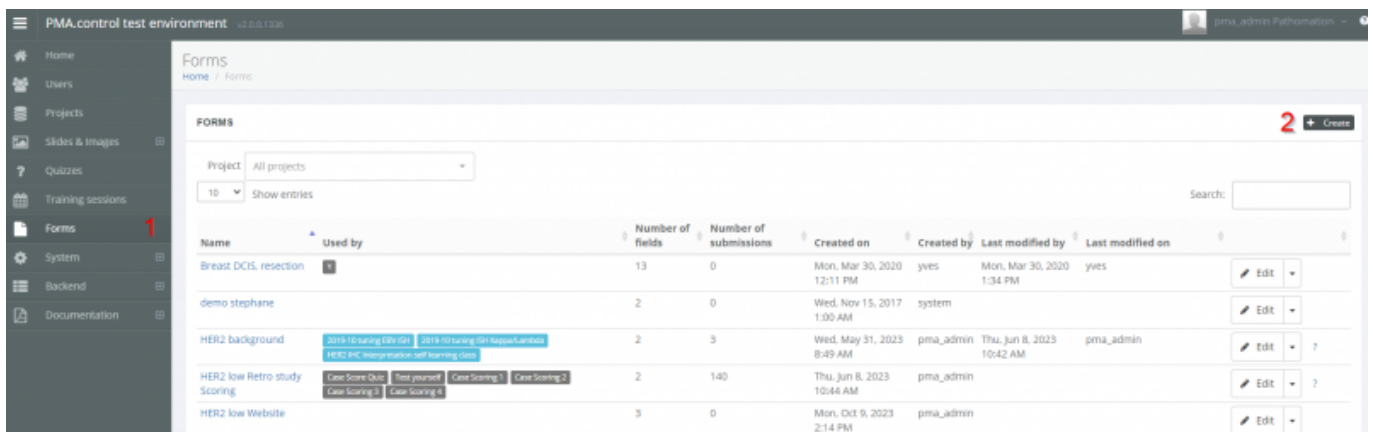
Forms are the way to collect data from your Users, whether it's an examination, gathering a consensus score for a WSI, or feedback on course content.

## Form Management

To manage forms (if you are in a role with permission to manage them) you navigate to (1) in the sidebar.

Here you are presented with an overview of existing forms including what projects they are included in, how many fields they have, and how many times they have been submitted.

You can also create new forms by hitting 'create' (2).

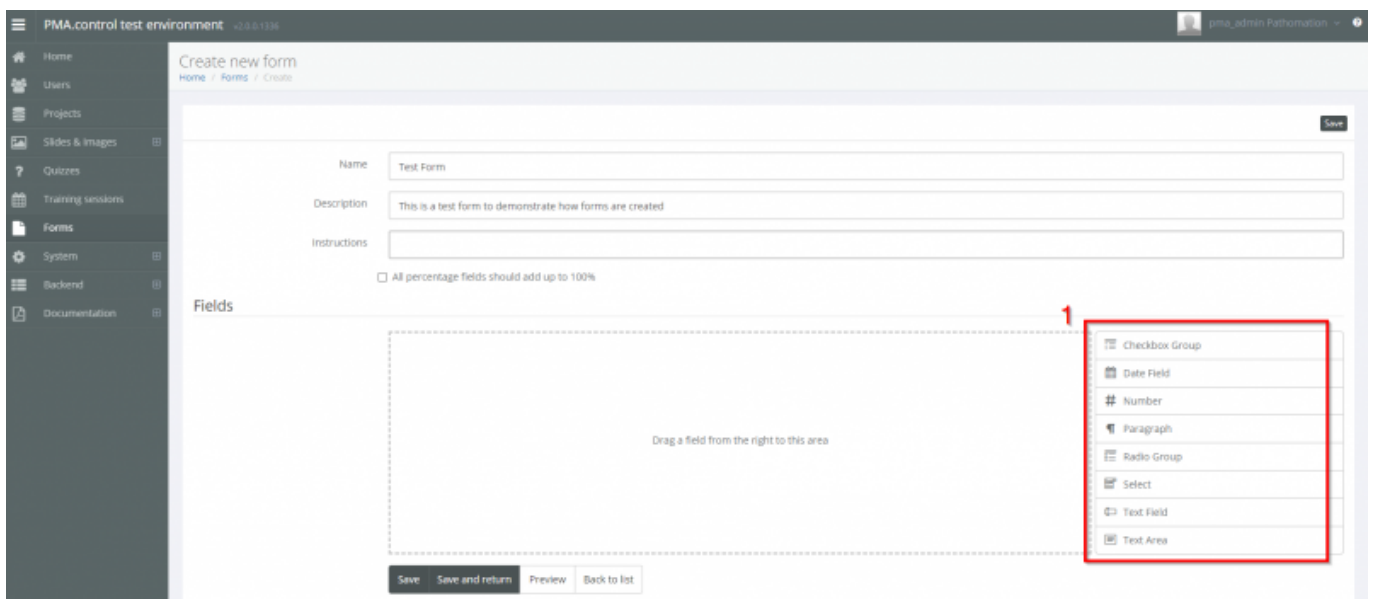


## Form Creation

After pressing create, you will be taken to the form creation screen.

Here you can fill in the name, description and instructions for the form.

You can click on or drag any field type (1) into the Form Builder area to get started.



In the image below, a Checkbox Group (aka multiple choice) field has been selected. You can see

there are icons to

- 1. Delete
- 2. Edit
- 3. Copy

the field you've just added. Lets hit (2) to edit

You can fill out the question title and put in multiple entry options for the users to check, indicating which option(s) is/are correct with the blue check mark.

#### Fields

When you're finished adding content, hit preview to check everything works as you expected, and finally hit save in the top right hand corner.

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