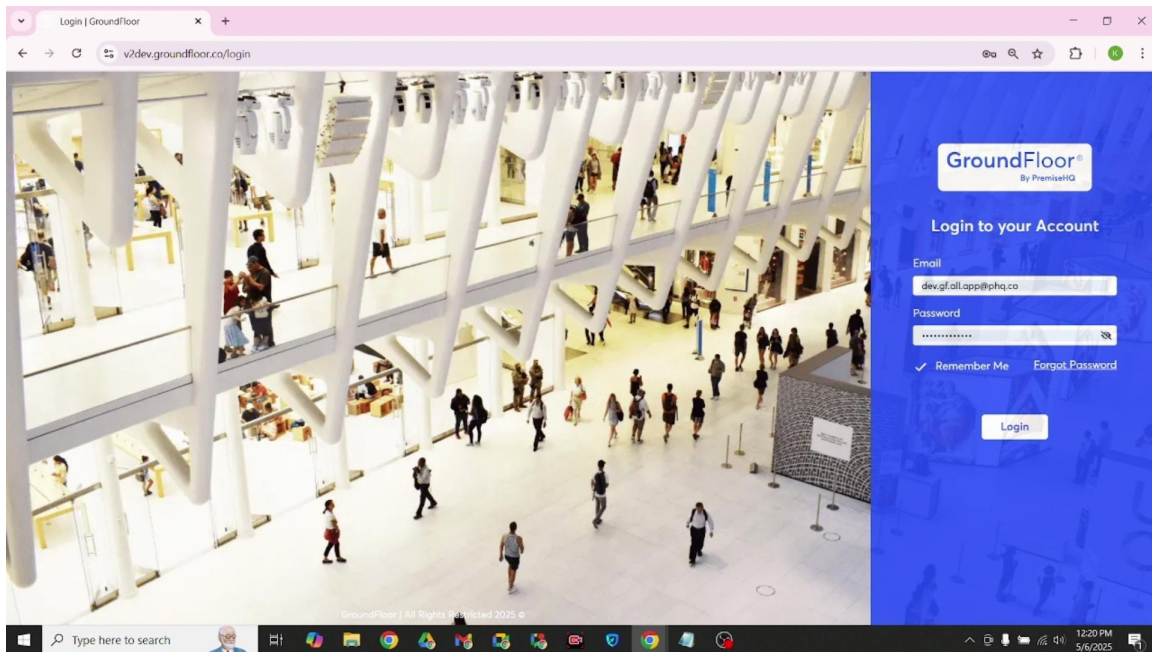


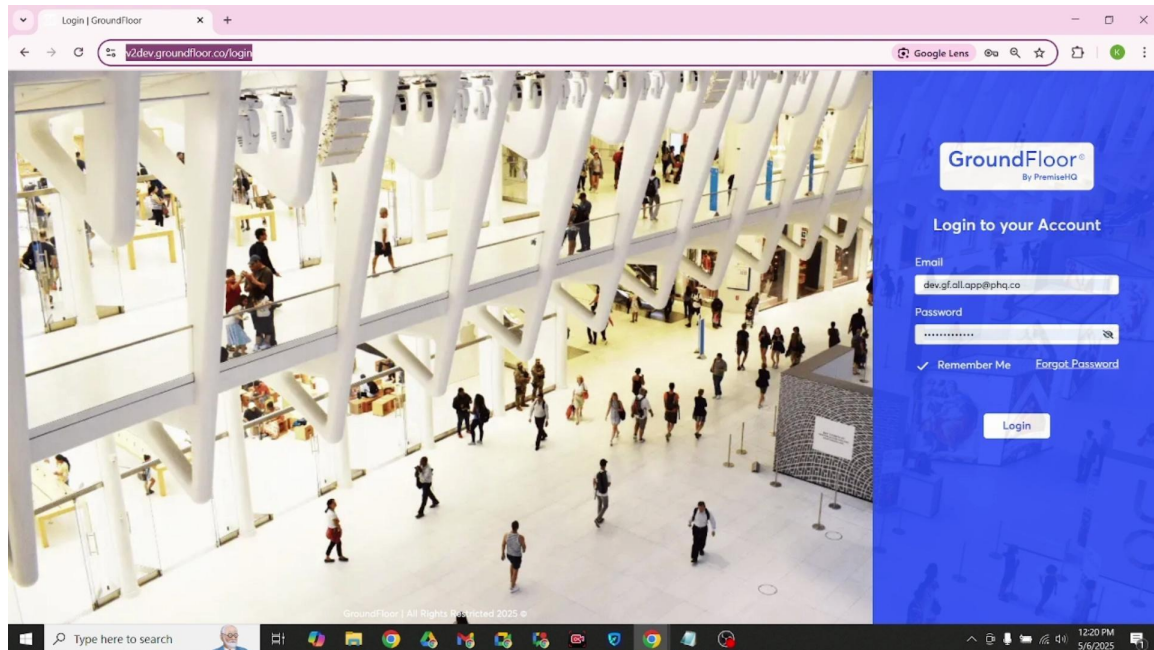
A form is a customizable tool for collecting information from users, such as surveys, data entry, or feedback. In this platform, each form can be versioned, customized, themed, and set to different statuses like 'Live' or 'Offline'.

Step 1: Logging In

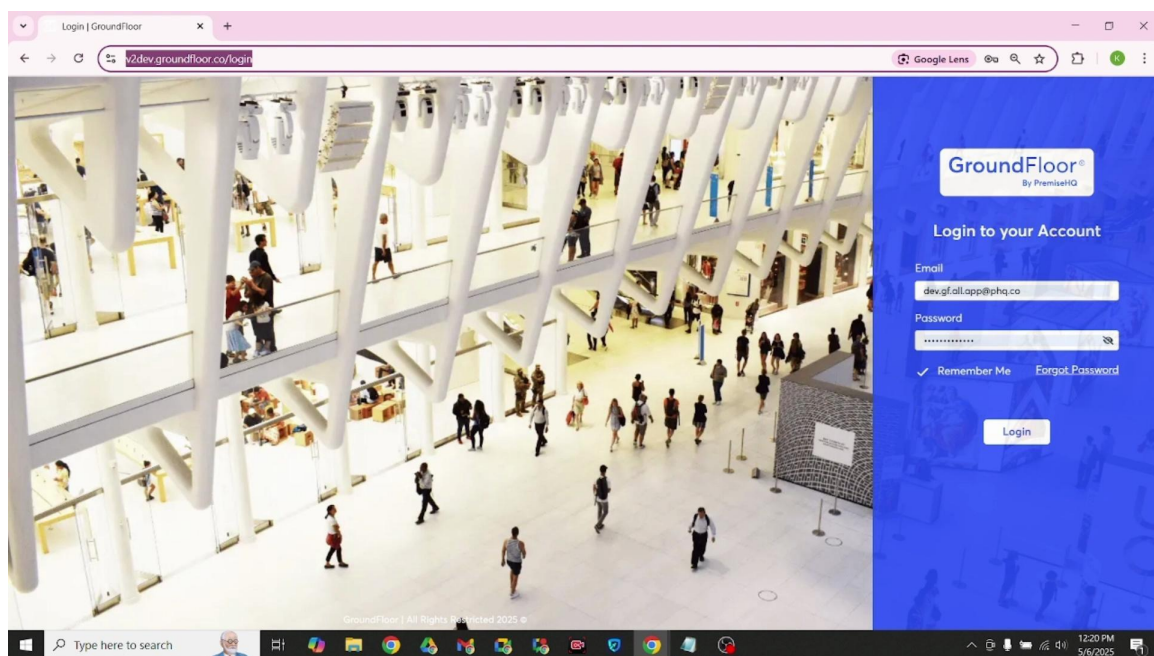
1. Navigate to the login page using the provided URL.



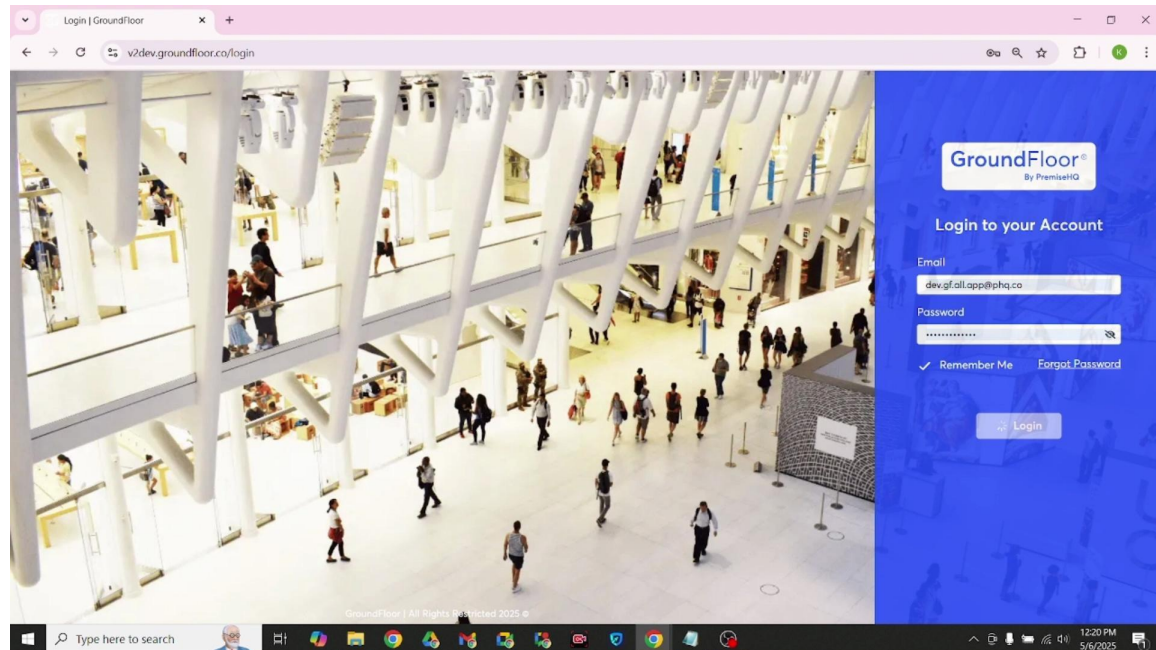
2. Enter your valid email address in the Email field.



3. Enter your password in the Password field.



4. Click the "Login" button.



Manage Forms Page Overview

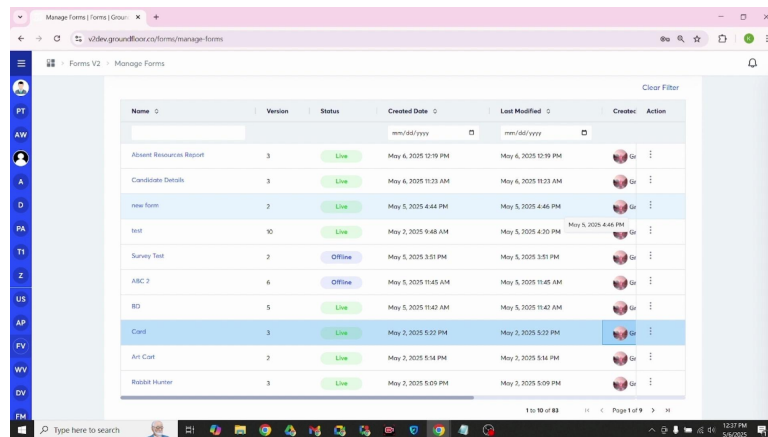
After logging in, you will land on the "Manage Forms" page. This page displays a list of all existing forms.

Name	Version	Status	Created Date	Last Modified	Actions
Assess Resources Report	3	Live	May 5, 2025 12:18 PM	May 6, 2025 11:21 PM	[Edit] [Delete]
Candidate Details	3	Live	May 6, 2025 11:23 AM	May 6, 2025 11:23 AM	[Edit] [Delete]
New Form	2	Live	May 5, 2025 4:44 PM	May 5, 2025 4:46 PM	[Edit] [Delete]
test	10	Live	May 2, 2025 9:48 AM	May 5, 2025 4:30 PM	[Edit] [Delete]
Survey Test	2	Offline	May 5, 2025 2:31 PM	May 5, 2025 2:31 PM	[Edit] [Delete]
ABC 2	6	Offline	May 5, 2025 11:45 AM	May 5, 2025 11:45 AM	[Edit] [Delete]
BD	5	Live	May 5, 2025 11:42 AM	May 5, 2025 11:42 AM	[Edit] [Delete]
Card	3	Live	May 2, 2025 5:22 PM	May 2, 2025 5:22 PM	[Edit] [Delete]
Art Cart	2	Live	May 2, 2025 5:14 PM	May 2, 2025 5:14 PM	[Edit] [Delete]

Each row represents a form and shows key details:

- Name: The title of the form.
- Version: The current version number of the form.
- Status: Indicates if the form is 'Live' or 'Offline'.
- Created Date: The date and time the form was created.

- Last Modified: The date and time the form was last updated.
- Created By: The user who created the form.
- Updated By: The user who last updated the form.
- Action: A button with a dropdown menu for various form operations.

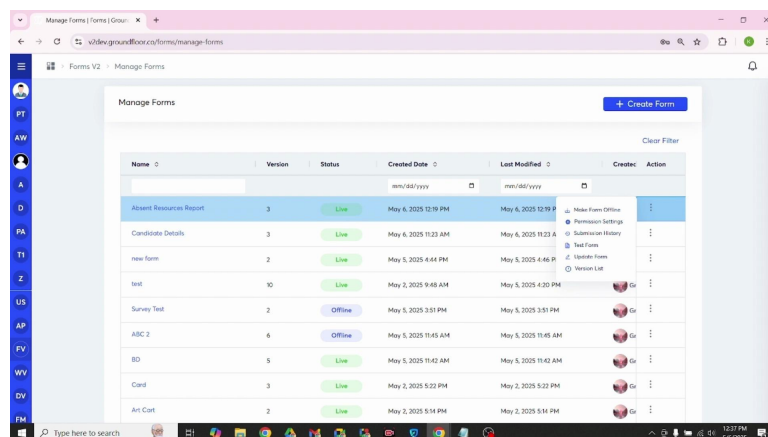


The screenshot shows a web browser window with the URL 'shdev.groundfloor.ca/forms/manage-forms'. The page title is 'Manage Forms'. On the left is a vertical sidebar with a list of user initials: PT, AW, A, D, PA, TI, Z, US, AP, FV, WV, DV, FM. The main content area displays a table of forms. The table has columns: Name, Version, Status, Created Date, Last Modified, Created, and Action. The 'Status' column uses color-coded labels: 'Live' in green and 'Offline' in blue. The 'Action' column contains a dropdown menu icon. The table lists several forms, including 'Absent Resource Report', 'Candidate Details', 'new form', 'test', 'Survey Test', 'ABC 2', 'BD', 'Card', 'Art Cart', and 'Rabbit Hunter'.

Name	Version	Status	Created Date	Last Modified	Created	Action
Absent Resource Report	3	Live	May 6, 2025 12:19 PM	May 6, 2025 12:19 PM	Gr	⋮
Candidate Details	3	Live	May 6, 2025 11:23 AM	May 6, 2025 11:23 AM	Gr	⋮
new form	2	Live	May 5, 2025 4:44 PM	May 5, 2025 4:46 PM	Gr	⋮
test	10	Live	May 2, 2025 9:48 AM	May 5, 2025 4:30 PM	May 5, 2025 4:46 PM	Gr
Survey Test	2	Offline	May 5, 2025 3:51 PM	May 5, 2025 3:51 PM	Gr	⋮
ABC 2	6	Offline	May 5, 2025 11:45 AM	May 5, 2025 11:45 AM	Gr	⋮
BD	5	Live	May 5, 2025 11:42 AM	May 5, 2025 11:42 AM	Gr	⋮
Card	3	Live	May 2, 2025 5:22 PM	May 2, 2025 5:22 PM	Gr	⋮
Art Cart	2	Live	May 2, 2025 5:14 PM	May 2, 2025 5:14 PM	Gr	⋮
Rabbit Hunter	3	Live	May 2, 2025 5:09 PM	May 2, 2025 5:09 PM	Gr	⋮

The Action button provides options to:

- Make Form Offline/Online
- Access Permission Settings
- View Submission History
- Test Form
- Update Form
- View Version List

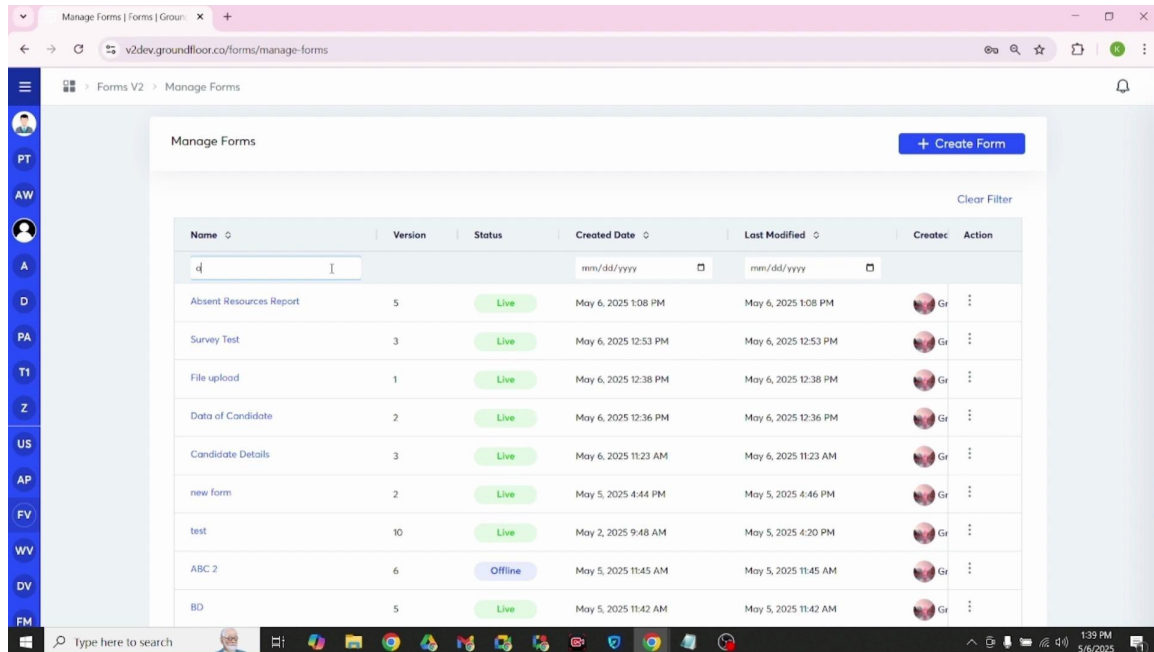


This screenshot is similar to the previous one, but the 'Action' dropdown menu for the 'Card' form is open, revealing a list of options: 'Make Form Offline', 'Permission Settings', 'Submission History', 'Test Form', 'Update Form', and 'Version List'. The 'Status' of the 'Card' form is 'Live'.

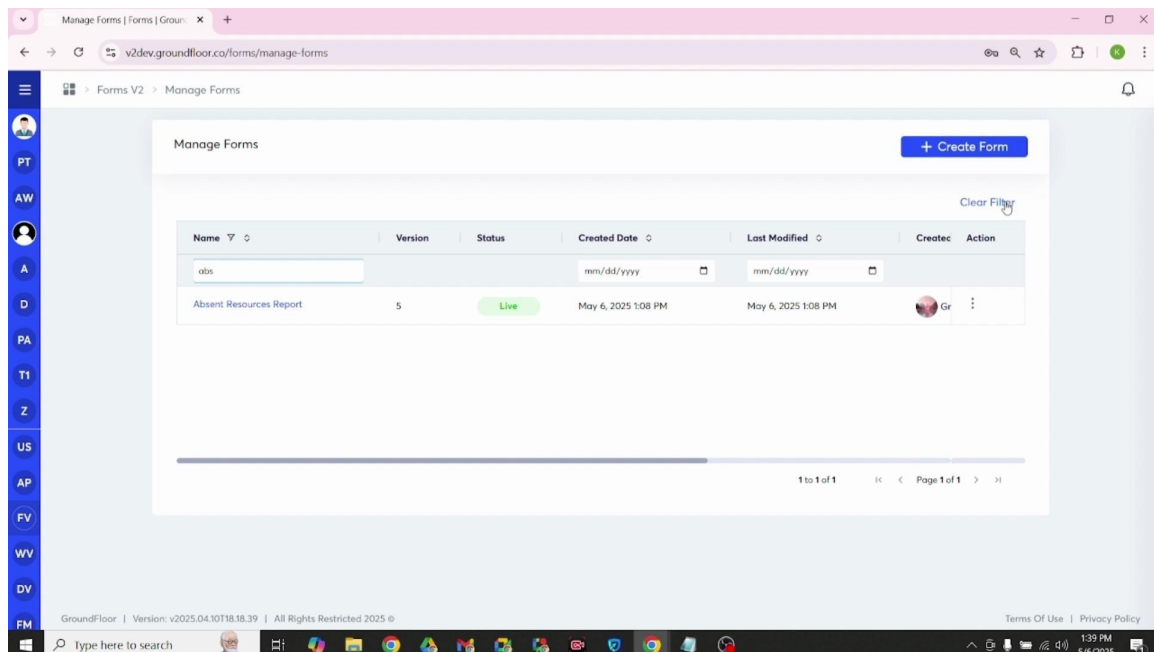
Name	Version	Status	Created Date	Last Modified	Created	Action
Absent Resource Report	3	Live	May 6, 2025 12:19 PM	May 6, 2025 12:19 PM	Gr	⋮
Candidate Details	3	Live	May 6, 2025 11:23 AM	May 6, 2025 11:23 AM	Gr	⋮
new form	2	Live	May 5, 2025 4:44 PM	May 5, 2025 4:46 PM	Gr	⋮
test	10	Live	May 2, 2025 9:48 AM	May 5, 2025 4:30 PM	May 5, 2025 4:46 PM	Gr
Survey Test	2	Offline	May 5, 2025 3:51 PM	May 5, 2025 3:51 PM	Gr	⋮
ABC 2	6	Offline	May 5, 2025 11:45 AM	May 5, 2025 11:45 AM	Gr	⋮
BD	5	Live	May 5, 2025 11:42 AM	May 5, 2025 11:42 AM	Gr	⋮
Card	3	Live	May 2, 2025 5:22 PM	May 2, 2025 5:22 PM	Gr	⋮
Art Cart	2	Live	May 2, 2025 5:14 PM	May 2, 2025 5:14 PM	Gr	⋮

Step 1: Filtering and Searching Forms

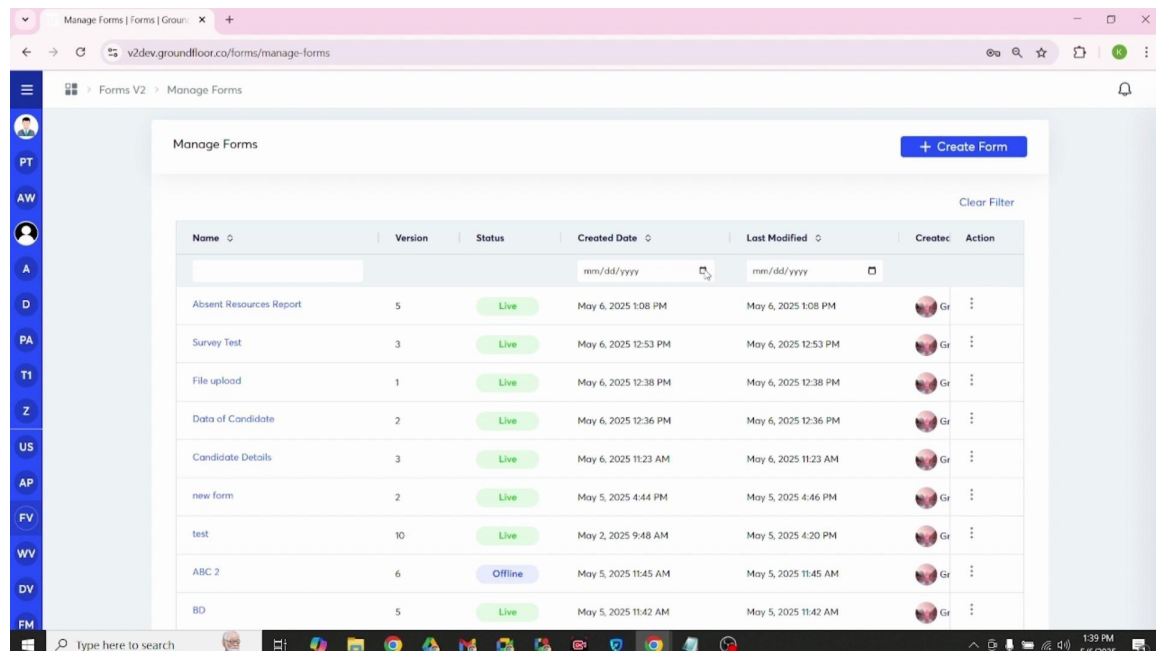
- To search for a specific form, type its name into the search field under the "Name" column.



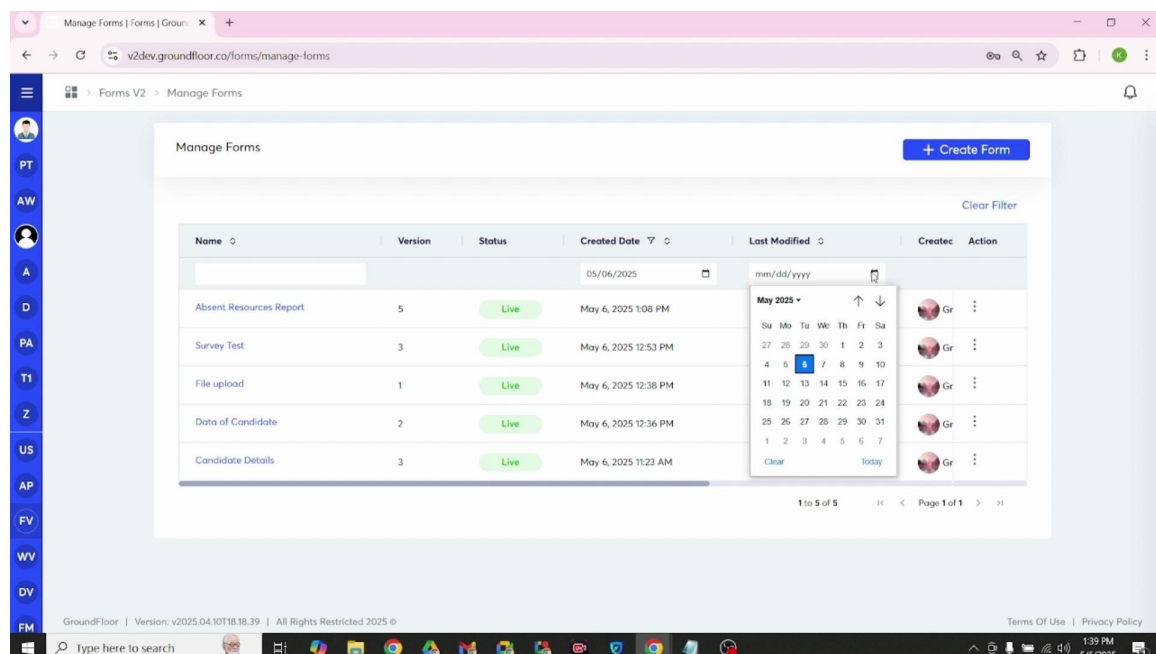
- To clear all applied filters and search queries, click the "Clear Filter" button.



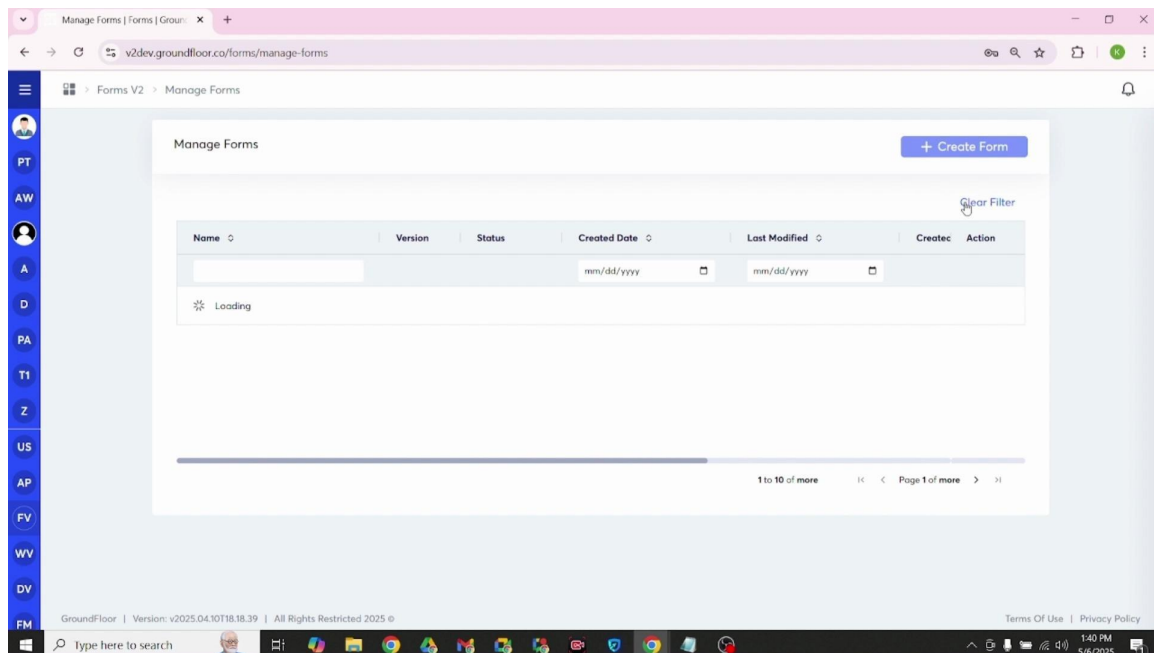
- To filter forms by their creation date, click the calendar icon under the "Created Date" column and select a date.



- To filter forms by their last modification date, click the calendar icon under the "Last Modified" column and select a date.

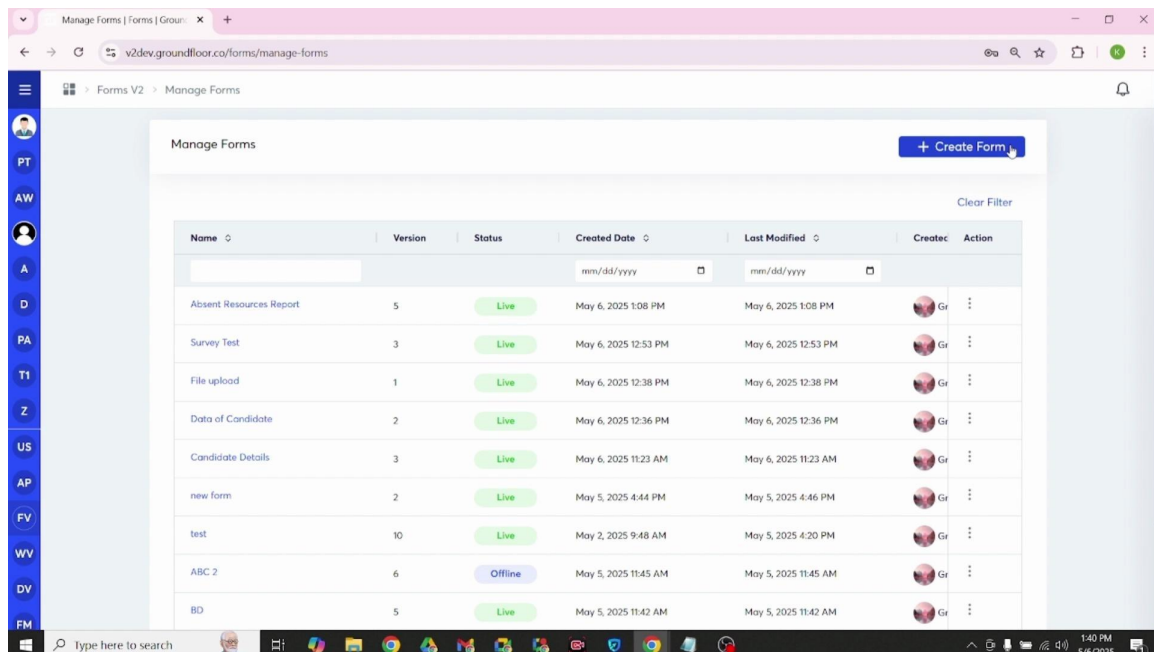


- Click "Clear Filter" to remove date filters.



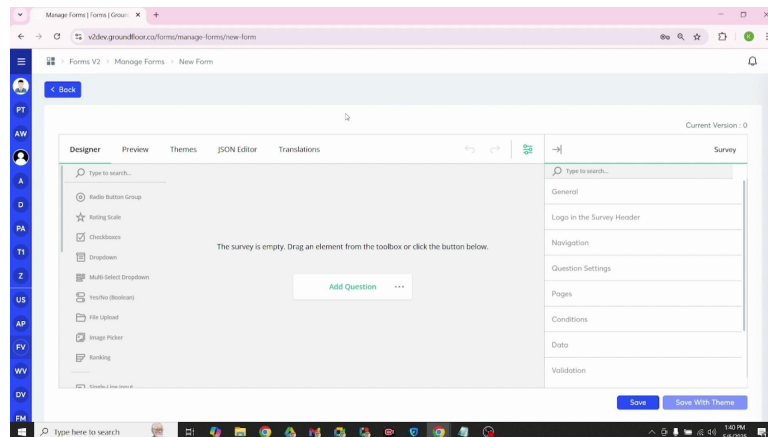
Step 1: Creating a New Form

10. To create a new form, click the "+ Create Form" button located at the top right corner of the "Manage Forms" page.

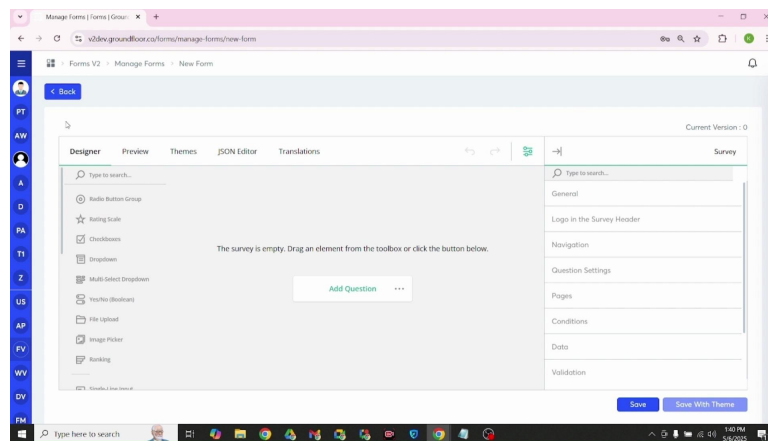


New Form Page Tabs Overview

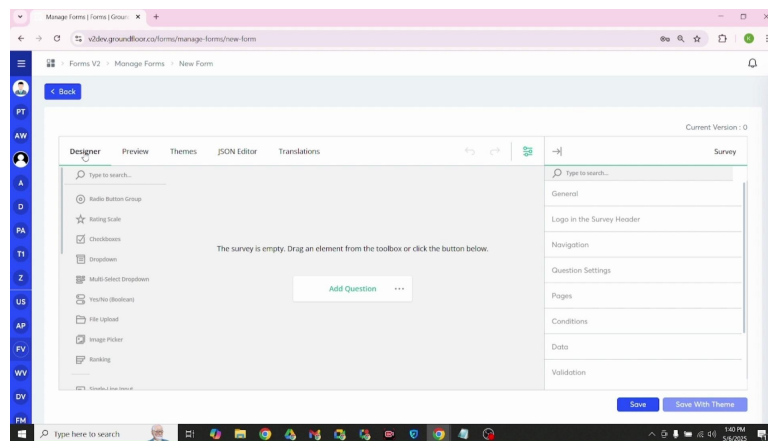
The "New Form" page has five main tabs for form creation and configuration:



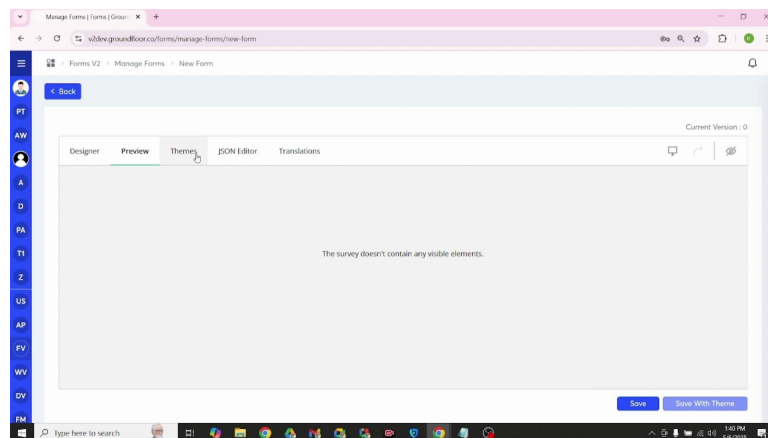
- Designer: Build the structure of your form by adding questions and elements.



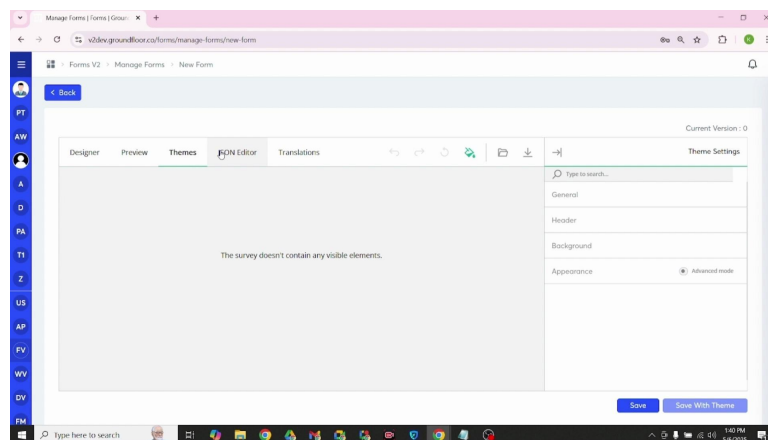
- Preview: See how your form will appear to end-users after adding questions.



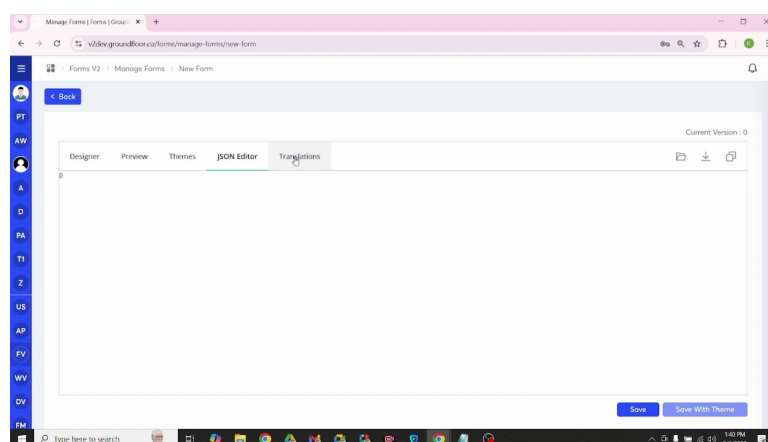
- Themes: Customize the visual appearance of your form.

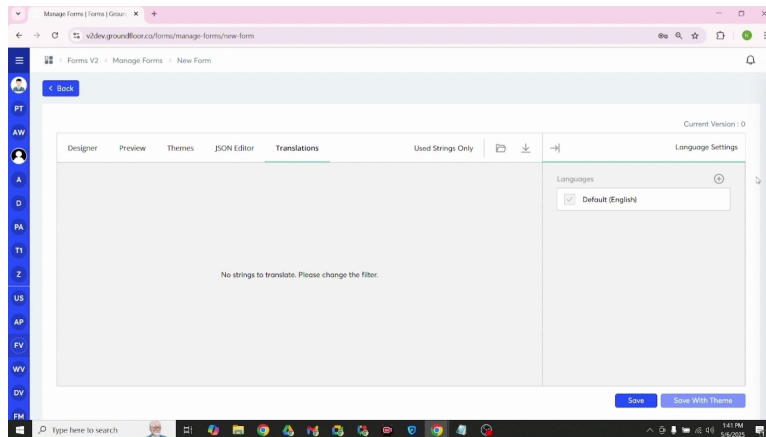


- JSON Editor: Modify the form structure directly using raw JSON code.



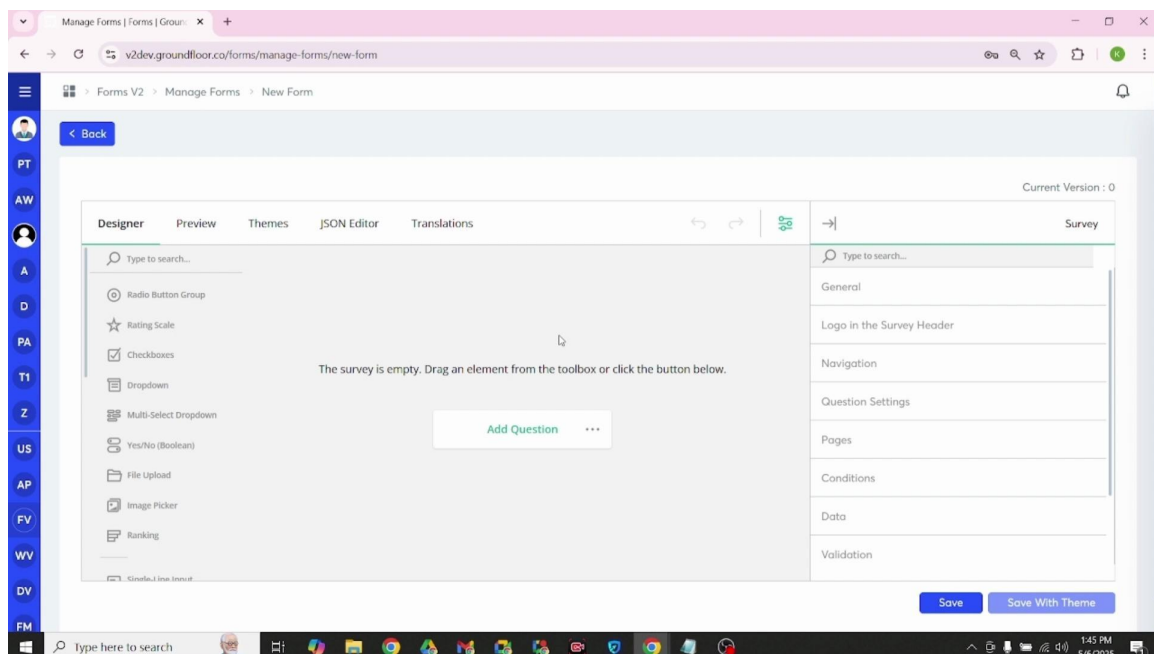
- Translations: Set up language options for your form. You can add languages using the plus icon in the language settings panel.



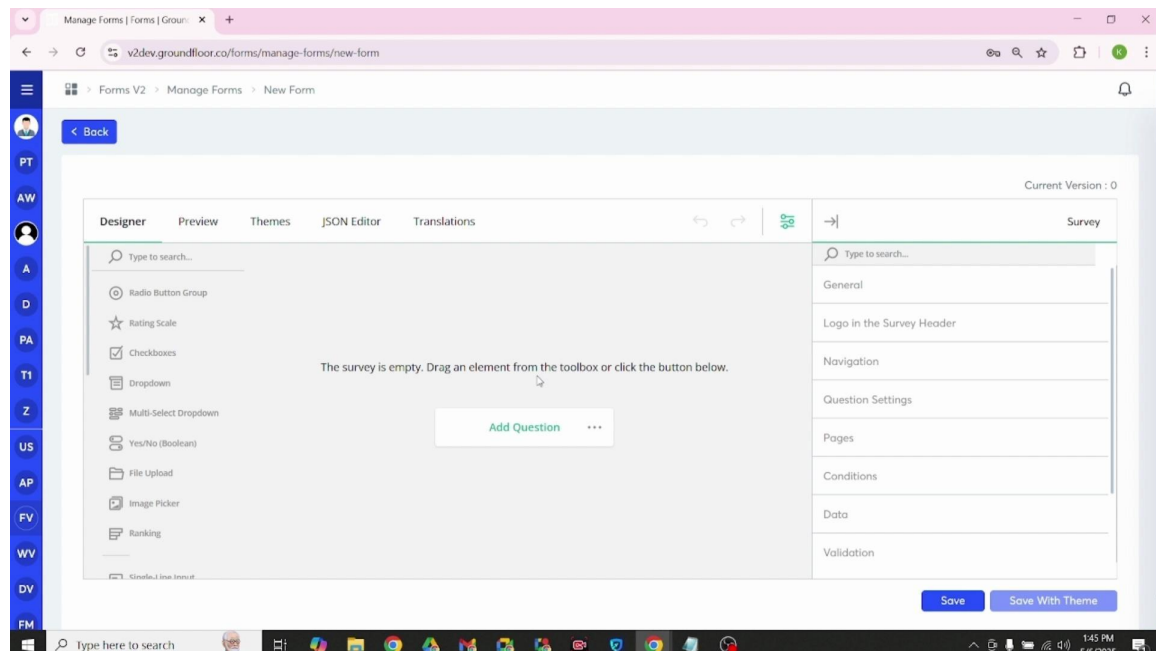


Step 1: Setting Up the Form (Designer Tab - General Settings)

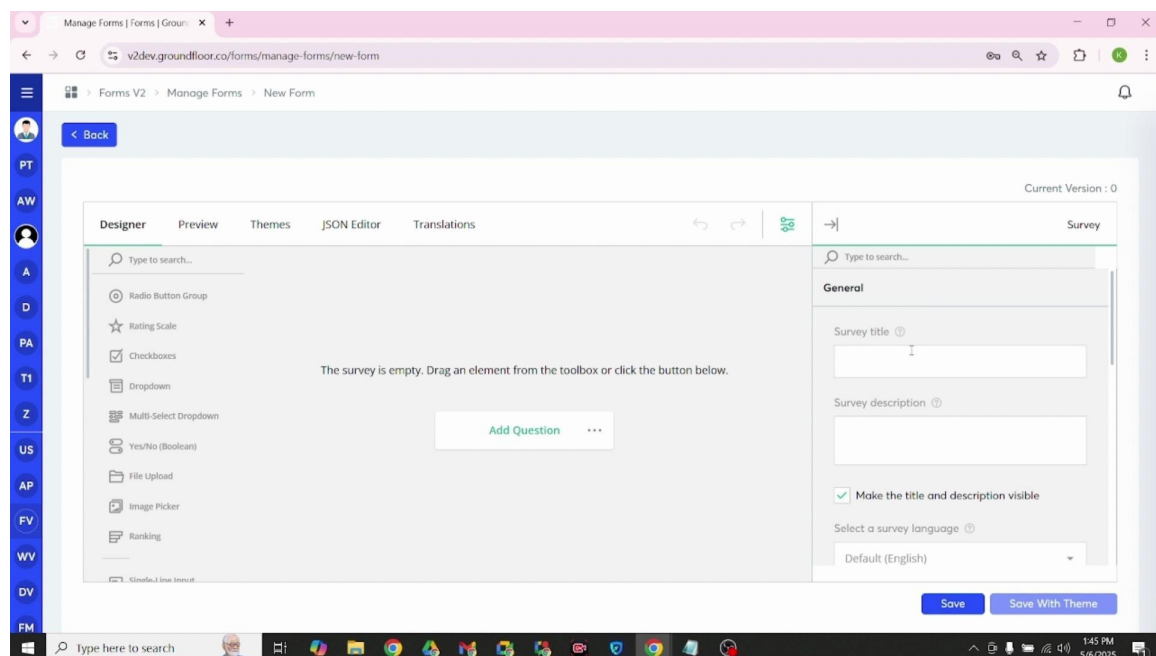
11. Navigate to the "Designer" tab.



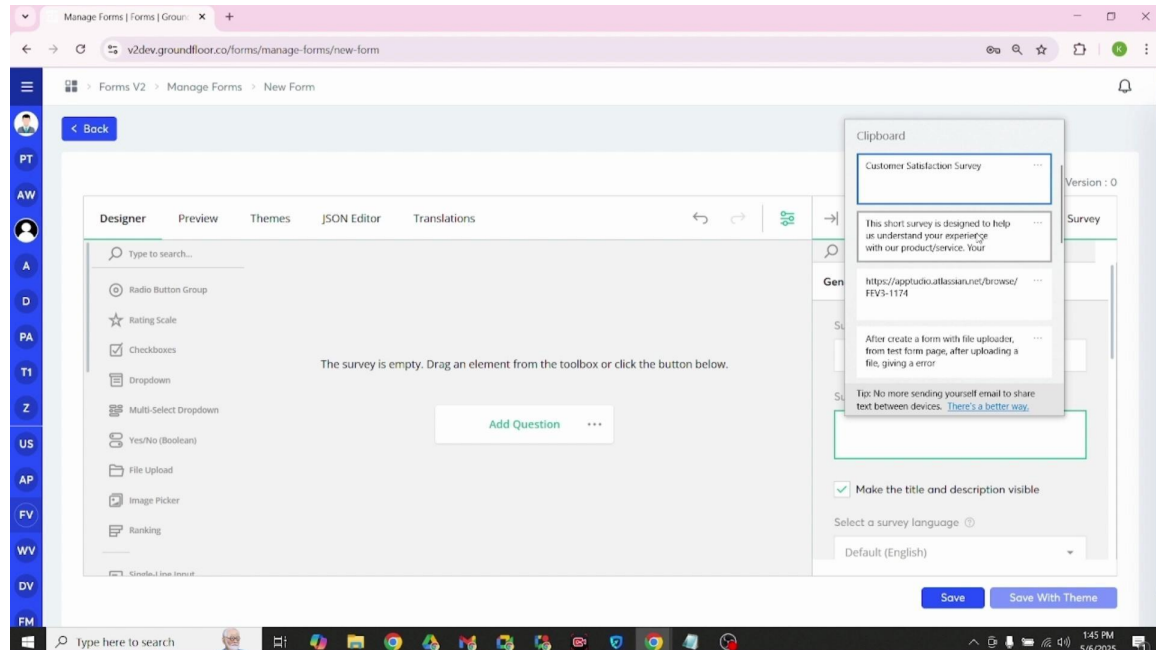
12. In the "Survey" settings panel on the right, click on "General".



13. Enter a title for your survey in the "Survey title" field. For example, "Customer Satisfaction Survey".



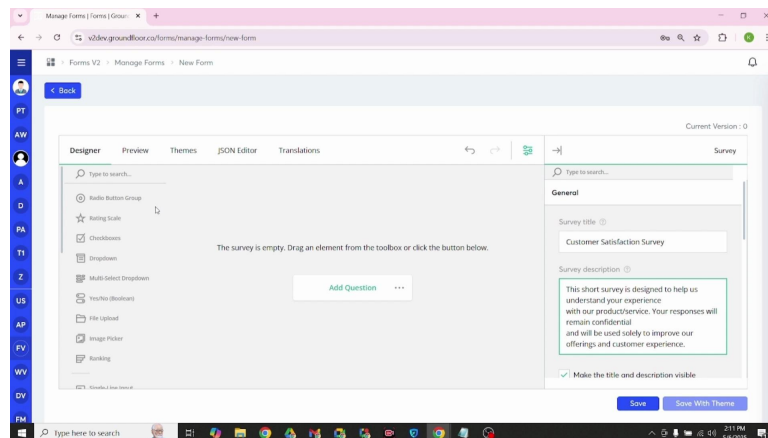
14. Provide a description for your survey in the "Survey description" field.



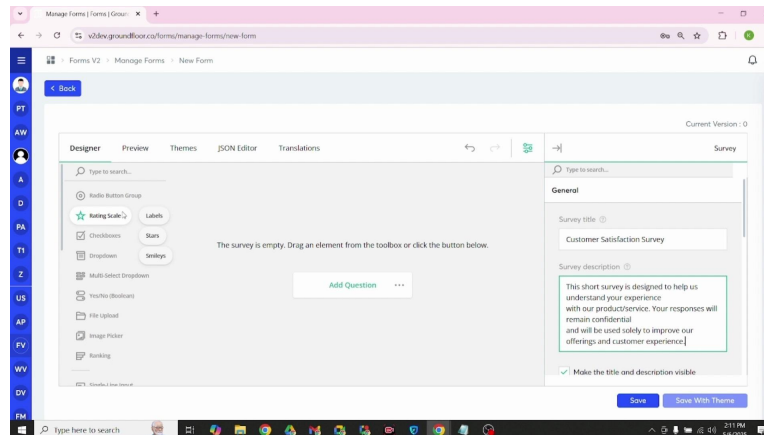
Form Elements Toolbox

On the left-hand side of the "Designer" tab, you will find a toolbox with various form elements:

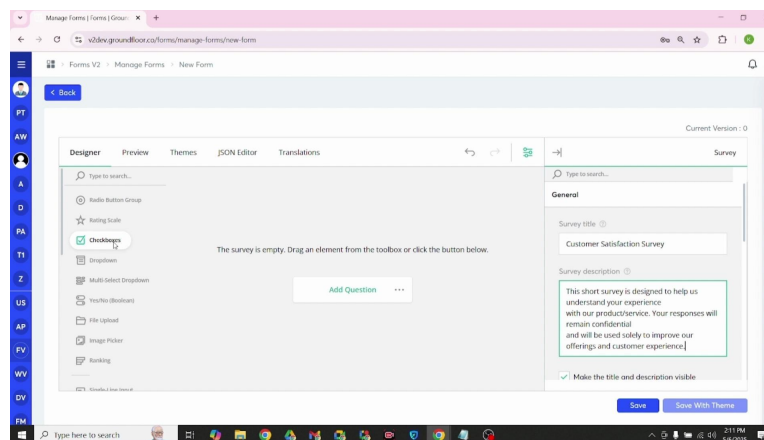
- Radio Button Group: Allows users to select only one option from a list.



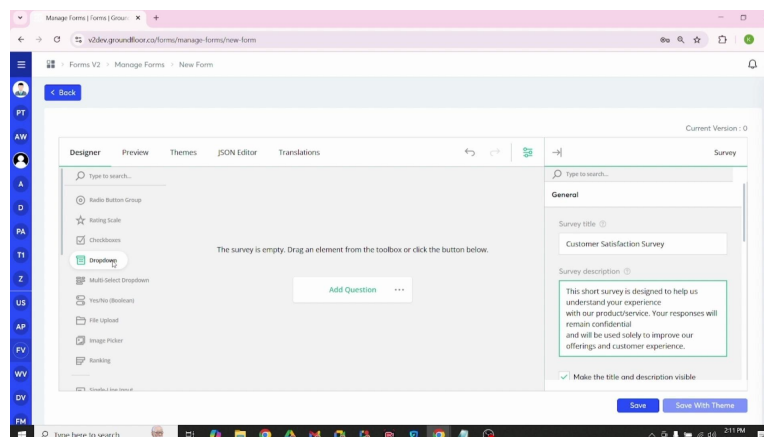
- Rating Scale: Allows users to rate an item on a numerical or star-based scale.



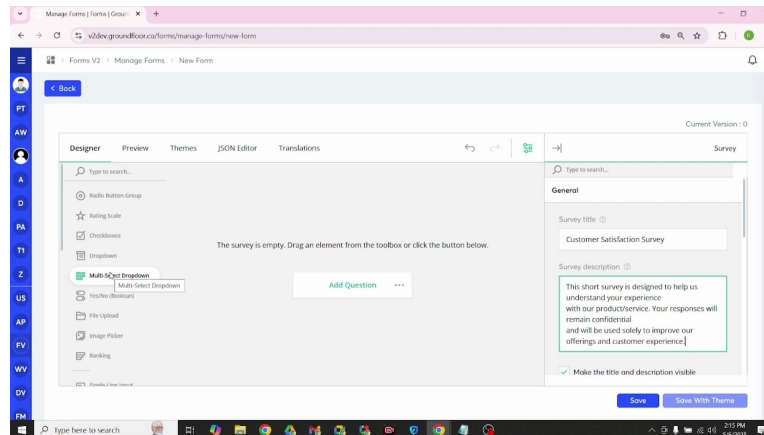
- Checkboxes: Enables users to select multiple options independently.



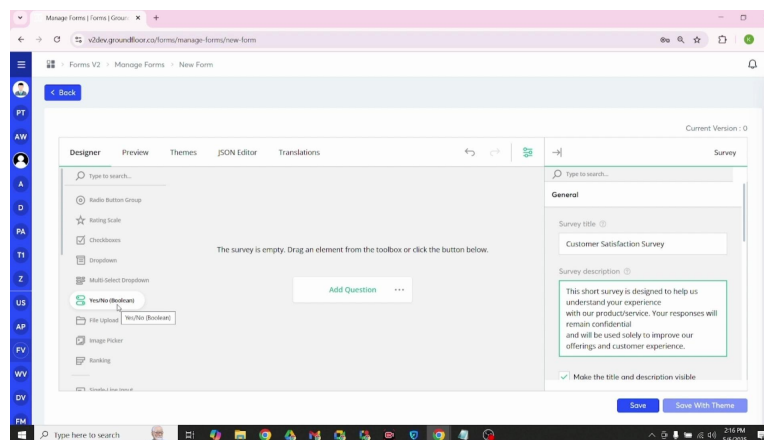
- Dropdown: Displays a list of options in a compact menu for single selection.



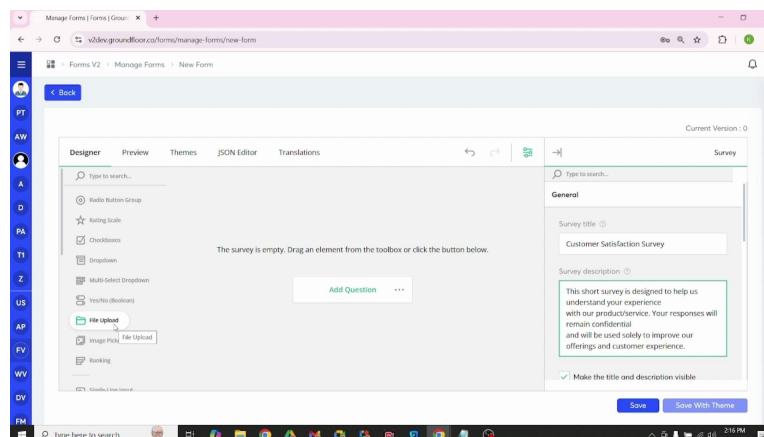
- Multi-Select Dropdown: Similar to a dropdown but allows multiple selections.



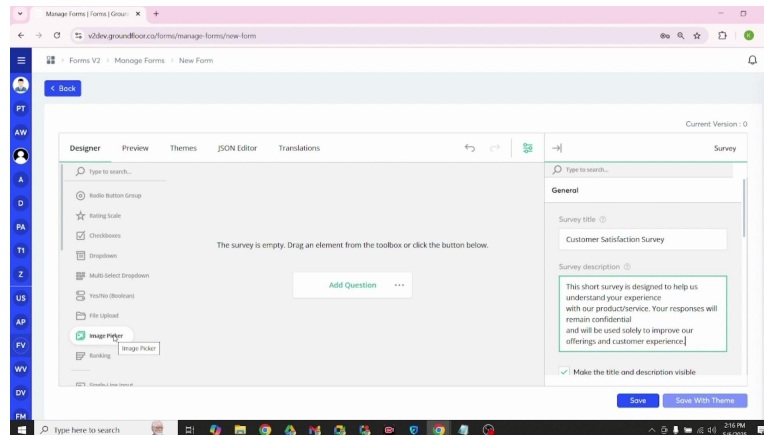
- Yes/No (Boolean): A simple toggle for binary choices (e.g., Yes/No, True/False).



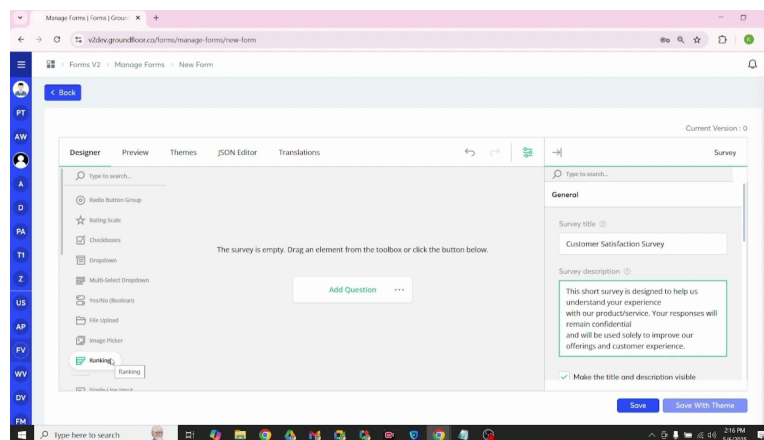
- File Upload: Allows users to attach and submit files.



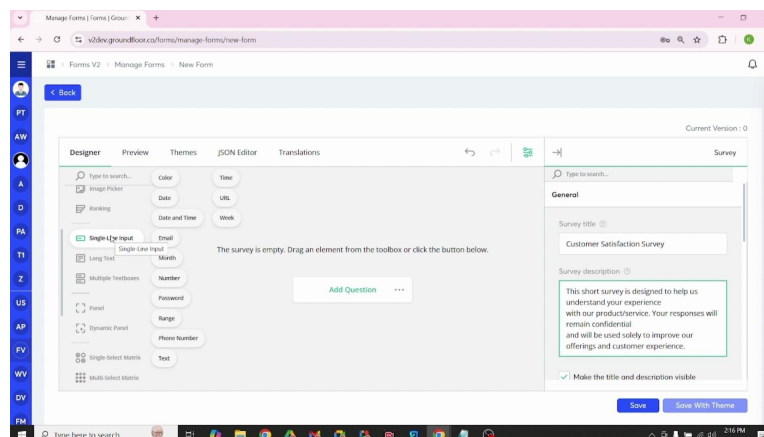
- Image Picker: Allows users to select images from a predefined set or upload their own.



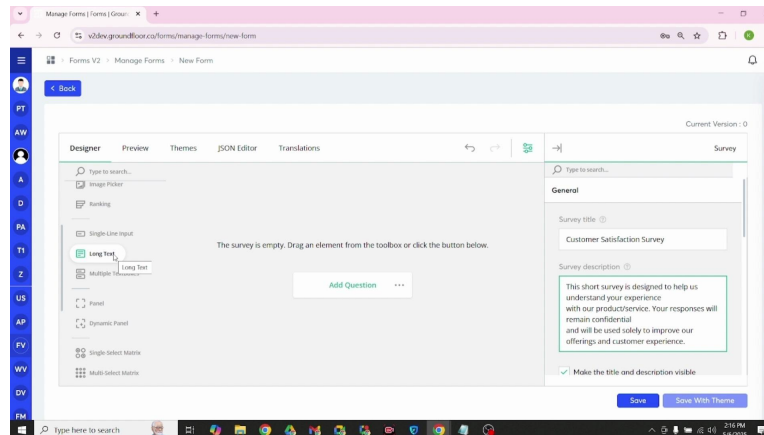
- Ranking: Enables users to order items by preference or priority.



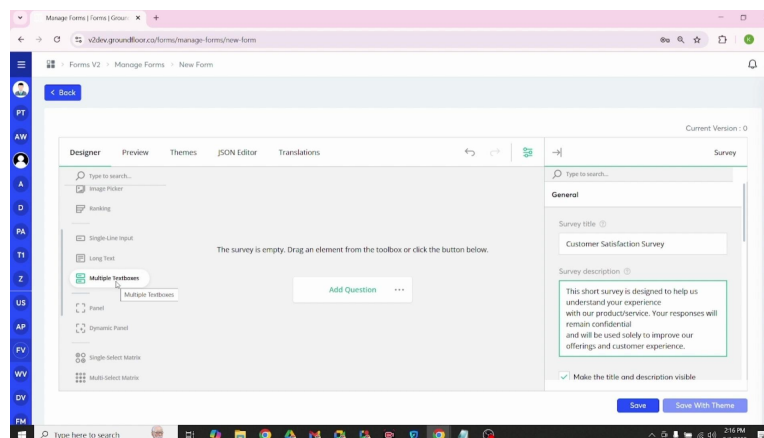
- Single-Line Input: A basic field for entering short, one-line text (e.g., name, email).



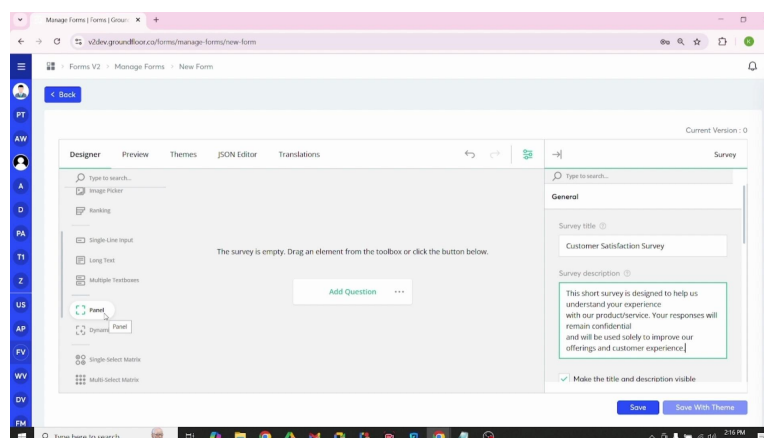
- Long Text: A text area for longer, multi-line responses (e.g., comments, feedback).



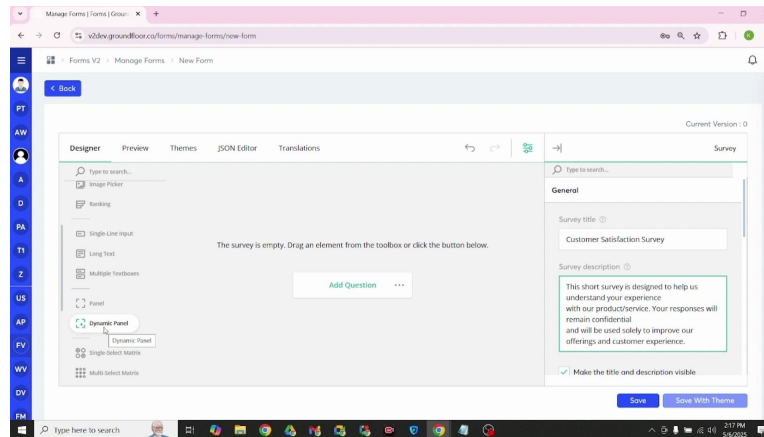
- Multiple Textboxes: A group of separate text fields for entering structured data (e.g., address).



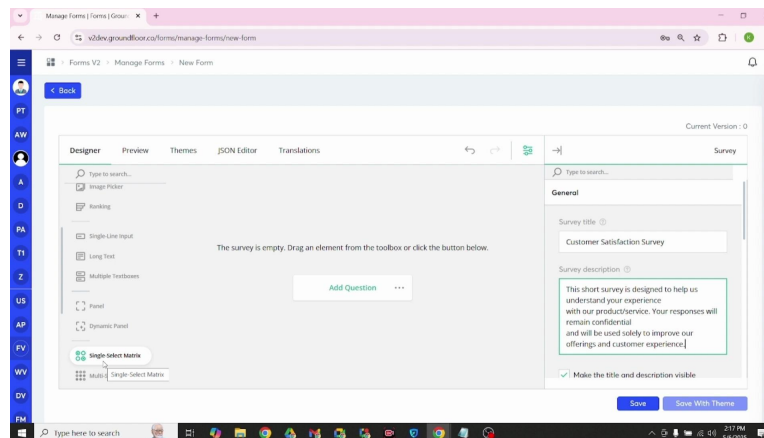
- Panel: A grouping container to visually and logically separate related questions.



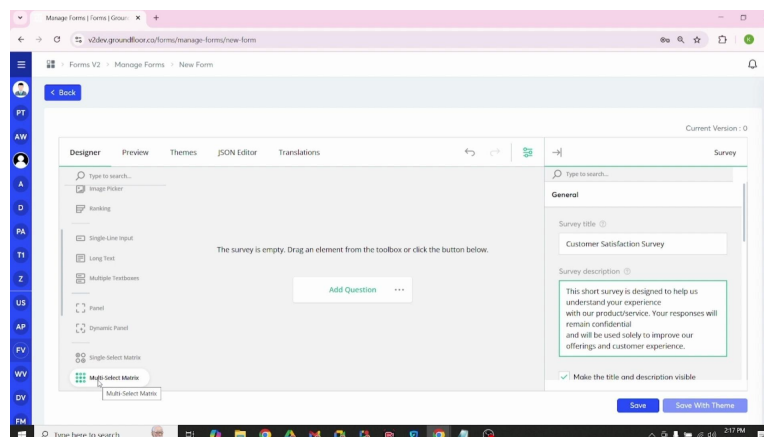
- Dynamic Panel: A panel that can show or hide dynamically based on user input or logic.



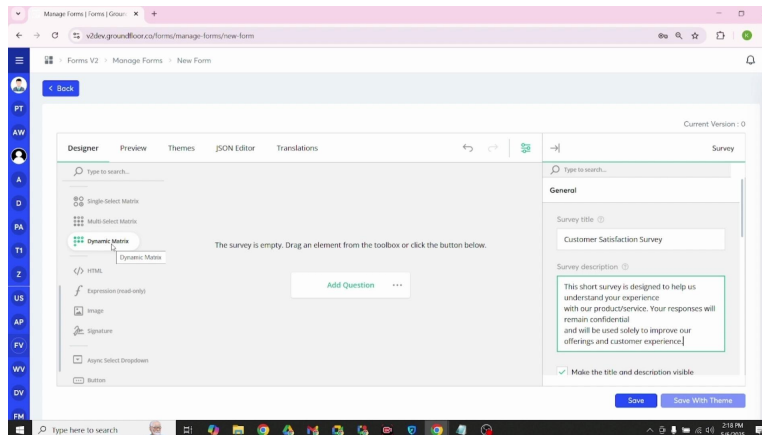
- Single-Select Matrix: A table where users select one answer per row.



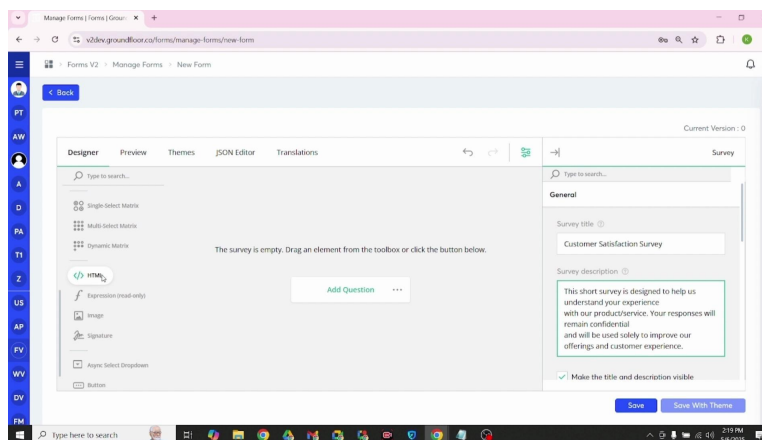
- Multi-Select Matrix: A matrix allowing users to select multiple answers per row.



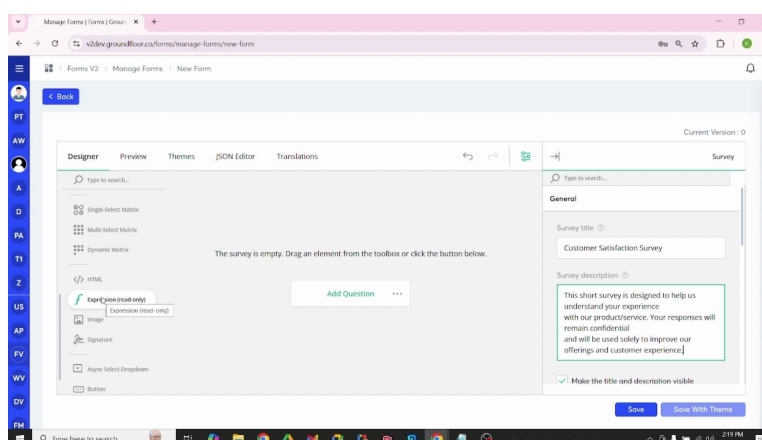
- Dynamic Matrix: A table where users can add or remove rows dynamically for repeating data.



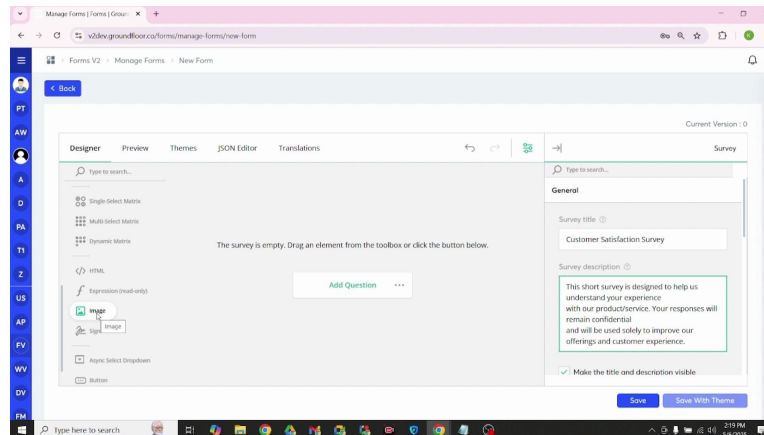
- HTML: Embeds custom HTML code for formatting, instructions, or integrations.



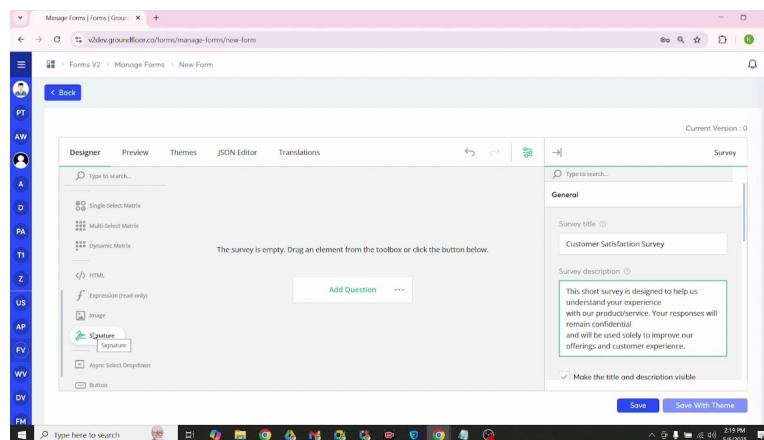
- Expression (read-only): Displays a calculated or dynamic value that updates automatically and cannot be edited.



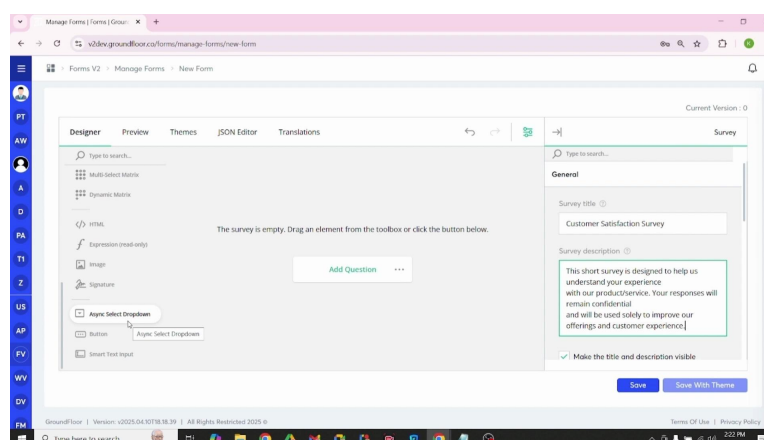
- Image: Embeds an image within the form for display or reference.



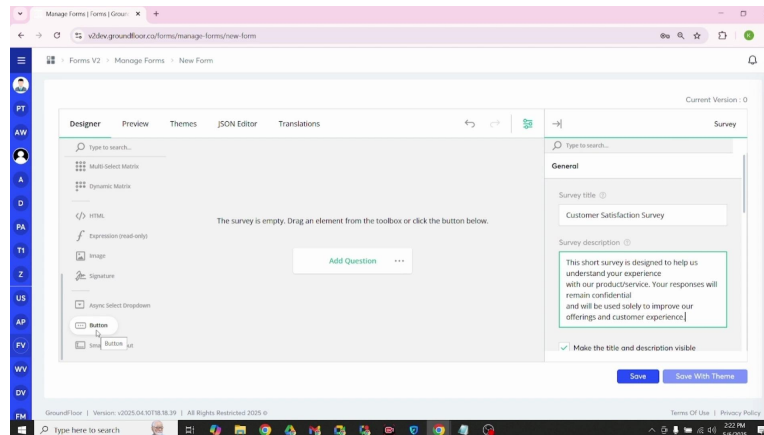
- Signature: Allows users to draw or input a signature using a mouse or touch.



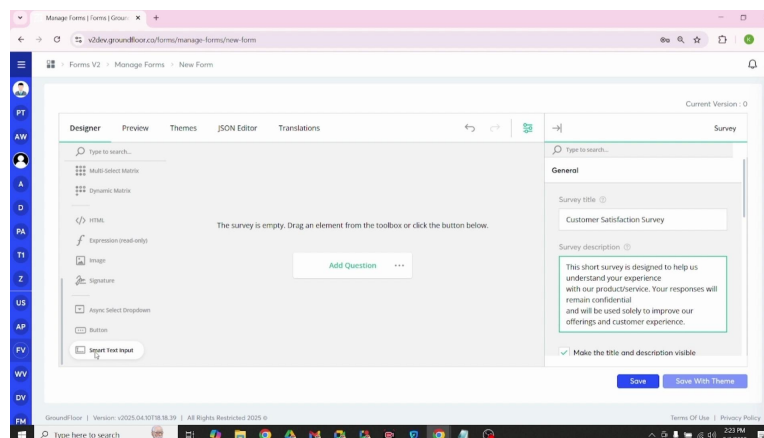
- Async Select Dropdown: A dropdown that loads options dynamically from a server or external source.



- Button: Adds a clickable action button (e.g., submit form, trigger logic).

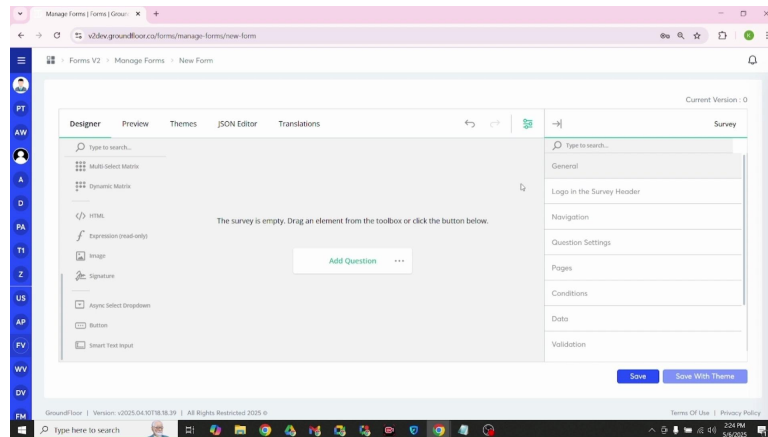


- Smart Text Input: An enhanced input field with auto-complete suggestions or validation logic.



Survey Setting Panel Overview

On the right-hand side of the "Designer" tab, the Survey Setting Panel includes options to customize the form:



- General
- Logo in the Survey Header
- Navigation
- Question Settings
- Pages
- Conditions
- Data
- Validation
- "Thank You" Page
- Quiz Mode

Step 1: Adding and Configuring Questions

15. Adding a Question:
16. General Question Settings (Right Panel):
17. Input Type Configuration:
18. Layout Configuration:
19. Error Message Alignment:
20. Question Width Configuration:
21. Data Configuration: