Access:

- You will receive a shared “department” login to FORMSTACK.
- You will only have access to your “department’s” forms.

Note:

Anyone with that “login” will see all the forms and submissions for your department.

Support:

- Otis Website: http://www.otis.edu/web-forms
- FORMSTACK Guides: https://support.formstack.com/
- Person: Jean-Marie Venturini (jventurini@otis.edu)
Dashboard

Overview of web-form activity...

Go to Web-Forms

Support Guides

User Profile

117 > 119.7%
Today's Unique Form Views
Today's Conversion Rate

Total Unique Views
938
Total Conversions
710
Total Conversion Rate
75.7%

Recent Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Unique Views</th>
<th>Conversions</th>
<th>Conversions Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Availability + Proposal</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>FNET Evidence Reporting</td>
<td>6</td>
<td>4</td>
<td>66.7%</td>
</tr>
<tr>
<td>4th of July Feedback</td>
<td>110</td>
<td>55</td>
<td>50.0%</td>
</tr>
<tr>
<td>WPA Norming Form</td>
<td>17</td>
<td>9</td>
<td>47.1%</td>
</tr>
<tr>
<td>Formstack User/Weather Request</td>
<td>3</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Top viewed forms today

Writing Placement Assessment
180
WPA Norming Form
12
WPA Reader Form
0

Top conversions today

Writing Placement Assessment
WPA Reader Form
WPA Norming Form
7
Forms Menu

Forms are organized into folders and subfolders.

- Folders created for departments and offices
- Select to go to form "analytics"
- Select to see form settings
- Select for link to send out or post web-form for users
- Select to view form submissions
- Select to "Edit" existing form

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Forms “Build”

Main navigation for each form repeats at the top:

- Build + Optimize + Settings + Publish + Submissions + Analytics

Drag + Drop fields to build form

“Description Area” is for instructional text + images

You have access to custom themes + general themes.
If you change part of a theme on one form – it changes other forms that use the same theme.
When select a field in the webform, left menu shows features and options for that field.

Forms are saved automatically as you work.

Select “Preview” to check webform as you build.
When form is no longer needed – “disable” form – it moves into an Archive Folder. Contact Jean-Marie when need to reactivate form.

Create custom form URLs.

Click to create custom web form messages.
Most often all you need to make your form available is under "Quick Start."

**Link to this form on your website or email:**

https://otiscollege.formstack.com/forms/mentoring_invoice

**or**

**Embed this form on your website:**

Copy and paste the above code into an HTML page on your website.

Unsure how to embed this form on your website? Let us help!

Read more about embedding your form
You have no form submissions.

Once you start receiving form submissions, they will appear here in a customizable table.

The tabs above represent different ways to view your submissions. You can create new tabs that filter your submissions in different ways.

Give it a try.

Remember to publish your form so you can start receiving submissions.

If you’d like, you can prepare your reports for sharing. Click here to open the Share settings.

You can also import submissions into your form using the import tool.

You can . . .

- Create custom “filtered” reports.
- Share submissions with others.
- Customize view.
- Export data.

Charts + calculations

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Tracks traffic on your webform automatically.

Analytics

Overview
- Analytics Overview
- Analytics Settings

Reports
- Analytics Reports

Acquisition
- Referral
- Source/Medium
- AdWords
- Campaign Name
- Keyword

Behavior
- Field Bottlenecks

Top Referrers:
- http://www.otis.edu

Form Views: 27
Started Form: 45
Conversions: 78

Field Bottlenecks:
- Alternate Phone Number: 28.57%
- Cell Phone Number: 26.57%
- X-Number (Otis ID): 28.57%
- I plan to bring — number of guests: 14.29%

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Advanced Features

Contact Jean-Marie Venturini (jventurini@otis.edu) for:

- Web-Form Themes
- Calculation Fields
- Web-Form Approvals
- Conditional Logic
- Filtering Submissions
- Manipulating Charts
- Any other questions you may have!