



Texas Skyward User Group Conference

Online Forms

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User will get exposure to online forms in Qmlativ, including options for adding customized data to an online form.

- Creating an online form
- Elements and Steps
 - Common
 - Field Groups
 - Electronic Signature
 - HTML
 - Link
 - User Upload
- Adding Customized Data to an online form
 - Fields
 - Code Tables
- Filling out an online Form
- Approving/denying an online form
- Moving and Undoing an online form

Creating an online form

Setup ID: SKYWARD_IX=1074067017

Add Online Form
Online Form - Entry

Save Cancel

School Year
2018-2019

ONLINE FORM

*Form Name

*Entities

*Start Date MM/DD/YYYY

*End Date MM/DD/YYYY

Cutoff Time

Description

Online Form Type

Allow Contact

Allow Multiple Forms per User

No Approval Needed

*Approval Security Groups

Add Online Form
Online Form - Entry

Save Cancel

School Year
2018-2019

PORTALS

*Portal Type

WELCOME SCREEN

Skip Instructions Page

Welcome Screen Message

Welcome Screen Link HTTP://

Include Adobe Acrobat Link


REVIEW SCREEN

Skip Review Page

Review Page Message

Elements and Steps

Details

Element Order: 3	Element Type	<ul style="list-style-type: none">Basic HTMLCode ListCommonElectronic SignatureElement GroupEmbedded LinkFieldField GroupHTMLLinkUser DownloadUser Upload
 Select Field	Label	n > Notes
Required Element		
Approval Type		
Element Order: 4		
Element Type		

Adding Customized Data to an online form

Details

Save Cha

Ele

Select Field

- Student
- Transportation information

- # AM Option
- T Notes
- # PM Options
- # Student
- AM Option
- PM Options
- Student

Select Field Cancel

Select Field


Label





Required Element

Approval Type Approval Needed Read-Only

Filling out an online Form


Setup db - Skyward TX - 02/06/2017

 **SKYWARD**

    **ONLINE FORM : TRANSPORTATION OPTIONS**

Transportation Options

Step 1
Transportation Options

 **REED, MARKUS R**

AM Option

PM Options




Notes






Submit Form >

Approving/denying an online form



Approvals List

ONLINE FORM STATUS

Search Form Name  View: Skyward Default (Modified)  Filter: A 




 1	Form Name	 2	Submitted Date & Time	Portal
			05/15/2019 02:39 PM	Teacher
				Teacher
	Student Information		07/05/2019 10:42 AM	Family

Options

-  Review Online Form
-  Delete User's Online Form

Approvals List > Approvals Details

Online Form Name	Submitted For	Submitted By	Status	Submitted Date & Time
Student Information	REED, MARKUS R	1, GUARDIAN A	Submitted	07/05/2019 10:42 AM

 Approve Form
 Deny Form
 Delete User's Online Form

CURRENT VALUE

STEP 1: TRANSPORTATION OPTIONS

AM Option:

PM Options:

Notes:

UPDATED VALUE

STEP 1: TRANSPORTATION OPTIONS

AM Option:

PM Options:

Notes:

Moving an Online Form

Approvals List

ONLINE FORM STATUS

Search

Options

- Review Online Form
- Move Online Form to New Family
- Delete User's Online Form
- Undo Approval

Student Information

Move Online Form to New Family
Enter New Family Details

Save Cancel

Current Family: 1, GUARDIAN A | Form To Move: Student Information | Submitted By: 1, GUARDIAN A | Submitted For: REED, MARKUS R | Submitted Date & Time: 07/05/2019 10:42 AM

NEW FAMILY DETAILS

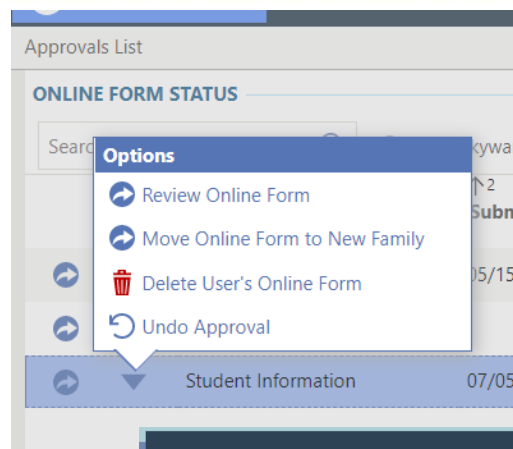
*New Family

View: Skyward Default | Filter: Skyward Default | More

	Family	Primary Guardian Full Name	Order Number
Select	40	GUARDIAN C 3	1

< < > > 50 Total Records

Undoing an Online Form



Undo Approval

Enter Undo Approval Details

Online Form Name Student Information	Submitted For REED, MARKUS R	Submitted By 1, GUARDIAN A
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ONLINE FORM STATUS DETAILS

*Select Status Started Submitted



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THANK YOU FOR ATTENDING!

