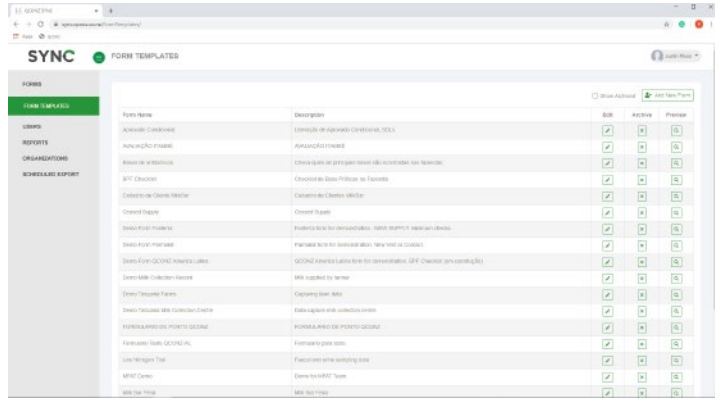


User Guide

How to build a form - SYNC Web Portal

1. Go to: <http://sync.qconz.co.nz>

Enter your username and password and click **Login**.
Once logged in you will see the screen below

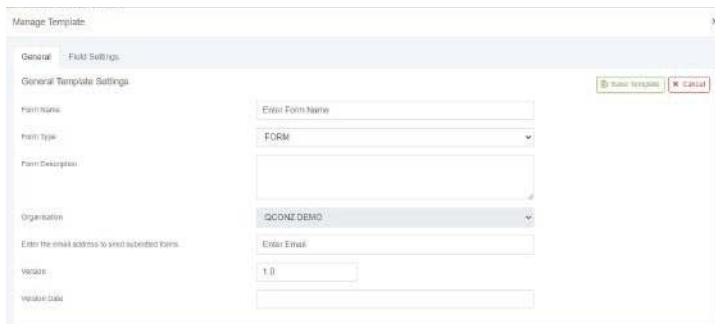


2. Select **Form templates**

Next select **Add New Form** - this button is on the top right of your screen.
This will open up a pop-up window with two tabs – General and Field Settings

Select **General** - Enter information about the form you are about to build such as, Name, email address where submitted forms will be sent, a description of the form and the type of form.

Select **Save Template** once complete.



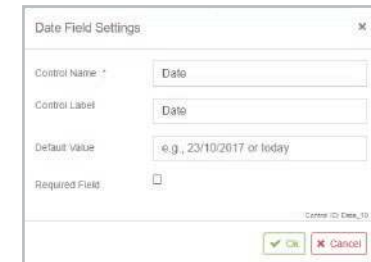
3. Select **Field Settings** - This is where you build the form.
A range of fields are listed on the right side of the window
Scroll through these and drag the fields you want into the blue area on the left e.g. Heading, Text, Email, multi checkbox etc.
Double click on each selected field to configure/populate.

4. Select **Field Settings**

This is where you build the form.

A range of fields are listed on the right side of the window
Scroll through these and drag the fields you want into the blue area on the left e.g. Heading, Text, Email, multi checkbox etc.

Double click on each selected field to configure/populate.



5. To remove any fields from the form, click on the green **X** next to the field

Preview your form template as you build it by clicking the green **Preview Template** button on the top right of the window.

When our form template is complete, click on the green **Save Template** button on the top right of the window

Click on the **Close** button to exit the window

Your form will now be saved in **Form Templates**. You can see this list when you first log in.

