

How to ... Create Forms

Notes: Forms can be used to collate and share information. They can be designed to collect information relating to children, parents and employees.

1. Make a New Form

Select **Form Settings**

Select **Add Form...** to make a New Form.

2. Form Details

Type in a name for your form, for example Meal Form.
Select who the form is related to; who it is to be completed by and who can view the form.

Note – you need to have the Parent Passport active to allow parents to complete and view forms online.

3. Adding Questions

Select **Add New Question** to add questions (*limited to 30 characters*).

4. Question Detail

Select the type of information you want to record for the question from the drop-down box

If you choose **Selection (Single)** or **Selection (Multi)** complete Step 5. If not, continue to Step 6.

5. Customising Questions

When you are using one of the selection options, there are a number of pre-defined options, or you can create your own using text or images.

Type

Yes/No

Pre-defined

Yes/No

3 Faces

8 Faces

User Defined

User Defined Text

User Defined Images

To create your own:
Select User Defined Text and add type in your first option

Add Option

All

Click to save and add more options.

tiny tracker Observations Forms Reports Settings

Observation Settings

Add Form

Employee Test LB 2

EW Accident Form

EW Additional Notes

EW Intake Care

EW Intake Care

EW Meal Form

EW Photo Consent

EW Single Control Record

EW Sleep Record

EW Tolerating Form

LB Meal and Nap time

LB Test Text

Form description

Add New Question

Prompt

Quantity

Type

Selection (Single)

Required?

Repeat Group Name

Meal Information

Any help for person completing form

User Defined Text

Enter text

+

Delete Question

Save Question

6. Required Questions

Check Required? if the question is required to be answered every time the form is completed.

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EW Photo Consent

EW Single Control Record

EW Sleep Record

EW Tolerating Form

LB Meal and Nap time

LB Test Text

Form description

Add New Question

Prompt

Quantity

Type

Selection (Single)

Required?

Repeat Group Name

Meal Information

Any help for person completing form

User Defined Text

Enter text

+

All

Half

Most

None

Some

Delete Question

Save Question

7. Repeating Questions

You may want the question to be part of a *repeating section*.
For example, in a meal form, you may want a repeating section for each meal, rather than completing an individual form for every mealtime.

Give the repeating section a heading.
You can add further questions later.

Repeat Group Name

Meal information

Repeat the same 'Repeat Group Name' in every question that you want to be part of the repeating section.

tiny tracker Observations Forms Reports Settings

Attributes

Name

Meal Form

Related to

Completed By

Visible to

Delete Form

Save Form

Subunit Settings

Form Settings

Observation Settings

Add Form

Employee Test LB 2

EW Accident Form

EW Additional Notes

EW Intake Care

EW Intake Care

EW Meal Form

EW Photo Consent

EW Single Control Record

EW Sleep Record

EW Tolerating Form

LB Meal and Nap time

LB Test Text

Description

Form description

Add New Question

Prompt

Unit type

Type

Selection (Single)

Required?

Repeat Group Name

Meal Information

Any help for person completing form

User Defined Text

Enter text

+

Fl Oz

ML

Pint

Delete Question

Save Question

8. Revisiting Questions

Questions you have created are listed on the left.

Questions in yellow  indicates *Required Question*

 indicates question is part of a *Repeating Section*

9. Viewing your Form

Select  Confirm your save in the pop-up window.

Select the Forms Tab to view and print your Form.

You will see any repeated sections marked with   to add or remove additional sections.