Add the form tag to an html survey

http://www.itd.depaul.edu/quickdata2

Quickdata collects data from online forms. For forms not created in Quickdata, this guide describes how to add a form tag so data will be directed to Quickdata for collection. A non-Quickdata form must be posted on a web server to be viewable outside the university.

Log-in
1. Log-in to the Quick Data Wizard using your Campus Connect username and password.
2. You need to create a group before creating a form. In the main menu, click New Group.
3. A window will appear. Name your group and click on OK.
4. In the main menu, click New Form. Another window will appear. Name your form.
5. Select No, I would prefer to create my own form and click OK.

Copy and Paste Form Tag
1. The form tag directs where data collected by your form will be sent. Use the Ctrl-c key combination to copy the entire form tag including < and >. See below

```
<Form Action Tag:
<form method="post" action="http://www.itd.depaul.edu/quickdata2/submitData.asp?form_id=698&web_form_bit=0&version=1">
</form>
```

2. Use Ctrl-v to paste the form tag into your instrument's HTML code, replacing the existing form tag.

Test your form and view your data
Test your form before distributing the URL to others. Fill in all the fields and submit a test run of your data collection. QuickData will prompt you if a field name is incorrect. To check your data:
- Click on the Form Name as it appears on the Main Menu page to view data.
- Check to see if all data is present (Note: fields may not appear in the same order as on the form).
- Delete test data by clicking on the “Delete Selected Rows” button.