

## 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=696&web_form_bit=0&version=1">
```

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

```
17 </head>
18 <body>
19     <form method="post" action="http://www.itd.depaul.edu/quickdata2/
20     <table cellpadding="5" width="100%">
21         <tr>
22             <td><img src="ITDlogoGreen130a.gif" width="91" height="80"
```

### 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.