Tieto talteen tehokkaasti

E-LOMAKE 3 INSTRUCTIONS - QUICK START

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E-lomake

E-lomake 3 is browser based application which can be used to define and publish diverse e-forms and to handle their responses. The collected information can be transferred into spreadsheet or statistics software, such as Excel, SPSS or EditGrid. The data can also be browsed in several different ways within the software and searches can be made.

E-lomake application can be used for surveys, handling enrolment for events and courses, handling electronic recruiting and implementing various electronic processes. E-lomake 3 is also a platform for electronic business, because it offers the opportunity to circulate the data from the forms from one handler to another within an organization and from one stage of the handling process to the next.

Checklist

- Apart from the administrators of your organization, **nobody sees the form until you publish it.**
- You don't need to save things individually, **all changes you make are saved automatically.**
- There are **some restrictions regarding editing published files** to ensure the unity of data entries.
- Give your form a **descriptive name** so you can find it easier.
- **Use field groups** to divide the form into logical parts (for example: contact information).
- The order in which you create the fields doesn't matter – you can **easily drag the fields and field groups to reorganize them.**
- Finally: **remember to publish the form!**

Interface tabs

Tab	Functions
Home	When you log into E-lomake, your homepage opens up. The link (house icon) is the leftmost tab on the top of the page. The most important functions of the home page: 1. Create a new form 2. Move directly to your latest forms 3. Manage tasks waiting to be handled
Forms	All your forms and forms which you can edit or save: • **Status - change**: Publishing forms and removing them from publicity • **Edit:** editing the form • **Copy:** Create a copy of the form. Note! All features are not copied (incl. processing phases) • **Submissions:** Displayed when there are submissions on the form. Click the number of submissions to enter the report view.
New form	Create a new form. See instructions below.
Preferences	• Editing your own information (restricted, if centralized user management is in use) • Changing the password • Customizing the interface
Groups	Managing and inviting user groups
Admin	Only administrators
Instructions	• User help contact information • Instructions

Symbols

	Use
	Edit the header, field or field group
	Remove a field, field group, submission etc.
	Copy a field, field group or form
	Move the field or field group by dragging with the mouse (press the left mouse button on the icon, drag to the right position and release the left button)
	Hide a field group
	Edit only one field group (not selected/selected). Leave editing the field group by clicking on the pressed button.
	Look at the processing history of the submission. Visible only for forms using processing. See instructions: Processing phases

Create a form, field groups and fields

1. Select *New form*. Click OK to accept the confirmation to create a new form.
2. Enter the name, header and possible preface texts to the form. You can access the text settings by selecting *Form – Form text*.
3. Add fields to the form. Select *Fields*, which displays the available field types.
4. Add a field by clicking on the desired field type, filling in the field information and clicking *Save* button.
5. Each field must belong to a field group. When saving the first field, you must also enter the name of the field group (e.g. contact information). With the next fields, you can either select an existing field as their field group, or enter new field group's name, and the new field will be created into the new field group you just created.

For more detailed instructions, read Creating and editing a form.

Editing a form

1. The forms you have already created can be found under the *Forms* tab.
2. Select *Edit* to edit the form.
3. When you wish to edit the header, a field etc. on the form, click the blue edit-symbol (blue circle) next to the object being edited. This opens up the editing form where you can change the characteristics of the object.
4. You can further edit the form characteristics by clicking the *Form* button on the right side of the window.

Publish the form

1. Make sure that the form is the way you want it to be. Use the *Preview* link on the editing page to preview the form.
2. Move onto the *Forms* tab.
3. Select *Change* from the *Status* of the form in question.
4. From the status of the form, select the suitable choice: publishing the form to either admins or to public use.

For more detailed instructions, read Publishing and timing forms.

See submissions in the report

1. Ensure that the form has submissions. The number of submissions is visible on the *Form* tab under *Submissions*.
2. Access the report by clicking the number of submissions. The report page shows a list of the received submissions.
3. If the form has collected data which can be displayed in a graph, the titles of those data columns have a link to the graphs page. You can use the graphs page to create different graphs and to cross tabulate data.

For more detailed instructions, read Reporting and exporting data.

Export data into Excel or SPSS application

1. Ensure that the form has submissions. The report page shows a list of received submissions.
2. Access the report by clicking the number of submissions. The report page shows a list of received submissions.
3. Sort the data by using the search functions.
4. Export an .xls or .sav file by clicking the Excel or SPSS button.
5. Save the file into your computer and open it in Excel or SPSS.

For more detailed instructions, read Reporting and exporting data.

Editing your own preferences (e.g. password)

1. Go to *Preferences* tab.
2. You can change your own password and – depending on the installation of your organization – other data as well.

For more detailed instructions, read User preferences and permissions.