Create a new survey using an existing one.

wpforms

Forms Overview [+ Add New]

Editing the Survey

Click on EDIT
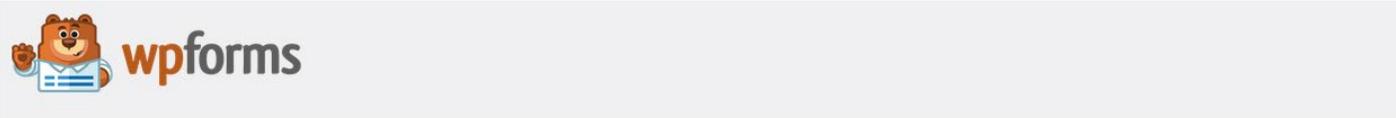
All (6) | Forms (6) | Templates (0) | Trash (2)

[Bulk actions ▾] [Apply]

☐ **Name** ⬍

☐ survey 02052024
　Edit | Entries | Survey Results | Locations | Preview | Form Page Preview | Duplicate | Trash

☐ Registration Form

☐ login

☐ Party Invitation RSVP Form

☐ Contact Us

☐ Registration Form " Call for Open Access JRC Infrastructures "

☐ **Name** ⬍

[Bulk actions ▾] [Apply]

A) Change the **Title**

B) Modify the **object**

C) Change the **Description**

Once this phase is completed, click on **SAVE**

Now editing survey 02052024

Save

Setup

Add Fields | Field Option

Fields

Standard Fields

Settings

| Single Line Text | Paragraph Text |
| Dropdown | Multiple Choice |

Marketing

| Checkboxes | Numbers |
| Name | Email |

Payments

| Number Slider | reCAPTCHA |

Fancy Fields

Phone	Address
Date / Time	Website / URL
File Upload	Password
Rich Text	Layout
Page Break	Section Divider
HTML	Content
Entry Preview	Rating
Hidden Field	Custom Captcha
Signature	Likert Scale
Net Promoter Score	

survey 02052024

Add Subject

Description

Please answer the survey: *

○ Yes
○ No
○ I don't know

Note

Vote

Click on SETTING and then click on FORM PAGES

to set:

- the name of the survey

- the name of the web page which we then have to send via email (Permalink) in our case:
https://www.eera-jpnm.com/poll-form-template

Once this is done, click on SAVE

Now editing **survey 02052024**

General

Spam Protection and Security

Themes

Notifications

Confirmations

Lead Forms

User Registration

Post Submissions

Surveys and Polls

Form Pages

Form Locker

Save and Resume

Calculations

Conversational Forms

Form Abandonment

Google Sheets

Offline Forms

Webhooks

Form Pages

Enable Form Page Mode

Form Page Title

Poll Form 02052024

Message

Permalink

https://www.eera-jpnm.com/ poll-form-template [View]

Header Logo

EERA JPNM
European Energy Research Alliance
JOINT PROGRAMME ON NUCLEAR MATERIALS

Upload Image

Footer Text

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Hide WPForms Branding

Color Scheme

Now editing **survey 02052024**

General	>
Spam Protection and Security	>
Themes	>
Notifications	>
Confirmations	>
Lead Forms	>
User Registration	>
Post Submissions	>
Surveys and Polls	>
Form Pages	>
Form Locker	>
Save and Resume	>
Calculations	>
Conversational Forms	>
Form Abandonment	>

Setup
Fields
Settings
Marketing
Payments

Now to finish we just have to set the star and end calendar for the duration of the survey.

From the SETTING section click on FORM LOCKER

From this window, set the start and end of the survey from the calendar..

Form Scheduling

Accept form entries during a specific date/time period.

⬤ Form scheduling

Start Date

05/02/2024   ⊗

< May   ∨   2024 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	**2**	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Start Time

1:00 am   ⊗

Form Restrictions

Restrict form access to only those who meet your criteria.

⬤ Logged in users only

Message ⓘ

B *I* U̲ ❝ ᴬᴮᶜ ☰ ☰ ☰ ☰ ☰ ↶ ↷ 🔗

Preview </> Embed ✔ Save ✖

Exit C

After clicking on SAVE, click on the X to close the window.
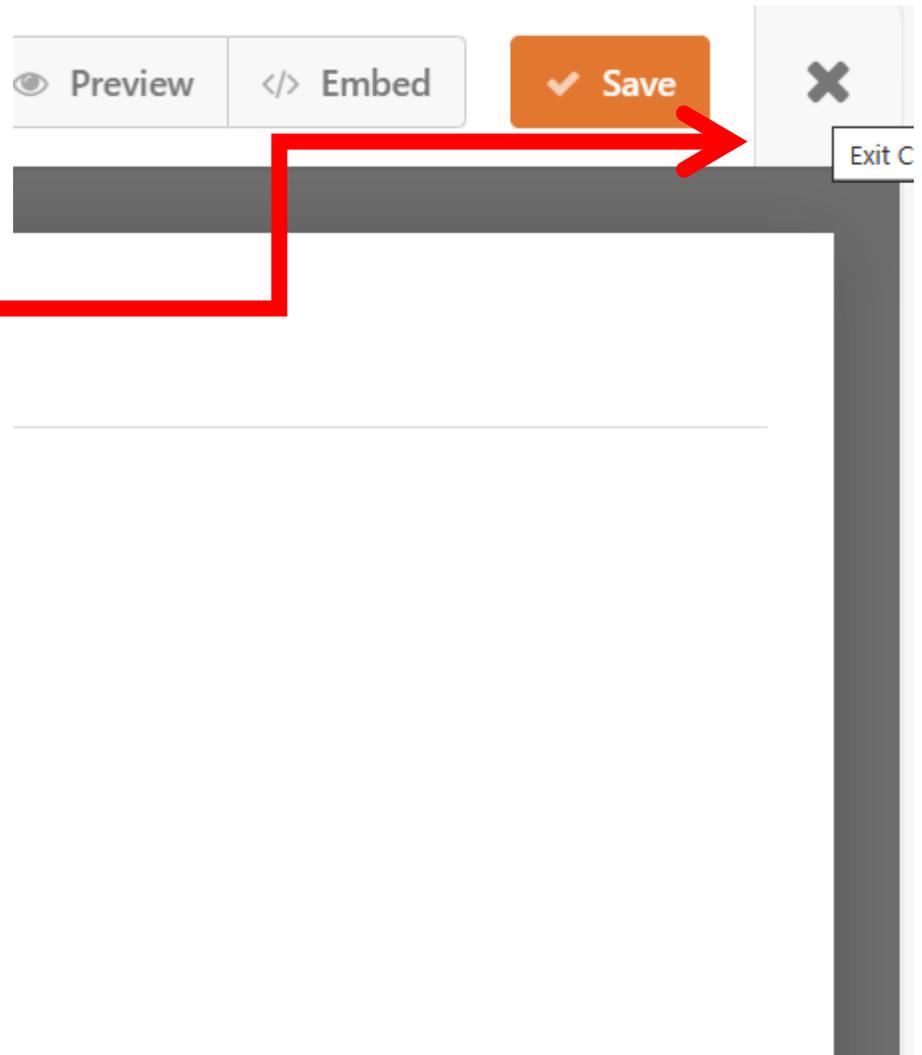
Send the survey via email to users or groups of users

My Sites eera-jpnm

Dashboard

Events

Media

wpforms

WPForms

Forms Overview + Add New

All Forms
Add New

All (7) | Forms (7) | Templates (0) | Trash (2)

Bulk actions ▾ Apply

Profile

	Name ▲	Tags	Author
Email to Users	Email Users		
Collapse menu	Email Roles		
	ons	—	eera -jp
☐	survey 02052024	—	eera -jp
☐	Registration Form	—	eera -jp
☐	login	—	eera -jp
☐	Party Invitation RSVP Form	—	eera -jp
☐	Contact Us	—	eera -jp
☐	Registration Form " Call for Open Access JRC Infrastructures "	—	Aldo Ra

Dashboard

- Dashboard
- Events
- Media
- WPForms
- Profile
- Email to Users

Email Users
Email Roles

- Collapse menu

SEND EMAIL TO SELECTED USERS

Email Subject

Email subject here.

Select Users

Filter users using user ID range   **Minimum ID**   **Maximum ID**

Search:

	ID↑↓	Username	Email	Display Name
☐	2	aldoromana	info@webpar.it	Aldo Romana
☐	3	paolotassin	ptassin@metaprojects.it	Paolo Tassin
☐	6	UtenteMNGT	info@compramisubito.com	UtenteMNGT
☐	8	eera-jpnm	info2@webpar.it	eera -jpnm
☐	333	Zoltan	zoltan.hozer@energia.mta.hu	Zoltan
☐	334	Gianclaudio	gianclaudio.ferro@enea.it	Gianclaudio
☐	335	Maria J	mj.caturla@ua.es	Maria J
☐	336	Mercedes	m.mayoral@ciemat.es	Mercedes
☐	337	Cristelle	cristelle.pareige@univ-rouen.fr	Cristelle
☐	338	Arndt	arndt.schubert@ec.europa.eu	Arndt

Showing 1 to 426 of 426 entries

Email Message

Add Media

Visual | Text

sf-arial | 16px | Paragraph | **B** | *I* | ☰ | ☰ | ❝ | ☰ | ☰ | ☰ | 🔗 | ☰ | ✕ | ☰

SEND EMAIL TO SELECTED ROLES

Email Subject

Email subject here

Select Role(s)

☐ **Administrator**	**5**	☐ **Editor**	**1**
☐ **Author**	**1**	☐ **Contributor**	**1**
☐ **Subscriber**	**424**	☐ **Mngt**	**4**
☐ **Connectnmcoregroup**	**22**	☐ **Ettaskforce**	**1**
☐ **Eerasecretariat**	**3**	☐ **Eventsmanagers**	**1**
☐ **Gemmacoordinator**	**2**	☐ **Gemmaexecutivecommittee**	**1**
☐ **Gemmagoverningboard**	**1**	☐ **Gemmaparticipants**	**1**
☐ **Gemmaprojectmanagementoffice**	**1**	☐ **Gemmareferencepersons**	**1**
☐ **Inspyrecoordinator**	**1**	☐ **Inspyreexecutivecommitte**	**12**
☐ **Inspyregbmembers**	**15**	☐ **Inspyreparticipants**	**75**
☐ **Inspyreprojectmanagementoffice**	**1**	☐ **Inspyreusergroup**	**10**
☐ **Jpnmmanagementboard**	**8**	☐ **Jpnmpilotprojectcoordinators2021**	**12**

To finish click on send message and the email will be sent.