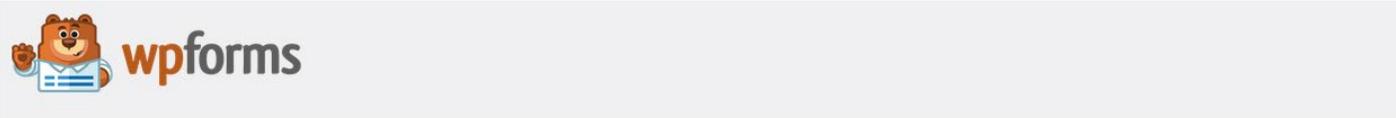


Create a new survey using an existing one.



Forms Overview [+ Add New](#)

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](#)

Editing the Survey

Click on EDIT



- A) Change the **Title**
- B) Modify the **object**
- C) Change the **Description**

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

The screenshot shows a survey editor interface. On the left is a sidebar with navigation options: Setup, Fields, Settings, Marketing, and Payments. The 'Fields' section is active, showing a grid of field types categorized into 'Standard Fields' and 'Fancy Fields'. The 'Standard Fields' section includes: Single Line Text, Paragraph Text, Dropdown, Multiple Choice, Checkboxes, Numbers, Name, Email, Number Slider, and reCAPTCHA. The 'Fancy Fields' section includes: 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, and Net Promoter Score. The main editing area on the right is titled 'survey 02052024' and contains the following fields: 'Add Subject', 'Description', a question 'Please answer the survey:' with radio button options 'Yes', 'No', and 'I don't know', and a 'Note' text area. At the bottom of the main area is a 'Vote' button. At the top of the main area, there is a navigation bar with a 'Save' button. Green arrows from the text above point to the 'Title' field (survey 02052024), the 'object' field (Add Subject), the 'Description' field, and the 'SAVE' button.

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

Setup

Fields

Settings

Marketing

Payments

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 [?]

Visual Text

B I U ABC [List Icons] [Undo] [Redo] [Link]

Permalink [?]

<https://www.eera-jpnm.com/poll-form-template> View

Header Logo [?]

Upload Image

Footer Text

This content is neither created nor endorsed by WPForms.

Hide WPForms Branding

Color Scheme [?]

[Blue] [Teal] [Green] [Red] [Purple] [Grey] [Edit]



Now editing survey 02052024

- Setup
 - Fields
 - Settings**
 - Marketing
 - Payments
- 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

Now to finish we just have to set the start 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

Start Time

1:00 am

Calendar for May 2024. The 2nd and 3rd are highlighted.

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

Form Restrictions

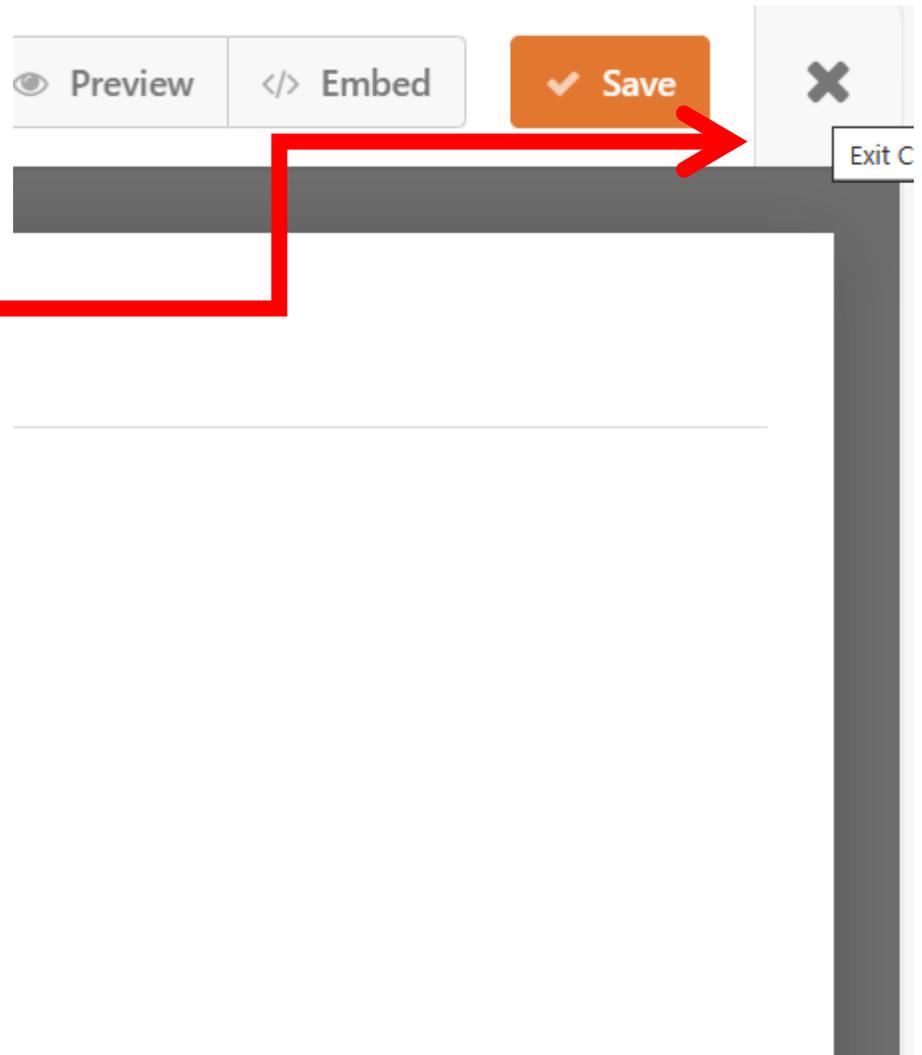
Restrict form access to only those who meet your criteria.

Logged in users only

Message

B I U

After clicking on SAVE, click on the X to close the window.



Send the survey via email to users or groups of users

The screenshot shows the WPForms dashboard interface. The left sidebar contains the following menu items: My Sites, eera-jpnm, Dashboard, Events, Media, WPForms (highlighted), All Forms, Add New, Profile, Email to Users (highlighted with a green arrow), and Collapse menu. The main content area displays the 'Forms Overview' page with a '+ Add New' button. Below this, there are filters for 'All (7) | Forms (7) | Templates (0) | Trash (2)' and a 'Bulk actions' dropdown with an 'Apply' button. A table lists various forms with columns for Name, Tags, and Author. The forms listed are: survey 02052024, Registration Form, login, Party Invitation RSVP Form, Contact Us, and Registration Form " Call for Open Access JRC Infrastructures ". A dropdown menu is open over the 'Email to Users' option in the sidebar, showing 'Email Users' and 'Email Roles'.

Name	Tags	Author
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 Rc

- Dashboard
- Events
- Media
- WPForms
- Profile
- Email to Users
- Email Users**
- Email Roles
- Collapse menu

SEND EMAIL TO SELECTED USERS

Email Subject

Select Users

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

Search:

<input type="checkbox"/>	ID	Username	Email	Display Name
<input type="checkbox"/>	2	aldoromana	info@webpar.it	Aldo Romana
<input type="checkbox"/>	3	paolotassin	ptassin@metaprojects.it	Paolo Tassin
<input type="checkbox"/>	6	UtenteMNGT	info@compramisubito.com	UtenteMNGT
<input type="checkbox"/>	8	eera-jpnm	info2@webpar.it	eera -jpnm
<input type="checkbox"/>	333	Zoltan	zoltan.hozer@energia.mta.hu	Zoltan
<input type="checkbox"/>	334	Gianclaudio	gianclaudio.ferro@enea.it	Gianclaudio
<input type="checkbox"/>	335	Maria J	mj.caturla@ua.es	Maria J
<input type="checkbox"/>	336	Mercedes	m.mayoral@ciemat.es	Mercedes
<input type="checkbox"/>	337	Cristelle	cristelle.pareige@univ-rouen.fr	Cristelle
<input type="checkbox"/>	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*

-  Dashboard
-  Events
-  Media
-  WPForms
-  Profile
-  Email to Users
- Email Users
- Email Roles
-  Collapse menu

SEND EMAIL TO SELECTED ROLES

Email Subject

Email subject here

Select Role(s)

<input type="checkbox"/> Administrator 5	<input type="checkbox"/> Editor 1
<input type="checkbox"/> Author 1	<input type="checkbox"/> Contributor 1
<input type="checkbox"/> Subscriber 424	<input type="checkbox"/> Mngt 4
<input type="checkbox"/> Connectnmcoregroup 22	<input type="checkbox"/> Etaskforce 1
<input type="checkbox"/> Eerasetariat 3	<input type="checkbox"/> Eventsmanagers 1
<input type="checkbox"/> Gemmacoordinator 2	<input type="checkbox"/> Gemmaexecutivecommittee 1
<input type="checkbox"/> Gemmagoverningboard 1	<input type="checkbox"/> Gemmaparticipants 1
<input type="checkbox"/> Gemmaprojectmanagementoffice 1	<input type="checkbox"/> Gemmareferencepersons 1
<input type="checkbox"/> Inspyrecoordinator 1	<input type="checkbox"/> Inspyreexecutivecommitte 12
<input type="checkbox"/> Inspyregbmembers 15	<input type="checkbox"/> Inspyreparticipants 75
<input type="checkbox"/> Inspyreprojectmanagementoffice 1	<input type="checkbox"/> Inspyreusergroup 10
<input type="checkbox"/> Jpnmanagementboard 8	<input type="checkbox"/> Jpnmpilotprojectcoordinators2021 12

- Dashboard
- Events
- Media
- WPForms
- Profile
- Email to Users**
- Email Users
- Email Roles
- Collapse menu

<input type="checkbox"/> Sp5contactpersons	1	<input type="checkbox"/> Sp6contactpersons	1
<input type="checkbox"/> Taste	2	<input type="checkbox"/> Wellmet-coordination	1
<input type="checkbox"/> Lorenzomalerba	1	<input type="checkbox"/> Parolsson	2

Email Message

 Add Media

Visual Text

sf-arial 16px Paragraph **B** *I*          

Write the content of the survey here and insert the link to give the opportunity to vote.

<https://www.eera-jpnm.com/poll-form-template>

P

 Send Message

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