



# Forms

*Last updated - Mar 25, 2024 at 4:00PM*

|                |  |
|----------------|--|
| Web:           | <a href="https://timedock.com">https://timedock.com</a>  |
| Email:         | <a href="mailto:info@timedock.com">info@timedock.com</a> |
| International: | (+64) 9 444 1384   |
| Local phone:   | (09) 444 1384  |

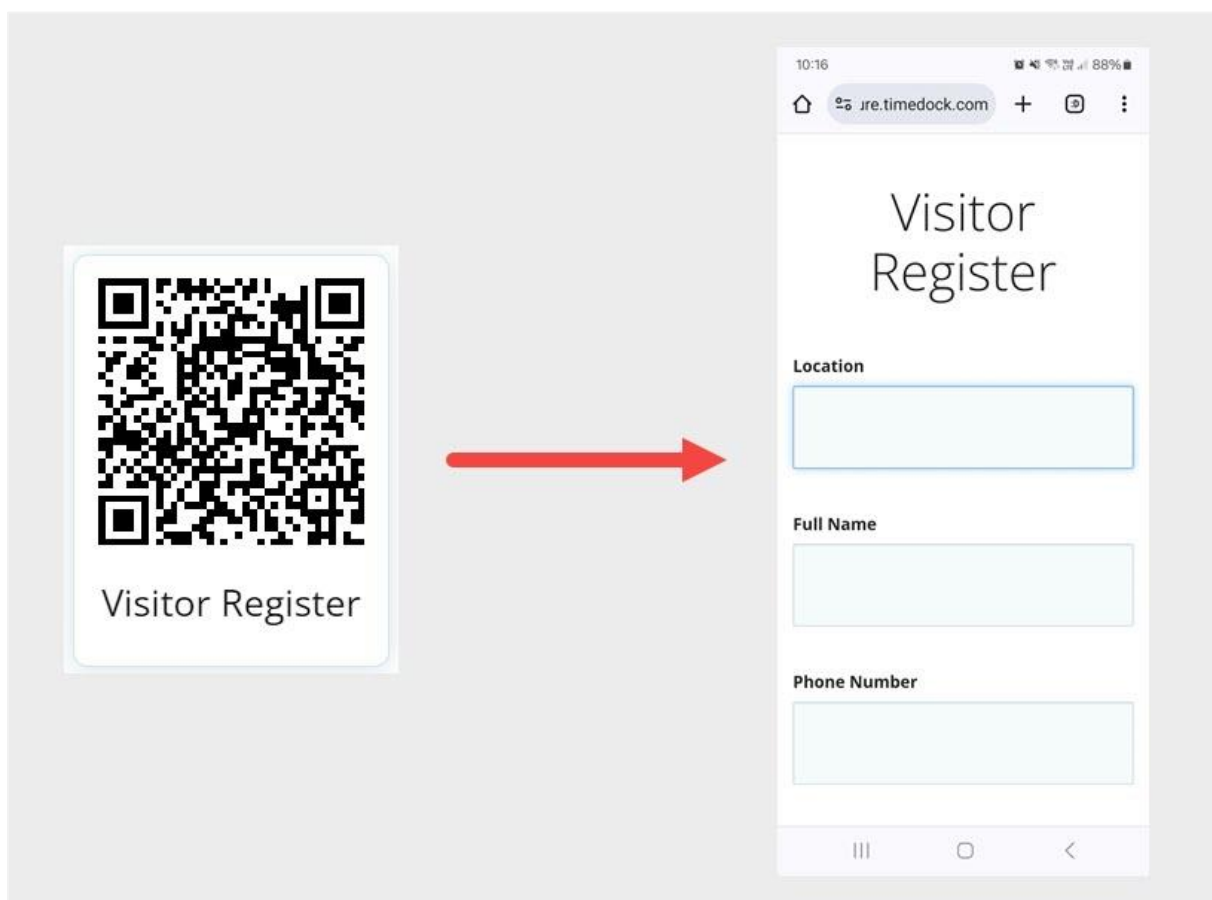
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## Overview

TimeDock **Forms** allow you to build basic, custom forms and present in the form of a QR code. This can be useful for capturing additional information other than employee time tracking, such as visitor sign-in and management.

Print out the QR code for your form and stick to your desired location. Anyone with a smart device can then scan the QR code which will open the form on the device for them to complete and submit.



## Creating forms

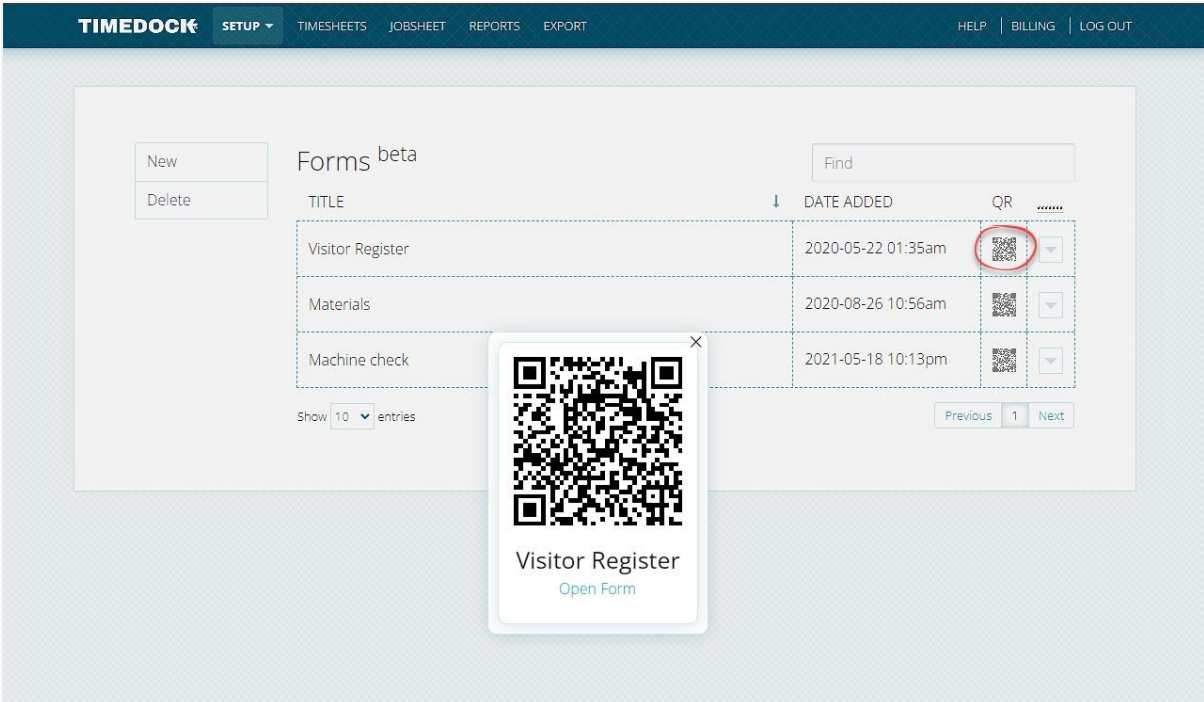
To create a form, login to your TimeDock web dashboard and navigate to **Setup > Forms**. From this screen, click on the **New** button on the left-hand menu.

Enter a title for the form and the number and names of the form fields. Once ready, click the **Save** button to create your form.




## Downloading a form QR code

New and existing forms are listed on the **Setup > Forms** page within the TimeDock web dashboard. To view the **QR** code for a form, click on the icon in the QR column of the table.

You can then either take a screenshot of the QR code displayed on screen, or save a copy of the file by right-clicking on QR code and selecting **Save image as...** When saving the file to your device, you may need to change the file extension to that of an image (i.e. **.jpg**).

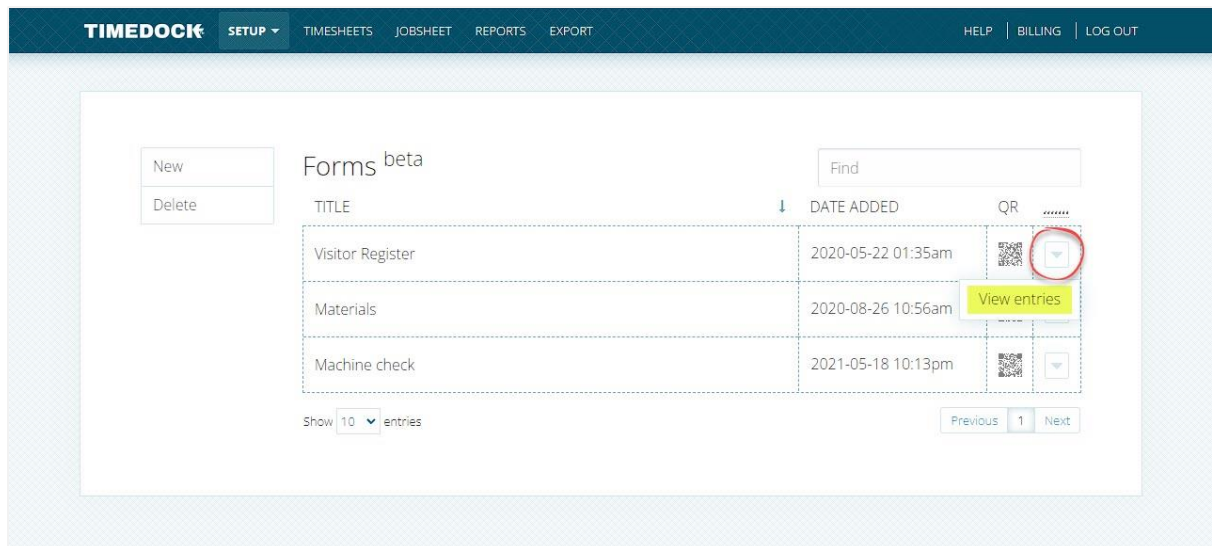


The screenshot shows the TimeDock web dashboard interface. At the top, there is a navigation bar with the TimeDock logo and menu items: SETUP, TIMESHEETS, JOBSHEET, REPORTS, EXPORT, HELP, BILLING, and LOG OUT. The main content area is titled 'Forms beta' and features a search bar and a table of forms. The table has columns for TITLE, DATE ADDED, and QR. The first row is 'Visitor Register' with a date of 2020-05-22 01:35am and a QR code icon circled in red. The second row is 'Materials' with a date of 2020-08-26 10:56am. The third row is 'Machine check' with a date of 2021-05-18 10:13pm. Below the table, there is a 'Show 10 entries' dropdown and 'Previous 1 Next' navigation buttons. A modal window is open in the foreground, displaying a large QR code and the text 'Visitor Register' with a blue 'Open Form' link below it.

| TITLE            | DATE ADDED         | QR  |
|------------------|--------------------|---|
| Visitor Register | 2020-05-22 01:35am |  |
| Materials        | 2020-08-26 10:56am |  |
| Machine check    | 2021-05-18 10:13pm |  |

## Viewing/downloading submissions

To view submissions/answers for a form, login to your TimeDock web dashboard and navigate to **Setup > Forms**. Find your form in the list and click on the down arrow button on the right-end side of the table row, then click on **View entries** from the dropdown options.



Form entries will be displayed on screen in table format, with a maximum of the first 5 form fields being displayed. Entries can be filtered by date by clicking on the date range display in the toolbar above the entries table.

If an answer is displayed as cut off (...) due to length restrictions, hover over the table cell to view the full answer. Click on the **View** button on the right-hand end of a row to view the entire details for a form submission.

To download all entries within the selected entries, click on the **CSV** icon in the toolbar in the toolbar above the entries table. This file can be opened in spread sheet software such as Microsoft Excel for further analysis.

## Visitor Register

Form Entries

&lt;&lt;

01 Mar To 27 Mar

&gt;&gt;



Find

| DATE ANSWERED              | LOCATION  | FULL NAME     | PHONE NUMB... | EMAIL         | ..... |
|----------------------------|-----------|---------------|---------------|---------------|-------|
| Wed 27th Mar 2024, 2:38 pm | Office    | Bob Drover    | 09 6382619... | Bob@sample... | VIEW  |
| Wed 27th Mar 2024, 2:37 pm | Warehouse | Sally Rang... | 09 2528261    | sally@samp... | VIEW  |
| Wed 27th Mar 2024, 2:37 pm | Warehouse | John Doe      | 09 2528261    | John@sampl... | VIEW  |

Show 10 entries

Previous

1

Next