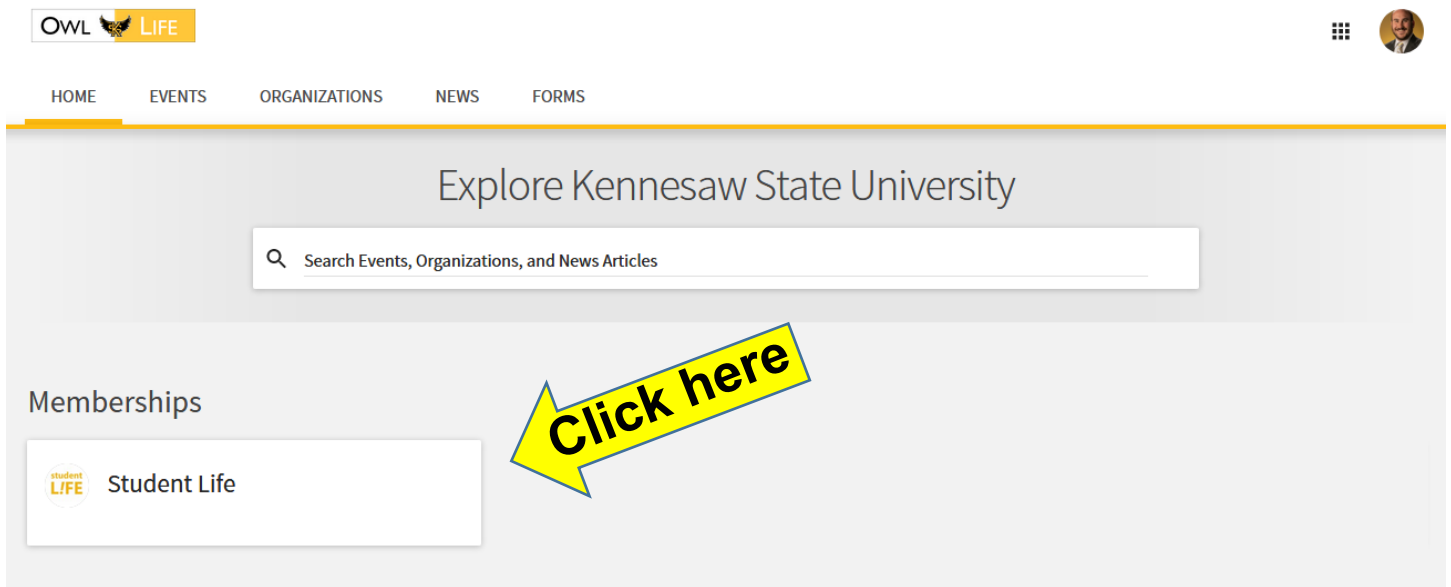


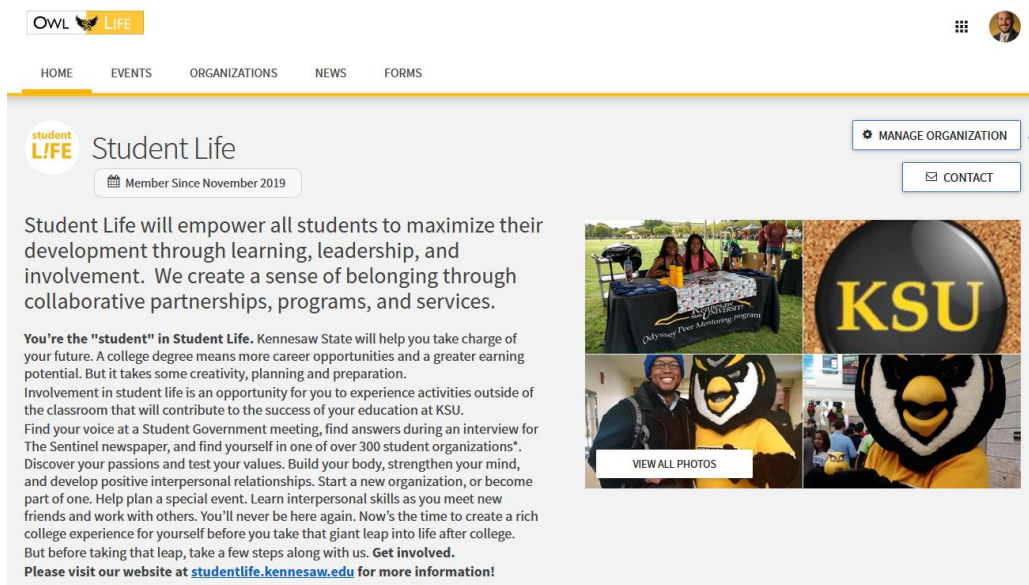
Creating a Form in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Ned-ID and password.

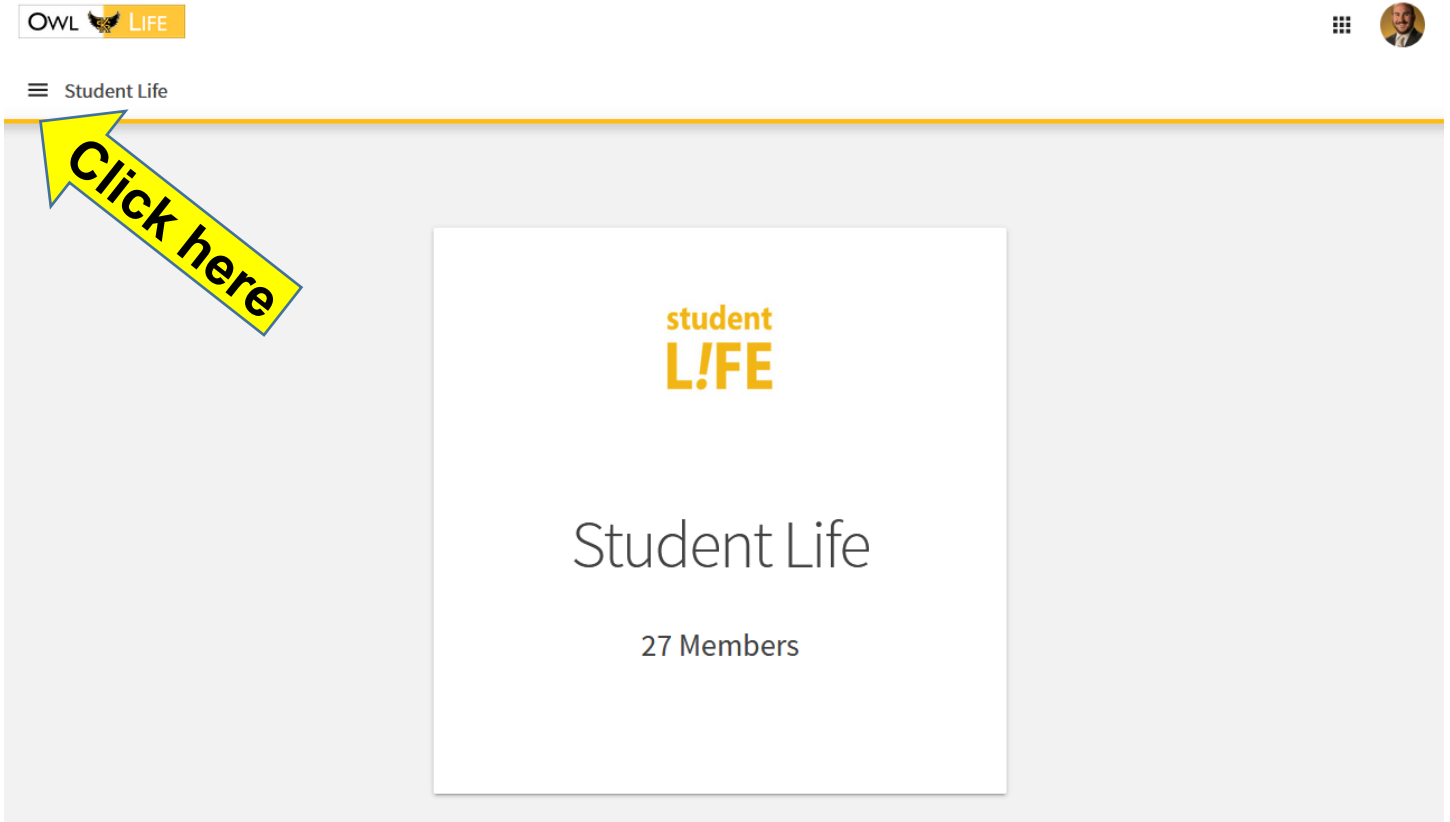
2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



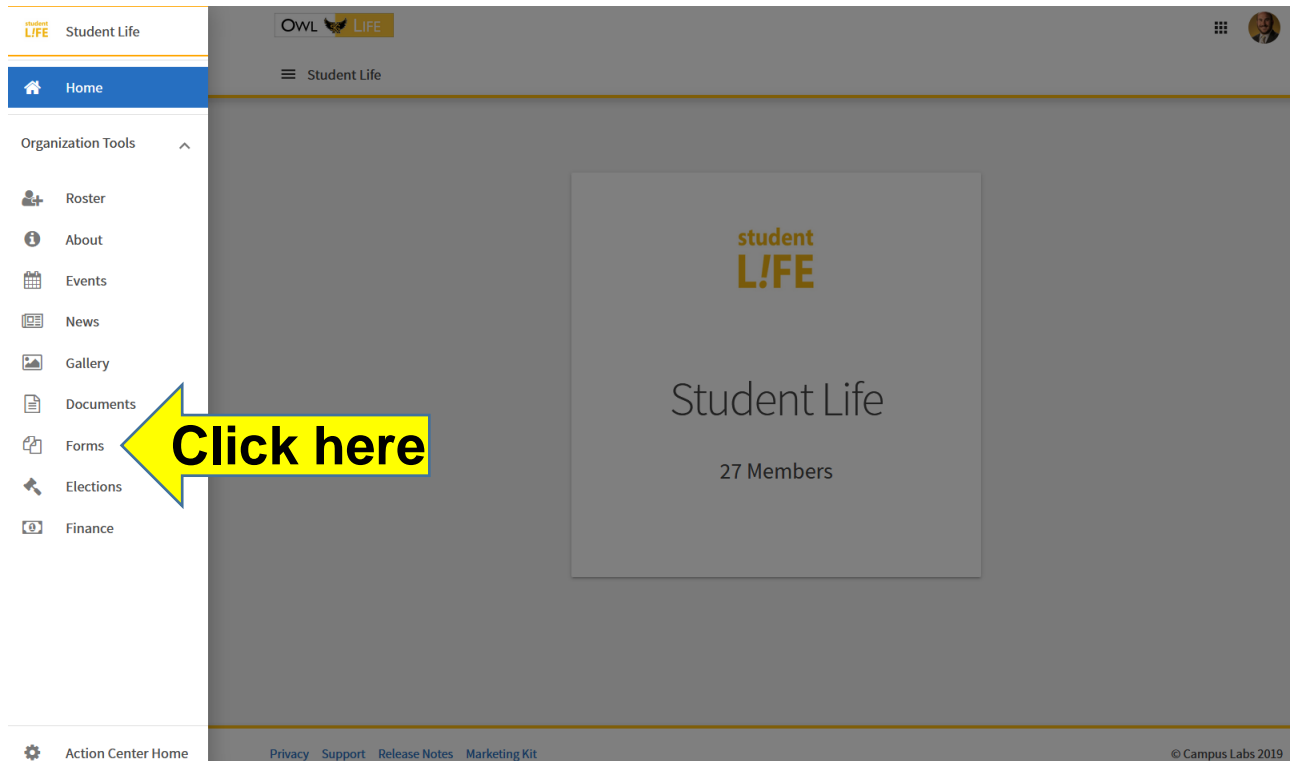
3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.



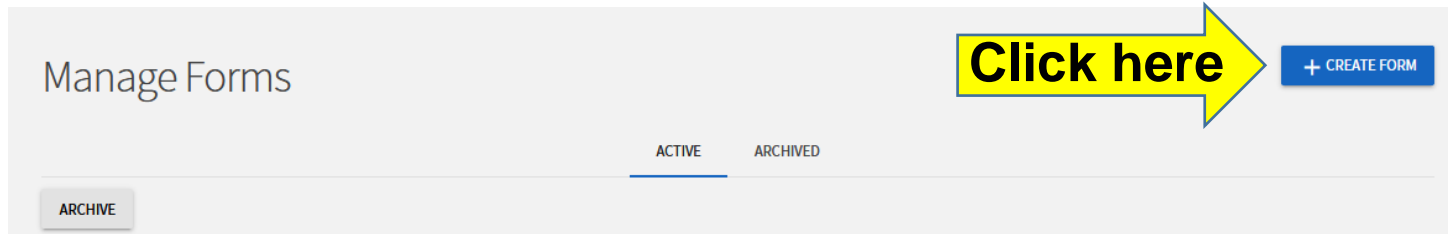
4. Another tab will open. Click on the three horizontal bars in the top left corner.



5. From the drop-down menu, select “Forms.”



6. To create a new form, click the blue “Create Form” button in the top right corner.



7. Follow the instructions to set the properties of the form. Select the “Active” box when you are ready for your form to go live. The form will only be open between the “start time” and “end time” if the “Active” box is checked. When you are finished setting the properties for the form, click the blue “Save and Add Questions” button at the bottom of the page.

Create Form Fields with an asterisk (*) are required.

*** Name**
Test Form

Status
 Active Click here

Featured in Explore Forms
 Hide from Explore Forms

Start Time 3/13/2020 04:00 PM
End Time 4/13/2020 04:00 PM

Submission Approval Process
 Enable Approval Process
Allow people with appropriate access to Approve, Deny, and give feedback on submissions for this form.
 No Review Required
Automatically mark submissions for this form as Received, with no additional action required.

Public Submission Collection
 Allow Submissions from Public Users ⓘ
 Collect Personal Information
Public users will be required to provide their name and email address.

Multiple Submissions
 Allow Multiple Submissions

Reviewer Workflow
 Enable Reviewer Workflow
Reviewer Workflow enables you to create "levels" to your review process, wherein each level must review the form before the subsequent level is notified of the submission.

Submitter Identified Reviewers
 Enable Submitter Identified Reviewers
Allow the submitter to add up to five users as reviewers to their individual submission.
 Make Required
Optional Instructions *Enter descriptive text to tell your submitters whose email address(es) to enter. For example, "Enter the email of your Academic Advisor."*

8. A green bar will appear at the top of the page that states, “Form successfully saved.” Follow the directions for adding new questions or instructions to the form. Add as many questions or instructions as needed. If you need to create multiple pages in the form, you may click “Add Page Before This Page” or “Add Page After This Page.”

The screenshot shows a form editor interface. At the top, a green bar displays the message "Form successfully saved". Below this, there is a navigation bar with a "BACK TO FORMS" link. The main area is titled "Test Form" and shows "Page 1". On the right side, there are two buttons: "FORM PROPERTIES" and "PAGE PROPERTIES". Below the main area, there are two buttons: "ADD PAGE BEFORE THIS PAGE" and "ADD PAGE AFTER THIS PAGE". At the bottom left, there is a "PAGE LIST" button. At the bottom, there is an "Add New..." section with eight options: "Check Box List", "Radio Button List", "Text Field", "Drop Down List", "Instructions", "Single Check Box", "Ranking", and "File Upload". Two yellow callout boxes with arrows point to the "FORM PROPERTIES" and "PAGE PROPERTIES" buttons, containing the text: "You may edit the form properties by clicking here." and "You may edit the specific page properties by clicking here." respectively.

9. To review form submissions, navigate back to the “Manage Form” page and click on the blue “Submissions” button.

Manage Forms + CREATE FORM

ACTIVE ARCHIVED

ARCHIVE

Select	Name	Start Date	End Date	Properties	Copy	Share	Submissions	Export Submissions	Export File Attachments
<input type="checkbox"/>	Test Form	3/13/2020 4:00 PM	4/13/2020 4:00 PM	Properties	Copy	Share	Submissions		

Click here

If you have any questions, please email RSOsupport@kennesaw.edu.

