


# Easy Forms

 You can include a form, such as a sign up form, opinion poll, or similar in a page.



## Responses

As the form creator, you will receive a notification (in your Confluence notification area - the bell icon by your profile image) every time someone fills out your form.

The data entered into your form can then be accessed via the **easy form report**.

## Create a New Form

1. Create a new page and embed the **easy form** macro in it by clicking the **+**, selecting **other macros** then do a search for **easy form**
2. Name your form and choose settings - you can
  - a. customize the message respondents receive after submitting the form
  - b. enforce one response per user (based on login)
  - c. let users edit their responses
  - d. restrict reports so only you see the responses
  - e. set an expiration date for the form
3. Save the page and your form will appear.
4. Click the edit button in the corner of the form and start adding form fields like check boxes, drop-downs etc.

Try it out with the form below

**You must log in to view and submit this form.**

## View and Export Form Responses

1. Create a new page and embed the **easy form report** macro in it by clicking the **+**, selecting **other macros** then do a search for **easy form report**
2. Specify the page you just created to host the report and the name of the form that is the source of your data
  - a. Check the box to **Hide users** if you want the report data to be anonymized
3. See below for a form report. Data can be exported in a variety of formats.

**You do not have access to this Easy Form report.**