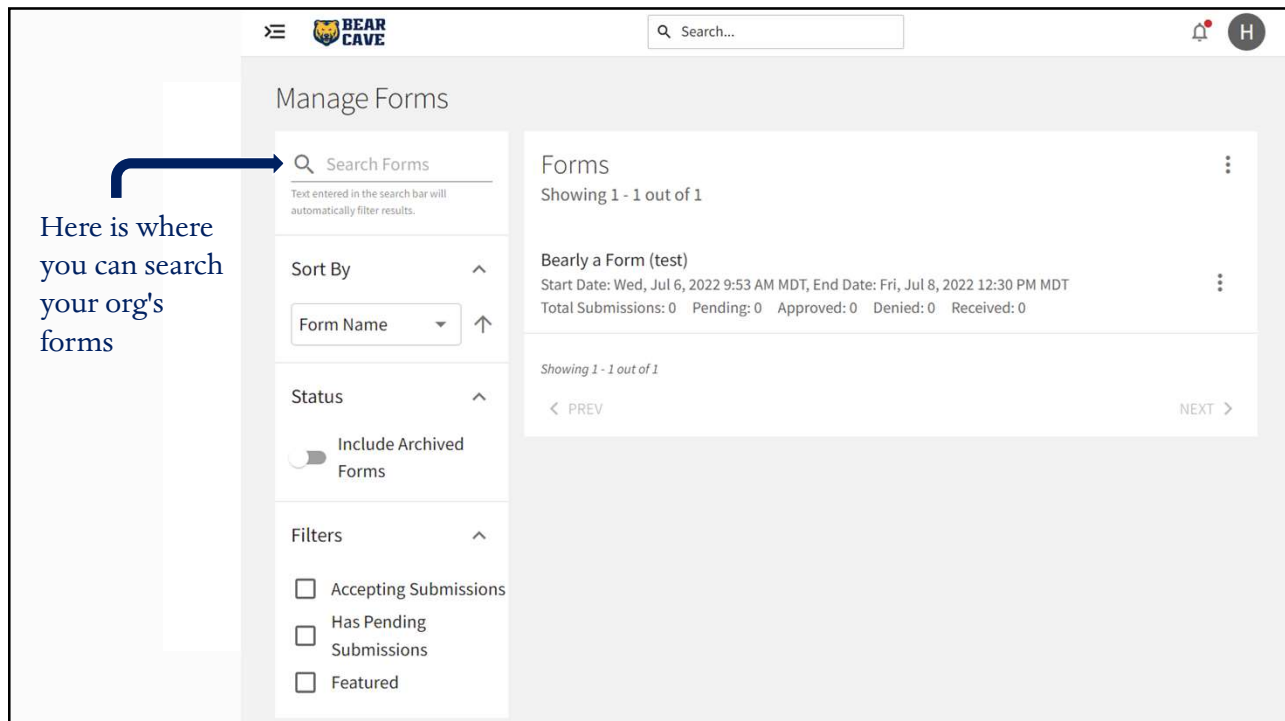


1



2

The screenshot shows the 'Manage Forms' interface. On the left, there is a sidebar with the following sections: 'Search Forms' (with a search bar and a note that text entered will automatically filter results), 'Sort By' (with a dropdown menu currently set to 'Form Name' and an upward arrow), 'Status' (with a toggle for 'Include Archived Forms' which is currently off), and 'Filters' (with three checkboxes: 'Accepting Submissions', 'Has Pending Submissions', and 'Featured', all of which are currently unchecked). The main content area on the right is titled 'Forms' and shows 'Showing 1 - 1 out of 1'. It lists a form named 'Bearly a Form (test)' with a start date of 'Wed, Jul 6, 2022 9:53 AM MDT' and an end date of 'Fri, Jul 8, 2022 12:30 PM MDT'. Below the dates, it shows submission statistics: 'Total Submissions: 0', 'Pending: 0', 'Approved: 0', 'Denied: 0', and 'Received: 0'. At the bottom of the list, it says 'Showing 1 - 1 out of 1' with 'PREV' and 'NEXT' navigation links.

**You can also sort your forms**

3

This screenshot is identical to the one above, showing the 'Manage Forms' interface. The sidebar and main content area are the same. The annotation in this slide points to the 'Include Archived Forms' toggle in the 'Status' section of the sidebar, which is currently turned off.

**Check the status of your forms**

4

BEAR CAVE

Search...

## Manage Forms

Search Forms

Text entered in the search bar will automatically filter results.

Sort By

Form Name

Status

Include Archived Forms

Filters

- ☐ Accepting Submissions
- ☐ Has Pending Submissions
- ☐ Featured

Forms

Showing 1 - 1 out of 1

Bearly a Form (test)

Start Date: Wed, Jul 6, 2022 9:53 AM MDT, End Date: Fri, Jul 8, 2022 12:30 PM MDT

Total Submissions: 0 Pending: 0 Approved: 0 Denied: 0 Received: 0

Showing 1 - 1 out of 1

< PREV NEXT >

And filter your org's forms

5

BEAR CAVE

Search...

## Manage Forms

Search Forms

Text entered in the search bar will automatically filter results.

Sort By

Form Name

Status

Include Archived Forms

Filters

- ☐ Accepting Submissions
- ☐ Has Pending Submissions
- ☐ Featured

Forms

Showing 1 - 1 out of 1

Bearly a Form (test)

Start Date: Wed, Jul 6, 2022 9:53 AM MDT, End Date: Fri, Jul 8, 2022 12:30 PM MDT

Total Submissions: 0 Pending: 0 Approved: 0 Denied: 0 Received: 0

Showing 1 - 1 out of 1

< PREV NEXT >

Here is where you can view all your org's forms, with or without filters

6

**Manage Forms**

Search Forms  
Text entered in the search bar will automatically filter results.

Sort By  
Form Name

Status  
Include Archived Forms

Filters  
☐ Accepting Submissions  
☐ Has Pending Submissions  
☐ Featured

**Forms**  
Showing 1 - 1 out of 1

Bearly a Form (test)  
 Start Date: Wed, Jul 6, 2022 9:53 AM MDT, End Date: Fri, Jul 8, 2022 12:30 PM MDT  
 Total Submissions: 0 Pending: 0 Approved: 0 Denied: 0 Received: 0

Showing 1 - 1 out of 1  
 < PREV NEXT >

Context Menu:  
 + Create Form  
 Bulk Archive  
 Bulk Restore

<-----  
 To create a form, click the 3 dots

7

**Form Properties**

Add Form Name and save settings to reveal all form options.

**Settings** No Unsaved Changes

**Form Name**

Form Name

Form Name must not be left blank

Here's where you can name your form. This is what people can look up to search your form

8

### Form Status

Enabling this option makes this form available for use within the dates and times specified below.  
Please Note: Users can still submit past the end date if they begin the form during the active window.

*i* This form is not currently accepting submissions.
 

- Form Status is Disabled.

Active From

07/06/2022 10:31 am

Active Until

08/06/2022 10:31 am

Here is where you can modify how long your form is **active** and if you want your form visible to everyone on the forms page

DISABLED ☐

If you want your form visible on the forms page, it is important you toggle this to on

9

### Include in Explore Forms List

When enabled this form is listed on your community's public forms list.

*★* Feature in Explore Forms List
 

DISABLED ☐

Enabling this option places this form to the top of your community's public form list for better visibility.

ENABLED ☒


This is also important to toggle if you want your list public.

Featuring it will star your form and place it up top.

10

5

### Require Review and Approval Process

DISABLED 

When enabled you can assign reviewers to approve, deny, and give feedback on submissions. When this option is disabled all submissions are automatically marked as received with no additional action required.

### Reviewer Workflow Steps


DISABLED 

Please Note: When disabling this option all existing reviewers will be reset to level 1 regardless of their current level.

Depending on what form you may be creating, this feature may be helpful. Though, it is not required.

11

### Allow Submissions From Public Users


DISABLED 

When enabled anyone can create a submission without being logged in. Please Note: Enabling this option automatically enables Allow Multiple Submissions.

### Require Name and Email on Public Submissions

DISABLED 

This feature may be helpful if feedback is wanted on a public level to your org



12

### Allow Multiple Submissions

This option is automatically enabled when allowing submissions from public users.

DISABLED ☐

You can allow someone to submit multiple times

13

### Submitter Identified Reviewers

When enabled the submitter may specify up to five reviewers for their individual submission.

DISABLED ☐

#### Require at Least One Submitter Identified Reviewer Per Submission

DISABLED ☐

#### Instructions (optional)

Enter descriptive text to tell your submitters whose email address(es) to enter as Submitter Identified Reviewers. *"Enter the email of your Academic Advisor"*

14

Form Properties

Be sure to scroll back up to the top to save your form modifications!

SHARE

Settings

Unsaved Changes

SAVE

Form Name

Bearly a Form (2) (test)

Form Name must not be left blank

Form Status

ENABLED ☒

Enabling this option makes this form available for use within the dates and times specified below.  
Please Note: Users can still submit past the end date if they begin the form during the active window.

15

BEAR CAVE

Search...

Form updated successfully

BACK TO FORMS

Edit - Bearly a Form (2) (test)

HELP US IMPROVE THIS PAGE

PROPERTIES REVIEWERS OUTLINE EDIT QUESTIONS

Form Properties

SHARE

Settings

No Unsaved Changes

Form Name

Bearly a Form (2) (test)

Form Name must not be left blank

Green is good!

16



Edit - Bearly a Form (2) (test) HELP US IMPROVE THIS PAGE

PROPERTIES REVIEWERS OUTLINE EDIT QUESTIONS

All reviewers will receive notifications for new form submissions, be able to view submissions, and be able to contribute to the discussion wall for submissions. Reviewers can also be customized further individually.

Search Reviewers  
 Q Type to search

Reviewers  
 No Reviewers

No Reviewers Found

Want other folks in your org to check your form? Click the +Person icon in the top right

17

Edit - Bearly a Form (2) (test) HELP US IMPROVE THIS PAGE

PROPERTIES REVIEWERS OUTLINE EDIT QUESTIONS

Outline  
 0 Potential Fields

Page 1  
 0 Fields

This page has no questions.

Fields marked with an asterisk ( \* ) are required.

If you have a longer form, it may be helpful to have an outline

18

The screenshot shows the 'Edit - Bearly a Form (2) (test)' page in the Bear Cave form editor. The top navigation bar includes a search bar, a notification bell, and a user profile icon. Below the navigation bar, there are tabs for 'PROPERTIES', 'REVIEWERS', 'OUTLINE', and 'EDIT QUESTIONS'. The 'EDIT QUESTIONS' tab is selected, and a blue arrow points to it from the text 'Here's where you can add/edit/delete some questions on your form'. The main content area is titled 'Form Properties' and contains a 'Settings' section with a 'Form Name' field (containing 'Bearly a Form (2) (test)') and a 'Form Status' toggle (set to 'ENABLED'). A 'SHARE' button is located in the top right corner of the 'Form Properties' section.

19

The screenshot shows the 'Bearly a Form (2) (test)' page in the Bear Cave form editor. The top navigation bar includes a search bar, a notification bell, and a user profile icon. Below the navigation bar, there are tabs for 'BACK TO FORMS', 'FORM PROPERTIES', 'PAGE LIST', and 'PAGE PROPERTIES'. The 'FORM PROPERTIES' tab is selected, and a blue arrow points to it from the text 'Here's where you can go back to this form's properties (the previous page)'. The main content area is titled 'Page 1' and contains a 'PAGE LIST' section. Below the 'PAGE LIST' section, there is an 'Add New...' section with a grid of question types: 'Check Box List' (Multiple answers to question), 'Radio Button List' (Single answer to question), 'Text Field' (User generated answer), 'Drop Down List' (Single answer to question), 'Instructions' (A descriptive text box with no answer), and 'Single Check Box' (Select to affirm). A blue arrow points to the 'Add New...' section from the text 'Here's the type of question I will create in the next slide'. The 'FORM PROPERTIES' tab is also highlighted with a blue arrow from the text 'Here's where you can go back to all your forms'.

20

The screenshot shows the BEAR CAVE form builder interface. A modal dialog titled "Add Item" is open in the center. The dialog has two main sections: "Question Text" and "Answer Text".

**Question Text:** Contains a rich text editor with the text "How are you feeling about making a form?". Below the editor is a "Path:" field with a tip: "Tip: If you create a link to a YouTube or Vimeo video in your question, it will embed the video at the location of your link."

**Answer Text:** Contains a text area with the instruction "Place one answer per line". Below the text area are four example answers: "I feel great!", "I feel fine!", "I can get by...", and "...what's a form?".

At the bottom of the dialog are "OK" and "CANCEL" buttons. The background interface shows a sidebar with "PAGE LIST" and "PAGE PROPERTIES", and a main area with "Add New..." options like "Check Box List", "Drop Down List", "Ranking", and "File Upload".

21

The screenshot shows the BEAR CAVE form builder interface. A preview of a question is displayed in the center. The question is titled "How are you feeling about making a form?" and has four radio button options: "I feel great!", "I feel fine!", "I can get by...", and "...what's a form?".

Below the question preview, there is a text box with the following text:

Once you have created and confirmed your question, you can preview it here!

If you'd like to create "logic" in your form, please see the in-depth Forms How-To Doc

The background interface shows the same sidebar and main area as the previous screenshot, with "Add New..." options like "Check Box List", "Radio Button List", and "Text Field".

22

BEAR CAVE

Search...

Home  
Events  
Organizations  
News  
Forms

MY ORGANIZATIONS

Bearly a Soci...

LINKS

Bear Code  
Official Event Funding Pol...  
RSO MANUAL  
Office of Student Org's Co...  
Share a Concern - Dean of...  
Book a Space at UNC  
How-To Write Your Constit...  
Release Notes  
Privacy

Forms

Showing 1 - 2 out of 2

Bearly a Form (2) (test)  
Start Date: Wed, Jul 6, 2022 10:31 AM MDT, End Date: Sat, Aug 6, 2022 10:31 AM MDT  
Total Submissions: 0 Pending: 0 Approved: 0 Denied: 0 Received: 0

Bearly a Form (test)  
Start Date: Wed, Jul 6, 2022 9:53 AM MDT, End Date: Fri, Jul 8, 2022 12:30 PM MDT  
Total Submissions: 0 Pending: 0 Approved: 0 Denied: 0 Received: 0

Showing 1 - 2 out of 2

< PREV NEXT >

How that you have completed your forms, you should be able to view them on the forms page!

23

BEAR CAVE

Search...

VIEW SUBMISSIONS

Forms

Search Available Forms

2 Available Forms

Showing 1 - 2 of 2

★ **Bearly a Form (test)**  
End Date: Friday, July 8, 2022 12:30 PM  
Bearly a Society (test) **START**

**Bearly a Form (2) (test)**  
End Date: Saturday, August 6, 2022 10:31 AM  
Bearly a Society (test) **START**

Showing 1 - 2 of 2

24