

# Fillout Forms

- [How to create fillout form](#)

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## SOP: Creating a Fill-Out Form

1. **Log in to Fillout**
  - Open [Fillout](#) and log in with your account credentials.
2. **Start a New Form**
  - Click on **“Create New Form”** or **“+ New Form”**.
3. **Set Form Title & Description**
  - Enter a clear **title** for your form.
  - Add a **description or instructions** for users if needed.
4. **Add Questions/Fields**
  - Click **“Add Question”**.
  - Choose field type: text, multiple choice, checkbox, dropdown, etc.
  - Enter the question and mark it as **required** if necessary.
5. **Organize Form Layout**
  - Use sections or pages if the form is long.
  - Drag and drop fields to arrange order.
6. **Customize Settings**
  - Enable **notifications** for new submissions.
  - Set **submission limits** or restrictions if needed.
  - Adjust privacy settings (public, internal, or private).
7. **Preview Form**
  - Click **“Preview”** to test how it looks and works.
  - Make sure all fields and instructions are clear.
8. **Publish Form**
  - Click **“Publish”** or **“Share”**.
  - Copy the **form link** or embed code to distribute.
9. **Collect Responses**
  - Monitor submissions in the **Responses** tab.
  - Export data if needed for analysis.
10. **Update or Edit Form**
  - Edit questions or settings as required.
  - Save changes; the live form updates automatically.

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