

How to create fillout form

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.

https://www.youtube.com/embed/WNIGuxBntuU?si=vL-EJ8x4_A6J_nTR

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