

# JotForm Helper User Manual

## What is JotForm Helper?

JotForm Helper is a Google Chrome extension which assists JotForm users who build and fill forms.

## Enabling Jotform Helper

- 1- Open the Extension Management page by navigating to `chrome://extensions`. The Extension Management page can also be opened by clicking on the Chrome menu, hovering over More Tools then selecting Extensions.
- 2- Enable Developer Mode by clicking the toggle switch next to Developer mode.
- 3- Click the LOAD UNPACKED button and select the extension directory (directory named “build”).
- 4- Open the Extensions by clicking the puzzle icon (see Figure 1) next to your profile avatar. A dropdown menu will appear, showing you all of your enabled extensions. Each extension will have a pushpin icon to the right of it. Click the pushpin icon next to JotfForm Helper so that the icon turns blue.

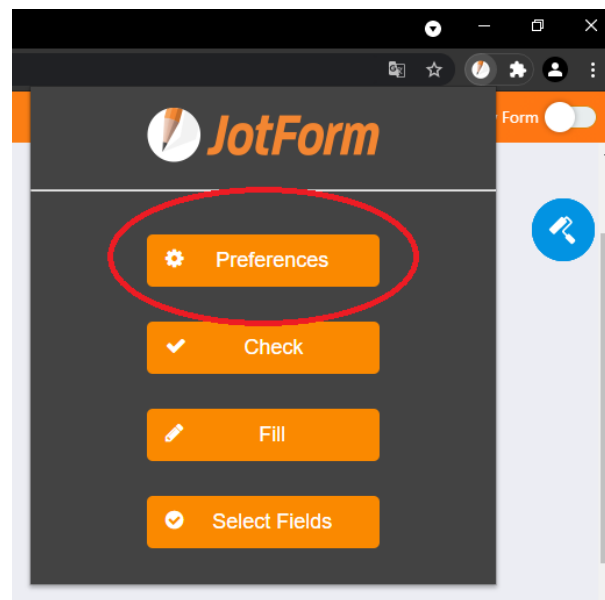


**Figure 1:** Puzzle Icon

## Saving API Key

To able to use JotForm Helper, you have to save your JotForm API key through preferences page. Below are the steps to save the API key:

1- Go to preferences page by clicking the JotForm Helper extension button and then clicking the “Preferences” button.



**Figure 2:** Preferences Button

2- Copy and paste your JotForm API Key to the API Key field and then click save. Your API Key will be encrypted and saved to your chrome storage.

## JotForm Helper: Form Builder Mode

JotForm Helper displays suggestions about the form a form builder creates. All of the suggestions are derived from this link <https://www.jotform.com/form-design/>. A detailed explanation about a suggestion can be seen by hovering on a suggestion text.

The image shows a screenshot of a JotForm titled "Cake Order Form" with a light blue background. The form contains two sections: "Choose a cake" and "Choose the filling", each with a list of options and radio buttons. Above the form, there are two suggestions: "Consider using contrasting font and form colors..." and "Consider thanking your respondents...". Below the form, there is a suggestion: "Consider eliminating passive sentences...". A red dashed box highlights a detailed explanation for this suggestion: "Writing packs more of a punch when it's active (John wrote a letter of complaint), not passive (A letter of complaint was written by John). Passive writing tends to be lengthier and less focused."

Consider using contrasting font and form colors...

Consider thanking your respondents...

**Cake Order Form**

Cakes can be customized by filling out the form.

Choose a cake

- ☐ Chocolate
- ☐ Yellow
- ☐ White
- ☐ Carrot
- ☐ Red Velvet
- ☐ Confetti
- ☐ Other

Choose the filling

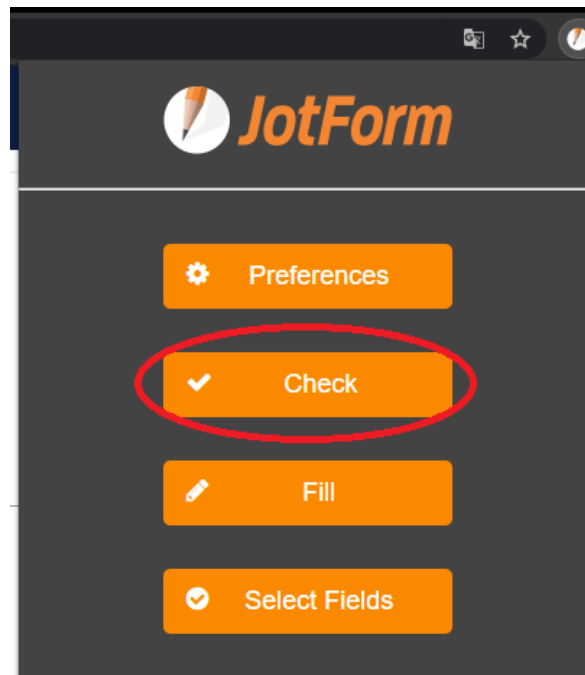
- ☐ Chocolate
- ☐ Vanilla
- ☐ Cream Cheese
- ☐ Buttercream
- ☐ Other

Consider eliminating passive sentences...

Writing packs more of a punch when it's active (John wrote a letter of complaint), not passive (A letter of complaint was written by John). Passive writing tends to be lengthier and less focused.

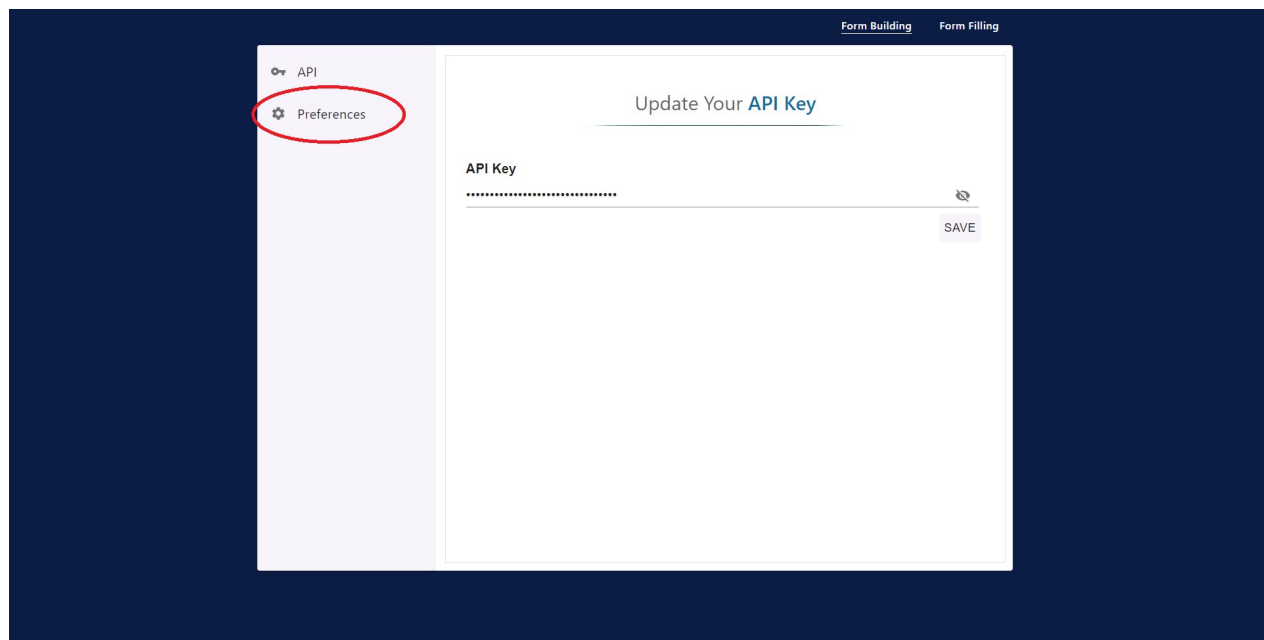
**Figure 3:** Sample Suggestions and a Detailed Explanation

After you have saved your API Key, you can see the form building suggestions by clicking the extension icon and then clicking check button (see Figure 4) when you are on the form building page (ex: <https://www.jotform.com/build/1234>).



**Figure 4:** Check Button

All of the suggestions are enabled by default. You can disable any suggestion you desire by going to preferences page and then then clicking the Preferences button on the side menu as shown in Figure 5.



**Figure 5: Preferences Button**

### **JotForm Helper: Form Filler Mode**

JotForm Helper enables form fillers to fill the field on a form automatically. A form filler can either fill all of the fields that are on the form or you can choose the fields you want filled automatically. Below are the steps for setting the form filler mode:

- 1- After you have saved you API key, go to preferences page by clicking the preferences button as shown in Figure 2.
- 2- Go to form filler section as shown in Figure 6.
- 3- Fill out the embedded JotForm form and then submit the form.

Form Building **Form Filling**

Information

Name

First Name Last Name

Birthdate

MM-DD-YYYY

Date

Email

example@example.com

Phone Number

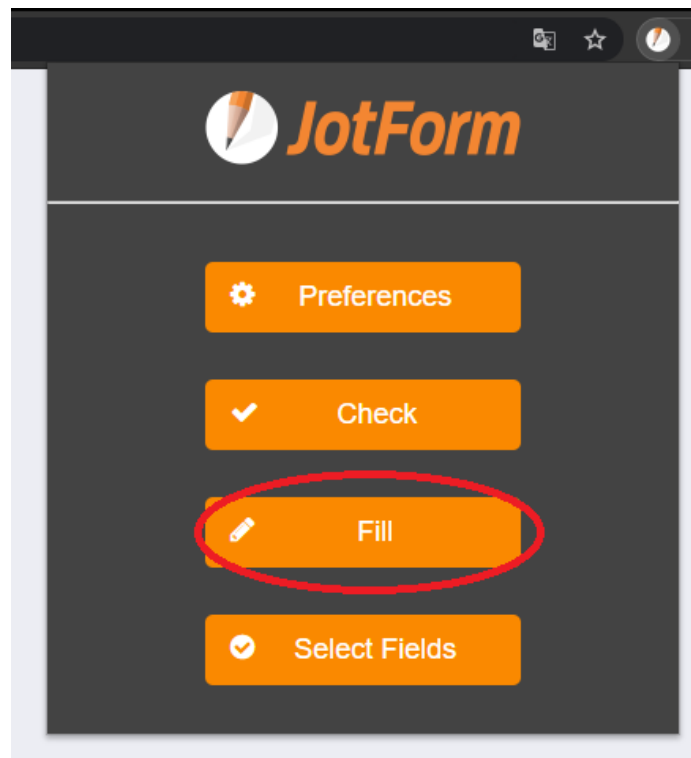
(000) 000-0000

Please enter a valid phone number.

Next

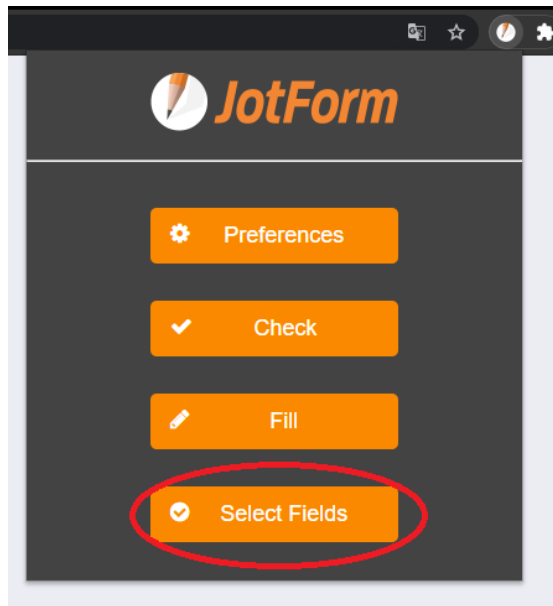
**Figure 6:** Form Filler Settings

After you have filled and submitted the form, you can start using the form filling feature. To fill all of the possible fields in a form, click on the extension icon and then click the “Fill” button as shown in Figure 7 when you are on the form page.



**Figure 7: Fill Button**

JotForm Helper also enables you to select the fields you want to autofill. To do this, click the extension icon and then click the “Select Fields” button when you are on a form page as shown in Figure 8. After clicking on the button, you should see checkboxes near the fields that you can autofill (see Figure 9). After selecting the fields, you want to autofill, click the “Fill” button again and the fields will be filled with your information.



**Figure 8:** Select Fields Button



Check the fields you want to fill and then click the fill button.

## Employment Application

Fill the form below accurately indicating your potentials and suitability to job applying for.

☒

Name: \*

First Name

Last Name

☒

Birthdate

Date

☒

Phone Number: \*

☒

Email:

example@example.com

How were you referred to us?

**Figure 9:** Sample Visual of a Form After Clicking “Select Fields” Button