**Forms**

An effective way to operate an organization is to go digital. Web forms are best practice to collect data on digital platform. A well-designed form symbolizes a company’s working skills and how finest the user experience will be. Forms are proven to impact its users psychologically which will affect the reputation of business. Thus, one should better think of using a structured approach towards creation of forms.

### How BizMerlinHR would solve your concern?

System used by BizMerlinHR will simplify your process of creating a leading form both in terms of standard and quality. A particular use case of using a form can be collection of data like personal and educational information of a new employee during on boarding.

You can either approach our “Global Form Library” for accessing predefined form templates or you can also build a “New Custom Form” for yourself.

**How forms look like in BizMerlinHR**

### Designing a Form

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| Forms can be broken down into sections in which you can add new items. In the image to the right, “Personal Details” is a section and you can see 4 different items under this section. |  |

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|  | Add any number of sections and items in the form design page and use a simple drag-drop feature to rearrange them –as you like. |

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| The items within forms could range from fields like checkbox, radio button, text area and tasks such as filling/signing a document electronically. |  |

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|  | Finally, Form is designed and you can preview its look. |

Assigning Forms

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| The system gives you the capability to assign forms to both individually and in bulk. Narrow down the bulk assignment to a specific department or location. |  |

Collecting Responses

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|  | With our system you can collect all the responses of the assignee’s into an excel sheet. |