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Publishing and Processing and Anonymous Survey with FormReturn

Tutorial by Academy Technologies
(Feb 11, 2010)

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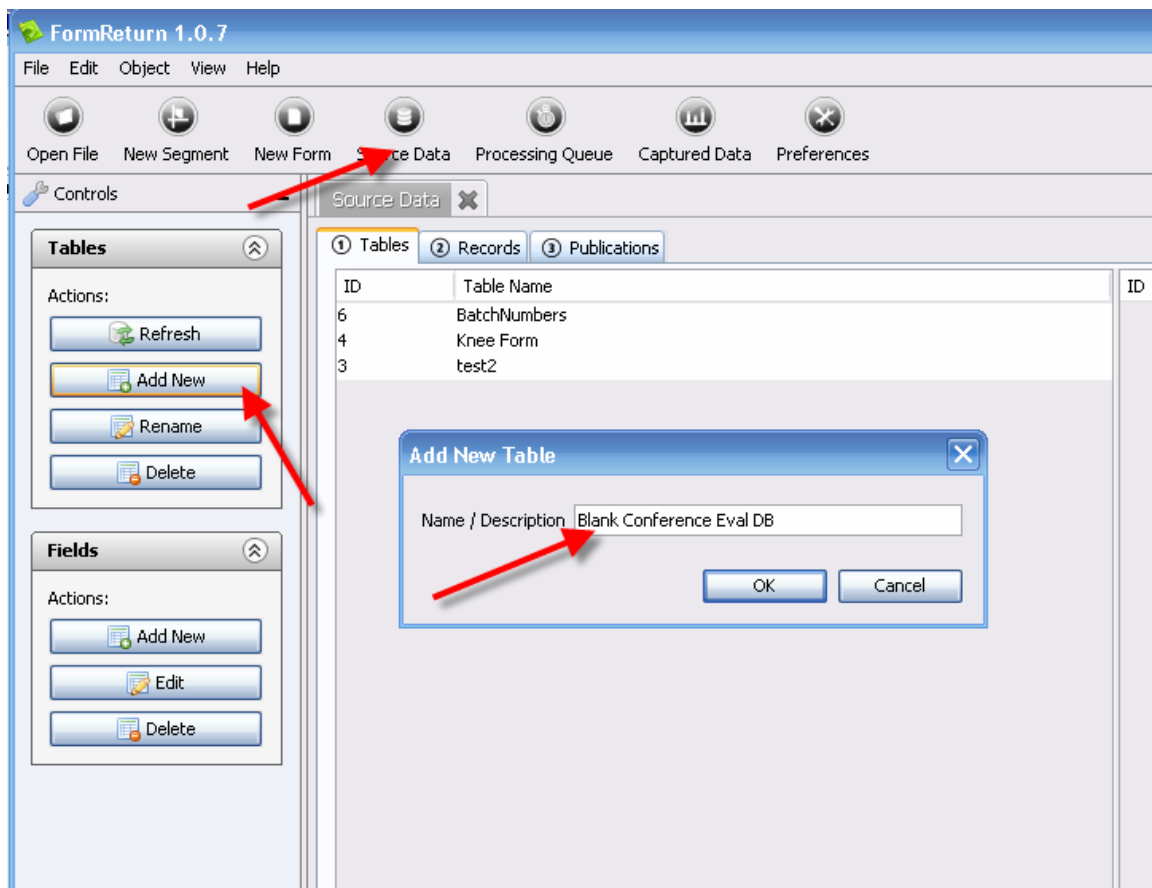
This mini-tutorial covers the following:

1. [Creating Database \(Source Data\) for an Anonymous Survey](#)
2. [Publishing an Anonymous Survey](#)
3. [Processing an Anonymous Survey](#)
4. [Exporting Data](#)

1. Create Database

If you have already created a blank database for the form, skip this step. Otherwise, click on the <Source Data> icon in the tool bar.

Select <Add New> from the Tables Action options, then enter a name for the new database. Click <OK>. For an anonymous survey, this is all that is required. Close the Source Data tab.



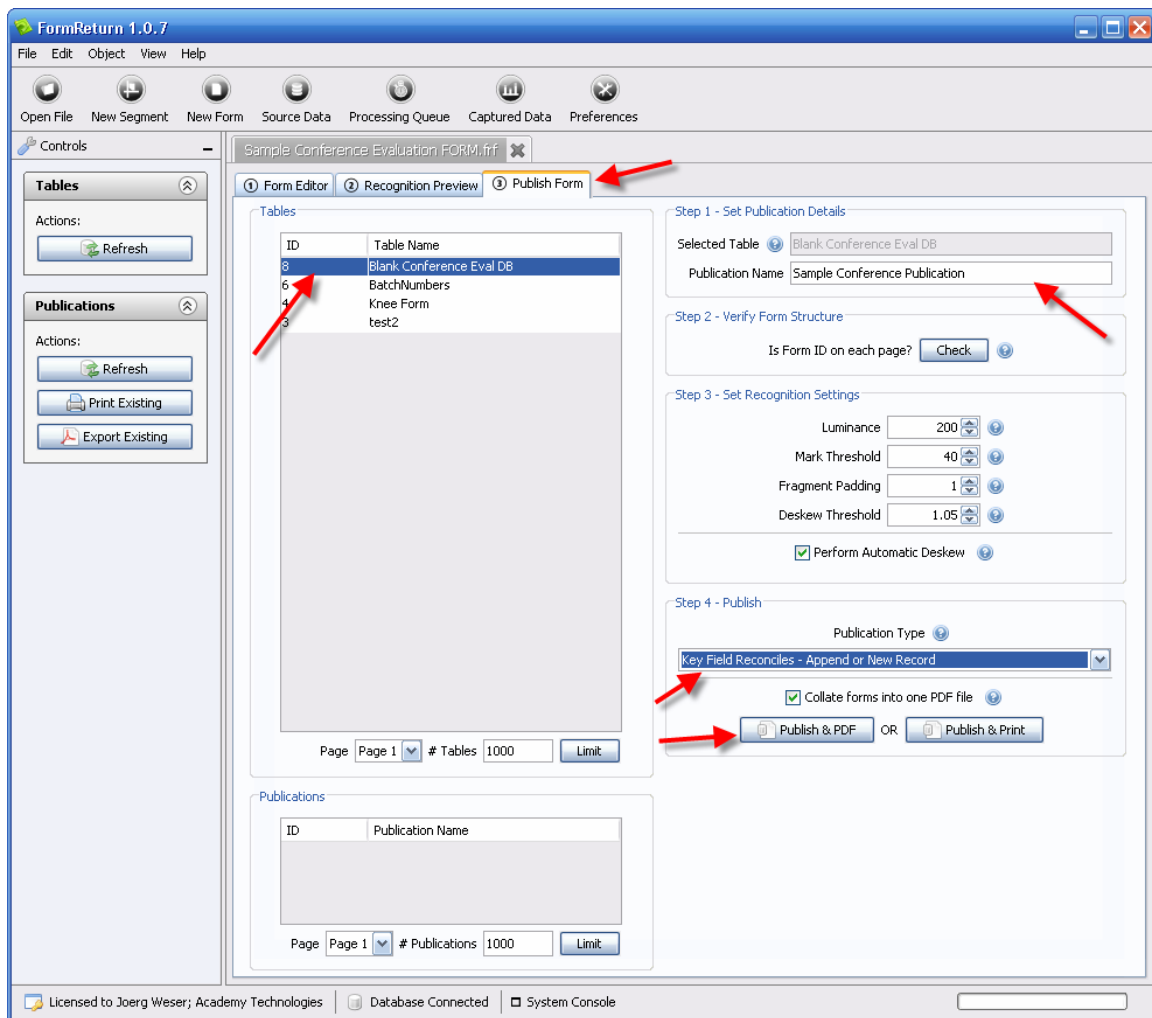
2. Publishing an Anonymous Survey

To publish the form, click on the “Publish” tab at the top of the canvas.

Select the database table you created earlier (in our example “Blank Conference Eval DB”). The selected table will show in the grayed out field under “Step 1 – Set Publication Details”.

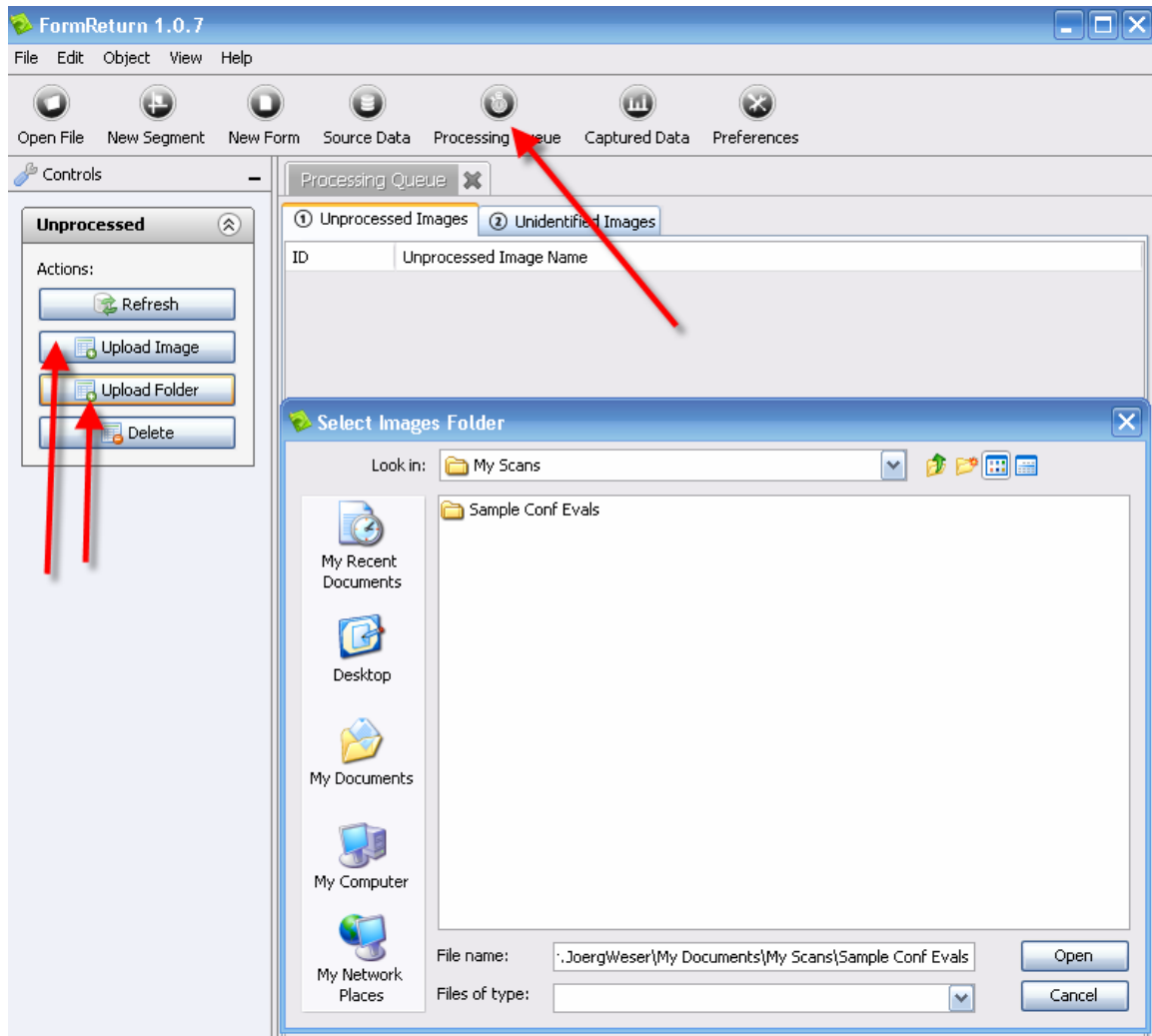
In step 4, select a Publication Type of “Key Field Reconciles – Append or New Record”.

Click Publish & PDF. You now have a PDF file of the form. Print and distribute as many copies as you would like of this PDF.



3. Processing an Anonymous Survey

After your survey has been collected and scanned, FormReturn is ready to process the forms. Click on the <Processing Queue> in the tool bar. Then either select <Upload Image> for a specific image file or <Upload Folder> to have FormReturn process all images in the target folder. In the example below, we are processing all images in the Folder \My Scans\Sample Conf Evals.



FormReturn will now process the selected image(s) as indicated by the images listed under 'Unprocessed Images'. Clicking <Refresh> will refresh the list.

4. Exporting Data

When the scanned images have been processed, export the captured data. To do this, click on the <Captured Data> icon in the tool bar.

Select the Publication you want to export. In our example below it is called “Sample Conference Evaluation Publication”.

Click <Export Data> in the Publications Actions menu.

For a survey, we are not interested in “Form Score” and hence this option is not selected.

Click <OK>, then save the file on your computer.

