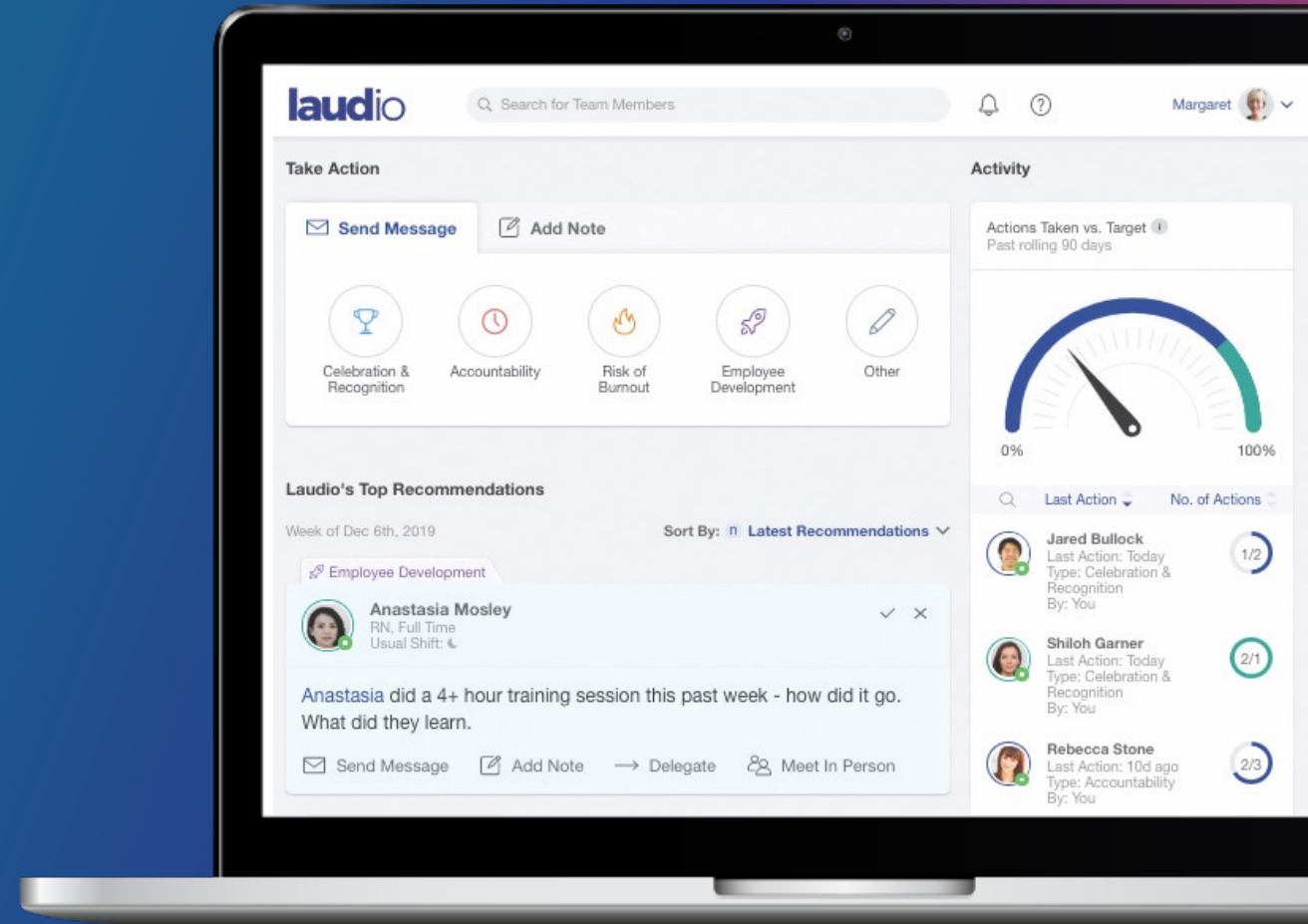


laudio

InForms

Getting started



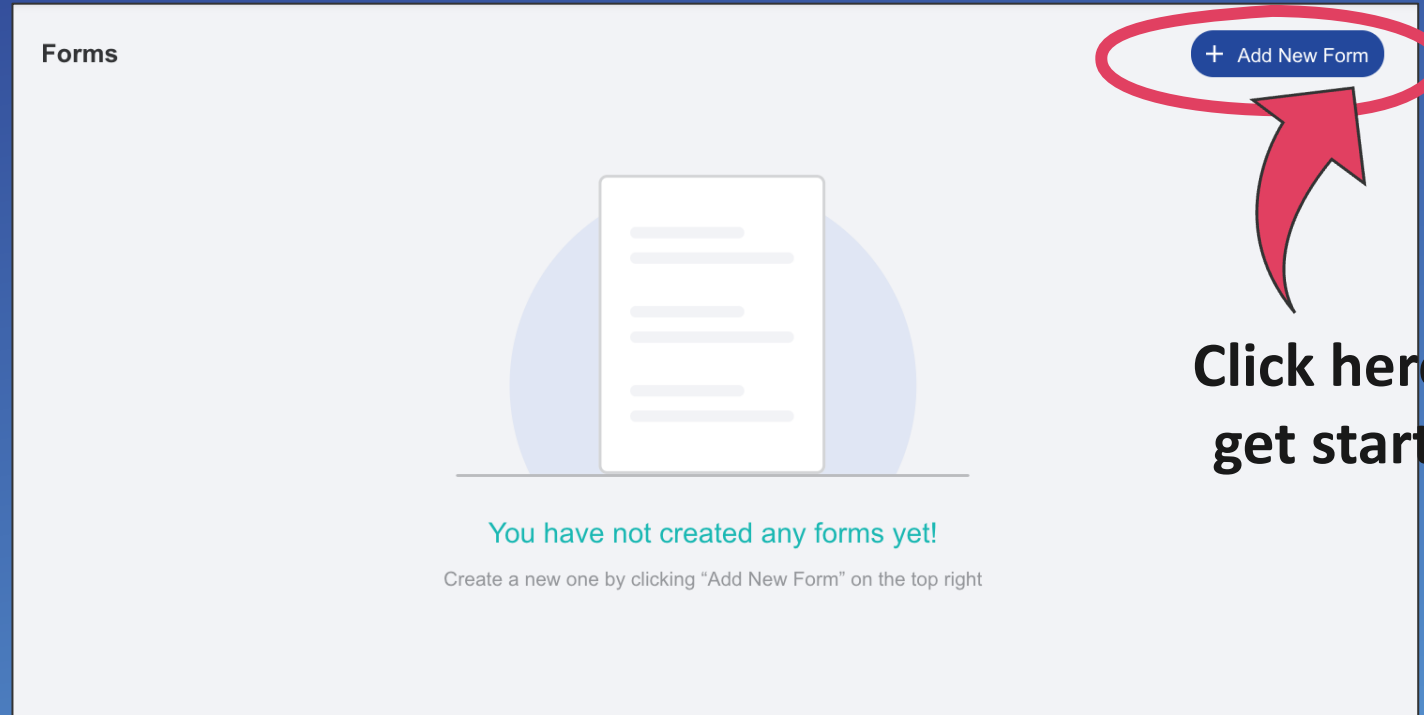
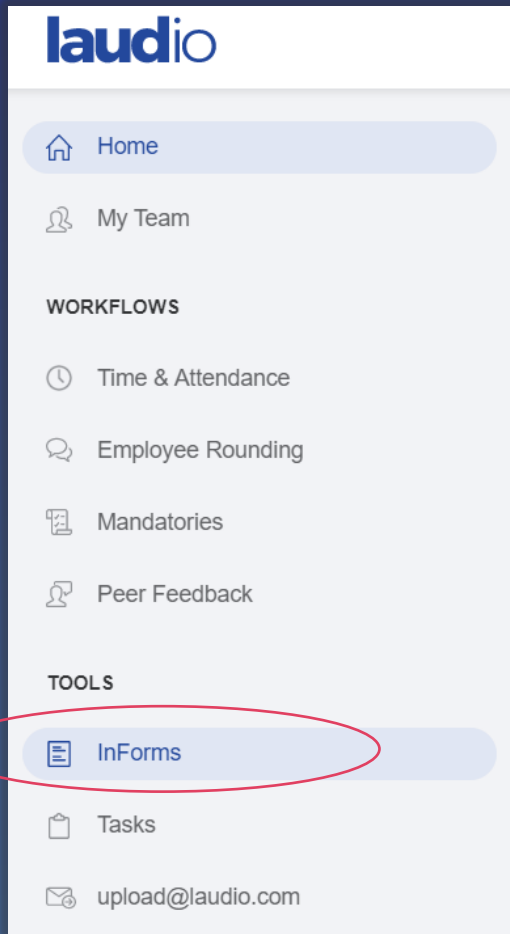
Common uses to get you started!

- Confirm receipt of documents and policies
- Find out your team members' communication and recognition preferences
- Professional Development
- Get feedback on a new team member's orientation experience
- Create your own form!



InForms

Use Laudio as a streamlined way to collect information from your staff quickly and easily - send forms and track all responses in one central place!

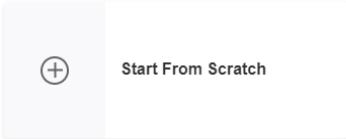


**Click here to
get started**

Use a Laudio Template or Create your own!

Add New InForm Start from scratch or select from the following available Laudio templates

Build Your Own InForm

 Start From Scratch

Check In


- Professional Development Questionnaire**
Learn more about your team's professional interests and needs
- Team Member Profile Questionnaire**
Personalize interactions with your team by learning more about their preferen...
- 30 Days New Hire Check-In**
Check in and collect feedback from your new hires
- 45 Days New Hire Check-In**
Check in and collect feedback from your new hires


Choose a Template
OR
Create Your Own!

InForms > Orientation Experience Questionnaire Collect Responses + Add Response ...

Created on	Max. Score	Sent	Responses	Pending	Avg. Response Score
Jan 12, 2022	30	0	0	0 Send Reminder	-

Individual Responses **Manage InForm**

 When using InForms, including adding or editing questions to the InForm, you agree that your use is in compliance with applicable law, as well as your organization's HR policies and procedures... [see more](#)


 Preview

Orientation Experience Questionnaire

Section 1 of 3
General Preparedness 15

I feel confident communicating with physicians 3

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

FYI: Questions that flow back to the team member profile are not editable and will have this symbol: 

Edit
Questions or
Scoring!

Preview
before
sending!

Share InForms and collaborate with other leaders

Add another leader as a collaborator on an InForm you create so they can use it for their team!

Add a leader as a collaborator so they can see all responses to InForms you send (great for groups with multiple leaders)

The screenshot displays the 'InForms > Team Member Profile Questionnaire' interface. At the top right, there are buttons for 'Collect Responses' and '+ Add Response'. Below this is a table with columns: Owner, Collaborators, Sent, Responses, Pending, Max. Score, and Avg. Score. The 'Collaborators' column shows a blue arrow pointing to a person icon. The 'Sent' column shows '0', 'Responses' shows '0', and 'Pending' shows '0' with a 'Send Reminder' button. The 'Max. Score' is '30' and 'Avg. Score' is '-'. Below the table are two tabs: 'Individual Responses' and 'Manage Questions'. A modal window titled 'Collaborators' is open, showing a search bar with 'layton' entered, a list of 'Layton Preston' and 'Maggie Smith (You) Owner', and a close button 'X'.

Owner	Collaborators	Sent	Responses	Pending	Max. Score	Avg. Score
		0	0	0 Send Reminder	30	-

Collaborators

Add collaborators*

layton

- Layton Preston
- Maggie Smith (You) Owner

Sending an InForm to your team

InForms > Orientation Experience Questionnaire

Collect Responses Add Response

Created on Max. Score Sent Responses Avg. Response Score

Collect Responses Nov 2, 2020

@ Via Email Via Text

Add team members* Email a group

Confirm Documentation Receipt

Hi,

Here is the latest [enter document / policy name]. Could you please do the following?


1. Click this link and review the document: {Form Link}
2. Once you have reviewed the document - check "I confirm I have read this document" on the above link.
3. Click "Submit" so that I have record of your confirmation.

Please do not enter information that can be classified as PHI in your note.

Send Form

Document responses from a 1:1 conversation

Email the InForm to a team member or group! {Form Link} will appear as a URL and each person will receive a unique link.

 NOTE: InForms are sent directly from Laudio when you click "Send Form." You will not be directed to Outlook.

Tracking InForm responses

InForms > Team Member Profile Questionnaire

Collect Responses Add Response

Owner Collaborators Sent Responses Pending

5 Send Reminder

Individual Responses Manage Questions

Search Filter Export All

	Sent On	Added By	Added On	
Adi Madden	May 30, 2022	Adi Madden	Jun 1, 2022	
Jared Bullock	Jun 1, 2022	Jared Bullock	Jun 1, 2022	...
Maria Gardner	May 30, 2022	Maria Gardner	Jun 1, 2022	...
Mickey Smith	May 30, 2022	Mickey Smith	Jun 1, 2022	...
Scarlet Gonzalez	May 30, 2022	Scarlet Gonzalez	Jun 1, 2022	...
Sophie Obrien	May 30, 2022	Sophie Obrien	Jun 1, 2022	...

Send a reminder to any staff who have not yet responded

Toggle between views:

- All forms sent
- Only responses received
- Only responses pending

See your sent forms and track responses in one central place

Export data from InForms responses

Team member responses can be exported to give you raw data in a spreadsheet format.

Just click "export" at the top of the response list and the data will automatically download to an .xlsx file

The screenshot shows the InForms interface for a 'Team Member Profile Questionnaire'. At the top, there are buttons for 'Collect Responses' and 'Add Response'. Below this is a summary card showing 'Owner' (with a profile picture), 'Collaborators' (with a person icon), 'Sent' (11), 'Responses' (6), and 'Pending' (5) with a 'Send Reminder' button. The main content area has two tabs: 'Individual Responses' (selected) and 'Manage Questions'. In the 'Individual Responses' tab, there is a search bar, a 'Filter' button, and an 'Export' button (circled in red). Below the tabs is a table of responses.

Related To	Sent On	Added By	Added On	Take Action
Adi Madden	May 30, 2022	Adi Madden	Jun 1, 2022	...
Jared Bullock	Jun 1, 2022	Jared Bullock	Jun 1, 2022	...
Maria Gardner	May 30, 2022	Maria Gardner	Jun 1, 2022	...
Mickey Smith	May 30, 2022	Mickey Smith	Jun 1, 2022	...
Scarlet Gonzalez	May 30, 2022	Scarlet Gonzalez	Jun 1, 2022	...
Sophie Obrien	May 30, 2022	Sophie Obrien	Jun 1, 2022	...