

# Web Forms (Wufoo)

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## Which form solution is right for me?

Consult the [College protocol for online forms and surveys](#) and talk with LITS to determine the correct choice.

Several form services are in use and supported across campus.

[LITS](#) can help with:

- **Wufoo** - used for most online forms, such as simple web forms or surveys.
- **Formsite** - used for forms that collect payments. Discuss such needs with Web Services.
- **Office 365 Forms** - may be useful for cases where access should be limited to authenticated Bryn Mawr Office 365 users. Discuss such needs with Web Services.

[Institutional Research, Planning, and Assessment](#) can help with:

- [Qualtrics](#). Qualtrics is used for surveys, including IRB approved human subjects research.

If you need to collect sensitive information, contact LITS for help determining a suitable data collection and handling method. See the [Data Handling Policy](#) for details.

## More about Wufoo

Wufoo is not appropriate for collecting confidential or sensitive information, or online payments. If you have questions about collecting such information, contact [help@brynmawr.edu](mailto:help@brynmawr.edu).

If you don't have access to the College's Wufoo account, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) for access.

Links to Wufoo forms can be sent via email, or linked/embedded on College websites and blogs.

## Examples:

[New Website Update/Edit Requests](#)

**Note:** Contact Web Services via [help@brynmawr.edu](mailto:help@brynmawr.edu) to get forms embedded in web pages or blogs.

## Having Wufoo problems?

Review the documentation below or contact [help@brynmawr.edu](mailto:help@brynmawr.edu) for assistance from Web Services. We can resolve most issues, or contact Wufoo support on your behalf if needed.

# Wufoo Documentation:

## Basic documentation:

[Wufoo's documentation homepage](#) Wufoo provides excellent documentation on their site, and we link to the most commonly used features here.

[Export form entries](#) and download in spreadsheets or other formats. Advanced feature: [Batch download files your form users have uploaded](#).

[Field types and how they work](#)

[Notifications](#) provide email or other alerts when a form is submitted.

[Confirmation options](#) and other form settings

## Advanced features:

[How to build rules for your form](#) — set up logic to show or hide different fields based on answers to previous question, or skip to another page. Handy for longer or more complex forms.

[Hide or rearrange fields with CSS keywords](#)

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the [Help Desk](#)!

Phone: 610-526-7440

Email: [help@brynmawr.edu](mailto:help@brynmawr.edu)

Location: Canaday Library 1st Floor

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