


How to Link External Forms to External Questionnaires

External Forms and **External Questionnaires** can be linked together, allowing a contact to complete multiple forms using a single web link. This feature streamlines data collection, making it more efficient for both users and administrators.

How to Link a Form

- Hover over **My Account** and click **Administration**.
- Under the **Tools** section, select **External Forms**.
- From the subheadings on the left-hand side, select **External Questionnaires**.
- Click the **pencil icon** next to the relevant questionnaire. 
- In the menu on the left-hand side, select **Form Design** under the **Configuration** section.
- In the **Redirect To** field, select the **External Form** or **External Questionnaire** you wish to link to this form.
- Click **Save**.

Result: The link to this External Form will now redirect to the selected form in the **Redirect To** field.

Creating a Chain of Linked Forms

By repeating the steps above, you can create additional redirects, linking multiple forms together as needed. This creates a seamless process where one form leads directly to the next.

Possible Linking Combinations:

- External Form → External Questionnaire
- External Form → External Questionnaire → External Questionnaire
- External Form → External Form
- External Questionnaire → External Questionnaire

Processing Responses from Linked Forms

If linking an External Questionnaire to an External Form (Combinations 1 & 2):

- You can process all linked forms in a single step via **Contacts > Pending**.

For all other combinations:

- Each form must be processed individually through:
 - **Contacts > Pending**
 - **Evidence > Questionnaires > Pending**

This approach ensures that all responses are reviewed accurately based on the form structure.