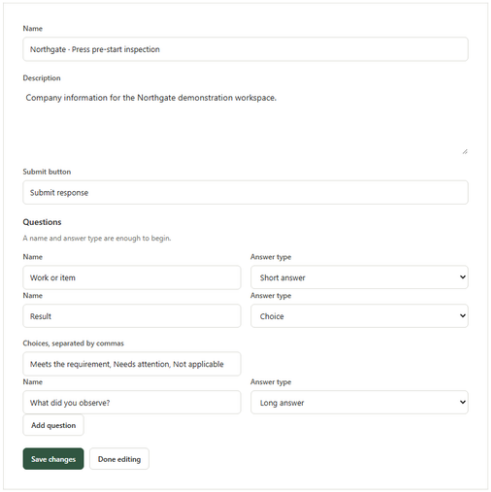
CONFIGURE FORMS AND ASSESSMENTS

Shape the form around the response the task needs

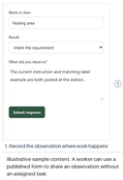
Preview the questions, field types, required values and completion text together, then revise fields that do not fit the intended work.

Edit questions; Add fields > Preview; Publish

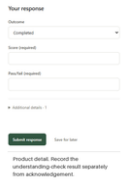
SkillSmith · Configure work-item, result and observation questions



SkillSmith · Share an observation through a published form



SkillSmith · Record the understanding-check result separately



Configure work-item, result and observation questions

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Who can use this product method

The method keeps the stated role and access scope. Your team confirms the people involved.

Your role	The contribution	SkillSmith support
Resource owner or editor	Edit questions, Add fields, Preview and Publish	Use the method within the permitted scope for the selected information.

Revise the required field and preview again

In the walkthrough, a required field does not fit the intended task; revise and preview the form before publishing it for that use.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Questions and Field types	Edit questions.
Method action	Required values and Completion text	Add fields and Preview.
Result to inspect	Reusable form or assessment	Inspect the available result within the permitted scope.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Configure forms and assessments

Start with questions and field types. The steps below show the actions and information available for this method.

01 Edit questions; Add fields

Start with questions and field types. Edit questions and Add fields.

02 Preview; Publish

Preview and Publish. The result includes reusable form or assessment.

Use the supporting product method

Review the available actions and the result within the method's stated scope.

Configure forms and assessments

The questions support tasks or published direct use.

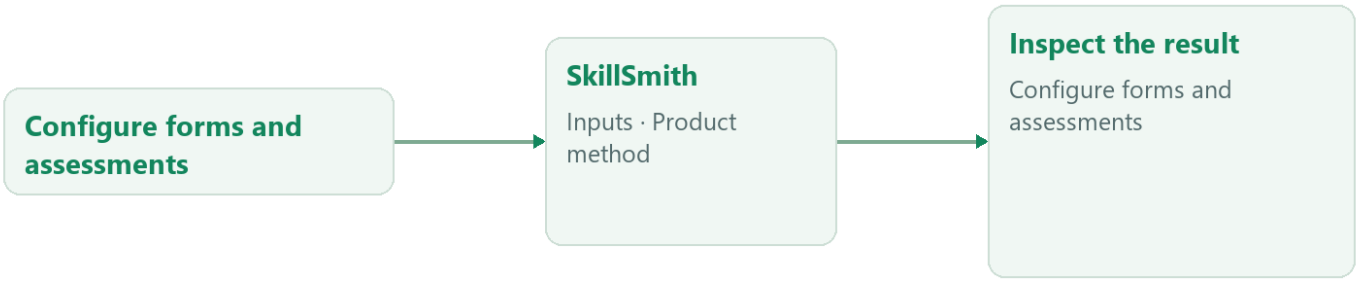
Shape the form around the response the task needs

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Configure forms and assessments Consistent data collection is needed	Reusable form or assessment.

YOUR DELIVERY PLAN / OUR TEAM

Set up a useful first example

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Choose the working inputs

Review questions, field types, required values and completion text.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Resource owner or editor.

03 Try the useful actions

Edit questions, Add fields, Preview and Publish.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What can we inspect after using this method?

The method provides reusable form or assessment. The questions support tasks or published direct use.

Who uses this method?

The permitted roles are Resource owner or editor. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review questions, field types, required values and completion text. Use those choices to prepare the first example and its permitted scope.

Do the fields and completion text collect the response the work actually needs?

A required field does not fit the intended task; revise and preview the form before publishing it for that use.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Missing prerequisites are discovered after the work is assigned.	Make prerequisites and required resources visible in the prepared task plan.
Each assignment requires recreating its instructions and fields.	Choose a prepared task with its resources, response fields and next steps already defined.

Walk through this method with us

Bring one real example and the information needed for this method. We will walk through its actions, result and permitted scope.

- Do the fields and completion text collect the response the work actually needs?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

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