



# Your First Aurora webQ and Form

**Aurora puts the amazing power of data at your fingertips.**

Data when you need it, from anyone, anywhere, at anytime.

Aurora webData™ enables ordinary people—professionals, managers, information workers at all levels—to almost effortlessly create customized databases to fit their specific needs without requiring IT support, at unmatched price points.

Aurora includes a combination of one product and two services. The Aurora program is document assembly and decisioning software that allows anyone to create intelligent forms or make complex decisions consistently, rapidly and without errors, similar to our other programs. Aurora adds the ability to collect answers across the Internet using browsers and to securely store the data in the Aurora data center, where it is available to you at any time.

*Best of all, Aurora handles all of the technical details,  
creating and structuring the Internet questions and the databases for you.*

**Aurora webData™ is amazingly powerful.**



**It is as simple as it is sophisticated.**

**Aurora is designed to help the top 15% of firms reach the top 1%.**

We'll create a simple web-based questionnaire for our annual hamster exhibition, and a form letter to be sent out to registrants. This will introduce the basics of **Aurora webData (AwD)**, with a generous helping of breadcrumbs to follow when you're ready to approach more advanced techniques.

## Create a webQ (a Web Questionnaire)

### Step 1: Create a Questionnaire



Start with a blank document and click  **Questionnaire**,  **Create** to add a Questionnaire.

Aurora (c) 2019 Snapdone, Inc.		
Label	Question	Answer



Type questions into the Questionnaire, including a short label for each question.  
Save the Questionnaire document with the filename **2020 Registration**.


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Label	Question	Answer
OwnerName	What's your name?	
HamsterName	What's your hamster's name?	
HamsterAge	How old is your hamster?	
AddrStreet	Street address	
AddrCity	City	
AddrState	State	
AddrZIP	ZIP code	

As with any table in Word, add rows by pressing **Tab** when your cursor is in the table's last cell.

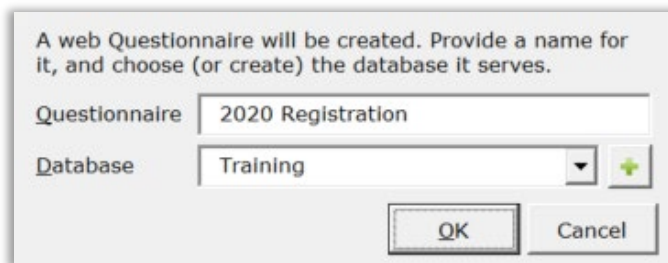
Later on, **AwD** "locks" the Questionnaire so form users can't accidentally alter it. But you can still add rows by clicking  **Row/Column**,  **Add**.

## Step 2: Convert to webQ

On the **Aurora** tab, click  **Questionnaire**,  **Convert to webQ**.

Select the **Training** database. (If the **Training** database does not yet exist, click the  plus button and create a database named **Training** here, and see the Aurora Manual for instructions to create a corresponding **Training** database on the **AwD** website.)

Click **OK** and select a folder where the converted questionnaire will be saved. Remember this location -- you'll use it again when you upload the questionnaire later.



Your office will decide how many databases it needs and what they should be named. See the Aurora Manual for a discussion of database management.

## Step 3: Upload and Answer

Follow the instructions in the Aurora Manual to upload the webQ to your Aurora account.

Follow the instructions in the Aurora Manual to submit a response to the webQ.




## Step 4: Create a Form

Now we'll create a form that consumes information that has been submitted via the webQ. In a new Word document, type (or copy/paste) the text shown here.

[name and address]

Thank you for registering your hamster \_\_\_\_\_ for our 11th Annual Hamster Exhibition! We will contact you in the coming weeks with additional details.

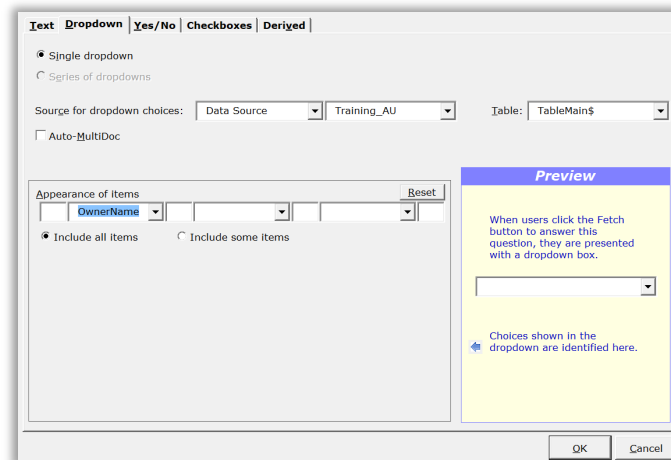
This form needs a different Questionnaire. The earlier Questionnaire was used to create a webQ that *gathers* information. The Questionnaire in this form serves a different purpose: it will be used to *select* information that has been gathered by the webQ.


To create this second Questionnaire, click  **Questionnaire**,  **Create**, type the label and question shown, place the cursor in the Answer box, and click the  **Smart Answer** button.

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Label	Question	Answer
DataProvider	Select a Data Provider	


This very simple Questionnaire has a single question that pulls info from a single source. But you are absolutely unrestricted. See the Expert Guide for comprehensive details about every type of answer. They can all be mix-matched to pull info from any combination of sources into a single form.

Configure the answer as shown here -- a dropdown answer that uses our Training database as its source and displays owner names -- then click **OK**.



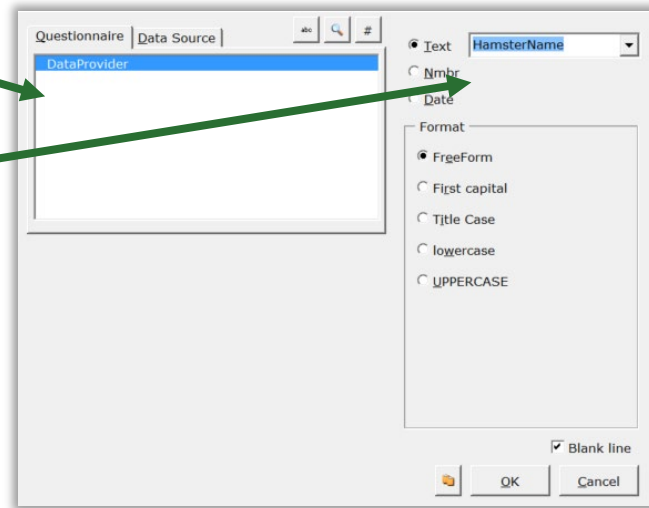
Now we'll add several Fields to the form. First select the blank line where the hamster's name belongs and click  **Field**.

[name and address]

Thank you for registering your hamster  for our 11th Annual Hamster Exhibition! We will contact you in the coming weeks with additional details.

Note that the DataProvider answer is preselected (since it's the only question in the Questionnaire).

This dropdown allows you to choose any information associated with the selected DataProvider. Choose **HamsterName** and click **OK**.

A screenshot of the 'Data Source' dialog box in the Aurora webQ software. The dialog has two tabs: 'Questionnaire' and 'Data Source'. The 'Data Source' tab is active. On the left, there is a list box containing 'DataProvider'. A green arrow points from the text 'DataProvider answer is preselected' to this list box. On the right, there is a dropdown menu currently showing 'HamsterName'. A green arrow points from the text 'Choose HamsterName' to this dropdown. Below the dropdown, there is a 'Format' section with radio buttons for 'FreeForm' (selected), 'First capital', 'Title Case', 'lowercase', and 'UPPERCASE'. At the bottom right, there is a 'Blank line' checkbox which is checked. At the very bottom are 'OK' and 'Cancel' buttons.

Use the same steps to add Fields for OwnerName, AddrStreet, AddrCity, AddrState, and AddrZIP at the top of the form.

[name and address]

Thank you for registering your hamster  
{DataProvider:HamsterName} for our 11th Annual  
Hamster Exhibition! We will contact you in the coming  
weeks with additional details.

This form uses a few simple Fields, but you will soon create much more sophisticated forms with Fields, Lists, Conditions, and more. See the Expert Guide for details, including dozens of step-by-step lessons.

The finished form looks like this.

{DataProvider:OwnerName}

{DataProvider:AddrStreet}

{DataProvider:AddrCity}, {DataProvider:AddrState}

{DataProvider:AddrZIP}

Thank you for registering your hamster {DataProvider:HamsterName} for our 11th Annual Hamster Exhibition! We will contact you in the coming weeks with additional details.

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Label	Question	Answer
DataProvider	Select a Data Provider	[??]


This particular form does not use the HamsterAge field that was included in the webQ. That field is used in **Lesson 33: An Aurora Report** in the Expert Manual.


Step 5: Use the Form

To use the form, place the cursor in the answer box and click  **Fetch**.

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Label	Question	Answer
DataProvider	Select a Data Provider	[??]

The names of all the Data Providers who have responded to the webQ are listed here. (In this example, we’re assuming that 5 hamster owners submitted responses to the webQ in Step 3.) Select one of them and click **OK**.

Then create a finished document by clicking  **Fill**.

Normal | MultiDoc | 

☐ Betty Cooper

☒ Fred Cleary

☐ Gary Phelps

☐ Jane Doe

☐ John Smith

OK

Unknown

Cancel