



form **SPACE**
PRO

certified training



formSPACE Pro

build, share, connect + track powerful online forms



Create beautifully designed forms with ease using the drag-n-drop builder



Build custom online reports using the drag-n-drop builder



Share forms via email by instantly sending a direct link or connecting via an eMarketing email campaign



Embed unlimited, styled forms seamlessly into your website or landing pages



Seamlessly integrate your forms + data with the MYP CRM system



Digital + electronic signatures can be added to a form (paid + unpaid options available)

what you will learn

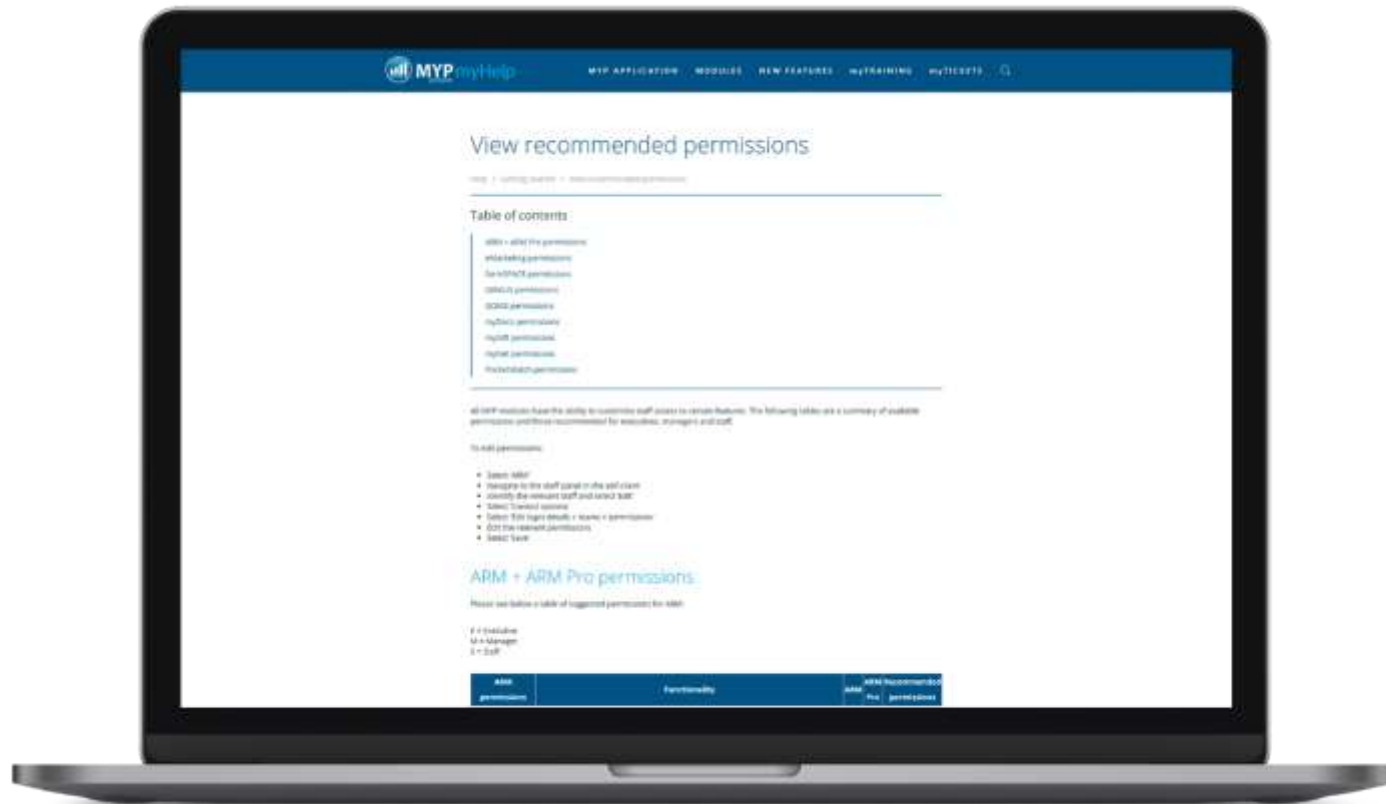
- Overview of formSPACE Pro features
- Create + edit templates
- Create form
- Access forms
- Generate reports



recommended permissions

It is extremely important that staff permissions are assigned correctly.

<https://help.mypcorp.com/art/recommended-permissions/>



For your completion - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward More Meeting

Junk Delete

2017-18 To Manager Done Create New

Team Email Reply & Delete

Rules OneNote


Assign Mark Categorize Follow Up

Policy Unread Tags

Translate Find Related Select

Delete Respond Quick Steps Move Actions Tags Editing Zoom

Tue 4/04/2017 12:34 PM

 tasks@mypcorp.com
For your completion

To John Citizen

John

Accountant has sent you the following for completing.

Please click on the link to access and complete the relevant steps:

<http://global.mypcorp.com/Forms/Conduct?a=Las5tN27>

If you are unable to click on the link, please highlight the link, copy it and paste it into the address field of your internet browser.

TITLE	Signing request
FILE NAME	Completed form
DOCUMENT ID	5e7a0d47b2712265eb8c5df1db45e14a9f72cdd8
STATUS	● Completed

Not legally binding. This is a test request.

This document was signed on mypcorp.com

Document History



SENT

08/28/2018
00:01:30 UTC

Sent for signature to Tamar Bostock (tbostock@mypcorp.com)
from accounts@mypcorp.com
IP: 203.201.149.106



VIEWED

08/28/2018
00:01:33 UTC

Viewed by Tamar Bostock (tbostock@mypcorp.com)
IP: 203.201.149.106



SIGNED

08/28/2018
00:02:26 UTC

Signed by Tamar Bostock (tbostock@mypcorp.com)
IP: 203.201.149.106



COMPLETED

08/28/2018
00:02:26 UTC

The document has been completed.

next steps

- Review the formSPACE templates
- Start creating new forms to get familiar with the builder
- Make relevant changes to these templates, add more conditions/fields etc
- Test these forms with test contacts to ensure they are recording all the relevant data + that conditions are working accordingly



learn to use your systems, your way

delivery styles to suit your needs

MYP Training

online group training

MYP Training sessions are run on a regular basis. These online sessions are scheduled regularly and you are welcome to attend as many times as you like. These are a great way to refresh your skills.

Want to attend?

Check out all the details of upcoming MYP Training sessions + book your place via the calendar on your MYP home page.

MYP Tailored Training

custom onsite or online sessions

MYP Tailored Training sessions are available if you require a session specifically for your organisation. These sessions are custom-designed by our trainers and can be run onsite or online for a fee.

Want to know more?

Simply log in to MYP + submit a booking enquiry via the 'Subscription + Training Management' area.

covering everything you need to know

MYP Training, 24/7 myTraining and Tailored Training sessions cover two types of content to ensure you are getting the most from MYP.



'Certified' sessions cover specific modules and, upon completion, attendees gain access to Level 2 Support.



'Professional Development' sessions are designed to further develop skills in specialist areas.

keep up-to-date with everything MYP



read our monthly Subscriber eNews
for the latest new features, tips, tricks and training session timetables



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exclusive Facebook Group for Community Subscribers

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