



How to Publish a Webform Link.

Learn how to get the Webform Link for an Application that you can share in another system (e.g. website), in an email footer or at the end of an FAQ.

This Video



Kim's "Publish Webform Link" functionality allows internal or external users to complete Webforms that you create without ever having to see Kim.

Users just click a link wherever it has been published, complete the Webform, and receive an email acknowledgment of receipt. There is no new tool to learn.

You receive the completed Record, plus all the data for the next steps in your process.

Set up your Application in the normal way.

HR Update Form

Description HR Update Record

Update Your HR Record

As we transition to a new HR system, we want to make sure that there is no interruption to your salary being paid to your account. We are also taking the opportunity to make sure that you are added correctly to all our core systems, from HR to compliance, and that we have all your contact details in case of an emergency. Please provide the details below. This information is treated by Kim as sensitive and strictly confidential. It is managed in line with our data security and privacy policies (please see the company handbook). If you have any questions, please contact hrsystems@kimtechnologies.com

1. Your Name

(i) First Name

(ii) Middle Name or Initial

(iii) Last Name

2. Your Address

(i) House No, / Name

(ii) Street

(iii) City

(iv) Zip / Post Code

Submit

Cancel

Kim Document - The form, document and records management office productivity tool

Help Tegan Phillips

Get Started
Examples
Applications
Select an Application from the category and fill out the form.

HR Forms

HR Update Form

Welcome

Assigned 0 Records Draft

Search

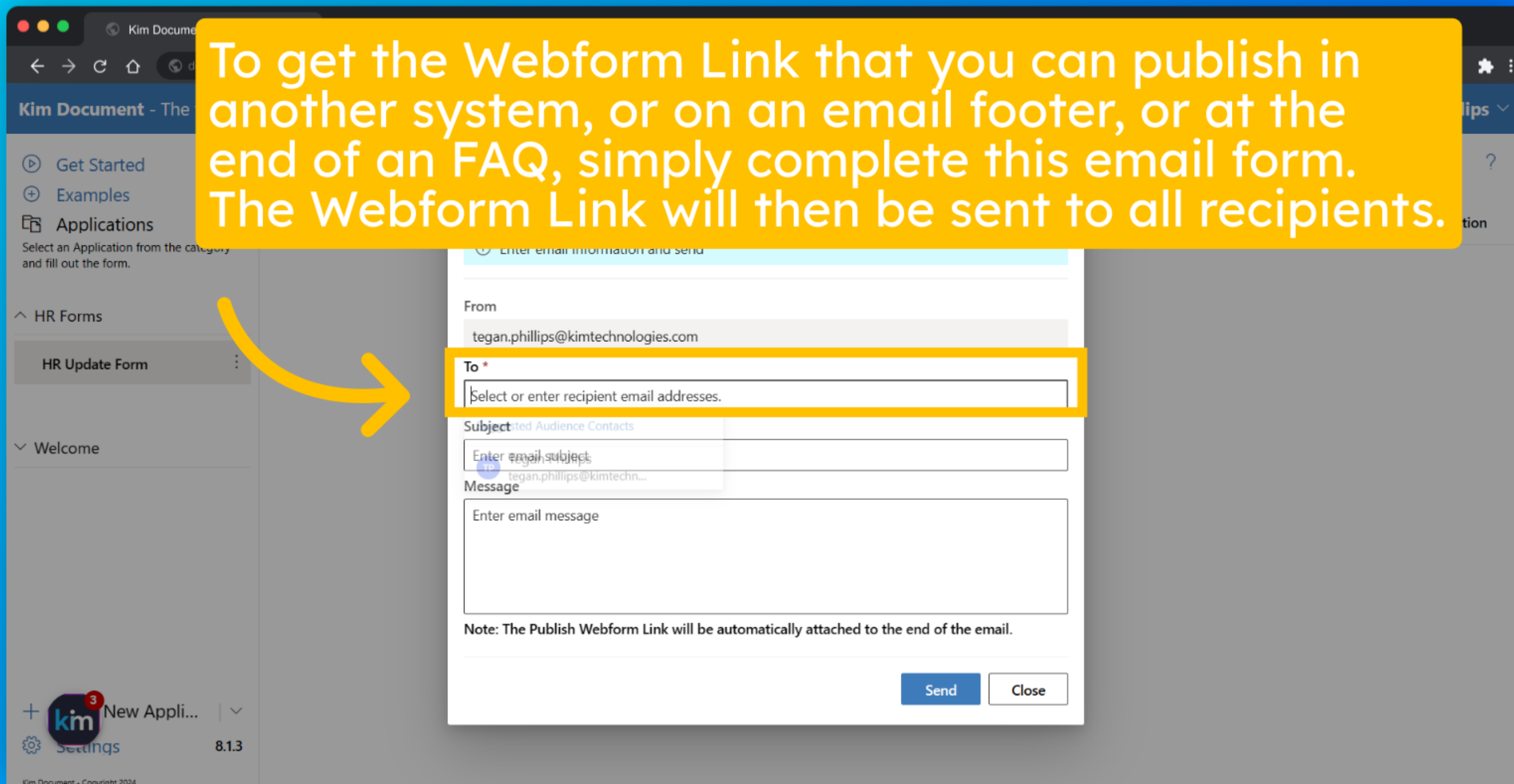
Subject Activity Note Attachment Version Action

Select "Publish Webform Link" from the Application's action menu.

Download
Export
Publish Webform Link
Update
Version
Wizard

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To get the Webform Link that you can publish in another system, or on an email footer, or at the end of an FAQ, simply complete this email form. The Webform Link will then be sent to all recipients.



The screenshot shows the Kim Document application interface. On the left, a sidebar contains navigation links: 'Get Started', 'Examples', 'Applications', 'HR Forms', and 'Welcome'. The 'HR Forms' section is expanded, showing the 'HR Update Form'. A yellow arrow points from this form to a modal window titled 'Enter email information and send'. The modal contains the following fields:

- From:** tegan.phillips@kimtechnologies.com
- To ***: A text input field with the placeholder 'Select or enter recipient email addresses.' This field is highlighted with a yellow border.
- Subject**: A text input field with the placeholder 'Enter email subject'.
- Message**: A large text area with the placeholder 'Enter email message'.

Below the message field, a note states: 'Note: The Publish Webform Link will be automatically attached to the end of the email.' At the bottom right of the modal are two buttons: 'Send' and 'Close'.

At the bottom of the Kim Document interface, there is a footer with the Kim logo, a 'New Appli...' button with a red notification badge showing '3', a 'Settings' gear icon, and the version number '8.1.3'. The copyright notice 'Kim Document - Copyright 2024' is visible in the bottom left corner.

Type in the subject of the email that will be sent.

Kim Document

Kim Document - Tegan Phillips

Get Started
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Select an Application from the category and fill out the form.

HR Forms

HR Update Form

Welcome

Assigned

Subject

Publish Webform Link (HR Update Form)

Enter email information and send

From
tegan.phillips@kimtechnologies.com

To *
Select or enter recipient email addresses.

Subject
Enter email subject

Message
Enter email message

Note: The Publish Webform Link will be automatically attached to the end of the email.

Send Close

kim New Appli...
Settings 8.1.3

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Type in the body of the email to be sent.

Publish Webform Link (HR Update Form)

Enter email information and send

From

tegan.phillips@kimtechnologies.com

To *

Select or enter recipient email addresses.

Subject

Enter email subject

Enter email message

Note: The Publish Webform Link will be automatically attached to the end of the email.

Send

Close

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Assigned

Subject

HR Form
HR Upd

Welcome

kim New Appli...
Settings 8.1.3

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Publish Webform Link (HR Update Form)

Enter email information and send

Subject
Enter email subject

Message
Enter email message

Note: The Publish Webform Link will be automatically attached to the end of the email.

Send Close

Click "Send" and the recipient(s) will receive the email you tailored, which will include the Webform Link.

The screenshot shows a web browser window with the address bar displaying 'demo.kimdocument.com'. The page title is 'Kim Document - The form, document and records management office productivity tool'. The user is logged in as 'Tegan Phillips'. The left sidebar contains navigation links: 'Get Started', 'Examples', 'Applications' (with a sub-link 'Select an Application from and fill out the form.'), 'HR Forms' (expanded), and 'Welcome'. Under 'HR Forms', the 'HR Update Form' is selected. The main content area displays the 'HR Update Form' with a 'Description' field containing 'HR Update Record'. Below this is a section titled 'Update Your HR Record' with a paragraph explaining the transition to a new HR system and the need to update contact details. The form includes a section '1. Your Name' with three input fields: '(i) First Name', '(ii) Middle Name or Initial', and '(iii) Last Name'.

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1. Your Name

(i) First Name (ii) Middle Name or Initial (iii) Last Name

Wherever you publish the Webform Link, when a user clicks on it and is authenticated, they will see the Webform (the user never sees Kim). They then complete and submit the Webform. They then receive an email acknowledgement with any attachments. You will receive the completed Record and the data.

kim

