

How to set-up “Autocrat” to
automatically send PDF
feedback forms to staff

Questions Responses

0 responses

CLICK 



Accepting responses



Waiting for responses

**On your copy of the CWT Google Form,
open up the spreadsheet.**

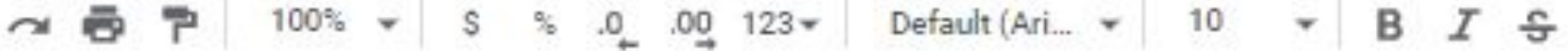
District CWT Form (2020-2021) (Responses)



File Edit View Insert Format Data

CLICK 

Add-ons Help



Timestamp

A	B	C	D	
timestamp	Admin	Period	Virtual or Blended?	P

**Click “Get Add-Ons” and add “Autocrat.”
Launch Autocrat after you have added it.**

No merge jobs set up yet

Click to begin



CLICK

NEW JOB

District CWT Form

1. Name your merge job

Name

District CWT Form|

*Give your job a useful name for easy reference

Create Name

CLICK

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Cancel

SAVE

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3. Map source data to template

Merge tab	Form Responses 1	Header row	1	First data row	2
Standard	<< Date >>				
Standard	<< Teacher(s) >>	maps to column		Teacher(s)	
Standard	<< Admin >>	maps to column		Admin	

Look for unmapped tags.

Choose the option that matches on the CWT Letter Template.

CLICK

AutoCrat



District CWT Form

4. File settings

File name

Name

<<Teacher(s)>> CWT Feedback

*Tell AutoCrat how to name each file it creates. Use <<TAGS>> aligned to merge sheet column headers to merge in source data, only supported in multi-sheet spreadsheets.

Type



Google Docs

Change to PDF

Output as

Multiple output mode (classic mode) Single output mode

CLICK

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AutoCrat

District CWT Form

5. Choose destination folder(s)

Click

+ Choose folder

I would create a folder that copies of feedback pdf will be funneled.

■ District

*All merged docs will go in the folders

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6. Add dynamic folder reference (optional)

+ Reference

*Select a column that will contain a valid folder ID when this job runs

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Next

District CWT Form

7. Set merge condition (optional)

No conditionals set up yet. Click "Add condition".

Click

+ Add condition

*Only rows that meet the above conditions will be merged.
Enter a specific value, NULL (empty) or NOT NULL (not empty)

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District CWT Form

7. Set merge condition (optional)

[+ Add condition](#)

Only merge a row if:

Column equals

*Only rows that meet the above conditions will be merged.
Enter a specific value, NULL (empty) or NOT NULL (not empty)

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District CWT Form

8. Share docs & send emails

Share doc?

Yes No



Share doc as

PDF



Allow collaborators to re-share

No Yes

Send from generic no-reply address

No Yes

*Only available for Google Apps accounts, not Gmail users



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To <<Teacher's Email Address>>

Write

Cc

Bcc

Reply To <<Admin>>

Write

CWT Feedback

Write

Type a message. You can use HTML syntax for styling and <<TAGS>> for merging in source data.

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District CWT Form

9. Add/remove job triggers

Run on form trigger

Yes No

Run on time trigger

Yes No

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**Click
Yes**





All done!