Database Entry Forms

Kahootz Support - 2025-10-06 - Databases

Database Entry Forms

Overview

Database entry forms enable users to contribute new entries to your databases. These forms serve as the primary interface for data collection, allowing streamlined information gathering with customisable fields and permissions.

Managing Entry Form Permissions

Control who can add entries to your Database by configuring appropriate access levels:

1. Go to **Manage Database**
2. Select **Permissions**
3. Adjust user access settings according to your requirements under **Permissions on Entries**

Customising Entry Forms

Enhance your experience by personalising your entry forms with targeted information:

1. Go to **Manage Database**
2. Select **Entry form settings**

You can now customise a range of options for your entry form:

- **Custom Page Title**: Replace the default title with one specific to your data collection needs
- **Custom Description**: Add context-specific instructions or explanations
- **Where To Go Next**: Specify where users are directed after form completion; you can choose from:
  - ☒

    View the Database
  - ☒

    A specific web address
  - ☒

    Custom page content

Configuring Entry Form Questions

How questions are presented depends on column types. To configure questions:

1. Go to **Manage Database**
2. Click on the database column you wish to modify
3. Update the **Column Name** to the question you want to ask
4. Add **Guidance** text, where more context on the question is needed
5. Configure the questions with options around presentation format, default values, whether the question is mandatory etc where available

Reordering Entry Form Fields

You can change the order in which form fields appear on your entry form by:

1. Go to **Manage Database**
2. Select **Column Order**
3. Use the drag-and-drop interface to arrange questions in your preferred sequence

Making Entry Forms Public (Preview feature, Enterprise only)

You can share entry forms outside of your Kahootz site and workspaces by making them publicly available for anonymous entries

1. Go to **Manage Database**
2. Select **Public data entry form**
3. Enable the form by toggling the switch under Settings
4. Save changes to generate a shareable public link

Public Entry Forms Settings

To control how the public entry form is used, you can also

- **Define start and end dates** for form link availability
- **Reset the public link** if needed to create a new form link

Please find our “Database Entry Form” demo below.

Note

Did you know? You can add up to 1 million entries into a Kahootz database