RentSafe Connector
Step-by-step guide

Welcome.

This guide is intended for those who will serve as the lead coordinator of a RentSafe Connector exercise in their local community or region. It provides step-by-step instructions on setting up the online RentSafe Connector tool so that you and others can start using it to build/strengthen a network of people and agencies working together to improve housing conditions in your community.

The RentSafe Connector is designed to be easy to use, available on all devices (computer, tablet, phone), and operate within any standard browser (Chrome, Safari, Edge, Firefox), with a basic internet connection.

This step-by-step guide tells you how to create an account, install and customize the RentSafe Connector template, publish and share the template so that others can access and complete it, review responses, generate reports, and receive support.

Create a JotForm account

Create a free account with JotForm at: https://www.jotform.com/.
You will receive an email by JotForm to verify your email address. Please do so.
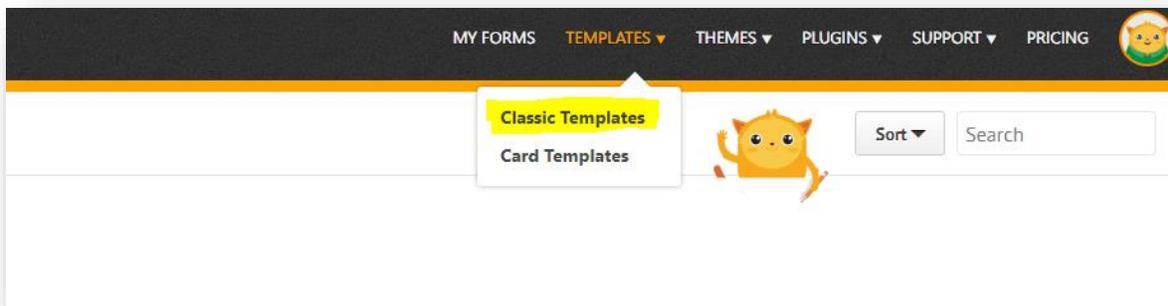
Obtain Template

Click Templates from your main menu (at top) and then Select Classic Templates for the pop-up menu.
In the search parameters, type in RentSafe, select **USE TEMPLATE**, or utilize this direct link:
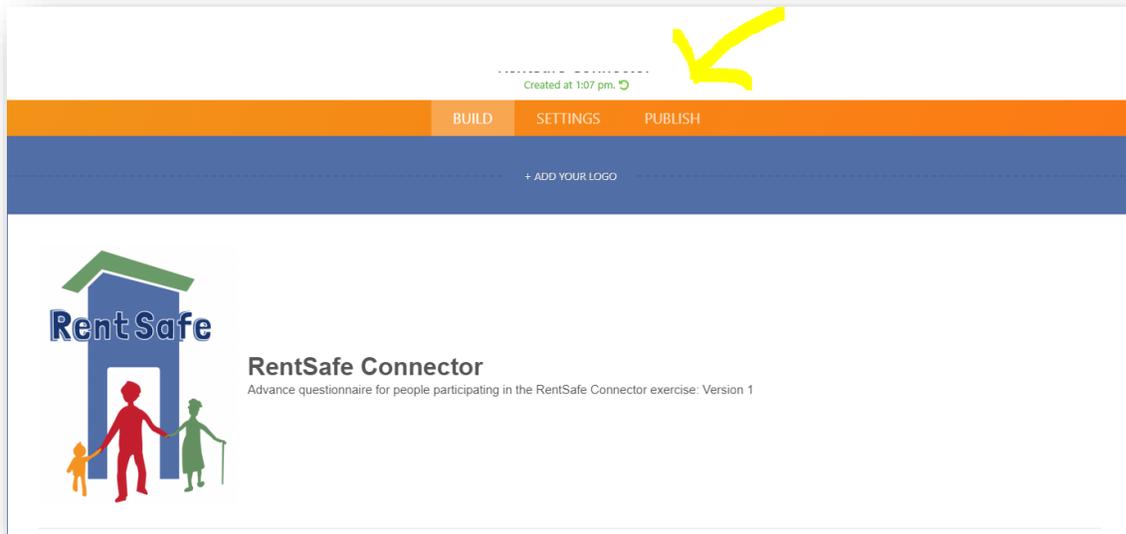https://www.jotform.com/form-templates/rentsafe-connector
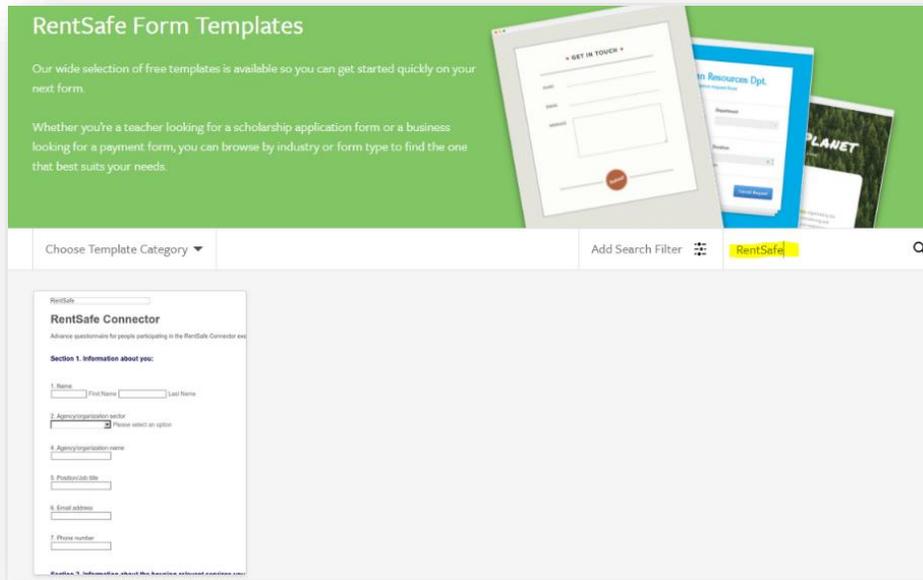
Set Up

Select **SETTINGS** menu. From this area, you can add a custom name, set email notifications, integrations, and display a Thank You page.
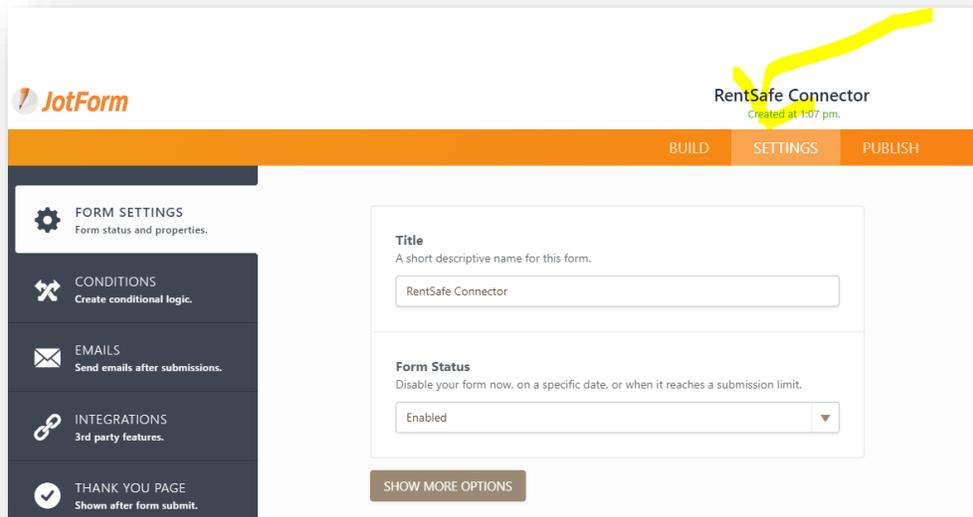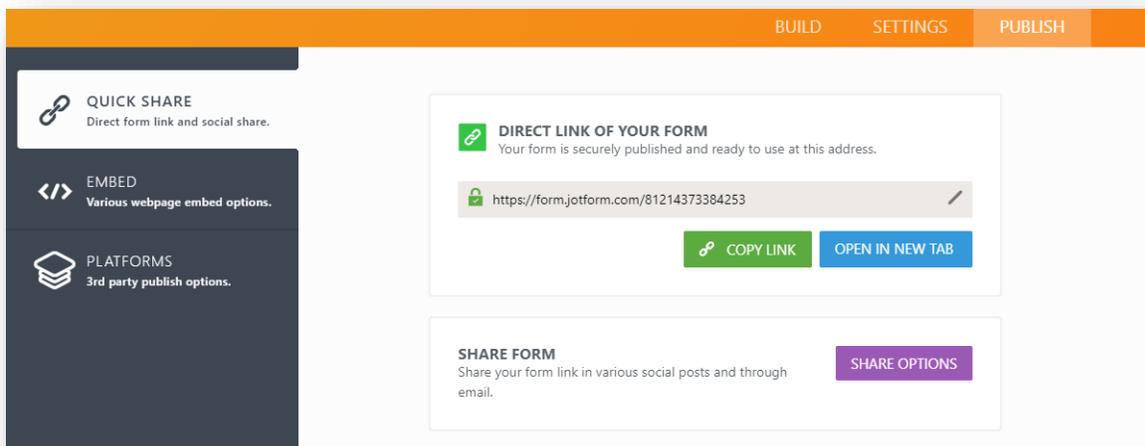
Publish and Share

Select **PUBLISH** to share your custom link for participants to access and complete The RentSafe Connector.
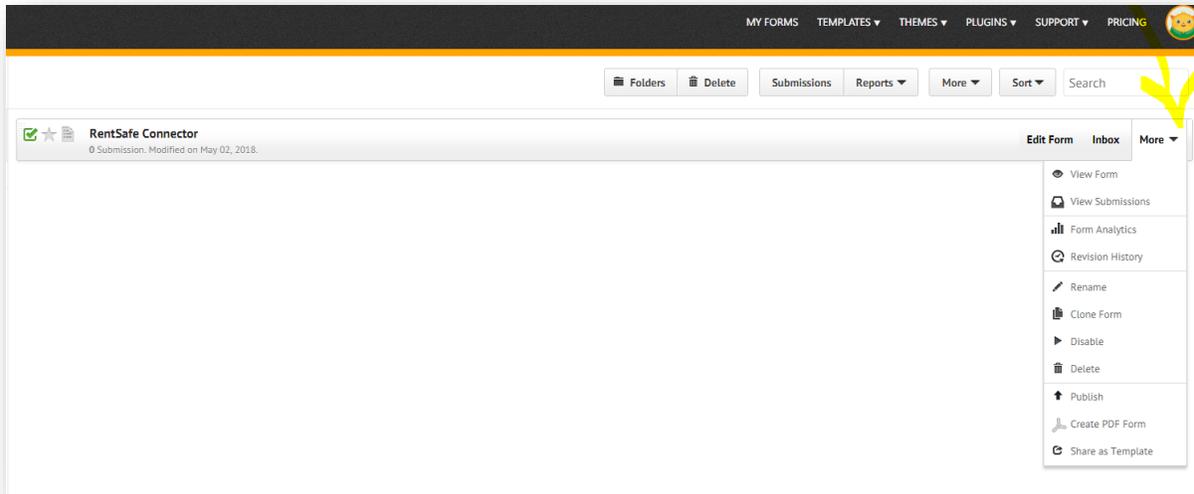

This link (unique to your team) can be shared with participants in an email, via a website and/or, using social media platforms.
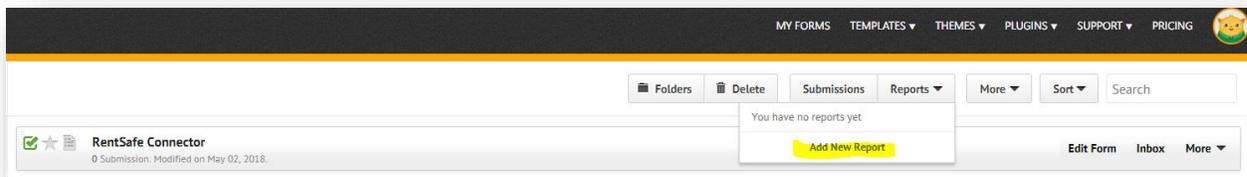
Review Responses

See responses in real-time at any-time. From your DASHBOARD, select RentSafe Connector, then select **MORE**. Choose from a variety of drop-down options to review responses from participants.
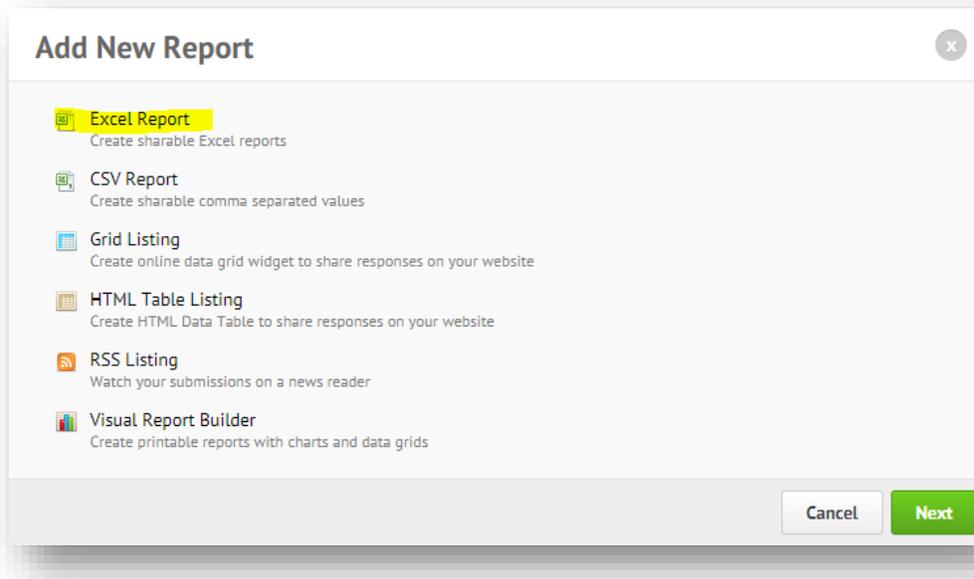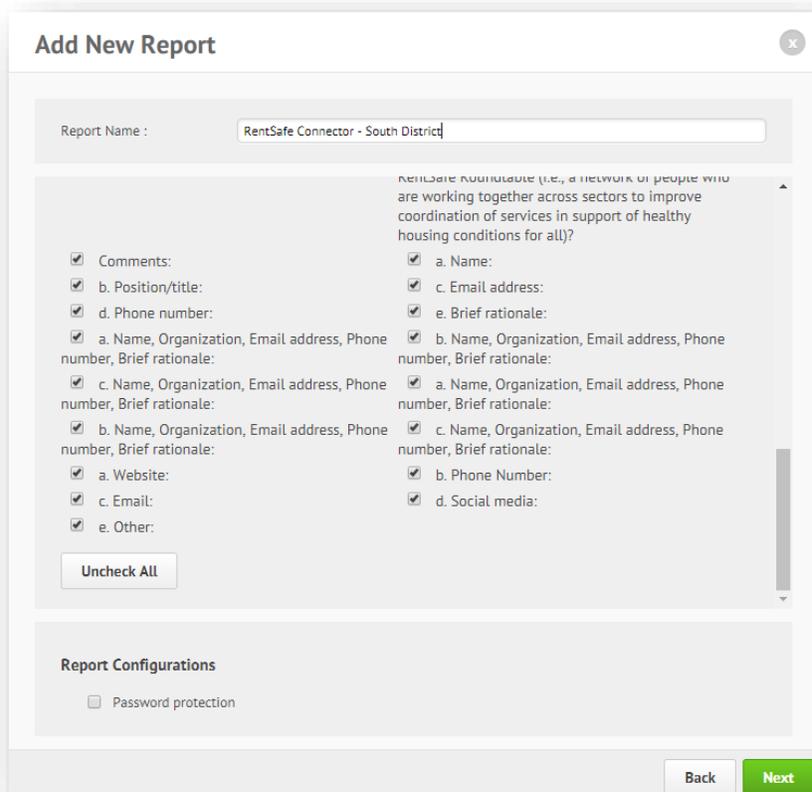

Generate Reports

Reports can be generated in (Excel, standard spreadsheet format, as charts or, PDF's, and more.)
Select **REPORTS** then select **ADD NEW REPORT**.

Select a report type, for example: **EXCEL REPORT**.

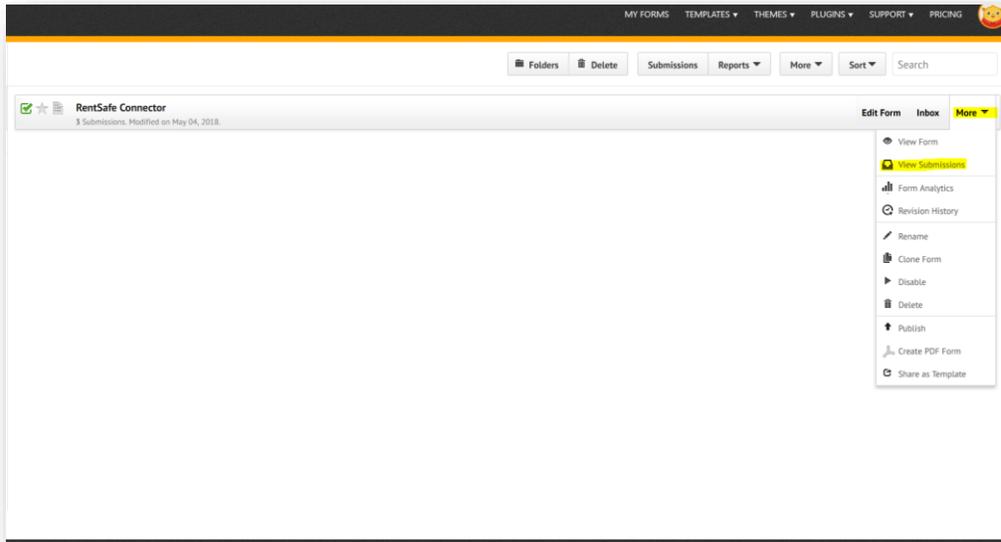Give your report a name and customize information fields to exclude/include.
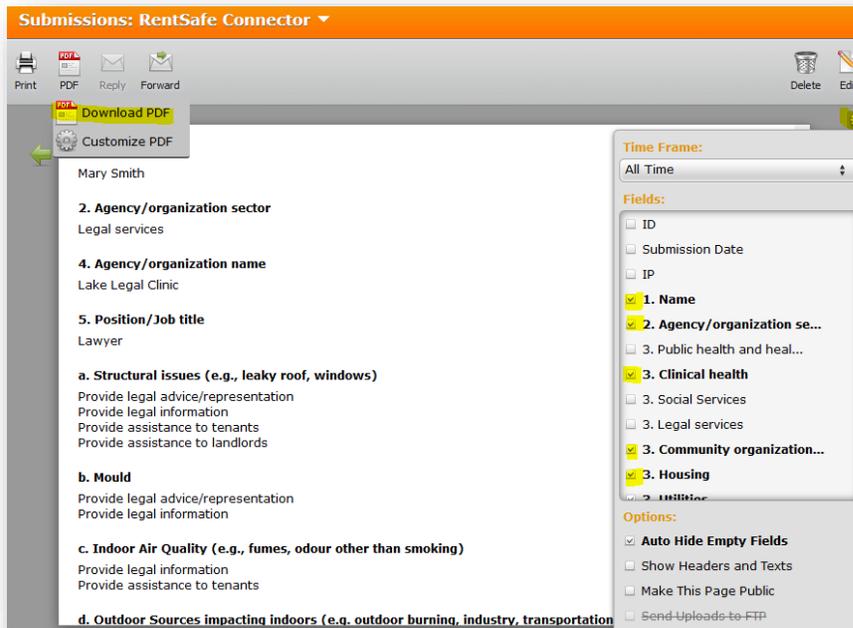
Choose where to save your report.

Report created successfully

You can find your report here:

| https://www.jotform.com/excel/81215325584051 | Open Report |

Close

Example spreadsheet report:

RentSafe Connector					
Excel Report					
First Name	**Last Name**	**Agency/Organization Sector**	**Structural Issues**	**Mould**	**Indoor Air Quality**
John	Lee	Municipal government	Conducts on-site investigations	Conducts on-site investigations	Conducts on-site investigations
			Conducts or orders repairs	Conducts or orders repairs	Conducts or orders repairs
				Foster public awareness	Foster public awareness
Sarah	Smythe	Public health and health promotion	Provides assistance to tenants	Conducts on-site investigations	Conducts on-site investigations
				Provide health expertise/advice	Provide health expertise/advice
				Provides assistance to tenants	Provides assistance to tenants
				Collect/generate data, statistics	Collect/generate data, statistics

To create a custom PDF, select **MORE** from the right-hand menu, select **VIEW SUBMISSIONS**:

Click the cog icon on the right, and select the desired content, then select **DOWNLOAD PDF**:

Example PDF:

Help and Support

JotForm's easy-to-understand-guides and help indexes can provide answers and solutions:
https://www.jotform.com/help

Additionally, personalized support is available to you by contacting our RentSafe support liaison, Robert Huff, at robert.huff@queensu.ca.

Ideas for improvement? Please send your feedback and suggestions to Robert at robert.huff@queensu.ca.

Thank you.