

# Customizing Quiz Taker Form

You can add a form to collect the info about a quiz taker. It will display before the start of the quiz.

To fine-tune the form, do the following:

1. Click the **Properties** button on iSpring QuizMaker toolbar.
2. Check the box **Ask for quiz taker information**.
3. Click the **Customize** button.
4. Make the changes needed.
5. Click **OK** to apply the changes.

	Field Name	Condition	Default Value	Variable
NEW	Name	Mandatory		USER_NAME
NEW	Email	Mandatory		USER_EMAIL
NEW	Company	Do not ask		COMPANY
NEW	Department	Do not ask		DEPARTMENT
NEW	Job Title	Do not ask		JOBTITLE
NEW	Phone	Do not ask		PHONE
NEW	Address	Do not ask		ADDRESS

Type to add a new field

OK Cancel

## Field Name

Definite number of fields already exists.

## Conditions for each field

In the "Condition" field you can set requirement to filling out each certain field.

- Mandatory – the user won't be able to start the quiz before he fills out this form
- Optional – a user can leave the field blank
- Do not ask – the field won't be included in the form

## Default Values

You can define the initial value for each field. If the field should have some certain meaning, you can specify it in the **Value** field. In this case the quiz taker won't have to fill the field by himself/herself. You can define two or more values for one field. In this case the user will be able to choose one of the proposed options in the drop-down list in the Quiz Taker Info form.

## Variables

Each field corresponds with a certain variable. The variable name can't be empty and should contain only Latin script, numbers and underscores.

The info the user enters before the start of the quiz will be saved in the corresponding variables. You can use these variables both in the quiz and in the quiz report.

For example, to use the user name in the question, enter the variable name with percent sign both before and after the variable name (%USER\_NAME%). i Spring QuizMaker will replace %USER\_NAME% with the name that was entered by the user.

[blocked URL](#)

Variables can also be used in the [Customize Quiz Report window](#).