Google Forms Trigger Documentation

The **Google Forms trigger** in Zenphi starts a flow when a new response is submitted to a Google Form. This trigger allows you to automate processes based on form submissions, such as employee leave requests, equipment requests, background checks, employee onboarding, certificate generation, contract document generation, and press release processes.

Here's an overview of the Google Forms trigger:

- **Trigger Activation**: The flow begins automatically every time someone submits the linked Google Form.
- **Zenphi Forms vs. Google Forms**: Zenphi forms are similar to Google Forms, but include additional perks, such as the ability to look up records from a Zenphi table. Zenphi Forms also offer options for user authentication and restricting form access to specific users or domains.
- **Detach a Google Form**:
    - In the Trigger information page, click the **Delete** button to omit the Google Forms from the trigger (will cause a warning demanding a form to be added).
- **Un-Publish a Published Google Form**:
    - In your Google Forms (forms.google.com) open the form (or open from Form File ID filed in Zenphi trigger settings) and select the three dots in the upper right corner, and click *Unpublish*.
- **Deleting a Google Form**:
    - In your Google Forms (forms.google.com) locate the form and select the three dots to the right, and click *Remove*, or click *Move to bin* from the upper right three dots in the Google Forms editor view.

To configure the trigger you have the following tabs available:

- The **Settings** tab is where you configure the trigger:
    - **Connection**: To use this trigger, you need to **set up a connection**, which grants Zenphi permission to access form responses. This connection can be private or shared.
    - **Form File ID**: Select the specific Google Form from your Google Drive that will initiate the flow. All the form controls will load automatically.
        - If you edit the form after the trigger has been set up, refresh the trigger by pressing “**Load form controls**”. Pressing this button will never jeopardize your trigger settings.
        - When the form controls have been loaded in the trigger, verify that you have everything in place. If not, refresh with the “**Load form controls**” once more.
        - Note: Remember that the form needs to have been *Published* from the Google Forms editor before it will be available here.
    - It is recommended to turn on the **collect email addresses** setting in Google Forms so you can identify the submitter.
- The **Usage** tab allows viewing of flow actions that use the trigger's output.

- The **Conditional Run** tab lets you set rules for when the flow should be run, to avoid unnecessary executions. For example to only run when a specific field has been completed or for a value entered in the form. It can also be used to verify data in Zenphi Vault, and run according to data there.

The **output** from the trigger will dynamically update based on the form fields in the Google form, but will at a minimum offer the following information:

- Form Id
- Form Instance Id
- Initiator Email
- Created Time
- Form Name

Once the connection is established, you can access form controls and types, enabling dynamic data usage in subsequent actions.

You can use the token picker to map the values from the Google Form to subsequent actions.

By using the Google Forms trigger in Zenphi, you can create efficient and automated workflows that streamline data collection and processing.

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