# How to Capture Quiz Taker's Information

**ProProfs Quiz Maker** simplifies collecting basic information from quiz takers, such as their name, email, and phone number. Additionally, you can ask custom questions to gather more information about your quiz takers. These custom questions allow you to track the learner's identity but do not contribute to their quiz scores.

If you have an existing list of users, you can upload their details and create user accounts. To learn more, please watch our **video tutorial on users and groups**, or you can read the article: **How to assign individual usernames/passwords to quiz takers**.

#### Here's what a quiz will look like when tracking & lead capture configuration are enabled.

Employee Sa	tisfaction Qu	liz					1000
13 Questions							
A quiz to assess H	R manager's knowle	edge and understanding of er	nployee	satisfa	action.		
Name							
John	Doe		`*			*	
Address							
310 Gordon Avenue	e						
Harahan	LA						
70123	United States						
How do you comm	ute?						
🔘 Car							
🔘 Bike							
< Public Transpo	rt						15
O Walk							
Start							

#### By capturing learner's information, you can:

- Automatically add the data to various CRM tools
- Use the information to boost sales
- Extract valuable insights and improve your business

Step 1: Go to quiz settings and switch to the Security tab.

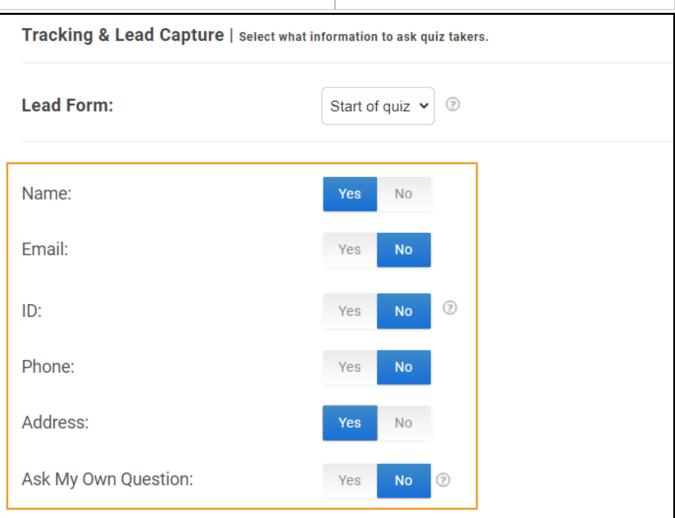
<b>ProProfs</b> Quiz Maker	Create Settings Ind II Reports OPr
Performance Assessme	ent Quiz
⊘ General    General	2 ptifications 💲 Market & Sell 🍟 Theme 💥 Integrations 🔶 Social
Quiz Security:	Access with a link ②
	○ Private access with a link & quiz password ③
	$\bigcirc$ Private access for selected users & groups $@$
Browser Security:	Disable print/download Yes No (?)

**Step 2:** Scroll down to **Tracking & Lead Capture** and select the placement of the lead generation form from the dropdown.

Tracking & Lead	Capture Select what information to ask quiz takers.
Lead Form:	Start of quiz  Start of quiz
	End of quiz
Name:	Yes No
Email:	Yes No
ID:	Yes No ?

Step 3.1: Enable the fields you wish to collect from the quiz takers and click Save.

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Step 3.2: You can add custom questions and decide the answer type per your preferences.

Ask My Own Question:	Yes No 😨		
Write in a textbox	Question 1 Question:	Birthday Quiz taker will type answer into a single line textbox	Î
Choose from list	Question 2 Question: Possible Answers:	Department Sales Marketing Operations	Î
	Dropdown order:	Any other Enter each possible answer on a separate line Display drop down list in order entered	•

Step 3.3: When you choose Multiple Choice, an overlay appears. You can select a template or

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create a question from scratch.

Featured Templates		
Featured Consent Multiple Choice	Checkbox	
+	I agree to the terms of service	How did you find us? <ul> <li>Search Engine</li> <li>Referred by Friend</li> <li>Advertisement</li> <li>Other</li> </ul>
Create from scratch		
Is your age 18 years or above?	How do you commute?	What topics do you need help in?
O Yes No	Car Bike Public Transport	Career Development Company Information Product Knowledge
	🔿 Walk	Other

Here's what the lead generation form looks like with custom questions:

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Employee S	Satisfaction Quiz				13
E					
A quiz to assess	HR manager's knowledge and	understanding of employe	e satisfa	ction.	
A quiz to assess <b>Name</b>	HR manager's knowledge and	understanding of employe	e satisfa	ction.	13
	HR manager's knowledge and Last Name	understa <mark>nd</mark> ing of employe	ee satisfa	ction.	13
Name		understanding of employe	e satisfa	ction.	12
Name First Name	Last Name	understanding of employe	ee satisfa	ction.	
Name First Name Email someone@exan What topics do y Career Deve	Last Name	understanding of employe	e satisfa	ction.	
Name First Name Email someone@exan What topics do y	Last Name	understanding of employe			
Name First Name Email someone@exan What topics do y Career Deve Company Inf	Last Name	understanding of employe		ction.	

## How to View the Captured Information

Click the **Reports** icon on the dashboard to view the captured information in the quiz report.

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G Stats	Reports				I	Filter By	All	•	All time 🔹	⊻ ≁
Show 10 🗸	entries						000	Search		Q
	First Name	Last Name	Email	<b>♦</b> Report	\$Score (%	) 🔶 Score	≑ Tin	ie Taken	♦ What topics do	Result
	May 9, 2 3:33 AM	John	Doe	john.doe@xymail.com	$\odot$	92	92	6m 34s	Career Developm	✓ Pass
	May 8, 2 4:03 AM	John	Murphy	john.murph@xymail.com	$\bigcirc$	8	8	37s		× Fail

That is all about capturing quiz takers' information with lead forms.

### **Related Articles:**

- How to Manage Users in a Classroom
- How to Set up Mandatory and Optional Quiz Questions
- How to Allow Learners to Jump to Any Question on a Quiz