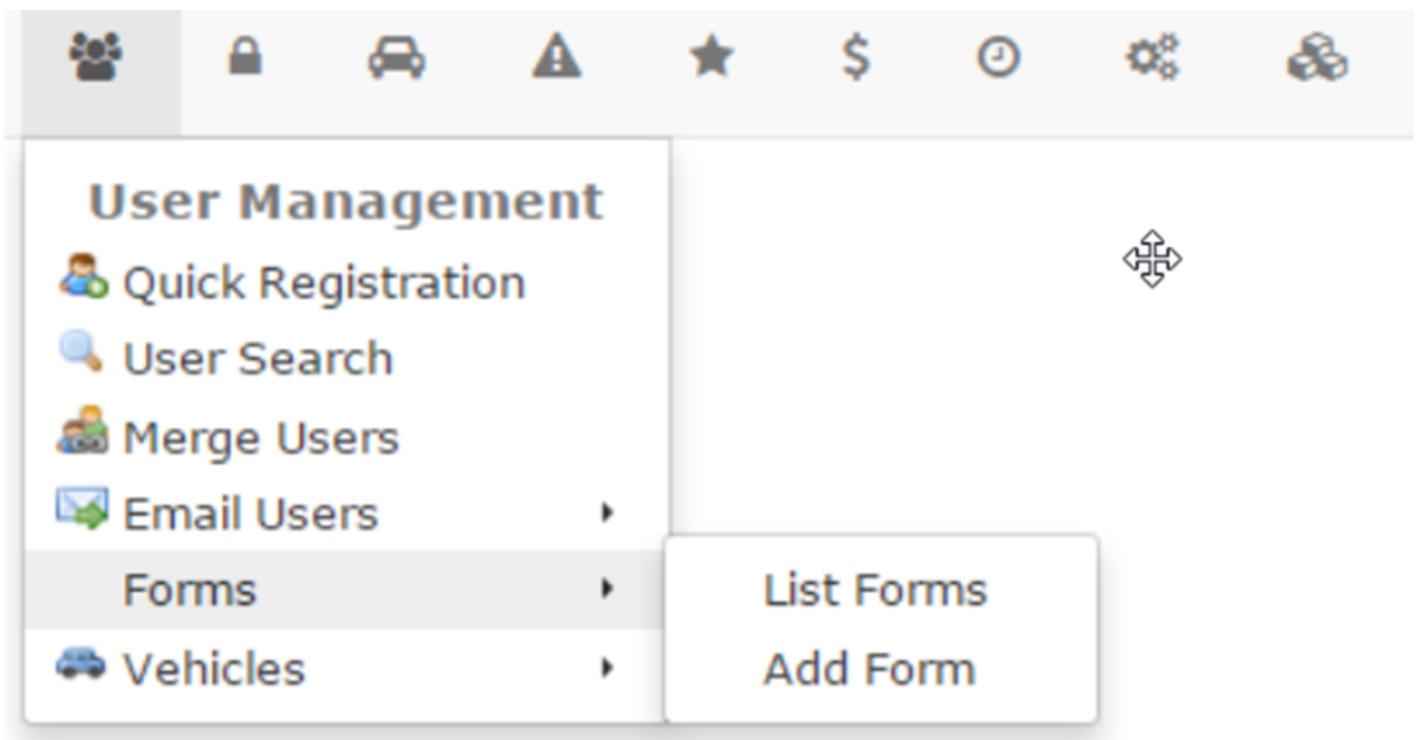


List Forms (old forms)

Getting to Forms

Hover over the **'User Management'** icon and then **'Forms'**. Click **'List Forms'**.



The **'Form Builder'** screen is displayed. This table lists all the active forms that have been created.

- The **'Add Forms'** button displays the **'Form Builder - Create'** screen.
- The **'Show All Forms'** button shows both the active and archived forms.
- The **'Edit'** button will display the 'Form builder - Edit' page for the selected form. Administrators can view/edit the details of the form here.

The **'View Entries'** button will display a table with the entries that have been submitted by users for the selected form.

Form Builder - View Entries

Add Form

Show Forms

Show Hidden

Show All

Bulk Actions

Start Date:

Clear

End Date:

Clear

Go



UniqueID

▼ Created

- The '**Show Hidden**' button will display any entries that have been hidden based on the criteria in the original form set-up under the **Report Options**.
- The '**Show All**' button displays both active and hidden entries associated with the selected form.
- The **Start Date** and **End Date** allows administrators to filter results based on date, select the **Go** button to update the results.
- The **envelope icon** allows administrators to email the user that submitted the form.
- The **Delete** button will delete the entry.

The '**View**' button allows administrators to view/edit all details submitted on the form by the user and also allows administrators to see the '**Administrator Only**' fields created in the form builder. You can click the '**Prepare Email**' button to send a message back to the user, or you can email the form details to someone else by entering their email address.

The '**Bulk Actions**' button allows administrators to create a report showing additional fields that are hidden in the summary report. It will also allow administrators to email the report on the selected form entries to specific administrators, and/or print the form entries.

Form Builder

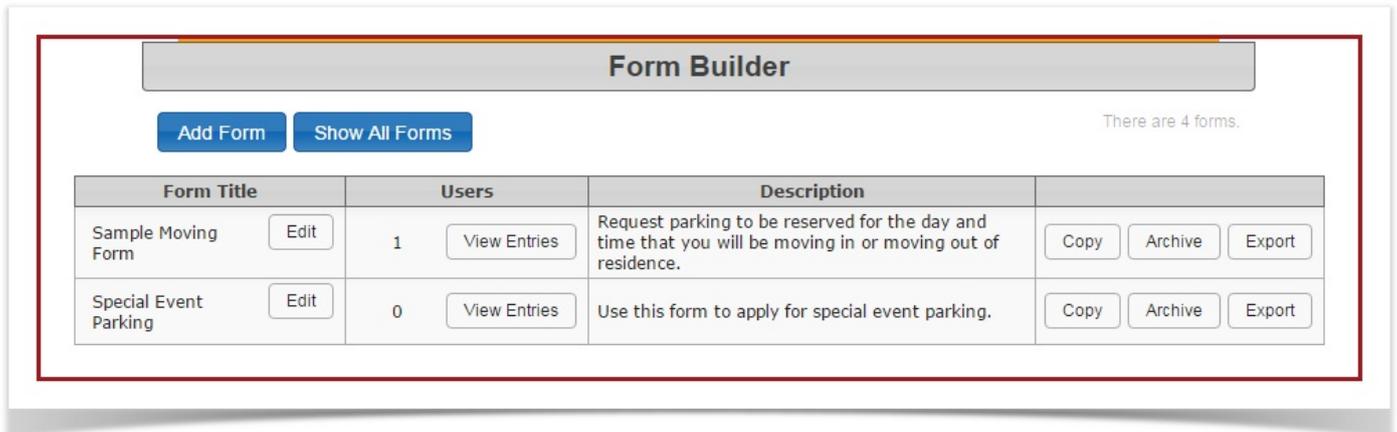
Add Form

Show Forms

Return to Result List

Coordinator	Included
Phone Number	Included
Date Moving	Included
Comments	Included
Approval Status	<input type="checkbox"/> Include in Report
	<p>Prepare Email Print Events</p>

The '**Show Forms**' button displays the active forms.



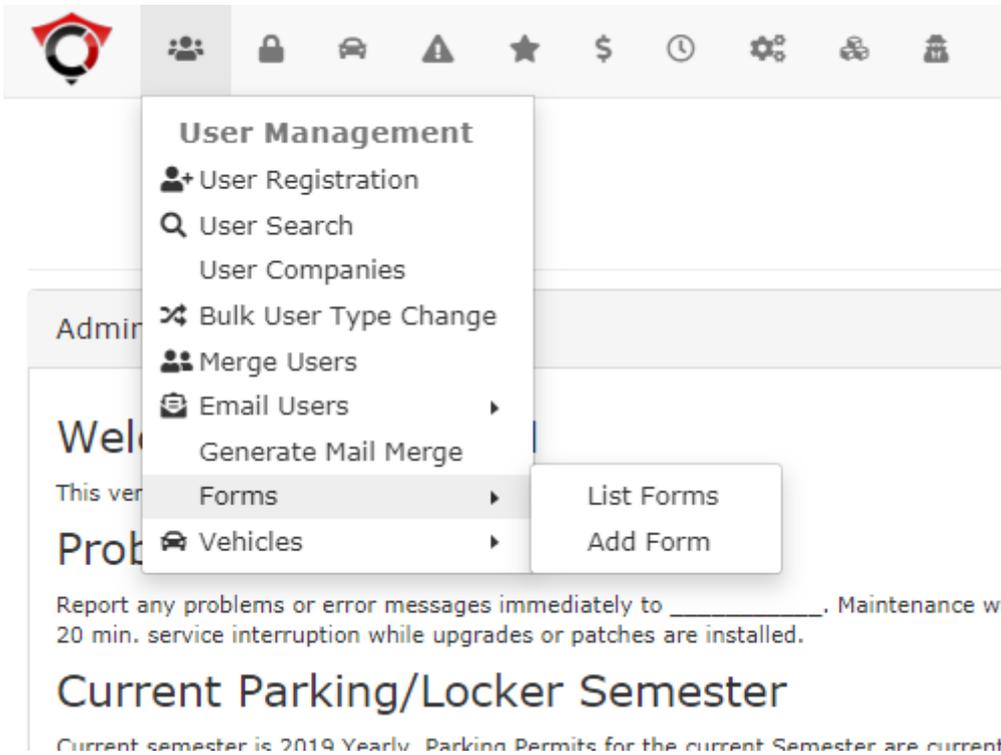
The screenshot shows the 'Form Builder' interface. At the top, there is a header 'Form Builder' and two buttons: 'Add Form' and 'Show All Forms'. To the right, it says 'There are 4 forms.' Below this is a table with the following data:

Form Title	Users	Description	
Sample Moving Form <input type="button" value="Edit"/>	1 <input type="button" value="View Entries"/>	Request parking to be reserved for the day and time that you will be moving in or moving out of residence.	<input type="button" value="Copy"/> <input type="button" value="Archive"/> <input type="button" value="Export"/>
Special Event Parking <input type="button" value="Edit"/>	0 <input type="button" value="View Entries"/>	Use this form to apply for special event parking.	<input type="button" value="Copy"/> <input type="button" value="Archive"/> <input type="button" value="Export"/>

- The '**Copy**' button allows administrators to duplicate a form. Administrators can then edit the form if needed.
- The '**Archive**' button allows administrators to hide a form from the listing of active forms. If administrators want to copy, restore, delete or export an archived form, click the '**Show All Forms**' button to display the listing of both active and archived forms.
- The '**Export**' button exports all form entries for a selected form into an Excel document.

The '**List Forms**' option allows administrators to view/edit all previously created forms. This is also where administrators go to obtain the form results.

Hover over the '**User Management**' icon and then '**Forms**'. Click '**List Forms**'.



The '**Form Builder**' screen is displayed. This table lists all the active forms that have been created.

- The '**Add Forms**' button displays the '**Form Builder - Create**' screen.
- The '**Show All Forms**' button shows both the active and archived forms.
- The '**Edit**' button will display the 'Form builder - Edit' page for the selected form. Administrators can view/edit the details of the form here.

Form Builder			
Add Form		Show All Forms ?	
There are 3 forms.			
Form Title	Users	Description	
Image Test Edit	1 View Entries	Put an image in here	Copy Archive Export
Sample Moving Form Edit	1 View Entries	Request parking to be reserved for the day and time that you will be moving in or moving out of residence.	Copy Archive Export

The '**View Entries**' button will display a table with the entries that have been submitted by users for the selected form.

- The '**Show Hidden**' button will display any entries that have been hidden based on the criteria in the original form set-up under the **Report Options**.
- The '**Show All**' button displays both active and hidden entries associated with the selected form.
- The **Start Date** and **End Date** allows administrators to filter results based on date, select the **Go** button to update the results.
- The **envelope icon** allows administrators to email the user that submitted the form.
- The **Delete** button will delete the entry.

The '**View**' button allows administrators to view/edit all details submitted on the form by the user and also allows administrators to see the '**Administrator Only**' fields created in the form builder. You can click the '**Prepare Email**' button to send a message back to the user, or you can email the form details to someone else by entering their email address.

Form Builder

Add Form
Show Forms
Return to Result List

Coordinator	ⓘ	⚠	<input type="text" value="John Doe"/>
Phone Number	ⓘ	⚠	<input type="text" value="6132250854"/>
Date Moving	ⓘ	⚠	<input type="text" value="Sep 24, 2019"/>
Comments			ⓘ
<input type="text" value="Elevator Key Request"/>			
Approval Status	ⓘ	👤	<input type="checkbox"/>

Prepare Email
Submit
Reset

The '**Bulk Actions**' button allows administrators to create a report showing additional fields that are hidden in the summary report. It will also allow administrators to email the report on the selected form entries to specific administrators, and/or print the form entries.

Form Builder

Add Form
Show Forms
Return to Result List

Coordinator	<i>Included</i>
Phone Number	<i>Included</i>
Date Moving	<i>Included</i>
Comments	<i>Included</i>
Approval Status	<input type="checkbox"/> Include in Report
Prepare Email Print Events	

'Show Forms' button displays the active forms.

Form Builder

Add Form Show Forms Return to Result List

Coordinator	?	!	<input type="text" value="John Doe"/>
Phone Number	?	!	<input type="text" value="6132250854"/>
Date Moving	?	!	<input type="text" value="Sep 24, 2019"/>
Comments			?
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Elevator Key Request</div>			
Approval Status	?	!	<input type="checkbox"/>

Prepare Email Submit Reset

- The '**Copy**' button allows administrators to duplicate a form. Administrators can then edit the form if needed.
- The '**Archive**' button allows administrators to hide a form from the listing of active forms. If administrators want to copy, restore, delete or export an archived form, click the '**Show All Forms**' button to display the listing of both active and archived forms.
- The '**Export**' button exports all form entries for a selected form into an Excel document.

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