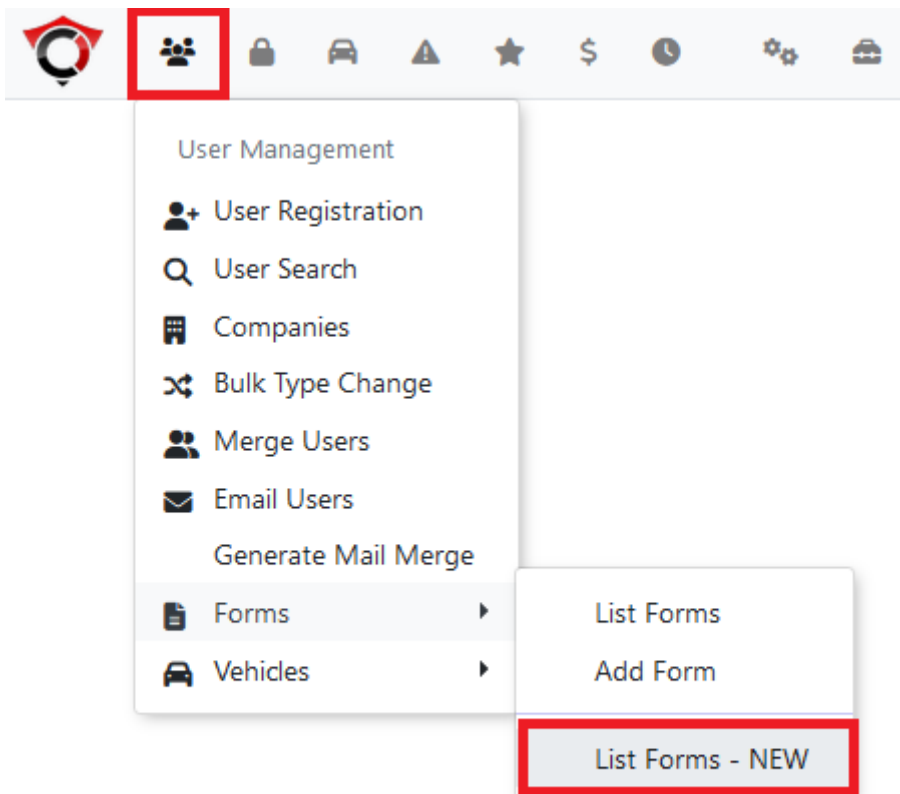


# Viewing Form Entries

## Accessing User Form Entries

Access the forms module under the menu tree:

- **User Management → Forms → List Forms**



Click on the entries button for the form in question.

## Forms

[+ Add Form](#)**Title****View Entries****Description****Options**

Parking Survey...

 1 Entries

A general survey on the u...

[Copy](#)[Archive](#)[Export](#)

# Form Entries Search Form

The form entry search page will be presented.

[← Back](#)

### Viewing Entries for: Parking Survey

[Toggle More Options](#)

Start Date

Up to and including:

Show in Results

All selected (3) ▾

Several search options are available.

- **Start date** - the starting date for the search.
- **Up to and including** - the ending date of the search.

- **Show in results** - which columns to include in the search results. Only fields marked as searchable will appear here.

Additional search options can be shown by clicking the **toggle more options** button in the top right.



The screenshot shows a search interface titled "Viewing Entries for: Parking Survey". In the top right corner, there is a button labeled "Toggle More Options". A red arrow points from the bottom right towards this button. Below the title bar, there are two input fields: "Start Date" and "Up to and including". Below these fields, there is a "Show in Results" section with a button labeled "All selected (0/4)". At the bottom of the interface, there is a large blue button labeled "Search".

Any fields marked searchable will appear here, providing a text box a search query can be placed in.

This can be used to narrow the search to specific values on each field.

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Viewing Entries for: Parking Survey

Toggle More Options

Start Date

May 01, 2024

Up to and including:

May 31, 2024

Show in Results

All selected (3) ▾

What is your username?

How would you rate your experience using our service?

Admin Comments

Search

The search results will show the selected columns in the output.

Copy CSV Excel Print

Showing 100 ▾ entries

Search:

What is your username?	How would you rate your experience using our service?	User	Created	Actions
mashbury	option-2	mashbury	May 14, 2024	<div>ViewDelete</div>
mashbury	option-2	mashbury	May 14, 2024	<div>ViewDelete</div>
No value	No value	mashbury	May 13, 2024	<div>ViewDelete</div>

Showing 1 to 3 of 3 entries

Previous

1

Next

From the search results, each individual entry can be viewed to see the entirety of the user’s submission, including fields not marked as searchable.

Entries can also be deleted from here.

# Entry View

The submitter's information will be displayed at the top of entry, and their answers below.

Submitter Info

Name

Ashbury, Michael

Username

mashbury

Email

mash-bury@tomahawk.ca

Viewing Entry

Prepare Email

←

Back

Parking Survey

A survey to gauge the general user satisfaction when purchasing permits for their vehicles.

What is your username?\*

mashbury

When did you first start using our service?

05 / 14 / 2024

How many permits have you purchased using our service?

7

How would you rate your experience using our service?

Average

Do you have any additional comments?

Admin Comments

Save Changes

The field entries can be edited as needed, and values can be added to any admin-only fields.

To save any changes, press the button at the bottom of the menu.

# Admin-Only Fields

Form fields marked as admin-only will be marked by a blue border.

Hovering the mouse over top of the border will show a tool-tip about the field.

Do you have any additional comments?

This field is admin-only and cannot be seen or filled in by the user.

Admin Comments

Save Changes

# Replying to User Submissions

An email can be sent in response to a user entry by clicking the **prepare email** button at the top of the entry menu.

Viewing Entry

Prepare Email

Back

## Parking Survey

A survey to gauge the general user satisfaction when purchasing permits to use our vehicles.

What is your comment?

When did you first start using our service?

05/14/2024

The form name will be set as the email subject line.

Revision #1  
Created 16 July 2024 10:40:18 by Nicole  
Updated 26 July 2024 09:58:00 by Nicole