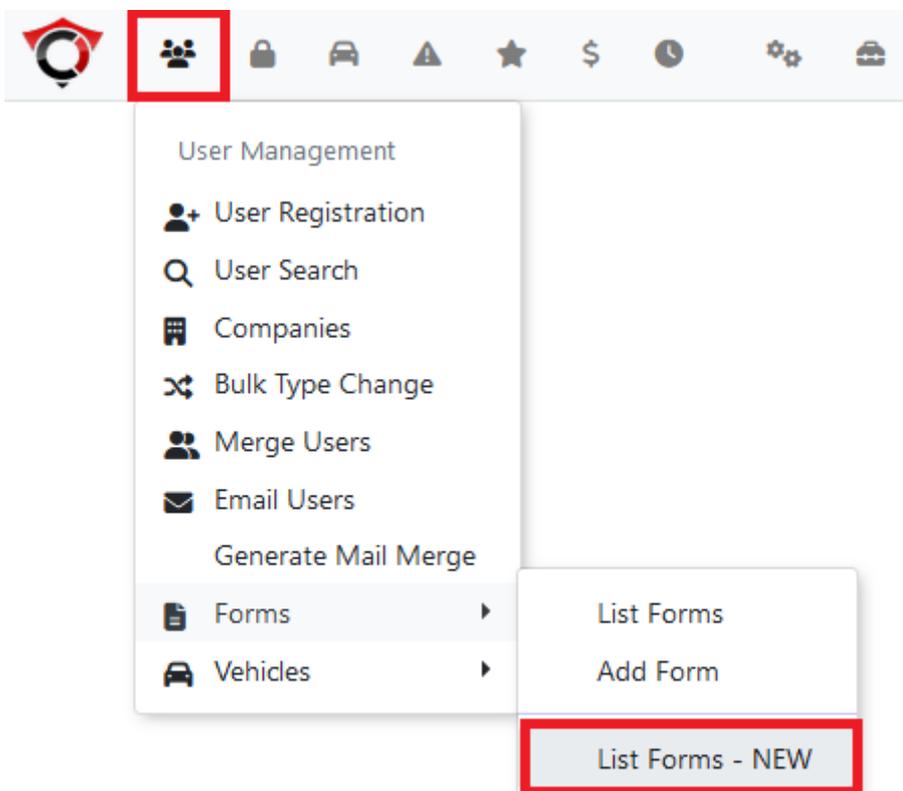


Viewing Form Entries

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

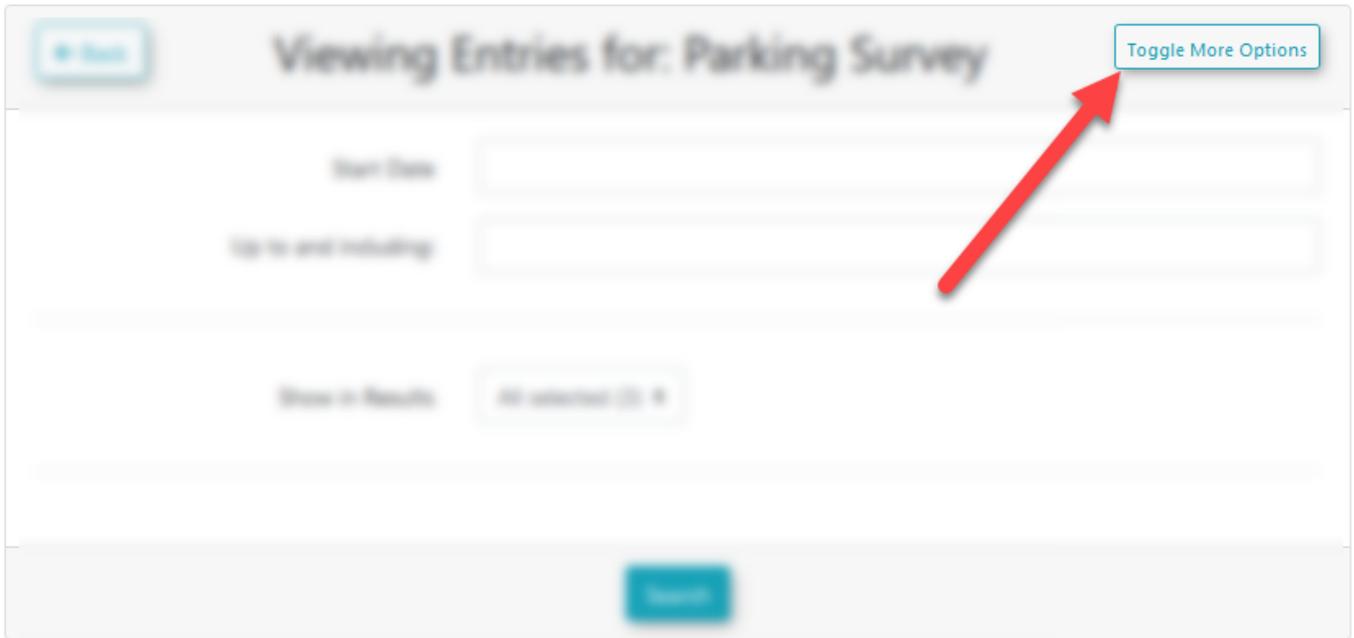
[Search](#)

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.



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.

← Back

Viewing Entries for: Parking Survey

Toggle More Options

Start Date

Up to and including:

Show in Results

What is your username?

How would you rate your experience using our service?

Admin Comments

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

Show 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	<input type="button" value="View"/> <input type="button" value="Delete"/>
mashbury	option-2	mashbury	May 14, 2024	<input type="button" value="View"/> <input type="button" value="Delete"/>
No value	No value	mashbury	May 13, 2024	<input type="button" value="View"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

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?*

When did you first start using our service?

How many permits have you purchased using our service?

How would you rate your experience using our service?

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 & other vehicles.

What is your comment?

When did you first start using our service?

This will open the email users page, pre-filling the user's information into the email form.

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

Email Users

Recipients 1 message will be sent. [View Recipient List](#) [Export Recipient List](#)

English 1

Composing English content for 1 users

Subject

File Edit Insert View Format Table Tools

← → + - Formats **B** *I* A A [List Icons] [Link] [Image] [Source] [Help]

Powered by TinyMCE

Words: 0

Attachments No files selected.

[Send Email](#)

Revision #1

Created 16 July 2024 10:40:18 by Nicole

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