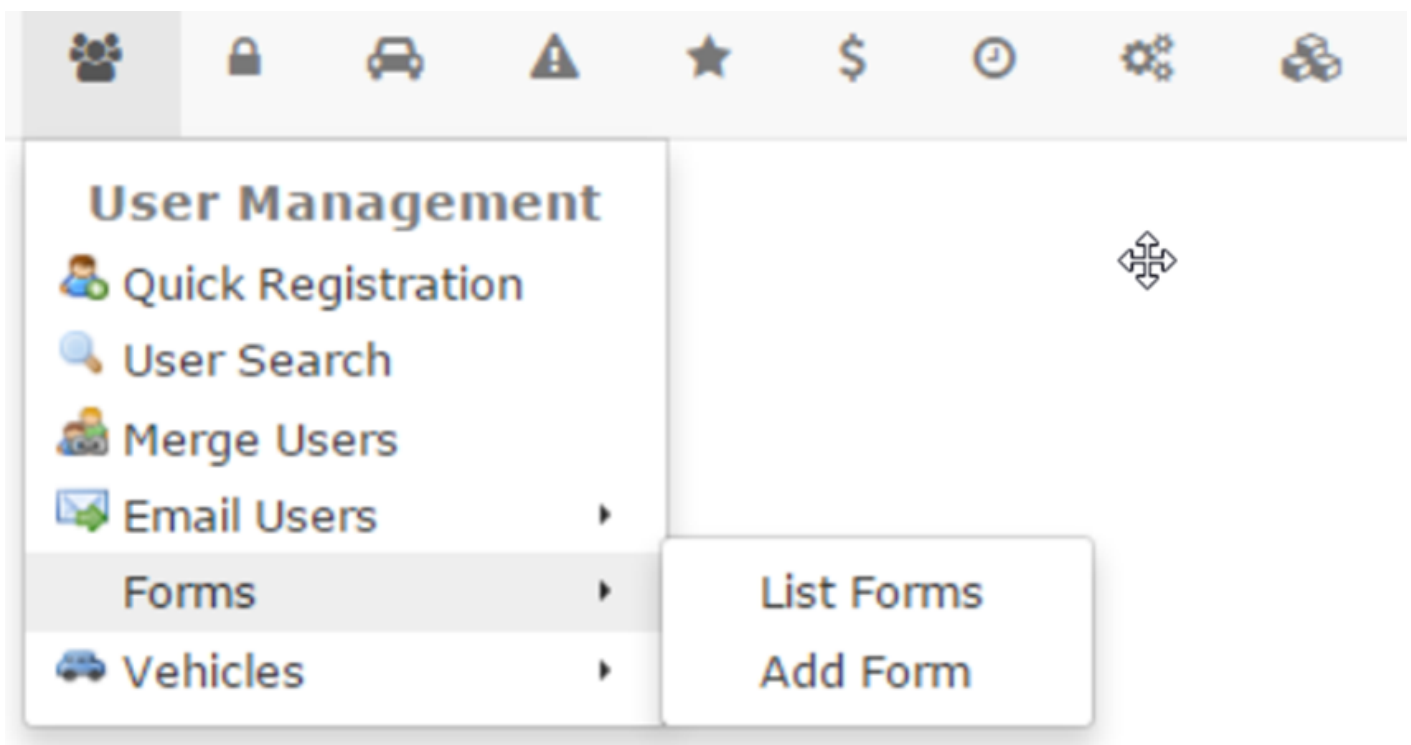


# List Forms (old forms)

## 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

- 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.

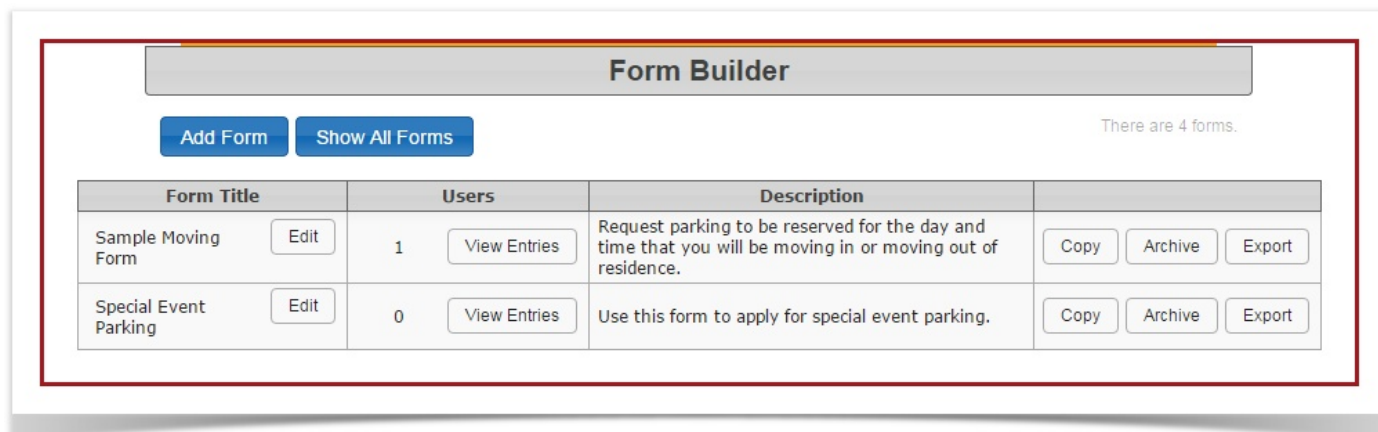
The '**Bulk Actions**' button allows administrators to create a report showing additional fields that are hidden in the summary report. It will also allow administrators to email the report on the selected form entries to specific administrators, and/or print the form entries.

**Form Builder**

Add Form
Show Forms
Return to Result List

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

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



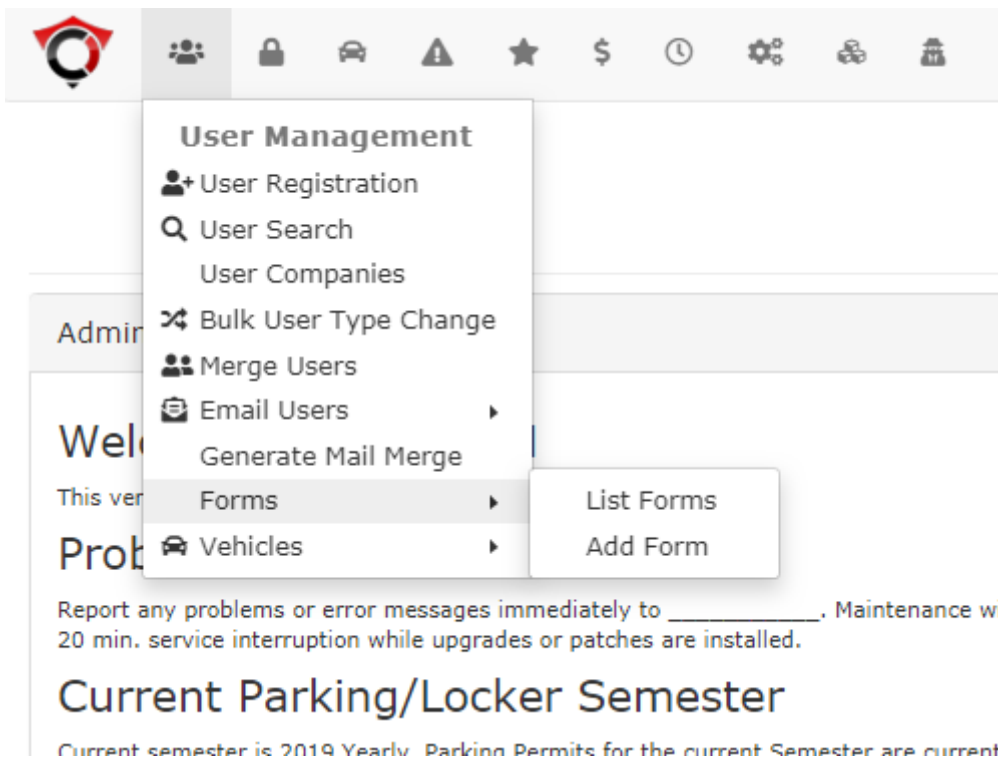
The screenshot shows the 'Form Builder' interface. At the top, there is a header bar with the title 'Form Builder'. Below the header, there are two buttons: 'Add Form' and 'Show All Forms'. To the right of these buttons, it says 'There are 4 forms.' Below this, there is a table with the following columns: 'Form Title', 'Users', and 'Description'. The table contains two rows of data. The first row is for 'Sample Moving Form' with 1 user and a description about parking reservation. The second row is for 'Special Event Parking' with 0 users and a description about applying for special event parking. Each row has an 'Edit' button next to the form title and a 'View Entries' button next to the user count. To the right of the description, there are three buttons: 'Copy', 'Archive', and 'Export'.

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	<div>Edit</div>	1	<div>View Entries</div>	Put an image in here	<div>Copy</div> <div>Archive</div> <div>Export</div>
Sample Moving Form	<div>Edit</div>	1	<div>View Entries</div>	Request parking to be reserved for the day and time that you will be moving in or moving out of residence.	<div>Copy</div> <div>Archive</div> <div>Export</div>

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	
<a href="#">Add Form</a> <a href="#">Show Forms</a> <a href="#">Return to Result List</a>	
Coordinator	<input type="text" value="John Doe"/>
Phone Number	<input type="text" value="6132250854"/>
Date Moving	<input type="text" value="Sep 24, 2019"/>
<b>Comments</b> <input type="text" value="Elevator Key Request"/>	
Approval Status	<input type="checkbox"/> <input type="checkbox"/>
<a href="#">Prepare Email</a> <a href="#">Submit</a> <a href="#">Reset</a>	

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	
<a href="#">Add Form</a> <a href="#">Show Forms</a> <a href="#">Return to Result List</a>	
Coordinator	Included
Phone Number	Included
Date Moving	Included
Comments	Included
Approval Status	<input type="checkbox"/> Include in Report
<a href="#">Prepare Email</a> <a href="#">Print Events</a>	

'Show Forms' button displays the active forms.

Form Builder

Add Form

Show Forms

Return to Result List

Coordinator	<div><div></div><div></div></div>	<div>John Doe</div>
Phone Number	<div><div></div><div></div></div>	<div>6132250854</div>
Date Moving	<div><div></div><div></div></div>	<div>Sep 24, 2019</div>
Comments		
<div>Elevator Key Request</div>		
Approval Status		
<div><div></div><div></div><div></div></div>		
<div><div>Prepare Email</div><div>Submit</div><div>Reset</div></div>		

- 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.