

Viewing Form Entries

This article describes how to view, search, and manage user submissions for custom forms. This feature provides administrators with the tools to find specific form entries, review submitted data, edit information, and communicate with the submitter.

Using this Feature

The process involves searching for specific entries and then managing them individually from the entry view page.

This functionality requires that a form has already been created and submitted by users. The search options available on the Form Entries page are dependent on which fields were marked as "searchable" during the form's initial setup. For more information, please see the [Creating a New Form](#) article.

Searching for Form Entries

- Hover over **User Management**, then hover over **Forms**, and click **List Forms**.
- Find the desired form in the list and click the **entries** button.
- On the **Form Entry Search** page, use the **Start date** and **Up to and including** fields to set a date range.
- Use the **Show in results** multi-select box to choose which searchable columns will be displayed in the results list.

- To filter by specific answers, click the **toggle more options** button. This will reveal text boxes for each searchable field where you can enter a search query.
- Click the search button to generate the list of entries. From the results list, click on an individual entry to view its full details.

Working with an Individual Entry

The **Entry View** page displays the submitter's information and all of their answers. From here, you can perform several actions:

- **Viewing and Editing Data:** An administrator can edit any of the user's submitted answers or add values to any **Admin-Only Fields**. Click the save button at the bottom of the page to apply any changes.
- **Replying to the User:** Click the **prepare email** button at the top of the page. You will be taken to the email composition screen with the user's email address and the form's name pre-filled as the subject line.
- **Deleting an Entry:** Entries can be deleted directly from this page.

Editing a user's form entry changes the data stored in the database.

Visual Cues

- Fields marked as **Admin-Only** are indicated by a blue border. Hovering your mouse over this border will display a helpful tooltip

Best Practices & Considerations

- **Use the 'toggle more options' feature for powerful, targeted searches.** For example, you can find all submissions where a user

answered 'Yes' to a specific question by entering 'Yes' into that field's search box.

- **Admin-Only Fields are never visible to the end-user.** Use these fields to add internal notes, status updates, or other administrative data related to the submission.

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