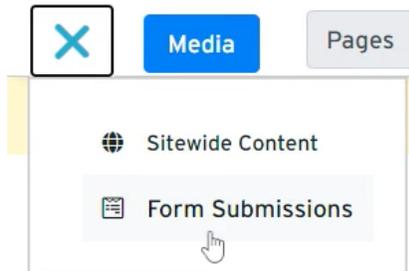
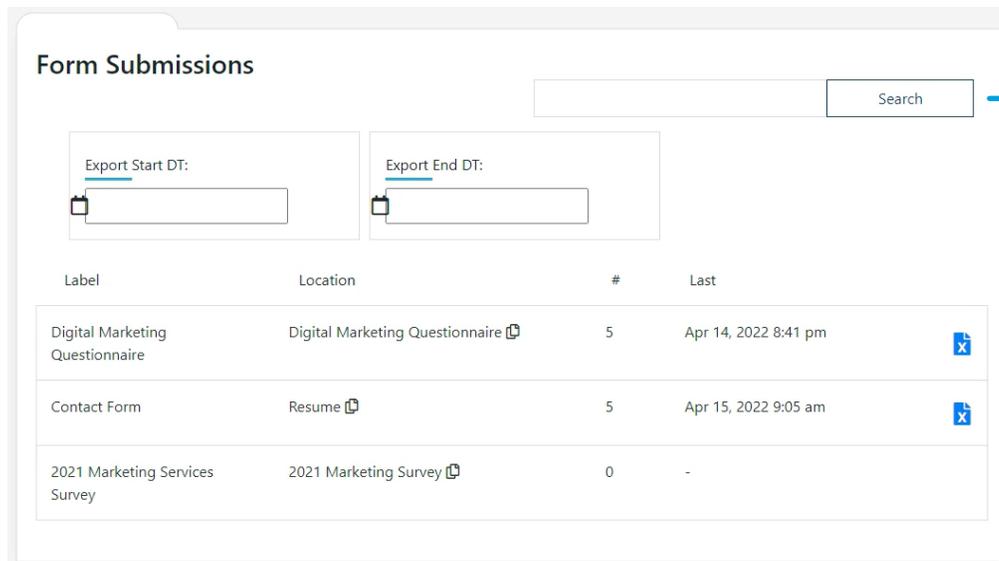


This is a walkthrough on how to see and export all of the form submissions on your website.

1. To begin, select the sandwich nav to the left on your admin toolbar. You will then select Form Submissions.



2. This will take you to the form submissions tab on your website.



3. You will see a Search Bar. Here, you can input different form labels to locate specific forms from your list.

4. Next, you will see the Export Start Date Box and the Export End Date Box. These can be used to range the responses that you receive when exporting the responses from a form. You can choose to just have an Export Start Date or an Export End Date, or BOTH.

Export Start DT:

Export End DT:

5. You will see below a list of all the forms on your website. Next to each label is the location of each form. You can click the paper icon to the right to copy the location URL to your clipboard. This URL will take you directly to that form.

Label	Location	#	Last
Digital Marketing Questionnaire	Digital Marketing Questionnaire 	5	Apr 14, 2022 8:41 pm 
Contact Form	Resume 	5	Apr 15, 2022 9:05 am 
2021 Marketing Services Survey	2021 Marketing Survey 	0	-

6. Next, you will see the number of times that form has been submitted.

7. You'll also see the date and time the last form was submitted.

8. Lastly, you will click the button to the right of each form to export. If an Export Start Date or Export End Date has been selected, then the forms submitted between those times will be the only forms exported. If no dates are selected, ALL forms submitted will be exported.