



# Logged Form Submission User Guide

## Logged Form Submission Actions



### View

To start this action, select the Logged Form Submission you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Logged Form Submission.

This action displays the Logged Form Submission similarly as for an Edit Action, except none of the fields are editable. Useful for reviewing records without making any changes.

### Delete


To start this action, either select the Logged Form Submission to work on and click the  button on that row. Or CTRL+click to select multiple Logged Form Submissions and click the  button above the Logged Form Submission listing.

Deletes an existing Logged Form Submission.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Logged Form Submission.

### Search



To start this action, click the  button above the Logged Form Submission listing.

Allows a Search of Logged Form Submissions.

This allows a simple text search across all Logged Form Submissions.

To search a specific field select the field from the drop down list

### Adv. Search



To start this action, click the  **Adv. Search** button above the Logged Form Submission listing in the  More Menu.

Allows an Advanced Search of Logged Form Submissions.

The Advanced Search opens a new section at the bottom of the Logged Form Submissions and allows several distinct features:

- Multiple Search Lines : allows Logged Form Submission matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

### Refresh

To start this action, click the  **Refresh** button above the Logged Form Submission listing in the  More Menu.

Refresh the list of Logged Form Submissions.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

### Export to List

To start this action, click the  **Export to List** button above the Logged Form Submission listing in the  More Menu.

Export the Logged Form Submission results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Logged Form Submissions shown.



Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Logged Form Submissions will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.



## Export All

To start this action, click the  **Export All** button above the Logged Form Submission listing in the  More Menu.

Export all the Logged Form Submissions to a List.

Exactly as for "Export to List" except rather than just Exporting the Logged Form Submission results shown, all Logged Form Submissions will be exported.


## Export Item

To start this action, select the Logged Form Submission you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Logged Form Submission to a List.

Exactly as for "Export to List" except rather than just Exporting the Logged Form Submission results shown, only the selected Logged Form Submission is exported.

## Choose Columns

To start this action, click the  **Choose Columns** button above the Logged Form Submission listing in the  More Menu.

Changes the Columns shown in the Logged Form Submission Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Logged Form Submission Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Logged Form Submission Listing.

## Manage Filters

To start this action, click the  **Manage Filters** button above the Logged Form Submission listing in the  More Menu.

Creates custom Filters for Logged Form Submissions.

A Filter is a saved Advanced Search. Multiple Filters can be created for Logged Form Submissions.

These Filters appear at the top of the Logged Form Submission listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Logged Form Submissions where these can be managed.

## Logged Form Submission Field Reference